PROMULGATION STATEMENT

The St. Bernard Parish Office of Homeland Security and Emergency Preparedness has the authority and responsibility for direction and control of the resources of St. Bernard Parish as set forth in the St. Bernard Parish Multi- Hazard Emergency Operations Plan (MHEOP). This plan details the overall responsibilities of the Parish government as well as guidelines and organizational priorities necessary to insure a coordinated Federal, State and Parish government response. It sets forth a detailed Parish program for preparation against, operations during, and relief and recovery following emergencies and disasters as provided by Parish, State and Federal statutes and ordinances, as well as other related or applicable emergency authorities and directives.

This Plan supersedes any previous Multi-Hazard Emergency Operations Plan promulgated for this purpose. It provides a framework in which the Parish and its political subdivisions can plan and perform their respective functions during a disaster or national security threat.

The St. Bernard Parish MHEOP is founded upon the National Response Framework (NRF) and the principles of the National Incident Management System (NIMS). In accordance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C 5121-5207, the inter-related nature of the plans and incident management are designed to allow maximum coordination and cooperation between responders from all levels of government. A response to any incident in St. Bernard Parish is "owned" by the local government. Depending on incident complexity, local authorities will utilize all resources and initiate Mutual Aid Agreements (MAA) and/or Region 1 support as necessary to supplement response.

If the local and regional resources become overwhelmed the Parish will request assistance from the State, which may be provided peer-to-peer from state agencies, or overall under the direction of the Governor, through the State Emergency Operations Center (SEOC) in conjunction with the Louisiana Governor's Office of Homeland Security (GOHSEP). In the event of a catastrophic event or disaster that grows beyond the capabilities of the State and the Emergency Management Assistance Compact (EMAC) with neighboring states, Federal assistance will be requested by the Governor to the President, through the Department of Homeland Security (DHS), specifically the Federal Emergency Management Agency (FEMA). FEMA will be responsible for coordinating the Federal resources.

This plan complies with existing federal, state and local statues and agreements made with the various agencies identified within. The plan was developed with the concurrence of the St. Bernard Parish Government, St. Bernard Parish Sheriff's Office, St. Bernard Parish School Board, and the Louisiana Governor's Office of Homeland Security and Emergency Preparedness. Since the planning process is continuous, the Multi-Hazards Emergency Operations Plan must be reviewed at least annually to maintain integrity. Changes to the plan will be distributed to all recipients of the Plan. The Emergency Operations Plan will undergo a formal review and update, including a new promulgation statement every four years in accordance with the plan review and update schedule published by the Louisiana Governor's Office of Homeland Security and Emergency Preparedness.

It is the responsibility of all agencies with roles identified in this plan to advise the St. Bernard Parish Office of Homeland Security and Emergency Preparedness of any changes which might result in its improvement or increase its effectiveness.

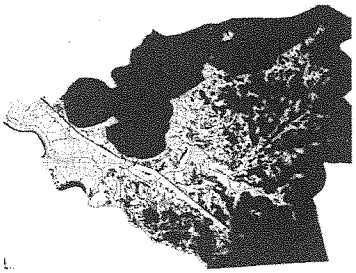
Date: 1-15-15

Signatures:

David E. Peralta
Parish President
St. Bernard Parish

John Rahaim Jr.
Deputy Director
St. Bernard Parish
Office of Homeland Security and
Emergency Preparedness

ST. BERNARD PARISH
OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr., Director

MULTI-HAZARD
EMERGENCY OPERATIONS PLAN (EOP)

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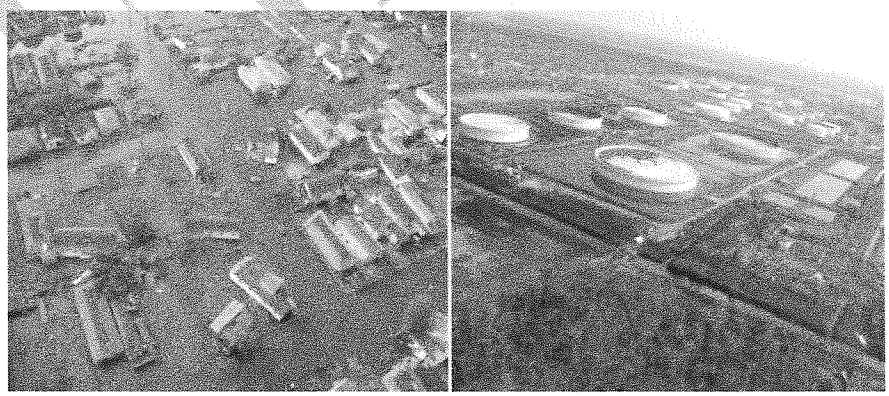

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BASIC PLAN

There are two parts to the St. Bernard Parish Multi-Hazard Emergency Operations Plan (MHEOP): The Basic Plan and Functional Annexes.

1. Basic Plan: The basic plan describes the fundamental systems, strategies, policies, assumptions, responsibilities and operational priorities that St. Bernard will utilize to guide and support emergency management efforts. Essential elements of the basic plan include:

- A description of the emergency and recovery services that are provided by governmental agencies,
- An outline of the methods for carrying out emergency operations and the process for rendering mutual aid,
- An overview of the system for providing public information and
- Emphasis on the need for continuity planning to ensure uninterrupted government operations.

These elements culminate with a comprehensive emergency management concept of operations that outlines the relationships and responsibilities for state government and its political subdivisions.

2. Functional Annexes: This plan implements Emergency Support Function and Recovery Support Function working groups and has functional annexes that follow an established format to describe discipline-specific goals, objectives, operational concepts, capabilities, organizational structures and related policies and procedures. The functional annexes are developed separately from the basic plan and will make reference to existing agency and department plans and procedures.

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I. PURPOSE AND SCOPE

It is the purpose of this plan to provide guidance for the various departments within St. Bernard Parish government and all non-governmental organizations within the parish that are tasked with an emergency assignment before, during, and following any declared emergency.

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

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

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

A. Mission

In times of emergency the mission of the St. Bernard Parish government is:

1. To plan and prepare practicable response programs for the protection of life and property in the event of disasters.
2. To take immediate effective action to direct, mobilize, coordinate, and determine utilization of local resources to support political subdivisions in the conduct of disaster operations to save lives, protect property, relieve human suffering, sustain survivors, and repair essential facilities.
3. To coordinate and direct restoration and recovery operations in the disaster area subject to governmental authority.

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4. To ensure that each Parish Department and Agency will plan and provide for an emergency operations capability.

5. To coordinate all disaster services with the Office of Homeland Security and Emergency Preparedness (OHSEP) Director.

B. Overview

1. Primary responsibility for disaster preparedness rests with elected heads of government, both Local and State, in accordance with RS 29: 721-727. To fulfill this responsibility, maximum attention must be given to the coordination of all disaster relief efforts by Local, State, public and private organizations.

2. Existent organizational elements for emergency government response will be utilized to the fullest extent and augmented where necessary.

3. Assistance to overcome the effects of a disaster must be provided, as soon as possible, after its occurrence. Therefore, Local response elements and State government will perform urgently needed emergency work immediately.

   NOTE: Possible reimbursement by the Federal Government for emergency work, restoration or replacement is contingent upon a Presidential Declaration implemented under Public Law 93-288, Part II. It is the purpose of this plan to cover all aspects of local response only. It does not assume or otherwise take into account any extraordinary state or federal assistance.

4. All local response elements will include provisions for necessary documentation for financial accountability from the onset of any disaster occurrence. The fact that emergency conditions exist does not preclude the need for documentation required by current disaster assistance regulations and directives.

5. It is the responsibility of all local response elements of government to:

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1. control and use to the fullest extent all available manpower and material resources subject to the authority of the government entity, and
2. control and use to the fullest extent all manpower and material resources available in the general area of devastation by means of inter-agency cooperation, and
3. notify the Parish President of any deficiencies that exist.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. St. Bernard Parish is located immediately adjacent to the Orleans Parish eastern boundary and is the most eastern parish in Southeast Louisiana. The Parish's total area is 562.50 square miles.

2. Local estimates of residents post-hurricane Katrina is approximately 37,500, a little more than half of the pre-Katrina population. On August 29, 2005, Hurricane Katrina caused the catastrophic failure of the levee system; this resulted in total devastation of the parish infrastructure.

3. The special needs of the handicapped and elderly are appropriately addressed throughout this plan. Post Hurricane Katrina demographics concerning the elderly, persons with disabilities, and those persons who do not speak English are changing on a day to day basis and will be monitored closely. Seven years later, significant new challenges are being addressed by rapidly shifting recovery operations while confronting ever-changing demographics.

4. Information concerning the elderly, indigent, physically or mentally challenged and non-English speaking persons are obtained through other community agencies such as the Council on Aging, Department of Children and Family Support, and St. Bernard Parish School District.

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5. St. Bernard Parish through the OHSEP has established the Emergency Operation Center (EOC) implementing procedures, which detail the actions necessary to activate the EOC, mobilize response resources, and implement protective actions.

6. OHSEP has made available the Computer Aided Management of Emergency Operations (CAMEO) software to emergency response forces within St. Bernard Parish, including state agencies, to better prepare for, respond to, and recover from emergencies.

7. St. Bernard Parish has established Emergency Planning Zones (EPZs) and Security Planning Zones (SPZs) for technological hazards and Homeland Security Critical Infrastructure sites within St. Bernard Parish to aid in planning and responding.

8. St. Bernard Parish's hazard analysis study indicates that its entire population is vulnerable to many hazards, both natural and technological, that could individually or in a combination thereof, result in conditions that warrant a coordinated emergency response and an emergency or disaster declaration by the Parish President. Technological and Homeland Security Hazards are available to all response agencies through the use of CAMEO. Natural Hazards are available within the St. Bernard Parish Hazard Mitigation Plan. The hazards include:

   a. Natural Hazards

      i. Flooding
      ii. Thunderstorms
      iii. Tornadoes
      iv. Drought
      v. Fire
      vi. Hurricane
      vii. Extreme Heat

   b. Technological Hazards

      i. Levee failures
      ii. Hazardous materials
      iii. Transportation accidents
      iv. Terrorism

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v. Bridge collapse
vi. Utility service interruptions
vii. Energy shortage
viii. Civil disturbance

B. Assumptions

1. The St. Bernard Parish Emergency Operation Center (EOC) or an alternate facility is available.

2. All equipment necessary to provide a coordinated mitigation, preparedness, response, and recovery effort from local, state and federal government is functional and available as reasonably possible to the extent of the emergency.

3. Actions to minimize the effects of any disaster will be conducted by St. Bernard Parish officials from the EOC and affected public and private agencies.

4. In advance of an approaching hurricane, emergency response personnel and equipment may be evacuated to protect them from the effects of hurricane storm surge and will return when able to provide an immediate response.

III. CONCEPT OF OPERATIONS

A. General

The Emergency Operations Plan (EOP) is based on the premise that the Emergency Support Functions (ESFs) performed by the various agencies and organizations during emergency operations generally parallels their normal day-to-day functions. The same personnel and material resources will be employed in both cases. Day-to-day tasks and operations that do not contribute directly to the emergency may be suspended or redirected for the duration of any emergency or disaster, and efforts that would normally be assigned to those tasks will be channeled toward emergency and disaster ESF as assigned. **(NIMS II-A-1-g)**

B. Execution and Implementation

1. The Louisiana Homeland Security and Emergency Assistance and Disaster Act, RS: 29:721-732, as amended has placed the responsibility for implementation of this plan upon the Parish President. The St. Bernard Parish Homeland Security and Emergency Preparedness Director as appointed by the St. Bernard Parish President will implement this plan and procedures when the situation warrants. Should the Parish President declare a state of emergency, the plan will automatically be activated.
2. Currently the Parish President serves as the Homeland Security and Emergency Preparedness Director and has appointed a Deputy Director for the day-to-day and emergency operations. As per state law, the Deputy Director shall become the Director in the absence of the Parish President.

C. State of Louisiana Incident Management System (SLIMS)

The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. It is based on the Incident Command System and the Unified Command System (ICS/UCS) and is flexible and appropriate to all types of incidents. The State of Louisiana Incident Management System (SLIMS) will use the same flexible structure to manage all types of incidents, particularly those that require the establishment of Incident Command Posts at or near an incident site. St. Bernard Parish by adoption of this plan and Executive Order signed on September 27th 2007, has adopted in its entirety the National Incident Management System. **(NIMS II-A-1-a / II-A-2-a)**

D. The St. Bernard Parish Standardized Emergency Classification System exists to standardize terminology among all emergency response organizations to communicate the severity of emergencies and provide the framework for a unified response. In addition, the St. Bernard Parish Standardized Emergency Classification System provides the foundation for the implementation and

institutionalized processes, systems, procedures, and/or plans to ensure effective cross-jurisdictional coordination between multiple local ICS organizations responding to an incident covering a large geographical area. **(NIMS II-A-1-a / II-A-2-a)**

1. Unusual Event:

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

2. 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 St. Bernard Emergency Operation Center.

3. 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 assistance would be necessary.

4. General Emergency:

   An emergency which has affected or will affect large portions of the Parish population. This is the most severe of the emergency classification and protective actions for large numbers of people

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would be necessary. All emergency resources would be activated and assistance would be requested from the federal, state, and support parish emergency response agencies, as necessary.

E. Phases of Emergency Management

1. Mitigation

The Parish President will direct the Mitigation strategy. St. Bernard Parish has an all hazard mitigation plan.

2. Preparedness

a. OHSEP is the primary agency for preparedness efforts.

b. All parish agencies and departments are responsible for preparedness efforts as outlined within this plan. This may include, but is not limited to the following:

i. Internal Procedures
ii. Training of personnel
iii. Participation in exercise and drills.
iv. Stockpile of materials and supplies needed to carry out their emergency responsibilities.
v. Public Information and Awareness

c. This plan, its supporting procedures and other procedures are tested on a regular basis. This includes one full-scale exercise every other year.

d. St. Bernard Parish is part of Louisiana Homeland Security and Emergency Preparedness Region 1, which includes the Parishes of Jefferson, Orleans, Plaquemines, and St. Bernard.

e. Due to the many hazards that face the parish, citizen preparedness efforts are

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essential for the protection of persons and properties.

3. Response

a. Each responding agency will establish a written incident action plan that will be shared with all response organizations. It will provide a coherent means of communicating the overall incident objectives in the context of operational and support activities. **(NIMS II-A-2-d)**

b. Initiating Conditions:

St. Bernard Parish will establish initiating conditions for natural, technological, and homeland security events. The establishment of initiating conditions provides for timely measured response to potential and ongoing emergencies.

c. Emergency Classifications (Technological Hazards)

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

i. Type I: Unusual Event An event that is out of the ordinary with no current threat to persons or property, no adverse effects on public safety, is not expected to escalate to a more serious emergency, no protective action is necessary and no protective action is recommend.

ii. Type II: Site Emergency An incident or emergency which has had an effect on the near-site population or within the boundaries or transport vehicle, where normal operations of the facility or transport have been adversely impacted; incident or

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emergency is either secured and in the recovery mode or is ongoing but clearly confined to the facility or the transport vehicle; the on-site incident of emergency may have the potential to escalate to other areas of the facility or transport vehicle; a limited number of people have been effected and the potential exist to affect a much larger portion of the population; the facility or transporter may request adjacent roadways are closed as a precautionary action; a protective action of road closure, shelter in place, evacuation or no protective action necessary has must be provided.

iii. Type III: General Emergency An emergency which will go beyond the facility or transport vehicle and has affected or will affect the general population and may include:

The facility is significantly impacted, shutting down most of its normal operations. The facility has experienced a large release which will impact beyond its boundaries. An explosion or fire has occurred at the facility which may not be under control. The emergency situation is beyond the resources of the facility or transporter. The facility response personnel are unable to contain the event and it may escalate before coming under control. A Protective Action of Road Closure, Shelter in Place or Evacuation must be issued immediately in order to protect the public safety.

d. Natural Disaster – Watches and Warning

i. **Floods:**

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Flash Flood or Flood Watch: Flash flooding or flooding is possible within the designated WATCH area.

Flash Flood or Flood Warning: Flash flooding or flooding has been reported or is imminent.

ii. **Tropical Storms and Hurricanes:**

Tropical Storm Watch: Tropical Storm conditions are possible in the specified area of the watch, usually within 36 hours.

Tropical Storm Warning: Tropical Storm conditions are expected in the specified area of the warning, usually within 24 hours.

Hurricane Watch: Hurricane conditions are possible in the specified area of the Watch, usually within 36 hours.

Hurricane Warning: Hurricane conditions are expected in the specified area of the warning, usually within 24 hours.

iii. **Tornado**

Tornado Watch: Atmospheric conditions are conducive for tornado formation; conditions are present for the duration of the watch period.

Tornado Warning: A severe thunderstorm has developed and has either produced a tornado or radar has indicated intense low level rotation in the presence of atmospheric conditions conducive to tornado development.

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iv. **Thunderstorm**:

Severe Thunderstorm Watch: tells you when and where severe thunderstorms are more likely to occur.

