



# **Allen Parish All-Hazard Emergency Operation Plan**

2023



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## **PROMULGATION STATEMENT**

Transmitted herewith is the All Hazard Emergency Operations Plan for Allen Parish, Louisiana. This plan supersedes any previous Emergency Operations plans promulgated for this purpose. It provides the framework in which Allen Parish and its political subdivisions can plan and perform their respective functions during a disaster or national emergency.

Authority and responsibility for direction and control of resources of Allen Parish, when operating as members of the emergency management organization within the context of the Allen Parish Disaster Plan, is an integral part of this basic plan.

This plan is in accordance with existing Federal, State, and Local statutes and understandings of the various departments involved. It has been concurred in by the Allen Parish Police Jury, the Louisiana State Office of Homeland Security and Emergency Preparedness and the Federal Emergency Management Agency. It will be reviewed and rectified annually by the Allen Parish Police Jury President. All recipients are requested to advise the Office of Homeland Security and Emergency Preparedness of any changes that might result in its improvement or increase its usefulness.

Date: \_\_\_\_\_

Signatures:

\_\_\_\_\_  
PARISH PRESIDENT  
ALLEN PARISH POLICE JURY

\_\_\_\_\_  
ALLEN PARISH SHERIFF

\_\_\_\_\_  
HOMELAND SECURITY DIRECTOR

The following departments of government and private sector organizations, with assigned emergency responsibilities, should review and concur in their portions of this emergency operations plan:

American Red Cross \_\_\_\_\_

Allen Parish Communications (E-911) \_\_\_\_\_

Allen Parish School Board \_\_\_\_\_

Allen Parish Sheriff Department \_\_\_\_\_

Community Action Emergency Response (CAER) \_\_\_\_\_

Entergy \_\_\_\_\_

Oakdale Fire Department \_\_\_\_\_

Oakdale Police Department \_\_\_\_\_

Local Emergency Planning Committee (LEPC) \_\_\_\_\_

Mayor of Oakdale \_\_\_\_\_

Mayor of Oberlin \_\_\_\_\_

Mayor of Reeves \_\_\_\_\_

Mayor of Kinder \_\_\_\_\_

Mayor of Elizabeth \_\_\_\_\_

S.W. Mutual Aid Association \_\_\_\_\_

Kinder Fire Department \_\_\_\_\_

Kinder Police Department \_\_\_\_\_



Oberlin Police Department

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Oberlin Fire Department

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Reeves Police Department

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Reeves Fire Department

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Oakdale Community Hospital

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Allen Parish Hospital

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Allen Oaks Nursing Home

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Kinder Retirement Home

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St Francis Nursing Home

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Coushatta Fire Department

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Coushatta Police Department

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Grand Casino Coushatta

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## **FOREWORD**

This publication constitutes the Basic Emergency Management Plan for the Parish of Allen, including charts detailing its implementation. The continually changing demographic makeup of the Parish makes it necessary to update the plan on a regular basis.

Hazardous conditions and situations exist in all communities, and Allen Parish is susceptible to a large variety. They range from natural hazards as hurricanes and flooding to serious chemical spills and explosion to the ultimate threat of nuclear attack. Citizens generally give little thought to these potential hazards until they occur or threaten the community. The Office of Homeland Security and Emergency Preparedness has the responsibility to identify real and potential hazards and, to the extent possible, prepare plans for coping when they occur.

The government of Allen response to life-threatening hazards requires continuous planning, training and education, by many emergency and law enforcement agencies. The more these activities are coordinated through the Office of Homeland Security and Emergency Preparedness, the more effective and efficient will be the response during emergency conditions. This Emergency Operations Plan sets the direction and emphasis for a coordinated approach to emergency planning. Emergency mitigation and response actions are designed for every person in the parish who might be affected by an emergency. These services will be provided regardless of race, color, national origin, religion, sex, age, or handicap.

The Emergency Operations Plan for Allen Parish follows and conforms to the basic plan set forth in Federal Emergency Management Agency Guidelines for the integrated emergency management system. Specific procedures are maintained as Standard Operating Guidelines (SOG's) and are updated regularly.

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

Changes/corrections should be sent to the Allen Parish Sheriff's Office Department of Homeland Security and Emergency Preparedness P.O. Box 278 OBERLIN. LA. 70655

## RECORD OF CHANGES

Change No.:	Date:	Part Affected:	Date Posted:	Posted By:
1	6/18/17	Review Plan	6/18/17	Director
2	04.25.2023	Review Plan	04.25.2023	Director

## DISTRIBUTION

OFFICE/DEPARTMENT:

COPY #:

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Allen Homeland Security and Emergency Preparedness Offices

Louisiana Office of Homeland Security and Emergency Preparedness

American Red Cross

Allen Parish Communications District (E-911)

Allen Parish Public Works Department

Allen Parish School Board

Allen Parish Police Jury President

Allen Parish Sheriff's Office

City of Oakdale Mayor

Town of Oberlin Mayor

Town of Kinder Mayor

Town of Elizabeth Mayor

Village of REEVES Mayor

LA Department of Transportation & Development

Oberlin Fire Department Dist # 5

Oberlin Police Department

Allen Parish Airport

Kinder Fire Department Dist #4

Kinder Police Department

Oakdale Fire Department

Oakdale Police Department

Oakdale Community Hospital

Allen Parish Hospital

Allen Oaks Nursing Home

Kinder Retirement Home

St. Francis Nursing Home

Reeves Fire Department Dist #2

Reeves Police Department

Mittie Fire Department Dist #3

Oakdale Fire Department Dist #6

Coushatta Fire Department

Coushatta Police Department

**ALLEN PARISH**  
**MULTI-HAZARD**  
**EMERGENCY OPERATIONS PLAN**

**BASIC PLAN**

**I. PURPOSE**

It is the purpose of this Basic Emergency Operations Plan, to provide guidance for the various agencies and departments, both Parish and Municipal, and those non-governmental agencies/organizations within Allen Parish with an emergency assignment before, during and after any declared emergency.

The 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 response.

The Plan sets forth a detailed program for preparation against, operations during, and relief and recovery following disaster as provided by Municipal, Parish, State, and Federal statutes, Ordinances and related authorities or directives.

This Plan provides the core doctrine for individual operating procedures developed by each agency responsible for emergency planning, operations, response, etc.

**A. MISSION**

The mission of the Allen Parish Government therein is:

1. To plan and prepare practical and coordinated response programs for the protection of life and property in the event of disaster.
2. During a disaster emergency, to take immediate effective action to direct, mobilize, coordinate and determine utilization of local resources to support political subdivision(s) in the conduct of disaster/emergency operations to save lives, protect property, relieve human suffering, sustain survivors and repair essential facilities.
3. The coordination and direction of restoration and recovery operations in disaster areas.
4. To insure that each Parish Department and Municipality will plan and provide for an emergency operations capability which conforms to this Plan.
5. To coordinate all disaster services with the Parish Homeland Security and Emergency Preparedness Director, and direct restoration and recovery operations in the disaster area subject to governmental authority.

## **B. OVERVIEW**

1. Primary responsibility for disaster preparedness rests with elected heads of government, both Parish and State. To fulfill this responsibility, maximum attention must be given to the coordination of all disaster relief efforts by Parish, State, public and private organizations.
2. Existing 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.

(NOTE) Possible reimbursement by the Federal Government for emergency work, restoration, or replacement is contingent only upon a Presidential Declaration implemented under Stafford Act (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 an emergency condition 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:
  - a. To utilize to the fullest extent all available personnel and material resources subject to the authority of the government entity and,
  - b. To utilize to the fullest extent all personnel and material resources available in the general area of devastation by means of inter-city or inter-parish request and where deficiencies exist,
  - c. To notify the Chief Executives of such deficiencies.
  - d. All response elements of Local Government will adhere to the above general principals.

## **II. SITUATIONS AND ASSUMPTIONS**

### **A. LOCATION**

1. The Parish of Allen is located in Southwest Louisiana and is bound on the north by RAPIDES Parish, on the west by BEAUREGUARD Parish, on the south by JEFFERSON DAVIS Parish, and on the east perimeter by the EVANGELINE Parish.
2. The Allen Emergency Operations Center (EOC) is located in the Allen Parish Sheriff's Office on 7340 Hwy West OBERLIN, LA.

## **B. SITUATION**

1. The Parish of Allen is subject to a wide range of disaster/emergencies, varying widely in type and magnitude.

- a. Natural Disasters

The Parish is historically subject to the effects of disaster/emergency situations as the result of weather phenomena such as hurricanes, tornadoes, wind driven water, storm surge, flood as the result of rapidly rising streams or torrential precipitation over a very short period of time, drought, fires, including grass and forest fire, or any combination thereof. Additionally, a natural disaster could "trigger" other events such as the loss or spill of hazardous materials, energy shortage or power outage and communications disruptions.

- b. Hazardous Material Accidents/Incidents

Allen Parish is subject to the effects of both industrial and transportation accidents/incidents involving the loss or spill of toxic, lethal or volatile liquids, gasses, or solid substances.

- (1) Industrial

Unplanned events, accidents/incidents occur periodically within the various industrial plants which involve fire, explosion, loss or spill of toxic, lethal or volatile liquids or gasses, including rupture of product or transmission lines.

- (2) Transportation (Common-Carrier)

Transportation or common-carrier accidents or incidents occur with an alarming degree of regularity on highways, waterways, and railroad right-of-ways which crisscross the Parish. Because of the volume of materials usually involved in such events, immediate and effective response is required to contain the situation, evacuate those in danger and provide for their safety and welfare.

- c. Resources

Allen Parish, within industry, local fire and law enforcement has the capability to meet the needs of the population during an emergency situation, where the situation is of such magnitude or potential as to require it from the State and Federal level. Such capability includes:

- (1) The personnel, equipment, and skills of governmental agencies, departments, industry, health and medical professions, organized Volunteer Relief Organizations, and that possessed by the general public.
      - (2) A Governmental Emergency Operating Center with essential communications.
      - (3) An organized and trained Mutual Aid Organization with Standard Operating Procedures and Radio Communications Network.



- (4) State Police HAZMAT TEAM (Troop D)
- (5) DNR Radiological Emergency React Team
- (6) DNR Environmental Response Team

## **C. ASSUMPTIONS**

1. Effective prediction and warning systems have been established which make it possible to anticipate certain disaster situations which may occur throughout the Parish, or in the general area beyond Parish boundaries.
2. Annex "D" of the All Hazard Plan - This plan provides Allen Parish with an effective evacuation plan for the relocation of the citizens the Parish during any emergency situation.
3. Natural Disasters - It is assumed that natural disasters as the result of weather phenomena will continue to occur which effects the Parish and its communities and which will require immediate and effective response by the Parish and its political subdivisions through the provision of warning, evacuation, shelter and other action to prevent loss of life, reduce injury and provide for the safety and welfare of the citizens and their property.
4. Hazardous Materials - Accidents/Incidents, both those related to unplanned industrial events and transportation accidents will continue to occur within industrial facilities and along highways, railways, and waterways within the Parish which will require immediate action on the part of emergency response forces to contain the situation actions.
5. It is assumed that any of the above disaster/emergencies could individually or in combination cause a grave emergency in any area of the Parish. It is also assumed that these contingencies will vary in scope and intensity, from small in area and isolated, to wide ranging and extremely devastating. For this reason, *planning efforts are made as general as possible so that great latitude is available in their application* considering that they could occur within the Parish and its communities and/or within several Parishes simultaneously.
6. Through established warning systems such as National Warning System (NAWAS) and National Weather Service (NWS), CAER, etc., The Office of Homeland Security and Emergency Preparedness can be promptly alerted to impending danger. Our communication system would be placed in operation and the staff would contact the EAS station and notify the general public through the electronic and print media.
7. Actions to mitigate the effects of resultant disaster conditions will be conducted as soon as possible by the parish and its political subdivisions.
8. State assistance is expected to complement local efforts, after all necessary measures being taken on the local level and then to alleviate unfulfilled local needs.
9. Federal and State disaster assistance will supplement, not substitute for relief provided by the Parish and its political subdivisions. It will be provided only when local resources are clearly insufficient to cope with the effects of the disaster.

10. The special needs of handicapped, elderly, and non-English speaking groups will be appropriately addressed throughout this plan.

### III. CONCEPT OF OPERATION

#### A. GENERAL

It is the responsibility of each level of governmental authority and of the agencies and departments therein to plan for and provide a comprehensive emergency management program that meets the emergency needs of those whom either have been or might be affected by an emergency or disaster.

1. This Plan for Allen Parish defines safety and welfare of the populace in an emergency or disaster situation. It is so designed to provide positive actions to deal with the resultant effects of a disaster.
2. The Allen Parish Plan is based on the concept that the initial response will, to the maximum extent possible, be by the organized forces of local government, coordinated by the Allen Parish Sheriff's Office Department of Homeland Security and Emergency Preparedness. **The Police Jury President has the authority to declare a "State of Emergency" and to terminate same.**

This "State of Emergency" is the authority for exercise of PREDESIGNATED emergency authority. Assistance needed will be requested by executing Mutual Aid agreements with the American Red Cross, other volunteer groups, the private sector, neighboring parishes and the Louisiana Governors Office of Homeland Security and Emergency Preparedness (GOHSEP). If still more assistance is needed beyond state capabilities, GOHSEP will coordinate requests to the proper federal authorities, including a request to the Federal Emergency Management Agency (FEMA) for a Presidential Declaration of an emergency or major disaster to allow supplemental federal financial and technical assistance to be provided.

All requests will be coordinated through the Allen Parish Office of Homeland Security and Emergency Preparedness in accordance with prescribed procedures, including requests for military assistance.

#### B. EMERGENCY ACTION LEVELS

For the purpose of integrated emergency management, all parishes in Louisiana use the same emergency situation terminology:

1. Natural Disaster - (National Weather Service)
  - a. Watch
  - b. Warning
  - c. Impact
  - d. Recovery

## **C. PHASES OF MANAGEMENT**

Since this comprehensive plan is concerned with all types of hazards to which Allen Parish is exposed, before, during, and after an occurrence, four (4) phases of management are considered as follows:

### **1. 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 and enforcement of building codes, flood plain management, insurance, elevating buildings, and public education systems.

### **2. Preparedness**

a. 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.

b. Critiques by local agencies of actual emergencies and exercises will identify areas that need improvements. Follow-up action should assure that these improvements are made and reflected in applicable procedures when necessary.

c. Training and Education

(1). A large part of any disaster operation consists of what we do every day, especially in the case of immediate response agencies. The main difference between daily and disaster operations is the urgency of the situation and the scope of operations to bring things under control. Training, planning, and operating should not be separated. We should train the way we expect to operate. Once the procedures and methods are worked out and become standard, they should be included in a plan, training course, and operations guide.

(2). The potential devastation some threats pose, such as hazardous materials accidents, tornadoes, and floods, and their probable consequences are difficult to fully visualize. We should be able to project the potential of a situation in terms of size, subsequent disasters, and areas to be evacuated or protected from the initial problem.

It is vitally important to be able to recognize these possible complications and take immediate action and request additional assistance, if needed, to prevent expansion of the initial disaster.

(3). Each agency, especially the immediate response agencies should train their personnel to project the possibilities of spreading the immediate problem to its maximum, then recognize the things that need to be done to curtail the spread, and who needs to assist in

getting them done. This can prevent routine situations from developing into costly, major problems.

- (4). Annual exercises will provide training for coping with disasters which could conceivably occur here at any time. These exercises will involve as many agencies as possible in a realistic mass casualty situation and evaluation program. Participating agencies will role-play a disaster scenario in such a way that our capability to cope with this threat is significantly improved. The on-scene command post and the EOC will be fully exercised and tested. The Allen Parish Office of Homeland Security and Emergency Preparedness staff will coordinate the planning, operations, and evaluation of each drill.
- (5) A post-exercise critique will be held and follow-up action taken on areas needing improvement. The objective is to improve procedures for controlling any serious situation. It will also provide a realistic setting for elected officials to consider issuing proclamations or ordinances that may be needed during a real disaster.

### 3. **Response**

Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage and speed recovery. Response activities include warning, evacuation, rescue, and other similar operations addressed in this plan.

### 4. **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 a good 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 governmental services, and reconstruction of the damaged areas.

## IV. **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### A. **GENERAL**

Most departments/agencies of government have emergency functions in addition to their normal, day-to-day duties. These emergency functions usually parallel or complement normal functions. Each department/agency is responsible for developing and maintaining its own emergency management procedures.

Specific primary and support functions are listed under "Task Assignments" and overlap with those in each annex. The normal operations of the four governmental units are the primary resource around which a disaster operation is developed. Appropriate emergency functions are assigned to various departments in line with normal day-to-day responsibilities. However, special units having only disaster-related functions such as

radiological response and damage assessment will be formed and personnel temporarily assigned to these units.

Departments/agencies of government that provide response personnel must maintain Standard Operating Guidelines (SOG's) which include a description of:

1. The specific emergency authorities to be assumed by a designated successor.
2. Circumstances when this authority would become effective.
3. When and how the delegated authorities would be terminated.

## **B. ORGANIZATION**

1. Governor

The Governor of the State of Louisiana has the ultimate responsibility for direction and control over State activities related to emergencies and disasters. By delegation of authority by the Governor, the Director of the State Office of Homeland Security and Emergency Preparedness acts on behalf of the Governor in coordinating and executing state activities to cope effectively with the situation.

2. Parish of Allen

The President of the Allen Parish Police Jury is responsible for direction and control over local government activities related to emergency and disasters within its government jurisdiction and has placed by ordinance the Office of Homeland Security and Emergency Preparedness under his control.

The Homeland Security and Emergency Preparedness Director acts in behalf of the sheriff in coordinating and executing parish wide activities to cope with emergency/disaster.

The Homeland Security and Emergency Preparedness Director is specifically responsible for the coordination of all phases of emergency management, comprehensive emergency management planning, resource identification and management, EOC design and operations, communications network, warning systems, public information, radiological operations, and staff training.

## **C. ASSIGNMENT OF RESPONSIBILITIES**

All Parish employees, by virtue of their employment and in accordance with the Louisiana Emergency Assistance and Disaster Act of 1993<sup>1</sup>, are responsible for carrying out their assigned functions in this Plan, including essential planning, training and emergency response activities. Following is the assignment of primary emergency functions to departments and agencies of Allen Parish, as well as to any other concerned organizations whether political or private, profit or non-profit, necessary to carry out this Emergency Plan. The designated function applies to all parts of the Allen Parish Emergency Operations Plan when a specific part is not designated. Assignments of support emergency functions to certain agencies/organizations are also included.

**The Director of the Office of Homeland Security and Emergency Preparedness reports directly to The Allen Parish Sherriiff.**

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1. **OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS:**

- a. Organization and administration of the office of Homeland Security and Emergency Preparedness.
- b. Prepares and updates the Emergency Operations Plan and coordinates homeland security and emergency preparedness activities within this area.
- c. Coordinate planning and operations with those representatives appointed by the separate political subdivisions within the Parish to insure compatibility of effort.
- d. Operational readiness of the EOC and its communications, including activation and staffing.
- e. Coordinating Allen Parish Departments and agencies as well as any other agencies of government not directly under the control of the Police Jury.
- f. Promotes liaison with federal, state, parish, and other emergency planning and response agencies.
- g. Monitors compliance with all applicable federal statutes and regulations, federal contributions for local emergency management personnel, and applicable laws and regulations of the State of Louisiana.
- h. Coordinates the development of emergency operational plans for such potentially serious situations as tornadoes, floods, winter precipitation, hazardous materials incidents, utility disruptions, and civil disturbances.
- i. Coordinates weather related emergency planning with appropriate state, parish, city, and volunteer agencies.
- j. Disseminates information on homeland security and emergency preparedness to Allen Parish citizens.
- k. Implements the design of the EOC, its forms, maps, charts, and other graphic displays for use during emergency situations.
- l. Designs, oversees installation in the unincorporated areas of Allen Parish and assures that warning system is always working properly.
- m. Maintains a continuous watch on weather conditions.
- n. Monitors the development of weather systems via National Weather Service radio, DTN (Data Transmission Network), and color weather radar (Weather Channel on cable television).
- o. Maintains the EOC in a constant state of readiness for immediate use by designated personnel.
- p. Contacts or is contacted by the National Weather Service to evaluate potential severe weather that may affect the Allen Parish area.

- q. Receives spotter reports from police, weather service personnel, and SKYWARN volunteers.
- r. Contacts media via EAS warning system and advises them of the emergency and ask citizens to review their safety procedures.
- s. Pre-empt all channels on cablevision, if necessary, to announce warnings or instructions to the public, may run crawlers on individual TV stations for the hearing impaired.
- t. In coordination with the Police Jury President, activates the EOC, when necessary.
- u. Contacts emergency EOC personnel for possible standby duty status.
- v. Maintains contact with police, fire, and EMS communications personnel and is briefed on the location of severe storm activity and the direction of movement.
- w. Keeps elected officials, department heads, and local citizens informed on latest developments.
- x. Coordinates the EOC operations and serves as advisor to the top elected and appointed officials.
- y. Issues and controls EOC identifications tags.
- z. Coordinates with the local Red Cross, Salvation Army, Welfare Departments, and other service groups to provide shelter, food, clothing, and other assistance to displaced persons.

<sup>1</sup> Louisiana The Louisiana Emergency Assistance and Disaster Act of 1993

2. LAW ENFORCEMENT:

Allen Parish Sheriff's Office

Oberlin Police Dept.

Oakdale Police Dept.

Kinder Police Dept.

- a. Maintains law and order.
  - b. Responsible for traffic control.
  - c. Controls access into restricted areas.
  - d. Protects vital installations.
  - e. Participates in hazardous materials operations in its jurisdiction and assists others when requested.
  - f. Assists in neighborhood and area evacuation.

- g. Participates in search and rescue operations.
- h. Implements crowd/riot control.
- i. Individual officers serve as tornado spotters during severe weather.
- j. Provides support to warning and communications systems.
- k. Provides support to medical response teams.
- l. Provides initial damage assessment.
- m. Control looting.
- n. Provides EOC support and protection.
- o. Provides public information, when necessary.

3. FIRE SERVICES:

OAKDALE	Oakdale Fire Department
ELIZABETH	Elizabeth Fire Department
ELTON	DIST. 1 Fire Department
REEVES,	DIST. 2 Fire Department
MITTIE,	DIST. 3 Fire Department
KINDER,	DIST. 4 Fire Department
OBERLIN,	DIST. 5 Fire Department
OAKDALE,	DIST. 6 Fire Department

- a. Develops and plans and secures equipment to contain major fires, explosions, etc.
- b. Conducts fire prevention inspections.
- c. Controls and suppresses all types of fires.
- d. Provides emergency medical services.
- e. Conducts hazardous materials operations in its jurisdiction and assists others when necessary.
- f. Conducts search and rescue operations.
- g. Assists in traffic control.
- h. Provides communications support
- i. Provides EOC support.



4. EMERGENCY MEDICAL SERVICES (EMS):

- a. Evaluates the medical impact of a mass casualty incident.
- b. Coordinates triage and medical treatment at the scene.
- c. Coordinates and controls the movement of victims to various hospitals.

5. HOSPITALS:

- a. Hospital administrators evaluate the situations and extend services accordingly.
- b. Hospitals disaster control centers and disaster plans will be activated.
- c. Two-way radio communications are established to all area hospitals and each are advised of the situation and determine their patient capabilities.
- d. Hospitals initiate callback procedures based on anticipated personnel needs.
- e. Provide radiological monitoring support.

6. HEALTH DEPARTMENT:

- a. Investigate sanitary conditions and enforces health regulations.
- b. Tests food and drink supplies.
- c. Develops emergency health and sanitation standards.
- d. Provides public health education and public information during disasters.
- e. Provides medical support to service organizations operating public shelters during emergencies.
- f. Provides medical treatment at local health centers, casualty incidents, or major disasters.
- g. Provides damage assessment on health related losses.
- h. Provides radiological monitoring support.
- i. Provides insect and rodent control.
- j. Provides emergency interment coordination with Coroner's Office.

7. CORONER'S OFFICE:

- a. Collects, identifies, and interments deceased victims.
- b. Coordinates with other services such as funeral homes and a variety of local, state, and federal authorities.

8. PUBLIC WORKS:

- a. Provides personnel and equipment, as needed, and maintains equipment in a state of readiness.
- b. Constructs and maintains storm drainage facilities and provides flood data.
- d. Repairs roads and bridges.
- e. Removes and disposes of storm debris.
- f. Conducts damage assessment.
- g. Provides EOC support.

9. WATER AND SEWER DEPARTMENTS:

- a. Determines water capacity and pumping capability; constructs lift stations and wastewater collection and treatment facilities.
- b. Provides its customers a safe and plentiful supply of domestic water.
- c. Maintains water pressure, particularly for firefighting purposes.
- d. Collects wastewater, treats it and disposes of it in a safe, healthful manner.
- e. Coordinates with the parish health unit on water testing.
- g. Provides emergency water service for vital public facilities.
- h. Provides or restores safe sewage disposal under emergency conditions.
- i. Provides advice and information on matters pertaining to hydrology, engineering, water quality control measures, and public water supply.
- j. Ensures that all equipment essential for emergency operations is in an immediate state of readiness.
- k. Conducts damage assessment of its facilities.
- l. Provides EOC support.
- m. Provides public information, when necessary.

10. UTILITIES (GAS AND ELECTRICITY):

- a. Operates and maintains power services.
- b. Ensures that all equipment essential for emergency operations is in a state of immediate readiness.
- c. Develops a priority list for restoration of power to vital facilities.
- d. Determines repair costs in terms of personnel and materials required.

- e. Restore service to affected areas as soon as possible.
- f. Provides EOC personnel during a disaster.

11. PARKS AND RECREATION DEPARTMENTS:

- a. Ensures that all equipment essential for emergency operations is in a state of readiness.
- b. Removes trees and other debris from parks, streets, storm drains, and other public property.
- c. Provides damage assessment of recreational property.

12. SCHOOLS:

- a. Provides for the protection of school children during school hours.
- b. Provides facilities for sheltering evacuees as requested by EOC or Red Cross.
- c. Provides necessary support and coordinates the operations of school shelters, which are, staffed by voluntary services personnel.
- d. Provides personnel for school facilities and food supplies, if available.
- e. Provides for the health and sanitation of people in school shelters.
- f. Installs and maintains effective warning/alert systems for each school.
- g. Provides buses for transportation and evacuation.

13. AMERICAN RED CROSS:

- a. Through agreement provides emergency services (food, clothing, shelter, etc.).
- b. Mobilizes volunteers to assist in rescue and recovery operations.
- c. Assists in the coordination of voluntary agencies and relief groups.
- d. Receives supplemental personnel and materials from other volunteer service agencies such as the Salvation Army, Seventh Day Adventist, and Louisiana Baptist Convention.
- e. Provides medical services such as blood drives and first aid during disasters.
- f. Assists the public welfare agencies through counseling and financial aid.
- g. Provides EOC support, when necessary.

14. SALVATION ARMY:

- a. Provides shelter and shelter support to other voluntary service agencies.
- b. Provides field canteens and food supplies to emergency shelters.
- c. Offers counseling services to disaster victims.
- d. Provides EOC support, when necessary.

15. HEALTH AND HUMAN RESOURCES:

- a. Assumes primary operational control for health related emergencies such as pollution's, contaminations, diseases, and epidemics.
- b. Coordinates with local hospitals and health care facilities.
- c. Coordinates all counseling and relief assistance.
- d. Provides medical and public health support to evacuees, especially those in emergency shelters.
- e. Provides medical counseling public health advisors and vital statistics.
- f. Tests and ensures a safe supply of food and beverages.
- g. Develops emergency health and sanitation standards at temporary shelters.
- h. Provides insect and rodent control.
- i. Assists low income residents in repairing their homes.
- j. Assists in providing transportation of elderly to shelters when evacuation is required.
- k. Provides food, clothing, and other essentials to low income and elderly victims of a disaster.
- l. Provides EOC support, when necessary.
- m. Provides radiological monitoring support.

16. AIRPORT AUTHORITIES:

- a. Operates the Allen Airport during normal and emergency situations.
- b. Control all emergency flights related to disasters.
- c. Ensures that all emergency equipment is in a state of readiness.
- d. Removes debris in and around the airport.

17. TRANSIT AUTHORITY:

- a. Coordinates the use of transit vehicles for evacuation or other emergency needs.
- b. Identifies local transportation resources and arranges for their use in emergencies.
- c. Coordinates the development of plan for providing transportation for handicapped.
- d. Coordinates the organization of pool of drivers, vehicle maintenance personnel, and parts and tools for use in emergencies.
- e. Coordinates the use of personnel and equipment to assist other agencies.

18. PARISH LEGAL DEPARTMENTS:

- a. Prepares and/or recommends legislation to implement emergency powers which may be required during an emergency.
- b. Advises local officials regarding emergency powers and necessary procedures for invocation of measures to: establish rationing of critical resources, set curfews, restrict or deny access, specify routes of egress, limit or restrict the use of water or utilities, use of publicly or privately owned resources without payment to the owner, and removal of debris from publicly or privately owned property.
- c. Advises local officials and department heads on record keeping requirements and other documentation.
- d. Provides for legal advice concerning matters relating to disaster recovery as specified in federal and state laws and local ordinances.
- e. Provides EOC support to render immediate legal advice during extended emergencies or disasters.

19. PLANNING AGENCIES:

- a. Coordinates parish/regional-planning efforts with emergency management planning.
- b. Provides essential data bases for emergency evacuation, shelter planning, etc.
- c. Serves as plotters during EOC operations.

20. BUILDING/CODE INSPECTION:

- a. Enforce building codes.
- b. Identifies unsafe buildings, orders demolition or repairs as necessary.
- c. Checks shelters for structural capabilities.
- d. Issues building permits and temporary housing permits.
- e. Assists Public Works in preparing damage assessment reports.

21. AGRICULTURAL EXTENSION SERVICE, FORESTRY SERVICE, AND SOIL CONSERVATION SERVICE:

- a. Provides liaison with the rural population.
- b. Provides information on agriculture, forestry problems.
- c. Assist law enforcement and fire service personnel.
- d. Assist in search and rescue operation.
- e. Conducts damage assessment of rural property and agricultural commodities.

22. MILITARY FORCES:

- a. Communication and warning support.
- b. Radiological operations support.
- c. Law enforcement operations support.
- d. Fire control assistance.
- e. Traffic control.
- f. Medical services.
- g. Emergency shelter and food supplies.
- h. Debris clearance.
- i. EOC support.

23. CIVIL AIR PATROL:

The Civil Air Patrol (CAP) maintains an organizational disaster plan in support of the Homeland Security and Emergency Preparedness Operations. The local CAP Commander will coordinate CAP operations with the EOC.

- a. The CAP will support the OHSEP Operations through the assignment of trained personnel to act as messengers, plotters, and provision of support communications on a mission basis.
- b. Air reconnaissance missions will be flown by qualified adult CAP personnel and under the control of the State OHSEP/CAP Plan.

24. GENERAL ASSIGNMENTS THAT APPLY TO ALL AGENCIES AND DEPARTMENTS:

- a. Develop a plan or set of standard operating procedures to be used during an emergency situation or major disaster.
- b. Initiates callback procedures for all off-duty personnel.

- c. Maintains all equipment in immediate state of readiness.
- d. Maintains in stock all items of equipment needed to perform its operations properly.
- e. Develops policies to lend surplus personnel and equipment to other departments, if requested, that will not adversely affect its operations capability.
- f. Designs procedures to safeguard its property and maintain and protect vital records.
- g. Documents all disaster-related personnel and equipment expenditures in accordance with federal and state regulations for the purpose of possible reimbursement.
- h. Assigns personnel to the EOC during exercises and disasters.
- i. Schedules personnel for OHSEP training programs.
- j. Participates in the emergency exercises and critiques.
- k. Provides damage assessments for facilities and equipment under its jurisdictions.

## **V. DIRECTION AND CONTROL**

### **A. AUTHORITY TO INITIATE ACTION**

- 1. It is provided in this plan:
  - a. Otherwise pertaining to all disasters related to administrative and operational tasks of the parish;
  - b. Is authorized by and promulgated under the authority contained by those Local, State, and Federal statutes listed herein;
  - c. Has the concurrence of the Louisiana Office of Homeland Security and Emergency Preparedness, and by that authority, the concurrence of all other branches of the State Government that operate under their direction and/or coordination under Public Law 93-288 and Louisiana Emergency Assistance and Disaster Act of 1993.
- 2. It is understood that all Parish Departments and agencies and boards of local government are an integral part of this plan.

### **B. COMMAND RESPONSIBILITY FOR SPECIFIC ACTIONS**

1. Priority Actions Taken by the Homeland Security and Emergency Preparedness Director or His Designated Representative:
  - a. Takes charge of measures to cope with the emergency.
  - b. Activates the EOC, alerts key staff and sets shifts for 24 hour coverage if needed.
  - c. If the situation warrants, issues orders for warning the public with instruction as to what to do and stay turned to specific radio and TV stations.
  - d. Notifies the Louisiana Office of Homeland Security and Emergency Preparedness (LOHSEP) and provides the following information: (1) type of disaster, (2) time disaster occurred or threatens to occur, (3) actions already taken, (4) areas and number of people involved, (5) estimate of loss of life and extent of damage, (6) type and amount of assistance required.
  - e. Mobilizes emergency services in relation to the disaster.
  - f. Alerts voluntary agencies (Red Cross, Salvation Army, etc.) and utilizes volunteers where needed.
  - g. Briefs EOC staff on emergency situation based on field reports and develops strategy for coping with disaster.
  - h. Seeks additional information on threatened or actual emergency situation projects magnitude and possible side effects (i.e. power failure, gas or oil line rupture, water or sewer line breaks, or accidental release of toxic chemical or other hazardous materials).
  - i. Designated Incident Commander to be in charge of all operations at the disaster scene.
  - j. If the situation warrants, the chief executive with concurrence of the legislative body may declare a state of emergency.
  - k. Mobilizes additional local personnel and other resources to supplement emergency services.
  - l. Obtains periodic field reports from the command post and oversees the EOC activities.
  - m. Continues the Liaison and coordination with other political jurisdictions through mutual aid loans of personnel, equipment, and supplies.
  - n. When situation indicates, there should be a return to normal routine.

**C. EMERGENCY OPERATING CENTER (S) (EOC)<sup>2</sup>**

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Allen Parish Emergency Management assumes direction and control activities will occur from the primary EOC located in the Allen Parish Sheriff's Office Department of Corrections 7340 Highway 26 West Oberlin, Louisiana. The EOC Communications Center has been provided with adequate communications facilities operating on those radio frequencies essential to continuing communications for direction and control in the event of an emergency/disaster.

Each municipality will establish a local Emergency Operations Center as under the Area Management Plan and advise the Parish EOC of the location and communications equipment.

## **VI. CONTINUITY OF GOVERNMENT**

Effective comprehensive emergency management operations depend upon two (2) important factors to insure continuity in government from the highest to the lowest level; (1) Lines of succession for officials/agency and Department 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. Secretary of State
- c. Attorney General
- d. Treasurer
- e. Presiding Officer of the State
- f. 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. Each of the governmental jurisdictions in Allen Parish has established their own policies on lines of succession during times of emergency. Below is the order for each particular jurisdiction.

- a. Allen Parish Police Jury President  
(1) Police Jury Vice President
- b. The lines of succession in the Allen OHSEP would be the Allen Parish Sheriff and appointed Director of Homeland Security.

- c. The lines of succession of each governmental department are determined according to standard operating procedures adopted by that department.

## **B. RELOCATION OF GOVERNMENT**

Allen Parish provides for the relocation of the center of City/Parish government to the Emergency Operating Center (EOC), located in the Allen Parish Sheriff's Office Department of Corrections 7340 Hwy 26 West Oberlin LA.

## **C. PRESERVATION OF RECORDS**

### **1. State Level**

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

### **2. Local Level - Parish**

It is the responsibility of elected officials to ensure that all legal documents of both a public and private nature recorded by the designated official, (i.e., city clerk, parish secretary, clerk of court, tax assessor, tax collector) be protected and preserved in accordance with applicable Parish and Municipal laws.

**NOTE:** The above includes only those recorded and related records with the Secretary of State, Parish Clerk of Court, City Clerk of Court, Tax Assessor, or Tax Collector. OHSEP Administrative type records are addressed in "Administration and Logistics" in the following section.

## **VII. ADMINISTRATION AND LOGISTICS**

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

1. Allen Parish Police Jury has entered into mutual aid agreements with other Parishes in Southwest Louisiana to share resources during emergencies. Such assistance may take the form of equipment, supplies, personnel or other available capabilities. Coordination of requests for such mutual assistance shall be coordinated by the Allen Parish Office of Homeland Security and Emergency Preparedness. Copies of written agreements are on file at the EOC.

2. Industrial Mutual Aid Agreements

The Parish and each of its communities, industry and OHSEP are members of the Southwest Louisiana Mutual Aid Association. Membership includes all emergency forces within the Parish - Law Enforcement, Fire, Utility, Hospitals, Ambulances, Industry, Red Cross, etc.

### **B. EMERGENCY PURCHASING**

The Police Jury President, or his designee, of the affected jurisdiction has the authority to order any emergency purchases and/or authorize the contracting of any emergency

services which might be required. Since there is no provision in the City/Parish budgets to deal with a large emergency which might occur to tax limited resources, 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 State OHSEP rests with the Allen Parish Office of Homeland Security and Emergency Preparedness Director.
2. Records of expenditures and obligations in emergency operations will be submitted to the Parish OHSEP and maintained by that agency.
3. Narrative and log-type records of all response actions to all emergencies will be maintained. Copies of logs maintained by local OHSEP will be submitted to the Parish as soon as possible following an emergency/disaster.

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

The Allen Parish EOC is the primary site for all emergency operations.

Facilities include:

- Two-way radio facilities
- Feeding Facilities
- Office space and operations room
- Essential maps, display boards, etc.

#### **E. RELIEF ASSISTANCE**

In the event of a disaster, Allen Parish OHSEP coordinates and supports the responsible agencies.

#### **F. CONSUMER PROTECTION**

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

#### **G. NONDISCRIMINATION**

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, 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 State of Louisiana Insurance Commissioner. A representative of the American Insurance

Association is usually dispatched to a disaster area to assist in claim problems, generally they will be located at the FEMA Disaster Center when established within the area.

**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 possible or practicable, to those organizations, firms, and individuals residing in or doing business in the affected area.

**K. PRESERVATION OF HISTORICAL PROPERTIES**

In the event of a disaster involving known historic properties in Allen Parish, the Homeland Security and Emergency Preparedness Agency will request the assistance of the Allen Parish Historic Society to identify said historic properties within the designated disaster area for public assistance purposes.

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

The Allen Parish Office of Homeland Security and Emergency Preparedness has overall responsibility for emergency planning on a parish wide basis, coordination of resources, including requests for assistance from the State Office of Homeland Security and Emergency Preparedness, and provision of direction of disaster operations.

- A. This Basic Emergency Operations Plan provides guidance and direction for the conduct of emergency/disaster planning and operations on a parish wide basis.
  - 1. Directors appointed by the various political subdivisions of the Parish are responsible within their jurisdiction for the development and creation of agency and departmental emergency plans as set forth approval and adoption by the political subdivisions, they will become a part of the overall Emergency Operation Plan.
  - 2. The Director, Allen Parish Office of Homeland Security and Emergency Preparedness, will provide planning assistance and guidance as required and necessary to assure compatibility of plans.
- B. All agencies and departments of both the Parish and Municipal Governments are responsible for the development and maintenance of Operating Guidelines for their services.
- C. Directors of supporting agencies/organizations with an assignment or responsibility under this plan, have the responsibility for maintaining internal plans, SOG's, and resource data to ensure prompt and effective response to disaster.

- D. To be effective, the contents of this Plan must be known and understood by all those who are responsible for its implementation. The Parish Director will brief the Chief Executives, Police Jury and City Council(s) agency and department Directors and/or Supervisors concerning their roles in emergency management and in this Plan in particular.
- E. The Director, Allen Parish Office of Homeland Security and Emergency Preparedness, in coordination with the appointed Directors of the various political subdivisions will maintain and update this Plan as required. The Parish Director will ensure an annual review and/or revise effort as necessary.
- F. This Plan will be executed upon the order of the Police Jury President of Allen Parish Jury, Mayor, or by the Parish Homeland Security and Emergency Preparedness Coordinator, acting under their authority.
- G. This Plan applies to all Parish and Municipal departments, agencies, boards, commissions, or organizations assigned emergency responsibilities there under.
- H. This Plan may be activated by the Director for training purposes and exercises to assure a readiness posture.
- I. This Plan shall 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 Staffing responsibilities.

## **IX. AUTHORITIES AND REFERENCE**

### **A. LEGAL AUTHORITY**

- 1. Federal
  - a. Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended.
  - b. Flood Disaster Protection Act of 1973, Public Law 93-234.
  - c. Title III of SARA, Public Law 99-499, dated October 17, 1986.
  - d. Other executive orders and acts pertaining to disaster enacted or to be enacted.
- 2. State of Louisiana
  - a. Louisiana Emergency Assistance and Disaster Act of 1993.
  - b. State Executive Order Number EWE93-22 dated August 9, 1993
  - c. Other State executive orders and acts pertaining to disasters enacted or to be enacted.
- 3. Parish of Allen
  - a. Allen Parish Emergency Operations Plan.
  - b. Mutual Aid Agreements between Parishes, dated February 16, 1984.

4. Municipalities
  - a. Allen Parish Preparedness Plan for Emergency Operations, revised August 2013.
  - b. And any other which may apply now or in the future.
5. Volunteer, Quasi-Governmental
  - a. Act 58- 4, 1905, American National Red Cross Statement of Understanding 12/30/85
  - b. Salvation Army Chapter, May 12, 1974
  - c. Mennonite Disaster Service, FDAA 1974.
  - d. Public Law 93-288
  - e. Statements of Understanding between the State of Louisiana and the agencies above.

## **B. REFERENCES**

Disaster Recovery Manual Louisiana Military Department, April1, 1995

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

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

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

Allen Parish Hazard Analysis

## **X. DEFINITIONS**

### 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 LA Office of Emergency Preparedness.

## APPLICANT

A state agency, local government, or private nonprofit facility submitting a project application or request for direct federal assistance under the Disaster Act or on whose behalf the Governor's authorized representative takes such action.

## CONGREGATE CARE FACILITIES

Public or private buildings in the reception areas that may be used to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person.

## DIRECTION AND CONTROL (D&C)

The control group in the EOC during the emergency operations consists of the Chief Executive (Mayor, Parish President, 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.

