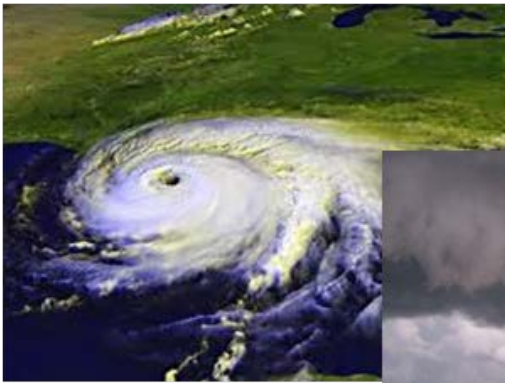




# Livingston Parish

## All-Hazards Emergency Operations Plan



Created By:

Livingston Parish Office of Homeland Security  
and Emergency Preparedness (LOHSEP)  
P.O. Box 1030/20355 Government Blvd.  
Livingston, LA 70754  
Office: 225-686-3066  
Fax: 225-686-7280

Last Updated: December 2013

# Table of Contents

<b>I. Purpose and Scope</b>	<b>4</b>
A. Mission	4
B. Overview	5
<b>II. Situations and Assumptions</b>	<b>5</b>
A. Location	5
B. Situations	6
C. Assumptions	6
<b>III. Concept of Operations</b>	<b>7</b>
A. General	7
B. Emergency Action Levels	10
NTAS Alerts	11
C. Phases of Emergency Management	12
<b>IV. Emergency Support Functions</b>	<b>13</b>
A. Livingston Parish Emergency Support Functions (ESFs)	13
B. Louisiana Emergency Support Functions (ESFs)	15
<b>V. Organization and Assignment of Responsibilities</b>	<b>15</b>
A. LOHSEP	16
B. Law Enforcement	16
C. Fire Department	17
D. Department of Public Works	17
E. Information Services	17
F. Office of Public Health	18
G. Office of Children and Family Services	18
H. Parish Attorney	18
I. Finance Department	19
J. Department of Human Resources	19
K. Transportation Department	19
L. GOHSEP	19
M. American Red Cross	19
N. Council of Aging	19
O. Emergency Medical Services (EMS)	19
P. Public Information	20
Q. Livingston Parish Animal Control Center	20
R. Parish School Board	20
S. Coroner's Office	20
T. Energy and Utilities	21
U. Others	21

<b>VI. Direction and Control</b>	<b>21</b>
A. Authority to Initiate Action	21
B. Command Responsibility for Specific Action	21
C. Emergency Operations Center (EOC)	21
C. Preservation of Records	23
C. Records and Reports	24
D. Emergency Operations Center (EOC)	24
E. Relief Assistance	25
F. Consumer Protection	25
G. Nondiscrimination	25
H. Administration of Insurance Claims	25
I. Duplication of Benefits	25
J. Use of Local Firms	25
K. Preservation of Historic Properties	25
<b>IX. Plan Development, Maintenance and Execution</b>	<b>26</b>
<b>X. Authorities and References</b>	<b>27</b>
A. Legal Authority	27
B. References	29
<b>XI. Definitions</b>	<b>29</b>
<b>XII. Apendices to Basic Plan</b>	<b>30</b>

# Basic Plan

## I. PURPOSE AND SCOPE

It is the purpose of this plan to provide guidance for the various departments within Livingston Parish government, municipalities within the Parish, where applicable, and all of those outside agencies and entities within the Parish of Livingston with an emergency assignment before, during and following any declared emergency.

This plan details the overall responsibilities of local government as well as guidelines and organizational priorities necessary to insure a coordinated Federal, State, and Local government and business stakeholders' response.

This plan sets forth a detailed Parish program for preparation against, operation during, and relief and recovery following disasters as provided by Parish, State, and Federal statutes as well as other related or applicable emergency authorities or directives.

### A. Mission

In time of emergency the mission of the Livingston Parish government is:

1. To plan and prepare practicable response programs for the protection of life and property in the event of disasters.
2. To take immediate effective action to direct, mobilize, coordinate and determine utilization of local resources to support political subdivisions in the conduct of disaster operations to save lives, protect property, relieve human suffering, sustain survivors and repair essential facilities.
3. To coordinate and direct restoration and recovery operations in the disaster area.
4. To insure that each parish department will plan and provide for an emergency operations capability which conforms in principle with this plan.
5. To coordinate all disaster services with the Parish Office of Homeland Security and Emergency Preparedness Director, and direct restoration and recovery operations in the disaster area subject to governmental authority.
6. To provide each parish department with plans which conform to the guidelines and directions of the Livingston Parish Emergency Operations Plan (EOP).

## B. Overview

1. Primary responsibility for disaster preparedness rests with elected heads of government, both Local and State. To fulfill this responsibility, maximum attention must be given to the coordination of all disaster relief efforts by local, State, public and private organizations.
2. Existent organizational elements for emergency government response will be utilized to the fullest extent and augmented where necessary.
3. Assistance to overcome the effects of a disaster must be provided as soon as possible after its occurrence. Therefore, local response elements and State government will perform urgently needed emergency work immediately.

**NOTE:** *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 General Plan to cover all aspects of local response only, not contingent on any extraordinary State or Federal assistance.*

4. All local response elements will include provisions for necessary documentation for financial accountability from the onset of any disaster occurrence. The fact that emergency conditions exist does not preclude the need for documentation required by current disaster assistance regulations and directives.
5. It shall be the responsibility of all local response elements of government to:
  - a. Control and use to the fullest extent all able manpower and material resources subject to the authority of the government entity, and
  - b. Control and use to the fullest extent all manpower and material resources available in the general area of devastation by means of inter-city or inter-parish request, and
  - c. Notify the Parish President of any deficiencies that exist.
6. All response elements of local government will adhere to the above general principles.

## II. SITUATIONS AND ASSUMPTIONS

### A. Location

1. Livingston Parish is located in the southeastern portion of the state of Louisiana, in an area commonly known as "The Florida Parishes."

2. The Amite River and the parishes of East Baton Rouge and Ascension border it on the west. Ascension and St. John the Baptist Parishes, as well as Lake Maurepas border it on the south. Lake Maurepas and the Parish of Tangipahoa border it on the east. The Parish of St. Helena borders it to the north.
3. There are eight incorporated communities: Albany, Denham Springs, French Settlement, Killian, Port Vincent, Springfield, Walker and Livingston, the Parish seat. Unincorporated areas include: Colyell, Holden, Maurepas, Satsuma, and Watson.
4. Livingston Parish covers a total land area of 648 square miles and has a population of approximately 134,053 (based on the 2013 Census estimates). Total area of 703 square miles (648 land and 55 water).

#### B. Situations

1. Livingston Parish is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Possible natural hazards include hurricanes, floods, tornadoes, and earthquakes. There is also the threat of national security incidents such as a nuclear, biochemical, biological, conventional attack, or an act of terrorism.
2. Other disaster situations could develop from a hazardous materials accident, nuclear power plant accident, major transportation accident, terrorism, civil disorder, or conflagration.
3. Livingston Parish has capabilities, which, if effectively used in the event of a disaster, would enhance the preservation of life and property. These capabilities include the following: manpower, equipment and skills of the governmental agencies, medical, health and allied professions and groups, and knowledge of survival actions possessed by the public.
4. The objective of this plan is to ensure effective use of these assets should a disaster affect Livingston Parish.

#### C. Assumptions

1. It is impossible to predict the specific effects of a disaster upon Livingston Parish, or to be sure in advance that any specific hazard would or would not occur. However, the parish could be subjected to numerous disaster situations.

2. Under any circumstances, it would be incumbent upon the government to take the necessary steps to reduce the effects of a disaster upon the population.
3. In most cases, proper preparations and preventive measures could reduce damage and loss of life.
4. In the event of a natural or technological incident, sufficient capabilities exist to handle the situation but, should a national security emergency occur, our resources would be utilized to capacity or exhausted so outside assistance would be required.
5. In the event of a catastrophic incident as defined by the National Response Framework, our local resources would be utilized to capacity or exhausted, as well as, regional and state resources, so outside assistance would be critical.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

1. Locally, under the Incident Command System (ICS) structure, the Parish President is responsible by law for emergency preparedness operations. The Livingston Parish Office of Homeland Security & Emergency Preparedness (LOHSEP) Director acts as his Chief of Staff during such emergencies. Department and Agency Directors and agencies are responsible for functions as specified in this plan. This includes all Emergency Support Functions discussed and listed on pages 12 and 13 of this document (includes local and state agencies as well as contracted private entities). Parish forces will conduct emergency operations until the emergency exceeds the local government's capability to respond, then assistance will be requested from the State Government. The Federal Government will provide assistance to the State, when appropriate. Operations shall be conducted from the Parish Emergency Operations Center (EOC) and all departments and agencies having an emergency function or capability will be represented.

2. This plan is based upon the concept that emergency functions for various groups involved in emergency preparedness will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. It is generally true, however, that a disaster is a situation in which the usual way of doing things no longer suffices. It is desirable, and always attempted, to maintain organizational continuity and to assign familiar tasks to personnel. In large-scale disasters, however, it may be necessary to draw on people's basic capabilities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task.
3. The special needs of handicapped and elderly people will be addressed in the appropriate section of this plan.
4. In keeping with the nationwide strategy of the National Response Framework (NRF), this guidance is concerned with all types of emergency situations that may develop. It also accounts for activities before, during, and after emergency operations.
5. The use of the National Incident Management System (NIMS) will be utilized by all emergency response agencies to manage an emergency incident/disaster. The nature and size of the incident will determine the level and complexity of the management structure. NIMS is designed to expand or be reduced as needed. As an incident escalates the span of control may become stretched. As the need arises, the other components of the Incident Management System may be staffed. Under the NIMS "Command Structure" the following sections will be established and expanded as dictated by the event.
  - a. Command or the Incident Commander – responsible for overall coordination and direction of all activities at the incident scene.
  - b. The four (4) major responsibilities are:
    - Control the incident.
    - Provide safety & survival for emergency responders.
    - Protect, remove, and provide care for endangered civilians.
    - Conserve property during and after the incident control operation.



- c. Command Staff – responsible for key activities, which are not part of the line organization. Command Staff answers directly to the Incident Commander.
- Safety Officer - assesses hazards and safety of situation and develops measures for assuring personnel safety.
  - Public Information Officer (PIO) - develops accurate and complete information regarding incident cause, size, current situation, resources committed and other matters of general interest. The PIO is the point of contact for the media. The PIO coordinates and disseminates the government's calls for public actions such as evacuations or sheltering in place.
  - Liaison – serves as point of contact for representatives from other agencies.
- d. Finance/Administration Section is established on incidents when there is a specific need for financial services.
- Procure services needed to terminate the incident and document the financial cost of the incident.
- e. Logistics Section provides services and support systems to all the organizational components involved in the incident.
- Provide medical aid for responders/rest & rehabilitation
  - Coordinate stress debriefing
  - Provide supplies & equipment
  - Secure needed facilities
- f. Operations Section will function in the command post. The Operations Chief is responsible for implementing the tactical objectives as defined by the strategic goals of the Incident Commander.
- Assign line crews (Strike Teams-Task Force)
  - Keep command informed

- g. Planning Section is responsible for processing information needed for effective decision making.
  - Evaluate and update the current strategic plan with Command and Operations
  - Evaluate past actions & strategies
  - Refine current & future plans & recommend any changes to Command and Operations
  - Forecast possible outcomes
  - Evaluate future resource needs with Operations
6. The use and coordination of volunteer agencies, spontaneous volunteers, donations, etc. will be coordinated through the Livingston Parish Office of Homeland Security and Emergency Preparedness as identified in Annex V, Donations Management.

## B. Emergency Action Levels

1. Natural Disaster (National Weather Service)
  - a. *WATCH* – All emergency personnel placed on standby. (Conditions are favorable for severe weather.)
  - b. *WARNING* – Partial activation of EOC by emergency preparedness personnel. (Actual sighting; actually occurring.)
  - c. *IMPACT* – Full activation of EOC.
  - d. *RECOVERY* – Continued response activities as needed.
2. Fixed Nuclear Facility
  - a. *UNUSUAL EVENT* - Essential emergency staff placed on standby. Events are in progress or have occurred which indicate a potential degradation of level of safety of the plant. No releases of radioactive material requiring off-site response or monitoring are expected unless further degradation of safety systems occurs.

- b. *ALERT* - Partial activation of EOC. Events are in progress or have occurred which involve an actual or potential substantial degradation of the level of safety of the plant. Any releases are expected to be limited to small fractions of the Environmental Protection Agency (EPA) Protective Action Guidelines exposure levels.
- c. *SITE AREA EMERGENCY* - Full activation of EOC. Events are in progress or have occurred which involve actual or likely major failures of plant functions needed for protection of the public. Any releases are not expected to exceed EPA Protective Action Guidelines exposure levels except near site boundary.
- d. *GENERAL EMERGENCY* - Fully mobilize all emergency resources and issue protective measures to public, including Emergency Alert System (EAS) messages. Events are in progress or have occurred, which involve actual or imminent substantial core degradation or melting with potential for loss of containment integrity. Releases can reasonably be expected to exceed EPA Protective Action Guidelines exposure levels offsite for more than the immediate site area.

## 2. Hazardous Materials

- a. *LEVEL I* - Unusual Event – Incident has occurred, may attract attention.
- b. *LEVEL II* – Site Emergency–Incident has occurred, will attract attention.
- c. *LEVEL III* – Incident has occurred, will impact surrounding areas.

## 3. National Security Threat Levels

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

### NTAS Alerts

- a. Imminent Threat Alert  
Warns of a credible, specific, and impending terrorist threat against the United States.

b. Elevated Threat Alert

Warns of a credible terrorist threat against the United States. After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available. These alerts will include a clear statement that there is an **imminent threat** or elevated **threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

c. Sunset Provision

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a **sunset provision** indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

C. Phases of Emergency Management

Since this comprehensive plan is concerned with all types of hazards to which Livingston Parish is exposed before, during, and after an occurrence, five (5) phases of management are considered as follows:

1. PREVENTION

Prevention activities are those that help avoid or intervene to stop an incident from occurring. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health; agricultural surveillance and testing processes; immunizations, isolations, or quarantine.

## 2. MITIGATION

Mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. Also included are those long-term activities that lessen the undesirable effects of unavoidable hazards. Some examples include: establishment of building codes, flood plain management, insurance, elevating buildings, and public education programs.

## 3. PREPAREDNESS

Preparedness activities serve to develop the response capabilities needed in the event of an emergency. Planning, exercising, training, and developing public information programs and warning systems are among the activities conducted under this phase.

## 4. RESPONSE

Response activities help to reduce casualties and damage and speed recovery. These include warning, evacuation, rescue, and other similar operations addressed in this plan. During the response phase, emergency services are provided. Every activated personnel from each ESF will coordinate with the Livingston Parish Office of Homeland Security and Emergency Preparedness for all response activities.

## 5. RECOVERY

Recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

When the Chief Executive and his advisors determine that a State of Emergency no longer exists, he will issue an order terminating it including all specially delegated emergency authorities and powers.

# IV. EMERGENCY SUPPORT FUNCTIONS

## A. Livingston Parish Emergency Support Functions (ESFs)

Parish ESFs are mechanisms for grouping functions most frequently used to provide support to and within local (Parish/Tribal) governments, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents.

<b>Emergency Support Function</b>	<b>Lead/Supporting Agency/Entity</b>
ESF #1 - Transportation	LA Dept of Transportation & Development; Livingston Parish Public Schools
ESF #2 – Communications	Livingston Parish Office of Homeland Security & Emergency Preparedness; Livingston Parish Sheriff's Office/911 Communications; Amateur Radio Operators; EMCO
ESF #3 – Public Works & Engineering	Livingston Parish Department of Public Works
ESF #4 – Firefighting	Livingston Parish Fire Protection Districts 1-11; LA Fire Marshal's Office
ESF #5 – Emergency Management	Livingston Parish Office of Homeland Security & Emergency Preparedness
ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services	American Red Cross; Livingston Parish Office of Homeland Security & Emergency Preparedness; LA Dept of Child & Family Service; LA Workforce Commission
ESF #7 – Resources Support	Livingston Parish Office of Homeland Security & Emergency Preparedness; Governor's Office of Homeland Security & Emergency Preparedness; local Wrecker Services; Local Logging Services; Waste Management; Livingston Parish Public Schools; Councilman
ESF #8 – Public Health & Medical	Livingston Parish Fire Protection Districts 1-11; Acadian Ambulance Service; LA Dept of Health & Hospitals
ESF #9 – Search & Rescue	Livingston Parish Sheriff's Office; Livingston Parish Office of Homeland & Emergency Preparedness; LA Dept of Wildlife & Fisheries;
ESF #10 – Oil Spill, Hazardous Materials & Radiological	Livingston Parish Office of Homeland Security & Emergency Preparedness; LA National Guard 62 <sup>nd</sup> CST; Dept of Environmental Quality; LA State Police Transportation & Environmental Safety Section
ESF #11 – Agriculture	LA Dept of Ag & Forestry
ESF #12 – Energy & Utilities	Entergy Corp.; DEMCO; Gas Utility District 1; Gravity Drainage Districts; Sewer Districts; Ward Water Districts; Nuclear
ESF #13 – Public Safety & Security	Livingston Parish Sheriff's Office; Albany, Denham Springs, French Settlement, Killian, Livingston, Port Vincent, Springfield & Walker Police Departments
ESF #14 – Community Recovery, Mitigation & Economic Stabilization	Governor's Office of Homeland Security & Emergency Preparedness; St Bernard Government
ESF #15 – Emergency Public Information	Livingston Parish Office of Homeland Security & Emergency Preparedness; Livingston Parish Sheriff's Office; Livingston Parish President
ESF #16 – Military Support to Civil Authorities	LA National Guard

## B. Louisiana Emergency Support Functions (ESFs)

Louisiana ESFs are mechanisms for grouping functions most frequently used to provide State support to local (Parish/Tribal) governments, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents.

<b>Emergency Support Function</b>	<b>Lead Supporting State Agency</b>
ESF #1 - Transportation	Dept of Transportation & Development
ESF #2 – Communications	State Police; LA National Guard; Governor’s Office of Homeland Security & Emergency Preparedness
ESF #3 – Public Works & Engineering	Dept of Transportation & Development
ESF #4 – Firefighting	State Fire Marshal; Dept of Ag & Forestry
ESF #5 – Emergency Management	Governor’s Office of Homeland Security & Emergency Preparedness
ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services	Dept of Child & Family Service; LA Workforce Commission
ESF #7 – Resources Support	Governor’s Office of Homeland Security & Emergency Preparedness; LA National Guard
ESF #8 – Public Health & Medical	Dept of Health & Hospitals
ESF #9 – Search & Rescue	Dept of Wildlife & Fisheries
ESF #10 – Oil Spill, Hazardous Materials & Radiological	Dept of Environmental Quality
ESF #11 – Agriculture	Dept of Ag & Forestry
ESF #12 – Energy & Utilities	Public Service Commission; Dept of Natural Resources; Dept of Health & Hospitals; Dept of Ag & Forestry
ESF #13 – Public Safety & Security	State Police; Dept of Justice
ESF #14 – Community Recovery, Mitigation & Economic Stabilization	Governor’s Office of Homeland Security & Emergency Preparedness
ESF #15 – Emergency Public Information	Governor’s Office of Homeland Security & Emergency Preparedness; Dept of Economic Development
ESF #16 – Military Support to Civil Authorities	LA National Guard

## V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following is the assignment of emergency functions to agencies, departments and branches of the Livingston Parish Government as well as private stakeholders operating within the Parish. The function applies to all parts of the Plan when a specific part is not designated. Each department is responsible for developing and maintaining its own Standard Operating Guidelines (SOG’s), which must address the following responsibilities:

## A. LOHSEP

1. EOC staffing and function.
2. Communications.
3. Radiological defense and disaster analysis.
4. Operations of the shelter system.
5. Coordinate the care and shelter of animals.
6. Emergency public information.
7. Warning system.
8. Coordination of outside assistance.
9. Coordinating emergency control and use of resources.
10. Damage assessment.
11. Comprehensive emergency planning.
12. Coordination of crisis relocation.
13. Coordination of the National Pharmaceutical Stockpile (NPS).
14. Debris removal.
15. Coordinate search and rescue operations.

## B. Law Enforcement

1. Maintenance of law and order including shelter occupancy.
2. Traffic control including movement to shelter.
3. Protection of vital installations.
4. Controlling access to disaster scene.
5. Alternate or standby for receipt of attack warning.
6. Assist in rescue operations.
7. Coordinate with Fire Services in search and rescue activities.



8. Supplementing communications.
  9. Assisting with evacuation efforts.
- C. Fire Department
1. Fire suppression.
  2. Radiological monitoring and reporting.
  3. Coordinate with law enforcement in search and rescue activities.
  4. Assist law enforcement in traffic control.
  5. On-scene coordination of hazardous materials incidents operations.
- D. Department of Public Works
1. Restoration of vital facilities and public utilities.
  2. Assist in traffic control.
  3. Maintenance of sewerage system and disposal services.
  4. Assist in control of vital resources.
  5. Debris clearance and road maintenance.
  6. Damage assessment and other engineering assistance.
  7. Assist in decontamination.
  8. Assist with animal care and sheltering.
  9. Clearing of hazards from roadways for first responder and other vital transportation needs.
- E. Information Services
1. Technical support for parish government operations.
  2. Maintenance of data network, data bases, phone, and integrated communications systems.
  3. Operates and maintains website.
  4. Responsible for the redundant data repository.

F. Office of Public Health

1. Coordinate emergency health care.
2. Medical support to shelter residents.
3. Pest and rodent control.
4. Contamination assessment of food and water.
5. Public health information and advice.
6. Assistance of medical administration, i.e., emergency immunization or administering potassium iodine (KI).
7. Coordination of mortuary services.
8. Inoculation for disease prevention.
9. Sanitation.
10. Epidemiological Support.
11. Laboratory Support.

G. Office of Children and Family Services

1. Support of shelter managers.
2. Coordination of emergency, social, and welfare activities.
3. Coordination of religious services.
4. Emergency clothing, feeding, and lodging.
5. Emergency registration and inquiry.
6. Coordination of private welfare organizations.

H. Parish Attorney

1. Providing legal advice as required.
2. Performing other necessary legal functions

- I. Finance Department
  - 1. Procurement of emergency supplies and equipment.
- J. Department of Human Resources
  - 1. Coordinate with the Louisiana Department of Labor - Office of Employment Security-Livingston Parish Human Resources Department in procuring additional manpower.
  - 2. Coordinate activation of Special Assistance Team program upon request of LOHSEP.
  - 3. Provide assistance with hiring of emergency workers when requested by LOHSEP.
- K. Transportation Department
  - 1. Provide for movement of people and supplies by coordinating with government and private agencies for needed transportation equipment.
  - 2. Clearing of hazards from roadways for first responder and other vital transportation needs.
- L. GOHSEP
  - 1. Provide coordination between LOHSEP and State and Federal agencies.
- M. American Red Cross
  - 1. Provide such services as sheltering, feeding, clothing and other essential emergency needs to disaster victims.
  - 2. Assist in emergency registration and inquiry.
  - 3. Damage survey.
  - 4. Coordination of Mental Health services.
- N. Council on Aging
  - 1. Assist with the elderly and certain handicapped people.
- O. Emergency Medical Services (EMS)
  - 1. Emergency medical care.

2. Emergency medical response to established shelters for an unanticipated medical emergency/condition of evacuee and transport to a functional hospital.
  3. Supplying and using medical and health items.
- P. Public Information
1. Rumor control.
  2. Coordination of joint information center activities and public information.
  3. Coordinate emergency media releases.
- Q. Livingston Parish Animal Control Center
1. To respond to and care for animals during a disaster.
- R. Parish School Board
1. Maintain list of shelters.
  2. Transportation assistance.
- S. Coroner's Office
1. Recovery and evacuation of remains.
  2. Body identification.
  3. Disposition of human remains.
  4. Preservation or embalming.
  5. Notification of next of kin or representative.
  6. Grief counseling.
  7. Family assistance.
  8. Documentation on each victim.
  9. Prepare and file death certificates.
  10. Resource listing for coroner operations.

11. Safeguarding of personal effects of victims
  12. Identification of morgue site.
  13. Establishment of staging area for coroner operations.
  14. Assist MRC.
- T. All energy and utilities entities shall maintain their respective sites and equipment and request assistance as needed. This includes Entergy Corporation, Dixie Electric Membership Corporation (DEMCO), Gas Utility District 1, all Gravity Drainage Districts, all Sewer Districts and all Ward Water Districts.
- U. All other agencies/entities supporting the parish in emergency functions shall provide any assistance where applicable and needed.

## **VI. DIRECTION AND CONTROL**

### **A. Authority to Initiate Action**

All emergency operations will be under the authority of The Louisiana Emergency Assistance and Disaster Act of 1993.

### **B. Command Responsibility for Specific Action**

1. The President of Livingston Parish is responsible for emergency preparedness within his political boundaries.
2. The Director of LOHSEP, under the supervision of the President, will be responsible for the coordination of all planning and emergency operations within Livingston Parish. This will include inter-agency or departmental coordination as well as coordination of civic groups, clubs, and organizations within Livingston Parish.
3. The Parish President and the Director of LOHSEP are responsible for determining the need to evacuate and have the authority to issue evacuation orders that will be enforced by law enforcement personnel. In situations where immediate threat to life and property is imminent, the local law enforcement or fire department has the authority to begin evacuation procedures while the evacuation orders go through the proper channel (i.e., hazardous materials incidents or civil disorders).

### **C. Emergency Operation Center (EOC)**

1. The EOC is located in Livingston Parish Office of Homeland Security and Emergency Preparedness (LOHSEP), located at 20355 Government Boulevard, Livingston, LA 70754.

2. If the relocation of the primary EOC becomes necessary, LOHSEP will move operations to the alternate EOC at 29126 South Satsuma Road, Livingston, LA. The alternate EOC facility is the Livingston Parish 911 Communications District. It is fully equipped and ready for emergency operations.

## VII. CONTINUITY OF GOVERNMENT

Effective comprehensive emergency management operations depend upon two important factors to ensure continuity of government from the highest to the lowest level: (1) lines of succession for officials/agency heads/ authorized personnel; and (2) preservation of records.

### A. Succession of Command

#### 1. State Government Succession

Article IV, Section 5(A) of the Constitution of Louisiana vests in the governor the chief executive power of the State. The governor holds office for four years and can immediately succeed himself/herself. Article IV, Section 5(J) further establishes the emergency management powers of the governor. Article IV, Section 14 of the Constitution provides for the line of succession to the governor as follows:

- a. Governor
- b. Lieutenant Governor
- c. Secretary of State
- d. Attorney General
- e. Treasurer
- f. Presiding Officer of the Senate
- g. Presiding Officer of the House of Representatives

#### 2. Local Government Succession

The Emergency Interim Local Executive Succession Act references government succession on a local level. (Also see Appendix 3, Lines of Succession)

The line of succession of LOHSEP is from the Director to the Deputy Director to the Mitigation Specialist.

Each department, according to the standard operating guidelines, establishes the line of succession to each Department Head.

B. Relocation of Government

Livingston Parish provides for the relocation of the center of Parish Government to the EOC located in Livingston Parish Office of Homeland Security and Emergency Preparedness (LOHSEP) at 20355 Government Boulevard, Livingston, LA 70754 during times of emergency. If the primary EOC is determined inoperable, the center Livingston Parish Government will relocate to the Livingston Parish 911 Communications District. The 911 Communications District will serve as the site for primary direction and control.

C. Preservation of Records

1. State Level

Each agency/department is responsible for maintaining and recording all legal documents affecting the organization and administration of emergency management functions. It is the further responsibility of state officials to ensure that all records are secure and protected from elements of damage or destruction at all times.

2. Local Level

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.

## VIII. ADMINISTRATION AND LOGISTICS

- A. **Agreements and Understandings:** Should local government resources prove to be inadequate during emergency operations; requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or negotiated emergency mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings are entered into by duly authorized officials. Livingston Parish has agreements to lend and accept assistance between municipalities and neighboring parishes. It is understood that written agreements are not necessary with state or federal agencies since these groups have a legal responsibility to provide assistance when called upon to do so.
- B. The Parish President has the authority to order any emergency purchases and/or authorize the contracting of any emergency services which might be required.

An emergency event may exhaust limited resources. There is no provision in the Parish budget to fund response to and recovery from a large emergency event. Mutual aid agreements and procedures for requests for assistance from state and federal authorities are critical to the planning effort.

- C. **Records and Reports**
1. Responsibility for submitting local government reports to the GOHSEP rests with the Director of LOHSEP.
  2. Records of expenditures and obligations in emergency operations are maintained by LOHSEP.
  3. Narrative and log-type records of response actions to all emergencies are maintained.
  4. All Parish departments must maintain complete records of all expenses including overtime incurred as a result of response to a disaster.

- D. **Emergency Operations Center (EOC)**

The LOHSEP EOC is the primary site for coordination of all emergency operations. In the event the EOC should become unusable, the Livingston Parish 911 Communications District will serve as the site for primary direction and control. It is fully equipped and ready for emergency operations.



E. Relief Assistance

In the event of a disaster, LOHSEP coordinates and supports the responsible agencies for relief assistance.

F. Consumer Protection

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the Livingston Parish District Attorney's Office. The mechanics set up for specific violations by Livingston Parish, such as price gouging, are noted in Annex N: Public Information and Education.

G. Nondiscrimination

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

H. Administration of Insurance Claims

Insurance claims are normally handled on a routine basis by the commercial insurance companies and their adjustment agencies. Complaints should be referred to the Louisiana Insurance Commissioner. A representative of the American Insurance Association is usually dispatched to a disaster area to assist with claim problems.

I. 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 program or for which he/she has received insurance or other compensation.

J. 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 practical, to those organizations, firms, and individuals residing or doing business primarily in the affected area. Paid contracted businesses must be utilized within state and federal guidelines.

K. Preservation of Historic Properties

In the event of a disaster involving known historic properties in Livingston Parish, LOHSEP will request the assistance of the Livingston Parish Historic Commission to identify said historic properties within the designated disaster area for public assistance purposes.

**IX. PLAN DEVELOPMENT, MAINTENANCE, AND EXECUTION**

- A. The Director of LOHSEP, under the supervision of the Parish President, has the overall responsibility for emergency planning, coordination of resources, and provision of direction of disaster operations.
- B. The Director of LOHSEP will provide guidance and direction for conduct of disaster assistance and recovery activities.
- C. Directors of supporting agencies have the responsibility for maintaining internal continuity of operations plans (COOP), Standard Operating Guidelines (SOGs), and resource data to ensure prompt and effective response to disaster to ensure the survivability of its senior management.
- D. If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The Director will brief the Parish President, Livingston Parish Council, departmental directors, and other appropriate officials in emergency preparedness and in this plan in particular.
- E. All agencies will be responsible for the development and maintenance of their respective segments of the plan as set forth earlier in Section IV, "Organization and Assignment of Responsibilities."
- F. The Director of LOHSEP will maintain and update this plan as required. Responsible officials in state/local agencies should recommend changes at any time and provide information periodically as to changes of personnel and available resources. The Director will coordinate an annual review and revision effort as necessary.
- G. This plan will be executed upon order of the Livingston Parish President, Director of LOHSEP, or an authorized representative.
- H. This plan applies to all Livingston Parish boards, commissions, and departments assigned emergency responsibilities and to all elements of local government.
- I. For training purposes and exercises, the Director of LOHSEP may activate this plan as necessary to ensure a readiness posture.
- J. This plan can be activated at least once a year in the form of a simulated emergency, regardless of actual events, in order to provide practical controlled operations experience to those who have EOC responsibilities.

## X. AUTHORITIES AND REFERENCES

### A. Legal Authority

#### 1. Federal

- a. Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
- b. Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 as amended, and Related Authorities, FEMA 592, June 2007.
- c. Public Law 93-234, as amended The Flood Disaster Protection Act of 1973.
- d. Homeland Security Act 2002.
- e. Post-Katrina Emergency Management Reform Act 2006.
- f. Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, and Related Authorities, FEMA 592, June 2007.
- g. National Response Framework, 2008.
- h. National Incident Management System, 2004 (2007 Revision in draft).
- i. Federal Emergency Management Agency, FEMA-64, Emergency Action Planning Guidelines for Dams, 1985.
- j. Title 44, The Code of Federal Regulations, Part 206.
- k. Federal Emergency Management Agency, SLG 101 State and Local Guide
- l. Federal Emergency Management Agency, SLG101A State and Local Guide
- m. Federal Emergency Management Agency, Comprehensive Preparedness Guide (CPG) 101, Producing Emergency Plans, Interim Version 1.0, 1 August 2008
- n. Other executive orders and acts pertaining to disasters enacted or to be enacted.

2. State
  - a. Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993 as amended.
  - b. State Executive Order No. EWE93-22, August 9, 1993.
  - c. State Executive Order No. KBB 2004-36 (8/20/04) & 2005-07 (11/4/05), KBB 2007-14 (5/31/07), and KBB 2007-28 (11/1/07).
  - d. Louisiana Disaster Recovery Manual dated January 2005, as amended
  - e. Act 111, Emergency Interim State Executive Succession Act of 1963
  - f. Act 112, Emergency Interim Judicial Succession Act of 1963
  - g. Act 113 as amended, Emergency Interim Legislative Succession of 1963
  - h. The Louisiana State Administrative Plan dated 1992, as amended
  - i. Louisiana Significant/High Hazard Dam Safety Plan 1989
  - j. Emergency Regulation, Louisiana Administrative Code: Title 55, Part XXI Homeland Security and Emergency Preparedness (LA Admin Code April 2007)
  - k. Louisiana Health Emergency Powers Act (LRS 29:760-772)
  - l. Other State executive orders and acts pertaining to disasters enacted or to be enacted.
3. Local
  - a. Livingston Parish Charter, dated October 1, 1994
  - b. Act 114, Emergency Interim Local Executive Succession Act of 1963
  - c. Other local ordinances pertaining to disasters enacted or to be enacted.

4. Volunteer, Quasi-Governmental
  - a. Act 58-4-1905 American National Red Cross Statement of Understanding, 12/30/85
  - b. Mennonite Disaster Services - Agreement with FDAA 1974
  - c. The Salvation Army Charter - May 12, 1974
  - d. Public Law 93-288
  - e. Statements of Understanding between the State of Louisiana and the agencies above

#### B. References

Livingston Parish Hazard Analysis Integrated Emergency Management System Capability Assessment and Standards for State and Local Government (Interim Guidance), FEMA, November 1983.

Livingston Parish Home Rule Charter Article VI, Section 5 of the Louisiana Constitution of 1974.

RS 29:726

RS 29:728

Integrated Emergency Management Systems Multi-Year Development Planning (Interim Guidance), FEMA, January 1984.

Integrated Emergency Management System Process Overview, FEMA, September 1983.

SLA

CPG

Pelican Crosswalk

#### XI. DEFINITIONS

The list of definitions appears in Appendix 4. Definitions relevant to Hazardous Materials appear in Annex H, Appendix 6. Neither list is intended to be all-inclusive.

## XII. APPENDICES TO BASIC PLAN

- (1) Livingston Parish Organizational Chart
- (2) Definitions
- (3) Key Facilities
- (4) Disaster Recovery

RECORD OF CHANGES TO PLAN

CHANGE NUMBER	DATE	PART AFFECTED	DATE POSTED	NAME OF POSTER

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:

---

Sheriff's Department

---

Municipal Police Department(s)

---

Fire Department(s)

---

School Board

---

Health Department

---

Nursing Home

---

Utility Company(s)

---

American Red Cross



---

Council on Aging

---

Office of Eligibility Determination

---

Mayor(s)

---

Community Action Group

---

Mutual Aid Group

# TABLE OF CONTENTS

## PART ONE: INTRODUCTION

PROMULGATION STATEMENT .....	i
FOREWORD .....	ii
RECORD OF CHANGES .....	iii
DISTRIBUTION PAGE .....	iv

## PART TWO: BASIC PLAN

I. PURPOSE .....	1
A. Million .....	1
B. Overview .....	2
II. SITUATIONS AND ASSUMPTIONS .....	3
A. Location .....	3
B. Situations .....	3
C. Assumptions .....	3
III. CONCEPT OF OPERATIONS .....	4
A. General .....	4
B. Emergency Action Levels .....	5
C. Phases of Management .....	5
IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES .....	6
A. General .....	6
B. Organization .....	7
C. Assignment of Responsibilities .....	7

V.	DIRECTION AND CONTROL .....	13
A.	Authority to Initiate Action .....	13
B.	Command Responsibility for Specific Actions .....	13
C.	Emergency Operations Center.....	14
VI.	CONTINUITY OF GOVERNMENT .....	14
A.	Succession of Command .....	14
B.	Relocation of Government .....	15
C.	Preservation of Records .....	15
VII.	ADMINISTRATION AND LOGISTICS .....	16
A.	Agreements and Understandings .....	16
B.	Emergency Purchasing .....	16
C.	Records and Reports .....	16
D.	Emergency Operations Center .....	16
E.	Relief Assistance .....	16
F.	Consumer Protection .....	17
G.	Nondiscrimination .....	17
H.	Administration of Insurance Claims .....	17
I.	Duplication of Benefits .....	17
J.	Use of Local Firms .....	17
K.	Preservation of Historic Properties .....	17

VIII.	PLAN DEVELOPMENT, MAINTENANCE, AND EXECUTION .....	17
IX.	AUTHORITIES AND REFERENCES .....	18

X.	DEFINATIONS .....	19
	Appendix 1 Parish Organizational Chart	1-1
	Appendix 2 Emergency Preparedness Organizational Chart	2-1
	Appendix 3 Lines of Succession	3-1
	Appendix 4 Definitions	4-1
	Appendix 5 Key (Vital) Facilities	5-1
	Appendix 6 Key Workers	6-1

**PART THREE: ANNEXES**

ANNEX A:	DIRECTION AND CONTROL	A-1
	Appendix 1 – Organizational Chart	A-1-1
	Appendix 2 – EOC Staff Organization Assignments	A-2-1
	Appendix 2, Tab A – EOC Staff Organization/Recall Roster	A-2-A-1
	Appendix 3 – Floor Plans	A-3-1
	Appendix 4 – SOP Custodians	A-4-1
	Appendix 5 – Message Handling Procedures	A-5-1
	Appendix 6 – Reporting Forms	A-6-1
ANNEX B:	COMMUNICATIONS	B-1
	Appendix 1 – Organizational Chart	B-1-1
	Appendix 2 – Network Diagram	B-2-1
	Appendix 3 – Communicational Checklist	B-3-1
ANNEX C:	WARNING	C-1
	Appendix 1 – Organizational Chart	C-1-1
	Appendix 2 – Warning Flow Chart	C-2-1
	Appendix 3 – Accidental Launch Warning	C-3-1
	Appendix 4 – Warning Checklist	C-4-1

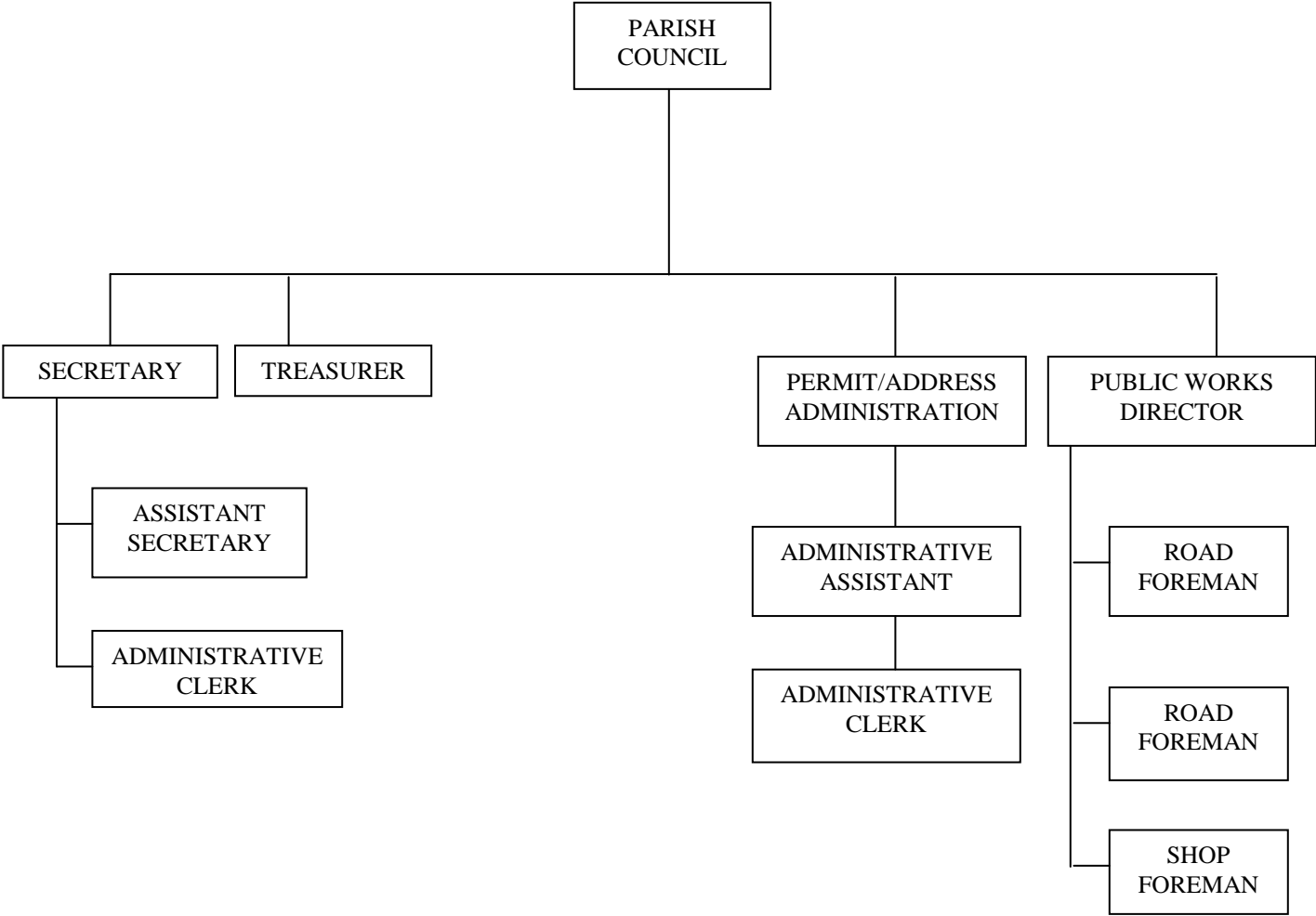
ANNEX D:	EVACUATION	D-1
	Appendix 1 - Organizational Chart	D-1-1
	Appendix 2 - Evacuation Routes	D-2-1
	Appendix 3 - Zone Maps	D-3-1
	Appendix 4 - Flood Prone Areas	D-4-1
	Appendix 5 - Pick-up Points	D-5-1
	Appendix 6 - Traffic Control Points	D-6-1
	Appendix 7 - Evacuation Procedures	D-7-1
	Appendix 8 - Evacuation Checklist	D-8-1
	Appendix 9 - Evacuation Instructions for Citizens in Liv. Par.	D-9-1
ANNEX E:	SHELTER	E-1
	Appendix 1 - Organizational Chart	E-1-1
	Appendix 2 - Shelter Facilities	E-2-1
	Appendix 3 - Shelter, Reception and Care Checklist	E-3-1
ANNEX F:	RADIOLOGICAL PROTECTION	F-1
	Appendix 1 - Organizational Chart	F-1-1
	Appendix 2 - EOC Radiological S.O.P.	F-2-1
	Appendix 3 - Decontamination	F-3-1
	Appendix 4 - Notification Procedures	F-4-1
ANNEX G:	LAW ENFORCEMENT	G-1
	Appendix 1 - Organizational Chart	G-1-1
	Appendix 2 - Law Enforcement Resources	G-2-1
	Appendix 3 - Vehicle and Personal Passes	G-3-1
	Appendix 4 - Traffic Control Points	G-4-1
	Appendix 5 - Law Enforcement Checklist	G-5-1
ANNEX H:	HAZARDOUS MATERIALS	H-1
	Appendix 1 - Organizational Chart	H-1-1
	Appendix 2 - Incident Flow Chart	H-2-1
	Appendix 3 - Incident Level Chart	H-3-1
	Appendix 4 - Pipeline Map/Companies	H-4-1
	Appendix 5 - Population Near Rail Routes	H-5-1
	Appendix 6 - Fixed Facilities	H-6-1

	Appendix 7 – Abbreviations/Definations	H-7-1
	Appendix 8 – HAZMAT Procedures	H-8-1
	Appendix 9 – Emergency Information Sources	H-9-1
ANNEX I:	FIRE SERVICES	I-1
	Appendix 1 – Organizational Chart	I-1-1
	Appendix 2 – List of Resources	I-2-1
ANNEX J:	SEARCH & RESCUE	J-1
	Appendix 1 – Organizational Chart	J-1-1
ANNEX K:	DAMAGE ASSESSMENT	K-1
	Appendix 1 – Organizational Chart	K-1-1
ANNEX L:	RESOURCES MANAGEMENT	L-1
	Appendix 1 – Organizational Chart	L-1-1
	Appendix 2 – Food Supply Plan	L-2-1
	Appendix 3 – Fuel Supply Plan	L-3-1
	Appendix 4 – Transportation Plan	L-4-1
	Appendix 5 – Construction Plan	L-5-1
	Appendix 6 – Utility Plan	L-6-1
	Appendix 7 – Manpower Plan	L-7-1
	Appendix 8 – Resource List	L-8-1
ANNEX M:	EMERGENCY PUBLIC WELFARE	M-1
	Appendix 1 – Organizational Chart	M-1-1
ANNEX N:	PUBLIC INFORMATION AND EDUCATION	N-1
	Appendix 1 – Organizational Chart	N-1-1
	Appendix 2 – List of Media	N-2-1
	Appendix 3 – Public Information Materials Available	N-3-1

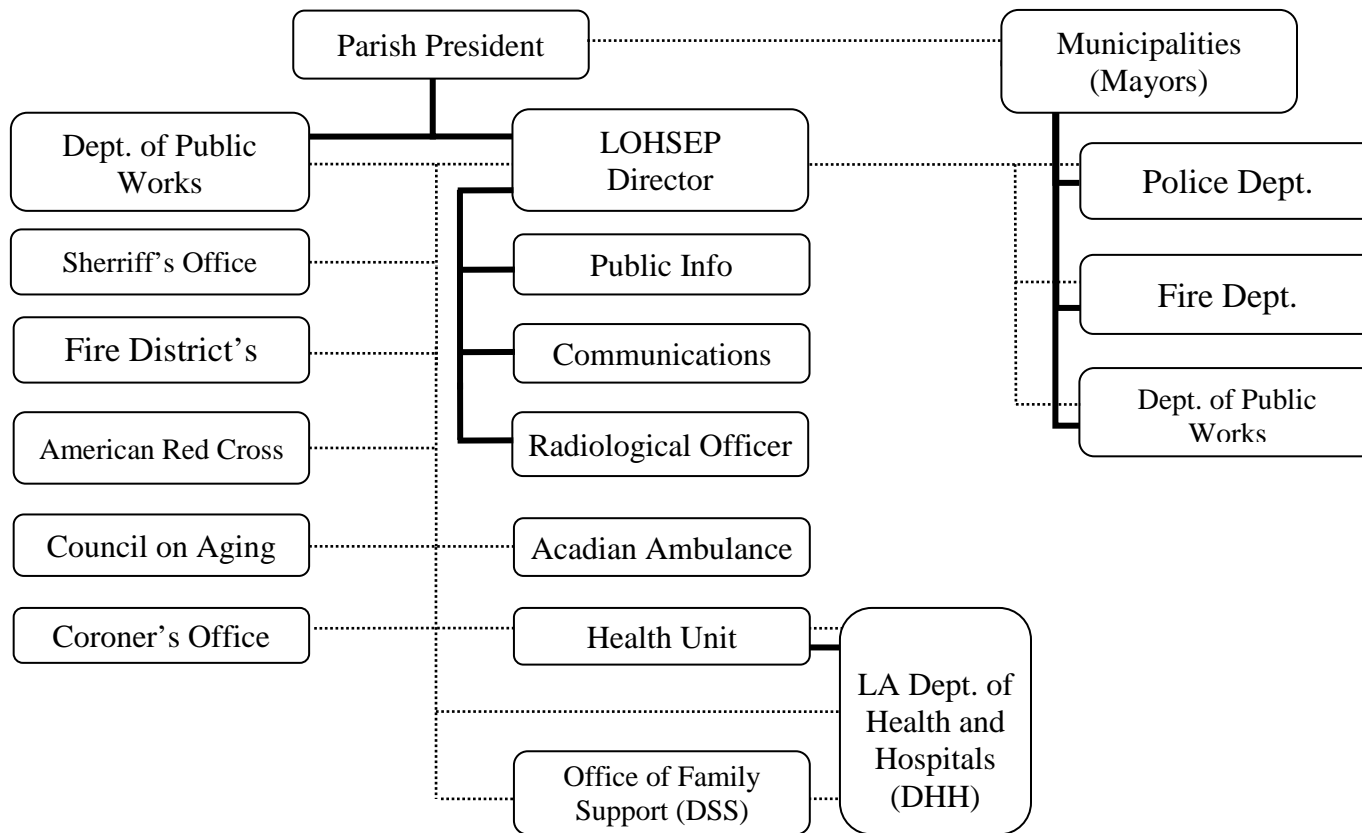
ANNEX O:	HEALTH AND MEDICAL SERVICES	O-1
	Appendix 1 – Organizational Chart	O-1-1
	Appendix 2 – Health/Medical Resources	O-2-1
	Appendix 3 – Medical Patients – Classification	O-3-1
ANNEX P:	TRAINING AND EDUCATION	P-1
	Appendix 1 – Organizational Chart	P-1-1
ANNEX Q:	FIXED NUCLEAR FACILITY	Q-1
	Appendix 1 – Map of Nuclear Power Plants (50-mi. radius)	Q-1-1
ANNEX R:	PUBLIC WORKS/PUBLIC UTILITIES	R-1
	Appendix 1 – Organizational Chart	R-1-1
	Appendix 2 – Debris Management Plan	R-2-1
ANNEX T:	TERRORIST INCIDENT PROGRAM	T-1
	Appendix 1 – Organizational Chart	T-1-1
	Appendix 2 – Incident Flow Chart	T-2-1
	Appendix 3 – Incident Command System	T-3-1
ANNEX U:	MASS FATALITIES	U-1
	Appendix 1 – Organizational Chart	U-1-1



LIVINGSTON PARISH COUNCIL  
ORGANIZATION CHART

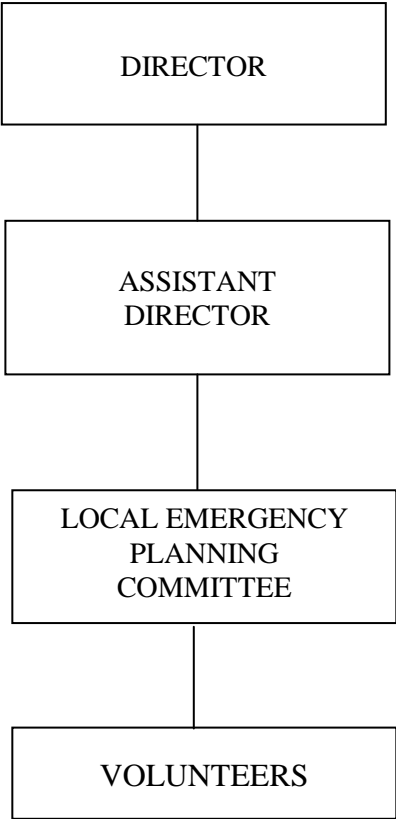


### Livingston Parish Organization Chart



———— Direct  
..... Coordination

OFFICE OF EMERGENCY PREPAREDNESS  
ORGANIZATIONAL CHART  
LIVINGSTON PARISH



LIVINGSTON PARISH  
LINES OF SUCCESSION

I. PARISH GOVERNMENT

A. Parish Council

1. President
2. Council Chairman
3. Council Appointee

B. Office of Emergency Preparedness

1. Director
2. Assistant Director
3. Fire Chief
4. Sheriff's Deputy

C. Sheriff's Department

1. Sheriff
2. Chief Criminal Deputy
3. Chief Civil Deputy
4. Chief of Detectives

D. School Board

1. Superintendent
2. Assistant Superintendent
3. Elementary Supervisor Assistant Superintendent
4. School Board President

II. MUNICIPALITIES

A. Mayor's Office

1. Mayor
2. Mayor Pro-Tem
3. Alderman
4. Clerk

B. Police Departments

1. Chief of Police
2. Assistant Police Chief
3. Colonel
4. Captain

C. Fire Departments

1. Fire Chief
2. Assistant Fire Chief
3. Captains

## KEY FACILITIES

### I. KEY TRANSPORTATION FACILITIES

- A. Helipad/Landing Zone
  - 1. Primary  
South of Health Unit and Governmental Building  
Livingston, LA
  - 2. Secondary  
Livingston Parish Sheriff's Office Hanger  
Livingston, LA
- B. Roadways
  - 1. Interstate 12
  - 2. U.S. Highway 190
  - 3. State Hwy. 16
  - 4. State Hwy. 22
  - 5. State Hwy. 42
  - 6. State Hwy. 43
  - 7. State Hwy. 63
  - 8. State Hwy. 441
  - 9. State Hwy. 442
  - 10. State Hwy. 444
  - 11. State Hwy. 447
  - 12. State Hwy. 449
  - 13. State Hwy. 1026 (Juban Rd.)
  - 14. State Hwy. 3002 (South Range Rd.)
- C. Waterways
  - 1. Amite River
  - 2. Diversion Canal
  - 3. Tickfaw River
  - 4. Lake Maurepas
- D. Rail

1. Canadian National Illinois Railroad

**I. GOVERNMENT FACILITIES**

- A. Emergency Operations Center, 20355 Government Boulevard, Livingston, LA. 70754
- B. Livingston Parish Health Unit, 22222 Government Boulevard, Livingston, LA. 70754
- C. Parish Courthouse, Livingston, LA. 70754
- D. 911 Communications District, Livingston, LA. 70754
- E. Department of Public Works, Livingston, LA. 70754
- F. Sheriff's Office Training Center, Walker, LA. 70...
- G. Livingston Parish Prison, Livingston, LA. 70754
- H. School Board Office, Livingston, LA. 70754
- I. Office of Family Support, Livingston, LA. 70754
- J. Albany Village/Town Hall, 29816 South Montpelier Street, Albany, LA. 70711
- K. Denham Spring City Hall, 941 Government Drive, Denham Springs, LA. 70726
- L. French Settlement Town Hall, ....., French Settlement, LA. 70733
- M. Killian Village/Town Hall, ....., Springfield, LA. 70462
- N. Livingston Municipal Building, 20550 Circle Drive, Livingston, LA. 70754
- O. Port Vincent Village/Town Hall, 18235 Highway 16, Port Vincent, LA. 70726
- P. Springfield Town Hall, 27378 Highway 42, Springfield, LA. 70462
- Q. Walker Town Hall, ....., Walker, LA. 70785
- R. Municipal Police Departments
  - i. Albany Police Department, .....,Albany, LA. 70711
  - ii. Denham Springs Police Department, .....,Denham Springs, LA. 70726
  - iii. French Settlement Police Department, 16015 Highway 16, French Settlement, LA.70733

- iv. Killian Police Department, ....., Springfield, LA. 70462
- v. Livingston Police Department (see Livingston Municipal Building)
- vi. Port Vincent Police Department, 18235 Highway 16, Port Vincent, LA. 70733
- vii. Springfield Police Department, ....., Springfield
- viii. Walker Police Department. ....

Fire Departments (Central/Main Stations) (For a complete list of all stations reference.....)

- 1. Fire Protection District #1, .....
- 2. Fire Protection District #2
- 3. Fire Protection District #3
- 4. Fire Protection District #4, Palmetto Street, Walker, LA. 70785
- 5. Fire Protection District #5
- 6. Fire Protection District #6 (see Livingston Municipal Building)
- 7. Fire Protection District #7
- 8. Fire Protection District #8
- 9. Fire Protection District #9
- 10. Fire Protection District #10
- 11. Fire Protection District #11

### **III. HOSPITALS/MEDICAL FACILITIES**

See Annex O, Health and Medical (ADD NURSING HOMES G,H,I FROM 5-2 TO THIS SECTION AND TAKE OUT FROM HERE)

### **IV. PHARMACIES**

Refer to Resource Information located in the Livingston Parish Office of Homeland Security and Emergency Preparedness.

### **V. PETROLEUM STORAGE DISTRIBUTORS**

Refer to Resource Information located in the Livingston Parish Office of Homeland Security and Emergency Preparedness. (ADD LA LARD OIL, D.S. IN THIS SECTION AND TAKE OUT FROM HERE)

### **VI. UNIVERSITIES**

- 1. Southeastern Louisiana University Nursing Facility, Walker, LA 70785



## **DISASTER RECOVERY**

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. A disaster may strike quickly, leaving the need for recovery operations in its wake, or it can be a prolonged event requiring recovery activities to begin while the response phase is still in full activation. Severe windstorms, fires or floods are examples of disasters that can be ongoing, presenting recovery challenges during and after an event. A major earthquake is an example of a disaster that strikes and is over quickly leaving severe damage in its wake.

Recovery actions occur in three general phases. The actions in each phase and the timing vary according to the nature and the severity of the disaster. The first phase overlaps with emergency response and consists of immediate actions taken to reduce life-safety hazards and make short-term repairs to critical lifelines. The second phase provides for ongoing social needs before permanent rebuilding is complete. This phase may continue for weeks or perhaps months. The third phase includes planning for and implementing the rebuilding of damaged buildings and other facilities and infrastructure and the resumption of normal social and economic life in the community. It may include a reconsideration of pre-disaster conditions. This third phase continues for several years.

A Recovery Annex with detailed procedures, forms and checklists for use in Standard Operations Guidelines.

### **I. Recovery Phase Objectives by Timeframe**

#### **A. Initial Response (1-7 days)**

- Debris removal and clean-up
- Emergency, short-term repair of lifeline utilities
- Emergency, short-term repair of transportation systems and provision of interim transit services
- Building safety inspections
- Coordination of State/Federal damage assessments
- Re-occupancy of buildings

#### **B. Mid-Term Planning (7-30 days)**

- Provision of interim housing
- Restoration of lifeline utilities (power, water, sewers)

- Restoration of social and health services
- Restoration of normal City services
- Establishment of new ordinances governing location and nature of rebuilding
- Examination of building standards
- Economic recovery measures, including interim sites for business restoration

**C. Long-Term Reconstruction (Several Years)**

- Rebuilding
- Restoration of transportation systems
- Hazard Mitigation
- Reconstruction of permanent housing
- Reconstruction of commercial facilities
- Development and implementations of long-term economic recovery targeting impacted and critical industries

**II. Recovery Phase Management Approach**

The first phase, and likely much of the second, occurs while the emergency command organization is in place. Many second and third phase activities fall within the ongoing responsibilities of individual Livingston Parish departments. For example, departments have primary responsibility for planning and implementing the recovery of their own functions and facilities. Other tasks clearly fall within the expertise of specific agencies.

Many long-term recovery tasks require the cooperation of many public and private agencies. They extend beyond the time that Incident Command is employed and require activities beyond the scope of this Emergency Operations Plan. Therefore, LOHSEP will institute a long-term planning and implementation management structure to coordinate these activities to ensure the necessary coordination between LOHSEP, State and Federal agencies.

Long-term recovery operations for the LOHSEP will be managed by a Recovery Management Task Force. Recognizing that it is important to assess and take steps to reduce the impact of future events, every member of a recovery operations organization should be responsible for documenting and reporting possible mitigation actions. Recovery issues involving other jurisdictions and/or special districts will be coordinated on a scheduled basis and the Recovery Management Task Force will convene meetings. These meetings may include other key staff and individuals, as well as representatives from affected jurisdictions and special districts. These meetings will be held to collectively make policy decisions and to gather and disseminate information regarding completed and ongoing recovery operations. All Livingston Parish departments will need to take responsibility for certain functions throughout the recovery process.

The Recovery Management Task Force is composed of individuals from the following departments, agencies and organizations:

- Livingston Parish Office of Homeland Security and Emergency Preparedness (LOHSEP)
- Parish President’s Office
- Parish Council
- Department of Public Works

### **III. Roles Of Other Agencies**

#### **A. Federal Government**

The FEMA Regional Director is responsible for hazard recovery and mitigation actions under the terms of the Federal/State Agreement. The Regional Director shall:

- Provide for a Joint Federal/State/Local Hazard Mitigation Team to survey the disaster affected area as soon as possible following a major disaster or emergency declaration by the President and to accomplish hazard mitigation planning in accordance with Federal/State Agreement
- Appoint a Hazard Mitigation Coordinator (HMC) to:
  - Serve on the Federal/State Hazard Mitigation Team
  - Confer with local, State and Federal officials concerning these hazards and hazard mitigation measures.
- Ensure that the ultimate benefits to be gained through effective hazard mitigation programs are not diminished.
- Provide technical advice and assistance
- Encourage State and local governments to adopt safe land use practices and construction standards
- Ensure that FEMA and other Federal efforts are supplemental to local and State efforts
- Encourage initiative by State and local governments
- Take actions required by FEMA Floodplain Management Regulations (as applicable for flood disasters)

Depending on the type of emergency, other Federal agencies may be involved in the recovery operations.

#### **B. Louisiana Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP)**

A representative of the GOHSEP will be appointed by the Governor to act in the capacity of the Governor’s Authorized Representative (GAR), who will be responsible for State performance of hazard mitigation activities under the Federal/State Agreement. The GAR, in coordination with the FEMA Regional Director, shall:

- Appoint a State Hazard Mitigation Coordinator (SHMC) to serve on the Federal/State Hazard Mitigation Team

- Arrange for State and local participation in Federal-State survey and hazard mitigation planning in disaster affected areas

LOHSEP departments and key personnel have specific assigned responsibilities as a part of the Recovery Management Task Force. This will be defined more specifically in the LOHSEP Recovery Annex.

## **IV. Damage Assessment**

Under the LOHSEP Emergency Operations Center's Standard Operating Procedures, an Initial Damage Estimate is developed during the emergency response phase to support a request for gubernatorial proclamation and for the state to request a presidential declaration.

This is followed by a detailed assessment of damage during the recovery phase. This detailed assessment provides the basis for determining the type and amount of State and/or Federal financial assistance available for recovery.

Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

Under the State Natural Disaster Assistance Act (NDAA), documentation is required for damage sustained to public buildings, levees, flood control works, irrigation works, county roads, city/town streets, bridges and other public works.

### **A. Federal Documentation Requirements**

Under Federal disaster assistance programs, documentation must be obtained regarding damage sustained to:

- Roads
- Water control facilities
- Public buildings and related equipment
- Public utilities
- Facilities under construction
- Recreational and park facilities
- Educational institutions
- Certain private non-profit facilities

The documented information should include the location and extent of damage and estimates of costs for debris removal, emergency work and repairing or replacing damaged facilities to pre-disaster condition.

The cost of compliance with building codes for new construction, repair and restoration will also be documented. The cost of improving facilities may be included under Federal mitigation programs.

Documentation will be the key to recovering expenditures related to emergency response and recovery operations. Documentation must begin at the field response level and continue throughout the operation of the Emergency Operations Center (EOC) as the disaster unfolds.

B. Damage Assessment Team

## **V. Mitigation**

Coordination of Mitigation efforts is the responsibility of LOHSEP. Mitigation opportunities should be actively considered throughout emergency operations based on priorities set in the Livingston Parish Hazard Mitigation Plan. Decisions made during response and recovery operations can either enhance or hinder subsequent mitigation activities. The urgency to rebuild as soon as possible must be weighted against the longer-term goal of reducing future risk and lessening possible impacts should another emergency occur. Specific mitigation opportunities will be implemented based on funding availability.

Additionally, mitigation projects shall be incorporated into long range planning goals as identified in any of the following community based initiatives to include but not limited to:

- A. Department of Public Works Building Code Development
- B. Amite River Basin Floodplain Management
- C. Planning Commission
- D. Economic Development
- E. Smart Growth Plan
- F. Livingston Parish Hazard Mitigation Plan

LIVINGSTON PARISH  
KEY (VITAL) FACILITIES

I. KEY TRANSPORTATION FACILITIES

- A. US Interstate Highway 12 and Bridges
- B. US Highway 190 and Bridges
- C. LA Highway 16
- D. LA Highway 22
- E. LA Highway 63
- F. LA Highway 42
- G. LA Highway 43
- H. LA Highway 441
- I. LA Highway 442
- J. LA Highway 444
- K. LA Highway 447
- L. LA Highway 449
- M. The Amite River
- N. The Canadian National Illinois Central Railroad

II. PLACES WHERE CRITICAL MATERIALS/EQUIPMENT ARE STORED

- A. All Drug Stores in the Parish
- B. Wal-Mart
- C. Winn-Dixie

III. FOOD/FUEL STORAGE FACILITIES

- A. All supermarkets and large retail grocers
- B. All bulk plants and oil marketers

IV. OTHER

- A. Livingston Parish Courthouse, Livingston, La.
- B. Denham Springs Police Department
- C. Walker Police Department
- D. Fire District 4, Palmetto St., Walker, La.
- E. Livingston Parish Prison, Livingston, La.
- F. Livingston Community Medical Center, 20450 Florida Blvd., Livingston, La.

- G. Doctors Clinic, South Range, Denham Springs, La.
- H. Golden Age Nursing Home, Denham Springs, La.
- I. Harvest Manor Nursing Home, Denham Springs, La.

## KEY WORKERS

- I. Emergency services and the continued operation of vital facilities dictates the need for certain personnel to maintain operations around the clock.
- II. Critical facilities and services will be kept in operation by a minimum number of key workers. These essential employees will generally commute to their work locations, in twelve-hour work shifts, from assigned lodgings in their host areas.
- III. Transportation of essential workers, from the host area to the risk area and back, will be accomplished by the use of privately owned vehicles, and/or by the use of buses which will be provided, with drivers, for the purpose of transporting key workers from host to risk areas and back. Buses assigned for these transportation requirements will remain in the risk area after unloading workers at their assigned work sites and will remain at the work site until the twelve-hour shift has been completed and will then relocate back to the host area.
- IV. Meals for essential workers will be provided from the host area. Workers will bring food from their host area into the risk area when they commute.



---

# BASIC PLAN - APPENDIX 2

## DEFINITIONS

### 1. Alert

An incident that currently does not affect the local or general population but has the potential to escalate to a more serious emergency. The situation is unresolved and should be monitored closely. Some limited protective actions may be implemented and additional assistance requested from the Office of Homeland Security and Emergency Preparedness (OHSEP).

### 2. Annex

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

### 3. Appendix

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

### 4. Applicant

A State agency, local government, or private non-profit facility submitting a Project Application or request for direct Federal Assistance under the Act or on whose behalf the Governor's Authorized Representative takes such action.

### 5. Basic Plan

Establishes general policies, responsibilities, and procedures for implementing comprehensive emergency preparedness.

### 6. Congregate Care Facilities

Public or private buildings' reception areas that may be used to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person. The facility may or may not meet criteria for designation as "fallout shelter".

### 7. Crisis Relocation Plan (CRP)

The contingency planning designed to move populations from high hazard areas to those of lower risk and to provide for their well being (i.e., congregate care housing, feeding, fallout protection, etc.). Also frequently referred to as evacuation planning.

### 8. Critical Infrastructure

Systems, assets, and networks, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

## **9. Direction and Control (D&C)**

The control group in the Emergency Operations Center (EOC) during the emergency operation consists of the Chief Executive (Mayor, Parish President, Parish Judge, Governor, etc.) the deputy, chiefs of the emergency operating services and any supporting staff such as communications controller, public information officer, and legal advisor as deemed necessary.

## **10. Disaster**

An event, the effects of which cause loss of life, human suffering, property damage, both public and private, and severe economic and social disruption. Disasters can be natural or man-made events; major accidents, or enemy attacks. Disasters are differentiated from those day-to-day emergencies and accidents that are routinely responded to by local emergency organizations, and may be of such magnitude or unusual circumstances as to require response by all levels of government - federal, state and local.

## **11. Disaster Recovery Center (DRC)**

A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

## **12. Emergency**

A disaster occurrence or a situation which seriously threatens loss of life and damage to property. It usually develops suddenly and unexpectedly and demands immediate, coordinated, and effective response by government and private sector organizations to protect lives and limit damage to property. Examples of emergency situations which could result in a disaster include: an accident involving hazardous materials which threatens to explode or rupture endangering the surrounding population; a period of time prior to the onset of a severe storm such as a hurricane; and a period of intense international crisis that could lead to nuclear warfare.

Any of the various types of catastrophe included in the definition of a "major disaster" which required Federal emergency assistance to supplement State and local efforts to save lives and protect property, public health and safety, or to avert or lessen the threat of a disaster.

## **13. Emergency Alert System (EAS)**

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

## **14. Emergency Preparedness**

The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, mitigation, preparedness, response, and recovery for emergencies of any kind, whether from enemy attack, man-made or natural sources.

## **15. Emergency Operation Center (EOC)**

The protected site from which civil government officials (municipal, parish, state and federal) exercise direction and control in an emergency.

## **16. Emergency Operations Plan (EOP)**

A brief, clear and concise document which describes action to be taken and provides instructions to all individuals and local government services, and states what will be done in the event of an anticipated emergency. The plan will state the method or scheme for taking coordinated action to meet the needs of the situation. It will state what action is to be taken, when and where it is to take place, and who is responsible, based on pre-determined assumptions, objectives and capabilities. Sometimes referred to as the Population Protection Plan by Federal agencies.

## **17. Emergency Public Information (EPI)**

Information which is disseminated before, during and/or after an emergency designed to instruct and transmit direct orders to the public via the news media.

## **18. Emergency Support Function (ESF)**

Used by the Federal Government and many State governments as the primary mechanism at the operational level to organize and provide assistance. ESFs align categories of resources and provide strategic objectives for their use. ESFs utilize standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident. The State of Louisiana uses 16 ESF's.

- ESF #1 – Transportation
- ESF #2 – Communications
- ESF #3 – Public Works and Engineering
- ESF #4 – Firefighting
- ESF #5 – Emergency Management
- ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
- ESF #7 – Resources Support
- ESF #8 – Public Health and Medical
- ESF #9 – Search and Rescue
- ESF #10 – Oil Spill, Hazardous Materials, and Radiological
- ESF #11 – Agriculture
- ESF #12 – Energy and Utilities
- ESF #13 – Public Safety and Security
- ESF #14 – Community Recovery, Mitigation, and Economic Stabilization
- ESF #15 – Emergency Public Information
- ESF #16 – Military Support To Civil Authorities

## **19. Emergency Planning Zone (EPZ)**

Areas near the point of the release of a chemical agent are likely to experience relatively high concentrations of agent very quickly, while areas farther away are likely to experience lower agent concentrations after a longer period of time. Because of these factors, the extent and type of emergency planning required changes as the distance from the source of a potential release increases. Since it is not practical to develop emergency response plans that vary continuously with distance, it is necessary to establish zones to differentiate appropriate levels of response. The concept of zone-based emergency planning is common, perhaps best illustrated by the federal Radiological Emergency Preparedness program for fixed nuclear facilities, which uses two zones of 10 miles and 50 miles in radius.

## **20. Evacuation Control Procedures**

The plans made by the various services to outline their duties and to ensure the orderly movement of people during the evacuation period.

## **21. Evacuees, Spontaneous**

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

## **22. Executive Group**

The governing body of the local jurisdiction but also may include members of Mutual Aid Associations and the mayors of the towns, cities and communities in the jurisdiction.

## **23. Fallout**

The process of radioactive particles of debris (dust) which have been made radioactive by nuclear detonation falling back to earth.

## **24. Fallout Shelter**

A habitable structure, facility, or space, public or private, used to protect its occupants from radioactive fallout. Space is allocated at 10 square feet per person.

## **25. Federal Emergency Management Agency (FEMA)**

The primary purpose is to coordinate the response to an event has occurred in the United States that overwhelms the resources of local and state authorities.

## **26. Federal Coordinating Officer (FCO)**

Responsible for the coordination of all federal disaster assistance efforts in the affected area. The FCO works closely with the State Coordinating Office (SCO) to assure effective implementation of assistance programs. The FCO is located in the Disaster Field Office.

## **27. Federal Resource Coordinator (FRC)**

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

## **28. Federal-State Agreement (FEMA-State Agreement)**

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

## **29. Floodplain**

The area adjoining a river, stream, watercourse, ocean, lake or other body of standing water that has been or may be covered by flood water.

## **30. Floodway**

The channel of a river or stream and those parts of the flood plains adjoining the channel which are required to carry and discharge the floodwater or flood flow of any river or stream.

## **31. General Emergency**

An emergency which has affected or will affect large portions of the Parish population. This is the most severe of the emergency classifications and protective actions for large numbers of people would be necessary. All emergency resources would be activated and assistance would be requested from federal, state and support parish emergency response agencies, as necessary.

## **32. Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)**

State agency that has the responsibility to coordinate other state agencies in their efforts to prepare for, prevent, respond to and recover from, all natural and manmade emergencies and disasters in the State of Louisiana.

## **33. Governor**

The Chief Executive or Acting Chief Executive of the State of Louisiana.

## **34. Governor's Authorized Representative (GAR)**

The person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance following the declaration of an emergency or major disaster, including certification of applicants for public assistance.

## **35. Grant Coordinating Officer (GCO)**

The State official assigned the management responsibility in the Administrative Plan for Individual Family Grant (IFG) Program.

## **36. Hazard Area**

Areas designated by the Federal government, or locally through a Hazard Vulnerability Analysis, which are relatively more likely to experience the direct effects of certain natural or man-made disasters.

## **37. Hazard Mitigation**

All methods and measures employed to eliminate or make less severe the effects of a major disaster or emergency and of future disasters in the affected area, including reduction and avoidance.

### **38. Homeland Security (HLS)**

Homeland Security is a concerted national effort to prevent terrorist attacks within the United States, reduce America's vulnerability to terrorism, and minimize the damage and recover from attacks that do occur.

### **39. Homeland Security (HLS) Advisory System**

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

### **40. Individual and Family Grants (IFG)**

Cash subsidies for the purpose of providing individual and family supports or defraying extraordinary disability-related expenses.

### **41. Increased Readiness Reporting (IRR)**

The reporting system used to report from selected local governments to the State and to the Federal level to determine the level of readiness for a given emergency.

### **42. Individual Assistance Officer (IAO)**

A principal staff officer on the FCO's staff and directly responsible to the FCO for all matters relating to individual assistance, including the establishment, location and operation of DAC's and mobile teams. The IAO is located with the FCO.

### **43. In-Place Protection Plan (Formerly Community Shelter Plan)**

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

### **44. Integrated Emergency Management System (IEMS)**

A concept that applies prevention, mitigation, preparedness, response and recovery activities to all hazards in a local/state/federal partnership.

### **45. Joint Field Office (JFO)**

A facility established within or adjacent to an affected area for the purpose of providing disaster victims with "one-stop" service in meeting their disaster or emergency needs. It is usually staffed by representatives of federal, state and local government agencies, volunteer organizations and certain representatives of the private sector.

#### **46. Joint Information Center (JIC)**

An interagency entity established to coordinate and disseminate information for the public and media concerning an incident. JICs may be established locally, regionally, or nationally depending on the size and magnitude of the incident.

#### **47. Louisiana Volunteer Organization Active in Disasters (LAVOAD)**

State VOAD organization.

#### **48. Local Government (Political Subdivision)**

Any city, parish, village, town, district, or other legal political subdivision within the State of Louisiana.

#### **49. National Incident Management System (NIMS)**

System that provides a proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

#### **50. National Operations Center (NOC)**

Serves as the primary national hub for situational awareness and operations coordination across the Federal Government for incident management. The NOC provides the Secretary of Homeland Security and other principals with information necessary to make critical national-level incident management decisions.

#### **51. National Preparedness Goal**

A Nation prepared with coordinated capabilities to prevent, protect against, respond to and recover from all hazards in a way that balances risk with resources and need.

#### **52. National Priorities**

Guide preparedness efforts that meet the Nation's most urgent needs and reflect major themes and recurring issues identified in national strategies, presidential directives, State and Urban Area Homeland Security Strategies, the Hurricane Katrina Reports and other lessons-learned reports.

#### **53. National Response Framework (NRF)**

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

#### **54. Occupational Points of Dispensing (OPOD)**

During a public health emergency, such as a large scale disease outbreak or bioterrorism event, the Public Health Department may be tasked to provide antibiotics or vaccines to all members of our community potentially exposed to a disease. Occupational Point of Dispensing (OPOD) sites may be set up to accomplish this task. The sole purpose of a dispensing point is to quickly distribute preventive medication to large numbers of people during a public health emergency in an effort to prevent illness.

#### **55. Points of Distribution (POD)**

Centralized locations where the public picks up life sustaining commodities following a disaster or emergency. Commodities may include ice, water, meals ready to eat, or tarps. Commodities are provided often in the event of loss of electricity or decrease in availability of commodities (such as food).

#### **56. Principal Federal Official (PFO)**

May be appointed to serve as the Secretary of Homeland Security's primary representative to ensure consistency of Federal support as well as the overall effectiveness of the Federal incident management for catastrophic or unusually complex incidents that require extraordinary coordination.

#### **57. Radiological Protection**

A program, including plans, procedures, and systems to monitor, report and evaluate the radiological hazards. It supports preventive and remedial measures to minimize the effect of nuclear radiation on people and resources.

#### **58. Reception Area**

A specified area relatively unlikely to experience the direct effects of a particular natural disaster or nuclear attack, and designated for the reception, care and logistical support of the hazard area evacuees.

#### **59. Resources**

Manpower, raw or basic materials, finished goods and products, services and facilities.

#### **60. Resources List**

A list maintained by the Director of Livingston Parish Office of Homeland Security & Emergency Preparedness which lists all resources (equipment, personnel, supplies) in the parish which can be used by emergency services in response to local disasters/emergencies.

#### **61. Sea, Lake and Overland Surges from Hurricanes (SLOSH) Model**

A computerized model run by the National Hurricane Center (NHC) to estimate storm surge heights and winds resulting from historical, hypothetical, or predicted hurricanes by taking into account pressure, size, forward speed, track and winds.

#### **62. Senior Federal Law Enforcement Official (SFLEO)**

An official appointed by the Attorney General during an incident requiring a coordinated Federal response to coordinate all law enforcement, public safety, and security operations with intelligence or investigative law enforcement operations directly related to the incident. The



SFLEO is a member of the Unified Coordination Group and, as such, is responsible to ensure that allocation of law enforcement requirements and resource allocations are coordinated as appropriate with all other members of the Group. In the event of a terrorist incident, the SFLEO will normally be a senior Federal Bureau of Investigation official who has coordinating authority over all law enforcement activities related to the incident, both those falling within the Attorney General's explicit authority as recognized in Homeland Security Presidential Directive 5 and those otherwise directly related to the incident itself.

### **63. Senior Officials (SO)**

A particular representative in the Unified Coordination Group. State, tribal or even private sector representatives can serve in the group, if necessary.

### **64. Site Area Emergency**

An emergency that either has already had some effect on near-site population or is anticipated to do so. This classification would be used in situations where a limited number of people have been affected or a much larger number could possibly be affected. Protective actions would be implemented and emergency preparedness assistance would be necessary.

### **65. Shelter, Expedient**

Any shelter constructed in an emergency or crisis period, on a crash basis, by individuals or single families.

### **66. Shelter, Fallout**

A habitable structure or space used to protect its occupants from radioactive fallout.

### **67. Shelter Manager**

A pre-trained individual who provides for internal organization, administration, and operation of a shelter facility.

### **68. Shelter, Special Needs**

Shelter whose population may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation disadvantaged.

### **69. State**

State of Louisiana.

### **70. State Coordinating Officer (SCO)**

The State official designated by the Governor to act as his principal assistant in the coordination and supervision of the State Disaster Assistance Program and to act in cooperation with the Federal Coordinating Officer for the purpose of coordinating State and local assistance efforts with those of the Federal Government.

## **71. State Emergency Operations Center (SEOC)**

A Facility designated as the area of mobilization of all resources of the State during times of emergencies. Other State EOC's may be designated as required in a disaster area.

## **72. State Emergency Plan**

State plan which is designed specifically for state-level response to emergencies or major disasters and which sets forth actions to be taken by the state and local governments, including those for implementing federal disaster assistance.

## **73. Standard Operating Procedures (SOPs)**

A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

## **74. Staging Area (SA)**

A preselected location having large parking areas and cover for equipment, vehicle operators, and other personnel (i.e. a major shopping area, schools, etc.) The SA provides a base for coordinated emergency operations, assembly of persons to be moved by public transportation to Reception jurisdictions, a rally point for mutual aid, and a debarking area for returning evacuees. Several of these areas should be designated in each Evacuating/Hazard and Reception jurisdiction.

## **75. Terrorism**

The calculated use of violence or the threat of violence to attain goals that are political, religious, or ideological in nature. Terrorism includes criminal act against persons or property that is intended to influence an audience beyond the immediate victims.

## **76. Temporary Medical Operations Staging Area (TMOSA)**

Temporary medical facility established to triage patients and provide additional bed space for the overflow from the Medical Special Needs Shelter.

## **77. Traffic Control Points**

Places along evacuation routes that are manned by law enforcement officials to direct and control movement to and from the area being evacuated.

## **78. Universal Task List (UTL)**

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

## **79. Unusual Event**

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

**80. Urban Area Security Initiative (UASI)**

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

**81. Vulnerability (or Risk)**

The degree to which people, property, the environment, or social and economic activity -- in short, all elements-at-risk -- are susceptible to injury, damage, disruption, or loss of life.

**82. Weapons of Mass Destruction, WMD**

Term given to all chemical, biological, cyber, or nuclear weapons used in a terrorist attack.

**83. Worker, Key**

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

DIRECTION AND CONTROL  
EMERGENCY OPERATIONS CENTER  
LIVINGSTON PARISH

I. PURPOSE

It is the purpose of this annex to provide the Livingston Parish Office of Emergency Preparedness with the necessary procedures and staffing requirements to properly activate its Emergency Operations Center (EOC) to cope with any type of disaster situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

Livingston Parish Office of Emergency Preparedness is mandated to direct and control those actions needed to protect the lives and property of its residents when confronted with emergency conditions. In order to provide the most effective response to a given emergency situation, Livingston Parish feels that all response and recovery operations should be directed from one centralized facility. The Livingston Parish Office of Emergency Preparedness Emergency Operations Center (EOC) is the base of operations for the coordination of disaster activities in Livingston Parish.

B. Assumptions

Livingston Parish is vulnerable to numerous natural phenomena as well as numerous types of man-made occurrences. The operational procedures and staffing of the EOC have taken into consideration the various types and degrees of emergency conditions that could confront the Parish. Planning for adequate direction and control has been made for such degrees of activation that will cope with a given magnitude of an emergency situation.

III. CONCEPT OF OPERATIONS

A. General

The Emergency Operations Center is the primary site for the direction and control of emergency operations for all Livingston Parish Departments and all outside agencies within Livingston Parish with emergency duties. The Livingston Parish f assumes the responsibility of coordinating all emergency

functions and responses to assure that proper action is taken and that all resources and personnel are utilized to their fullest potential and that essential government services are maintained as much as possible.

B. Phases of Emergency Preparedness

1. Mitigation

- a. Livingston Parish Emergency Operations Center (EOC) can be activated promptly and is capable of operating on a continuous 24-hour basis. Maintaining the operational readiness of the primary and alternate EOC's is the responsibility of the Director, Livingston Parish Office of Emergency Preparedness.
- b. Livingston Parish has an alternate EOC that will be activated should relocation of the primary Emergency Operations Center be required. It will serve as the site for primary direction and control.
- c. The Louisiana Office of Emergency Preparedness has completed a hazard analysis of the Parish indicating the wide variety of potential problems that could and have posed danger in the community.
- d. All Parish departments and outside agencies as well as personnel with emergency responsibilities in the EOC or field command have been identified and procedures have been developed to activate same. These organizations will also identify alternate operations sites that can be used, if needed.
- e. Needed resources to sustain the activated EOC and any support personnel in the field have been identified and their availability determined.
- f. Communications equipment, compatible with other departments and agencies, is kept updated and functional.
- g. Provisions will be made to protect personnel, within the Parish, from exposure to hazardous substances.
- h. Procedures have been developed to protect personnel at the EOC from environmental hazards. (The Radiological Defense Officer (RDO) is responsible for arranging for EOC monitoring; Health & Medical Officer for water testing, etc.)

## 2. Preparedness

- a. The Livingston Parish Office of Emergency Preparedness develops and maintains the Parish's Emergency Operations Plan with its annexes and appendices along with operational procedures for activation of the Emergency Operations Center and staff duties. These procedures are maintained under separate cover at the EOC.
- b. The EOC has appropriate space and comfort for operation, furnishings and equipment and an adequate stock of administrative supplies.
- c. The EOC has necessary maps, status boards, displays, equipment and supplies needed to conduct direction and control activities by governmental officials and emergency staff.  
  
The Communications Room has the necessary items and equipment needed to carry out its coordinating function. (See Annex B, VII-A. and Annex B, Appendix 2)
- d. Adequate food and water can be obtained for the assigned staff of the EOC.
- e. A preventive maintenance program is adhered to for all equipment, fixed or mobile.
- f. Incoming emergency information and reports are checked for accuracy and authenticity before response capability is assessed.
- g. The Public Information Officer(PIO) releases public information and educational information after review by the Parish President and the Director of Livingston Parish Office of Emergency Preparedness. (See Annex N, Public Information and Education)
- h. The degree of activation of the EOC and its assigned staff is categorized into emergency action levels. (See Basic Plan, Part III. B.)

## 3. Response

- a. The EOC is activated according to the degree or level of the emergency.
- b. A significant events log is begun at the onset of the emergency and maintained for the duration. The log contains records and key

disaster-related data. A copy of all logs of this type will be retained and kept on file by the Emergency Preparedness Director.

- c. Emergency Operations Center staff and other emergency personnel are alerted by pager, telephone or radio. A copy of the call-down list is kept and maintained in the EOC as well as in the Parish Secretary's Office and Livingston Parish Sheriff's Office.
  - d. Operational packets for each department and emergency function are placed at designated locations in the Operations and Control Rooms. Each packet contains the needed supplies, message and reporting forms and the emergency assignment card (instructions) for that department or emergency function.
  - e. Briefing sessions are held for all EOC personnel, the Parish President and his administrative staff.
  - f. Communications equipment is tested with field representatives.
  - g. Mayors and Police Chiefs of municipalities within Livingston Parish are briefed on the situation as conditions warrant.
  - h. Outside support agencies that may have to lend assistance are contacted.
  - i. Initial contact is made with the public through the media if conditions warrant.
  - j. The standard operating procedures for a particular type of emergency are followed.
  - k. All operations will be coordinated through the EOC.
4. Recovery
- a. Preparations for recovery operations commence with the onset of the emergency or as soon as possible after the emergency.
  - b. Data collection of logs, forms, expenditures, equipment, materials and personnel is begun at onset.
  - c. Damage assessment officer organizes damage assessment, including the collection and reporting of appropriate data.
  - d. EOC and field personnel are phased down to begin deactivation.

- e. Livingston Parish Emergency Operations Center is brought back to its pre-emergency conditions along with the needed equipment and supplies.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The responsibilities of each individual assigned to the Emergency Operations Center and the alternate Emergency Operations Center are outlined in Appendix 2 of this annex.

#### V. DIRECTION AND CONTROL

When activated for an emergency, the Director of Livingston Parish Office of Emergency Preparedness is the manager of the EOC. Staffing of the EOC is divided into six (6) groupings. See Appendices 1 and 2 of this annex.

##### A. Executive

This group is responsible for policy matters and the overall operation of the EOC. This includes the basic plan of action and the overall deployment of personnel and equipment to carry out the plan. Since the verification of emergency information is critical to the productive deployment of resources, this group is also responsible for authenticating and acknowledging reports.

##### B. Operations

This group is responsible for conducting the emergency operations throughout the Parish.

##### C. Disaster Analysis

This section is responsible for the collection, analysis and reporting of damage assessments both public and private.