Severe Thunderstorm Warning: issued when severe weather has been reported by spotters or indicated by radar.

e. The EOC will be activated when requested by the Parish President, Sheriff, Fire Chief or upon the decision of the OHSEP Director and/or any recommended emergency classification of Type II or Type III from the on-scene incident commander.

f. Protective Actions

At any time during an emergency the Parish President, Sheriff, Fire Chief, or the OHSEP Director can implement any of the following protective actions:

i. Access Control:
Perimeter set-up or road blockage.

ii. Respiratory Control:
Defined as any actions taken to minimize the risk of injury due to airborne contamination.

iii. Shelter in Place:
Advising residents to stay indoors shut off any air conditioning systems, and block off any air passages.

iv. Evacuation:
Entails removing all people within a designated area.

4. Recovery

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The recovery strategy will be directed by the Parish President, using established guidelines set forth by a Hazard Specific Annex, a Hazard Mitigation Plan, or the Louisiana Recovery Authority.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

1. Parish President
   a. Assumes responsibility for the overall response and recovery operations.
   b. Appoints an individual as Office of Homeland Security and Emergency Preparedness Director.
   c. Declares state of emergency within St. Bernard Parish.

2. OHSEP Director
   a. Serves as Multi-Agency Coordinating Center (MACC) Director and manages operations of the MACC
   b. Manages the EOC as a physical facility (e.g., layout and set-up), oversees its activation, and ensures it is staffed to support response.
   c. Conducts hazard analysis of the parish.
   d. Ensures that plans are updated and exercises are conducted.
   e. Oversees the planning and development of procedures to accomplish the emergency communications function during emergency response.
   f. Ensures a sufficient number of personnel are assigned to the communications and information processing sections in the EOC.
   g. Oversees the planning, development, and maintenance of the warning function.
   h. Oversees updated listings, including phone numbers of emergency response personnel to be notified of emergency situations.

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i. Designates one or more facilities to serve as the jurisdiction's alternate EOC.
j. Ensures that communications, warning, and other necessary operations support equipment is readily available for use in the alternate Emergency Operations Center.
k. Coordinates with Staff Officers to ensure necessary planning considerations are included in the Emergency Operations Plans.
l. Coordinates with the local chapter of the American Red Cross, Salvation Army, other public service non-profit organizations, the School Superintendent, etc., as appropriate to identify a lead organization, if possible, and personnel to perform mass care operations.
m. Coordinates volunteer support efforts to include the activities of volunteers from outside the jurisdiction and the assistance offered by unorganized volunteer and neighborhood groups within the jurisdiction.
n. Works with the Public Information Officer (PIO) to develop emergency information packets and emergency instructions for the public.
o. Coordinates planning requirements with the emergency management staff in neighboring jurisdictions.
p. Coordinates the provision of mass care needs for personnel performing medical duties during catastrophic emergencies.
q. Advocates that mitigation concerns be addressed appropriately during response and recovery operations.

3. Parish Sheriff
   a. Advises the Parish President on public safety matters.
   b. Maintains law and order.
   c. Protects vital installations.
   d. Controls traffic and provides access control.

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r. Supplements parish communications.
s. Assists with all evacuation orders.
t. Coordinates open Search and Rescue.

4. Fire Department
   a. Provides fire suppression and protection.
   b. Supplements Emergency Medical Response.
   c. Hazardous-materials (HAZMAT) incident commander.
   d. HAZMAT decontamination.
   e. Coordinates Urban and Open search and rescue.
   f. Assists with damage assessment.
   g. Public alert / notification.

5. Health and Medical (Through Acadian and/or Office of Public Health)
   a. Provides basic emergency medical services.
   b. Coordinates the use of Health and Medical resources and personnel involved in providing medical assistance to disaster victims.
   c. Meets with the heads of local public health, emergency medical, hospital, environmental health, mental health, and mortuary services to review and prepare emergency health and medical plans and ensure their practicality and interoperability. When appropriate, includes local representatives of professional societies and associations in these meetings to gain their members' understanding of and support for health and medical plans.
   d. Meets with representatives of fire and law enforcement, emergency management agencies, military departments, state and federal agencies, and the American Red Cross to discuss coordination of disaster plans.
   e. Assists facilities that provide care for special needs populations to develop a facility evacuation plan.

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

7. Parish Public Works Department
    a. Emergency and routine maintenance of emergency services equipment and facilities.
    b. Provides adequate fuel supplies for emergency situations.
    c. Responsible for coordinating equipment support to remove impediments from evacuation routes and to facilitate traffic routing at access and traffic control points.
    d. Coordinates with private sector utilities and contractors for use of private sector resources in Public Works – related operations.
    e. Provides personnel for damage assessment.
    f. Maintains water system.
    g. Coordinates with outside agencies to provide water to the parish when local water system is unavailable.
    h. Determines when parish's water system is available after an emergency.
    i. Provides for the continued operation of the parish wastewater systems.
    j. If appropriate, may assist in the duties of other Parish agencies as appropriate.

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

9. School Board
    a. Responsible for making School Board resources available.
    b. Develops and periodically exercises a student evacuation plan.
    c. Authorizes the use of school buses to transport schoolchildren and other evacuees.
    d. Authorizes the School Transportation Officer for the transport of school children to shelters.
    e. Provides public facilities for sheltering.

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

11. Community Development Department
    a. Provides for and advocates planning ordinances for mitigation.
    b. Furnishes, as available, maps and other documents to the EOC to assist mitigation, preparedness, response, and recovery.
    c. Assists with damage assessment as requested.
    d. Assists residents with recovery efforts to include:
        i. Demolition of derelict and vacated

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properties
ii. Debris removal
iii. Permitting of temporary trailer sites
iv. Restoration of utility services.

12. Louisiana State Police
    a. Coordinates support law enforcement services to the parish.
    b. Provides response to HAZMAT incidents as required by Louisiana Revised Statutes.
    c. Coordinates response through GOHSEP.

13. Technical Advisor (Industrial)
    Responsible for explaining and advising parish on technical issues pertaining to affected industrial facility.

B. Support Organizations and Departments.

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

1. Council on Aging
   Responsible for assisting in the maintenance of the non-institutionalized disabled persons without transportation listing, and for providing resources to the parish from his or her agency.

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

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3. American Red Cross
   Responsible for establishing a parish evacuee locator and provides liaison service between support parish reception centers and shelters inside and outside the parish.

4. United States Department of Agriculture, St. Bernard Parish, Emergency Board Chairperson (County Agent)
   Responsible for the dissemination of agricultural advisors to affected Parish Farms and other agribusiness concerns.

5. Private Utility Companies
   Representatives report to the Emergency Operation Center if needed.

6. Louisiana National Guard
   Provides personnel and equipment to support direction and control actions at the scene and/or the EOC.

C. EOC Staff Officers and Responsibilities during an emergency.

1. Parish President (ESF 1-15)

   a. When notified, reports to the EOC.
   b. Appoints a person in charge of each disaster situation.
   c. As appropriate directs implementation of protective actions for public safety.
   d. If necessary, directs EOC staff to relocate to the alternate Emergency Operation Center to continue operations.
   e. When appropriate, terminates response operations and releases personnel.
   f. Serves as the OHSEP Director

2. Office of Homeland Security and Emergency Preparedness Director (ESF 1-15)

   a. When notified, reports to the EOC.

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b. Immediately notifies the parish president of significant emergency situations that could affect the parish.
c. Manages the EOC during emergencies.
d. When directed by the Parish President or when circumstances dictate, directs the EOC staff to contact all tasked organizations to inform them of the situation and direct them to take appropriate action.
e. Activates the EOC when situations warrant or when directed to do so by the Parish President.
f. Advises and briefs the Parish President and other key members of the emergency response organization on the emergency situation.
g. Recommends to the Parish President actions to protect the public from the life threatening consequences associated with the emergency situations.
h. When directed by Parish President or when conditions warrant, relocates staff to alternate EOC in order to continue response operations.
i. When directed by Parish President terminates operations and de-activates the EOC.

3. Sheriff (ESF Primary 13/Secondary 1, 2, 9, 10 and 15)

a. When notified, reports to the EOC.
b. Responsible for identifying an Incident Commander, establishing a Command Post, and assigning appropriate personnel to the Incident Command staff if any or all are applicable.

c. Notifies the EOC of the situation if the original notification did not come from the EOC.
d. Responsible for sending a senior representative (Law Enforcement Officer) to the EOC when it has been activated during an emergency.

e. Manages law enforcement resources and directs law enforcement operations.

4. 911 Communications Operators (ESF Primary 2)

a. When notified, report to the EOC.
b. Responsible for continuous 24-hour coverage of EOC.
c. Monitor all communications equipment.
d. Responsible for prompt notification of the EOC Staff, EOC personnel, and other agencies as directed in the event of an emergency.
e. Maintain significant logs.
f. Message handling
g. Prepare summaries on status of damage.
h. Display appropriate info in EOC.

5. Public Information Officer (ESF Primary 15)

a. When notified, reports to the EOC.
b. Person responsible for serving as Parish liaison with news organizations and the public to ensure accurate and consistent emergency reporting.

6. Law Enforcement Officer (ESF Primary 13 / Secondary 1, 2, 9, 10 and 15)

a. When notified, reports to the EOC.
b. Responsible for the communication link between the Sheriff's Office field operations and the EOC.

7. Transportation Officer (ESF Primary 1)

a. When notified, reports to the EOC.

b. Responsible for coordinating and obtaining transportation resources to ensure the movement of people who need assistance in evacuating the risk area.

8. School Services Officers (ESF Secondary 5,6,7,8 and 15)

a. When notified, report to the EOC.
b. Coordinate protective action measures for schools within St. Bernard Parish to include private schools.
c. Evacuate schools if appropriate.
d. When directed by appropriate authority, make schools available for use as mass care facilities.
e. Conduct damage assessment of school facilities.

9. Health & Medical Officer (ESF Primary 8 / Secondary 1, 5, 6, 7, 9 and 10)

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

10. Fire Services Officer (ESF Primary 4 and 10 / Secondary 2, 5, 6, 7, 8 and 9)

a. When notified, reports to the Emergency Operation Center.
b. Responsible for the communication link between Fire Department's field operations and the EOC.

11. Public Works Officer (ESF Primary 3 / Secondary 1, 5, 7, 12 and 14)

a. When notified, reports to the EOC.
b. Responsible for the communication link between Public Works field operations and the EOC.

12. State Police Representative (ESF Primary 13 / Secondary 1, 2, 9, 10 and 15)

a. When notified, reports to the EOC.
b. Responsible for coordinating support law enforcement services to the Parish.

13. National Guard Liaison

a. When notified, reports to the EOC.
b. Coordinates resource request between the Parish, the Louisiana National Guard, and GOHSEP.

14. Technical Advisor

Responsible for explaining technical issues pertaining to industrial facility and advising the EOC Director.

15. Radiological Officer

Responsible for gathering radiological information pertaining to an accident that involves radioactive hazards.

V. DIRECTION AND CONTROL

A. The Federal Emergency Management Agency (FEMA), GOHSEP, and the St. Bernard Parish Government legally designate the planning and carrying out of emergency responsibilities.

B. Authority to initiate actions. It is provided that this plan:

1. Is the official operations source for St. Bernard Parish, governing and otherwise pertaining to all disasters, related administrative and operational tasks in the Parish;

2. Is authorized by and promulgated under the authority contained by those local, state, and federal statutes listed herein;

3. Has the concurrence of the St. Bernard Parish President by virtue of the letter of implementation signed by the Parish President;

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4. Has the concurrence of GOHSEP, and by that authority, the concurrence of all other branches of the state government that operate under their direction and/or coordination under Public Law-288;

5. It is understood that all Parish departments, agencies and boards of local government are an integral part of this plan;

6. Exists as part of the planning elements of:

   a. Specifically named departments with specific emergency management roles.

   b. All other departments of parish government, which by virtue of their association constitute a large reserve of material and manpower resources. At the direction of the Parish President, such departments may be requested to supplement specifically assigned disaster response roles vital to the well being of the parish.

7. The executive group is aware of its responsibility to provide accurate and timely information to the public, especially in time of emergency. The mechanism by which this service is provided is fully addressed in the Public Information Annex.

C. Command Responsibility for Specific Action

1. The Parish President, under the authority provided by the Louisiana Revised Statute 29:721-728 and various Ordinances enacted by the St. Bernard Parish Council, has the responsibility for preparing for and responding to the many potential hazards faced by St. Bernard Parish. The Parish President's authority shall include, but not be limited to, the declaration of an emergency or disaster condition within his political jurisdiction.

2. The OHSEP Director acts as the chief advisor to the Parish President during any declared

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emergency affecting the people and property of St. Bernard Parish. Various Parish agencies and departments under the direction and authority of the OHSEP will conduct emergency operations.

3. State and Federal officials will coordinate their operations through the Parish President or his designated representative.

D. Emergency Operation Center (EOC)

1. The St. Bernard Parish EOC is located within the St. Bernard Parish Government Complex, Chalmette, LA.

2. Should relocation of direction and control be necessary because of enemy threat, hurricane, or other widespread situation involving the primary EOC, the alternate EOC will be activated. The alternate EOC is a mobile command post that will be moved out of harm's way during an emergency situation.

VI. CONTINUITY OF GOVERNMENT

A. St. Bernard Parish

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

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

1. Parish President

2. Chief Administrative Officer

3. As directed by the Parish Charter

B. It is the responsibility of the elected officials to ensure that all legal documents of both a public and private nature recorded by the designated official (i.e., tax assessor, sheriff's office) be protected and preserved in

accordance with applicable state and local laws. Examples include, but are not limited to, ordinances, resolutions, meeting minutes, land deeds, and tax records.

VII. ADMINISTRATION AND LOGISTICS

A. The EOC is the primary site for all emergency operations. Facilities include an operations room, communications room, feeding areas, billeting area, and office areas. If the EOC becomes unusable, the alternate EOC will be used.

B. Emergency purchasing

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

C. Use of local firms

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

D. Records and reports

1. OHSEP has the responsibility for submitting local reports to GOHSEP.

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

3. Communications records are generated by communications operators and are maintained by their respective agencies.

E. Nondiscrimination

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status

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in the execution of disaster preparedness, disaster relief, and assistance functions.

F. Consumer protection

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

G. Administration of insurance claims

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

H. Duplication of benefits

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

I. Preservation of historic properties

In the event of a disaster involving known historic properties in St. Bernard Parish, the Department of Community Development will identify said historic properties within the designated disaster area for public assistance purposes.

J. Resources and disaster relief

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

2. Federal and state disaster assistance will supplement, not substitute, for any relief provided by the parish. Possible reimbursement by the Federal Government for emergency work, restoration, or replacement is contingent only upon a Presidential Declaration implemented under Public Law 93-288, Part II. It is the

purpose of the Basic Plan to cover all aspects of local response only.

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

4. St. Bernard Parish personnel and equipment may be sent to assist other political subdivisions outside the parish upon authorization and in accordance with local, state, and federal laws and in coordination with the Region 1 Emergency Operation Plan.

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

VIII. PLAN DEVELOPMENT, MAINTENANCE, AND EXECUTION

A. OHSEP has the overall responsibility for emergency planning, coordination of resources, and direction of emergency operations.

B. OHSEP Director:

1. May activate this plan at any time to ensure a state of readiness.

2. Maintains current plans and updates based upon procedures as outlined in the National Incident Management System (NIMS) and CPG 101 V.2.

C. Local elected officials ensure legal documents of both public and private nature recorded by the designated official is protected and preserved in accordance with state and local laws.

D. Directors of supporting agencies: Maintain internal plans; implement procedures, and resource data to ensure effective response to an emergency.

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

IX. AUTHORITIES AND REFERENCES

A. Authorities

1. Federal

a. Public Law 93-234, as amended The Flood Disaster Protection Act of 1973.

b. Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended 2007.

c. Title 44, The Code of Federal Regulations, Part 206.

d. Federal Emergency Management Agency, FEMA-64, Emergency Action Planning Guidelines for Dams, 1985.

e. Federal Emergency Management Agency, CPG 101 V.2 State and Local Guide.

f. National Response Plan, 2004.

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g. National Incident Management System, 2004.

h. All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.

2. State

a. The Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993 as amended.

b. Act 111, Emergency Interim State Executive Succession Act of 1963.

c. Act 112, Emergency Interim Judicial Succession Act of 1963.

d. Act 113 as amended, Emergency Interim Legislative Succession of 1963.

a. The Louisiana State Administrative Plan dated 1992, as amended.

f. Louisiana Significant/High Hazard Dam Safety Plan 1989.

g. State Executive Order included in the preface to this plan.

h. Louisiana Disaster Recovery Manual dated January 2005, as amended.

i. Other Acts, Executive Orders, Proclamations, Compacts, Agreements, and Plans pertaining to emergencies and/or disasters that has been or will be developed or enacted.

3. Local

a. The St. Bernard Parish Emergency Operations Plan current as adopted by the St. Bernard Parish Council.

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b. Region 1 Emergency Operations Plan.

c. The St. Bernard Parish Hazard Mitigation Plan.

d. Mutual Aid, Letters of Agreement, and or Memoranda enacted or to be enacted.

4. Volunteer

a. Louisiana Revised Statutes, Chapter 29:650, Civil Air Patrol.