## 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 attack. 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 circumstance as to require response by all levels of government - federal, state, and local.

## DISASTER ASSISTANCE CENTER

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's organizations, and certain representatives of the private sector.

## 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.

## 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 peril or disaster, or other natural emergency as provided by the Emergency Alert System Plan.

## EMERGENCY OPERATION CENTER (EOC)

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

#### EMERGENCY OPERATIONS PLAN (EOP)

A brief, clear, and concise document which describes action to be taken and provides instruction 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 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.

#### 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.

#### 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.

#### 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.

#### FEMA

Federal Emergency Management Agency

#### 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 Officer (SCO) to assume effective implementation of assistance programs. The FCO is located in the Disaster Field Office.

#### FEDERAL-STATE AGREEMENT (FEMA-STATE AGREEMENT)

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

#### FLOODPLAIN

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

#### FLOODWAY

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

#### 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 the 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.

#### GOVERNOR

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

#### 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.

#### GRANT COORDINATING OFFICER (GCO)

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

#### HAZARD AREA

Areas designed 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.

#### 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.

#### HAZARDOUS MATERIAL

Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economical crops, or property when released into the environment. There are four traditional classes: chemical, biological, radiological, and explosive. However, the U.S. Department of Transportation lists fifteen different classes.

#### IFG

Individual Family Grant

#### 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.

#### INTEGRATED EMERGENCY MANAGEMENT SYSTEM (IEMS)

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

#### LOUISIANA SHELTER TASK FORCE

A task force made up of state, local, and volunteer agencies to design a plan for sheltering the population of the state of Louisiana.

#### LOCAL GOVERNMENT (POLITICAL SUBDIVISION)

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

#### 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.

#### 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.

#### RESOURCES

Personnel, raw or basic materials, finished goods and products, services, and facilities

#### RESOURCE LIST

A list which contains all resources (equipment, personnel, supplies, etc.) in the parish which can be used by emergency services in response to local disasters/emergencies.

#### 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.

#### SHELTER EXPEDIENT

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

#### SHELTER FALLOUT

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

#### SHELTER MANAGER

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

#### SLOSH (MODEL)

Sea, Lake, and Overland Surge from a Hurricane

#### STATE

State of Louisiana

#### 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.

#### STATE EMERGENCY OPERATIONS CENTER

That 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.

#### 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.

#### STANDARD OPERATING GUIDELINES

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

#### STAGING AREA (SA)

A pre-selected 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 evacuation/hazard and reception jurisdiction.

#### 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.

#### 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 a 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.

#### 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.

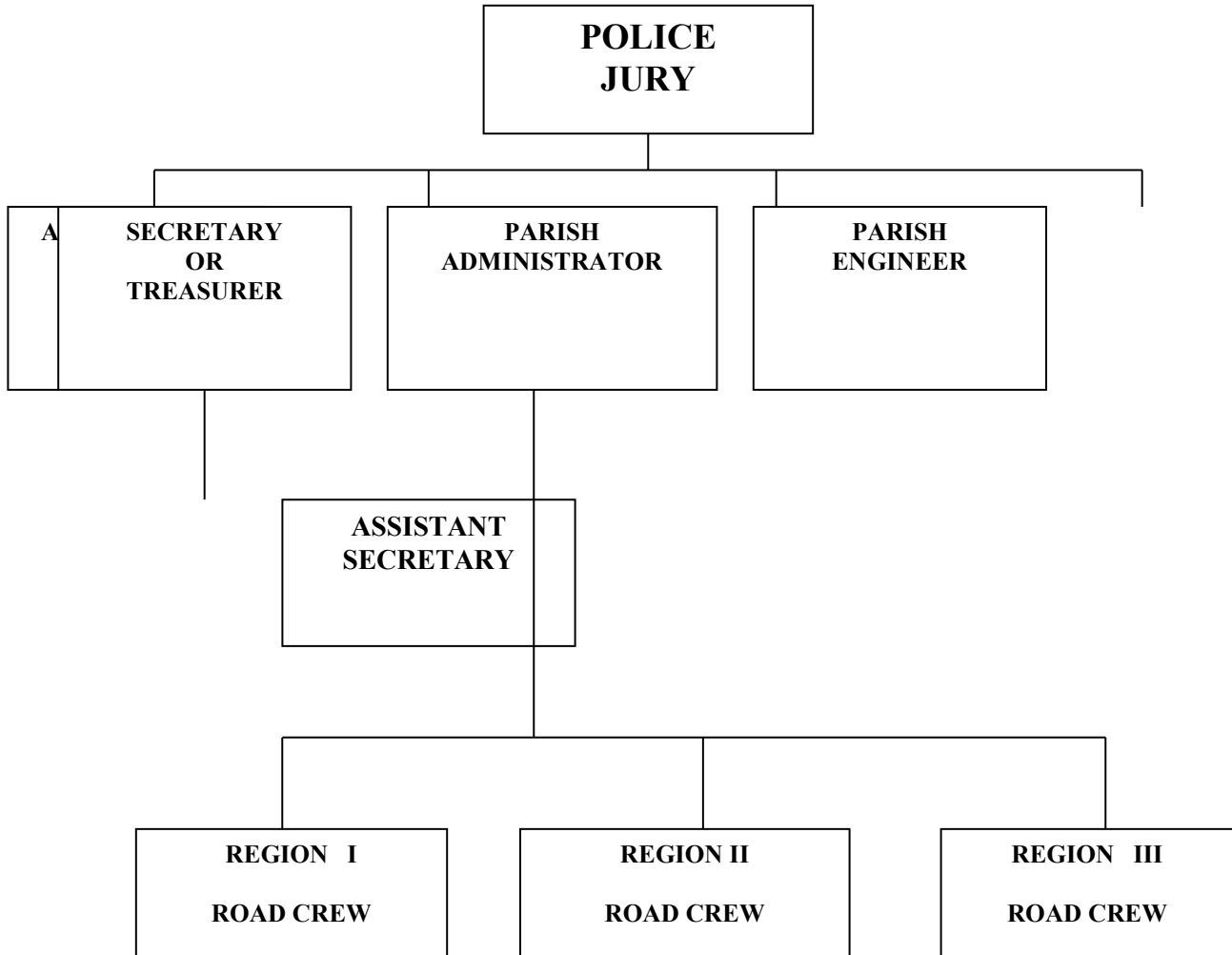
#### WORKER, KEY

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.

### **BASIC PLAN**

### **APPENDIX 1**

**ORGANIZATIONAL CHART**



**BASIC PLAN**

**APPENDIX 2**

**LINES OF SUCCESSION**

**I. PARISH GOVERNMENT**

**A. Police Jury**

1. President
2. Vice President

**B. Emergency Preparedness Agency**

1. Sheriff
2. Director of Homeland Security.

**C. Sheriff's Department**

1. Sheriff
2. Chief Deputy

**D. School Board**

1. Superintendent of Schools
2. President of School Board

**II. MUNICIPALITIES**

**A. Mayor's Office**

1. Mayor
2. Mayor Pro-Tem

**B. Police Department**

1. Chief of Police
2. Assistant Chief

**C. Fire Department**

1. Fire Chief
2. Assistant Fire Chief

**BASIC PLAN**

**APPENDIX 3**

**KEY WORKERS**

- I. Emergency services and the continued operation of vital facilities dictate 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. Busses 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 areas.

**BASIC PLAN****APPENDIX 4****KEY FACILITIES**

OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS ALLEN PARISH CORRECTIONAL FACILITY OBERLIN, LA	OBERLIN CITY HALL 6 <sup>TH</sup> AVENUE OBERLIN, LA
OAKDALE CITY HALL 333 E 6 <sup>TH</sup> AVENUE OAKDALE, LA 70663	KINDER CITY HALL  KINDER, LA 70669
OAKDALE COMMUNITY HOSPITAL 130 NORTH HOSPITAL DRIVE OAKDALE, LA	ALLEN PARISH POLICE JURY OFFICE 602 COURT STREET OBERLIN, LA
KINDER NURSING HOME 13938 HIGHWAY 165 KINDER, LA	ALLEN PARISH HOSPITAL 108 6 <sup>TH</sup> AVE. KINDER, LA
ST. FRANCIS NURSING HOME 417 INDUSTRIAL PARK DRIVE OBERLIN, LA	
FEDERAL DETENTION CENTER 2105 EAST WHATLEY ROAD OAKDALE, LA	
	Other Locations to be Added

**Allen Parish Plan Annexes.**

ANNEX A : DIRECTION AND CONTROL  
ANNEX B : COMMUNICATIONS  
ANNEX C : WARNING  
ANNEX D : EVACUATION  
ANNEX E : SHELTER  
ANNEX F : RADIOLOGICAL PROTECTION  
ANNEX G : LAW ENFORCEMENT  
ANNEX H : HAZARDOUS MATERIAL  
ANNEX I : FIRE SERVICES  
ANNEX J : SEARCH AND RESCUE  
ANNEX K : DAMAGE ASSESSMENT  
ANNEX L : RESOURCE MANAGEMENT  
ANNEX M : EMERGENCY PUBLIC WELFARE  
ANNEX N : PUBLIC INFORMATION AND EDUCATION  
ANNEX O : HEALTH AND MEDICAL  
ANNEX P : TRAINING EDUCATION  
ANNEX R : PUBLIC WORKS / PUBLIC UTILITIES  
ANNEX T : TERRORIST INCIDENT PROGRAM  
ANNEX U : MASS FATALITIES  
ANNEX V : PETS AND ANIMALS

ANNEX W: DEBRI MANAGEMENT

## **DIRECTION AND CONTROL**

### **EMERGENCY OPERATING CENTER**

#### **I. PURPOSE**

- A. To provide key departments and agency heads an Emergency Operations Center (EOC) where they can assemble during emergency situations to coordinate disaster response and recovery.
- B. To provide procedures to accomplish the responsibilities assigned in the basic plan.

#### **II. SITUATION AND ASSUMPTIONS**

##### **A. SITUATION**

In order to provide the most effective response to an emergency, all efforts are coordinated through a central office. The Allen Emergency Operations Center is located in the Allen Parish Sheriff's Office Department of Corrections, 7340 Hwy 26 West Oberlin, Communications equipment enable emergency workers to contact all local departments as well as state and federal emergency management agencies.<sup>3</sup> In addition there are direct land lines and radio circuits to state and federal disaster control centers for attack warning and post-attack recovery operations. The EOC has emergency equipment necessary to conduct independent operations should commercial power, water, etc. fail.

##### **B. ASSUMPTIONS**

- 1. Most major emergencies are handled routinely at the field level by emergency services agencies of Allen Parish utilizing established procedures set forth in their standard operating plans.
- 2. In most major emergency situations many management activities can be conducted at the EOC, thereby allowing field forces to concentrate on essential on-scene tasks.
- 3. In most large scale disaster situations, centralized direction and control in the EOC is the most effective approach to management of emergency operations.
- 4. The basic operating concept is the INCIDENT COMMAND SYSTEM<sup>4</sup> of emergency control.

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

##### **A. GENERAL**

The Emergency Operating Center is the PRIMARY site for the direction and control of emergency operations for all agencies in Allen Parish with emergency duties. The Allen Parish Homeland Security and Emergency Preparedness Agency assumes the responsibility of coordinating all emergency functions and responses to assure that proper action is taken and that all resources and

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<sup>3</sup> Annex B: Communications

<sup>4</sup> Incident Command System, Fire Protection Publications, Oklahoma State University, October 1983



personnel are utilized to their fullest potential and that essential government services are maintained as much as possible.

## **B. PHASES OF EMERGENCY MANAGEMENT**

### **1. Mitigation**

- a. Allen Parish has an Emergency Operating Center which can be activated promptly and is capable of operating on a continuous 24-hour basis. Maintaining the operational readiness of the primary and alternate EOCs is the responsibility of the Homeland Security and Emergency Preparedness Director.
- b. Allen Parish has an alternate Emergency Operating Center which is activated should relocation of the primary Emergency Operating Center be required, and will then serve as the site for primary direction and control.
- c. The Homeland Security and Emergency Preparedness Agency 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 Emergency Operating Center or field command have been identified and procedures have been development to activate same. These organizations will also identify alternate operations sites that can be used, if needed.
- e. Needed resources to sustain the activated Emergency Operating Center 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.

### **2. Preparedness**

- a. The Homeland Security and Emergency Preparedness Agency develops and maintains the Parish's Emergency Operations Plan with its annexes and appendices along the operational procedures for Emergency Operating Center activation and staff duties.
- b. The Emergency Operating Center has appropriate space and comfort for operation, furnishings and equipment and an adequate stock of administrative supplies.
- c. The Emergency Operating Center 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.
- d. Adequate food and water can be obtained for the assigned staff of the Emergency Operating Center.

- e. A preventive maintenance program is adhered to for all equipment, fixed or mobile, and regularly scheduled testing of same is done on a weekly basis.
- f. The Control Room will serve as the Message Center during all emergencies. Incoming emergency information and reports are checked for accuracy and authenticity before response capability is assessed.
- g. Public information<sup>5</sup> and educational information is released by the Public Information Officer who is the Allen Parish Sherriff.
- h. The degree of activation of the Emergency Operating Center and its assigned staff is categorized into emergency action levels.

### 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.
- c. Emergency Operating Center staff and other emergency personnel are alerted either by pager, telephone or radio. The call-down list is kept in the EOC Control Room.
- d. Briefing sessions are held for all Emergency Operating Center personnel, the Police Jury President and his administrative staff.
- e. Communications equipment is tested with field representatives.
- f. Mayors and Police Chiefs of municipalities within Allen Parish are briefed on the situation as conditions warrant.
- g. Outside support agencies who may have to lend assistance are contacted.
- h. Initial contact is made with the public through the media if conditions warrant.
- i. The standard operating procedures for a particular type emergency are followed through using a previously proposed checklist for the determined emergency.
- j. All operations are coordinated through the Emergency Operating Center.

### 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, including the collection and reporting of appropriate data, is organized by damage assessment officer.

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<sup>5</sup> Annex N: Public Information

- d. Emergency Operating Center and field personnel are phased down to begin deactivation.
- e. Emergency Operating Center is brought back to its pre-emergency conditions along with the needed equipment and supplies.

#### **C. EMERGENCY OPERATIONS CENTER FACILITY**

The Allen Parish Emergency Operations Center has the capability to receive federal and state weather warnings on a 24 hour basis. The Allen Parish communications District (E-911) would notify the director if warnings come through during and after normal working hours.<sup>6</sup> If appropriate, the director would call in other staff members and volunteers and activate the EOC. The EOC staff will take action to notify and mobilize the appropriate departments described in the plan and annexes. Emergency operations vary substantially in speed of onset and in their potential for escalation to disaster proportions. The extent to which the EOC is activated and when it assumes command of emergency operations depends upon the type of emergency situation, its potential for escalation, its geographical extent, weather conditions, available manpower and equipment.

#### **D. EMERGENCY OPERATIONS CENTER COORDINATION**

The OHSEP Director is responsible for the implementation of this annex. He will advise the chief elected officials of EOC operations and resources available to aid in controlling the situation. He will serve as a liaison between other area jurisdictions and state and federal agencies. He will coordinate operations within the EOC, conduct staff briefing, and brief the sheriff on the release of public information via the news media.

While the EOC is being activated, emergency services personnel will establish a field command post and develop communications capability with the EOC. The Incident Commander and EOC Director will work closely together, monitor the situation, and call in specialized personnel and equipment when necessary.

#### **E. CONTINUITY OF OPERATIONS**

During an emergency the EOC is staffed 24 hours a day with 2 or 3 shifts and is capable of being operated continuously for the duration of the incident. Each position within the EOC has a line of succession of three persons.

Shift changes will occur every 8 to 12 hours depending on the situation and the numbers of persons available for EOC duty.

#### **F. COMMUNICATIONS**

Communications will be maintained between the EOC and the Field Command Post through mobile telephone, mobile radio and amateur radio short wave equipment. In the EOC, communications equipment include special telephones, individual radios that tie in with all major local departments, portable radios, short wave equipment, and specialized radios that directly link state and federal agencies. Ham radio operators will use their equipment to communicate with the various agencies, especially during power failures.

#### **G. INTER-JURISDICTIONAL RELATIONSHIPS**

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<sup>6</sup> Annex C: Warning

The OHSEP area of responsibility encompasses all of Allen Parish. If a disaster occurs and when a government exhausts its resources, it can call on surrounding governments for help through mutual aid agreements. If the local governments cannot handle the situation, state resources will be utilized, then federal resources, if needed.

#### **H. CONTINUITY OF GOVERNMENT**

An alternate site for each agency needing relocation is listed in that agency's Standard Operating Procedures (SOP), maintained by the director/staff member who is custodian of the SOP.

### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

The responsibilities of each individual assigned to the EOC are kept on file in the EOC.

### **V. DIRECTION AND CONTROL ORGANIZATION**

The Allen Direction and Control Organization has 4 basic groups: Policy, Coordination, Operations, and Communications. The ultimate authority for emergency management is vested in the President of the Police Jury

- A. The POLICY GROUP<sup>7</sup> exercises broad control over emergency operations, offers guidance on matters of basic policy and provides official information and instruction to the public.

The COORDINATION GROUP analyzes all available information, develops and refines a joint response and recovery strategy; plans the deployment of field units to ensure the availability of sufficient manpower and equipment to deal with the situation at particular locations; and makes certain that the operating forces of various departments work together in a mutually supportive way.

- C. The OPERATIONS GROUP implements the strategy and plans of the Coordination Group. It communicates with field forces and keeps a record of their status; it issues instructions to particular units and keeps track of their progress in carrying out the instructions.

- D. The COMMUNICATIONS GROUP is responsible for providing communications between the EOC and Field Command Post and linking all local, state, and federal emergency agencies. This group maintains an efficient message flow within the EOC.

### **VI. CONTINUITY OF GOVERNMENT**

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<sup>7</sup> Same as "Executive Council or Executive Group"

See Basic Plan

## **VII     ADMINISTRATION AND LOGISTICS**

### **A.     EMERGENCY OPERATIONS CENTER**

The EOC is the center of emergency operations during a disaster with communications personnel on hand 24 hours a day to receive and pass on messages to all departments throughout Allen Parish. The building is owned and maintained by the Allen Parish Sherriff.

#### **1.       On-Scene Command Post**

Depending upon the type of emergency, it may become necessary for the Homeland Security and Emergency Preparedness Agency to establish an On-scene Command Post or be part of one already established by the agency in charge of the incident. The "Incident Commander" is responsible for on-scene management.

### **B.     SECURITY**

The Allen Parish Sheriff's Department will provide security by stationing an officer for each shift at the entrance to the EOC. All persons will be required to sign in and will be given an identification badge to be worn in the EOC at all times. Upon leaving they will sign out and return their badge to the security officer.

### **C.     MEDIA**

Media personnel will be asked to remain in the lobby. Scheduled news conferences will be held in the conference room at regular intervals. Media representatives will be escorted into the EOC in small groups by the Public Information Officer.

### **D.     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 Emergency Operating Center staff are recorded in chronological order. Each staff member is responsible for maintaining a log of his activities. Sheets are periodically copied by the PIO for informational and record keeping purposes.

#### **3.       Incident Report**

Summary of event in condensed form

#### **4.       Field Status Report**

Conditions being reported from the field.

Disaster Notification, Disaster Documentation and Presidential Disaster Declaration.

Federal forms needed for Disaster assistance.

5. Security Log

A record of all persons entering and exiting the Emergency Operations Center.

6. Allen Parish Declaration

7. Other

A multitude of inter-parish forms are used depending on the type of emergency. Such forms are not included in this annex.

## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

This annex is the responsibility of the Allen Office of Homeland Security and Emergency Preparedness. It is coordinated throughout the numerous parish and city agencies. All departments with emergency management responsibilities must make provisions in their annexes or standard operating procedures to support direction and control operations as described in this annex and its appendices.

## **IX. AUTHORITIES AND REFERENCES**

### **A. AUTHORITIES**

See Basic Plan.

### **B. REFERENCES**

Federal Emergency Management Agency, CPG 1-8, Guide for Development of State and Local Emergency Operations Plans, Washington, D.C., September 1990.

Federal Emergency Management Agency, CPG 1-20, Emergency Operating Centers Handbook, Washington, D.C. 1984

## **X DEFINITION OF TERMS**

Emergency Operations Center (EOC) - The protected site from which civil government officials exercise direction and control during an emergency.

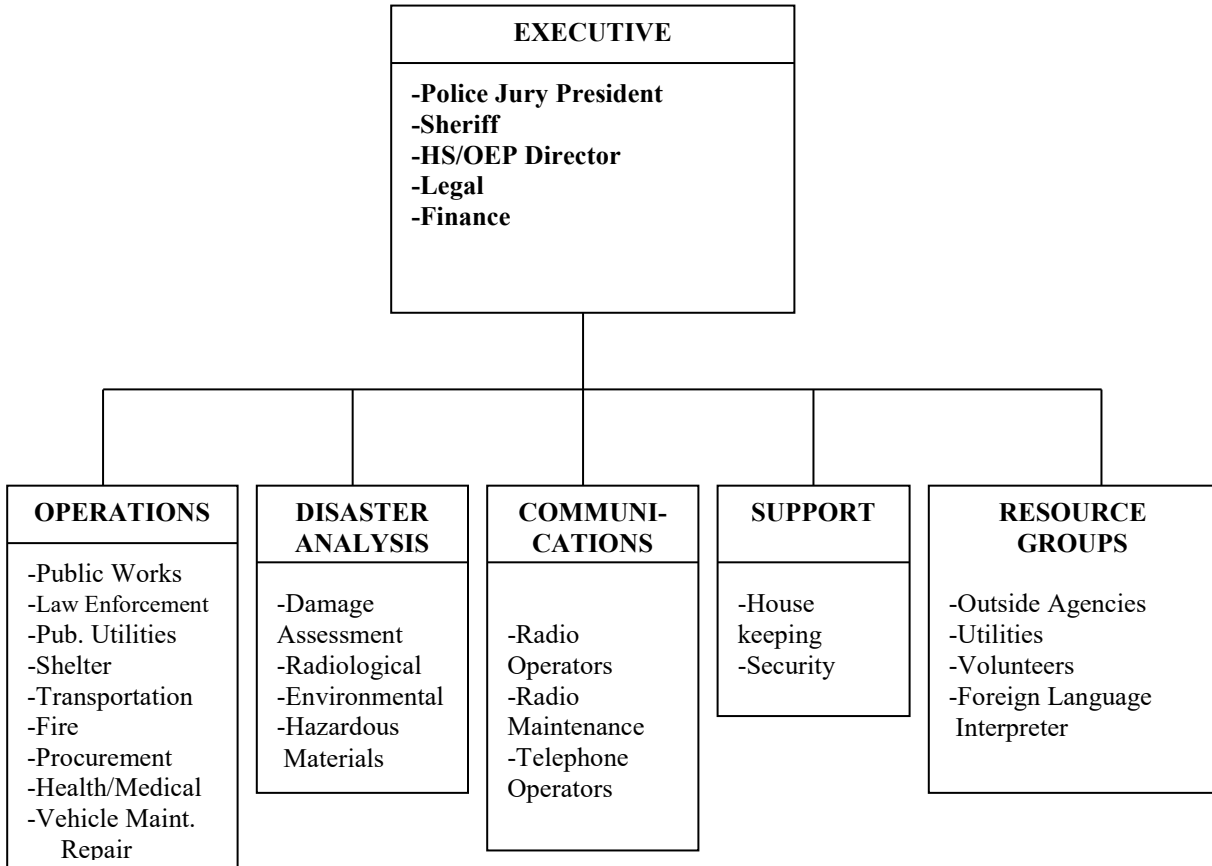
## **IX. APPENDICES**

APPENDIX 1. Direction & Control Organizational Chart

- APPENDIX 2. EOC Activation Checklist
- APPENDIX 3. Initial Disaster Report
- APPENDIX 4. Message Handling Procedures
- APPENDIX 5. EOC Message Log
- APPENDIX 6. EOC Message Form
- APPENDIX 7. Situation Report
- APPENDIX 8. EOC Security Log
- APPENDIX 9. Area Management Plan

**ORGANIZATIONAL CHART**

**ALLEN PARISH EMERGENCY MANAGEMENT AGENCY**



CERTIFIED BY: \_\_\_\_\_

Emergency Management Coordinator

APPROVED BY: \_\_\_\_\_

President, Allen Parish Police Jury



**EOC ACTIVATION CHECKLIST**

- \_\_\_\_\_ Notify first shift assignees, as required.
- \_\_\_\_\_ Assign security to EOC entrance.
- \_\_\_\_\_ Check all warning and communication equipment.
- \_\_\_\_\_ Brief personnel on situation.
- \_\_\_\_\_ Review operating procedures.
- \_\_\_\_\_ Initiate increased readiness plans.
- \_\_\_\_\_ Notify LA Office of Homeland Security and Emergency Preparedness.
- \_\_\_\_\_ Issue appropriate warnings.
- \_\_\_\_\_ Issue appropriate public information.

**INITIAL DISASTER REPORT**

1. WHAT HAPPENED: \_\_\_\_\_
2. WHEN IT HAPPENED: \_\_\_\_\_
3. WHERE IT HAPPENED: \_\_\_\_\_
4. EXTENT OF DAMAGE OR LOSS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. BEST ESTIMATE OF INJURED: \_\_\_\_\_  
HOMELESS: \_\_\_\_\_  
FATALITIES: \_\_\_\_\_
6. TYPE AND EXTENT OF ASSISTANCE IF REQUIRED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. ADDITIONAL REMARKS PERTINENT TO SITUATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **EOC MESSAGE HANDLING PROCEDURES**

### **Message arrives in Communications Room:**

#### **RADIO OPERATOR:**

1. Records message
2. Enters into radio log
3. Forwards to Message Coordinator

#### **MESSAGE COORDINATOR:**

1. Determines appropriate operations position
2. Assigns priority
3. Enters into communications log (see appendix 8)
4. Forwards to position
5. Notifies plotter of significant events

### **Message arrives at Operations Position:**

#### **OPERATIONS POSITION:**

1. Records message
2. Enters into log
3. Determines capability to respond
4. Forwards if unable to respond
5. Notifies Message Coordinator
6. Forward to Message Coordinator

#### **MESSAGE COORDINATOR:**

1. Completes log  
Forwards to plotter and file

## EOC MESSAGE LOG

DATE: \_\_\_\_\_

POSITION #: \_\_\_\_\_

MESSAGE  
NUMBER:

TIME IN:

MESSAGE:

ACTION  
TAKEN:

FORWARD TO  
WHOM:

TIME  
OUT:

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**ANNEX A  
APPENDIX 6**

**EOC MESSAGE FORM**

Position-Message No. \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

REPORTED BY: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PHONE/RADIO: \_\_\_\_\_

MESSAGE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ LOG [       ]

MESSAGE COORDINATOR

FORWARDED TO: \_\_\_\_\_

PRIORITY [   ]      LOG [   ]      PLOTTED [   ]

OPERATIONS

ACTION              TAKEN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMPLETE [   ]      LOG [   ]

RADIO MESSAGE ON BACK [   ]

MESSAGE COORDINATOR [   ]

PLOTTER [   ]

]

## **SITUATION REPORT**

### **(Content and Format, Standard Daily Situation Report)**

TO: Louisiana Office of Homeland Security and Emergency Preparedness EOC

FROM: Allen Parish Office of Homeland Security and Emergency Preparedness

DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

#### **1. TYPE OF EMERGENCY**

- A. Identify the type of emergency, by name if it is due to a tropical storm or hurricane.
- B. Describe where it happened, when it happened, or if it is likely to happen.

#### **2. DAMAGE**

- A. Casualties: Number of dead and injured and location(s) of these.
- B. Type and extent of property damage, especially as this directly affects people (e.g. major highways, bridges, rail routes, airports, deep water ports, or military facilities).

#### **3. STATE AND LOCAL ACTIONS**

- A. Major Civil Defense actions, such as dissemination of warning, activation and use of EOC's, coordinating rescue operations, management of evacuation, arranging for needed emergency supplies, working with mass media to get official information to the people.
- B. Requests for assistance from state and/or federal civil agencies.
- C. Military support requests and whether actions are to be performed by National Guard or Federal Active Duty Forces (make clear whether such requests are anticipated or actually have been made).

#### **4. FEDERAL ACTIONS**

- A. Participation by FEMA Regional Staff members to assist the affected localities.
- B. Use of FEMA supported resources, such as NAWAS and other communications nets, local EOC's funded by FEMA, stockpiled engineering equipment, packaged disaster hospitals, surplus or excess property utilized, radio stations able to remain on air because of FEMA provided emergency generators, on-site assistance elements brought to bear in the emergency, etc.

#### **5. MILITARY ACTION**

A. State National Guard or Federal Active Duty Forces involved, described in terms of number of troops and type of equipment committed, and the mission(s).

B. Actions by Army Corps of Engineers

**6. OTHER FEDERAL AGENCIES**

List actions by other Federal Government Civil Agencies in support of operations.

**7. ORGANIZED VOLUNTEER ACTIONS**

Identify American Red Cross and other volunteer agency participation in emergency actions, and describe major actions they have taken.

**8. OTHER**

## ANNEX A

### APPENDIX 8

## EOC SECURITY LOG

NAME: AGENCY: TIME IN: IDENTIFICATION NUMBER: TIME OUT:

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## **ALLEN PARISH AREA COMMAND PLAN**

### **PURPOSE**

The purpose of this plan is to provide a rapid response to emergencies and disasters, by assigning responsibilities, tasks and actions to provide for the safety and welfare for the citizens of Allen Parish, in the Preparedness, Mitigation, Response and Recovery phase of any emergency. By assigning an area break down and a line of reporting for responders to follow that will support our mission to save lives, prevent injury and protect property, as well as support parish protective responses during emergencies and disasters,

### **SITUATION**

Allen Parish has 6 functioning Fire Protection Districts, a city fire dept (Oakdale) and a Town Department (Elizabeth).

These Fire Protection Districts are established to provide protection to the general population, with the primary concern being that of fire.

During any major emergency or disaster occurring within the area of responsibility of the Fire or Police Department, the Fire Chief shall be the Incident Commander and share responsibility with Sheriff and or Police Chief under Unified Command for the area he serves.

The Unified Command of each area will take immediate and appropriate action to determine, direct, mobilize and coordinate resources as needed, to save lives, relieve human suffering, sustain survivors and protect property.

Each area Unified Command reports all relevant information, additional equipment and resources needed to the Parish Area Command situated at the Parish Emergency Operation Center.

This allows Allen Parish Office of Homeland Security the means to coordinate and rapidly assist the population of Allen Parish through a division of more manageable segments of the Parish for Emergency Preparedness Operations.

This Plan is based on the concept that the initial response for any emergency will be to the maximum extent possible, by the organized forces of Allen Parish

## COMMAND AND CONTROL

To standardize the Allen Parish Emergency Response Command and Control Procedures for Area Management within Allen Parish, Unified Command will be responsible for the following areas and incidents including but not limited to natural disasters.

- Hurricanes
- Tornadoes
- Storms
- Floods
- High Winds
- Fires Structural, Forest and Farm land.
- Hazardous Materials Incidents
- Nuclear Incidents
- Oil Spills
- Explosions
- Search and Rescue

## CONCEPT OF OPERATIONS

1. On receipt of any call for a threatened or potential emergency disaster as outlined in the enclosed definitions, or under the areas outlined under command and control, the Fire Chief / Police Chief/ Sherriff, or his next in charge is notified through the normal established dispatching system.
2. Any response to the emergency or threatened potential emergency, will be the responsibility of that department.
3. A Unified Command when established has the responsibility to report any situation that extends beyond the control and coordination of the activities being conducted to mitigate the incident. Area Command is the Allen Parish Office of Homeland Security.
4. Notification to other services for assistance must be made through the Parish Communications Center.
5. The Allen Parish Office of Homeland Security will coordinate all activities as outlined in the Parish All Hazard Emergency Operations Plan.

6. Notification to the Parish Office of Homeland Security must be made as soon as practicable, in relationship to the incident, if it extends beyond the area of control of that Unified Command.
7. For all other Incidents as outlined being handled by the Unified Command that does not extend beyond the area of that agencies jurisdiction a report can be made to the Office of Homeland Security as soon as practical after the safe resolution of the incident, as the conditions dictate.
8. The Parish Office of Homeland Security will then ensure that a compiled situation report is forwarded to the Police Jury, Sherriff and Parish Mayors, detailing information on the condition of the Parish of the situation, The Parish Public Information Officer will be the Sherriff who will make all press releases to the general public so that they can better informed with information that deals with the facts.
9. Any Incident or Disaster in which the need to activate the All Parish Plan for Allen Parish occurs, then the notification to the Parish Office of Homeland Security needs to be immediate.
10. Each Unified Command has the responsibility to establish a working relationship with other services within the area of their jurisdiction.
11. Any disaster or emergency relating to Area Management in which a crime has been or is being committed, or is under criminal investigation, it is important that all parties involved refrain from releasing any premature information that may compromise the investigation or pending legal action.
12. Allen Parish Homeland Security has adopted and supports the National Emergency Medical Response System, all emergency incidents or disaster situations in which medical response is needed or may be needed then this system will be activated by immediate notification to the First Responders servicing the area in which the call occurs and the area Ambulance Service.

Notification to the Parish Dispatching Services of the capabilities within each Fire District to handle this type of service must be made to assure they have an understanding of the capabilities of each District.

#### AUTHORITIES AND REFERENCES

As approved by the Allen Parish Police Jury.

Louisiana Emergency Assistance and Disaster Act of 1993.

## DEFINITIONS

### **Disaster means:**

The result of a natural or manmade event, which causes loss of life, injury and property damage. Including but not limited to natural disasters such as hurricanes, tornadoes, storm, flood, high winds, and other weather related events, forest fires, and made disasters, including but not limited to nuclear power plant incidents, hazardous materials incidents, oil spills, explosions, civil disturbances, public calamity, hostile military action and other events related thereto.

### **Emergency means;**

The actual or threatened condition which has been or may be created by a disaster or any natural or manmade event which results in an interruption in the delivery of utility services, to any consumer of such services and which affects the safety, health, or welfare of a Louisiana resident or any instance in which a utility property is damaged and such damage creates a dangerous condition to the public.

### **Non-Criminal: (Consequential Management)**

Primary concerns are with response and recovery activities, such as lifesaving, search and rescue, mass fatality recovery operations and restoration of damaged facilities.

### **Criminal: (Crisis Management)**

Primary concerns are law enforcement activities, including but not limited to prevention of and apprehension, while serving and protecting the people of Allen parish.

**It will be seen that these two areas of management heavily overlap and the unique challenge is now to develop our strategies accordingly.**

## **COMMUNICATIONS**

### **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 Allen Parish. The total communications system is discussed in detail and procedures for its use are outlined below.

### **II. SITUATION AND ASSUMPTIONS**

#### **A. SITUATION**

The Allen Parish Emergency Communications Center is located in the E-911 facility. The console is manned 24 hours per day by emergency dispatcher personnel and makes initial notifications during emergencies. Situations that escalate to the extent that the EOC in the Parish Government Building is activated will have the communications function shared between the two agencies depending on manpower and equipment capabilities.

Operational communications will be maintained by the various agencies having response duties (i.e. Police, Fire, etc.).

#### **B. ASSUMPTIONS**

It is assumed that some communications system will survive and/or withstand the effects of the disaster. This annex will provide general 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 Allen Parish. Properly coordinated, these facilities provide for effective and efficient response activities.

#### **B. PHASES OF MANAGEMENT**

1. Mitigation

- a. An adequate communications system has been developed and plans for improvement have been formulated.
  - b. Auxiliary power is available for all communications networks.
  - c. Security has been provided for all radio equipment.
  - d. Back-up capabilities are provided for.
- 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 will be available during emergencies.
  - d. Training of radio personnel is done on an ongoing basis.
- 3. Response
  - a. When emergency operations are initiated, the duty E-911 operator or designated individual will complete the initial notification of personnel and agencies.
  - b. Each agency will notify their respective personnel. Warning procedures as identified in Annex C (Warning) will be initiated.
  - c. Law enforcement personnel will be utilized for alternate shelter communications.
- 4. Recovery
  - a. All activities in the emergency phase will continue until such times 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 Appendix 1.

##### **B. RESPONSIBILITIES**

- 1. Communications Officer:

- a. Activating and operating the EOC Communications Center during an emergency.
- b. Enlisting communications support from local telecommunications groups.
- c. Maintain adequate telecommunications systems and manpower for effective communications support during an emergency.

2. Sheriff's Department

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

- a. Monitoring and operating assigned communications stations.
- b. Prompt relay of messages by entry into the EOC message log and completion of an EOC message form.

**V. DIRECTION AND CONTROL**

- A. The Sherriff, under direction of the Allen Parish Police Jury is the overall authority for the EOC and its Emergency Communications Center.
- B. The Communications Officer is under the supervision of the Chief Deputy, and is directly responsible for the activities and establishment of facilities in the 9-1-1 center.
- 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 used for brevity will be discontinued and normal speech will be used during transmission.

**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 EOC. A network diagram is found in Appendix 2. Radio frequencies and repeater locations are on file.

## **B. COMMUNICATIONS PROTECTION**

### **1. Radio**

#### **a. Electromagnetic Pulse**

One of the effects of a nuclear detonation that is particularly damaging to radio equipment is EMP. Plans call for the disconnection of radios from antennas and power sources when an Attack Warning is issued.

A portable radio unit will then be employed as a back-up to maintain limited communications with field groups. This procedure will be used until an All Clear is announced. Telephones will also be used while they are operable.

#### **b. Lightning**

Standard lightning protection is used including lightning arresters.

#### **c. Wind and Blast**

Damaged equipment can be quickly replaced with spare units kept in the 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 Services**

Telephone repair service is provided by Bell South and/or .

## **C. SECURITY**

Due to the vital role of communications during emergency operations, particularly for defense purposes, the OHSEP Director reserves the right to investigate the personnel background of any radio operator assigned to the EOC.

## **D. TRAINING**

Each organization assigning personnel to the EOC for communications purposes is responsible for making certain that those persons are familiar with the EOC's unique operating procedures. Additional training on OHSEP equipment and procedures will be provided by the Director or Communications Officer as necessary.



## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

The Communications Officer will be responsible for working with the OHSEP Director to maintain and improve this annex.

## **IX. AUTHORITY AND REFERENCES**

### **A. AUTHORITY**

See Basic Plan

### **B. REFERENCES**

FEMA, 1981, Disaster Operations, CPG 1-6, Washington, D.C.

FEMA, 1990 State & Local Emergency Operations Plans, CPG 1-8, Washington, D.C.

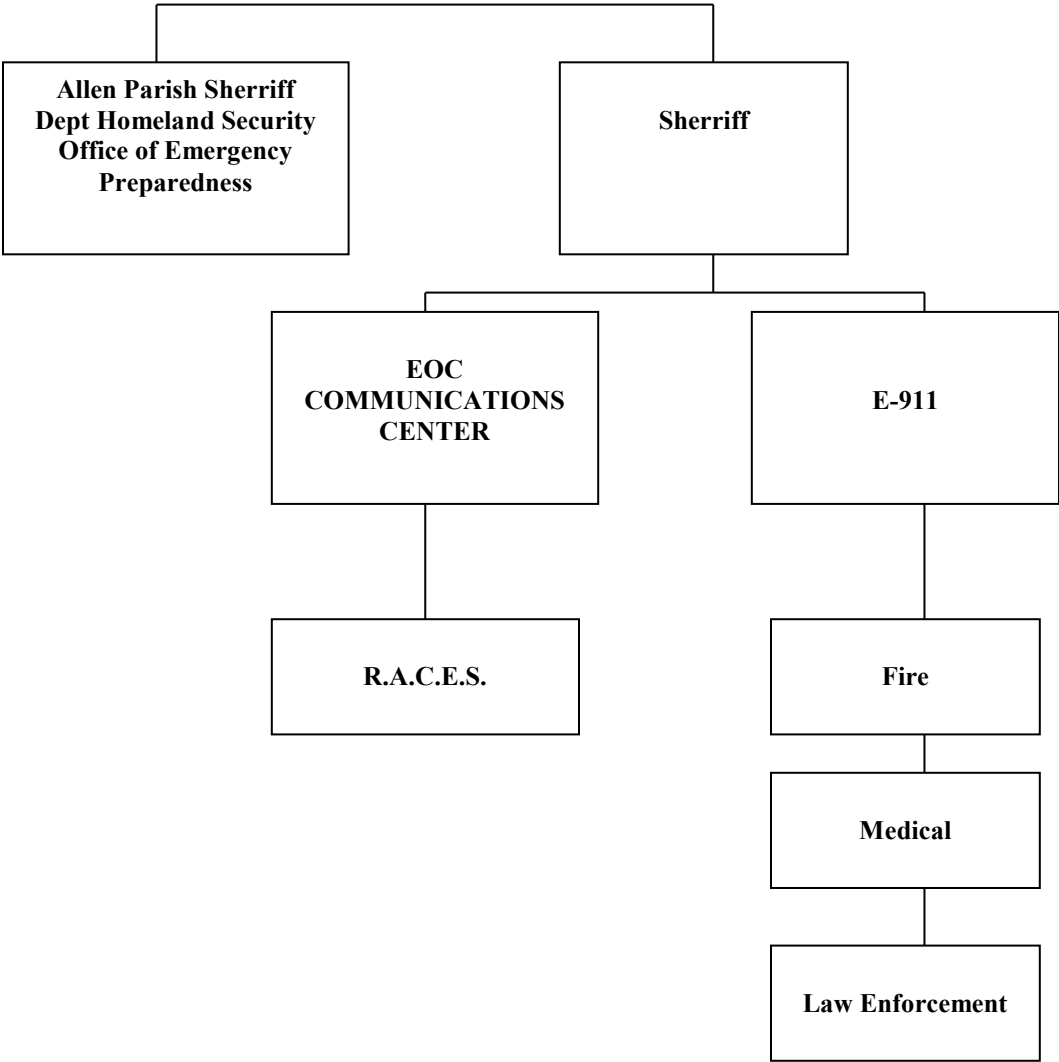
## **X. APPENDICES**

APPENDIX 1. Organizational Chart

APPENDIX 2. Initial Incident Flow Chart

**ANNEX B  
APPENDIX 1**

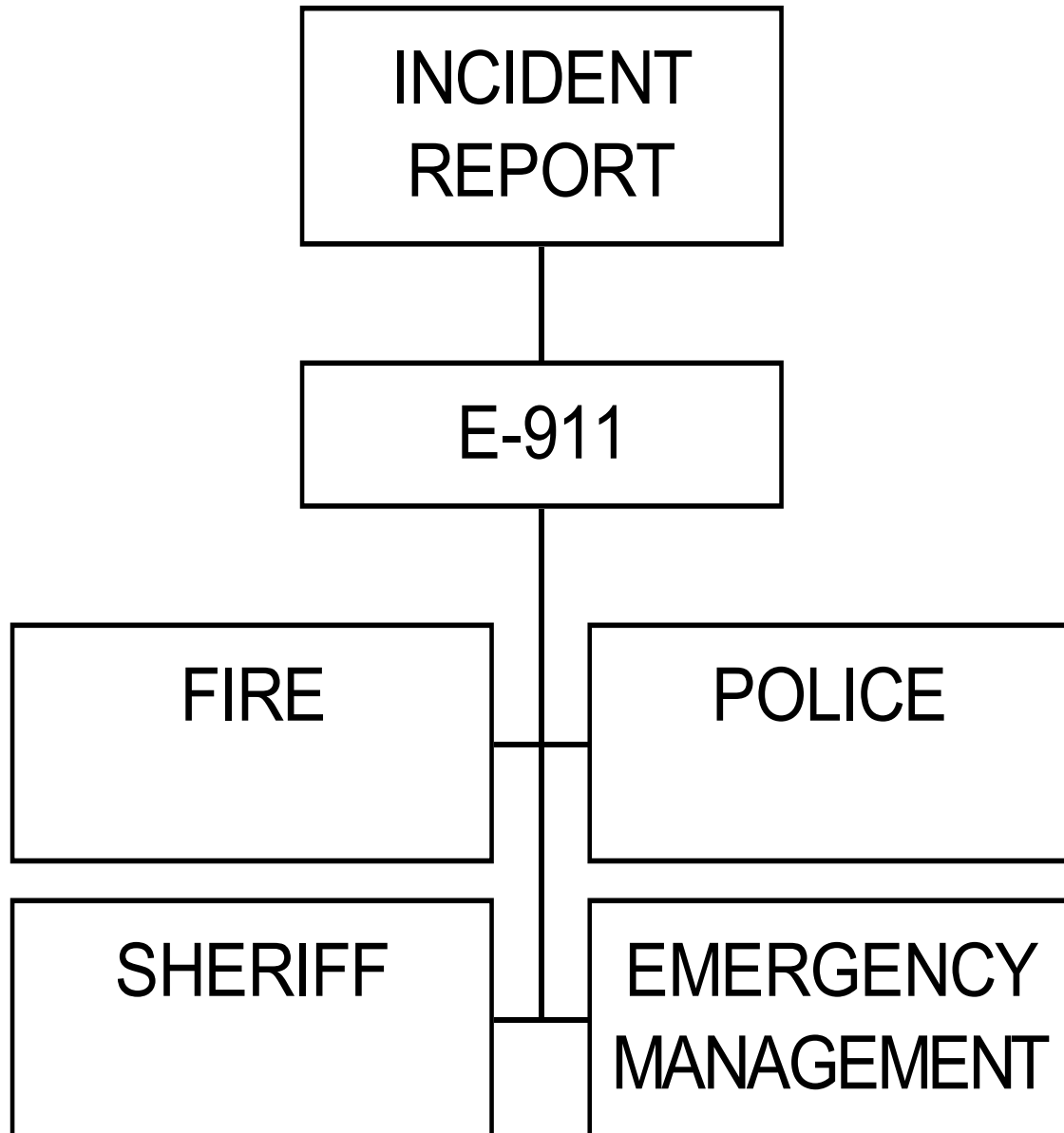
**COMMUNICATIONS  
ORGANIZATIONAL CHART**



**ANNEX B  
APPENDIX 2**

**FLOW CHART**

## INITIAL INCIDENT COMMUNICATIONS



## **WARNING**

### **I. PURPOSE**

To provide for the timely receipt and rapid dissemination of warnings to the public and key government officials in the event of an impending natural or technological disaster. To describe the various types of warning systems used locally, who activates them, their capabilities and the target groups for each system.