Included in this section are the Radiological Defense Officer and the Environmental Recovery Officer. Both are responsible for monitoring adverse effects upon the Parish's environment caused from hazardous chemicals or radiation.

##### D. Communications

This section is responsible for the manning of telephones and radio equipment and radio maintenance.



E. Support

This group provides those necessary household duties to keep the Emergency Operations Center facility functional.

Also provided under this section is Emergency Operations Center Security during emergencies.

F. Resource Groups

This section includes those individuals or agencies that lend support to the emergency management effort.

Also provided under this section is the coordinator of volunteers who organizes, manages, coordinates and channels the donations and services of individual citizens, and organized groups of volunteers during emergency situations.

VI. CONTINUITY OF GOVERNMENT

See Basic Plan, Part VI.

VII. ADMINISTRATION AND LOGISTICS

A. Emergency Operations Center

1. Primary Emergency Operations Center

Location: 29871 South Magnolia St.  
Livingston, La.

2. Alternate Emergency Operations Center

a. Location: (1) City Police Station  
941 Government Street  
Denham Springs, La.

(2) Other suitable locations

b. A Livingston Parish Alternate Emergency Operations Center is activated when relocation of the primary Emergency Operations Center is required, and will then serve as the site for primary direction and control.

- c. There is no formal alternate EOC. These sites were chosen because of their communications capabilities and available space.
- d. When relocating, the staff and necessary supplies at the primary Emergency Operations Center (EOC) will be transported to the alternate site.
- e. Since communication capabilities exist at the alternate sites, the Director of Livingston Parish Office of Emergency Preparedness will maintain radio contact with both EOC sites while he is en route to the alternate site.
- f. Notification before departure to an alternate EOC will be given to those on the call-list, including any at-the-scene command center personnel and agencies who are operating from their own offices.

3. Forward Command Post

Depending upon the type of emergency, it may become necessary for the Livingston Parish Office of Emergency Preparedness to establish an at-the-scene Command Post or become a part of an already established command post of the agency in charge of the incident. The "Incident Commander" is responsible for on-scene management.

- B. An alternate site for each agency needing relocation is listed in that agency's Standard Operating Procedures (SOPs), maintained by the director/staff member who is custodian of the SOPs, (Appendix 4). Any agency's move to an alternate agency EOC will be reported to the Livingston Parish EOC before departure.

C. Reports and Records

The need for various forms listed will vary with the type and magnitude of each incident.

1. Message Form:

All requests for assistance and general messages are received and transmitted on this form.

2. Message Log:

All messages taken or given out by each member of the EOC staff are recorded in chronological order. Each staff member is responsible for maintaining a log of his activities.

3. Incident Report:  
Summary of event in condensed form.
4. Field Status Report:  
Conditions being reported from the field.
5. Disaster Notification, Disaster Documentation and Presidential Disaster Declaration:  
Federal forms needed for disaster assistance.
6. Security Log:  
A record of all persons entering and exiting the Emergency Operations Center.
7. Other:  
A multitude of inter-parish forms are used depending on the type of emergency. Such forms are not included in this annex.

D. Security

A security officer is stationed at the main entrance of the EOC and is responsible for maintaining the security log. Visitors and media are not allowed access to any other section of the building without clearance from the Director of the Livingston Parish Office of Emergency Preparedness or the Public Information Officer.

VIII. PLANS DEVELOPMENT AND MAINTENANCE

The Director of the Livingston Parish Office of Emergency Preparedness will be responsible for the development and implementation of this annex. He will maintain same through periodic review, testing and updating. He will instruct all EOC staff in the contents and use of this annex. The Director of the Livingston Parish Office of Emergency Preparedness is the Custodian for the Emergency Operations Center/Direction and Control Standard Operations Procedures.

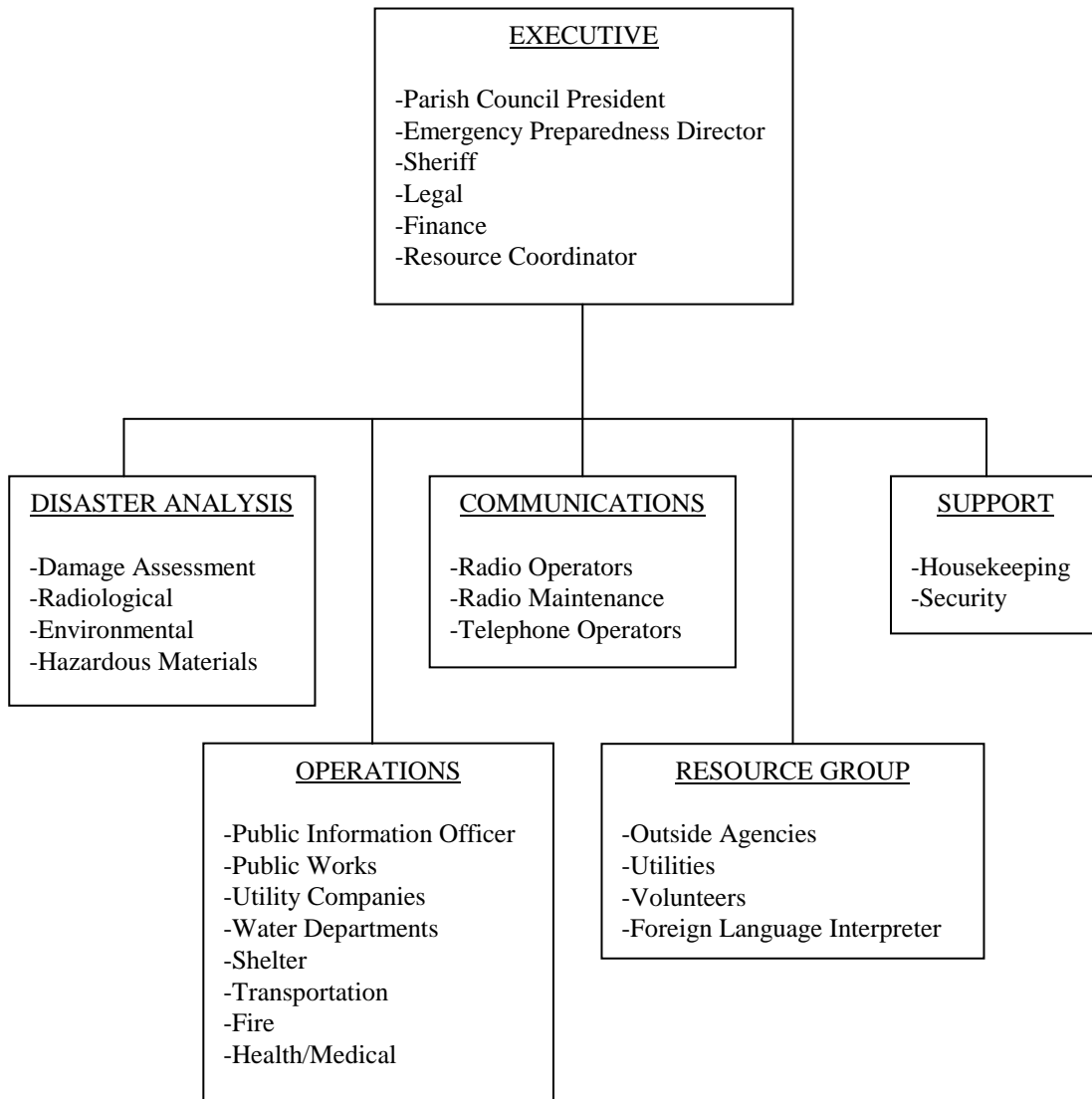
IX. AUTHORITIES AND REFERENCES

See Section IX, Basic Plan

APPENDICES TO ANNEX A:

- (1) Organizational Chart (by functions)
- (2) EOC Staff Organization Assignments
- (3) Floor Plans
- (4) SOP Custodians
- (5) Message Handling Procedures
- (6) Reporting Forms

ORGANIZATIONAL CHART  
EMERGENCY OPERATIONS CENTER FUNCTIONS  
LIVINGSTON PARISH



ASSIGNMENTS  
EMERGENCY OPERATIONS CENTER  
LIVINGSTON PARISH

Staff Organization

	<u>POSITION</u>	<u>DIRECTOR</u>
I.	EXECUTIVE	
	Chief Executive	Parish President
	Emergency Preparedness Director	Parish President
	Law Enforcement	Sheriff
	Mayors	Municipal Mayors
	Resource Coordinator	Assigned Position
	EOC Operations Director	Emergency Preparedness Director
	Health/Medical	Parish Health Unit
	Finance	Parish President
II.	OPERATIONS	
	Fire Departments	Emergency Preparedness Director
	Public Works	Parish Public Works Director
	Public Information Officer	Emergency Preparedness Director
	Utility Companies	Parish Engineer
	Water Departments	Parish Engineer
	Legal	District Attorney
	Shelter Operations	American Red Cross
	Emergency Transportation	School Board Superintendent
III.	DISASTER ANALYSIS	
	Coordinator	American Red Cross
	Radiological	Department of Environmental
Quality		

IV. COMMUNICATIONS

Coordinator

Communications Officer

V. RESOURCE GROUPS

Volunteers  
American Red Cross  
Foreign Language Interpreter

Emergency Preparedness Director  
American Red Cross  
Emergency Preparedness Director

VI. SUPPORT GROUPS

Housekeeping

Office of Emergency Preparedness  
Staff

Security

Law Enforcement

EMERGENCY ASSIGNMENT CARD

EMERGENCY PREPAREDNESS ASSIGNMENT

OPERATIONS DIRECTOR

ASSIGNED DEPARTMENT

ASSIGNED LOCATION

EMERGENCY DUTIES:

1. Maintain updated activation list of all operations personnel. (Pager numbers, radio, and telephone)
2. Maintain, with assistance from the Livingston Parish Office of Emergency Preparedness, all emergency procedure cards.
3. Situation reporting to Emergency Operations Center on scheduled basis.

SAMPLE CARD

(OTHER CARDS CAN BE FOUND IN RESOURCE BOOK)



EOC STAFF ORGANIZATION, ASSIGNMENT AND RECALL ROSTER  
LIVINGSTON PARISH

I. EXECUTIVE GROUP

A. PARISH COUNCIL:

686-2241	President:	Dewey Ratcliff	225-
			or 225-294-5139
	District 1:	Randy Rushing	225-686-2886
	District 2:	Robert Ringo	225-664-9588
	District 3:	J. L. Shilling	225-664-4434
	District 4:	Marshall Harris	225-664-6647
	District 5:	Albert "Buddy" Mincey	225-665-6504
	District 6:	Dewey Harrell	225-689-6302
	District 7:	Stan Cain	225-665-2720
	District 8:	Ronnie Sharp	225-695-3627
	District 9:	Rollie Bigner	225-567-9242

B. MAYORS:

665-8121	Denham Springs:	James Delaune	225-
664-4356	Walker:	Mike Grimmer	225-
	Livingston:	Darryl Jones	225-686-7153
	Albany:	Thomas Stewart	225-567-1101
294-5491	Springfield:	Charles Martin	225-
695-3512	Killian:	Gillis Windham	225-
	French Settlement:	Clyde Wheat	225-698-3795
	Port Vincent:	Mary Gourdon	225-698-9891

C. LEGAL:

Jay Harris

225-664-1400

D. EMERGENCY PREPAREDNESS:

F. Ray Chidester, Director 225-686-1790

E. LAW ENFORCEMENT:

Willie Graves, Sheriff 225-686-2241

F. PUBLIC INFORMATION:

Kathleen Guillot 225-667-1316

G. RESOURCE MANAGEMENT:

Dewey Ratcliff 225-  
686-2266

or 225-294-5139

II. OPERATIONS

EOC Controller:	F. Ray Chidester, Jr.	225-686-1790
Family Services:	Phyllis Watts	225-698-9940
Shelter Services:	J. B. Tindle	225-667-2486
Public Works:	Grant Bankston	225-686-3030
Fire & Rescue:	LPSO/Fire Paging	225-686-2241
Health & Medical:	Sandra Sibley	225-686-7163
School Emergencies:	Warren Curtis	225-686-7044
Transportation:	George Stewart	225-686-7044

III. DISASTER ANALYSIS

Damage Assessment:	Alvin Fairburn	225-665-1515
Radiological:	Dept. of Environmental Quality	225-765-2568
Hazardous Materials:	Dept. of Environmental Quality	225-765-2568

IV. COMMUNICATIONS

Communications:	Dale Church	225-567-7194 225-413-8443
Warning:	Livingston Parish Sheriff's Office	225-686-2241

## RESOURCE GROUPS

Volunteers:	Beck Keger	225-665-2273
Training & Education: 667-8346	Kathryn R. Crayton	225-
Utilities & Water:	Paul Dugas	225-664-3123
Foreign Language Interpreter:	Louis Quezada	225-686-7785
Fire Services:	LPSO Communications	225-686-2241
Amateur Radio, Emergency Service (HAM):	Richard Teague	225-388-5075
American Red Cross:	Cell	225-953-5848
	Pager	225-754-0059

CUSTODIANS OF STANDARD OPERATING PROCEDURES  
LIVINGSTON PARISH

<u>Department/Agency</u>	<u>Custodian (by title)</u>
Emergency Preparedness	Emergency Preparedness Director
Public Works	Parish Maintenance Director
Hazardous Materials	Fire Chief
Warning	Sheriff
Communications	Sheriff
Sheriff's Office	Sheriff
Fire Services	Fire Chief
Radiological	Emergency Preparedness Director
Emergency Public Welfare	Emergency Preparedness Director
Resource Management	Emergency Preparedness Director
Damage Assessment	Emergency Preparedness Director
Public Information	Parish Public Information Officer

## MESSAGE-HANDLING PROCEDURES

### MESSAGE ARRIVES IN COMMUNICATION ROOM

#### Radio Operator

- Record message
- Enter into log
- Forward to message coordinator

#### Message Coordinator

- Determine appropriate operations position
- Assign priority
- Enter into log
- Forward to position
- Notify plotter of significant events

#### Operations Staff Member

- Confirm the accuracy of the request for assistance and authenticity
- Determine capability to respond
- Forward, if unable to respond
- Coordinate and complete response
- Forward to message coordinator; forward to communications room, if necessary

#### Message Coordinator

- Complete log
- Forward to plotter and file

### *MESSAGE ARRIVES AT OPERATIONS POSITION*

#### Operations Staff Member

- Record message
- Enter into log
- Determine capability to respond
- Forward, if unable to respond
- Notify message coordinator
- Coordinate and complete response
- Forward to message coordinator; forward to communications room, if necessary

#### Message Coordinator

- Complete log
- Forward to plotter and file

REPORTING FORMS

(MESSAGE FORMS CAN BE FOUND IN RESOURCE BOOK)

1. MESSAGE LOG FORM
2. GENERAL MESSAGE FORM
3. INCIDENT REPORT FORM
4. MEDICAL EMERGENCY REPORT FORM
5. FIELD STATUS REPORT FORM
6. SECURITY REGISTER

## COMMUNICATIONS LIVINGSTON PARISH

### I. PURPOSE

This annex is developed to provide information and guidance concerning the available or potentially available emergency operations and communications systems and capabilities of Livingston Parish. The total communications system is discussed and procedures for its use are outlined below.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

The emergency communications center is located in the Livingston Parish Sheriff's office. Dispatch personnel assigned to the communications division staff it on an as-needed basis. Sufficient communications equipment and capabilities are available to provide the communications necessary for most emergencies. In severe emergencies, augmentation may be required.

#### B. Assumptions

It is assumed that the communications system will survive and/or withstand the effects of the disaster. This annex provides adequate direction for the proper coordination of all communications systems during an emergency situation, facilitating timely response activities.

### III. CONCEPT OF OPERATIONS

#### A. General

Communications play a critical role in emergency operations. Communications networks and facilities exist and operate throughout Livingston Parish. Properly coordinated, these facilities provide for effective and efficient response activities.

#### 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 all communications networks. Security has been provided for all radio



equipment. Back-up capabilities are provided for through use of municipal communications and volunteers.

2. Preparedness

- a. All radio equipment is maintained under a radio maintenance contract.
- b. Repairs are available on a 24-hour basis.
- c. Contract repairmen are available during emergencies.
- d. Training of radio personnel is done on an ongoing basis.

3. Response

- a. When emergency operations are initiated, the Director of Livingston Parish Office of Emergency Preparedness will determine which communications personnel will be required to report to duty. Staff requirements will vary according to the incident.
- b. Warning procedures as identified in Annex C, Warning, will be initiated.
- c. Law enforcement personnel will be utilized for alternate shelter communications.

4. Recovery

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

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

The organizational structure for the communications system is outlined in Annex A, Appendix 1.

B. Responsibilities

1. Communications Officer

The Communications Officer is responsible for:

- a. activating and operating the Emergency Operations Center's Communications Center during an emergency,
- b. enlisting communications support from local telecommunications groups,
- c. maintaining adequate telecommunications systems and manpower for effective communications support during an emergency,
- d. assuring Parish Department Operators man their radio systems.

2. Sheriff's Department

When the EOC is activated, the Livingston Parish Sheriff's Office will provide communications operators, who in turn will be responsible for:

- a. monitoring and operating assigned communications stations,
- b. prompt relay of messages,
- c. recording significant messages by:
  - (1) entry into the EOC Station Log,
  - (2) completion of an EOC Message form.

V. DIRECTION AND CONTROL

- A. The Director of Livingston Parish Office of Emergency Preparedness, under the direction of the Livingston Parish government, is the overall authority for the EOC and its Emergency Communications Center.
- B. The Communications Officer for Livingston Parish Office of Emergency Preparedness is under the supervision of the Livingston Parish Sheriff's Office and the Director of Livingston Parish Office of Emergency Preparedness, and is directly responsible for the activities and establishment of facilities in the EOC.
- C. Radio Officers and operators from support agencies, while under control of their own office and operating their own equipment in the EOC, will be responsible for knowing and following the procedures outlined in this annex.
- D. During a state-of-emergency, the various code systems using brevity will be discontinued and normal speech will be used to insure comprehension of message by all parties. In addition, local time will be used during transmissions.

## VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are according to the Standard Operating Procedures established by each department.

## VII. ADMINISTRATION AND LOGISTICS

### A. Facilities and Equipment

A complete listing of communications and warning system equipment and capabilities will be maintained in the Emergency Operations Center. A network diagram is found in Appendix 2 of this annex. Radio frequencies and repeater locations are listed in the SOP manual in the EOC.

### B. Communications Protection

#### 1. Radio

##### a. Electromagnetic Pulse (EMP)

One of the effects of a nuclear detonation that is particularly damaging to radio equipment is Electromagnetic Pulse (EMP). Plans call for the disconnection of radios from antennas and power source when an Attack Warning is issued. A portable radio unit will then be employed as a backup to maintain limited communications with field groups. This procedure will be used until "ALL CLEAR" is announced. Telephones will also be used while they are operable.

##### b. Lightning

Standard lightning protection is used including lightning arrestors.

##### c. Wind and Blast

Damaged antennas can be quickly replaced with spare units kept in EOC.

#### 2. Telephone (Common Carrier)

##### a. Jammed Circuits

During emergencies phone usage in a community increases dramatically. In order to prevent vital telephone circuits from jamming, a line-load protection feature is utilized which cuts non-vital users off the circuit.

b. Emergency Service

Provided by Bell South and appropriate long distance carriers.

c. Priority Service Restoration

The Emergency Operations Center is on Bell South's priority service restoration list.

C. Security

Due to the vital role of communications during emergency operations, particularly for defense purposes, the Director of Livingston Parish Office of Emergency Preparedness reserves the right to investigate the personal background of any radio operator assigned to the EOC.

D. Training

1. Each organization assigning personnel to the EOC for communications purposes is responsible for making certain that those persons are familiar with the agency's unique operating procedures.
2. The Director or Communications Officer of Livingston Parish Office of Emergency Preparedness will provide additional training on EOC equipment and procedures as necessary.

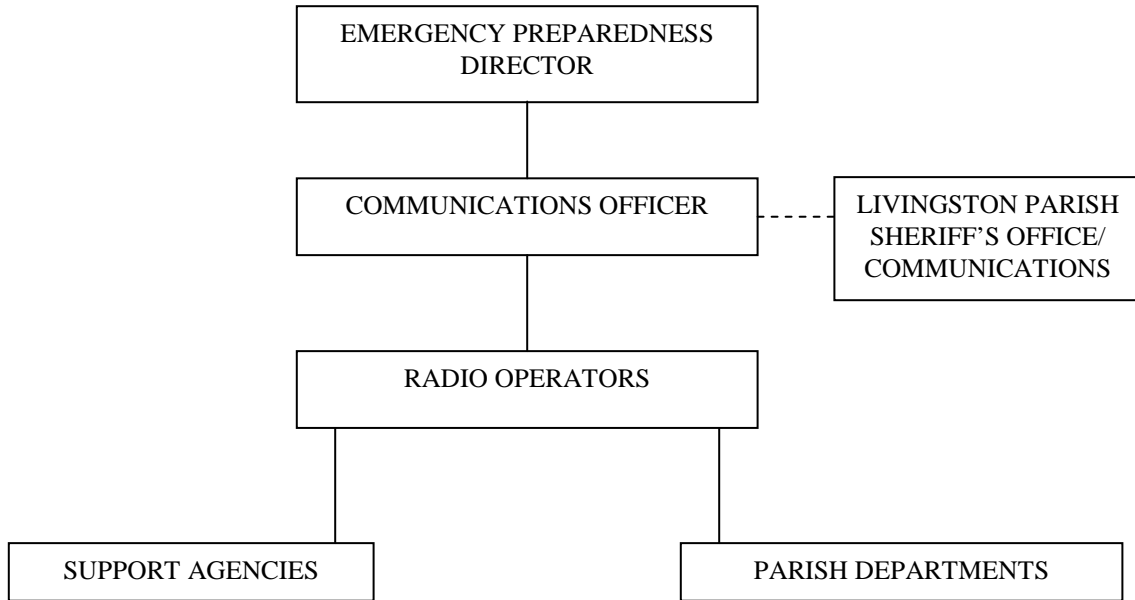
VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Communications Officer will be responsible for working with the Director of Livingston Parish Office of Emergency Preparedness to maintain and improve this annex. He is also responsible for Standard Operating Procedures relating to this annex.

APPENDICES TO ANNEX B:

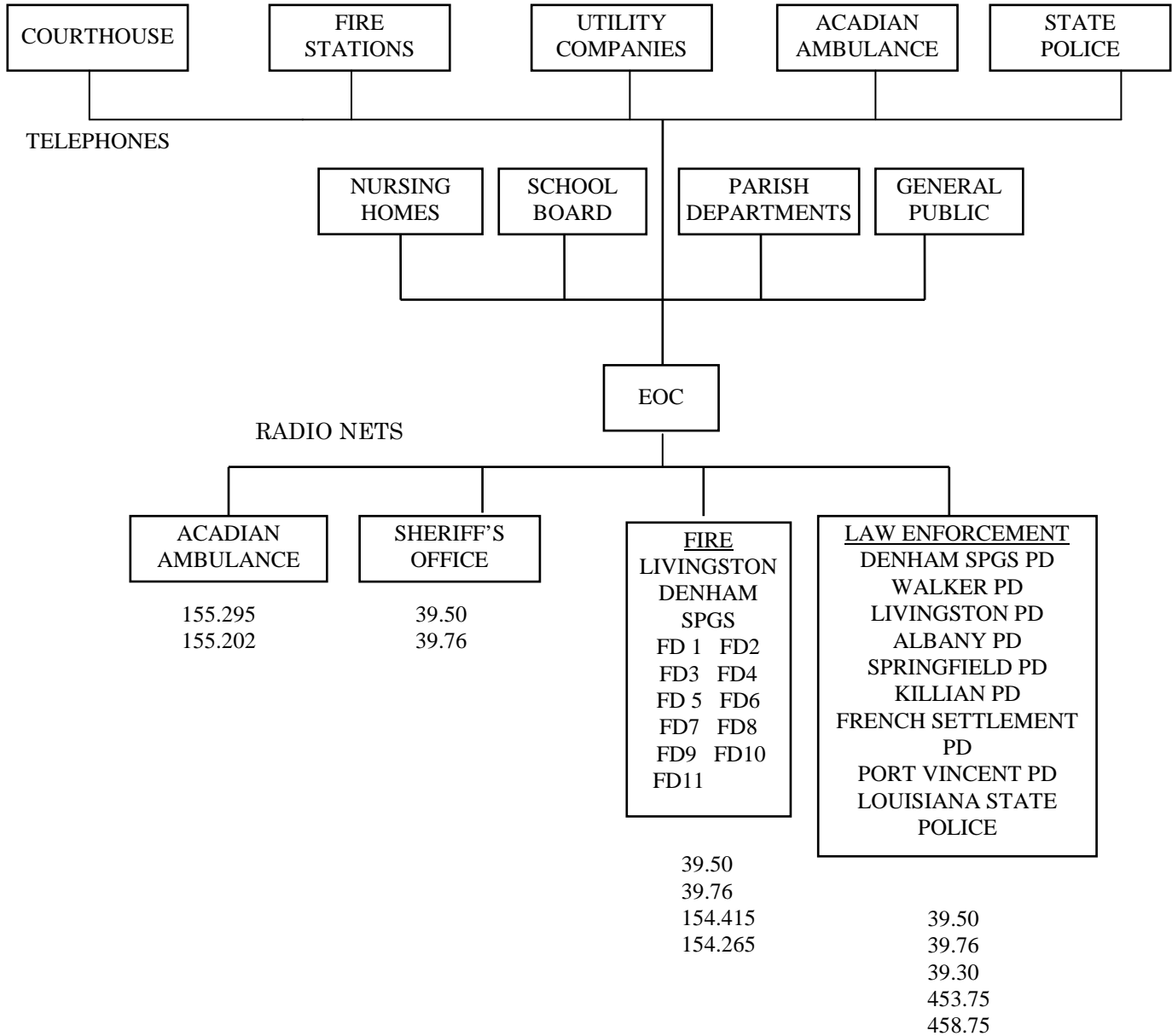
- (1) Organizational Chart
- (2) Network Diagram
- (3) Communications Checklist

COMMUNICATIONS  
ORGANIZATIONAL CHART  
LIVINGSTON PARISH



———— Direct  
----- Coordination

EOC COMMUNICATIONS NETWORK DIAGRAM  
LIVINGSTON PARISH



COMMUNICATIONS CHECKLIST  
LIVINGSTON PARISH

*NOTE: Checklist was developed for crisis relocation but can be adapted to any emergency*

NORMAL PEACETIME READINESS:

- Review this plan periodically
- Update inventory of communication equipment locally available
- Coordinate with local Telephone Company, arrange for emergency installation of telephones; coordinate crisis relocation needs with Telephone Company's plans for dedicated lines, "hotlines", and line load controls

INCREASED READINESS PERIOD - INTERNAL GOVERNMENT READINESS:

- Review relocation plan; check status of:
  - .communication equipment needed for crisis relocation operations
  - .EOC communications
  - .amateur and Citizens Band radio equipment
- Check with Supply Services to find out where supply operation centers will be
- Check with Reception and Care Service for location of all lodging buildings, fallout shelters, mass feeding kitchens, and other Reception & Care Service operation areas
- Alert Telephone Company to be ready to install emergency phones at all operating areas; arrange for line load controls to give precedence to Emergency Services

INCREASED READINESS - MOBILIZATION:

- Ask Telephone Company to install emergency telephones, and to begin line load controls
- Insure that traffic control posts and reception points have adequate communications with the EOC
- Alert Radio Amateur Civil Emergency Services (RACES) and Emergency Preparedness organizations
- Monitor Emergency Broadcast System and other broadcast stations
- Begin control of communications from EOC
- Designate net control station and alternates for each radio net

RELOCATION PHASE:

- Monitor communications' support of traffic control operations
- Establish and maintain communications among elements of relocation organization
- Maintain communications with State EOC and risk area EOC
- Establish communication priorities

-Reestablish lost communication links

ATTACK PHASE:

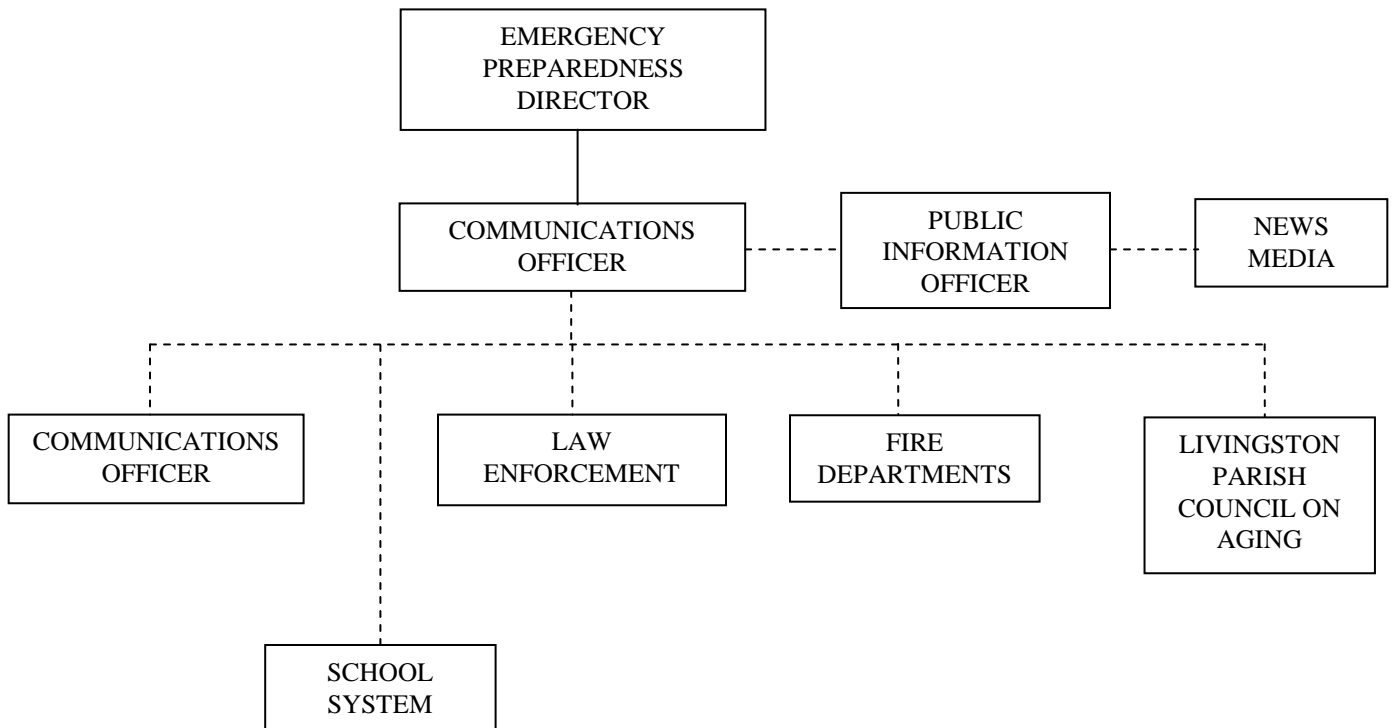
-Help put out warning through all available communication systems

-Limit radio and telephone communications to critical emergency messages

-Maintain communications with fallout shelters and radiological monitoring stations



WARNING ORGANIZATIONAL CHART  
LIVINGSTON PARISH



\_\_\_\_\_ Direct  
- - - - - Coordination

## WARNING LIVINGSTON PARISH

### I. PURPOSE

This function centers on establishing systems to disseminate to appropriate government officials and the general public timely forecasts of all hazards requiring emergency preparedness or response actions.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Residents of Livingston Parish are often subjected to severe weather conditions, such as flash flooding, heavy rainfall, and tornadoes requiring the dissemination of warnings.
2. Accidents involving hazardous materials, such as chemical releases, transportation accidents, and train derailments can endanger the public. There is also a potential threat from enemy attack or radiological incidents.
3. The need to warn the public of impending danger could arise at any time. To reduce loss of lives, adequate and timely warnings must be provided. Appropriate action-oriented information must be supplied.

#### B. Assumptions

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 period will 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 such as floods, tornadoes and winter storms

##### 2. Other Major Incidents

Warnings will be issued as a result of a hazardous material accident.

Other

events, which might require public warning, include conflagration and terrorism.

3. War Related Events

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. Phases of Management

1. Mitigation

- a. A warning system utilizing all communication and warning resources available to the Emergency Operations Center.
- b. A public awareness program regarding proper emergency information dissemination has been developed.

2. Preparedness

- a. The warning system will be tested on a regular basis.
- b. New personnel will be trained in the use of the warning system as needed.

3. Response

- a. The Federal Emergency Management Agency (FEMA) has the responsibility for disseminating warnings and warning information to the State of Louisiana over the National Warning System (NAWAS). This information will be received by the NAWAS warning point at the Louisiana Office of Emergency Preparedness (LOEP) Post in Baton Rouge and will be broadcast over the State NAWAS network. The State will then relay warning information to the remaining emergency response agencies.

NAWAS can be used to disseminate warnings and warning information related to natural emergencies (tornadoes, hurricanes, etc.)

- b. The Communications Section of the Livingston Parish Sheriff's Office is on duty 24 hours a day, seven (7) days a week. The Communications Section is responsible for forwarding warning or alert messages to the Director of the Livingston Parish Office of Emergency Preparedness. The Sheriff or the Parish President will be contacted when the Director of Livingston Parish Office of Emergency Preparedness cannot be reached.
- c. Warning and status information may also be received from the LOEP headquarters via telephone or radio, from the U.S. Weather Bureau via telephone, facsimile or other emergency services such as other law enforcement agencies, weather watchers, fire departments, radio stations Emergency Alerting System (EAS), etc., via telephone or radio.

4. Recovery

The public will be informed through the use of the warning system as to when the crisis has passed.

C. Execution

When a warning or information is received, the Director of Livingston Parish Office of Emergency Preparedness will notify key local officials, alert emergency personnel in response organizations, and notify the population by using all available warning systems. (See Flow Chart, Annex A, Appendix 2)

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

- 1. The Communications Director will supervise all activities in the Communications Center.
- 2. The Director of Livingston Parish Office of Emergency Preparedness will conduct the warning functions.
- 3. Radio Operators will man their assigned radios and properly transmit and receive messages.
- 4. Rumor Control Monitors will check broadcasts for accuracy.
- 5. Telephone Operators are responsible for properly screening and routing incoming calls.

6. Law Enforcement and Fire personnel will provide mobile public address warning capabilities.

B. Responsibilities

1. Livingston Parish Office of Emergency Preparedness is responsible for:
  - a. assisting with the development and coordination of an adequate warning system,
  - b. issuing all warnings, acting under the authority of the Parish President,
  - c. educating the public regarding the use of the warning system,
  - d. activating all warning systems,
  - e. coordinating with Livingston Parish Sheriff's Office municipal police departments and Fire Departments for door-to-door warning if necessary.
2. Law Enforcement agencies are responsible for:
  - a. providing additional siren equipped mobile units where necessary to supplement sound coverage,
  - b. maintaining and repairing all its siren units,
  - c. providing mobile public address units if necessary,
  - d. providing manpower for door-to-door warning if necessary.
3. Fire Departments are responsible for:
  - a. providing additional siren equipped mobile units where necessary to supplement sound coverage,
  - b. maintaining and repairing all its siren units,
  - c. providing manpower for door-to-door warning if necessary.

4. Livingston Parish Community Action Agency

Assists with public warning of all segments of the population with special needs (i.e. non-institutionalized disabled, elderly, hearing impaired and non-English speaking) either by telephone or door-to-door.

5. Livingston Parish Council on Aging

Assists with public warning of the non-institutionalized disabled and elderly either by telephone or door-to-door.

6. Schools

The Superintendent of Schools will be notified of any warning and will, in turn, notify all other school officials and school locations.

7. Media and Broadcast

- a. Following notification by the Livingston Parish Office of Emergency Preparedness, the media is responsible for disseminating warning messages provided by authorized sources to the general public within their broadcast hours or publication time, as rapidly as possible in the event of an impending or actual disaster.
- b. Dissemination of information over the Emergency Alert System (EAS) is the responsibility of the Broadcast Media.
- c. The media will be requested to assist in an ongoing public awareness program of lifesaving measures to be taken concerning all catastrophic events.

V. DIRECTION AND CONTROL

A. General

The warning process will be initiated from the Livingston Parish Emergency Operations Center. Once the network is activated, the responsibility for its continued operation belongs to the Director of Livingston Parish Office of Emergency Preparedness. All warning activities will be coordinated through the EOC staff.

## B. Existing Warning System

### 1. National Warning System (NAWAS)

The National Warning System (NAWAS) is a nationwide dedicated telephone warning system. It operates on three levels of government: Federal, State and Local. When an enemy attack is confirmed by the North American Aerospace Defense Command (NORAD) a warning is disseminated to 2,000 warning points throughout the United States simultaneously. The warning point for Livingston Parish is the statewide sheriff's frequency - 39.50.

### 2. National Weather Service (NWS)

Current weather information and warnings are received from LOEP by FAX. Radio broadcasts are also received over the weather radio broadcasting out of the Shreveport National Weather Service. In addition, the NWS will issue severe weather warnings over the NAWAS line.

### 3. School Warning System

Schools are notified by telephone from the Superintendent of Schools Office.

### 4. Emergency Alert System (EAS)

The EAS provides a means for supplying emergency information to the public. It uses commercial radio and TV broadcast services, which are provided on a voluntary and organized basis. WKJN Radio, has been designated the area emergency broadcast stations, based upon a contractual agreement between the local station and the Federal Communications Commission.

### 5. Neighborhood Warning Procedures

In some instances, additional warning must be provided to certain areas. Methods used include vehicle mounted public address and door-to-door warning.

### 6. Telephone

The telephone is the primary means of providing warning to special locations, such as schools, hospitals, nursing homes, major industries, institutions, and places of public assembly.



At the present time, there is no capability of activating all warning devices simultaneously.

## VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are according to the Standard Operating Procedures established by each department.

## VII. ADMINISTRATION AND LOGISTICS

- A. Communications and warning equipment and locations are included in Annex B, Part VII. A.
- B. Telephone listings of emergency contact personnel are kept in Communications Room of the EOC and are not included in this plan.
- C. Measures for the protection and priority use of all communications and warning equipment may be found in Annex B of this plan.
- D. The Director of Livingston Parish Office of Emergency Preparedness reserves the right to investigate any person(s) assigned to work in the EOC or in its support.
- E. Each agency or Parish department assigning personnel to the EOC for warning purposes is responsible for their training in the use of the assigned equipment. Either the Director of Livingston Parish Office of Emergency Preparedness or the Communications Officer will provide additional training.

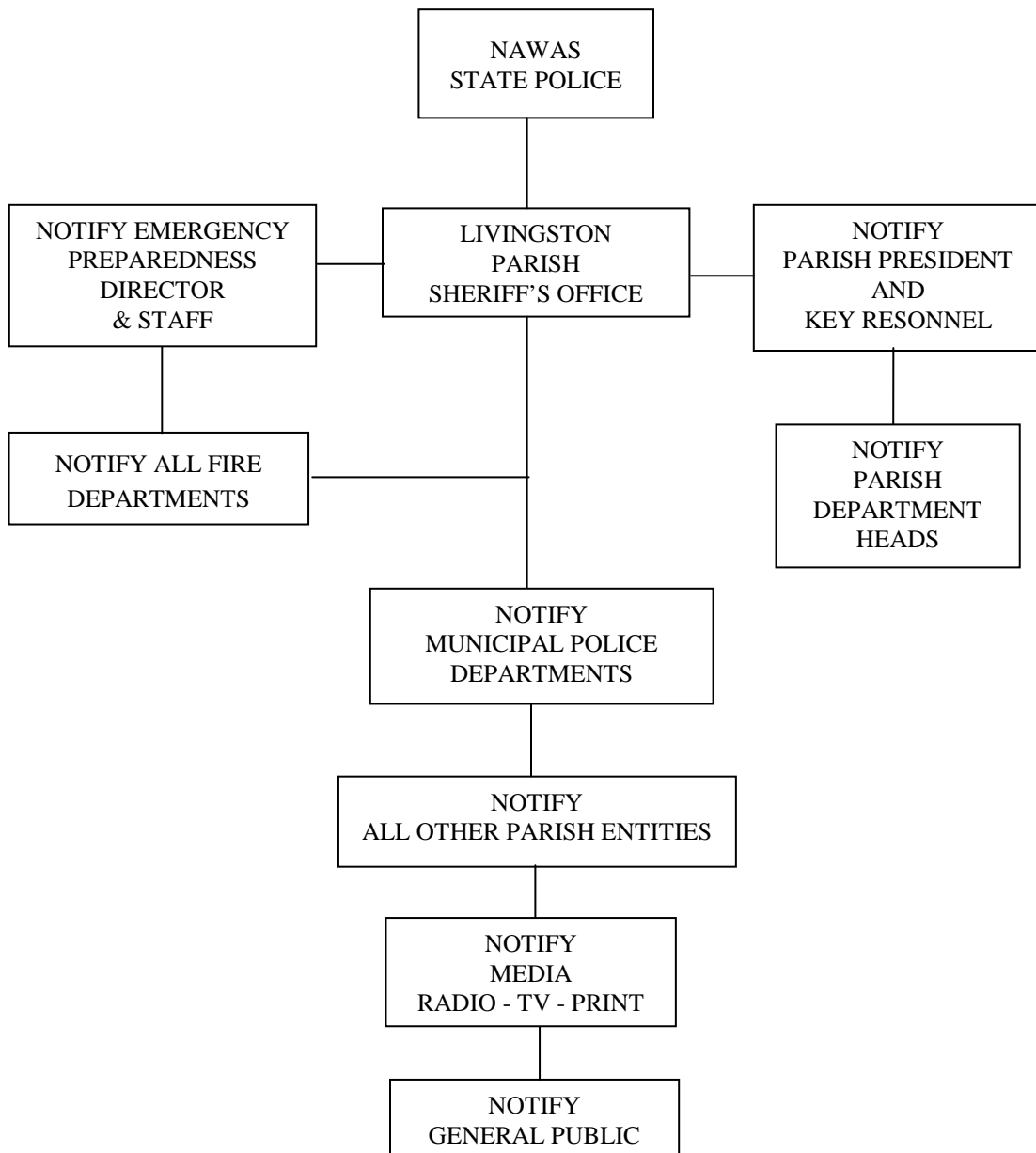
## VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Parish Communications Officer will be responsible for assisting the Director of Livingston Parish Office of Emergency Preparedness in the maintenance and improvement of this annex. He is also responsible for Standard Operating Procedures relating to this annex.

### APPENDICES TO ANNEX C:

- (1) Organizational Chart
- (2) Warning Flow Chart
- (3) Accidental Launch Warning Actions
- (4) Warning Checklist

WARNING FLOW CHART  
LIVINGSTON PARISH



ACCIDENTAL LAUNCH WARNING ACTIONS

NAWAS Message:	Jurisdictions in Threatened Area	Jurisdictions in Rest of U.S.	
		Within about 500 Miles of the Threatened Area	Elsewhere in the U.S.
1. Initial Warning of Accidental Launch	<ul style="list-style-type: none"> <li>---Warn citizens to take cover <b>IMMEDIATELY</b></li> <li>---Activate EOC and secure phone line(s) to broadcast station(s)</li> </ul>	All U.S. jurisdictions: <ul style="list-style-type: none"> <li>---Activate EOC and secure phone line(s) to broadcast station(s)</li> <li>---Advise citizens to take no protective actions but to stand by for further instructions</li> </ul>	
2. Nuclear detonation (NUDET) has occurred (minutes after initial warning)	<ul style="list-style-type: none"> <li>---Citizens remain under cover</li> <li>---Conduct emergency operations as feasible</li> </ul>	<ul style="list-style-type: none"> <li>---Advise citizens to prepare <i>promptly</i> to protect themselves from fallout (if NUDET proves to have been a surface burst)</li> <li>---Mobilize RADEF system</li> <li>---Prepare to provide support for impact area if requested by State</li> </ul>	<ul style="list-style-type: none"> <li>---All areas provide Emergency Public Information (EPI)</li> <li>---Areas of possible low level fallout threat mobilize RADEF system, and prepare to take countermeasures</li> </ul>
3. Impact occurred without NUDET (minutes after initial warning)	<ul style="list-style-type: none"> <li>---Advise citizens to remain under cover until further notice</li> <li>---Seek assistance through State to determine if a hazard exists from weapon material</li> </ul>	<ul style="list-style-type: none"> <li>---Advise citizens that fallout protection will <i>not</i> be required</li> <li>---Phase down EOC staffing as instructed by State</li> </ul>	<ul style="list-style-type: none"> <li>---Advise citizens that no NUDET occurred and that there will thus be no fallout threat anywhere</li> <li>---Phase down EOC staffing as instructed by State</li> </ul>
4. NUDET identified as air burst (no fallout resulted). (This information may be received from State or Region, one to several hours after initial warning)	<ul style="list-style-type: none"> <li>---Citizens remain under cover</li> <li>---Conduct emergency operations as feasible</li> </ul>	<ul style="list-style-type: none"> <li>---Advise citizens to suspend actions to protect themselves from fallout</li> <li>---Provide support for impact area, if requested by State</li> </ul>	<ul style="list-style-type: none"> <li>---Advise citizens there will be no fallout threat anywhere</li> </ul>

Priority Actions in Case of Unauthorized or Accidental Launch of a Nuclear Weapon

ACCIDENTAL LAUNCH WARNING MESSAGE FORMATS

1. The type NAWAS message to provide a basis for warning the civil population in the threatened area follows:

*ACCIDENTAL LAUNCH WARNING MESSAGE  
FOR THREATENED AREA(S)*

"ATTENTION ALL STATIONS, THIS IS THE NATIONAL WARNING CENTER. EMERGENCY WARNING FOR (CITY, PARISH) (STATE) ACCIDENTAL MISSILE LAUNCH THREATENS THE (CITY, PARISH) (STATE) AREA AT (LOCAL TIME). ADVISE POPULATION, BY ALL MEANS AVAILABLE, TO TAKE COVER IMMEDIATELY--BY LYING DOWN IN BASEMENTS OR CENTRAL PARTS OF BUILDINGS.

"(STATE) ACKNOWLEDGE, OTHER STATIONS STAND BY, ADDITIONAL INFORMATION WILL BE FURNISHED WHEN AVAILABLE."

(Message will be repeated once.)

2. The type NAWAS message for the remainder of the U.S. follows:

*ACCIDENTAL LAUNCH WARNING MESSAGE FOR PARTS OF THE  
U.S. NOT IN THE THREATENED AREA(S)*

"ATTENTION ALL STATIONS, THIS IS THE NATIONAL WARNING CENTER. EMERGENCY ACTION INFORMATION FOR PARTS OF THE UNITED STATES NOT--REPEAT, NOT--IN THE THREATENED AREA OF (CITY, PARISH) (STATE). ADVISE THE PUBLIC IN YOUR LOCALITY BY ALL MEANS AVAILABLE THAT PROTECTIVE ACTION IS NOT REQUIRED AT THIS TIME. ADDITIONAL INFORMATION AND ADVICE WILL BE FURNISHED WHEN AVAILABLE."

(Message will be repeated once. A roll call of State and Federal warning points will be conducted.)

3. The type message when nuclear detonation occurs is as follows:

*ACCIDENTAL LAUNCH WARNING MESSAGE UPON OCCURRENCE  
OF NUCLEAR DETONATION*

"ATTENTION ALL STATIONS. THIS IS THE NATIONAL WARNING CENTER, AN ACCIDENTALLY-LAUNCHED NUCLEAR WEAPON DETONATED IN (CITY, PARISH) (STATE) AT (LOCAL TIME). RADIOACTIVE FALLOUT IS POSSIBLE. THE FOLLOWING EMERGENCY ACTION ADVICE WILL APPLY UNTIL FURTHER NOTICE AND SHOULD BE DISSEMINATED BY ALL MEANS AVAILABLE.

"PERSONS IN (CITY, PARISH) (STATE) SHOULD BE ADVISED TO REMAIN UNDER COVER, AND TO AWAIT FURTHER INSTRUCTION FROM STATE OR LOCAL EMERGENCY PREPAREDNESS AUTHORITIES. PERSONS IN THE PARISHES OF (PARISHES BY STATE) CAN EXPECT FALLOUT WITHIN ONE HOUR AND ARE ADVISED TO TAKE PROTECTIVE ACTION IN ACCORDANCE WITH LOCAL COMMUNITY SHELTER PLANS OR TO IMPROVISE ADDITIONAL FALLOUT PROTECTION AS NECESSARY AND TO BE ALERT FOR FURTHER INSTRUCTIONS FROM STATE OR LOCAL EMERGENCY PREPAREDNESS AUTHORITIES.

CITIZENS IN ALL OTHER AREAS SHOULD BE ADVISED THAT PROTECTIVE ACTION IS NOT REQUIRED AT THIS TIME."

4. The type of message for missile impact without nuclear detonation follows:

*ACCIDENTAL LAUNCH WARNING MESSAGE UPON OCCURRENCE  
OF IMPACT WITHOUT NUCLEAR DETONATION*

"ATTENTION ALL STATIONS. THIS IS THE NATIONAL WARNING CENTER. THE ACCIDENTALLY-LAUNCHED MISSILE IMPACTED IN (CITY, PARISH) (STATE) AT (LOCAL TIME). A NUCLEAR DETONATION DID NOT--REPEAT--DID NOT OCCUR. PERSONS IN (CITY, PARISH) (STATE) SHOULD BE ADVISED TO REMAIN UNDER COVER AND TO AWAIT FURTHER INSTRUCTIONS. PERSONS IN ALL OTHER AREAS SHOULD BE ADVISED THAT PROTECTIVE ACTION IS NOT REQUIRED."

## WARNING CHECKLIST

*NOTE: Checklist was developed for crisis relocation but can be adapted to any emergency.*

### NORMAL READINESS:

- Director of Livingston Parish Office of Emergency Preparedness (or Warning Officer) reviews and updates the warning provisions of the local Emergency Operations Plan
- Determine if any additional warning measures, equipment, or planning will be necessary to furnish warning to the expanded population
- Coordinate with local stations (radio or TV)
- Test warning system periodically

### INCREASED READINESS:

- Begin continuous communication watch
- Test warning communication system
- Insure immediate capability to activate warning siren system in the event of attack warning
- Coordinate with Emergency Public Information Officer

### RELOCATION PERIOD:

- Continue increased readiness actions
- Insure that warning system and plans cover the entire relocated and resident population, in accordance with the actual situation
- Advise host areas' Executive Groups of any impending or existing natural or man-made disasters which might interrupt crisis relocations operations

### ATTACK PERIOD: (Refer to Local Emergency Operations Plan)

- The operator on duty at Livingston Parish Sheriff's Office will take the following actions on receipt of an attack warning/detection of an actual attack:
- Acknowledge receipt of attack warning to sender
- Immediately notify Parish Warning Officer

**OR**

- Activate the warning siren system directly from the EOC
- Sirens and other audio warning signals should be sounded for three to five minutes in a series of short blasts or wavering tones, repeated as long as necessary
- On receipt of termination of attack warning, notify the Director of Livingston Parish Office of Emergency Preparedness

---

# MULTI-HAZARD EMERGENCY OPERATIONS PLAN

---

## **ANNEX**

### **CRITICAL INFRASTRUCTURE**

**June 2012**

## CONTENTS

I. PURPOSE.....	3
II. SITUATION AND ASSUMPTIONS .....	3
III. CONCEPT OF OPERATIONS.....	3
IV. organization and assignment of responsibilities .....	4
V. DIRECTION AND CONTROL .....	4
VI. PLAN DEVELOPMENT AND MAINTENANCE .....	5

---



---

# ANNEX - CRITICAL INFRASTRUCTURE

## I. PURPOSE

*This annex describes procedures for critical infrastructure protection which is a vital role in ensuring that all government and private services such as chemical plants, pipelines, Emergency Operations Centers, waste disposal, water treatment and distribution, and public utilities including both energy and telecommunications are secure and operational.*

These critical assets play a vital role in the continued operation of public and private sector services. Interruption of these services may occur briefly or for protracted periods, during an emergency or other disaster situation. Interruption of these services may degrade the community's ability to respond to a specific emergency incident or may cause a localized incident to escalate into a community wide disaster.

This Annex sets a baseline for all major critical infrastructure facilities, which were identified in the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) Critical Infrastructure and Key Resources survey.

The most recent update to the survey was submitted to GOHSEP on February 12, 2010, which required monitoring and protection from identified threats, and those agencies which would be contacted in an emergency to protect or maintain the critical facilities.

In an emergency all critical infrastructure actions must be coordinated to eliminate any possibility of one critical infrastructure action having an adverse effect on another. All responsible public agency, emergency phone numbers, emergency control hierarchy and specific emergency response plan titles are listed in an attached annex.

## II. SITUATION AND ASSUMPTIONS

This annex may be implemented any time an emergency has occurred which affects or threatens critical infrastructure assets. The threat potential or documented damage assessment information provide a basis and substantiation for requesting assistance and initiating response or increased monitoring activities.

## III. CONCEPT OF OPERATIONS

1. Based on a review of relevant Critical Infrastructure and Key Resources (CIKR) Emergency Response Plans, determine that conflicting operations are not likely to occur.
2. At the beginning of any event identify and establish contact with each critical infrastructure's Point of Contact (POC) and their Secondary Contact.
3. Keep in constant contact with designated POC to determine specific emergency response activities undertaken and their effect on other operational logs and report **All** actions relevant, to the Incident Commander and Emergency Operations Center Director.

4. Take requests from POC for additional protection requirements and forward to the Incident Commander and Emergency Operations Center Director for prioritization and assignment of resources.

The Office of Homeland Security and Emergency Preparedness is responsible for Critical Infrastructure coordination as detailed in this Annex.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Incident Commanders and the EOC will:

1. Direct and coordinate the restoration and repair of critical facilities, delivery systems, and networks of both public and private sector entities in Livingston Parish during an emergency or disaster. This shall include demolition, rescue, repair, recovery and security as required by the specific incident.
2. Coordinate with appropriate Livingston Parish personnel, other government, and private sector entities to provide necessary water, power, and telecommunications support for first responders and other emergency personnel during any identified or threatened emergency or disaster.
3. Coordinate with appropriate Livingston Parish personnel, other government, and private sector entities to provide critical asset service sufficient to guarantee minimum levels of health and safety during any identified or threatened emergency or disaster.

#### V. DIRECTION AND CONTROL

1. Critical Infrastructure is defined as:
  - a. Water
  - b. Wastewater
  - c. Electricity
  - d. Natural Gas/Propane
  - e. Storm Drainage
  - f. Roadways
  - g. Communications
  - h. Public Transportation Services including Aviation, Rail and Bus
  - i. Fuels (gasoline and diesel)
  - j. Pipelines
  - k. Agriculture/Food
  - l. Chemical Plants
2. In responding to emergencies of any scope, Livingston Parish must have a plan that addresses four things concerning critical infrastructure assets:
  - a. How to respond to a service disruption,
  - b. How to provide backup service both to responders and the public at large to guarantee minimum levels of health and safety,
  - c. How to reestablish service in a timely and safe manner.
  - d. Requirements for additional security protection.

## VI. PLAN DEVELOPMENT AND MAINTENANCE

The Livingston Parish Office of Homeland Security and Emergency Preparedness (LOHSEP) will coordinate the revision of this annex and keep all information current. A meeting of Critical Infrastructure related emergency representatives will be held quarterly through the Local Emergency Planning Committee (LEPC) Critical Infrastructure / Key Resources sub-committee to review this annex and update as necessary.

## EVACUATION LIVINGSTON PARISH

### I. PURPOSE

This annex provides the guidelines and direction for the orderly and coordinated evacuation of the population of Livingston Parish should the need arise due to enemy attack, natural hazard, or other major incident. Evacuation plans can be adapted to the movement from small isolated areas up to and including the entire Parish. This annex is to be used in conjunction with other annexes for the protection of the population.

### II. SITUATIONS AND ASSUMPTIONS

#### A. Situations

There are several emergency situations, which might require an evacuation of part, or all of Livingston Parish. Evacuations might be needed as a result of a flood, tornado, hazardous material spill, or train wreck. Mass evacuation could be required in the event of a hurricane.

#### B. Assumptions

Communication channels will be established to provide the public with timely and accurate information with directions for their response to an emergency. Coordination with the media and a program of pre-disaster education will enable the public to understand and respond to information related to evacuation. The public will act in its own interest and evacuate dangerous areas when advised to do so by local government authorities. If necessary, local authorities will order and carry out a mandatory evacuation.

### III. CONCEPT OF OPERATIONS

#### A. General

1. The ultimate responsibility for ordering an evacuation rests with the Parish President or Mayor within a municipality. The decision will be made after coordination with all public officials within the jurisdiction covered by the incident and the Director of Livingston Parish Office of Emergency Preparedness. It shall come through the Public Information Officer at the Livingston Parish Emergency Operations Center (EOC).

2. Emergencies that require evacuation may differ in type, size, intensity, speed of onset, and duration. Planning consideration will vary according to the specific hazard, but the objective is the same: the orderly movement of people from an endangered area. The number of people to be evacuated, and the time and distance of travel necessary to insure safety will have to be determined as each emergency situation is identified. This plan is designed to facilitate the evacuation process regardless of the cause of the evacuation.
3. Specific issues to be addressed for evacuation are:
  - a. the availability of evacuation routes, their capabilities and their vulnerability to the hazard;
  - b. the type of transportation, and arrangements for those persons unable to supply their own transportation; including those people who are institutionalized or have handicaps;
  - c. security for evacuated areas;
  - d. support for essential operations and services in the hazard area;
  - e. preparation of designated shelters for the reception of evacuees;
  - f. re-entry into the hazard area;
  - g. dealing with potential impediments for evacuation;
  - h. the relocation of essential resources to the reception area.
4. Predetermined, detailed plans for specific hazards will be used when these emergencies occur. Appropriate annexes and SOP's will be used to coordinate the operation.
5. Should a neighboring parish experience a major disaster requiring evacuation of its residents, Livingston Parish might be called upon to act as a reception center for evacuees. Appropriate annexes and SOP's will be used to coordinate this operation. (Annex E - Shelter; Annex G - Law Enforcement)

## B. Emergency Action Levels

Emergencies will be dealt with in a sequence described in Paragraph III-B, of the Basic Plan. Preparations for evacuation will take place when an incident reaches the appropriate action levels.

## C. Phases of Emergency Preparedness

### 1. Mitigation

- a. Identify hazards that could require evacuation. (Hazard Analysis)
- b. Identify potential areas that may require evacuation.
- c. Discourage development in hazard zones, especially residential development.

### 2. Preparedness

- a. Identify those segments of the population that may require special consideration during an evacuation (i.e., handicapped, elderly, incarcerated, institutionalized, etc.)
- b. Plan evacuation routes, taking traffic capacities and road conditions into account.
- c. Develop an evacuation plan and procedures in conjunction with State plans. Review plans and procedures periodically and during periods of increasing readiness.
- d. Conduct a continuous public information program using every available communications resource to alert the public to potential hazards and plans for response.
- e. Coordinate with the media to refine techniques for alerting the public and testing the plan, with special consideration to contingencies for late evening or early morning hours. Develop warning materials for non-English speaking people if needed.

### 3. Response

Follow evacuation plans when ordered, including:

- a. Notify appropriate agencies;

- b. Activate shelter operations if receiving evacuees. Contact officials (American Red Cross, etc.), in reception area as appropriate;
  - c. Provide traffic and perimeter control to include any road service support groups when needed;
  - d. Evacuate special populations;
  - e. Provide information to the public (rumor control, current conditions, routes, etc.);
  - f. Provide security for hazard areas and continue operation of essential services where needed.
4. Recovery
- a. Assess damage in disaster areas.
  - b. Initiate return where possible.
  - c. Conduct traffic control.
  - d. Perform public information activities.

#### IV. ORGANIZATION AND RESPONSIBILITIES

##### A. Organization

The organizational structure for evacuation operations is shown in Appendix 1 to this Annex.

##### B. Responsibilities

- 1. Executive Group/Livingston Parish Office of Emergency Preparedness
  - a. Review checklist.
  - b. Develop and update evacuation plans and procedures.
  - c. Issue and relay all evacuation plans.
  - d. Coordinate evacuation efforts.
  - e. Coordinate public information and education of the public.

- f. Coordinate relocation into other jurisdictions.
- 2. Public Information and Education
  - a. Provide emergency public information to media.
  - b. Coordinate public information with all involved departments and agencies.
- 3. Emergency Public Welfare
  - a. Plan for human services.
  - b. Assist in shelter operations.
  - c. Assist with mass feeding.
- 4. Law Enforcement
  - a. Assist in evacuation, especially of handicapped and incarcerated people.
  - b. Coordinate law enforcement activities.
  - c. Coordinate property protection in evacuated areas.
  - d. Provide for law and order.
  - e. Coordinate perimeter and traffic control.
  - f. Assist in public information and warning.
  - g. Provide security for key facilities and vehicles in host areas.
  - h. Assist in disseminating warnings.
- 5. Transportation
  - a. Provide buses and other vehicles for evacuation.
  - b. Coordinate with the Public Information Officer and Law Enforcement on establishing staging areas or pick-up points. (See Annex D, Appendix 5, Livingston Parish Pick-Up Points)
  - c. Insure handicapped, infirm, elderly, and incarcerated have



transportation.

6. Damage Assessment and Repair (See Annex K, Damage Assessment)
  - a. Coordinate with Law Enforcement in establishing evacuation routes, traffic control points, blockages, etc.
  - b. Maintain routes to keep them open.
  - c. Upgrade and/or repair shelters.

## V. DIRECTION AND CONTROL

### A. General

The Executive Group is the overall authority for the evacuation efforts. All activities will be coordinated through the EOC that will serve as the source of all direction and control.

### B. Hazardous Materials Incident

Evacuation will be ordered as necessary depending upon the emergency. See Annex H, Hazardous Materials.

### C. Flooding (Heavy Rains)

In the event of flooding from heavy rains, some low-lying areas may have to be evacuated. Warnings will be provided in accordance with Annex C, Warning. Law enforcement and fire personnel will be responsible for providing on-site assistance to evacuees. See Appendix 4, Flood Prone Map, in this annex.

## VI. CONTINUITY OF GOVERNMENT (COG)

Continuity of governmental operations must be maintained in an emergency evacuation situation. Detailed procedures for accomplishing this are included in Part V of the Basic Plan (Direction and Control) Essentially, COG will be maintained by relocating government operations to alternate EOC's with temporary transfers of authority to higher or lower emergency management organizations. 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

Legal Authority

State Constitution, Article 6, Section II.

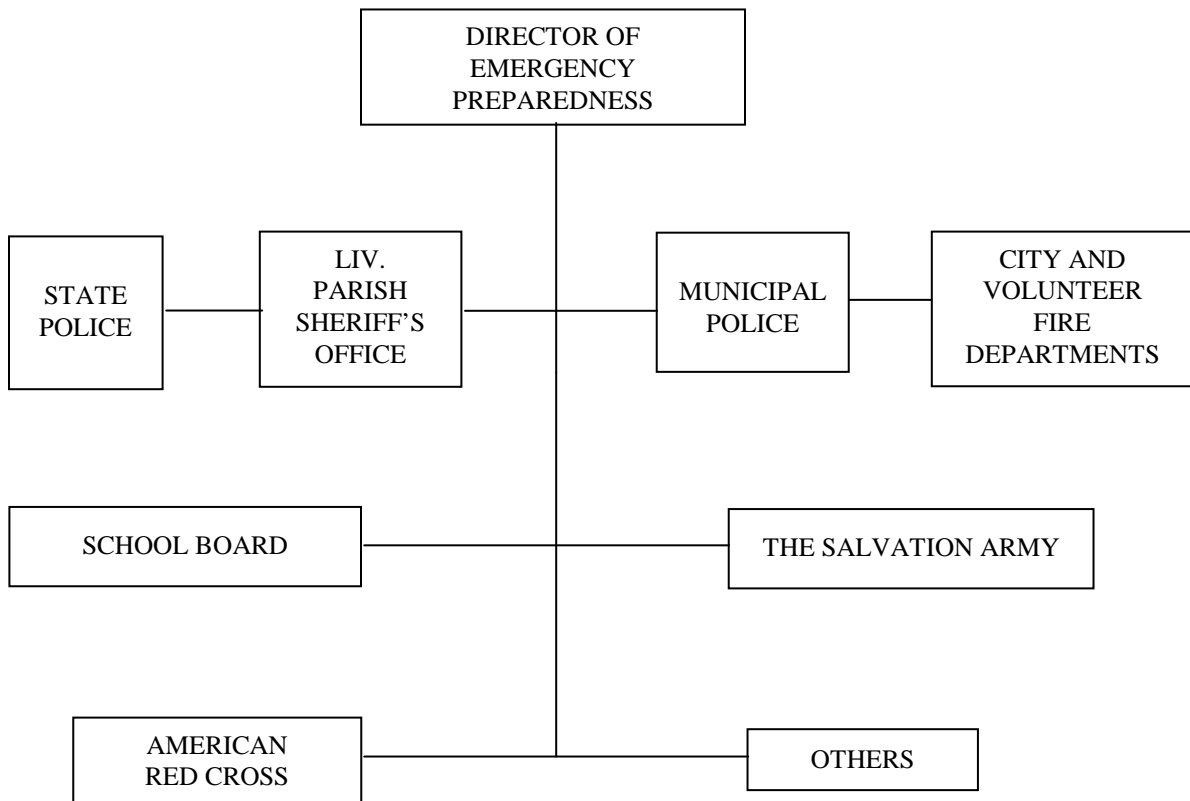
### VIII. PLAN DEVELOPMENT AND MAINTENANCE

It is the responsibility of the Director of Livingston Parish Office of Emergency Preparedness to insure the evacuation capabilities. The Livingston Parish Office of Emergency Preparedness will continue the planning of all operations related to evacuation. The Director of the Livingston Parish Office of Emergency Preparedness will maintain Standard Operating Procedures for evacuation.

#### APPENDICES TO ANNEX D:

- (1) Organizational Chart
- (2) Evacuation Routes
- (3) Zone Map
- (4) Flood Prone Area
- (5) Pick-up Points
- (6) Traffic Control Points
- (7) Evacuation Procedures
- (8) Evacuation Checklist

EVACUATION  
ORGANIZATIONAL CHART  
LIVINGSTON PARISH



EVACUATION ROUTES  
LIVINGSTON PARISH

Traffic engineers have calculated that the vehicular capacity of all main arteries north, south, east and west is 1,000 vehicles per lane per hour at a speed of 20 MPH. If speed is increased, particularly the lead vehicles, capacity could become 2,000 vehicles per lane per hour. Naturally, as congestion occurs, capacity can be expected to drop commensurate with the degree of congestion.

LA Highway I-12	(East and West)
LA Highway 190	(East and West)
LA Highway 22	(East and South)
LA Highway 16	(North)
LA Highway 43	(North)
LA Highway 42	(South)
LA Highway 447	(North)
LA Highway 449	(North)

The map on the following page depicts the major evacuation routes from the Livingston Parish to adjoining parishes.

PICK-UP POINTS  
LIVINGSTON PARISH

- I. Approximately 12% of evacuated population will need public transportation.
- II. Pick-up points are:
  - A. Albany
    - Albany Upper Elementary School  
29779 S. Montpelier Avenue
  - B. Denham Springs
    - 1. Denham Springs Elementary School  
306 North Range Avenue
    - 2. Southside Elementary School  
1129 South Range Ave.
  - C. French Settlement
    - French Settlement Elementary School  
15810 LA Highway 16
  - D. Holden
    - Holden High School
  - E. Livingston
    - Doyle Elementary School
  - F. Maurepas
    - Maurepas School

- G. Springfield  
Springfield Elementary School
- H. Walker  
Walker Junior High School
- I. Watson  
Live Oak Elementary School

TRAFFIC CONTROL POINTS  
LIVINGSTON PARISH

- \*1. US Highway I-12 at Tangipahoa Parish Line
2. US Highway I-12 and Denham Springs City Limits
- \*3. US Highway I-12 and East Baton Rouge Parish Line
- \*4. LA Highway 42 and Parish Line West
- \*5. LA Highway 22 and Parish Line West
- \*6. LA Highway 22 and Parish Line East
- \*7. LA Highway 16 and Parish Line North
8. LA Highway 43 and Parish Line North
9. US Highway 190 and Parish Line East
10. US Highway 190 and Parish Line West

\*Designated possible Emergency Stations equipped with wrecker, fuel and medical aid.

EVACUATION PROCEDURES  
LIVINGSTON PARISH

This is a summary of the evacuation procedures that will be used in Livingston Parish.

1. Review definitions of Alert Periods and actions to accomplish during each period.
2. Brief EOC staff during Preparatory Period (Increased Readiness) on their responsibilities.
3. Identify resources and possible deficits. Coordinate resources with other parishes in the hazard area conglomerate and with State EOC.
4. Activate EOC (Annex A) prior to evacuation.
5. Be prepared to activate Warning Systems (Annex C) and Emergency Public Information (Annex N).
6. At time of evacuation, implement functional annexes/ appendices with special emphasis on:

Annex D, Evacuation  
Annex E, Shelters  
Annex G, Law Enforcement  
Annex L, Resource Management  
Annex M, Emergency Public Welfare  
Annex N, Emergency Public Information

7. Miscellaneous Organizations

All governmental and non-governmental organizations with emergency communications, transportation, medical, or vehicle maintenance capabilities can provide support for evacuation of the risk area.

8. Special Institutions

There may be certain specialized institutions located within the risk area, which may be required to relocate. It will be their responsibility to advise local governmental authorities of any special needs for transportation or security assistance required for evacuation.



## EVACUATION CHECKLIST

*NOTE: This checklist was developed for Crisis Relocation but can be used for any emergency.*

### NORMAL PEACETIME READINESS

- Review this periodically.
- Insure that this plan and its attachments are distributed to the appropriate officials.
- Coordinate with city/parish departments to insure their readiness to execute evacuation plans.

### INCREASED READINESS

- Review evacuation plans and update where necessary.
- Notify city/parish departments of increased readiness period.
- Insure the accessibility of evacuation routes.
- Coordinate with public information officials to insure appropriate information is released to the public.

### RELOCATION PERIOD

- Complete increased readiness actions.
- Verify evacuation order.
- Begin full time operations from the EOC.
- Notify law enforcement services to carry out their traffic movement and control plans.
- Begin thorough review of this plan and attachments.
- Insure coordination of plans and operations between appropriate departments.
- Coordinate with adjacent jurisdictions for movement control.

## EVACUATION INSTRUCTIONS FOR CITIZENS OF LIVINGSTON PARISH

1. If evacuation is recommended, do not delay. Pack only what you and your family will need such as prescription medicines, eyeglasses, dentures, baby supplies, portable radio and flashlight with extra batteries, checkbook, credit cards, driver's license and identification.
2. Do not use your telephone unless you have a personal emergency.
3. Turn off all your lights, appliances, heating and air conditioning. Leave your refrigerator and freezer on.
4. If evacuation begins and you have no transportation, contact a neighbor or a friend. If that is not possible call 9-1-1 and someone will see that you are evacuated.
5. In the event of any evacuation, please listen carefully to instructions. You may be given a street and direction in which to travel or you may be given specific evacuation instructions. Tune in to local radio stations while traveling in your vehicle to the specified area. Stay away from the affected area until you are told it is safe to return.
6. Do not go to your children's school to pick them up or try to call the school. That could delay their move to a safer place. School officials will take special care of your children.
7. If a designated shelter has been assigned, you will be advised over the radio and/or law enforcement office along your route. If you need a place to stay, register with the American Red Cross.
8. Local officials will inform the shelter and the media of any changes, or when it's safe to return home.

SHELTER  
LIVINGSTON PARISH

I. PURPOSE

It is the purpose of this annex to establish procedures for the sheltering of evacuees during any man-made emergency situation within and/or in the surrounding areas of Livingston Parish.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Livingston Parish could experience disaster conditions that would require emergency sheltering of evacuees.
2. Disaster conditions requiring sheltering could be brought on by natural phenomena such as transportation and fixed-site emergencies, floods, tornadoes, fires, severe winter storms, or any combination thereof.

B. Assumptions

1. Public shelters will be opened, manned and useable during periods of emergency.
2. Not all residents will use public shelters. Some will stay home or seek shelter with relatives or friends.
3. Facilities will be designated for lodging handicapped, institutionalized, incarcerated, and special need groups.
4. The shelter concept will reduce the number of casualties resulting from a disaster situation.

III. CONCEPT OF OPERATIONS

A. General

1. The Livingston Parish Shelter Program is a combination of methods that can be utilized to afford the best available protection to the public.

2. All shelter locations are determined by conditions such as elevation, proximity of an incident to a shelter and the best available protection.
3. Where practical, public buildings, and public and parochial schools are used as shelters.
4. The primary mode of transportation to shelter will be by private vehicle. Parking will be available in the vicinity of the shelters. Emergency transportation will be provided where necessary. (Annex D)
5. The local American Red Cross will operate and be responsible for shelter facilities during natural disasters.
6. For sudden, fast-escalating emergency situations, the Livingston Parish Schools can be used as Reception or "Staging Areas" for evacuees until the American Red Cross can supplement resources with the opening of their designated shelters.

B. Phases of Management

1. Mitigation
  - a. Conduct a hazard analysis of the Parish.
  - b. Determine requirements for adequate sheltering.
  - c. Determine locations and best available facilities for use as shelters.
2. Preparedness
  - a. Update and maintain resource list with the department's standard operating procedures.
  - b. The American Red Cross verifies the availability of shelter personnel and insures that names and phone numbers are updated annually.
  - c. Insure that American Red Cross shelter manager classes and LAOEP training classes are attended by the Director of Livingston Parish Office of Emergency Preparedness, personnel and volunteers. The American Red Cross will be responsible for accelerated training of Shelter Managers in a crisis building period.
  - d. Designate schools as expedient shelters. Any of the public schools can serve as expedient shelters.
  - e. Prepare signs to mark shelters.

- f. Survey shelters to determine which ones can accommodate ill, injured, handicapped, or other institutionalized people. Coordinate with local institutions and service organizations to get an estimate of number of spaces needed, then match numbers, as far as possible, to existing shelters. If shelter spaces are inadequate, have additional facilities added to shelter list.

### 3. Response

- a. At the onset of any emergency that may require sheltering, the initial alert shall include locating designated shelters as well as expedient shelters within the proximity of the incident.
- b. The Emergency Operations Center (EOC) shall arrange for the opening, marking and staffing of such shelters, at the same time declare to the command post at the scene the best and the most available routes for evacuation. Shelters will be prominently marked.
- c. The EOC will issue public information announcements to the media for general distribution.
- d. Accurate EOC and shelter logs are to be maintained.
- e. Shelter managers, staff, and volunteers will be alerted and directed to the appropriate places.

### 4. Recovery

At the onset of the emergency preparedness personnel also begin preparation for recovery operations.

- a. For return home:  
  
Analyze transportation and risk area re-entry conditions and problems. Obtain transportation.
- b. For extended stay:
  - (1) Develop staffing schedules,
  - (2) Render assistance to American Red Cross emergency feeding and temporary housing as needed.

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. Considerations for Local Government

1. Shelter operations, to include assigning lodging and feeding facilities, shall be a special administrative assignment.
2. Pre-disaster duties include:
  - a. Maintain designated shelter list including location, phone number, and contact person.
  - b. Establish American Red Cross contacts as appropriate.
  - c. Arrange for periodic shelter surveys.
  - d. Arrange with health department and social service agencies to assist in shelter operations.
  - e. Prepare signs to identify shelters.
  - f. Evaluate shelter spaces and access for handicapped and institutionalized persons.

### B. American Red Cross

1. Staff designated shelters
2. Provide food, medical, lodging, and registration services.
3. Provide family support services.
4. Coordinate shelter use with Emergency Operations Center.
5. Maintain shelter log and evacuee inventory.

### C. Law Enforcement

1. Provide security at designated shelters as well as reception/staging areas, and lodging and feeding areas.
2. Provide traffic control at shelters.
3. Provide back-up communication between shelters and Emergency Operations Centers.

4. Assist with emergency medical problems at shelters including emergency transportation to area hospital.

D. Fire Services

1. Periodically survey shelter sites for fire safety and report deficiencies to the Emergency Operations Center.
2. Assist in emergency transportation to area hospitals or clinics, people with medical problems that may occur at shelters.
3. Provide fire suppression for shelters.
4. Support radiological monitoring.

E. Military

1. Prepare for mass feeding assistance at shelters.
2. Deliver emergency water supplies as needed.
3. Assist with emergency transportation.

F. Code Enforcement shall certify that all shelters are structurally sound.

V. DIRECTION AND CONTROL

All shelter activities will be coordinated through the Emergency Operations Center (EOC). Shelter managers will be responsible for the operation of their individual shelters.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are according to the standard operating procedures established by each department.

VII. ADMINISTRATION AND LOGISTICS

A. Shelter Management

Shelters will be operated in accordance with the Shelter Management Handbook provided in the shelter kits. Shelter management training will be provided on a regular basis.

B. Shelter Starter Kits

Shelter Starter Kits contain appropriate forms, handbooks, and identification. The American Red Cross provides the necessary forms and supplies.

Law enforcement personnel can distribute the kits to their designated locations upon activation of the shelters.

C. Records and Reports

Registration forms are kept in the Shelter Starter Kits and are used to record information about evacuees. The shelter managers will periodically report to the American Red Cross representative at the Emergency Operations Center (OEC) the conditions and number of people in the shelter. The shelter manager will keep an event log which will be turned in to the EOC.

D. Communications

The telephone will be the primary means of communications to shelters. When telephones cannot be used, law enforcement two-way communications along with amateur radio operators will be used.

E. Shelter Stocking

Shelters will be stocked with appropriate supplies immediately prior to their activation. Shelter staff under the direction of the Livingston Parish Office of Emergency Preparedness will obtain necessary supplies. In many cases, the American Red Cross will provide food and other services.

F. Shelter Marking

Signs identifying public shelters will be prepared for each designated shelter. In the event that a crisis requires the use of additional shelters, expedient signs will be made and posted.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Livingston Parish Office of Emergency Preparedness in conjunction with the American Red Cross will assume the primary responsibility for this annex and develop appropriate procedures to implement it. The Director of Livingston Parish Office of Emergency Preparedness is custodian of the annex.

IX. AUTHORITIES AND REFERENCES

American Red Cross. Statement of Understanding between Federal Emergency Management Agency and the American Red Cross.

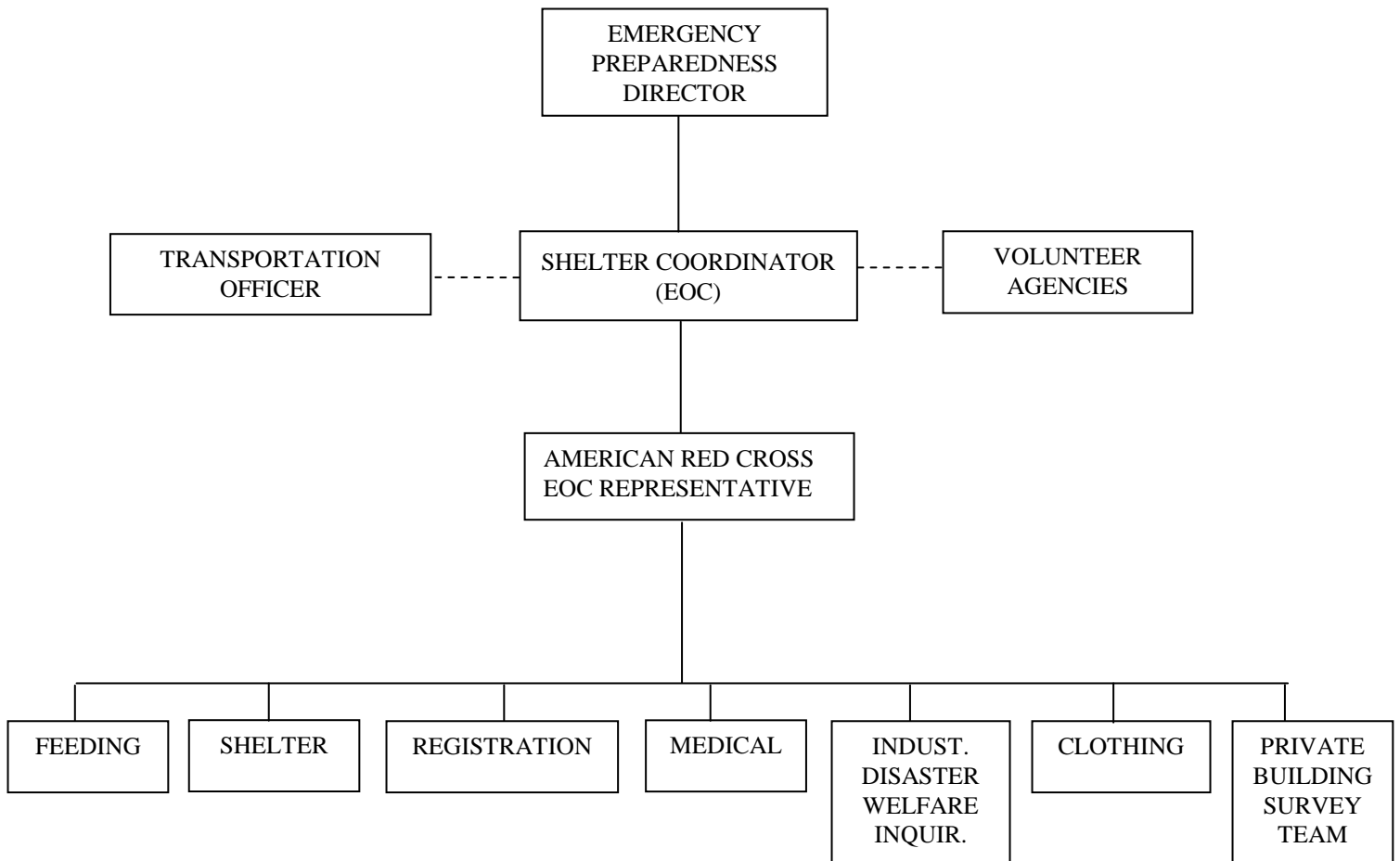


American Red Cross. Statement of Understanding between the State of Louisiana and the American Red Cross.

APPENDICES TO ANNEX E:

- (1) Organizational Chart
- (2) Shelter Facilities
- (3) Shelter, Reception and Care Checklist

SHELTER FUNCTIONS  
ORGANIZATIONAL CHART  
LIVINGSTON PARISH EMERGENCY PREPAREDNESS



\_\_\_\_ Direct  
-----Coordination

SHELTER FACILITIES  
LIVINGSTON PARISH

1. Albany  
  
Albany Upper Elementary School  
29779 S. Montpelier Avenue
2. Denham Springs
  - a. Denham Springs Elementary School  
306 North Range Avenue
  - b. Denham Springs High School  
1000 North Range Avenue
  - c. Seventh Ward Elementary School  
24495 Highway 16
3. French Settlement  
  
French Settlement High School  
15875 Highway 16
4. Frost  
  
Frost Elementary School  
19174 LA Highway 42
5. Holden  
  
Holden High School  
LA Hwy. 441 North
6. Livingston  
  
Doyle High School  
29480 Circle Drive

7. Maurepas

Maurepas High School  
Maurepas, LA

8. Springfield

Springfield High School  
Springfield, LA

9. Walker

Walker Junior High School  
Walker, LA

10. Watson

Live Oak High School  
Watson, LA

*A. RECEPTION/STAGING AREAS IN LIVINGSTON PARISH*

1. Albany

Albany Upper Elementary School  
29779 S. Montpelier Avenue

2. Denham Springs

a. Denham Springs Elementary  
306 North Range Avenue

b. Denham Springs High School  
1000 North Range Avenue

c. Seventh Ward Elementary School  
24495 LA Highway 16

3. French Settlement

French Settlement High School  
15875 LA Highway 16

4. Frost

Frost Elementary School  
19174 LA Highway 42

5. Holden

Holden High School  
LA Hwy. 441 North

6. Livingston

Doyle High School  
29480 Circle Drive

7. Maurepas

Maurepas High School  
Maurepas, LA

8. Springfield

Springfield High School  
Walker, LA

9. Watson

Live Oak High School  
Watson, LA

*B. ADDITIONAL SCHOOLS*

1. Albany

a. Albany Middle School  
29675 Reeves Street

b. Albany High School  
29710 Mulberry Street

c. Albany Lower Elementary School  
30020 W. Murray Street

2. Denham Springs
  - a. Abundant Life Christian Academy  
206 Edgewood Drive
  - b. Community Christian Academy  
400 River Road
  - c. Denham Springs Junior High School  
940 Range Avenue, N.E.
  - d. Freshwater Elementary School  
1025 Cockerham Road
  - e. Lewis Vincent Elementary School  
Denham Springs
  - f. Northside Elementary School  
Denham Springs
  - g. Southside Elementary School  
1129 South Range Avenue
  - h. Southside Junior High School  
Denham Springs
3. French Settlement
  - a. French Settlement Elementary School  
15810 LA Highway 16
4. Livingston
  - a. Doyle Elementary School  
Livingston
5. Springfield
  - a. Springfield Elementary School  
Springfield, LA
  - b. Springfield Middle School  
Springfield, LA

6. Walker
  - a. Levi Milton Elementary School  
Walker, LA
  - b. Livingston Parish Special Ed Center  
Walker, LA
  - c. Walker High School  
Walker, LA
  - d. Walker Lower Elementary School  
Walker, LA
  - e. Walker Upper Elementary School  
Walker, LA
  
7. Watson
  - a. Live Oak Elementary School  
Watson, LA
  - b. Live Oak Middle School  
Watson, LA

*NOTE: Copies of all above-referenced shelter listings are maintained in the Referenced Handbook, Located in the EOC.*

---

# MULTI-HAZARD EMERGENCY OPERATIONS PLAN

---

## **ANNEX EVACUATION**

**June 2012**



## CONTENTS

I.	PURPOSE.....	1
II.	SITUATION AND ASSUMPTIONS .....	1
	A. Situation.....	1
	B. Assumption .....	2
III.	CONCEPT OF OPERATIONS.....	2
	A. General.....	2
	B. Emergency Action Levels .....	3
	C. Phases of Emergency Management .....	3
IV.	ORGANIZATION AND RESPONSIBILITIES.....	5
V.	DIRECTION AND CONTROL .....	7
	A. General.....	7
VI.	CONTINUITY OF GOVERNMENT.....	8
VII.	ADMINISTRATION AND LOGISTICS .....	8
VIII.	PLAN DEVELOPMENT AND MAINTENANCE.....	8
IX.	GLOSSARY/DEFINITIONS OF TERMS.....	8
X.	APPENDICES TO ANNEX.....	8

---

---

# ANNEX D - EVACUATION

## I. PURPOSE

*This annex provides the guidelines and direction for an orderly coordinated evacuation of the population of Livingston 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.*

*There is a separate evacuation and sheltering plan that is developed for events at the Riverbend Nuclear Utility that pose a threat to the citizens of Livingston Parish. The risks and hazards associated with a potential release of radiation are unique and require a distinct set of responses and recovery operations.*

*For actual or potential radiological releases from Riverbend Station, the state-approved multi-parish Radiological Emergency Preparedness Plan should be used.*

## II. SITUATION AND ASSUMPTIONS

### A. SITUATION

1. Livingston Parish is susceptible to many incidents, both natural and technological, that could result in a need for evacuation.
2. The ultimate responsibility for ordering an evacuation rest with the Livingston Parish President.
3. For planning purposes, it is presumed the Emergency Operations Staff will be activated and the Emergency Operation Center is operational.
4. The residents will act in their own interest and evacuate the area when told to do so.
5. 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 Livingston Parish.
6. 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
7. The incident commander with coordination of the Emergency Operations Staff should initiate any evacuation.
8. 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.
9. Some people will refuse to evacuate, regardless of the threat.
10. Only companion animals will be evacuated with the handicapped. All other animals are the responsibility of the owner.
11. 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.

12. Governor's Office of Homeland Security and Emergency Preparedness will be available to support evacuation efforts.
13. It may be necessary for local officials to carry out a mandatory evacuation.