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

c. Other directives as appropriate

B. References

1. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency. http://www.fema.gov/pdf/plan/slg101.pdf

2. Integrated Emergency Management System Capability Assessment and Standards for State and Local Government, Federal Emergency Management Agency, 1983.

3. Integrated Emergency Management System Multi-Year Development Planning Interim Guidance, Federal Emergency Management Agency, January 1984.

4. Integrated Emergency Management System Process Overview, Federal Emergency Management Agency, September 1983. http://training.fema.gov/EMIWeb/edu/docs/IEM%20Process%20Overview%209-83.pdf

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X. GLOSSARY AND DEFINITION OF TERMS

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

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

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

ALS: Advanced Life Support

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

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

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

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability,

qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

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

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

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

CBRNE: Chemical, Biological, Radiological, Nuclear Explosive events.

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

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

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

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

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

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

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

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

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

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

CTN: Critical Transportation Needs.

D&C: Direction and Control

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

DHS: Federal Department of Homeland Security

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

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

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

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

DOC: Department Operations Center

EMAC: Emergency Management Assistance Compact

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

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

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

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

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

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

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

EPZ: Emergency Planning Zone

ESF: Emergency Support Functions

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

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

FCO: Federal Coordinating Officer.

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

FEMA: The Federal Emergency Management Agency.

FOG: Field Operations Guide

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

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

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Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

GIS: Geographic Information System

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

Governor's Authorized Representative (GAR): The person named by the Governor in the Federal-State Agreement (typically the GOHSEP Director or designee) to execute on behalf of the State all necessary documents for disaster assistance following a declaration of an emergency or major disaster, including certification of applicants for public assistance.

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

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

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

HSPD-5: Homeland Security Presidential Directive-5

Implementing Procedure (IP): A set of instructions having the force of a directive, covering those specific actions which lend themselves to a definite or standardized procedure without loss of effectiveness during the conduct of emergency/disaster operations.

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

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

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

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

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

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

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

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

Initial Response: Resources initially committed to an incident.

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

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

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

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

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

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

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

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

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

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

LIC: Unified Command

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

OHSEP: St. Bernard Parish Homeland Security and Emergency Preparedness.

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

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

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

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

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

P2P: Point to Point Shelter Agreement that is signed between the evacuating parish (St. Bernard), and the host shelter parish (Nachitoches).

POLREP: Pollution Report.

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

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

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

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

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide

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resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

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

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

PVO: Private Voluntary Organization.

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

R&D: Research and Development.

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

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

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

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

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

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

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

RESTAT: Resources Status.

ROSS: Resource Ordering and Status System.

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

SDO: Standards Development Organization.

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

SITREP: Situation Report.

SOP: Standard Operating Procedure.

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

SMN: Special Medical Needs.

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

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

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

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

FINAL

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

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

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

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

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

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

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 213 5 (2002).

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

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

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as

eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

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

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

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

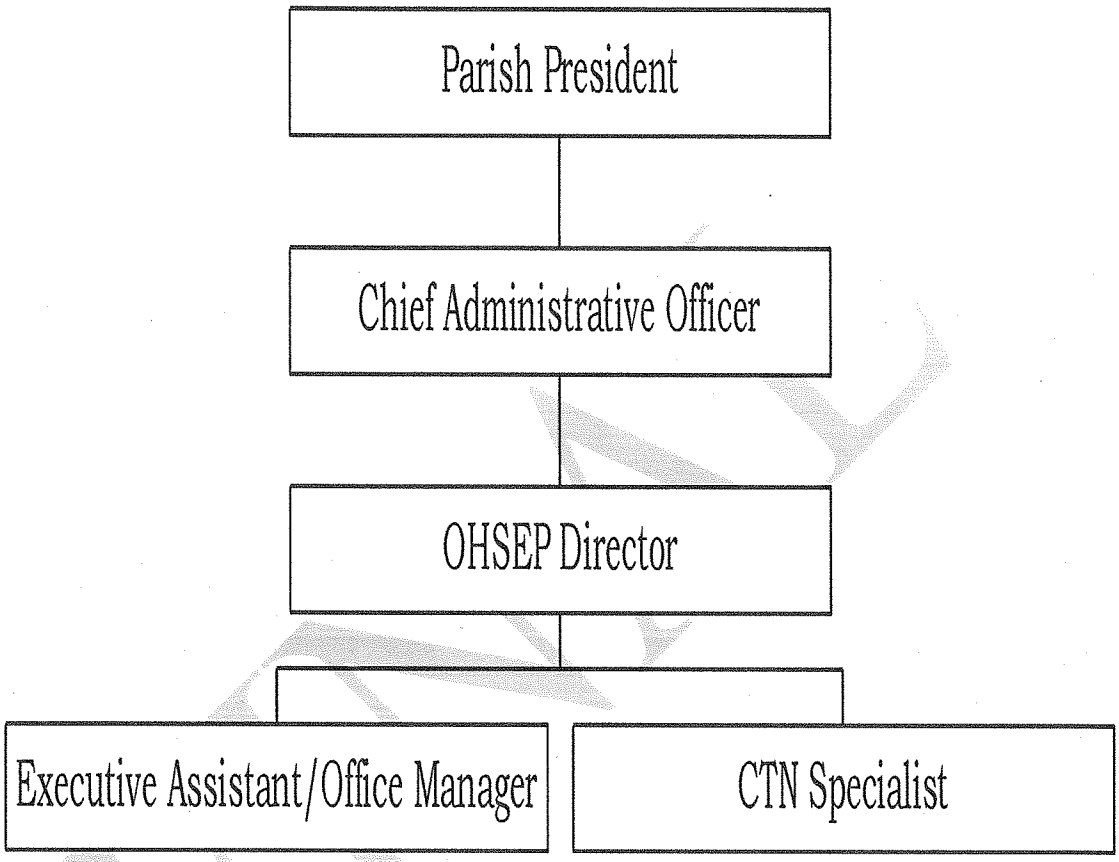
Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

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

USAR: Urban Search And Rescue.

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

XI. ORGINAZATIONAL CHART



XII. Parish President Line of Succession

a. Parish President
b. Chief Administrative Officer
c. As stated within the Parish Charter, sections 03-08, 03-09, 03-10.

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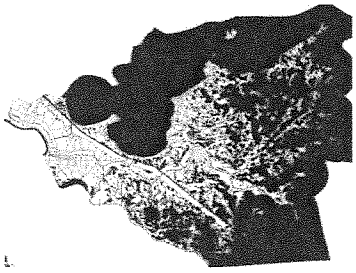
XIII. ESSENTIAL PERSONNEL FUNCTIONS

INCIDENT COMMAND	
INCIDENT COMMANDER	
ANIMAL CONTROL	LEGAL
ASST. INFORMATION OFFICER	LIAISON OFFICER
COMMUNICATIONS UNIT	MAINTENANCE
DEPUTY	PUBLIC WORKS
DOCUMENTATION UNIT	RECOVERY UNIT
EOC SUPPORT	SAFETY OFFICER
FACILITES UNIT	SECURITY OFFICER
FINANCE/ADMINISTRATION	SUPPLY UNIT
FIRE DEPARTMENT	TIME/COMP UNIT
GROUND SUPPORT	VIDEO
INFORMATION OFFICER	WATER

COOP STAFFING	**NATCHITOCHES SITE SUPPORT**
ADMINISTRATION	SITE DIRECTOR
COOP OFFICER	ANIMAL CONTROL
FINANCE	BUS TRANSPORTATION
HOUSING/REDEVELOPMENT	SHELTER MANAGEMENT TEAM
INSURANCE	SPECIAL NEEDS MEDICAL
INFORMATION TECHNOLOGY	ST. BERNARD SHERIFF'S OFFICE
LEGAL	
PAYROLL	
PERSONNEL	
PUBLIC WORKS	

ST. BERNARD PARISH OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr., OHSEP Director

HAZARD SPECIFIC ANNEX

HURRICANE/TROPICAL STORM

I. PURPOSE AND SCOPE

This annex provides the framework for mitigation, preparedness, response and recovery due to Tropical Storm / Hurricane hazards, and includes provisions for the public alert – notification of residents, implementation of protective actions and the coordination of resources. This annex has been established in addition to all the provisions provided in the Basic Plan and Emergency Support Functions 1-16.

II. SITUATION

A. Geographic and Population Statistics

1. St. Bernard Parish is located immediately adjacent to Orleans Parish's eastern boundary and is the most eastern parish in Southeast Louisiana. The Parish's total area is 2,158 square miles. Of this total, water covers 1781 square miles.

2. Local estimates of residents post-hurricane Katrina is approximately 43,000, a little more than half of the pre-Katrina population. On August 29, 2005, Hurricane Katrina caused the catastrophic failure of the levee system; this resulted in total devastation of the parish infrastructure.

3. Information concerning the elderly, indigent, physically or mentally challenged and non-English speaking persons are obtain through other community agencies such as the United Way, Council on Aging, Department of Children and Family Support and St. Bernard Parish School District.

B. Vulnerability: St. Bernard Parish is vulnerable to all tropical storms and hurricanes to some extent due to wind, rainfall and storm surge.

1. Tropical Storm Vulnerability

a. Winds (39 to 73 MPH)
   i. Mobile Homes
   ii. FEMA Travel Trailers
   iii. Debris

b. Rainfall

i. Street flooding, to include evacuation routes
ii. Structures in the 10, 50, and 100-year flood plain.

c. Storm Surge (>5 feet)
Outside the protected levee storm surge flooding could be as high as 5 feet above mean sea level.

2. Hurricane Category 1

a. Winds (74 to 95 MPH)
i. Residential Structures
ii. Commercial Structures
iii. Mobile Homes
iv. FEMA Travel Trailers
v. Debris

b. Rainfall
i. Street flooding, to include evacuation routes
ii. Structures in the 10, 50, and 100-year flood plain.

c. Storm Surge (5 feet - 9 feet)

Outside the protected levee storm surge flooding could be as high as 9 feet above mean sea level.

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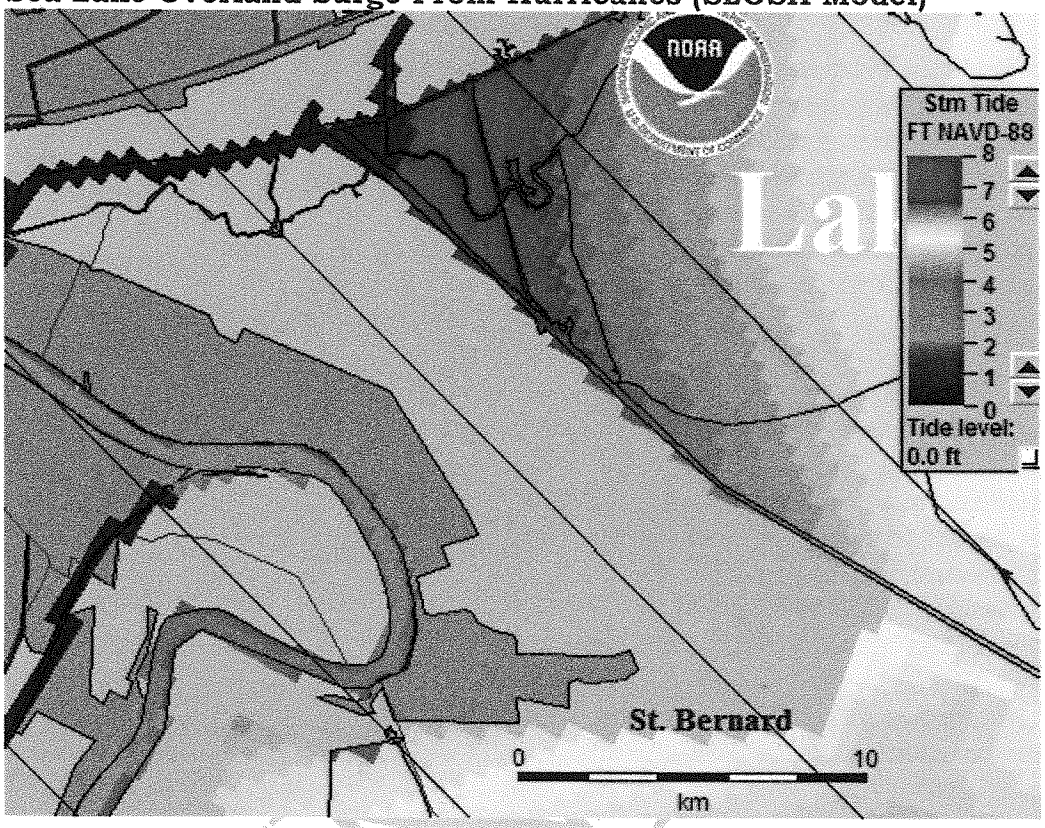
Sea Lake Overland Surge From Hurricanes (SLOSH Model)



3. Category 2 Hurricanes

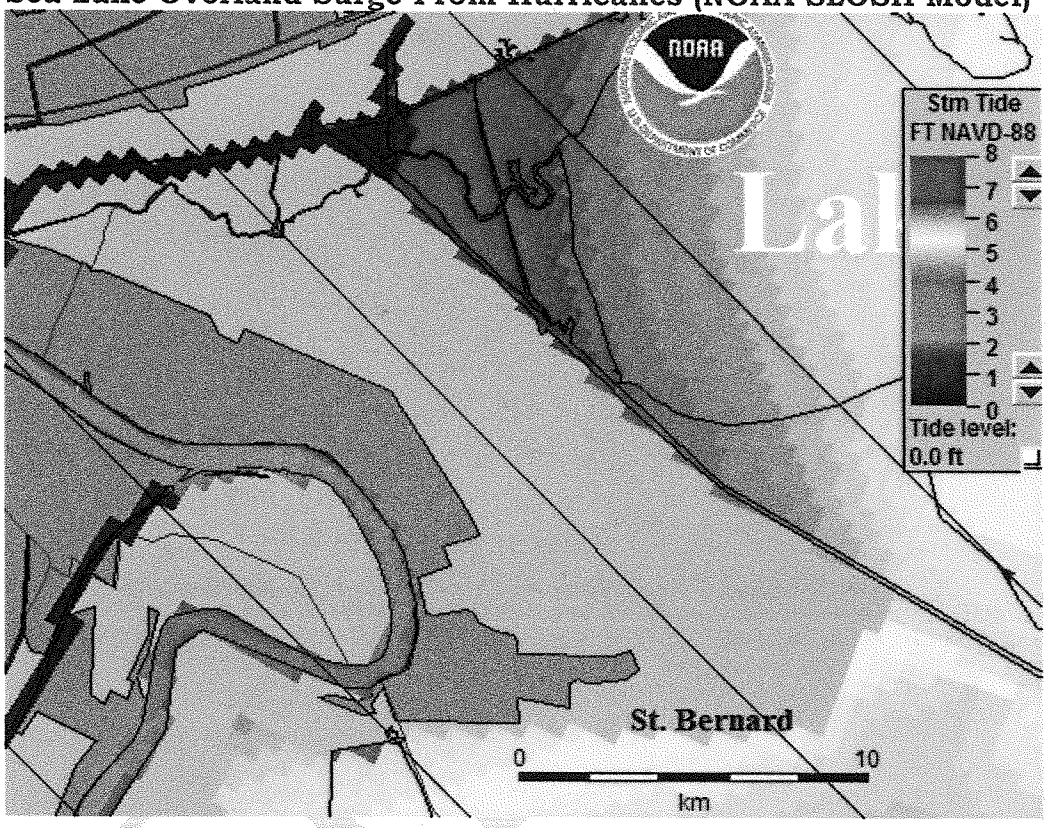
   a. Winds (96 to 110 MPH)
      i. Residential Structures
      ii. Commercial Structures
      iii. Minor structural failure
      iv. Mobile Homes
      v. FEMA Travel Trailers
      vi. Debris

   b. Rainfall
      i. Street flooding, to include evacuation routes
      ii. Structures in the 10, 50 and 100-year flood plain.

   c. Storm Surge (5 feet - 9 feet)

Outside the protected levee storm surge flooding could be as high as 5 to 9 feet above mean sea level.