#### **A. SITUATION**

1. Residents of Allen Parish are often subjected to severe weather conditions, such as flash flooding, heavy rainfall, tornadoes and hurricanes 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**

Properly designed warning systems are the first line of defense in saving lives and reducing personal injury. It is assumed that most of the warning systems would survive and withstand the effects of a disaster. A warning period will precede most emergency situations, although the lead time will vary depending on the type of disaster. Through enabling the general public to know what actions to take, the emergency response agencies will be better able to perform their duties in the wake of a disaster.

Backup systems will be required to augment the electronic warnings and media information. Some people will ignore or not hear or understand the instructions. Others will not be able to leave their homes because of transportation or health problems. This will necessitate the use of mobile public address systems or even door-to-door contact in some situations.

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

#### **A. GENERAL**

The ultimate responsibility for developing and maintaining an effective warning system in Allen Parish rests with the local governments, coordinated through the OHSEP's Emergency Operations Center (EOC). An effective warning network for the area has been established which provides for efficient response activity. Below are the three categories which warnings are issued for:

1. Natural Hazards

Most natural hazards include weather related phenomena such as tornadoes, hail, wind, heavy rain, flash flooding, river flooding, extreme heat, prolonged cold, ice/snow storms, and drought. Earthquakes are also a possibility. Except for the latter, there is usually adequate warning time for these events.

2. Technological Disasters

Technological or man-made hazards include major fires, explosions, hazardous industry accidents, truck and train wrecks involving hazardous materials, airplane crashes, pipeline ruptures and utility failures. Most of these events occur with virtually no warning and may require immediate neighborhood evacuation.

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 EOC, is in use.
- b. A public awareness program regarding proper emergency information dissemination has been developed in conjunction with the CAER Group.

2. Preparedness (being developed)

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 Homeland Security and Emergency Preparedness (LaOHSEP) 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 including the Allen Parish Emergency Operations Center (EOC).

- b. The Communications Section of the E-911 office is on duty 24 hours a day, seven days a week. E-911 is responsible for forwarding warning or alert messages to the Homeland Security and Emergency Preparedness Director. The Assistant Director, Sheriff, or the Parish Administrator will be contacted when the Homeland Security and Emergency Preparedness Director cannot be reached.
- c. Warning and status information may also be received from the LaOHSEP headquarters via telephone or radio, from the U.S. Weather Bureau via telephone, Teletype, facsimile or other emergency services such as other law enforcement agencies, weather watchers, fire departments, radio stations (EAS), etc., via telephone or radio.

4. Recovery

The public will be informed of the "All Clear" condition when the crisis has passed. The "All Clear" will be communicated through all available warning systems.

**C. EXECUTION**

When a warning or information is received, the Homeland Security and Emergency Preparedness Director will notify key local officials, alert emergency personnel in response organizations, and notify the population by using all available warning systems.

1. FEDERAL GOVERNMENT

Once the federal government has determined that a national emergency exists, the entire OEP/Civil Defense network is notified through the National Warning System (NAWAS). The Federal Emergency Management Agency's Warning Officer interrupts all other communication traffic and issues the warning through NAWAS to the appropriate federal warning points. This information is then immediately disseminated to the state key warning points.

2. STATE GOVERNMENT

Upon receipt and acknowledgment of the warning, the operator at the state key warning pointed located in the LA Office of Homeland Security and Emergency Preparedness in Baton Rouge will clear the network of all traffic and broadcast the warning information to all state police district headquarters and other installations in the network including the Allen Office of Homeland Security and Emergency Preparedness and the National Weather Service Office in Lake Charles in accordance with established procedures. An alternate state key warning point is at Camp BEAUREGARD in Alexandria and would be utilized in the event that the primary warning point in Baton Rouge becomes inoperable. The operators at the state police headquarters will acknowledge the warning in established sequence and immediately disseminate the warning over the secondary warning network, alerting each of the parishes in their district.

3. LOCAL GOVERNMENT

- a. The E-911 Center, being a 24 hour operation, is the primary warning point for Allen Parish. The Allen Office of Homeland Security and Emergency Preparedness and Public Safety along with the National Weather Service are secondary warning points on the NAWAS system. Simultaneously, all three agencies will receive the warning from the Louisiana Office of Homeland Security and Emergency Preparedness. Allen OHSEP is staffed on a part time basis. If a warning is issued over NAWAS during non-working hours, the E-911 will notify the OHSEP Director who in turn will notify the staff. E-911 will also notify the police departments in the area, and the OEP Director will immediately notify the chief elected officials of the major political jurisdictions.
- b. The Emergency Alert System (EAS) will be activated and a designated official will broadcast the warning information via two-way radio or telephone to radio station KLCL, our primary warning station. KLCL will activate a warning tone and other local radio and television stations will be able to simultaneously pick up the message. Through the various cablevision systems, all programming will be interrupted and the warning message issued over all stations.
- c. For persons owning weather alert radios, they will be able to receive warnings 24 hours a day from the National Weather Service in Lake Charles. The local warnings cover incidents such as severe storms, tornadoes, flash flooding, nuclear attack, and transportation and industrial accidents requiring neighborhood evacuation.

#### **D. CONTINUITY OF WARNING OPERATIONS**

Once a warning is received via NAWAS, WS, or other source, the State Police and Allen OHSEP disseminate the data in an orderly manner. The State Police contacts other local police departments and the OHSEP staff contact personnel from all major area departments. Representatives from the different agencies and departments will respond to the EOC where they, along with trained volunteers, will work 12 hour shifts around the clock for the duration of emergency. All warning and communications systems will be utilized for as long as needed to keep the public well informed.

### **IV. ORGANIZATION AND RESPONSIBILITIES**

#### **A. ORGANIZATION**

- 1. The E-911 Director will supervise all activities in the Communications Center.
- 2. The Homeland Security and Emergency Preparedness Director 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.

## **E. RESPONSIBILITIES**

1. Homeland Security and Emergency Preparedness Agency 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 Police Jury President,
  - c. Educating the public regarding the use of the warning system,
  - d. Activating all warning systems,
  - e. Coordinating with Sheriff's Office and Fire Departments for door-to-door warning if necessary.
2. Law Enforcement is 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 Department is 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. Allen Parish Community Action Program  
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. Allen Parish Council on Aging  
Assists with public warning of the non-institutionalized disabled and elderly either by telephone or door-to-door.
6. Allen Parish 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 Allen Parish Homeland Security and Emergency Preparedness Agency, the media are responsible for disseminating warning messages to the general public 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 Emergency Operating Center. Once the network is activated, the responsibility for its continued operation belongs to the Emergency Preparedness Director. All warning activities will be coordinated through the EOC staff.

**B. EXISTING WARNING SYSTEM**

1. National Warning System (NAWAS)

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 Allen Parish is the Allen Parish EOC and the Louisiana State Police Troop D Headquarters.

2. 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. Radio station KLCL (1470 MHz) has been designated the area emergency broadcast station, based upon a contractual agreement between the local station and the Federal Communications Commission.

3. 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.

4. 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.

5. School Warning System

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

## **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. Telephone listing of emergency contact personnel are kept in Standard Operating Procedures file (SOP) in the EOC and are not included in this plan.
- B. All components of the warning system are tested by the agency having ownership. This is normally done weekly.
- C. The owners or operators of each warning system are responsible for maintaining and repairing their equipment.
- D. The Homeland Security and Emergency Preparedness Director 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. Additional training will be provided by the Homeland Security and Emergency Preparedness Director or Communications Officer.

## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

The Parish Communications Officer (Director of E-911 or his/her assistant) will be responsible for assisting the Homeland Security and Emergency Preparedness Director in the maintenance and improvement of this annex. He/She is also responsible for Standard Operating Procedures relating to this annex.

## **IX. AUTHORITIES AND REFERENCE**

See Basic Plan.

## **X. APPENDICES**

APPENDIX 1.           National Warning System

APPENDIX 2.           Warning Check List

## **WARNING SYSTEMS IN ALLEN PARISH**

### **1. NATIONAL WARNING SYSTEM (NAWAS)**

NAWAS is a nationwide dedicated telephone warning system. It operates on three levels - federal, state, and local. When an enemy attack is confirmed by the North American Air Defense (NORAD), a warning is disseminated to all warning points on the system. The three local warning points are the LA State Police Headquarters (Troop D) in OBERLIN, the National Weather Service Office, and the Allen Office of Homeland Security and Emergency Preparedness and Public Safety. The OHSEP Director and staff can be notified via paging on a 24 hour basis in the event of a NAWAS activation at night, weekends, or holidays. Arrangements have also been made for the E-911 office to call the OHSEP Director at home after normal working hours if a warning is issued. If a NAWAS warning is received during normal working hours, the OHSEP staff will contact the local officials and other key agencies and departments. Procedures for the use of the NAWAS circuit are outlined in the NAWAS Operation Manual which includes the commencement and termination of attack warnings, activation of the Emergency Broadcast System (EBS), dissemination of accidental missile launch warnings and procedures for NAWAS use in peacetime emergencies.

### **2. NATIONAL WEATHER SERVICE (NWS)**

The National Weather Service Office in OBERLIN issues weather information and warnings on a 24 hour basis. This information is provided to the public through exclusive cablevision channels<sup>8</sup>, weather band radio frequencies, and weather alert radios. The NWS issues watches and warnings for severe thunderstorms, tornadoes, winter precipitation, and floods. During emergency situations, the NWS issues severe weather warnings over the NAWAS line.

### **3. SKYWARN**

Project SKYWARN is a national program designed to place trained personnel in the field to spot and track tornadoes. These spotters are trained by the NWS in severe weather meteorology and how to report to the proper officials. Most of the local SKYWARN volunteers are amateur radio operators and law enforcement personnel. During periods of severe weather, they are dispatched to their assigned areas and report back to the EOC. Confirmed tornado sightings are then relayed to the NWS which disseminates the appropriate warning.

### **4. WEATHER ALERT RADIOS**

Local weather information and warnings are broadcast 24 hours a day by the NWS at 162.40 MHz. Two types of radios are available to receive this data. The first is a large multi-channel radio that has a special weather band. The second is the single function small weather alert radio that can only receive weather information and warnings.

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<sup>8</sup> Planned implementation by 1993

For the utmost in personal protection, OHSEP recommends that every household, business, school, hospital, nursing home, and governmental agency purchase and use the portable weather alert radio. When the radio is left on the silent mode, weather bulletins will activate a tone or siren. The weather instructions will stay on until manually switched off. The NWS will also broadcast other types of warnings over this radio such as hazardous materials accidents, major fires, and explosions which may require immediate evacuation. The weather warning system is tested each Wednesday morning unless the weather is inclement. The signal can be picked up in a 40 mile radius around the LAKE CHARLES Regional Airport, covering virtually the entire parish area.

## **5. SCHOOL WARNING SYSTEM**

All public and private schools in Allen Parish are recommended to have weather alert radios that are monitored constantly during school hours. In addition to weather alerts, information pertaining to hazardous materials accidents, fires, explosions, etc. could be announced over these radios and evacuation procedures implemented, if necessary.

## **6. PRINT MEDIA**

When time is sufficient, warnings and emergency information are provided in great detail in local newspapers. Copy material has been prepared for specific emergencies and can be put into print very rapidly when the need arises.

## **7. VEHICLE SIRENS AND PUBLIC ADDRESS SYSTEMS**

During emergencies and when neighborhoods need to be evacuated quickly, police and fire department vehicles equipped with sirens and public address systems can move from street to street warning residents and workers to leave the area immediately. This type of warning would be effective for small areas, but could not be used for large scale or city wide evacuations.

## **8. TWO WAY RADIO**

The EOC possesses a variety of two way radios connected to each emergency department and agency in Allen Parish. Communications can be on an individual basis to each agency, or through dynamic reprogramming, information can be broadcast to almost every agency and department simultaneously. This capability enables the dissemination of vital information quickly to all emergency services throughout the parish.

## **9. DOOR-TO-DOOR WARNING**

At critical times, especially late at night, the only way to warn persons to evacuate a neighborhood is through door-to-door contact by emergency services personnel and volunteers. This method is also used during the day in neighborhoods where low income and elderly persons reside. Many of these residents do not have private transportation or are physically unable to leave their homes. If evacuation is required, buses and volunteer escorts will be used to move these persons to a safe environment.

## **10. NEIGHBOR OR BUDDY SYSTEM**

Perhaps the cheapest and most effective way to pass warnings along is by contacting friends, relatives and neighbors by phone or in person after a warning is issued. Once alerted to the danger, the residents can take the necessary precautions or evacuate the area, after tuning into the media for instructions.

## **11. RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES)**

RACES is a nationwide organization of amateur radio operators who provide supplemental warning and communications during period of local, regional, or national emergencies. RACES is an essential link to help warn people about disasters. RACES personnel provide emergency communications to and between various response agencies, the EOC, and the Command Post at the disaster scene. During national emergencies, RACES operators are the only amateur radio operators permitted on the air. They are assigned specific frequencies within authorized bands, as directed by emergency management officials.

## **WARNING CHECKLIST**

This Checklist was developed for Crisis Relocation but can be adapted for any emergency.

### **I. NORMAL READINESS**

1. Homeland Security and Emergency Preparedness Director (or Warning Officer) reviews and updates the warning provisions of the local Emergency Operations Plan.
2. Determine if any additional warning measures, equipment, or planning will be necessary to furnish warning to the expanded population.
3. Coordinate with local stations (radio or TV)
4. Test warning system periodically

### **II. INCREASED READINESS**

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

### **III. RELOCATION PERIOD**

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

#### IV. **ATTACK PERIOD**<sup>9</sup>

The operator on duty at E-911 Office will take the following actions on receipt of an attack warning/detection of an actual attack:

1. Acknowledge receipt of attack warning to sender
2. Immediately notify Parish Emergency Manager

OR

1. Notify the EBS station and those cities that can access the Siren System.
2. 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.
3. On receipt of termination of attack warning, notify the Homeland Security and Emergency Preparedness Director.

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<sup>9</sup> Refer to Local Emergency Operations Plan



## **EVACUATION**

### **I. PURPOSE**

This annex provides the guidelines and direction for the orderly and coordinated evacuation of the population of Allen 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. SITUATION AND ASSUMPTION**

#### **A. SITUATION**

There are several emergency situations which might require an evacuation of part or all of Allen Parish. Small-scale, localized 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 or nuclear attack.

#### **B. ASSUMPTIONS**

It is assumed that the public will both receive and understand official information related to evacuation. The public will act in its own interest and most persons will leave dangerous areas promptly when advised to do so by local government authorities. For those who refuse to leave, local authorities may order and implement mandatory evacuation.

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

#### **A. GENERAL**

Evacuation is the movement of people from a place of danger to a relatively safe environment. Evacuation is sometimes the only means of protecting people for the effects of some disasters.

There are several factors which must be considered when planning for an evacuation. These include the type of hazard, the magnitude, the intensity, and the possibility of escalation that may encompass a much larger area than the initial emergency zone. These factors will determine the number of people to be evacuated and the geographical areas

to abandon and to relocate the population. The warning systems<sup>10</sup> must be quickly activated to clear the area as rapidly as possible.

Transportation routes, capacities, and their vulnerability to the hazard must be considered. Traffic flows will be controlled by law enforcement to move cars rapidly out of the evacuation zone. Public transit, school buses, and social services vans will be utilized to remove persons without cars. Mutual aid consideration must be made in large scale evacuations. It is possible that some or all of the evacuees will have to be taken to another political jurisdiction for reception and care facilities. This can best be accomplished with coordination of the Direction and Control Organization operating in the activated EOC.

1. **The ultimate responsibility for ordering an evacuation rests with the President of the Police Jury 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 Homeland Security and Emergency Preparedness Director and shall come through the Public Information Officer at the Emergency Operating Center. **The Sheriff's Department has primary responsibility for supervising the evacuation of the Parish.**
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. Reentry into the hazard area;
  - g. Dealing with potential impediments for evacuation;
  - h. The relocation of essential resources to the reception area.
4. Pre-determined, detailed plans for specific hazards will be used when these emergencies occur. Appropriate annexes and SOP's will be used to coordinate the operation.

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<sup>10</sup> Annex C

5. Should a neighboring parish experience a major disaster requiring evacuation of its residents, Allen Parish might be called upon to act as a reception center for evacuees.

## **B. EMERGENCY ACTION LEVELS**

Emergencies will be dealt with in a sequence described in the Basic Plan<sup>11</sup>. Evacuation will take place when an incident reaches the appropriate action level.

## **C. PHASES OF EMERGENCY MANAGEMENT**

### **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., handicap, 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**

Following evacuation plan when ordered, including:

- a. Issue warning to the public.
- b. Initiate evacuation orders when necessary.
- c. Deploy police and military personnel for traffic flow and perimeter control.
- d. Evacuate persons unable to drive using public/private buses.

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<sup>11</sup> Paragraph III-B

- e. Use the media to direct information to the public about the emergency.
  - f. Deploy police and military personnel for protecting the evacuated areas.
  - g. Designate and open shelters for evacuees if necessary.
- 4 Recovery
- a. Remove debris, clean up disaster area.
  - b. Restore utilities, transportation systems, and make temporary repairs on buildings that can be reoccupied.
  - c. Assist evacuees in returning to their homes.
  - d. Provide public information on services available to affected persons.
  - e. Assist in the establishment of **Disaster Assistance Centers**<sup>12</sup> if needed.

#### IV. ORGANIZATION AND RESPONSIBILITIES

##### A. ORGANIZATION

Jurisdictional and organizational relationships in evacuation operations vary depending on the scale of movement. In most instances, evacuation would be confined to one political subdivision, with the exception of nuclear attack and the possibly major flooding and large scale hazardous material accidents. The local emergency management organization is described in section IV of the basic plan.

##### B. RESPONSIBILITIES

This section pertains to general evacuation operations. In situations involving evacuation of a number of people sufficient to cause mobilization of the emergency management organization, the following tasks will be implemented to the extent permitted by time and circumstance.

##### C. TASK ASSIGNMENTS

- 1. OHSEP Executive Council
  - a. Issues evacuation orders during a major emergency.
  - b. Develops evacuation routes during a major emergency.
  - c. Provides warnings and public information concerning the event.
  - d. Works with the Red Cross in establishing shelters and coordinates the relocation of evacuees into other jurisdictions, as required.

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<sup>12</sup> Disaster Assistance Centers are operated and manned by State and FEMA personnel.

- e. Establishes Disaster Assistance Centers (DAC) if needed.
- 2. OHSEP Director
  - a. Obtains information on the characteristics of the disaster.
  - b. Obtains full information on evacuation operations initiated by first responders.
  - c. Assembles an analysis team to support the coordination group in the EOC.
  - d. Obtains meteorological and other relevant data and coordinates environmental monitoring activities.
  - e. Prepares recommendations on the area to be evacuated and continues to monitor the situation and recommend changes as indicated.
- 3. Law Enforcement
  - a. Provides the lead role in evacuation.
  - b. Conducts warnings and evacuation orders in danger zones.
  - c. Sets up traffic control points around the perimeter to divert traffic and hasten evacuation.
  - d. In addition to normal duties, enforces special disaster legislation such as curfews, forced evacuations, looting, etc.
  - e. Checks persons returning to the area after the emergency is over.
- 4. School Boards
  - a. Provides buses for transportation of evacuees.
  - b. Opens schools for shelters and provides food stocks for feeding evacuees.
- 5. American Red Cross
  - a. Coordinates the provision of shelter, food, clothing, medical treatment, counseling, financial aid, and a variety of social services to the evacuees. (See Annex E - Shelter).
  - b. Other relief agencies such as Salvation Army, Seventh Day Adventist, Office of Family Services, etc. will assist Red Cross and OHSEP throughout the duration of the disaster.

## **V. DIRECTION AND CONTROL**

**A. GENERAL**

Direction and control of evacuation operations will be carried out by the jurisdiction in which the disaster site is located. If more than one government is involved, coordination of the evacuation operations will occur through the OHSEP Executive Council, which has overall authority for this action. All direction and control activities will originate in the EOC during period of activation.

**B. WAR-RELATED EMERGENCY**

The federal government has designated the majority of Allen Parish as a risk area<sup>13</sup> for an enemy attack. The parish could be subjected to fallout from a nuclear attack, making it advisable for people to leave their homes and seek public fallout shelter.

**C. FLOODING**

During period of prolonged, heavy rain, the local drainage system may become overloaded, flooding adjacent low lying neighborhoods. Warnings will be provided to the public in accordance with Annex C - Warning. If the flooding is minimal, law enforcement agencies will handle evacuation. In the event of major flooding, the EOC will be activated and evacuations will become the responsibility of the OHSEP Executive Council.

**D. HAZARDOUS MATERIALS INCIDENTS**

In the absence of superseding information, an area within a 2000 feet radius of the incident site should be immediately evacuated by law enforcement officers once a state of emergency has been declared by the on-scene commander. The evacuation routes and staging areas for the evacuees will be determined by the incident commander with advice and assistance of other senior emergency services officials. Once a 2000 foot radius area from the incident site has been evacuated, law enforcement personnel will prepared to evacuate additional areas, if required. The necessity for additional evacuation will be determined by the on-scene commander, on advice from the Fire Officer in charge of the forward command post.

**E. LOCALIZED EVACUATION**

All small scale evacuations will be conducted by the jurisdiction involved. The OHSEP Director should be notified **AS-SOON-AS-POSSIBLE** through the EOC, E-911 or any other means available. Fire Department personnel will have the primary responsibility for on-scene control. Should evacuees be relocated to another jurisdiction, the OHSEP Executive Council will appoint one or more representatives to act as liaison between the two governments. The evacuees will be subject to the laws of the host area for the duration of their stay.

**F. MOVEMENT CONTROL**

The Allen Parish Sheriff's Department is the primary action agency for large scale evacuation.

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<sup>13</sup> FEMA-196, Sept. 90

The following applies:

1. Access to primary evacuation routes will be controlled at all municipalities by the local police assisted by the Sheriff's Department and Auxiliaries.
2. Access to primary evacuation routes from unincorporated areas will be controlled by the Sheriff's Department and Auxiliaries.
3. Primary evacuation routes will be under the direction and control of the Louisiana State Police, task assignment will be by Troop D, supported by other Troops as necessary.

## **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 the Direction and Control Annex<sup>14</sup>. 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**

### **A. LEGAL AUTHORITY**

State Constitution, Article 6, Section 11.

## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

It is the responsibility of the Homeland Security and Emergency Preparedness Director to insure the evacuation capabilities. The Emergency Preparedness Agency will coordinate the planning of all operations related to evacuation. Standard Operating Procedures for evacuation will be maintained by the Homeland Security and Emergency Preparedness Director.

## **IX. AUTHORITY AND REFERENCES**

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<sup>14</sup> Annex A

**A. AUTHORITY**

See Basic Plan

**B. REFERENCES**

1. State of LA Disaster Preparedness Plan, Baton Rouge, LA 1974.
2. Federal Emergency Management Agency, Disaster Operations - A Handbook for Governments, CPG 1-6, Washington D.C. 1985
3. Federal Emergency Management Agency, Guide for Development of State and Local Emergency Operations Plans, CPG 1-8, Washington D.C. 1985.
4. Natural Disaster Response Plan, US Army Corps of Engineers, New Orleans District, 1988.

**X. APPENDICES**

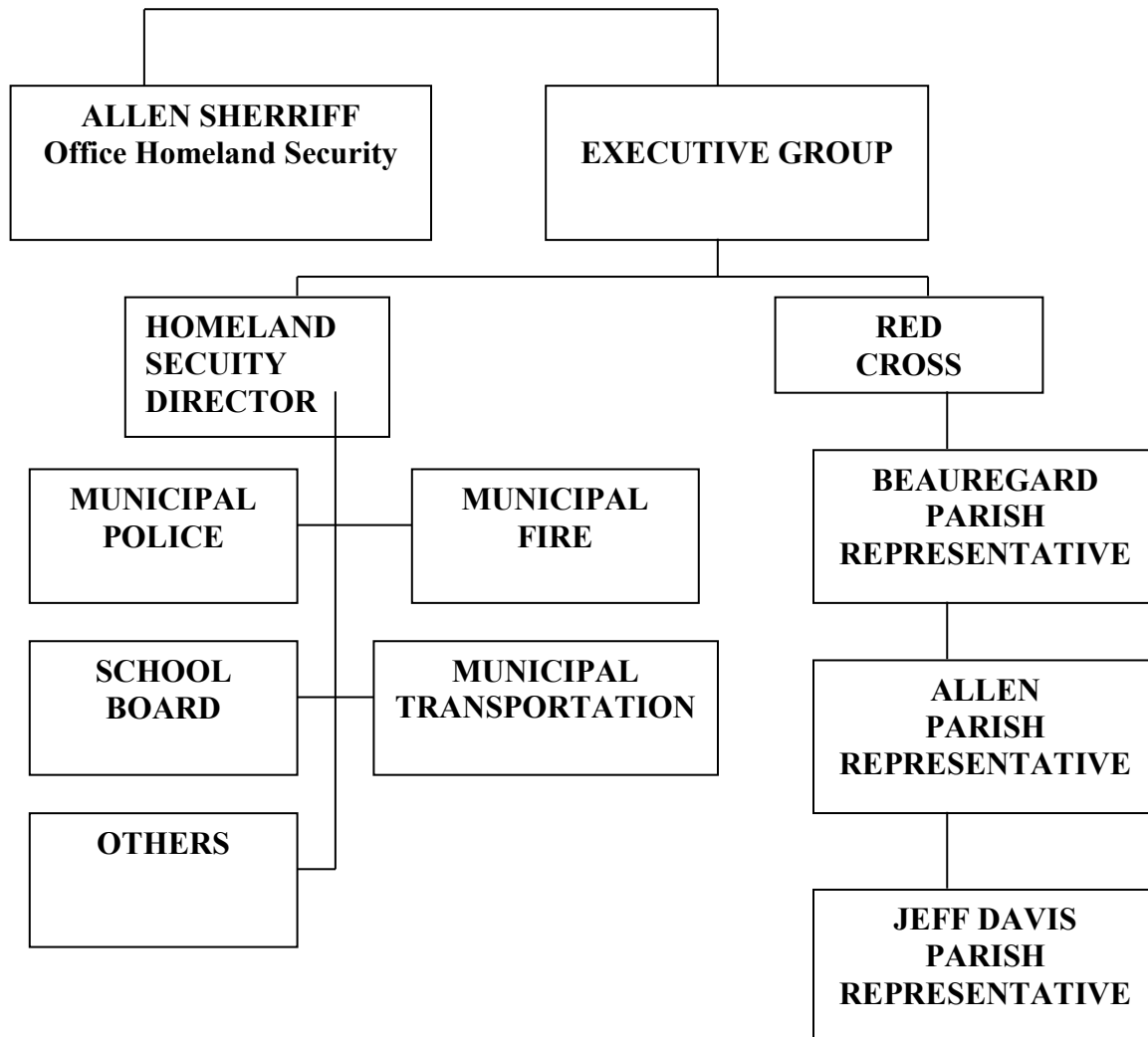
APPENDIX 1. Organizational Chart

APPENDIX 2. Evacuation Routes

APPENDIX 3. Zone Maps

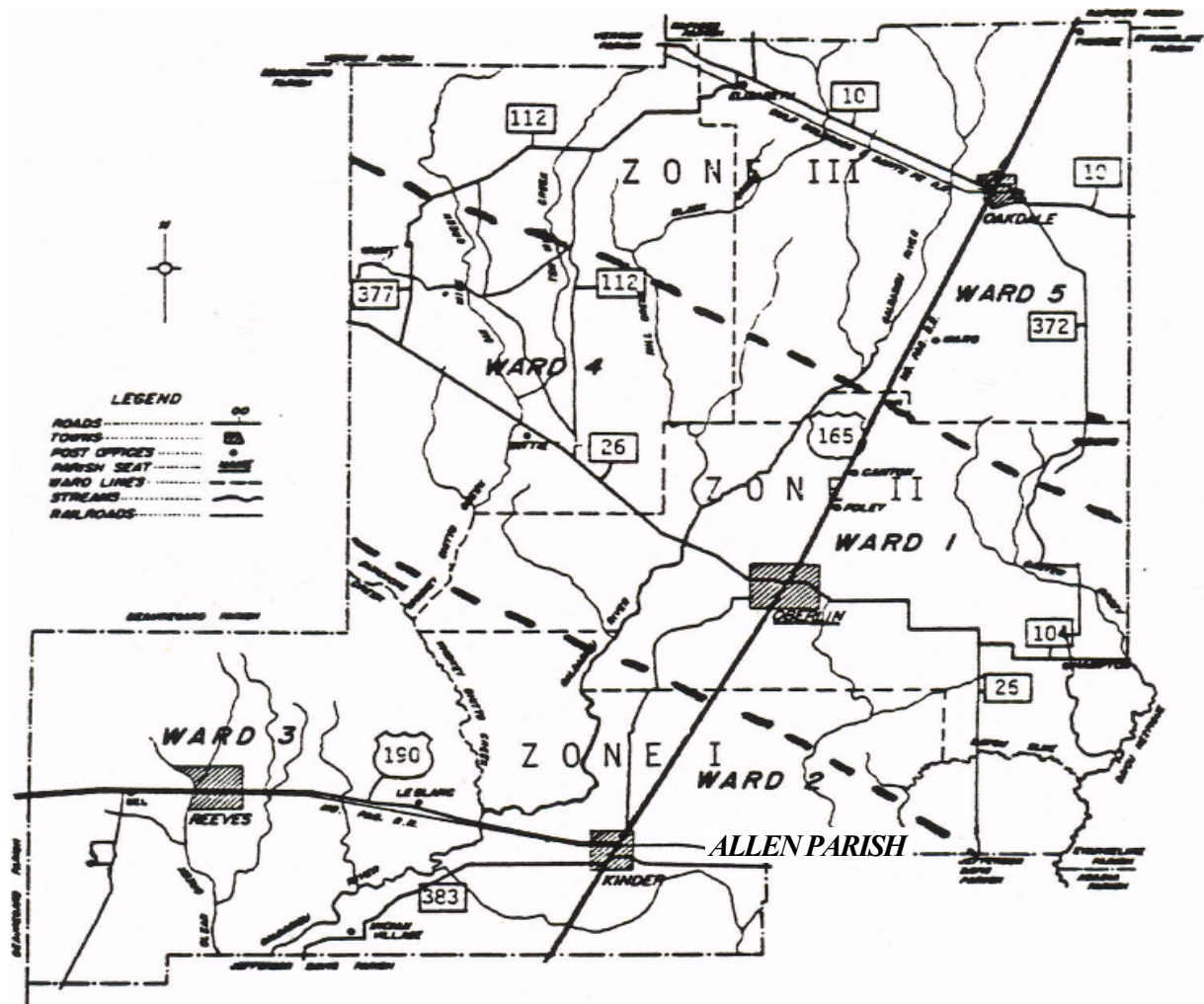


ORGANIZATIONAL CHART



**EVACUATION ROUTES**

<b>US Highway 190</b>	<b>(East and West)</b>
<b>US Highway 165</b>	<b>(North and South)</b>
<b>LA Highway 10</b>	<b>(East and West)</b>
<b>LA Highway 26</b>	<b>(West and South)</b>
<b>LA Highway 104</b>	<b>(East)</b>



## **SHELTER**

### **I. PURPOSE**

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 areas of Allen Parish.

### **II. SITUATION AND ASSUMPTIONS**

#### **A. SITUATION**

1. Allen Parish could experience disaster conditions that would require emergency sheltering of evacuees.
2. Disaster conditions requiring sheltering could be brought on by nuclear attack or natural phenomena such as earthquakes, floods, tornadoes, fires, severe winter storms, or any combination thereof.
3. Other occurrences that could necessitate sheltering would be enemy attack or hazardous material incident either at a fixed site or in transit.

#### **B. ASSUMPTIONS**

1. Public shelters will be open, manned, and usable during periods of emergency.
2. Not all residents will use shelters. Some will stay home or seek shelter with relatives or friends.
3. Facilities will be designated for lodging institutionalized and/or "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 Allen Shelter Program is a combination of methods that can be utilized to afford the best available protection.
2. All shelter locations are determined by conditions such as elevations, location of an incident to a shelter.
3. When practical, public and parochial schools are used as shelters.
4. The primary mode of transportation to a shelter will be by private vehicle. Parking will be available in the vicinity of the shelters. Emergency transportation will be provided where necessary.<sup>15</sup>
5. The local chapter of the American Red Cross will operate and be responsible for shelter facilities during natural disasters.
6. For sudden, fast escalating emergency situations, City and Parish Government Buildings are 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. A Resource list is updated and maintained with the department's standard operating procedures.
  - b. Verification of shelter personnel as to name and phone number is updated annually.
  - c. American Red Cross Shelter Manager Class and LA OHSEP training classes are available for OHSEP personnel and volunteers.
  - d. Schools are the first choice for expedient shelters.

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<sup>15</sup> Annex D

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 EOC shall arrange for the opening and staffing of such shelters, at the same time inform the command post at the scene the best and most available routes for evacuation.
- c. The EOC will issue public information announcements to the media for general distribution.
- d. Special consideration will be given to shelter essential workers and their families within commuting distance to the disaster area.

4. Recovery

At the onset of the emergency, emergency personnel will begin preparations for recovery operations.

- a. Return Home:
  - (1) Transportation and re-entry conditions and problems.
- b. Extended Stay:
  - (1) Staff schedules.
  - (2) Red Cross emergency feeding and temporary housing.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. CONSIDERATIONS FOR LOCAL GOVERNMENT**

- 1. Shelter operations, to include assigning lodging, 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 Red Cross contact as appropriate.
  - c. Arrange for periodic shelter surveys.
  - d. Arrange with health department and social service agencies to assist in shelter operations.

**B. AMERICAN RED CROSS**

1. Responsible for staffing designated shelters.
2. Provides food, medical, lodging, and registration services. Crisis upgrade of shelters when necessary.
3. Provides family support services and designate separate areas for special needs populations when required.
4. Coordinates shelter use with EOC.
5. Maintains shelter log and evacuee inventory.

**C. LAW ENFORCEMENT**

1. Provides security at designated shelters as well as at reception/staging areas.
2. Provides traffic control at shelters.
3. Provides back-up communication between shelters and EOC.
4. Assists with emergency medical problems at shelters including emergency transportation to area hospitals.

**D. FIRE SERVICES**

1. Periodically survey shelter sites for fire safety and report deficiencies to EOC.
2. Assist in emergency transportation to area hospitals with medical problems which may occur at shelters.
3. Provide fire suppression for shelters.
4. Support with radiological monitoring.

**E. MILITARY**

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

**V. DIRECTION AND CONTROL**

All shelter activities will be coordinated through the Homeland Security and Emergency Preparedness. 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. For all disasters except nuclear attack, the Red Cross provides the necessary forms and supplies. The State Office of Homeland Security and Emergency Preparedness provides a sample kit to the Allen Parish Emergency Management Director for use in the Emergency Operating Center. Additional kits will be made available at the Increased Readiness stage.

Law enforcement personnel will 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 Red Cross representative at the Emergency Operating Center the conditions and number of people in the shelter.

### **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. Necessary supplies will be obtained by shelter staff under the direction of the Emergency Management Agency.<sup>16</sup> In many cases, the 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 Parish Emergency Management Agency along with the Red Cross will assume the primary responsibility for this annex and develop appropriate procedures to implement it. The Homeland Security and Emergency Preparedness Director is custodian of the annex.

# **IX. AUTHORITIES AND REFERENCE**

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.

# **X. APPENDICES**

APPENDIX 1.	Special Needs Shelter Plan
APPENDIX 2.	Organizational Chart
APPENDIX 3.	Shelter Facilities
APPENDIX 4.	Shelter in Place Plan

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<sup>16</sup> CPG 1-19, Guidance for the Development of an Emergency Fallout Shelter Stocking Plan, and CPG 1-19B, Shelter Stocking

**Special Needs Shelter Plan**

**Appendix to the Allen Parish Emergency Operations Plan**

**I. PURPOSE**

An important goal for emergency management officials is to provide emergency shelters for those who require special care not usually available in a general shelter setting. The purpose of the Special Needs Shelter Plan is to define procedures for activating and staffing special needs shelters in Allen Parish in the event of a hurricane or other disaster which will require evacuations of some or all parts of the parish.

**II. SPECIAL NEEDS POPULATIONS**

Special needs shelters are designated for a variety of patients, and the plan is flexible as to who will be accepted in these shelters. The primary target population for these shelters are elderly persons who depend on a constant power source to supply their needs. However, others will be admitted. The main criteria is that the patient requires special care, such as home health patients. Special needs shelters are not substitute hospitals, and physicians will likely not be on site during an emergency.

**III. SCENARIOS**

The most likely scenario in which special needs shelters would be activated is a Category 1, 2, or 3 hurricane. A stronger hurricane would require evacuation outside of Allen Parish. The Louisiana Office of Homeland Security and Emergency Preparedness has designated special needs shelters in host parishes for catastrophic hurricane situations. Other disasters such as hazardous materials incidents or floods may also require activation of the shelters. Shelter activation will be at the discretion of the Director of Emergency Preparedness for the parish. Reference the Special Needs Transportation Plan (Annex D - Evacuation) for information on getting patients to the shelter.

The special needs shelters are listed below. The secondary shelter will be used only upon overflow at the primary shelter.

Primary shelter: (not yet defined)

#### **IV. PERSONNEL**

Several organizations have roles in the activation and staffing of the special needs shelters. The positions listed below should be used as a guide in assigning the appropriate personnel to the shelters. See Attachment 2 for special needs shelter personnel assignments.

Special Needs Shelter Coordinator: responsible for notifying all affected parties that the shelter is to be activated at a given time based on instructions from the Director of Emergency Preparedness. Activation duties will be handled by a staff person from the Office of Emergency Preparedness as appointed by the Director.

Special Facility Representative: employee or representative of the building being used for the shelter. This person will be contacted by the shelter coordinator to open the facility and provide assistance in ensuring backup generator power, locating supplies, and other matters as needed.

Shelter Manager: responsible for general management of the shelter, including food supply, minimal bedding such as mattresses, water supply, admissions, etc. See Attachment 3 for the shelter management operations plan.

Home Health Agency Coordinator: Home health agencies will be providing nursing assistance at the shelter during a disaster. The Home Health Agency Coordinator is responsible for assigning nursing duties to agencies on a selected month basis.

#### **V. STANDARD OPERATING PROCEDURES**

The Allen Parish Office of Homeland Security and Emergency Preparedness (OHSEP) will activate the plan upon instruction from the OHSEP Director. A sequence of events is listed below.