## B. ASSUMPTION

Communication channels will be established to provide the public with timely and accurate information with directions for their response to an emergency. Coordination with the media and a program of pre-disaster education and planning should enable the public to understand and respond to information related to evacuation. The public will act in its own interest and evacuate dangerous areas when advised to do so by local authorities. If necessary, local authorities will order and carry out mandatory evacuation.

## III. CONCEPT OF OPERATIONS

Reference to Policy Statements as listed under Basic Plan - Part III - Concept of Operations.

### A. GENERAL

1. Unless circumstances prevent it, the ultimate responsibility for ordering an evacuation rests with the Livingston Parish President and/or his designated representative if the Parish President is not available or is incapable of ordering said evacuation due to illness or any other incapacity. This decision will be made after coordination with all public officials (as listed in Basic Plan, IV), the On-Scene Commander within the jurisdiction covered by the incident, and the Director of LOHSEP. It shall come through the Public Information Officer at the EOC.
2. Emergencies that require evacuation may differ in type, size, intensity, speed of onset, and duration. Planning considerations will vary according to the specific hazard, but the objective is the same: the orderly movement of people and traffic from an endangered area. The number of people to be evacuated, and the time of travel necessary to insure safety will have to be determined as each emergency situation is identified. The plan is designed to facilitate the evacuation process regardless of the cause of the evacuation.
3. Specific issues to be addressed for evacuation are:
  - a. The availability of evacuation routes, their capabilities, and their vulnerability to the hazard.
  - b. The type of transportation, and arrangements for those persons unable to supply their own transportation.
  - c. Security for evacuated sites/shelters.
  - d. Support for essential operations and services in the hazard area.
  - e. Preparation of designated shelter for the reception of evacuees.
  - f. Dedicated evacuation sites.
  - g. Re-entry into the hazard area.
  - h. Dealing with potential impediments for evacuation.
  - i. The relocation of essential resources to the reception area.

- j. The Sheriff's Office or the Department of Corrections will facilitate the possible relocation of incarcerated persons.
  - k. In case the general public refuses to evacuate law enforcement provisional measures will be taken. (e.g., contact the next of kin)
4. Pre-determined, detailed plans for specific hazards will be used when these emergencies occur. Appropriate annexes and Standard Operating Procedures (SOPs) will be used to coordinate the operation.
  5. Should an evacuation ever be necessitated as a result of a terrorist incident/attack, procedures are taken from federal regulations. The duration of the evacuation will be determined by the Parish President based on technical information furnished by federal, state, and local agencies.
  6. Reentry into the evacuated area is to begin after the area has been declared safe by local, state, and/or federal officials. To assist with the return of evacuees' transportation is to be provided for patients/residents of institutions requiring special care or attention (i.e., hospital, nursing homes, schools, etc.). Also, transportation will be provided for other residents with mobility impairments and who do not reside in the above facilities.
  7. See Annex E for the sheltering of animals.

## B. EMERGENCY ACTION LEVELS

Emergencies will be handled in the sequence described in Policy Statements as listed under Basic Plan - Part III - Concept of Operations. Preparations for evacuation will take place when an incident reaches the appropriate action levels.

## C. PHASES OF EMERGENCY MANAGEMENT

1. Prevention
  - a. Educate public on how to prepare themselves to be self-sufficient for 72 hours post-storm.
  - b. Educate public on what the different types of evacuations orders (voluntary, recommended, and mandatory) mean.
2. Mitigation.
  - a. The Office of Homeland Security and Emergency Preparedness is continuously working with committees, taskforces, and other agencies to structurally improve the efficiency of future evacuations.
  - b. The Office of Homeland Security and Emergency Preparedness identifies potential evacuation areas with hazard analysis
  - c. Public education is being provided through the Livingston Parish Citizen Corps Council.
3. Preparedness

The Livingston 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.
4. Response
- a. 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 OHSEP Director is delegated to authorize an evacuation.
  - b. The evacuees will be advised to move from the risk area via the safest available route.
  - c. The Emergency Alerting System, WJBO 1150 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.
  - d. The modes of transportation that will be used to move evacuees are as follows:
    - Personal vehicles
    - School Buses
    - Handicapped equipped vans (Council on Aging)
    - Ambulance (Acadian)
    - Commercial Buses
  - e. Residents who do not have their own transportation are advised to call the Emergency Operations Center to arrange for pick up at a centrally located assembly area.
  - f. There exist multiple designated shelters inside and outside the parish, which is discussed in further detail in Annex E along with the preparation thereof.
5. Recovery
- Recovery, as it applies to this annex, essentially will be re-entry. The Emergency Alerting System, WJBO 1150 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 RESPONSIBILITIES

1. Parish President
  - a. Requires the Homeland Security and Emergency Preparedness Director or designee to report to the Emergency Operations Center when notified of an emergency situation.
  - b. Coordinates with the Sheriff a statement on the parish's policy on people that do not comply with evacuation instructions. The statement addresses the consequences for not evacuating and the services that will be discontinued or interrupted in the evacuation area.
  - c. Determines evacuation instructions or an evacuation order when appropriate.
2. Homeland Security and Emergency Preparedness Director
  - a. Makes a recommendation to the Parish President on the appropriate evacuation option to implement.
  - b. Identifies evacuation routes
    - Estimates the traffic capacity of each designated evacuation route.
    - Selects evacuation routes from risk area to designated mass care facilities.
    - Examines access to evacuation routes from each part of the risk area.
    - Oversees the implementation of the evacuation movement control plan.
    - Coordinates with Law Enforcement officials.
  - c. 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.
  - d. Reviews known information about the emergency situation and makes recommendations to the Parish President on the appropriate evacuation option to implement.
  - e. Coordinates the opening of routes and shelter areas with neighboring parishes.
  - f. Assists, as appropriate, the animal care and control agency's efforts to evacuate animals at risk during catastrophic emergency situation.
3. The School Services Officer is responsible for the following:
  - a. Evacuates students from school buildings when the situation warrants or when directed to do so by appropriate authority.
  - b. Closes school facilities and releases students from school when directed to do so by appropriate authority.
  - c. Coordinates where appropriate, the use of school buses and drivers to support the overall evacuation effort.
  - d. Identifying central assembly area for picking up people without transportation.
  - e. Development of plans and procedures for the coordination of transportation during an emergency.
  - f. Development and maintenance of agreements with parish transportation providers for the use of vehicles in the event of an emergency.
  - g. Coordinating the movement of persons requiring transportation at the time of an emergency.

- h. Satisfying transportation requests from other Emergency Operations Center staff officers during an emergency.
    - i. School students while school is in session.
    - j. Children in custody of Day Care Centers.
    - g. Institutionalized persons.
    - h. Non-institutionalized disabled persons without means of transportation.
4. Transportation Officer is Responsible for the Following:
  - a. Serve as liaison between parish government and rail, river, and air transportation systems.
  - b. Recruit backup emergency vehicle drivers.
  - c. Prepare status charts and maps with pickup points and routing.
5. The Law Enforcement Officer is responsible for the following:
  - a. Providing traffic control during evacuation operations. Operation considerations include:
    - Route assignment, departure scheduling.
    - Road capacity expansion.
    - Entry control for outbound routes.
    - Perimeters for inbound routes.
    - Traffic flow, including dealing with breakdowns.
  - b. Secures, protects, and houses prisoners that must be evacuated.
  - c. Assists in the evacuation of the risk area, as necessary
  - d. Protects property in the evacuated area.
  - e. Limits access to the evacuated area.
  - f. Coordinates with the Transportation Officer.
6. The Public Information Officer is responsible for the following:
  - a. Disseminating the following types of instructional materials and information to evacuees:
    - Identification of the specific area to be evacuated.
    - List of items that evacuees should take with them.
    - Departure times.
    - Pick up Points for people requiring transportation assistance.
    - Evacuation routes.
    - Locations of shelters or mass care facilities outside of the evacuation area.
    - Keeps evacuees and the general public informed on evacuation activities and the specific actions they should take.
  - g. Disseminating information on appropriate actions to protect and care for companion and farm animals that are to be evacuated or left behind.
7. The Public Works Officer is responsible for verifying the structural safety of routes that will be used to evacuate people.

8. Health and Medical Officer

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

9. School Services Officer

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

10. Animal Control

- a. Makes an initial estimate of the numbers and types of animals that may need to be evacuated.
- b. 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.
- c. As appropriate, mobilizes transportation vehicles that may be used to evacuate the animals.
- d. Implement evacuation by sending evacuation teams to load and transport the animals being evacuated.
- e. As appropriate, dispatches search and rescue to look for animals left behind their owners, stray animals, and other needing transport to a safe location.

11. All organizations tasked by the Emergency Operations Plan

- a. Make provisions to protect and secure facilities and equipment not taken out of the area to be evacuated.
- b. 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 Operations Center, which will serve as the source of all direction and control.

1. Hazardous Materials Incident

(See Hazardous Materials)

2. 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.

3. Localized Evacuation

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

## VI. CONTINUITY OF GOVERNMENT

A 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 Operations 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

1. Reference to Policy Statements as listed under Basic Plan - Part VII - Administration and Logistics.
2. Legal Authority  
State Constitution, Article 6, Section II.
3. 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 AND MAINTENANCE

1. Reference to Policy Statements as listed under Basic Plan - Part VIII - Plan Development and Maintenance.
2. Reference to Policy Statements as listed under Basic Plan - Part IX - Authorities and References.

## IX. GLOSSARY/DEFINITIONS OF TERMS

Reference to Policy Statements as listed under Basic Plan - Part X - Glossary and Definitions of Terms.

## X. APPENDICES TO ANNEX

1. Evacuation Organizational Chart
2. Evacuation Routes

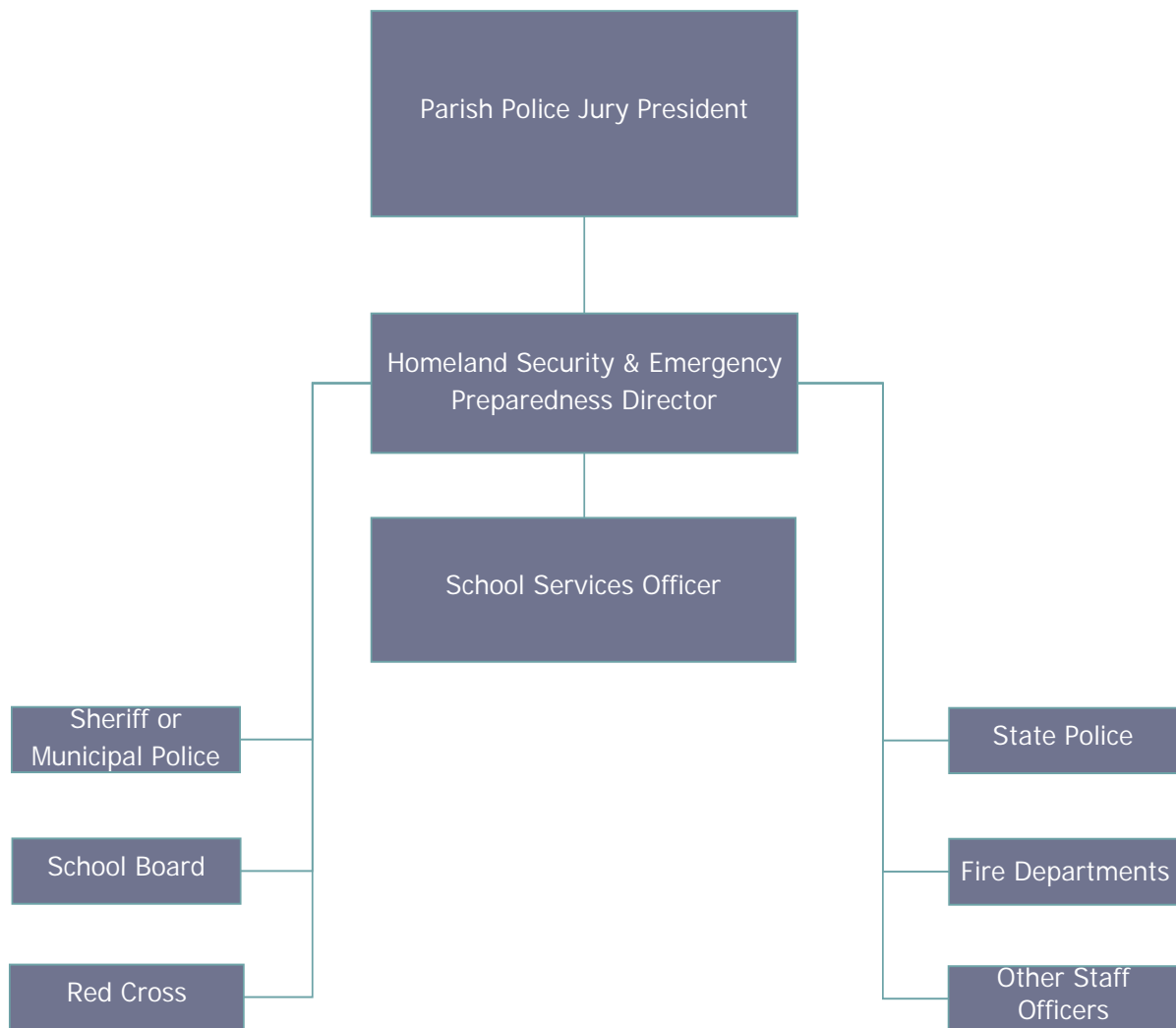
---

# ANNEX D – APPENDIX 1

## EVACUATION ORGANIZATIONAL CHART

### EVACUATION ORGANIZATIONAL CHART

APPENDIX 1



---

## ANNEX D – APPENDIX 2

### EVACUATION ROUTES

There are several major evacuation routes out of Livingston Parish. They are: Interstate 10 - East and West, US Highway 190 – East and West, US Highway 61 – North and South, LA Highway 1 - North and South,

1. US Highways 61, and 190 are unlimited access routes having numerous entrances and exits. It is impractical to limit access to them in time of emergency or convert them to one-way outbound. Traffic flow will continue normally and emergency vehicles will be directed to these routes.
2. Interstate highways are limited access routes where entrances and exits can be controlled to make them into one-way outbound evacuation routes. The Louisiana State Police (LSP) and Dept. of Transportation and Development (DOTD) can provide the management of the traffic flow, assisted by the LA National Guard (LANG).
3. Traffic control on city and parish roads that feed into the evacuation routes will be coordinated among LSP, city and parish law enforcement officials. Once the evacuees reach the evacuation routes, LSP, DOTD and LANG will control the traffic flow.
4. If a hurricane approaches, high winds and rising water will affect evacuation routes, making travel hazardous. Evacuation orders will take this into account and provide for evacuation routes to be shut down at the point at which travel would become hazardous.
5. As evacuation routes are shut down, people who are still in the risk area will have to be directed to last resort refuge buildings within the area.

## RADIOLOGICAL PROTECTION LIVINGSTON PARISH

### I. PURPOSE

This annex provides Livingston Parish with an effective radiological defense program and outlines the organization, personnel, equipment and procedures necessary to protect citizens from the potentially devastating effects of a nuclear incident. This annex discusses weapons effects, monitoring and plotting procedures, radioactive material (fallout), ingestion pathway and decontamination plans.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

If an enemy attack upon the United States were to occur, nuclear weapons probably would be used. Such an attack could result in radioactive fallout being deposited over a large area of the nation. A surface burst upwind of Livingston Parish could cover all of the Parish and the surrounding parishes with radioactive fallout.

Similarly, a peacetime radioactive materials accident could contaminate a small area and possibly cause some local fallout. Such an accident could be either at a nuclear power plant or in the transportation of radioactive materials.

#### B. Assumptions

1. By properly organizing and developing a Radiological Defense (RADEF) program, the number of casualties from a nuclear attack or radiological incident will be significantly reduced.
2. Adequate facilities, equipment, and trained personnel will be available to collect, evaluate, and disseminate necessary data, including weapons effects report, meteorological data, plume path and fallout patterns.

### III. CONCEPT OF OPERATIONS

#### A. General

The most important function of a RADEF program is developing a RADEF reporting network. This includes weapons effects reporting and plotting fallout from radioactive releases or other sources of radioactive contamination. These stations collect data on nuclear incidents, such as weapons detonations and

radioactive spills or releases, and the hazards that accompany them. Related activities include assessing damage and monitoring radiation on a continuous basis. An integral aspect of the recovery effort following a nuclear detonation or incident is decontaminating people, facilities, property, animals, and crops to reduce related health hazards.

## B. Phases of Management

### 1. Mitigation

- a. Establish a Radiological Defense (RADEF) program.
- b. Designate a RADEF officer.
- c. Identify agencies to be used in RADEF activities.
- d. Develop RADEF training program.
- e. Acquire radiological monitoring equipment.
- f. Develop a RADEF reporting network.

### 2. Preparedness

- a. Select and train RADEF personnel.
- b. Train support personnel.
- c. Train Emergency Operations Center (EOC) RADEF staff.
- d. Conduct RADEF exercises.
- e. Maintain, calibrate, and repair radiological monitoring equipment.
- f. Establish priorities for decontaminating facilities.
- g. Conduct public information and education programs on radiological hazards and protective actions.
- h. Acquire special (aerial monitoring) or other monitoring equipment.

### 3. Response

- a. Activate EOC RADEF staff.
- b. Deploy RADEF teams to prearranged locations with monitoring

equipment.

- c. Deployment of aerial monitoring units, if appropriate.
  - d. Activate Radiological Defense (RADEF) reporting network; i.e., weapons effects or radiological incident reporting stations network.
  - e. Intensify public education and information programs on radiation safety.
  - f. Activate specialized medical teams to handle radiation exposure injuries.
4. Recovery
- a. Continue ground and aerial surveillance to determine location and intensity of fallout.
  - b. Initiate decontamination activities.
  - c. Continue public information and education about radiation safety and self-help decontamination procedures
  - d. Continue damage assessment.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### A. Director, Livingston Parish Office of Emergency Preparedness

1. Coordinate all RADEF activities.
2. Designate a Radiological Defense Officer (RDO).
3. Develop legislation, ordinances, etc., to facilitate and support RADEF program.

##### B. Radiological Officer

1. Establish RADEF planning team.
2. Develop RADEF plan.
3. Establish weapons effects or nuclear incident reporting system.
4. Establish an analysis and damage assessment capability.

5. Provide monitoring equipment.
  6. Develop comprehensive Radiology Defense (RADEF) communications capability.
  7. Establish comprehensive RADEF training program.
- C. Fire Service/Law Enforcement HAZ/MAT Teams
1. Assist in ground monitoring.
  2. Assist in decontamination activities.
- D. Military Support
1. Provide additional monitoring teams and instruments.
  2. Provide communications to augment RADEF reporting net.
  3. Provide transportation for monitoring teams.
  4. Provide aircraft for aerial monitoring equipment.
  5. Provide decontamination equipment.
- E. County Agents/Agricultural Service
1. Provide information to public on effects of radiation on crops, land and livestock.
  2. Provide inspection and decontamination of crops, land and livestock.
- F. Public Works/Engineering
1. Develop techniques for upgrading shelters.
  2. Provide monitors for field activities involving public works personnel.
  3. Assist in decontamination activities.
- G. Health Units
1. Develop public information and education programs on effects of radioactive contamination on food and water.
  2. Inspect food and water sources for contamination.

3. Supervise decontamination activities.

#### H. Medical Services

1. Advise public about proper treatment for exposure to radiation and radioactivity.
2. Provide medical care for radiation-related injuries and/or exposure.

#### V. DIRECTION AND CONTROL

The Radiological Defense Officer (RDO) is responsible for coordinating all Radiological Defense (RADEF) activities within Livingston Parish. The RDO will establish operations within the Livingston Parish Emergency Operations Center (EOC), supervise plotting, damage assessment, and decontamination operations; and be responsible for advising EOC personnel on necessary protective measures to ensure continuous emergency operations. All reports regarding radiological levels throughout the jurisdiction and predictions for subsequent radioactive fallout will be given to the RDO, evaluated, and recommendations furnished to the Director of Livingston Parish Office of Emergency Preparedness.

#### VI. CONTINUITY OF GOVERNMENT

In the event the Radiological Defense Officer (RDO) is unable to serve for any reason, the following personnel are the designated alternates in the order specified: first alternate - Fire Chief for the affected jurisdiction, second alternate - Assistant Fire Chief for the affected jurisdiction, third alternate - Parish Health Unit Director. Military assistance may be as the situation allows.

#### VII. ADMINISTRATION AND LOGISTICS

In order to conduct efficient radiological operations prior to and during an emergency, standard operating procedures (sop's) for reporting and evaluating radiological intelligence information must be established. In general, all two-way transmission of this information must be made by the best means of communications available (See Appendix 2 to this Annex).

#### VIII. PLAN DEVELOPMENT AND MAINTENANCE

The RADEF plan will be developed by the RDO in cooperation with the emergency program manager, with guidance from the Director of Livingston Parish Office Emergency Preparedness and the Executive Council. The RDO will review the RADEF plan at least annually, updating it as necessary. The plan will



be tested periodically through an emergency operations simulation involving all elements of the RADEF team. The RADEF Officer will inventory, or cause to be inventoried, all radiological monitoring instruments and kits, and other radiological or RADEF equipment, including communications equipment. All equipment will be checked and calibrated no less than biannually.

## IX. AUTHORITIES AND REFERENCES

See Basic Plan

Federal Emergency Management Agency; Guide for the Design and Development of a Local Radiological Defense Support System, Washington: FEMA, 1981.

Federal Emergency Management Agency; The Radiological Defense Support System, Washington: FEMA, 1982.

Federal Emergency Management Agency; Task Analysis for Radiological Monitors, Washington: FEMA, 1982.

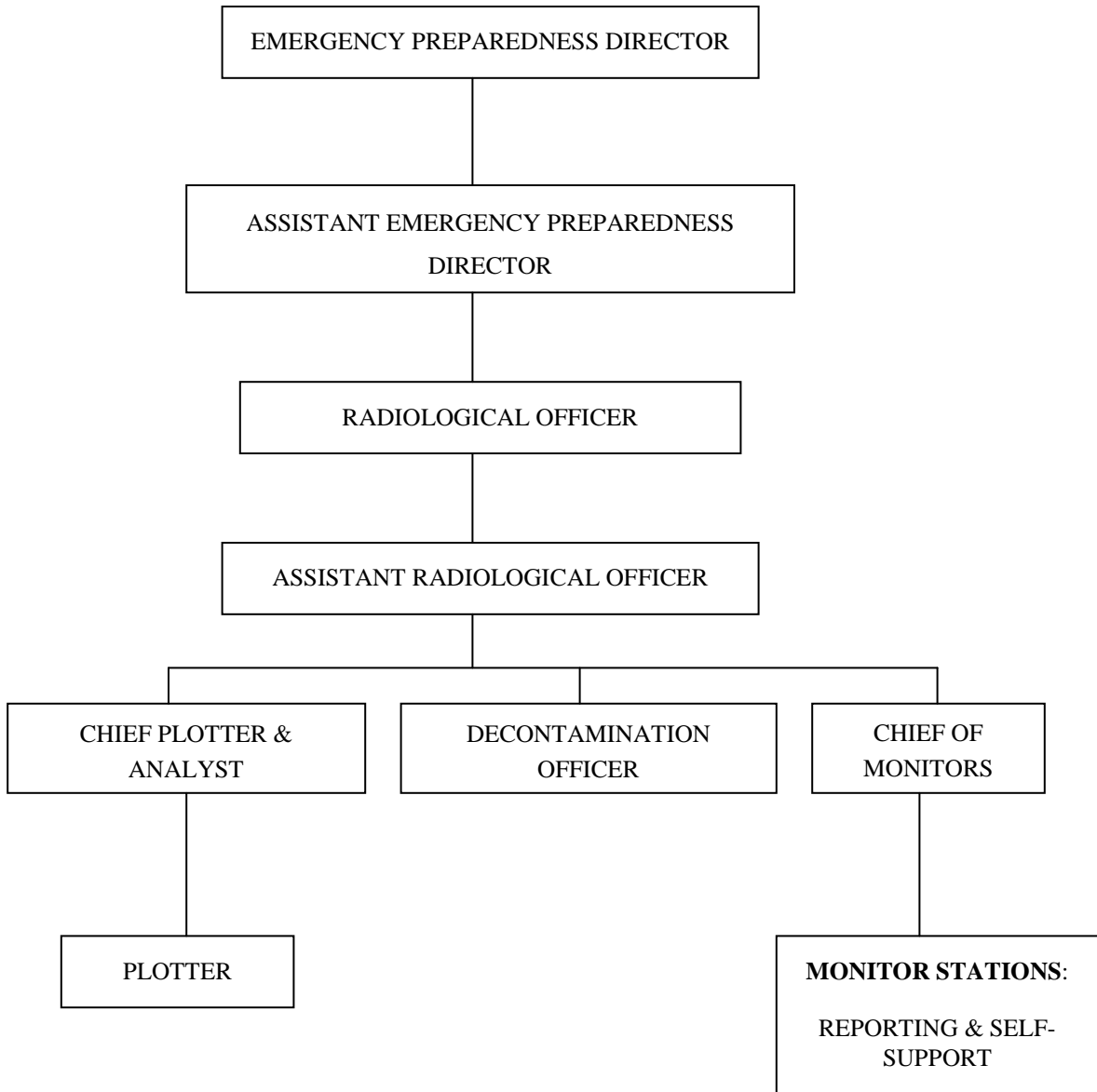
National Council on Radiation Protection and Measurements; Radiological Factors Affecting Decision-Making in a Nuclear Attack. Washington, 1974.

Office of Civil Defense; Handbook for Radiological Monitors, FG-E-5.9. Washington: OCD, 1963.

## X. APPENDICES

- (1) Radiological Organization Chart
- (2) Radiological SOP in Emergency Operations Centers
- (3) Decontamination
- (4) Notification Procedures

RADIOLOGICAL ORGANIZATIONAL CHART  
LIVINGSTON PARISH



STANDARD OPERATING PROCEDURES: RADIOLOGICAL  
EMERGENCY OPERATIONS CENTER  
LIVINGSTON PARISH

I. PURPOSE

To establish operational procedures for the radiological team in the Emergency Operations Center (EOC) during emergency operations involving the possibility of or an actual attack situation.

II. RESPONSIBILITIES

During nuclear emergency situations, the Radiological Defense Officer (RDO) will be responsible to the Director of Livingston Parish Office of Emergency Preparedness, through the Chief of Operations, for the timely accomplishment of his duties.

III. ORGANIZATION

The EOC Radiological Team should consist, as a minimum, of the following:

- A. One qualified Radiological Defense Officer (RDO),
- B. One qualified Assistant Radiological Defense Officer,
- C. Two Monitor Chiefs,
- D. Two Analysts,
- E. Four Plotters,
- F. One Decontamination Officer,
- G. An individual familiar with meteorology.

IV. EQUIPMENT, SUPPLIES, AND PREPARATION

- A. A supply of administration supplies such as paper, pencils, forms, etc. will be kept in the EOC to allow operations twenty-four (24) hours per day over a period of fourteen (14) days. This will consist of, but not be limited to, the following:
  - 1. Radiation Exposure Record for all EOC personnel.
  - 2. Radiological Reporting Log Forms.
  - 3. One official map of the United States with clear acetate overlay.
  - 4. One official Louisiana map with clear acetate overlay.
  - 5. One official map of Livingston Parish with clear acetate overlay.
  - 6. Three maps of Livingston Parish with clear acetate overlay.
  - 7. One RAWIN Stations vector overlay.

8. One roll of RAWIN data plotting maps.
  9. One RADEF Operational Kit.
  10. A supply of erasable markers for marking on acetate overlays.
- B. A list of all monitoring stations with names and addresses of personnel trained as monitors will be maintained and kept current by the Radiological Defense Officer (RDO) at all times.
- C. The entire EOC Radiological Team will be thoroughly familiar with Part E, Chapter 5 and annexes thereto, of the Federal Civil Defense Guide, and especially with “Guidance for Computing Equivalent Residual Dose (ERD)”.

## V. PROCEDURES

- A. Normal Peacetime Readiness
1. Prepare attachments and SOP's for this appendix as needed.
  2. Review and update radiological plans and SOP's periodically.
  3. Maintain current data on radiological monitors, stations, and equipment available in the risk area.
  4. Establish means of communication and reporting procedures for fixed and mobile radiological monitoring stations.
  5. Determine how requirements for radiological personnel and equipment will be met at time of relocation.
  6. Establish nuclear detonation (NUDET) reporting procedures.
  7. Determine what additional radiological personnel, training, and equipment will be necessary for crisis relocation operations.
- B. Increased Readiness
1. Complete any unfinished normal readiness plans and actions.
  2. Obtain and distribute additional necessary radiological equipment.
  3. Begin accelerated training of Radiological Monitors.
  4. Insure that radiological equipment and communications are in place and ready to operate.

5. Test radiological communications system and monitoring equipment.

C. Pre-Attack Crisis

Upon activation of the Parish Emergency Operations Center on proper authority, after warning is received that an attack is possible or imminent, the Radiological Defense Officer (RDO), after reporting to the Chief of Operations, will:

1. Call to duty the EOC Radiological Team, inform them of the situation and arrange work shifts to allow 24-hour per day coverage.
2. Alert and order to duty stations all fixed station monitors and arrange for each station to pick up a walkie-talkie mobile radio unit.
3. Alert and call to duty stations all Shelter Monitors.
4. Have all radiological instruments tested and distributed as required.
5. Prepare all supplies and equipment for radiological operations and ascertain readiness.
6. Check out all communications, radio and telephone, between the Emergency Operations Center and the fixed monitoring stations and shelters.
7. Notify the Chief of Operations when all is ready.

D. Survival

Upon receipt of verified information of an actual attack upon the nation, the RDO will:

1. Notify all his personnel giving them all available information.
2. As further reports arrive, as soon as possible, commence all plotting and analyzing operations.
3. Make timely reports to the State Headquarters when required.
4. Receive, plot, and analyze all radiological reports from Monitors.
5. Keep the Chief of Operations informed at all times of the situation.
6. When required, monitor the EOC for radiation and maintain Emergency Radiation Detector s (ERD's) on all EOC personnel.

E. Post Attack (Recovery)

Following the attack the Radiological Defense Officer (RDO) will:

1. Continue to receive radiation information from Monitors, analyze and plot this data as during the attack situation.
2. Continue reports to the State Emergency Operations Center, keeping them informed of any changes in radiation intensity.
3. Keep the Chief of Operations informed at all times of the radiation situation.
4. Using the RAWIN data received from the National Weather Service (NWS), attempt to predict the immediate future conditions.
5. Determine when it is safe for the evacuees to leave their shelters.
6. Assist the Decontamination Officer in recovery operations.
7. Ascertain that the Decontamination Officer receives all personnel EMG Radiation Detectors (ERD's) from all shelters in order to assist medical personnel for future medical treatment.
8. Determine safe as well as dangerous areas for the information of recovery and decontamination teams.

VI. AERIAL MONITORING

- A. Within 48 hours following the attack, the State Radiological Officer may request aerial monitoring within certain boundaries in our two-parish area. A formal agreement exists between the Louisiana Office of Emergency Preparedness (LAOEP) and the Louisiana Civil Air Patrol (CAP) that authorizes aerial monitoring utilizing CAP aircraft. In the event it is deemed necessary, the Director of Livingston Parish Office of Emergency Preparedness may request from the State SARDA Director aerial monitoring missions from the State EOC.

The State SARDA Director will give precise instructions to the CAP regarding routes, course legs or points to be monitored and times for monitoring.

- B. Specific guidance and information will include the following:
1. A clear and concise statement of mission.

2. Available information on the area to be surveyed including limits, ground dose rates (if known), source of contamination, terrain and weather.
  3. Time of departure and return, routes and alternate routes to the area and maximum and minimum altitudes authorized by the Federal Aviation Administration (FAA).
  4. Approximate ground speed and time interval between readings.
  5. Maximum permissible dose rate and dosage for mission including action to be taken in the event limits are exceeded.
  6. Manner of reporting the information obtained on the survey (radio, airdrop during flight, telephone, or other means after landing). If possible, the pilot will be supplied with a walkie-talkie mobile unit tuned to the frequency of base station KYQ415 to enable the receipt of on the spot reports.
- C. The State SARDA Director must approve all aerial monitoring missions.
- D. Upon receipt of aerial monitoring radiation information, the Radiological Defense Officer (RDO) will plot and analyze the data and attempt to identify the locations of the safe areas as well as the hazardous areas.

DECONTAMINATION  
LIVINGSTON PARISH

I. PURPOSE

To formulate a decontamination plan for reducing and removing contaminating radioactive material from structures, areas, objects, persons and animals with the lowest feasible expenditures and materials, and with radiation exposure to decontamination personnel held to a minimum commensurate with the urgency of the task.

II. SITUATION AND ASSUMPTIONS

A. Decontamination must be based on a careful and sound estimate of the situation utilizing all aspects of the radiological monitoring system. The need for the decontamination of areas, buildings, and resources depends upon the need for the particular area or resource contaminated and the length of time, which the contamination would remain. Decontamination is performed for the purpose of supporting the overall Livingston Parish Office of Emergency Preparedness mission. Thus, any decision to carry out a decontamination procedure must be based upon careful evaluation of the expense in materials, time and labor compared with the inconvenience and hazard involved in avoiding the contamination. In general, the principles of radiological decontamination are that: (1) radioactivity cannot be destroyed, (2) the surface contaminated dictates the method of decontamination to be used, (3) decontamination personnel must proceed from the easy to the most difficult method, and (4) monitoring should be done frequently for effectiveness.

B. Assumptions

1. That trained Radiological Defense Officers and teams exist, or will exist, in all State Agencies and in each political subdivision of the State.
2. That specific guidance for livestock and agriculture has been furnished local United States Department of Agriculture (USDA) officials and farmers.
3. That maximum use of the Personal Protection Program for persons and protective covering for equipment and resources will be effected prior to any incident/attack to reduce personnel contamination.



### III. CONCEPT OF OPERATIONS

As in the case of natural disasters, community action is the best way to do all that must be done to recover from a nuclear incident. With this in mind, local governments have available many organized units to serve as a nucleus for decontamination teams, such as fire and police departments, public utilities and public works crews and equipment.

In order to utilize these basic organizations to the best ability, a series of priorities should be established using the information available to the Emergency Operations Center from the radiological monitoring teams. The radiological monitoring teams should be in every shelter and resource. In addition the following time factors should be considered before adopting a decontamination procedure: (1) the time which the contamination would remain if left alone, (2) the time which contamination may be allowed to remain as permitted by the situation, and (3) the time required for the decontamination (this factor should not be greater than either of the former). As stated in paragraph I above, decontamination is performed for the purpose of supporting the overall mission of Livingston Parish Office of Emergency Preparedness.

### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### A. State

The State Board of Health is responsible for coordinating plans and programs for decontamination. The State Radiological Defense Officer will furnish technical advice and support.

#### B. State Agencies and Departments

To develop plans and programs and conduct such decontamination activities as are inherent to its normal responsibilities or as may be assigned by proper authority. Prepare to support political subdivisions in accordance with priorities to be established.

#### C. Livingston Parish

The Livingston Parish Emergency Preparedness Director is responsible for the preparation of plans to cope with contamination which may occur within its respective areas of responsibility. These plans should be prepared in accordance with the concepts and operational guidelines as stated in this appendix, and coordinated with the next higher echelon of government. Further, priorities would be established for decontamination of those areas and resources that are most vital to saving of lives and to the community as a whole.

#### D. The Public

It is incumbent on each person to:

1. Decontaminate their person and the equipment used with materials on hand to the best of their ability.
2. Make themselves available for community projects as established by the governing authority and in accordance with the priorities given.
3. Become as knowledgeable on procedures for decontamination as possible and adhere to safety criteria.

#### V. DIRECTION AND CONTROL

The establishment of priorities for decontaminating must be weighed carefully. The first consideration must be given to immediate protection from bodily injury and death. The next consideration is that the total radiation injury from fallout is a composite due to several causes, including contamination of the surrounding areas, contamination of skin areas, and ingestion and inhalation of fallout materials. The following is a list which gives general priorities.

- A. Personnel and clothing they are wearing.
- B. Food and water to be consumed.
- C. Vehicles and equipment to be used.
- D. High radiation areas in essential locations or areas.
- E. Structures and building to be used after emergence from shelters.
- F. General areas such as schools, shopping centers, parks, etc.

The method of decontamination will vary with the surface of the material to be decontaminated. In some cases brushing, wiping, or washing removes the fallout. In other cases fallout may be covered over with some shielding material. It is possible that removal of the contaminated item to an isolated area until the radiation has decayed may be the best decontamination. The following are some methods of decontamination.

#### G. Wet

1. Water (scrubbing, hot, cold, detergents)

2. Steam
3. Complex Agents (polyphosphates, sodium versenates, citrus acids, citrates)
4. Caustics (sodium hydroxide or lye, tri-sodium phosphate)
5. Organic solvents (kerosene, gasoline, alcohol, ether, turpentine, carbon tetrachloride, commercial paint remover)
6. Acid mixtures
7. Inorganic acids

H. Dry

1. Vacuum
2. Abrasions (vacuum or sand blasting, chipping, filing or grinding)
3. Aging
4. Sealing
5. Disposal

NOTIFICATION PROCEDURES  
LIVINGSTON PARISH

I. PURPOSE

This appendix covers the notification and local action procedures to be taken when a radioactive materials incident occurs. This could happen in a building or on a route of transportation.

II. RESPONSIBILITY

When notified of a radioactive materials incident, the Radiological Defense (RADEF) Officer will immediately notify the Office of State Police, Office of Environmental Affairs, LA Radiological Protection Division and the Louisiana Office of Emergency Preparedness. He will ensure that all persons involved in the incident are available for medical attention, monitoring, decontamination (if necessary) and questioning to determine their possible radiation dosage.

III. OPERATIONS

Depending upon the nature of the incident, the Parish may need to activate a portion of its monitoring system

A. The following notifications will immediately take place.

1. State Police - Hot Line (will accept collect calls) 225-925-6595 or 925-6325.

Information to be furnished:

- a. Person and agency receiving initial alert and contact phone number.
- b. Person and agency relaying alert and phone number.
- c. Time and location of occurrence.
- e. Hazardous materials involved.
- f. Whether water sources are adjacent or nearby.
- g. On scene weather conditions.

2. Louisiana Radiological Protection Division - 225-925-4518

- a. Give your identification, location and phone number
- b. Time and location of occurrence
- c. Type and condition of radioactive materials involved

3. Louisiana Office of Emergency Preparedness 225-342-5470

Give same information as in "2" above and the list of response units notified.

- B. All persons involved in the incident should be detained (if not in need of hospitalization) for questioning on their involvement in the incident to determine their exposure to the radiation, monitoring for contamination, and decontamination, if necessary. It is very important that any radioactive materials which have escaped from their container be confined to the scene of the accident and not spread further by contaminated individuals, vehicles or equipment. Medical personnel must know if the injured person being treated or evacuated needs to be decontaminated. Inform the medical evacuation vehicle driver if his vehicle should be monitored after arriving at the hospital.
- C. If local RADEF personnel arrive on the scene before the Louisiana Radiological Protection Department Team, monitor the area to determine the perimeter of contamination. Never assume there has not been a leakage of radioactive material.

LAW ENFORCEMENT  
LIVINGSTON PARISH

I. PURPOSE

This annex provides for proper coordination of law enforcement activities in order to insure the safety of life and property during emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

During times of emergency law enforcement agencies will be called upon to expand their operations. Livingston Parish has several State and Federal agencies which can provide support to local agencies as needed.

B. Assumptions

Local law enforcement personnel within Livingston Parish will generally be able to provide adequate police control through existing mutual aid agreements. If local capabilities are exceeded, support will be available from any of several state and federal law enforcement groups.

III. CONCEPT OF OPERATIONS

A. General

1. Emergency operations for law enforcement agencies will simply be an expansion of their normal daily responsibilities. These responsibilities include, but are not limited to, maintenance of law and order, traffic control and crowd control. Local agencies will have the responsibility for routine law enforcement and support groups will assist in traffic and crowd control.
2. When an emergency is declared and this plan is implemented and the Emergency Operations Center (EOC) is activated, the Sheriff of Livingston Parish or his designated representative will report to the EOC; other supervisors will operate from their normally assigned duty areas.

3. During the threat or existence of an emergency and/or disaster, the Sheriff or his designated representative will coordinate Livingston Parish Sheriff's Office activity with other Parish agencies from the Emergency Operations Center (EOC). The preservation of manpower resources will be paramount in pre-disaster and post-attack planning. The capability of law enforcement to provide necessary service is based upon their ability and capability to survive. The on-call personnel, who must seek the nearest shelter at the outset of the emergency for their own safety, will report their location to their command, if possible, and proceed to their normal duty area as soon as safety conditions permit.
4. The call-up of law enforcement personnel will be in accordance with prescribed departmental/agency policy. The Sheriff will assign the operational priorities for personnel. All personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in response time.
5. Law enforcement agencies will establish inner and outer perimeters to secure a disaster scene. A strict policy of limited access to the disaster area will be rigidly enforced to ensure the safety and well being of the community. All movement into and out of the area will be requested through the established command posts.

B. Phases of Management

1. Mitigation
  - a. Continuous plan review and updating.
  - b. Establish mutual aid agreements with other jurisdictions.
2. Preparedness
  - a. Plans for traffic control.
  - b. Development of communications systems.
  - c. Training of primary and auxiliary personnel.

3. Response

- a. Maintain law and order.
- b. Provide mobile units for warning purposes (See Annex C, Warning).
- c. Provide security for key facilities.
- d. Patrol evacuated areas.
- e. Provide back-up communications for shelter operations.
- f. Support other public safety operations.
- g. Provide traffic and crowd control.
- h. Issue passes to restricted areas.
- i. Secure and protect prisoners in custody.
- j. Assist in disseminating warnings to the public as needed.
- k. Assist in evacuation of disaster areas.

4. Recovery

- a. Continue response operations.
- b. Assist in damage assessment.

C. Execution

- 1. When the Emergency Operations Center (EOC) is activated, the Law Enforcement Coordinator will ensure that a law enforcement representative is present to coordinate field operations with other EOC representatives/agencies.
- 2. Overall law enforcement responsibilities are outlined in paragraph III-B, above.
- 3. Coordination among law enforcement agencies is necessary to ensure emergency operational readiness. Each department/agency in Livingston Parish having responsibility for emergency management must develop



Standard Operating Procedures (SOPs) and resource listings to support this plan. Instructions will include concepts to provide security for evacuated risk area property and population, essential organizations, prisoners, relocated population and congregate care (shelter) facilities in respective jurisdictions.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### A. Organization

The organization of law enforcement agencies in Livingston Parish facilitates the effective coordination and control of like and complementary support activities. The organizational structure reflected in Appendix 1 of this annex readily identifies the positions and relationships of all essential services.

##### B. Task Assignments

###### 1. Livingston Parish Sheriff's Office

- a. Coordinate all law enforcement activities in Livingston Parish.
- b. Maintain law and order.
- c. Provide mobile units for warning operations (See Annex C, Warning)
- d. Security for vital facilities, reception/staging areas, lodging and feeding facilities and emergency shelters.
- e. Traffic control.
- f. Crowd control.
- g. Support for other public safety activities.
- h. Provide marine units as available for other operations.
- i. Staff the Emergency Operations Center (EOC) Communications Center on a 24-hour basis.
- j. Transfer prisoners in case jail facilities cannot be used.

- k. Respond to hazardous materials incidents.
  - l. Assist in evacuation of disaster area.
2. Municipal Police Departments
- a. Maintain law and order.
  - b. Provide mobile units for warning operations (See Annex C, Warning)
  - c. Security for vital facilities, reception/staging areas, lodging and feeding facilities and emergency shelters.
  - d. Traffic control.
  - e. Crowd control.
  - f. Support for other public safety activities.
3. Louisiana State Police
- a. Monitor National Warning System (NAWAS) as the secondary warning point (See Annex C, Warning).
  - b. Provide traffic control on State roads.
  - c. Perform normal law enforcement activities.
  - d. Provide support to local operations as needed.
4. Louisiana Wildlife and Fisheries
- a. Perform normal law enforcement activities.
  - b. Provide support for local operations.
  - c. Provide water patrol resources.

5. Louisiana National Guard

Provide support for local operations, when authorized.

6. Local Public Works

Responsible for positioning traffic control devices (i.e., barricades, covers, etc.) per law enforcement instructions.

V. DIRECTION AND CONTROL

The Livingston Parish Sheriff's Office is responsible for coordinating all emergency law enforcement activities. The Sheriff is the chief law enforcement officer in the Parish and also serves as the chief coordinator between the responding law enforcement agencies in emergency preparedness situation occurrences. Each police force will maintain authority within its own jurisdiction.

The Sheriff will direct all law enforcement operations from the Livingston Parish Emergency Operations Center (EOC). Routine operations will be handled by standard procedures. State and Federal support will be called upon as needed.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are according to the Standard Operating Procedures (SOPs) established by each department.

VII. ADMINISTRATION AND LOGISTICS

A. Emergency Authority

See Basic Plan

B. Passes

Experience has proved that there are cases where special passes are needed in a disaster area. If discretion and common sense are not used, a community can become paralyzed with over-enforcement, or disaster relief action can be seriously hampered with under-enforcement. Only under extraordinary circumstances will passes be required after a disaster. The decision to require passes will rest upon the executive branch of local government and the order for requiring passes will be issued from the EOC. The law enforcement agencies will be responsible for issuing passes upon the direction of the EOC. A sample temporary pass and permanent "Official Vehicle" pass is shown in Appendix 3 of this annex. An effort will be made to issue in advance "Official Vehicle" cards to essential city and Parish personnel, Office of Emergency Preparedness personnel and key industry personnel.

The following vehicles and their occupants are exempt from pass requirements: Marked utility company vehicles (power, phone, gas companies, etc.), military and government vehicles, marked city and Parish vehicles (water, sewer, trucks, etc.), relief agencies (American Red Cross, The Salvation Army, etc.).

Common sense dictates that many emergency passes are already in existence (press cards, medical personnel, etc.). These passes will be honored, unless a reasonable question arises as to their authenticity. If such questions should arise, the party should be routed to the nearest law enforcement agency for consideration of a temporary pass.

C. Communications

The Livingston Parish Sheriff's Office will operate a base station in the Emergency Operations Center (EOC) Communications Center during response and recovery operations.

D. Key Facilities

A listing of key facilities designated for police protection during an emergency is included in Appendix 5 to the Basic Plan.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

It is the responsibility of each law enforcement agency to insure its own operational capabilities. The Livingston Parish Sheriff's Office will continue the planning of all law enforcement operations related to emergency preparedness operations. The Sheriff will maintain Standard Operating Procedures (SOPs) for Parish law enforcement.

IX. AUTHORITIES AND REFERENCES

Basic Plan

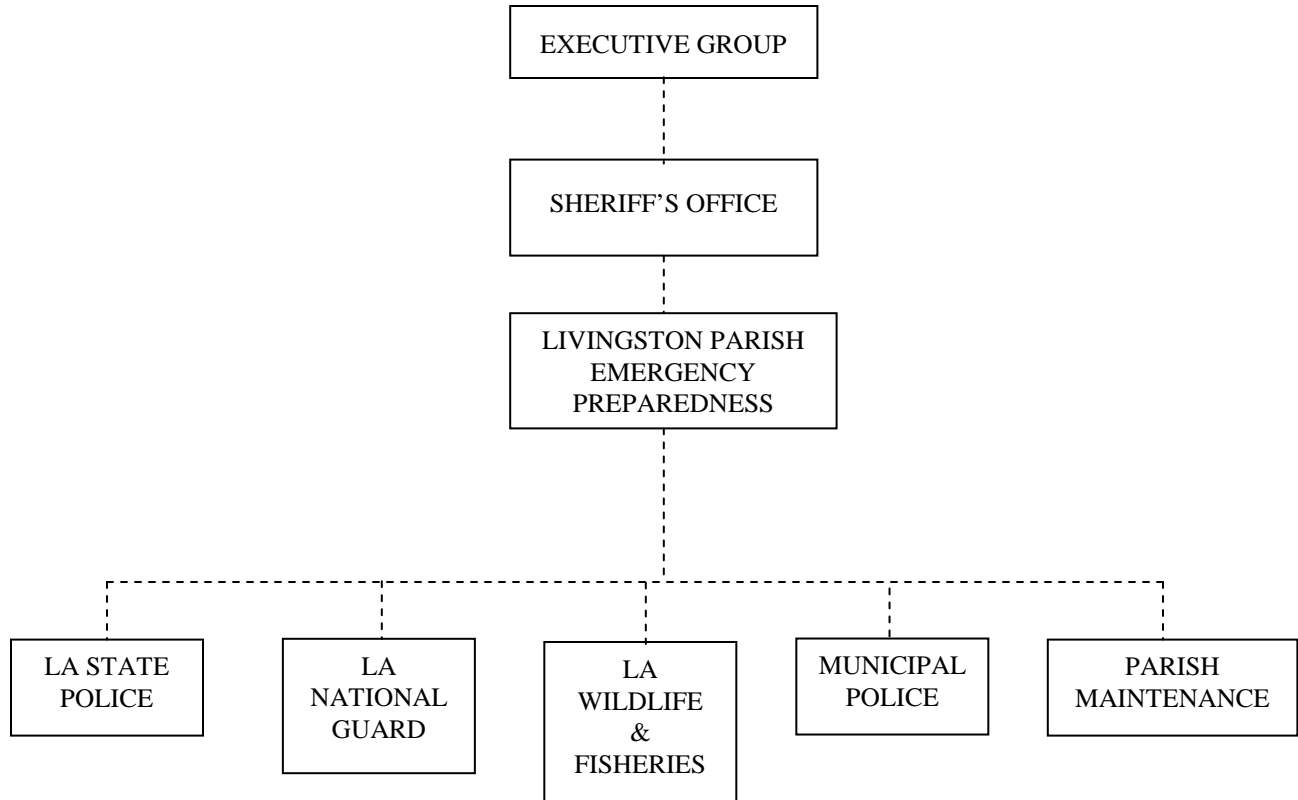
Letters of Agreement between the Livingston Parish Sheriff's Office and Livingston Parish Council.

Appendixes to Annex G

- (1) Law Enforcement Organizational Chart
- (2) Law Enforcement Resources
- (3) Vehicle and Personal Passes
- (4) Traffic Control Points

(5) Law Enforcement Checklist

LIVINGSTON PARISH LAW ENFORCEMENT  
ORGANIZATIONAL CHART



— Direct  
--- Coordination

## LIVINGSTON PARISH LAW ENFORCEMENT RESOURCES

### I. RESOURCE REQUIREMENTS

Resources which will be needed to provide law enforcement services for the increased population at the present ratio:

Police Officers            1:573 people

Patrol Cars            1:1410 people

The increased demand for law enforcement services would require some police duties (such as traffic control, security, etc.) to be carried out by volunteers. Some patrol cars can be improvised.

### II. RESOURCES AVAILABLE IN LIVINGSTON PARISH

#### A. Livingston Parish Sheriff's Office

##### 1. Personnel

40 Uniform Patrol Deputies

20 Reserve Deputies

12 Detectives

4 Transportation Deputies

2 Deputies

14 Dispatchers

##### 2. Equipment

56 available vehicles

1 Command Post



B. City of Denham Springs

1. Personnel

24 Full-time Deputies

10 Reserve Deputies

11 Dispatchers

2. Equipment

24 Patrol Cars

1 Base Radio

C. City of Walker

1. Personnel

8 Full-time Officers

10 Reserve Deputies

2. Equipment

7 Patrol Cars

1 Base Radio

D. Village of Port Vincent

1. Personnel

1 Full-time Deputy

1 Part-time Deputy

2. Equipment

2 Patrol Cars

- E. Town of Livingston
  - 1. Personnel
    - 4 Full-time Deputies
    - 2 Reserve Deputies
  - 2. Equipment
    - 4 Patrol Cars
    - 1 Base Station

- F. Town of Albany
  - 1. Personnel
    - 9 Full-time Deputies
    - 4 Part-time Deputies
    - 10 Reserve Deputies
  - 2. Equipment
    - 2 Patrol Cars
    - 1 Base Station

- G. Town of Springfield
  - 1. Personnel
    - 3 Full-time Deputies
    - 5 Reserve Deputies
  - 2. Equipment
    - 2 Patrol Cars
    - 1 Base Station

H. Town of French Settlement

1. Personnel
  - 2 Full-time Deputies
  - 1 Reserve Deputies
2. Equipment
  - 2 Patrol Cars
  - 1 Base Station

I. Killian Police Department

1. Personnel
  - 2 Full-time Officers
  - 2 Reserve Officers
2. Equipment
  - 2 Patrol Cars
  - 1 Base Station

VEHICLE AND PERSONAL PASSES

Passes will be developed when needed

TRAFFIC CONTROL POINTS  
LIVINGSTON PARISH

- \* 1. US Highway 12 and Tangipahoa Parish Line
- 2. US Highway 12 and Denham Springs City Limits
- \* 3. US Highway 12 and East Baton Rouge Parish Line
- \* 4. LA Highway 42 and Parish Line West
- \* 5. LA Highway 22 and Parish Line West
- \* 6. LA Highway 22 and Parish Line East
- \* 7. LA Highway 16 and Parish Line North
- 8. LA Highway 43 and Parish Line North
- 9. US Highway 190 and Parish Line East
- 10. US Highway 190 and Parish Line West

\* *Designates possible site for Emergency Stations (Emergency Stations should be equipped with wrecker, fuel and medical aid).*

LAW ENFORCEMENT CHECKLIST  
LIVINGSTON PARISH

*NOTE: This checklist was developed for Crisis Relocation but can be used for any emergency.*

PREPARATORY PERIOD - NORMAL PEACETIME READINESS:

- Prepare attachments and SOP's to this Appendix
- Review and update this Appendix periodically
- Maintain a viable standby organization for expanded services during a crisis relocation
- Maintain updated traffic control plans for movement of evacuees through the host parish to registration centers
- Identify law enforcement resources available within the host parish; maintain current resource list
- Determine what manpower and equipment would be needed for crisis relocation operations
- Determine what additional manpower, vehicles, communications and special equipment would be needed from outside sources; coordinate with Livingston to request needed resources from the risk area
- Execute mutual assistance plans with adjacent jurisdictions and risk area
- Develop plan to train reserve law enforcement personnel, when needed.

PREPARATORY PERIOD - INCREASED READINESS (INTERNAL READINESS):

- Carry out any incomplete normal peacetime readiness actions
- Review the host areas' relocation plans; brief staff
- Make specific personnel and equipment assignments
- Review and rehearse traffic movement and control plan; insure that movement plans are coordinated with reception and registration plans
- Prepare traffic control direction cards for evacuees
- Activate law enforcement communication systems at the local Emergency Operations Center; establish communications link with State and nearby communities' police/fire/rescue services
- Prepare for use of any additional communication equipment, provided by risk area or State
- Prepare for use of any additional personnel provided from outside sources
- Review Louisiana State Plan for Emergency Highway Traffic Regulation (EHTR); establish communications with EHTR sector Operations Center
- Coordinate with Public Information Officer to announce traffic control measures which affect local residents; call for volunteers to help with auxiliary police duties
- Begin accelerated training of traffic control, housing/ shelter security and other auxiliary personnel, as needed

-Coordinate with adjacent communities for mutual assistance during the relocation period

*PREPARATORY PERIOD - INCREASED READINESS (MOBILIZATION):*

- Alert all law enforcement agencies
- Begin full-time operations from the EOC
- Call the off-duty personnel; reserve personnel and trained volunteers
- Integrate any additional personnel and equipment provided from outside sources into local organizations
- Assemble all personnel and resources needed to control traffic posts and parking areas
- Mark controlled routes with signs; put barricade materials in place; prepare traffic control posts; mark initial reception points; prepare highway turn-off's; and holding areas near reception points
- Identify and mark parking areas for evacuees' vehicles
- Coordinate with Supply Services to arrange for tow trucks and emergency fuel supplies to keep roads open during relocation period; arrange for snow/ice removal from critical routes
- Provide security for important communications, transportation, storage, utility and industrial facilities and other key points
- Estimate fuel requirements for Law Enforcement services during the relocation period; acquire and store necessary amounts and types of fuel

*RELOCATION PERIOD:*

- Complete increased readiness actions
- Activate Traffic Control Plan
- Man traffic control posts; post directional signs and place barricades, to channel traffic to parking areas near the registration centers
- Assist disabled motorists
- Provide traffic control and security at the initial reception point and at all parking areas
- Provide police support with communication link at each registration centers; provide police liaison to Lodging District Coordinators, as necessary
- Coordinate with Fire and Rescue Service for general public safety support in lodging areas; report fire hazards to Fire Department
- Determine if statewide Emergency Highway Traffic Regulation is in effect; coordinate local traffic control operations with Louisiana Department of Highways
- Provide storage vault or other secure place, for storage of small valuable items, e.g., jewelry, legal papers, titles, important records, etc.; furnish hand receipt for items stored
- Establish foot and vehicle security patrols and guard posts
- Consider temporary suspension of enforcement measures for certain minor offenses, e.g., traffic violations and other lesser misdemeanors
- Coordinate with local courts to consider disposition of violators and persons in confinement
- Advise the Executive Group of any recommendations for legal action to:
  - .prevent hoarding, pilfering, misuse of critical supplies
  - .establish curfews; establish restricted areas
  - .deal with unforeseen problems which may arise
- Coordinate with Public Information Officer to release public safety information with

instructions to general public; assist in distribution of printed materials



- Coordinate with risk area Law Enforcement, Public Safety agencies; provide Liaison Officer to Parish EOC.
- Provide traffic control when evacuees are directed to return to their homes; assist disabled motorists.

*ATTACK/POST ATTACK PERIOD:*

- Receive notification of attack warning through National Warning System's channels
- Immediately activate public warning systems:
  - .activate siren system from warning points
  - .notify other towns in parish, in accordance with warning plan
  - .use law enforcement communication system
- Assist radiological monitoring and reporting
- Coordinate with Fire and Rescue Service to organize search and rescue teams
- Move to shelters; if possible, provide at least one uniformed Public Safety Officer at each fallout shelter
- Support damage assessment efforts
- Help reestablish lost communication links
- Restrain individuals from returning to risk area after attack; set up roadblocks on routes to risk area
- Assist with recovery operations in host areas
- Prepare to carry out long-range recovery

TRAFFIC OPERATIONS CHECKLIST

*INCREASED READINESS - INTERNAL READINESS:*

- Carry out any incomplete normal readiness actions
- Review traffic movement and control plan; alert and brief key staff personnel
- Insure that movement plans are coordinated with reception/ registration plans
- Make specific personnel and equipment assignments
- Rehearse plan with key staff members
- Locate and prepare materials needed for signs, barricades, road blocks
- Begin marking controlled routes; prepare traffic control posts; mark initial reception point
- Print routing leaflets and other instructions to incoming evacuees
- Coordinate with Public Information Officer to announce possible traffic control measures in host areas
- Identify parking areas for evacuees near the registration centers

*INCREASED READINESS - MOBILIZATION:*

- Assemble all personnel and resources needed
- Brief all personnel; rehearse actions at initial reception point, traffic control posts and parking areas
- Complete marking controlled routes and reception point
- Put barricades, roadblocks, other unmanned traffic control posts in place

- Prepare highway turn-off and holding area near reception point
- Mark parking areas for evacuees' cars
- Through Public Information Officer, urge public to clear parking areas and remain off streets

RELOCATION PERIOD - MOVEMENT PHASE:

- Carry out any unfinished increased readiness actions, above
- Man all traffic control posts
- Mobile patrols should:
  - .insure that road is kept open for two-way traffic
  - .assist disabled motorists; call for medical help
  - .remove disabled cars from right-of-way
  - .maintain orderly traffic flow
- Coordinate with Supply Services for wrecker, fuel supply, emergency road repairs
- Coordinate with Health Service for medical support
- Control traffic in area of initial reception point; at reception point workers from the Reception and Care Service will stop each car long enough to count occupants and give brief instructions
- Direct campers, vans, etc., to camping area
- Direct each vehicle to correct registration centers; control parking areas
- Keep all controlled routes open during movement period
- Prevent local traffic from interfering with relocation movement; keep evacuees' cars channeled to avoid mixing

RETURN MOVEMENT:

- Reactivate traffic control posts
- Coordinate with Reception and Control Services to determine if any other traffic control measures as needed

## HAZARDOUS MATERIALS LIVINGSTON PARISH

### I. PURPOSE

To coordinate the response of personnel and equipment to the scene of an incident in Livingston Parish involving hazardous materials. The purpose of such coordination is to control and minimize the potential catastrophic effects or threat to the health and safety of the public. This is achieved by using the resources of local, state and federal government as well as that of industry -- separately, or in combination -- dependent on the magnitude of the incident.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Many substances, which fall in the hazardous materials category, are being used, manufactured or stored in or transported through the parish on a daily basis. Although the possibility exists that hazardous materials accidents at industrial sites could adversely affect the public, the greatest danger to the public is presented by the transportation of hazardous materials.

A hazardous material is any substance or material in a quantity or form that may be harmful or injurious to humans, domestic animals, wildlife, economic crops, or property when released into the environment. Hazardous materials are classified in this annex as:

- a. **CHEMICAL** - Toxic, corrosive, or injurious substance because of inherent chemical properties.
- b. **BIOLOGICAL** - Micro-organisms or associated products which may cause disease in humans, animals or economic crops and includes pathogenic wastes from medical institutions, slaughter-houses, poultry processing plants, and the like.
- c. **RADIOLOGICAL** - Any radioactive substance emitting ionizing radiation at a level to produce a health hazard.
- d. **EXPLOSIVE** - Material capable of releasing energy with blast effect in a split second upon activation. The released energy usually damages or destroys objects in close proximity to the blast.

2. Livingston Parish, with approximately 700 square miles of land area and a population of 91,000 (according to a 2000 estimate) is located in the northern part of southeastern Louisiana, bordered on the north by St. Helena Parish, on the west by East Baton Rouge and Ascension Parishes, south by Lake Maurepas, a small portion by St. John the Baptist Parish, and the east by Tangipahoa Parish.
3. Transportation within Livingston Parish includes:
  - a. Highways: Interstate 12 and US 190 are the main east-west routes through Livingston Parish, located approximately two miles apart, and running through the center of the Parish and through the major populated areas. Six major north-south state routes intersect the two east-west federal highways. A vast network of state highways form secondary routes within and through the Livingston Parish.
  - b. Railroads: The Canadian National Illinois Central (CNIC) Railroad operates a single 25-mile track paralleling US 190 through Livingston Parish, which is part of a 43.7 mile route between the Baton Rouge-Mississippi River “Chemical Corridor” and the IC’s main north-south line between New Orleans and Chicago, Illinois. The railroad parallels US 190 from LA 449 east to the Tangipahoa Parish line.
  - c. Water: The Blind, Tickfaw and Amite Rivers, as well as the Amite River Diversion Canal can accommodate some barge traffic, but there is no indication that large quantities of hazardous materials are carried on these waterways.
  - d. Air: There is no major airport in Livingston Parish, but aeronautical charts show two VHF airways crossing the Parish, indicating flight paths from commercial airports serving New Orleans and Baton Rouge.
  - e. Pipelines: (See Appendix 4, this annex)
4. General: All modes of transportation carry hazardous materials. The potential for impact is increased because the major highway and rail intersections are located in the center of the parish’s populated areas.

The basic response by local officials to a hazardous materials incident in Livingston Parish would be the same whether the problem occurred by rail, highway or water. The differences in response become apparent when levels of outside assistance are called upon, such as: Federal Railroad Administration, Louisiana State Police (LSP), Louisiana Department of

Transportation and Development (DOTD), US Coast Guard (USCG) and Environmental Protection Agency (EPA), Louisiana Department of Environmental Quality (EPA), and Louisiana Office of Emergency Preparedness.

B. Assumptions

1. Experience has taught most officials dealing with hazardous material accidents that extreme caution must be exercised.
2. Incidents involving hazardous materials occur on a regular and ever-increasing basis.
3. Numerous emergency service agencies will be called upon to assist in their area of expertise during a hazardous materials incident. Coordination of these agencies is of utmost importance.

III. CONCEPT OF OPERATIONS

A. General

1. All incidents involving the carrier of goods, materials, liquids or freight of any kind should be regarded as incidents involving hazardous materials until proven or verified otherwise.
2. The primary responsibility for dealing with hazardous materials incidents (on the local level) is assigned to the fire department of jurisdiction.
3. Certain governmental agencies are required to respond to hazardous materials incidents. These agencies have responsibilities according to departmental guidelines. However, they are requested to coordinate their activities with the Livingston Parish Office of Emergency Preparedness, which is designated as the Livingston Parish community emergency coordinator.

B. Phases of Management

1. Mitigation
  - a. There are a limited number of transportation routes and those that are used for transportation of hazardous materials have been identified.
  - b. Industrial sites using or storing chemicals on the EPA list of Extremely Hazardous Substances have been and are continually being identified.

## 2. Preparedness

- a. All fixed-site operators have been instructed to notify the Director of the Livingston Office of Emergency Preparedness of any incident having the potential for an off-site release and to provide the information about the incident requested on a Hazardous Materials Emergency Notification Form provided each operator by the Livingston Parish Local Emergency Planning Committee.
- b. Emergency Response Plans have been written and tested by government in the Parish.
- c. Emergency Response Personnel are trained in the identification of hazardous materials and the use of reference materials.
- d. Evacuation routes and procedures have been identified and tested and can be publicized for the general public.
- e. The Fire Department is available for response to all incidents. The need is recognized for more training in handling hazardous materials for responders in the fields of law enforcement, fire suppression and health and medical.

## 3. Response

### a. Livingston Parish Sheriff's Office

All hazardous materials incidents in Livingston Parish, regardless of the local governmental jurisdiction or their severity, are to be reported immediately to the Livingston Parish Sheriff's Office.

When a hazardous materials incident is reported, a deputy will be dispatched to the scene to act as an on-scene coordinator until relieved by a senior officer.

### b. Fire Department

Upon notification of a hazardous materials accident or incident by the Livingston Parish Sheriff's Office or another party, the respective fire department will dispatch to the scene at least one engine and a chief officer. Additional equipment can be assigned per the policy of the department or as needs dictate.

- c. When the first law enforcement or fire department official arrives on the scene, he will survey or size-up the situation to determine if a disaster or potential disaster exists. In either case, control of the

situation should be assumed by the most qualified haz-mat trained officer, who as incident commander will:

- (1) Identify the hazardous material(s) involved.
- (2) Coordinate with the Fire Department to conduct appropriate fire fighting and rescue response, as the situation permits; if fire does not exist, but there is a danger of ignition, extinguish all ignition sources in the hazardous area.
- (3) Immediately establish an Incident Command System and a Forward Command Post at the location of the Incident Commander's discretion.
- (4) The Incident Commander, on the advice of ranking fire department and law enforcement officials, will determine if evacuation is necessary. If so, initiate evacuation procedures immediately, determine the area to be cleared of the general populace in order to insure their safety as well as the safety of those members of the emergency services involved in the hazardous material operation.
- (5) When deemed advisable as a precautionary measure, recommend that residents in the affected area follow procedures to "Shelter in Place."
- (6) Initiate other measures which may be required for the specific situation at hand.

d. The area to be evacuated will be determined through:

- (1) Information given in the publication of the Office of Hazardous Materials, U.S. Department of Transportation, titled "EMERGENCY SERVICES GUIDE FOR SELECTED HAZARDOUS MATERIALS."
- (2) Information from any printed document of the carrier, such as a "Way Bill" or "Bill of Lading".
- (3) Information on the label of the containers.
- (4) Advice from CHEMTREC or other such agencies whose purpose is to supply such information.
- (5) Information or advice from an official representative of the shipper, manufacturer or user (consignee).

- (6) Information contained in the National Fire Protection Association (NFPA) publication, "HAZARDOUS MATERIALS".
  - (7) Information contained in the facility's emergency plan, if a fixed site is involved.
- e. When deemed necessary to evacuate beyond the area of the immediate scene due to the type of hazardous material, the amount of material, weather conditions, location of the incident, exposure, type of carrier, fire present or probable -- then the following shall be carried out:
- (1) Notify the law enforcement agency that will evacuate the populace, establish traffic control, secure the area from unauthorized entry and protect from looting.
  - (2) Notify the Director of Livingston Parish Office of Emergency Preparedness who will activate the Emergency Operations Center(EOC), dispatch equipment and personnel to the scene to assist if requested, notify the appropriate American Red Cross representative to shelter and care for evacuees, have an emergency declared if necessary, supply weather information, assist with transportation and coordinate with Parish Departments required for support activity.
  - (3) Notify designated fire department personnel.
  - (4) Establish a Command Post at a safe location.
  - (5) Establish contact with mass news media to keep public informed, giving correct information and instructions frequently to keep panic under control. At the scene, press contact will be made only from the Command Post and only the Command Post will issue Press Releases and Statements relative to the incident at hand.

f. Law Enforcement

Law enforcement officers will provide traffic and crowd control at the scene as requested by the Incident Commander. The senior law enforcement officer at the Command Post shall determine the routes to be used for evacuation as well as for incoming personnel so as not to endanger the lives of those reporting to the incident site or those evacuating.



g. Emergency Preparedness

- (1) Upon notification of a hazardous materials incident, the Livingston Parish Office of Emergency Preparedness will maintain an alert status, notifying other Parish departments concerned. Personnel and equipment will be made ready should assistance be requested or required.
- (2) On confirmation of a hazardous materials incident which could be, or is a threat, the Livingston Parish Office of Emergency Preparedness will go on active stand-by with a skeleton force at the EOC and will notify the appropriate American Red Cross officials.
- (3) When it is determined that due to location, weather conditions, time of day, type of hazardous material or chemical involved, that large numbers of citizens must be evacuated and/or a disaster emergency must be declared, the EOC will be activated to coordinate the efforts of other Parish agencies and personnel. Notification will be given to the American Red Cross Chapter and operational units of the Livingston Parish Office of Emergency Preparedness will be activated to assist as required.

h. Other Agencies

- (1) The Livingston Parish Sheriff's Office or the Livingston Parish Office of Emergency Preparedness is responsible for notifying the Louisiana State Police Hazardous Materials Unit and the Department of Environmental Quality, apart from any action which may be taken by the industry or shipper responsible for the incident.
- (2) Other Agencies responding to hazardous materials incidents will coordinate their activities with the Livingston Parish Sheriff's Office, Livingston Parish Office of Emergency Preparedness, fire department of jurisdiction, or the Incident Commander after the Incident Command System has been established.

4. Recovery

- a. The Incident Commander, on the advice of his staff, shall determine when the respective incident has been stabilized and made safe. At such time, entry of residents or employees will be allowed, and traffic control as well as other support elements will be released in an

orderly way through the Emergency Operations Center or the on-scene Command Post.

- b. Agencies such as the Department of Environmental Quality and the U.S. Coast Guard will be called upon to execute their support and assistance of clean-up operations. Local chemical cleanup companies have been identified can provide the necessary services should the situation warrant.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### A. Livingston Parish Sheriff's Office or Municipal Police

The Livingston Parish Sheriff's Office and/or Municipal Police will work with the Fire Department(s) of jurisdiction and the Livingston Parish Office of Emergency Preparedness in the Incident Command Structure for containment or removal of the hazardous chemical threat, determination of life threat and the establishment of a forward Command Post.

Law Enforcement is responsible for evacuation, crowd and traffic control, controlling access into the hazardous area, protection of evacuated area, escorting special equipment to the area and assisting designated persons of industry having required technical knowledge in getting to the scene. Follow-up reports on the incident are to be forwarded to the Local Emergency Planning Committee to be made available for public inspection.

##### B. Fire Department

The fire department with jurisdiction at the scene is responsible for the identification, containment, determination of life threat and the establishment of a forward command post.

##### C. Livingston Parish Office of Emergency Preparedness

The Livingston Parish Office of Emergency Preparedness is responsible for the activation of the Emergency Operations Center, coordination of support activity, technical advice, declaration of emergency when required, furnishing personnel and equipment when required and forwarding of any forms to the State Hazardous Materials Office.

- D. The Livingston Parish Office of Emergency Preparedness and Fire Department of jurisdiction are responsible for responding to any calls that may involve materials which pose a threat to life or property and which cannot be

extinguished or contained by conventional means. They assist line fire companies by:

1. identifying the hazardous material,
2. coordinating the emergency scene operations and assistance from other agencies,
3. ordering area evacuation if required,
4. overseeing the clean-up operations.

#### V. DIRECTION AND CONTROL

See Basic Plan.

#### VI. CONTINUITY OF GOVERNMENT

See Basic Plan.

#### VII. ADMINISTRATION AND LOGISTICS

- A. The Livingston Parish Emergency Operations Center is designated as the interfacing point for decision-making, coordination, administration, resource information exchange and emergency response management by Parish Officials.
- B. The on-scene Command Post shall be established for all Hazardous Materials incidents and shall follow procedures as set forth in standard operating procedures for command post operations.
- C. All necessary records and reports will be maintained on each incident.

#### VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Director of the Livingston Parish Office of Emergency Preparedness will be responsible for maintaining and updating this annex. The Livingston Parish Sheriff's Office and Fire Department of jurisdiction will maintain Standard Operating Procedures respectively.

#### IX. AUTHORITIES AND REFERENCES

- A. Authorities
  1. Super-fund Amendments and Reauthorization Act, 1986, Title III.
  2. Louisiana Hazardous Materials Information Development. Preparedness and Response Act, 1985, amended 1987.

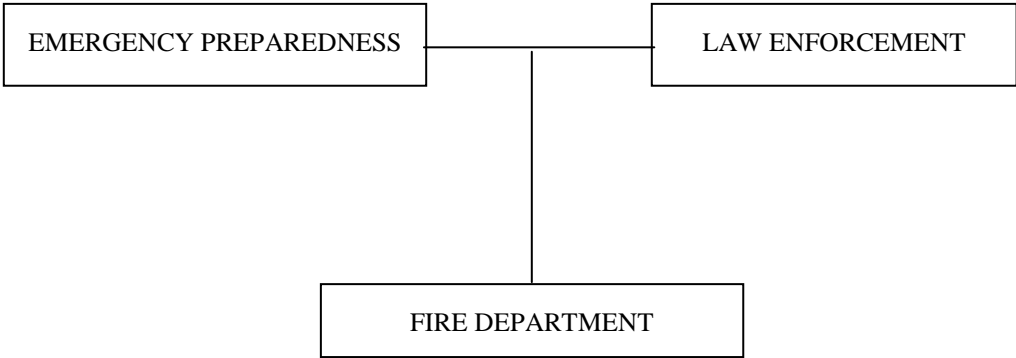
B. References

1. Basic Plan
2. Emergency Response Guidebook
3. Fire Protection Guide on Hazardous Materials, 7th Edition, 1978

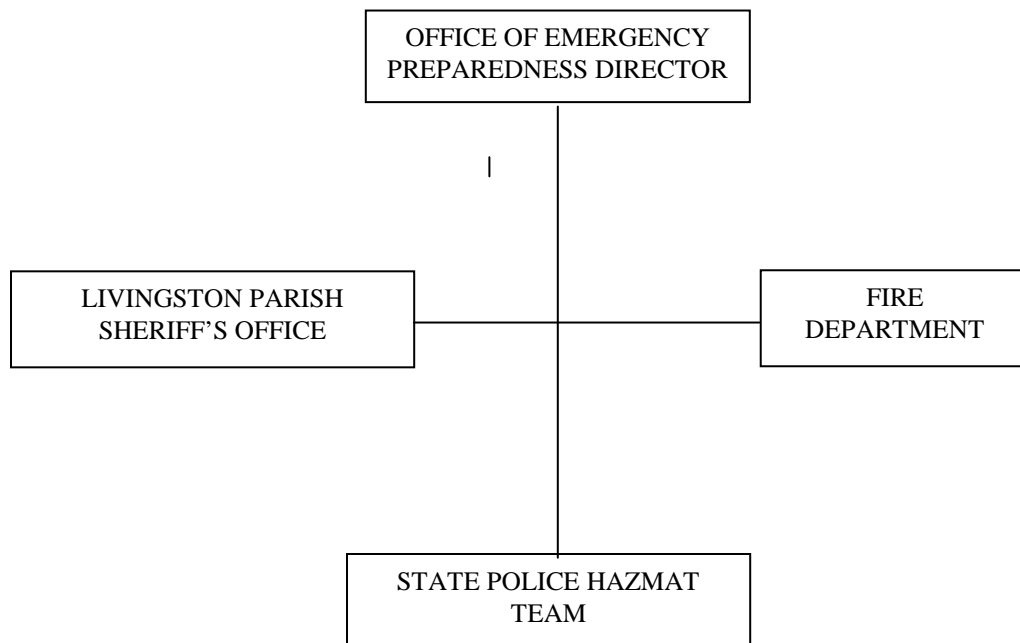
APPENDICES TO ANNEX H:

- (1) Organizational Chart
- (2) Incident Flow Chart
- (3) Incident Level Chart
- (4) Pipeline Map
- (5) Population near Rail Routes
- (6) Fixed Facilities
- (7) Abbreviations/Definitions
- (8) HAZMAT Assistance Resources
- (9) Emergency Information Sources

HAZARDOUS MATERIALS ORGANIZATIONAL CHART  
LIVINGSTON PARISH



INCIDENT FLOW CHART  
LIVINGSTON PARISH



INCIDENT LEVELS AND BASIC SCENE SET-UP  
LIVINGSTON PARISH

Hazardous materials incidents will, of course, vary in magnitude and severity. As the situation escalates, so do the demands placed upon the resources of the community. In order to help identify some of the predictable expectations for response, it is necessary to identify the levels of involvement. Normally, incidents are broken into three basic levels depending upon the scope, complexity, probable duration, and potential impact. These are:

INCIDENT LEVELS

LEVEL I

LIMITED SCOPE, QUANTITY AND HAZARD OF MATERIALS

NO EVACUATION

MINIMAL POTENTIAL IMPACT

LEVEL II

INTERMEDIATE SCOPE, QUANTITY AND HAZARD OF MATERIAL

LIMITED EVACUATION

POSSIBLE EXTENDED OPERATION

LEVEL III

LARGE SCOPE

LONG DURATION

LONG OR LARGE SCALE EVACUATION

POTENTIAL FOR HIGH IMPACT

LIVINGSTON PARISH PIPELINE COMPANIES  
LIVINGSTON PARISH

<u>CRUDE</u>	<u>SIZE</u>	<u>MAX. OP. PRESSURE</u>
Shell Pipeline Corp./Capline	40 in.	700 p.s.i.
 <u>GAS</u>		
CSX Intrastate Gas Co.	6 5/8 in.	1440 p.s.i.
Lake Maurepas Line	30 in.	936 p.s.i.
United Gas Pipeline Co.	2 in.	936 p.s.i.
 Southern Natural Gas:		
Duck Lake-Franklinton Line	20 in.	1200 p.s.i.
White Castle-Franklinton Loop	24 & 30 in.	1200 p.s.i.
Lockhart Crossing Line	12 ¾ in.	800 p.s.i.
Lockhart Crossing Line	3 in.	800 p.s.i.
Transcontinental Gas Pipeline Corp.	30 in.	975 p.s.i.
	30 in.	975 p.s.i.
	24 in.	975 p.s.i.
 <u>PRODUCT</u>		
Enterprise Pipeline Co.		
Propane	6 in.	1410 p.s.i.
Shell Pipeline Co.		
Choctaw Line/Carbon Dioxide	20 in.	2220 p.s.i.



FIXED FACILITIES  
LIVINGSTON PARISH

Livingston Parish, in the 1988 Right-to-Know reporting period, had four fixed facilities using or storing chemicals listed on the U.S. Environmental Protection Agency's "List of Extremely Hazardous Substances". The facilities are located in three areas of the Parish.

I. BERCEN INC., SOUTHERN DIVISION

- A. Location: Eden Church Road at the Canadian National/Illinois Central Railroad, Denham Springs, LA.
- B. Facility Coordinator: Ken Swanson, 225-664-7167; 24-hour phone: 225-291-7753
- C. Other Emergency Contact: Bill McCormick, 225-664-7167 or 225-261-1764
- D. Chemical Hazard

Bercen, Inc. manufactures various resins used on paper products that ultimately come into contact with food as packaging materials. One of its raw materials is the chemical Methyl Formcel or Methaform 55 A, a mixture of 55 percent formaldehyde, 35 percent methanol and water. Formaldehyde is on the EPA "List of Extremely Hazardous Substances."

The formaldehyde solution is stored in a 12,000-gallon tank inside the main production building, which is vented to the outside. Approximately 40,000 to 45,000 pounds of the mixture are on hand at any one time. The building would act as a partial dike in the event of a tank rupture, and floor drains are connected to an underground hazardous waste drainage and storage system. The building's outside vents can be closed automatically.

E. Safety Plans

Bercen, Inc. has an up to date emergency operations plan and undergoes twice annual safety audits by its parent company, Cranston Print Works, Inc. and its insurance carriers. Self-contained breathing apparatus is available and personnel are trained in its use. Absorbent material is kept on hand to contain chemical spills.

F. Other Chemicals on site

Bercen also uses a number of other chemicals in its manufacturing process, including three of special concern: 1) melamine, which produces toxic fumes in a fire; 2) Dowicil 75 [CAS #4080-31-31], a very poisonous solid; and 3) sodium chlorite, an extremely reactive compound. A complete list of the chemicals on site in reportable quantities has been supplied to the Livingston Parish Local Emergency Planning Committee and Livingston Parish Fire Protection District 5.

G. Vulnerable Areas

1. A total release to the atmosphere of 50,000 pounds of the formaldehyde mixture in 10 minutes would result in a vulnerable zone – an area in which the concentration of formaldehyde may reach the Level of Concern (.012 grams/cubic meter), more than 10 miles in radius.
2. The plant manager, because of the precautions taken in handling the product and the design of the plant's safety systems, indicated he would be concerned with a one-quarter mile distance downwind of the plant in the event of a major spill.
3. The 2000 DOT Emergency Response Guidebook (2000 North American Emergency Response Guidebook) recommends a half-mile evacuation in the event of a fire involving a railroad tank car or truck carrying formaldehyde solution.
4. Within a half-mile radius of the plant are approximately 141 residences, five neighboring businesses, a church, part of a public park, a Livingston Parish Health Unit branch office, Acadian Ambulance's local office, a Doctor's Office complex and headquarters for Fire Protection District 5. Depending on the timing of an incident, the population requiring evacuation within a half-mile radius could approach 800 persons.
5. Within a two-mile radius of the plant, the population is approximately 4,000 persons plus additional transient population in commercial areas and five schools.
6. Of additional concern in the event of a major accident at the plant would be its proximity to the railroad and the potential for harm to the Gray's Creek drainage system.

## H. Evacuation

1. In the event evacuation is ordered, the first priority of law enforcement would be the removal of persons living along Eden Church Road. It is assumed that many will evacuate voluntarily, but it must be also assumed that many residents would not recognize the danger.
2. The Livingston Parish Sheriff's Office should request assistance from the Walker and Denham Springs Police Departments to establish traffic control points at US 190 and Pete's Highway, US 190 at Juban Road, Lockhart Road at Burgess Avenue, Lockhart Road at Cockerham-Linder Road to limit the movement of vehicles east and west along US 190 and Lockhart Road (LA 1026).
3. The Livingston Parish Sheriff's Office should establish traffic control points at Eden Church Road's intersections with Lockhart Road at US 190 to speed the flow of traffic from Eden Church Road away from the danger area.

## I. Command and Control

1. Livingston parish Fire Protection District 5 will have primary fire-fighting responsibilities.
2. The location of a forward command post will be at the discretion of the senior fire department official. In the event of a Level II or III incident, consideration should be given to establishing a Main Command Post at FPD 5 headquarters, the Old Dixon Memorial Hospital facilities or at Denham Springs North Park, depending on wind and weather conditions.

## II. COCO RESOURCES, INC.

- A. Location: 30170 Eden Church Road, just north of Bercen, Inc.
- B. Facility Coordinator: John Henry Coco, 225-292-0605; 24-hour phone: 225-293-7208
- C. Other Emergency Contact: None

D. Chemical Hazard

Coco Resources, Inc. operates a chemical warehouse in a small industrial complex located north of the Canadian National/Illinois Central Railroad off Eden Church Road. The company has listed 20 chemicals in its “Right to Know” forms, including benzosulfonyl chloride, a chemical initially placed on the EPA “List of Extremely Hazardous Substances” but recommended for later deletion. The Livingston Pariah Local Emergency Planning Committee (LEPC) evaluated the site on the assumption that its initial listing indicated some reason for concern.

The benzosulfonyl chloride is stored in three steel drums, and the reporting range indicates a quantity of 1,000 to 10,000 pounds. The owner said he has three drums awaiting shipment to the manufacturer because he is unable to sell the chemical. The drums each contain 480 pounds of benzosulfonyl chloride, for a total of 1,440 pounds.

E. Safety Plans

The owner of Coco Resources, Inc.’s indicated he plans to eliminate benzosulfonyl chloride from his inventory as soon as possible. The company’s warehouse is closed until a sale is made, at which time the material will be loaded into a truck for transport. Flammable chemicals are located in a locked shed separate from the main warehouse. A safety plan is in effect, and the company has had a hazard analysis performed. Two self-contained breathing apparatus are available in the warehouse, along with a fire extinguisher.

F. Other Chemicals On Site

Coco Resources stores a number of other chemicals in its warehouse. A list of these chemicals has been given to the Livingston Parish LEPC and Livingston Parish Fire Protection District 5. In the event of a fire, response personnel should be extremely cautious in approaching the building, breathing fumes and in attacking the fire.

G. Vulnerable Areas

1. A total release of the benzosulfonyl chloride stored at the facility to the atmosphere would result in a vulnerable zone of less than one-tenth (1/10) of a mile, and would lie entirely within the half mile and two mile zones described for Bercen, Inc.

H. Evacuation

See Part I, Section H (Bercen, Inc.) of this annex.

I. Command and Control

See Part I, Section H (Bercen, Inc.) of this annex.

III. CECOS INTERNATIONAL, INC.

A. Location: Interstate 12 at LA. 63, south of Livingston, LA.

B. Facility Coordinator: Steve Jacobs, 225-686-0122, ext.101  
home: 225-295-0264; mobile: 225-335-3008;  
beeper: 225-377-9133

C. Other Emergency Contacts: Mitch Hatter, 225-686-0122, ext.158;  
home: 225-767-6315; beeper: 225-377-4704

Gregory Miller, 225-686-0122, ext. 146;  
home: 225-292-4609; beeper: 225-379-0977

Bijan Ahrabli, 225-686-0122, ext. 138  
home: 225-291-0403;mobile: 225-335-8629;  
beeper: 225-379-0976

Michael Miller, 225-686-0122, ext. 139;  
home: 664-7920

D. Chemical Hazard

CECOS, International's Livingston Parish facility, is licensed to handle and dispose of most industrial hazardous wastes, except for bulk ignitable materials with a flash point less than 140 degrees Fahrenheit and radioactive wastes.

The types of hazardous wastes processed vary from day to day. Many of these wastes include chemicals on the Environmental Protection Agency's (EPA's) "List of Extremely Hazardous Substances".

E. Safety Plans

Under federal and state regulations, CECOS is required to prepare and disseminate extensive emergency plans. Copies of the current emergency plan have been made available to all appropriate agencies in the area.

F. Vulnerable Areas

1. The potential for a sudden off-site release of hazardous chemicals exists, but the extent of the vulnerable zone would vary with the chemical being released and the type of accident, i.e. fire, spill, etc.
2. Within a half-mile radius of the receiving center at CECOS, there are approximately 23 homes with an estimated resident population of 81 people, a sometimes-operational flea market business and Interstate 12.
3. Within a two mile radius of the facility, the population would include an estimated 250 additional persons, including approximately 100 inmates at the Livingston Parish Prison. The radius would be near the southern incorporated limits of the town of Livingston, and the vulnerable zone would also include the Doyle Elementary School.

G. Evacuation

1. In the event a half mile evacuation zone is required, the Livingston Parish Sheriff's Office should request Louisiana State Police or other law enforcement assistance to close Interstate 12 at Satsuma and Holden, and should block LA. 63 north of I-12 and at Frost, to permit the orderly evacuation of persons living in the vicinity of the site.
2. Principal evacuation routes are LA. 63 and the Wheat Road, which runs in a southeasterly direction from LA. 63.
3. CECOS should advise the Livingston Parish Sheriff's Office if evacuation of the prison and Doyle Elementary School is contemplated, in order for necessary personnel to be moved to those locations.