Sea Lake Overland Surge From Hurricanes (NOAA SLOSH Model)



4. Category 3 Hurricanes:

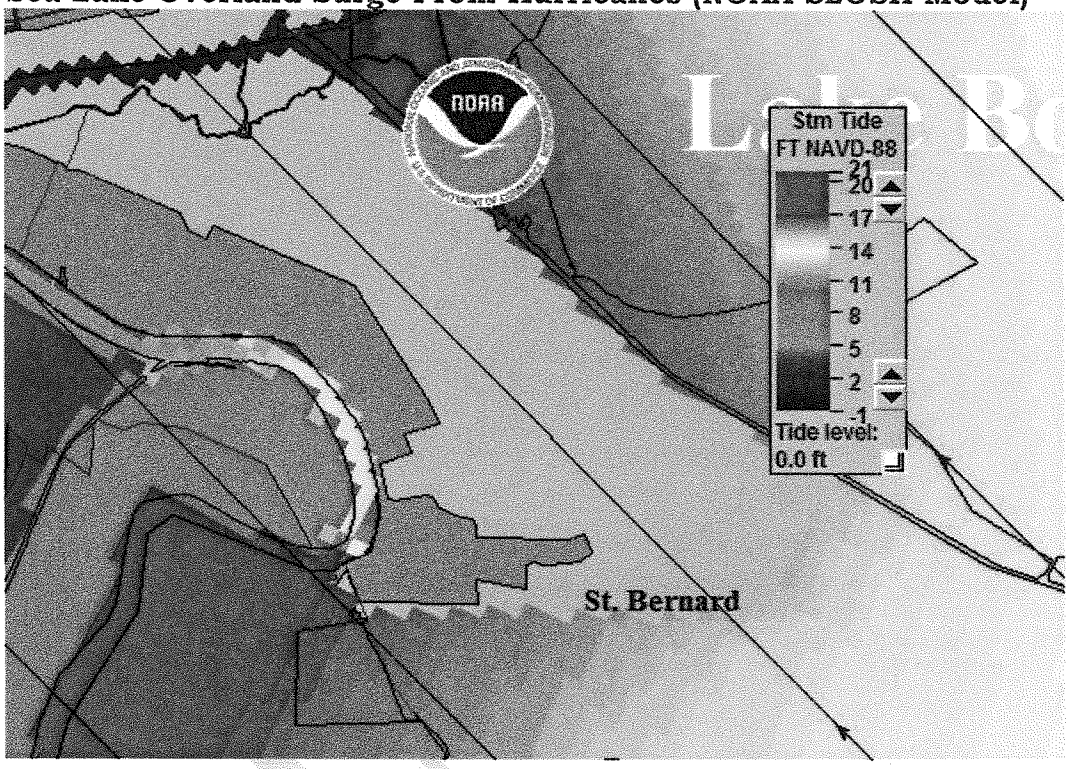
[A category 3 hurricane can be expected within 80 miles of the parish once every 32 years.]

a. Winds (111 to 129 MPH)
   i. Residential Structures
   ii. Commercial Structures
   iii. Moderate to Severe Structural Failure
   iv. Mobile Homes
   v. FEMA Travel Trailers
   vi. Debris

b. Storm Surge (16 feet - 20 feet)

Outside the protected levee storm surge flooding could be as high as 18 feet above mean sea level.

Sea Lake Overland Surge From Hurricanes (NOAA SLOSH Model)



5. Category 4 Hurricanes

[A category 4 hurricane can be expected within 80 miles of the parish once every 69 years.]

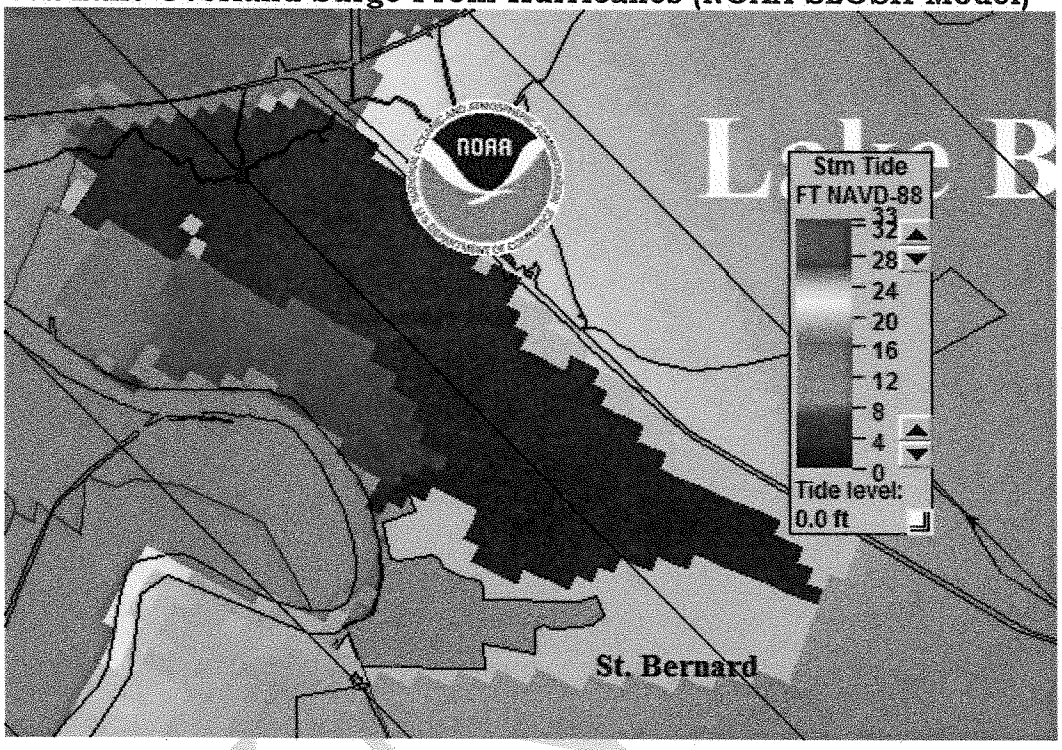
a. Winds (130 to 156 MPH)
   i. Residential Structures
   ii. Commercial Structures
   iii. Severe Structural Failure
   iv. Mobile Homes
   v. FEMA Travel Trailers
   vi. Debris

b. Storm Surge (<20 Feet)

   i. Outside the protected levee storm surge flooding could be as high as 23 feet above mean sea level.

ii. Inside the protected levee storm surge flooding could be as high as 8 feet.

Sea Lake Overland Surge From Hurricanes (NOAA SLOSH Model)



6. Category 5 Hurricanes

[A category 5 hurricane can be expected within 80 miles of the parish once every 180 years.]

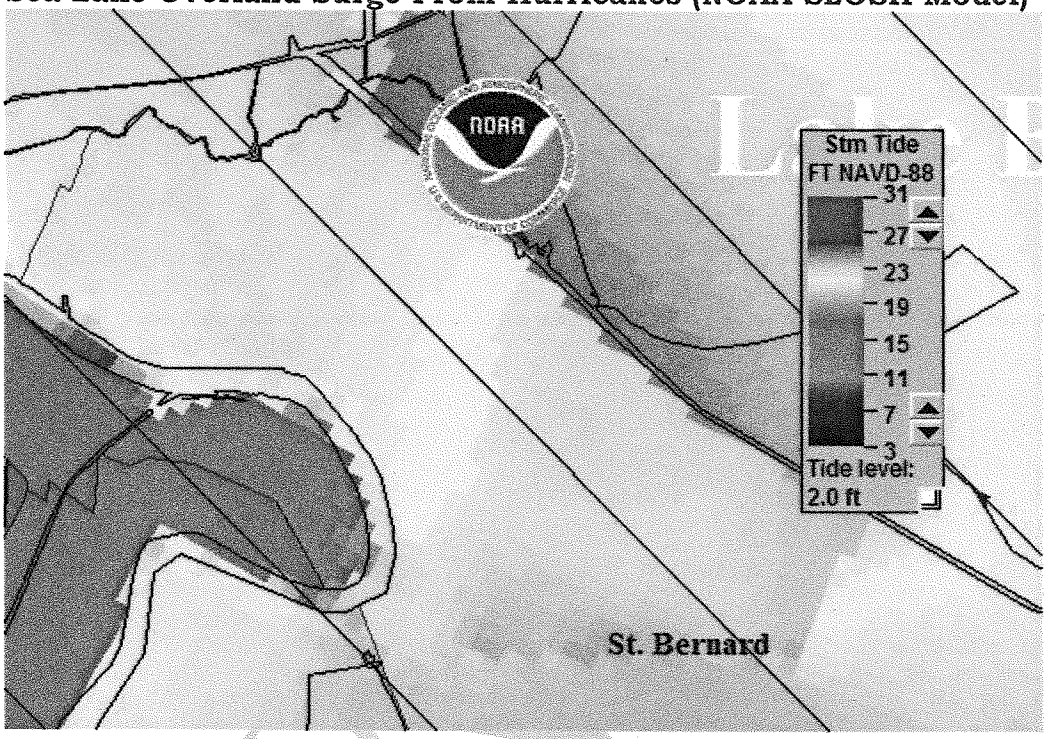
a. Winds (> 157 MPH)
   i. Residential Structures
   ii. Commercial Structures
   iii. Severe Structural Failure
   iv. Mobile Homes
   v. FEMA Travel Trailers
   vi. Debris

b. Storm Surge (<23 Feet)

   i. Outside the protected levee storm surge flooding could be as high as 27 feet above mean sea level.

ii. Inside the protected levee storm surge flooding could be as high as 23 feet.

Sea Lake Overland Surge From Hurricanes (NOAA SLOSH Model)



III. ASSUMPTIONS

This plan is designed to accommodate the worst hurricane conditions possible for St. Bernard Parish, as well as any lesser storms of at least tropical storm intensity, including post-landfall storms from other areas of the Gulf Coast. Operational actions and decisions during a hurricane will be based to a large degree on the forecast intensity of the storm, likelihood of hurricane conditions and the lead-time available for evacuation and sheltering operations. This plan assumes three governmental levels of emergency preparedness and response: local, State and Federal. Preparedness, warning, protection and relief are general responsibilities of all levels of government. However, emergency operations are initiated at the local level utilizing all available resources to assure effective response. State assistance will be necessary to enact sections of this plan. This plan is based on several specific assumptions:

A. Executive decision-makers will be well acquainted with the plan and its decision-making considerations and will act decisively when circumstances warrant.

B. All parties with roles and responsibilities for hurricane preparedness, response and recovery will maintain a state of readiness throughout hurricane season, will actively participate in emergency operations when called to do so and will work collectively in a spirit of teamwork as circumstances require.

C. Local government and emergency response agencies may not be able to provide for all the immediate needs of the community especially when time is critical. Therefore, prioritization of response efforts may become necessary.

D. Citizens, businesses and others at risk will generally take personal responsibility to follow instructions from local officials and take protective actions. However, this does not assume 100% participation and compliance will actually occur.

E. State and Federal assistance will neither be expected nor requested until local resources and capabilities are known or prove to be insufficient to satisfy emergency needs. However, such assistance will be made readily available when requested.

F. Sufficient lead-time will exist to implement this plan and mobilize available resources. At a minimum this assumes a Hurricane Watch will be issued approximately 36 hours before expected landfall and/or a Warning approximately 24 hours prior.

IV. OPERATIONS

A. General

1. The St. Bernard Parish Office of Homeland Security and Emergency Preparedness (OHSEP) is mandated to direct and control the parish response to any Tropical Storm or Hurricane that may threaten the lives and property of its residents.

2. Public officials designate the Parish Emergency Operations Center (EOC) as the interfacing point for decision-making, coordination, administration, and emergency response and resource management.

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3. In the event that any emergency would threaten the lives and property of the people of St. Bernard Parish, the EOC shall be activated.

4. Any unmet needs of the Parish may be resolved through terms established in letters of agreement with support parishes and through the efforts of the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).

B. Phases of Management

1. Mitigation

a. Storm surge studies (Sea Lake and Overland Surge from Hurricanes) have been done for the parish to identify the maximum height of floodwaters that can be expected during a hurricane.

b. The Advisory Base Flood Elevations and flood zones have been identified and adopted by the parish.

c. Local ordinances are in effect that regulate the building of roads and structures in flood zones.

d. Local ordinances require owners of buildings in flood zones to have flood insurance.

e. St. Bernard Parish is in compliance with the Louisiana Building Codes as adopted in 2006. (International Building Code (IBC), International Existing Buildings Code (IEBC), International Residential Code (IRC), International Mechanical Code (IMC), and the International Fuel Gas Code (IFGC).

2. Preparedness

a. Internal emergency response procedures have been established for public and private agencies and businesses in the parish listed below:

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i. Parish Departments
ii. Home Health Agencies
iii. Day Care Centers
iv. Schools
v. Industries
vi. Sheriff's Office

b. St. Bernard Parish has developed this Hazard Specific Annex Tropical Storm / Hurricane and supporting Implementing Procedures. The Implementing Procedures are tested and reviewed annually.

c. All public and private departments, agencies and companies involved in a Tropical Storm / Hurricane Emergency are trained in the identification of emergency classifications of approaching tropical storms and hurricanes.

d. Evacuation routes, time estimates, and procedures have been identified and tested and are publicized for the general population.

e. The general public has been educated on tropical storm and hurricane preparedness with presentations and literature handed out throughout the parish to include the TRAC St. Bernard Parish Brochure.

f. Industries in the parish have conducted hurricane drills and exercises to identify strengths and weaknesses in their tropical storm and hurricane emergency plans.

3. Response

a. The response to a tropical storm or hurricane shall be categorized according to the Four Phase Emergency Classification Levels. The initiating conditions are as follows:

i. <u>Unusual Event</u>
Issuance of a National Hurricane Center Advisory for a Tropical Storm or Hurricane within the Atlantic Basin.

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ii. Alert
Tropical Depression, Tropical Storm or Hurricane in which National Hurricane Center's forecast predicts tropical storm force winds reaching the central Gulf Coast between Destin, Florida and Cameron, Louisiana within 72 hours or notification from the Governor's Office of Homeland Security and Emergency Preparedness that the National Guard has received the eighty-hour pre-landfall activation orders.

iii. Site Area Emergency
Tropical Storm or Hurricane in which the National Hurricane Center's forecast predicts official landfall west of Destin, Florida or east of Cameron, Louisiana within the next 72 hours or Louisiana State Police has issued an official fifty-hour notice.

iv. General Emergency
Hurricane in which the National Hurricane Center's forecast predicts official landfall west of Pascagoula, Mississippi or east of Morgan City, Louisiana within the next 60 hours or the Louisiana State Police has issued an official forty-hour notice.

b. GOHSEP Conference Calls

The official agency receiving the "State Conference Call" notification is OHSEP. The OHSEP Director will conduct the conference call in the EOC. The OHSEP Director will notify EOC Staff Officers and other agencies, including the Levee District, to participate in the conference call.

c. EOC Operational Rhythm

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Time	Meeting / Briefing	Location
0000		
0100		
0200		
0300		
0400	NWS Advisory / EOC OPS Staff	EOC
0500	State and Region Conference Call	
0600	Council Briefing	Council Chambers
0700	Parish Executive Group	EOC
0800		
0900		
1000	NWS Advisory / EOC OPS Staff	EOC
1100	State and Region Conference Call	EOC
1200	Council Briefing	Council Chambers
1300	NEW Intermediate Advisory / Industry Managers	EOC
1400		
1500		
1600	NWS Advisory / EOC OPS Staff	EOC
1700	State and Region Conference Call	EOC
1800	Council Briefing	EOC
1900	NWS Intermediate Advisory	
2000		
2100		
2200	NWS Advisory / EOC OPS Staff	EOC
2300		
2400		

c. Hurricane Response Timelines:

These tables are for guidance only and may not apply to all storms. Adjustments will be required according to the forecast intensity and track of the Storm.