##### **A. DIRECTION AND CONTROL**

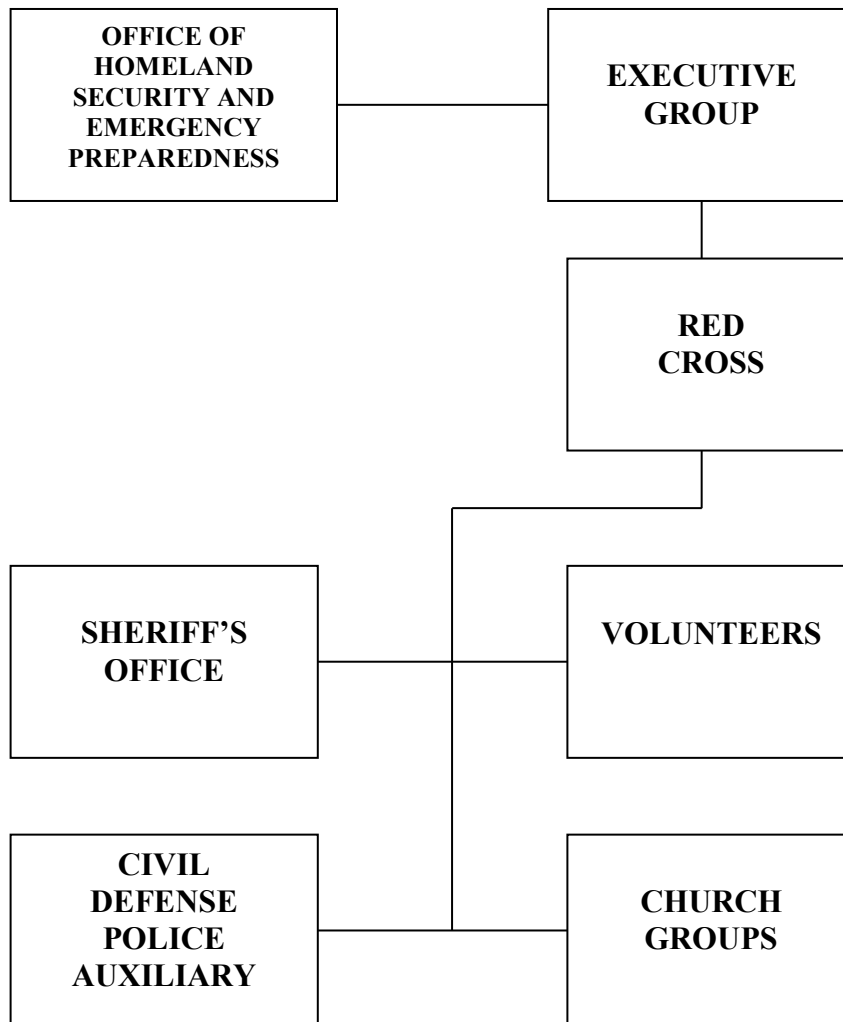
1. Special Needs Shelter Coordinator notifies the Shelter Facility Representative to open the facility and prepare the facility as appropriate, especially the testing of backup generator power. The coordinator also notifies the Shelter Manager to activate his operations plan for the shelter, and instructs the Home Health Agency Coordinator to dispatch the appropriate agency for personnel and supplies at the shelter.
2. Shelter Facility Representative opens the facility and prepares it for admitting evacuees. This will include testing the backup generator, arranging furniture and other equipment, checking bathroom supplies, ensuring that kitchen facilities are operable, etc.
3. Shelter Manager arrives at the shelter and begins setting up admitting area. The Shelter Manager shall sign in all arrivals with name and address information. Other duties will include coordinating with the Shelter Facility Representative for serving meals, setting up bedding, and other duties in accordance with the operations plan.

4. Upon receiving activation notice from the Special Needs Shelter Coordinator, the Home Health Coordinator shall contact the appropriate agency for staffing and acquiring medical supplies. This person shall also notify each agency to fax the latest list of their patients to the OHSEP who expect to use the special needs shelter. The assigned home health agency staff shall coordinate activities with the Shelter Manager upon arrival. This will include positioning supplies, discussing procedures for moving patients, and other duties as required.
5. As shelter operations get underway, the Shelter Manager shall periodically contact the Shelter Coordinator at the OHSEP for a status report and also indicate if supplies or other items are needed at the shelter.
6. Once the disaster threat has passed, the Shelter Coordinator will notify the Shelter Manager to begin phasing down shelter operations. The Shelter Manager will oversee the orderly departure of shelter patients, their companions, and all volunteers. He shall notify the Shelter Coordinator once the shelter has been completely deactivated.

## **B. COMMUNICATIONS**

All communications shall be conducted by telephone. In the event telephone service is lost, the Shelter Manager and others will communicate with the OHSEP using a ham radio operator which will be assigned to the shelter by the Shelter Coordinator upon activation.

**SHELTER  
ORGANIZATIONAL CHART**



**PUBLIC SCHOOLS**

<b>LOCATION</b>	<b>SCHOOL PHONE</b>
ELIZABETH HIGH SCHOOL,	1-318-634-5341
KINDER HIGH SCHOOL	1-337-738-2886
OAKDALE HIGH SCHOOL	1-318-335-2338
OBERLIN HIGH SCHOOL	1-337-639-4341
REEVES HIGH SCHOOL	1-337-666-2414
FAIRVIEW HIGH SCHOOL	1-318-634-5354

## **SHELTER-IN-PLACE**

### **INSTRUCTIONS**

- Go inside if you are outside. When inside, stay inside until your radio or TV says you can leave safely. This is most likely to be no more than a few hours, rather than a day or more.
- Close all doors and windows.
- Turn off heating, cooling or ventilation systems, such as windows or attic fans.
- Do not use fireplaces. Put out the fire. Close the dampers.
- Listen to one of these radio or TV stations for further instructions.

Radio	KHLA	99	FM
Radio	KLCL	1470	AM
Radio	KAOK	1400	AM
Radio	KTQQ	101	FM
Radio	KYKZ	96	FM
TV	KPLC	Ch 7	On cable
TV	KVHP	Ch 29	On cable

### **If you are told to EVACUATE:**

You should move to the place designated by public officials. Follow these steps to get ready for the trip.

- Stay as calm as you can. If you already know where to go and what to take, that will help. You will have time to do what you need to do.
- Gather what you and your family will need. Pack only what you will need most. Take these things along if you can.
- Extra Clothing
- Eyeglasses, dentures, prescription drugs, other important medicines, and first aid kit.
- Some way to identify yourself
- Baby supplies
- Portable radio and flashlight
- Checkbook and credit cards
- Driver's License or identification

## **RADIOLOGICAL PROTECTION**

### **I. GENERAL**

An enemy attack involving the use of nuclear weapons would result in radioactive fallout being spread over a large area of the nation by upper wind currents falling to earth downwind of ground zero. Fallout from only one such detonation could, if conditions favor it, contaminate over half of Louisiana.

### **II. PURPOSE**

- A. To provide an effective radioactive monitoring and reporting system for the parish.
- B. To develop a radiological analyzing capability relative to conducting emergency operations under extreme adverse conditions.
- C. To educate the general public insofar as possible in radiological defense measures on a continuing basis to permit an expeditious and effective response to radiation dangers in order to provide protection for themselves.
- D. To solicit capable personnel and train them in radiological monitoring to the highest possible degree of efficiency and upon successful completion of their training, assign them to specific monitoring stations as part of the radiological defense team.

### **III. RESPONSIBILITIES**

#### **A. OHSEP DIRECTOR**

- 1. Maintains overall responsibility for RADEF operations within the parish area and will assign or appoint a qualified individual as Radiological Officer.
- 2. Assigns RADEF Officer responsibilities.
- 3. Encourages volunteers to participate in RADEF training.



## **B. RADIOLOGICAL OFFICER**

1. The selection and training of capable personnel to be assigned as Radiological Monitors.
2. Acquire RADEF equipment in accordance with procedures established by the LA Office of Homeland Security and Emergency Preparedness (LaOHSEP) and assure its operational capability through frequent testing and scheduled calibrations by the State Radiological Maintenance Officer.
3. Conduct refresher training and test exercises to assure assigned Radiological Monitors remain qualified in their duties.
4. Have immediate access to the RAWIN (upper air sounding) data with information on the upper winds currents supplied by the National Weather Service (NWS).

## **IV. CONCEPT OF OPERATIONS**

The principal objective of radiological monitoring throughout Allen Parish following an enemy attack is to detect the presence of fallout and its intensity and report findings to the LaOHSEP Emergency Operations Center (EOC) in accordance with established reporting procedures. This information when passed on to higher headquarters will enable the authorities to chart fallout locations in a broader picture much like pieces of jigsaw puzzle falling into place. Thus, the importance of well-trained monitors who must supply the basic accurate information cannot be over stressed. Their readings must be accurate and their reporting of their findings opportune.

### **A. DIRECTION**

1. Forecasts

The NWS upper wind (RAWIN data) and other meteorological reports are used to forecast the probable areas that will receive fallout and the approximate time it can be expected. These reports will be used as the basis of determining appropriate emergency actions to be taken until more accurate fallout information can be obtained through monitoring.

### **B. REPORTING PROCEDURES**

In order to conduct efficient Radiological operations prior to and during an emergency, standard operation 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 communication available.

## **V. APPENDICES**

Appendix 1. Duties and Qualifications of Radiological Personnel

## **DUTIES AND QUALIFICATIONS OF RADIOLOGICAL PERSONNEL**

### **I. PURPOSE**

To provide guidelines in the selection of personnel to be trained in specific functions of radiological defense placing particular emphasis on their qualifications and capabilities.

### **II. STAFFING PATTERNS**

During the immediate post-attack period, in the event that Allen as well as adjacent parishes are contaminated by fallout, the RADEF section of the EOC will be faced with an enormous amount of work to be accomplished with a minimum of delay. Therefore, careful attention must be given to the proper staffing of the radiological section. Although difficult to accomplish with fully qualified and trained personnel, the optimum staffing is set forth below, and should be regarded as a goal to attain.

### **III. DUTIES AND QUALIFICATIONS OF PERSONNEL**

#### **A. RADIOLOGICAL OFFICER**

1. Implement preplanned programs to minimize effects of radiation resulting from a nuclear attack.
2. Recommends actions and coordinates emergency RADEF activities in his section to include:
  - a. Monitoring
  - b. Reporting
  - c. Analyzing findings
  - d. Plotting
  - e. Evaluating radiation data

- f. Preparation of Summary Reports for governmental authorities
  - g. Preparation of warning messages
  - h. Recommending to authorities appropriate countermeasures
- 3. Qualifications
  - a. College level training in the physical sciences or practical experience of a similar background.
  - b. Experience in an administrative and/or planning capacity.
  - c. Knowledge of nuclear radiation and nuclear isotopes and their effect upon living tissue.
  - d. Knowledge of Emergency Management operations and a thorough understanding of all OHSEP Radiological Plans.

**B. ASSISTANT RADIOLOGICAL OFFICER**

- 1. Conducts indoctrination course for administration and planning personnel.
- 2. Conducts training and refresher courses for monitors.
- 3. Prepares and assists in the administration and evaluation of exercises and tests.
- 4. Assists in the recruiting and training of EOC staff.
- 5. Assists in directing the EOC radiological and monitoring operations
- 6. Qualifications
  - a. College level training in the physical sciences or similar practice experience. Teaching experience desirable.
  - b. Successful completion of the RO and RMI courses, or equivalent.

**C. DECONTAMINATION OFFICER**

- 1. Develops plans for decontamination of vital facilities areas.
- 2. Coordinates field training for post-attack decontamination within the potential capabilities of:
  - a. Fire Service
  - b. Engineering Services
  - c. Public Works Departments
  - d. Private Contractors
  - e. Private Industry

3. Qualifications
  - a. Engineering or similar training and experience.
  - b. Successful completion of the RO and RMI courses, or equivalent.
  - c. On-the-job training in procedures of decontamination.

**D. ANALYST**

1. Prepares monitored RADEF data in analyzed form for use in the EOC and for the preparation of necessary reports.
2. Evaluates the radiation decay patterns as a basis for the estimation of future dose rates associated with shelter occupancy, emergency operations, and post-shelter living.
3. Qualifications
  - a. Competence in algebraic computation.
  - b. Ability to present information graphically utilizing charts and maps.
  - c. On-the-job training in specific RADEF procedures.

**E. PLOTTER**

1. Records incoming monitored data in appropriate tabular form and maps.
2. Performs routine computations under supervision and direction.
3. Qualifications
  - a. Familiarity with the surrounding area and maps.
  - b. Ability to make simple computations.
  - c. On-the-job training in plotting procedures.

**F. CHIEF OF MONITORS**

1. Supervise the assignment of monitors and the collection of RADEF information in the EOC.
2. Assures the radiation exposure records of monitors are maintained and that monitoring standards are in accord with the appropriate exposure control standards.
3. Qualifications
  - a. Familiarity with the local area and the established monitoring system to include the location of fixed and mobile stations, shelters, and the serial monitoring capability.

- b. On-the-job practice in assigned duties.
- c. Successful completion of the RMI course.

**G. MONITORS**

- 1. Ability to measure, record, and report radiation doses and dose rates.
- 2. Provide field guidance on the radiation hazards associated within their areas of responsibility
- 3. Performs preventative maintenance and test of radiological instruments.
- 4. Qualifications
  - a. High School level of education or equivalent.
  - b. Successful completion of the RM course.

## **LAW ENFORCEMENT**

### **I. PURPOSE**

This annex provides for the 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. Allen Parish has several state and federal agencies which can provide support to local agencies as needed.

#### **B. ASSUMPTIONS**

Local law enforcement personnel within Allen 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 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 EOC is activated, the Sheriff or his designated representative will report to the EOC; other supervisors will operate from their normally assigned duties.

3. During the threat or existence of a nuclear attack or other emergency and/or disaster, the Sheriff's or their designated representatives will coordinate Sheriff's department activity with other parish agencies from the EOC. The preservation of manpower resources will be paramount in pre-disaster and post-attack planning. The ability 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 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 operational priorities for personnel will be assigned by the Sheriff. All personnel will report to their PREDESIGNATED locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designating 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 wellbeing of the community. All movement into and out of the area will be requested through the established command post.

## **B. PHASES OF MANAGEMENT**

1. Mitigation
  - a. Continuous plan review and updating.
  - b. Coordination of mutual aid agreements with other jurisdictions.
2. Preparedness
  - a. Develop/update plans for traffic control
  - b. Development of communications system
  - c. Training of primary and auxiliary personnel.
3. Response
  - a. Maintain law and order.
  - b. Provide mobile units for warning purposes.<sup>17</sup>
  - c. Provide security for key facilities.
  - d. Patrol evacuated areas.
  - e. Provide back-up communications for shelter operations.
  - f. Support other public safety operators.
  - g. Provide traffic and crowd control.
  - h. Issue passes to restricted areas.

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<sup>17</sup> Annex C - Warning

- 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 EOC is activated, the Law Enforcement Coordinator will ensure that a law enforcement representative is present in the EOC to coordinate field operations with other EOC representatives and agencies.
- 2. Overall law enforcement responsibilities are outlined in paragraph III, section B, above.
- 3. Coordination among law enforcement agencies is necessary to ensure emergency operational readiness. Each department/agency in the parish having responsibility for emergency management should develop operation instructions and resource listings to support this plan.

Instructions will include concepts to provide for vacated 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 Allen Parish facilitates the effective coordination and control of like and complementary support activities. The organizational structure reflected in Appendix 1 to this annex readily identifies the positions and relationships of all essential services.

### **B. TASK ASSIGNMENTS**

- 1. Sheriff's Office
  - a. Coordinate all law enforcement activities in the Parish.
  - b. Maintain law and order.
  - c. Provide mobile units for warning operations.
  - 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 organizations.
  - h. Provide air and marine units as available for other operations.
  - i. Staff the EOC Communications Center on a 24 hour basis.
  - j. Deliver radiological monitoring kits.
  - k. Implement expedient shelter making.
  - l. Transfers prisoners in case jail facilities cannot be used.
  - m. Respond to hazardous materials incidents.
  - n. Assist in evacuation of disaster area.
  - o. Assist or coordinate search and rescue operations.
2. Municipal Police Departments
- a. Maintain law and order.
  - b. Provide mobile units for warning operations.
  - 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 (Troop "D")
- a. Monitor NAWAS as the primary warning point.<sup>18</sup>
  - 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.

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<sup>18</sup> Annex C - Warning

5. Louisiana National Guard
  - a. Provide support for local operations, when authorized.
6. Local Public Works/Highway Departments
  - a. Responsible for positioning traffic control devices (i.e., barricades, covers, etc.) per law enforcement instructions.

## **V. DIRECTION AND CONTROL**

The Allen 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 responding agencies in all hazardous situation occurrences. Each police force will maintain authority within its own jurisdiction. All law enforcement operations will be directed from the EOC by the Sheriff. 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 established by each department.

## **VII. ADMINISTRATION AND LOGISTICS**

### **A. EMERGENCY AUTHORITY**

See Basic Plan.

### **B. PASSES**

Experience has proved that there are cases when special passes are needed in a disaster area and if discretion and common sense are not used, a community can become paralyzed with over-enforcement or disaster relief can be seriously hampered with under-enforcement. Only under extraordinary circumstances will passes be required after a disaster. The decision to require passes rests upon the executive branch of local government and the law enforcement agencies will be responsible for issuing passes upon the direction of the EOC. A sample, temporary pass, is shown in Appendix 2. An effort has been made to issue, in advance, "Official Vehicle" cards to essential city and parish personnel, OHSEP 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 (Red Cross, 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 Sheriff's Office and municipal police department will operate a base station in the EOC Communications Center during response and recovery operations.

### **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

It is the responsibility of each law enforcement agency to insure its own operational capabilities. The Sheriff's Office will coordinate the planning of all law enforcement operations related to emergency preparedness operations. Standard operating procedures for law enforcement will be maintained by the Sheriff.

### **IX. AUTHORITY AND REFERENCES**

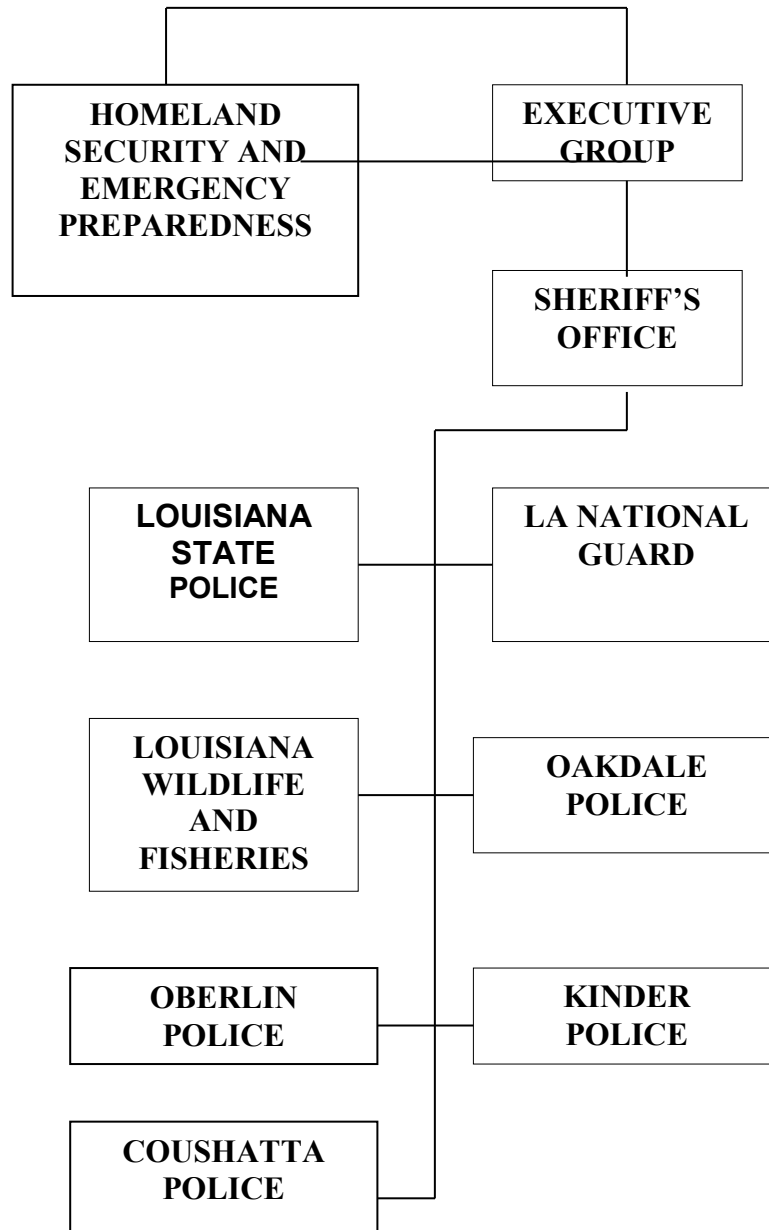
Basic Plan

### **X. APPENDICES**

APPENDIX 1. Law Enforcement Organizational Chart

APPENDIX 2. Law Enforcement Resources

**ORGANIZATIONAL CHART**



## **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	125
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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 ALLEN PARISH**

#### **A. ALLEN PARISH SHERIFF'S OFFICE**

1. Personnel
  - 43 Full time Deputies
  - 0 Trained Auxiliaries
  - 9 Dispatchers
4. Equipment
  - 9 Patrol Cars

#### **B. TOWN OF OBERLIN**

1. Personnel
  - 5 Policemen
  - 5 Auxiliaries
2. Equipment
  - 5 Patrol Cars

**C. CITY OF OAKDALE**

1. Personnel
  - 12 Policemen
  - 7 Trained Auxiliaries
  - 4 Dispatchers
2. Equipment
  - 5 Patrol Cars

**D. TOWN OF KINDER**

1. Personnel
  - 16 Policemen
  - 12 Trained Auxiliaries
2. Equipment
  - 9 Patrol Cars

**E. COUSHATTA POLICE**

1. Personnel
  - 4 Policemen
  - 1 Trained Auxiliary
2. Equipment
  - 4 Patrol Cars

## HAZARDOUS MATERIALS

### I. PURPOSE

To coordinate the response of personnel and equipment to the scene of an incident in Allen 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.

### III. SITUATION AND ASSUMPTIONS

#### A. SITUATION

1. There are many substances which fall in the hazardous materials category. These substances are being used, stored or manufactured in or transported through Allen Parish on a daily basis. An accident involving one of these transports or manufacturers is always a possibility.

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

- a. CHEMICAL - Toxic, corrosive or injurious substances because of inherent properties.
- b. BIOLOGICAL - Microorganisms or associated products which may cause disease in humans, animals or economic crops and include 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 hazard to health.
- d. EXPLOSIVE - Any material capable of releasing energy with the blast effect in a split second upon activation. The released energy usually damages or destroys objects in close proximity to the blast.
- e. LOCATION - Allen Parish is located in the Southwest part of the State, bordered by the Parish of BEAUREGUARD to the West, RAPIDES Parish

to the North, Jeff Davis Parish to the South and EVANGELINE Parish to the East. The population of Allen Parish is 23,000.

- f. **GEOGRAPHY** - Allen Parish terrain is a flat level plain.
- g. **CLIMATE** - Allen Parish is humid and subtropical, influenced to a large degree by the amount of surface water in the immediate area and the proximity of the Gulf of Mexico. The humidity is often above 90% at night and seldom falls below 50% during the afternoon. Annual rainfall is 50 inches.

2. Transportation within the Parish include:

- a. **HIGHWAYS** - US 165 runs northeast to southwest through the parish, while US 190 runs east to west. Highways 26 and 10 run northwest to southeast.
- b. **RAILROADS** - The Missouri - Pacific and Gulf Colorado and Santa Fe Railroads have lines crossing the parish.
- c. **WATER** - There are no major means to transportation by water in the parish.
- d. **AIRPORTS** - There is no major airport in the parish. The nearest airport is located in Lake Charles to the southwest.
- e. **PIPELINES** -- (Appendix

3. General: All modes of transportation carry hazardous materials. The potential for impact is increased because the major highway and rail intersections located in the center of population in the parish - - - Oakdale, Kinder, and Oberlin.

The basic response by local officials to a hazardous materials incident in this parish would be the same whether the problem occurred by rail, highway or water. The differences in response become apparent when levels of outside assistance are called upon, such as: Federal Railroad Administration, State Police, Department of Transportation and Development, the U.S. Coast Guard, and the Environmental Protection Agency.



4. The predominant winds in Allen Parish are:

January -N  
February - S  
March - S  
April - S  
May - S  
June - S SW  
July - S SW  
August - S SW  
September - E NE  
October - E NE  
November - E NE  
December - NE

#### **B. ASSUMPTION**

1. Experience has taught officials dealing with hazardous material incidents that extreme caution must be exercised. Numerous emergency response agencies may be called on at any time during a hazardous materials incident in Allen Parish. The coordination of emergency response personnel is of the utmost importance.
2. Responders within Allen Parish must be sufficiently trained to adequately handle hazardous material incidents in a safe and efficient manner.
3. Protective action recommended in the areas around fixed facilities, railways and highways include sheltering in place and evacuation. The amount of time available to determine the scope and magnitude of the incident (lead time) will impact the protective action recommended. Wind shifts may occur that result in re-designating protective action measures.

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

#### **A. GENERAL**

All incidents involving the carrier of goods, materials, liquids or freight of any kind should be regarded as incidents involving hazardous materials until proven otherwise. While the spiller has the ultimate responsibility and liability for containment and cleanup, the joint responsibility for dealing with hazardous material incidents at the local level are shared by the Fire Department (depending on jurisdiction) and the Sheriff's Department who will provide law enforcement support and assistance. The State Police do have the authority to control a scene if the trooper feels that the scene or incident is not being handled properly. The Allen Parish Office of Homeland Security and Emergency Management will provide assistance to all agencies before, during and after the incident. The U.S. Coast Guard is the Federal On-Scene Coordinator for incidents which involve a pollutant entering or possibly entering navigable or tributaries of navigable waters of the United States.

#### **B. REPORTING AND NOTIFICATION**

All chemical releases and spills must be reported to the Local Emergency Planning Committee via 911. This should be done immediately. Once 911 has been notified, the following agencies must be alerted of the incident: State Police Hazmat Hotline at (504) 925-6595 and the Local Emergency Planning Center Office located at the Oakdale Fire Department (318) 335-1155.

#### **C. PROTECTIVE ACTION**

If a chemical release or transportation incident has occurred which contains the potential of effecting the health and welfare of citizens in Allen Parish, the Allen Parish Emergency Warning System will be activated.

That systems consists of the following:

Allen Parish, law enforcement, fire departments and 911. Once that a release has occurred that will impact the community, personnel will alert public officials of the release. If the release warrants a Shelter In Place, they will announce this over a local broad cast. The media is notified. This completes the network.

#### **D. See Appendix 7 for communication protocol**

1. Other Means of Notification:

- a. KPLC-TV - Channel 7
- b. TCI Cable - Channel 9
- c. NOAA Weather Radio - National Weather Service will activate its alert signal over the NOAA Weather Radio once NWS personnel are notified of the release.
- d. Media Pager System – All major radio and television stations have a pager designed to receive emergency information.

All of these mechanisms will assist in notifying the citizens of Allen Parish of an emergency.

As a quality control measure, the Allen Parish Office of Homeland Security and Emergency Management will perform a follow-up call to the above mentioned entities to ensure notification.

### **IV. PHASES OF MANAGEMENT**

#### **A. MITIGATION**

1. The governing bodies should identify and designate hazardous materials transportation routes in order to protect the more populated areas. This will be done through the L.E.P.C.
2. All industrial sites, storage facilities and stores that manufacture, store or use potentially dangerous materials have been identified.
3. Railroads carrying hazardous materials have been identified.
4. Waterways have been identified.

## **B. PREPAREDNESS**

1. In addition to the parish wide plan, emergency response plans and evacuation plans have been or are being developed for the following entities:
  - a. Fixed Facilities
  - b. Hospitals
  - c. Child Care Centers
  - d. Detention Centers
  - e. Pipeline Companies
  - f. Nursing Homes
  - g. Allen Parish School Board
2. These plans should be adopted as required by State and Federal regulations. The plans should be drilled on an annual basis. This is the minimum requirement. All drills should be coordinated through the Local Emergency Planning Committee.
3. All emergency response personnel should be trained to the appropriate response level to which they have been assigned (1st responder - Awareness Level to Incident Commander, as appropriate).
4. The special needs population and the degree of assistance required has been identified; however, this is an ongoing effort. The Allen Parish Office of Homeland Security and Emergency Management is working with the Allen Parish Council on Aging, the Southwest Louisiana Independent Center, the Allen Parish Sheriff's Department and other organizations to identify persons with special needs.

## **C. RESPONSE**

1. Upon notification of a hazardous materials transportation accident or incident, the responding fire department will dispatch to the scene at least one engine and a chief officer. Additional equipment can be assigned as per the policy of the department. If law enforcement is dispatched to the scene, the officer should

secure the area. At all times, the law enforcement officer and the fire officer should approach the scene with caution. The utilization of binoculars is the accepted method to survey and analyze an incident to determine whether a haz-mat incident has occurred.

2. The first arriving unit on the scene will survey and evaluate the situation to determine if a danger or potential danger exist. Control of the situation/incident will be assured by the initial responding fire department representative, who will:
3. Establish an on-scene command post at a safe distance from the incident.
4. Make contact with a representative of the source of the released material.
5. Identify the hazardous material involved.
6. Insure that State Police and State Haz-mat personnel have been notified.
7. Obtain appropriate fire fighting and rescue response as the situation requires. If fire does not exist, but there is a danger for ignition, extinguish all ignition sources in hazardous area.
8. Determine if evacuation is necessary. If evacuation is necessary, insure that the proper law enforcement agency and the Office of Homeland Security and Emergency Preparedness has been contacted so that proper arrangements are made and that planning for additional resources to carry out the evacuation process begins immediately.
9. The area to be evacuated can be determined through:
  - a. Information contained in the NFPA publication "Hazardous Materials".

#### **D. RESPONSE TECHNIQUES FOR SPILL CONTAINMENT AND CLEANUP**

1. Containment and cleanup procedures should commence as soon as the chemical has been identified and no danger exists to personnel. The Incident Commander will make the decision with the assistance of the Allen Parish Sheriff's Department, Office of Homeland Security and Emergency Preparedness, Mutual Aid, and DEQ. State Police should, if available work to assist the Incident commander. Personal should insure that the responsible party has contacted company representatives and a company team or hazmat contractor is in route. A crucial part of the Incident Commander's decision will be determining the following:
  - a. Whether containment is unsaturated.
  - b. Whether or not containment has been attempted at all.
  - c. What further containment procedures will be required?
  - d. What clean up techniques should be emphasized?

2. The U.S. Coast Guard can and should be consulted for cleanup technique recommendations during any responses to incidents involving navigable waters of the U.S. The Office of Emergency Management has reviewed the Emergency Response Plans for containment and cleanup procedures of chemicals released or spilled at fixed facilities.

**E. RESPONSE PROCEDURES TO SELECT CONTAINMENT AND CLEANUP TECHNIQUES**

1. All storage, treatment, transportation and disposal of any hazardous material must be approved by at least the Louisiana Department of Environmental Quality and the U.S. Environmental Protection Agency. During the emergency phase, the lead coordinating agency for the State of Louisiana resources will be the Louisiana State Police - Hazardous Materials Section/Unit. If not available, the State Trooper on the scene if he deems necessary can take control of the scene.
2. Minimum levels of protective clothing shall be developed as early as possible. Until the chemical is identified and competent sources have recommended the proper protective action, no action to mitigate the incident should be taken. Unknown material and acutely hazardous substance should be left undisturbed until the arrival of competent specialists from industry, trained hazardous materials technicians (i.e., State Police or Fire Department) or a hazardous materials contractor.
3. If the incident occurs on the interstate or state highway and involves fire or the imminent threat of fire, the State Police should consult with the Fire Chief of the responding Fire Department having jurisdiction.  
  
If a Hazardous Materials Contractor is hired by the carrier for the purpose of containment and cleanup, the contractor shall coordinate their efforts in conjunction with the Fire Chief and/or Incident Commander within that jurisdiction. This will insure that efforts are properly coordinated in a safe and timely manner.
4. Air, soil and water sampling should commence immediately.
5. Stop the leak if this can be done safely. In some cases, closing valves, repositioning the container or securing patches over the leak can be all effective. Arrange for air monitoring and Shelter In Place or if necessary evacuate the area down wind.
6. In some cases, do not extinguish the fire if the leak cannot be stopped. Controlled burning or burn acceleration techniques are sometimes effective. Efforts may have to be directed at cooling adjacent structures.
7. Application of fire fighting foams or dry chemicals may be the most effective form of extinguishment.

Note: Foam must be of compatible type, properly applied and present in sufficient amounts or more harm than good can be done. Always closely monitor the air for toxic products of combustion.

8. Determine by-products of combustion and monitor air for flammable or toxic vapors.
9. Keep in mind that application of water may only intensify the fire or may cause ignition to occur. Always consult chemical references before applying water to chemical spills or fires.

#### **E. RECOMMENDED SAFETY PRACTICES FOR ALL PERSONNEL**

1. Entry to the emergency site:
  - a. Controlled by the Incident Commander on the scene or the designated Staging Officer. A hot zone, warm zone and cold zone should be established along with an area to accommodate the media.
  - b. People and equipment must be logged into the emergency site.
  - c. Movement across the safe zone must be under direction of the incident commander.
2. Exit from the emergency site:
  - a. People and equipment must be logged out of the emergency site.
  - b. Decontamination must be accomplished before exiting.
3. Decontamination of personnel and equipment:
  - a. Care must be taken to decontaminate personnel, emergency equipment and personal protective suits before personnel exit the emergency site.
  - b. The decontamination site must be situated so that personnel and equipment entering the site are not contaminated. Personnel trained in decontamination should be on-scene to perform the task of decontaminating personnel.
4. Health and safety equipment at the scene:
  - a. Equipment for the protection of the personnel will be brought to the scene by appropriate personnel, i.e. Medical, EMT or First Responder.
  - b. Medical personnel should always be on the scene to provide medical monitoring.

## **V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES**

### **A. LOCAL GOVERNMENT**

1. Chief elected officials:

The responsibility for the safety and well-being of the citizens in each municipality and the unincorporated area of Allen Parish rests with the appropriate chief elected official.

2. Allen Parish Office of Emergency Management:

This agency has the responsibility for the coordination and planning of emergency response in Allen Parish. Those responsibilities also include but are not limited to activation of the Emergency Operation Center, activation of sirens in the unincorporated areas, activation of CAL public information and awareness, damage assessment, technical advice, coordination of support logistically and administratively, disaster analysis, coordination of public sheltering, declaration of emergency when required, assisting the Fire Department, Sheriff's Department and State Police during hazardous materials incidents with any of the above-mentioned items.

3. Municipal Law Enforcement:

Municipal Police Departments should provide basic law enforcement support i.e., limiting access to the incident, etc.

4. Fire Departments

The appropriate fire department is responsible for the primary response for hazardous materials incidents and will work closely with the Sheriff's Department and State Police to mitigate a hazardous materials incident. The senior fire officer within the jurisdiction will be the Incident Commander and will assign an on-scene command post. The Incident Commander will also assign positions of responsibility as related to the Incident Command System NPFA 1561 (See Appendix 3 for a diagram of the system).

5. Allen Parish Sheriff's Office

As the chief elected law enforcement official in the Parish, the Sheriff has the responsibility of maintaining law and order, controlling and limiting access to the scene, supplementing communications at the scene, assisting in the evacuation of citizens, crowd and traffic control.

6. Enhanced 911

This agency will provide communications support for the various agencies at the incident. It also serves as a central communication point for the Southwest Louisiana Mutual Aid Association. This agency will provide communication for the Office of Emergency Management.

7. Southwest Louisiana Mutual Aid

The purpose of this organization is the joining together of Emergency Responders from Industrial Facilities and Municipalities for mutual assistance in case of emergency situations - either natural or technological.

8. Allen Parish School Board

This agency is responsible for developing emergency plans for each school located in Allen Parish. The plans should include contingencies for evacuation of students as well as planning for emergencies that may occur during sporting events. In some cases, the School Board may provide emergency transportation and temporary sheltering for evacuees.

9. Southwest Louisiana Fire Chief's Association

This organization is made up of municipal and parish fire chiefs. The organizations mission is to assist each other in addressing Emergency Response issues. An arm of the association is the Southwest Louisiana Emergency Response Education Association. The Association's objective is to provide assistance in meeting the training needs of fire departments in Allen Parish.

10. Emergency Medical Personnel

This organization is responsible for on-scene medical treatment, or other assistance for the ill, injured or non-ambulatory. Also, for communications with hospitals to determine where patients will be sent or if additional ambulances/medic-vacs units are needed. EM personnel should be trained to assist in decontaminating personnel.

11. South West Chapter American Red Cross

This agency will assist in the coordination of sheltering and feeding evacuees. They will also assist in feeding emergency responders during a prolonged incident.

12. Allen Parish Emergency Response Team

The L.E.P.C. Response Team will be there to give assistance and advice during a Hazardous Materials Incident.

**B     STATE AGENCIES**

1. State Police - See Appendix 4 (Louisiana Statewide Emergency Response Plan)

2. Louisiana Department of Environmental Quality



- a. This State agency will provide technical assistance and assist in disposal of hazardous materials.
3. State Office of Homeland Security and Emergency Preparedness:
  - a. This State agency provides technical assistance in developing plans and drills.

**C. FEDERAL AGENCIES**

1. Environmental Protection Agency
2. Department of Transportation and Development
3. United States Coast Guard
4. Federal Emergency Management Agency
5. National Response Center
6. Occupational Safety and Health Administration

**VI. LINES OF AUTHORITY**

In the unincorporated area, the jurisdictional fire chief will be the incident commander and will work in conjunction with the Sheriff's Department. It is important to note that each municipality has a designated Incident Commander. It must be noted that depending upon the level of response, the Incident Commander may be the Senior Fire Officer on-sight or on-scene coordinator.

**VII. LEVELS OF RESPONSE**

**A. RESPONSE LEVEL**

1. Potential Emergency Condition

**B. DESCRIPTION**

1. An incident or threat of a release which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.

**C. CONTACT**

1. Fire Department
2. Emergency Medical
3. Homeland Security and Emergency Preparedness Director
4. Police Department
5. Partial EOC Staff
6. Public Information Office
7. CHEMTREC
8. National Response Center

## **VIII. INCIDENT COMMAND SYSTEM**

As stated before, the Incident Commander is responsible for appointing the various positions that are filled within the system. Which positions are filled will depend upon many factors, some being; the size of the incident, personnel available and training level of personnel responding (See Appendix 3).

## **IX. PUBLIC AWARENESS / DRILLS / TRAINING**

The Allen Parish Local Emergency Planning Committee has the responsibility as written in its bylaws to assist local agencies and industry in providing education to the public on emergency response. The LEPC should always have a Public Education Awareness Liaison. This person should work closely with members of the Allen Parish Office of Emergency Management and the local media to formulate a Public Awareness Plan. The LEPC should also hold meetings in the evenings at least twice a year to allow citizens the opportunity to become familiar with the LEPC and afford them the opportunity to voice opinions on various issues related to emergency response.

It is also important that once the plan has been approved, it be drilled. Drills must be held at least once on an annual basis at a minimum. Drills should be well planned and be coordinated with the various entities listed in this plan.

The State Office of Homeland Security and Emergency Preparedness will offer assistance in preparing a scenario, holding table top drills and critiquing the drill.

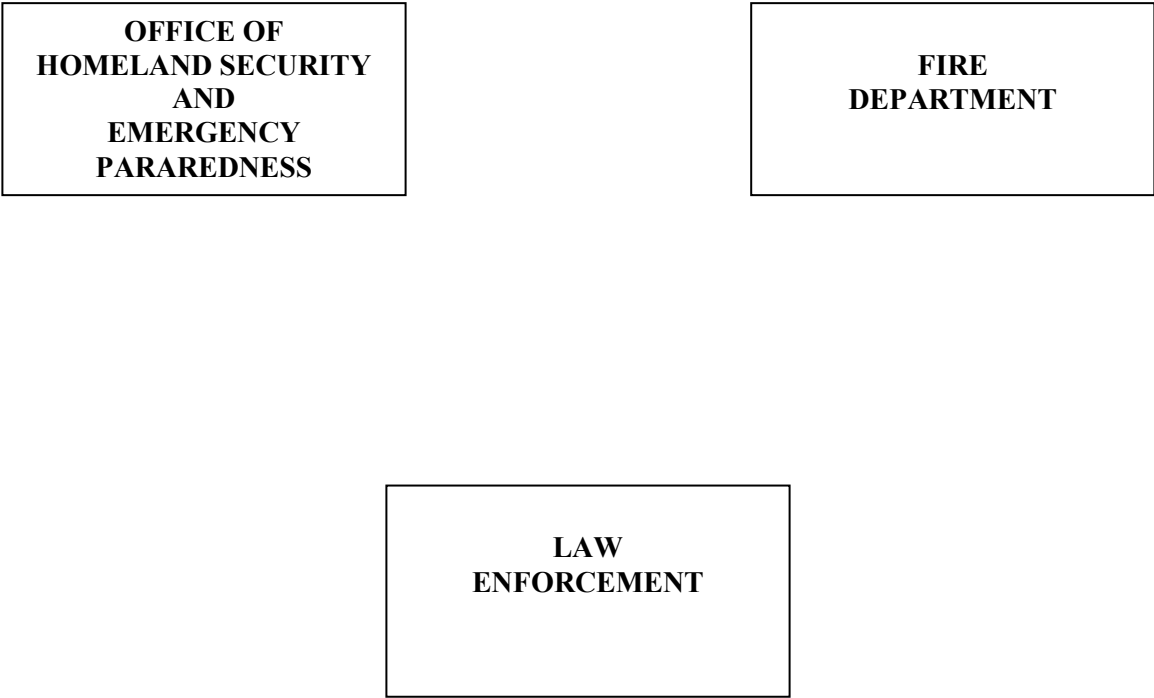
Also it is very important that responders be trained to the appropriate level. There are currently several organizations formulating training plans to assist municipal volunteer emergency responders in meeting the training requirements as set forth by EPA and NFPA. Each individual

industrial facility and transportation company has the responsibility of ensuring their emergency responders meet the appropriate federal standard. \*Once a training schedule has been formulated, the plan will be amended.