H. Command and Control

1. CECOS International's Emergency Coordinator shall notify the Livingston Parish Sheriff's Office if the emergency presents a threat to the surrounding population and assist in making the final determination relative to local evacuation. The facility's personnel will advise local authorities of the nature of the emergency and have control of the response within the facility.

2. Livingston Parish Fire Protection 7 (Colyell Volunteer Fire Department) will have the primary responsibility for responding to requests for fire fighting assistance from CECOS.
3. The forward command post will be located at the discretion of the Incident Commander. Joint unified command will be used during the incident.

#### IV. LaROCHE INDUSTRIES

- A. Location: US 190 west of LA. 441, adjacent to Bayou Rail Car Service, Holden, LA.
- B. Facility Coordinator: Robert Townsend, 225-391-3026; home: 225-664-8191
- C. Other Emergency Contact: LaRoche Industries, 404-491-7987
- D. Chemical Hazard

LaRoche Industries receives, stores and ships bulk shipments of refrigerant grade ammonia (CAS #7664-41-7) from a single 18,000-gallon bulk storage tank located on the site. The ammonia is 98 percent pure and is stored at a pressure of 120-150 p.s.i.

The manager of the facility indicated the tank is usually at 50 percent capacity, depending on the volume received and shipped at any given time.

When only 40 percent full, the tank would contain approximately 36,720 pounds of ammonia. If filled to capacity, the tank would contain over 91,000 pounds of ammonia.

Transfers from the tank to trucks are made through a hose and system of valves. The transfer system is designed to shut off valves at the tank and truck in the event of a sudden loss of pressure. The tank is not diked and has no protective barrier between it and the loading point or the nearby Canadian National/Illinois Central Railroad track.

- E. Safety Plans

The manager stated that the company has a safety plan for its employees to follow. Four self-contained breathing apparatus are located in a small shed approximately 25 feet from the loading point. A sprinkler system is installed to help “water down” ammonia fumes in the event of a release.

The company also has plans to expand its facilities, adding several more ammonia tanks.

F. Other Chemicals On Site

None

G. Vulnerable Areas

1. A total release of as much as 40 percent of the tank's capacity within a 10 minute period would result in concentration approaching the Level of Concern in more than a 10 mile radius, depending on atmospheric conditions.
2. Within a half-mile radius of the site, there are 48 homes with a resident population estimation of 158 persons. In addition, within the zone are Camp Singing Waters, a seasonal facility, and Holden High School, with approximately 526 students.
3. A two-mile zone around the site would add another 300 homes for an approximate population addition of 950 persons, but no additional critical facilities.
4. The potential for polluting the Tickfaw River is inherent with an accident at this site.

H. Evacuation

1. In the event of an emergency, the Livingston Parish Sheriff's Office should immediately notify the principal of Holden High School to initiate "button down" (shelter-in-place) procedures and the Livingston Parish School Board to begin preparations for emergency evacuation, if feasible.
2. The Livingston Parish Sheriff's Office shall block traffic on US 190 at the North Doyle Road and at LA. 43 in Albany; on LA. 441 at Interstate 12 and LA. 442; and on LA. 1036 at LA. 442. The primary evacuation routes will be LA. 441 north and south, and US 190 east and west.



I. Command and Control

1. Livingston Parish Fire Protection District 10 will have primary fire fighting responsibilities.
2. The Livingston Parish Sheriff's Office will determine the location of the command post, which will be influenced by the amount of the leak, and the wind direction and speed.

ABBREVIATIONS

AAR/BOE	Association of American Railroads/Bureau of Explosives
AIChE	American Institute of Chemical Engineers
ASME	American Society of Mechanical Engineers
ASSE	American Society of Safety Engineers
CDC	Center for Disease Control
CHEMTREC	Chemical Transportation Emergency Center (1-800-424-9300) District of Columbia: 202-483-7616
CHLOREP	Chlorine Emergency Plan
CHRIS/HACS	Chemical Hazards Response Information System/Hazard Assessment Computer System
CIS (OHMTADS)	Chemical Information System (Oil Hazardous Materials Technical Assistance Data System)
DOC	Department of Commerce
DOD	Department of Defense
DOE	Department of Energy
DOI	Department of Interior
DOT	Department of Transportation
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERT	Emergency Response Team
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency

HHS	Health and Human Services, Department of
HMTC	Hazardous Materials Technical Center
IDLH	Immediately Dangerous to Life or Health
IEMS	Integrated Emergency Management System
NCP	National Contingency Plan
NIOSH	National Institute for Occupational Safety and Health
NOAA	National Oceanic Atmospheric Administration
NRC	National Response Center (800/424-8802)
NRT	National Response Team
NSF	National Strike Force
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PAAT	Public Affairs Assist Team
PIAT	Public Information Assist Team
PIO	Public Information Officer
PSTN	Pesticide Safety Team Network
RACES	Radio Amateur Civil Emergency Service
RRC	Regional Response Center
SSC	Scientific Support Coordinator
USDA	U.S. Department of Agriculture
USCG	United States Coast Guard

## DEFINITIONS

<u>Accident Site</u>	The location of an unexpected occurrence, failure, or loss, either at a plant or along a transport route, resulting in a release of hazardous materials.
<u>Acute Exposure</u>	Exposures that occur for relatively short periods of time, generally hours to 1-2 days.
<u>Acutely Toxic Chemicals</u>	Chemicals which can cause both severe short- and long-term health effects after a single, brief exposure (short duration). These chemicals can cause damage to living tissue, impairment of the central nervous system, severe illness or in extreme cases, death when ingested, inhaled, or absorbed through the skin.
<u>By-Product</u>	Material produced or generated in an industrial process in addition to the principal product.
<u>Chemical Process</u>	A particular method of manufacturing or making a chemical, usually involving a number of steps or operations.
<u>CHEMTREC</u>	The Chemical Emergency Transportation Center (CHEMTREC) is a centralized toll free telephone service (800-424-9300) which has been set up to provide immediate advice on the nature of the product and steps to be taken in handling the early stages of transportation emergencies where hazardous chemicals are involved.
<u>CHLOREP</u>	The Chlorine Emergency Plan (CHLOREP) was established by the Chlorine Institute to enable the nearest producer of chlorine products to respond to an accident involving chlorine. CHEMTREC serves as the communications link for this program.
<u>Combustion Product</u>	Material produced or generated during the burning or oxidation of a material.
<u>Command Post</u>	Facility at a safe distance upwind from an accident site, where the on-scene coordinator, responders and technical representatives can make response decisions, deploy manpower and equipment, maintain liaison with media, and handle communications.
<u>Contingency Plan</u>	A document developed to identify and catalog all the elements required to respond to an emergency, to define responsibilities and specific tasks, and to serve as a response guide.

<u>Decomposition Product</u>	Material produced or generated by the physical or chemical degradation of a parent material.
<u>Disposal</u>	The removal of waste material to a site or facility specifically designed and permitted to receive such wastes.
<u>Emergency</u>	A situation created by an accidental release or spill of hazardous chemicals which poses a threat to the safety of workers, residents, the environment, or property.
<u>Evacuation</u>	Removal of residents from an area of danger.
<u>Exclusion Zone</u>	The area where contamination does or could occur.
<u>Fixed Facility</u>	A plant site where handling/transfer, processing, and/or storage of chemicals is performed.
<u>Hazard</u>	Any situation that has the potential for doing damage to life, property, and/or the environment. Includes effects of toxicity, fire, explosion shock, concussion, fragmentation, and corrosion.
<u>Hazard Analysis</u>	In this context, use of a simplified vapor dispersion model which looks at the movement of toxic or explosive vapors over distance at a concentration level of concern to determine whether the amount of chemical at a facility or in a transport container poses a threat to the surrounding community, requiring more detailed analysis and planning.
<u>Hazardous Materials</u>	Chemicals, which are explosive, flammable, poisonous, corrosive, reactive, or radioactive and require special care in handling because of the hazards they pose to public health and the environment.
<u>NCP</u>	The National Contingency Plan establishes the structure by which the Federal government responds to episodic air toxic release events.
<u>Off-Scene Support</u>	Assistance (via telephone, radio, or computer) from technical persons, agencies, shippers, responders, etc. not at the accident site.
<u>Off-site</u>	The area outside the boundary of the on-site area that may be affected by the consequences of an extraordinary situation.
<u>On-Scene</u>	The total area that may be impacted by the effects of an extraordinary situation. The on-scene area is divided into mutually exclusive on-site and off-site areas.

<u>On-Scene Coordinator</u>	The official in charge of a Federally financed response action.
<u>On-site</u>	The area within the boundary established by the owner of a fixed facility.
<u>Plume</u>	A vapor cloud formation, which has shape and buoyancy.
<u>Response</u>	The efforts to minimize the hazards created by an emergency by protecting the people, environment, and property and returning the scene to normal pre-emergency conditions.
<u>Risk</u>	The <u>probability</u> that damage to life, property, and/or the environment will occur if a hazard manifests itself.
<u>Simulation</u>	A mock accident or release set up to test emergency response methods or for use as a training tool.
<u>Site/Facility</u>	Any location where acutely toxic chemicals are manufactured, processed, stored, handled, used, or disposed; in short, any place where these chemicals may be found. Communities should be aware that chemicals are frequently found at places other than industrial sites.
<u>Special Populations</u>	Concentrations of people in one area or building for a special purpose or in certain circumstances (e.g., schools, hospitals, nursing homes, orphanages, shopping centers).
<u>Storage</u>	Methods of keeping raw materials, finished goods, or products while awaiting use, shipment, or consumption.
<u>Transfer</u>	Loading and unloading of chemicals between transport vehicles and storage vessels, and sending chemicals via pipes between storage vessels and process reactors.
<u>Transport</u>	To carry or convey goods from one place to another using ships, trucks, trains, pipelines, or airplanes.
<u>Transport Mode</u>	Method of transportation: highway (trucks); rail (trains); water (ships/barges); pipelines; air (planes).
<u>Vapor Dispersion</u>	The movement of vapor clouds in air due to wind, gravity spreading, and mixing.

HAZMAT ASSISTANCE RESOURCES  
LIVINGSTON PARISH

The Livingston Parish Office of Emergency Preparedness has been designated as the parish repository for Hazardous Materials information. In the event of a Hazardous Materials (HAZMAT) incident within or near the parish, local officials must be notified immediately. The Fire Department is the primary response service and will work closely with law enforcement personnel to minimize effects of a HAZMAT incident. Additional local, state, federal, and private resources, which can be called upon, depending on the severity of the incident are listed below:

Immediate Notification

Livingston Parish Sheriff's Office	225-686-2241 or 800-443-7681
State Police HAZMAT Unit	225-925-6595
Department of Environmental Quality	225-342-1234
National Response Center	800-424-8802
CHEMTREC	800-424-9300

*To be in compliance with existing state laws and regulations, both Louisiana DEQ and Louisiana State Police must be notified in the event of a Hazardous Materials incident.*

Parish Agencies

Office of Emergency Preparedness	225-665-5106 or 225-686-2241
Livingston Parish Council	225-686-2266
Maintenance Barn	225-686-3030
Livingston Parish School Board	225-686-7044
Warren Curtis, Superintendent	(home) 225-664-9368
Livingston Parish Health Unit	225-686-2350 or 225-686-
7017	

Fire Departments

Denham Springs Fire Department	225-665-8276 or 911
Fire Protection District 5 Central Station	225-664-1679 or 911
Fire Protection District 4	225-664-7101 or 911
ALL OTHER FIRE DEPARTMENTS	225-686-2241 or 800-443-7681 or 911

Police Departments

Denham Springs Police Department	225-665-5106
Walker Police Department	225-664-3125
Livingston Police Department	225-686-7153
Albany Police Department	225-567-2115
Springfield Police Department	225-294-3150 or 225-294-3600
French Settlement Police Department 3484	225-698-6100 or 225-698-
Port Vincent Police Department	225-698-6113
LA. State Police, Troop A	225-295-8500



**EMERGENCY INFORMATION SOURCES  
LIVINGSTON PARISH**

**INDUSTRY ORGANIZATIONS**

**CHEMTREC**

Chemical Transportation Emergency Center (WASH.) 1-800-424-9300

**BUREAU OF EXPLOSIVES**

Association of American Railroads

(WASH.) 1-202-293-4048

(local) 773-1361 or 835-0377

**POISON CONTROL CENTER**

(N.O.) 225-568-5222

**NATIONAL RESPONSE CENTER**

(WASH.) 1-800-424-8801

## FIRE SERVICES LIVINGSTON PARISH

### I. PURPOSE

It is the purpose of this annex to establish fire service policies for Livingston Parish that save lives, prevent injury, and protect property, as well as support Parish protective response actions during emergency situations and disasters.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

Fire prevention and control are daily problems faced by fire service personnel. These problems become more significant during emergency situations. Several hazards present difficulties with regard to fire protection including conflagrations, urban fires, nuclear attack, hazardous materials incidents, and fixed nuclear facility incidents.

#### B. Assumptions

Existing fire personnel and equipment will be able to handle most emergency situations through the use of existing mutual aid agreements. When additional support is required, assistance can be obtained from state and federal agencies.

### III. CONCEPT OF OPERATIONS

#### A. General

The responsibilities of the fire service in disaster situations are basically the same as in daily operations. Their primary responsibility is fire control. They are also involved on a regular basis with rescue operations and hazardous materials incidents. They also service a supplemental emergency preparedness duty of providing backup support for the operation of the public warning system and support for radiological defense activities.

## B. Phases of Management

### 1. Mitigation

- a. Advise public officials on needed changes to fire and zoning codes.
- b. Enforce fire codes.
- c. Conduct public fire safety and hazardous materials safety education programs
- d. Negotiate mutual aid agreements with other jurisdictions.

### 2. Preparedness

- a. Maintain equipment
- b. Recruit, train and exercise personnel
- c. Develop command and communications procedures
- d. Review preparedness

### 3. Response

- a. Suppress fires
- b. Conduct search and rescue operations
- c. Support in operation of public warning system (see Annex C)
- d. Support Radiological Protection (see Annex F)
- e. Respond to Hazardous Material Incidents (see Annex H). Advise public officials of potential hazardous materials dangers.
- f. Activate auxiliary and volunteer support groups as needed.
- g. Advise public officials of possible need for evacuation.

### 4. Recovery

- a. Conduct fire inspections
- b. Conduct decontamination

- c. Continue response operations
- d. Assist in damage assessment
- e. Designate safe and danger areas on site of emergency incident.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### A. Municipal fire departments and Fire Protection Districts

1. Coordinate all fire service activities within jurisdiction
2. Suppress fires, including those in emergency shelters
3. Prevent fire
4. Support in operation of systems to warn the public as needed
5. Enforce fire code
6. Support radiological defense measures
7. Respond to hazardous materials incidents
8. Establish and/or renew mutual aid agreements
9. Assist in the rescue of injured persons during emergencies
10. Assist in searching for missing persons
11. Alert all emergency support services to dangers associated with technological hazards and fire during emergency operations

##### B. Military Support

Support local fire control and search and rescue operations.

#### V. DIRECTION AND CONTROL

##### A. Operations

1. The Fire Chief of each designated municipal fire department and fire protection district shall have authority for fire operations within his respective coverage area.

2. Command Post and Staging Area procedures will be followed to effectively coordinate all field operations.
3. In declared disasters such as National emergencies, enemy attack, or natural disasters, the Parish President, through the Livingston Parish Office of Emergency Preparedness, will coordinate emergency operations within Livingston Parish from the Emergency Operations Center (EOC).
4. To assist in emergency operations, the Director of Livingston Parish Office of Emergency Preparedness shall appoint a fire representative to coordinate field command post/fire station activities through the EOC. The fire representative will also coordinate the use of resources from outside jurisdictions.
5. Each fire company chief shall be a volunteer field command post chief within his respective jurisdiction with the responsibility of providing situation reporting to the EOC. According to the type and extent of an emergency, reports may contain information on casualties, extent of damage, danger to other areas and other pertinent information as needed.
6. Priority of fire fighting and rescue operations shall always be given to designated shelters, and areas immediately adjacent to said shelters.
7. Routine operations will be handled by the respective fire departments in accordance with their standard operating procedures. State and Federal support will be called upon as needed.

B. Evacuation

1. The Fire Chief in charge shall recommend area evacuation in the event of a fire, explosion, or hazardous materials incident. Such recommendations shall be coordinated with the Livingston Parish Sheriff's Office (LPSO) and the Livingston Parish Office of Emergency Preparedness.
2. In situations when in the opinion of the LPSO and/or the Livingston Parish Office of Emergency Preparedness that evacuation is essential to saving lives, an evacuation order may be issued.
3. Prior to the issuing of an evacuation order to the news media for public dissemination, all affected agencies shall be notified if time permits, and the issuance of such orders shall be announced from the EOC.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are according to the standard operating procedures established by each department.

VII. ADMINISTRATION AND LOGISTICS

Fire service resource listings are maintained in the Operations Section of the Emergency Operations Center (EOC).

VIII. PLAN DEVELOPMENT AND MAINTENANCE

It is the responsibility of each fire department to insure its own operational capabilities. The respective Fire Chief will coordinate the planning of all fire services related to emergency preparedness operations. Each fire chief is responsible for the development and maintenance of standard operating procedures to implement this plan and govern the operations of his department.

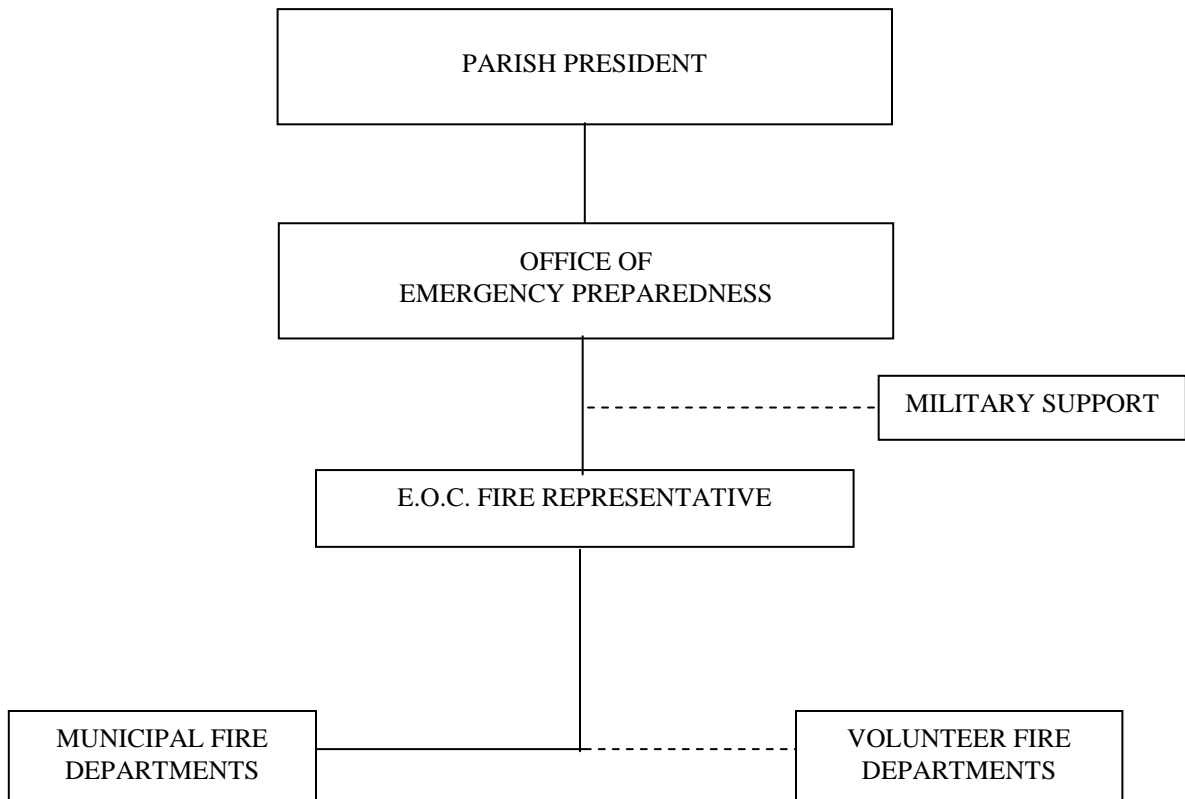
IX. AUTHORITIES AND REFERENCES

See Basic Plan

APPENDICES TO ANNEX I:

- (1) Organizational Chart
- (2) Fire Fighting Resource List

LIVINGSTON PARISH FIRE SERVICE  
ORGANIZATIONAL CHART



\_\_\_\_\_ Direct  
----- Coordination

FIRE FIGHTING RESOURCES AVAILABLE IN LIVINGSTON PARISH

I. RESOURCES AVAILABLE IN THE TOWN OF ALBANY AND FIRE DISTRICT 1

\*No medical services or extrication equipment.

- A. Fire Stations 1
- B. Personnel 12 volunteers
- C. Equipment
  - 1 Service unit
  - 1 750 GPM pumper w/750 gallon tank
  - 1 500 GPM pumper w/1,800 gallon tank
  - 1 250 GPM pumper w/1250 gallon tank
  - 1 500 GPM pumper w/2,800 gallon tank
  - 1 1,500 GPM pumper w/500 gallon tank
  - 1 500 GPM pumper/tanker w/2,200 gallon tank
  - 2 15' telescoping 2,000 watt light sets
  - 1 6000 watt generator
- D. Hydrants Pressurized: 65 total w/2-1/2 and 4-1/2 inch outlets with National Standard Threads (7.5/inch). Trucks carry adapters.  
Non-pressurized: 13 dry hydrants
- E. Chain of Command
  - Chief
  - Assistant Chief
  - Driver/Operator
  - Senior Fireman

II. RESOURCES AVAILABLE IN DENHAM SPRINGS

\*Provides extrication and medical services

- A. Fire Stations 2
- B. Personnel
  - 21 full time
  - 8 volunteers



- C. Equipment
  - 1 1,500 GPM pumper w/1,000 gallon tank
  - 2 1,000 GPM pumpers w/1,000 gallon Tank
  - 1 750 GPM w/500 gallon tank
  - 1 Service Truck
  
- D. Hydrants
  - Pressurized: 525 total; 2-½ inch and 4-½ inch outlets with National Standard Threads (7.5/inch). Trucks carry adapters.
  
- E. Chain of Command
  - Chief
  - Assistant Chief
  - Captains
  - Drivers

III. RESOURCES AVILABLE IN SPRINGFIELD, KILLIAN, AND FIRE DISTRICT 2

\*Provides extrication and medical services.

- A. Fire Stations
  - 5
  
- B. Personnel
  - 60 volunteers
  
- C. Equipment
  - 1 1,250 GPM pumper w/1,000 galllon tank
  - 3 1,000 GPM pumpers w/1,000 gallon tank
  - 1 1,000 GPM pumper w/500 gallon tank
  - 1 750 GPM pumper w/1,150 gallon tank
  - 1 500 GPM pumper w/1,150 gallon tank
  - 1 1,600 gallon tanker
  - 1 1,000 gallon tanker
  - 1 rescue/service unit
  - Cascade system @ Springfield station
  - Portable pumps
  - 1 generator
  
- D. Hydrants
  - Pressurized: 3 total; 2-½ inch and 4-½ inch outlets with National Standard Threads.
  - Non-pressurized: 2 dry hydrants
  
- E. Chain of Command
  - Chief
  - Deputy Chief
  - Assistant Chief

IV. RESOURCES AVAILABLE IN FRENCH SETTLEMENT AND FIRE DISTRICT 8

\*Provides extrication and medical service

- A. Fire Stations 2
- B. Personnel 24 volunteers
- C. Equipment
  - 1 1,000 GPM w/500 gallon tank
  - 1 1,000 GPM w/1000 gallon tank
  - 1 1,000 gallon tanker
  - 1 2,000 gallon tanker
  - 1 8,000 gallon tanker
  - 2 rescue/service units
- D. Hydrants Pressurized: none
- E. Chain of Command
  - Chief
  - Assistant Chief
  - President
  - Medical Officer

V. RESOURCES AVAILABLE IN HOLDEN AND FIRE DISTRICT 10

\*Provides extrication and medical services

- A. Fire Stations 5
- B. Personnel 38 volunteers
- C. Equipment
  - 1 750 GPM pumper w/500 gallon tank
  - 1 2,400 gallon tanker
  - 2 1,250 gallon tanker w/1,000 gallon tank
  - 1 1,000 GPM pumper w/500 gallon tank
  - 1 1,000 GPM pumper w/1,000 gallon tank
  - 1 tanker w/1,000 gallon tank
  - 1 2,000 GPM pumper w/1,000 tank
  - 2 rescue units
  - Cascade system @ station on Hwy 441
- D. Hydrants Pressurized: 4 total; 4-1/2 x 2-1/2 outlets  
Non-pressurized: 2 dry hydrants
- E. Chain of Command
  - Chief
  - Assistant Chief
  - Captain
  - Firefighters

VI. RESOURCES AVAILABLE IN LIVINGSTON

\*Provides extrication and medical services.

- A. Fire Stations 1
- B. Personnel 1 full time  
15 volunteers
- C. Equipment 1 1,000 GPM pumper w/750 gallon tank  
1 250 GPM w/1,200 gallon tank  
1 Service unit w/Cascade system
- D. Hydrants Pressurized: 129 total; 2-½ and 4-½ inch  
outlets with National Standard  
Threads. Trucks carry adapters.  
Unpressurized: 1 dry hydrant
- E. Chain of Command Chief  
Assistant Chief  
Captain  
Lieutenant

VII. RESOURCES AVAILABLE IN MAUREPAS AND FIRE DISTRICT 9

\* Provides extrication and medical services

- A. Fire Stations 2
- B. Personnel 29 volunteers
- C. Equipment 2 1,000 GPM pumpers w/1,000 gallon tank  
1 500 GPM pumper w/300 gallon tank  
1 1,000 gallon tanker  
1 1,600 gallon tanker  
1 Service truck
- D. Hydrants Pressurized: none  
Unpressurized: 3 dry hydrants
- E. Chain of Command Chief  
Assistant Chief  
Captains

VIII. RESOURCES AVAILABLE IN WALKER AND FIRE DISTRICT 4

\* Provides extrication and medical services

- A. Fire Stations 9
- B. Personnel 12 full-time  
50 volunteers
- C. Equipment
  - 4 750 GPM pumpers
  - 5 1,500 GPM pumpers
  - 3 1,000 GPM pumpers
  - 6 1,800 gal tankers
  - 2 2,000 gallon tankers
  - 2 2,200 gallon tankers
  - 1 1,700 gallon tanker
  - 4 Rescue vehicles
  - 3 Grass rigs
- D. Hydrants Pressurized: 400 total; 2-1/2 x 4-1/2 outlets  
w/NST. Trucks carry adapters.  
Non-pressurized: 5 dry hydrants
- E. Chain of Command
  - Chief
  - Deputy Chief
  - Assistant Chiefs
  - District Chiefs
  - Captains
  - Lieutenants
  - Firemen

IX. RESOURCES AVAILABLE IN COLYELL AND DISTRICT 7

\* Provides extrication and medical services

- A. Fire Stations 2
- B. Personnel 24 volunteers
- C. Equipment
  - 1 1000 GPM pumper w/750 gallon tank
  - 1 1000 GPM pumper w/500 gallon tank
  - 1 1000 GPM pumper w/650 gallon tank
  - 1 750 GPM pumper w/750 gallon tank
  - 1 350 GPM pumper w/1600 gallon tank
  - 1 Service/Rescue unit

3 level A suits on Rescue unit  
1 Grass unit  
3 tankers

D. Hydrants Pressurized: 24 total; 2-½ X 4-½ outlets  
w/ National Standard Threads  
7.5 threads/inch. Trucks carry  
adapters.

E. Chain of Command Chief  
Assistant Chief  
Captains  
Lieutenants

X. RESOURCES AVAILABLE IN DISTRICT 11

\*Provides medical service.

A. Fire Stations 1

B. Personnel 20 volunteers

C. Equipment  
1 750 GPM pumper w/1,000 gallon tank  
1 250 GPM pumper w/600 gallon tank  
1 250 GPM pumper w/2,700 gallon tank  
2 EMS/Equipment truck

D. Hydrants Pressurized: 3  
Non-pressurized: 4 dry hydrants

E. Chain of Command Chief  
Assistant Chief  
Captains  
Firefighters

XI. RESOURCES AVAILABLE IN DISTRICT 5

\*Provides extrication and medical services

A. Fire Stations 4

B. Personnel 3 full-time  
44 volunteer (paid on call)

- C. Equipment
  - 1 1,000 GPM pumper w/3,000 gallon tank
  - 1 1,500 GPM pumper w/1,000 gallon tank
  - 1 1,000 GPM pumper w/1,800 gallon tank
  - 1 1,500 gallon tanker
  - 1 1,800 gallon tanker
  - 2 engines of unknown GPM pumps
  - 1 75' ladder truck
  - 1 Air Support Unit
  - 1 Grass Rig
  - 1 Rescue/Service Unit
  
- D. Hydrants
  - Pressurized: 360; 2-½ x 4-½ inch outlets  
w/National Standard Threads
  - Non-pressurized: 2 dry hydrants
  
- E. Chain of Command
  - Chief
  - Assistant Chief
  - District Chief
  - Captain
  - Lieutenant
  - Scene Managers
  - Firefighters

SEARCH AND RESCUE  
LIVINGSTON PARISH

I. PURPOSE

This annex is intended to provide a basis from which trained and equipped emergency rescue response forces will have the capability to perform effectively during extraordinary conditions. To locate, identify, and remove from the stricken area: survivors, the injured in need of medical treatment and decontamination, the marooned and the dead.

II. SITUATION AND ASSUMPTIONS

A. Situation

Livingston Parish may be subject to severe damage from floods, tornadoes, hurricanes, earthquakes, industrial plant explosions, water related disaster, and war, which would result among other things in victims being trapped in damaged and collapsed structures, missing persons and the dead.

B. Assumptions

An organized, trained, well equipped search and rescue capability within Livingston Parish is needed as an effective means by which to minimize loss of life to the general public.

III. CONCEPT OF OPERATIONS

A. General

1. Day-to-Day Rescue Operations

In Livingston Parish, the Livingston Parish Sheriff's Office (LPSO), municipal police departments, municipal and volunteer fire departments provide 24-Hour coverage for all fire safety and law enforcement functions.

2. Volunteer Search and Rescue Assistance

The day-to-day rescue force in Livingston Parish is augmented by volunteer search and rescue activity.

Each search and rescue unit responding will maintain a management control unit using an in-house chain-of-command to insure that operation control is maintained throughout the duration of the search and rescue operation. All participating units will coordinate their efforts with the Livingston Parish Sheriff's Office (LPSO), unless the Livingston Parish Emergency Operations Center has been activated.

3. War Related Events

The technical competence and ready availability of the rescue force will be augmented during war emergencies by mobilizing additional skills in medical, building trades, engineering services, heavy equipment operations, communications, air support (rotary and fixed-wing aircraft), and water support (divers and surface vessels.)

4. Natural Disaster and Technological Hazards

Day-to-day rescue capability will be augmented by Livingston Parish's volunteer search and rescue organizations during natural and technological disasters to the extent necessary to eliminate the problem at hand. Operations may also require the mobilization of medical personnel, building trades, engineering services, heavy equipment operations, mutual aid and 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 navigable waterways.

2. Preparedness

- a. Rescue units and Emergency Medical Technicians ( EMTs) are trained on a regular basis in rescue skills and techniques by the responsible controlling agency or organization.
- b. Rescue equipment is tested, maintained and repaired by the responsible agency or organization.
- c. Response plans are revised at regular intervals and updated accordingly by the Livingston Parish Office of Emergency Preparedness.



### 3. Response

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

- a. initiation of search and rescue missions as necessary,
- b. traffic and scene perimeter control as needed,
- c. evacuation and relocation as required,
- d. Emergency Operations Center (EOC) coordination as appropriate,
- e. mobilization of support activities as required,
- f. administering emergency first aid.

### 4. Recovery

- a. public information activities,
- b. initiate return to normalcy when mission is completed,
- c. inventory and replace losses,
- d. secure and return to normal duty.

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. Coordination

1. The appropriate dispatcher and designated On-Scene Commander maintain normal day-to-day rescue.
2. The designated On-Scene Commander and the Emergency Operations Center personnel will manage any State of Emergency.

### B. Responsibilities

1. The on-scene commander shall insure that the following are assigned and carried out:
  - a. fire and hazard control
  - b. crowd, scene perimeter and traffic control

- c. extrication, rescue and intermediate transportation to a designated triage point
  - d. transportation coordination
  - e. Public Information Officer (PIO) designated
2. The On-Scene Commander will insure that the following are designated:
  - a. a Command Post
  - b. staging areas for: responders, equipment, survivors, temporary morgues
  - c. vehicle and site access and exit
3. All incoming and exiting services shall report to the On-Scene Commander for assignments.

C. Operations

1. Fire and law enforcement personnel are assigned responsibility for day-to-day search and rescue operations.
2. Volunteer search and rescue assistance is requested primarily for water related incidents in the parish, to include boating mishaps, missing persons and downed aircraft mishaps.
3. Motor vehicle transportation support is provided by the LPSO, Fire Departments, and other supporting Livingston Parish agencies as necessary.

D. Resource Support Base

In the event additional resources are needed, Livingston Parish search and rescue organizations will contact other agencies including Louisiana State Police, the Louisiana Department of Wildlife and Fisheries, the Forestry Commission, and the Department of Environmental Quality.

V. DIRECTION AND CONTROL

- A. Direction and control of the total rescue force is the primary responsibility of the Livingston Parish Sheriff's Office. All emergency responses requiring rescue operations and additional resource support will be channeled through the LPSO,

unless the Livingston Parish EOC has been activated.

- B. Direction and control for search and rescue operations in Livingston Parish may be coordinated by either a single department or may be conducted as a joint venture involving more than one agency or rescue group. The Livingston Parish Sheriff's Office will have overall control, unless the Livingston Parish Emergency Operations Center has been activated.

## VI. CONTINUITY OF GOVERNMENT

See Basic Plan, Section VI

## VII. ADMINISTRATION AND LOGISTICS

The Livingston Parish Office of Emergency Preparedness staff will be responsible for coordinating with representatives from all affected search and rescue groups in order to insure that necessary updates and structural changes are made.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

The primary responsibility for the development and maintenance of this annex and standard operating procedures to implement it rests with the Livingston Parish Office of Emergency Preparedness. Support will be provided by representatives from municipal and volunteer fire departments, Livingston Parish Sheriff's Office, municipal police departments, and volunteer search and rescue groups in Livingston Parish.

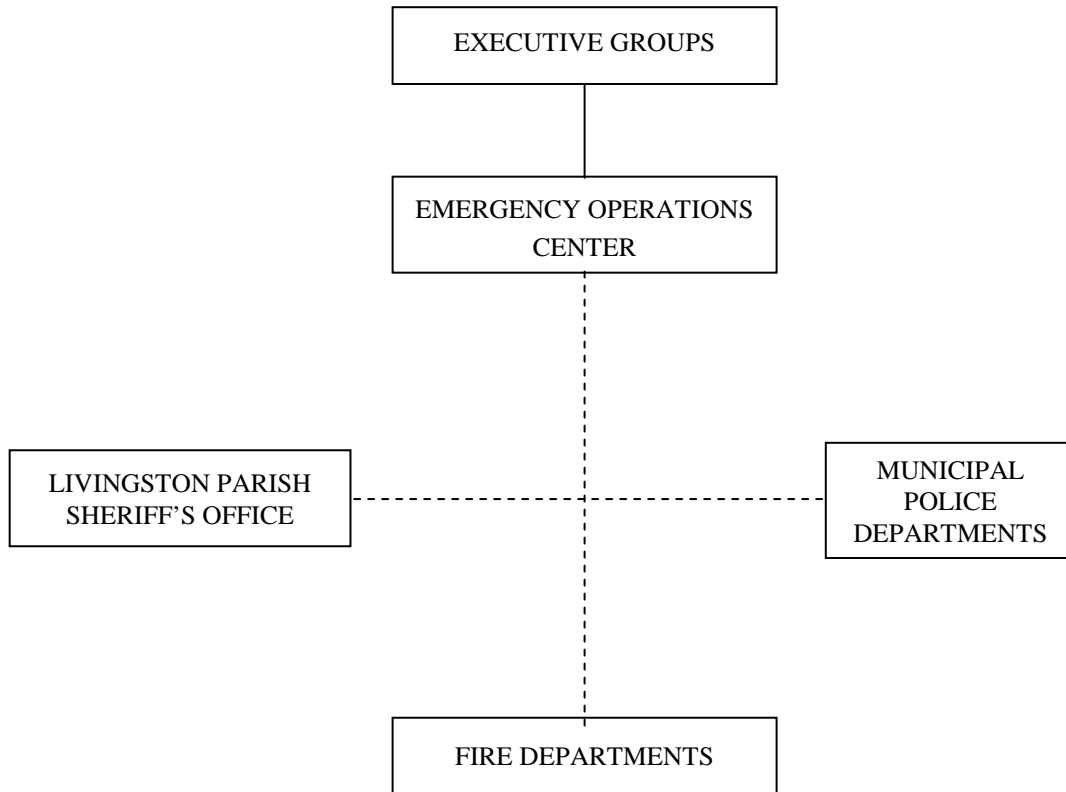
## IX. AUTHORITIES AND REFERENCES

See Basic Plan

APPENDICES TO ANNEX J:

(1) Search and Rescue Organizational Chart

SEARCH AND RESCUE ORGANIZATIONAL CHART  
LIVINGSTON PARISH



\_\_\_\_\_ Direct  
-----Coordination

## DAMAGE ASSESSMENT LIVINGSTON PARISH

### I. PURPOSE

To establish procedures for the accurate assessment and reporting of damage to public and private property resulting from a disaster in order to restore the affected community to its natural order.

### 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 which 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 Livingston 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.

#### B. Assumptions

1. Fast and accurate damage assessment is vital to effective disaster responses.
2. Pre-arranged teams of local resource personnel will assess damage.
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 Director of Livingston Parish Office of Emergency Preparedness or his designee will be responsible for damage surveys, collection of data and the preparation of damage assessment reports. The Director of Livingston Parish Office of Emergency Preparedness, acting on behalf of Livingston Parish, will submit the needed reports to the Louisiana Office of Emergency Preparedness. Qualified, trained local teams will conduct damage assessment. Support may be requested from outside sources.

#### B. Phases of Emergency Preparedness

##### 1. Mitigation

- a. Develop a damage assessment training program with teams of qualified local personnel.
- b. Designate a Damage Assessment Officer (DAO).
- c. Develop 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. Select and train personnel in damage assessment techniques.
- c. Review procedures for damage reporting and accounting. (See Louisiana Disaster Recovery Manual)
- d. List all critical facilities and all parish buildings requiring priority assessment.

##### 3. Response

- a. Activate the damage assessment staff in the Emergency Operations Center (EOC).
- b. Assign disaster assessment teams and begin collecting data at onset of the event.

- c. Document all emergency work performed by local resources, including appropriate photographs.
  - d. Compile all damage reports for appropriate agencies.
  - e. Inform officials of hazardous facilities, bridges, roads, etc.
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 improvements.
  - f. Appoint an Authorized Agent to represent Livingston Parish.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### A. Livingston Parish Office of Emergency Preparedness

The Livingston Parish Office of Emergency Preparedness is responsible for the overall direction and control of damage assessment for the Parish and its municipalities, to include:

- 1. assembling a team for developing a damage assessment plan,
- 2. appointing a Damage Assessment Officer (DAO),
- 3. developing public information and education programs.

##### B. Damage Assessment Officer (DAO)

The DAO will locate in the Emergency Operations Center (EOC) and direct damage assessment operations. He will be responsible to the Director of Livingston Parish Office of Emergency Preparedness for the operation of the teams, collection of data, and reporting. He will also:



1. assist the Director of Livingston Parish Office of Emergency Preparedness and those from other agencies that are involved in recovery operations in establishing a sequence of repairs and priorities for restoration of affected areas,
2. coordinate disaster teams conducting field surveys,
3. maintain sufficient quantities of needed forms for damage assessment teams and other departments/agencies assisting with assessment/recovery operations,
4. collect and compile incoming damage reports from teams in the field, and from other operations directors such as parish department directors, the health and medical coordinator, and others with outside agencies such as American Red Cross, school systems, utility companies, etc.,
4. collect, report and maintain estimates of expenditures and obligations as required,
5. correlate and consolidate all expenditures and damage assessment for submission to Louisiana Office of Emergency Preparedness,
6. be available to escort State and Federal damage survey officials on inspections of damaged areas and have damage sites located on area maps before State and Federal inspectors arrive,
7. 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,
8. conduct damage assessment training programs,
9. maintain a list of critical facilities (public buildings, streets, bridges, etc.) requiring priority repairs, if damaged.

C. Municipalities

1. Conduct damage assessment survey of public facilities and private property within the political subdivision with assistance as required from parish resources.
2. Maintain accurate records of funds, materials, and man-hours expended as a direct result of the disaster.

3. Receive, record and consolidate all damage reports made by private citizens within the political subdivision.
5. Provide the Livingston Parish Damage Assessment Officer with a consolidated report of all public and private damages incurred within 24 hours of the disaster. Periodic radio and/or telephone reports should be made as information becomes available or is requested from the EOC. Telephone reports are acceptable to meet the time requirements; however, confirmation in writing must be furnished within 72 hours.

#### D. Damage Assessment Teams

During the post-emergency phase of a disaster, it will be of utmost importance to have organized sufficient numbers of damage assessment teams. Teams for Livingston Parish will include any of the following representatives of parish departments, support agencies and/or private sector:

Inspection & Code Enforcement (inspectors)  
Maintenance Departments (Engineering, Traffic, Streets Divisions)  
Public Utilities (Engineering)  
Photographer  
Livingston Parish Office of Emergency Preparedness  
Animal & Pest Control (drivers & vehicles)  
American Red Cross  
County Agent  
Utility Companies  
Tax Assessment Officers  
Contractors  
Real Estate Agents  
Insurance Agents

#### V. DIRECTION AND CONTROL

The Livingston Parish Office of Emergency Preparedness is responsible for developing a damage assessment program. The Damage Assessment Officer is a member of the EOC staff and is responsible for the training of the damage assessment teams. Direction and Control of the assessment effort will be from the EOC. All parish departments will provide personnel and resources to support the damage assessment effort, as requested. Personnel from operating departments assigned to damage assessment responsibilities will remain under the control of their own departments but will function under the technical supervision of the Damage Assessment Officer (DAO).

## 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 of same.

## VII. ADMINISTRATION AND LOGISTICS

### A. Forms and Record Retention

Field reporting forms and all necessary federal disaster reporting forms and guidance are located in the EOC 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 need arises.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Director of Livingston Parish Office of Emergency Preparedness, along 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

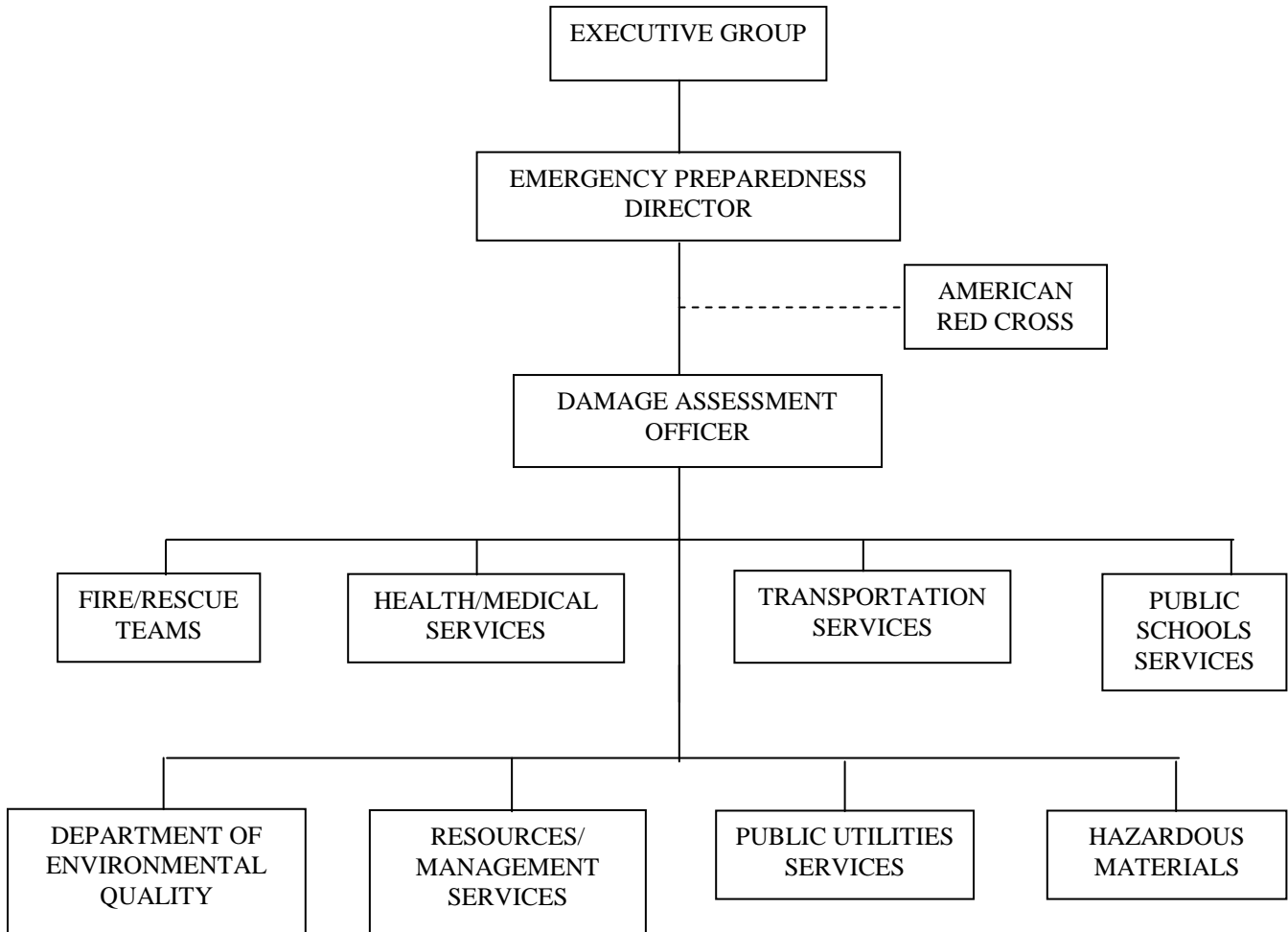
Handbook for Applicants Pursuant to P.L. 93-288, FEMA, 1994

State of Louisiana, Disaster Recovery Manual, April 1995 (Red Book)

## APPENDICES TO ANNEX K:

(1) Damage Assessment Organizational Chart

DAMAGE ASSESSMENT  
ORGANIZATIONAL CHART  
LIVINGSTON PARISH



\_\_\_\_\_ Command lines  
----- Coordination

## RESOURCE MANAGEMENT LIVINGSTON PARISH

### I. PURPOSE

This annex is designed to provide guidance to local government for management of resources in an emergency situation. The purpose of this annex is to provide for the proper inventorying of the community resources in Livingston Parish on a continuing basis and develop procedures to deploy these resources in an orderly and timely manner in an emergency.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

An emergency situation can result from a natural or manmade occurrence resulting in the loss of life or property. During such an emergency, it is the responsibility of local government to protect the lives and property of its citizens. Efforts to mitigate these problems are coordinated through the Emergency Operations Center (EOC) where a list of available local resources is kept on file.

#### B. Assumptions

1. Procedures have been established for requesting assistance and resources during an emergency.
2. A network of response inventory to assist in keeping adequate resources is available.
3. Resource inventory includes anticipated needs of local government for all types of emergencies.
4. Proper coordination of all available resources has been provided.

### III. CONCEPT OF OPERATIONS

#### A. General

It is the responsibility of local government to protect the lives and property of its

citizens.

At the time of the emergency, the Resource Manager will form a Resource Priorities Board, which will determine the availability of essential resources in Livingston Parish and recommend priorities for the use of scarce supplies and materials needed to maintain the welfare of the population. The Resource Priorities Board will consist of the head of each government agency or private organization which ordinarily controls or supplies such resources or services as: food supplies, construction equipment and materials, fuels, transportation, electric power, water, medical supplies, natural gas, industrial production, manpower, sewage and waste disposal, and others. The Resource Manager will appoint an assistant to help with the most critical supply efforts. (See Appendix 1 of this annex) Plans and duties in these areas are found in other appropriate appendices.

Local government will:

1. commit all, or that part of its available resources necessary to protect lives and property and relieve suffering and hardship,
2. seek assistance from the Louisiana Office of Emergency Preparedness in the event all local resources have been expended or committed,
3. maintain a list of available resources to be utilized during an emergency,
4. maintain records of all resources expended, such as manpower, equipment and materials.

B. Phases of Management

1. Mitigation
  - a. Plan resource services to be provided in an emergency.
  - b. Coordinate activities through the EOC and the Resource Manager.
  - c. Plan and train adequate personnel for maximum utilization of resources of the following units of government:
    - (1) Sheriff/Police Departments
    - (2) Fire Departments
    - (3) Parish Health Department
    - (4) Engineering Department
    - (5) Office of Family Support
    - (6) Department of Education

(7) Public Utilities

- d. Coordinate and utilize all available resources during emergency.

2. Preparedness

- a. Identify emergency resources and sources for requesting assistance.
- b. Prepare and update list of needed resources.
- c. Coordinate resources with other agencies and volunteers in order to maintain adequate resources.
- d. Update Mutual Aid Agreements.

3. Response

- a. Distribute and manage resources.
- b. Coordinate resources to disaster victims.
- c. Identify resource distribution centers.
- d. Coordinate services with Parish and local governments.
- e. Make available list of sources to provide materials, equipment, and other resources during emergencies. (See Appendix 1, this annex)
- f. Coordinate local efforts with other agencies.
- g. Keep records of services and resources rendered during an emergency.

4. Recovery

- a. Assess needs of victims.
- b. Estimate costs to provide resources.
- c. Assess impact of the emergency on the available resources and identifiable needs.
- d. Coordinate resource management.
- e. Provide public information about resource availability for disaster

victims.

- f. Record resource needs and available supplies.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The day-to-day operations of the Livingston Parish Office of Emergency Preparedness provide planning and personnel training to obtain the maximum use of available resources and materials in the event an emergency should arise. During the emergency local government will coordinate and identify essential resources to be used to assist disaster victims in accordance with Appendix 1 to this annex. The aim of the Resource Management Annex is to assist with the utilization of resources and trained personnel to carry out effectively each assignment. Among the many resources needed during an emergency are the following.

- 1. Heavy Equipment
  - a. Machinery for clearance
  - b. Bulldozers
  - c. Backhoes
  - d. Drag-lines
  - e. Vac-All
- 2. Specialized Equipment
  - a. Chain saws
  - b. Fire fighting equipment
  - c. Water pumps
  - d. Rescue equipment
  - e. Generators
  - f. Portable lighting
  - g. Radiological instruments



3. Temporary Shelters
  - a. American Red Cross Shelters
  - b. Hotels and motels
  - c. local public facilities
    - (1) Schools and universities
    - (2) Parks and recreation areas
    - (3) Other government buildings
    - (4) Private facilities
      - (a) Churches
      - (b) Clubs
      - (c) Resorts
      - (d) Office buildings
      - (e) Stores
4. Food Centers
  - a. Wholesalers
  - b. Grocery stores
  - c. Frozen food lockers
5. Medical Care
  - a. Hospitals
  - b. Medical clinics
  - c. Drug stores
  - d. Ambulance service

- e. Emergency medical services
- 6. Transportation
  - a. Buses
  - b. Trucks
  - c. Trains
  - d. Boats
  - e. Lowboy - Tractor/Trailer
  - f. Aircraft
  - g. Ambulances, vans with lifts and other vehicles for injured or handicapped persons
- 7. Marine Equipment
- 8. Miscellaneous Supplies
  - a. Sand
  - b. Sand bags

Planning addresses both the normal and extraordinary emergency roles for management of resources.

#### V. DIRECTION AND CONTROL

The Resource Manager along with the Director of the Livingston Parish Office of Emergency Preparedness, will be responsible for the coordination, acquisition, distribution and management of resources and supplies. The major responsibility is to identify available sources from which needed resources can be obtained during an emergency situation. The Resource Manager will handle coordination of these resources during emergencies from the EOC. Routine checks will be made in order to maintain an accurate list of supplies and to insure their protection.

#### VI. CONTINUITY OF GOVERNMENT

Lines of succession are in accordance with the Basic Plan.

## VII. ADMINISTRATION AND LOGISTICS

- A. The resource management network is a function of the Emergency Operations Center (EOC) and a primary responsibility of the Director of the Livingston Parish Office of Emergency Preparedness. It should function effectively during an emergency situation.
- B. A listing of all available stores and supplies of food, materials, and equipment is kept on file in the EOC.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Director of the Livingston Parish Office of Emergency Preparedness along with the Resource Manager will be responsible for the development and updating of this annex. The Livingston Parish Office of Emergency Preparedness will be responsible for keeping an accurate and updated list of all available sources that will supply resources in an emergency.

## IX. AUTHORITIES AND REFERENCES

See Basic Plan

## APPENDICES TO ANNEX L:

- (1) Organizational Chart
- (2) Food Supply Plan
- (3) Fuel Supply Plan
- (4) Transportation Plan
- (5) Construction Plan
- (6) Utility Plan
- (7) Manpower Plan
- (8) Resource List

MANPOWER PLAN  
LIVINGSTON PARISH

I. GENERAL

The manpower section of the Resource and Supply Services shall provide able-bodied men and women to other emergency services for special or general jobs that need to be done for the welfare and care of the relocated public.

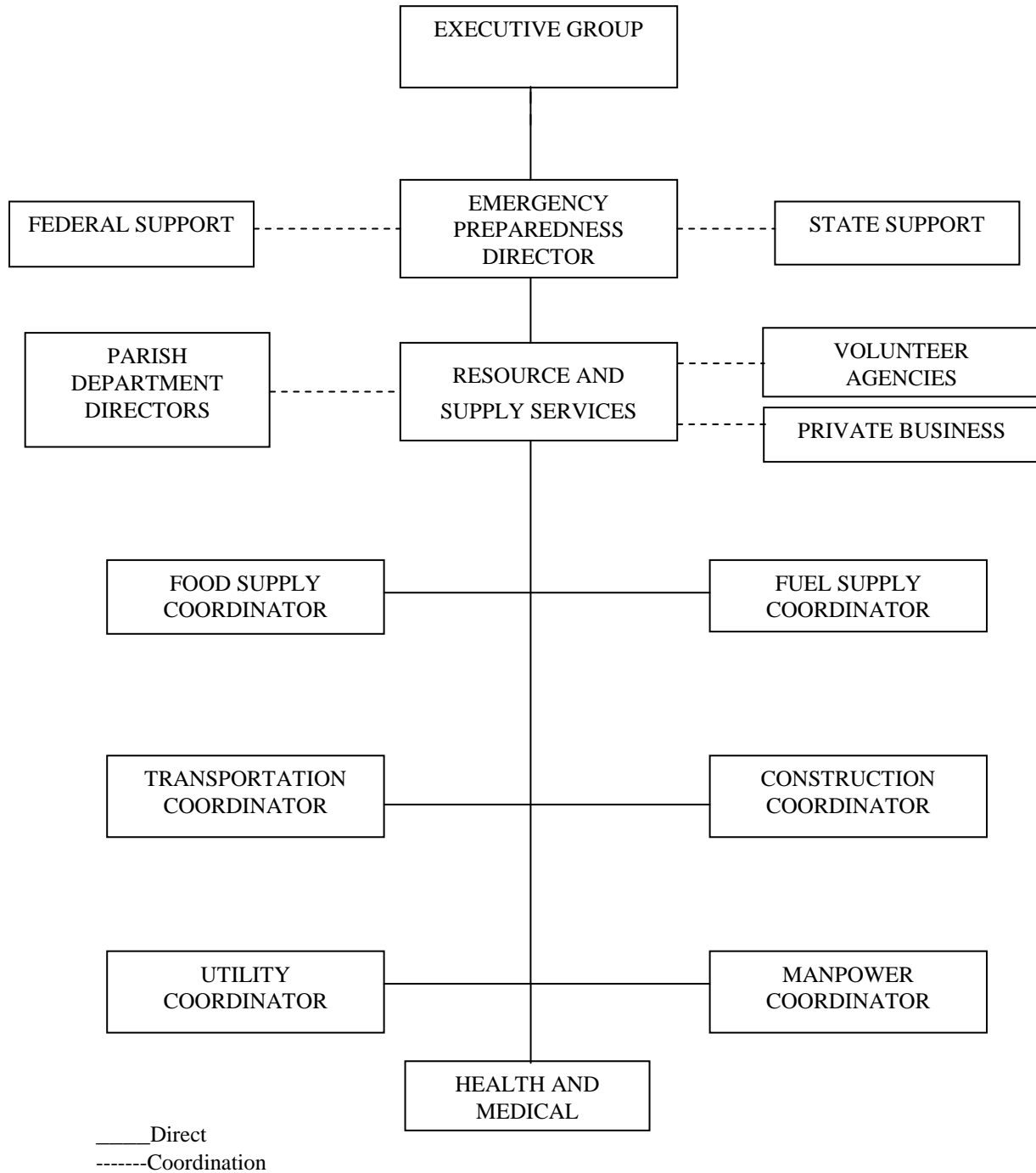
II. RESPONSIBILITIES

The Manpower Coordinator, shall be responsible to the Resource Manager of the Coordinator and Management Service, for providing manpower, critical and general, to the emergency services requesting this type of assistance.

III. OPERATIONS

- A. The Manpower Coordinator, upon being notified of activation by the Resource Manager of the Resource and Supply Services Section, will form his staff (usually made up of people from the local Employment Service or Parish Personnel and/or Reception and Care [R&C] Centers). Manpower Services people will assign evacuees to different tasks which must be accomplished for the common welfare of the people in a time of crisis (i.e., sanding/sandbagging a building, cooking/kitchen duties, security, etc.). Job assignments will be made in accordance with the procedures, checklist and assignment as stated in Annex A, Livingston Parish Basic Plan, EOC Staff and position.
- B. In the case of shortages, the Resources Priority Board shall set priorities. The Manpower Coordinator, shall coordinate with the local and state employment services.

LIVINGSTON PARISH RESOURCE MANAGEMENT  
ORGANIZATIONAL CHART  
LIVINGSTON PARISH



FOOD SUPPLY PLAN  
LIVINGSTON PARISH

I. GENERAL

- A. Normally, food supplies on hand in retail stores in Livingston Parish would be sufficient to sustain the resident population for approximately four (4) days without re-supply. Local residents are estimated to have on hand in their homes enough food to support themselves for seven (7) days.
- B. Evacuees are expected to bring at least a three (3) day supply to feed themselves until the food distribution system can be redirected from the large cities to the rural areas.
- C. Based on the national Emergency Food consumption standard established by the U.S. Department of Agriculture, which provides a minimum of 2,500 calories per person per day, (approximately 3.25 pounds per person), plans may be made for additional population.

II. RESPONSIBILITIES

- A. Commercial food industry (processors, wholesalers, and retailers) will be responsible for redistribution of food stocks in the Parish.
- B. Food Supply Coordinator will be responsible for arranging the distribution and control of all available food stocks within Livingston Parish.
- C. Coordinator for each lodging district is responsible for requesting the amount of food needed from Food Supply Coordinator.

III. CONCEPT OF OPERATIONS

- A. Food Supply Operations Center will be located at the Piggly Wiggly Food Store, US Hwy. 190 at LA. Hwy. 63, Livingston, Louisiana, or other designated site(s).
- B. Based on food supply requests forwarded by the Lodging District Feeding Coordinators, the Food Supply Coordinator will locate food needed and arrange for transportation to the district rationing distribution point, or mass feeding kitchens, where needed.

- C. All trucks delivering food and other grocery products to Livingston Parish will first report to the Food Supply Operations Center. From this point, the Food Supply Coordinator will direct trucks to appropriate storage or distribution areas.

FUEL SUPPLY PLAN  
LIVINGSTON PARISH

I. GENERAL

The Fuel Supply Coordinator will make use of all available government and commercial fuel supplies and distribution facilities to furnish fuels for essential emergency preparedness needs.

II. RESPONSIBILITIES

Fuel Supply Coordinator is responsible for insuring that adequate supplies of petroleum products and natural gas are available for emergency preparedness use. Fuels Section will consist of managers or operators of all fuel storage, transportation and distribution facilities in the Livingston Parish area.

III. OPERATIONS

- A. The Fuel Coordination Center will be located at the Livingston Parish Public Works Maintenance Barn, Sartwell Road, Livingston, LA. Emergency Service Coordinators will request any fuel support needed for their operations from the Fuel Section. The Fuel Supply Coordinator will arrange to furnish the amount and type of fuels needed, based on priorities set for fuel use in the Parish.
- B. Fuel Supply Coordinator should work closely with the Transportation and Construction Sections to arrange for gasoline, oil, and diesel fuel supplies, at or near vehicle dispatch points, and for heavy construction equipment.
- C. Fuel Coordinator should report shortages or surpluses to the Parish Emergency Operations Center.
- D. All fuel trucks delivering petroleum products to Livingston Parish will first report to the Fuel Coordination Center. From this point, the Fuel Supply Coordinator will direct trucks to appropriate storage or distribution points.



TRANSPORTATION PLAN  
LIVINGSTON PARISH

I. GENERAL

The Transportation Section will make use of all available government, public school district, commercial and private transportation equipment, supplies and facilities needed to support emergency operations in Livingston Parish.

II. RESPONSIBILITIES

The Transportation Section consists of: the Transportation Coordinator, representatives from the school board and local bus companies, representatives from other organizations owning cargo or passenger carrying vehicles, representatives from railroad and express companies, and the local Postmaster.

III. OPERATIONS

- A. Transportation Operations Center will be located at the Livingston Parish School Board Maintenance Barn, US Hwy. 190, Livingston, LA. This will also be the Central Dispatch Point.
- B. Emergency Service Coordinators will request any transportation support needed from the Transportation Section. Transportation Coordinator will arrange to furnish the type of transportation needed on a mission basis. Vehicles and drivers will be dispatched from one of the dispatch points, and will report to the dispatch point after each assignment.
- C. All trucks bringing cargo to this Parish should report first to a vehicle control point at the Livingston Parish Parish line for further instructions. From this vehicle control point, incoming trucks will be instructed as follows:
  - 1. Trucks carrying food report to the Food Operations Center located at Piggly Wiggly Store, US Hwy. 190 at LA. Hwy. 63, Livingston, LA.
  - 2. Trucks carrying construction materials/equipment report to Construction Operations Center located at the Henderson Equipment Co., US Hwy. 190 West, Livingston, LA.

3. Trucks carrying petroleum products report to Fuel Coordination Center located at the Livingston Parish Public Works Maintenance Barn on Sartwell Road, Livingston, LA.
  4. All trucks delivering health/medical supplies report to Thrift Town Drugs, 136 S. Magnolia St., Livingston, LA.
  5. Empty trucks/buses report to central vehicle dispatch point located at the Livingston Parish School Board Maintenance Barn, US Hwy. 190, Livingston, LA.
- D. Trucks carrying supplies through Livingston Parish to other parishes must not be diverted from their routes. Transportation Coordinator should work closely with law enforcement to arrange for priority movement of critical supplies. If State Emergency Highway Traffic Regulations are in effect, Transportation Coordinator must issue necessary road use permits for trucks using regulated routes.

CONSTRUCTION PLAN  
LIVINGSTON PARISH

I. GENERAL

The Construction Section will mobilize all heavy and light duty construction equipment and all building materials available in Livingston Parish. All engineers, contractors, architects, skilled construction workers, and others with practical experience and training will be asked to help with the critical task of shelter construction or upgrading, in the event this is necessary.

II. RESPONSIBILITIES

- A. The Construction Section will provide heavy and light equipment, construction materials, and engineering support for all emergency service work.
- B. Labor will be provided by either the organization furnishing the equipment or the Manpower Coordinator.

III. OPERATIONS

- A. Construction Operations Center will be located at the Henderson Equipment Co., US Hwy. 190 West, Livingston, LA.
- B. All trucks carrying construction supplies/equipment and all motorized heavy equipment arriving in Livingston Parish will report first to the Construction Operation Center. From this point, the Construction Coordinator will direct such trucks or equipment to work sites.

UTILITY PLAN  
LIVINGSTON PARISH

I. GENERAL

The Utility Coordinator shall oversee and coordinate matters and problems pertaining to electric, gas, water, sewer, etc., utilities with those public and private firms who dispense these services to Livingston Parish during the emergency period.

II. RESPONSIBILITY

The Utility Coordinator shall monitor and coordinate with all utility companies and shall endeavor to obtain the needed utilities for all evacuees and to resolve problems between evacuees and utilities firms or agencies. He shall keep the Resources Manager informed of any problem involving utilities and their availability.

III. OPERATIONS

- A. Electric utilities in Livingston Parish are supplied by Entergy Utilities and Dixie Electric Membership Corp. Alternate sources for generating equipment may be provided by agreements with neighboring parishes, municipalities and state agencies.
- B. Natural gas utilities in Livingston Parish are supplied by the city of Denham Springs, towns of Walker and Livingston, and several private companies.
- C. Water utilities are supplied by:
  - 1. City of Denham Springs
  - 2. Town of Walker
  - 3. Ward 2 Water District
  - 4. Town of Livingston
  - 5. Village of Albany
  - 6. French Settlement Water Co.
  - 7. Other smaller private and cooperative water distributors.

Individual wells or subdivision systems supply areas not covered by these water systems. Private bottling companies and state agencies (National Guard) may provide alternate water sources.

- D. Sewer and or sanitation facilities are supplied by municipally owned and operated collection and treatment facilities. The rest of Livingston Parish is covered by individual treatment disposal (septic tanks).
- E. Telephone facilities in Livingston Parish are supplied by Bell South and East Ascension Telephone Company. Please refer to Annex B, Communications, for a more detailed breakdown of the system.

RESOURCE LIST  
LIVINGSTON PARISH

RESOURCES AVAILABLE THROUGH THE PARISH COUNCIL:

- 5 Motor Graders
- 2 Grade-all's
- 1 Motor Crane
- 1 Tractor & Lowboy Trailer
- 2 Track Backhoes
- 2 Rubber Tire Backhoe's
- 8 Six yard Dump Trucks
- 4 Pickup Trucks with Radios
- 2 10 kw Generators (Mounted on Trailers)
- 1 2500 W Generator
- 1 3 inch Water Pump

## EMERGENCY PUBLIC WELFARE LIVINGSTON PARISH

### I. PURPOSE

This annex provides guidelines and procedures to ensure that assistance and services will be available to victims of a natural or man-made disaster.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

Livingston Parish is continually exposed to potential disasters that are capable of destroying the property of individuals, their means of making a living and the physical environment which makes modern society workable. Emergency welfare services are critical to relieving suffering and making the basic necessities of life available to persons affected by such disasters. To ensure that these services can be made available quickly and effectively, plans must be made and an organization maintained which can respond to these disasters.

#### B. Assumptions

1. The Parish will continue to be exposed to potential disasters.
2. Responding to these disasters requires coordination of welfare services.
3. Planning is necessary for an effective response.
4. Emergency welfare services can be of significant assistance to the people of the Livingston Parish in preventing or reducing disaster related losses.

### III. CONCEPT OF OPERATIONS

#### A. General

The Office of Family Support, as the welfare arm of the government, will assume its responsibilities in coordination with other emergency-oriented activities. The State Department of Social Services provides overall direction, planning and policy guidance. The Office of Eligibility Determination is responsible for developing the specific requirements and details for implementing the welfare plan for Livingston Parish. Major

functions included are emergency registration, coordination of feeding, clothing and lodging, and social services.

B. Phases of Management

1. Mitigation

- a. Plan shelter services to be provided in an emergency situation.
- b. Coordinate activities with the Director of Livingston Parish Office of Emergency Preparedness.
- c. Train personnel in emergency procedures.
- d. Plan coordination with other services.
- e. Review and update Emergency Public Welfare Service Plan.

2. Preparedness

Upon receipt of information of any pending disaster or emergency threatening the lives or welfare of the people, the Director and staff of the Office of Family Support will review existing contingency plans for emergency welfare services. They will also anticipate the probable extent of human need, notify officials of related public and private welfare agencies, and be prepared to implement the Emergency Welfare Plan.

3. Response

Upon notification that an emergency or disaster has occurred, the Director of the Office of Family Support will activate the emergency plan to include:

- a. situation analysis,
- b. mobilization of resources,
- c. coordination of all welfare services provided by public and private welfare or welfare-related agencies, civic and church groups,
- d. carry out these responsibilities in close coordination with total governmental operations.



4. Recovery
  - a. Continue welfare assistance to the needy as circumstances dictate on an emergency basis.
  - b. Establish on-site centers for granting relief to victims of emergency situations.

C. Execution

The method and scope of response will depend on the extent of human needs created by the disaster as well as the condition under which services can be delivered. The Director of the Office of Family Support will respond immediately to meet the needs of the people, due to a natural or manmade disaster.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

1. The State Department of Social Services establishes policies, procedures, and provides guidance to the Parish Agency in order to develop and maintain statewide capability of service delivery to meet human need caused by a disaster. The Office of Family Support is organized with an inherent response oriented capability as the welfare arm of local government.
2. The organizational structure of Emergency Welfare Services of the Livingston Parish is found in Appendix 1 of this annex.

B. Task Assignments/Responsibilities

1. Key positions for emergency operations in Livingston Parish have been established to assure the administration of emergency welfare services and for the efficient use of staff during a disaster. The key positions are the Director and his alternates who may administer emergency welfare services from an On-Site Center or the Office of Family Support.
2. In any disaster or emergency, it is the responsibility of Livingston Parish Office of Emergency Preparedness and the Office of Family Support is to coordinate all welfare assistance and services to individuals and families administered by Public and private welfare or welfare-related agencies or civic and church groups to fully use all public and private welfare resources within the Parish; and to assure the availability of welfare assistance and services to victims of any disaster

or emergency.

## V. DIRECTION AND CONTROL

- A. The Director of the Parish Office of Family Support will exercise direction and control over emergency operations in an emergency from the Office of Family Support, the Livingston Parish Emergency Operations Center (EOC), or from a command post location.
- B. At times of emergency, the Director of the Parish Office of Family Support may:
  - 1. Designate other staff to represent the department at the EOC,
  - 2. Assign staff to the disaster staff in order to provide emergency welfare resources that are available to victims,
  - 3. Continue to operate from the Office of Family Support.

## VI. CONTINUITY OF GOVERNMENT

Lines of succession for Emergency Welfare Service activities in the Office of Family Support are established by departmental policy.

## VII. ADMINISTRATION AND LOGISTICS

- A. Administration
  - 1. All emergency plans will be reviewed and updated for implementation at any time.
  - 2. Alerting procedures shall be kept current.
  - 3. A current list of available shelters, which may be required in an emergency and/or disaster, is maintained.

- B. Logistics

Delivery of assistance and services will be made through the Office of Family Support in conformity with established policies and procedures of the Emergency Welfare Services Program. The State Department of Social Services will provide technical assistance, manpower, supplies and office space to support Livingston Parish operations as appropriate. Support agencies will provide essential logistics to assure their designated emergency functions.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Preparedness Director, along with the Director of the Office of Family Support for Livingston Parish, will be responsible for the development and updating of this plan.

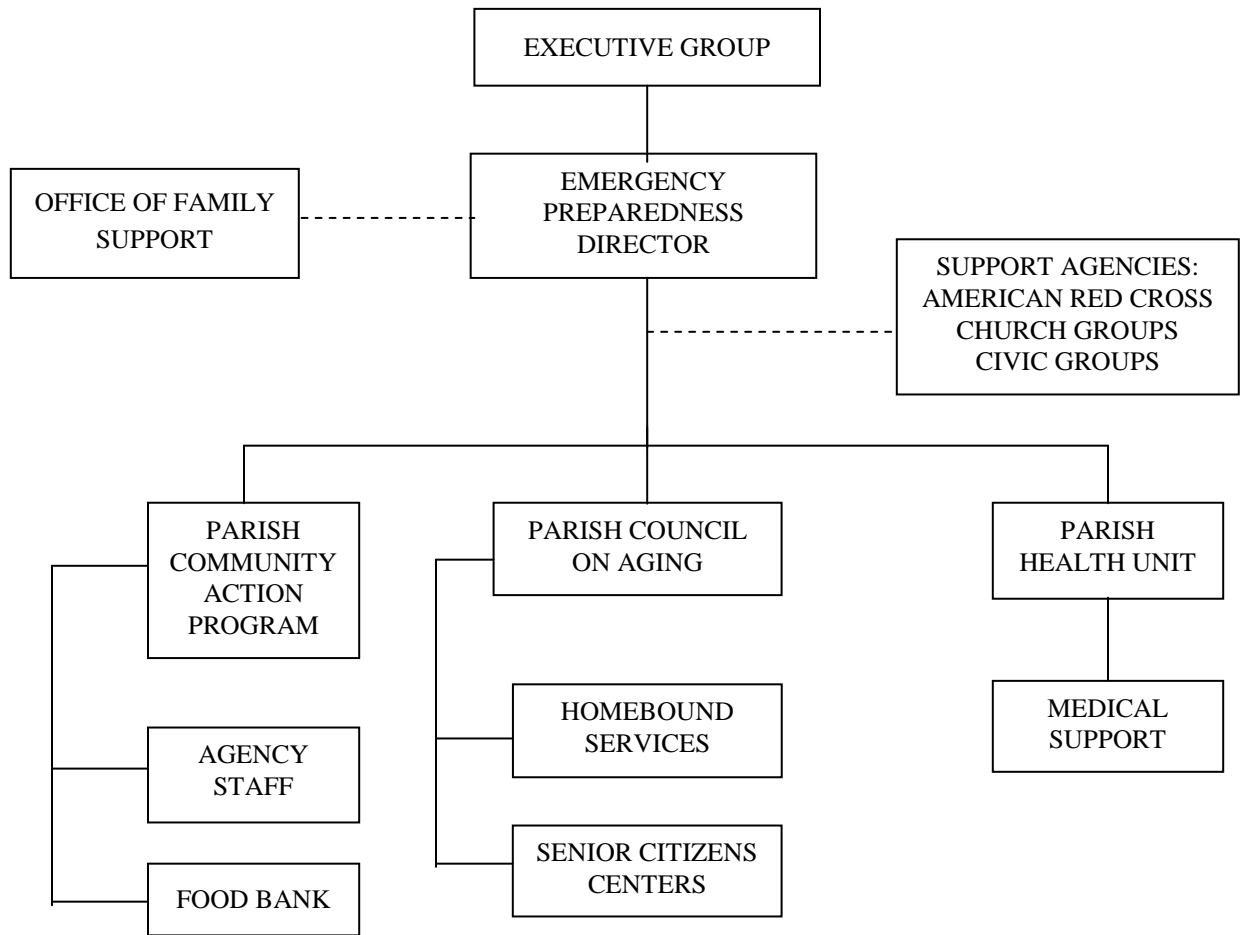
IX. AUTHORITIES AND REFERENCES

See Basic Plan

APPENDICES TO ANNEX M:

- (1) Organizational Chart

EMERGENCY PUBLIC WELFARE  
ORGANIZATIONAL CHART  
LIVINGSTON PARISH



\_\_\_\_\_ Direct  
----- Coordination

PUBLIC INFORMATION AND EDUCATION  
LIVINGSTON PARISH

I. PURPOSE

The vulnerability of Livingston Parish to a variety of hazards -- natural, man-made or war-related -- necessitates the development of an emergency public information and education plan utilizing all available forms of communication. The purpose of this annex is 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 perception of the general public that the news media collectively is the principal source of 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 and disseminated and reviewed on a regular basis.
3. It should also be recognized that educating the public as to all of the possible hazards that they could be confronted with should be an ongoing project between the emergency service delivery system and the media.
4. Public information should be addressed to all segments of society since everyone has responsibilities in mitigating disasters.

## B. Assumptions

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

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. 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.

All educational programs are aimed at increasing the public's awareness of potential hazards they can or will encounter and the possible means of dealing with them. Dissemination of this vital information, will of course, rely heavily on the cooperation of the commercial media and the local efforts of the Livingston Parish Office of Emergency Preparedness.

## B. Phases of Management

### 1. Mitigation

- a. Survey and analyze the geographical area of responsibility to determine appropriate precautionary activity necessary to mitigate prior to the event (emergency leveeing, evacuation, 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 management in education, instructions and action plans.
- d. Maintain a well-equipped and supplied media room within the Emergency Operating Center (EOC), including broadcasting capabilities.
- e. Develop an Emergency Alert System (EAS) and exercise it regularly. Have written agreements for the activation of EAS as well as procedures.
- f. Identify a resource person(s) to assist in communicating with non-English speakers who may be in Livingston Parish during an emergency. Maintain a resource list in EOC. The Livingston Parish School Board will serve as the initial contact for assistance with such requests; Southeastern Louisiana University in Hammond, or Louisiana State University in Baton Rouge, will serve as an additional resources should further assistance be required.

### 2. Preparedness

- a. Develop a mutually agreed upon public educational program for consideration of all hazards, with particular emphasis on seasonal hazards such as tornadoes or flooding.
- b. Prepare and distribute on a regular basis all pertinent operational and procedural changes as they are developed in the various ongoing programs, and distribute to the media.
- c. Test Emergency Alert System (EAS) when developed.

### 3. Response

- a. Distribute press releases and emergency information packets.
- b. Coordinate rumor control through aggressive public relations activities.
- c. Schedule news conferences on a regular basis.



4. Recovery
  - a. Continue emergency public information programs.
  - b. Assess effectiveness of information and education programs.
  - c. Compile a chronological record of events.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### A. Organization

1. The Director of Livingston Parish Office of Emergency Preparedness establishes a public information office and appoints a Public Information Officer (PIO) who is the official representative to the media in an emergency. He will be located at the Emergency Operations Center (EOC), which is the official point of contact for the media.
2. The PIO functions as a member of the EOC staff under the direction and guidance of the Director of Livingston Parish Office of Emergency Preparedness.
3. In the event that other responding agencies should designate a spokesperson to represent that agency to the media, these spokespersons should coordinate with the PIO in the EOC. All press releases should be cleared with the Parish President before releasing information to the media.

##### B. Responsibilities

1. Emergency Preparedness Director
  - a. Appoints a Public Information Officer.
  - b. Develops and maintains the Parish's public information and education programs.
  - c. Maintains a close working relationship with all media sources and maintains a current list of it for news releases.
  - d. Enters into agreements with the media for the proper dissemination of news releases provided them.
  - e. Provides official public information essential to the public.

- f. Provides a media room in the EOC for media briefings and possible on-site broadcasting capabilities
  - g. Provides a rumor control reporting and check network.
  - h. Provides price-gouging control reporting system.
  - i. Develops procedures for the proper use of an operational plan in the area.
  - j. Coordinates with the Livingston Parish Sheriff's Office, municipal police departments, and municipal and volunteer fire departments for the use of mobile public address equipment for dissemination of disaster information and instructions.
2. Public Information Officer (PIO)
- a. Advises the Director of Livingston Parish Office of Emergency Preparedness and the Parish President on all matters pertaining to public information and education during the emergency.
  - b. Provides news releases for the media.
  - c. Establishes procedures for the flow of public information and distribution of educational materials using all media sources available (newspaper, radio, television) and the use of EAS.
  - d. Disseminates appropriate multi-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.
  - e. Receives and compiles for dissemination to the media authoritative information that has been:
    - (1) authenticated through all possible sources and
    - (2) reviewed and cleared for release by the Parish President and the Director of Livingston Parish Office of Emergency Preparedness.
  - f. Coordinates Rumor Control network which will include field personnel, the National Weather Service, support agencies such as the Livingston Parish Sheriff's Office (LPSO), the media, etc.; monitors news releases for accuracy, or appoints an individual to do same.



- g. Coordinates disaster information with other local and state agencies and all Parish Departments.
- h. Keeps the Louisiana Office of Emergency Preparedness informed on local news releases.
- i. Coordinates the activities of the media room within the Emergency Operations Center (EOC) as well as access to the public officials in the EOC and/or disaster sites.
- j. Has telephone numbers periodically publicized for ready use of the public to obtain emergency information.
- k. Addresses the needs of handicapped citizens (such as the blind, deaf and non-institutionalized elderly and non-English speaking), through the media, specialized telephones and/or door-to-door public address, or through bilingual outlets.
- l. Maintains a chronological record of the disaster events.
- m. Provides 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 , The Salvation Army, etc.

### 3. Media

- a. Designates a representative(s) to work with the Director of Livingston Parish Office of Emergency Preparedness to review and become familiar with the emergency operations plan for Livingston Parish.
- b. Cooperates in coverage of public education programs including the use of preplanned emergency educational packets that address all types of hazards.
- c. Assists Parish officials and the Parish PIO in verifying field reports for accuracy and becomes a part of the rumor control network.

## V. DIRECTION AND CONTROL

### A. General

The Director of Livingston Parish Office of Emergency Preparedness is responsible for the development and implementation of all emergency type educational and informational programs for Livingston Parish. He will

appoint the PIO with the consent of the Parish President, to be responsible for the actual implementation and use of the plan and procedures when the given situation arises. All releases to the media will be cleared through the Director of Livingston Parish Office of Emergency Preparedness and the Parish President, and released from the Emergency Operations Center (EOC).

B. Educational Programs

The educational program for Livingston is multifaceted. It includes, but is not limited to:

1. informing the media, thus informing the public of newly developed techniques and approaches to emergency management;
2. use of lectures and presentations to interested organizations, schools and other service agencies to explain hazard mitigation, preparedness, response and recovery programs, and
3. tours of the EOC conducted for interested groups, and
4. the distribution of educational materials.

C. Public Information Programs

1. A copy of the Multi-hazard Emergency Public Information (EPI) packet (FEMA, Region VI, December, 1985) is maintained at the Livingston Parish EOC. Informational activities will complement the educational activities, where possible, and will warn the public of the given situation(s), instruct and give possible action plans.
2. The public needs to be informed of their options and given guidance for their preparations. Since there may be more than one option for shelter, every family or individual needs to give special attention to a shelter plan. Families need to decide, in advance of any emergency, whether they will seek private shelter at home, public shelter in their own community, or evacuate their community to seek shelter in a less dangerous area.

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 management are available from the EOC, the Louisiana Office of Emergency Preparedness, and the Federal Emergency Management Agency (FEMA).

- C. Records and Reports

Records of all activities will be maintained at the EOC by the PIO. The PIO will also provide those reports as required.

- 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 AND MAINTENANCE

The Director of Livingston Parish Office of Emergency Preparedness is responsible for the development and implementation of this plan. He maintains the plan through periodic review, testing and updating. He also designates a staff person under his direction to maintain an inventory of essential emergency public information and educational materials.

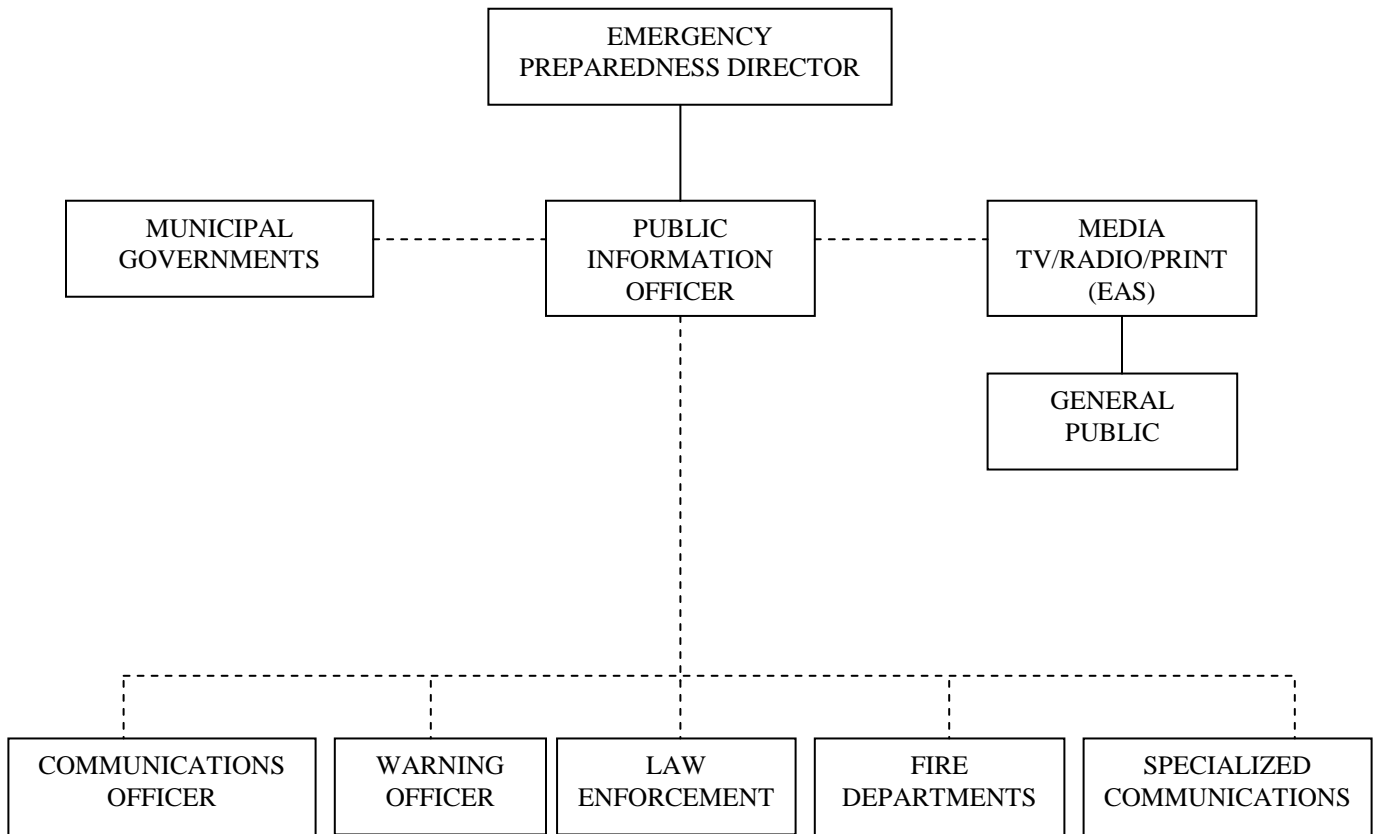
#### IX. AUTHORITIES AND REFERENCE

See Basic Plan

#### APPENDICES TO ANNEX N

- (1) Organizational Chart
- (2) List of Media
- (3) EPI Materials List

PUBLIC INFORMATION AND EDUCATION  
ORGANIZATIONAL CHART  
LIVINGSTON PARISH



— Direct  
- - - - Coordination

LIST OF MEDIA  
LIVINGSTON PARISH

I. Media Available Within Livingston Parish

Newspapers

Denham Springs – Livingston Parish News  
(published twice weekly) 225-665-5176

Livingston Leader  
(published weekly) 225-665-5176

II. Media Available From Outside Livingston Parish

A. Newspapers

The Advocate, Baton Rouge  
(published daily) 225-383-1111

The Daily Star, Hammond  
(published daily) 225-345-2333

Walker Gazette 225-667-1316

B. Radio Stations

WFMF (102.5 FM), Baton Rouge 225-383-5271

WJBO (1150 AM), Baton Rouge 225-499-9526

WGGZ (98.1 FM), Baton Rouge 225-383-9898

WIBR (1300 AM), Baton Rouge 225-344-2666

WKJN (103 FM), Baton Rouge 225-292-9556

WLUX (1550 AM), Baton Rouge 225-768-3867

WRKF (89.3 FM), Baton Rouge 225-926-3050

WTGE (910 AM), Baton Rouge 225-766-3233

WXOK (1460 AM), Baton Rouge 225-927-7060

WYNK (1380 AM), Baton Rouge 225-231-1860

WYNK (101.5 FM), Baton Rouge 225-231-1860



WKRV (96.1 FM), Baton Rouge	225-499-9610
WABL (1570 AM), Amite	225-748-8385
WQCK (92.7 FM), Baker	225-774-7780
WFPR (1400 AM), Hammond	225-542-1400
WHMD 107.1 FM), Hammond	225-345-1070

C. Television Stations

WAFB TV, (CBS, Channel 9), Baton Rouge	225-383-9999
WBRZ TV, (ABC, Channel 2), Baton Rouge	225-387-2222
WVLA TV, (NBC, Channel 33), Baton Rouge	225-766-3233
WGMB TV, (FOX, Channel 44), Baton Rouge	225-769-0044
WTVK TV, (Channel 11), Baton Rouge	225-922-7740
WLPB TV, (Channel 27), Baton Rouge	225-767-5660
WBTR TV, (Channel 19), Baton Rouge	225-201-1919
WTNC TV, (Channel 21), Baton Rouge	225-928-2121

EMERGENCY PUBLIC INFORMATION MATERIALS LIST  
LIVINGSTON PARISH

1. Multi-hazard EPI Packet (FEMA, Region VI, December, 1985)

## HEALTH AND MEDICAL LIVINGSTON PARISH

### I. PURPOSE

This annex deals with providing public health services for Livingston Parish during emergency situations. It takes into consideration many factors including disease control, sanitation and mental health.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

In many instances emergency and disaster situations will involve a wide range of health and medical problems. To respond adequately to a major incident in Livingston Parish, a well-planned health and medical support network is essential. An effective support network should address procedures for responding to incidents involving mass casualty accidents, disease, sanitation problems, contamination's of food and water, and community mental health problems.