H-Hour	Activity	Responsibility
-96 to -72	Track Storm & Forecast Positions	EOC - ESF -5
-96 to -72	Review Plans and Procedures	EOC - ESF -5
-96 to -72	Brief Parish President	EOC - ESF -5
-96 to -72	Update and review Notification List	EOC - ESF -5
-96 to -72	Update and Test FirstCall	EOC - ESF -5
-80 to -72	Prepare EOC for Activation and Extended Operations	EOC - ESF -5
-80 to -72	*- Recall all employees (Vacation, Sick and Conference)*	EOC - ESF -5
-80 to -72	*- Activate OHSEP Volunteers*	EOC - ESF -5
-80 to -72	*- Test Back up power sources (UPS and Generator)*	EOC - ESF -5 / PW - ESF -3
-80 to -72	*- Communications Checks*	EOC - ESF -5 & 2
-80 to -72	*- Inventory Supplies (Food, Water, Med., Sanitation, Clerical)*	EOC - ESF -5
-80 to -72	Inspect PPP (Parish Pick-up Point) Site for access and general condition	OHSEP Volunteers - ESF -5
-80 to -72	Review Special Needs Population List	Community Development
	ALERT	
-72 to -60	Activate EOC	EOC - ESF -5
-72 to -60	*- Notify Emergency Operation Staff (FirstCall))*	EOC - ESF -5
-72 to -60	*- Notify Parish Departments and Agencies (FirstCall)*	EOC - ESF -5
-72 to -60	*- Notify GOHSEP of Activation (WebEOC)*	EOC - ESF -5
-72 to -60	*- Notify Region 1 Parishes of Activation(Reg Coord)*	EOC - ESF -5
-72 to -60	Conduct EOC Operation Staff Meeting	EOC - All ESF
-72 to -60	Declare State of Emergency (Notify GOHSEP via WebEOC)	EOC - ESF - 5
-72 to -60	Issue Emergency Public Information (Prepare for Evac)	PIO / EOC ESF - 15
-72 to -60	Official request (WebEOC) to GOHSEP for bus transportation for evacuees to include pets	EOC - ESF - 5
-72 to -60	Notify NSU that we are activating our P2P for sheltering.	EOC – ESF -5
-72 to -60	Notify Special Needs, implement personal evacuation plan	EOC ESF – 5
+72 to- 60	Activate SBURT for Evacuation Transportation	SBURT - ESF -1
-72 to -60	*- Call out personnel*	SBURT - ESF -1
-72 to -60	*- Fill with Fuel, Oil, Coolant - Check Tires and Pressure*	SBURT - ESF -1
-72 to -60	*- Obtain Food, Water and Ice for Busses*	SBURT - ESF -1
-72 to -60	Contact Council on Aging to Prepare Buses	SBURT - ESF -1
-72 to -60	*- Fill with Fuel, Oil, Coolant - Check Tires and Pressure*	SBURT - ESF -1
-72 to -60	*- Obtain Food, Water and Ice for Busses*	SBURT - ESF -1
-72 to -60	Activate PPP site	EOC - ESF - 5 (Lead)
-72 to -60	*- Security, Barricades and Traffic Cones*	SBSO - ESF - 13
-72 to -60	*- Emergency Medical Staff*	Acadian - ESF - 8
-72 to -60	*- Portable Restrooms*	PW - ESF - 3
-72 to- 60	*- Drop off food, water, ice*	PW - ESF - 3
-72 to -60	*- Set up Trailers or Tents for registration*	HSEP Volunteers - ESF -5
-72 to -60	Prepare animal carrier trailer	AC/PW ESF - 11b

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-72 to -60	Gather pet carriers bring to PPP Site	AC/PW ESF - 11b
-72 to -60	Gather food, water and containers for animals	AC/PW ESF - 11b
-72 to -60	All Vehicles Fill with Fuel, Oil, Coolant - Check Tires and Pressure	ALL Depts and Agencies
-72 to -60	Protect and Secure Records, Computers and Equipment	ALL Depts and Agencies
-72 to -60	Notification of employees to protect families / prepared for storm	ALL Depts and Agencies
-72 to -60	Fire Department Preparation	Fire Dept - ESF - 4
-72 to -60	*- Top off fuel tanks on all apparatus front line and spares*	Fire Dept - ESF - 4
-72 to -60	*- Top off fuel tanks staff vehicles*	Fire Dept - ESF - 4
-72 to -60	*- Top off fuel on chain saws, generators, power units, etc*	Fire Dept - ESF - 4
-72 to -60	*- Fill cascade bottles and all SCBA bottles*	Fire Dept - ESF - 4
-72 to -60	*- Check and maintain all rescue equipment*	Fire Dept - ESF - 4
-72 to -60	*- Place all spare apparatus and staff units in service*	Fire Dept - ESF - 4
-72 to -60	*- Inventory all EMS equipment and request any needed items*	Fire Dept - ESF - 4
-72 to -60	*- Move all spare beds out to stations*	Fire Dept - ESF - 4
-72 to -60	*- Check water gauges at stations #11 and #12 to monitor rising tides*	Fire Dept - ESF - 4
-72 to -60	*- Strategically locate spare apparatus and manpower as needed.*	Fire Dept - ESF - 4
-72 to -60	Order all predetermined disaster items as authorized	Purchasing - ESF - 7
-72 to -60	Prepare the Civic Center to be used as a shelter (TS Only)	EOC / ESF - 5 & 6
-72 to -60	*- Notify Acadian to prepare EMS manning of shelter*	EOC / ESF - 5 & 6
-72 to -60	*- Notify Fire Department for manning of shelter*	EOC / ESF - 5 & 6
-72 to -60	*- Prepare facility, test and fuel generator*	EOC / ESF - 5 & 6
-72 to -60	*- Stock with adequate provisions*	EOC / ESF - 5 & 6
-72 to -60	*- Prepare EPI message with list of items for evacuees to bring*	EOC / ESF - 5 & 15
-72 to -60	Notify Tow Truck Companies to prepare for roadside assistance for evacuees	EOC / ESF - 5
-72 to -60	Notify Truck Stops to prepare to serve as Evacuation Rest Sites	EOC / ESF 1 & 5
-72 to -60	Sheriff's Office Preparations	SBSO - ESF - 13
-72 to -60	*- Notify Employees, expect extended shifts, prepare families*	SBSO - ESF - 13
-72 to -60	*- Notify Jail*	SBSO - ESF - 13
-72 to -60	*- Fuel all vehicles*	SBSO - ESF - 13
-72 to -60	*- Begin Sandbagging Operation*	SBSO - ESF - 13
-72 to -60	*- Prepare for barricade placements*	SBSO - ESF - 13
-72 to -60	*- Purchase all provisions*	SBSO - ESF - 13
-72 to -60	*- Fuel all emergency generators*	SBSO - ESF - 13
-72 to -60	*- Assign person to EOC*	SBSO - ESF - 13
-72 to -60	Notify SDT to schedule final trash collection	EOC - ESF - 5
-72 to -60	Notify URS to remove any debris near evacuation routes, prepare for storm	EOC - ESF - 5
-72 to -60	Distribute list of special needs to Acadian for pick-up when authorized by HSEP Managing Director	EOC - ESF - 5 & 8
-72 to -60	Prepare warning systems for public alert-notification to include EPI messages	EOC - ESF 2 & 5
	SITE AREA EMERGENCY	
-60 to -48	Authorize Protective Actions - Parish President	EOC / PP - ESF - 5
-60 to -48	*- Release EPI Message concerning Authorized and Projected Protective Actions*	EOC / PIO - ESF - 15

FINAL

-60 to -48	*- Warning Systems activated in areas of authorized protective actions*	EOC ESF - 2 & 5
-60 to -48	*- Evacuation of all special needs populations*	Acadian - ESF - 8
-60 to -48	*- Evacuation of special needs institutions (to be notified by Coroner)*	Coroner / Acadian ESF - 8
-60 to -48	*- Begin evacuation of residents outside of levee protected area*	All ESFs
-60 to -48	Notify SELA Hurricane Taskforce of decision to evacuate on next available conference call	EOC - ESF - 5
-60 to -48	Full activation of PPP site, begin evacuee registration	HSEP Volunteers - ESF -5
-60 to -48	Contact Avoyelles Parish Officials for back-up sheltering if P2P plan fails	EOC - ESF - 5
-60 to -48	Activation of active traffic and access control	SBSO - ESF - 13
-60 to -48	Full activation of Civic Center as shelter if appropriate	ESF - 6
-60 to -48	All Fire Department Communication Officers will report to duty	Fire Dept - ESF - 4
-60 to -48	Fire Department Preparation for all stations raising items and protecting equipment	Fire Dept - ESF - 4
	GENERAL EMERGENCY	
-48 to 0	Authorize Protective Actions - Parish President	EOC / PP - ESF - 5
-48 to 0	*- Release EPI Message concerning Authorized and Projected Protective Actions*	EOC / PIO - ESF - 15
-48 to 0	*- Warning Systems activated in areas of authorized protective actions*	EOC ESF - 2 & 5
-48 to 0	*- Initiate Evacuation of entire parish*	All ESFs

d. Public Alert Notification: Will be conducted and coordinated by the Emergency Operation Center

i. First Call USA
ii. EAS Stations (WWL – 870AM)
iii. Television Media
iv. Alert AM Radio
v. Parish Website/Facebook/Twitter
vi. Government Community Station
vii. Outdoor Warning Sirens
viii. Route Alerting

e. Initiation of Protective Actions

i. Sheltering: Outside of risk area
ii. Evacuation
   aa. Mobile Homes
   bb. Special Needs
   cc. Institutional
   dd. Persons without transportation and their pets.
   ee. General Public Outside Levee Protected Area
   ff. General Public Inside Protected Levee

FINAL

Emergency Support Functions (ESFs)

ESF-1: Transportation
Responsibility: Provide Federal and Civil transportation support, transportation safety/
Primary Agency: Dept. of Transportation

ESF-2: Telecommunication and Information Technology
Responsibility: Provide telecommunication support.
Primary Agency: DHS – Information Analysis and Infrastructure Protection/National Communications System

ESF-3: Public Works and Engineering
Responsibility: Restore essential public services and facilities.
Primary Agency: U.S. Army Corps of Engineers, Dept. of Defense

ESF-4: Fire Fighting
Responsibility: Detect and suppress fires, resource support to rural and urban firefighting operations.
Primary Agency: Dept of Agriculture, U.S. Forest Service

ESF-5: Emergency Management
Responsibility: Collect, analyze, and disseminate information to facilitate the overall Federal response and recovery operations.
Primary Agency: DHS - FEMA

ESF-6: Mass Care, Housing and Human Services
Responsibility: Manage and coordinate food, shelter, and first aid for victims; provide bulk distribution of relief supplies; operate a system to assist family reunification.
Primary Agency: DHS- FEMA - Recovery Division, American Red Cross

ESF-7: Resources Support
Responsibility: Provide equipment, materials, supplies and personnel to Federal entities during response operations; coordinate Federal law enforcement when requested by the State.
Primary Agency: General Services Administration

ESF-8 Public Health and Medical SErvices
Responsibility: Provide assistance with public health and medical care needs.
Primary Agency: Department of Health and Human Services

ESF-9: Urban Search and Rescue
Responsibility: Locate, extricate, and provide initial medical treatments trapped in collapsed structures.
Primary Agency: DHS –Federal Emergency Management Agency

ESF-10: Oil and Hazardous Materials Response
Responsibility: Supports Federal response to actual or potential release of oil and hazardous materials.
Primary Agency: Environmental Protection Agency, DHS - U.S. Coast Guard

ESF-11: Agriculture and Natural Resources
Responsibility: Identify needs; ensure nutritional services, agricultural and natural resource protection and restoration.
Primary Agency: D of A - Food Nutrition Service and Animal and Plant Inspection Service, Food and Drug Admin

FINAL

ESF-12: Energy
Responsibility: Restore power systems, fuel supplies.
Primary Agency: Department of Energy

ESF-13: Pubic Service and Security
Responsibility: Law enforcement, criminal investigation and response/recovery operations.
Primary Agency: Department of Justice

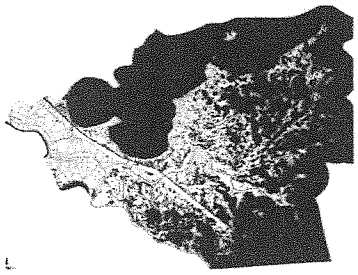
ESF-14: Economic Stabilization, Community Recovery, and Mitigation
Responsibility: Economic impact assessment, recover assistance to states and local government.
Primary Agency: DHS - FEMA, Dept of Commerce – Economic Development administration, Dept of Housing and Urban Development, Dept of Treasury, Small Business Administration

ESF-15 Emergency Public Information and External Communications
Responsibility: Integrated structure, resources, and coordination mechanisms for delivering accurate, consistent and timely information to the public.
Primary Agency: Department of Homeland Security

ESF-16 Military Support to Civilian Authorities (MSCA)
Responsibility: Provides a framework for the mobilization, deployment and use of Louisiana National Guard Military Personnel, equipment and resources to respond to protect and preserve life and property during emergencies and disasters.
Primary Agency: Department of Defense

FINAL

ST. BERNARD PARISH OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr., OHSEP Director

RESIDENTIAL MANDATORY EVACUATION PROCEDURES ANNEX

FINAL

REQUIRED PERSONNEL:

Director of Homeland Security and Emergency Preparedness
Deputy Director of Homeland Security
Emergency Operations Manager
Logistics Officer
Transportation Officer
Medical Officer
Public Information Officer
Evacuation Control Center Commanders
Fire Chief
Sheriff
Finance Officer
Chief Administrative Officer

I. PURPOSE

A. To provide implementing procedures to support the preparedness, response and recovery operations for the Department of Homeland Security and Emergency Preparedness with respect to residential evacuation procedures in the event of a Hurricane.

B. To promulgate standard procedures for a mandatory evacuation of residents in advance of a storm to public shelters outside of the risk area with priority consideration being given to the specific needs of the following classes of people:
   1. Special Needs persons (example: elderly, disabled)
   2. Tourists
   3. Those who refuse to leave
   4. Those without personal transportation.
      a) General population
      b) Residents with pets
      c) Unique persons (as defined by the GOHSEP)

C. To promulgate standard procedures for the safe housing of essential workers located in high risk areas as a result of a mandatory evacuation of residents in advance of a storm.

D. To promulgate standard procedures for the re-entry of residents following a mandatory evacuation as a result of a hurricane with priority consideration being given to the specific needs of the following classes of people:
   1. First Responders / Essential Government Personnel
   2. Essential Emergency Workers
   3. Critical Infrastructure Personnel

FINAL

4. General Population
    a) Special Needs Persons
    b) Those transported on government assets

II. GOALS AND OBJECTIVES

A. Goals

1. To protect citizens who cannot protect themselves when threatened or endangered by an approaching hurricane;
2. To reduce loss of life due to impediments to self-evacuation from an approaching hurricane;
3. To protect essential workers whose jobs require that they remain in harm's way before, during, and after a hurricane; and
4. To protect personal liberty while preserving law and order in areas evacuation due to imminent threat of a hurricane.

B. Objectives:

a. To identify the population which lacks means to self-evacuate;
b. To identify and provide for the use of available transportation resources for use by local governments during mandatory evacuations;
c. To identify and provide means of protection for essential workers whose employment or commission requires that they remain in areas susceptible to damage and destruction wrought by hurricanes; and
d. To provide for establishment of rules by local government for citizens in high risk areas who refuse to leave when a mandatory evacuation is ordered.

III. DEFINITIONS

1. *At risk populations*-people who fall within the following non-exclusive categories:
    1. Those without means of personal transportation;
    2. The infirm who are not living in a public or private health care facility;
    3. Nursing home residents
    4. Private hospital patients
    5. Other special needs who are not confined to a health care facility;
    6. Hotel and motel guests.
2. *High risk area*-any parish that is located in whole or in part below Interstate 10 or Interstate 12 in the state of Louisiana.
3. *Local government*-a parish and municipality of the state of Louisiana.

FINAL

4. *Essential Worker*-persons working in public safety, government, disaster response, health care, or private business as designated and deemed necessary and/or critical for disaster response by their employer or by virtue of their official commission.

IV. SITUATION:

St. Bernard Parish is located in a high risk area with respect to hurricanes. Due to the devastation related to Hurricane Katrina and the catastrophic failure of the levee system, the parish is more vulnerable to the effects of tropical storms and hurricanes. Areas outside the levee protection area and at risk populations (including residents in FEMA trailers) have increased the need to ensure effective evacuation measures are available.

V. CONCEPT OF OPERATION:

See Timeline and other relevant attachments: In accordance with the evacuation timeline provided, all EOC Personnel, parish directors, parish agencies, critical infrastructure emergency commanders, and state and federal agencies maintaining physical occupancy within parish boundaries will be responsible for the development and implementation of standard operating procedures to complete all assigned tasks in accordance with the goals and objectives stated therein.

VI. OPERATIONAL RESPONSIBILITIES

A. The Parish President is responsible for protective action decisions to include declarations of emergency.

B. The OHSEP Director is responsible for directing and coordinating the parish emergency response actions for all residents and Essential Personnel as liaison between the Parish President, Parish Directors and emergency forces / first responders, including the State of Louisiana.

1. Responsible for the development and implementation of plans to identify Special Needs residents prior to and during emergency operations.
2. Responsible for the development and implementation of plans to notify all residents regarding evacuation status, transportation, and shelters during emergency operations. (See Attachment 2: Residential Notification Procedures)
3. Responsible for the development and implementation of plans to coordinate the evacuation of residents to include transportation and shelter.

FINAL

4. Responsible for the development and implementation of plans to coordinate the safe housing of Essential Personnel.
5. Responsible for the coordination of emergency response activities during and in response to emergency operations such as search and rescue.

C. The Public Information Officer, in coordination with the Parish Emergency Preparedness Director is responsible for the development and implementation of plans to utilize mass media applications to notify all residents regarding:
   6. Preparation for emergency operations
   7. Notification of emergency operations
   8. Response to emergency operations
   9. Recovery from emergency operations

D. Health/Medical Officer is responsible for the coordination with local, state, federal and mutual aid organizations for the care of all residents during response to emergency operations.

E. Fire Services Officer is responsible to provide assistance with the notification of and response to emergency operations for all residents.

F. Community Development is responsible to provide personnel to the Department of Homeland Security and Emergency Preparedness to assist with the notification of and response to emergency operations for Special Needs persons.

G. Transportation Officer is responsible to provide transportation of all residents requiring transportation and to coordinate with the Medical Officer for the transportation of Special Needs Non-Ambulatory Persons.

H. ESSENTIAL EMPLOYEE POSITIONS

There will be no activities involving the evacuation of residents which will require the presence of essential personnel beyond H-Hour. Therefore, no feeding or safe housing of essential personnel as a result of these operations will be required.

VII. ADMINISTRATION

The OHSEP Director will:

Review all implementing procedures and letters of agreement annually and revise as necessary.

Ensure that the EOC staff officers have updated copes of the following materials at the EOC:

EOC implementing procedures and resource lists

Respective implementing procedures and resource lists

Hold EOC staff meetings and drills as necessary to ensure the capability for carrying out the implementing procedures

FINAL

VIII. DIRECTION AND CONTROL

The Parish President and Managing Director of Homeland Security will utilize the Emergency Operations Center, located on the southeast corner of the second floor of the Government Complex, located at 8201 W. Judge Perez, in the Department of Homeland Security and Emergency Preparedness as the primary location for communication.

The 700-800 MHz radio will be the primary method for all incident commanders to communicate with the Department of Homeland Security during operational periods.