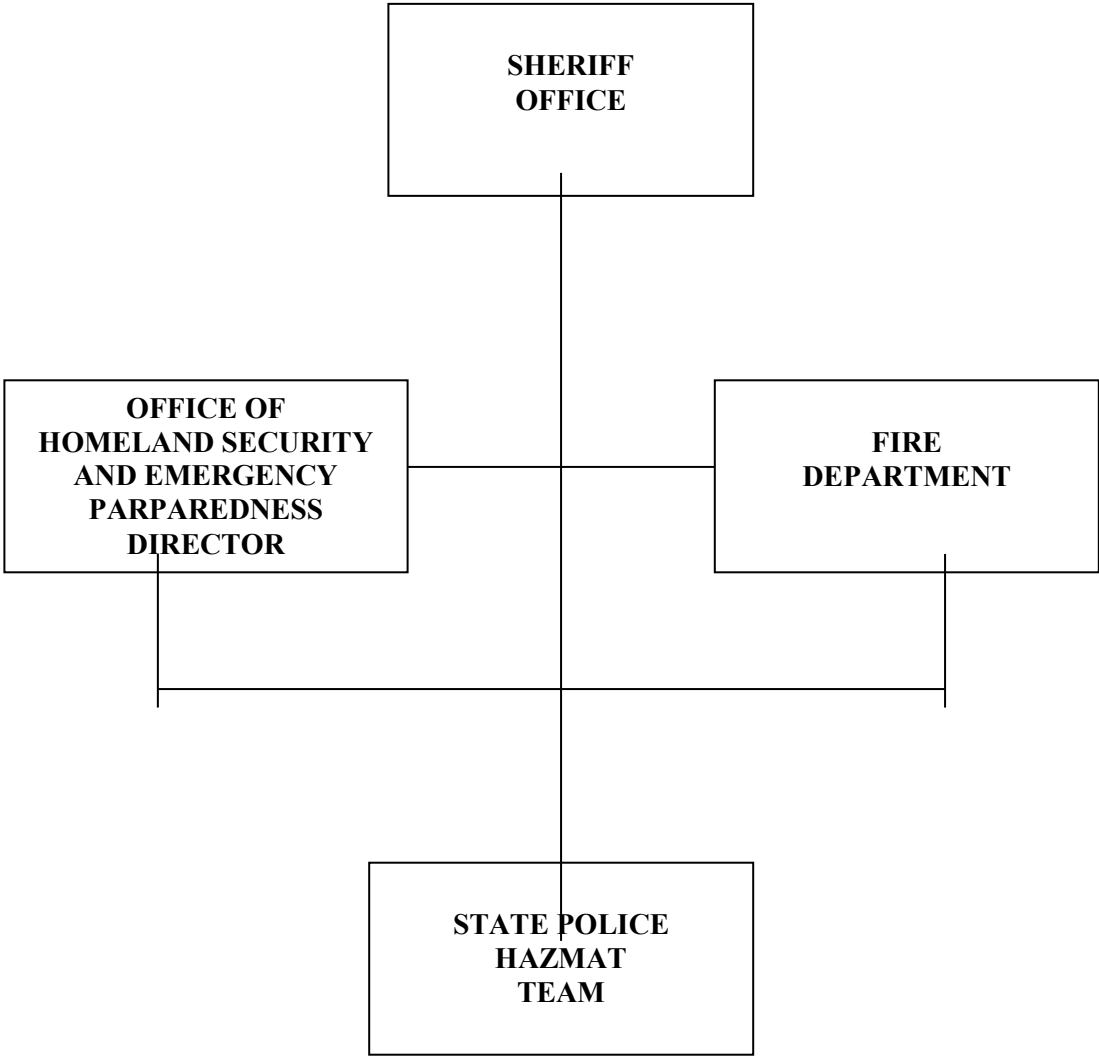
## **X. APPENDICES**

Appendix (1)	Organizational Chart
Appendix (2)	Incident Flow Chart
Appendix (3)	Incident Level Chart
Appendix (4)	Definitions and Abbreviations
Appendix (5)	Louisiana Statewide Emergency Response Plan

ORGANIZATIONAL CHART



FLOW CHART



## **INCIDENT LEVEL CHART**

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 MATERIAL

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

**ANNEX H  
APPENDIX 4**

## **DEFINITIONS AND ABBREVIATIONS**

Accident Site:

The location of an unexpected occurrence, failure or loss either at a facility or along transportation route, resulting in a release of hazardous materials: an incident site.

Acute:

Severe but of short duration. Acute health effects are those that occur immediately after exposure to hazardous chemicals.

Acutely Toxic Chemicals:

Chemicals that can cause severe short and long term health effects after a single, brief exposure (short duration). These chemicals, when ingested, inhaled or absorbed through the skin, can cause damage to living tissue, impairment of the central nervous system, severe illness, or, in extreme cases, death.

Airborne Release:

Release of any chemical into the air.

Ambient:

Surrounding. Ambient temperatures are temperatures of the surrounding area (e.g. air or water).

Area Contingency Plan:

The Southeast Texas/Southwest Louisiana Area Contingency Plan provides a coordinated and integrated response by federal, state and local agencies in the case of a pollutant discharge or threat of a discharge which poses a substantial threat to public's health or the environment into the navigable waterways.

By-Product:

Material, other than the principal product, this is produced or generated as a consequence of an industrial process.

Cold Zone:

A defined area that is geographically located further away from the release and is not subject to contamination.

Warm Zone:

A defined area that is geographically located between the Hot and Cold Zones that may contain limited amounts of hazardous materials.

Hot Zone:

A defined area that is geographically located closest to the release and contains potentially dangerous levels of hazardous materials.

CAER:

Community Awareness and Emergency Response program developed by the Chemical Manufacturing Association. Guidance for chemical plant managers to assist them in taking the initiative in cooperating with local communities to develop integrated (community/industry) hazardous materials response plan.

CEPP:

Chemical Emergency Preparedness Program developed by EPA to address releases of acutely toxic chemicals.

Chemnet:

A mutual aid network for chemical shippers and contractors. Chemnet has more than fifty participating companies with emergency teams, twenty-three subscribers (who receive services in an incident from a participant and then reimburse response and cleanup costs), and several emergency response contractors. Chemnet is activated when a member shipper cannot respond promptly to an incident involving that company's product and requiring the presence of a chemical expert. If a member company cannot go to the scene of the incident, the shipper will authorize a Chemnet contracted emergency response company to go. Communications for the network are provided by CHEMTREC, with the shipper receiving notification and details about the incident from the CHEMTREC communicator.

CHEMTREC:

Chemical Transportation Emergency Center operated by the Chemical Manufacturers Association. Provides information and/or assistance to emergency responders. CHEMTREC contacts the shipper or producer of the material for more detailed information, including on-scene assistance when feasible. Can be reached 24 hours a day by calling 800-424-9300.

CHLOREP:

Chlorine Emergency Plan operated by the Chlorine Institute. A 24 hour mutual aid program. Response is activated by a CHEMTREC call to the designated CHLOREP contact, who identified the appropriate team leader, based upon CHLOREP'S geographical sector assignments for teams. The team leader in turn calls the emergency caller at the incident scene and determines what advice and assistance are needed. The team leader then decides whether or not to dispatch his team to the scene.

Chronic:

Of long duration or having frequent recurrence. Chronic health effects are those that become apparent or continue for some time after exposure to hazardous chemicals.

Combustion Product:

Material produced or generated during the burning or oxidation of a material.

Command Post:

Facility located 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.

Contingency Plan:

A document to notify and catalog the elements required to respond to an emergency, to define responsibilities and specific tasks and to serve as a response guide.

COTP:

USCG, Captain of the Port.

Critical Facilities:

Facilities essential to emergency response, such as fire stations, police stations, hospitals and communications center.

Decomposition Product:



Material produced or generated as a result of the physical or chemical degradation of a parent material.

Dike:

A barrier such as a low wall or embankment designed to prevent a spill from spreading or flooding.

Disposal:

The removal of waste material to a site or facility that is specifically designed and permitted to receive such wastes.

EAS:

Emergency Alert System to be used to alert the public about the nature of a hazardous materials incident and what safety measures they should take.

Emergency:

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.

EOP:

Emergency Operations Plan developed in accordance with the guidance in CPG 1-8 (FEMA). EOP's are multi-hazard, functional plans that treat emergency management activities generically. EOP's provide for such generally applicable capability as possible without reference to any particular hazard; then they address the unique aspects of individual disasters in hazard-specific appendices.

Evacuation:

Removal of residents and other persons from an area of danger.

Exercise:

A simulated accident or release set up to test emergency response methods and for use as a training tool.

Extremely Hazardous Substances (EHS):

A list of chemicals identified by EPA on the basis of toxicity and listed under Title III of SARA. These chemicals are listed in SARA Section 302. The list is subject to revision.

Facility:

Defined by Section 302 of SARA Title III, as all buildings, equipment, structures and other stationary items which are located on a single site or on contiguous or adjacent sites and which are owned or operated by the same person (or by any person which controls, is controlled by, or under common control with, such person).

For the purpose of emergency release notification, the term includes motor vehicles, rolling stock and aircraft.

Fence line:

Outermost perimeter of a facility property.

First Responder:

The first professional emergency response unit (or person) on the scene of a hazardous material incident.

FOSC:

Federal On Scene Coordinator.

Hazard:

Any situation that has the potential for causing damage to life, property and/or the environment.

Hazardous Chemical:

Any chemical which is a physical hazard or a health hazard as defined under OSHA 29 CFR 1910.1201.

Hazardous Material:

Refers generally to hazardous substances, petroleum, natural gas, synthetic gas, acutely toxic chemicals and other chemicals. Any substance or material in a quantity or form which may be harmful to humans, animals, crops, water systems or other elements of the environment if accidentally released. Hazardous materials include: explosive gases (compressed, liquefied or dissolved), flammable and combustible liquids, flammable solids or substances, radioactive materials and corrosive.

Hazardous Substances (Superfund):

Substances designated as hazardous under CERCLA (Also known as Superfund); CERCLA incorporates substances listed under the Clean Water Act, the Clean Air Act RCRA and TSCA Section 7.

Hazards Analysis:

The procedure for identifying potential sources of a hazardous materials release, therefore determining the vulnerability of an area to a hazardous materials release and comparing hazards to determine risks to a community.

Hazards Identification:

Provides information on which facilities have Extremely Hazardous Substances (EHS's), what those chemicals are and how much there is at each facility. Also provides information on how the chemicals are stored and whether they are used at high temperatures. Mandatory facility reporting under SAPA Title III will provide most of the information needed for a hazards identification.

Immediately Dangerous To Life And Health (IDLH):

The maximum level to which a healthy worker can be exposed for 30 minutes and escape without suffering irreversible health effects or escape-impairing symptoms.

Incident Command System (ICS):

The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively accomplish stated objectives at the scene of an incident.

Integrated Emergency Management System (IEMS):

Developed by FEMA in recognition of the economies realized in planning for all hazards on a generic functional basis as opposed to developing independent structures and resources to deal with each type of hazard.

Lethal:

Causing or capable of causing death.

Lethal Concentration Low (LCLO):

The lowest concentration of a chemical at which test animals die following inhalation exposure for a specified time period.

Lethal Dose Low (LDLO):

The lowest dose of chemical at which test animals die following exposure.

Level Of Concern (LOC):

The concentration of an extremely hazardous substance (EHS) in the air above which there may be serious irreversible health effects or death as a result of a single exposure for a relatively short period of time.

Local Emergency Planning Committee (LEPC):

A committee appointed by the State Emergency Response Commission (SERC) as required by Title III of SARA, to formulate a comprehensive emergency plan for its district.

Material Safety Data Sheet (MSDS):

A compilation of information required under the OSHA Hazard Communication Standard on the identity of hazardous chemicals, health and physical hazardous, exposure limits and precautions. Section 311 of Title III of SARA required facilities to submit MSDS's under certain conditions.

Median Lethal Concentration (LC50):

Dose at which 50 percent of test animals died following exposure. Dose is usually given in milligrams per kilogram of body weight of the test animal.

Morbidity:

Ability to cause illness or disease.

National Response Center (NRC):

A communications center for activities related to response actions; it is located at Coast Guard headquarters in Washington, D.C. The National Response Center receives and relays notices of discharges or releases to the appropriate On-Scene Coordinator, disseminates On-Scene Coordinator and Regional Response Team reports to the National Response Team when appropriate and provides facilities for the NRT to use in coordinating a national response action when required. The toll-free number is 800-424-8802 and can be reached 24 hours a day for reporting actual or potential pollution incidents.

On-Scene Coordinator:

The pre-designated local, state or federal official responsible for the coordinator of a hazardous materials response action as outlined in the pertinent Emergency Response Plan.

Plume:

Effluent cloud resulting from a continuous source release.

Radius Quantity:

The maximum distance from the point of release of a hazardous substance at which the airborne concentration could reach the level of concern (LOC) under specified weather conditions.

Reportable Quantity (RQ):

The quantity of a hazardous substance that triggers reporting under CERCLA; if a substance is released in a quantity that exceeds its RQ, the release must be reported to the NRC as well as the SERC and the LEPC.

Response:

The efforts to minimize the risks created in an emergency by protecting the people, the environment and property and the efforts to return the scene to normal pre-emergency conditions.

Risk:

A measure of the probability that damage to life, property and/or the environment will occur if a hazard manifests itself; this measure includes the severity of anticipated consequences to people.

Risk Analysis:

Assessment of the probable damage that may be caused to the community by a hazardous substance release.

Southwest Louisiana Mutual Aid (SLMA):

This is an organization of local industries to assist law enforcement and other agencies with equipment and personnel to help in firefighting, rescue and first aid in the Southwest Louisiana area. In the plan, this is commonly known as Mutual Aid.

Special Populations:

Groups of people that may be more susceptible than the general population due to preexisting health conditions (e.g., asthmatics) or age (e.g., infants or elderly) to the toxic effects of an accidental release.

Spill Prevention Control and Countermeasures (SPCC) Plan:

Plan covering the release of hazardous substances as defined under authority to the Clean Water Act.

State Emergency Response Commission (SERC):

Commission appointed by each state governor according to the requirements of SARA Title III; duties of the commission include designating emergency planning districts, appointing local emergency planning committee's (LEPC's), supervising and coordinating the activities of planning committees, reviewing emergency plans, receiving chemical release notification and establishing procedures for receiving and processing requests from the public for information.

Storage:

Methods of keeping raw materials, finished goods or products while awaiting use, shipment or consumption.

Superfund:

The trust fund established under CERCLA to provide money the OSC can use during a cleanup.

Threshold Planning Quantity (TPO):

A quantity designated for each chemical on the list of extremely hazardous substances (EHS) that triggers notification by facilities of the SERC that such facilities are subject to emergency planning under Title III of SARA.

Toxic Chemical Release Form:

Information form required to be submitted by facilities that manufacture, process or use (In quantities above a specified amount) chemicals listed in Section 313 of SARA Title III.

Toxic Cloud:

Airborne mass of gases, vapors, fumes or aerosols of toxic materials.

Toxicity:

The ability of a substance to cause damage to living tissue, impairment of the central nervous system, severe illness or death when ingested, inhaled or absorbed by the skin.

Toxicology:

The study of the adverse effects of chemical agents on biological systems.

Transfer:

Loading and unloading of chemicals between transport vehicles and storage vessels, and sending chemicals via pipes between storage vessels and process reactors.

Transport Mode:

Method of transportation; highway (trucks); rail (trains); water (ships/barges); pipe lines and air (planes).

Vapor Dispersion:

The movement of vapor clouds or plumes in the air due to wind, gravity spreading and mixing.

Vulnerability Analysis:

Assessment of elements in the community that are subject to damage should a hazardous material release occur; includes gathering information on the extent of the vulnerability zone, conditions that influence the zone, size and type of the population within the zone, private and public property that might be damaged and the environment that might be affected.

Vulnerability Zone:

An area over which the airborne concentration of a chemical involved in an accidental release could reach the Level of Concern (LOC).

ACGIH: American Conference of Governmental Industrial Hygienists.

AICHE: American Institute of Chemical Engineers.

AIHA: American Industrial Hygiene Association.

ATSDR: Agency for Toxic Substances and Disease Registry.

BLEVE: Boiling Liquid Expanding Vapor Explosion.

CAER: Community Awareness and Emergency Response.

<u>CAS:</u>	Chemical Abstract Service.
<u>CEPP:</u>	Chemical Emergency Preparedness Program.
<u>CERCLA:</u>	Comprehensive Environmental Response Compensation and Liability Act of 1980.
<u>CHLOREP:</u>	Chlorine Emergency Plan.
<u>CHRIS:</u>	Chemical Hazard Response Identification System.
<u>CMA:</u>	Chemical Manufacturing Association.
<u>DOD:</u>	Department of Defense.
<u>DOT:</u>	Department of Transportation.
<u>EEG:</u>	Emergency Exposure Guideline.
<u>EEGL:</u>	Emergency Exposure Guidance Level.
<u>EHS:</u>	Extremely Hazardous Substance.
<u>EOP:</u>	Emergency Operations Plan.
<u>EPA:</u>	Environmental Protection Agency.
<u>ERPG:</u>	Emergency Response Planning Guideline.
<u>FDA:</u>	Food and Drug Administration.
<u>FEMA:</u>	Federal Emergency Management Agency.
<u>FIFRA:</u>	Federal Insecticide, Fungicide and Rodenticide Act.
<u>FMEA:</u>	Failure Modes and Effects Analysis.
<u>FMECA:</u>	Failure Modes, Effects and Critically Analysis.
<u>FTA:</u>	Fault Tree Analysis.
<u>HAZOP:</u>	Hazard and Operational Study.
<u>HMTA:</u>	Hazardous Materials Transportation Act.
<u>IDLH:</u>	Immediately Dangerous to Life and Health.
<u>LC 50</u>	Median Lethal Concentration.
<u>LCLO:</u>	Lethal Concentration Low.
<u>LD 50:</u>	Median Lethal Dose.

<u>LDLO:</u>	Lethal Dose Low.
<u>LEPD:</u>	Local Emergency Planning District.
<u>LFA:</u>	Liquid Factor Ambient.
<u>LFB:</u>	Liquid Factor Boiling.
<u>LFM:</u>	Liquid Factor Molten.
<u>LOC:</u>	Level of Concern.
<u>MSDS:</u>	Material Safety Data Sheet.
<u>NAS:</u>	National Academy of Sciences.
<u>NCP:</u>	National Oil and Hazardous Substance Contingency Plan.
<u>NFPA:</u>	National Fire Protection Agency.
<u>NRC:</u>	National Response Center or National Research Council.
<u>NRT:</u>	National Response Team.
<u>NRT-1:</u>	Hazardous Materials Emergency Planning Guide prepared by the National Response Team.
<u>NIOSH:</u>	National Institute for Occupational Safety and Health.
<u>OPP:</u>	Office of Pesticide Programs.
<u>OSC:</u>	On-Scene Coordinator.
<u>OSHA:</u>	Occupational Safety and Health Administration.
<u>OSWER:</u>	Office of Solid Waste and Emergency Response (EPA).
<u>PEL:</u>	Permissible Exposure Limit.
<u>PMN:</u>	Premanufacture Notice.
<u>PRA:</u>	Probabilistic Risk Assessment.
<u>OR:</u>	Rate of Release of EHS to Air.
<u>OS:</u>	Maximum Quantity of Chemical that could be related.
<u>RCRA:</u>	Resource Conservation and Recovery Act.
<u>REL:</u>	Recommended Exposure Limits.

<u>RQ:</u>	Reportable Quantity.
<u>RSPA:</u>	Research and Special Programs Administration.
<u>RRT:</u>	Regional Response Team.
<u>RTECS:</u>	Registry of Toxic Effects of Chemical Substances.
<u>SARA:</u>	Superfund Amendment and Reauthorization Act of 1986.
<u>SERC:</u>	State Emergency Response Commission.
<u>SPCC:</u>	Spill Prevention Control and Countermeasures.
<u>SPEGL:</u>	Short Term Public Exposure Guidance Level.
<u>TITLE III:</u>	Emergency Planning and Community Right-to-Know Act of 1986 (Part of SARA).
<u>TLV:</u>	Threshold Limit Value.
<u>TWA:</u>	Time Weighted Averaged.
<u>TPQ:</u>	Threshold Planning Quantity.
<u>TSCA:</u>	Toxic Substances Control Act.
<u>USCG:</u>	United States Coast Guard.
<u>USGS:</u>	United States Geological Survey.
<u>VP:</u>	Vapor Pressure.
<u>VSD:</u>	Virtually Safe Dose.
<u>VZ:</u>	Vulnerable Zone.



## **LOUISIANA STATEWIDE EMERGENCY RESPONSE PLAN**

The Department of Public Safety and Corrections has ultimate responsibility for the safe and timely conclusion of any hazardous material transportation incident.

The Department of Public Safety and Corrections is responsible for coordinating a Statewide Transportation Emergency Response System for Hazardous Material Incidents. In this capacity as coordinator at any hazardous material transportation incident, by Governor's order, all resources of the state government are available and through association with the National Regional Response Team all resources of the Federal Government are available.

The Department of Public Safety and Corrections is also charged by the legislature to investigate hazardous material transportation incidents to determine cause and identify any violation of the Louisiana Hazardous Material/Waste Regulations. Agencies in control of a hazardous material incident should contact the LSP Hazardous Material Unit or the local troop prior to distributing the scene of an incident with respect to evidence vital to an investigation.

In the event of a hazardous material transportation incident, the initial responding agency should be determined by location. In an incorporated area, the law enforcement agency with jurisdiction should be in charge unless local elected officials have provided otherwise. If the hazardous material transportation incident occurs in an unincorporated area, a State Police Trooper will be dispatched and will control the scene until the local elected sheriff ask that control be relinquished to him. The State Police will then relinquish control and offer whatever assistance is deemed necessary.

If the incident/accident occurs on a state or federal highway system, or a railroad grade crossing of these highways outside incorporated municipalities, the State Police will be the controlling agency.

In all hazardous material transportation incidents where a release has occurred, the Department of Environmental Quality has the responsibility to coordinate and effect the cleanup. All responding agencies will coordinate these efforts with the Department of Environmental Quality in light of their responsibility to ensure the environment is returned to its original state.

The Secretary of the Department of Public Safety and Corrections or his representative may declare any hazardous material transportation incident an emergency and take control of the incident by informing the ranking fire and police authority on the scene of such action. The decision to declare a hazardous material transportation incident and emergency shall be based on at least one of the following criteria:

1. The controlling agencies lack of understanding of the problem.
2. The severity or the potential severity of the incident.
3. The effect the incident would have on public safety.
4. The consequences which could come from inappropriate or delayed action.

The most basic step of initial response is parking the vehicle safely. Often times, the strategic location of a patrol car actually protects the scene or perhaps even closes a route of approach. Care should be exercised to avoid spilled substances or escaping vapors, the responding agent must bear in mind that the units radio may be the only line of communication for quite some time.

As soon as possible, the material involved in the incident must be identified. Emergency personnel must be familiarized with simple means of achieving this. The U.S. Department of Transportation system of placards, container shapes and valve configurations on containers such as tank trucks and railcars provides easy, visual and immediate identification into broad categories. Documents carried by the engineer or conductor in railcars or the driver of a motor carrier provide specific information important to the course of action which will soon be dictated. Emergency response personnel must be trained to seat the persons and the information as soon as practical after the arrival.

Accurate identification is the basis for determining the potential danger posed by the incident. What is involved, how much is involved, population density, wind direction and what facilities or institutions are threatened must be quickly determined. The questions of fire, spills and leaks, or the imminent threat thereof must also be considered by the Incident Commander in order that the actual response be initiated. Only once an accurate, thorough assessment of potential danger has been made can an intelligent, professional response be activated, coordinated and maintained.

Overlapping will occur during the first few minutes of any hazardous material incidents between the response and coordination phase. Many individual steps are interchangeable and with skillful application, much of the initial response phase and the coordination phase may be accomplished simultaneously. In order to ensure safety and economy of personnel, the best avenue of response should be suggested quickly by the Incident Commander, keeping in mind that various responding agencies may need to respond to different locations of the incident. Large industrial complexes and locations bisected by railroads pose special response problems.

Much time should be taken during pre-emergency planning sessions to minimize the detrimental effects of such logistical problems. With the arrival of sufficient personnel, the perimeter can be established or strengthened and evacuation and/or investigation can commence.

Crucial to the successful coordination of an emergency where many different agencies have responded is communication. Therefore, an on-scene command post shall be immediately established by the controlling agency in order that the greatest economy of personnel, the least duplication of efforts be achieved. This is most easily accomplished by assigning one radio equipped member of (not necessarily command element) each responding agency to a central location such as a strategically located vehicle of the agency first on the scene. It is our suggestion that the command post be identified by a green flashing light to distinguish it from other emergency response vehicles. Emergency personnel must be trained in the habit instilled, to instinctively search out the responsible elements of the other agencies so that the establishment of an on-scene command post be facilitated. This, however, is NOT the place for the policy making level officials of government and other agencies. Their effects will be enhanced in their thinking clearer if they gather, for example, at a pre-established Emergency Operations Center (EOC).

## **ANNEX I**

## **FIRE SERVICES**

### **I. PURPOSE**

It is the purpose of this annex to establish fire service policies and procedures for Allen 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. SITUATIONS**

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 service 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 services 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 serve 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. Fire code enforcement
  - b. Public fire safety education programs.
  - 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 operation of public warning system.<sup>19</sup>
  - d. Support radiological protection.<sup>20</sup>
  - e. Respond to hazardous materials incidents.<sup>21</sup> 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.

#### **IV. ORGANIZATIONS AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. MUNICIPAL, DISTRICT, AND VOLUNTEER FIRE DEPARTMENTS**

1. Coordinate all fire service activities within their jurisdiction.
2. Fire suppression.
3. Fire prevention.
4. Support in operation of public warning system.
5. Fire code enforcement.
6. Support for radiological protection.
7. Response to hazardous materials incidents.
8. Establishment of mutual aid agreements.
9. Assist in the rescue of injured persons during emergencies.
10. Assist in searching for missing persons.

##### **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 district shall have complete authority for fire operations within his respective district.
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 OHSEP will coordinate emergency operations within Allen Parish from the Emergency Operations Center (EOC).
4. To assist in emergency operations, the OHSEP Director shall appoint a fire representative to coordinate field command post/fire station activities through the EOC.

5. Each fire company chief shall be a volunteer field command post chief within his respective district with the responsibility of providing situation reporting to the EOC.
6. Each fire station shall become a staging area for equipment and supplies dispatched during emergency rescue operations.
7. Priority of firefighting and rescue operations shall always be given to designated shelters, and areas immediately adjacent to said shelters.
8. 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. Area evacuation in the event of a fire, explosion, or hazardous materials incident shall be recommended by the Fire Chief in charge. Such recommendation shall be coordinated with the Sheriff's/Police Department and OHSEP.
2. In situations when in the opinion of the Sheriff's Office and/or OHSEP that evacuation is essential to savings lives, an evacuation order may be issued.
3. Prior to the issuing of an evacuation order to the new media for public dissemination, all affected agencies shall be notified and the issuance of such orders shall be announced from the EOC or the field command post.

### **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 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.

#### **IV. AUTHORITY AND REFERENCES**

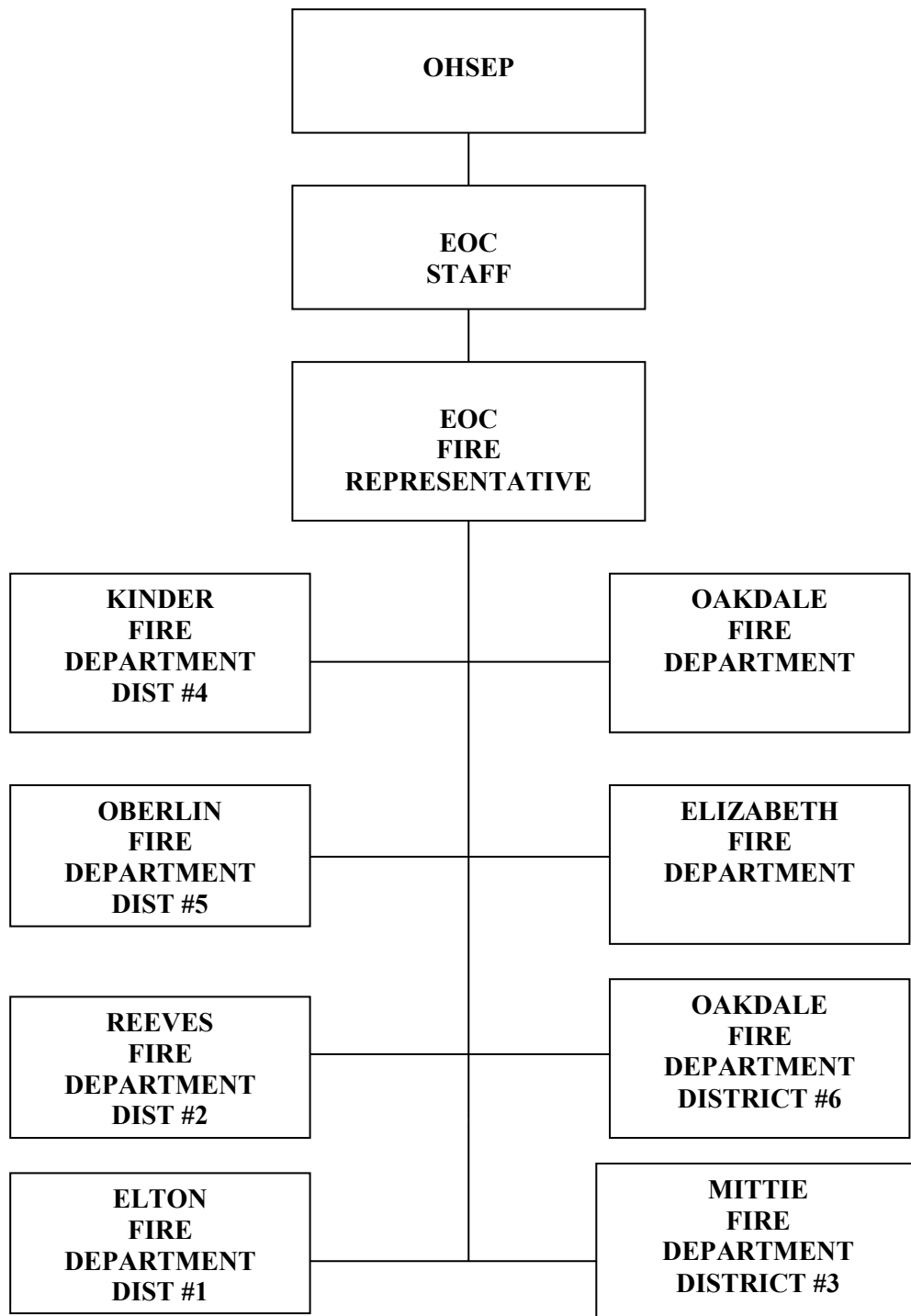
See Basic Plan

#### **X. APPENDICES**

Appendix (1)    Organizational Chart

Appendix (2)    Fire Departments Resources

## ORGANIZATIONAL CHART





**FIRE DEPARTMENT RESOURCES**

**I. RESOURCES AVAILABLE IN THE TOWN OF ELIZABETH**

A.	Fire Stations	1
B.	Personnel	14
C.	Trucks	2

**II. RESOURCES AVAILABLE IN FIRE DISTRICT 4**

A.	Fire Stations	8
B.	Personnel	38 volunteers
C.	Trucks	14

**III. RESOURCES AVAILABLE IN THE TOWN OF OAKDALE**

A.	Fire Stations	2
B.	Personnel	4 full time 23 volunteers
C.	Trucks	8

**IV. RESOURCES AVAILABLE IN FIRE DISTRICT 5**

A.	Fire Stations	5
B.	Personnel	25
C.	Trucks	6

**V. RESOURCES AVAILABLE IN FIRE DISTRICT 6**

A.	Fire Stations	5
B.	Personnel	18
C.	Trucks	8

**VI. RESOURCES AVAILABLE IN FIRE DISTRICT 1**

A.	Fire Stations	3
B.	Personnel	18
C.	Truck	8

**VII. RESOURCES AVAILABLE IN FIRE DISTRICT 2**

A.	Fire Stations	3
B.	Personnel	15
C.	Trucks	5

**VIII. RESOURCES AVAILABLE IN FIRE DISTRICT 3**

A.	Fire Stations	4
B.	Personnel	35
C.	Trucks	5

## **SEARCH AND RESCUE**

### **I. PURPOSE**

This annex is intended to provide a basis from which trained and equipped emergency 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**

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

#### **B. ASSUMPTIONS**

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

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

#### **A. GENERAL**

##### **1. Day-to-Day Rescue Operations**

Both the Allen Parish Sheriff's Department and Fire Departments in the parish provide 24 hour coverage for all fire safety and law enforcement functions in the parish.

##### **2. Volunteer Search and Rescue Associations**

The day-to-day rescue forces in Allen Parish are augmented by volunteer search and rescue organizations in the form of the Tri Parish dive team, Sheriff's Office personnel, Louisiana National Guard and Reserve Forces.

These groups maintain a voluntary team of trained emergency response personnel having the capability to effectively conduct methodical search and rescue operations in the parish.

Each search and rescue unit responding will function under emergency management procedures fully utilizing the national recognized Incident Command Procedures to insure that operational control is maintained throughout the duration of the search and rescue operations. All participating units will coordinate their efforts with the Homeland Security and Emergency Preparedness Director.

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 operation, communications, air support (rotary and fixed wing aircraft), and water (divers and surface vessels).

4. Natural Disaster and Technological Hazards

The day-to-day rescue capability will be augmented by the Parish's volunteers search and rescue organizations during natural and technological disasters to the extent necessary to eliminate the problem at hand. The operation may also require the mobilization of medical personnel, building trades, engineering services, heavy equipment operation, 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 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 OHSEP.

3. Response

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

- a. Initiation of search and rescue missions.
- b. Traffic and perimeter control as needed.

- c. Evacuation and relocation as required.
  - d. EOC coordination as appropriate.
  - e. Mobilization of support activities as required.
  - f. Administering first aid.
4. Recovery
- a. Public information activities.
  - b. Initiate return 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. Normal day-to-day rescue response is maintained by the appropriate dispatcher and on-scene incident command
- 2. State of Emergency is managed by the on-scene incident commander and functions through the area management plan.

##### **B. OPERATIONS**

- 1. Fire Department personnel and Sheriff's Department deputies are assigned responsibility for day-to-day search and rescue operations.
- 2. Volunteer search and rescue assistance is requested primarily for any water related incidents in the parish, to include boating mishaps, missing persons, and downed aircraft mishaps.
- 3. Motor vehicles transportation support is provided by the Sheriff's Department, District Fire Departments, and support parish agencies.

##### **C. RESOURCE SUPPORT BASE**

In the event additional resources are needed, the on scene incident command will contact other agencies through the established dispatching agency requesting LA State Police (Troop "D"), LA Department of Wildlife and Fisheries, US Coast Guard, Civil Air Patrol, and Department of Environmental Quality (DEQ).

## **V. DIRECTION AND CONTROL**

- A. Direction and control of the total rescue force is the primary responsibility of the Homeland Security and Emergency Preparedness Director. All emergency response support will be channeled through this department.
- B. Direction and control for search and rescue operations in Allen 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 as under unified command.

## **VI. CONTINUITY OF GOVERNMENT**

See Basic Plan, Section VI.

## **VII. ADMINISTRATION AND LOGISTICS**

The OHSEP 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 rests with OHSEP. Support will be provided by representatives from fire department, city/parish law enforcement departments, and volunteer search and rescue groups in the parish.

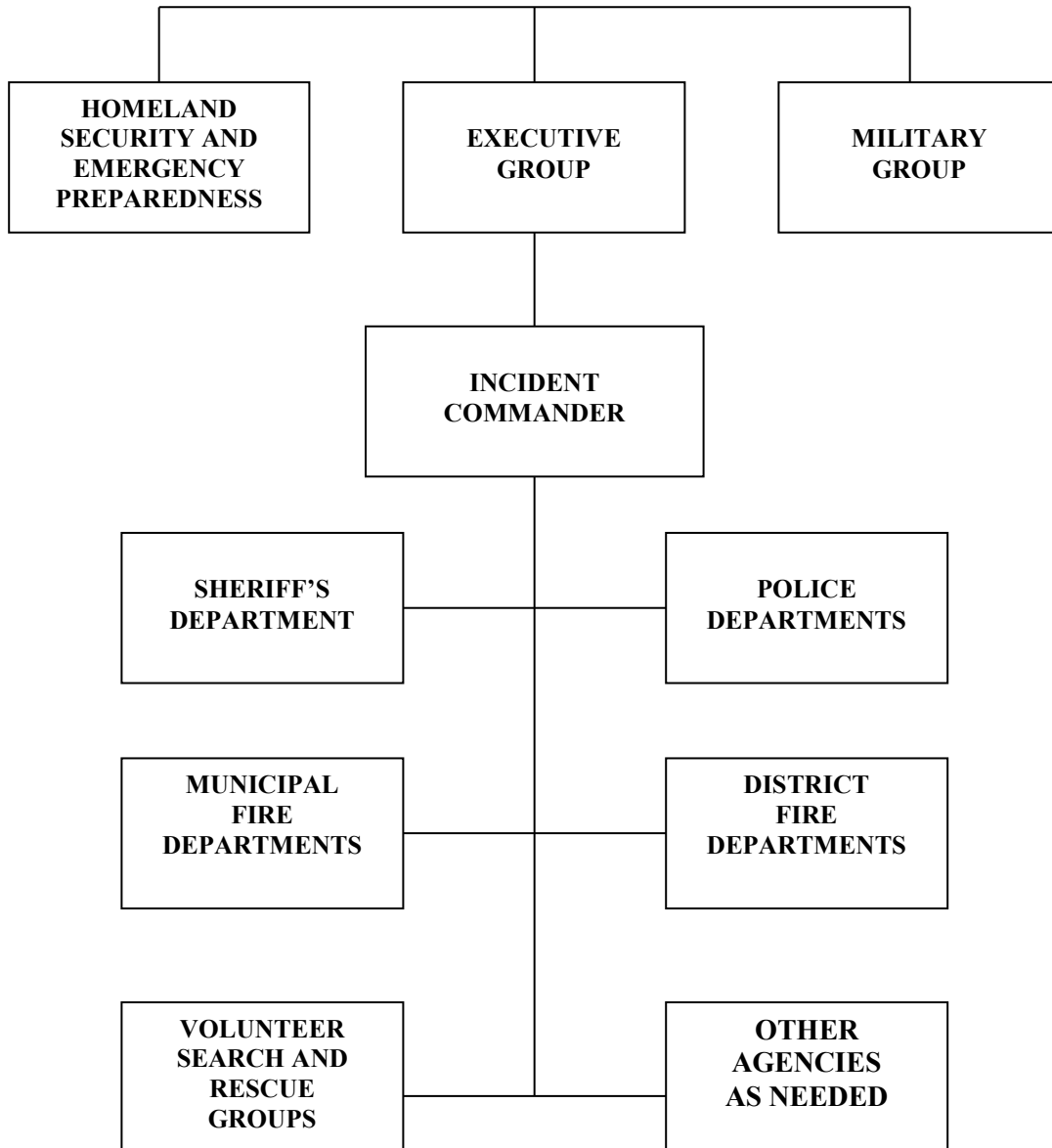
## **IX. AUTHORITIES AND REFERENCE**

See Basic Plan.

## **X. APPENDICES**

APPENDIX 1. Organizational Chart

**ORGANIZATIONAL CHART**



## DAMAGE ASSESSMENT

### I. PURPOSE

To establish procedures for the accurate assessment and reporting of damage to public and private property resulting from a disaster 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 the parish and all of its political subdivisions to determine the extent of damage. This information will provide a basis for the determination of actions needed, the establishment of priorities, the allocation of local government resources in the disaster area during the early stages of the recovery effort, and what, if any, outside assistance will be required.

#### B. ASSUMPTIONS

1. Fast and accurate damage assessment is vital to effective disaster response.
2. Damage will be assessed by pre-arranged teams of local resource personnel.
2. If promptly implemented, this plan can expedite relief and assistance for those adversely affected.
- 3.

### III. CONCEPT OF OPERATIONS

#### A. GENERAL

The ultimate responsibility of damage assessment lies with the local governing authority. In Allen Parish **the Damage Assessment Officer is the Parish Director of Public Works**. She/he will recruit/assign as many assistants as necessary. The Allen Parish OHSEP will be responsible for the preparation of damage assessment reports to the LA Office of Homeland Security and Emergency Preparedness. Damage Assessment will be conducted by qualified, trained local teams.

#### B. PHASES OF MANAGEMENT



1. Mitigation
  - a. Develop a damage assessment training program.
  - b. Develop a damage assessment team of qualified local personnel.
  - c. Designate a Damage Assessment Officer.
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. (LA Disaster Reporting and Procedures Guide).
  - d. List all critical facilities and all parish buildings requiring priority assessment.
3. Response
  - a. Activate Damage Assessment Staff in 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 agencies.
  - e. Compile damage reports for appropriate agencies.
  - f. 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 Allen Parish.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

**A. OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS**

The Allen Parish OHSEP 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.
3. Developing public information and education programs.

**B. DAMAGE ASSESSMENT OFFICER (DAO)**

The DAO will locate in the EOC and direct damage assessment operations. He will be responsible to the OHSEP Director for the operation of the teams, collection of data, and reporting. He will also:

1. Assist the OHSEP Director and those from other agencies who are involved in recovery operations in establishing a sequence of repairs and priorities for restoration of affected area.
2. Coordinate disaster teams conducting field surveys.
3. Maintain sufficient quantities of needed forms for damage assessment teams and other department and 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 Red Cross, 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 LaOHSEP.
7. Be available to escort State and Federal Damage Survey Officials on inspection of damaged areas and have damage sites located on area maps before State and Federal inspectors arrive.
8. Solicit cooperation from local companies (appraisers, contractors, utilities, etc.), and local representatives of support agencies such as Red Cross, 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**

1. Conduct damage assessment survey of public facilities and private property within your 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.
4. Provide the Allen Parish DAO 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 Allen Parish will be made up from any of the following representatives of parish departments, support agencies, and/or private sector:

1. Inspection and Code Enforcement (Inspectors)
2. Maintenance Departments (Engineering, Traffic, Street Division, etc.)
3. Public Utilities
4. Photographer
5. Office of Homeland Security and Emergency Preparedness
6. Animal and Pest Control
7. Red Cross
8. County Agent
9. Utility Companies
10. Tax Assessment Officers
11. Contractors
12. Real Estate Agents
13. Insurance Agents

**V. DIRECTION AND CONTROL**

Allen Parish OHSEP 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 to 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 OHSEP and distributed when necessary. Copies of all documentation are retained for record purposes.