#### B. Assumptions

In Livingston Parish there is an adequate health and medical response capability in place to meet the demands of most major accidents and disaster situations. However, should additional support resources be needed, the Parish will request such assistance from neighboring parishes. State and federal agencies will also be contacted should health and medical service support be unavailable locally.

### III. CONCEPT OF OPERATIONS

#### A. General

Livingston Parish is responsible for ensuring availability of health and medical services and coordinating delivery of those services to Parish residents in an emergency situation. The Health/Medical Officer, who will be appointed by the Director of Livingston Parish Office of Emergency Preparedness, will accomplish coordination.

## B. Phases of Management

### 1. Mitigation

- a. Conduct a community assessment of hazard/vulnerability analysis to identify likely disaster scenarios.
- b. Review and update Health and Medical Annex annually.
- c. Maintain current list of all health facilities in the area.
- d. In conjunction with American Red Cross, maintain current data concerning blood collection and banking services/facilities; maintain list of potential donors for rare blood types.
- e. Maintain current estimate of Health/Medical personnel and materials resources on hand in area; update periodically.
- f. Develop contingency plan for large number of casualties.
- g. Develop plans to reduce hospital, clinic, and nursing home population by accelerating discharge of patients/residents during crisis relocation.
- h. Review current status of drinking water supplies, garbage, and waste disposal facilities.
- i. Develop the following plans for critical industry, utilities, and population:
  - (1) emergency immunization program;
  - (2) shelter inspection and shelter medical support;
  - (3) food inspection;
  - (4) vector control and emergency inoculation support;
  - (5) garbage and waste disposal inspections;
  - (6) triage for mass casualty incidents.
- j. Maintain current inventories of locally available Public Health resources such as drugs, sanitary chemicals, equipment, trained personnel, etc.
- k. Develop information on elderly and handicapped persons who may need special consideration for supplies, medicines and transportation during an emergency.

- l. Plan for the activation of temporary morgues in incidents involving mass casualties. Plan additionally for sanitary disposal of corpses if the situation does not permit formal burial.
  - m. Plan for first aid support for key workers who may have to go into risk areas during emergencies and disasters.
  - n. Make provisions for crisis counseling for emergency workers.
2. Preparedness
- a. Store medical supplies and equipment.
  - b. Maintain medications and other critical medical supplies.
  - c. Develop and maintain emergency plans for mutual aid response of emergency medical service agencies outside the jurisdictions.
  - d. Develop and maintain emergency plans and procedures for hospitals, nursing homes, and pre-hospital emergency medical service treatment of patients.
  - e. Develop emergency procedures for provision of temporary morgues.
  - f. Develop procedures for contacting local ministerial associations.
  - g. Alert key Health Services' personnel.
  - h. Review plans and Health/Medical Annex; brief staff; meet with other emergency services to discuss mobilization plans.
  - i. Complete any unfinished normal readiness actions, if time permits.
  - j. Review requirements for Health/Medical supplies, equipment, personnel and other resources. Review plans for recruiting additional emergency medical aids.
  - k. Review procedures for sorting of patients during disaster.
  - l. Review plans for increased public health control measures during an emergency.
  - m. Plan inspection procedures for shelter areas, water and sewage

- system, garbage disposal, and disposition of pet animals.
- n. Determine current status of communicable diseases in the area; plan for increased surveillance during relocation.
- o. Review status of Public Health supplies, pesticides, immunization materials, drugs, etc.
- p. Review plan for emergency morgue and identification and disposition of dead.
- q. Conduct public information programs dealing with individual and community first aid.
- r. Identify resources, including ambulances and vans, to be used to support elderly or handicapped persons in an emergency.
- s. Refine emergency sanitation plans to insure availability of supplies for emergency inoculation.
- t. Conduct specialized training in disaster operations and drills for EMS personnel, first responders, and local hospital staff.
- u. Conduct first aid training for the general public.
- v. Recruit and train volunteers and medical auxiliaries for service during an emergency; assist in first aid instructions to the public.

### 3. Response

- a. Initiate first aid activities in the hazard area.
- b. Initiate triage, treatment and transportation activities; make provisions for a field command post.
- c. Set up staging areas for mutual aid forces.
- d. Initiate in-hospital triage and treatment activities.
- e. Notify appropriate state and federal agencies.
- f. Conduct crowd and traffic control at disaster perimeter.
- g. Provide resources to support emergency medical service operations.
- h. Initiate activities dealing with handling the deceased and

- transporting uninjured or slightly injured people.
  - i. Initiate temporary morgues and prepare for expedient disposal of the dead, if necessary.
  - j. Process data (incident report sheets, etc.), including identification of casualties. Keep track of casualties at each stage of treatment.
  - k. Activate ministerial support.
  - l. Continue public health inspections and surveillance of:
    - (1) water supply;
    - (2) food handling and storage;
    - (3) sewage disposal systems;
    - (4) garbage disposal procedures;
    - (5) environmental health provisions of hospitals, institutions, and other public facilities.
  - m. Provide veterinary service, as needed.
  - n. Coordinate with Supply Service to obtain materials or equipment unavailable through health/medical channels.
  - o. Provide first aid and health care in shelters as needed and distribute medicine and sanitary supplies as needed.
  - p. Provide inoculation against disease if conditions are appropriate.
4. Recovery
- a. Continue response and treatment activities, as necessary, including crisis counseling for emergency workers.
  - b. Compile reports for state and federal agencies; compilation of reports for critique and review.
  - c. Re-supply health and medical services and response agencies.
  - d. Inspect disaster areas to insure sanitary conditions are safe for re-entry of population.

C. Execution

Coordination between Health/Medical providers is necessary to ensure emergency operational readiness. All hospitals and nursing homes will maintain individual emergency operating plans for emergency procedures,

which will be used in conjunction with this plan. Jointly, these emergency plans include the provision of care for key emergency workers and injured persons remaining in hazard areas and for the relocated population in reception areas.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### A. Organization

The Parish Health/Medical Officer is responsible for coordinating emergency health/medical service operations.

##### B. Task Assignments

###### 1. Livingston Parish Office of Emergency Preparedness

- a. Direct the distribution and use of health resources (manpower, material and facilities) under Parish control and allocated to the Parish during a disaster. Designate a Health/Medical Officer and recruit additional staff as needed.
- b. Coordinate with other agencies to provide transportation, communications, non-health supplies, and supporting manpower.
- c. Issue health instructions to the general public.
- d. Conduct damage assessment of medical facilities.

###### 2. The Health/Medical Officer will be responsible for directing and coordinating emergency medical operations between the accident site, the health/medical support facilities, and the Livingston Parish Emergency Operations Center during an emergency or a disaster. The Health/Medical Officer will coordinate all medical supply and resource planning.

###### 3. Livingston Parish Health Unit:

- a. Conduct or coordinate environmental health activities in regard to waste disposal, refuse, food, water control, and vector/vermin control.
- b. Prevent and control communicable disease by intelligence, evaluation, prevention, detection, and inoculation.
- c. Conduct laboratory activities, including diagnostic tests, to determine the presence or absence of food and water contamination.
- d. Monitor vector/vermin conditions in preparedness phase and take



appropriate action.

- e. Monitor stray animal conditions and take appropriate measures.
- f. Monitor and take appropriate action to minimize animal and pest control problems in response and recovery phases of an emergency.
- g. Insure that people in shelters are surveyed and provided medical and health care, including medicines and inoculations as appropriate.

4. Hospitals

- a. Conduct specialized training and drills in disasters operations.
- b. Educate the general public in health matters through public information programs.
- c. Maintain sufficient medical supplies, medications, and equipment.
- d. Develop and update emergency operating plans for pre-hospital, in-hospital, and transfer of patients.
- e. In-house triage and emergency treatment in field operations and emergency transportation.
- f. Provide for resource management and acquisition of needed equipment and supplies.

5. Nursing Homes

- a. Conduct specialized training and drills in disaster operations.
- b. Maintain sufficient medical supplies, medications, and equipment.
- c. Develop and update emergency evacuation plan for nursing home residents including transportation, support equipment and supplies, and support personnel.

6. Community Action Program

- a. Assist with public warning of the non-institutionalized disabled and elderly. Compile lists of transportation, medicine and other resources needed by such people in time of emergency.
- b. Assist with emergency evacuation of disabled and elderly.

7. Livingston Parish Council on Aging
  - a. Assist with public warning of the non- institutionalized disabled and elderly.
  - b. Assist with emergency evacuation of disabled and elderly.
8. Livingston Parish Coroner
  - a. Recover, identify, register, and dispose of the dead.
  - b. Formulate plans for temporary morgues and for the expedient disposal of corpses as necessitated by the situation.
  - c. Notify next of kin.
  - d. Maintain records of deaths.
  - e. Set up emergency morgues when the number of casualties necessitates.
9. Louisiana State Department of Public Health will provide assistance in all areas of public health services.
10. The Federal Government will provide assistance as needed.

#### V. DIRECTION AND CONTROL

The Director of Livingston Parish Office of Emergency Preparedness is responsible for coordinating all emergency health/medical activities from the Emergency Operations Center. Routine operations will be handled using the standard operating procedures of departments or agencies concerned. State and federal support will be requested as needed.

#### VI. CONTINUITY OF GOVERNMENT

See Basic Plan

#### VII. PLAN DEVELOPMENT AND MAINTENANCE

The Director of Livingston Parish Office of Emergency Preparedness will be responsible for the development and updating of this annex. Periodic testing and review will be conducted with associated health/medical providers. Standard Operating Procedures will be developed and maintained by the Director of Livingston Parish Office of Emergency Preparedness.

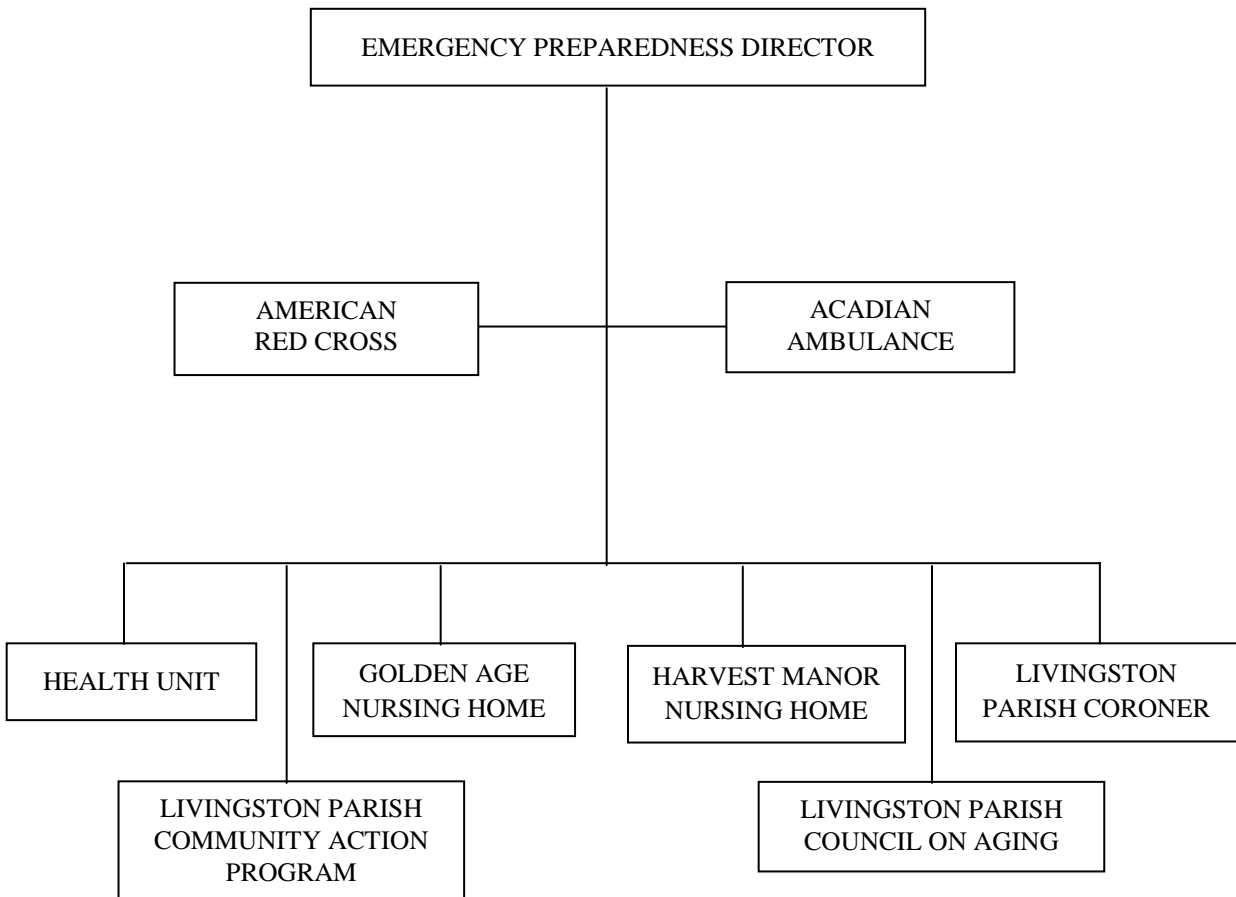
VIII. AUTHORITIES AND REFERENCES

See Basic Plan

APPENDICES TO ANNEX O:

- (1) Health/Medical Organizational Chart
- (2) Health and Medical Resources
- (3) Medical Patients - Classification

HEALTH AND MEDICAL ORGANIZATIONAL CHART  
LIVINGSTON PARISH



LIVINGSTON PARISH  
EMERGENCY MANAGEMENT DEPARTMENT  
HEALTH & MEDICAL RESOURCES

I. Listed are resources which will be needed to provide medical services for the Parish population. The following ratio, based on national figures, has been used to project the categories below:

- A. Beds 7.81:1000 people
- B. Physicians 1.63:1000 people
- C. RN's 3.29:1000 people
- D. LPN's 1.60:1000 people
- E. Dentists .57:1000 people

II. HOSPITALS

N/A

III. NURSING HOMES

- A. Golden Age Nursing Home  
4-H Club Road  
Denham Springs  
  
Normal bed capacity 175
- B. Harvest Manor Nursing Home  
9171 Cockerham Road  
Denham Springs,  
  
Normal bed capacity 150

MEDICAL PATIENTS  
LIVINGSTON PARISH

- A. For planning purposes, hospital patients can be divided into three categories:
1. Dischargeable
  2. Unrelocatable
  3. Relocatable
- B. Dischargeable patients are those people in hospitals for elective procedures; for treatment of non-life threatening conditions or who are recovering from surgery, pregnancy, or illness. These individuals can be discharged immediately or within three days.
- C. Non-relocatable patients include those patients that cannot be relocated for one or more of the following reasons:
1. because of their serious condition, a move of more than a few miles would probably result in their death;
  2. because transportation equipped with sophisticated life support systems is not available;
  3. because of inordinate demand on an already short supply of host-area resources would be committed to caring for a few patients that may have poor prognoses;
  4. because of necessary equipment and personnel not being available elsewhere.
- D. Relocatable patients are those patients who require hospitalization but do not present the limiting factors described above for non-relocatable patients. Thus they can be relocated.
- E. The approximate percentages of general hospital patients that are dischargeable, non-relocatable, or relocatable are as follows:
- |                    |     |
|--------------------|-----|
| 1. Dischargeable   | 75% |
| 2. Non-relocatable | 10% |
| 3. Relocatable     | 15% |

FIXED NUCLEAR FACILITY  
LIVINGSTON PARISH

- I. Livingston Parish is not within the 10-mile Emergency Planning Zone (EPZ) for any nuclear power plant but with this Emergency Operations Plan, stands ready to participate in any power plant emergency if necessary.
  
- II. Livingston Parish is located in the 50-mile EPZ's of both the River Bend and Waterford 3 nuclear stations. In the event of a significant incident at one of those plants, some areas of Livingston Parish could receive radioactive contamination. The Louisiana Department of Agriculture is chiefly concerned with possible contamination of crops and livestock and will work closely with local health officials in responding to such an emergency, along with other state and federal agencies as appropriate.

APPENDICES TO ANNEX Q:

- (1) Map of Nuclear Plants (50-mile radius)

PUBLIC WORKS/PUBLIC UTILITIES  
LIVINGSTON PARISH

I. PURPOSE

The purpose of this annex is to establish for Livingston Parish an effective and workable procedure for the direction and control of public works/public utility services, engineering equipment and manpower to support it.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The requirement for emergency public works/utilities and engineering services expands directly in proportion to the magnitude of the disaster.
2. In all major emergencies the public works/utilities function requirement will include, but not be limited to, providing water, electricity, natural gas, telephone service, sanitation, sewerage, street maintenance/repair, drainage and debris removal.
3. The Parish and local governments have public works/utilities capabilities and employ trained staff in their departments.

B. Assumptions

The assumption is made that local governments and private utilities can handle the emergency structure. If local capabilities are exceeded, support will be requested from state and federal agencies and other private industry.

III. CONCEPT OF OPERATIONS

A. General

1. The day-to-day public works/utilities organizational structures will remain intact during a major emergency.
2. The Parish and local governments will use all local manpower, equipment and material available to carry out their tasks.



3. The public works/utilities activities will be coordinated from the Livingston Parish Emergency Operations Center.

B. Phases of Management

1. Mitigation
  - a. Keep roster of key personnel updated.
  - b. Identify resources and keep resource list updated.
  - c. Conduct necessary training.
  - d. Establish procedures to use private resources.
2. Preparedness
  - a. Provide direction and assistance in readying shelters for occupancy.
  - b. Maintain readiness of equipment and supplies.
3. Response
  - a. Effect emergency repairs as necessary.
  - b. Initiate damage assessment and make appropriate recommendations.
  - c. Determine the safety of Emergency Operations Center (EOC), shelters and reception and care centers in a post disaster situation.
  - d. Maintain communications with the EOC and provide support when requested.
4. Recovery
  - a. Continue damage assessment.
  - b. Conduct clean-up operations to include demolition of those structures considered to be unsafe for occupancy.
  - c. Provide support to return to normal operations.

#### IV. ORGANIZATION AND RESPONSIBILITIES

##### A. Organization

1. The public works/public utilities organizational chart is shown as Appendix 1 of this annex.
2. The head of each department, the Parish President, and the municipal mayors will retain control of their assigned personnel and equipment.

##### B. Responsibilities

1. Livingston Parish Office of Emergency Preparedness is responsible for:
  - a. coordination of emergency public works/utilities activities with respective coordinators,
  - b. development of mutual aid agreements,
  - c. identification of private contractors,
  - d. development of a resource list,
  - e. review and update of emergency plans,
  - f. development of exercises.
2. The Parish Maintenance Department may coordinate:
  - a. maintenance of emergency operation plan for all public works departments, accounting for key personnel and their assignments,
  - b. emergency engineering and maintenance of roads and bridges,
  - c. situation reporting,
  - d. maintenance of traffic movement and control through coordination with Livingston Parish Sheriff's Office and Emergency Operations Center personnel,
  - e. assistance to other departments with rescue support,
  - f. assistance in providing emergency transportation,
  - g. assistance in providing barricades as required,

- h. assistance to other departments with emergency clean-up operations,
  - i. maintenance of detailed log of all department operations,
  - j. assistance with damage assessment and development of a complete log for Damage Assessment Officer (DAO),
  - k. maintenance of updated Parish maps and public works status board in the EOC,
  - l. maintenance of emergency equipment and assistance to ensure that all equipment is in good repair,
  - m. assistance in providing shelter and food, if needed during the emergency, for key Public Works employees,
  - n. maintenance of essential departmental facilities and assistance in securing them against damage,
  - o. assistance in damage assessment operations as part of survey teams,
  - p. maintenance of adequate supply of sand and sand bags.
  - q. See Annex K, Damage Assessment.
3. Public Utilities Departments may coordinate: (See Annex L, Appendix 6)
- a. maintenance of emergency operation plan for all public utilities departments, accounting for key personnel and their assignments,
  - b. maintenance of essential facilities of sewerage-water-drainage, and securing against damage,
  - c. maintenance of public utilities status board and public utilities map in the EOC,
  - d. assistance in providing radio operators and the necessary radio equipment at the EOC,
  - e. maintenance of emergency equipment and ensuring that all equipment is in good repair,
  - f. assistance to other departments with emergency clean-up operations,

- g. situation reporting,
  - h. radiological monitoring,
  - i. maintenance of detailed log for all department operations,
  - j. assistance with damage assessment and development of a complete log for the Damage Assessment Officer,
  - k. assistance in providing emergency transportation,
  - l. assistance in providing shelter and food for key public utilities workers if needed during the emergency.
4. Damage Assessment Officer will coordinate damage assessment activities with the public works/public utility functions in the recovery phase.
  5. Solid Waste Departments and private solid waste handlers will coordinate debris and garbage clearance with private contractors and public works and public utilities departments.
  6. Other governmental agencies and private companies may provide assistance, as needed, in their respective fields.

#### V. DIRECTION AND CONTROL

- A. Representatives of public works/public utilities, operating from the Emergency Operations Center (EOC), and the Parish President will retain control of assigned personnel and equipment, and the public works/public utilities representatives, along with the Director of Livingston Parish Office of Emergency Preparedness, will set priorities for resources and coordinate activities of the various forces.
- B. Mutual aid forces will operate under the direct supervision of their own supervisors. The Director of Livingston Parish Office of Emergency Preparedness will coordinate the call-up and deployment of mutual aid forces.
- C. Volunteer and auxiliary forces will work under the supervision of the senior public works official in the jurisdiction where they are deployed.
- D. Assisting military forces will work under the direct supervision of their own superiors, but will serve under the direction of the senior public works official where they are deployed.

## VI. CONTINUITY OF GOVERNMENT

See Basic Plan

## VII. ADMINISTRATION AND LOGISTICS

### A. Administration

1. There is a tremendous need for public works/public utilities during emergencies. The public works coordinator will ensure that their activities are administered in an orderly and efficient manner. The Director of Livingston Parish Office of Emergency Preparedness will give priority to requests by the public works and public utilities directors for additional resources and personnel to support activities.
2. The public works and public utilities directors will ensure that procedures for the emergency hiring of private contractors and individuals to assist in response and recovery efforts are developed.

### B. Logistics

1. Obtaining emergency supplies will be coordinated with the Resource Manager in the Emergency Operations Center.
2. Logs of all activities and records of all purchases will be maintained by each department.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Public Works Director and the Public Utilities Director, along with the Director of Livingston Parish Office of Emergency Preparedness, will review, exercise, and update this annex periodically. The Parish Public Works Director maintains the Standard Operating Procedures for Public Works.

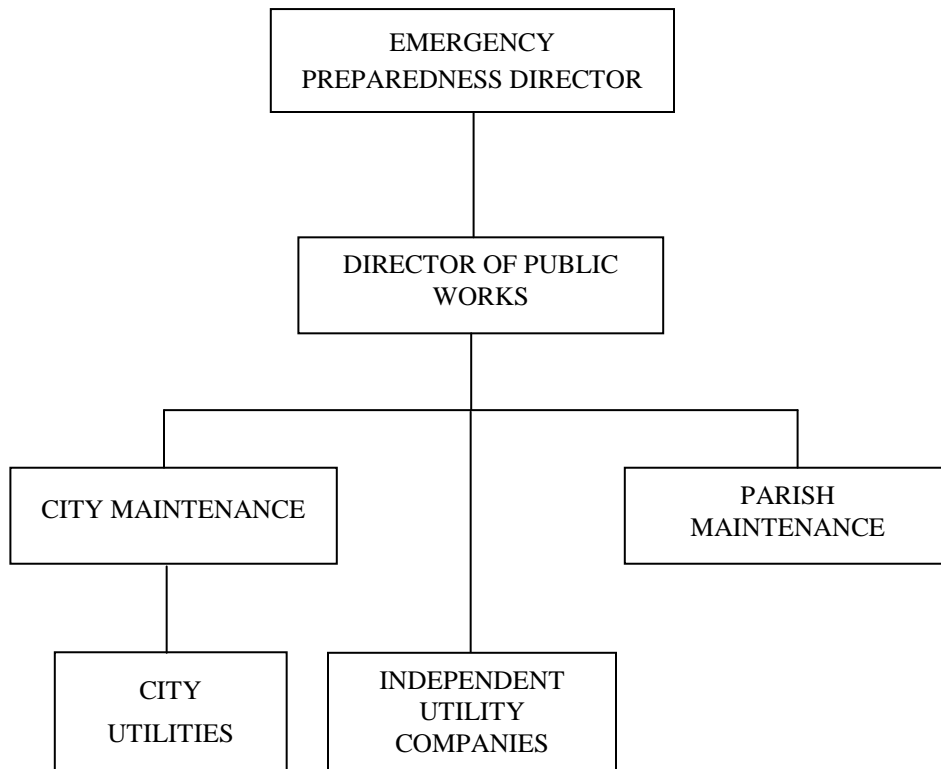
## IX. AUTHORITIES AND REFERENCES

See Basic Plan

## APPENDICES TO ANNEX R:

- (1) Organizational Chart
- (2) Debris Management Plan

PUBLIC WORKS/PUBLIC UTILITIES  
ORGANIZATIONAL CHART  
LIVINGSTON PARISH



DEBRIS MANAGEMENT RESOURCE LISTING  
LIVINGSTON PARISH

- 1 Loby Tractor & Trailer
- 12 6-8 yard Dump Trucks
- 1 12 yard Dump Truck
- 2 Trackhoes
- 5 Rubbertire Hoes
- 1 12 Ton Dragline
- 1 Gradall

Dump Sites:

Livingston Yard  
Denham Springs Yard  
Holden (Old Plywood Mill Site)

---

# MULTI-HAZARD EMERGENCY OPERATIONS PLAN

---

## **ANNEX SHELTER**

**June 2012**



## CONTENTS

I. PURPOSE.....	1
II. SITUATION AND ASSUMPTIONS .....	1
A. Situation.....	1
B. Assumptions.....	1
III. CONCEPT OF OPERATIONS.....	1
A. General.....	1
B. Phases of Emergency Management .....	2
IV. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES .....	3
V. DIRECTION AND CONTROL .....	5
VI. CONTINUITY OF GOVERNMENT.....	5
VII. ADMINISTRATION AND LOGISTICS .....	6
VIII. PLAN DEVELOPMENT AND MAINTENANCE .....	6
IX. AUTHORITIES AND REFERENCES.....	6
A. Authorities .....	6
B. References .....	6
X. APPENDICES TO ANNEX.....	7

---

---

# ANNEX - SHELTER

## I. PURPOSE

*This annex describes the processes used for implementing sheltering and mass-care operations for evacuees.*

It is the purpose of this annex to establish procedures for the sheltering of evacuees during any man-made or natural emergency situation within and/or in the surrounding area of Livingston Parish.

## II. SITUATION AND ASSUMPTIONS

### A. SITUATION

1. Livingston Parish could experience disaster conditions that would require emergency sheltering of evacuees.
2. Disaster conditions requiring sheltering could be brought about by natural phenomena such as: hurricanes, floods, tornadoes, fires, severe winter storms, or any combination thereof.
3. Disaster conditions requiring sheltering could be brought about by man-made phenomena such as: chemical, biological, radiological or other hazardous materials transportation accidents, leaks and/or explosions either at a fixed site River Bend or in transit, terrorism and war-related emergencies.

### 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 Livingston Parish or when mitigating circumstances deem necessary.

## III. CONCEPT OF OPERATIONS

### A. GENERAL

1. The Livingston Parish Shelter Program is provided through the efforts of the Office of Homeland Security & 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, and location of shelters relative to an incident. Where practical, available public and private facilities will be used as shelters, (Appendix 2) with the exception of sheltering outside of the jurisdiction. In which case the host jurisdiction will provide shelter facilities as they see fit.
3. Livingston 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:
5. The American Red Cross will operate and be responsible for shelter facilities during any disaster in which sheltering is necessary.
6. The primary mode of transportation to a shelter facility will be by private vehicle. Public emergency transportation will be provided where necessary.
7. The management team determines management structure of shelter facilities.
8. All communications from shelter facilities to general public, and inquiries as to the status of shelter patrons shall be routed through the Emergency Operations Center or American Red Cross
9. 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.
10. 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.
11. Special need sheltering will be provided by Livingston Parish and supplemented by state shelters where necessary.

## B. PHASES OF EMERGENCY MANAGEMENT

1. Prevention
  - a. LOHSEP in coordination with ARC reviews the shelter list annually.
  - b. ARC reviews / renews their memorandums of understanding with each shelter annually.
  - c. Establish and coordinate Pet Sheltering logistics through the Parish Emergency Operations Center.
2. Mitigation

LOHSEP, in coordination with the ARC, has determined the requirements for adequate shelters, their locations, and the facilities, available for supporting evacuees.
3. Preparedness
  - a. Resource list for all shelter preparations are updated annually and maintained in the Emergency Handbook.

- b. Verification of shelter personnel as to name, phone number, and availability, is maintained by the ARC and personal contact is made annually.
- c. Shelter Standard Operating Procedures (SOPs) are on file in the EOC.
- d. Shelter supplies and kits shall be stocked and annually checked by the American Red Cross. The kits are stored at the ARC Chapter at Baton Rouge.
- e. ARC Shelter Management Courses and GOHSEP training shall be offered to LOHSEP personnel whenever such classes are available.
- f. ARC will be responsible for accelerated training of Shelter Managers in a crisis building period.
- g. Parish EOC establishes contact for Pet Sheltering Operations.

#### 4. Response

- a. At the onset of any emergency that may require sheltering; the initial alert shall include locating designated shelters as well as expedient shelters within the proximity of the incident.
- b. 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.
- c. If determined that opening a shelter is appropriate, the Emergency Operations Center shall notify the American Red Cross and the necessary personnel responsible for opening the shelters. A parish representative will be in each shelter.
- d. The EOC shall coordinate with ARC, the opening of such shelters and, at the same time, declare the best and most available routes for evacuation to the command post at the scene.
- e. The EOC shall coordinate public information announcements to the media for general distribution by the public information officer.
- f. The EOC shall maintain accurate information on open shelters, i.e., locations, capacity, current population, status, etc. This information will be provided by the ARC liaison in the EOC.

#### 5. Recovery

- a. Analyze transportation and re-entry conditions and problems. Obtain transportation.
- b. For extended stay:
- c. Develop staffing levels.
- d. Render assistance to Red Cross emergency feeding and temporary housing as needed.
- e. ARC will submit shelter operation records to the EOC.

## IV. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

### 1. Considerations for local government.

Pre-disaster duties include:

- a. Maintain designated shelter list provided by ARC.

- b. Establish and maintain ARC contact.
  - c. Coordinate Pet Sheltering Operations
2. American Red Cross
- a. Staff designated shelters.
  - b. Coordinate family support and medical services.
  - c. Coordinate shelter use with the EOC.
  - d. Maintain shelter log and evacuee inventory.
  - e. Arrange for periodic shelter surveys.
  - f. Provide food, lodging, and registration services.
  - g. Provide evacuees with up-to-date information concerning the status of the disaster and what to expect when they leave the shelter.
3. Emergency Operations Staff
- a. Parish President  
Assumes responsibility for all sheltering efforts.
  - b. Homeland Security and Emergency Preparedness Director
    - Manages the Emergency Operations Center, oversees its activation, and ensures it is staffed to support all mass care efforts.
    - 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.
    - Coordinates volunteer support efforts to include the activities of volunteers from outside the jurisdiction and the assistance offered by unorganized volunteer and neighborhood groups within the jurisdiction toward mass care operations.
    - Reviews information to be provided to the public on mass care activities.
    - Coordinates planning requirements with 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.
    - Coordinates the provision of mass care needs for personnel performing medical duties during emergencies.
  - c. Sheriff
    - Responsible for providing security at designated shelters.
    - Provides traffic control during evacuee movement to mass care facilities.
    - Provide alternate communication between shelters and the Emergency Operations Center.

- d. Office of Homeland Security and Emergency Preparedness Assistant Director / 911 Supervisor
- Responsible for assisting Homeland Security and Emergency Preparedness Director in coordinating his Office and the Emergency Operations Center activities for all mass care efforts.
  - Responsible for ensuring the maintenance, availability, and operation of communications equipment in support of mass care activities.
  - Coordinates planning and mitigation activities with Home Health Care Agencies and Nursing Homes.
  - Responsible for continuous 24 hour coverage of the Parish Emergency Operation Center, monitoring all communications and prompt notification of the Emergency Operations Center's Staff, Emergency Operations Center's personnel and other agencies as directed, in the event that mass care activities are required.
- e. Public Information Officer
- Makes public announcements about availability of mass care facilities.
- f. School Services Officer
- Responsible for making School Board resources available.
  - Coordinates the transportation of school children to mass care facilities.
  - Responsible for coordinating and obtaining transportation resources to ensure easy movement of people into mass care facilities.
- g. Health & Medical Officer
- Coordinates the use of Health and Medical resources and personnel involved in providing medical assistance to mass care facilities.
  - Assists facilities that provide care for special needs population.
- h. Code Enforcement (Building Inspectors – Public Works).
- Certify that all shelters are structurally sound. (This will be requested by ARC).

## V. DIRECTION AND CONTROL

All shelter activities will be coordinated through the ARC Operational Headquarters and the ARC Parish EOC liaison via the Emergency Operations Center. Shelter Managers will be responsible for the operation of their individual shelters.

## VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are according to the SOGs or procedures established by each department. See Basic Plan.

## VII. ADMINISTRATION AND LOGISTICS

### 1. Shelter Management

Shelters will be operated in accordance with ARC shelter guidelines as delineated by the Shelter Management Training Course (ARC 3074). Training will be provided by ARC on a regular basis.

### 2. Shelter Kits

Shelter kits containing appropriate forms, handbooks, and identification have been prepared. ARC will distribute the kits to their designated locations upon activation of the shelter.

### 3. Records and Reports

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. The Shelter Managers will report directly to the ARC Operational Headquarters then the information will be forwarded to the representative at the Parish EOC. They will then ensure current and accurate shelter information including the conditions and number of people in the shelter. This will be reported and maintained at the EOC. An event log/shelter operation records will be kept by the Shelter Manager that will be turned into the EOC.

### 4. Communications

The telephone will be the primary means of communications to shelters. Emergency Personnel staffed at the shelter will have access to 700/800 MHz radios and will be able to communicate directly with the Emergency Operations Center. Amateur radio operators will also be placed in each shelter and the EOC for communications.

### 5. Shelter Stocking

Shelters will be stocked as soon as possible upon activation. ARC will provide food and other services along with support from OHSEP.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

OHSEP, along with ARC, will assume the primary responsibility for this annex. All other agencies will perform their respective functions.

## IX. AUTHORITIES AND REFERENCES

### A. AUTHORITIES

(See Basic Plan)

### B. REFERENCES

## X. APPENDICES TO ANNEX

1. Appendix 1 – Shelter Functions Org Chart
2. Appendix 2 – Shelter List
3. Appendix 3 – Guide for Shelter Managers
4. Appendix 4 – Animal Sheltering Plan

DRAFT

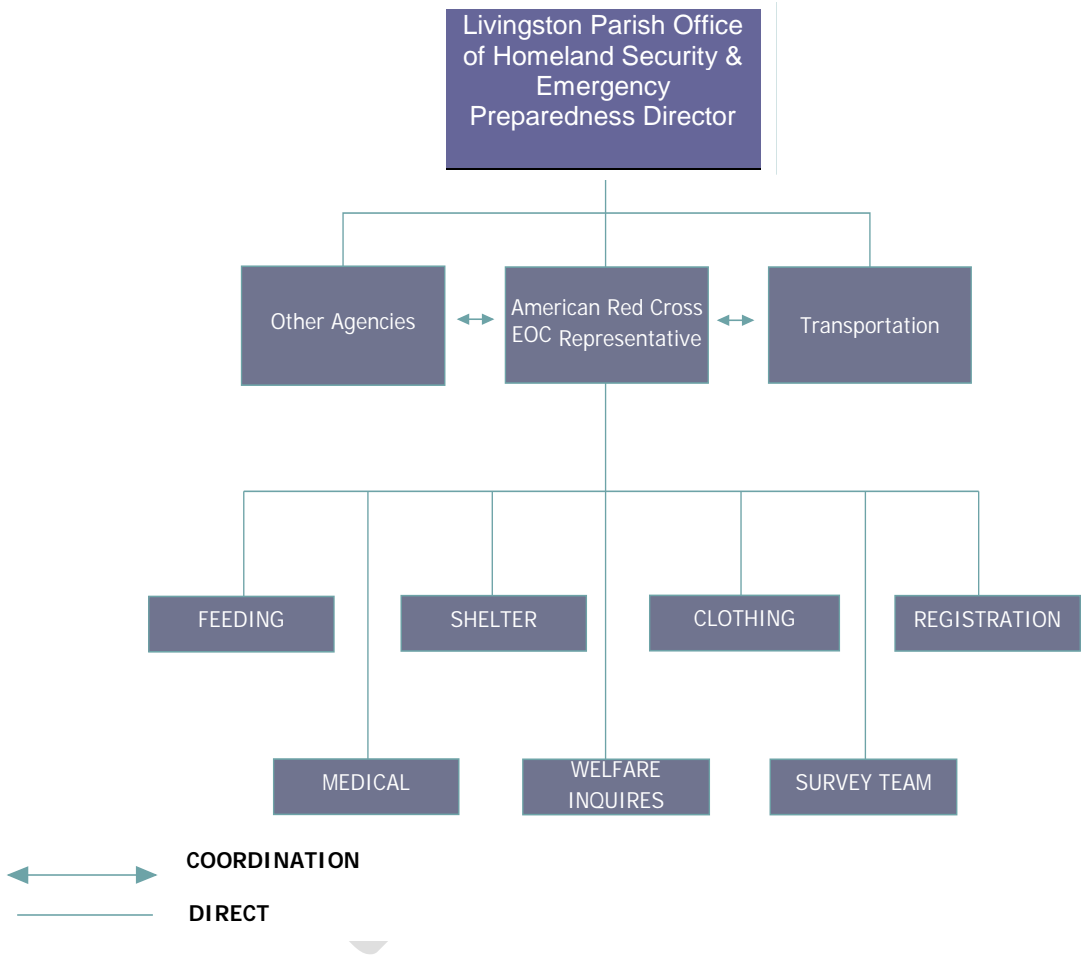


# ANNEX - APPENDIX 1

## SHELTER FUNCTIONS ORGANIZATIONAL CHART

Livingston Parish Shelter Functions Organizational Chart

APPENDIX 1



---

## ANNEX E - APPENDIX 2

# SHELTERS IN LIVINGSTON PARISH

The American Red Cross maintains a current listing of all facilities in Livingston Parish to be used as a shelter in the event of an emergency or disaster.

DRAFT

---

# ANNEX - APPENDIX 3

## GUIDE FOR SHELTER MANAGERS

### I. SHELTER OPERATION

This material is planned to serve as a guide and checklist for the individual responsible for opening a school, public building, church, or other facility to be used for the reception and care of disaster victims within Livingston Parish.

The Shelter Manager should be someone familiar with the building to be used: its size, facilities, and day-to-day level of supplies. If the shelter is a school, the principal or a designated member of the staff may serve under agreements in effect between the school board and ARC. Authorization for use of the school as a shelter should be made through normal school district channels.

The regular staff working in the building-faculty, as well as office, cafeteria, and maintenance staff, should be the primary resource for personnel to operate the shelter, as they have the most complete knowledge of the facility and can best safeguard against damage and misuse.

The Shelter Manager may expect full support from the chapter to provide needed equipment, supplies, and additional staff. ARC will pay for food and other supplies on hand that are used in the shelter, as well as, additional supplies required.

Mass Care shelters are generally intended to operate for a limited time - one to four days. In most instances, shelter residents are able to return to their homes within a short time or to locate other housing. The remaining families can be assisted by Family Service workers in solving this problem.

While in operation, the shelter must meet a multitude of physical and psychological human needs under adverse conditions. The young, old, ill, employed and unemployed, all have special needs to be met through recreation, medical services, transportation, maintenance, and social work services available through the shelter.

### II. DUTIES OF THE SHELTER MANAGER

#### A. PRE-DISASTER PLANNING

Chapters are responsible for identifying and planning for shelters - pre-designated Shelter Managers would participate in this activity. Such preparedness comprises:

- \_\_\_\_\_ 1. Developing a plan for the operation of the buildings to include:
  - \_\_\_\_\_ a. A survey of the building.
  - \_\_\_\_\_ b. A floor plan of the building and grounds, and use of space.
- \_\_\_\_\_ 2. Estimating the resources and supplies necessary to operate the shelter base on its capacity:
  - \_\_\_\_\_ a. Type and quantity of supplies such as soap, towels, and cleaning equipment.
  - \_\_\_\_\_ b. Food and cooking equipment.

- \_\_\_\_\_ c. Provision for bedding, medical, and first-aid supplies.
- \_\_\_\_\_ 3. Estimating additional staff needed for actual operations including support staff for other disaster committees.
- \_\_\_\_\_ 4. Planning a method of registering each person housed in the shelter. (Last, first and middle name, pre-disaster home address.)

**Note: The Shelter Manager may appoint one or more assistants for any of the above duties; however, they are all ultimately the responsibility of the Shelter Manager.**

#### B. IN TIME OF DISASTER

After being officially notified to open a building for the shelter, the Shelter Manager should:

- \_\_\_\_\_ 1. Proceed immediately to the building.
- \_\_\_\_\_ 2. Establish and maintain contact with ARC disaster headquarters.
- \_\_\_\_\_ 3. Alert basic staff and activate the building.
- \_\_\_\_\_ 4. Arrange the building for operation, inventory supplies and equipment. Prepare rooms for receiving people and for other purposes.
- \_\_\_\_\_ 5. Order supplies and equipment from ARC disaster headquarters and report any need for support such as medical services.
- \_\_\_\_\_ 6. Recruit additional personnel. (Disaster victims in the shelter may be recruited.)
- \_\_\_\_\_ 7. Begin feeding beverages and snacks as soon as the shelter opens, and begin regular meal service as soon as possible.
- \_\_\_\_\_ 8. Keep in constant touch with the Shelter Chairman at disaster headquarters, giving progress reports and a daily count of persons housed and fed.
- \_\_\_\_\_ 9. Arrange for the care of pets, if necessary.

#### C. SHELTER RECEPTION AND REGISTRATION

- \_\_\_\_\_ 1. The Shelter Manager is responsible for ensuring that a simple record is kept of every person who is housed in the shelter. The Shelter Manager may delegate this responsibility to one or more assistants as needed.
- \_\_\_\_\_ 2. At the reception desk, the family or individual should be assigned to an appropriate lodging area. They should proceed to the registration desk before going on to their lodging area.
- \_\_\_\_\_ 3. Shelter registration cards (ARC Form 5972) should be used if available. If not, plain 3 x 5 inch cards may be used for this registration. The following information is needed:
  - \_\_\_\_\_ a. Last, first, and middle names for husband and wife (include wife's maiden name).
  - \_\_\_\_\_ b. Names and ages of all family members.
  - \_\_\_\_\_ c. Any health problems.

- \_\_\_\_\_d. Pre-disaster address.
- \_\_\_\_\_e. Date arrived in the shelter; date departed.
- \_\_\_\_\_f. Post-disaster address.
- \_\_\_\_\_4. Registration cards should be made in duplicate. One copy is for the Shelter Manager's files, and one copy is sent to disaster headquarters for the Welfare Inquiry section. If it is not practicable to make cards in duplicate, an alphabetical list of shelter occupants can be submitted.
- \_\_\_\_\_5. When victims move from the shelter, it should be so indicated on the registration cards, and disaster headquarters should be notified.

**Note: It is important that people be registered as soon as they arrive in the shelter, or as soon as practicable. (This is not to be confused with registration of families for individual assistance, i.e., Family Service.)**

#### D. FOOD

In general, feeding for shelter operation falls into one of two categories: (1) feeding within the shelter, where cafeteria facilities already exist, and (2) the arrangement to feed persons in a nearby commercial establishment. (In some instances, it may be feasible to create temporary kitchen and feeding equipment within the shelter.)

- \_\_\_\_\_1. The Shelter Manager is administratively responsible for feeding people housed under his/her management. The Shelter Manager may have the use of staff that normally operate the cafeteria, or may have to rely on food delivery by other units of the Mass Care function.
- \_\_\_\_\_2. The Shelter Manager is responsible for maintaining a daily count of people fed within his/her shelter and reporting this information to ARC headquarters.
- \_\_\_\_\_3. The person in charge of feeding will arrange for someone to receive, store, issue, and keep records of supplies.
- \_\_\_\_\_4. Shelter occupants can assist as cooks', helpers, and servers and can serve on the clean-up crew.
- \_\_\_\_\_5. Hot meals should be provided twice a day. Additionally, a midday lunch should be provided for children, the aged, expectant and nursing mothers, workmen, and disaster victims doing heavy work.
- \_\_\_\_\_6. Special diet problems will be handled as recommended by medical and nursing staff on duty at the shelter.
- \_\_\_\_\_7. Menus will be planned in terms of foods available, with perishable foods being used first. Sufficient foods should be prepared to provide second servings. USDA foods may be available, subject to approval by appropriate government agencies (e.g., school administration) and ARC authorities.

\_\_\_\_ 8. The ARC will also provide mobile feeding stations should the shelter stations become inadequate.

#### E. MEDICAL AND NURSING

\_\_\_\_ 1. ARC is responsible for providing adequate medical and nursing services in all ARC-operated shelters to care for the sick and injured, protect the health of residents, and supervise the sanitation at the shelter.

\_\_\_\_ 2. The ARC chapter is responsible for providing competent Disaster Health Services staff in each shelter. If such staff is unavailable, the Shelter Manager should assign someone with knowledge of first aid to provide limited care. In the absence of qualified medical staff, all medical problems would be referred to a local emergency room or physician. In such an event, the Shelter Manger must retain records of individuals, a description of their ailment or injury, and the medical facility used.

#### F. CHILD CARE

If a shelter remains open for more than a day or two, a child-care facility should be considered in order to ease the burden on parents.

\_\_\_\_ 1. The Shelter Manager will designate someone to be responsible for child-care.

#### G. RECREATION

If large numbers of persons are housed in the shelter, and if the shelter operation is prolonged, it is advisable to provide recreation activities.

\_\_\_\_ 1. It is the Shelter Manager's responsibility to decide when and if recreation is needed. He may appoint one or more persons to develop appropriate recreational activities.

\_\_\_\_ 2. The Shelter Manager may call upon resources at disaster headquarters for assistance such as films, newspapers, equipment, games, and television sets.

#### H. SHELTER MAINTENANCE

The Shelter Manager will designate someone to be responsible for building maintenance and upkeep. The staff normally responsible for the facility may be available for this purpose. Shelter residents should, however, be asked to assist. Necessary activities include the following:

\_\_\_\_ 1. Acquire additional supplies and equipment such as furniture, safety and cleaning equipment, and tools.

\_\_\_\_ 2. Arrange for daily janitorial service.

\_\_\_\_ 3. Arrange for the installation of additional temporary facilities such as showers and toilets.

- \_\_\_\_\_ 4. Move furniture as necessary.
- \_\_\_\_\_ 5. Prepare and supervise the use of the grounds and yard for parking and recreation, if necessary.
- \_\_\_\_\_ 6. Maintain a system of record keeping to be used upon returning the building to its original condition upon closing, and document any damages and related expenses.

### III. FLOOR PLAN AND SPACE ALLOCATION

A. IN THE ALLOCATION OF SPACE, CONSIDERATION SHOULD BE GIVEN TO THE FOLLOWING NEEDS:

- \_\_\_\_\_ 1. Manager's office.
- \_\_\_\_\_ 2. Emergency medical care.
- \_\_\_\_\_ 3. Feeding.
- \_\_\_\_\_ 4. Reception and registration.
- \_\_\_\_\_ 5. Storage of food and supplies.
- \_\_\_\_\_ 6. Possible storage of occupants' belongings.
- \_\_\_\_\_ 7. Child care.
- \_\_\_\_\_ 8. Rest room for staff (in larger shelters).
- \_\_\_\_\_ 9. Family Service interviewing areas.
- \_\_\_\_\_ 10. Some guidelines to use in planning:
  - \_\_\_\_\_ a. One toilet per 40 persons (6 for 200, 14 for 500).
  - \_\_\_\_\_ b. Forty to sixty square feet of sleeping space per person.
  - \_\_\_\_\_ c. One quart of drinking water (minimum) per person, per day.
  - \_\_\_\_\_ d. Five gallons of water per person, per day (all uses).
  - \_\_\_\_\_ e. Twenty-five hundred calories per person, per day (approximately 3.5 pounds of unprepared food).

### IV. STAFF NEEDED

The following staff will be needed for actual operations:

- \_\_\_\_\_ 1. Shelter Manager
- \_\_\_\_\_ 2. Assistant Manager
- \_\_\_\_\_ 3. Nurse
- \_\_\_\_\_ 4. Registration
- \_\_\_\_\_ 5. Food preparation
- \_\_\_\_\_ 6. SBuilding maintenance and sanitation

---

# ANNEX - APPENDIX 4

## ANIMAL SHELTERING PLAN

### I. GENERAL

The purpose of this section is to provide basic guidelines for the sheltering of small animals (pets) in Sector A and Sector B areas of the Shelter Area Parishes and large animals (equine, livestock) in Sector C of the Shelter Area Parishes. This plan will be activated and coordinated by the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).

The Louisiana Veterinary Medical Association (LVMA) has organized Regional Animal Response Teams (RARTs). Under direction of the Louisiana Department of Agriculture and Forestry (LDAF), these teams will be responsible for the operation of small animal shelters within their areas. Neither the Louisiana Shelter Task Force nor the parish OHSEP Director will be responsible for the operation of the small animal shelters.

### II. SITUATION AND ASSUMPTIONS

#### A. SITUATION

In Livingston Parish, public health during disasters is directly related to the safety of animals. Owners may fail to evacuate because they cannot take their animals with them, or owners who left their animals behind will later try to reenter the disaster area to rescue them. The human-animal bond extends to livestock and equine owners.

#### B. ASSUMPTIONS

1. Through public education, animal owners will be advised on how to prepare their animals for a disaster situation.
2. By providing shelters for pets, human lives will be saved.

### III. SMALL ANIMALS

1. Evacuees will be advised of pet shelter locations at the informational points. Informational points will be staffed by RARTs. Along with locations, pet owners will receive requirements for use of the pet shelters.
2. Local veterinarians and staff, operating as RARTs, will provide veterinary emergency care of the animals as needed. RARTs will be responsible for the initial set up of the shelter. Stations in the shelter are to include: animal and owner identification, veterinary needs, resource procurement, documentation of activities, and expenses.
3. The pet shelters will be paired with nearby ARC shelters where owners will be sheltered. The pet owner will provide daily feeding, watering, and exercising of his/her pet and help keep the shelter area clean.
4. At check-in, the pet owner will be required to show proof of required vaccinations. Pets will be examined, if necessary, by a veterinarian. Any pet not having its vaccinations, or



considered to pose a risk to other animals or people, will not be admitted to the shelter. The final decision rests with the veterinarian in charge at the shelter.

5. Pet shelter standard operating procedures are developed and maintained by LVMA.
6. Staging areas for humane groups will be identified and established by LDAF.
7. Zoos, animal humane societies, and animal control must have disaster plans and cannot utilize public shelters.

## IV. LARGE ANIMALS

Large animals will be sheltered in Shelter Sector C. Humans with large animals need to evacuate early and travel the shortest distance with their animals. LDAF, Office of Animal Health Services will maintain a list of facilities in Shelter Sector C that are available for sheltering of large animals. Owners are responsible for moving and caring for their animals.

## V. INFORMATION FOR CITIZENS CONCERNING PETS, LIVESTOCK, & WILDLIFE

### Disaster Planning Tips for Pets, Livestock, and Wildlife

The Humane Society of the United States offers disaster planning tips for pets, livestock and wildlife whether it's a large-scale natural catastrophe or an unforeseen emergency that causes you to leave your home temporarily. Everyone's family can benefit from having a household evacuation plan in place before disaster strikes. Every disaster plan must include your pets!

1. The Humane Society of the United States (HSUS) offers the following tips to pet owners designing an emergency safety plan:
  - a. If you evacuate your home, **DO NOT LEAVE YOUR PETS BEHIND!** Pets most likely cannot survive independently; and if by some remote chance they do, you may not be able to find them when you return.
  - b. For public health reasons, many emergency shelters cannot accept pets. Find out which motels and hotels in your area allow pets -- well in advance of needing them. Include your local animal shelter's number in your list of emergency numbers - they might be able to provide information concerning pets during a disaster.
  - c. Make sure identification tags are up to date and securely fastened to your pet's collar. If possible, attach the address and/or phone number of your evacuation site. If your pet gets lost, his tag is his ticket home. Make sure you have a current photo of your pet for identification purposes.
  - d. Make sure you have a secure pet carrier, leash, or harness for your pet so that if he or she panics, he or she can't escape.
  - e. Take pet food, bottled water, medications, veterinary records, cat litter/pan, can opener, food dishes, first aid kit, and other supplies with you in case they are not available later. While the sun is still shining, consider packing a "pet survival" kit which could be easily deployed if disaster hits.
  - f. If you are unable to return to your home right away, you may need to board your pet. Most boarding kennels, veterinarians, and animal shelters will need your pet's medical records to make sure all vaccinations are current. Include copies in your "pet survival" kit along with a photo of your pet.

- g. If it is impossible to take your pet with you to temporary shelter, contact friends, family, veterinarians, or boarding kennels to arrange for care. Make sure medical and feeding information, food, medicine, and other supplies accompany your pet to his foster home. **NOTE:** Some animal shelters will provide temporary foster care for owned pets in times of disaster, but this should be considered only as a last resort.
        - h. If you have no alternative but to leave your pet at home, there are some precautions you must take, but remember that leaving your pet at home alone can place your animal in great danger! Confine your pet to a safe area inside -- NEVER leave your pet chained outside! Place a notice outside in a visible area, advising what pets is in the house and where they are located. Provide a phone number where you or a contact can be reached as well as the name and number of your veterinarian.
2. Not only are pets affected by disaster, but the other animals in the disaster area are affected as well. The HSUS offers these basic tips for people who encounter wildlife or have livestock on their property:
  - a. Wildlife
    - Wild animals often seek higher ground which, during floods, eventually become submerged (i.e., island) and the animals become stranded. If the island is large enough and provides suitable shelter, you can leave food appropriate to the species (i.e., sunflower seeds for squirrels). Animals have a flight response and will flee from anyone approaching too closely. If the animal threatens to rush into the water, back away from the island or you may frighten the animal into jumping into the water to escape from you.
    - Wildlife often seeks refuge from flood waters on upper levels of a home and may remain inside even after the water recedes. If you meet a rat or snake face to face, be careful but do not panic. Open a window or other escape route and the animal will probably leave on its own. Never attempt to capture a wild animal unless you have the training, protective clothing, restraint equipment and caging necessary to perform the job.
    - Beware of an increased number of snakes and other predators who will try to feed on the carcasses of reptiles, amphibians, and small mammals that have been drowned or crushed in their burrows or under rocks.
    - Often, during natural disasters, mosquitoes and dead animal carcasses may present disease problems. Outbreaks of anthrax, encephalitis, and other diseases may occur. Contact your local emergency management office for help!
    - If you see an injured or stranded animal in need of assistance, or you need help with evicting an animal from your home, please contact your local animal control office or animal shelter!
  - b. Livestock
    - **EVACUATE LIVESTOCK WHENEVER POSSIBLE.** Arrangements for evacuation, including routes and host sites, should be made in advance. Alternate routes should be mapped out in case the planned route is inaccessible.

- The evacuation sites should have or be able to readily obtain food, water, veterinary care, handle equipment and facilities.
- Trucks, trailers, and other vehicles suitable for transporting livestock (appropriate for transporting each specific type of animal) should be available along with experienced handlers and drivers to transport them. Whenever possible, the animals should be accustomed to these vehicles in advance so they are less frightened and easier to move. If evacuation is not possible, a decision must be made whether to move large animals to available shelter or turn them outside. This decision should be determined based on the type of disaster and the soundness and location of the shelter (structure).

All animals should have some form of identification that will help facilitate their return.

## VI. ANIMAL CONTACTS

### State Agencies:

State Veterinarian (Office of Animal Services, Department of Agriculture & Forestry)	925-3980
Area Veterinarian-in-Charge: (USDA: APHIS: VS)	389-0436
Louisiana Veterinary Medical Association (LVMA):	928-5862 (LVMA) 1-800-524-2996

### Animal Control Facilities:

### Animal Organizations:

US Humane Society	(202) 452-7700
Bandits Wildlife	654-5941
Cajun Trapping	767-2021
Raccoon Rescue	766-2688
Cat Haven	756-4748
CAAWS	752-5801
PAAWS	677-9292
American Kennel Club	(919) 233-9767
Baton Rouge Kennel Club	1-900-407-7877
NACA	1-800-828-6474
Wildlife and Fisheries	765-2800
*After Hours	765-2706
Baton Rouge Zoo	775-3877

Operation Game Thief	1-800-442-2511
Animal Damage Control	389-0229

**Dead Animals:**

BFI	778-3800
Livestock	231-3254
State Hwy	231-4131
Birds- Public Health	1-800-256-2748
Mosquito Control	356-3297

**Bees:**

LSU (Dr. Pollet)	578-2180
LSU (Bee Lab)	578-9280
M. Catania	261-2365
E. Holloway	923-2833

**LSU:**

Small Animals	578-9600
Large Animals	578-9500

TERRORIST INCIDENT PROGRAM  
LIVINGSTON PARISH

I. PURPOSE

The purpose of this annex is to provide a framework for the coordination of Parish, Local, and outside resources in dealing with a terrorist incident. Livingston Parish authorities will endeavor to control and minimize potential effects of such incidents on the public, while acquiring and preserving the information needed to bring the terrorist to justice.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. A Terrorist Incident is defined as: “A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States, or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.”
2. Livingston Parish has high visibility, high vulnerability targets for terrorists. The targets include symbolic structures, such as government buildings, public works, such as roads, bridges, and drainage and flood control structures, utilities, industrial installations that have hazardous materials, transportation installations and vehicles, and periodic gatherings of large numbers of people.
3. Parish and Local governments have a limited number of law enforcement and public safety personnel. It is not possible to guard all the buildings, installations, and crowds that might become terrorist targets.
4. Since a terrorist(s) can choose their targets and the time and method of their attacks, advance knowledge of such attacks is not going to be available on a regular basis. When such information is available, it will be disseminated through law enforcement channels, and it will be handled with care so that it remains secure.

5. A terrorist(s) will choose targets in order to satisfy his own motives and time schedules. A frequent motive for terrorist action is to attract the attention of the news media by committing a crime that is outrageous, either by the target that is attacked, or by the number of deaths, injuries, and damages inflicted. The posture of the government must, therefore, be loose and flexible.
6. Terrorist Incident Program (TIP) management consists of two components, Crisis Management and Consequence Management. The Crisis Management Component (CRIMCO) will consist of all intelligence and law enforcement activities. The Consequence Management Component (COMCO) will consist of all Search and Rescue, Firefighting, Evacuation, Shelter, Medical, and other associated activities. Such specialized activities as Hazardous Materials response may fall under either component as the situation dictates.

## B. ASSUMPTIONS

1. It may not be possible to get advance information or intelligence about terrorist attacks, and any such information may be kept in law enforcement channels for security reasons.
2. If any intelligence information is given to the emergency preparedness community, it will probably only be released at the last possible moment, and the warning information may not be specific or reliable.
3. The need for security for intelligence information may hinder attempts to pre-position emergency response agencies or to give timely warning to people in the target area. This will result in a situation like that in a tornado, of little or no advance warning, followed by sudden devastation. The potential for casualties in such a situation will be high.
4. When a terrorist incident has taken place, there will be a need to rescue injured people, recover bodies, demolish unsafe structures, and preserve the crime scene elements that will be needed to trace the terrorist(s) and/or construct a chain of evidence for the terrorist(s)' trial. These needs may conflict. When they do conflict, the grounds of the conflict will be explained and referred to higher authority. In the case of a conflict among Parish and Local authorities, the conflict will be referred to the Parish President. In case of a conflict among Parish and State or Federal authorities, the conflict will be referred to the Governor.

### III. CONCEPT OF OPERATIONS:

Terrorist incident preparations and operations of the Parish will take place within the framework of the Four Phases of Emergency Preparedness; Mitigation, Preparedness, Response, and Recovery.

#### A. Mitigation

The Louisiana Office of Emergency Preparedness (LOEP), the Louisiana State Police (LSP), and other concerned agencies will coordinate continuing educational programs for government, business, and concerned citizens, to enhance awareness. The Parish will encourage people in key positions to attend such programs as they are announced. The Parish officials will circulate awareness materials to key people, and conduct audits and inspections of possible target sites as requested, to heighten awareness.

#### B. Preparedness

1. This plan, its implementing procedures, and other related directives, papers, and documents will be maintained, reviewed, and updated as needed. All such papers will use the concept of the Incident Command System for responding to terrorist incidents.
2. The Parish will initiate such memoranda of agreement as are needed to insure close cooperation with other concerned jurisdictions, organizations, and parties.
3. The Parish will insure that Terrorist Incident Program (TIP) materials and concepts are included in the regular emergency preparedness training and exercise schedule.
4. The Parish will insure that procedures exist to direct any advance knowledge of terrorist incidents to law enforcement channels in order that actions may be taken to prevent the incidents and apprehend the terrorist(s). Such information will be safeguarded to insure that it does not leak out and alert the terrorist(s) before they can be apprehended.
5. The Parish will insure that chains of communication are opened and kept open among Local, Parish, and State law enforcement authorities to insure that TIP information is handled expeditiously and securely.

6. In cases in which advance Terrorist Incident Plan (TIP) information is received by authorities every effort will be made to pre-position public safety and emergency response people and equipment so as to render effective aid as soon as possible to the event.

C. Response

1. If advance warning is received, some response agencies may be able to pre-stage people and equipment, and reduce the overall response time.
2. All response activities will be conducted according to the Incident Command System.
3. When the potential or actual impact of the incident is great, or the threat is great, the Parish President may declare a State of Emergency, and mobilize all Parish resources to deal with the threat. If the threat is too great to be handled by Parish resources, the State will be requested to support the TIP operations.
4. The Parish will establish an on-scene incident command center to conduct Consequences Management Component (COMCO) operations. Law enforcement authorities will establish a Law Enforcement Operations Center (LEOC) at which all Crisis Management Component (CRIMCO) activities will be coordinated. The two centers may be located together. A Parish representative will be sent to the LEOC, and a Law Enforcement representative will be sent to the Parish incident command center, to insure that operations are coordinated.

D. Recovery

Recovery, as used in this annex, will mean the return of all operations to normal. Recovery operations will be conducted in accordance with the provisions of the Parish Emergency Operations Plan and the Louisiana Disaster Recovery Manual.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Parish President

1. Issue a Declaration of Emergency as appropriate, and request assistance from the State as needed.



2. Direct response and recovery activities.

B. Sheriff

1. Control and coordinate all Terrorist Incident Plan (TIP) law enforcement activities in Livingston Parish. Develop and maintain procedures to support this plan, including procedures for getting, processing, and safeguarding TIP information.
2. Maintain continuing TIP liaison with other law enforcement authorities in the Parish and in neighboring parishes, and with the Louisiana State Police (LSP). Maintain liaison with the Federal Bureau of Investigation (FBI) and other federal law enforcement authorities who have offices in the Parish.
3. When a suspected terrorist incident takes place, carry out all Crisis Management Component (CRIMCO) activities, such as securing of a perimeter around the site, and having the area searched for possible secondary explosive devices that might have been placed to target responders. If law enforcement personnel are first on the scene, proceed with lifesaving activities, including search and rescue, and evacuation. Coordinate activities with fire service, medical, and other emergency preparedness response agencies and personnel.
4. Prevent debris clearance until debris has been examined for possible evidence of a crime, except where debris clearance is immediately necessary for rescue operations. Establish an Law Enforcement Operations Center (LEOC) at the scene, and prepare for the possible establishment of a Federal Joint Operations Center (JOC).
5. When a suspected terrorist incident takes place, call in the LSP and the FBI, and maintain primary Parish contact with them in carrying out all CRIMCO activities.

C. Office of Emergency Preparedness

1. Coordinate all Parish Consequence Management Component (COMCO) activities that are not associated with the law enforcement aspects of the incident. Advise the Parish President on response and recovery issues.

2. Activate the Parish Emergency Operations Center (EOC) and set up an on-scene command post, if needed, to assist the incident commander. Coordinate requests for assistance from neighboring jurisdictions and the State. Coordinate with state and federal COMCO responders as needed.

C. Fire Services

Conduct search and rescue, fire suppression, and other activities as needed. Check for the presence of hazardous materials, and take appropriate measures. In cases in which fire personnel have explosives training and expertise, deal with any unexploded devices.

D. Medical Services

1. Emergency medical personnel will conduct lifesaving operations as appropriate. Insure that casualties of explosions and hazardous materials incidents are decontaminated as soon as possible.
2. Public Health and other health authorities will check for chemical and biological contamination, and insure that proper precautions are taken to render contaminated areas harmless.
3. Hospitals and other health services will insure that people who have been exposed to chemical or biological agents are decontaminated.

IV. DIRECTION AND CONTROL:

A. CRIMCO (Crisis Management Component):

All law enforcement and Crisis Management Component operations will be controlled and coordinated by the Livingston Parish Sheriff's Office.

B. COMCO (Consequences Management Component):

All normal emergency preparedness, response, and recovery, and COMCO activities will be controlled and coordinated in accordance with the Basic Plan, and Annex A.

VI. CONTINUITY OF GOVERNMENT:

See Basic Plan.

## VII. ADMINISTRATION AND LOGISTICS:

- A. The Law Enforcement Operations Center (LEOC) is the control point for Crisis Management Component (CRIMCO) operations. It will be set up and staffed by the Livingston Parish Sheriff's Office. It may be absorbed by a Joint Operations Center (JOC) if one is set up by federal authorities.
- B. The Parish Emergency Operations Center (EOC) is the control point for Consequences Management Component (COMCO) operations, as described in the Basic Plan. It will continue to function as long as COMCO operations are conducted.
- C. An on-scene Command Post will be set up for the Incident Commander. It will function as long as it is needed.
- D. All necessary records and reports will be maintained on each incident, for both the CRIMCO and COMCO operations.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Director of Livingston Parish Office of Emergency Preparedness is responsible for maintaining and updating this annex. The Director will develop, coordinate, and maintain Standard Operating Procedures (SOPs) and Mutual Aid Agreements to support the plan.
- B. The Sheriff is responsible for developing, coordinating, and maintaining all CRIMCO procedures and Mutual Aid Agreements needed to support this annex.

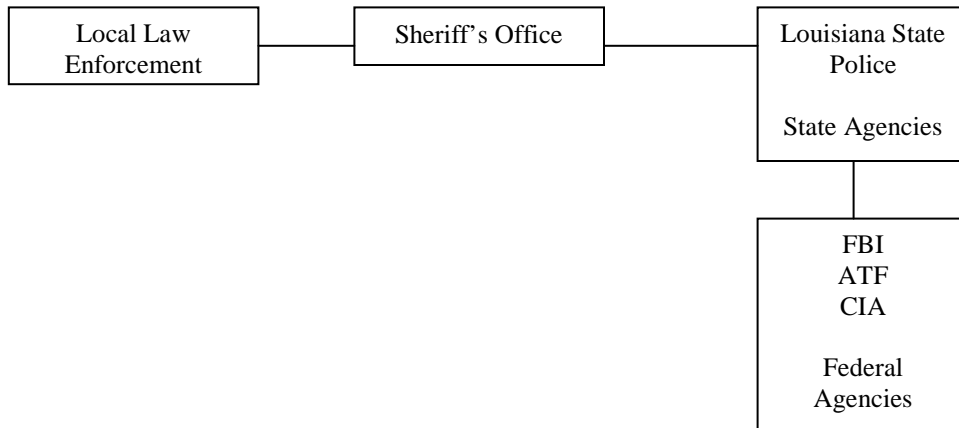
## IX. AUTHORITIES AND REFERENCES

- A. The Louisiana Emergency Assistance and Disaster Act of 1993, as amended.
- B. The Louisiana Emergency Operations Plan.
- C. The Louisiana Disaster Recovery Manual.
- D. The Federal Response Plan, Terrorist Incident Annex.
- E. Morehouse Parish Basic Plan

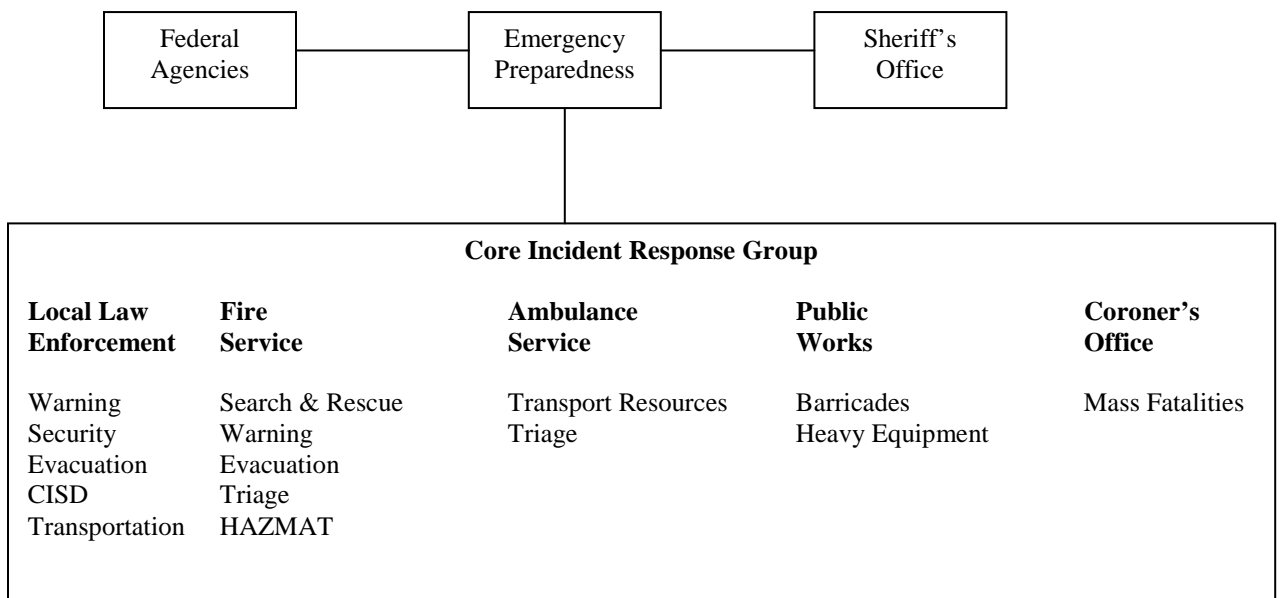
APPENDICES TO ANNEX T:

- 1) Organization Chart
- 2) Incident Flow Chart
- 3) Incident Command System

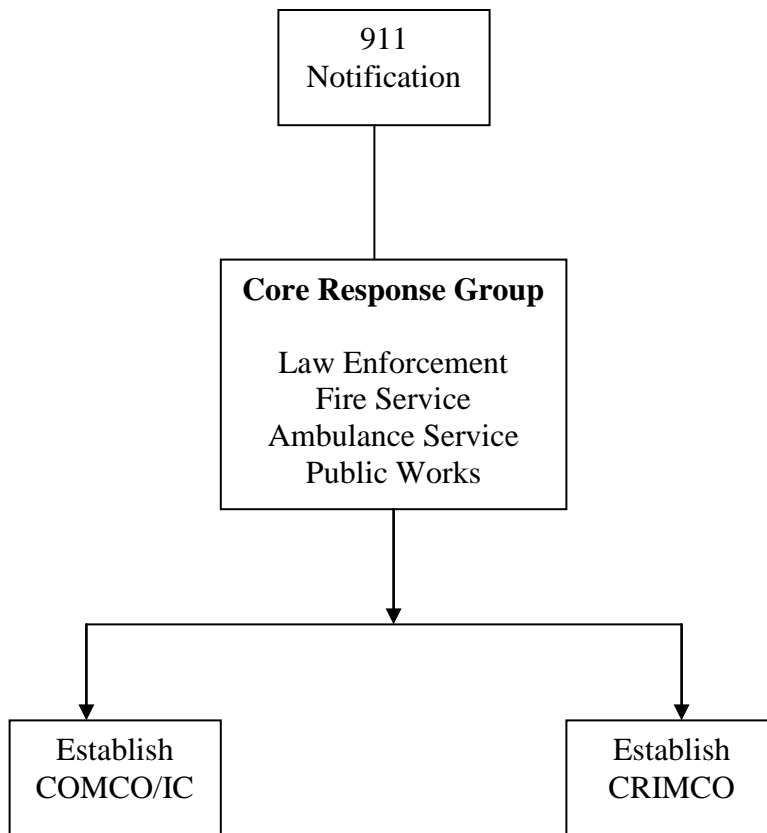
CRISIS MANAGEMENT (CRIMCO) ORGANIZATIONAL CHART  
LIVINGSTON PARISH



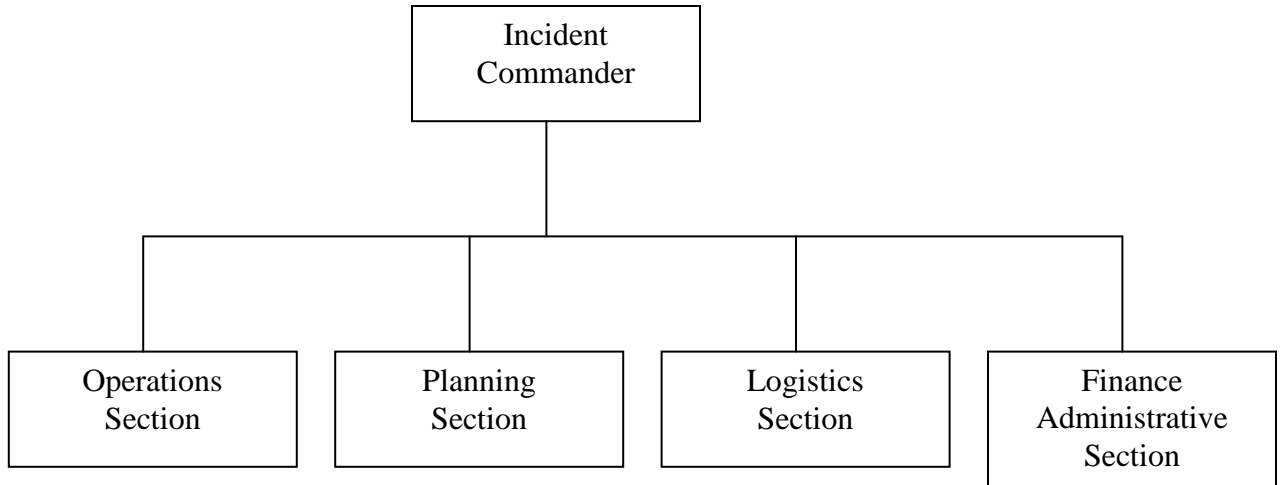
CONSEQUENCE MANAGEMENT (COMCO) ORGANIZATIONAL CHART



INCIDENT FLOW CHART  
LIVINGSTON PARISH



INCIDENT COMMAND SYSTEM



---

# MULTI-HAZARD EMERGENCY OPERATIONS PLAN

---

## **ANNEX TERRORISM**

**June 2012**



## CONTENTS

I.	PURPOSE.....	1
II.	SITUATION AND ASSUMPTIONS.....	1
	A. Situation.....	1
	B. Assumption.....	2
III.	CONCEPT OF OPERATIONS.....	2
	A. Prevention.....	2
	B. Mitigation.....	3
	C. Preparedness.....	3
IV.	ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.....	6
	A. Parish President.....	6
	<b>B. Sheriff</b> .....	6
	C. Municipal Police Departments.....	7
	D. Office of Homeland Security & Emergency Preparedness.....	7
	E. Fire Services.....	7
	F. Medical Services.....	7
	G. The Louisiana Office of Public Health.....	8
V.	DIRECTION AND CONTROL.....	8
	A. Crisis Management and Consequence Management.....	8
VI.	CONTINUITY OF GOVERNMENT.....	8
VII.	ADMINISTRATION AND LOGISTICS.....	8
VIII.	PLAN DEVELOPMENT AND MAINTENANCE.....	8
IX.	AUTHORITIES AND REFERENCES.....	9
X.	APPENDICIES TO THIS ANNEX.....	9

---

---

# ANNEX - TERRORISM

## I. PURPOSE

*This section describes the methods and procedures to be followed to conduct basic prevention and protection activities.*

The purpose of this annex is to provide a framework for the coordination of Parish, local, and outside resources in dealing with a terrorist incident. Livingston Parish authorities will endeavor to control and minimize potential effects of such incidents on the public, while acquiring and preserving the information needed to bring the terrorist(s) to justice.

This annex establishes operational concepts and serves to clarify roles and responsibilities so as to lessen the possible confusion resulting from a threat of terrorism or an actual event, through coordinated integration and joint operations in accordance with comprehensive Federal, State and local government emergency operation and related contingency plans.

## II. SITUATION AND ASSUMPTIONS

### A. SITUATION

1. Terrorist Incident is defined as: "A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States, or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives." Acts of terrorism can occur with or without warning.
2. Federal law dictates that all acts of terrorism, planned or executed, are subject to Federal jurisdiction.
3. Federal law assigns the primary authority to the Federal Government for prevention of and response to acts of terrorism; State and local governments provide assistance as required.
4. Livingston Parish, though having rural landscape, has high visibility and is a high vulnerability target for terrorists (i.e. symbolic structures, such as government buildings, public works, such as roads, bridges, and drainage and flood control structures, utilities, industrial installations that have hazardous materials, transportation installations and vehicles, and periodic gatherings of large numbers of people, and part of the parish is in the 50-mile Emergency Planning Zone (EPZ) for a Nuclear power plant in River Bend Station.
5. The Parish and local governments have a limited number of law enforcement and public safety personnel. It is not possible to guard all the buildings, installations, and crowds that might become terrorist targets.
6. Since a terrorist(s) can choose his targets and the time and method of his attack(s), advance knowledge of such attacks if available will be disseminated through law enforcement channels, and information will be handled with care so that it is protected and remains secure.
7. A terrorist(s) will choose targets in order to satisfy his own motives and time schedules. A frequent motive for terrorist action is to attract the attention of the news media by committing a crime that is outrageous, either by the target that is attacked, or by the

number of deaths, injuries, and damages inflicted. The posture of the government must, therefore, be loose and flexible.

8. The confirmed presence of an explosive device or weapon of mass destruction capable of causing a significant destructive event prior to actual injury or property is considered as a "Significant Threat".
9. Livingston Parish and its municipalities have a limited number of law enforcement and public safety personnel. It is not possible to guard all the buildings, installations, and crowds that might become terrorist targets.
10. The Office of Homeland Security and Emergency Preparedness will provide to Federal, State and Local, Emergency Managers and Law Enforcement Agencies, information concerning threats on a National, Regional and Local basis.

## B. ASSUMPTION

1. Acts of terrorism may involve bombings, shootings, arson, weapons of mass destruction, nuclear, chemical and/or biological contamination, kidnapping and/or hostage-taking, sabotage, cyber attack/threats and other causes.
2. Advance information or intelligence may not be immediately available to emergency responders. Any such information may be kept in law enforcement channels for security reasons.
3. If any intelligence information is given to the emergency preparedness community, it will probably only be released at the last possible moment, and the warning information may not be specific or reliable.
4. The need for security for intelligence information may hinder attempts to preposition emergency response agencies or to give timely warning to people in the targeted area. This will result in a situation like that during a tornado, of little or no advance warning, followed by sudden devastation. The potential for casualties in such a situation will be high.
5. When a terrorist incident has taken place, there will be a need to rescue injured people, recover bodies, demolish unsafe structures, and preserve the crime scene elements that will be needed to trace the terrorist(s) and /or construct a chain of evidence of the terrorist(s)' trial. These needs may conflict. When they do conflict, the grounds of the conflict will be explained and referred to higher authority. In the case of a conflict among Parish and Local authorities, the conflict will be referred to the Mayor-President. In case of a conflict among Parish and State or Federal authorities, the conflict will be referred to the Governor.

## III. CONCEPT OF OPERATIONS

Terrorist incident preparations and operations of Livingston Parish will take place within these five phases: Prevention, Mitigation, Preparedness, Response, and Recovery.

### A. PREVENTION

1. Research training available for terrorism.
2. Survey emergency responders to find out the type of training they require.

## B. MITIGATION

1. GOHSEP, the Louisiana State Police (LSP), and other concerned agencies will coordinate continuing educational programs for government business and concerned citizens to enhance awareness.
2. Livingston Parish will coordinate training for emergency responders, appointed and elected officials, health care professionals, hospitals, and individuals in key positions, i.e., schools, utility companies, communications, and transportation.
3. Livingston Parish will circulate public information materials to the community.
4. State and local law enforcement agencies will continue to share information and intelligence concerning possible or potential terrorist attacks to eliminate the threat or to minimize the impact on the community.

## C. PREPAREDNESS

1. This plan, its implementing procedures, and other related directives, papers, and documents will be maintained, reviewed, and updated, as needed. All such papers will use the concept of the Incident Command System for responding to terrorist incidents.
2. Livingston Parish will initiate and maintain such memoranda of agreement as are needed to insure close cooperation with other concerned jurisdictions, organizations, and parties.
3. The Parish will ensure that Terrorism Planning materials and concepts are included in the regular emergency preparedness training and exercise schedule.
4. Livingston Parish will ensure that procedures exist to direct any advance knowledge of terrorist incidents to law enforcement channels in order that actions may be taken to prevent the incidents and apprehend the terrorist(s). Such information will be safeguarded to insure that it does not leak out and alert the terrorist(s) before they can be apprehended.
5. Livingston Parish will ensure that chains of communication are opened and kept open among local, Parish, and State law enforcement authorities to insure that information is handled expeditiously and securely.
6. In cases in which advance information is received by authorities, every effort will be made to preposition public safety and emergency response people and equipment so as to render effective aid as soon as possible to the event.
7. The Department of Homeland Security has established five color-coded threat levels.
  - a. **Low Condition (Green).** This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:
    - Refining and exercising as appropriate preplanned Protective Measures;
    - Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
    - Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

- b. **Guarded Condition (Blue).** This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
- Checking communications with designated emergency response or command locations;
  - Reviewing and updating emergency response procedures; and
  - Providing the public with any information that would strengthen its ability to act appropriately.
- c. **Elevated Condition (Yellow).** An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:
- Increasing surveillance of critical locations;
  - Coordinating emergency plans as appropriate with nearby jurisdictions;
  - Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
  - Implementing, as appropriate, contingency and emergency response plans.
- d. **High Condition (Orange).** A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
- Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
  - Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
  - Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and restricting threatened facility access to essential personnel only.
  - EOC Activation Possible
- e. **Severe Condition (Red).** A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
- Increasing or redirecting personnel to address critical emergency needs;

- Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
- Monitoring, redirecting, or constraining transportation systems; and
- Closing public and government facilities.
- EOC Activation Required

f. Response

- If advance warning is received, some response agencies may be able to pre-stage people and equipment and reduce the overall response time.
- All response activities will be conducted according to the Incident Command System.
- When the potential or actual impact of the incident is great, or the threat is great, the Parish President may declare a State of Emergency and mobilize all Parish resources to deal with the threat. If the threat is too great to be handled by Livingston Parish resources, the State will be requested to support the operations via the Web-EOC portal.
- The initial response may begin without knowing terrorists are involved.
- This annex will be implemented only whenever there is consideration or evidence that a threat of, or actual occurrence of, a terrorist incident has taken place.
- Livingston Parish will establish an on-scene incident command center to conduct operations. Law enforcement authorities will establish an Emergency Operations Center (EOC) at which all crime scene activities will be coordinated. The two centers may be located together. The Incident Command System (ICS) will be used to manage all on-scene activities.
- The Parish Sheriff Office or Municipal Police Chief will determine if an incident is a terrorism event.
- The Livingston Parish EOC should be activated immediately if the threat or actual emergency is serious enough to declare a local state of emergency or the Department of Homeland Security has issued a Severe or Red Terrorist Threat Level for either the nation with a credible threat in Louisiana or a Severe or Red Terrorist Threat Level directly for Livingston Parish or adjacent parishes.
- The New Orleans office of the Federal Bureau of Investigation (FBI), weapons of mass destruction coordinator's office should be contacted upon credible threats by the Livingston Parish Sheriff's Office or through the Louisiana State Police as requested by the Sheriff's Office.
- Law enforcement from either the Sheriff's Office or local police department will establish a Law Enforcement Operations Center at which all Crisis Management and Consequence Management activities will be coordinated. The two centers may be located together. A Parish representative will be sent to the Law Enforcement Operations Center, and a Law Enforcement representative will be sent to the Parish EOC, to insure that operations are coordinated.
- The Livingston Parish Sheriff's Office will be responsible for requesting additional law enforcement resources.

- The Livingston Parish Fire Departments will provide hazardous materials decontamination, urban search and rescue, and other duties as assigned by Annex and requested by law enforcement authorities.
- In the event of a bio-terrorism incident, Governor's Office of Homeland Security and Emergency Preparedness, through the Office of Public Health will distribute appropriate medications as directed through local pharmacist. Medications may be provided through the Strategic National Stockpile.
- Livingston Parish will responsible for providing distribution points for the Strategic National Stockpile. A Memorandum of Agreement has been entered into between the Livingston Parish Office of Homeland Security and Emergency Preparedness and the Louisiana Office of Public Health.
- Health and Medical Response will be initiated by Acadian Ambulance and supplemented by local first responders and EMT's from the Fire Service. (See Annex Health and Medical)

g. Recovery

Recovery, as used in this annex, will mean the return of all operations to normal. Recovery operations will be conducted in accordance with the provisions of the Livingston Parish Emergency Operations Plan and the Louisiana Disaster Recovery Manual.

Recovery activities may include but are not limited to:

- Critical Incident Stress counseling for victims and responders.
- Victim relocation or long term sheltering
- Site cleanup and debris removal
- Site and equipment decontamination
- Site/building safety inspections
- A quarantine period (biological attack)

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Local departments, agencies, and organizations will utilize all annexes of the emergency operations plan to address problems and provide assistance to the State and/or the Federal governments, as necessary.

### A. PARISH PRESIDENT

1. Issue an Emergency Declaration as appropriate, and request assistance from the State as needed via Web-EOC.
2. Direct response and recovery activities.
3. Assist with consequence management through the Office of Homeland Security and Emergency Preparedness.