The ICOM radios will be the primary method for all personnel involved with the evacuation control centers will communicate with both EOC operations and Logistics.

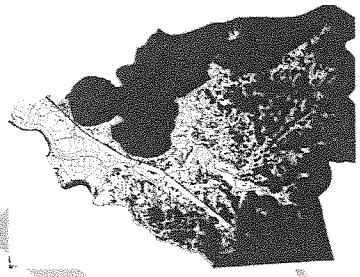
IX. REFERENCES

A. Louisiana Statute Title 55 Part XXI. Homeland Security and Emergency Preparedness Revised Statute 29:727(E)(13)Revised Statute 49:950

FINAL

ST. BERNARD PARISH

OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr., OHSEP Director

PARISH ASSISTED EVACUATION PLAN ANNEX

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FINAL

PUBLIC ASSISTED EVACUATION GUIDELINES

I. Purpose

It is the purpose of this plan to establish procedures for the evacuation of the general public that requires government assistance during a parish ordered evacuation as the result of a threat to the parish of a natural disaster or emergency situation within and/or in the surrounding areas of St. Bernard Parish.

II. Situation

A. St. Bernard Parish may be threatened and/or impacted by a natural disaster condition that would require the evacuation of large portions of or the entire parish.

Natural disaster conditions include but are not limited to: hurricanes, floods, tornadoes, fires, storms, or any combination thereof.

B. Unforeseen occurrences that may result in a publicly assisted evacuation could include but are not limited to; hazardous material incidents and/or acts of terrorism.

1. Hazardous materials incident at a fixed site, i.e. Refinery.
2. Hazardous materials in transit; i.e. truck, train, motor vessel, pipeline, etc.
3. Type, location and/or magnitude of terrorist act.

III. Assumptions

A. Approximately 10% of St. Bernard Parish residents either do not own or cannot drive an automobile or do not have the financial means to evacuate from the Parish.

B. A percentage of the population requiring parish assistance to evacuate will have special needs which include but are not limited to the following.

1. Elderly
2. Medical Special Needs (Category II or III)
3. Residents with pets
4. Unique population

These residents will require additional planning for evacuation from the parish.

FINAL

(Note: Category I Medical Special Needs population is managed through the plan outlined by Department of Health and Hospitals (Herein after referred to as DHH)).

C. Many St. Bernard Parish residents will not be able to evacuate without assistance from the Parish and State governments.

D. St. Bernard Parish Government (herein after referred to as SBPG) will have to arrange for and/or coordinate the transportation of the needy population to State Shelters.

IV. Concept of Operations

The publicly assisted evacuation plan is designed to organize resources needed to provide assistance to the population in need during disasters which result in an evacuation order issued by the SBPG. These orders may be for a designated area or the entire parish for; members of the general public that do not own an automobile, members of the general public that do not have the financial means to pay for an evacuation; the elderly and handicapped that are not able to drive.

The publicly assisted evacuation plan is a joint evacuation process by SBPG and its Departments/subdivisions; St. Bernard Parish Sheriff's Office; and is supplemented by requests made through the State of Louisiana Governor's Office of Homeland Security and Emergency Preparedness (herein after referred to as GOHSEP).

At a designated time after an evacuation is called by the Parish President, St. Bernard Parish Urban Rapid Transit buses will begin to run pre-designated transit evacuation routes under escort by St. Bernard Parish Sheriff's deputies (see attachment: Transportation pick up destinations/routes). The residents picked up from the route or the Parish Satellite Pickup Point (herein after referred to as SPP) will be transported to the main designated Parish Pickup Point (Herein after referred to as PPP site). Elderly and handicapped residents that are not able to travel to a SPP or wait at one of the pre-designated transit evacuation routes will be required to call a parish phone line to request assistance. This stage of transportation will be arranged and handled by local officials/department/agencies and resources.

PPP site will register, triage (if needed) and organize the evacuees for transportation to locations outside of the threat area. This stage of the operation will be arranged and handled by local officials/departments/agencies and resources in conjunction GOHSEP, Louisiana Department of Social Services (herein after referred to as DSS), and DHH.

Transportation to the sheltering location(s) will be arranged by local officials/departments/agencies using local resources supplemented by GOHSEP and the State Emergency Support Function Services Functions (herein after referred to as ESF).

Sheltering for this special needs population will be arranged for by the State.

The return of the residents from the shelter will be organized and handled by St. Bernard Parish Government, St. Bernard Parish Sheriff's Office, and GOHSEP.

V. Operations

A. Pre-Threat (Preparation & Mitigation Phases)

1. Annual plan review and update.

   Identify people responsible for staffing key positions for PPP in accordance with NIMS.

2. Staff and support agency education of Plan.

3. Education of the public regarding Parish Assisted Evacuation Plans.

B. Level One/Increased Alert (Preparation Phase) (H-96 – H-80*)

1. OEP Director/EOC prepares or has prepared: Public Information Statements for release.

2. OEP Director/EOC places PPP Coordinators and support agencies on standby, which include a minimum of the following:

   a. PPP Incident Commander & Staff
   b. St. Barnard Parish Sheriff's Office (SBSO)
   c. Acadian Ambulance (EMS)
   d. STB Animal Control
   e. STB Community Development Office
   f. STB Public Works Department
   g. STB Telecommunications (ParaTech)
   h. STB IT Processing (ParaTech)
   i. STB Employee and Volunteer staff

3. Resources and assets needed for PPP are verified by PPP Coordinators, staff and support agencies.

FINAL

4. OEP Director/EOC prepares or has prepared: Public Information Statements for release.

5. When the tropical system is at H-96 all residents and employees are notified to pay close attention to the news and to begin preparations to secure their homes and personal property and to prepare to evacuate their families and pets if an evacuation is called.

6. Web-EOC/GOHSEP updated on status.

7. EOC activated at H-80.

C. Level Two/Possible Threat (H-72) (Response Phase): Emergency Declaration

1. PPP Incident Commander coordinates with EOC staff and support agencies to begin preliminary stages in implementing Parish Assisted Evacuation. Coordination must be made with the following:

Sheriff's Office	Security at SPP & PPP, Barricades, Public Notifications, CERT team, convoy/escorts and traffic control.
CDO	Evacuation Route/SPP vans & drivers; PPP to Shelter or Special (State) or Medical Needs Shelter (State) intake registration staff support.
EMS	Triage & Special Medical Needs transport coordination to Shelter or Special Medical Needs Shelter (State), in accordance with the Special Medical Needs Policy.
Animal Control	Pet pickup coordination, registration & transportation from SPP to PPP & to Shelter in accordance with the Pet Evacuation Policy.
Public Works	Assist in operation of SPP and PPP.
Staffing list	Parish employees assigned to PPP and volunteers.
Telecom (ParaTech)	PPP communications.

FINAL

IT (ParaTech)	PPP computer communication/networking

2. Shelter task force teams in St. Bernard alerted.

3. Web-EOC/GOHSEP updated and request made for;

   a. Buses & drivers requested from ESF-1/DOTD.

   b. Ambulances from ESF-8, DHH and Bureau of Emergency Medical Services (herein after referred to as BEMS).

   c. Special Medical Needs Sheltering (herein after referred to as SMNS) destinations from ESF-8 & ESF-6/DHH for Category II or higher residents. Any resident needing Special Medical Needs Sheltering that is higher than Category I will be sent to State operated SMNS and will no longer be under the responsibility of this local agency.

   d. National Guard assistance ESF-13.

4. OEP Director/EOC prepares or has prepared: Public Information Statements for release.

D. Level Three/Imminent Threat (H-60)

1. EOC notifies PPP Incident Commander and support agencies to activate Public Assisted Evacuation Plan.

2. PPP Incident Commander and support agencies coordinate timeframe of implementation with Unified Command. Implementation time set.

3. All employees, agencies and volunteers activated.

4. Supplies/equipment including water, ice & snack food moved to PPP.

5. Transportation vehicles fueled, readied and staffed.

6. PPP set up in accordance with the attached diagram to include:

   a. Barricades & traffic cones
   b. Signage
   c. Tables
   d. Communications

FINAL

e. Computer capabilities
f. Medical triage area
g. Registration area
h. Pet intake/holding/loading area

7. Test all equipment and check supplies.

8. Task force teams in St. Bernard Parish activated.

9. State DOTD vehicles to be used for transportation from PPP to Shelters to be numbered (with prepared signage), stocked (to include ice chest/ice water and snack food) and staged at PPP.

   a. 10 State buses
   b. 2 SMNS equipped buses to include wheel chair lifts.
   c. 10 State ambulances

10. OEP Director/EOC prepares or has prepared: Public Information Statements for release to include the initiation of the publicly assisted evacuation process. along with maps of the routes and phone number(s) for the elderly, handicapped and mobility impaired to request transportation to the PPP sites.

11. WEB-EOC/GOHSEP updated.

E. Level Four/PPP opens (H-60)

1. PPP shall be operated under the following structure. All shifts will be 2/day 12 hrs each.

   Incident Commander
   Operations Manager
   Transportation Officer
   Medical Officer
   Security Officer

2. The PPP shall be operated until the orders are given by the EOC to demobilize.

F. Level Five/All clear (Recovery Phase)

1. The Parish President declares that is safe for all residents to re-enter Plaquemines Parish after a storm or disaster.

FINAL

2. Unified Command is notified of the declaration. WEB-EOC/GOHSEP updated with all clear and resources requested to transport residents home.

3. EOC notifies PPP-Incident Commander to activate PPP staff and to coordinate resources and support agencies needed to stand up PPP to receive residents.

4. PPP Incident Commander evaluates and estimates time needed to open PPP and reports information to EOC.

5. EOC notifies Shelter Staff to begin departure preparation for evacuees and pets.

6. EOC gives orders to Shelter Staff and PPP Incident Commander to begin Special Needs Population reentry.

7. WEB-EOC/GOHSEP updated on order and timeframe.

8. Shelter Staff given okay to release buses upon the following.

   a. State drivers on scene
   b. Buses fueled and stocked
   c. Security escort in place
   d. Bus assignment for residents shall be the same as the transport to the Shelter, unless changed by Security staff.

9. Returning buses report to the PPP and offload.

10. PPP staff ready buses for transport from PPP into Parish. Buses & CDO vans to be staged at PPP.

11. Animal Control to staff & ready vehicles, supplies and equipment to receive animals and process per Parish Pet Evacuation Plan.

12. EMS to staff and standby PPP to assist and provide medical response if necessary.

13. SBSO to provide security and traffic control.

14. PPP Incident Commander keeps EOC updated on progress and reports when objectives are completed.

15. EOC gives order to stand down PPP.

FINAL

16. PPP Incident Commander and staff demobilize PPP and reports completion status to EOC.

17. WEB-EOC/GOHSEP updated on status.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Office of Emergency Preparedness Director

1. The Publicly Assisted Evacuation operation shall be a special administrative assignment for the OEP Director and staff.

2. Pre-disaster duties include: Each of these items must be completed annually by no later than March 1st.

   a. Every year the OEP Director or his/her designee shall review this plan and update it accordingly.

   b. The OEP Director shall ensure an annual drill between the OEP and support agencies in cooperation with GOHSEP is conducted to insure the plan's effectiveness.

   c. The OEP Director shall have or cause to have all of the transit buses and vans inspected and repaired (if necessary) to insure their state of readiness.

   d. The OEP Director shall have conducted a bus driver training class for all participating fire departments and parish governmental agencies.

   e. The OEP Director and his staff shall have an inventory completed of all necessary barricades, tents, tables, chairs, portable toilets and any other supplies necessary to carry out the publicly assisted evacuation and order replacements where necessary.

   f. The OEP Director shall meet with GOHSEP and confirm that all aspects of the State of Louisiana's Publicly Assisted Evacuation Plan remain in effect and determine if any changes are required to insure that the State and Parish's plan conform to and complement each other.

   g. The OEP Director shall meet with the St. Bernard Parish Sheriff's Office to confirm the agencies participation in the Parish Publicly Assisted Evacuation Plan and resource availability.

FINAL

B. Sheriff's Office (SBSO)

The Publicly Assisted Evacuation operation shall be a special cooperative project which will require a SBSO designee for all phases; preplanning, mitigation, response and recovery.

1. Sheriff designee representative in EOC.
2. Security Officer position at PPP to be staffed by SBSO with recommendation from Sheriff or his/her designee.
3. Staffing and/or coordinating the security in and around the PPP.
4. Traffic control in and around PPP.
5. Barricades and traffic cones for PPP set up.
6. Assist in PPP setup.
7. Coordination of CERT team assistance with PPP.
8. Coordination and assistance with Public notifications regarding evacuation status and implementation of Public Assisted Evacuation Plan.
9. Security and/or assistance on bus routes.
10. SPP security.
11. Bus convoy escort from SPP to PPP.
12. Assist with demobilization of PPP after initial evacuation and reentry process.

C. St. Bernard Urban Rapid Transit (SBURT)

The Publicly Assisted Evacuation operation shall be a special cooperative project which will require a SBURT designee for all phases; preplanning, mitigation, response and recovery.

1. Designee representative in EOC.
2. Transportation Officer positioned at PPP to be staffed by SBURT with recommendation from SBURT designee appointed to EOC.

FINAL

3. Provides resources; i.e., buses and drivers for pickup from SPP and delivery to PPP.

   Buses to be fueled staffed and staged by SBURT upon deployment upon orders by EOC.

4. Provides buses only for transportation from SPP to PPP.

5. Provides resources; i.e., buses and drivers for reentry process from PPP and delivery to SPP.

   Buses to be fueled, staffed and staged by SBURT upon deployment upon orders from PPP-IC and coordination with Unified Command.

D. Community Development Office (CDO)

The Publicly Assisted Evacuation operation shall be a special cooperative project which will require the Director of the CDO (or designee) participation for all phases; preplanning, mitigation, response and recovery.

1. CDO Director or designee representative in EOC.

2. Provides clerical support to assist in the evacuee registration process at the PPP.

3. Provides resources; i.e. vans and drivers for pickup from SPP and delivery to PPP.

   Vans to be fueled, staffed and staged by CDO and deployment upon orders by EOC.

4. Provides clerical support to assist in the update of registration files on reentry process of residents through PPP.

5. Provides resources; i.e. vans and drivers for reentry process from PPP to SPP.

   Vans to be fueled staffed and staged by CDO upon deployment by PPP-IC in coordination with EOC/Unified Command.

6. Assists with demobilization of PPP after initial evacuation and reentry process.

FINAL

E. Public Works Department

1. Support staff assists in setting up PPP for initial evacuation and reentry process.

2. Support staff to maintain a clean environment in and around PPP for initial evacuation and reentry process.

3. Assist with demobilization of PPP after initial evacuation and reentry process.

F. Acadian Ambulance (EMS)

The Publicly Assisted Evacuation operation shall be a special cooperative project which will require the Superintendent of EMS (or designee) participation for all phases; preplanning, mitigation, response and recovery.

1. Superintendent of EMS or designee representative in EOC.

2. Medical Officer Position at PPP to be staffed by EMS with recommendation by Superintendent of EMS.

3. EMS EOC representative will coordinate through State EMS Designated Regional Coordinator (herein after referred to as EMS/DRC) for assistance through DHH/ESF-8 prior to request being submitted through Web-EOC to GOHSEP for additional resources and/or support.

4. Assist in setup of PPP for initial evacuation and reentry.

5. EMS will provide all equipment and supplies needed to setup and staff the Medical Triage Station at the PPP in accordance with current diagram.

6. Medical Triage Station will evaluate residents referred by general registration that may have additional transportation concerns and/or medical conditions.

7. The evacuee if triaged with special transportation needs and/or medical needs will be banded and assigned to transportation/destination by EMS. Evacuee registration record updated.

8. EMS EOC representative or Medical Officer will coordinate through EMS/DRC the destination of any resident that requires assignment to Special Medical Needs Sheltering. EMS will coordinate/arrange transportation to a State Medical Needs

FINAL

Shelter or Triage Station. These residents will become the responsibility of the State Special Medical Needs Sheltering Program. (This does not include Category I patients, as outlined by Ambulance Department Special Medical Needs Plan.)

9. EMS will provide PPP on-scene emergency medical services and standby for initial evacuation and reentry process.

10. State ambulances requested by EMS through DHH/ESF-8 will be under the responsibility and direction of the Acadian Ambulance.

11. Assist with demobilization of PPP after initial evacuation and reentry process.

G. Health Department/Animal Control

The Publicly Assisted Evacuation operation shall be a special cooperative project which will require the Superintendent of Health (or designee) and the Public Health Nurse's participation for all phases; preplanning, mitigation, response and recovery.

1. Superintendent of Health or designee representative in EOC.

2. Provide staff, supplies and/or equipment needed to operate Pet Registration Station at PPP for initial evacuation and reentry.

3. Health Department EOC designee to coordinate request for additional resources needed through EOC for submission on Web EOC.