### **B. SURVEY TEAMS**

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

## **IX. AUTHORITY AND REFERENCES**

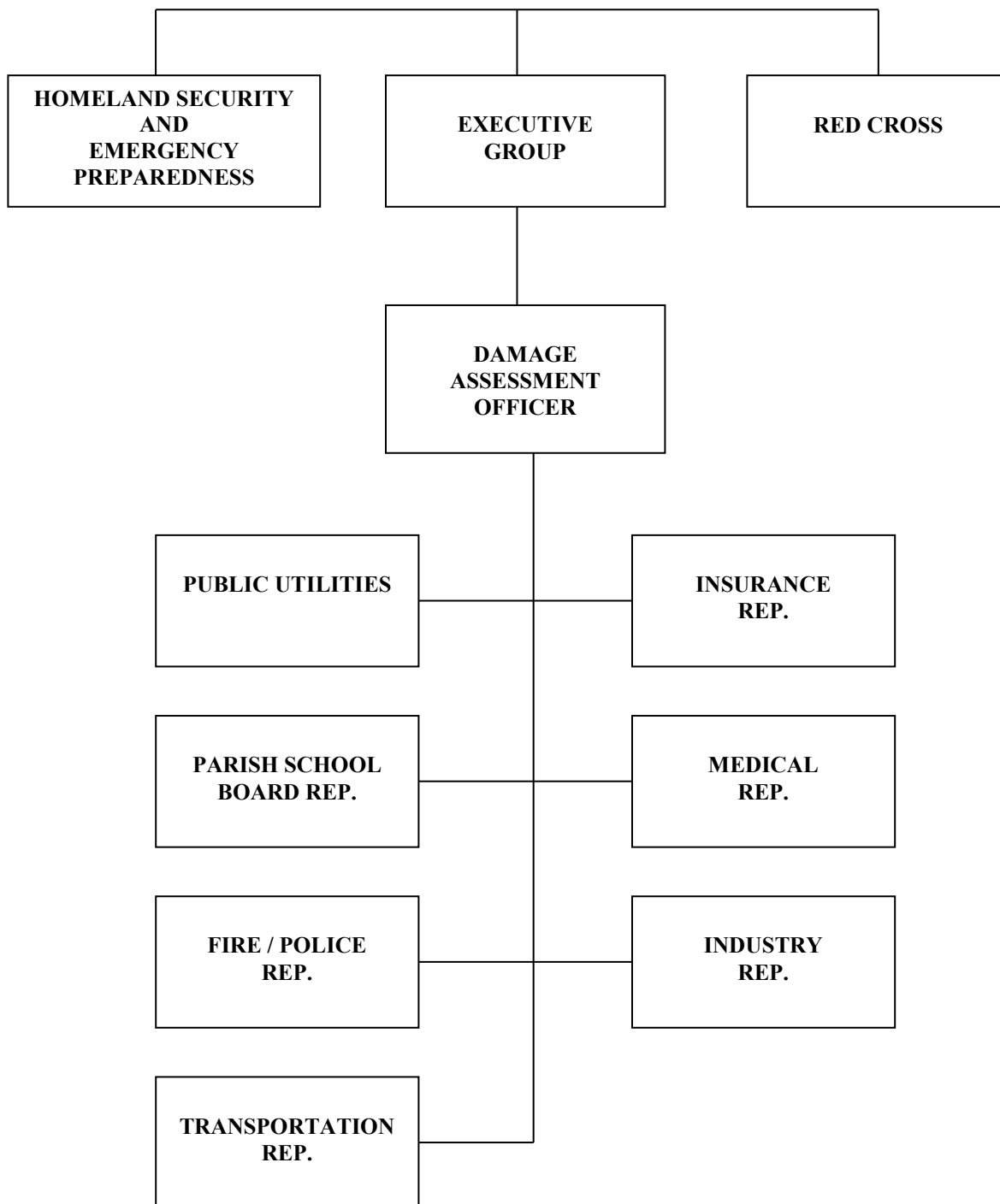
See Basic Plan

## **X. APPENDICES**

APPENDIX 1. Organizational Chart

APPENDIX 2. Damage Assessment Form

**ORGANIZATIONAL CHART**



**ANNEX K  
APPENDIX 2**

**DAMAGE ASSESSMENT FORM**

Street\_\_\_\_\_

East\_\_\_\_ West\_\_\_\_

Area/Subdivision\_\_\_\_\_

Date\_\_\_\_\_

Line	House No.	Name	Type of Occupancy	Owner	Number Living There	Roof Damage	Structural Damage	Additional Information	Safe As Is	Safe W/ Rep
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

## RESOURCE MANAGEMENT

### 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 Allen Parish on a continuing basis and develop procedures to deploy these resources in an orderly and timely manner in an emergency.

### II. SITUATIONS AND ASSUMPTIONS

#### A. SITUATION

An emergency situation can result from a natural or man-made 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 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 local 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 Allen 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, electrical 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). 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 State Office of Homeland Security and Emergency Preparedness (LaOHSEP) 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 the following units of government:
    - (1) Sheriff/Police Departments
    - (2) Fire Departments
    - (3) Parish Health Departments and Hospitals
    - (4) Human Resources Departments
    - (5) Department of Education
    - (6) Public Utilities
  - d. Coordinate and utilize all available resources during an 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 all Mutual Aid Agreements.
3. Response
  - a. Distribute and manage resources.
  - b. Coordinate resources to responders and disaster victims.
  - c. Identify resource distribution centers.



- d. Coordinate services with parish and local municipalities.
  - e. Make available list of sources to provide materials, equipment, and other resources during emergencies.
  - 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 resources management.
  - e. Provide public information about resources available for disaster victims.
  - f. Record resource needs and available supplies.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

The day-to-day operations of the Allen Office of Homeland Security and Emergency Preparedness provides planning and personnel training to obtain maximum use of available resources and materials in the event an emergency should arise. 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:

##### **A. HEAVY EQUIPMENT**

- 1. Bulldozers
- 2. Backhoes
- 3. Draglines
- 4. Vac-All

##### **B. SPECIALIZED EQUIPMENT**

- 1. Chain saws
- 2. Fire fighting equipment
- 3. Water pumps

4. Rescue equipment
5. Generators
6. Portable lighting
7. Radiological instruments

**C. TEMPORARY SHELTERS**

1. American Red Cross shelters
2. Hotels and Motels
3. Local public facilities
  - a. Schools and universities
  - b. Park and recreation areas
  - c. National Guard/Reserve armories
  - d. Other government buildings
  - e. Private facilities
    - (1) Churches
    - (2) Clubs
    - (3) Resorts
    - (4) Office buildings
    - (5) Stores

**D. FOOD CENTERS**

1. Wholesalers
2. Grocery Stores
3. Frozen food lockers

**E. MEDICAL CARE**

1. Hospitals
2. Medical clinics
3. Drug stores
4. Ambulance service
5. Emergency Medical Services

**F. TRANSPORTATION**

1. Buses
2. Trucks
3. Trains
4. Boats
5. Lowboy - Tractor/Trailer
6. Aircraft
7. Ambulances, vans with lifts, and other vehicles for injured or handicapped persons.

**G. MARINE EQUIPMENT**

1. Fire Boat
2. Tug Boats
3. General purpose boats

**H. MISCELLANEOUS SUPPLIES**

1. Sand
2. Sand bags

The above mentioned resource management areas have been addressed in addition to the normal emergency role of the department during emergencies. Specific areas are addressed in appropriate appendices of this plan.

**V. DIRECTION AND CONTROL**

The OHSEP Director, 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. Coordination of these resources during emergencies will be handled from the EOC by the Resource Manager. Routine checks will be made in order to maintain an accurate list of supplies and to insure their protection.

The Homeland Security and Emergency Preparedness Director will establish liaison with field units and establish a resupply system to meet the needs.

**VI. CONTINUITY OF GOVERNMENT**

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

**VII. ADMINISTRATION AND LOGISTICS**

- A. 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 OHSEP Director along with the Resource Manager will be responsible for the development and updating of this annex. OHSEP will be responsible for keeping an accurate and updated list of all available sources who will supply resources in an emergency.

## **IX. UTHORITY AND REFERENCES**

### **A. AUTHORITY**

See Basic Plan

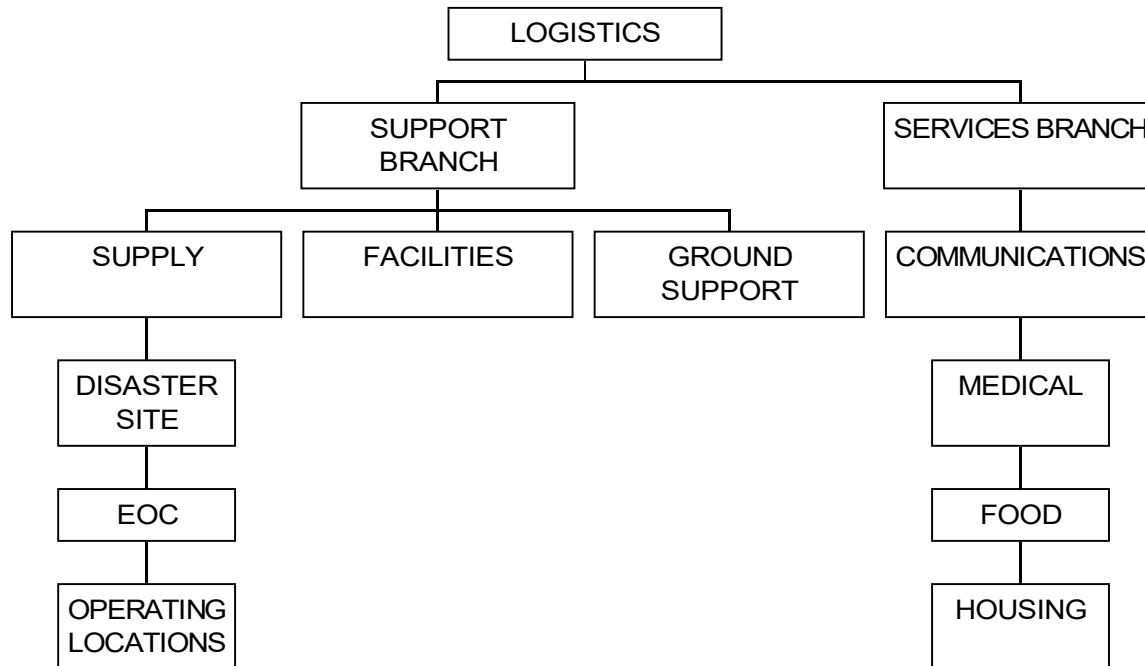
### **B. RESOURCES**

See Basic Plan

## **X. APPENDICES**

APPENDIX 1.	Organizational Chart
APPENDIX 2.	Food Supply Plan
APPENDIX 3.	Fuel Supply Plan
APPENDIX 4.	Transportation Plan
APPENDIX 5.	Construction Plan
APPENDIX 6.	Utility Plan
APPENDIX 7.	Manpower Plan
APPENDIX 8.	Commercial Body (Cadaver) Bags Supply sources
APPENDIX 9.	Commercial Sandbag Supply Sources

Organizational Chart



## **FOOD SUPPLY PLAN**

### **I. GENERAL**

- A. Normally, food supplies on hand in retail stores in Allen Parish would be sufficient to sustain the resident population for approximately four (4) days without resupply. 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 Standards established by the US 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, 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 Allen Parish.
- C. Coordinator for each lodging district is responsible for requesting the amount of food needed from Food Supply Coordinator.

### **III. OPERATIONS**

- A. The location of the Food Supply Operations Center will be decided upon at the time of the emergency or disaster depending upon the necessary location and population districts to be served.
- B. Based on food supply request 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 for Allen Parish will first report to the Food Supply Operations Center. From this point, the Fuel Supply Coordinator will direct trucks to appropriate storage or distribution areas.

## **FUEL SUPPLY PLAN**

### **I. GENERAL**

The Fuel Supply Coordinator will make use of all available government and commercial fuel supplies and distribution facilities.

### **II. RESPONSIBILITIES**

The Fuel Supply Coordinator is responsible for insuring that adequate supplies of petroleum products and natural gas are available for OHSEP use. Fuels Section will consist of managers or operators of all fuel storage, transportation, and distribution facilities in the parish.

### **III. OPERATIONS**

- A. Emergency Service Coordinators will request any fuel support needed for their operations from the Fuel Section. The Fuel Coordinator will arrange to furnish the amount and type of fuels needed, based on priorities set for fuel use in the parish.
- B. Fuel 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 EOC.
- D. All fuel trucks delivering petroleum to Allen Parish will first report to the Fuel Coordination Center.

## **TRANSPORTATION PLAN**

### **I. GENERAL**

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 Allen Parish.

### **II. RESPONSIBILITIES**

The Transportation Section consists of: The Transportation Coordinator, representatives from 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. 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 for one of the dispatch points after each assignment.
- B. Trucks carrying supplies through this 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 Traffic Regulations are in effect, Transportation Coordinator must issue necessary road use permits for trucks using regulated routes. Transportation Section must be prepared to help move relocates lodging areas to designated fallout shelters in the event of war emergencies.



## **CONSTRUCTION PLAN**

### **I. GENERAL**

The Construction Section will mobilize all heavy and light duty construction equipment and all building materials available in Allen 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 the organization furnishing the equipment or the Manpower Coordinator.

### **III. OPERATIONS**

- A. All trucks carrying construction supplies/equipment and all motorized heavy equipment arriving in Allen Parish will report first to the Construction Operating Center. From this point, the Construction Coordinator will direct such trucks or equipment to work sites.

## **UTILITY PLAN**

### **I. GENERAL**

The assistant for utility services 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 Allen Parish during the emergency periods.

### **II. RESPONSIBILITY**

The assistant for utility services 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 utility firms or agencies. He shall keep the Resources and Supply Coordinator informed of any problems involving utilities and their availability.

### **III. OPERATIONS**

- A. Electric utilities in Allen Parish are supplied by Gulf States Utilities. Alternate sources for generating equipment may be provided by agreements with neighboring parishes, municipalities, and state agencies (National Guard).
- B. Natural gas utilities in Allen Parish are supplied by ENTEX.
- C. Water utilities are supplied by systems owned and operated by the municipalities. Rural Allen Parish is supplied water by individually owned wells. Alternate water sources may be supplied by private bottling companies and state agencies (National Guard).
- D. Sewer and/or sanitation facilities are supplied by municipally owned and operated oxidation treatment ponds. The rest of Allen Parish is covered by individual treatment disposal (septic tanks).
- E. Telephone facilities in Allen Parish are supplied by Bell South and American Telephone and Telegraph (AT&T).

## **MANPOWER**

### **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 assistant, Manpower Service, shall be responsible to the coordinator, Resource and Management Service, for providing manpower, critical and general, to the emergency services requesting this type of assistance.

### **III. OPERATIONS**

- A. The Assistant for Manpower Services, upon being notified of activation by the Coordinator, Resources and Supply, 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 relocates 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, guarding, etc.). Job assignments will be made in accordance with the procedures, checklist, and assignments as stated in the Basic Plan.
- B. In the case of shortages, the Resources Priority Board shall set priorities. The Assistant, Manpower Service, shall coordinate with the local and state employment services.

**COMMERCIAL BODY (CADAVER) BAGS SUPPLY SOURCES**

The following list of body (cadaver) bag companies may be contacted for bags to transport cadavers in the event local quantities from the Allen Coroner's Offices, area funeral homes, and ambulance services have been exhausted.

**RICHARDS AND CLARK, INC.**

4230 Jeffery Drive  
Baton Rouge, LA 70816  
Day: (504) 291-5555  
Night: (504) 295-0444  
Contact: Richard Hark rider

**SUPERIOR INTERNATIONAL CORP.**

30555 Solon Industrial Parkway  
Solon, OH 44139  
(216) 248-8660  
Contact: Edward Delamater

**MENTE BAG CO. OF NEW ORLEANS**

1324 Lark Street  
New Orleans, LA 70122  
(504) 383-2722  
Contact: Pauline Francine

**COMMERCIAL SANDBAG SUPPLY SOURCES**

BUILDERS SUPPLY COMPANY

1400 Marshall Street  
Shreveport, LA 71101  
(318) 222-5721

CONSTRUCTION SAFETY SUPPLY

359 Mount Zion Road  
Shreveport, LA 71106  
(318) 688-6483

ACADIA INDUSTRIES

P. O. Box 361  
Crowley, LA 70526  
(318) 783-8182

COWEN-TURNER, INC.

115 W. First Street  
Crowley, LA 70526  
(318) 783-1312

GILLIANO BAGS, INC.

4500 North Dorgenois Street  
New Orleans, LA 70117  
(504) 947-2727

J & M INDUSTRIES

4500 North Dorgenois Street  
New Orleans, LA 70117  
(504) 947-2714

LA BAG COMPANY, INC.

925 W. First Street  
Crowley, LA 70526  
(318) 783-5466

LANGSTON BAG COMPANY

401 E. Clay Street  
Crowley, LA 70527  
(318) 783-2010

LANGSTON BAG COMPANY

117 Wesley Avenue  
Jackson, MS 39202  
(601) 354-2394

LONG-ACE BAG & BURLAP CO.

605 Race Street  
New Orleans, LA 70122  
(504) 523-4531

MENTE BAG COMPANY

1324 lark Street  
New Orleans, LA 70122  
(504) 283-2722

PHILLIPS BAG COMPANY

809 Avenue C  
Kentwood, LA 70444  
(504) 229-2050/4153

UNITED BAGS

2508 Broadway  
St. Louis, MO 63102  
(314) 421-3700

## **EMERGENCY PUBLIC WELFARE**

### **I. PURPOSE**

This annex provides guidelines and procedures to ensure that assistance and service will be made available to victims of a natural or man-made disaster.

### **II. SITUATION AND ASSUMPTIONS**

#### **A. SITUATION**

Allen 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. The coordination of emergency welfare services will be required to respond to these disasters.
3. The most effective and adequate response is through planning efforts.
4. Emergency welfare service can be of significant assistance to the people of the parishes 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 Health and Hospitals provides overall direction, planning, and policy guidance. The local Office of Family Support is responsible for developing the specific requirements and details for implementing the welfare plan for Allen Parish. Major functions

are emergency registration, coordination of feeding, clothing and lodging, and social services.

## **B. PHASES OF MANAGEMENT**

### **1. Mitigation**

- a. Coordinate activities with the OHSEP Director.
- b. Train local personnel in emergency procedures if necessary.
- c. Plan coordination with other services as determined necessary by the local Parish Administrative Officer.
- d. Review and update Emergency Public Welfare Service Plan.
- e. Plan Shelter services to be provided in an emergency situation.

### **2. Preparedness**

Upon receipt of information of any pending disaster or emergency threatening the lives or welfare of the people, the local Administrative Officer and staff of the Office of Family Support will review existing contingency plans for emergency welfare services, anticipate probable extent of human need, and be prepared to implement the Emergency Welfare Plan.

### **3. Response**

Upon notification that an emergency or disaster has occurred, the Office of Family Support Administrative Office will activate the emergency plan to include:

- a. Situation analysis.
- b. Notification of the Office of Family Support Regional Manager.

### **4. Recovery**

- a. Continue welfare assistance to the eligible needy as circumstances dictate and current policies allow.
- b. Staff on-site centers for granting relief to victims of emergency situations as available resources permit.
- c. Coordination of all welfare services provided by public and private welfare or welfare-related agencies, civic and church groups.

## **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 Family Support Administrative Officer of the affected parish will respond immediately to meet human needs caused by a natural or manmade disaster.

#### **IV. ORGANIZATION AND RESPONSIBILITIES**

##### **A. ORGANIZATION**

1. The State Department of Health and Hospitals establishes policies, procedures, and provides guidance to the parish agency in order to develop and maintain statewide capability of disaster. The Office of Family Support is organized with an inherent response oriented capability as the welfare arm of the local government.
2. The organizational structure of Emergency Welfare Services of the parish is found in Appendix 1.

##### **B. TASK ASSIGNMENTS/RESPONSIBILITIES**

1. Key positions for emergency operations in the 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 Parish Administration Officer and his/her alternate who may administer emergency welfare services from an on-site center of the Office of Family Support.
2. In any disaster or emergency, it is the responsibility of the OHSEP and the Office of Family Support to coordinate welfare assistance and services to individuals and families administered by the Office of Eligibility Determinations and to assure the availability of welfare assistance to eligible victims of any disaster or emergency.

#### **V. DIRECTION AND CONTROL**

- A. The Parish Director of the Office of Family Support will exercise direction and control over emergency operations in an emergency from the Office of Family Support, the Emergency Operations Center, or from a command post location.
- B. At times of emergency, the Parish Director of the 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**



The chain of command for Emergency Welfare Service activities in the Office of Family Support is established by departmental policy. The Office of Family Support oversees the channels of operating procedures.

## **VII. ADMINISTRATION AND LOGISTICS**

### **A. ADMINISTRATION**

1. All emergency plans will be reviewed and updated for implementation at any time.
2. The department alerting procedures should be kept current.

### **B. LOGISTICS**

Delivery of assistance will be made through the Office of Family Support in conformity with established policies and procedures of the Emergency Welfare Services Program. The State Office of Family Support provides technical assistance, manpower, supplies and office space to support Allen Parish operations as appropriate. Support agencies will provide essential logistics to assure their designated emergency functions.

## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

The OHSEP Director, along with the Administrative Officers of the Office of Family Support of Allen Parish will be responsible for the development and updating this plan.

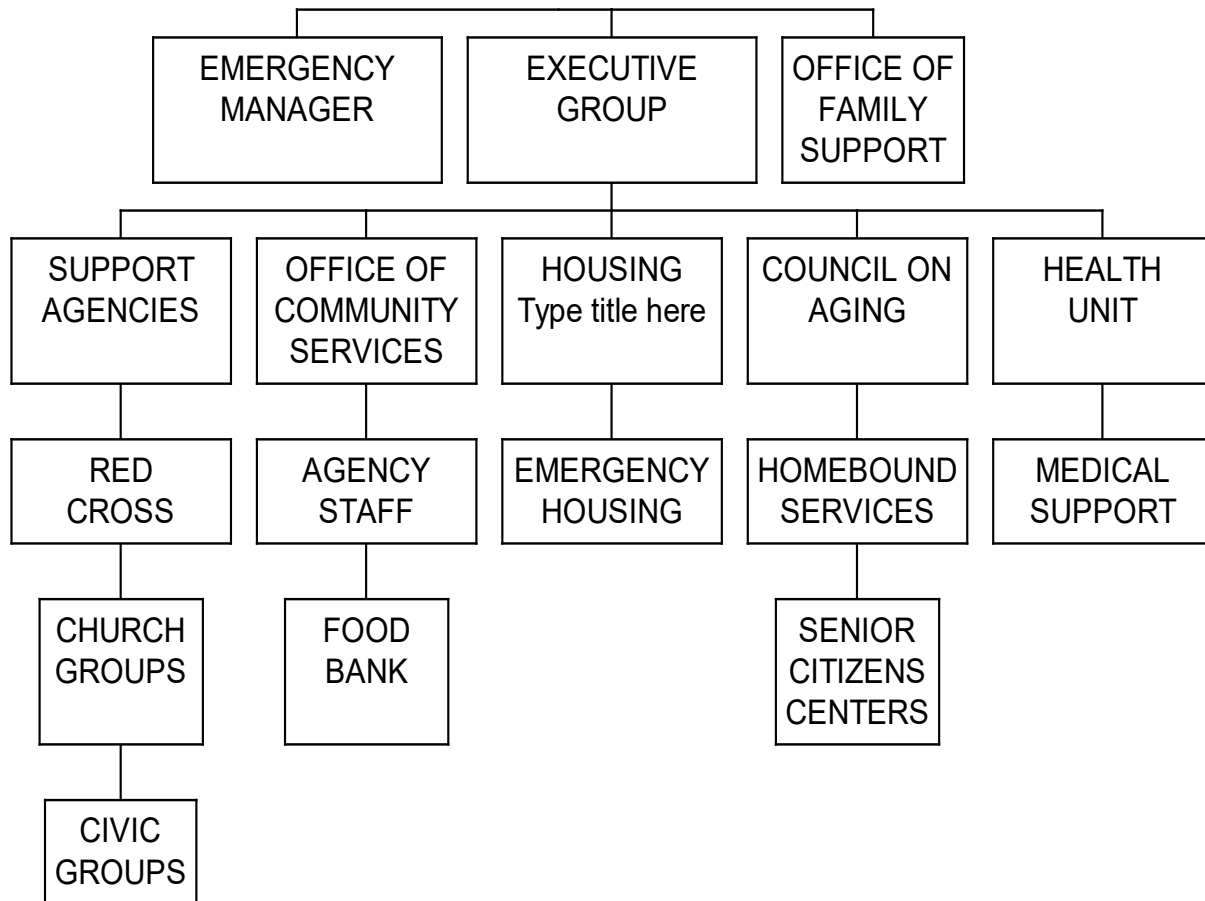
## **IX. AUTHORITIES AND REFERENCE**

See basic plan.

## **X. APPENDICES**

APPENDIX 1. Organizational Chart

Organizational Chart



## **PUBLIC INFORMATION AND EDUCATION**

### **I. PURPOSE**

The vulnerability of Allen 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 communications. The purpose of this annex is to provide policies and procedures for the proper collection, control, and dissemination of information in order to save lives and minimize property loss.

### **II. SITUATION AND ASSUMPTIONS**

**The Allen Parish Sherriff is the Public Information Officer for Allen Parish**

#### **A. SITUATION**

1. It is the general public's perception that the news media collectively are the principal source of their emergency information. Therefore all emergency information from Allen Parish will come from one single source to serve this purpose.
2. The need to inform the public in a timely and efficient manner must be agreed upon by all agencies.
3. It should also be recognized that educating the public or citizens as to all of the possible hazards that they could be confronted with should be an on-going project between the emergency service delivery system and the media.
4. All types of public information should be of such a nature as to create an atmosphere that all segments of society have responsibilities in mitigating disasters.

#### **B. ASSUMPTIONS**

1. Procedures for the dissemination of emergency information will be predetermined through meetings with the management and directors of the affected organizations.
2. Reviewing of procedures will be conducted on a regular basis with the working media. Making the media an integral part of the Emergency Operating Plan and procedures is also an on-going project. Provisions for local media will be arranged for and space provided for them at the Emergency Operating 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 from it 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 instrumental and operational nature on such things as warnings, evacuations, and shelter precautions and/or locations. During crisis periods members of the public need and want to know detailed information and every effort will be made to keep them informed of the general progress of events.

#### **B. PHASES OF MANAGEMENT**

##### **1. Mitigation**

- a. Survey and analyze the geographical area of responsibility to determine appropriate precautionary activities necessary to mitigate prior to the event (emergency levees, 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 for the activation of EAS as well as procedures.

##### **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).

##### **3. Response**

- a. Distribute news releases and emergency information packets.
- b. Coordinate rumor control through aggressive public relations activities.

- c. Schedule news conferences on a regular basis.
  - d. Coordinate all news/public information through the EOC, and PIO.
- 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 OHSEP will establish a public information office and appoint a Public Information Officer who will be the official representative to the media in an emergency. The point of contact for the media is the Allen Parish Sherriff.
- 2. The Public Information Officer will function and give regular briefings from information he/she receives.

##### **B. RESPONSIBILITIES**

- 1. Allen Parish Sherriff
  - 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 current list of same for releases.
  - d. Enters into agreements with the media for the proper dissemination of releases provided them.
  - e. Provides official public information essential to the public.
  - f. Provides a media room in the EOC for media briefing and possible on-site broadcasting capabilities.
  - g. Provides a rumor control reporting and check network.
  - h. Provides price gouging control report system.
  - i. Develops procedures for the proper use of an operational plan in the area.
  - j. Coordinates the use of mobile public address equipment for dissemination of disaster information and instructions through law enforcement and fire departments.
- 2. Public Information Officer

- a. Advises the, Mayor, and Parish President on all matters pertaining to public information and education during the emergency.
- b. Provides news releases to the media.
- c. Establishes procedures for the flow of public information and distribution of educational materials using all media sources available (newspapers, radio, television) as preparatory guidance for the public.
- d. Disseminates appropriate all-hazard preplanned emergency education packet materials, as lead time permits, that can be printed in the 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.
  - (2) Reviewed and cleared for release.
- f. Coordinate rumor control network which will include field personnel, the National Weather Service, support agencies such as the Sheriff's Office, the media, etc. Monitors news releases for accuracy, or appoints an individual to do same.
- g. Coordinate disaster information with other local/state agencies and all parish/city departments.
- h. Keeps the Parish Director of Homeland Security and Emergency Preparedness informed on local releases.
- i. Coordinate the activities of the media room within the EOC as well as access to public officials in the EOC and/or at disaster sites.
- j. Has telephone numbers periodically publicized for ready use for the public to obtain emergency information.
- k. Addresses the needs of handicapped citizens such as the blind, deaf, and non-institutionalized elderly and disabled through the media, specialized telephone and/or door-to-door public address, or through bilingual outlets.
- l. Maintain 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, and relief services of State and Federal governments, American Red Cross, Salvation Army, etc.

### 3. Media

- a. Designates a representative(s) to work with the OHSEP Director to review and become familiar with the emergency operations plan for Allen Parish.
- b. Cooperates in coverage of public education programs including the use of preplanned emergency educational packets that address all types of hazards.
- c. Assist parish officials and the Parish PIO in verifying field reports for accuracy and become a part of the rumor control network.

## **V. DIRECTION AND CONTROL**

### **A. GENERAL**

The OHSEP Director is responsible for the development and implementation of all emergency type educational and informational programs for Allen Parish. He will appoint the PIO, with the consent of the Parish President/Mayor, to be responsible for the actual implementation and use of the plan and procedures when a given situation arises. All releases to the media will be cleared through the Allen Parish Sheriff prior to being released from the EOC.

### **B. EDUCATION PROGRAMS**

The educational program for Allen Parish 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 interest organizations, schools and other service agencies to explain hazard mitigation, preparedness, response, and recovery programs.
- (3) Distribution of education materials.

### **C. PUBLIC INFORMATION PROGRAMS**

- 1. A copy of the multi-hazard EPI packet (FEMA, Region VI, December 1985) is maintained at the Allen Parish EOC. Informational activities will follow through educational activities, where possible, and will warn the public of the given situation(s), instruct and give possible action plans.
- 2. Included in the EPI packet at the EOC are materials that address the threat of nuclear attack and the contingency plans for Allen Parish. All information is based on the promise that a well-informed public is less likely to panic and will have a much better chance of surviving and recovering from a nuclear attack. Public information materials help the residents and evacuees to understand the dangers they might face in an attack and learn what actions should be taken. Since there may be more than one option for shelter, all families or individuals need to give special attention to a shelter plan and to decide, in advance of any emergency, whether they will seek private shelter at home (and what must be done to provide adequate shelter against fallout), public shelter in their own community, or

evacuate their community to seek shelter in a less dangerous area. The public needs to be informed of their options and given guidance for their preparations.

## **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 LA State Office of Homeland Security and Emergency Preparedness, and the Federal Emergency Management Agency.

### **C. RECORDS AND REPORTS**

Records of all activities will be maintained at the EOC by the PIO. The PIO will also provide reports to the new media as required.

### **D. NEEDS AND DEFICIENCIES**

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

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

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

## **IX. AUTHORITIES AND REFERENCE**

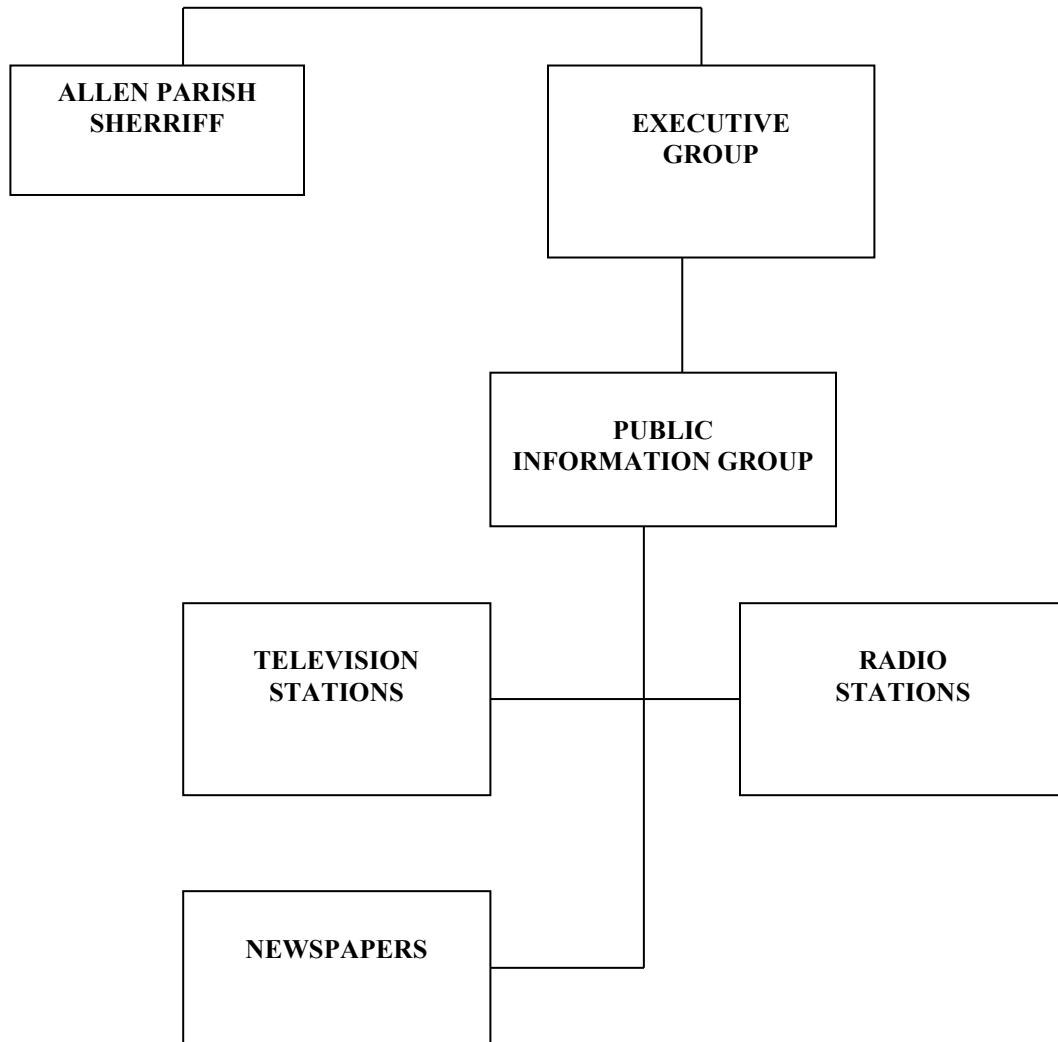
See Basic Plan



**X. APPENDICES**

- APPENDIX 1.           Organizational Chart
- APPENDIX 2.           List of Media

**ORGANIZATIONAL CHART**



**LIST OF MEDIA**

**I. MEDIA AVAILABLE IN ALLEN PARISH**

**A. NEWSPAPERS**

- |    |  |              |
|----|--|--------------|
| 1. | Kinder Courier – News (Weekly)<br>Kinder   | 337-738-5777 |
| 2. | Oakdale Journal – News (Weekly)<br>Oakdale | 318-335-0635 |

**B. CABLE**

- |    |                       |              |
|----|-----------------------|--------------|
| 1. | Charter Communication | 318-335-1804 |
|----|-----------------------|--------------|

**II. MEDIA AVAILABLE FROM OUTSIDE PARISH**

**A. NEWSPAPER**

- |    |   |              |
|----|---|--------------|
| 1. | Alexandria Daily Town Talk (Daily)<br>Alexandria    | 318-487-6397 |
| 2. | The Daily Advertiser (Daily)<br>Lafayette           | 337-235-8511 |
| 3. | Lake Charles American Press (Daily)<br>Lake Charles | 337-433-3000 |
| 4. | The Times of Acadian (Weekly)                       | 337-237-3560 |

**B. RADIO STATIONS**

- |    |                       |              |
|----|-----------------------|--------------|
| 1. | Alexandria, Louisiana |              |
| a. | KALB AM 580           | 318-433-2543 |
| b. | KZMZ FM 96.9          |              |
| c. | KRRV AM 1410          | 318-443-7454 |
| d. | KRRV FM 100.3         | 318-443-7454 |
| e. | KQID FM 93            | 318-445-1234 |

- |    |      |    |     |  |
|----|------|----|-----|--|
| f. | KSYL | AM | 970 |  |
|----|------|----|-----|--|
2. Lafayette, Louisiana
- |    |      |    |       |              |
|----|------|----|-------|--------------|
| a. | KFXZ | FM | 106.3 | 337-981-0106 |
| b. | KJCB | AM | 770   | 337-233-4262 |
| c. | KMDL | FM | 97.3  | 337-232-2242 |
| d. | KPEL | AM | 1420  | 337-233-7003 |
| e. | KTDY | FM | 99.9  | 337-233-6000 |
| f. | KSJY | FM | 90.9  | 337-984-1850 |
| g. | KSMB | FM | 94.5  | 337-232-1311 |
| h. | KVOL | AM | 1330  | 337-233-1330 |
| i. | KVOL | FM | 105.9 | 337-233-1330 |
| j. | KACY | AM | 1520  | 337-232-2632 |
3. Lake Charles, Louisiana
- |    |      |    |       |              |
|----|------|----|-------|--------------|
| a. | KAOK | AM | 1400  | 337-436-7541 |
| b. | KLCL | AM | 1470  | 337-433-1641 |
| c. | KHLA | FM | 99.5  | 337-433-1641 |
| d. | KXZZ | AM | 1580  | 337-433-0700 |
| e. | KBIV | FM | 103.7 | 318-433-0700 |
| f. | KYKZ | FM | 96.1  | 337-439-3300 |

## C. TELEVISION STATIONS

1. Alexandria, Louisiana
- |    |      |    |      |     |              |
|----|------|----|------|-----|--------------|
| a. | KALB | TV | (5)  | NBC | 318-445-2456 |
| b. | KLAX | TV | (3)  | ABC | 318-473-0031 |
| c. | KLTA | TV | (25) | PBS | 800-272-8161 |

2. Lafayette, Louisiana

- |    |         |      |     |              |
|----|---------|------|-----|--------------|
| a. | Acadian | (5)  |     | 337-232-4434 |
| b. | KADN TV | (15) |     | 337-237-1500 |
| c. | KLFY TV | (10) | CBS | 337-981-4123 |
| d. | KLPB TV | (24) | PBS | 800-272-8161 |
| e. | KATC TV | (3)  | ABC | 337-235-3333 |

3. Lake Charles, Louisiana

- |    |         |      |     |              |
|----|---------|------|-----|--------------|
| a. | KLTL TV | (18) | PBS | 504-767-5660 |
| b. | KPLC TV | (7)  | NBC | 337-439-9071 |
| c. | KVHP TV | (29) |     | 337-474-1316 |

## **HEALTH AND MEDICAL**

### **I. PURPOSE**

This annex deals with providing public health services for Allen 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 Allen Parish, a well-planned health and medical support network should address procedures for responding to incidents involving mass casualty accidents, diseases, sanitation problems, contamination of food and water, and community mental health problems.

#### **B. ASSUMPTIONS**

In Allen 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, Allen Parish will request such assistance for 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**

Allen Parish is responsible for ensuring availability of health and medical services and for coordinating delivery of those services to Parish residents in emergency situations.

#### **B. PHASES OF EMERGENCY MANAGEMENT**

1. Mitigation
  - a. Community assessment of hazard/vulnerability analysis to identify likely disaster scenarios.
  - b. Specialized training in disaster operations and drills for EMS personnel, first responders, and local hospital staff.
  - c. First aid training for the general public.
  - d. Public information programs dealing with individual and community first aid.

- e. Make provisions for crisis counseling for emergency workers.
  - f. Develop contingency plan for large number of casualties.
- 2. Preparedness
  - a. Storage of medical supplies and equipment.
  - b. Staging areas for mutual aid forces.
  - c. In-hospital triage and treatment activities.
  - d. Notification of appropriate state and federal agencies.
  - e. Emergency procedures for the provision of temporary morgues.
- 3. Response
  - a. Initiation of triage, treatment and transportation activities, provisions for a field command post.
  - b. Commence increased readiness training in all aspects and assignments.
  - c. Exercise Emergency Operations Plan to test effectiveness and train personnel in assignments.
  - d. Notification of appropriate state and federal agencies.
  - e. Crowd and perimeter control at perimeter of disaster.
  - f. Provision of resources to support emergency medical service operations.
  - g. Activities dealing with handling the deceased and transporting uninjured or slightly injured people.
  - h. Activation of temporary morgues.
  - i. Processing of data (incident report sheets, etc.)
  - j. Activation of ministerial support.
  - k. Provide first aid and health care in shelters as needed and distribute medicine and sanitary supplies as needed.
  - l. Inoculate individuals if warranted by the threat of disease.
- 4. Recovery
  - a. Continue response and treatment activities, as necessary.
  - b. Compilation of reports for state and federal agencies; compilation of reports for critique and review.

## **C. EXECUTION**

1. When the EOC is activated, the Health/Medical Officer or his designated relief, will report to the EOC to coordinate field operations with other representatives/agencies.
2. 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 the 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 Emergency Health/Medical Officer is responsible for coordinating emergency health/medical service operations.

##### **B. TASK ASSIGNMENTS**

1. Homeland Security and Emergency Preparedness Agency
  - a. Direct the distribution and use of health resources (manpower, material, and facilities) under Parish control and allocated to the Parish during a disaster.
  - 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 activities of medical facilities.
2. Emergency Health/Medical Officer
  - a. Will be responsible for directing and coordinating emergency medical operations between the accident site, the health/medical support facilities and the EOC during an emergency or disaster.
3. EMS Pre-Hospital Care Providers
  - a. Develop and update specific operating procedures for disaster situations to include a medical health care capability for essential workers in the disaster area.
  - b. Conduct specialized training and drills in disaster operations.
  - c. Develop mutual aid agreements with other local providers.
  - d. Maintain sufficient medical supplies, medication, and equipment.
  - e. Educate the public and health practices through public information programs.