### B. SHERIFF

1. Control and coordinate all law enforcement activities in the Parish. Develop and maintain procedures to support this plan including procedures for getting, processing, and safeguarding information.
2. Maintain continuing liaison with other law enforcement authorities in the Parish and in neighboring parishes, and with the Louisiana State Police (LSP). Maintain liaison with the Federal Bureau of Investigation (FBI) and other federal law enforcement authorities who have offices in the Parish.
3. When a suspected terrorist incident takes place, carry out all activities such as securing of a perimeter around the site and having the area searched for possible secondary explosive devices that might have been placed to target responders. If law enforcement personnel are first on the scene, proceed with lifesaving activities, including search and rescue, and evacuation. Coordinate activities with fire service, medical, and other emergency preparedness response agencies and personnel.
4. Prevent debris clearance until debris has been examined for possible evidence of a crime, except where debris clearance is immediately necessary for rescue operations. Establish a Law Enforcement Operations Center at the scene, and prepare for the possible establishment of a Federal Joint Operations Center.
5. When a suspected terrorist incident takes place, call in the LSP and the FBI and maintain primary Parish contact with them in carrying out all activities.
6. Coordinate and maintain communication with State Fusion Centers for all classified information.

#### C. MUNICIPAL POLICE DEPARTMENTS

1. Coordinate law enforcement activities with the Sheriff's Office.
2. Refer to the Basic Plan.

#### D. OFFICE OF HOMELAND SECURITY & EMERGENCY PREPAREDNESS

1. Coordinate all Parish activities that are not associated with law enforcement aspects of the incident.
2. Advise the Parish Police Jury President on response and recovery issues.
3. Activate the EOC and set up an on-scene command post, if needed, to assist the incident commander.
4. Coordinate requests for assistance from neighboring jurisdictions and the State.
5. Coordinate with State, Regional and Federal responders, if needed.

#### E. FIRE SERVICES

1. Conduct search and rescue.
2. Fire suppression.
3. Other activities, as needed.
4. Check for the presence of hazardous materials and take appropriate measures. In cases in which fire personnel have explosives training and expertise, deal with any unexploded devices.

#### F. MEDICAL SERVICES



1. Emergency medical personnel will conduct lifesaving operations as appropriate.
2. Ensure that casualties of explosions and hazardous materials incidents are decontaminated as soon as possible.
3. Public Health and other health authorities will investigate and conduct tests for chemical and biological contamination, and insure that proper precautions are taken to render contaminated areas harmless.
4. Hospitals and other health services will insure that people who have been exposed to chemical or biological agents are decontaminated.
5. In a biological or chemical agent release, Public Health will identify the exposed persons, prevent secondary transmissions, and assist with prophylactic treatment.

#### G. THE LOUISIANA OFFICE OF PUBLIC HEALTH

1. Provide technical support to responders for bio-terrorism emergencies.
2. Coordinate large-scale vaccination efforts.
3. Provide for the distribution of medications provide through the Strategic Stockpile.

### V. DIRECTION AND CONTROL

#### A. CRISIS MANAGEMENT AND CONSEQUENCE MANAGEMENT

1. All law enforcement and Crisis Management Component operations will be controlled and coordinated by the Sheriff's office.
2. Consequence Management will be the ultimate authority of the Sheriff's Office, but coordinated through the Emergency Operation Center.

### VI. CONTINUITY OF GOVERNMENT

See Basic Plan.

### VII. ADMINISTRATION AND LOGISTICS

1. The Emergency Operations Center (EOC) is the control point for Law Enforcement operations. It will be set up and staffed by the Sheriff's Office. It may be absorbed by a Joint Operations Center (JOC) if one is set up by federal authorities.
2. The Parish EOC is the control point for operations, as described in the Basic Plan. It will continue to function as long as operations are conducted.
3. An on-scene Command Post will be set up for the Incident Commander. It will function as long as it is needed.
4. All necessary records and reports will be maintained on each incident.
5. The Emergency Operations Center (EOC) and the State Fusion Center will disseminate critical information via fax, email, 700/800 MHZ Radios, and secure landline communication networks.

### VIII. PLAN DEVELOPMENT AND MAINTENANCE

1. The LOHSEP Director is responsible for maintaining and updating this annex. The Director will develop, coordinate, and maintain Standard Operating Guidelines (SOG's) and Mutual Aid Agreements to support the plan.
2. The Sheriff is responsible for developing, coordinating, and maintaining all procedures and Mutual Aid Agreements needed to support this annex.

## IX. AUTHORITIES AND REFERENCES

1. The Governor's Office of Homeland Security and Emergency Preparedness Emergency Operations Plan
2. The Louisiana Disaster Recovery Manual
3. The Federal Response Plan, Terrorist Incident Annex
4. The Livingston Parish Basic Plan

## X. APPENDICIES TO THIS ANNEX

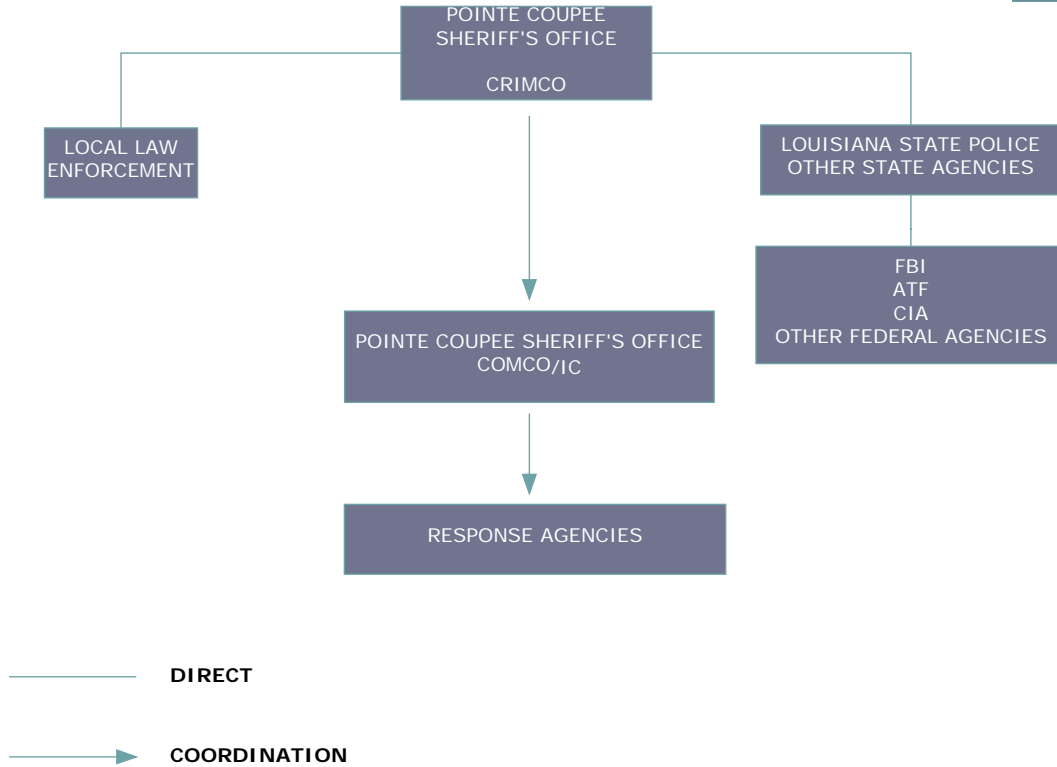
1. CRIMCO Organization Chart
2. COMCO Organizational Chart
3. Incident Flow-Chart
4. Incident Command System. Structure
5. THREATCONS

# ANNEX T – APPENDIX 1

## TERRORISM CRIMCO ORGANIZATIONAL CHART

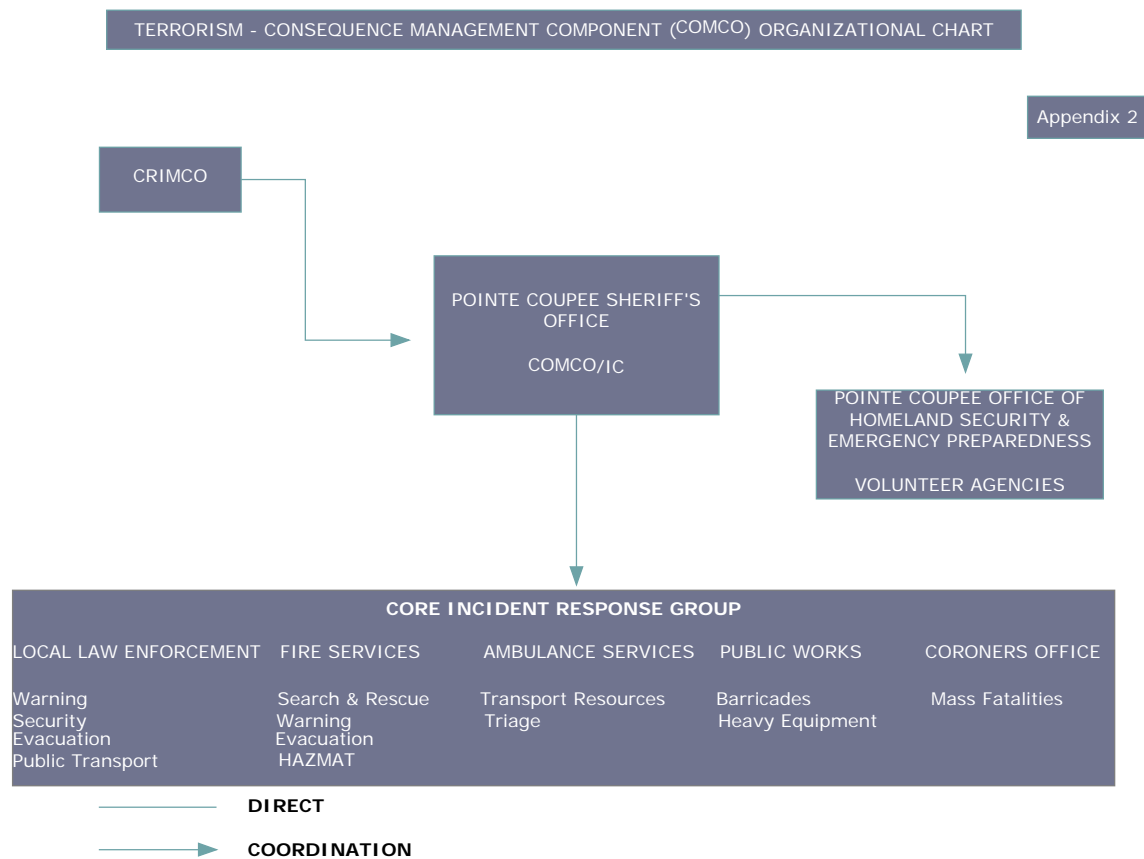
TERRORISM - CRISIS MANAGEMENT COMPONENT (CRIMCO) ORGANIZATIONAL CHART

Appendix 1



# ANNEX T – APPENDIX 2

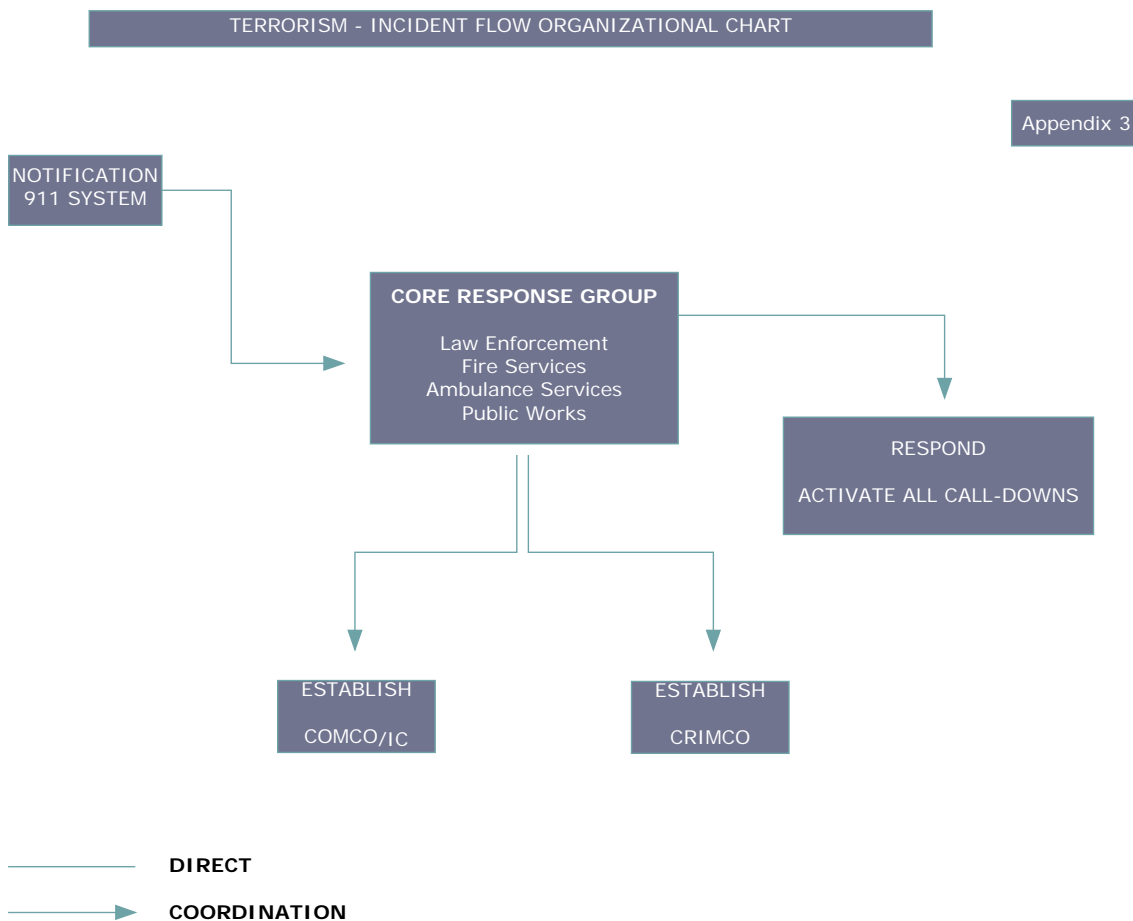
## TERRORISM COMCO ORGANIZATIONAL CHART



---

# ANNEX T – APPENDIX 3

## TERRORISM INCIDENT FLOW CHART

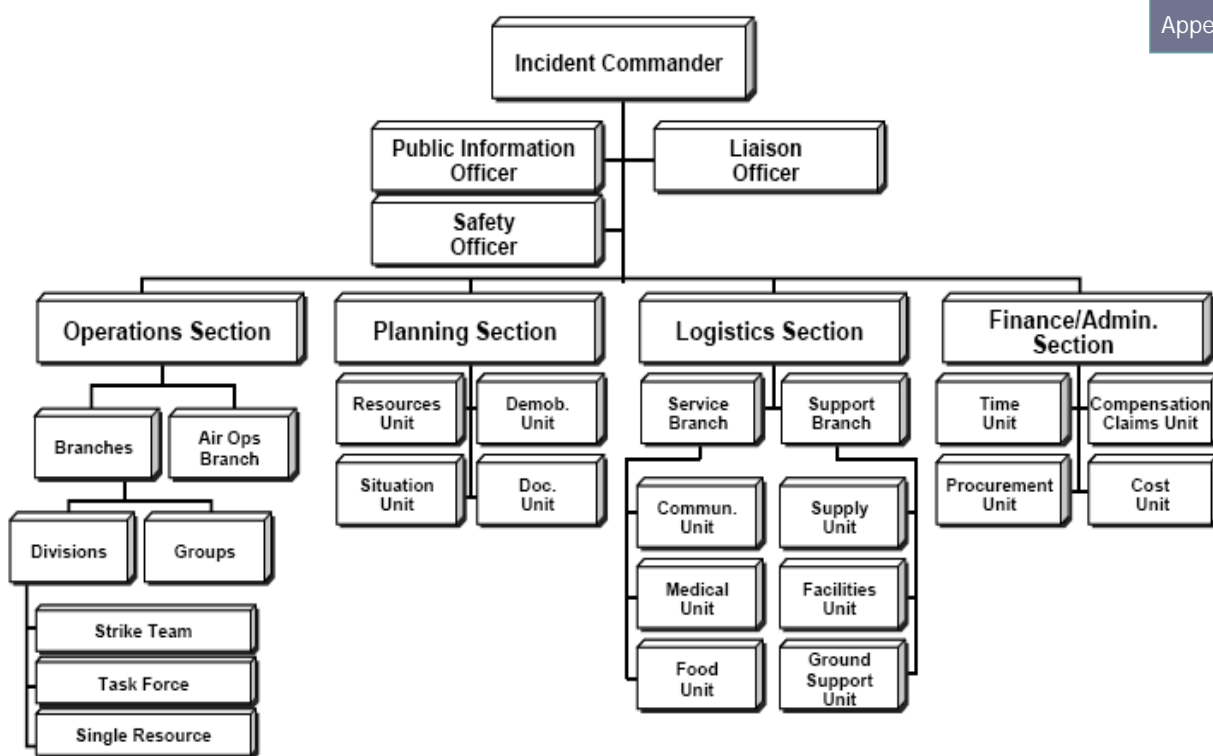


# ANNEX T – APPENDIX 4

## TERRORISM INCIDENT COMMAND ORGANIZATIONAL STRUCTURE CHART

TERRORISM - INCIDENT COMMAND ORGANIZATIONAL STRUCTURE

Appendix 4



— DIRECT  
 —> COORDINATION

---

## ANNEX T - APPENDIX 5

### THREATCONS

- A. **THREATCON NORMAL** - A general threat of possible terrorist activity exists but warrants only a routine security posture. THREATCOM NORMAL is always in affect unless a more specific threat or incident warrants the transition to a higher THREATCON, returning to THREATCON NORMAL upon termination.
- B. **THREATCON ALPHA** – A general threat of possible terrorist activity against personnel and facilities exists, the nature and extent of which are unpredictable. Circumstances do not justify full implementation of THREATCON Bravo measures but certain measures from higher THREATCONS may be necessary based on intelligence reports, or as a deterrent. Installation Commander must be able to maintain this THREATCON indefinitely.
- C. **THREATCON BRAVO** – An increased and more predictable threat of terrorist activity exists. The measures in this THREATCON must be capable of being maintained for weeks without causing undue hardship affecting operations capability or aggravating relations with local authorities.
- D. **THREATCON CHARLIE** – An incident occurs or intelligence is received indicating some form of terrorist action against personnel and facilities are imminent. Implementation of this measure for more than a short period has a high probability to create hardship and affect the peacetime activities of the installation and its personnel.
- E. **THREATCON DELTA** - Implementation applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that a terrorist action against a specific location or person is likely

MASS FATALITIES  
LIVINGSTON PARISH

I. PURPOSE

The purpose of this annex is to describe and define roles and procedures in mitigation, preparedness, response to and recovery from a mass fatalities incident.

The annex provides for proper coordination of mass fatalities incident response activities, and establishes means and methods for the sensitive, respectful, orderly care and handling of human remains in multi-death disaster situations.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

The Parish of Livingston is vulnerable to tornadoes, floods, hazardous materials incidents, mass transportation accidents, and acts of terrorism. Any of these occurrences could result in multiple death response requirements that would overwhelm local capabilities.

Should local capabilities be exceeded, support will be available from neighboring parishes, state agencies and federal agencies.

B. ASSUMPTION

The Louisiana Mass Fatalities Task Force will be available to aid the Parish Coroner in the necessary acts of recovery, evacuation, identification, sanitation, preservation or embalming (as authorized), notification of next of kin, counseling, and facilitating the release of identified human remains to next of kin or their representative.

III. CONCEPT OF OPERATIONS

A. GENERAL

1. Mass fatalities incident response is separate from and secondary to search and rescue operations. Response activities should occur only after all survivors of the incident are moved to safety.



2. The primary concerns of a mass fatalities incident response are recovery, identification of human remains and assistance to affected families.
3. Mass fatalities incidents involve many tasks and can become very complex. Teamwork and an appreciation of the roles of other agencies are crucial during planning and during the incident itself.
4. Responsibility for collection, identification, storage and dispatch of deceased victims lies with the Parish Coroner as set forth by law in the State of Louisiana.
5. The Louisiana Mass Fatalities Task Force will assist at the request of the Coroner, and as coordinated through the Livingston Parish Office of Emergency Preparedness.

## B. PHASES OF MANAGEMENT

1. Mitigation
  - a. Pre-designation of temporary morgue sites
  - b. Development of mutual aid agreements
  - c. Specialized training and education
2. Preparedness
  - a. Planning, training, and exercises
  - b. Updating and revising plans
3. Response
  - a. Identification of staging areas
  - b. Coordination for transportation of equipment and personnel
  - c. Provisions for family reception area
  - d. Public information activities
  - e. Search and body recovery

- f. Body identification
- g. Logistical support
- 4. Recovery
  - a. Continuation of response activities as needed
  - b. Compilation of reports and records

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### A. GENERAL

The mass fatalities function is the responsibility of the Parish Coroner who has overall authority. Livingston Parish Office of Emergency Preparedness will provide coordination for activities and resources.

##### B. ASSIGNMENT OF RESPONSIBILITIES

- 1. Livingston Parish Office of Emergency Preparedness
  - a. Coordinate response and recovery activities to include mass feeding, public information activities and transportation support
  - b. Conduct training and exercises in mass fatalities incident response
- 2. Parish Coroner
  - a. Recovery and evacuation of remains
  - b. Body identification
  - c. Disposition of human remains
  - d. Preservation or embalming
  - e. Notification of next of kin
  - f. Grief counseling
  - g. Family assistance

- h. Documentation on each victim
- i. Prepare and file death certificates
- j. Resource listing
- k. Safeguarding of personal effects
- l. Identification of morgue site(s)
- m. Establishment of staging area(s)

V. DIRECTION AND CONTROL

The Parish Coroner is responsible by law for the collection, identification, storage and dispatch of the deceased. The Coroner can request assistance from other Parish agencies through the Livingston Parish Office of Emergency Preparedness. The Louisiana Mass Fatalities Task Force is available to assist the Parish Coroner in a coordinated effort of recovery and identification.

VI. CONTINUITY OF GOVERNMENT

See Basic Plan

VII. ADMINISTRATION AND LOGISTICS

Administrative and logistical support will be provided by the Livingston Parish Office of Emergency Preparedness and other Parish agencies, as specified in the basic plan.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The primary responsibility for the development and maintenance of this annex and Standard Operating Procedures (SOPs) rests with the Livingston Parish Office of Emergency Preparedness. Planning support will be provided by the Livingston Parish Coroner's Office.

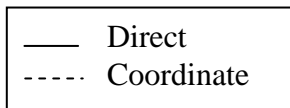
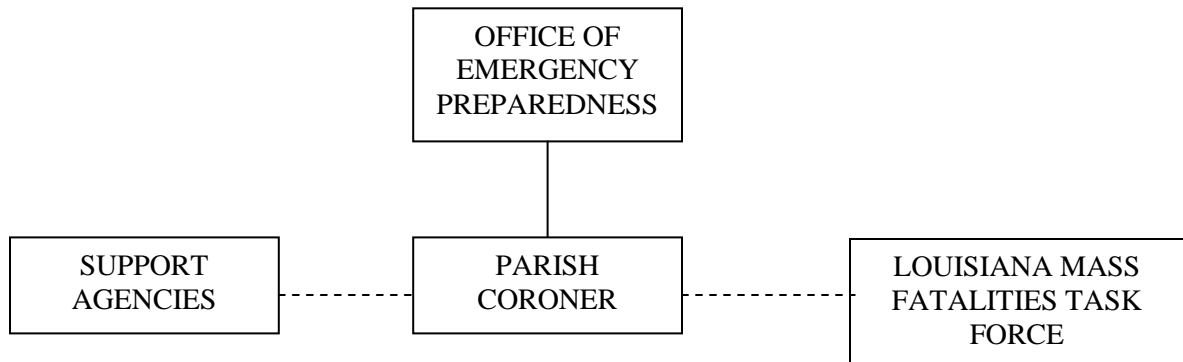
IX. AUTHORITIES AND REFERENCES

See Basic Plan

APPENDICES TO ANNEX U:

- (1) Organizational chart

MASS FATALITIES  
ORGANIZATIONAL CHART  
LIVINGSTON PARISH



---

# MULTI-HAZARD EMERGENCY OPERATIONS PLAN

---

## **ANNEX DAMAGE ASSESSMENT**

**June 2012**

Prepared for Livingston Parish by Masters of Disasters

**CONTENTS**

- I. PURPOSE ..... 1
- II. SITUATION AND ASSUMPTIONS ..... 1
  - A. Situation ..... 1
  - B. Assumptions ..... 1
- III. CONCEPT OF OPERATIONS ..... 1
  - C. General ..... 1
  - D. Phases of Emergency Management ..... 2
- IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES ..... 3
  - A. OHSEP ..... 3
  - B. Livingston Parish Sheriff’s Office / Damage Assessment Officer (DAO) ..... 3
  - C. Municipalities ..... 4
  - D. Damage Assessment Teams ..... 4
- V. DIRECTION AND CONTROL ..... 4
- VI. CONTINUITY OF GOVERNMENT ..... 5
- VII. ADMINISTRATION AND LOGISTICS ..... 5
  - A. Forms and Record Retention ..... 5
  - B. Survey Teams ..... 5
- VIII. PLAN DEVELOPMENT AND MAINTENANCE ..... 5
- IX. AUTHORITIES AND REFERENCES ..... 5
  - A. Authorities ..... 5
  - B. References ..... 5
- X. GLOSSARY/DEFINITIONS OF TERMS ..... 5
- XI. APPENDICES TO ANNEX ..... 5

---

---

# ANNEX - DAMAGE ASSESSMENT

## I. PURPOSE

*This annex establishes procedures for the accurate assessment and reporting of damage to public and private property resulting from an emergency/disaster in order to restore the affected community to its natural order.*

## II. SITUATION AND ASSUMPTIONS

### A. SITUATION

Reference II. A., Basic Plan.

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, which estimates the extent of such damage based upon actual observation and inspection. Damage assessments 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 properties, and 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 Livingston Parish Sheriff's Office with assistance from the Office of Homeland Security and Emergency Preparedness, along with other agencies.
4. The Office of Homeland Security and Emergency Preparedness will designate a Damage Assessment Officer at the on-set of any disaster.

### B. ASSUMPTIONS

Reference II. B, Basic Plan.

1. Fast and accurate damage assessment is vital to effective disaster responses.
2. Damage will be assessed by pre-arranged teams of local resource personnel (Sheriff's Deputies and Municipal Law Enforcement Personnel).
3. If promptly implemented, this plan can expedite relief and assistance for those adversely affected.

## III. CONCEPT OF OPERATIONS

Reference III., Basic Plan

### C. GENERAL

The ultimate responsibility of damage assessment lies with the local governing authority. The Director of LOHSEP or his/her designee, with assistance of the Sheriff's Office, will be responsible for damage surveys, collection of data and the preparation of damage assessment reports. LOHSEP, acting on behalf of Livingston Parish, will submit the needed reports to GOHSEP. Damage assessment will be conducted by qualified, trained local teams.

#### D. PHASES OF EMERGENCY MANAGEMENT

1. Prevention
  - a. Identify resources that will provide information on homeowners' property.
  - b. Ensure that all inspectors are aware of the conditions surrounding the property prior to performing damage assessment in order to avoid further damage.
2. Mitigation
  - a. Develop a Damage Assessment training program
  - b. Develop a Damage Assessment team of qualified local government
  - c. Designate a Damage Assessment Officer
  - d. Develop Public Awareness Programs of Building Codes, Ordinances and the Flood Insurance Program
  - e. Continued development of existing Hazard Mitigation Plan
3. Preparedness
  - a. Identify resources to support and assist with damage assessment activities.
  - b. Select and train personnel in damage assessment techniques.
  - c. Review procedures for damage reporting and accounting (See Louisiana Reporting and Procedures Guide).
  - d. List all critical facilities and all parish buildings requiring priority assessment.
4. Response
  - a. Activate the Damage Assessment staff in the EOC.
  - b. Begin collection of data and record keeping at onset of the event.
  - c. Assign Disaster Assessment Teams.
  - d. Document all emergency work performed by local resources, including appropriate photographs.
  - e. Compile all damage reports for appropriate agencies.
  - f. Inform officials of hazardous facilities, bridges, roads, etc.
  - g. Submit all resource requests to GOHSEP through WebEOC.
5. 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 improvements.
  - f. Appoint an Authorized Agent to represent Livingston Parish.



## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Reference IV., Basic Plan.

### A. LOHSEP

LOHSEP is responsible for the overall direction and control of damage assessment for the Parish and its municipalities, to include:

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

### B. LIVINGSTON PARISH SHERIFF'S OFFICE / DAMAGE ASSESSMENT OFFICER (DAO)

The DAO will locate in the EOC and direct damage assessment operations. He will be responsible to the Director of LOHSEP for the operation of the teams, collecting of data, and reporting. The DAO will also:

1. Assist the Director of LOHSEP and those from other agencies who are involved in recovery operations in establishing a sequence of repairs and priorities for restoration of affected areas.
2. Coordinate disaster teams conducting field surveys.
3. Maintain sufficient quantities of needed forms for Damage Assessment Teams and other departments/agencies assisting with assessment/recovery operations.
4. Collect and compile incoming damage reports from teams in the field, and from other operations directors such as parish department directors, the health and medical coordinator, and others with outside agencies such as ARC, school systems, utility companies, etc.
5. Collect, report and maintain estimates of expenditures and obligations as required.
6. Correlate and consolidate all expenditures and damage assessment for submission to GOHSEP.
7. Be available to escort State and Federal damage survey officials on inspections of damaged areas and have damage sites located on area maps before State and Federal inspectors arrive.
8. Solicit cooperation from companies (appraisers, contractors, utilities, etc.) and local representatives of support agencies such as ARC, fire departments, etc. to serve as members of Damage Assessment Teams.
9. Conduct Damage Assessment training programs.
10. Maintain a list of critical facilities (public buildings, streets, bridges, etc.) requiring priority repairs, if damaged.

## C. MUNICIPALITIES

Conduct damage assessment survey of public facilities and private property within your political subdivision with assistance as required from parish resources.

1. Maintain accurate records of funds, materials, and man-hours expended as a direct result of the disaster.
2. Receive, record, and consolidate all damage reports made by private citizens within the political subdivision. Parish resources will be provided if assistance is required.
3. Provide the Parish Damage Assessment Officer a consolidated report of all public and private damages incurred within 24 hours of the disaster. Periodic radio and/or telephone reports should be made as information becomes available or is requested from the EOC. Telephone reports are accepted to meet the time requirements; however, confirmation in writing must be furnished within 72 hours.

## D. DAMAGE ASSESSMENT TEAMS

During the post-emergency phase of a disaster, it will be of utmost importance to have organized sufficient numbers of Damage Assessment Teams. Teams for the Parish will be made up from any of the following representatives of parish departments, support agencies and/or private sector:

1. American Red Cross – Responsible for the needs of the people and the reporting thereof.
2. County( Parish) 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 Public Works 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.

## V. DIRECTION AND CONTROL

LOHSEP is responsible for developing a damage assessment program. The Damage Assessment Officer is a member of the EOC staff and is responsible for the training of the damage assessment teams. Direction and control of the assessment effort will be from the EOC. All parish departments will provide personnel and resources to support the damage assessment effort, as requested.

Personnel from operating departments assigned to damage assessment responsibilities will remain under the control of their own departments but will function under the technical supervision of the Damage Assessment Officer.

## **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 guidelines of that department. (See Basic Plan, Paragraph VI).

## **VII. ADMINISTRATION AND LOGISTICS**

Reference - See Paragraph VII, Basic Plan.

### **A. FORMS AND RECORD RETENTION**

Field reporting forms and all necessary federal disaster reporting forms and guidance are located in the EOC 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 be added to teams when need arises.

## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

Reference Paragraph VIII., Basic Plan.

The Director of LOHSEP, along 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**

See Basic Plan

## **X. GLOSSARY/DEFINITIONS OF TERMS**

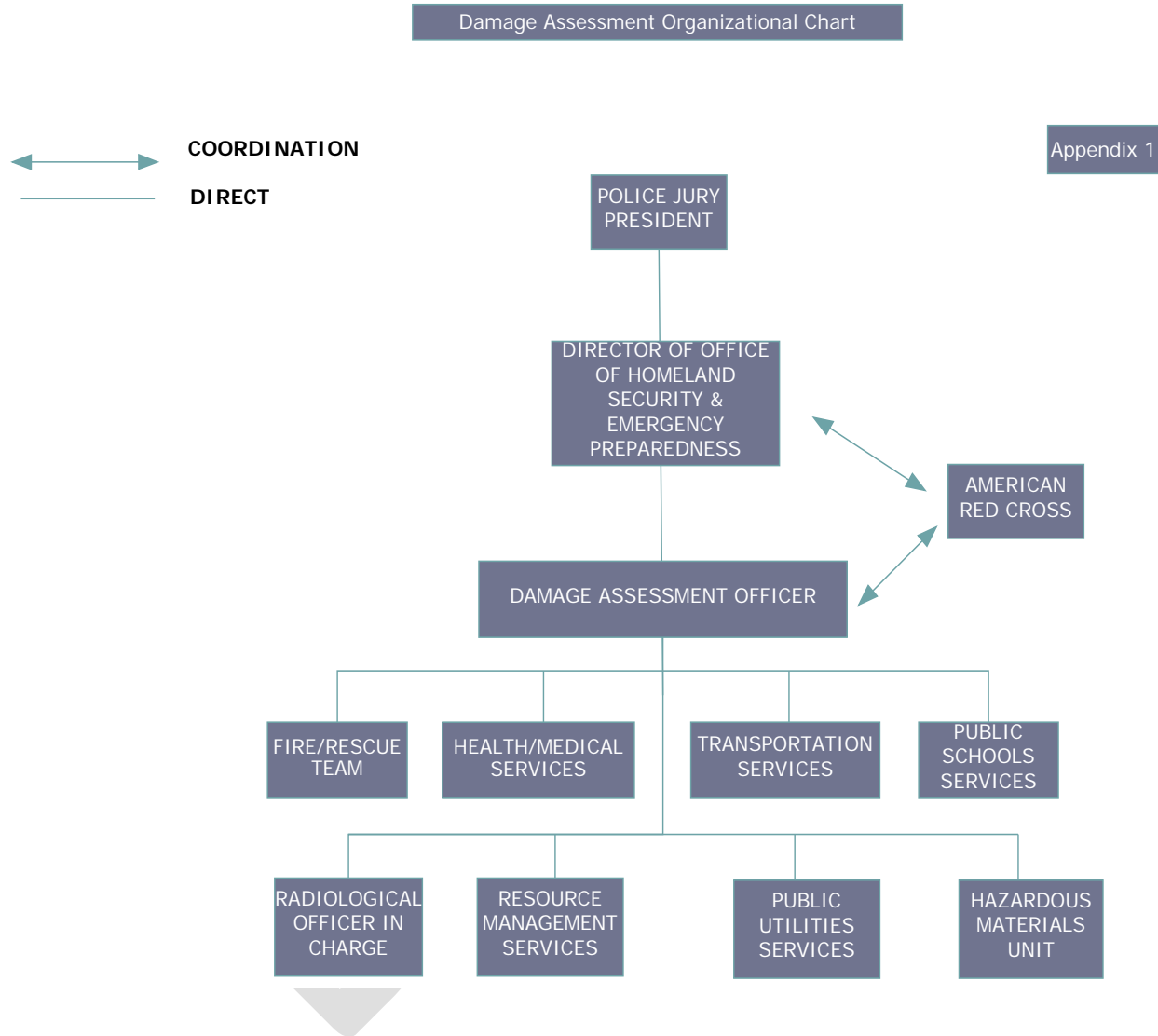
Paragraph X., Basic Plan.

## **XI. APPENDICES TO ANNEX**

Damage Assessment Organizational Chart

# ANNEX – APPENDIX 1

## DAMAGE ASSESSMENT ORGANIZATIONAL CHART



---

**MULTI-HAZARD  
EMERGENCY OPERATIONS PLAN  
LIVINGSTON PARISH**

---

**ANNEX H  
HURRICANE/TROPICAL STORM**

**June 2012**

CONTENTS

I. Plot and Watch..... 1

II. Shelter Operations ..... 2

III. Sand & Sandbag Distribution..... 2

IV. Evacuee Transportation ..... 2

    A. Council on Aging..... 2

    B. Acadian Ambulance..... 2

V. School Notification..... 2

VI. Public Utilities ..... 2

VII. Aerial Surveillance ..... 2

VIII. Additional Agency Support..... 3

IX. Hospital Support ..... 3

X. Nursing Homes ..... 3

XI. Public Notification..... 3

XII. Status Updates..... 3

XIII. Gale Force ..... 4

XIV. Recovery Phase..... 4

XV. HURRICANE SURVIVAL CHECKLIST FOR CITIZENS ..... 4

    A. WHEN A HURRICANE WATCH IS ISSUED ..... 4

    B. WHEN A HURRICANE WARNING IS ISSUED..... 5

    C. AFTER THE HURRICANE PASSES..... 6

XVI. PARISH HURRICANE PREPAREDNESS CHECKLIST ..... 6

    A. HURRICANE WATCH..... 6

XVII. HURRICANE WARNING ..... 7

ANNEX 1                   SAFFIR-SIMPSON SCALE

---

## I. PLOT AND WATCH

*The Livingston Parish Office of Homeland Security and Emergency Preparedness (LOHSEP) will monitor all advisories from National Weather Service, National Weather Bureau and review Hurricane Computer Model of Sea, Lake, and Overland Surge from Hurricanes (SLOSH) with HURREVAC 2010.*

1. Start Emergency Operations Center (EOC) Operational Log.
2. Plot coordinates on maps in EOC.
3. Notify Parish President.
4. Hurricane in Gulf of Mexico
5. Notify Parish President of advisory.
6. Call first meeting with all department heads, weather bureau, and other agencies involved, including media.
7. Meet with Police Jury President, Elected Officials, Department Heads, Legal Counsel, Persons of Significance
  - a. City of Denham Springs
    - Mayor
    - Chief of Police
    - Fire Chief
    - Public Works Director
  - b. City of Walker
    - Mayor
    - Chief of Police
    - Fire Chief
    - Public Works Director
  - c. City of Livingston
    - Mayor
    - Chief of Police
    - Fire Chief
    - Public Works Director
  - d. City of Springfield
    - Mayor
    - Chief of Police
    - Fire Chief
    - Public Works Director
  - e. City of French Settlement
    - \* Mayor
    - \* Chief of Police
    - \* Fire Chief
    - \* Public Works Director
  - f. City of Springfield
    - \* Mayor
    - \* Chief of Police
    - \* Fire Chief
    - \* Public Works Director
  - g. City of Port Vincent
    - \* Mayor
    - \* Chief of Police
    - \* Fire Chief
    - \* Public Works Director
  - h. City of Albany
    - \* Mayor
    - \* Chief of Police
    - \* Fire Chief
    - \* Public Works Director
8. Meet with Parish Fire Departments at EOC, along with private sector officials.  
Ensure that all Fire Stations have sand and bags on hand:

## II. SHELTER OPERATIONS

The Director of LOHSEP will contact the following agencies for the opening of shelters in Livingston Parish, if needed:

1. American Red Cross
  - a. Baton Rouge- 225-291-4533
  
2. Salvation Army
  - a. Director – Steven Long
  - b. (W) 225-355-4483

## III. SAND & SANDBAG DISTRIBUTION

The Director of LOHSEP will be responsible for the coordination of sand and sandbag distribution with Department of Public Works

## IV. EVACUEE TRANSPORTATION

The Director of LOHSEP will coordinate with these agencies for transportation of evacuees, if needed:

### A. COUNCIL ON AGING

1. Director
  - Rose Hanks-225-664-9343 cell 225-954-9546
2. Assistant Director
  - Shelia Carter-225-664-9343 cell 985-662-1204

### B. ACADIAN AMBULANCE

1. Director – Daniel J. Lennie
  - 225- 761-3330
2. Senior Paramedic Field Supervisor – Porter Taylor
  - 225-761-3330 / 924-7170

## V. SCHOOL NOTIFICATION

The Director of LOHSEP will notify schools in Livingston Parish:

1. Public
2. Private

## VI. PUBLIC UTILITIES

The Director of LOHSEP should be in contact with public utility companies regarding their status, etc.

See Basic Plan

## VII. AERIAL SURVEILLANCE



The Director of LOHSEP will coordinate activities with LPSO where air surveillance may be implemented.

See Basic Plan

#### VIII. ADDITIONAL AGENCY SUPPORT

It may become necessary to contact other agencies for additional support

**These agencies may include:**

1. Governor's Office of Homeland Security & Emergency Preparedness –  
Pat Santos (W) 225-925-7500
2. LA State Police (Troop A) -  
Capt. Frank DuCote (W) 225-754-8531
3. Department of the Army, Corps of Engineers -  
Mike Lowe New Orleans District  
(W) (504) 862-2358 / (504) 862-2244

#### IX. HOSPITAL SUPPORT

In the event of a disaster, hospitals may have to be contacted to obtain the number of injuries, fatalities, etc.

Refer to ESF-8

#### X. NURSING HOMES

It may become necessary to evacuate some areas of Livingston Parish that may contain nursing homes

Refer to ESF-8

#### XI. PUBLIC NOTIFICATION

Keeping the general public continually informed of the situation is very important.

These contact persons/agencies and methods are:

1. Emergency-Alert
2. Public Information Office
3. Emergency Alert Station, WJBO, 388-0515, will provide warning and dissemination of informational advisories.
4. Emergency public information will also be issued by means of radio and television broadcasting. Several public service announcements will give hurricane preparedness guidelines and will include road conditions/closures, shelter locations, emergency telephone numbers, and evacuation information.

#### XII. STATUS UPDATES

Each agency in the EOC will give periodic briefings of the procedures their respective department is involved with

1. All agencies should have their emergency supplies, fuel, equipment, etc. in place.

2. The Parish President will be kept abreast of the latest situation.

### XIII. GALE FORCE

Gale force winds from a hurricane that affect the Livingston Parish area, the following will be done:

1. Update all information in the EOC, as well as to the general public.
2. Cease all outside activities and secure all personnel and equipment.
3. The Director of LOHSEP will request the Parish President to issue the Hurricane Proclamation and Disaster Declaration.
4. Activate Damage Assessment Teams and Air Surveillance Teams as soon as the weather permits.

### XIV. RECOVERY PHASE

1. The Parish President or LOHSEP Director will issue an "all clear".
2. All EOC staff will compile damage assessment information.
3. Update reports, logs, and activate equipment and personnel for recovery operations.
4. Update public regarding recovery operations, re-entry, road closures, etc.
- 5.

### XV. HURRICANE SURVIVAL CHECKLIST FOR CITIZENS

#### A. WHEN A HURRICANE WATCH IS ISSUED

##### 1. CHECK SUPPLIES:

- a. Transistor radio with fresh batteries.

Your radio will be your only reliable source of information. Have enough batteries to last several days. There may be no electricity.

2. Flashlights, candles, fuel-burning lamps, and matches.

Store matches in a waterproof container. If you use lanterns or lamps, have sufficient fuel for several days and know how to use safely. Have extra flashlight batteries.

3. Full tank of gasoline.

Remember the energy crisis. Never let the tank be less than half full during the hurricane season. Fill up as soon as a hurricane watch is posted. Remember, when there is no electricity, gas pumps won't work.

4. Canned goods and non-perishable foods.

Store-packed food can be prepared without cooking and needs no refrigeration. There may be no electricity or gas for days.

5. Containers for drinking water.

Have enough clean containers to store sufficient drinking water for several days. The city supply will probably be interrupted or contaminated. Keep bottled water well stocked.

6. Materials for protecting glass openings.

Have suitable shutters or procure stout lumber for protecting large windows and doors; have masking tape available for use on small windows.

## B. WHEN A HURRICANE WARNING IS ISSUED

### 1. BEGIN A CONTINUOUS COMMUNICATIONS WATCH.

- b. Act Promptly.
- c. Monitor TV and AM radio broadcasts or VHF/FM continuous weather broadcasts. Keep a log of official information on hurricane position, intensity, and expected landfall.
- d. Discount rumors. Use the telephone sparingly.

### 2. IF YOU LIVE IN A MOBILE HOME:

Check your tie-downs and leave immediately for safer refuge.

### 3. PREPARE YOUR RESIDENCE AND PROPERTY FOR HIGH WINDS.

#### a. SECURE ALL OUTSIDE OBJECTS.

Garbage cans, awnings, garden tools and loose objects can become lethal projectiles. Anchor them securely or bring them indoors.

#### b. PROTECT LARGE WINDOWS AND OTHER EXPOSED GLASS.

If shutters are not available, board up large windows. Tape windows which are not boarded or shuttered to reduce shattering. Draw drapes across windows and patio doors to protect against flying glass if shattering does occur.

#### c. MOVE SMALL BOATS ON TRAILERS CLOSE TO THE HOUSE.

Fill them with water to weight them down. Lash boats securely to trailer and use tie-downs to secure the trailer to the ground or to the house.

#### d. CHECK MOORING LINES OF BOATS IN THE WATER AND THEN LEAVE THEM.

#### e. MOVE VALUABLES AND PERSONAL PAPERS TO HIGHEST POINTS.

It is good insurance for irreplaceable documents to place them in a high spot and, if possible, in a waterproof container.

### 4. CHECK YOUR SURVIVAL SUPPLIES ONCE AGAIN.

### 5. IF YOU DECIDE TO REMAIN AT HOME:

#### a. REMAIN INDOORS.

Don't venture out during the lull. When the eye arrives the lull sometimes ends suddenly as winds return from the opposite direction. Winds can increase to 75 mph or more in a few seconds.

#### b. STAY AWAY FROM EXPOSED WINDOWS AND GLASS DOORS.

Move furniture away from exposed doors and windows during the hurricane.

#### c. STAY ON THE MOST INWARD PART OF THE HOUSE.

If your home has an "inside" room, remain there during the height of the hurricane. Closets, bathtubs, and hallways are usually a safe haven.

#### d. KEEP A CONTINUOUS COMMUNICATIONS WATCH.

Keep the radio or television tuned for hurricane information from official sources. Unexpected changes can sometimes call for last minute evacuations or relocations.

e. **KEEP CALM.**

Your ability to meet emergencies will help others maintain control of their situation.

C. **AFTER THE HURRICANE PASSES**

**Many dangers remain:**

1. **BEWARE OF OUTDOOR HAZARDS.**

Watch out for **LOOSE OR DANGLING POWER LINES**. Many lives are lost by electrocution.

2. **WALK OR DRIVE CAUTIOUSLY.**

Debris-filled streets are dangerous. Snakes and poisonous insects will be a hazard. Washouts may weaken roads and bridge structures which may collapse under the weight of passing vehicles.

3. **GUARD AGAINST SPOILED FOOD.**

Food in refrigerators may begin to spoil if power is off for more than a few hours. Home freezers will keep food frozen for several days if the doors are not opened after a power failure. You should not re-freeze food once it begins to thaw.

4. **DO NOT USE WATER UNTIL YOU ARE SURE IT IS SAFE.**

Use your emergency drinking water, or boil other water before drinking until you receive official word that the city water supply is safe.

5. **TAKE EXTRA PRECAUTIONS TO PREVENT FIRES.**

Until all services return to normal, lowered water pressure in city mains and the interruption of their services may make fire fighting extremely difficult after a hurricane.

**XVI. PARISH HURRICANE PREPAREDNESS CHECKLIST**

**A. HURRICANE WATCH**

1. Notify the Director of LOHSEP and the Parish President who will activate the EOC in accordance with local, State, and Federal ordinances.
2. Ensure that appropriate information and instructions based on the latest hurricane advisories are broadcast by radio and television. For example:
3. "Radio Stations and Television Channels will broadcast latest hurricane advisories. Your local government will advise and instructions will also be issued over these stations by the Parish President and/or the Director of the Livingston Parish Office of Homeland Security & Emergency Preparedness (LOHSEP)."
4. Add information from the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) tracking the storm to Step B, if available.
5. Assess the situation and review preparedness procedures for evacuation and other possible local alternate plans.
6. If possible, determine probable risk area. Initiate reporting of situation to industries, utilities, schools, and other facilities in the probable risk area. Dispatch Emergency Service field

personnel (particularly police) to alert exposed settlements and trailer parks to maintain a constant radio watch for further instructions.

7. Provide continuing instruction to the public, such as:
  - a. Advise public of safe havens if they are ordered to evacuate.
  - b. Routes to use when area is ordered to evacuate. (Provide map of proposed evacuation routes to assist the announcer.)
8. Maintain contact with GOHSEP.
9. Have state highway and public works departments make preparations for placing emergency directional and detour signs as called for under evacuation and traffic control plans.

## XVII. HURRICANE WARNING

1. Place the EOC in full-scale operations, including emergency communication systems, plans, and procedures.
2. Step up broadcasts over radio and television channels to remind public to:
  - a. Remain calm.
  - b. Remain at home.
  - c. Make preparations for evacuation, if ordered to do so.
  - d. Stay tuned in continuously for information.
  - e. Begin precautionary measures.
3. Notify all agencies and individuals involved.
4. Advise the Superintendent of Schools to consider canceling classes for the duration of the emergency.
5. Evacuation and Sheltering

Refer to the Evacuation Annex for additional information regarding evacuation orders, major routes out of threat areas, and coordination of route access and control.
6. Put the appropriate hurricane emergency plan in operation, depending on the expected force of the wind. Alternate plans, developed by local government, should include: areas to be evacuated, shelter locations for evacuees, feeding, and other requirements for taking care of evacuees.
7. Remind appropriate Emergency Responder personnel to position equipment, fuel, and other essential supplies outside the anticipated storm area for use after the storm.
8. Check auxiliary generators and other power and lighting equipment. Place reserve EOC supplies and equipment, such as antennas, where they can be obtained following the storm.
9. Place into effect a highway traffic control plan to expedite movement from areas ordered to evacuate to hurricane shelters. The plan should include designation of exit routes for evacuees and provision for broadcasting information to the public.
10. Set up patrols to cordon off evacuated areas to prevent fires, looting, and property damage.
11. If the hurricane strikes, commence Search and Rescue and other emergency operations, as soon as possible and as required, in accordance with appropriate logs or checklists.
12. After passage of the hurricane, broadcast advice and instructions to the public:
  - a. Remain in shelters until informed by those in charge that they may return to their homes.
  - b. Where assistance may be obtained.
13. As soon as situation permits, resume normal routine and notify EOC staff of damage assessment.



### SAFFIR-SIMPSON SCALE

When you hear terms like "category one," "category three" or even the rare "category five" mentioned in a news report on hurricanes, what is being discussed is the classification system for hurricanes that has now become familiar, even if the name for the system (and its inventors) is still largely unknown.

The Saffir-Simpson Hurricane Wind Scale was first developed in the early 1970s by Herbert Saffir, a consulting engineer who lived in Florida, and Dr. Robert Simpson, who was then director of the National Hurricane Center. Though it originally offered a way to estimate the intensity both of a hurricane's winds as well as potential property damage and expected flooding from storm surge and rainfall, the scale was revised in early 2010 to address the confusion caused by storms in the past that had reached high Saffir-Simpson scale numbers (as high as Category 4) and caused comparatively little flooding and storm surge in relation to lower-numbered storms that left devastating flooding and rains in their wake. Today, the Saffir-Simpson Hurricane Wind Scale is a 1 to 5 categorization based on the hurricane's intensity at the indicated time. The scale provides examples of the type of damage and impacts in the United States associated with winds of the indicated intensity. In general, damage rises by about a factor of four for every category increase.

Category	Wind speed
1 - Minimal	74 - 95 mph
2 - Moderate	96 - 110 mph
3 - Extensive	111 - 130 mph

4 - Extreme  
5 - Catastrophic

131 - 155 mph  
Over 155 mph

### **Category 1: Very dangerous winds will produce some damage**

People, livestock, and pets struck by flying or falling debris could be injured or killed. Older (mainly pre-1994 construction) mobile homes could be destroyed, especially if they are not anchored properly as they tend to shift or roll off their foundations.

Newer mobile homes that are anchored properly can sustain damage involving the removal of shingle or metal roof coverings, and loss of vinyl siding, as well as damage to carports, sunrooms, or lanais.

Some poorly constructed frame homes can experience major damage, involving loss of the roof covering and damage to gable ends as well as the removal of porch coverings and awnings. Unprotected windows may break if struck by flying debris.

Masonry chimneys can be toppled. Well-constructed frame homes could have damage to roof shingles, vinyl siding, soffit panels, and gutters.

Failure of aluminum, screened-in, swimming pool enclosures can occur. Some apartment building and shopping center roof coverings could be partially removed. Industrial buildings can lose roofing and siding especially from windward corners, rakes, and eaves.

Failures to overhead doors and unprotected windows will be common. Windows in high-rise buildings can be broken by flying debris. Falling and broken glass will pose a significant danger even after the storm. There will be occasional damage to commercial signage, fences, and canopies. Large branches of trees will snap and shallow rooted trees can be toppled. Extensive damage to power lines and poles will likely result in power outages that could last a few to several days.

Hurricane Dolly (2008) is an example of a hurricane that brought Category 1 winds and impacts to South Padre Island, Texas.

### **Category 2: Extremely dangerous winds will cause extensive damage**

There is a substantial risk of injury or death to people, livestock, and pets due to flying and falling

debris. Older (mainly pre-1994 construction) mobile homes have a very high chance of being destroyed and the flying debris generated can shred nearby mobile homes.

Newer mobile homes can also be destroyed. Poorly constructed frame homes have a high chance of having their roof structures removed especially if they are not anchored properly. Unprotected windows will have a high probability of being broken by flying debris.

Well-constructed frame homes could sustain major roof and siding damage. Failure of aluminum, screened-in, swimming pool enclosures will be common. There will be a substantial percentage of roof and siding damage to apartment buildings and industrial buildings. Unreinforced masonry walls can collapse.

Windows in high-rise buildings can be broken by flying debris. Falling and broken glass will pose a significant danger even after the storm. Commercial signage, fences, and canopies will be damaged and often destroyed.

Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks. Potable water could become scarce as filtration systems begin to fail.

Hurricane Frances (2004) is an example of a hurricane that brought Category 2 winds and impacts to coastal portions of Port St. Lucie, Florida with Category 1 conditions experienced elsewhere in the city.

### **Category 3: Devastating damage will occur**

There is a high risk of injury or death to people, livestock, and pets due to flying and falling debris. Nearly all older (pre-1994) mobile homes will be destroyed. Most newer mobile homes will sustain severe damage with potential for complete roof failure and wall collapse.

Poorly constructed frame homes can be destroyed by the removal of the roof and exterior walls. Unprotected windows will be broken by flying debris. Well-built frame homes can experience major damage involving the removal of roof decking and gable ends.

There will be a high percentage of roof covering and siding damage to apartment buildings and industrial buildings. Isolated structural damage to wood or steel framing can occur. Complete failure of older metal buildings is possible, and older unreinforced masonry buildings can collapse.



Numerous windows will be blown out of high-rise buildings resulting in falling glass, which will pose a threat for days to weeks after the storm. Most commercial signage, fences, and canopies will be destroyed. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to a few weeks after the storm passes.

Hurricane Ivan (2004) is an example of a hurricane that brought Category 3 winds and impacts to coastal portions of Gulf Shores, Alabama with Category 2 conditions experienced elsewhere in this city.

#### **Category 4: Catastrophic damage will occur**

There is a very high risk of injury or death to people, livestock, and pets due to flying and falling debris. Nearly all older (pre-1994) mobile homes will be destroyed. A high percentage of newer mobile homes also will be destroyed.

Poorly constructed homes can sustain complete collapse of all walls as well as the loss of the roof structure. Well-built homes also can sustain severe damage with loss of most of the roof structure and/or some exterior walls.

Extensive damage to roof coverings, windows, and doors will occur. Large amounts of windborne debris will be lofted into the air. Windborne debris damage will break most unprotected windows and penetrate some protected windows.

There will be a high percentage of structural damage to the top floors of apartment buildings. Steel frames in older industrial buildings can collapse. There will be a high percentage of collapse to older unreinforced masonry buildings. Most windows will be blown out of high-rise buildings resulting in falling glass, which will pose a threat for days to weeks after the storm.

Nearly all commercial signage, fences, and canopies will be destroyed. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Long-term water shortages will increase human suffering. Most of the area will be uninhabitable for weeks or months.

Hurricane Charley (2004) is an example of a hurricane that brought Category 4 winds and impacts to coastal portions of Punta Gorda, Florida with Category 3 conditions experienced elsewhere in the city.

#### **Category 5: Catastrophic damage will occur**

People, livestock, and pets are at very high risk of injury or death from flying or falling debris, even if indoors in mobile homes or framed homes. Almost complete destruction of all mobile homes will occur, regardless of age or construction.

A high percentage of frame homes will be destroyed, with total roof failure and wall collapse. Extensive damage to roof covers, windows, and doors will occur. Large amounts of windborne debris will be lofted into the air.

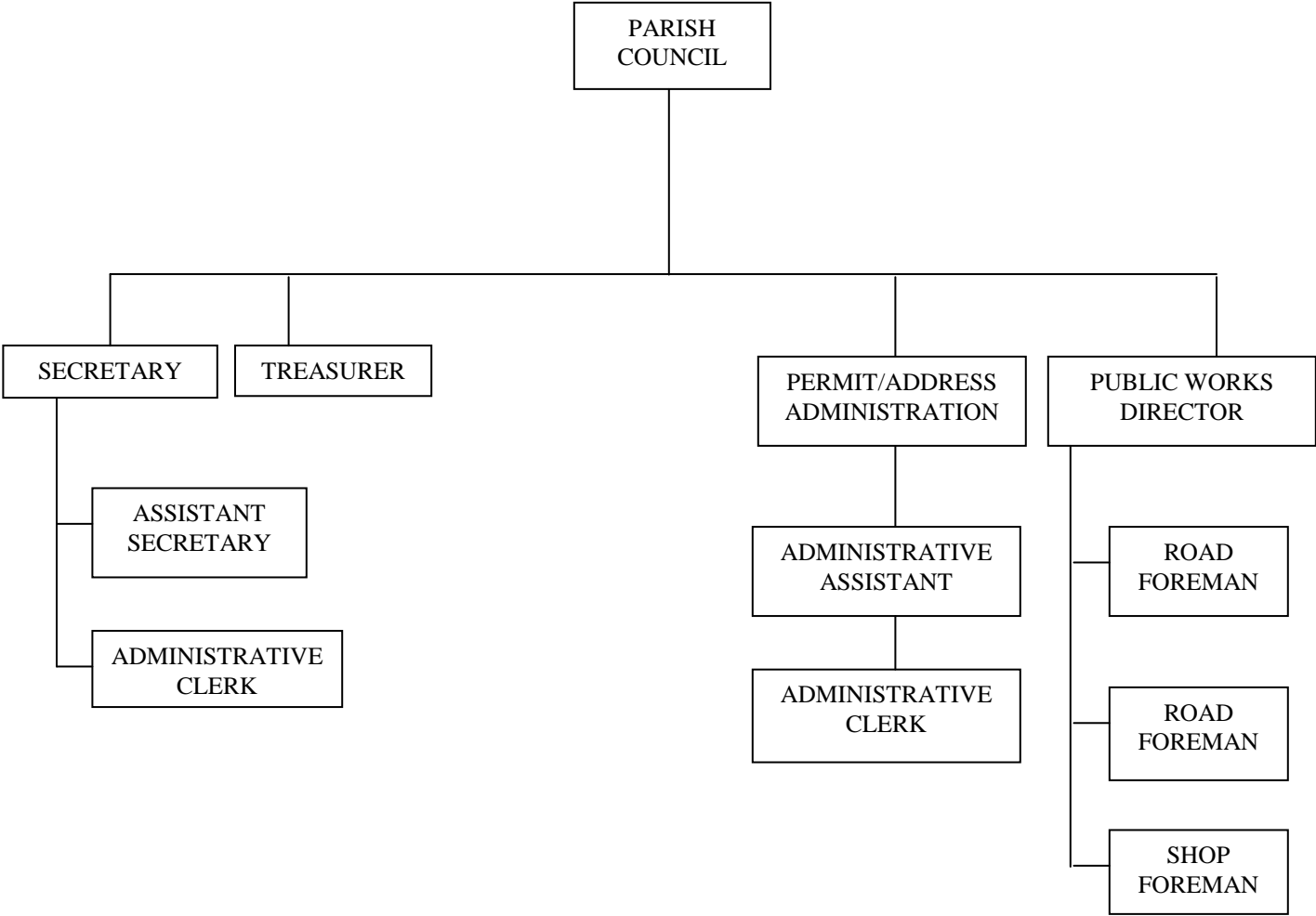
Windborne debris damage will occur to nearly all unprotected windows and many protected windows. Significant damage to wood roof commercial buildings will occur due to loss of roof sheathing. Complete collapse of many older metal buildings can occur. Most unreinforced masonry walls will fail which can lead to the collapse of the buildings.

A high percentage of industrial buildings and low-rise apartment buildings will be destroyed. Nearly all windows will be blown out of high-rise buildings resulting in falling glass, which will pose a threat for days to weeks after the storm.

Nearly all commercial signage, fences, and canopies will be destroyed. Nearly all trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Long-term water shortages will increase human suffering. Most of the area will be uninhabitable for weeks or months.

Hurricane Andrew (1992) is an example of a hurricane that brought Category 5 winds and impacts to coastal portions of Cutler Ridge, Florida with Category 4 conditions experienced elsewhere in south Miami-Dade County.

LIVINGSTON PARISH COUNCIL  
ORGANIZATION CHART



DISTRIBUTION

COPIES	COPY NO(s).	OFFICE/DEPARTMENT
_____	_____	PARISH COUNCIL
_____	_____	E. P. DIRECTOR
_____	_____	MAYORS
_____	_____	SHERIFF'S OFFICE
_____	_____	POLICE DEPARTMENTS
_____	_____	SCHOOL BOARD
_____	_____	PUBLIC HEALTH UNIT
_____	_____	NURSING HOME
_____	_____	PUBLIC WORKS OFFICE
_____	_____	FIRE DEPARTMENTS
_____	_____	UTILITY COMPANIES
_____	_____	COUNCIL ON AGING
_____	_____	LIBRARY
_____	_____	AMERICAN RED CROSS
_____	_____	MEDIA
_____	_____	LEGAL DEPARTMENT
_____	_____	
_____	_____	
_____	_____	
_____	_____	

## FOREWORD

This publication constitutes the basic emergency management plan for the Parish of Livingston, 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 Livingston Parish is no exception. They range from such natural hazards as hurricanes and flooding to serious chemical spills and nuclear attack. Ordinary citizens generally give little thought to these potential hazards until they occur or threaten the community. The Parish 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 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 Livingston Parish generally conforms to the basic plan set forth in Federal Emergency Management Agency guidelines for the integrated emergency management system. Emergency mitigation, preparedness, response and recovery 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 of either gender.

# LIVINGSTON PARISH 911 COMMUNICATIONS

## Emergency Support Function-2

### Communications

#### **9:10 AM Initial notification from cell phones and landlines**

1. Who would you dispatch first response?
2. Who would you notify in parish government?
3. How does your office gear-up in this type incident?
4. How does the office handle outside calls for information from public?
5. What resources do you need that you do not have on-site?
6. What do you do if friends and family of 911 workers start calling cell phones for information?
7. What would you do if office workers live in sub-division or have children at elementary school or relatives at nursing home?
8. Office worker receives call from her sister that her son stayed home from school today and is in the sub-division and she cannot get him on cell phone or landline. What do you do?

#### **9:45 AM Radio traffic jammed with response personnel.**

9. Do we have an incident communications plan?      Yes activate      No start

Communications Plan

Priorities

- (1) On-scene (parish and regional)
- (2) EOC( parish-regional-state) Multi-Agency Coordination
- (3) Mutual Aid (First response Fire-Law-HM-EMS)
- (4) Outside agencies (State- Federal)

# LIVINGSTON PARISH LAW ENFORCEMENT

Emergency Support Function-13

Public Safety & Security

**9:13 AM**      **LPSO unit arrives on scene**      **( Initial IC)**

**9:14 AM**      **DSPD unit arrives on scene**      **(UC)**

1.      What are your department's initial actions?    Size-up- Situational Awareness
2.      What resources do you have available?
3.      How do we establish a perimeter?    How large?
4.      How do we gain access without proper PPE?    What is PPE for this incident?
5.      How do we communicate with outside agencies?
6.      What are your concerns about the smell in the area?
7.      Where can we get information on what was on pipeline?    Product ?
8.      Do we have respiratory protection for law enforcement?    Where?
9.      What about residents running out of the area that could be exposed or contaminated?
10.     What role do we play in rescue?
11.     Who advises us on environmental conditions?
12.     Who authorizes the evacuation order for Livingston Parish residents?
13.     What areas do we evacuate first?    Door- Door?    PSA ?    Who is in charge of evacuation?
14.     What if people refuse to evacuate?
15.     What facilities should we evacuate first?
16.     How do we determine if we should shelter-in-place some residents or businesses?
17.     When do we rotate out personnel?
18.     How do get them water and restroom breaks?
19.     Who heads the investigation of this incident?
20.     Who maintains the rest of parish, city, while this is going on?

# LIVINGSTON FIRE DEPARTMENTS

Emergency Support Function 4  
Firefighting –Search &Rescue-Haz-Mat

**9:15 AM**      **DSFD unit arrives on scene**      **( Initial IC)**  
**9:15 AM**      **LPFD unit arrives on scene**      **(UC)**

1. What are your department's initial actions? Size-up- Situational Awareness
2. What resources do you have available? Foam systems? How much?
3. How do we establish a perimeter? Hot-Warm-Cold Zones
4. How do we gain access without proper PPE? What is PPE for this incident?
5. How do we communicate with outside agencies?
6. What are your concerns about the smell in the area?
7. Where can we get information on what was on pipeline? Product ?
8. Do we have respiratory protection for Firefighters? Where? How much? Extras?
9. What about residents running out of the area that could be exposed or contaminated?
10. What role do we play in rescue? Resources? Where do we start?
11. Who advises us on environmental conditions?
12. Who activates decontamination procedures?
13. Where do we set up decon? Personnel? Residents in the affected area? Equipment?
14. What if people refuse decon?
15. Who should we decon first?
16. How do we determine if we should shelter-in-place some residents or businesses?
17. When do we rotate out personnel?
18. How do get them water and restroom breaks?
19. Who is in charge when the fire is out?
20. Who maintains the rest of parish, city, while this is going on?



# LIVINGSTON PARISH EOC

## Emergency Support Function-5

### Emergency Management

#### 9:45 AM      **Activate EOC with parish declaration**

1.      What are EOC initial actions?      Size-up- Situational Awareness- where does info come from
2.      What resources do you have available?
3.      How do we get maps of area?
4.      How do we gain access to PPE for incident responders?
5.      How do we communicate with outside agencies? Internal with parish leaders?
6.      What are your concerns about the smell in the area?
7.      Where can we get information on what was on pipeline?      Product?
8.      Do we have respiratory protection for first responders?      Where?
9.      What about residents notifications? PSA? Radio ,TV
10.     What role do we play in rescue?
11.     Who advises us on environmental conditions?
12.     Who authorizes the evacuation order for Livingston Parish residents?
13.     What areas do we evacuate first? Door- Door? PSA ? Who is in charge of evacuation?
14.     What if people refuse to evacuate?
15.     What facilities should we evacuate first?
16.     How do we determine if we should shelter-in-place some residents or businesses?
17.     Where do we shelter evacuees?
18.     How do get them water and restrooms?
19.     Who heads the investigation of this incident?
20.     Who maintains the rest of parish, city, while this is going on?

# LIVINGSTON PARISH PUBLIC WORKS

Emergency Support Function-3

Public Works & Engineering

## **9:45 AM Arrive in staging area on scene**

1. What are your department's initial actions? Size-up- Situational Awareness
2. What resources do you have available?
3. What is your role in establishing a perimeter? Roadblocks? hydrants? SPCC?
4. How do we gain access without proper PPE? What is PPE for this incident?
5. How do we communicate with outside agencies?
6. What are your concerns about the smell in the area?
7. Where can we get information on road blocks and sand for diking?
8. Do we have respiratory protection for PW workers? Where?
9. What about resources in contaminated area?
10. What role do we play in rescue?
11. Who advises us on environmental conditions?
12. Who authorizes the evacuation order for Livingston Parish residents and what role do you play?
13. What areas do we evacuate first? Door- Door? PSA ? Who is in charge of evacuation?
14. What if water pressure needs to be adjusted? Who ? Where?
15. What if water main breaks during initial attack?
16. How do we determine if we should ask for outside assistance?
17. When do we rotate out personnel?
18. How do get them water and restroom breaks?
19. Who heads the investigation of this incident from PW side?
20. Who maintains the rest of parish, city, while this is going on?

# LIVINGSTON PARISH PUBLIC HEALTH

## Emergency Support Function-8 Public Health & Emergency Medical Services

### **9:18 AM      unit arrives on scene establishes Triage-Treatment-Transport**

1. What are your department's initial actions? Size-up- Situational Awareness
2. What resources do you have available? Ground -Air
3. How do we establish a perimeter LZ and ground transportation for medic units?
4. How do we gain access without proper PPE? What is PPE for this incident?
5. How do we communicate with outside agencies?
6. What are your concerns about the smell in the area?
7. Where can we get information about area?
8. Do we have respiratory protection for responders? Where?
9. What about residents running out of the area that could be exposed or contaminated?
10. What role do we play in rescue? Where do you set-upstaging area?
11. Who advises us on environmental conditions?
12. Who authorizes the use of air resources?
13. What areas do we triage first?
14. What if people refuse treatment?
15. What facilities should we evacuate first? Special Needs?
16. How do we determine if we should shelter-in-place some residents or businesses?
17. When do we rotate out personnel?
18. How do get them water and restroom breaks?
19. Who heads the response for EMS for this incident?
20. Who maintains the rest of parish, city, while this is going on?

---

# MULTI-HAZARD EMERGENCY OPERATIONS PLAN

---

## **ANNEX**

### **POINT OF DISTRIBUTION (POD)**

**June 2012**

**CONTENTS**

I. Purpose ..... 1

II. Situation & Assumptions..... 1

III. Scope of this Plan ..... 1

IV. Primary Contacts ..... 1

    A. Local:..... 2

    B. State:..... 2

V. Recognition of POD Need ..... 2

VI. Principle of Supply and Distribution..... 2

VII. Parish Staging Areas ..... 3

VIII. Planning Factors ..... 3

IX. Point of Distribution Types..... 5

X. Locations (*pending MOU*) and Attachments ..... 9

XI. Direction and Control ..... 9

XII. APPENDICES TO ANNEX..... 9

---

---

# ANNEX – POINT OF DISTRIBUTION (POD) PLAN

## I. PURPOSE

*This annex outlines protocols for the initiation and termination of Point of Distribution (POD) sites that could be implemented during a disaster.*

Any disaster can lead to wide spread power outages and the impact of the loss of power ties in directly to the ability of the general public to sustain themselves. The loss of power affects commercial services, including utilities, and lack of commodities for the general public. With respect to Livingston Parish, hurricanes, flooding and tornados are by far the most common incidents and can have a cascading impact on utilities and basic commodities (food, ice, water and tarps).

## II. SITUATION & ASSUMPTIONS

1. Livingston Parish has a population of 128,000 but experiences an increase in population during disasters with the influx of evacuees. Livingston Parish is 661 square miles, consisting of eight incorporated communities: Albany, Denham Springs, French Settlement, Killian, Port Vincent, Springfield, Walker and Livingston, the Parish seat. Livingston Parish is subject to a variety of hazards that may affect its population to include: hurricanes, tornados, flooding, thunderstorms, and fire.
2. Upon the detection of a critical incident, the Livingston Parish Office of Homeland Security and Emergency Preparedness (LOHSEP), under the direction of the Parish President's Office, will initiative Parish POD site locations to distribute commodities to the general public.
3. Activation of POD sites within the Parish will initially be setup through the State of Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) WebEOC portal to request various commodities.
4. The response effort will be directly portioned to the amount of citizens and business without power or commodities.
5. With temporary generator capabilities now in effect with some of our residents, the duration of POD sites will only decrease.

## III. SCOPE OF THIS PLAN

This Plan shall address the ordering, receiving, pre-staging, distribution and storage of mass commodities provided to Livingston Parish during times of major disasters. Specifically, this plan shall address WATER, ICE, Meals Ready to Eat (MREs), and TARPS to offset the severity of a disaster.

## IV. PRIMARY CONTACTS

The primary contacts for this plan are the following:

A. LOCAL:

Layton Ricks – Livingston Parish  
Parish President  
Phone: (225) 686-3066

Mark Harrell – Livingston Parish  
LOHSEP Director  
Phone: (225) 686-3066

B. STATE:

Kevin Davis – State of Louisiana  
GOHSEP Director  
Phone: (225) 925-7500

V. RECOGNITION OF POD NEED

1. With the events of Hurricane Gustav in 2008, Livingston Parish is now able to gauge its predicted needs more accurately by several factors to include:
  - a. Magnitude of storm or incident (extent of power outages)
  - b. Location of storm or incident
  - c. H-Hour Timeline.
2. These factors are monitored closely inside the Livingston Parish Emergency Operations Center (EOC) prior to the onset of any disaster.
3. POD sites are potentially a critical asset to Livingston Parish's operations during any disaster, as residents within the Parish will be allowed to access the POD sites that are operational.
4. Due to the extent of damages and disasters that this geographical area is prone to, POD sites are vital to this community to ensure the revitalization and stabilization of Livingston Parish and the re-entry of its residents through our credentialing protocols.

VI. PRINCIPLE OF SUPPLY AND DISTRIBUTION

1. It is recognized that the flow of commodities is not instantaneous, but is a pipeline effect. Reality is that it takes time and resources to setup public POD s.
2. The majority of the general public in the Parish generally have several days of water, ice and food available to them at their places of residence, due to preparedness planning and public outreach, based on the vulnerability of hazards that are more frequent to this parish.

3. The need for WATER at POD sites will be correlated to the Livingston Parish water companies, and its ability to function through a major disaster due to a redundant operating and generator system.
4. Upon notice of system failure from the Livingston Parish water companies, Livingston Parish will request WATER through WebEOC and the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).
5. The need for MRE's at POD sites will be directly related to the operating status of the community grocery stores, and the availability of re-stocking these facilities. The financial condition of the population will sometimes dictate the need for MRE's to bridge the time between the event and the next normal pay day for the residents of Livingston Parish immediately following a disaster.
6. The need for ICE at POD sites will depend on the parish power outage assessment and the availability for ice distributors to get their product to the suppliers in the community, as well as the suppliers' operating power status
7. The Office of Homeland Security and Emergency Preparedness (OHSEP) will continue to work closely with Entergy and DEMCO to determine this need for future disasters.
8. The need for TARPS at POD sites will largely be determined by the severity of widespread damages throughout Livingston Parish.
9. Damages to residential and commercial properties will mainly influence the need for this particular commodity, concerning how many homes and businesses have structural damage to either the roof or structure itself.
10. A damage assessment will be conducted by Parish Officials immediately following an incident, and the Parish will have statistics to base their commodity requests on.
11. All commodity requests will be requested from the Parish President and his elected staff directly and will be inputted via WebEOC by the EOC Staff at the Livingston Parish EOC.
12. Unfortunately, the public desire for commodities outpaces their actual need, so arrangements for requested commodities will be based on current damages, power outages, water supply, and grocery store status.

## VII. PARISH STAGING AREAS

The staging areas utilized for commodity placement is located at two (2) separate facilities, which are included in the Livingston Parish Critical Infrastructure and Key Resource (CI/KR) facility list:

Both facilities possess large open parking areas for ingress and egress, as well as secure parking. Trucks, forklifts and pallet jacks are available for usage at any point during an incident at either staging area.

For detailed information for equipment assessment at each facility and aerial images, please advise the Office of Homeland Security and Emergency Preparedness.

## VIII. PLANNING FACTORS

Outlined below are information and common planning factors that will help Parish Officials in coordinating and communicating during the planning and response phases for POD logistics.



POD sites must be areas that are paved, concrete, or gravel hard-stand that can withstand loads that are at load limits of national roadways. In addition to the area needed for the trucks, planning must include area for unloading, dumpsters, portalets, proper traffic flow, stockpiles, and ingress/egress access for the distribution to the public.

1. General Commodity Information:

a. Ice:

- 8 lbs (1bag) per person per day
- 40,000 lbs per truck load
- 20 Pallets per truck, 2000 lbs per pallet, 250 – 8 lbs bags per pallet, 5000 bags per truck
- 25 Trucks = 1 million lbs

b. Water:

- 3 liters or 1 gal per person (3.79 liters per gal)
- 18,000 liters or 4,750 gal per truck
- 20 Pallets per truck, 900 liters per pallet, 237 gal per pallet, 1900 lbs per pallet
- 212 Trucks = 1 million gal

c. MRE's:

- 3 MRE's per person per day
- 21,744 MRE's per truck load
- 12 MRE's per case, 1812 cases per truck
- 46 truckloads = 1 million MRE's

d. Tarps:

- 4,400 tarps per truck load
- Standard tarp size = 20' x 25'

13. Distribution Point Planning:

The following are assumptions used for distribution planning:

- a. Citizens will drive through a POD site and be served without leaving their vehicles.
- b. Each car represents an average family of 3.
- c. Each vehicle passing through a POD site will receive the following:
  - 2 bags ICE
  - 1 case WATER
  - 2 cases MRE's
  - 2 TARPS
- d. One truck load of ICE and WATER will serve 1,660 vehicles or about 5,000 people
- e. One truck load of MRE's will serve 3,624 vehicles or about 10,000 people
- f. One truck load of TARPS will serve 4,400 vehicles or about 4,400 homes

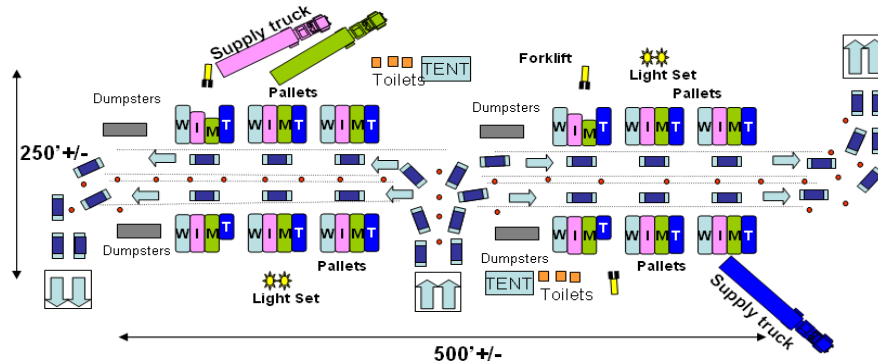
Distribution points will be open to the public from 7:00 AM to 7:00 PM and restocking operations will take place from 8:00 PM to 2:00 AM, while the POD is closed to the public.

## IX. POINT OF DISTRIBUTION TYPES

1. Livingston Parish has identified the need for Types I, II, and III distribution sites.
2. Depending on the size and scale of an incident, the parish population (including the influx of evacuees) is large enough, that a Type I POD could potentially be necessary.
3. During the onset of any given disaster, Parish planning efforts will be in effect to determine:
  - a. The appropriate size POD (Type I, II, or III)
  - b. The appropriate geographical location inside the Parish
4. Pages 7 – 9 of this Plan will depict each Type of POD layout, with size, and give a detailed description.
5. Definitions of Types:
  - a. TYPE III POD
    - Serves 5,000 persons per day
    - 4 loading points
    - 140 vehicles per hour
    - Requires 19 personnel (day) and 4 personnel (night)
  - b. TYPE II POD
    - Serves 10,000 persons per day
    - 8 loading points
    - 280 vehicles per hour
    - Requires 37 personnel (day) and 8 personnel (night)
  - c. TYPE I POD
    - Serves 20,000 persons per day
    - 16 loading points
    - 560 vehicles per hour
    - Requires 73 personnel (day) and 10 personnel (night)

### TYPE I - DISTRIBUTION POINT

Serves 20,000 persons per day  
560 vehicles per hour



Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's.

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

#### Maximum Loads per Day – Type I

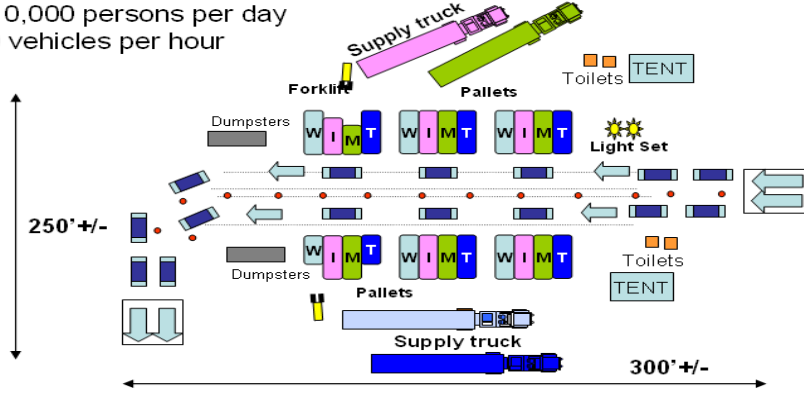
Water	4
Ice	4
MRE	2
Tarp	2

## Type I Distribution Point Resources Required

Type I Distribution Point					
Manpower				Equipment	
Type	Day	Night	Type	Number	
Local Responsibility	Manager	1	0	Forklifts	3
	Team Leader	2	1	Pallet Jacks	3
	Forklift Operator	2	3	Power Light Sets	2
	Labor	57	4	Toilets	6
	Loading Point	36		Tents	2
	Back-up Loading PT	18		Dumpsters	4
	Pallet Jacks Labor	3		Traffic Cones	30
	<b>Totals</b>	<b>70</b>	<b>9</b>	Two-way radios	4
Others	Law Enforcement	4	1		
	Community Rel.	4	0		
<b>Grand Total</b>		<b>78</b>	<b>10</b>		

**TYPE II - DISTRIBUTION POINT**

Serves 10,000 persons per day  
280 vehicles per hour



Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type II

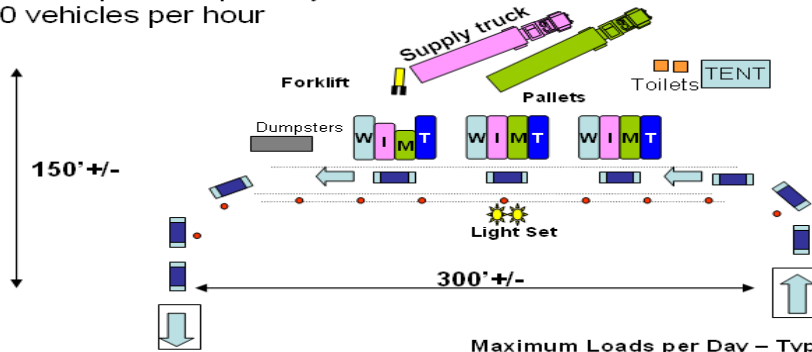
Water	2
Ice	2
MRE	1
Tarp	1

**Type II Distribution Point  
Resources Required**

Type II Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	2
	Forklift Operator	1	2	Pallet Jacks	2
	Labor	28	3	Power Light Sets	1
	Loading PT	18		Toilets	4
	Back-up Loading PT	9		Tents	2
	Pallet Jacks Labor	1		Dumpsters	2
	Totals	30	5	Traffic Cones	15
Others	Law Enforcement	2	1	Two-way radios	0
	Community Rel.	2	0		
Grand Total		34	6		

**TYPE III - DISTRIBUTION POINT**

Serves 5,000 persons per day  
140 vehicles per hour



Note: Individual vehicles drive through and ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's  
Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type II

Water	1
Ice	1
MRE	1/2
Tarp	1/2

**Type III Distribution Point  
Resources Required**

Type III Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	1
	Forklift Operator	1	1	Pallet Jacks	1
	Labor	14	2	Power Light Sets	1
	Loading PT	9		Toilets	2
	Back-up Loading PT	4		Tents	1
	Pallet Jacks Labor	1		Dumpsters	1
	<b>Totals</b>	<b>16</b>	<b>3</b>	<b>Traffic Cones</b>	<b>10</b>
Others	Law Enforcement	2	1	Two-way radios	0
	Community Rel.	1	0		
<b>Grand Total</b>		<b>19</b>	<b>4</b>		

## X. LOCATIONS (*PENDING MOU*) AND ATTACHMENTS

1. The location of Parish POD sites is critical to the success of the operation.
2. Each POD site will be strategically located in an area of the Parish that is easily accessible to the general public.
3. For parish-wide disasters (\*Proposed Type I, II and III POD s\*):
  - a. Location # 1: TBD
  - b. Location # 2: TBD
  - c. Location # 3: TBD
  - d. Location # 4: TBD
  - e. Livingston Parish Schools
  - f. Livingston Parish Fire Districts

## XI. DIRECTION AND CONTROL

1. LOHSEP will be responsible for keeping track of WebEOC reports and Tracking Charts for reimbursement documentation
2. During any disaster one of the most critical functions for any department is documenting your expenditures and requested resources.
3. Complete documentation of your commodities is critical for your reimbursement and close out procedures.
4. Attached are 4 different Tracking Charts for ICE, WATER, MRE'S, and TARPS that will be vital to the operation itself.
5. A Parish Official will be on site at each POD location to ensure full compliance of all documentation procedures and the receipt for all deliveries made to each POD location.
6. At 7:00PM each day of operation, a Parish Official will report back to the EOC and log all tracking charts into the LOHSEP database.
7. Upon termination of a POD site, paperwork and receipts from that specific location will be closed out and put into that particular POD file.

## XII. APPENDICES TO ANNEX

1. Memorandum of Understanding (MOU)
2. Type III POD Drawing

---

# ANNEX – APPENDIX 1

## SAMPLE MOU

**Layton Ricks**  
Parish President

**Mark Harrell**  
Director

### **Livingston Parish** **OFFICE OF HOMELAND SECURITY & EMERGENCY PREPAREDNESS**

#### **MEMORANDUM OF UNDERSTANDING**

**Between**

**Livingston Parish Office of Homeland Security and Emergency Preparedness**

**and**

**[Owner of Proposed Point of Distribution Site]**

     [Name of Owner] owns and operates a/an      [type of Business] at      [Street address/City/Parish/State]. This site is desired to be used as a distribution and staging area for critical commodities during times of emergencies.

Livingston Parish agrees that this shall be the preferred distribution site for the Parish of Livingston and surrounding areas of the parish. Livingston Parish will provide logistical and protective services for the operation of this facility.

The Livingston Parish Office of Homeland Security and Emergency Preparedness (OHSEP) will arrange for commodity ordering and administrative support for the distribution center operation.