4. Set up Pet Registration Station in designated area in accordance with current Pet Evacuation Plan.

5. Operate Pet Registration in accordance with Pet Evacuation Plan.

6. Responsible for coordination of resources assigned to Pet Evacuation.

7. Coordinates and arranges transportation of pets from PPP to State.

8. Demobilization of Pet Registration Station after initial evacuation and reentry process.

9. Coordinates and arranges pet reentry process.

FINAL

H. **Public Works – Maintenance Yard**

1. Small barricades (plastic) for sign placement in parking lots. (Minimum of 5)

2. Delivered to PPP by Public Works employees.

I. **Telecommunications Department (ParaTech)**

1. Communication needs in PPP.

   a. Phone land lines (voice, fax and data)

   b. DSL lines

   c. Radio assets available to deploy (8 portable radios with EMS Level 3 template) (EMS-Regular)

   d. Public address system capabilities

2. Communication needs for transportation vehicles. (In parish use only)

   a. The 12 radios pre-issued to SBURT by OEP will be used by the transportation buses.

   b. Mobile and/or the 5 portable radios pre-issued to CDO will be used by CDO vans.

3. Communication needs for transportation vehicles, for out of parish transporting. (If needed)

   10 (EF Johnson) portable radios programmed and stored by OEP. Deployed if needed.

J. **Data Processing Department (ParaTech)**

1. Computer network capability in PPP.

   a. Wireless

   b. Network cabling to include Stations as outlined.

   c. Central computer processing with remote Station (within PPP location) networking access as outlined.

   d. Assist in mobilizing & demobilizing PPP for initial evacuation and reentry process. To include delivery of computer resources identified.

FINAL

VII. DIRECTION AND CONTROL

All Publicly Assisted Evacuation activities will be coordinated through the OEP Director or his/her designee in the EOC.

VIII. RECORDS AND REPORTS

All records and reports for the St. Bernard Parish Publicly Assisted Evacuation Plan shall be maintained by the St. Bernard Parish OEP Department.

IX. COMMUNICATIONS

The PPP shall contain multiple means of communication including, land based phone lines (voice/fax/data), two way trunked radios, conventional radios, wireless phones.

The primary radio channel for emergency communications on the LAROC 700 radio system shall be as follows.

Agency/Operation	Zone	Channel Assignment
EOC	SBG	OEP1
PPP	SBG	OEP1
SBURT (Buses)	SBG	SBPGCOOR1
CDO (Vans)	SBG	SBPGCOOR1
EMS-911	SBG	EMS
EMS-Medical Triage	SBG	EMS
SBFD	SBG	SBF-DISP
SBSO	SBG	SBS-DISP

The primary common channel for interoperability between the agencies at the PPP shall be OEP2. All agencies operating at or coordinating with the PPP shall monitor and transmit on COOR2.

The primary telephone number for the PPP to contact the Emergency Operations Center is **504-278-4268.**

See Addendum #6 for current Phone list from SBPG which includes parish office numbers, cell phone numbers and fax numbers.

X. SECURITY

Security at the PPP will be provided by St. Bernard Parish Sheriff's Office and the Louisiana National Guard to preserve order and protect the assets at these facilities.

FINAL

XI. MEDICAL

Emergency medical services at PPP sites for illnesses and injuries will be provided by Acadian Ambulance.

XII. PLAN DEVELOPMENT AND MAINTENANCE

The Office of Emergency Preparedness will assume the primary responsibility for this plan. All other agencies will perform their respective functions.

XIII. ADDTIONAL RULES & GUIDELINES

A. TRANSPORTATION - ALL EVACUEES BOARDING THE BUSES MUST ADHERE TO THE FOLLOWING CONDITIONS:

- Residents will be required to have a form of identification.
- One suit case and one small carry bag per evacuee that is no larger than 30" x 16" in size. All bags must be labeled with evacuees name for identification purposes. Bags cannot be placed in the aisle of the bus.
- **NO PERSON WHO IS DEEMED INTOXICATED WILL BE ALLOWED TO BOARD ANY BUS.**
- No pets of any type are allowed on the buses. Animal Control trailers will follow the buses to pick up pets. The pet will receive a neckband that matches the wristband issued of the owner. Pet registration will have to be completed by the owner at the Parish Pickup Point upon arrival.
- No weapons of any kind, including firearms, knives, machetes, etc. are allowed on the buses.
- No illegal drugs or substances are allowed on the buses.
- No alcohol will be allowed on the buses
- No ice chests except those that are needed to transport medicine for specific medical conditions; only one gallon in size and smaller will be allowed.
- No other items such as chairs, large radios etc. will be allowed on the buses.

FINAL

- No smoking will be allowed inside of a bus at anytime during the evacuation process.

B. Parish Point Pickup (PPP)

- To be located at the **Grand Ball Room**
  3200 Jean Lafitte Pkwy., Chalmette, LA., 70043.
  GPS Coordinates: LATTITUDE 29.955389, LONGITUDE -89.983242.

- Upon arrival at the PPP the evacuees will be off loaded at a designated area and will enter the PPP at the registration holding section; this section will be separated from other areas.

- Evacuees with pets will be directed to the pet registration area prior to general registration.

- The registration process will obtain standard information on all evacuees, make a record of each evacuee and band each evacuee with information and bus assignment.

- Evacuees requiring further evaluation of medical concerns and/or transport concerns shall be forwarded to the Medical Triage Section without bus assignments.

- Registration intake workers will educate the evacuee on the remaining processes and PPP set up.

- Upon registration completion the evacuee will be moved to the general area and wait to be loaded onto assigned transport buses.

- Refreshments will be provided for evacuees.

- Designated "Smoking Areas" will be assigned.

- Evacuees must remain in assigned areas throughout the process.

- PPP will operate until such time Unified Command orders shut down.

FINAL

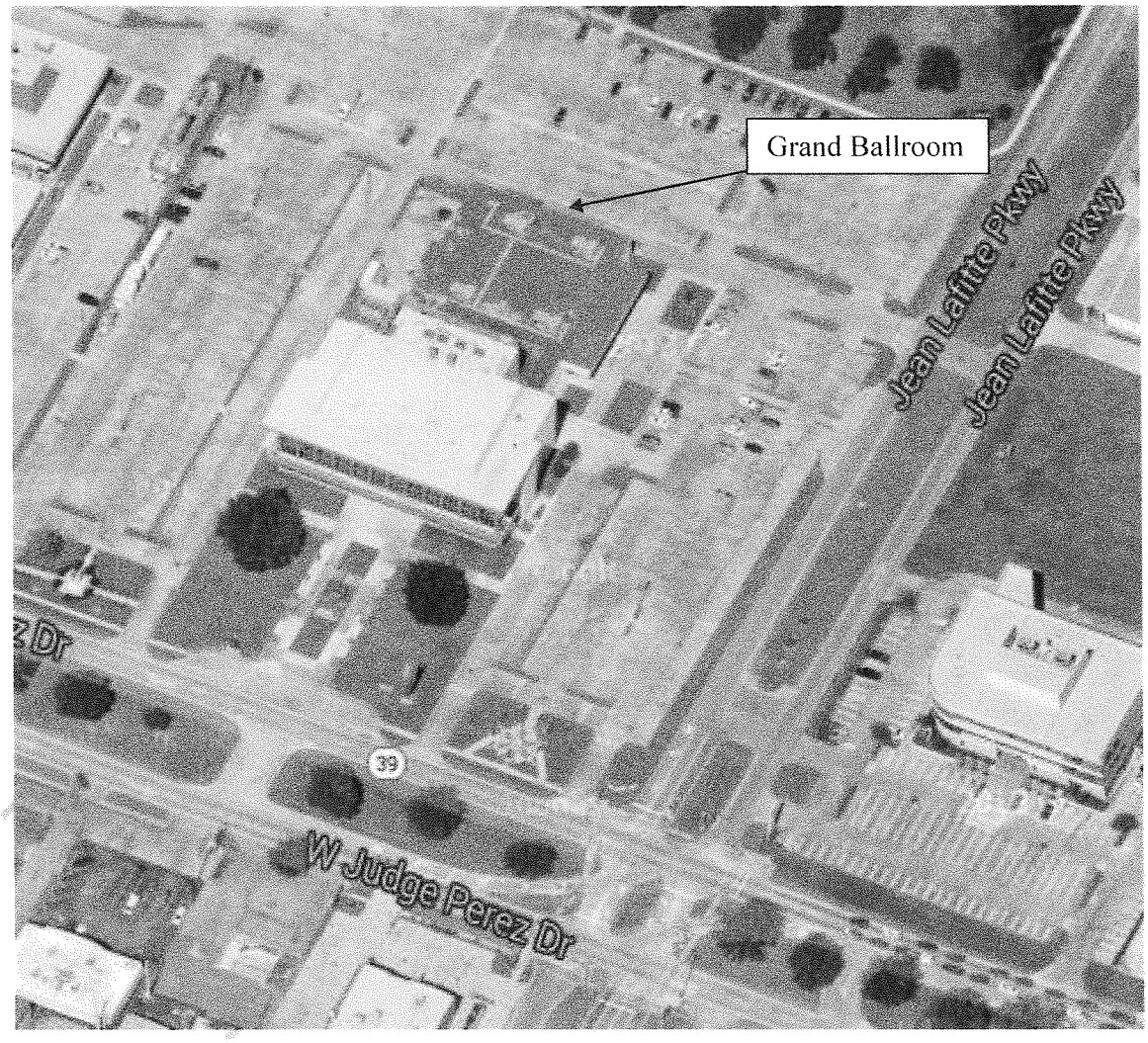
PARISH PICKUP POINT SETUP

AREA/SECTION DISCRIPTION	SECT #	AREA
Bus Off loading	1	In front of building
Pet Registration	1a	Tent in parking lot
Evacuee Registration	1b	Inside
Medical Triage	2	Inside
Authorized Personnel Only	3	Inside
Vehicle Loading	4	Outside
Parking Lot	5	Outside
Bus Staging	6	Outside
Pet Truck Staging	7	Outside
Pet Loading/transport out	8	Outside
Emergency Vehicles	9	Parking lot
Ambulance Staging	10	Parking lot
Staff Lounge		Inside

FINAL

PARISH PICKUP POINT AERIAL VIEW:

Grand Ball Room, 3200 Jean Lafitte Pkwy., Chalmette, LA., 70043.
Parish Pick-up point and Staging Area
(LATITUDE 29.955389, LONGITUDE -89.983242.)

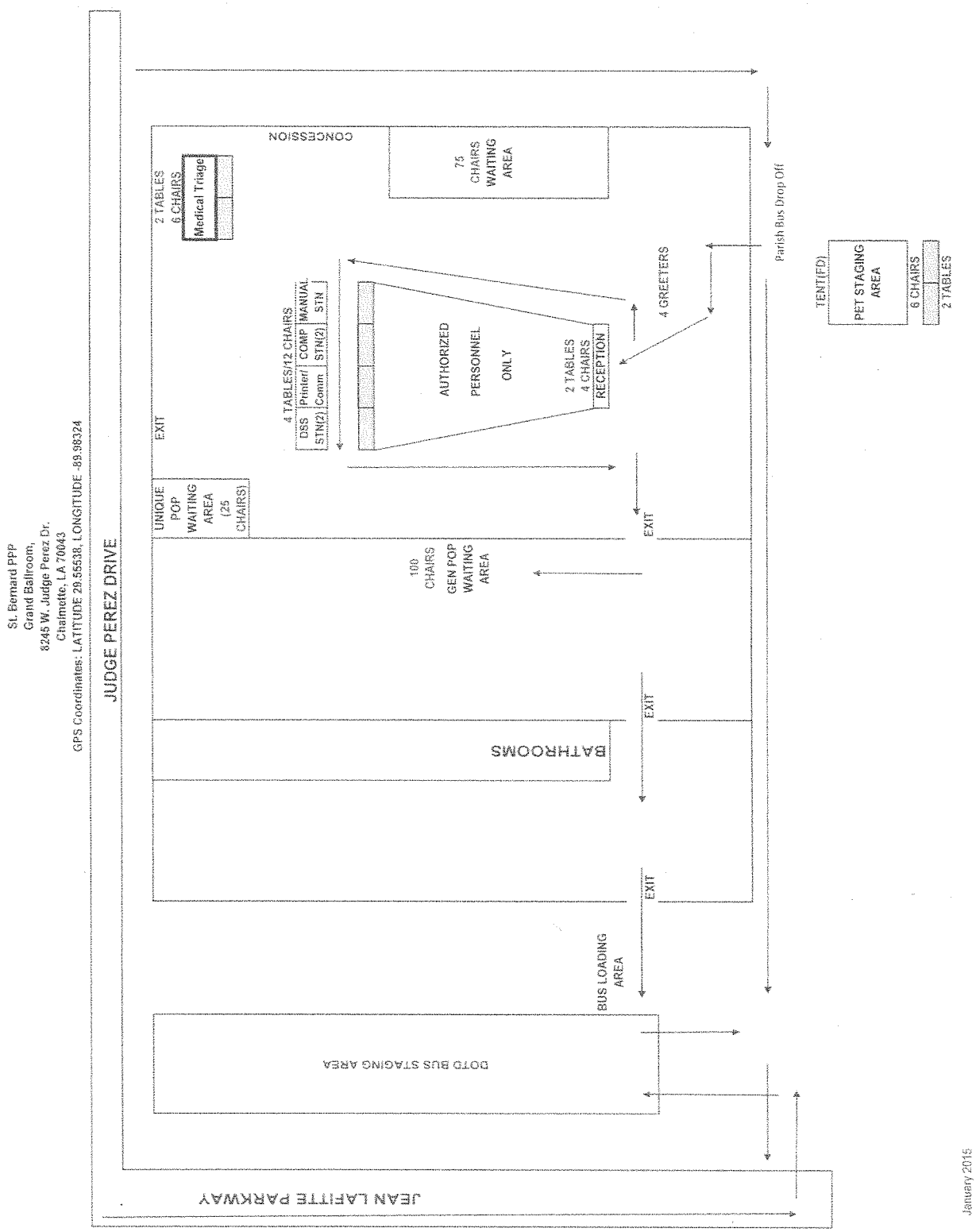


Grand Ballroom

Residents enter into the Processing Line

Grand Ballroom

Residents exit to Bus Loading Area


St. Bernard PPP
Grand Ballroom,
8245 W. Judge Perez Dr.
Chalmette, LA 70043
GPS Coordinates: LATITUDE 29.55538, LONGITUDE -89.98324
JUDGE PEREZ DRIVE
JEAN LAFITTE PARKWAY
DOTD BUS STAGING AREA
BUS LOADING AREA
EXIT
BATHROOMS
EXIT
EXIT
EXIT
UNIQUE POP WAITING AREA (25 CHAIRS)
100 CHAIRS GEN POP WAITING AREA
4 TABLES/12 CHAIRS
DSS STN(2)
Printer/ Comm.
COMP STN(2)
MANUAL STN
AUTHORIZED PERSONNEL ONLY
2 TABLES 4 CHAIRS
RECEPTION
4 GREETERS
2 TABLES 6 CHAIRS
Medical Triage
CONCESSION
75 CHAIRS WAITING AREA
Parish Bus Drop Off
TENT(FD)
PET STAGING AREA
6 CHAIRS
2 TABLES
January 2015

SIGNAGE FOR PPP:

AREA	AMT	SIZE	VERBAGE
Section 1	1	24 x 24	BUS OFF LOADING
Section 1a	1	24 x 24	PET REGISTRATION
Section 1b	2	24 x 24	REGISTRATION
Section 2	1	24 x 24	MEDICAL TRIAGE
Section 3	1	24 x 24	AUTHORIZED PERSONNEL ONLY
Section 4	1	24 x 24	BUS LOADING
Section 5	2	24 x 24	PARKING LOT (2 signs with arrows)
Section 6	1	24 x 24	BUS STAGING
Section 7	1	24 X 24	PET TRUCK STAGING
Section 8	1	24 x 24	PET LOADING
Section 9	1	24 x 24	EMERGENCY VEHICLES ONLY
Section 10	1	24 x 24	AMBULANCE STAGING
General	1	24 x 24	DO NOT ENTER

FINAL

C. Parish Satellite Pickup Points (SPP)

1. Celebration Church, 7500 W. Judge Perez Dr., Arabi
2. Our Lady of Prompt Succor Church, 2320 Paris Rd., Chalmette
3. Chalmette High School, 1100 E. Judge Perez Dr., Chalmette
4. Corinne Missionary Baptist Church, 5620 E. Judge Perez Dr., Violet
5. Old Courthouse, 1201 Bayou Rd., St. Bernard
6. Fanz Mobile Home Park, 2100 W. Fanz, St. Bernard

• Buses for transport to PPP will make scheduled trips to SPP until such time as personnel safety becomes an issue.

• Residents will meet buses at SPP and will be transported to the PPP.

• PPP will operate until Unified Command orders shut down.

D. Registration Process:

- Upon entering the registration area each evacuee shall complete the preliminary registration form while waiting in the "Registration Waiting" area.
- Completed forms shall be placed in the box marked "#1" and have a seat until called.
- If the evacuee is listed on the "Unique Population" list the intake worker shall notify the Security Officer and the Incident Commander.
- Intake worker shall assign a number to each evacuee on the preliminary registration forms. Enter the information on the "Evacuation Registration Tracking" Spreadsheet and call the evacuee(s) to the table.
- The intake worker verifies the evacuee's identification with the information on the evacuee's driver's license.
- Intake worker shall inform the evacuee of the process, i.e. bus rules, hold harmless agreement, luggage handling, PPP setup, bus assigning, and any updates.
- Intake worker shall interview the evacuee(s) to determine bus assignment.