4. Allen Parish Health Units
  - 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 diseases by intelligence, evaluation, prevention, and detection.
  - c. Conduct laboratory activities, including diagnostic tests, to determine the presence or absence of food and water contamination.
5. Allen Parish Animal Control
  - a. Monitor vector/vermin conditions on preparedness phase and take appropriate measures.
  - b. Monitor stray animal conditions and take appropriate measures.
  - c. Monitor and take appropriate action to minimize animal and pest control problems in the response and recovery phases.
6. Hospitals
  - a. Conduct specialized training and drills in disaster 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, transfer of patients.
  - e. Conduct in-house triage and emergency treatment in field operations and emergency transportation.
  - f. Provision for resource management and acquisition of needed equipment and supplies.
7. Louisiana Blood Center
  - a. Conduct drawing of blood supplies.
  - b. Provision for distribution of blood supplies to hospitals.
  - c. Advise hospitals on volume and type of blood available.
  - d. Develop and update emergency operating plans.
8. Nursing Homes

- a. Conduct specialized training and drills in disaster operations.
  - b. Maintain sufficient medical supplies, medications, and equipment.
  - c. Develop and update emergency operating plans for conducting operations of nursing homes during emergency situations.
  - d. Develop and update emergency evacuation plan for nursing home residents including transportation, support equipment and supplies, and support personnel.
- 9. Allen Community Action Program
  - a. Assist with public warning of the non-institutionalized disabled and elderly.
  - b. Assist with emergency evacuation of the disabled and elderly.
- 10. Allen Council on Aging
  - a. Assist with public warning of the non-institutionalized disabled and elderly.
  - b. Assist with emergency evacuation of the disabled and elderly.
- 11. Allen Parish Coroner's Offices
  - a. Recover, identify, register, and dispose of dead.
  - b. Notify next of kin.
  - c. Maintain detailed records of deaths.
- 12. Louisiana State Department of Public Health will provide assistance in all areas of public health services.
- 13. The Federal Government will provide assistance as needed.

## **V. DIRECTION AND CONTROL**

The Health and Medical Officer or his relief is responsible for coordinating all emergency health and medical activities from the EOC. The Emergency Health and Medical Officer is appointed by the Director of Homeland Security and Emergency Preparedness and is a member of the EOC Emergency Staff. 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 Homeland Security and Emergency Preparedness Director along with the Health and Medical Officer will be responsible for the development and updating of this annex. Periodic testing and review will also be conducted with associated health and medical providers.

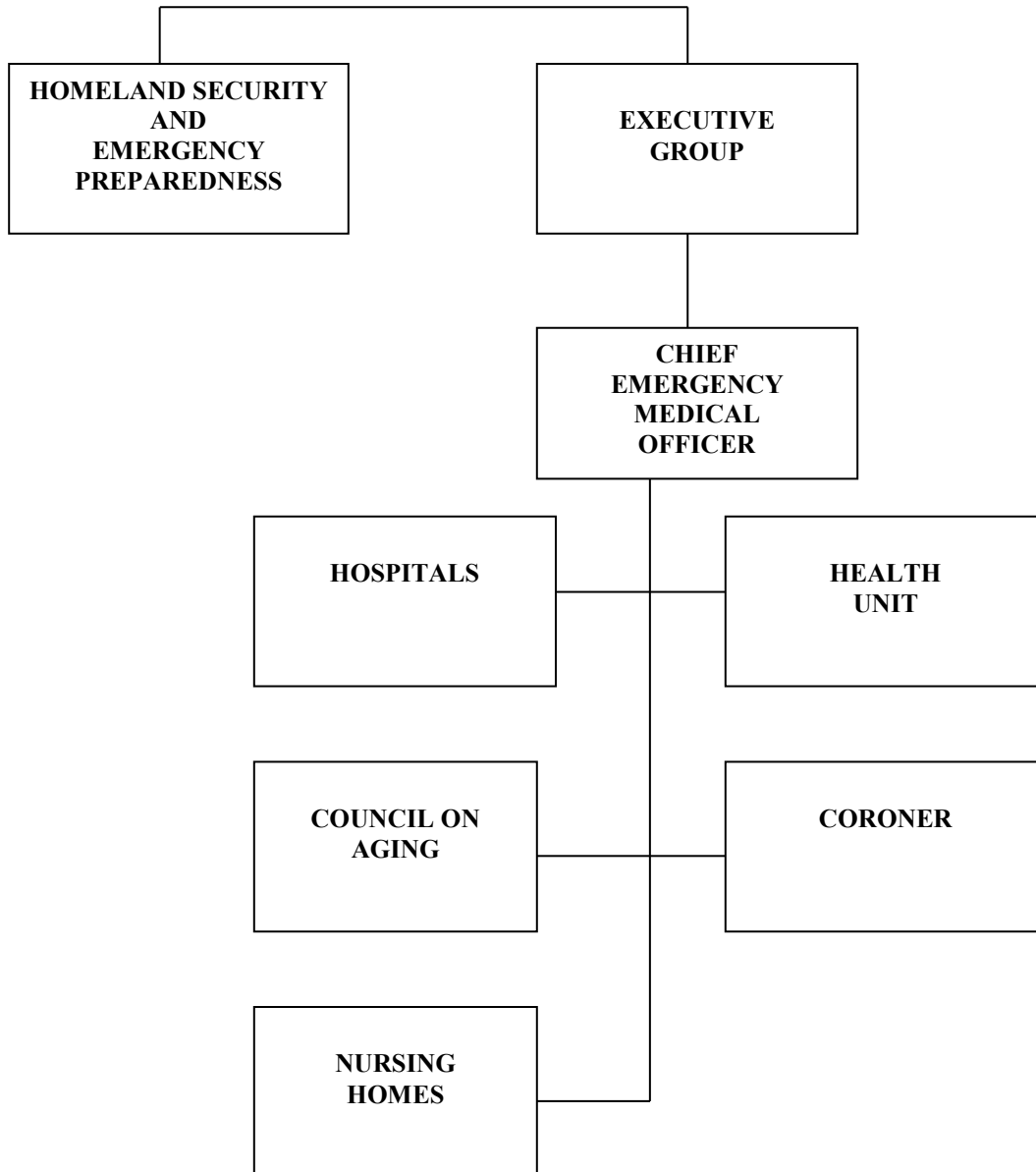
## **VIII. AUTHORITIES AND REFERENCES**

See basic plan.

## **IX. APPENDICES**

- |             |   |
|-------------|---|
| APPENDIX 1. | Health and Medical Organizational Chart |
| APPENDIX 2. | Medical Patients – Classification       |
| APPENDIX 3. | Multiple Death Disaster Coordination    |
| APPENDIX 4. | Nursing Homes                           |

**ORGANIZATION CHART**



## **MEDICAL PATIENTS**

### **I. GENERAL**

- A. For planning purposes, hospital patients can be divided into three categories:
  - 1. Dischargeable
  - 2. Non-re locatable
  - 3. Re locatable
- B. Dischargeable patients are those people in hospitals for elective procedures; for treatment of non-life threatening conditions or illness. These individuals can be discharged immediately or within three days.
- C. Non-re locatable patients include those patients that cannot be relocated for one or more of the following reasons:
  - 1. Because of their serious conditions, 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 an inordinate demand on already short supply of host area resources would be committed to caring for a few patients that may have poor prognosis.
  - 4. Because the necessary hospital and personnel is not available elsewhere.
- D. Re locatable patients are those patients who require hospitalization but do not present the limiting factors described above for non-re locatable, or re locatable as follows:
  - 1. Dischargeable 75%
  - 2. Non-re locatable 10%
  - 3. Re locatable 15%

## **MULTIPLE DEATH DISASTER COORDINATOR**

### **I. GENERAL**

- A. In the event of multiple deaths in a disaster, consult the “Multiple Death Disaster Response Handbook”. This handbook will be available in the back of the EOP located at the Allen Office of Emergency Preparedness and in the EOP’s at the Allen Parish Coroner’s Offices.
- B. Considerations in a multiple death incident include:
  - 1. General Guidance
  - 2. Disaster Worker and Death
  - 3. Dealing with the Media
  - 4. Communications and the Immediate Survivors
  - 5. Developing a morgue site
  - 6. Radiation Fatalities
  - 7. Protocol for Transportation Accidents
  - 8. Legal and Financial
  - 9. Coordinating Post Death Activities
  - 10. Human Behavior in Disasters
- C. Allen Multiple Death Disaster Coordinators
  - 1. Allen Parish Coroner  
  
Dr. Neason  
P.O. BOX 629  
OAKDALE, LA.  
W-335-4481 H- 335-3870

**NURSING HOMES**

NAME	TELEPHONE
ALLEN OAKS NURSING HOME	(318) 335-1469
KINDER NURSING HOME	(337) 738-5671
ST' FRANCIS NURSING HOME	(337) 639-2934

## TRAINING AND EDUCATION

### I. PURPOSE

To address the need for and establishing procedures to provide homeland security and emergency preparedness and operations training for emergency personnel.

### II. SITUATION AND ASSUMPTIONS

#### A. SITUATION

Experience has taught us that emergencies and disasters of any origin will subject citizens to undue hardships. The problems created by such circumstances would be compounded by the fact that untrained personnel would seriously handicap the entire preparatory, response, and recovery process. It is, therefore, essential that a comprehensive training and education program be developed and implemented to satisfy ongoing requirements.

#### B. ASSUMPTIONS

1. Effective training programs, scheduled on a regular basis, will enhance the skills necessary for effective response in an emergency.
2. Exercises and drills to test the Emergency Operations Plan should provide the training necessary to meet emergency situations that may occur.

### III. CONCEPT OF OPERATIONS

#### A. GENERAL

Training of local personnel should be a continuous process with special accelerated training courses offered in anticipation of or during hazardous periods of emergency crisis situations. Type and degree of training will vary with tasks to be accomplished during preparedness, response or recovery phases.

#### B. PHASES OF EMERGENCY MANAGEMENT

1. Mitigation
  - a. Establish policies pertaining to the training of individuals, groups and functional teams in disaster and emergency subjects, skills and techniques.
  - b. Arrange for qualified instructors, equipment, and related material for all phases of emergency management.
  - c. Maintain current lists of training aids (films, visual aids, etc.) and training literature available.



2. Preparedness
  - a. Develop an adequate supply of training aids, instructors and functional support teams for increased readiness training.
  - b. Utilize instructors available from government agencies and the private sector to conduct, or assist in conducting, all phases of training.
3. Response
  - a. Commence training classes in all aspects of homeland security and emergency preparedness and emergency operations. Classes will include, but are not limited to the following areas: sheltering, radiological protection, specialized skills such as rescue, fire, police, decontamination, hazardous material handling, medical, etc.
  - b. Commence increased readiness training in all aspects and assignments as indicated in the Emergency Operations Plan.
  - c. Exercise Emergency Operations Plan to test effectiveness and train personnel in assignments.
4. Recovery
  - a. Continue response operations as needed.
  - b. Evaluate present training programs.
  - c. Observe and note deficiencies and future needs for training programs.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. HOMELAND SECURITY AND EMERGENCY PREPAREDNESS DIRECTOR**

1. Responsible for the overall training effort.
2. Brief all department heads and agencies on plans, procedures, and training courses for their personnel.
3. Appoint a Training and Education Officer

##### **B. TRAINING AND EDUCATION OFFICER**

1. Determine type and level of training required for all emergency operating assignments.
2. Keep updated on training schedules to assure that the necessary skills are obtained by personnel to carry out emergency functions.
3. Schedule exercises and drills as training tools.
4. Continue to train instructors in all phases of emergency operations in order to meet emergency needs for classroom instruction.

5. Recruit and screen participants for the required courses.
6. Assist the Public Information Officer in providing instructional educational materials for the general public.

## **V. DIRECTION AND CONTROL**

Department heads, emergency service groups and EOC staff sections will be responsible for training their own personnel in their primary functions. Training in Homeland Security and Emergency Preparedness related subjects shall be arranged by the Training and Education Officer.

## **VI. CONTINUITY OF GOVERNMENT**

In the event that an individual charged with participating in the training and education program is unable to perform, the lines of succession to the respective department or agency will be followed in accordance with the standard operating procedures of same.

## **VII. ADMINISTRATION AND LOGISTICS**

The Training and Education Officer under direction of the Homeland Security and Emergency Preparedness Director will handle the details of classes, schedules and individuals to attend. Training materials will be available and on hand for training needs. Additional materials will be ordered as needed. Personnel to conduct classes will be identified and made available to administer said training.

## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

The Homeland Security and Emergency Preparedness Director, along with the Training and Education Officer, will be responsible for the development and updating of this annex.

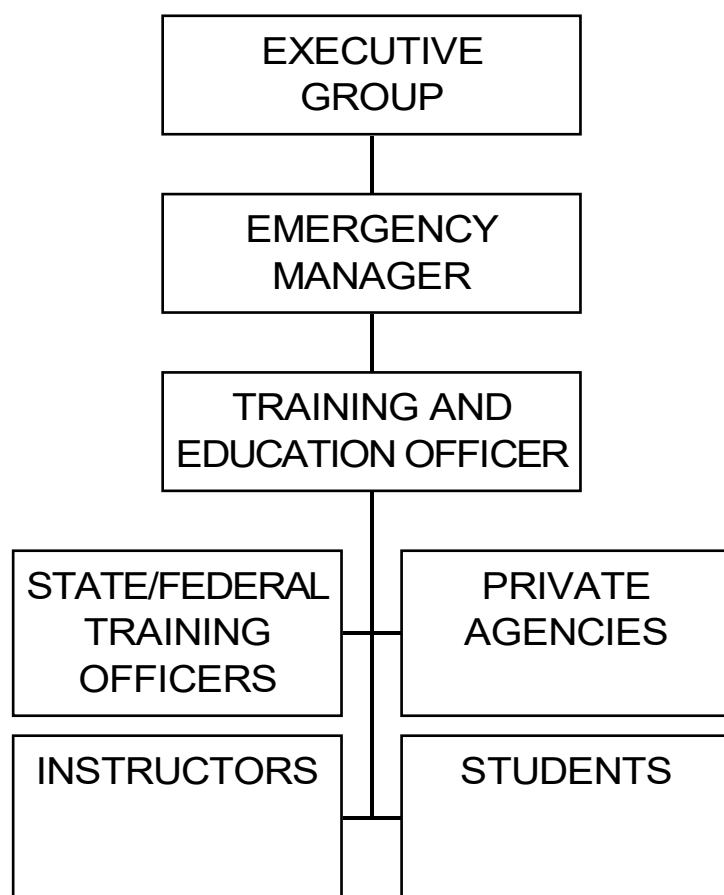
## **IX. AUTHORITIES AND REFERENCES**

See Basic Plan

## **X. APPENDICES**

APPENDIX 1. Organizational Chart

Organizational Chart



## **PUBLIC WORKS / PUBLIC UTILITIES**

### **I. PURPOSE**

The purpose of this annex is to establish for Allen Parish an effective and workable procedure for the direction and control of public works and public utilities services, engineering equipment and manpower to support same.

### **II. SITUATIONS 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, sewerage, street maintenance/repair, and drainage and debris removal.
3. The parish government has public works/utilities capabilities and trained staff employees in their departments.

#### **B. ASSUMPTIONS**

The assumption is made that the emergency structure can be handled by local government. If local capabilities are exceeded, support will be requested from state and federal agencies and 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 government 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 Allen Parish Emergency Operations Center.

## **B. PHASES OF EMERGENCY 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. Initial damage assessment and make appropriate recommendations.
  - c. Maintain communications with the EOC and provide support when requested.
4. Recovery
  - a. Continue damage assessment.
  - b. Conduct clean-up operations.
  - c. Provide support for return to normal operations.

## **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. ORGANIZATION**

1. The public works/utilities organizational chart is shown as Appendix 1 of this annex.
2. The head of each department and the Parish President or Mayor of municipalities will retain control of their assigned personnel and equipment.

### **B. TASK ASSIGNMENTS**

1. Homeland Security and Emergency Preparedness Agency:
  - a. Coordination of emergency public works/utilities activities with respective directors.

- 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 homeland security and emergency preparedness exercise.

2. City/Parish Public Works Department:

- a. Maintenance of emergency operations 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 Sheriff's Office EOC personnel.
- e. Assistance to other departments with rescue support.
- f. Assistance in providing emergency transportation.
- g. Assistance in providing barricades as required.
- h. Assistance with 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<sup>22</sup>.
- k. Maintenance of updated parish maps and public works status board in EOC.
- l. Maintenance of emergency equipment and assistance to ensure that all equipment is in good repair.
- m. Assistance in providing shelter and food for key public works employees if needed during an emergency.
- n. Maintenance of essential departmental facilities and assistance in securing them against damage.
- o. Enforcement of building codes.

3. City/Parish Public Utilities:

- a. Maintenance of Emergency Operations 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 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 of 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 develop complete log for Damage Assessment Officer.
  - k. Maintenance of adequate supply of sandbags and sand.
  - l. Assistance in providing emergency transportation.
  - m. Assistance in providing shelter and food for key public utilities workers if needed during an emergency.
- 4. Damage Assessment Officer:
    - a. Coordinate damage assessment activities with the public works utilities functions in recovery phase.
  - 5. Solid Waste Management Officer:
    - a. Coordinate debris and garbage clearance with private contractors and public works and public utilities departments.
  - 6. Other Governmental Agencies & Private Utilities:
    - a. Provide assistance, as needed, in their respective field.

## **V. DIRECTION AND CONTROL**

- A. Representatives of public works/utilities, operating from the EOC, and the Mayor/Parish President will retain control of assigned personnel and equipment, and the public works/public utilities representatives, along with the OHSEP Director, 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 OHSEP Director will coordinate and may call-up a 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 coordinators will ensure that their activities are administered in an orderly and efficient manner. The OHSEP Director will give priority to requests by the public 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 EOC.
- 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 OHSEP Director, will review, exercise, and update this appendix periodically.

## **IX. AUTHORITIES AND REFERENCES**

### **A. AUTHORITY**

See basic plan.

### **B. REFERENCES**

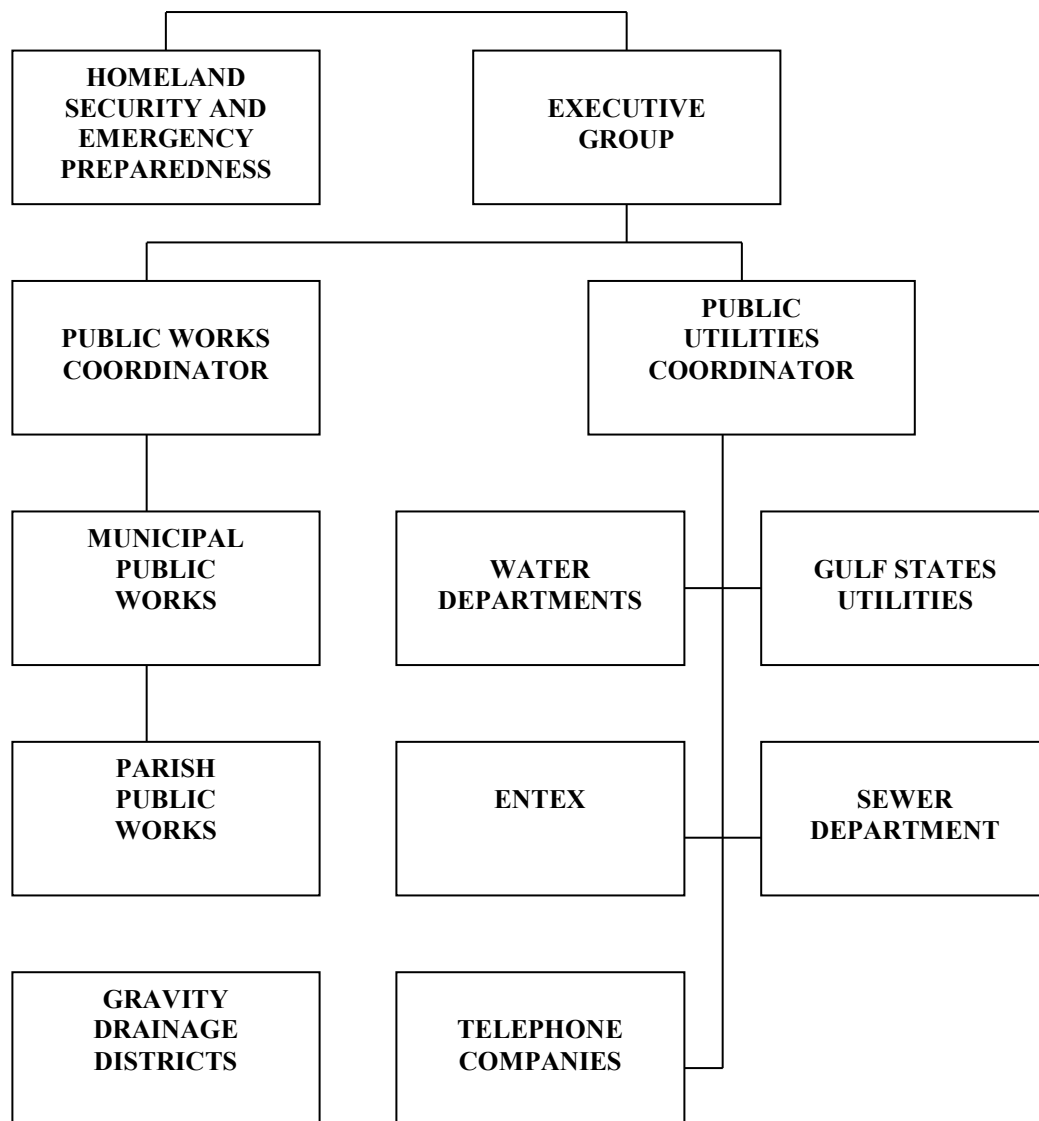
Standards for Local Civil Preparedness. CPG 1-5. Washington: FEMA, 1980.

Disaster Operations: A Handbook for Local Governments.  
CPG 1-6. Washington: FEMA, 1981

## **X. APPENDICES**

APPENDIX 1.                      Organizational Chart

**PUBLIC WORKS/ PUBLIC UTILITIES  
ORGANIZATIONAL CHART**



## **TERRORIST INCIDENT PROGRAM**

### **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. The 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.

### **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.
4. Allen Parish has high visibility, high vulnerability targets for terrorists. Targets include Symbolic structures, such as government buildings, public works, such as roads, and drainage and flood control structures, utilities, industrial installations that have hazardous materials, transportation installations and vehicles, and periodic gathering of large numbers of people.
3. 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.
4. Since a terrorist can choose his targets and the time and method of his attacks, advance knowledge of such attacks will rarely 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 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. As Chief Law Enforcement Officer of the Parish, the Sheriff is in charge of the CRIMCO activities. The Consequences Management Component (COMCO) will consist of all Search and Rescue, Firefighting, Evacuation, Shelter, Medical and other associated activities, and may delegate the immediate response to the Director of the Parish Office of Homeland Security and Emergency Preparedness as appropriate, such specialized activities as the Hazardous Material response may fall under either component as the situation dictates.

## **B. ASSUMPTIONS**

1. It is generally not possible to get advance information or intelligence about terrorist attacks, and any such information should be kept in law enforcement channels to maintain security.
2. If any intelligence information is given to the homeland security and 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 preposition 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, or 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, such as a bombing, takes place, the terrorist(s) may plant secondary explosives to go off when responders arrive at the scene, thus targeting the response people themselves. Responders will need to check the scene carefully for secondary devices.
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 for the terrorist(s) apprehension and 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 Homeland Security and Emergency Preparedness; Mitigation, Preparedness, Response, Recovery.

### **A. MITIGATION**

The Louisiana Office of Homeland Security and Emergency Preparedness (LOHSEP), The Louisiana State Police, 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. Allen 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 procedure, 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 TIP materials and concepts are included in the regular homeland security and 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 safe guarded 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 communications 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 TIP information is received by authorities every effort will be made to preposition public safety and emergency response 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 the 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 COMCO operations. Law Enforcement authorities will established a Law Enforcement Operations Center LEOC at which all 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 TIP law enforcement and CRIMO activities in the 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 LSP, Maintain liaison with the Federal Bureau of investigation (FBI) and other federal law enforcement authorities who have offices in Allen Parish.
3. When a suspected terrorist incident takes place, carry out all CRIMCO activities, such as securing of a perimeter around the site, and having the area search 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. If law enforcement personnel are trained and equipped for bomb disposal, deal with any unexploded devices and/or substances.
4. Prevent debris clearance until debris has been examined for possible evidence of crime, except where debris clearance is immediately necessary for rescue operations. Establish an 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 HOMELAND SECURITY AND EMERGENCY PREPAREDNESS**

1. Coordinate all Parish 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 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 federal COMCO responders as needed.

**D. 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 personnel have explosives training and expertise, deal with any unexploded devices and/or substances.

**V. DIRECTION AND CONTROL**

**A. CRIMCO**

All law enforcement and CRIMO operations will be controlled and coordinated by the Sheriff's Office.

**B. COMCO**

All normal emergency preparedness, response, and recovery 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 LEOC is the control point for CRIMO operations. It will be set up and staffed by the Sheriff's office. It may be absorbed by a JOC if one is set up by federal authorities.
- B. The Parish EOC is the control point for 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 Homeland Security and Emergency Preparedness Director is responsible for maintaining and updating this annex. The Director will develop, coordinate, and maintain Standard Operation Procedures and Mutual Aid Agreements to support the overall annex and all COMCO portions of the annex.
- B. The Sheriff is responsible for developing, coordinating, and maintaining all CRIMCO procedures and Mutual Aid Agreements needed to support this annex.

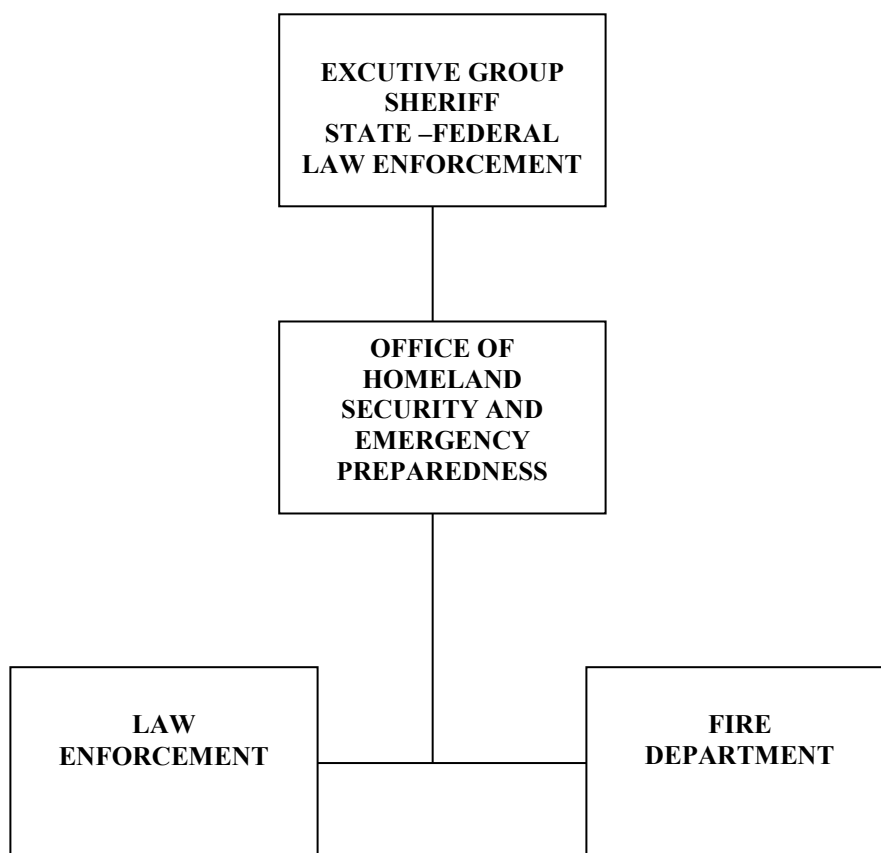
## **IX. AUTHORITIES AND REFERENCES**

- 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. The Allen Parish Basic Plan.

## **X. APPENDICES**

- Appendix 1      Organization Chart
- Appendix 2      Abbreviations / Definitions
- Appendix 3      National Incident Management System

**ORGANIZATIONAL CHART**





**ABBREVIATIONS / DEFINITIONS**

Explosive –	used or designed to explode or to cause an explosion.
LEOC-	Law Enforcement Operations Center
COMCO-	Consequences Management Component
JOC-	Joint Operations Center
EOC-	Emergency Operations Center
Terrorist-	A person who favors or practices terrorism.
Target-	An object of attack.
Crime-	A violation of the law.
TIP-	Terrorist Incident Program
CRIMO-	Crisis Management Component
NIMS-	National Incident Management System
ICS-	Incident Command System
JIS	Joint Information System
NIC	NIMS Integration Center

## **NATIONAL INCIDENT MANAGEMENT SYSTEM**

### **I. INCIDENT COMMAND SYSTEM**

National Incident Management System (NIMS) outlines a standard Incident Management organization called the Incident Command System (ICS) that establishes five functional areas—command, operations, planning, logistic, and finance/administration—for management of all major incidents. To ensure further coordination and during incidents involving multiple jurisdictions or agencies, the principle of Unified Command has been universally incorporated into NIMS. This unified command not only coordinates the efforts of many jurisdictions, but provides for assures joint decisions on objectives, strategies, plans, priorities, and public communications.

### **II. PREPAREDNESS**

Responder readiness to manage and conduct incident actions is significantly enhanced if professionals have worked together before an incident. NIMS recognizes this and defines advance preparedness measures such as planning, training, exercises, qualification and certification, equipment acquisition and certification, and publication management. Preparedness also incorporates mitigation activities such as public education, enforcement of building standards and codes, and preventive measures to deter or lessen the loss of life or property.

### **III. COMMUNICATIONS AND INFORMATION MANAGEMENT**

Standardized communications during an incident are essential and NIMS prescribes interoperable communications systems for both incident and information management. Responders and managers across all agencies and jurisdictions must have a common operating picture for a more efficient and effective incident response.

### **IV. JOINT INFORMATION SYSTEM**

NIMS organizational measures further enhance the public communication effort. The Joint Information System provides the public with timely and accurate incident information and unified public messages. This system employs Joint Information Centers and brings incident communicators together during an incident to develop, coordinate, and deliver a unified message. This will ensure that Federal, state, tribal, and local levels of government are releasing the same information during an incident.

### **V. NIMS INTERGRATION CENTER**

To ensure that NIMS remains an accurate and effective management tool, (NIMS) (NIC) National Incident Integration Center, NIC will be established by the Secretary of Homeland Security so as to assess proposed changes to NIMS, capture and evaluate lessons learned, and employ best practices. The NIC will provide strategic direction and oversight of the NIMS, supporting both

routine maintenance and continuous refinement of the system and its components over the long term. The NIC will develop and facilitate national standards for NIMS education and training, first responder communications and equipment, typing of resources, qualification and credentialing of incident management and responder personnel, and standardization of equipment maintenance and resources. The NIC will continue to use the collaborative process of Federal, state, tribal, local, multi-discipline and private authorities to assess prospective changes and assure continuity and accuracy.

## MASS FATALITIES

### 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 is vulnerable to hurricanes, 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 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 local Office of Homeland Security and Emergency Preparedness.

#### B. C.

#### **D. 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 exercising
  - 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. Homeland Security and Emergency Preparedness will provide coordination for activities and resources.

##### **B. ASSIGNMENT OF RESPONSIBILITIES**

1. Parish of Homeland Security and Emergency Preparedness
  - a. Coordinate response and recovery activities to include mass feeding, public information activities and transportation support
  - b. Conduct training and exercise 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
  - m. Establishment of staging area
  - n. Determination of cause and manner of death

## **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 Parish Office of Homeland Security and 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 Office of Homeland Security and 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 SOP's rests with the Homeland Security and Emergency Preparedness Office. Planning support will be provided by the Coroner's Office.

**IX. AUTHORITIES AND REFERENCES**

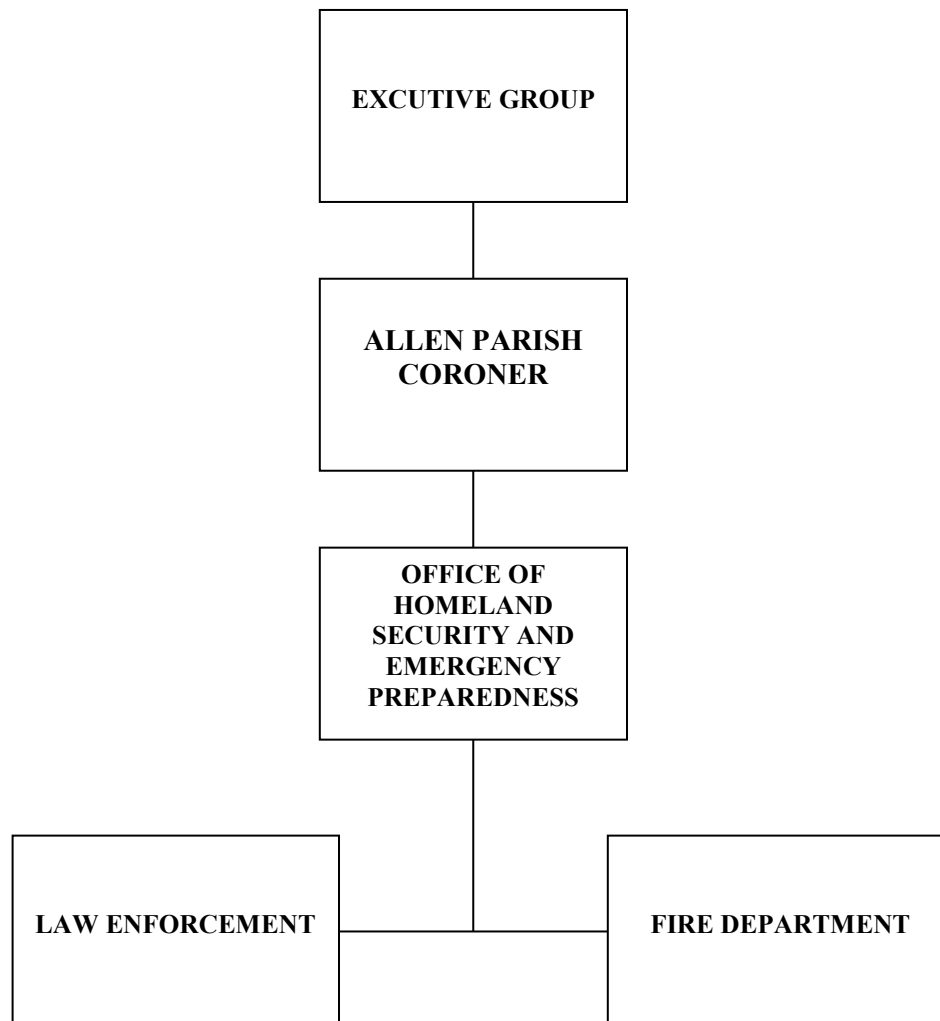
See Basic Plan

**X. APPENDICES**

Appendix 1      Organization Chart

**ANNEX U  
APPENDIX 1**

**ORGANIZATIONAL CHART**



## PETS/ ANIMALS

Contact your veterinarian or local humane society for information on preparing your pets for an emergency.

### 1. BEFORE THE DISASTER

Make sure that your pets are current on their vaccinations. Pet shelters may require proof of vaccines.

Have a current photograph.

Keep a collar with identification on your pet and have a leash on hand to control your pet.

Have a properly-sized pet carrier for each animal—carriers should be large enough for the animal to stand and turn around.

Plan your evacuation strategy and don't forget your pet! Specialized pet shelters, animal control shelters, veterinary clinics and friends and relatives out of harm's way are **ALL** potential refuges for your pet during a disaster.

### **IF YOU PLAN TO SHELTER YOUR PET—WORK IT INTO YOUR EVACUATION ROUTE PLANNING.**

### 2. DURING THE DISASTER

Animals brought to a pet shelter are required to have: Proper identification collar and rabies tag, proper identification on all belongings, a carrier or cage, a leash, an ample supply of food, water and food bowls, any necessary medications, specific care instructions and newspapers or trash bags for clean-up.

Bring pets indoor well in advance of a storm—reassure them and remain calm.

Pet shelters will be filled on first come, first served basis. Call ahead and determine availability.



### **3. AFTER THE DISASTER**

Walk pets on a leash until they become re-oriented to their home—often familiar scents and landmarks may be altered and pets could easily be confused and become lost. Also, downed power lines, reptiles brought in with high water and debris can all pose a threat for animals after a disaster.

If pets cannot be found after a disaster, contact the local animal control office to find out where lost animals can be recovered. Bring along a picture of your pet if possible.

After a disaster animals can become aggressive or defensive—monitor their behavior.

### **DON'T FORGET YOUR PET WHEN PREPARING A FAMILY DISASTER PLAN**

## DEBRIS MANAGEMENT PLAN

### PURPOSE

- To provide policies and guidance to Allen Parish for the removal and disposition of debris caused by a major disaster.
- To facilitate and coordinate the management of debris following a disaster in order to mitigate against any potential threat to the lives, health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

### SITUATION AND ASSUMPTIONS

#### SITUATION

- Natural and manmade disasters precipitate a variety of debris that include, but are not limited to, such things as trees, sand, gravel, building construction material, vehicles, personal property, and hazardous materials.
- The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.
- The quantity and type of debris generated, its location, and the size of the area over which it is dispersed will have a direct impact on the type of collection and disposal methods utilized to address the debris problem, associated costs incurred, and how quickly the problem can be addressed.
- In a major or catastrophic disaster, many state agencies and local governments will have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short-term as well as long-term.

#### ASSUMPTIONS

- A natural disaster that requires the removal of debris from public or private lands and waters could occur at any time.
- The amount of debris resulting from an event or disaster could exceed the local government's ability to dispose of it.
- If the natural disaster requires, the Governor would declare a state of emergency that authorizes the use of State resources to assist in the removal and disposal of debris. In the event Federal resources are required, the Governor would request through FEMA a Presidential Disaster Declaration.
- Private contractors will play a significant role in the debris removal, collection, reduction and disposal process.
- The debris management program implemented by the local government will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration and land filling.

### CONCEPT OF OPERATIONS

#### Emergency Operations Center Activation

##### Duties:

- Define who will make up the Debris Management Task Force (DMTF) and their specific duties and responsibilities.

- The EOC Director or his designated representative in conjunction with the DMTF will determine the extent of damage and resulting debris and issue appropriate directives to implement this annex.
- Create an appendix that contains a listing of key points of contact.

### **Estimating the Type and Amount of Debris**

- Designate public works department personnel to determine the estimated amount of debris generated as soon as possible.
- Define the estimating methods to be used. One method to estimate debris is to conduct a drive through “windshield” damage assessment and estimate the amount of debris visually. Another method is an aerial assessment by flying over the area using State Police and/or National Guard helicopters and Civil Air Patrol reconnaissance flights. The damaged area can be assessed either visually or using aerial photography. Once the area has been assessed actions can be taken to implement Phase I debris clearing procedures and institute requests for additional State or Federal assistance.

### **Site Selection Priorities**

- Determine the number of Temporary Debris Storage and Reduction (TDSR) sites and location of these sites for the collection and processing of debris.
- Prioritize which sites will be opened based on the amount of debris estimated.

**First Priority:** Pre-determined TDSR sites

**Second Priority:** Public property within the damaged area

**Last Priority:** Private property

### **Pre-Designated TDSR sites.**

- Pre-identified TDSR sites should be identified on parish maps.
- Either Solid Waste Authority or Public Works should maintain detailed information pertaining to each of these sites. Designate which agency has responsibility.
- Detailed information should include exact location, size, available ingress and egress routes and results of an environmental assessment and initial data samples.
- Baseline data should include videotapes, photographs, documentation of physical and biological features, and soil and water samplings.
- The list of TDSR sites should be reviewed annually and updated as necessary as part of the normal maintenance plan.

### **TDSR Site Preparation.**

- Identify the preparatory actions that need to be accomplished after a pre-designated TDSR site has been selected.

- Develop a Memorandum of Understanding or a Memorandum of Agreement if required.
- Identify who would be responsible for updating the initial base line data and develop an operation layout to include ingress and egress routes.

#### **Existing Landfills.**

- Identify location of parish and private landfills.
- Identify any restrictions, limitations or tipping fees.

### **DEBRIS REMOVAL**

#### **General**

- Hurricanes and other natural disasters can generate unprecedented amounts of debris in a few hours or a few minutes. The debris may be equally heavy in both urban and rural areas depending on the magnitude of the tree blow-down and associated structural damage such as homes, businesses, utilities and signs. This section provides guidelines on debris removal issues, including emergency roadway clearance, public rights-of-way removal, mobile home park removal, private property removal, navigation hazard removal, and Household Hazardous Waste (HHW) removal.
- Debris removal, regardless of source, becomes a high priority following a disaster. Debris management strategy for a large-scale debris removal operation divides the operation into two phases.
- Phase I consists of the clearance of the debris that hinders immediate lifesaving actions being taken within the disaster area and the clearance of that debris which poses an immediate threat to public health and safety.
- Phase II operations consist of the removal and disposal of that debris which is determined necessary to ensure the orderly recovery of the community and to eliminate less immediate threats to public health and safety.

#### **Emergency Roadway Debris Removal (Phase I)**

- Identify critical routes that are essential to emergency operations.
- Define how efforts will be prioritized between local agencies.
- Identifying areas that State and Federal assistance can target.
- Define what actions take place during Phase I.
- Example: Roadway debris removal involves the opening of arterial roads and collector streets by moving debris to the shoulders of the road. There is no attempt to physically remove or dispose of the debris, only to clear key access routes to expedite the:
  - Movement of emergency vehicles,
  - Law enforcement,
  - Resumption of critical services and,
  - Assessment of damage to key public facilities and utilities such as schools, hospitals, government buildings, and municipal owned utilities.

- Define the type of debris that may be encountered such as tree blow-down and broken limbs; yard trash such as outdoor furniture, trash cans, utility poles, power, telephone and cable TV lines, transformers and other electrical devices; building debris such as roofs, sheds and signs; and personal property such as clothing, appliances, boats, cars, trucks and trailers.
- Define the priority to open access to other critical community facilities, such as municipal buildings, water treatment plants, wastewater treatment plants, power generation units, and airports.
- The requirement for government services will be increased drastically following a major natural disaster. Develop procedures to determine the damage done to utility systems. Activities involving these facilities should be closely coordinated with their owners and/or operators.