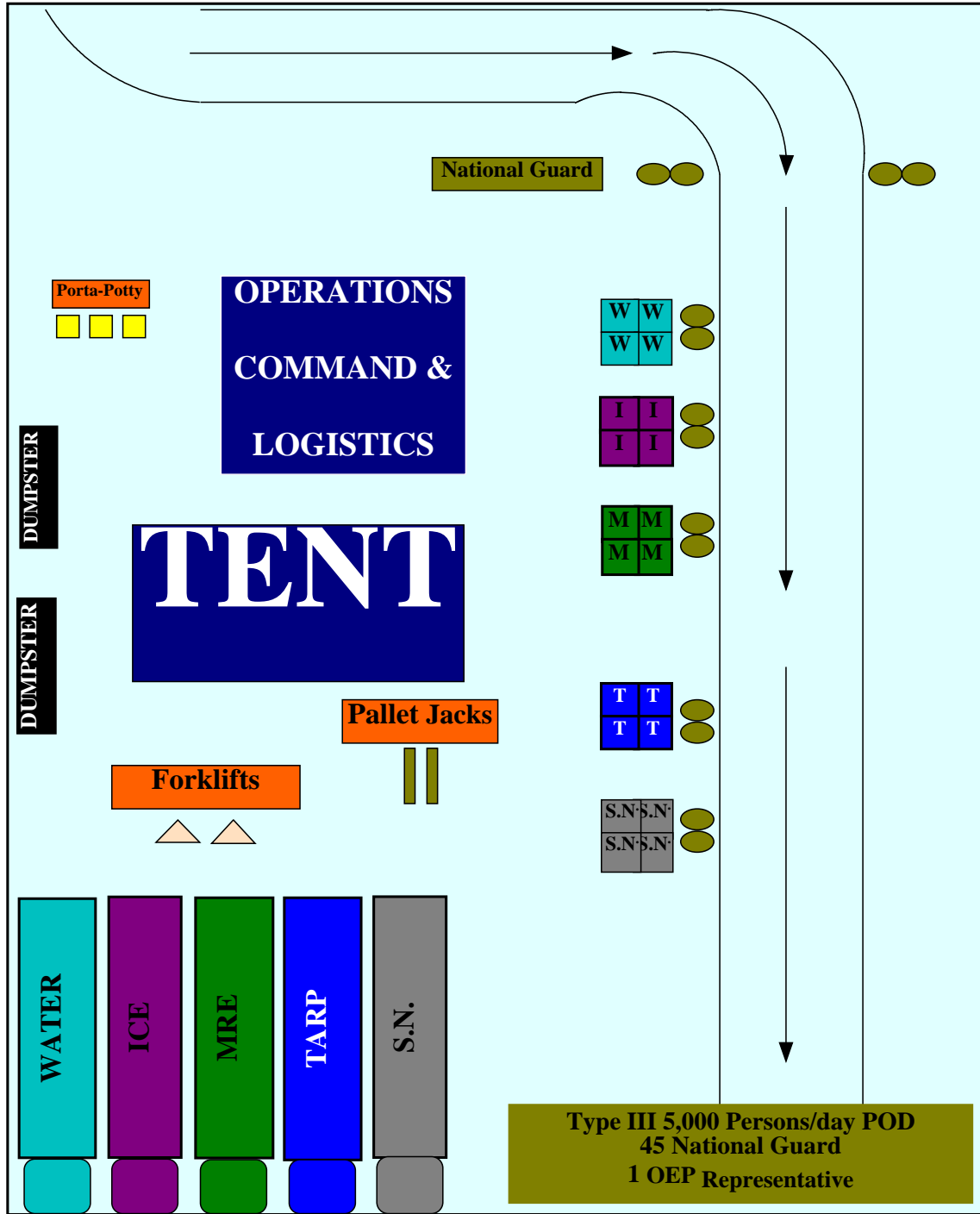
This Memorandum of Understanding will be effective upon signature and will remain in effect until terminated by either party with a 60 day notice.

\_\_\_\_\_  
**Owner of proposed POD**  
Date \_\_\_\_\_

\_\_\_\_\_  
**Layton Ricks**  
Parish President  
Date \_\_\_\_\_

\_\_\_\_\_  
**Mark Harrell**  
Director OHSEP  
Date \_\_\_\_\_

**PROPOSED TYPE III POD LAYOUT DESIGN**





---

# MULTI-HAZARD EMERGENCY OPERATIONS PLAN

---

## **ANNEX**

### **DIRECTION & CONTROL PARISH EOC**

**June 2012**

Prepared for Livingston Parish by Masters of Disasters

# CONTENTS

I.	PURPOSE.....	1
II.	SITUATION AND ASSUMPTIONS.....	1
	A. Situation.....	1
	B. Assumptions.....	1
III.	CONCEPT OF OPERATIONS.....	2
	A. Emergency Operations Center .....	2
	B. Parish President .....	2
	C. Delegation of Authority .....	2
	D. Phases of Emergency Management .....	2
IV.	ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.....	5
	A. Responsibilities .....	5
V.	DIRECTION AND CONTROL .....	11
	A. Executive .....	12
	B. Operation.....	12
	C. Disaster Analysis .....	12
	D. Communications .....	12
	E. Support .....	12
	F. Resource Groups.....	12
VI.	CONTINUITY OF GOVERNMENT.....	12
VII.	ADMINISTRATION AND LOGISTICS .....	12
	A. Administration .....	12
	B. Logistics.....	13
VIII.	PLANS DEVELOPMENT AND MAINTENANCE.....	13
IX.	AUTHORITIES AND REFERENCES.....	13
X.	APPENDICES TO ANNEX.....	13

---

---

---

# ANNEX - DIRECTION AND CONTROL

## I. PURPOSE

*This section describes the framework for all direction, control, and coordination activities.*

The purpose of this annex is to establish a workable procedure for the Livingston Parish Emergency Operations Center, which will serve as the headquarters for any emergency operations. The Emergency Operations Center will be used when the threat of a disaster is imminent within, or near the boundaries of Livingston Parish. This applies to all types of disasters.

## II. SITUATION AND ASSUMPTIONS

### A. SITUATION

1. The Office of Homeland Security and 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 Operations Center as the interfacing point for decision-making, coordination, administration, emergency response, and resource management.
3. During the period of increased readiness or extreme emergency, in which loss of life or property damage has occurred or appears imminent, the Emergency Operations Center (EOC) will be activated to the level dictated by the gravity of the situation. All appropriate governmental agencies having emergency responsibilities will be advised when the EOC is activated.
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 Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).

### B. ASSUMPTIONS

1. Livingston Parish is vulnerable to numerous natural disasters, as well as numerous types of man-made disasters. The Operational procedures and staffing of the EOC have taken into consideration these various types and degrees of emergency conditions that could confront the parish.
2. Planning for adequate direction and control has been made for such degrees of activation that will cope with a given magnitude of an emergency situation.
3. The Emergency Operations Center or an alternate facility is available.
4. All equipment needed to accomplish any task within the Emergency Operations Center is functional.
5. 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.

6. 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.
7. State agencies are expected to assist local efforts after local resources are deemed insufficient or reach the local capacity to provide the necessary services.
8. Federal and state disaster assistance will supplement not substitute for any relief provided by the parish.

### III. CONCEPT OF OPERATIONS

#### A. EMERGENCY OPERATIONS CENTER

The Emergency Operations Center is the primary site for the direction and control emergency Operations for all Departments and outside agencies, within Livingston Parish, having emergency duties.

#### B. PARISH PRESIDENT

The Parish President directs all response and recovery activities from the Emergency Operations Center and coordinates with the Office of Homeland Security and Emergency Preparedness to assure all emergency functions and response actions are taken, all resources and personnel are utilized to their fullest potential, and essential government services are maintained as much as possible.

#### C. DELEGATION OF AUTHORITY

The Parish President has the ultimate authority, but in the absence of the Parish President, he delegates his authority in this order:

1. Parish President/Designee
2. Homeland Security and Emergency Preparedness Director

#### D. PHASES OF EMERGENCY MANAGEMENT

1. Prevention
  - a. Ensure that the Livingston Parish EOC is prepared to become functional and operational in the event of any emergency.
  - b. Ensure that all plans and procedures are current and reflect the most updated information.
  - c. Ensure interoperability equipment platform is compatible with other departments and agencies.
2. Mitigation
  - a. Livingston Parish has an Emergency Operations Center located together with its 911 Communications Center and is operational on a 24-hour basis. Maintaining the operational readiness of the primary and alternate Emergency Operations Centers is the responsibility of the Homeland Security and Emergency Preparedness Director.
  - d. Livingston Parish has an alternate Emergency Operations Center, which can be activated during major emergencies affecting the parish, and should relocating of

- the primary Emergency Operations Center be required, will serve as the primary site for direction and control.
- e. The Office of Homeland Security and Emergency Preparedness have completed a hazard analysis of the Parish indicating the wide variety of potential problems that could and have posed danger in the community.
  - f. All parish departments and outside agencies, as well as, personnel with emergency responsibility in the Emergency Operations 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.
  - g. Needed resources to sustain the activated Emergency Operations Center have been identified and their availability determined.
  - h. Communications equipment, compatible with other departments and agencies, is kept updated, operational and functional.
  - i. Provisions will be made to protect personnel, within the jurisdiction, from exposure of hazardous substances.
  - j. Public awareness programs include:
    - Tours of the Emergency Operations Center and an explanation of its purpose and functions.
    - Printed educational materials are distributed throughout the parish. The Public Information Officer releases public information and educational information after review by the Parish President and the Homeland Security and Emergency Preparedness Director.
    - Presentations made to the public, government agencies, industries, and schools, etc., on the following subjects:
      - Emergency Classifications
      - Emergency Operations Center Overview
      - Chemical Safety
      - Natural and Man-Made Disasters

### 3. Preparedness

- a. The Office of Homeland Security and Emergency Preparedness develops and maintains the Parish's Emergency Operations Plan with its annexes and appendices, along with Operational Procedures for Emergency Operations Center activation and staff duties. These procedures are maintained under a separate cover at the Emergency Operations Center.
- b. Provisions will be made to protect personnel within the parish from exposure to hazardous substances. Procedures have been developed to protect personnel at the Emergency Operations Center from environmental hazards.
- c. The Emergency Operations Center has appropriate space and comfort for operations, furnishings and equipment and adequate stock of administrative supplies.
- d. The Emergency Operations Center is maintained in a state of readiness at all times. The Operations Room has pre-positioned those necessary maps and critical supplies

- needed to conduct direction and control activities by governmental officials and emergency staff during response and recovery.
- e. The Emergency Operations Center has made arrangements for adequate provisions for food, water, and housing for its assigned staff.
  - f. A preventative maintenance program is adhered to for all equipment, fixed or mobile and regularly scheduled testing of this equipment is performed.
  - g. Training sessions and briefings are conducted for emergency staff assigned to the EOC. Exercises in the EOC and in the field are also conducted and critique with the entire staff.
  - h. Emergency action levels may determine the activation of the Emergency Operations Center. (See Basic Plan, Section III, C 1.)
  - i. Communications equipment is tested with field representatives on a regular basis.
4. Response
- a. The Emergency Operations Center is activated according to the degree or level of the emergency and as directed by the Homeland Security and 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 Operations Center.
  - c. In the event of Emergency Operations Center activation, operational materials for each department and emergency function are 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 Operations Center personnel, the Parish President, and municipal leaders.
  - e. Outside support agencies that may have to lend assistance are also contacted.
  - f. Initial contact is made with the public through the Emergency Operations Center.
  - g. All Operations will be coordinated through the EOC.
  - h. Incident Command System (National Incident Management System) NIMS
  - i. 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. The management structure is designed to expand and contract, depending on the scale of the incident and/or event.
    - The function of Incident Command is to provide overall management at the incident site.
    - The Incident Commander directs, controls and orders resources, including people and equipment.
    - 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 Livingston Parish in mind.
    - Some examples of who may become an Incident Commander include:

- Fire Department Chief/Designee
- Law Enforcement Officer/Designee
- Public Works Official/Designee
- Public Health Official/Designee

k. Information Processing

- A significant events log is begun at the onset of the emergency and maintained for the duration of the incident. The log contains records of key disaster-related data. A copy of all logs of this type will be retained and kept on file.
- All EOC staff members will keep event logs. These will include disaster-related information, which will be reported from the field.
- The Homeland Security and Emergency Preparedness Director analyzes all disaster-related information.
- The Emergency Operations Center's database on incident communication shall be maintained with Web EOC.
- The Parish President and Sheriff of Livingston Parish are briefed on the situation as conditions warrant.
- The standard operating procedures for a particular type emergency are followed through using a previously proposed checklist for the determined emergency.

5. Recovery

- a. Preparations for recovery operations commence with the onset of the emergency and as soon as possible after the emergency.
- l. Data collection of logs, forms, expenditures, equipment, materials and personnel is begun at onset of emergency.
- m. Damage assessment report forms are disseminated to assigned damage assessment teams once emergency conditions have terminated.
- n. The Public Works officer organizes damage assessments, including the collection and reporting of appropriate data.
- o. All Emergency Operations Center and field personnel are phased down to begin a deactivation.
- p. The Emergency Operations Center is brought back to its pre-emergency conditions along with the needed equipment and supplies.

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. RESPONSIBILITIES

1. The responsibilities of each individual assigned to the EOC and the alternate EOC are outlined in Appendix 2 of this annex.
2. All organizations tasked by this All Hazards Plan are responsible for activating a control center to support and facilitate the organization's response activities, which may include:
  - a. Dispatching and managing personnel and resources.
  - q. Maintaining a position log.

- r. Reporting information to the Emergency Operations Center.
  - s. Coordinating with organizational personnel at the emergency scene or the Emergency Operations Center.
  - t. If appropriate send a representative to the Emergency Operations Center
  - u. Ensures that organization staff member(s) tasked to work in the Emergency Operations Center during emergencies has authority to commit resources and set policies.
  - v. Provides support to the Incident Command if needed.
  - w. If appropriate establish a protocol for interfacing with State/Federal responders.
  - x. Coordinate with the Public Information Officer and clear press releases with the Parish President before releasing information to the media for public consumption.
  - y. Emergency Operations Staff Officers
3. Assigned to the Emergency Operations Center.
- a. Parish President
    - When notified, reports to the Emergency Operations Center.
    - Directs implementation of protective actions for public safety, as appropriate.
    - When appropriate, terminates response Operations and releases EOC personnel.
    - Declares State of Emergency. (Louisiana Emergency Preparedness and Assistance act of 1993)
  - b. Homeland Security and Emergency Preparedness Director (**ESF-5**)
    - When notified, reports to the Emergency Operations Center.
    - Immediately notifies the Parish President of significant emergency situations that could affect the parish.
    - Manages the Emergency Operations Center during emergencies.
    - When directed by the Parish President or when circumstances dictate, directs the Emergency Operations Center staff to contact all tasked organizations, and inform them of the situation and direct them to take the actions appropriate for the situation.
    - Activates the Emergency Operations Center when situations warrant or when directed to by the Parish President.
    - Advise and brief the Parish President and other key members of the emergency response organization on the emergency situation.
    - Recommend, to the Parish President, actions to protect the public from the life threatening consequences associated with the emergency situation.
    - When directed by Parish President or when conditions warrant, relocate staff to alternate Emergency Operations Center in order to continue response operations.
    - When directed by Parish President, terminate operations and de-activate the Emergency Operations Center.



c. Sheriff (**ESF-13**)

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

d. Office of Homeland Security and Emergency Preparedness Deputy Director (**ESF-5**)

- When notified, reports to the Emergency Operations Center.
- Assists Homeland Security and Emergency Preparedness Director
- Manages EOC resources and directs EOC Operations. Duties include ensuring the following activities and actions are done:
  - Information processing
  - Maintain position logs
  - Message handling
  - Aggregating damage information
  - Identifying resource needs
  - Preparing summaries on status of damage
  - Preparing briefing for Senior management officials
  - Displaying appropriate information in Emergency Operations Center
  - Preparing and submitting necessary reports when required, including situation reports to the state Emergency Operations Center as appropriate.
  - Coordinating logistical support for response personnel and disaster victims.
  - Ensures appropriate staff members report to the Emergency Operations Center.
  - Responsible for ensuring the maintenance, availability and the Operations of communications equipment in support of Emergency Operations Center activities.
  - Coordinating Emergency Operations Center Operations.

e. 911 Communications Operators (**ESF-2**)

- Responsible for continuous 24-hour coverage of Emergency Operations Center when activated.
- Monitors all communications equipment.
- Responsible for prompt notification of the Emergency Operations Center Staff, Emergency Operations Center personnel and other agencies as directed in the event of an emergency.
- Maintain position logs
- Message handling

- Preparing summaries on status of damage
  - Displaying appropriate info in Emergency Operations Center
- f. **Public Information Officer (ESF-15)**
- When notified, reports to the Emergency Operations Center.
  - Responsible for serving as a Parish liaison with news and media organizations and the public to ensure accurate and consistent emergency reporting.
- g. **Law Enforcement Officer (ESF-13)**
- When notified, reports to the Emergency Operations Center.
  - Responsible for the communication link between the Sheriff's Office/City Police field Operations and the Emergency Operations Center.
  - Coordinate back-up public alert notification.
  - Coordinates law enforcement activities with other EOC staff members and agencies.
- h. **Radiological Officer (ESF-10)**
- When notified, reports to the Emergency Operations Center.
  - Responsible for gathering radiological information pertaining to an accident that involves radioactive fall-out.
- i. **School Services Officers (ESF-5)**
- When notified, reports to the Emergency Operations Center.
  - Coordinates protective measures with schools to protect students during an emergency situation.
  - Evacuates students if appropriate.
  - Responsible for coordinating and obtaining transportation resources to ensure the movement of people whom need assistance in evacuating the risk area.
  - When directed by appropriate authority, make schools available for use as mass care facilities.
  - Conducts damage assessment of school facilities.
- j. **Health & Medical Officer(ESF-8)**
- When notified, reports to the Emergency Operations Center.
  - Coordinates the health and medical treatment activities of all response organizations involved in providing medical assistance to disaster victims.
  - Coordinates necessary mortuary services, to include Operations of temporary morgues, and identification of victims.
  - Collects information and reports damage/status of health and medical facilities and equipment to the Emergency Operations Center.
- k. **Fire Services Officer (ESF-4)**
- When notified, reports to the Emergency Operations Center.
  - Responsible for the communication link between Fire Departments field Operations and the Emergency Operations Center.

- I. Parish and Municipal Public Works **(ESF-3)**
  - When notified, sends a representative to the Emergency Operations Center.
  - Responsible for the communication link between Parish Maintenance field Operations and the Emergency Operations Center.
- m. State Police Representative **(ESF-13)**
  - When notified, reports to the Emergency Operations Center.
  - Responsible for coordinating support law enforcement services to the Parish.
- n. Technical Advisor
  - When notified, reports to the Emergency Operations Center.
  - Responsible for explaining and advising technical issues pertaining to his industrial facility.
- 4. Emergency Operations Support Staff **(ESF-5)**
  - a. Finance Office
    - Handles all procurement requests initiated by response organizations.
    - Coordinates implementation of resource management activities with parish tasked organizations.
    - Provides the Purchasing Officer and the Parish President with status briefings of financial transactions.
    - Maintains records of all financial transactions during response Operations.
    - 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.
    - Upon termination of the response effort, prepares the appropriate reports that address costs incurred by the parish during emergency situations.
  - b. Council on Aging Director **(ESF-6)**

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.
  - c. Health Unit Director **(ESF-8)**
    - Responsible for assisting in the maintenance of the non-institutionalized disabled persons without transportation listing, and for providing resources to the Parish from his or her agency.
    - Provide representative to serve as Health and Medical Officer in the EOC as requested.
  - d. Animal Control Department **(ESF-11)**
    - Manages public and private sector efforts to meet the animal services needs that arise including:

- Coordinate rescue and capture of animals that have escaped confinement and displaced wildlife.
  - Evacuation of animals if applicable.
  - Sheltering if applicable
  - Coordinate care of injured, sick, and stray.
- Activates emergency response teams (evacuation, shelter, medical treatment, search and rescue, etc.) as needed.
  - Prepares a resource list that identifies the agencies/organizations that are responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large-scale emergencies and disasters.
  - Coordinates response activities with the appropriate representative in the Emergency Operations Center.
  - Coordinates the rescue of injured or endangered animals with fish and game departments, wildlife organizations, veterinarians, etc.
- e. American Red Cross Representative **(ESF-6) VOAD**
- Provides shelter area for parish residents
  - Provides shelter staff and managers.
- f. Livingston Parish County Agent **(ESF-11)**
- Responsible for the dissemination of agricultural advisors to affected Parish Farms and other agribusiness concerns.
- g. Private Utility Companies( DEMCO-Entergy) **(ESF-12)**
- Representatives report to the Emergency Operations Center if needed and serves as a liaison between the parish and utility.
- h. Military Department **(ESF-16)**
- Provides personnel and equipment to support direction and control actions at the scene and/or the Emergency Operations Center.
- i. Field Operations and On-Scene Incident Command Structure
- The type of emergency situation will determine which department will provide the Incident Commander.
  - The Incident Commander may change as individuals with more authority arrive on the scene.
  - The Incident Commanders are responsible for maintaining records of expenditures during response.
  - The most common local departments who may control Incident Command are:
- j. Fire Department
- 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.

- 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.
  - The fire department will assist as appropriate in the alerting or evacuation of people at risk in and around the emergency scene.
- k. Sheriff's Office or Law Enforcement Agency **(ESF-13)**
- 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.
  - The Sheriff's Office and Law Enforcement Agencies are also responsible for:
    - Directing and controlling traffic during emergency Operations.
    - Controlling access and security to the Emergency Operations Center and scene of the emergency or the area that has been evacuated.
    - Assisting in alerting and evacuating people in and around the emergency scene.
    - Conducting damage assessment activity as requested by the Homeland Security & Emergency Preparedness Director.
- l. Parish or Municipal Public Works Representatives **(ESF-3)**
- 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.
  - Manage resources and direct public works Operations.
  - The duties may include:
    - Performing debris removal Operations.
    - Assisting in urban search and rescue efforts.
    - Providing emergency generators, fuel, lighting, and sanitation to support emergency responders at the scene.
    - Assisting in the evacuation of people at risk in and around the emergency scene.
    - Coordinating with utility companies to restore power to disaster victims.
- m. In addition to the principal emergency response assignments indicated previously, assignment of support emergency functions might also be required.

## V. DIRECTION AND CONTROL

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

Each individual having emergency responsibilities will immediately report to the EOC to coordinate their agency's or department's responsibilities when the EOC is activated. The

EOC staffing is divided into six (6) groupings. (Appendices 1 and 2 of this annex list individuals by groupings).

#### A. EXECUTIVE

This group is responsible for policy matters and the overall operations, including the basic plan of action and the overall deployment of personnel and equipment to carry out the plan. It is also responsible for authenticating and acknowledging reports.

#### B. OPERATION

This group is responsible for conducting the emergency operations throughout the Parish.

#### C. DISASTER ANALYSIS

This section is responsible for the collection, analysis, and reporting of damage assessments both public and private. Included in this section are the Radiological Officer and the Environmental Recovery Officer, both responsible for monitoring adverse effects upon the Parish's environment caused from hazardous chemicals or radiation.

#### D. COMMUNICATIONS

This section is responsible for the manning of telephones and radio equipment and radio maintenance.

#### E. SUPPORT

This group provides those necessary household duties to keep the EOC facility functional.

#### F. RESOURCE GROUPS

This section includes those individuals or agencies that lend support to the emergency preparedness effort.

### 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 Operations Center relating to their agency's expenditures and obligations during emergency conditions.
2. Responsibility for submitting local government reports to the Governor's Office of Homeland Security and Emergency Preparedness rests with the Office of Homeland Security and Emergency Preparedness. They include:
  - a. Daily situation (SITREP)

- b. Resource consumption
  - c. Resource shortfalls
3. The Office of Homeland Security and Emergency Preparedness are 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 Operations 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 Homeland Security and 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 Operations Center.

## VIII. PLANS DEVELOPMENT AND MAINTENANCE

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

## IX. AUTHORITIES AND REFERENCES

Reference IX. Basic Plan.

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
3. Disaster Reporting and Accounting Procedures Guide, State of Louisiana
4. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 2010, Federal Emergency Management Agency

## X. APPENDICES TO ANNEX

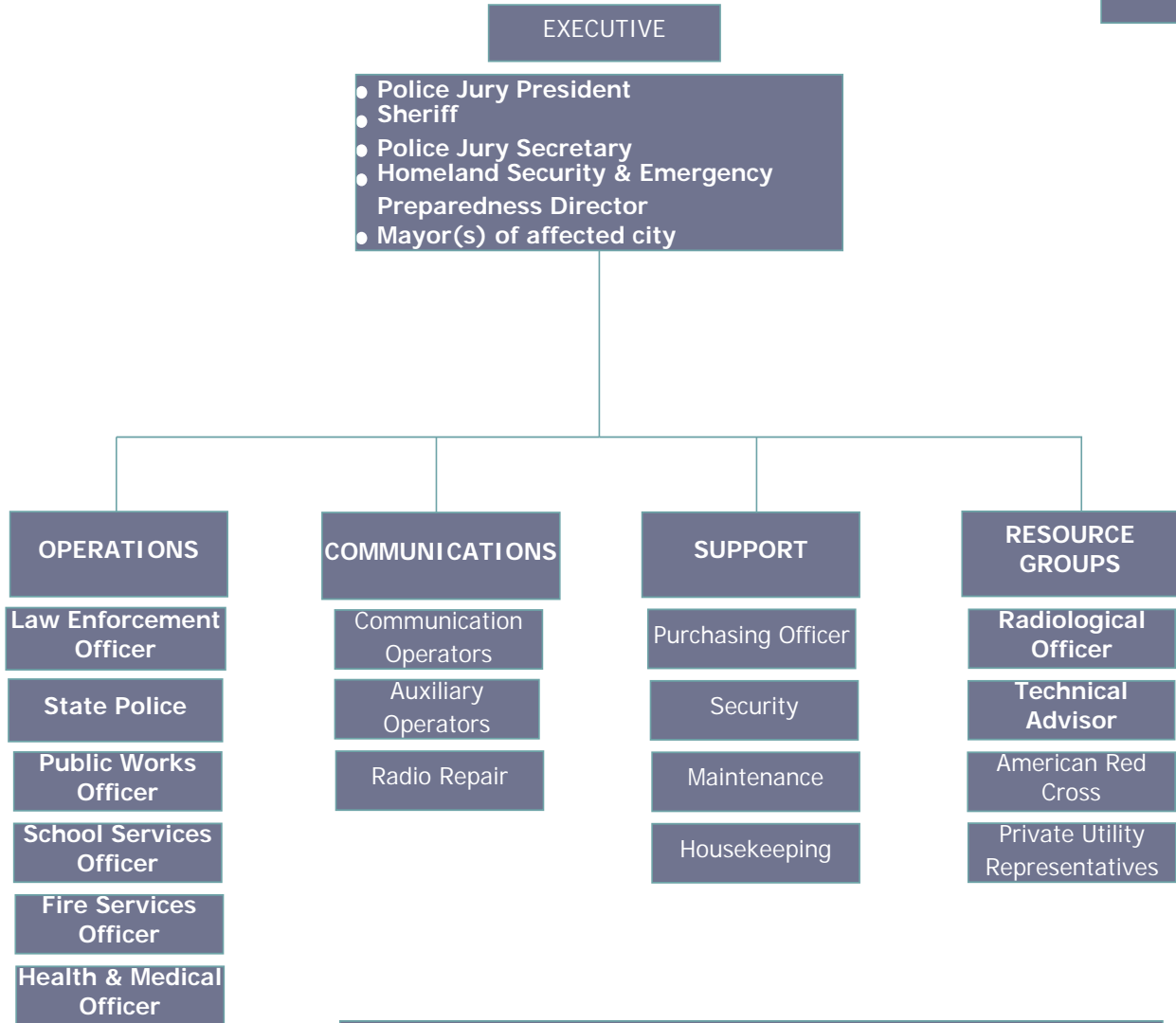
1. Emergency Operations Center Organizational Chart

# ANNEX A – APPENDIX 1

## EOC ORGANIZATIONAL CHART

### EMERGENCY OPERATIONS CENTER ORGANIZATIONAL CHART

APPENDIX 1



Note: Bold print indicates Emergency Operations Center Staff Officer





# Livingston Parish

## All-Hazards Emergency Operations Plan



Created By:

Livingston Parish Office of Homeland Security  
and Emergency Preparedness (LOHSEP)  
P.O. Box 1030/20355 Government Blvd.  
Livingston, LA 70754  
Office: 225-686-3066  
Fax: 225-686-7280

Last Updated: December 2013

# Table of Contents

# Basic Plan

## I. PURPOSE AND SCOPE

It is the purpose of this plan to provide guidance for the various departments within Livingston Parish government, municipalities within the Parish, where applicable, and all of those outside agencies and entities within the Parish of Livingston with an emergency assignment before, during and following any declared emergency.

This plan details the overall responsibilities of local government as well as guidelines and organizational priorities necessary to insure a coordinated Federal, State, and Local government and business stakeholders' response.

This plan sets forth a detailed Parish program for preparation against, operation during, and relief and recovery following disasters as provided by Parish, State, and Federal statutes as well as other related or applicable emergency authorities or directives.

### A. Mission

In time of emergency the mission of the Livingston Parish government is:

1. To plan and prepare practicable response programs for the protection of life and property in the event of disasters.
2. To take immediate effective action to direct, mobilize, coordinate and determine utilization of local resources to support political subdivisions in the conduct of disaster operations to save lives, protect property, relieve human suffering, sustain survivors and repair essential facilities.
3. To coordinate and direct restoration and recovery operations in the disaster area.
4. To insure that each parish department will plan and provide for an emergency operations capability which conforms in principle with this plan.
5. To coordinate all disaster services with the Parish Office of Homeland Security and Emergency Preparedness Director, and direct restoration and recovery operations in the disaster area subject to governmental authority.
6. To provide each parish department with plans which conform to the guidelines and directions of the Livingston Parish Emergency Operations Plan (EOP).

## B. Overview

1. Primary responsibility for disaster preparedness rests with elected heads of government, both Local and State. To fulfill this responsibility, maximum attention must be given to the coordination of all disaster relief efforts by local, State, public and private organizations.
2. Existent organizational elements for emergency government response will be utilized to the fullest extent and augmented where necessary.
3. Assistance to overcome the effects of a disaster must be provided as soon as possible after its occurrence. Therefore, local response elements and State government will perform urgently needed emergency work immediately.

**NOTE:** *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 General Plan to cover all aspects of local response only, not contingent on any extraordinary State or Federal assistance.*

4. All local response elements will include provisions for necessary documentation for financial accountability from the onset of any disaster occurrence. The fact that emergency conditions exist does not preclude the need for documentation required by current disaster assistance regulations and directives.
5. It shall be the responsibility of all local response elements of government to:
  - a. Control and use to the fullest extent all able manpower and material resources subject to the authority of the government entity, and
  - b. Control and use to the fullest extent all manpower and material resources available in the general area of devastation by means of inter-city or inter-parish request, and
  - c. Notify the Parish President of any deficiencies that exist.
6. All response elements of local government will adhere to the above general principles.

## II. SITUATIONS AND ASSUMPTIONS

### A. Location

1. Livingston Parish is located in the southeastern portion of the state of Louisiana, in an area commonly known as "The Florida Parishes."

2. The Amite River and the parishes of East Baton Rouge and Ascension border it on the west. Ascension and St. John the Baptist Parishes, as well as Lake Maurepas border it on the south. Lake Maurepas and the Parish of Tangipahoa border it on the east. The Parish of St. Helena borders it to the north.
3. There are eight incorporated communities: Albany, Denham Springs, French Settlement, Killian, Port Vincent, Springfield, Walker and Livingston, the Parish seat. Unincorporated areas include: Colyell, Holden, Maurepas, Satsuma, and Watson.
4. Livingston Parish covers a total land area of 648 square miles and has a population of approximately 134,053 (based on the 2013 Census estimates). Total area of 703 square miles (648 land and 55 water).

#### B. Situations

1. Livingston Parish is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Possible natural hazards include hurricanes, floods, tornadoes, and earthquakes. There is also the threat of national security incidents such as a nuclear, biochemical, biological, conventional attack, or an act of terrorism.
2. Other disaster situations could develop from a hazardous materials accident, nuclear power plant accident, major transportation accident, terrorism, civil disorder, or conflagration.
3. Livingston Parish has capabilities, which, if effectively used in the event of a disaster, would enhance the preservation of life and property. These capabilities include the following: manpower, equipment and skills of the governmental agencies, medical, health and allied professions and groups, and knowledge of survival actions possessed by the public.
4. The objective of this plan is to ensure effective use of these assets should a disaster affect Livingston Parish.

#### C. Assumptions

1. It is impossible to predict the specific effects of a disaster upon Livingston Parish, or to be sure in advance that any specific hazard would or would not occur. However, the parish could be subjected to numerous disaster situations.

2. Under any circumstances, it would be incumbent upon the government to take the necessary steps to reduce the effects of a disaster upon the population.
3. In most cases, proper preparations and preventive measures could reduce damage and loss of life.
4. In the event of a natural or technological incident, sufficient capabilities exist to handle the situation but, should a national security emergency occur, our resources would be utilized to capacity or exhausted so outside assistance would be required.
5. In the event of a catastrophic incident as defined by the National Response Framework, our local resources would be utilized to capacity or exhausted, as well as, regional and state resources, so outside assistance would be critical.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

1. Locally, under the Incident Command System (ICS) structure, the Parish President is responsible by law for emergency preparedness operations. The Livingston Parish Office of Homeland Security & Emergency Preparedness (LOHSEP) Director acts as his Chief of Staff during such emergencies. Department and Agency Directors and agencies are responsible for functions as specified in this plan. Parish forces will conduct emergency operations until the emergency exceeds the local government's capability to respond, then assistance will be requested from the State Government. The Federal Government will provide assistance to the State, when appropriate. Operations shall be conducted from the Parish Emergency Operations Center (EOC) and all departments and agencies having an emergency function or capability will be represented.

2. This plan is based upon the concept that emergency functions for various groups involved in emergency preparedness will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. It is generally true, however, that a disaster is a situation in which the usual way of doing things no longer suffices. It is desirable, and always attempted, to maintain organizational continuity and to assign familiar tasks to personnel. In large-scale disasters, however, it may be necessary to draw on people's basic capabilities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task.
3. The special needs of handicapped and elderly people will be addressed in the appropriate section of this plan.
4. In keeping with the nationwide strategy of the National Response Framework (NRF), this guidance is concerned with all types of emergency situations that may develop. It also accounts for activities before, during, and after emergency operations.
5. The use of the National Incident Management System (NIMS) will be utilized by all emergency response agencies to manage an emergency incident/disaster. The nature and size of the incident will determine the level and complexity of the management structure. NIMS is designed to expand or be reduced as needed. As an incident escalates the span of control may become stretched. As the need arises, the other components of the Incident Management System may be staffed. Under the NIMS "Command Structure" the following sections will be established and expanded as dictated by the event.
  - a. Command or the Incident Commander – responsible for overall coordination and direction of all activities at the incident scene.
  - b. The four (4) major responsibilities are:
    - Control the incident.
    - Provide safety & survival for emergency responders.
    - Protect, remove, and provide care for endangered civilians.
    - Conserve property during and after the incident control operation.

- c. Command Staff – responsible for key activities, which are not part of the line organization. Command Staff answers directly to the Incident Commander.
- Safety Officer - assesses hazards and safety of situation and develops measures for assuring personnel safety.
  - Public Information Officer (PIO) - develops accurate and complete information regarding incident cause, size, current situation, resources committed and other matters of general interest. The PIO is the point of contact for the media. The PIO coordinates and disseminates the government's calls for public actions such as evacuations or sheltering in place.
  - Liaison – serves as point of contact for representatives from other agencies.
- d. Finance/Administration Section is established on incidents when there is a specific need for financial services.
- Procure services needed to terminate the incident and document the financial cost of the incident.
- e. Logistics Section provides services and support systems to all the organizational components involved in the incident.
- Provide medical aid for responders/rest & rehabilitation
  - Coordinate stress debriefing
  - Provide supplies & equipment
  - Secure needed facilities
- f. Operations Section will function in the command post. The Operations Chief is responsible for implementing the tactical objectives as defined by the strategic goals of the Incident Commander.
- Assign line crews (Strike Teams-Task Force)
  - Keep command informed



- g. Planning Section is responsible for processing information needed for effective decision making.
  - Evaluate and update the current strategic plan with Command and Operations
  - Evaluate past actions & strategies
  - Refine current & future plans & recommend any changes to Command and Operations
  - Forecast possible outcomes
  - Evaluate future resource needs with Operations
6. The use and coordination of volunteer agencies, spontaneous volunteers, donations, etc. will be coordinated through the Livingston Parish Office of Homeland Security and Emergency Preparedness as identified in Annex V, Donations Management.

## B. Emergency Action Levels

1. Natural Disaster (National Weather Service)
  - a. *WATCH* – All emergency personnel placed on standby. (Conditions are favorable for severe weather.)
  - b. *WARNING* – Partial activation of EOC by emergency preparedness personnel. (Actual sighting; actually occurring.)
  - c. *IMPACT* – Full activation of EOC.
  - d. *RECOVERY* – Continued response activities as needed.
2. Fixed Nuclear Facility
  - a. *UNUSUAL EVENT* - Essential emergency staff placed on standby. Events are in progress or have occurred which indicate a potential degradation of level of safety of the plant. No releases of radioactive material requiring off-site response or monitoring are expected unless further degradation of safety systems occurs.

- b. *ALERT* - Partial activation of EOC. Events are in progress or have occurred which involve an actual or potential substantial degradation of the level of safety of the plant. Any releases are expected to be limited to small fractions of the Environmental Protection Agency (EPA) Protective Action Guidelines exposure levels.
- c. *SITE AREA EMERGENCY* - Full activation of EOC. Events are in progress or have occurred which involve actual or likely major failures of plant functions needed for protection of the public. Any releases are not expected to exceed EPA Protective Action Guidelines exposure levels except near site boundary.
- d. *GENERAL EMERGENCY* - Fully mobilize all emergency resources and issue protective measures to public, including Emergency Alert System (EAS) messages. Events are in progress or have occurred, which involve actual or imminent substantial core degradation or melting with potential for loss of containment integrity. Releases can reasonably be expected to exceed EPA Protective Action Guidelines exposure levels offsite for more than the immediate site area.

## 2. Hazardous Materials

- a. *LEVEL I* - Unusual Event – Incident has occurred, may attract attention.
- b. *LEVEL II* – Site Emergency–Incident has occurred, will attract attention.
- c. *LEVEL III* – Incident has occurred, will impact surrounding areas.

## 3. National Security Threat Levels

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

### NTAS Alerts

- a. Imminent Threat Alert  
Warns of a credible, specific, and impending terrorist threat against the United States.

b. Elevated Threat Alert

Warns of a credible terrorist threat against the United States. After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available. These alerts will include a clear statement that there is an **imminent threat** or elevated **threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

c. Sunset Provision

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a **sunset provision** indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

C. Phases of Emergency Management

Since this comprehensive plan is concerned with all types of hazards to which Livingston Parish is exposed before, during, and after an occurrence, five (5) phases of management are considered as follows:

1. PREVENTION

Prevention activities are those that help avoid or intervene to stop an incident from occurring. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health; agricultural surveillance and testing processes; immunizations, isolations, or quarantine.

## 2. MITIGATION

Mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. Also included are those long-term activities that lessen the undesirable effects of unavoidable hazards. Some examples include: establishment of building codes, flood plain management, insurance, elevating buildings, and public education programs.

## 3. PREPAREDNESS

Preparedness activities serve to develop the response capabilities needed in the event of an emergency. Planning, exercising, training, and developing public information programs and warning systems are among the activities conducted under this phase.

## 4. RESPONSE

Response activities help to reduce casualties and damage and speed recovery. These include warning, evacuation, rescue, and other similar operations addressed in this plan. During the response phase, emergency services are provided.

## 5. RECOVERY

Recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

When the Chief Executive and his advisors determine that a State of Emergency no longer exists, he will issue an order terminating it including all specially delegated emergency authorities and powers.

# IV. EMERGENCY SUPPORT FUNCTIONS

## A. Livingston Parish Emergency Support Functions (ESFs)

Parish ESFs are mechanisms for grouping functions most frequently used to provide support to and within local (Parish/Tribal) governments, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents.

<b>Emergency Support Function</b>	<b>Lead/Supporting Agency/Entity</b>
ESF #1 - Transportation	LA Dept of Transportation & Development
ESF #2 – Communications	Livingston Parish Office of Homeland Security & Emergency Preparedness; Livingston Parish Sheriff's Office/911 Communications
ESF #3 – Public Works & Engineering	Livingston Parish Department of Public Works
ESF #4 – Firefighting	Livingston Parish Fire Protection Districts 1-11; LA Fire Marshal's Office
ESF #5 – Emergency Management	Livingston Parish Office of Homeland Security & Emergency Preparedness
ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services	American Red Cross; Livingston Parish Office of Homeland Security & Emergency Preparedness; LA Dept of Child & Family Service; LA Workforce Commission
ESF #7 – Resources Support	Livingston Parish Office of Homeland Security & Emergency Preparedness; Governor's Office of Homeland Security & Emergency Preparedness
ESF #8 – Public Health & Medical	Livingston Parish Fire Protection Districts 1-11; Acadian Ambulance Service; LA Dept of Health & Hospitals
ESF #9 – Search & Rescue	Livingston Parish Sheriff's Office; Livingston Parish Office of Homeland & Emergency Preparedness; LA Dept of Wildlife & Fisheries
ESF #10 – Oil Spill, Hazardous Materials & Radiological	Livingston Parish Office of Homeland Security & Emergency Preparedness; LA National Guard 62 <sup>nd</sup> CST; Dept of Environmental Quality; LA State Police Transportation & Environmental Safety Section
ESF #11 – Agriculture	LA Dept of Ag & Forestry
ESF #12 – Energy & Utilities	Entergy Corp.; DEMCO; Gas Utility District 1; Gravity Drainage Districts; Sewer Districts; Ward Water Districts;
ESF #13 – Public Safety & Security	Livingston Parish Sheriff's Office; Albany, Denham Springs, French Settlement, Killian, Livingston, Port Vincent, Springfield & Walker Police Departments
ESF #14 – Community Recovery, Mitigation & Economic Stabilization	Governor's Office of Homeland Security & Emergency Preparedness
ESF #15 – Emergency Public Information	Livingston Parish Office of Homeland Security & Emergency Preparedness; Livingston Parish Sheriff's Office; Livingston Parish President
ESF #16 – Military Support to Civil Authorities	LA National Guard

### A. Louisiana Emergency Support Functions (ESFs)

Louisiana ESFs are mechanisms for grouping functions most frequently used to provide State support to local (Parish/Tribal) governments, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents.

<b>Emergency Support Function</b>	<b>Lead Supporting State Agency</b>
ESF #1 - Transportation	Dept of Transportation & Development
ESF #2 – Communications	State Police; LA National Guard; Governor’s Office of Homeland Security & Emergency Preparedness
ESF #3 – Public Works & Engineering	Dept of Transportation & Development
ESF #4 – Firefighting	State Fire Marshal; Dept of Ag & Forestry
ESF #5 – Emergency Management	Governor’s Office of Homeland Security & Emergency Preparedness
ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services	Dept of Child & Family Service; LA Workforce Commission
ESF #7 – Resources Support	Governor’s Office of Homeland Security & Emergency Preparedness; LA National Guard
ESF #8 – Public Health & Medical	Dept of Health & Hospitals
ESF #9 – Search & Rescue	Dept of Wildlife & Fisheries
ESF #10 – Oil Spill, Hazardous Materials & Radiological	Dept of Environmental Quality
ESF #11 – Agriculture	Dept of Ag & Forestry
ESF #12 – Energy & Utilities	Public Service Commission; Dept of Natural Resources; Dept of Health & Hospitals; Dept of Ag & Forestry
ESF #13 – Public Safety & Security	State Police; Dept of Justice
ESF #14 – Community Recovery, Mitigation & Economic Stabilization	Governor’s Office of Homeland Security & Emergency Preparedness
ESF #15 – Emergency Public Information	Governor’s Office of Homeland Security & Emergency Preparedness; Dept of Economic Development
ESF #16 – Military Support to Civil Authorities	LA National Guard

### V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following is the assignment of emergency functions to agencies, departments and branches of the Livingston Parish Government as well as private stakeholders operating within the Parish. The function applies to all parts of the Plan when a specific part is not designated. Each department is responsible for developing and maintaining its own Standard Operating Guidelines (SOG’s), which must address the following responsibilities:

A. LOHSEP

1. EOC staffing and function.
2. Communications.
3. Radiological defense and disaster analysis.
4. Operations of the shelter system.
5. Coordinate the care and shelter of animals.
6. Emergency public information.
7. Warning system.
8. Coordination of outside assistance.
9. Coordinating emergency control and use of resources.
10. Damage assessment.
11. Comprehensive emergency planning.
12. Coordination of crisis relocation.
13. Coordination of the National Pharmaceutical Stockpile (NPS).
14. Debris removal.
15. Coordinate search and rescue operations.

B. Law Enforcement

1. Maintenance of law and order including shelter occupancy.
2. Traffic control including movement to shelter.
3. Protection of vital installations.
4. Controlling access to disaster scene.
5. Alternate or standby for receipt of attack warning.
6. Assist in rescue operations.

7. Coordinate with Fire Services in search and rescue activities.
  8. Supplementing communications.
  9. Assisting with evacuation efforts.
- C. Fire Department
1. Fire suppression.
  2. Radiological monitoring and reporting.
  3. Coordinate with law enforcement in search and rescue activities.
  4. Assist law enforcement in traffic control.
  5. On-scene coordination of hazardous materials incidents operations.
- D. Department of Public Works
1. Restoration of vital facilities and public utilities.
  2. Assist in traffic control.
  3. Maintenance of sewerage system and disposal services.
  4. Assist in control of vital resources.
  5. Debris clearance and road maintenance.
  6. Damage assessment and other engineering assistance.
  7. Assist in decontamination.
  8. Assist with animal care and sheltering.
  9. Clearing of hazards from roadways for first responder and other vital transportation needs.
- E. Information Services
1. Technical support for parish government operations.
  2. Maintenance of data network, data bases, phone, and integrated communications systems.



3. Operates and maintains website.
4. Responsible for the redundant data repository.

F. Office of Public Health

1. Coordinate emergency health care.
2. Medical support to shelter residents.
3. Pest and rodent control.
4. Contamination assessment of food and water.
5. Public health information and advice.
6. Assistance of medical administration, i.e., emergency immunization or administering potassium iodine (KI).
7. Coordination of mortuary services.
8. Inoculation for disease prevention.
9. Sanitation.
10. Epidemiological Support.
11. Laboratory Support.

G. Office of Children and Family Services

1. Support of shelter managers.
2. Coordination of emergency, social, and welfare activities.
3. Coordination of religious services.
4. Emergency clothing, feeding, and lodging.
5. Emergency registration and inquiry.
6. Coordination of private welfare organizations.

- H. Parish Attorney
  - 1. Providing legal advice as required.
  - 2. Performing other necessary legal functions
- I. Finance Department
  - 1. Procurement of emergency supplies and equipment.
- J. Department of Human Resources
  - 1. Coordinate with the Louisiana Department of Labor - Office of Employment Security-Livingston Parish Human Resources Department in procuring additional manpower.
  - 2. Coordinate activation of Special Assistance Team program upon request of LOHSEP.
  - 3. Provide assistance with hiring of emergency workers when requested by LOHSEP.
- K. Transportation Department
  - 1. Provide for movement of people and supplies by coordinating with government and private agencies for needed transportation equipment.
  - 2. Clearing of hazards from roadways for first responder and other vital transportation needs.
- L. GOHSEP
  - 1. Provide coordination between LOHSEP and State and Federal agencies.
- M. American Red Cross
  - 1. Provide such services as sheltering, feeding, clothing and other essential emergency needs to disaster victims.
  - 2. Assist in emergency registration and inquiry.
  - 3. Damage survey.
  - 4. Coordination of Mental Health services.

- N. Council on Aging
  - 1. Assist with the elderly and certain handicapped people.
- O. Emergency Medical Services (EMS)
  - 1. Emergency medical care.
  - 2. Emergency medical response to established shelters for an unanticipated medical emergency/condition of evacuee and transport to a functional hospital.
  - 3. Supplying and using medical and health items.
- P. Public Information
  - 1. Rumor control.
  - 2. Coordination of joint information center activities and public information.
  - 3. Coordinate emergency media releases.
- Q. Livingston Parish Animal Control Center
  - 1. To respond to and care for animals during a disaster.
- R. Parish School Board
  - 1. Maintain list of shelters.
  - 2. Transportation assistance.
- S. Coroner's Office
  - 1. Recovery and evacuation of remains.
  - 2. Body identification.
  - 3. Disposition of human remains.
  - 4. Preservation or embalming.
  - 5. Notification of next of kin or representative.
  - 6. Grief counseling.
  - 7. Family assistance.

8. Documentation on each victim.
  9. Prepare and file death certificates.
  10. Resource listing for coroner operations.
  11. Safeguarding of personal effects of victims
  12. Identification of morgue site.
  13. Establishment of staging area for coroner operations.
  14. Assist MRC.
- T. All energy and utilities entities shall maintain their respective sites and equipment and request assistance as needed. This includes Entergy Corporation, Dixie Electric Membership Corporation (DEMCO), Gas Utility District 1, all Gravity Drainage Districts, all Sewer Districts and all Ward Water Districts.
- U. All other agencies/entities supporting the parish in emergency functions shall provide any assistance where applicable and needed.

## **VI. DIRECTION AND CONTROL**

### **A. Authority to Initiate Action**

All emergency operations will be under the authority of The Louisiana Emergency Assistance and Disaster Act of 1993.

### **B. Command Responsibility for Specific Action**

1. The President of Livingston Parish is responsible for emergency preparedness within his political boundaries.
2. The Director of LOHSEP, under the supervision of the President, will be responsible for the coordination of all planning and emergency operations within Livingston Parish. This will include inter-agency or departmental coordination as well as coordination of civic groups, clubs, and organizations within Livingston Parish.
3. The Parish President and the Director of LOHSEP are responsible for determining the need to evacuate and have the authority to issue evacuation orders that will be enforced by law enforcement personnel. In situations where immediate threat to life and property is imminent, the local law enforcement or fire department has the authority to begin evacuation procedures while the evacuation orders go through the proper channel (i.e., hazardous materials incidents or civil disorders).

C. Emergency Operation Center (EOC)

1. The EOC is located in Livingston Parish Office of Homeland Security and Emergency Preparedness (LOHSEP), located at 20355 Government Boulevard, Livingston, LA 70754.
2. If the relocation of the primary EOC becomes necessary, LOHSEP will move operations to the alternate EOC at 29126 South Satsuma Road, Livingston, LA. The alternate EOC facility is the Livingston Parish 911 Communications District. It is fully equipped and ready for emergency operations.

## VII. CONTINUITY OF GOVERNMENT

Effective comprehensive emergency management operations depend upon two important factors to ensure continuity of government from the highest to the lowest level: (1) lines of succession for officials/agency heads/ authorized personnel; and (2) preservation of records.

A. Succession of Command

1. State Government Succession

Article IV, Section 5(A) of the Constitution of Louisiana vests in the governor the chief executive power of the State. The governor holds office for four years and can immediately succeed himself/herself. Article IV, Section 5(J) further establishes the emergency management powers of the governor. Article IV, Section 14 of the Constitution provides for the line of succession to the governor as follows:

- a. Governor
- b. Lieutenant Governor
- c. Secretary of State
- d. Attorney General
- e. Treasurer
- f. Presiding Officer of the Senate
- g. Presiding Officer of the House of Representatives

## 2. Local Government Succession

The Emergency Interim Local Executive Succession Act references government succession on a local level. (Also see Appendix 3, Lines of Succession)

The line of succession of LOHSEP is from the Director to the Deputy Director to the Mitigation Specialist.

Each department, according to the standard operating guidelines, establishes the line of succession to each Department Head.

### B. Relocation of Government

Livingston Parish provides for the relocation of the center of Parish Government to the EOC located in Livingston Parish Office of Homeland Security and Emergency Preparedness (LOHSEP) at 20355 Government Boulevard, Livingston, LA 70754 during times of emergency. If the primary EOC is determined inoperable, the center Livingston Parish Government will relocate to the Livingston Parish 911 Communications District. The 911 Communications District will serve as the site for primary direction and control.

### C. Preservation of Records

#### 1. State Level

Each agency/department is responsible for maintaining and recording all legal documents affecting the organization and administration of emergency management functions. It is the further responsibility of state officials to ensure that all records are secure and protected from elements of damage or destruction at all times.

#### 2. Local Level

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.

## VIII. ADMINISTRATION AND LOGISTICS

- A. **Agreements and Understandings:** Should local government resources prove to be inadequate during emergency operations; requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or negotiated emergency mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings are entered into by duly authorized officials. Livingston Parish has agreements to lend and accept assistance between municipalities and neighboring parishes. It is understood that written agreements are not necessary with state or federal agencies since these groups have a legal responsibility to provide assistance when called upon to do so.
- B. The Parish President has the authority to order any emergency purchases and/or authorize the contracting of any emergency services which might be required.

An emergency event may exhaust limited resources. There is no provision in the Parish budget to fund response to and recovery from a large emergency event. Mutual aid agreements and procedures for requests for assistance from state and federal authorities are critical to the planning effort.

- C. **Records and Reports**
1. Responsibility for submitting local government reports to the GOHSEP rests with the Director of LOHSEP.
  2. Records of expenditures and obligations in emergency operations are maintained by LOHSEP.
  3. Narrative and log-type records of response actions to all emergencies are maintained.
  4. All Parish departments must maintain complete records of all expenses including overtime incurred as a result of response to a disaster.

- D. **Emergency Operations Center (EOC)**

The LOHSEP EOC is the primary site for coordination of all emergency operations. In the event the EOC should become unusable, the Livingston Parish 911 Communications District will serve as the site for primary direction and control. It is fully equipped and ready for emergency operations.

E. Relief Assistance

In the event of a disaster, LOHSEP coordinates and supports the responsible agencies for relief assistance.

F. Consumer Protection

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the Livingston Parish District Attorney's Office. The mechanics set up for specific violations by Livingston Parish, such as price gouging, are noted in Annex N: Public Information and Education.

G. Nondiscrimination

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

H. Administration of Insurance Claims

Insurance claims are normally handled on a routine basis by the commercial insurance companies and their adjustment agencies. Complaints should be referred to the Louisiana Insurance Commissioner. A representative of the American Insurance Association is usually dispatched to a disaster area to assist with claim problems.

I. 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 program or for which he/she has received insurance or other compensation.

J. 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 practical, to those organizations, firms, and individuals residing or doing business primarily in the affected area. Paid contracted businesses must be utilized within state and federal guidelines.

K. Preservation of Historic Properties

In the event of a disaster involving known historic properties in Livingston Parish, LOHSEP will request the assistance of the Livingston Parish Historic Commission to identify said historic properties within the designated disaster area for public assistance purposes.



**IX. PLAN DEVELOPMENT, MAINTENANCE, AND EXECUTION**

- A. The Director of LOHSEP, under the supervision of the Parish President, has the overall responsibility for emergency planning, coordination of resources, and provision of direction of disaster operations.
- B. The Director of LOHSEP will provide guidance and direction for conduct of disaster assistance and recovery activities.
- C. Directors of supporting agencies have the responsibility for maintaining internal continuity of operations plans (COOP), Standard Operating Guidelines (SOGs), and resource data to ensure prompt and effective response to disaster to ensure the survivability of its senior management.
- D. If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The Director will brief the Parish President, Livingston Parish Council, departmental directors, and other appropriate officials in emergency preparedness and in this plan in particular.
- E. All agencies will be responsible for the development and maintenance of their respective segments of the plan as set forth earlier in Section IV, "Organization and Assignment of Responsibilities."
- F. The Director of LOHSEP will maintain and update this plan as required. Responsible officials in state/local agencies should recommend changes at any time and provide information periodically as to changes of personnel and available resources. The Director will coordinate an annual review and revision effort as necessary.
- G. This plan will be executed upon order of the Livingston Parish President, Director of LOHSEP, or an authorized representative.
- H. This plan applies to all Livingston Parish boards, commissions, and departments assigned emergency responsibilities and to all elements of local government.
- I. For training purposes and exercises, the Director of LOHSEP may activate this plan as necessary to ensure a readiness posture.
- J. This plan can be activated at least once a year in the form of a simulated emergency, regardless of actual events, in order to provide practical controlled operations experience to those who have EOC responsibilities.

## X. AUTHORITIES AND REFERENCES

### A. Legal Authority

#### 1. Federal

- a. Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
- b. Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 as amended, and Related Authorities, FEMA 592, June 2007.
- c. Public Law 93-234, as amended The Flood Disaster Protection Act of 1973.
- d. Homeland Security Act 2002.
- e. Post-Katrina Emergency Management Reform Act 2006.
- f. Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, and Related Authorities, FEMA 592, June 2007.
- g. National Response Framework, 2008.
- h. National Incident Management System, 2004 (2007 Revision in draft).
- i. Federal Emergency Management Agency, FEMA-64, Emergency Action Planning Guidelines for Dams, 1985.
- j. Title 44, The Code of Federal Regulations, Part 206.
- k. Federal Emergency Management Agency, SLG 101 State and Local Guide
- l. Federal Emergency Management Agency, SLG101A State and Local Guide
- m. Federal Emergency Management Agency, Comprehensive Preparedness Guide (CPG) 101, Producing Emergency Plans, Interim Version 1.0, 1 August 2008
- n. Other executive orders and acts pertaining to disasters enacted or to be enacted.

2. State
  - a. Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993 as amended.
  - b. State Executive Order No. EWE93-22, August 9, 1993.
  - c. State Executive Order No. KBB 2004-36 (8/20/04) & 2005-07 (11/4/05), KBB 2007-14 (5/31/07), and KBB 2007-28 (11/1/07).
  - d. Louisiana Disaster Recovery Manual dated January 2005, as amended
  - e. Act 111, Emergency Interim State Executive Succession Act of 1963
  - f. Act 112, Emergency Interim Judicial Succession Act of 1963
  - g. Act 113 as amended, Emergency Interim Legislative Succession of 1963
  - h. The Louisiana State Administrative Plan dated 1992, as amended
  - i. Louisiana Significant/High Hazard Dam Safety Plan 1989
  - j. Emergency Regulation, Louisiana Administrative Code: Title 55, Part XXI Homeland Security and Emergency Preparedness (LA Admin Code April 2007)
  - k. Louisiana Health Emergency Powers Act (LRS 29:760-772)
  - l. Other State executive orders and acts pertaining to disasters enacted or to be enacted.
3. Local
  - a. Livingston Parish Charter, dated October 1, 1994
  - b. Act 114, Emergency Interim Local Executive Succession Act of 1963
  - c. Other local ordinances pertaining to disasters enacted or to be enacted.

4. Volunteer, Quasi-Governmental
  - a. Act 58-4-1905 American National Red Cross Statement of Understanding, 12/30/85
  - b. Mennonite Disaster Services - Agreement with FDAA 1974
  - c. The Salvation Army Charter - May 12, 1974
  - d. Public Law 93-288
  - e. Statements of Understanding between the State of Louisiana and the agencies above

#### B. References

Livingston Parish Hazard Analysis Integrated Emergency Management System Capability Assessment and Standards for State and Local Government (Interim Guidance), FEMA, November 1983.

Livingston Parish Home Rule Charter Article VI, Section 5 of the Louisiana Constitution of 1974.

RS 29:726

RS 29:728

Integrated Emergency Management Systems Multi-Year Development Planning (Interim Guidance), FEMA, January 1984.

Integrated Emergency Management System Process Overview, FEMA, September 1983.

SLA

CPG

Pelican Crosswalk

#### XI. DEFINITIONS

The list of definitions appears in Appendix 4. Definitions relevant to Hazardous Materials appear in Annex H, Appendix 6. Neither list is intended to be all-inclusive.

## XII. APPENDICES TO BASIC PLAN

- (1) Livingston Parish Organizational Chart
- (2) Definitions
- (3) Key Facilities
- (4) Disaster Recovery

---

# MULTI-HAZARD EMERGENCY OPERATIONS PLAN

---

## **ANNEX WARNING**

**June 2012**

## CONTENTS

I.	PURPOSE.....	1
II.	SITUATION AND ASSUMPTIONS.....	1
	A. Situation.....	1
	B. Assumptions.....	1
III.	CONCEPT OF OPERATIONS.....	2
	A. General.....	2
	B. Phases of Management.....	2
	C. Threat Specific.....	3
IV.	ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:.....	4
	A. All organizations tasked by the All Hazards Plan.....	4
	B. Police Jury President.....	4
	C. Director of Emergency Preparedness.....	4
V.	DIRECTION AND CONTROL.....	5
VI.	CONTINUITY OF GOVERNMENT.....	5
VII.	ADMINISTRATION AND LOGISTICS.....	5
VIII.	PLAN DEVELOPMENT, MAINTENANCE & EXECUTION.....	5
IX.	AUTHORITIES AND REFERENCES:.....	5
	A. Authorities.....	5
	B. References.....	5
X.	Appendices to Annex.....	5

---

---

# ANNEX C - 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 Livingston Parish.

## II. SITUATION AND ASSUMPTIONS

### A. SITUATION

1. Livingston Parish is susceptible to many incidents, both natural and technological, which may require activation of emergency warning systems.
2. Livingston Parish has outdoor alerting sirens to warn residents.
3. Tone alert radios are employed to warn special facilities.
4. Emergency responders are contacted by the Emergency Operations Center as directed by the Emergency Preparedness Director, when conditions warrant and/or stipulated by standard operating procedures.
5. Use of outdoor alerting sirens and tone alert radios are initiated by the Emergency Operations Center to warn the public.
6. The use of broadcast media, both radio and television is considered a warning measure within this plan.

### 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, their ability to participate is assumed.
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.
7. At different times of the year, non-English speaking transient employees may reside in Livingston Parish. Notification will be made to the employer, the employer will warn these residents through interrupters.



### III. CONCEPT OF OPERATIONS

#### A. GENERAL

Livingston Parish uses a multi-layer, overlapping system to advise people 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. Pager
- c. Radios
- d. Cell phones (Facebook or Tweeter)
- e. Computer (Email)

##### 2. Public

The public is issued alerts and warnings with the use of:

- a. Outdoor alerting system
- b. Alert teams, equipped with portable sirens and public addressing speakers.
- c. Media
- f. 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:

- Tone Alert Radios
  - Commercial telephone
  - Radios
  - Alert teams, equipped with portable sirens and public addressing speakers.
- g. Hearing Impaired Individuals:  
The TTY/TDD System may be used to warn these citizens.
  - h. Non-English speaking transient employees  
Through their employer

#### B. PHASES OF MANAGEMENT

##### 1. Mitigation

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

##### 2. Preparedness

- a. Testing and Maintenance

- The TTY/TDD system is tested weekly.
- Tone alert radios are tested monthly.
- Telephones and radios that are used in the warning process are used day to day by Emergency Operations Center and 911 Center personnel, when equipment is not operational, it is addressed immediately.
- Emergency Operations Center staff personnel have been trained to activate all components of the warning system.

### 3. Response

- The Emergency Operations Center / 911 Center is staffed 24-hours a day, seven days a week. The Communications Operator has the responsibility of notification of the Emergency Preparedness Director and other staff members.
- Warning and status information may also be received from the Governor's Office of Homeland Security and Emergency Preparedness headquarters via telephone, facsimile or radio.
- National Weather Service via telephone, television, facsimile, or over NOAA Weather Radios
- From other emergency services, weather watchers, fire departments, radio stations Emergency Alert System, etc. via telephone, television, or radio.
- Riverbend Nuclear Plant will contact the EOC directly through the operational hotline.
- When an emergency warning is received, the OHSEP Director, with the help of his staff, will notify key emergency response officials. The director will activate the parish warning system as deemed appropriate.
- The Department of Homeland Defense may issue terrorism warnings by contacting Governor's Office of Homeland Security and Emergency Preparedness or through general broadcast media. Through the FBI, the Sheriff and Municipal Police departments may be contacted.

### C. THREAT SPECIFIC

#### 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 severe thunderstorms.

#### 2. Technological Hazards

Warnings may be issued as a result of hazardous materials/industrial accidents or an emergency at the Riverbend Nuclear Power facility.

#### 3. War Related / Terrorism Hazards

A terrorism attack or attack by a foreign country 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.

However, it is possible that warning time may be as little as fifteen minutes. An accidental weapons launch is also a possibility. Warnings concerning terrorist activity could result from communications, with Federal, State and other Local agencies.

The Department of Homeland Security will issue warnings and an overall threat level for the country, region, state or local area. These warnings include five levels, (normal to severe) Green, Blue, Yellow, Orange and Red.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

##### A. ALL ORGANIZATIONS TASKED BY THE ALL HAZARDS PLAN

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

1. Alert employees and volunteers assigned emergency response duties to the emergency situation.
2. As appropriate to the situation:
  - Suspend or curtail normal business activities.
  - Recall essential off duty employees.
  - Send non-essential employees home.
  - Evacuate the organization's facilities.
3. If appropriate, augment the Emergency Operations 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

1. Specifies who has authority to order activation of warning systems.
2. Assigns a single organization the responsibility for activation of the various warning systems in the parish. The organization is presently the Office of Homeland Security & Emergency Preparedness, which is housed in the Emergency Operations Center.

##### 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 Operations 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.

## V. DIRECTION AND CONTROL

(See Basic Plan and Direction and Control-Annex )

## VI. CONTINUITY OF GOVERNMENT

(See Basic Plan Section VI.)

## VII. ADMINISTRATION AND LOGISTICS

The Livingston Parish Office of Homeland Security & 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 & EXECUTION

1. The OHSEP Director has the responsibility for coordinating revision of this annex, keeping attachments current.
2. The Livingston Parish Standard Operating Guidelines are maintained with the direction of the LOHSEP Director.
3. Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.
4. All other agencies given responsibility in this plan, in coordination with OHSEP 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

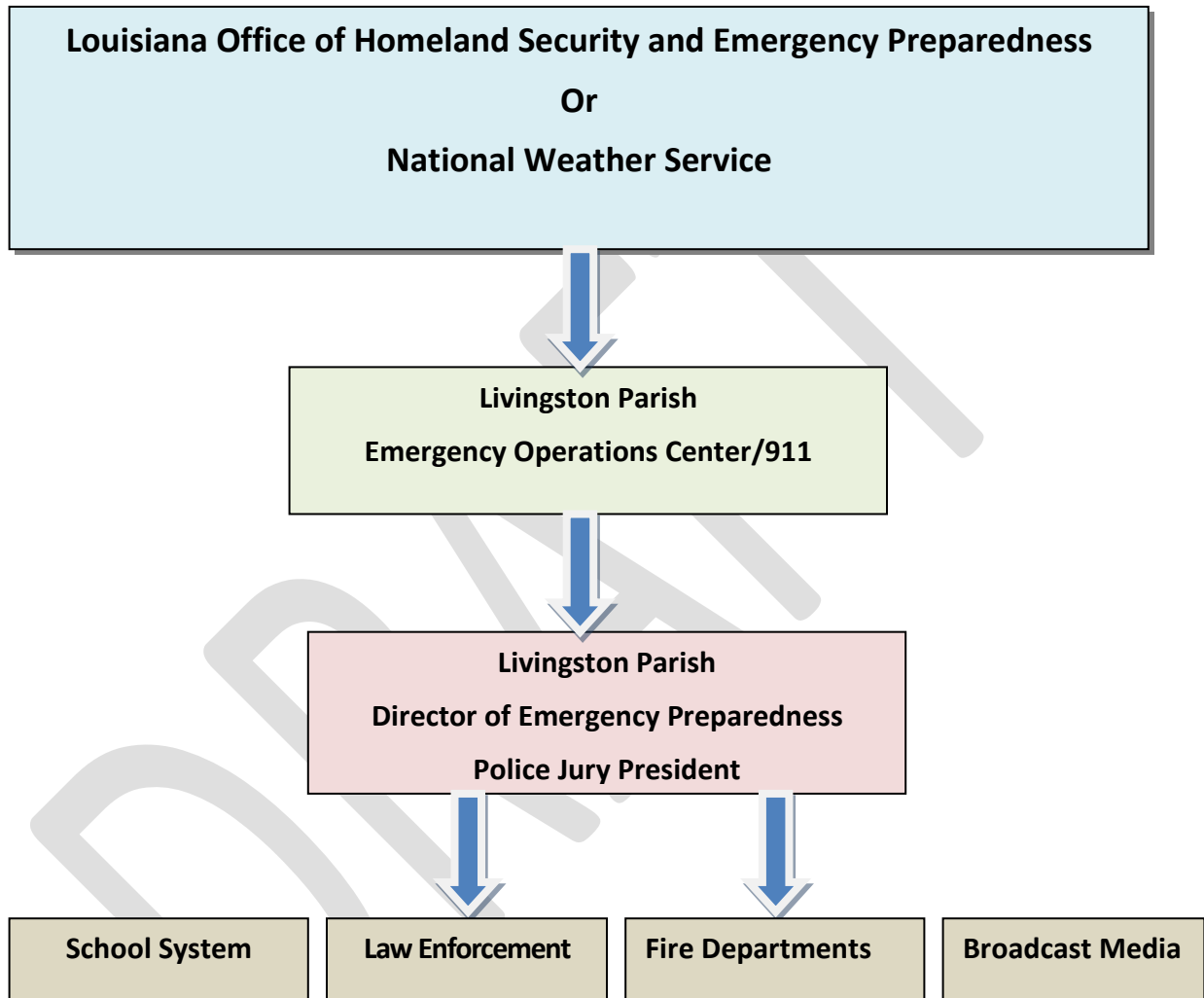
## X. APPENDICES TO ANNEX

1. Warning Organizational Chart

---

# ANNEX – APPENDIX 1

## ORGANIZATIONAL & WARNING FLOW CHART



---

# MULTI-HAZARD EMERGENCY OPERATIONS PLAN

---

## ESF-2 COMMUNICATIONS

June 2012

### CONTENTS

I.	PURPOSE .....	1
II.	SITUATION AND ASSUMPTIONS .....	1
	A. Situation .....	1
	B. Assumptions.....	1
III.	CONCEPT OF OPERATIONS.....	2
	A. General.....	2

B. Phases of Management .....	2
IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.....	2
A. Assignments.....	2
V. DIRECTION AND CONTROL .....	3
VI. CONTINUITY OF GOVERNMENT.....	4
VII. ADMINISTRATION AND LOGISTICS .....	4
A. Administration .....	4
B. Logistics.....	4
VIII. PLANS DEVELOPMENT AND MAINTENANCE .....	4
IX. AUTHORITIES AND REFERENCES.....	5
A. References: .....	5
X. APPENDICES TO ANNEX.....	5

---

# ANNEX B – COMMUNICATIONS

## I. PURPOSE

*This Communications Annex is designed to support the Livingston Parish Emergency Operations Plan. It outlines communications procedures and facilities by which the emergency missions and functions of the Operations plan will be carried out in an emergency. It is the purpose of this annex to provide a description of Livingston Parish’s communication system.*

## II. SITUATION AND ASSUMPTIONS

### A. SITUATION

1. Livingston Parish is susceptible to many incidents, both natural and technological, that could result in an emergency declaration by the Police Jury President.
2. The Office of Homeland Security and Emergency Preparedness operates Monday through Friday from 8:00 am to 4:30 pm and can activate the Livingston Parish’s Emergency Plan, which includes emergency communications, at any time, with authorization from the Homeland Security and Emergency Preparedness Director or designee.
3. A continuous on-call status of the Emergency Operations Center staff, including communications personnel, ensures emergency assistance for the communications system.
4. In severe emergencies, staff augmentation may be required.
5. Livingston Parish’s communications equipment is primarily located adjacent to the Emergency Operations Center. Few other systems are located within other areas of the Parish.

### B. ASSUMPTIONS

1. It is assumed that the existing communications system will survive or withstand the effects of the disaster.
2. Most declared emergencies would require some limited supplemental communications systems.
3. The Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP) will provide support if necessary.
4. Assistance from voluntary ham radio operators, radio clubs, and private organizations with sophisticated communications equipment will aid Livingston Parish’s communication capabilities during any incident and/or event.



### III. CONCEPT OF OPERATIONS

#### A. GENERAL

Communications plays an instrumental role in emergency Operations. Extensive communication networks between government (local, state and federal), volunteer, and private facilities exist and operate throughout Livingston Parish. Properly coordinated, this system provides an effective and efficient communications response and interaction.

#### B. PHASES OF MANAGEMENT

##### 1. Prevention

Research type of communications equipment required for uninterrupted communications capability.

##### 2. Mitigation

An adequate communications system has been developed and plans for improvement have been formulated. Auxiliary power is available for all communications networks. Security has been provided for all radio equipment. Back-up capabilities also exist.

##### 3. 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.

##### 4. Response

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

##### 5. Recovery

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

### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### A. ASSIGNMENTS

1. All organizations are assigned tasked under the Emergency Operations Plan.
  - a) Maintain their existing equipment and follow established procedures for communicating with their organization personnel performing field operations.

- d. All organizations should keep the Emergency Operations Center (EOC) informed of their operations at all times and maintain a communications link with the Emergency Operations Center.
- e. Provide backup communications capabilities for the Emergency Operations Center.
- f. Provide backup communications link between the Emergency Operations Center and mass care facilities, as needed, through use of mobile and portable radio units.
- g. Activate backup or alternate communications systems, as necessary.
- h. Maintain emergency communications systems as long as necessary.
- i. When practical, protect equipment against electromagnetic pulse effects by disconnecting them from antennas and power sources.
- j. Phase down operations as appropriate.
- k. Clean, repair, and perform maintenance on all equipment before returning to normal operations or to storage.

2. Parish President

When notified of an emergency situation, report to the Emergency Operations Center.

3. Office of Homeland Security and Emergency Preparedness

- a) When notified of an emergency situation, report to the Emergency Operations Center.
- l. Directs the parish's overall emergency communication system and primary person responsible for establishment and maintenance thereof.
- m. Supports media center communications operations as needed.

4. Governor's Office of Homeland Security and Emergency Preparedness

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

## V. DIRECTION AND CONTROL

- 1. The Homeland Security and Emergency Preparedness Director, under direction of the Parish President, is the principle authority for the Emergency Operations Center and its Emergency Communication Operations.
- 2. Radio officers and operators from subordinate entities of Livingston Parish, while under direct control of their own office and operating their equipment in the EOC, will be responsive to:
  - n. The guidance of the LOHSEP Director to ensure coordinated communications in an emergency.
  - o. Procedures outlined in the LOHSEP Emergency Operations Plan.
  - p. Procedures outlined in this Emergency Communications Annex.
- 3. During a State-of-Emergency, the various code systems used for brevity will be discontinued and normal speech will be used to insure comprehension. In addition, local time will be used during transmission.

## VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are according to the standard operating guidelines established by each department.

## VII. ADMINISTRATION AND LOGISTICS

### A. ADMINISTRATION

1. All communications will be logged throughout any emergency classification.
2. A complete listing of communications system expenditures will be maintained in the Emergency Operations Center.
3. Communication expenditures will be submitted to the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) for reimbursement.
4. The Livingston Parish 911 Director maintains Standard Operating Guidelines that contain phone lists and radio frequencies that should be used to notify emergency personnel during emergency situations.

### B. LOGISTICS

1. Bellsouth provides emergency telephone service. The Emergency Operations Center is on companies priority service restoration list.
2. Entergy and DEMCO Electric provide emergency power service. The Emergency Operations Center is on Entergy's priority restoration list.
3. The Emergency Operations Center has a dedicated emergency diesel powered 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 Operations Center is unusable, the use of the Port Allen Police Command Post may be used.

## VIII. PLANS DEVELOPMENT AND MAINTENANCE

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

## IX. AUTHORITIES AND REFERENCES

### A. REFERENCES:

1. FEMA, 1977, Emergency Communications, CPG 1-8, Washington, D.C.
2. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 2010, Federal Emergency Management Agency
3. Region II Communications Plan
4. Region II Tactical Interoperability Communications Plan (TICP)

## X. APPENDICES TO ANNEX

Communications Organizational Chart

---

# MULTI-HAZARD EMERGENCY OPERATIONS PLAN

---

## **ANNEX MASS FATALITIES**

**June 2012**

CONTENTS

- I. PURPOSE ..... 1
- II. SITUATION AND ASSUMPTIONS ..... 1
  - A. Situation ..... 1
  - B. Assumptions ..... 1
- III. CONCEPT OF OPERATIONS ..... 2
  - A. General ..... 2
  - B. Phases of Emergency Management ..... 2
- IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES ..... 4
  - A. Organization ..... 4
  - B. Responsibilities ..... 4
- V. DIRECTION AND CONTROL ..... 6
- VI. CONTINUITY OF GOVERNMENT ..... 6
- VII. ADMINISTRATION AND LOGISTICS ..... 6
  - A. Administration ..... 6
  - B. Logistics ..... 7
- VIII. PLAN DEVELOPMENT AND MAINTENANCE ..... 7
- IX. AUTHORITIES AND REFERENCES ..... 7
  - A. Authorities ..... 7
  - B. References ..... 7
- X. APPENDICES TO ANNEX ..... 7

---

---

# ANNEX - MASS FATALITIES

## I. PURPOSE

*This annex is to describe and identify roles and procedures in prevention, mitigation, preparedness, response to, and recovery from mass fatality incidents.*

The purpose of this annex is to provide for proper coordination of mass fatality incident response activities and establishes means and methods for the sensitive, respectful, orderly care and handling of human remains in multi-death disaster situations within the boundaries of Livingston Parish.

## II. SITUATION AND ASSUMPTIONS

### A. SITUATION

1. Livingston Parish is vulnerable to hurricanes, tornadoes, floods, hazardous materials incidents, mass transportation accidents, river accidents, and acts of terrorism. Any of these occurrences could result in multiple death response requirements that would overwhelm local capabilities.
2. Should local capabilities be exceeded, support will be available from neighboring parishes, state agencies, and federal agencies.
  - a. The Livingston Parish Sheriff's Department shall have initial jurisdiction in response to investigation of any incident involving mass fatalities.
  - b. The Livingston Parish Sheriff's Department shall provide the Office of Homeland Security and Emergency Preparedness with an organized Search and Rescue Team.
  - c. The Livingston Parish Coroner's Office (LOHSEP) will manage the assignment of autopsy of any remains and transport to a medical facility.
  - d. Due to the size of this incident temporary facilities may be established at the discretion of the coroner.
  - e. The Emergency Operations Staff shall be briefed at regular intervals through the Health and Medical Officer via information received from the Coroner's Office.

### B. ASSUMPTIONS

1. The Livingston Parish Office of Homeland Security and Emergency Preparedness (LOHSEP) Emergency Operations Center shall be activated and fully staffed during any incident resulting in mass fatalities.
2. Coordination with mortuary services will be available.
3. All agencies involved with recovery operations have existing mutual-aid agreements to supplement their efforts in preparation for a long-term event.
4. State agencies are expected to assist local efforts after local resources are deemed insufficient.
5. Any unmet needs of this jurisdiction may be resolved through terms established of agreements with support parishes and the Governor's Office of Homeland Security and Emergency Preparedness.

### III. CONCEPT OF OPERATIONS

#### A. GENERAL

1. Any mass fatality incident that would take place within the boundaries of Livingston Parish would require coordination and cooperation of many agencies at several different levels of government.
2. The Coroner through the Emergency Operations Center shall direct the overall coordination of a mass casualty incident; however, there may be several incident command posts within the perimeter of any incident.
3. All responding agencies will provide 24-hour coverage for their respective duties in the parish.
4. During any massive response the Emergency Operations Staff shall be activated. All necessary parties shall be represented in the operations center.

#### B. PHASES OF EMERGENCY MANAGEMENT

1. Prevention
  - a. Develop plan in coordination with the State and other parishes to determine process for dealing with mass fatalities.
  - b. Establish pre-event contracts.
2. Mitigation
  - a. Pre-designation of temporary morgue sites.
  - b. Development of mutual aid agreements.
  - c. Specialized training and education.
3. Preparedness
  - a. The Livingston Parish Office of Homeland Security and Emergency Preparedness have written and maintained plans to respond to any incident that may occur with its jurisdiction.
  - b. The Sheriff's Department shall maintain auxiliary personnel to assist its primary force as needed in a mass casualty incident.
  - c. The Fire Departments shall maintain a mutual-aid response plan to assist all departments when individual department's resources are exceeded.
  - d. Emergency Medical Technicians are trained on a regular basis in rescue techniques by the responsible controlling organization or agency.
  - e. The Coroner's Office shall insure that mutual-aid agreements exist to handle an influx of casualties.
  - f. The Coroner's Office shall coordinate its plans to use mortuary services with providers on an annual basis.
  - g. The Public Information Officer shall maintain a working relationship with all members of the media to insure that all emergency operations procedures for information dissemination are followed.
  - h. All other agencies given responsibility in this plan, in coordination with the Office of Homeland Security and Emergency Preparedness are responsible for maintenance of their respective annexes or appendices.



#### 4. Response

- a. The Emergency Operations Staff shall be activated and the Emergency Preparedness Director should initiate communications to the Coroner's office.
- b. All operations will be coordinated through the Emergency Operations Center, which will be responsible for official request for assistance from the State and Federal governments.
- c. Through a request through the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), the Louisiana Mass Fatalities Task Force will be available to assist the Parish Coroner.
- d. The Livingston Parish Coroner's Office once on scene shall immediately assume the responsibility for the collection, identification, storage and dispatch of human remains.
- e. Law Enforcement agencies shall provide scene security as needed and/or as requested by the Coroner's Office on-scene supervisor.
- f. Law Enforcement agencies shall provide traffic control during mass fatalities operations. Operation considerations may include any or all of the following:
  - Road expansion as needed
  - Entry control for outbound routes
  - Perimeters for inbound routes
  - Assistance to maintain traffic flow as needed
- g. Law Enforcement Agencies shall provide crowd control and security in temporary mortuary sites and family reception centers
- h. Notification of next of kin for all injured or missing victims. The Law Enforcement representative assigned to the Emergency Operations Center shall keep a log containing all next of kin notifications.
- i. Fire Services responsibilities in response to a mass casualty incident are basically the same as in daily operations. Their primary responsibility is fire control. They are also involved on a regular basis with rescue operations and hazardous materials incidents. They also serve a supplemental Emergency Preparedness role of providing back-up support to the operation of the public warning system.
- j. The Coroner is responsible for the following:
  - The Livingston Parish Coroner's Office will manage the assignment of autopsy of any remains and transport to a medical facility.
  - Mortuary services shall be expanded using all jurisdictional assets available and mutual aid if necessary.
  - The Coroner shall keep an identity log of all identified casualties. The Emergency Operations Staff shall be updated as necessary, without compromising any existing investigation.
- k. The Search and Rescue Team shall be responsible for:
  - Search and locate fatality victims once all survivors have been located and treated.
  - Directing the Coroner's Office Staff to the location of each fatality.

- Documenting the location of both survivors and fatalities at the scene as part of the investigation.
- I. Health and Medical efforts will be coordinated through the Emergency Operations Center. Major responsibilities will include:
    - Medical Care and transportation of the injured shall be accomplished by all involved agencies.
    - Hospitals, Nursing Homes, and other health care facilities shall upon contact by the Health and Medical Officer prepare for a possible evacuation by reducing the patient population and continuing care for those that can not be evacuated.
  - m. The Red Cross may activate the Critical Response Team which can be available within two hours of notification.
  - n. The Legal Advisor should keep aware of their legal obligations—and also of any special powers granted by law to include mass burial.
5. Recovery

All agencies tasked with response assignments in reference to a mass fatalities incident shall maintain their assignments until they are ordered to stand down, or life within the affected area can return to a pre-emergency normality. All resources from state and federal agencies shall become available in accordance with a governor or presidential disaster declaration.

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. ORGANIZATION

The Mass Fatalities function is the responsibility of the Livingston Parish Coroner. The Coroner has the overall authority. LOHSEP will provide coordination for activities and resources.

### B. RESPONSIBILITIES

1. Parish President
  - a. When notified, reports to the EOC.
  - b. As appropriate directs implementation of protective actions for public safety.
  - c. If necessary, directs EOC staff to relocate to the alternate EOC to continue operations.
  - d. As appropriate, terminates response operations and releases personnel.
2. Homeland Security and Emergency Preparedness Director
  - a. When notified, reports to the EOC.
  - b. Immediately notifies the Parish President of significant emergency situations that could affect the parish.
  - c. Manages the EOC during emergencies

- d. When directed by the Parish President or when circumstances dictate, directs the EOC 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 EOC when situations warrant or when directed to do so by the Parish 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 such action relocating staff to alternate EOC in order to continue response operations.
  - i. When directed by Parish President terminating operations and de-activating the EOC.
3. Sheriff Office / Municipal Police Department
- a. When notified, reports to the EOC.
  - 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 EOC of the situation if the original notification did not come from the EOC.
  - d. Responsible for sending a senior representative (Law Enforcement Officer) to the EOC, when the Emergency Operation Center has been activated during an emergency.
  - e. Manages law enforcement resources and directs law enforcement operations.
4. Coroner's Office
- a. Coordinate with Hazardous Materials and/or Public Health experts on decontamination requirements for deceased.
  - b. Estimating the number of dead.
  - c. Excavation of remains.
  - d. Documenting the location of bodies.
  - e. Body tag procedures.
  - f. Scene documentation including sketches and photographs.
  - g. Labeling of body bags.
  - h. Establishing a temporary morgue.
  - i. Transporting bodies.
  - j. Notifying next of kin.
  - k. Safeguarding personal affects.
  - l. Facilitating the release of remains to the next of kin or their representatives.
5. State Police
- a. When notified, reports to the EOC.
  - b. Responsible for coordinating support law enforcement services to the Parish.
6. Public Works

- a. Maintenance of own emergency operations plan,
  - b. Accounting for key personnel and their assignments
  - c. Emergency engineering and maintenance of roads and bridges;
  - d. Situation reporting,
  - e. Maintenance of traffic movement and control through coordination with Sheriff's Office and EOC personnel,
  - f. Assistance to other departments with rescue support,
  - g. Assistance providing emergency transportation,
  - h. Assistance in providing barricades as required
7. Purchasing Officer
- a. Handles all procurement requests initiated by response organizations.
  - b. Coordinates implementation of resource management activities with parish tasked organizations.
8. Finance
- a. Provides the Purchasing Officer and the Parish President with status briefings of financial transactions.
  - b. Maintains records of all financial transactions during response operations.
  - c. 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.
  - d. Upon termination of the response effort, prepares the appropriate reports that address costs incurred by the parish during emergency situations

## V. DIRECTION AND CONTROL

The Director of Emergency Preparedness, under direction of the Livingston Parish President, is the principle authority for the overall response to any mass casualty incident.

The Parish Coroner can request assistance from other parish agencies through LOHSEP. The Louisiana Mass Fatalities Task Force is available to assist the parish coroner in a coordinated effort of recovery and identification.

## VI. CONTINUITY OF GOVERNMENT

Refer to the Basic Plan.

## VII. ADMINISTRATION AND LOGISTICS

### A. ADMINISTRATION

1. All parish agencies are required to submit reports to the EOC relating to their agency's expenditures and obligations during emergency conditions.
2. Responsibility for submitting local government reports to the Governor's Office of Homeland Security and Emergency Preparedness rests with the Livingston Parish Office of Homeland Security and Emergency Preparedness.

3. The Livingston Parish Office of Homeland Security and Emergency Preparedness (LOHSEP) 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 Hazards EOP is expected to provide its own logistical support during the initial phase of response operations. Additional support should be obtained through the Emergency Operations 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 Homeland Security and 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 Operations Center.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

Reference VII. A., Basic Plan.

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

## IX. AUTHORITIES AND REFERENCES

### A. AUTHORITIES

Refer to the Basic Plan, Section IX

### B. REFERENCES

1. Applicants Handbook Pursuant to Public Law 93-288, Federal Emergency Management Agency, 3-81
2. Disaster Reporting and Accounting Procedures Guide, State of Louisiana
3. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency

## X. APPENDICES TO ANNEX

1. Mass Fatalities Organizational Chart

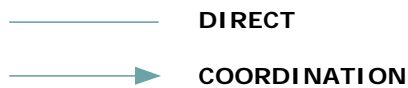
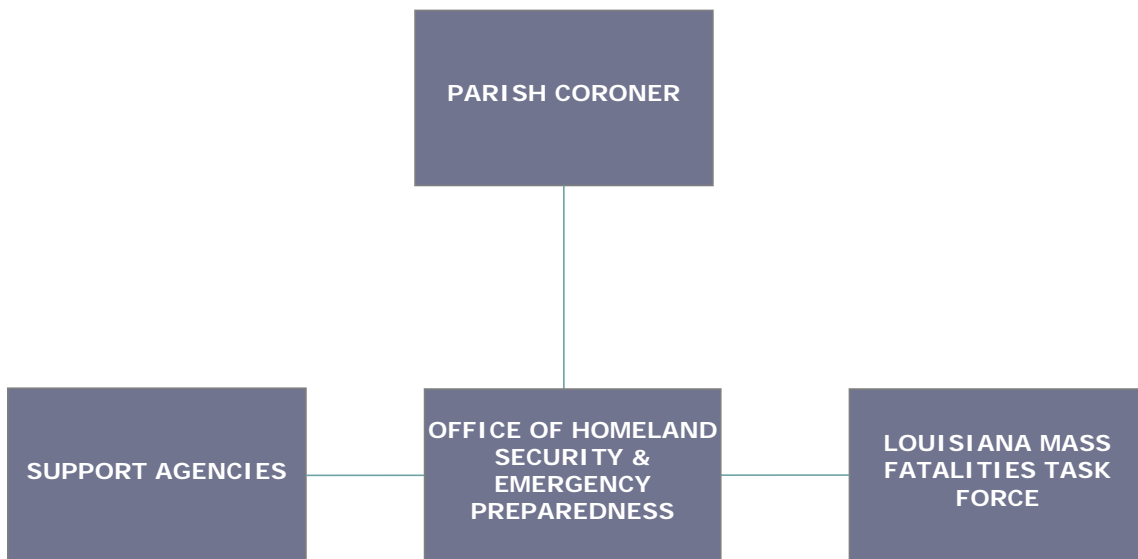
---

# ANNEX U – APPENDIX 1

## MASS FATALITIES ORGANIZATIONAL CHART

POINTE COUPEE PARISH MASS FATALITIES ORGANIZATIONAL CHART

Appendix 1



# **NATIONAL INCIDENT MANAGEMENT SYSTEM CURRICULUM TRAINING DEVELOPMENT GUIDANCE FOR LIVINGSTON PARISH FIRE PROTECTION DISTRICT 4**

## **INTRODUCTION**

In Homeland Security Presidential Directive (HSPD-5), Management of Domestic Incidents, the President directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). On March 1, 2004, the Secretary issued the NIMS to provide a comprehensive national approach to incident management, applicable to all jurisdictional levels across functional disciplines. The NIMS provides a consistent nationwide approach for federal, state, tribal and local governments to work effectively and efficiently together to prepare for, prevent, respond to and recover from domestic incidents, regardless of cause, size, or complexity. The NIMS establishes standard incident management processes, protocols and procedures so that all responders can work together more effectively. NIMS components include:

- Command and Management;
- Preparedness;
- Resource Management;
- Communications and Information Management;
- Supporting Technologies; and
- Ongoing Management and Maintenance.