#### **Local, Tribal, State and Federal Assistance**

- Identify local, tribal, State and Federal government assets that may be available such as:  
Municipal workers and equipment  
Local and State Department of Transportation (DOT) workers and equipment National Guard  
Local contractors  
U.S. Department of Agriculture (USDA) Forest Service chain saw crews  
Local U.S. Army Corps of Engineers (USACE) workers and equipment

#### **Supervision and Special Considerations**

- Immediate debris clearing (Phase I) actions should be supervised by local public works or DOT personnel using all available resources. Requests for additional assistance and resources should be made to the State Emergency Operations Center (EOC). Requests for Federal assistance will be requested through the State Coordinating Officer (SCO) to the FEMA Federal Coordinating Officer (FCO).
- Special crews equipped with chain saws may be required to cut up downed trees. This activity is hazardous, and common sense safety considerations are necessary to reduce the chance of injury and possible loss of life. When live electric lines are involved, work crews should coordinate with local utility companies to have power lines DE energized for safety reasons.
- Front-end loaders and dozers should be equipped with protective cabs. Driveway cutouts, fire hydrants, valves, and storm water inlets should be left unobstructed. All personnel should wear protective gear, such as hard hats, gloves, goggles, and safety shoes.
- The USDA Forest Service and other State and Federal land management agencies are equipped for fast responses to tornadoes, and hurricanes. Assistance would be requested through the State SCO to the FCO according to standard procedures.

#### **Public Rights-of-Way Debris Removal and Disposal (Phase II)**

- Debris is simply pushed to the shoulders of the roadway during the emergency opening (Phase I) of key routes. There is little time or concern for sorting debris at that time. The objective is to provide for the safe movement of emergency and support vehicles into and out of the disaster area. As removal operations progress, the initial roadside piles of debris become the dumping location for additional yard waste and other storm-generated debris, such as construction material, personal property, trash, white metals such as refrigerators, washers, dryers and hot water heaters, roofing and even household, commercial, and agricultural chemicals.

- Define how the DMTF will coordinate debris removal operations.
- Define how local and State government force account employees will transition from Phase I to Phase II operations.
- Determine if Mutual Aid agreements exist.
- Determine if local contractors will be needed to assist in Phase II operations.
- Determine if additional State and/or Federal assistance will be required.
- Develop local field inspection teams. The teams become the “eyes and ears” for the DMTF.
- Coordinate through local agencies to establish a contracted work force capable of expeditious removal of the debris.
- Develop an independent team using the local and State personnel to monitor the removal activities. This team becomes the debris manager’s “eyes and ears” in the field.
- Conduct daily update briefings with key debris managers. Ensure that all major debris removal and disposal actions are reviewed and approved by the local debris manager.
- Ensure that a representative of the DMTF attends all briefings to resolve any coordination problems between State and Federal debris removal efforts and local debris removal and disposal efforts.
- Coordinate with local, tribal and State DOT and law enforcement authorities to ensure that traffic control measures expedite debris removal activities.
- Establish a proactive information management plan. Emphasis should be placed on actions that the public can perform to expedite the cleanup process, such as separating burnable and no burnable debris; segregating HHW; placing debris at the curbside; keeping debris piles away from fire hydrants and valves, reporting locations of illegal dump sites or incidents of illegal dumping; and segregating recyclable materials.
- The public should be kept informed of debris pick-up schedules, disposal methods and ongoing actions to comply with State and Federal Environmental Protection Agency (EPA) regulations, disposal procedures for self-help and independent contractors, and restrictions and penalties for creating illegal dumps. The Public Information Officer (PIO) should be prepared to respond to questions pertaining to debris removal from the press and local residents. The following questions are likely to be asked:

*What is the pick-up system?*

*When will the contractor be in my area?*

*Who are the contractors and how can I contact them?*

*Should I separate the different debris materials and how?*

*How do I handle Household Hazardous Waste?*

*What if I am elderly?*

### **Private Property Debris Removal**

- Dangerous structures should be the responsibility of the owner or local government to demolish to

protect the health and safety of adjacent residents. However, experience has shown that unsafe structures will remain because of the lack of insurance, absentee landlords, or under-staffed and under-equipped local governments. Consequently, demolition of these structures may become the responsibility of DMTF.

- Develop procedures to ensure complete cooperation with numerous local and State government officials to include the following: real estate offices, local law and/or code enforcement agencies, State historic preservation office, qualified contractors to remove HHW, asbestos, lead-based paint, and field teams to photograph the sites before and after demolition.
- Include a copy of Demolition of Private Property checklist
- Include copies of sample ordinances that can be activated when a “state of emergency” is implemented, eliminating any unnecessary waiting period.
- The most significant building demolition problem will be that local governments do not have proper ordinances in effect to handle emergency condemnation procedures. Moreover, structures will be misidentified or have people or belongings in them when the demolition crews arrive necessitating removal by local law enforcement. Close coordination is essential, and it is recommended that at least one FEMA staff person be on site to work directly with the local government staff to ensure that all required legal actions are taken.

#### **Household Hazardous Wastes Removal**

- HHW may be generated as a result of a major natural disaster. HHW may consist of common household chemicals, propane tanks, oxygen bottles, batteries, and industrial and agricultural chemicals. These items will be mixed into the debris stream and will require close attention throughout the debris removal and disposal process.
- Consider HHW response teams be assigned and respond ahead of any removal efforts. Consider preparing draft emergency contracts with generic scopes of work. Coordinate with regulatory agencies concerning possible regulatory waivers and other emergency response requirements.
- Arrange for salvageable hazardous materials to be collected and segregated based on their intended use. Properly trained personnel or emergency response HHW contractors should accomplish removal of hazardous waste. Coordinate with regulatory agencies to ensure cleanup actions meet local, tribal, State, and Federal regulations.
- Complete HHW identification and segregation before building demolition begins. Qualified contractors should remove HHW debris. Regular demolition contractors can remove uncontaminated debris.
- A separate staging area for HHW materials, contaminated soils, and contaminated debris should be established at each TDSR site. The staging area should be lined with an impermeable material and Burned to prevent contamination of the groundwater and surrounding area. Materials should be removed and disposed of using qualified HHW personnel/contractors in accordance with local, tribal, State and Federal regulations.

#### **TEMPORARY DEBRIS STORAGE AND REDUCTION SITES**

- Once the debris is removed from the damaged area, it will be taken to temporary debris storage and reduction sites.

- Removal and disposal actions should be handled at the lowest level possible based on the magnitude of the event. It follows the normal chain of responsibility, i.e., local level, county level, State level, and when resources are exceeded at each level of responsibility, Federal assistance may be requested according to established procedures. Because of the limited debris removal and reduction resources, the establishment and operation of TDSR sites are generally accomplished by contracts.

- Emphasis is placed on local government responsibilities for developing debris disposal contracts. Local, tribal, county and/or State governments may be responsible for developing and implementing these contracts for debris removal and disposal under most disaster conditions.

- The DMTF should review all debris disposal contracts. There should be a formal means to monitor contractor performance to ensure that funds are being used wisely.

- **Site Preparation.** The topography and soil conditions should be evaluated to determine best site layout. Consider ways to make remediation and restoration easier when planning site preparation.

- **Site Operations.** Site preparation and operation are usually left up to the contractor, but guidance can help avoid problems with the ultimate closeout.

- Establish lined temporary storage areas for ash, HHW, fuels, and other materials that can contaminate soils, groundwater and surface water. Set up plastic liners, when possible, under stationary equipment such as generators and mobile lighting plants. Include this as a requirement of the contract scope of work.

- If the site is also an equipment staging area, monitor fueling and equipment repair to prevent and mitigate spills such as petroleum products and hydraulic fluids. Include clauses in contract scope of work to require immediate cleanup by the contractor.

- Be aware of and mitigate things that will irritate the neighbors such as:

**smoke** -proper construction and operation of incineration pits. Don't overload air curtains.

**dust** -employ water trucks.

**noise** -construct perimeter berms.

**traffic** -proper layout of ingress and egress procedures to help traffic flow.

## DEBRIS REDUCTION METHODS

### Volume Reduction by Incineration

- There are several incineration methods available including **uncontrolled open incineration, controlled open incineration, air curtain pit incineration, and refractor lined pit incineration.**

The DMTF should consider each incineration method before selection and implementation as part of the overall volume reduction strategy.

- **Uncontrolled Open Incineration:** Uncontrolled open incineration is the least desirable method of volume reduction because it lacks environmental control. However, in the haste to make progress, the Department of Natural Resources may issue waivers to allow this method of reduction early in a disaster.

- **Controlled Open Incineration:** Controlled open incineration is a cost-effective method for reducing clean woody debris in rural areas. This option must be terminated if mixed debris such as treated lumber, poles, nails, bolts, tin and aluminum sheeting enters the waste flow. Clean woody tree debris presents little environmental damage and the resulting ash can be used as a soil additive by the local agricultural community. Department of Agriculture and county agricultural extension personnel



should be consulted to determine if and how the resulting ash can be recycled as a soil additive. Responsible agencies and telephone numbers should be provided.

- **Air Curtain Pit Incineration:** Air curtain pit incineration offers an effective means to expedite the volume reduction process by substantially reducing the environmental concerns caused by open incineration. Specifications and statements of work should be developed to expedite the proper use of the systems, because experience has shown that many contractors and subcontractors are not fully knowledgeable of the system operating parameters.

- **Refractor Lined Pit Incineration:** Pre-manufactured refractory lined pit burners are an alternative to air curtain open pit incineration. The units can be erected on site in a minimal amount of time. Some are portable and others must be built in-place. The units are especially suited for locations with high water tables, sandy soil, or where materials are not available to build above ground pits. The engineered features designed into the units allow for a reduction rate of approximately 95 % with a minimum of air pollution. The air curtain traps smoke and small particles and recirculates them to enhance combustion that reaches over 2,500 degrees Fahrenheit. Manufacturers claim that combustion rates of about 25 tons per hour are achievable while still meeting emission standards.

- Local officials, environmental groups, and local citizens should be thoroughly briefed on the type of incineration method being used, how the systems work, environmental standards, health issues, and the risk associated with each type of incineration. PIOs should take the initiative to keep the public informed. A proactive public information strategy to include press releases and media broadcasts should be included in any operation that envisions incineration as a primary means of volume reduction.

### **Environmental Controls**

Environmental controls are essential for all incineration methods, and the following should be considered:

- A setback of at least 1,000 feet should be maintained between the debris piles and the incineration area. Keep at least 1,000 feet between the incineration area and the nearest building. Contractors should use fencing and warning signs to keep the public away from the incineration area.
- The fire should be extinguished approximately two hours before anticipated removal of the ash mound. The ash mound should be removed when it reaches 2 feet below the lip of the incineration pit.
- The incineration area should be placed in an above ground or below ground pit that is no wider than 8 feet and between 9 and 14 feet deep.
- The incineration pits should be constructed with limestone and reinforced with earth anchors or wire mesh to support the weight of the loaders. There should be a 1-foot impervious layer of clay or limestone on the bottom of the pit to seal the ash from the aquifer.
- The ends of the pits should be sealed with dirt or ash to a height of 4 feet.
- A 12-inch dirt seal should be placed on the lip of the incineration pit area to seal the blower nozzle. The nozzle should be 3 to 6 inches from the end of the pit.
- There should be 1-foot high, unburnable warning stops along the edge of the pit's length to prevent the loader from damaging the lip of the incineration pit.

- Hazardous or contaminated ignitable material should not be placed in the pit. This is to prevent contained explosions.
- The airflow should hit the wall of the pit about 2 feet below the top edge of the pit, and the debris should not break the path of the airflow except during dumping.
- The pit should be no longer than the length of the blower system, and the pit should be loaded uniformly along the length.

### **Volume Reduction by Grinding and Chipping**

- Hurricanes and tornadoes may present the opportunity to employ large-scale grinding and chipping operations as part of the overall debris volume reduction strategy. Hurricanes can blow away scarce topsoil in the agricultural areas and cause extensive tree damage and blow-down. This two-fold loss, combined with local climatic conditions, may present an excellent opportunity to reduce clean woody debris into suitable mulch that can be used to replenish the topsoil and retain soil moisture.
- Grinding and chipping woody debris is a viable reduction method. Although more expensive than incineration, grinding and chipping is more environmentally friendly, and the resulting product, mulch, can be recycled. In some locations the mulch will be a desirable product because of shallow topsoil conditions. In other locations it may become a landfill product.
- Grinding and chipping woody debris reduces the large amounts of tree blow-down. Chipping operations are suitable in urban areas where streets are narrow or in groves of trees where it is cheaper to reduce the woody vegetation to mulch than to move it to a central grinding site and then returning it to the affected area. This reduces the costs associated with double handling.
- The DMTF should work closely with local environmental and agricultural groups to determine if there is a market for mulch. Another source for disposal of ground woody debris may be as an alternative fuel for industrial heating or for use in a cogeneration plant.
- There are numerous makes and models of grinders and chippers on the market. When contracting, the most important item to specify is the size of the mulch. If the grinding operation is strictly for volume reduction, size is not important. However, mulch to be used for agricultural purposes must be of a certain size and be virtually free of paper, plastic and dirt.
- The average size of wood chips produced should not exceed 4 inches in length and ½ inch in diameter. Production output should average 100 to 150 cubic yards per hour when debris is moderately contaminated, which slows feeding operations, and 200 to 250 cubic yards per hour for relatively clean debris. Note that this is not machine capability; this is contractor output or performance capability.
- Contaminants are all materials other than wood products and should be held to 10% or less for the mulch to be acceptable. Plastics are a big problem and should be eliminated completely. To help eliminate contaminants, root rake loaders should be used to feed or crowd materials to the grapplers. Bucket-loaders tend to scoop up earth, which is a contaminant and causes excessive wear on the grinder or chipper. Hand laborers should remove contaminants prior to feeding the grinders. Shaker screens should be used when processing stumps with root balls or when large amounts of soil are present in the woody debris.
- Chippers are ideal for use in residential areas, orchards, or groves. The number of damaged and

uprooted trees presents significant problems if they are pushed to the rights-of-way for eventual pickup and transport to staging and reduction sites. The costs associated with chipping are reasonable because the material does not need to be transported twice.

- Grinders are ideal for use at debris staging and reduction sites because of their high volume reduction capacity. Locating the grinders is critical from a noise and safety point-of-view. Moreover, there is a need for a large area to hold the woody debris and an area to hold the resulting mulch. Ingress and egress to the site is also an important consideration.

### **Volume Reduction by Recycling**

- Recycling reduces mixed debris volume before it is hauled to a landfill. Recycling is attractive and strongly supported by Allen Parish because there may be an economic value to the recovered material if it can be sorted and sold. A portable Materials Recovery Facility could be set up at the site. Metals, wood, and soils are prime candidates for recycling. The major drawback is the potential environmental impact of the recycling operation. In areas where there is a large usage of chemical agricultural fertilizer, the recovered soil may be too contaminated for use on residential or existing agricultural land.

- Hurricanes may present opportunities to contract out large-scale recycling operations and to achieve an economic return from some of the prime contractors who exercise their initiative to segregate and recycle debris as it arrives at the staging and reduction sites. Recycling has significant drawbacks if contracts are not properly written and closely monitored.

- Specialized contractors should be available to bid on disposal of debris by recycling, if it is well sorted. Contracts and monitoring procedures should be developed to ensure that the recyclers comply with local, tribal, State and Federal environmental regulations.

- Recycling should be considered early in the debris removal and disposal operation because it may present an opportunity to reduce the overall cost of the operation. The following materials are suitable for recycling.

- **Metals.** Hurricanes and tornadoes may cause extensive damage to mobile homes, sun porches, and green houses. Most of the metals are non-ferrous and suitable for recycling. Trailer frames and other ferrous metals are also suitable for recycling. Metals can be separated using an electromagnet. Metals that have been processed for recycling can be sold to metal recycling firms.

- **Soil.** Cleanup operations using large pieces of equipment pick up large amounts of soil. The soil is transported to the staging and reduction sites where it is combined with other organic materials that will decompose over time. Large amounts of soil can be recovered if the material is put through some type of screen or shaker system. This procedure can produce significant amounts of soil that can either be sold or recycled back into the agricultural community. This soil could also be used at local landfills for cover. It is more expensive to transport and pay tipping fees at local landfills than to sort out the heavy dirt before moving the material. Monitoring and testing of the soil may be necessary to ensure that it is not contaminated with chemicals.

- **Wood.** Woody debris can be either ground or chipped into mulch.

- **Construction Material.** Concrete block and other building materials can be ground and used for other purposes if there is a ready market. Construction materials and wood can also be shred to reduce volume. This construction material could also be used at local landfills for cover.

- **Residue Material.** Residue material that cannot be recycled, such as cloth, rugs, and trash, can be sent to a landfill for final disposal.

#### **TDSR SITE CLOSE-OUT PROCEDURES**

- Each TDSR site will eventually be emptied of all material and be restored to its previous condition and use. The contractor should be required to remove and dispose of all mixed debris, construction and demolition (C&D) debris, and debris residue to approved landfills. Quality assurance inspectors should monitor all closeout and disposal activities to ensure that contractors complied with contract specifications. Additional measures will be necessary to meet local, tribal, State and Federal environmental requirements because of the nature of the staging and reduction operation.
- The contractor must assure the DMTF that all sites are properly remediated. There will be significant costs associated with this operation as well as close scrutiny by the local press and environmental groups. Site remediation will go smoothly if baseline data collection and site operation procedures are followed.
- The basic close-out steps are to remove all debris from the site; conduct an environmental audit or assessment; develop a remediation or restoration plan approved by the appropriate environmental agency; execute the plan; get acceptance from the landowner; and terminate lease payments, if applicable. The key to timely closeout of the mission is the efficient scheduling of the above activities for multiple sites. Therefore, critical path scheduling of all the activities as far in advance as possible will minimize down time between steps.
- **Environmental Restoration.** Stockpiled debris will be a mix of woody vegetation, construction material, household items, and yard waste. HHW and medical wastes should be segregated and removed prior to stockpiling. Activities at the debris disposal sites will include anyone or a combination of the following activities: stockpiling, sorting, recycling, incineration, grinding, and chipping. Incineration is done in air curtain pits and generally only woody debris is incinerated; however, the efficiency of the incineration and the quality of incineration material is highly variable. Contamination may occur from petroleum spills at staging and reduction sites or runoff from the debris piles, incineration sites, and ash piles.
- **Site Remediation.** During the debris removal process and after the material has been removed from each of the debris sites, environmental monitoring will be needed to close each of the sites. This is to ensure that no long-term environmental contamination is left on the site. The monitoring should be done on three different media: ash, soil, and groundwater.
- The monitoring of the ash should consist of chemical testing to determine the suitability of the material for land filling.
- Monitoring of the soils should be by portable methods to determine if any of the soils are contaminated by volatile hydrocarbons. The contractors may do this if it is determined that hazardous material, such as oil or diesel fuel was spilled on the site. This phase of the monitoring should be done after the stockpiles are removed from the site.
- The monitoring of the groundwater should be done on selected sites to determine the probable effects of rainfall leaching through either the ash areas or the stockpile areas.
- Consider the following requirements to closeout a temporary staging and reduction site(s).

- Coordinate with local and State officials responsible for construction, real estate, contracting, project management, and legal counsel regarding requirements and support for implementation of a site remediation plan.
- Establish a testing and monitoring program. The contractor should be responsible for environmental restoration of both public and leased sites. Contractors will also be required to remove all debris from sites for final disposal at landfills prior to closure.
- Reference appropriate and applicable environmental regulations.
- Prioritize site closures.
- Schedule closeout activities.
- Determine separate protocols for air, water and soil testing.
- Develop cost estimates.
- Develop decision criteria for certifying satisfactory closure based on limited baseline information.
- Develop administrative procedures and contractual arrangements for closure phase.
- Inform local, tribal and State environmental agencies regarding acceptability of program and established requirements.
- Designate approving authority to review and evaluate contractor closure activities and progress.
- Retain staff during closure phase to develop site-specific remediation for sites, as needed, based on information obtained from the closure checklist.

## **ORGANIZATION AND RESPONSIBILITIES**

### **Local Government Agencies and Departments**

- Identify each government agency or department that has debris clearing, removal or disposal actions.
- Define their responsibilities in detail.

### **Supporting Agencies**

- Identify each government agency or department that has debris clearing, removal or disposal actions.
- Define their responsibilities in detail.

## **ADMINISTRATION AND LOGISTICS**

- All agencies will document personnel and material resources used to comply with this annex. Documentation will be used to support any Federal assistance that may be requested or required.
- Requests for support and/or assistance will be up-channeled from the local level to the Parish level EOC and then to the State EOC. Requests for Federal assistance will be made by the State EOC through established procedures, as outlined in the Federal Response Plan.
- All agencies will ensure 24-hour staffing capability during implementation of this annex, if the emergency or disaster requires.
- Define who will be responsible to initiate an annual update of this annex. It will be the responsibility of each tasked agency to update its respective portion of the annex and ensure any limitations and

shortfalls are identified and documented, and work-around procedures developed, if necessary.

#### **AUTHORITIES AND REFERENCES**

- Develop a listing of authorities and references identified in this annex.

#### **APPENDICES**

- Develop a listing of appropriate appendices that support this annex.

### **Policy #9523.9 - 100% Funding for Direct Federal Assistance and Grant Assistance**

1. **Date Published:** June 9, 2006

2. **Recovery Division Policy Number:** 9523.9

3. **Title:** 100% Funding for Direct Federal Assistance and Grant Assistance

4. **Purpose:** To provide guidance and establish procedures for providing 100% funding for Direct Federal Assistance and Grant Assistance.

5. **Scope and Audience:** This policy applies to all major disasters declared on or after the publication date of this policy. It is intended for all states eligible to receive assistance under sections 403 and 407 of the Stafford Act, and all Federal agencies that may be directed by FEMA to provide such assistance.

6. **Background:** FEMA's regulations at 44 CFR §206.208, Direct Federal Assistance, state, "When the State and local government lack the capability to perform or contract for eligible emergency work and/or debris removal under sections 402(4), 403 or 407 of the Act, the Grantee may request that the work be accomplished by a Federal agency." This assistance is subject to the cost share provisions contained in the FEMA/State agreement and the Stafford Act. In addition, 44 CFR §206.47(d) states, "If warranted by the needs of the disaster, we recommend up to one hundred percent (100%) Federal funding for emergency work under section 403 and section 407, including direct Federal assistance, for a limited period in the initial days of the disaster irrespective of the per capita impact." Generally, a "limited period in the initial days of the disaster" means the period of 100% funding will be limited the first 72 hours following the disaster declaration, or an applicant's selected 72-hour period. This period may be extended based on the gravity and scope of the disaster, as determined by the President.

7. **Policy:**

#### **A. Terms Used in this Policy:**

**Mission Assignment:** Work order issued by FEMA to a Federal agency directing completion by that agency of a specified task. 44 CFR §206.2(a)(18).

**Mission Assignment Task Order:** Specific instruction given to a Federal agency under a mission assignment directing it to perform work of certain quantity or in a certain area under

that mission assignment.

**Emergency Work:** All activities eligible under section 403 of the Stafford Act, including such activities when performed by a Federal agency as direct Federal assistance.

**Debris Clearance and Removal:** Clearance, pick up, hauling, processing and disposal of all manner of debris generated by the declared event on public property. This includes woody debris, sand and gravel, and components of buildings or other structures. This may also include debris on private property, when FEMA has approved such removal.

**Consumable Commodities:** Food, ice, water and other items not requiring installation, such as small plastic tarps and small generators.

**Emergency Protective Measures:** Actions (other than debris removal) eligible as Category B measures, including installation of plastic sheeting for temporary roofing, generators requiring installation, and shoring or demolition of unsafe structures.

**Designated Period:** For Direct Federal Assistance: The period from 12:01 a.m. of the date of the Presidential declaration to 11:59 p.m. of the third full day after the date of the declaration. For Grant Assistance: The period selected by an applicant for eligibility for 100% Federal share assistance. The period will be 72 hours within a window from 12:01 a.m. of the date of a Governor's or City or County official's declaration of emergency through 11:59 p.m. of the seventh full day after the date of the Presidential declaration of a major disaster. The period may be different for Category A and Category B work.

**Purchase Order:** Any unconditional agreement, contract or other commitment by a state or local government under state and local law for the acquisition of goods and services.

## **B. Direct Federal Assistance**

FEMA will provide direct Federal assistance through a mission assignment to another Federal agency - upon request of the State - when the State and local government certify they lack the capability to perform or contract for the requested work. The duration of mission assignments for debris removal will be limited to 60 days from the disaster declaration date. The Federal Coordinating Officer may approve extensions for up to an additional 60 days, if a State or local government demonstrates a continued lack of capability to assume oversight of the debris removal mission. Additional extensions will require approval by the Recovery Division Director at FEMA Headquarters. If the President has also authorized 100% Federal funding for emergency work and/or debris removal under sections 403 or 407 of the Stafford Act for the disaster, the Federal share of work mission assigned by FEMA will be as follows:

**Debris Clearance and/or Removal:** When FEMA directs another Federal agency to accomplish debris clearance and/or removal, FEMA will provide at 100% Federal share the cost of actual debris clearance and/or removal work accomplished, not mission assignment task orders initiated, during the designated period. This work includes whatever clearance, pick up, hauling, processing and disposal activities FEMA authorizes but only during the designated period. After the designated period, if further direct Federal assistance for debris clearance or removal is necessary, it will be provided at the prevailing Federal cost share rate for the particular disaster. The State shall agree in advance to reimburse FEMA for the appropriate non-Federal share of the work including the overhead of the Federal agency assigned the task of debris removal.

**Food, Water, Ice and Other Consumable Commodities:** For a mission assignment task order approved during the designated period, such commodities and the work necessary to distribute them, but not including installation or set-up, shall be provided at 100% Federal share regardless of the work or project completion date. For task orders approved after the designated period, the commodities shall be provided at the prevailing Federal cost share rate for the particular disaster. The State shall agree in advance to reimburse FEMA for the appropriate non-Federal share of the work including the overhead of the Federal agency assigned the task.

**Other Emergency Protective Measures:** For a mission assignment task order approved during the designated period, FEMA will provide at 100% Federal share the cost of the work actually completed during the designated period. Examples of these measures include: installation of generators, installation of large plastic sheet roofing, and shoring or demolition of unsafe structures. After the designated period, the work or supplies shall be provided at the prevailing Federal cost share rate for the particular disaster. The State shall agree in advance to reimburse FEMA for the appropriate non-Federal share of the work including the overhead of the Federal agency assigned the task.

### **C. Grant Assistance**

When the President authorizes 100% Federal funding for emergency work under sections 403 and 407 of the Stafford Act for a limited period in the initial days of the disaster, the Federal share for Grant Assistance will be as follows:

**Debris Clearance and/or Removal:** FEMA will reimburse applicants 100% of the costs for the debris removal work accomplished during the designated period. This includes all clearance, pick up, hauling, processing and disposal activities, but only during the designated period. For work accomplished after the end of the designated period, assistance will be provided at the prevailing Federal cost share rate for the particular disaster.

**Food, Water, Ice, and Other Consumable Commodities:** FEMA will reimburse applicants 100% of the costs of eligible work for reasonable purchase orders approved and finalized pursuant to state and local law during the designated period, regardless of the work or project completion date. This includes expenses to distribute commodities, but does not include installation or set-up. For purchase orders approved and placed after the end of the designated period, assistance will be provided at the prevailing Federal cost share rate for the particular disaster.

**Other Emergency Protective Measures:** FEMA will reimburse applicants 100% of the costs of eligible work accomplished during the designated period. Examples of these measures include: installation of generators, installation of large plastic sheet roofing, and shoring or demolition of unsafe structures. For work accomplished after the designated period, assistance will be provided at the prevailing Federal cost share rate for the particular disaster.



8. **Supersession:** Response and Recovery Directorate Guidance No. 4150-E, September 26, 1995, Direct Federal Assistance at 100% Federal Funding; Unnumbered Guidance, October 6, 2004, Eligibility for 100% Federal Share. Assistance; Recovery Division Policy 9523.9, March 10, 2006, 100% Funding for Direct Federal Assistance and Grant Assistance.

9. **Authorities:** Sections 403 and 407 of the Robert T. Stafford Disaster Relief and Assistance Act, 42 U.S.C. 5121-5206, as amended.

10. **Originating Office:** Recovery Division (Public Assistance Branch)

11. **Review Date:** Three years from date of publication

12. **Signature:**

David Garratt

Acting Director of Recovery

Federal Emergency Management Agency

13. **Distribution:** Regional Directors, Regional and Headquarters Division Directors. Federal Coordinating Officers

## **Policy #9525.11 - Payment of Contractors for Grant Management Tasks**

1. **Date Published:** April 22, 2001

2. **Response and Recovery Policy Number:** 9525.11

3. **Title:** Payment of Contractors for Grant Management Tasks

4. **Purpose:** This policy is to provide guidance on the eligibility of costs when a Grantee or sub-grantee employs contractors to manage the Public Assistance (PA) Program in place of Grantee or sub-grantee employees.

5. **Scope and Audience:** This policy is applicable to all major disasters and emergencies declared on or after the publication of this policy. This policy is intended for Federal Emergency Management Agency (FEMA) personnel in making eligibility determinations for the PA Program.

6. **Background:**

A. Most Grantees and sub-grantees have the personnel capacity to respond to a disaster. The personnel are either located within the emergency management office or they are available from other state agencies or local government departments. However, some State, Tribal, and local governments are finding it necessary to outsource work as their resources continue to shrink. Several have indicated an interest in using contracts and similar instruments to secure a workforce to administer or assist with the PA Program.

B. This new policy recognizes the trend toward Grantee use of contractors for grant management work and streamlines the payment procedures by defining the contract costs as eligible under

"State Management Administrative Costs" *PW* (also known as the Grantee Management Cost Project Worksheet or Management *PW*). Under previous procedures, Grantees have been denied management contractors' expenses for overtime, travel and per diem. In the past, FEMA treated the contractor expenses as though they were Grantee employee expenses and held that all overtime, travel and per diem expenses were covered by the "Statutory Administrative Costs" allowance (also known as the Grantee's Administrative Allowance or sliding scale). FEMA will no longer treat the contractors as State employees and all eligible contractor costs will be reimbursable through the State Management Administrative Costs. Therefore, all reasonable contractor costs, including overtime, travel and per diem, will be allowed as State Management Administrative Costs. There is no similar provision for sub-grantees because all of their grant management and administrative costs are required by statute to be considered under the Statutory Administrative Costs allowance (also known as the sub-grantee's Administrative Allowance or sliding scale).

C. The term "State Management Administrative Costs" is used in 44 CFR 206.228(a)(3). The paragraph permits the payment of some Grantee costs. This includes the payment of some Tribal government costs when the Tribal government is operating as the Grantee.

D. The criteria for allowable State Management Administrative Costs are included in Office of Management and Budget (OMB) Circular A-87.

E. In the course of research on the subject of payment of contractor assistance in Grantee management tasks, FEMA determined that it, incorrectly, had been providing a Statutory Administrative Costs allowance on State Management Administrative Costs *PWs*. The statutory definition of "associated expenses" and the use of OMB Circular A-87 as the guidance for paying State Management Administrative Costs preclude adding the Statutory Administrative Costs allowance onto the State Management Administrative Costs *PW*. While the sum typically is not large, it still should be deducted manually from a NEMIS generated *PW*, if it is included.

F. The Disaster Mitigation Act of 2000 provides for the establishment of management cost rates that will include "any indirect cost, any administrative expense, and any other expense not directly chargeable to a specific project...." When those rates are published, appropriate portions of this policy will be superseded.

## **7. Policy:**

A. *Grantee*. Reasonable costs of contractors performing eligible Grantee functions in managing the Public Assistance Program are eligible as State Management Administrative Costs.

1. The eligible Grantee management functions are identified in 44 CFR 206.228. They include expenses such as costs associated with the preparation of *PWs*, project applications, reports, audits, and related field inspections.

a. Reasonable regular time, supplies, materials and equipment costs of contractors necessary to manage the Public Assistance Program in accordance with the regulations and State or Tribal Public Assistance Administrative Plan are eligible as State Management Administrative Costs. Since only reasonable costs will be

eligible, the States and Tribes are encouraged to negotiate cost rates and contract duration with FEMA prior to disaster declarations and prior to the hiring of contractors.

b. The contractor's expenses for overtime work, per diem and travel are eligible as a direct charge of State Management Administrative Costs. They are *not* considered a part of Statutory Administrative Costs.

2. In order for any significant amount of contractor assistance to be used in a disaster, the basic State or Tribal Public Assistance Administrative Plan must assess State or Tribal capability to manage an infrastructure disaster recovery grant and must acknowledge any potential need for a significant level of contractor assistance. **In addition, the amendments to the State or Tribal Public Assistance Administrative Plan for each disaster (submitted in accordance with 44 CFR 206.207(b)) must include all proposed uses of contractors as part of the staffing plan for that disaster.** The staffing plan must identify specific contractor functions, cost rates, and contract duration. It also must include Grantee staffing at a reasonable level, and provide for sufficient Grantee staffing to assure adequate contractor oversight and program management. The contractor's expenses will not be an eligible cost unless FEMA approves the staffing plan and finds it reasonable.

Contracts must adhere to the requirements of 44 CFR 13.36.

For the purposes of this policy in distinguishing between Grantee employees and contractors, a Grantee employee is any person directly employed by the Grantee (i.e., the Grantee executes payroll deductions for benefits and taxes). The employees may be regular full time, regular part time or extra hires for management purposes. The employees may be from another State agency or department. Regardless of their employment source, such employees will be subject to this policy as Grantee employees.

The State Management Administrative Costs *PWs* are not part of the base for calculating additional Grantee Statutory Administrative Costs (also known as the Administrative Allowance or sliding scale). The *PW* designation for Management *PWs* covering Grantee management and contractor costs is category Z, code 852.

Grantee costs associated with developing work plans for contractors or managing contractor work are eligible State Management Administrative Costs.

B. *Sub-grantee*. The costs of sub-grantee contractors performing sub-grantee functions in managing and administering the Public Assistance grants are to be paid from the sub-grantee's Administrative Allowance.

C. *Project Management*. Eligible project management costs directly related to specific eligible projects can be included in the *PWs* for the eligible projects.

D. *Multiple Tasks - Single Contractor*. In very rare cases, the same contractor may be employed to perform grant management functions for the Grantee, and also perform sub-grantee administrative or construction management functions. In such cases, there must be separate contracts, or the costs for each function must be clearly delineated in the contract and separated

in the billing and payment process. Separate contracts generally will be the clearest basis for separating costs. Contractors on one contract may not oversee their own work performed under another contract, nor oversee other work which may create a conflict of interest situation.

E. Contractor costs for performing management duties of the Grantee will be approved using a State Management Administrative Costs *PW*. Contractor costs for performing management and administrative duties of the sub-grantee are covered in the sub-grantee's Statutory Administrative Costs. Construction management costs either will be approved using a separate *PW* or be part of a construction *PW*.

8. **Supersession:** This policy updates and replaces relevant provisions of previous public assistance policy documents.

9. **Reference:** Office of Management and Budget Circular A-87.

10. **Authorities:** Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, Section 406; 44 CFR 206.44, 206.207 and 206.228.

11. **Originating Office:** Infrastructure Division, Response and Recovery Directorate.

12. **Review Date:** Five years, except for the provisions that will be superseded with the implementation of Section 324 ("Management Costs") of the Disaster Mitigation Act of 2000.

13. **Signature:** *signed*

Lacy E. Suiter

Executive Associate Director

Response and Recovery Directorate

14. **Distribution:** Regional Directors, Regional and Headquarters R&R Division Directors

## APPENDIX C



**FEMA**

## RECOVERY DIVISION FACT SHEET

### DEBRIS REMOVAL APPLICANT'S CONTRACTING CHECKLIST

#### Overview

To be eligible for reimbursement under the Public Assistance Program, contracts for debris removal must meet rules for Federal grants, as provided for in 44 CFR Part 13.36 *Procurement* ([http://www.access.gpo.gov/nara/cfr/waisidx\\_04/44cfr13\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/44cfr13_04.html)). Public Assistance applicants should comply with their own procurement procedures in accordance with applicable State and local laws and regulations, provided that they conform to applicable Federal laws and standards identified in Part 13. The following guidance is provided to assist Public Assistance applicants in the procurement process.

#### Contracting Process Checklist

- ☐ Use competitive bidding procedures. Complete and document a cost analysis to demonstrate price reasonableness on any contract or contract modification where adequate price competition is lacking, as detailed in 44 CFR 13.36(f).
- ☐ Provide a clear and definitive scope of work and monitoring requirements in the request for proposals/bids. Use acceptable emergency contracting procedures that include an expedited competitive bid process only if time does not allow for more stringent procedures.
- ☐ Require bidders to provide copies of references, licenses, financial records, and proof of insurance and bonding.
- ☐ Obtain review from your legal representative of your procurement process and any contract to be awarded to ensure they are in compliance with all Federal, State, and local requirements.
- ☐ Document procedures used to obtain/award contracts (procurement information, bid requests and tabulations, etc).
- ☐ Use load ticket requirement to record with specificity (e.g., street address) where debris is picked up and the amount picked up, hauled, reduced and disposed of.

*FEMA will, when requested by applicants, assist in the review of debris removal contracts. However, such a review does not constitute approval.*

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**FEMA**

# RECOVERY DIVISION FACT SHEET

## DEBRIS REMOVAL APPLICANT'S CONTRACTING CHECKLIST

### Contract Provisions Checklist

**All contracts must contain/reflect the following provisions:**

- ☐ All payment provisions must be based on unit prices.
- ☐ No payments may be based on time and material costs unless limited to work performed during the first 70 hours of actual work following a disaster event.
- ☐ That payment will be made only for debris that FEMA determines eligible, referencing FEMA regulations and Public Assistance guides and fact sheets. (This is an optional provision to protect the applicant, and is used only following a major disaster declaration.)
- ☐ An invoice provision requiring contractors to submit invoices regularly and for no more than 30-day periods.
- ☐ A "Termination for Convenience" clause allowing contract termination at any time for any reason.
- ☐ A reasonable limit on the period of performance for the work to be done.
- ☐ A subcontract plan including a clear description of the percentage of the work the contractor may subcontract out and limiting use of subcontractors to only those you approve.
- ☐ The preference that the contractor use mechanical equipment to load and reasonably compact debris into the trucks and trailers.
- ☐ The requirement that the contractor provide a safe working environment, including properly constructed monitoring towers.
- ☐ Option of a unit price for extracting from ground and removing FEMA-eligible stumps (only for stumps with diameters larger than 24 inches, measured 24 inches above the ground, and with 50% or more of the root ball exposed), or including all stumps in the unit price.

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**FEMA**

## **RECOVERY DIVISION FACT SHEET**

# **DEBRIS REMOVAL APPLICANT'S CONTRACTING CHECKLIST**

### **Contract Provisions Checklist - Continued**

**All contracts must contain/reflect the following provisions:**

- ☐ Requirement that all contract amendments and modifications be in writing.
- ☐ Requirement that contractor obtain adequate payment and performance bonds and insurance coverage.

### **Pre-Disaster and Stand-By Contracts Checklist**

- ☐ The solicitation for a pre-disaster contract must adequately define in the proposed scope of work all the potential types of debris, typical haul distances, and size of events for which the contract may be activated.
- ☐ You may request bids for multiple scenarios for varying sizes of events.
- ☐ To ensure reasonable debris removal costs, award pre-disaster debris removal contracts based on either unit prices (volume or weight) or time and material.
- ☐ If the contract is awarded on a time and material basis, it should be limited to no more than 70 hours of actual clearance and removal operations.
- ☐ After the initial 70-hour period, payment should be on a unit price basis (volume or weight).




**FEMA**

# RECOVERY DIVISION FACT SHEET

## DEBRIS REMOVAL APPLICANT'S CONTRACTING CHECKLIST

### Avoidance Checklist

- ☐ **DO NOT:** Award a debris removal contract on a sole-source basis.
- ☐ **DO NOT:** Sign a contract (including one provided by a contractor) until it has been thoroughly reviewed by your legal representative.
- ☐ **DO NOT:** Allow any contractor to make eligibility determinations, since only FEMA has that authority.
- ☐ **DO NOT:** Accept any contractor's claim that it is "FEMA certified." FEMA does not certify, credential, or recommend debris contractors.
- ☐ **DO NOT:** Award a contract to develop and manage debris processing sites unless you know it is necessary, and have contacted the State for technical assistance concerning the need for such operations. Temporary debris storage and reduction sites are not always necessary.
- ☐ **DO NOT:** Allow separate line item payment for stumps 24 inches and smaller in diameter; these should be treated as normal debris.
- ☐ **DO NOT:** "Piggyback" or utilize a contract awarded by another entity. Piggybacking may be legal under applicable state law; however, the use of such a contract may jeopardize FEMA funding.
- ☐ **DO NOT:** Award pre-disaster/stand-by contracts with mobilization costs or unit costs that are significantly higher than what they would be if the contract were awarded post-disaster. Such contracts should have variable mobilization costs depending upon the size of the debris work that may be encountered.

Prepared By: Public Assistance Branch - Date Prepared: April 10, 2006 - Page 4 of 4

APPENDIX D

RIGHT-OF-ENTRY PERMIT

***(Includes Hold Harmless and Insurance Clauses)***

**Right of Entry Permit**

Permit Number \_\_\_\_\_ Parish Date \_\_\_\_\_

Property Address/Description \_\_\_\_\_

City Name of Owner/Tenant \_\_\_\_\_

**Right of Entry**

I certify that I am the owner, or an owner's authorized agent, of the property described above. I grant, freely and without coercion, the right of access and entry to said property to the (eligible applicant), its agents, contractors, and subcontractors, for the purpose of demolishing, removing and/or clearing any or all storm-generated debris of whatever nature from the above-described property.

**Hold Harmless**

I understand that this permit is not an obligation upon the government to perform debris removal. I agree to hold harmless the United States Government, the Federal Emergency Management Agency (FEMA), the State of Georgia, and any of their agencies, agents, contractors, and subcontractors for damages of any type whatsoever, either to the above-described property or to persons situated thereon. I release, discharge and waive any action, either legal or equitable, that might arise by reason of any action of the above entities, while removing storm-generated debris from the property. I will mark any sewer lines, septic tanks, water lines and utilities located on the described property.

**Duplication of Benefits**

Most homeowner's insurance policies have coverage to pay for removal of storm-generated debris. I understand that Federal law (42 United States Code 5155 et seq.) requires me to reimburse (eligible applicant) the cost of removing the storm-generated debris to the extent covered in my insurance policy. I also understand that I must provide a copy of the proof/statement of loss from my insurance company to (eligible applicant). If I have received payment, or when I receive payment, for debris removal from my insurance company, or any other source, I agree to notify and send payment and proof/statement of loss to (eligible applicant). I understand that all disaster related funding, including that for debris removal from private property, is subject to audit.

**Sworn and attested: Witness:**

***All owners must sign below.***

Print Name \_\_\_\_\_ Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

Please do not remove the following items:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_