The NIMS Integration Center was established to oversee all aspects of NIMS, including the development of NIMS-related standards and guidelines and support to guidance for incident management and responder organizations as they implement the system. The Center will validate compliance with the NIMS and National Response Plan responsibilities, standards and requirements. Through this initial document, the NIMS Integration Center is coordinating the development of a National Standard Curriculum for NIMS, which will be built around available training opportunities and course offerings that support NIMS implementation. The curriculum also will serve to clarify training that is necessary for NIMS-compliance and streamline the training approval process for courses recognized by the curriculum for LPFPD 4 and employees. Initially, the curriculum will be made up of NIMS awareness training and training to support the Incident Command System (ICS). Eventually it will expand to include all NIMS training requirements including training established to meet national credentialing standards.

Minimum requirements to be accomplished this year (2011) include the following:

- Completing: “National Incident Management System (NIMS) IS 700A
- Completing National Response Plan (Framework) (NRF) IS-800B
- Completing ICS-100 and ICS-200
- Formally recognizing the NIMS and adopting NIMS principles and policies;
- Establish a NIMS baseline by determining which NIMS requirements you already meet;

- Establish a timeframe and developing a strategy for full NIMS implementation; and
- Institutionalizing the use of the Incident Command System

This document will provide LPFPD 4 with an evaluation checklist for training content, which may be used to ensure that the ICS training offered by other agencies or vendors meets the standard “as taught by DHS.” Emergency management/response personnel who have already been trained in ICS do not need retraining if their previous training is consistent with DHS standards, including ICS courses managed, administered or delivered by the Emergency Management Institute, the National Fire Academy, FIRESCOPE, the National Wildfire Coordinating Group, the U.S. Department of Agriculture, the Environment Protection Agency and the U.S Coast Guard.

To the maximum extent possible, federal agencies, states, territories, tribes and local entities are encouraged to achieve full NIMS implementation and institutionalization across the entire response spectrum. Presently the Center is encouraging everyone to familiarize themselves with NIMS concepts and principles and to begin implementation as soon as possible. Those federal, state, tribal and local governments as well as the private sector that are not already using the Incident Command System (ICS) as taught by the Department of Homeland Security (DHS), should begin steps to institutionalize the use of ICS across their response systems.

The overwhelming majority of emergency incidents are handled on a daily basis by response personnel within Livingston Parish. However there are important instances in which successful domestic incident management operations depend on the involvement of multiple jurisdictions, functional agencies and emergency responder disciplines. These instances require effective and efficient coordination across the spectrum of organizations and activities. The ICS is one of three standardized organizational structures established by the NIMS and adopted by LPFPD 4. The ICS defines the operating characteristics, interactive management components and structure of incident management and emergency response organizations engaged throughout the life cycle of an incident. The other two standardized organizational structures outlined in the NIMS include the Multi-Agency Coordination System and the Public Information System. The NIMS is based on an appropriate balance of flexibility and standardization in order to provide a framework for interoperability and compatibility during incident operations. The NIMS provides a consistent, flexible and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery and mitigation. The NIMS also provides a set of standardized organizational structures such as the ICS, multi-agency coordination systems and public information systems as well as requirements for processes, procedures and systems to improve interoperability among jurisdictions and disciplines in various areas.

## **OVERVIEW**

The ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure. Important features of ICS include:

- Wide applicability across all emergency management disciplines;
- Used to organize both near-term and long-term field operations;
- Used for a broad spectrum of emergencies, from small to complex;



- Used by all levels of government; and by private sector and/or NGO,

## CONCEPTS AND PRINCIPLES

The core concepts and principles of the ICS as taught by LPFPD 4 and as defined in the NIMS document and consistent with the National Wildfire Coordinating Group (NWCG) incorporate the following components:

- \_\_\_\_\_ The overwhelming majority of incidents nationwide are typically handled by a single jurisdiction. Most responses need go no further. In other instances the response may rapidly expand requiring additional resources and operational support. Whether for incidents which additional resources are required or are provided from different organizations within a single jurisdiction or outside the jurisdiction, or for complex incidents with state-level or national-level implications, the ICS provides a core mechanism for coordinated and collaborative incident management.
- \_\_\_\_\_ The NIMS requires that field command and management functions be performed in accordance with a standard set of ICS organizations, doctrine and procedures. However, the incident commanders generally retain the flexibility to modify procedures or organizational structure as necessary to accomplish the mission.
- \_\_\_\_\_ ICS is modular and scalable and is readily adaptable to any emergency or incident to which domestic incident management agencies would be expected to respond.
- \_\_\_\_\_ ICS has interactive management components that set the stage for effective and efficient incident management and emergency response.
- \_\_\_\_\_ ICS establishes common terminology, standards and procedures that enable diverse organizations to work together effectively.
- \_\_\_\_\_ ICS incorporates measurable objectives to ensure fulfillment of incident management goals.
- \_\_\_\_\_ The implementation of ICS should have the least possible disruption on existing systems and processes.
- \_\_\_\_\_ The ICS should be user friendly and applicable across a wide spectrum of emergency response and incident management disciplines.

## MANAGEMENT CHARACTERISTICS

ICS is based on proven management characteristics. Each contributes to the strength and efficiency of the overall system. The following (14) ICS management characteristics are taught by LPFPD 4 in ICS training programs:

- \_\_\_\_\_ **Common Terminology** ICS establishes common terminology that allows entities to work together across a wide variety of incident management functions and hazard scenarios. ICS common terminology covers organizational functions and descriptions of resources and incident facilities.
- \_\_\_\_\_ **Modular Organization** ICS organizational structure develops in a top-down fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. When needed, separate functional elements can be established, each of which may be further subdivided to enhance management and

coordination. Responsibility for the establishment and expansion of the ICS rests with the Incident Commander (IC), who makes these decisions based on the situation. As incident complexity increases, the organization expands from top down as functional responsibilities are delegated.

\_\_\_\_\_ **Management by Objectives** ICS is managed by objectives that are communicated throughout the entire ICS organization. The establishment of specific, measurable objectives for various incident management functional activities and directing efforts to attain them is essential to a successful operation.

\_\_\_\_\_ **Reliance on an Incident Action Plan** Incident action plans (IAPs) are established for each incident operational period to provide overall incident objectives for both operational and support activities.

\_\_\_\_\_ **Manageable Span of Control** within ICS, the span of control of any individual should range from three to seven subordinates. The type of incident, nature of the task, hazards and safety factors and distances between personnel and resources all influence span of control.

\_\_\_\_\_ **Pre-designated Incident Locations and Facilities** various types of operational locations and support facilities are established in the vicinity of the incident to accomplish a variety of purposes. Typical pre-designated facilities include command post, bases, camps, staging areas, mass casualty triage areas and others as required.

\_\_\_\_\_ **Comprehensive Resource Management** resource management includes processes for categorizing, ordering, dispatching, tracking and recovering resources. Resources are defined as personnel, teams, equipment, supplies and facilities available or potentially available for assignment or allocation in support of the operation.

\_\_\_\_\_ **Integrated Communications** - incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures.

\_\_\_\_\_ **Establishment and Transfer of Command** - the command function must be clearly established from the beginning of incident operations. The agency with primary jurisdictional responsibility designates the individual at the scene responsible for establishing command. Procedures must be in place to allow for a smooth transfer of command when applicable.

\_\_\_\_\_ **Chain of Command and Unity of Command** - chain of command refers to the orderly line of authority over the incident operations. Unity of command means that every individual has a designated supervisor. These principles clarify reporting relationships and eliminate confusion.

\_\_\_\_\_ **Unified Command** - Unified command can be implemented in incidents involving multiple jurisdictions, a single jurisdiction with multi-agency involvement or multiple jurisdictions with multi-agency involvement. Unified command allows agencies to work together effectively without affecting individual agency authority, responsibility or accountability.

\_\_\_\_\_ **Accountability** - ICS accountability principles include check-in, incident action plan, unity of command, span of control and resource tracking

\_\_\_\_\_ **Deployment** - personnel and equipment should respond only when requested or when dispatched by an appropriate authority.

\_\_\_\_\_ **Information and Intelligence Management** - incident management organization must establish a process for gathering, sharing and managing incident-related information and intelligence.

## **ORGANIZATION AND OPERATIONS, COMMAND STAFF**

The ICS organization has five major functions – command, operations, planning, logistics and finance and administration. A potential sixth functional area to cover the information and intelligence function can be established for gathering and sharing incident related information and intelligence. The following ICS organization and operations characteristics relevant to the command staff are taught by LPFPD 4 in ICS training programs.

\_\_\_\_\_ Command comprises the Incident Commander (IC) and Command Staff. Command staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO) and the Liaison Officer (LNO), in addition to various others, as required and assigned by the IC.

\_\_\_\_\_ The command staff is responsible for overall management of the incident. This includes Command Staff assignments required to support the command function. The command function may be conducted in two general ways: Single Command IC and Unified Command. (Unified Command will be addressed in the next section)

\_\_\_\_\_ When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single IC should be designated with overall management responsibility by the appropriate jurisdictional authority. (In some cases in which incident management crosses jurisdictional and/or functional agency boundaries, a single IC may be designated if all parties agree to such an option). Jurisdictions should consider pre-designating ICs in their preparedness plans.

\_\_\_\_\_ The designated IC will develop the incident objectives on which subsequent incident action planning will be based. The IC will approve the Incident Action Plan (IAP) and all requests pertaining to the ordering of incident resources.

\_\_\_\_\_ In an incident command organization, the Command Staff consists of the IC and three special staff positions the PIO, the SO and the LNO. Additional positions to include Assistants and Additional Command Staff may be required depending on the nature and scope of the incident. All special staff positions report directly to Incident Command.

\_\_\_\_\_ **Public Information Officer.** The PIO is responsible for interfacing with the public and media and/or other agencies with incident-related information requirements. Only one incident PIO should be designated. Assistants may be assigned from other agencies or departments involved. The IC must approve the release of all incident-related information.

\_\_\_\_\_ **Safety Officer.** The SO monitors incident operations and advises the IC on all matters relating to operational safety, including the health and safety of emergency response personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the IC or Unified Command (UC) and supervisors at all levels of incident management. The SO is, in turn, responsible to the IC for the set of systems and

procedures necessary to ensure all on-going safety efforts. The SO has emergency authority to stop and/or prevent unsafe acts during incident operations.

\_\_\_\_\_ Liaison Officer. The LNO is the point of contact for representatives of other government agencies, nongovernmental organizations and/or private entities. Representatives from assisting or cooperating agencies and organizations should coordinate all efforts through the LNO. Assistants and personnel from other agencies or organizations involved in incident management may be assigned to the LNO to facilitate coordination.

\_\_\_\_\_ Assistants. In the context of large or complex incidents, Command Staff members may need one or more assistants to help manage workloads. Each Command Staff member is responsible for organizing assistants for maximum efficiency.

## **ORGANIZATION AND OPERATIONS, UNIFIED COMMAND**

Due to the unique characteristics of Unified Command these elements will be listed under a separate heading in this document. The following ICS organization and operations characteristics relevant to UC are taught by LPFPD 4 in ICS training programs.

\_\_\_\_\_ UC is an important element in multi-jurisdictional or multi-agency domestic incident management. It provides guidelines to enable agencies with different legal, geographic and functional responsibilities to coordinate, plan and interact effectively. UC overcomes much of the inefficiency and duplication of effort that can occur when agencies from different functional and geographic jurisdictions, or agencies at different levels of government, operate without a common system or organizational framework.

\_\_\_\_\_ All agencies with jurisdictional authority can participate in the UC structure. Agencies with functional responsibility for any or all aspects of an incident can participate in the UC structure. Agencies that provide specific resource support can participate in the UC structure. Representatives from these agencies can then contribute to the process of determining overall incident strategies; selecting objectives; ensuring that point planning for tactical activities is accomplished in accordance with approved incident objectives; ensuring the integration of tactical operations; and approving, committing and making optimum use of all assigned resources. The exact composition of the UC structure will depend on the location and type of incident or which functional agencies are involved in the response.

\_\_\_\_\_ The designated agency officials participating in the UC represent different legal authorities and functional areas of responsibility and use a collaborative process to establish incident objectives and designate priorities that accommodate those objectives. Jurisdictional responsibilities of multiple incident management officials are consolidated into a single planning process.

\_\_\_\_\_ Under UC, incidents are managed under a single, collaborative approach. The Incident Action Plan (IAP) is developed by the Planning Section Chief and approved by the UC. A single individual, the Operations Section Chief, directs the tactical implementation of the IAP. The Operations Section Chief will normally come from the agency with the greatest jurisdictional involvement. UC participants will agree on the designation of the Operations

Section Chief. UC works best when participating members of the UC collocate at the Incident Command Post.

\_\_\_\_\_ The primary differences between the single command structure and the UC structure are that in a single command structure the IC is solely responsible for establishing incident management objectives and strategies. In a UC structure, the individuals designated by their jurisdictional authorities must jointly determine objectives, plans and priorities and work together to execute them.

## **ORGANIZATION AND OPERATIONS, GENERAL STAFF**

The following ICS organization and operations characteristics relevant to the ICS General Staff are taught by LPFPD 4 in ICS training programs.

\_\_\_\_\_ The General Staff includes incident management personnel who represent the major functional elements of the ICS including the Operations Section Chief, Planning Section Chief, Logistics Section Chief and Finance/Administration Section Chief. Command Staff and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the IC.

\_\_\_\_\_ The Operations Section is responsible for all activities focused on reduction of the immediate hazard, saving lives and property, establishing situational control and restoration of normal operations. The Operations Section can consist of branches, divisions/groups and resources. The exact structure of the Operations Section will vary according to numerous considerations and operational factors. In some cases, the organizational structure will be determined by jurisdictional boundaries. In other cases, a strictly functional approach will be used. The ICS offers flexibility in determining the right structural approach for the specific incident at hand.

\_\_\_\_\_ The Operations Section Chief is responsible to the IC or the UC for the direct management of all incident related operational activities. The Operations Section Chief will establish tactical objectives for each operational period. The Operations Section Chief may have one or more deputies assigned, with the assignment of deputies from other agencies encouraged in the case of multi-jurisdictional incidents.

\_\_\_\_\_ Branches may be used in the Operations Section to serve several purposes and may be functional or geographic in nature. In general, branches are established when a number of divisions or groups exceeds the recommended span of control of one supervisor to three to seven subordinates.

\_\_\_\_\_ Divisions and Groups are established when the number of resources exceeds the manageable span of control of the IC and the Operations Section Chief. Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the incident into functional areas of operation. For certain types of incidents, for example, the IC may assign intelligence-related activities to a functional group in the Operations Section. There also may be additional levels of supervision below the Division or Group level.

\_\_\_\_\_ Resources refer to the combination of personnel and equipment required to enable incident management operations. Resources may be organized and managed in three different ways, depending on the requirements of the incident. These three ways include the following: single resources, task forces and strike teams.

\_\_\_\_\_ The Planning Section collects, evaluates and disseminates incident situation information and intelligence to the IC or UC and incident management personnel. The Planning Section also performs the following functions:

- Prepares status reports;
- Displays situation information;
- Maintains status of resources assigned to the incident; and
- Develops and documents the IAP based on guidance for the IC or UC.

\_\_\_\_\_ The planning section comprises four primary units (Resources Unit, Situation Unit, Demobilization Unit and Documentation Unit) as well as a number of technical specialists to assist in evaluating the situation, developing planning options and forecasting requirements for additional resources.

\_\_\_\_\_ The planning section is also responsible for developing and documenting the Incident Action Plan. A more detailed discuss of the IAP will be addressed in the next section.

\_\_\_\_\_ The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management. These supports requirements include the ordering of resources from off-incident locations. The logistics section can implement the following units for support purposes: supply, food, ground support, communications, facilities and medical. The logistics section can also be divided into two branches (Service and Support) with the three units under each branch.

\_\_\_\_\_ The logistics section also provides facilities, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support and emergency medical responder medical services for incident personnel.

\_\_\_\_\_ The Finance/Administration Section is established when the agencies involved in incident management activities need finance and other administrative support. Not all incidents will require a separate Finance/Administration Section. In cases that require only one specific function (e.g., cost analysis), this service may be provided by a technical specialist in the Planning Section. The basic organizational structure for the Finance/Administration Section can include the following units: Compensation/Claims, Procurement, Cost and Time.

\_\_\_\_\_ The Information and Intelligence Function analyzes and shares information and intelligence during an incident. Intelligence can include national security or classified information but also can include operational information such as risk assessments, medical intelligence, weather information, structural designs of buildings, toxic contaminant levels, etc. that may come from a variety of sources. Traditionally, information and intelligence functions are located in the Planning Section. However, in exceptional situations, the IC may need to

assign this role to other parts of the ICS organization. The intelligence and information function may be assigned in one of the following ways:

- Within the Command Staff;
- As a Unit within the Planning Section;
- As a Branch Within the Operations Section; or
- As a Separate General Staff Section.

## **ORGANIZATION AND OPERATIONS, INCIDENT ACTION PLAN**

Due to the important characteristics of the IAP, these elements will be listed under a separate heading in this document. The following ICS organization and operations characteristics relevant to the IAP are taught by LPFPD 4 in ICS training programs.

\_\_\_\_\_ The IAP includes the overall incident objectives and strategies established by the IC or UC. The Planning Section is responsible for developing and documenting the IAP. In the case of UC, the IAP must adequately address the mission and policy needs of each jurisdictional agency, as well as interaction between jurisdictions, functional agencies and private organizations. The IAP also addresses tactical objectives and support activities for one operational period, generally 12-24 hours. The IAP also contains provisions for continuous incorporation of “lessons learned” as incident management activities progress.

The IAP will typically contain a number of components. See example below:

### **IAP Component Normally Prepared By**

Incident Objectives Incident Commander

Organization List or Chart Resources Unit

Assignment List Resources Unit

Communications Plan Communication Unit

Responder Medical Plan Medical Unit

Incident Map Situation Unit

Health and Safety Plan Safety Officer

### **Other Potential Components**

Air Operations Summary Air Operations

Traffic Plan Ground Support Unit

Decontamination Plan Technical Specialist

Waste Management/Disposal Plan Technical Specialist

Demobilization Plan Demobilization Unit

Operational Medical Plan Technical Specialist

Evacuation Plan Technical Specialist

Site Security Plan Law Enforcement Specialist

Investigative Plan Law Enforcement Specialist

Evidence Plan Law Enforcement Specialist

Other As Required



## **ORGANIZATION AND OPERATIONS, AREA COMMAND**

The following ICS organization and operations characteristics relevant to Area Command are taught by LPFPD 4 in ICS training programs.

\_\_\_\_\_ Area Command is activated only if necessary depending on the complexity of the incident and incident management span-of-control considerations. An area command is established either to oversee the management of multiple incidents being handled by a separate ICS organization or to oversee the management of a very large incident that involves multiple ICS organizations.

\_\_\_\_\_ Incidents that are not site specific or are geographically dispersed, or evolve over a long period of time such as a biological event, may require the use of area command. Acts of biological, radiological and/or nuclear terrorism represent particular challenges for the traditional ICS structure and will require extraordinary coordination between federal, state, local, tribal private-sector and nongovernmental organizations. Area command also is used when there are a large number of the same type of incidents in the same area. These represent incidents that may compete for the same resources. When incidents do not have similar resource demands, they are usually handled separately and are coordinated through the Emergency Operations Center (EOC).

\_\_\_\_\_ If the incidents under the authority of area command are multi-jurisdictional, then a Unified Area Command should be established. Area command should not be confused with the functions performed by an EOC. An Area Command oversees management of incidents, while the EOC coordinates support functions and provides resources support.

\_\_\_\_\_ It is important to note that Area Command does not have operational responsibilities. For incidents under its authority, the Area Command:

- Sets overall agency incident-related priorities;
- Allocates critical resources according to established priorities;
- Ensures that incidents are managed properly;
- Ensures effective communications;
- Ensures that incident management objectives are met and do not conflict with each other or with agency policies;
- Identifies critical resource needs and reports them to EOC;
- Ensures that short-term emergency recovery is coordinated to assist in the transition to full recovery operations; and
- Provides for personnel accountability and a safe operating environment.

## **TITLES ASSIGNED TO ICS ORGANIZATIONAL ELEMENTS**

The following table depicts the distinctive title assigned to each element of the ICS organization at each corresponding level, as well as the leadership title corresponding to each individual element. These characteristics are taught by LPFPD 4 in ICS training programs. More detailed information is provided in the NIMS document and in DHS and NWCG ICS training materials.

### **Organizational Element Leadership Position**

- Incident Command Incident Commander (IC)
- Command Staff Officer
- Section Chief
- Branch Director
- Divisions and Groups\* Supervisors
- Unit\*\* Unit Leader

\* The hierarchical term supervisor is only used in the Operations Section.

\*\*Unit Leader designations apply to the subunits of the Operations, Planning, Logistics and Finance/Administration Sections.

## **RECOMMENDATION FOR MODEL CURRICULUM, ICS-100; ICS-200; ICS-300; ICS-400; ICS-402**

DHS and the NIMS Integration Center support the National Wildfire Coordinating Group (NWCG) Incident Command System (ICS) curriculum revision project which reflects an all-hazards approach to ICS. The curriculum is currently being revised to encompass the following ICS courses:

- ICS-100, Introduction to ICS
- ICS-200, Basic ICS
- ICS-300, Intermediate ICS
- ICS-400, Advanced ICS

DHS and FEMA course revisions are coordinated with and support the NWCG curriculum revision project.

The recommended target audience for each of the courses includes the following personnel:

### ***ICS-100: Introduction to ICS***

Entry-level first responders (including firefighters, police officers, emergency medical services providers, public works on-scene personnel, public health on-scene personnel and other emergency responders) and other emergency personnel that require an introduction to the basic components of the ICS.

### ***ICS-200: Basic ICS***

First line supervisors, single resource leaders, lead dispatchers, field supervisors, Company officers and entry-level positions (trainees) on Incident Management Teams and other emergency personnel that require a higher level of ICS training.

### ***ICS-300: Intermediate ICS***

Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors and Multi-Agency Coordination System/Emergency Operations Center staff.

### ***ICS-400: Advanced ICS***

Command and general staff, agency administrators, department heads, emergency managers, areas commander and Multi-Agency Coordination System/Emergency Operations Center managers.

## **ICS-100 INTRODUCTION TO ICS – OBJECTIVES AND TOPICAL AREAS**

DHS and the NIMS Integration Center support the following overall course objective for ICS-100:  
Orient the student to the Incident Command System (ICS).

### \_\_\_\_\_ Purpose of ICS

- Identify requirements to use ICS.
- Identify three purposes of ICS.
- Identify common incident tasks.

### \_\_\_\_\_ Basic Features of ICS

- Describe the basic features of ICS.

### \_\_\_\_\_ Incident Commander and Command Staff Functions

- Describe the role and function of the Incident Commander.
- Describe the role and function of the Command Staff.

### \_\_\_\_\_ General Staff Functions

- Describe the role and function of the Operations Section.
- Describe the role and function of the Planning Section.
- Describe the role and function of the Logistics Section.
- Describe the role and function of the Finance/Administration Section

### \_\_\_\_\_ Facilities

- Describe the six basic ICS facilities.
- Identify facilities that may be located together.
- Identify facility map symbols.

### \_\_\_\_\_ Common Responsibilities

- Describe common mobilization responsibilities.
- Describe common responsibilities at an incident.
- List individual accountability responsibilities.
- Describe common demobilization responsibilities.

## **ICS-200 BASIC ICS – OBJECTIVES AND TOPICAL AREAS**

DHS and the NIMS Integration Center support the following overall course objective

- Describe an Incident Command System (ICS) organization appropriate to the complexity of an incident or event.
- Use the ICS to manage an incident or event.

### \_\_\_\_\_ Leadership and Management

- Describe chain of command and formal communication relationships.
- Identify common leadership responsibilities.
- Describe span of control and modular development.
- Describe the use of position titles.

### \_\_\_\_\_ Delegation of Authority and Management by Objectives

- Describe scope of authority.

- Describe delegation of authority process.
- Describe and explain management by objectives.

\_\_\_\_\_ Functional Areas and Positions

- Identify the ICS tools to manage an incident.
- Demonstrate the function of organizational positions within ICS.
- Demonstrate the use of an ICS 201 form.

\_\_\_\_\_ Briefings

- Give an Operational Briefing.
- Describe components of field, staff and section briefings/meetings.

\_\_\_\_\_ Organizational Flexibility

- Explain how the modular organization expands and contracts.
- Given a scenario, complete a complexity analysis.
- Define the five types of incidents.
- Describe the importance of preparedness plans and agreements.

\_\_\_\_\_ Transfer of Command

- List the essential elements of information involved in transfer of command.
- Describe the process of a transfer of command.

## **ICS-300 INTERMEDIATE ICS – OBJECTIVES AND TOPICAL AREAS**

DHS and the NIMS Integration Center support the following overall course objective

- Describe how the NIMS Command and Management component supports the management of expanding incidents.
- Describe the incident/event management process for expanding incidents and supervisors as prescribed by the Incident Command System.
- Implement the incident management process on a simulated Type 3 incident.
- Develop an Incident Action Plan for a simulated incident.

### \_\_\_\_\_ ICS Fundamentals Review

- Describe how ICS fits into the Command and Management Component of NIMS.
- Match responsibility statements to each ICS organizational element.
- Describe how incidents can best be managed by appropriate and early designation of primary staff members and delegating authority to the lowest practical level.
- List the minimum staffing requirements within each organizational element for at least two incidents of different sizes.
- List the ICS positions which may include deputies and describe deputy roles and responsibilities. Describe differences between deputies and assistants.
- Describe ICS reporting and working relationships for Technical Specialists and Agency Representatives.
  - Describe reporting relationships and information flow within the organization.

### \_\_\_\_\_ Unified Command

- Define and identify the primary features of Unified Command.
  - Describe how Unified Command functions on a multi-jurisdiction or multi-agency incident.
- List the advantages of Unified Command.
- Given a simulated situation, demonstrate roles and reporting relationships under a Unified Command which involves agencies from within the same jurisdiction and under multi-jurisdiction conditions.

### \_\_\_\_\_ Incident/Event Assessment and Agency Guidance in establishing Incident Objectives

- Describe methods and tools used to assess incident/event complexity.
- Describe types of agency(s) policies and guidelines that influence management of incident or event activities.
- Describe the five steps in transferring and assuming incident command.
- Describe the process for developing incident objectives, strategies and tactics.
- As part of an exercise, develop Incident Objectives for a simulated incident.

### \_\_\_\_\_ Incident Resources Management

- Identify and describe four basic principles of resource management.

- Identify the basic steps involved in managing incident resources.
- Recognize agency specific aviation policies and procedures as they relate to safety.
- Describe the importance of establishing proper span of control for aviation resources and facilities.
- Describe how the ICS 215 Operational Planning Worksheet is used to manage incident/event resources.
- Describe how the ICS 215A Incident Safety Analysis is used with the ICS 215 to mitigate hazards to tactical operations.
- Identify the organizational elements at the incident that can order resources.
- Describe the differences between single and multipoint resource ordering and the reasons for each.
- Identify 5 key considerations associated with resource management and the reasons for each.

---

#### Planning Process

- Identify the importance of planning for incidents/events.
- Explain the differences between planning for incidents or events.
- Discuss major planning steps including logistical concerns, cost benefit analysis, understanding the situation, developing and implementing the plan and evaluating the plan.
- Explain the criteria for determining when the IAP should be prepared in writing.
- Describe the role and use of ICS forms and supporting materials included in an IAP for effective incident/events management.
- Describe the strategy meeting, tactics meeting, planning meeting, operational briefing and team meetings.
- Given a scenario, describe appropriate strategies and tactics to meet Incident Objectives.
- Using the strategies and tactics from the scenario, conduct a tactics meeting and complete an ICS 215 Operational Planning Worksheet and ICS 215A Incident Safety Analysis.
- Participate in a planning meeting using the planning process, and develop a written IAP for an incident/event using the appropriate ICS forms and supporting materials.
- Using the IAP, conduct an operational period briefing.

\_\_\_\_\_ Demobilization, Transfer of Command and Close Out

- Describe the importance of demobilization planning.
- Identify the impact of agency specific policies, procedures and agreements upon demobilization planning.
- Identify the ICS titles of personnel who have responsibilities in developing and implementing the demobilization plan and list their duties.
- List the major sections in a demobilization plan.
- Identify the need for transfer of command or close out.
- Identify the processes involved in a close out meeting.

**ICS-400 ADVANCED ICS – OBJECTIVES AND TOPICAL AREAS**

DHS and the NIMS Integration Center support the following overall course objectives

\_\_\_\_\_ ICS Fundamentals Review for Command and General Staff

- Describe how Unified Command functions on a multi-jurisdiction or multi-agency incident.
- Define the advantages of Unified Command and list the kinds of situations which may call for a Unified Command organization.
- List the major steps involved in the planning process.
- Describe issues that influence incident complexity and the tools available to analyze complexity.
- Describe types of agencies, policies, guidelines and agreements that influence management of incident or event activities.
- Describe the primary guidelines and responsibilities of the Command and General Staff positions.
- Describe the purposes and responsibilities of agency representatives or technical specialists, reporting relationships and how they can be effectively used within the incident organization.
- Describe the process for transfer of command.

\_\_\_\_\_ Major and/or Complex Incident/Event Management



- List the principal factors found in or related to major and/or complex incidents/events.
- List the four expansion options for incident/event organization and describe the conditions under which they would be applied.
- Demonstrate, through an exercise, how to apply the various options related to major and/or complex incident/event management.

#### \_\_\_\_\_ Area Command

- Define Area Command.
- List the principal advantages of using Area Command.
- Describe how, when and where Area Command would be established.
- Describe the Area Command organization.
- Identify six primary functional responsibilities of Area Command.
  - Given a scenario, develop an Area Command organization.

#### \_\_\_\_\_ Multi-Agency Coordination

- Describe the kinds of incident/event management problems that can occur due to a lack of Multi-Agency Coordination.
- Define essential terms related to Multi-Agency Coordination.
- Identify the major guidelines for establishing and using Multi-Agency Coordination Groups and Systems.
- Provide examples of the different levels at which Multi-Agency Coordination is commonly accomplished.
- Identify the primary components of a Multi-Agency Coordination System.
- Describe examples of entities that may provide Multi-Agency Coordination.
- List the responsibilities of Multi-Agency Coordination entities.
- Identify principal positions within a Multi-Agency Coordination System.
- Identify differences between Area Command, Unified Command and Multi-Agency Coordination entities.

## **MULTI-AGENCY COORDINATION SYSTEM CONCEPTS AND PRINCIPLES**

The core concepts and principles of the Multi-Agency Coordination System as taught by LPFPD 4 and as defined in the NIMS document incorporate the following components:

\_\_\_\_\_ A Multi-Agency Coordination System is a combination of facilities, equipment, personnel, procedures and communications integrated into a common system with responsibility for coordinating and supporting domestic incident management activities.

\_\_\_\_\_ The primary functions of multi-agency coordination systems are to support incident management policies and priorities, facilitate logistics support and resource tracking, inform resource allocation decisions using incident management priorities, coordinate incident management related information and coordinate interagency and intergovernmental issues regarding incident management policies, priorities and strategies.

\_\_\_\_\_ A typical MACS may contain one or several EOCs. A typical Multi-Agency Coordination System may contact numerous Department Operations Center (DOCs). Depending upon the type and location of the emergency/disaster various command elements, i.e., area commands, unified command or the incident commander, will have to coordinate activities within an established MACS.

\_\_\_\_\_ Training dealing with the NIMS Multi-Agency Coordination System shall describe to participants the components of a multi-agency coordination system and establish relationships between all elements of the system. It shall also increase the participant's knowledge of NIMS relevant to the multi-agency coordination system. It shall increase the participant's knowledge of the integrated nature of emergency management throughout the nation and advocate the adoption of the guidelines established in the NIMS document. The training shall contain specific disaster/emergency related examples that relate to multi-agency coordination systems at the local, state and federal levels of government.

\_\_\_\_\_ At the conclusion of the training, users should be able to:

- Define multi-agency coordination at the local, state and federal levels of government.
- Identify each agency involved in incident management activities to ensure appropriate situational awareness and resources status information is shared through multi-agency coordination.
- Identify typical priorities established between elements of the multi-agency coordination system.
- Define key terms related to Multi-Agency Coordination System.
- Describe the process of acquiring and allocating resources required by incident management personnel in relationship to the entire Multi-Agency Coordination System.

- Identify typical future resource requirements for the entire Multi-Agency Coordination System Identify potential coordination and policy issues arising from an incident relative to the entire Multi-Agency Coordination System.

## **PUBLIC INFORMATION SYSTEM – CONCEPTS AND PRINCIPLES**

The core concepts and principles of the Public Information System as taught by LPFPD 4 and as defined in the NIMS document incorporate the following components: Systems and protocols for communicating timely and accurate information to the public are critical during crisis or emergency situations. NIMS' provides some basic guidance that describes the principles, system components and procedures needed to support effective emergency public information. NIMS public information principles include the following factors:

- \_\_\_\_\_ The Public Information Officer (PIO) supports Incident Command.
- \_\_\_\_\_ The PIO supports incident command on all public information matters relating to the management of the incident.
- \_\_\_\_\_ The PIO coordinates public information at or near the incident site and serves as a link to the Joint Information System (JIS).
- \_\_\_\_\_ In a large-scale operation, the on-scene PIO serves as a field PIO with links to the Joint Information Center (JIC), which is typically collocated with the federal, state, local or tribal EOC tasked with primary incident coordination responsibilities.
- \_\_\_\_\_ Public information functions must be coordinated and integrated across jurisdictions and across functional agencies; among federal, state, local and tribal partners; and with private-sector and nongovernmental organizations.
- \_\_\_\_\_ Organizations participating in incident management retain their independence during an incident. Incident commanders and multi-agency coordination entities are responsible for establishing and overseeing JICs including processes for coordinating and clearing public communications. In the case of unified command, the departments, agencies, organizations, or jurisdictions that contribute to joint public information management do not lose their individual or identities or responsibilities for their own programs or policies. Rather, each entity contributes to the overall unified message.
- \_\_\_\_\_ Training dealing with the NIMS Public Information System shall describe to participants the components of a public information system and establish relationships between all elements of the system and with the multi-agency coordination system under NIMS. It shall also increase the participant's knowledge of NIMS relevant to the public information system. It shall increase the participant's knowledge of the integrated nature of emergency management throughout the nation and advocate the adoption of the guidelines established in the NIMS document. The training shall contain specific disaster/emergency related examples that relate to public information systems at the local, state and federal levels of government. The course shall describe and increase the participant's knowledge of the Joint Information System and the Joint Information Center.
- \_\_\_\_\_ At the conclusion of the training, users should be able to:

- Define public information systems at the local, state and federal levels of government to include the Joint Information System and Joint Information Center.
- Identify each agency involved in public information activities to ensure appropriate situational awareness and resources status information is shared through joint information system.
- Identify typical priorities established between elements of the public information system
- •Define key terms related to public information system to include the relationship with multi-agency coordination systems and the field.
- Describe the process of gathering, verifying, coordination and disseminating public information by incident management personnel in relationship to the entire Multi-Agency Coordination System and the public information system.
- •Identify typical resource requirements for the public information system.
- •Identify potential coordination and policy issues arising from an incident relative to the Public Information System.

## **PREPAREDNESS – CONCEPTS AND PRINCIPLES**

The core concepts and principles of preparedness as taught by LPFPD 4 and as defined in the NIMS document incorporate the following components:

\_\_\_\_\_ Preparedness involves actions to establish and sustain prescribed levels of capability necessary to execute a full range of incident management operations.

\_\_\_\_\_ A Unified Approach. Preparedness requires a unified approach.

\_\_\_\_\_ NIMS Publications. NIMS provides or establishes processes for providing guidelines; protocols; standards for planning, training, qualifications and certification; and publication management.

\_\_\_\_\_ Mitigation activities are important elements of preparedness and provide a critical foundation across the incident management spectrum from prevention through response and recovery.

\_\_\_\_\_ Achieving Preparedness. Individual federal, state, local and tribal organizations are responsible for implementing the preparedness cycle in advance of an incident and appropriately including private sector and non-governmental organizations in such implementation. NIMS provides the tools to ensure and enhance preparedness through the following areas:

- Preparedness Organizations
- Preparedness Programs
- Preparedness Planning

- Emergency Operations Plans
- Emergency Procedures
- Preparedness Plans
- Corrective Action and Mitigation Plans
- Training and Exercises
- Personnel Qualification and Certification
- Equipment Certification
- Mutual Aid Agreements
- Publication Management

## **RESOURCE MANAGEMENT – CONCEPTS AND PRINCIPLES**

Resource management involves coordination and overseeing the application of tools, processes and systems that provide incident managers with timely and appropriate resources during an incident. Resources include personnel, teams, facilities, equipment and supplies. Resource management involves the following four primary tasks:

- \_\_\_\_\_ The establishment of systems for describing, inventorying, requesting and tracking resources;
- \_\_\_\_\_ The activation of these systems prior to and during an incident
- \_\_\_\_\_ The dispatching of resources prior to and during an incident
- \_\_\_\_\_ The deactivating or recalling of resources during or after an incident.
- \_\_\_\_\_ The underlying concepts that shall be included in NIMS resources management training include the following:
  - \_\_\_\_\_ Resource management provides a uniform method of identifying, acquiring, allocating and tracking resources.
  - \_\_\_\_\_ Resource management uses effective mutual-aid and donor assistance and is enable by the standardized classification of kinds and types of resources required to support the incident management organization.
  - \_\_\_\_\_ Resource management uses a credentialing system tied to uniform training and certification standards to ensure the requested personnel resources are successfully integrated into on-going incident operations.
  - \_\_\_\_\_ Resource management coordination is the responsibility of the EOCs and/or multi-agency coordination entities, as well as specific elements of the ICS structure (e.g., the Resources Unit).

\_\_\_\_\_ Resource management should encompass resources contributed by the private-sector and non-governmental organizations.

\_\_\_\_\_ Training dealing with NIMS resource management shall describe to participants the components of resource management and establish relationships between all elements of resource management with the Multi-Agency Coordination System under NIMS. These elements shall include:

- Advance Planning.
- Resource Identification and Ordering
- Categorizing Resources
- Use of Agreements
- Effective Management of Resources
- Management Information Systems
- Ordering, Mobilization, Dispatching and Demobilization Protocols
- Identifying and Typing Resources
- Certifying and Credentialing Personnel
- Inventorying Resources
- Identifying Resource Requirements
- Ordering and Acquiring Resources
  - Mobilizing Resource
  - Tracking and Reporting Resources
- Recovering Resources
- Reimbursement

## **COMMUNICATIONS AND INFORMATION MANAGEMENT CONCEPTS AND PRINCIPLES**

Effective communications, information management and information and intelligence sharing are critical aspects of domestic incident management. Establishing and maintaining a common operating picture and ensuring accessibility and interoperability are principle goals of communications and information management. A common operating picture and systems interoperability provide the framework necessary to accomplish the following:

\_\_\_\_\_ Formulate and disseminate indications and warning;

\_\_\_\_\_ Formulate, execute and communicate operational decisions at an incident site, as well as between incident management entities across jurisdictions and functional agencies;

\_\_\_\_\_ Prepare for potential requirements and requests supporting incident management activities

\_\_\_\_\_ Develop and maintain overall awareness and understanding of an incident within and across jurisdictions.

NIMS communications and information management principles include the following factors:

\_\_\_\_\_ A common operating picture accessible across jurisdictions and functional agencies allows incident managers at all levels to make effective, consistent and timely decisions.

\_\_\_\_\_ Integrated systems for communication, information management and intelligence and information sharing allow data to be continuously updated during an incident, providing a common framework that covers the incident's life cycle across jurisdictions and disciplines.

\_\_\_\_\_ A common operating picture helps ensure consistency at all levels of incident management across jurisdictions, as well as between various governmental jurisdictions and private sector and nongovernmental entities that are engaged.

\_\_\_\_\_ Common communications and data standards and related testing and compliance mechanisms are fundamental to an effective NIMS.

\_\_\_\_\_ Training dealing with the NIMS communications and information management system shall establish relationships between all elements of the system and with the multi-agency coordination system and incident management under NIMS. It shall also increase the participant's knowledge of NIMS relevant to communications and information management. It shall increase the participant's knowledge of incident management communications and for the need to implement an effective information management system. The training shall contain specific disaster/emergency related examples that relate to communications and information management systems at the local, state and federal levels of government. The training shall describe and increase the participant's knowledge of pre-incident information needs, information management needs to include incident notification and situation and status reporting, networking information and technology use to include geospatial information and wireless communication.

\_\_\_\_\_ At the conclusion of the training, users should be able to:

- Define communications and information management at the local, state and federal levels of government to include the common operating picture, common communications and data standards;
- Identify each agency involved in communications and information management activities before, during and after a domestic disaster incident;
- Identify typical interoperability standards established by the NIMS Integration Center relative to communications and information management to include incident notification and situation reports, status reports, analytical data, geospatial information, wireless communications and identification and authentication issues;



- Define key terms related to communications and information management to include the relationship with multi-agency coordination systems, public information systems and the field.
- Identify incident management communications issues relative to the incident command system for individual jurisdictions and for multi-jurisdictions; and
- Identify potential coordination and policy issues arising from an incident relative to communications and information management.

## **SUPPORTING TECHNOLOGIES – CONCEPTS AND PRINCIPLES**

\_\_\_\_\_ Technology and Technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information systems and display systems. These also include specialized technologies that facilitate incident operations and incident management activities in situations that call for unique technology-based capabilities.

Training in connection with the NIMS supporting technologies shall incorporate five key principals

- \_\_\_\_\_ Interoperability and Compatibility;
- \_\_\_\_\_ Technology Support;
- \_\_\_\_\_ Technology Standards;
- \_\_\_\_\_ Broad-based Requirements; and
- \_\_\_\_\_ Strategic Planning for Research and Development.

Supporting technologies enhance incident management capabilities or lower costs through three principal activities: operational scientific support; technology standards support; and research and development support. Training shall therefore include the following concepts for supporting technologies:

- \_\_\_\_\_ Operational Scientific Support;
- \_\_\_\_\_ Technical Standards Support to include:
  - Performance Measurements as a Basis for Standards;
  - Consensus-Based Performance Standards;
  - Test and Evaluation by Objective Experts; and
  - Technical Guidelines for Training Emergency Responders on Equipment Use.
- \_\_\_\_\_ Research and Development

---

# MULTI-HAZARD EMERGENCY OPERATIONS PLAN

---

## **ANNEX**

### **OCCUPATIONAL POINT OF DISPENSING (POD)**

**June 2013**

CONTENTS

**I. Planning** \_\_\_\_\_ **3**

**II. Activation and Notification** \_\_\_\_\_ **3**

**III. Traffic and Parking** \_\_\_\_\_ **4**

**IV. Layout of OPOD** \_\_\_\_\_ **5**

**V. Alternate Locations** \_\_\_\_\_ **5**

**VI. Security** \_\_\_\_\_ **5**

**VII. Security Checklist** \_\_\_\_\_ **6**

**VIII. Supplies and Resources** \_\_\_\_\_ **6**

**IX. Communications** \_\_\_\_\_ **6**

**X. Staff** \_\_\_\_\_ **7**

**XI. Training Staff** \_\_\_\_\_ **7**

**XII. Finance** \_\_\_\_\_ **8**

**XIII. ICS/NIMS Command Structure** \_\_\_\_\_ **8**

---

---

# ANNEX

## OCCUPATIONAL POINT OF DISPENSING (OPOD)

### I. PLANNING

*This planning annex provides the basis for local planning in coordination with the guidance of Department of Health and Hospitals/Office of Public Health (DHH-OPH) to establish a Dispensing Site identified as a closed Occupational Point of Dispensing (OPOD) site for First Responders. There is no existing OPOD plan that has been coordinated with or approved by DHH-OPH and this annex is a tentative outline of how the parish anticipates the dispensing operation and facility being implemented.*

During a public health emergency where mass dispensing to First Responders is necessary, Individuals from various governmental agencies and industry partners (Emergency Medical Services, Parish Fire Departments, Livingston Parish Office of Homeland Security & Emergency Preparedness (LOHSEP), DHH-OPH, and Parish Public Health Agency) will serve as planning leads. Contact information on planning leads is confidential.

### II. ACTIVATION AND NOTIFICATION

An emergency notification system is in place that includes landlines, cell phone and e-mail notification of identified staff in the event of a public health emergency requiring the activation of an OPOD.

Primary means of contact with identified staff will be by cell phone. Secondary means of contact will be home phone. All identified staff will be sent e-mail notification as a redundant form of communication.

This plan will be updated at least annually or as new best practices are recognized. The planning team will be responsible for these updates. Activation of this plan will be made due to an identified event where the response necessary will call for the use of OPODs. The authority to activate will be determined by parish government leadership.

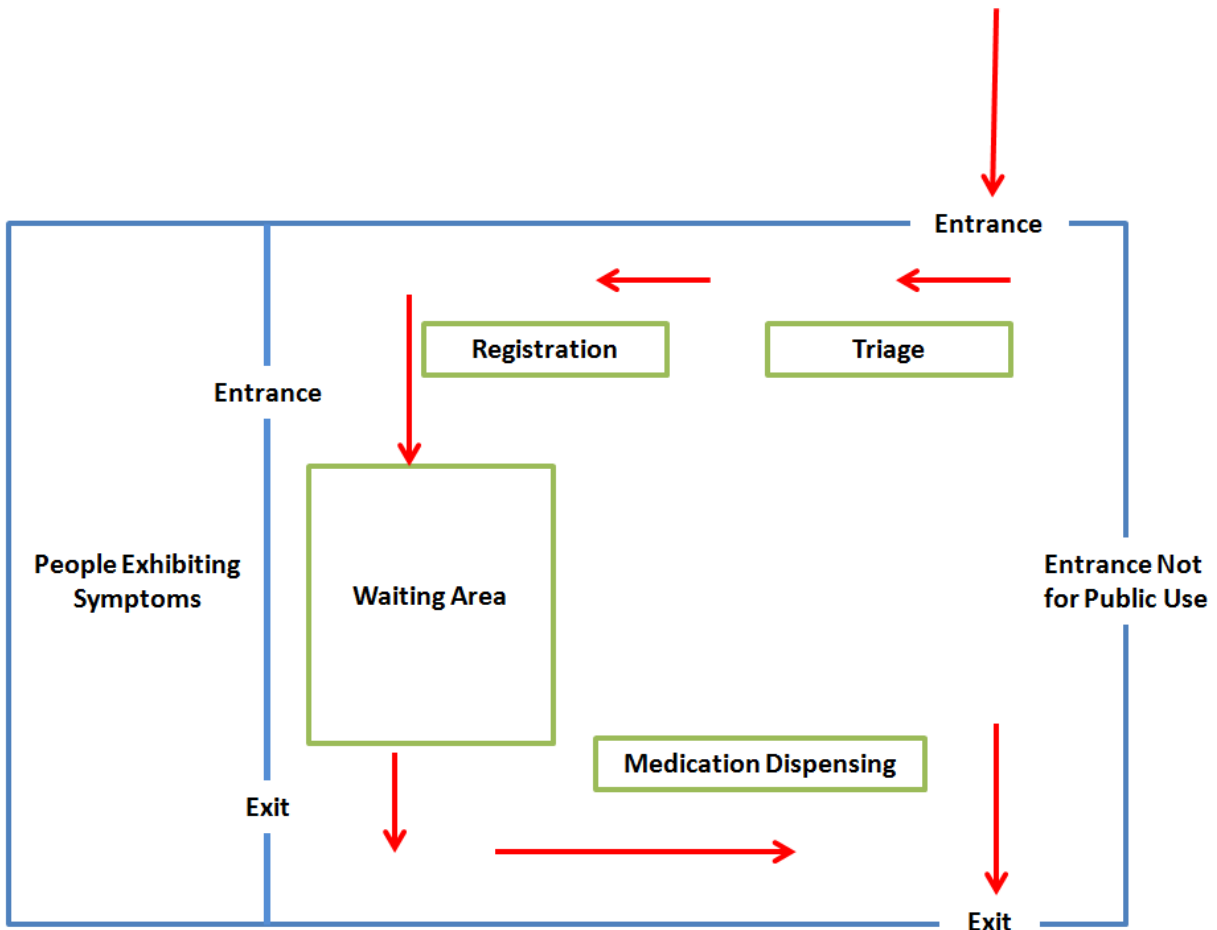
### III. TRAFFIC AND PARKING

The OPOD facility is planned to be operated from the Doyle Elementary Multi-Purpose Gym. The address is: 29285 South Range Road, Livingston, LA 70754. GPS Coordinates: 30.493442; -90.754068.



The gym is the designated operational dispensing area and is a free standing facility with the main entrance facing east. All workers and first responders will park in the lot just to the north of the facility. Traffic into this parking lot will come from South Range Road (both north and south). The north east entrance has been designated for traffic flow into the facility.

#### IV. LAYOUT OF OPOD



#### V. ALTERNATE LOCATIONS

Any Livingston Parish school currently available for sheltering can serve as an alternate OPOD location. No one location will be used as a shelter and an OPOD at the same time. These potential alternate OPOD locations are:

Albany High School  
Albany Middle School  
Denham Springs High School  
Denham Springs Junior High School  
Doyle High School

Live Oak High School  
Live Oak Middle School  
North Live Oak Elementary School  
Walker High School  
Westside Junior High School

#### VI. SECURITY

The Livingston Parish Sheriff's Office will provide security for the OPOD, regardless of where it is located.

## VII. SECURITY CHECKLIST

The Dispensing Site, as an OPOD, will be worked as 1 shift per 24 hour period, with the shift lasting 12 hours from 7:00 am to 7:00 pm or as may be determined by the event.

This shift will require a minimum of 2 security officers per shift. No special units or tactical forces from local law enforcement will be required during operations as a mass dispensing OPOD.

Barriers for the purpose of crowd control or foot traffic flow will be required.

Additional exterior lighting is necessary to operate as a mass dispensing OPOD. Portable lighting will be made available, if needed, through the Department of Public Works (DPW).

## VII. SUPPLIES AND RESOURCES

There is an OPOD in a Box start up kit. Additional supplies will be necessary depending on the duration of the event. Items included in the kit are listed in Appendix 3.

Supplies available on site are:

- Office supplies and equipment
- Phones: 2
- Copy machines: 2
- Computers: 2
- Refrigerator: 1 Industrial Size
- Freezer: 1 Industrial Size
- Fax Machines: 1
- Tables: 2 available
- Chairs: 10 available

## IX. COMMUNICATIONS

During a public health emergency, communication between internal and external partners will be crucial to the response plan's effectiveness. Communication between staff within the OPOD will be both verbal and over 700/800 MHz radios. Communications with partners outside the Dispensing Site will be through radios (supplied through OPOD in a Box), landlines, cell phones and e-mail. Signage will be developed and used to assist in educating the emergency workers on the response plans and OPOD flow. Parish Health Unit staff and volunteers will be identifiable by badges, vests, caps or other standardized means.

## X. STAFF

Staff size during a public health emergency will depend on the event. Volunteers may be necessary to assist with OPOD staffing.

Volunteers will be obtained through OPH according to identified needs during an event. Volunteers are actively recruited, credentialed, trained and deployed prior to a disaster or public health emergency that occurs in Louisiana. Identified volunteers will be trained and can participate in drills in order to meet health surge in times of emergencies.

## XI. TRAINING STAFF

NIMS/ICS OPOD Plan Training  
ICS-100, 200, 700 & 800

Just-in-Time training will be administered as staff arrives on-site  
Additional training will be available on-site if needed

### **Training Volunteers**

Pre-identified volunteers are encouraged to complete on-line training courses available through Federal Emergency Management Agency (FEMA). Pre-identified volunteers will be also encouraged to complete ICS and NIMS certification classes. "Just-in-Time" training may be necessary for volunteers in some events. This training will include:

1. Point of Dispensing Site Flow and Timeline
2. Incident Command System: Who is in charge of the clinic site? Who staff report to?
3. Job action sheets
4. Orientation to job duties by Unit Leader or designee
5. Volunteer process
6. Communication systems
7. Codes for emergency, security and closing the clinic
8. Overview of Operation
9. Body language
10. Hand hygiene
11. Psychological first aid
12. Cultural Sensitivity
13. Just-in-Time training

Just-in-Time training will be administered to volunteers at the OPOD site. The concept of Just-in-Time training is to provide training at the time it is most needed. In emergency management, Just-in-Time training incorporates information specific to the type and magnitude of the incident. Just-in-Time training is utilized immediately after deployment to issue assignments and equipment necessary for a volunteer's role in the incident.



Volunteers will be briefed on all of the previously addressed information. Volunteers will further be instructed to make no public statements concerning the event.

## XII. FINANCE

A staff member or a trained qualified volunteer will be responsible for keeping track of all expenditures during an incident. If reimbursements for costs are made available, accurate documentation will be necessary. Documentation has been developed to record the following:

1. Documenting all costs
2. Documenting staff and volunteer time
3. Time-in/time out, total hours worked
4. Equipment usage time
5. Outlining insurance policies
6. Staff overtime policies

## XIII. ICS/NIMS COMMAND STRUCTURE

The organization of the command and control structure will be locally determined and will fit into existing local emergency command structures. The model for such organization is the National Incident Management System (NIMS) and specifically the Incident Management System (IMS).

The command structure for Dispensing Site OPOD will be:

OPOD Manager:

Communications:

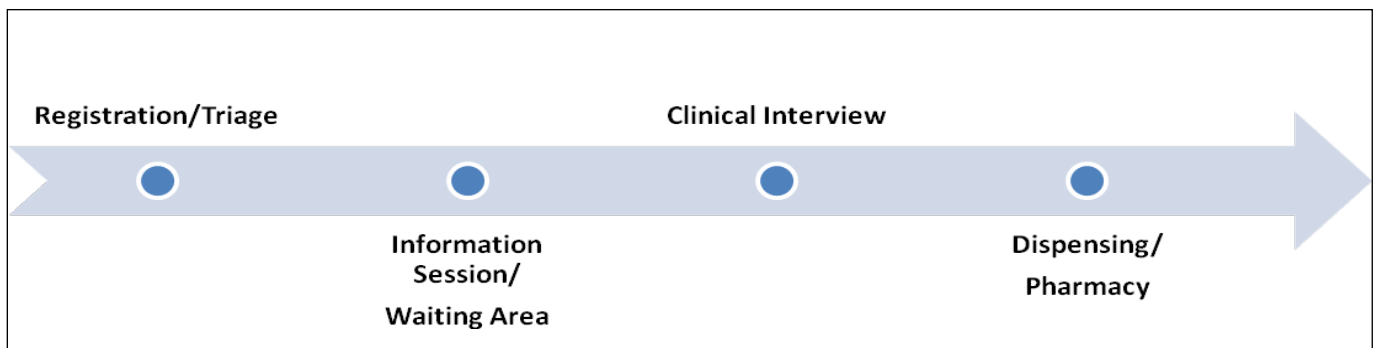
Operations:

Logistics:

Finance/Admin:

Planning:

### OPOD Flow Chart



# ANNEX OPOD - CONFIDENTIAL APPENDIX 1

## PLANNING TEAM CONTACT INFORMATION

POSITION	NAME/ /AGENCY	CONTACT INFORMATION	
Capitol Region 2 PHERC		Work	
		After Hours	
		Mobile	
		Email	
EMS Point of Contact		Work	
		After Hours	
		Mobile	
		Email	
Hospital Nurse Coordinator		Work	
		After Hours	
		Mobile	
		Email	
Infectious Disease Specialist		Work	
		Mobile	
		Email	
Regional Nurse Consultant		Work	
		After Hours	
		Mobile	
		Email	
Security		Work	
		After Hours	
		Mobile	
		Email	
Reg. Medical Director	OPH	Work	
		After Hours	
		Mobile	
		Email	
Reg. Admin.	MMRS	Work	
		After Hours	
		Mobile	
		Email	

---

## ANNEX OPOD- CONFIDENTIAL APPENDIX 2

### OPOD STAFF CONTACT INFORMATION

<i><b>First Name</b></i>	<i><b>Last Name</b></i>	<i><b>Job Title</b></i>	<i><b>E-mail Address</b></i>	<i><b>Work Phone</b></i>	<i><b>Work Fax</b></i>	<i><b>Home Address</b></i>	<i><b>Home Phone</b></i>	<i><b>Cell</b></i>

---

# ANNEX OPOD - CONFIDENTIAL APPENDIX 3

## OPOD IN A BOX INVENTORY

### OPOD in a box inventory contains the following items:

2 boxes of bathroom tissue	brown or white boxes
4 boxes of paper towels	brown boxes
1 box of copy paper	white box
3 plastic containers	one each gray container labeled (A,B,C)

### Container A contains these items:

Hand soap 10  
First aid kit 2  
Can liners 1

### Container B contains these items:

Extension cords 4  
Clipboards 8  
Storage clipboards 1

### Container C contains these items:

Stapler 7	Scotch Tape 1
Standard staples 2	Duct Tape 2
Legal Ruled Writing Pads 3	Caution Barrier Tape 4
Paper clips 4	Ballpoint pens (Blue) 19
Manila Folders 1	Mechanical Pencil 50
Scissors 5	Permanent Makers 2
Rubber Bands 2	Utility Knife 2
Packing Tape 1	Utility knife Refill Blades 1

---

# ANNEX OPOD - CONFIDENTIAL APPENDIX 4

## JOB ACTION SHEETS

### OPOD Manager

The OPOD Manager is responsible for the command and control activities of the OPOD. These persons will manage and control the total operation of the facility. The Manager ensures the OPOD functions at the highest level of efficiency possible with the given staff and supplies. The OPOD Manager directly oversees the operations, logistics, planning, and administration by working closely with the section chiefs and coordinators for all shifts. The OPOD Manager (or designee) will communicate/coordinate with the parish and state EOC.

**Name/Contact Information:** \_\_\_\_\_

The OPOD Manager is the senior staff member at the OPOD. The Logistics, Communications, Operations and Planning Chiefs report to the OPOD Manager. The Flow Monitor Chief, the Triage Chief, the Medical Evaluation Chief, the Dispensing Chief, and the Pharmacy Chief also report to the OPOD Team Leader.

#### **At the start of the shift:**

- Check in with Incident Commander or designee for any situation updates
- Meet with OPOD Team Leader from prior shift to receive updates
- Meet with Section Chiefs to give situation updates
- Chiefs need to report to Manager before they take their position in the OPOD
- Section Chiefs meet with their staff to update their staff members (if an update is needed)

#### **For the first shift only:**

- The OPOD Manager for the first shift should give the teams enough time to meet to review their tasks
- The OPOD Manager should then quickly walk through the OPOD to make sure that each station has everything they need and that staff knows that they are expected to do
- When the OPOD Manager has made sure that the OPOD is ready to go, the OPOD Manager will tell security to let people start coming into the OPOD

#### **During the shift:**

- Coordinate all aspects of the OPOD
- Includes routine troubleshooting—look for clustering at any of the stations, consider moving people around to facilitate flow, clear obstructed paths, identify routine errors that are being made, etc.

#### **End of shift:**

- Facilitate meeting with all OPOD staff - Section Leaders to discuss any incidents that arose during shift
- Debrief with the oncoming OPOD Manager

## Communications Officer

**Communications Chief:** Responsible for coordinating the internal and external communication resources such as radios, walkie-talkies, land and cell phones, computers, printers, and fax machines. Telecommunications and information technology are crucial because incoming and outgoing information must be efficiently and consistently maintained. Important information, such as: number of radios, frequencies used, and who has what type of equipment must be determined. The Communications Chief will perform an inventory analysis at the end of each shift to account for such materiel. The Chief and section coordinators must provide technical assistance, as needed, or be able to access such assistance.

**Name/Contact Information:** \_\_\_\_\_

The Communications Officer reports to the OPOD Manager

**At the start of the shift:**

- Meet with OPOD Manager and Section Chiefs in for regular updates
- After meeting with OPOD Manager, debrief with Communications Officer from previous shift
- Assess current status of internal and external telephone system
- Establish phone, fax, computer (internet), and radio communications systems

**During shift:**

- Manage phone, fax, computer, and radio communications systems
- If available, use pre-established message forms to communicate with external sites
- Act as OPOD Manager's deputy
- Assist OPOD Manager in sending and receiving information

**End of shift:**

- Debrief with the oncoming Communications Officer
- Attend OPOD staff meeting to discuss any incidents that arose during shift

## Logistics Officer

**The Logistics Officer:** Responsible for procurement of materiel and therefore, must work closely with the Operations Section Lead and the OPOD Manager. The nutritional needs of the staff are essential and this must be coordinated with the parish/state EOC, American Red Cross (ARC), and other agencies contracted by the parish/state EOC to provide food/beverages. The LO is also responsible for procurement of other event specific materials and equipment as deemed necessary by the planning and operations team.

**Name/Contact Information:** \_\_\_\_\_

The Logistics Officer reports to the OPOD Manager

### **At the start of the shift:**

- Meet with OPOD Manager
- After meeting with OPOD Manager, debrief with Logistics Officer from previous shift and review supply cache
- Either set-up or assure organization of supplies for OPOD
- Organize supplies so that all the papers, gloves, etc. are together and clearly labeled
- Staff may need to come directly to supply stack to get materials
- Update inventory control log
- Throughout the shift the Logistics Chief needs to note the levels of medical materials and request new materials needed
- Make sure inventory is up-to-date at start of each shift

### **During the shift:**

- Observe use of administrative supplies
- Record all supplies received from warehouse
- Observe and assure adequate supply of materials at all stations
- Avoid a situation where working OPOD staff needs to go get supplies
- Identify any problems with facility (leaky faucets, blown light bulbs)

### **End of shift:**

- Debrief with oncoming Logistics Chief
- Attend OPOD staff meeting to discuss any incidents that arose during shift

## Finance/Administration

**Administration Section Lead:** This section is responsible for ensuring all OPOD personnel, volunteers, patient and supply records are correctly kept and maintained throughout the event.

**Name/Contact Information:** \_\_\_\_\_

This section consists of the following functional areas:

- Event documentation
- Health information records retention
- Health information data entry
- Coordination of personnel/volunteers (time records, credential verification, staff schedules)
- Transportation of personnel/volunteers to OPOD from staging site, if necessary
- Communication with the Section Leads and OPOD Manager regarding problems, shortages, needs, etc.
- Documentation, tracking, inventory tools/logs
- Routine reporting to OPOD Manager, parish/state EOC



## Operations

**Operations Chief:** The Operations Chief will ensure the staff in the respective services fulfill the job duty and are within their scope of practice and training. If staffing adjustments are needed, this Chief will develop the plan for the OPOD Manager to consider. This section must coordinate the transport of any patient from triage or sick room to a treatment center.

**Name/Contact Information:** \_\_\_\_\_

The Operation Chief is responsible for the supervision of staff involving the efficiency, effectiveness, coordination and operational aspects of the Dispensing Site.

This section consists of the following functional areas:

- Receive briefing from Dispensing Site Supervisor
- Review this position checklist
- Review Mass Prophylaxis Planning Guide. (SNS, Pandemic, Smallpox, etc. Plan)
- Confirm activation of staff
- Meet with your staff
- Confirm with Logistics Section Chief that all equipment and supplies are being shipped to the dispensing site, and that areas are being set up

## Planning

**Planning Chief:** Assures that all planning meets operational objectives and that plans are being followed.

**Name/Contact Information:** \_\_\_\_\_

This section consists of the following functional areas:

- Review plans for the operations of the OPOD
- Attend overall staff briefing from the OPOD Manager and receive assignment-specific briefing
- Liaison with the Dispensing OPOD Manager on planning and corrections needing made to plans for the most efficient operation of the OPOD
- Assist the Safety Officer ensuring the safe operation of the OPOD
- Assist in other areas of the OPOD as appropriate
- Assist with the break-down and re-packing as requested
- Identify issues for the After Action Report process

---

# MULTI-HAZARD EMERGENCY OPERATIONS PLAN

---

## **ANNEX PUBLIC INFORMATION**

**June 2012**

CONTENTS

- I. PURPOSE ..... 1
- II. SITUATION AND ASSUMPTIONS ..... 1
  - A. Situation ..... 1
  - B. Assumptions ..... 1
- III. CONCEPT OF OPERATIONS ..... 2
  - A. General ..... 2
  - B. Phases of Emergency Management ..... 2
- IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES ..... 3
  - A. Organization ..... 3
  - B. Responsibilities ..... 3
- V. DIRECTION AND CONTROL ..... 5
  - A. General ..... 5
- VI. CONTINUITY OF GOVERNMENT ..... 5
- VII. ADMINISTRATION AND LOGISTICS ..... 5
  - A. Media ..... 5
  - B. Films and Publications ..... 5
  - C. Records and Reports ..... 6
  - D. Needs and Deficiencies ..... 6
- VIII. PLAN DEVELOPMENT AND MAINTENANCE ..... 6
- IX. AUTHORITIES AND REFERENCE ..... 6
- X. GLOSSARY/DEFINITIONS OF TERMS ..... 6
- XI. APPENDICES TO ANNEX ..... 6

---

---

# ANNEX - PUBLIC INFORMATION AND EDUCATION

## I. PURPOSE

*This annex describes the vulnerability of Livingston Parish to a variety of hazards: natural, man-made, or war-related, necessitates the development of an emergency public information and education plan utilizing all available forms of communication.*

The purpose of this annex is to provide policies and dissemination of reliable, timely, and effective emergency information and instructions, in order to save lives and minimize loss to the public at the onset and throughout a disaster.

## 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 are clearly established to serve this purpose.
2. There is a need to inform the public in a timely and efficient manner that 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 of all the possible hazards that they could be confronted with should be an ongoing 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.
5. The Livingston Parish Citizen Corps Council meets on a regular basis and will determine the needs of the community for information concerning volunteers and Homeland Security and Emergency Preparedness information.

### B. ASSUMPTIONS

1. Procedures for the dissemination of emergency information will be predetermined through meetings with the management and directors of the affected organizations.
2. Review 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 ongoing project. Provisions for media who are not local media will be arranged for and space provided at the EOC. Coordinating the need for the public to be truly and accurately informed will be the basic guideline for 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. 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.
2. 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.
4. Dissemination of this vital information, of course, relies heavily on the cooperation of the commercial media and efforts of LOHSEP.

#### B. PHASES OF EMERGENCY MANAGEMENT

1. Prevention
  - a. Develop a public information program with local media to include both pre- and post-storm information.
  - b. Develop a public information program for children both pre-school and school age.
2. Mitigation
  - a. Survey and analyze the geographical area of responsibility to determine appropriate precautionary activity necessary to mitigate prior to the event (emergency leveeing, evacuation, 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 management in education, instructions, and action plans.
  - d. Maintain a well-equipped and supplied media room within the EOC including broadcasting capabilities.
  - e. Develop the Emergency Alert System (EAS) and exercise it regularly. Have written agreements and procedures for the activation of the Emergency Alert System (EAS).
  - f. Identify a resource person(s) to assist with communication with non-English speakers who may be in Livingston Parish during an emergency. Maintain a resource list in the EOC.
3. Preparedness
  - a. Develop a mutually agreed upon public educational program for consideration of all hazards, with particular emphasis on seasonal hazards such as tornadoes or flooding.

- b. Prepare and distribute, on a regular basis, all pertinent operational and procedural changes as they are developed in the various ongoing programs, and distribute to the media.
  - c. Test Emergency Alert System (EAS).
- 4. Response
  - a. Distribute press release and emergency information packets.
  - b. Coordinate rumor control through aggressive public relations activities.
  - c. Schedule news conference on a regular basis.
- 5. Recovery
  - a. Continue emergency public information programs.
  - b. Assess effectiveness of information and education programs.
  - c. Compile a chronological record of events.

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. ORGANIZATION

1. The Homeland Security and 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 Operations Center.
2. The Public Information Officer will function as a member of the Emergency Operations Center Staff under the direction and guidance of the Homeland Security and Emergency Preparedness Director.
3. The Livingston Parish Sheriff's Office provides a number public education brochures regarding personal emergency preparedness.
4. The Livingston Parish Assistant Homeland Security and 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 Homeland Security and Emergency Preparedness Director or the Parish Public Information Officer. The Parish Public Information Officer provides a media room in the Emergency Operations 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 Homeland Security and 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, Municipal 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 Homeland Security and 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 Homeland Security and 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 Governor's Office of Homeland Security and 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 Homeland Security and Emergency Preparedness Director to review and become familiar with the emergency operations plan for Livingston 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 Homeland Security and Emergency Preparedness Director is responsible for the development and implementation of all emergency type educational and informational programs for Livingston Parish. The LOHSEP Director 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 Operations Center.

#### 1. Educational Programs

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

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

#### 2. Public Information Programs

Livingston 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 Homeland Security and Emergency Preparedness available through the EOC, GOHSEP Training Division, and the Federal Emergency Management Agency.

### C. RECORDS AND REPORTS

1. The LOHSEP Director will maintain records of all public information activities and pre-recorded emergency messages at the Emergency Operations Center.
2. Records of all activities will be maintained at the EOC by the PIO. The PIO will also provide those reports as required.

### 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.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

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

## IX. AUTHORITIES AND REFERENCE

See Basic Plan.

## X. GLOSSARY/DEFINITIONS OF TERMS

See Appendix to Basic Plan.

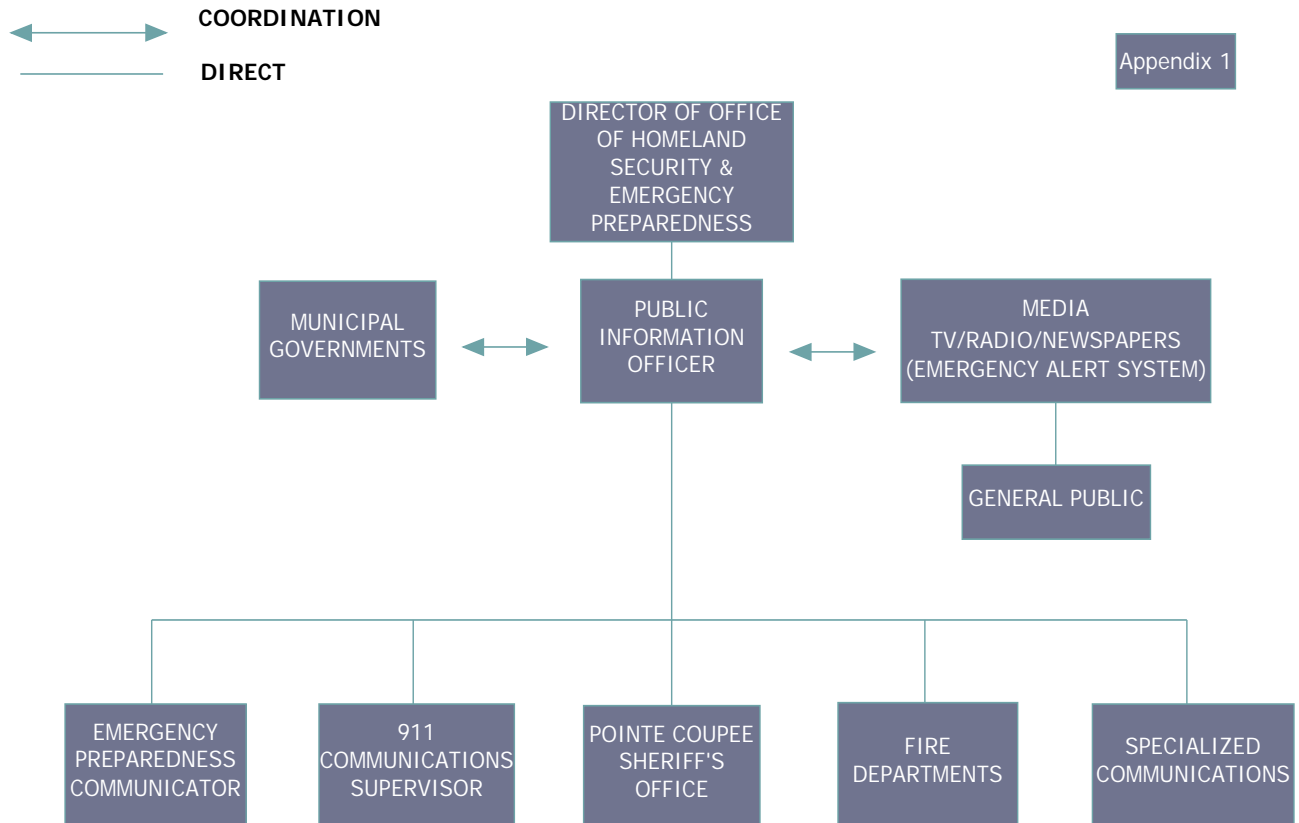
## XI. APPENDICES TO ANNEX

1. Organizational chart
2. List of Media Contacts
3. Public Information Plan

# ANNEX N – APPENDIX 1

## PUBLIC INFORMATION ORGANIZATIONAL CHART

Public Information and Education Organizational Chart



# ANNEX PUBLIC INFO-ED - APPENDIX 2

## LIST OF MEDIA CONTACTS

### I. MEDIA AVAILABLE IN LIVINGSTON PARISH

<b>WBRZ</b> 1650 Highland Road Baton Rouge, LA 70802 225.387.2222 Fax: 225.336.2246	The Advocate P.O. Box 588 Baton Rouge, LA 70821-0588 225.383.1111 800.960.6397 (in Louisiana)
<u>Sales</u> 225.336.2226	<u>Circulation Department</u> 225.388.0200
<u>News Team</u> 225.336.2344	<u>Classified Advertising</u> 225.383.0111
<u>Weather</u> 225.336.2363	<u>Display Advertising</u> 225.388.0262
<u>Marketing</u> 225.336.2275	<u>News Editors Directory</u>
<u>Human Resources</u> 225.336.2203	<u>News Staff Directory</u>
<u>Programming</u> 225.336.2260	<u>Columnists</u>
<u>2 On Your Side</u> 225.336.2332	<u>Online Department</u> 225.388.0795
<u>Video Production</u> 225.336.2300	
<u>Online Department</u> 225.336.2358	

## II. MEDIA AVAILABLE FROM OUTSIDE PARISH

A list of media outside of Livingston Parish is located in Emergency Operations Center.

---

# ANNEX - APPENDIX 3

## PUBLIC INFORMATION PLAN

### I. PUBLIC INFORMATION

Public Information consists of the generation of timely news releases in cooperation with state, federal, and local governments before, during, and after emergency operations, reports issued to the public through the news media, State Emergency Alert System (EAS) and 24-hour radio, telephone, and internet-based methods regarding prevention, preparedness, mitigation, response, and recovery in a joint effort to avoid or minimize loss of life and property if a disaster is anticipated or has occurred. Additionally, public information efforts should coordinate the printing of publications and flyers, as appropriate, for internal and external public information programs within Livingston Parish.

### II. PURPOSE

The purpose of this plan is to provide guidance on procedures to disseminate and respond to requests for pre-disaster, disaster, and post-disaster information. The intent of this document is to provide a program using existing communications facilities and news media outlets to inform the public of emergency preparedness and response in the event of a natural, man-made, or terrorist-related disasters; to assure citizens that appropriate federal, state, and local governments are taking all necessary precautions and responsive measures to protect and preserve life and property; to review relief plans promulgated by state and local governments and following consultation with each; and advise citizens of restrictions and limitations imposed upon them during disaster situations.

### III. SCOPE

A. THE LOHSEP PUBLIC INFORMATION OFFICE PRIMARY MISSION SHALL BE TO INFORM AND EDUCATE THE PUBLIC ABOUT HAZARDS, THREATS TO PUBLIC SAFETY, AND RISK REDUCTION THROUGH VARIOUS MEDIA (PRINT, INTERNET, BROADCAST). THE PIO SHALL BE CAPABLE OF PROVIDING TIMELY AND EFFECTIVE INFORMATION TO PROTECT PUBLIC HEALTH AND SAFETY WITH PROCEDURES IN PLACE AND TESTED TO SUPPORT A JOINT INFORMATION SYSTEM AND PRE-DESIGNATED CENTER. ESSENTIAL IN THIS PROCESS WILL BE THE ESTABLISHMENT OF PROTOCOLS TO INTERFACE WITH THE MEDIA, LEGISLATIVE INTERESTS, AND OTHER VIPs. CONCENTRATION SHALL BE UPON PROVIDING TIMELY AND EFFECTIVE INFORMATION TO PROTECT PUBLIC HEALTH AND SAFETY. FINALLY, PROCEDURES SHALL INCLUDE A PROCESS FOR OBTAINING AND DISSEMINATING PUBLIC INFORMATION MATERIALS.

B. REGIONAL SERVICES AND ASSISTANCE PROVIDED UNDER THIS FUNCTION SHALL INCLUDE THE DELINEATION OF RESPONSIBILITIES AND ACTIONS TO BE TAKEN IN ORDER TO PROVIDE THE GENERAL PUBLIC WITH ESSENTIAL INFORMATION AND THE DOCUMENTS OF EMERGENCY ACTIONS

AND OPERATIONS IMPLEMENTED OR PROPOSED BY WRITTEN, VERBAL, OR PHOTOGRAPHIC MEANS. THIS INFORMATION PROVIDED BEFORE, DURING, AND AFTER A DISASTER/EMERGENCY SHALL PROVIDE CLEAR, CONCISE, AND ACCURATE INFORMATION ON THE EXISTING SITUATION IN THE DISASTER AREA, ACTIONS BEING TAKEN BY THE AUTHORITIES, AND THOSE TO BE TAKEN BY THE POPULACE. EVERY EFFORT SHALL BE MADE TO MINIMIZE AND COUNTER RUMORS, HEARSAY, AND HALF-TRUTH INFORMATION.

## IV. RESPONSIBILITIES

The Parish President, or the Public Information Officer (PIO) for the Parish, releases all Emergency Public Information, (EPI) provided by the LOHSEP Director about local operations and assistance during a disaster. Upon direction of the Parish President or PIO for the Parish, this function may pass to the LOHSEP Director or the LOHSEP Public Information Officer.

In order to maintain and support a unified and coordinated public message, all media inquiries must be routed through either the Assistant Director or Designated Parish Official. Based upon the nature and scope of the request, respective Personnel will subsequently refer inquires to the OHSEP Director.

### A. LOHSEP:

1. Coordinates or reviews appropriate Homeland Security and Emergency Preparedness Information (EPI) releases from local, State, or Federal agencies.
2. Advises the Parish President with status reports and information for news releases, accepts this responsibility when delegated, and submits all news releases to the PIO for Parish for approval before release to the media.
3. Coordinates the release of emergency public information with other agencies of the local, State, and Federal government. Actions will include dissemination and response to requests from the public for the following:
  - a. Pre-disaster Information
  - b. Disaster Information
  - c. Post-disaster Information
4. Maintains a close working relationship with all regional media sources and maintains a current list of same for releases. The LOHSEP PIO provides information to and addresses requests from the media.
5. Provides a rumor control reporting and check network.
6. Participates in a Joint Information Center (JIC), when appropriate.
7. Develops procedures for use of the Parish's EAS Operational Plan.

### B. STATE GOVERNMENT:

1. Designates an emergency public information coordinator for the chief elected officials of the jurisdiction.
2. Releases emergency public information concerning warning, emergency instruction, response operations and assistance that is available.

3. Coordinates with local news media and, if appropriate, GOHSEP, when releasing emergency public information.
4. Pursues agreements with state broadcasting stations to utilize local radio and television capabilities for dissemination of emergency public information.

### C. FEDERAL GOVERNMENT

Information from Federal agency responders will come from the agencies and may be coordinated by DHS/FEMA. If Federal assistance is required, the Primary Federal Officer, or his designated PIO, the State Coordinating Officer (SCO), will coordinate informational releases.

1. Establishes local information centers at the request of the LOHSEP Director, as required, at the impact scene.
2. Receives, evaluates, and transmits information of media interest from Regional sources to the GOHSEP Public Information Office.

### D. OPERATIONS

1. In an emergency or disaster situation, public information activities will be directed and coordinated from the Livingston Parish EOC. If applicable, an on-scene press center may be established in addition to a press center in the Parish EOC. The on-scene public information personnel will coordinate and verify all facts before releasing any information. Similarly, the same information will be conveyed to the Parish EOC where the public information representative, after coordination with the appropriate authority, will make release. Maximum use will be made of wire services, broadcast networks, Parish Departmental Public Information Officers, State, Federal and local emergency management information personnel and photographers.
2. The Emergency Alert System (EAS) shall be utilized through the joint cooperation of the Federal Communications Commission, FEMA, the National Weather Service (NWS), the broadcast industry, and local government. They will be considered part of the National EAS and will be activated according to established area, state, and national EAS procedures.
3. Pivotal to this plan is the establishment of and support for a Joint Information Center. This system will be put in practice via a Joint Information Center, or JIC. The JIC will consist of PIO representatives from key responding agencies from Pointe Coupee Parish. The site for this JIC has been designated within the Livingston Parish OHSEP EOC. Tests of the JIC will be performed during exercises which will enable habitual relationships in instances of actual disasters/incidents.

### E. FEDERAL ASSISTANCE

The regional emergency function, Information Management, corresponds to the Federal ESF #15, External Affairs, Public information, media relations. The primary federal agency for this function is Federal Emergency Management Agency. Support agencies are: United States Department of Agriculture, Department of Commerce, Department of Defense, Department of Education, Department of Energy, Department of Health and Human Resources, Department of Interior, Department of Treasury, Environmental Protection Agency, General Services Administration, National Aeronautics and Space Administration, National Communications System and Nuclear Regulatory Commission. The American Red Cross also has a significant information-providing role.



## V. MEANS TO INFORM AND EDUCATE THE PUBLIC

A. IN THE COURSE OF ITS MISSION, THE LOHSEP PIO SHOULD USE EVERY POSSIBLE OUTLET AVAILABLE WITH WHICH TO ENSURE TIMELY AND ACCURATE DISSEMINATION OF AVAILABLE INFORMATION. THESE MEANS SHOULD INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Print Media
2. Broadcast Media (Radio and Television)
3. Internet Based systems (Website, Email)
4. Emergency Alert Systems
5. Community Alert System (if applicable)

B. CONSIDERATION MUST BE GIVEN TO THE TIME SENSITIVE NATURE OF THE INFORMATION AND THE AUDIENCE TO AFFORD ADEQUATE SATURATION.

C. THESE MEANS ARE VEHICLES OF SHARING INFORMATION RELEVANT TO HAZARDS, THREATS TO PUBLIC SAFETY, AND RISK REDUCTION.

## VI. REQUESTS FOR INFORMATION

The agency primary Point of Contact for media, legislative inquiries and/or VIPs is the LOHSEP PIO. Protocols will include receipt of the inquiry, log/tracking inquiry, response coordination, response preparation, and release of the appropriate information.

A. ALL RELEVANT INQUIRIES RECEIVED BY THE AGENCY SHALL BE DIRECTED TO THE LOHSEP PIO.

1. The PIO shall notify the Assistant Director or Designated Parish Official of the action as received and during process.
2. Assistant Director or Designated Parish Official shall notify the Director, as appropriate.
3. The Director shall designate a lead for preparation of the agency response.

B. LOG/TRACKING INQUIRY.

The PIO shall establish a log designed to record the receipt of applicable inquiries with tracking of progress through dispatch of response.

C. RESPONSE COORDINATION. IN THE PREPARATION OF NECESSARY RESPONSE,

The PIO shall serve as the action officer for coordination within the agency. This effort may necessitate the participation of numerous different divisions of this agency/outside agency under a unified effort.

D. RESPONSE PREPARATION.

The agency lead representative will be responsible for preparing necessary response using the appropriate medium to the media, legislative representative, and/or VIPs initiating the inquiry.

E. RELEASE OF THE APPROPRIATE INFORMATION

1. Draft response by staffing agency.
2. Draft cleared by the PIO.
3. Release authority is retained by the Assistant Director. It will be incumbent upon the appropriate Assistant Director to solicit the input and final approval of the Director.

## VII. SUPPORT FOR THE PROCESS

Support to the Public Information process includes those actions associated with obtaining public information materials and disseminating public information materials.

A. MATERIALS TO SUPPORT VARIOUS PROGRAMS SHALL BE DRAWN FROM RESPECTIVE PROGRAM AREAS/RESOURCES. EFFORTS SHALL INCLUDE LEVERAGING TEMPLATE PUBLIC INFORMATION INITIATIVES (PUBLIC SERVICE ANNOUNCEMENTS, PAMPHLETS, ETC.) IN ORDER TO ENSURE A COMMON MESSAGE AND REALIZE COST SAVINGS.

B. DISSEMINATING PUBLIC INFORMATION MATERIALS WILL MIRROR THOSE ESTABLISHED CONTACT NETWORKS. THIS WILL FOSTER MAINTAINING EXISTING LINES OF COMMUNICATION AND BUILD A METHOD TO SOLIDIFY TRUSTED RELATIONSHIPS.

## VIII. MAINTAINING PUBLIC INFORMATION PLAN

LOHSEP PIO shall be responsible for annual, at a minimum, review and maintenance of this plan in order to sustain effective and efficient procedures and relevant contact information. Further, use and maintenance of this plan will be examined following each event and exercise in which LOHSEP participates.

## IX. JOINT INFORMATION CENTER

A Joint Information Center (JIC) will be established at LOHSEP Emergency Operations Center (EOC) when the Parish President declares an emergency.

### A. PROCEDURES:

1. Provisions will be made for the Parish President or City PIO and staff to operate from the JIC.
2. Space will be made available for one PIO representative in the Emergency Operations Center
3. The Parish President or LOHSEP Director will determine need for request of state and federal assistance, emergency proclamations and declarations, news releases, press briefings and/or EAS messages.
4. JIC staff will perform the following duties:
  - a. prepare proclamations
  - b. arrange press briefings or executive interviews with the media
5. The Emergency Operations Center will provide information to the JIC.
6. All written information prepared by JIC will be approved and initialed by the Parish President or LOHSEP Director before distribution.
7. JIC will fax copies of news.

8. Other Parish, State, and Volunteer agencies are encouraged to fax copies of information regarding their media related activity to the JIC.
9. The JIC will be staffed according to the size and nature of the event. For full-scale operations, the JIC will have at least minimum staffing in support of the Parish PIO, to include:
  - a. PIO Team Captain for LOHSEP
  - b. Political Liaison Delegate
  - c. Secretary

**LIVINGSTON PARISH**  
**MULTI-HAZARD**  
**EMERGENCY OPERATIONS PLAN**

PREPARED BY

LIVINGSTON PARISH OFFICE OF EMERGENCY PREPAREDNESS  
IN CONJUNCTION WITH THE  
PLANNING SECTION OF THE  
LOUISIANA OFFICE OF EMERGENCY PREPAREDNESS

2001