  1. Regular
  2. Transportation Sensitive
  3. Medical Special Needs

- Medical Special Needs patients shall be referred to the Medical Triage Area. Transportation assignment will be determined after triage.
- Evacuee(s) are assigned a bus number. The bus number is to be recorded on the preliminary registration form, the "Evacuation Registration"

FINAL

Spreadsheet, the wrist band assigned to each evacuee and to the evacuee's luggage tag.

- The evacuee's wristband and the evacuee's luggage band shall include the evacuee's name, registration number and bus assignment.
- All evacuee(s) are banded. The General Population evacuee wristband shall be color coded white, Unique Population shall be red.
- The evacuee's luggage is banded in their presence and placed on the secured luggage cart.
- The evacuee(s) are then directed to the waiting area.

E. Luggage Handling:

- Luggage is to be banded by the intake worker in the presence of the evacuee.
- Luggage tags are to be color coded white. The tag shall include the evacuee's name, registration number and bus assignment.
- Luggage carts at the registration desk are to be guarded an SBSO deputy.
- Full luggage carts are to be moved by assigned workers and SBSO deputies to the PPG assigned truck that will be staged in Parking Lot #3. The truck shall be kept locked and secure at all times.

F. Unique Population:

The security detail shall be responsible for ensuring that any person identified as a registered sex offender, pursuant to L. R. S. 15:542, be segregated from the general public. Any person, who is identified pursuant to this section, ***WILL NOT BE*** housed or transported with the general public. The-on scene security supervisor shall contact the dispatch center and request that an available sheriff's office unit respond to the PPP. Upon arrival the responding officer shall immediately take custody of said individual and transport same to New Orleans Police Department for processing.

SBSO shall provide the registration intake staff shall with a current copy of "Unique Population" data.

Registration intake staff shall be responsible for monitoring the registrants and notifying the Security Officer at the PPP.

FINAL

ADDENDUM #1
2012 STAFFING LIST

Parish President
Chief Administrative Officer
Director of Homeland Security and Emergency Preparedness
Emergency Operations Manager
Logistics Officer
Transportation Officer
Director of Public Works
Director of Community Development
Director of Finance
SBURT Manager
Medical Officer
Public Information Officer
Evacuation Control Center (PPP) Commander
Fire Chief
Sheriff

FINAL

ADDENDUM #2
EQUIPMENT LIST

Item	Amount
Laptops	2
Printer	1
Card Reader	2
Scanner	2
Handheld Scanner	1
Tables	10
Chairs	22
Copier	1

FINAL

ADDENDUM #3

SUPPLY LIST

Paper
Pens
Pencils
Stapler
Staples
Inboxes
Tape

FINAL

ADDENDUM #4

FORM/DOCUMENTATION LIST

Critical Transportation Needy/Special Needs Registration Form
ESF-6 Evacuation Registration Tracking Form

FINAL

ADDENDUM #5
GLOSSORY/DEFINITION

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

A. List of Key Acronyms

CDO – Community Development Office
CEMP – Comprehensive Emergency Management Plan
CERT- Community Emergency Response Teams
COOP – Continuity of Operations
DEOC – Department Emergency Operations Center
DHH – Department of Health and Hospitals
DSS – Department of Social Services
EMS – Emergency Medical Support (Acadian Ambulance)
EOC – Emergency Operations Center
EOP – Emergency Operations Plan
ERP – Emergency Response Provider
ESF – Emergency Support Function
GOHSEP – Governor's Office of Homeland Security and Emergency Preparedness
IC– Incident Commander
ICP – Incident Command Post
ICS – Incident Command System
MACS – Multi-Agency Coordination System
MACC – Multi-Agency Coordination Center
NIMS – National Incident Management System
NSSE – National Special Security Event
OEP – Office of Emergency Preparedness
OHSEP – Office of Homeland Security and Emergency Preparedness
PAEP – Public Assisted Evacuation Plan
PPP – Parish Pickup Point
PW – Public Works
SEOC – State Emergency Operations Center
SNMS – Special Needs Medical Sheltering
SPP – Satellite Pickup Point
TICP – Tactical Interoperable Communications Plan

B. Glossary of Key Terms

1. **Emergency Operations Center (EOC):** The physical location at which the coordination of information and resources to support domestic incident management activities normally take place. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, or medical services), by jurisdiction (e.g., Federal, State, regional, parish, city, tribal), or any combination thereof.

FINAL

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

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

4. **Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP):** The Louisiana State emergency management agency responsible for preparing and directing incident management response and support of State resources.

5. **Integrated Emergency Management System (IEMS):** The complete system of emergency management and response capability within a jurisdiction, to include first responder organizations, EOCs/MACCs, the Public Health system, the Public Information and Warning System, and the multiagency coordination entities such as the St. Bernard Policy Group that provide strategic policy and direction.

6. **Office of Homeland Security and Emergency Preparedness (OHSEP):** The Department that is responsible for planning, mitigation, preparation, response and recovery for the Parish of St. Bernard.

7. **Policy Group:** The executive agency that assembles during crisis situations to provide policy and strategic-level direction for emergency preparation and response operations.

8. **Parish Pickup Point:** Location where civilians and their pets will be transported to from the SPPs, registered and transported by state buses to state managed shelters.

9. **Satellite Pickup Point:** Locations throughout parish where residents and their pets can be picked up by SBURT vehicles and transported to the Parish Pickup Point.

10. **State Emergency Operations Center (SEOC):** The emergency operations center/multiagency coordination center for the State of Louisiana. This is the primary point of contact for St. Bernard Parish with the State during emergency situations.

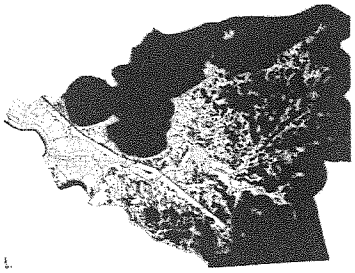
FINAL

ADDENDUM #6
COMMUNICATION LIST (NOT FOR PUBLIC DISTRIBUTION)

Title	*Name*	*Office #*	*Cell #*	*Fax #*
STB Parish President	David Peralta	504-278-4280	504-220-7334	504-278-4330
STB Parish CAO	Michael Gorbaty	504-278-4225	504-442-2908	504-278-4330
STB Parish OHSEP Director	John Rahaim	504-278-4268	504-442-1040	504-271-7343
STB Parish OHSEP Ops Off	John Rahaim	504-278-4268	504-442-1040	504-271-7343
STB Parish OHSEP Log Off	Chad ONeil	504-278-4252	504-442-1006	504-278-4241
STB Fire Department	Chief Thomas Stone	504-278-4275	504-884-2877	504-278-1583
STB Public Works	Hillary Nunez	504-289-4430	504-442-0752	504-278-4480
STB Parish Road Dept	Jarrod Gourges	504-278-1530	504-884-4968	504-289-1529
SBURT Manager	Kelly Lauga	504-277-1907	504-884-5757	504-277-5531
STB Community Dev Director	Jason Stopa	504-278-4427	504-439-3585	504-278-4298
STB Animal Control	Charlotte Luna	504-278-1534	504-442-2836	504-278-1529
STB Sheriff's Office	Mark Poche	504-271-2501	504-881-9393	504-278-7761
Computer Ops	Amanda Lopez	504-278-4450	504-872-1858	504-278-4369
Communications	Amanda Lopez	504-278-4450	504-872-1858	504-278-4369

FINAL

ST. BERNARD PARISH
OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr., OHSEP Director

STANDARD OPERATING PROCEDURES: 2015 PET EVACUATION PLAN ANNEX

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Introduction

The effects of Hurricanes Katrina and Rita during the 2005 hurricane season exposed the dire need to evacuate people along with their pets. Statistics have shown that 44% of pet owners did not leave because they did not want to leave their pets behind. This plan has been developed to ensure that the people of St. Bernard parish have personal plans for their families and their pets during emergency situations. Inevitably, there will be times when parish, state, federal, and humane agencies will assist with evacuations, especially for those citizens who will need assistance.

The Animal Control Department has devised a flier strongly encouraging pet owners to evacuate with their pets. For those who do not have means of transportation or have a place to evacuate to, the Parish will provide transportation to a state designated shelter located outside the boundaries of St. Bernard Parish. Public transportation for people will be provided by the St. Bernard Urban Rapid Transit. Buses will make scheduled runs to designated pick-up points. A separate transport for pets will be used to follow buses providing transportation for the owners. **Pet owners are required to supply the necessary food, medications and equipment. Caring for the pets, upon arrival at the shelter, is also required of each owner.**

Purpose

The purpose of this plan is to establish and follow guidelines for the safe transportation and housing of companion animals owned by individuals who have no means of personal evacuation during an emergency situation. This plan is in working conjunction with the St. Bernard Parish Public Assisted Evacuation Guidelines.

Situation

St. Bernard Parish may experience an emergency situation, which includes: hurricanes, tornadoes, chemical plant explosions, floods, fires, terrorist acts, epidemics, etc.

Assumptions

Many St. Bernard Parish residents, as much as 10%, do not have transportation means to evacuate during an emergency. There will be a strong effort by the Parish to inform and educate the community to have their own plans for evacuating.

Up to 1/3 of the total population are pet owners.

The protection of companion animals is the sole responsibility of the owner.

St. Bernard Parish Government will assist the owners in mass transport and housing.

Owners are will be directed to care for their pets once at the shelter.

Evacuations will be dependent on Louisiana State transportation and housing.

FINAL

Concept of Operations

St. Bernard Parish Animal Control Department, in conjunction with the St. Bernard Parish Government, will direct all activities in regards to animals during an emergency situation. As needed, the State of Louisiana Governor's Office of Homeland Security and Emergency Preparedness, GOHSEP will assist with advice, manpower, supplies, etc. The American Humane Association, when requested will also provide staffing and supplies.

Once an evacuation is called by St. Bernard Parish Government, animal control trailers will be attached to St. Bernard Parish buses to transport pets to pre-designated parish pick up point with owners:

St. Bernard Parish Civic Center – Grand Ballroom
3200 Jean Lafitte Parkway
Chalmette, LA 70043
Latitude: 29.955389 / Longitude: 89.983242

Animal Control personnel/volunteers will begin a pre-registration process of pet owners by identifying owners with pets. Registration forms will be handed to each owner and completed prior to the bus ride to the Parish Pick Up Point. Animals will be loaded in pet carriers provided by the Parish. The public will be advised to provide their own supplies and medications. No pets will be allowed on the bus unless caged.

Owners will be directed off the bus at the Parish Pick Up Point to begin registration of their pets. The Transportation Registration Form must be completed in its entirety. The form is in triplicate. When registration is completed, owner will be directed processing station to complete the human portion of registration. Pets will be placed into the truck, and then transported to a state designated shelter.

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Time Line

H – Hour Definition: Set as the projected onset of tropical force winds striking the coast of Louisiana. The National Weather Service uses Landfall, which is the eye of the storm making landfall.

H-Hour	Action
Pre-Threat (Month leading into Hurricane season)	• Review Pet Evacuation Plan • Identify staffing to execute the plan • Educate public on having personal evacuation plans via website, newspaper, flyers, etc. • Bridge any existing gaps in plan • Inventory all supplies needed for evacuation • Instruct volunteers and American Humane Association of standard identification procedures to cross parish lines during event • Ensure key personnel possess placards and ID's to cross parish lines during events. • Keep LSART (Louisiana State Animal Response Team) current on planning
H96 – H80	• Office of Emergency Preparedness (OEP) places coordinators and support on standby • Have SBSO erect tent at PPP for pet registration • Public information notices are released • Employees to begin preparations to secure personal belongings • Ensure full charge and working ability of portable communications: cell phones, radios, "walkie talkies", "Ham Radios"
H72	• Begin preliminary stages in implementing Pet Plan • Notify animal control officers to prepare for plan execution • Notify SBURT to have vehicles on standby • Notify American Humane Association of potential execution of plan. • Notify volunteers of potential execution of plans • Notify LSART of potential execution of plans • Notify LSPCA of potential execution of plans • Request to GOHSEP for refrigerated truck • Secure vehicles from SBURT • Fuel transportation vehicles • Secure Animal Facility area of loose materials • Request transfer of animals from Animal Facility to PPP
H60	• All Animal Control personnel and volunteers are activated, begin loading trucks of necessary equipment (see list) • Animal Control Officers begin transport of all supplies from Animal Facility to PPP • Set up of registration area begins: 1. tables 2. signs 3. forms 4. carriers 5. banding cage with cover 6. food/water
H56	• No new action

DRAFT

All Clear	• Parish President declares that it is safe for residents to return • Process of returning pets from shelter to PPP begins • Animal Control employees and volunteers await arrival

List of Supplies for Satellite Collection Sites

Each bus is to have:
Trailer, registration forms, blue bands, bite case forms, pens, clip boards

A. Pre-Register
   1. Colored I.D. bands will be provided, with numbers, to each pet and pet owner
   2. Each pet owner must have their pet in a carrying kennel before transportation. The state designated shelter may not provide the necessary kennels or supplies during their stay.
   3. **Each pet owner must have the necessary supplies for their pet.** Supplies should last at least 5 days
      a. Pictures of pet, in case they get lost
      b. Pictures of distinguishable markings
      c. Vaccination records
      d. Medication and corresponding schedule
      e. Paper towels
      f. Familiar toy to reduce stress
      g. Bowls – 2
      h. Food and water
      i. Cat litter
      j. Cat litter trays
      k. Plastic bags to hold animal waste
      l. Carrying kennels lined with towels or other absorbent materials

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Standard Operating Procedures (SOP's) for Satellite Pick Up Points

When final word is given to begin the evacuation process, 1 animal control officer/volunteer will ride on each Parish Bus. These personnel will assist the owner in pre-registering their pet. **They will not handle the animals. Placement of pets in carriers is the responsibility of the owner.**

The first task of the animal control officer/volunteer is to obtain identification from the owner. This id will be needed to complete the gray areas of the "Transportation Registration Form" and to complete the blue bands. Two blue bands must be used; one for the owner, the other for the pet. The owners will take this form and complete this form as soon as possible. If time permits, they may be able to complete the form before they load the bus.

Owners must have their pets inside of their personally owned kennels. The kennels will be tagged with a blue band and placed on the trailer. Once all pets have been registered, the bus will proceed to the next location.

When all satellite pick up points have been completed, all animal control officers and volunteers will meet at the Parish Pick Up Point to further assist in registering, loading, etc.

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Standard Operating Procedures (SOP's) for the Parish Pick Up Point

There are 3 important components at the Parish Pick Up Point: Registration, Banding, Loading. Each of the three must be totally separated to prevent bottle necking, confusion, and dog fights. The three stations must be clearly identified by signs where a flow in direction can be produced.

A. Registration

1. Personnel - At least 6 people are needed to register. People with legible handwriting are preferred.
2. Once off loaded from the bus, pet owners will be directed to register their pets. Pets, still in carriers, will be off loaded the Animal Control trailers and placed in the pet holding area. The owners will be matched with the pets. The pets, still in carriers, will be placed in the banding area. The volunteers will write information from pets to the Registration Form, which is in triplicate. One copy to Parish, second copy to owner and the third will be place in the pouch attached to the carrier. Each form must be completed in its entirety. The volunteers will also provide the identification bands.
3. Unique Registration Number – the registration number will be a unique pattern of letters and numbers:
    a. the first part - owner's initials first and last name
    b. the second part - owner's driver's license, state ID number, or last 4 digits of social security number
    c. the third part - will be the numbers indicating the number of animals the owner has

    For Example: Mr. Thomas Jefferson has 2 dogs and 1 cat, with a driver's license number: 8764321. The id numbers of the animals will be TJ87654321 (1of3), TJ87654321 (2of3), and TJ8765431 (3of3).
4. 2 Blue bands will be completed with registration numbers. One band will be placed around the wrist of the owner; the other blue band will be given to owner to place around the neck of the animal or sealed around the wires of the door cage.
5. The volunteer gives a copy of the registration form to the owner.
6. Owners will be directed to the banding area.

B. Banding Area

1. As the owner approaches the banding area, the pet, still in carrier, will be located in the banding cage by animal control personnel or volunteers.
2. The pet will be scanned by animal control personnel or volunteers to determine if it has a micro chip. If so, the number will be recorded on the registration form.
3. **Owner enters the banding area and places the band around the animal. No other person should perform this act since the owners are familiar with the pets. The pets may be aggressive or scared, so it's imperative that each owner handles the animals.**
4. Pictures will be taken and placed inside of the pouch with other current information.

5. The pet owners will be directed back to the human registration area to complete their registration

C. Loading Area

1. 2 people will move the crates from ground to truck
2. 2 people inside the truck will move the kennels from to correct position inside the truck.
3. Load kennels at the front of the truck, moving sided to side. Secure the kennels.
4. Before the truck leaves:
    a. Secure all doors to the kennels
    b. Check signs of heat stress: excessive, rapid panting, red gums, glassy eyes
    c. Make sure driver knows destination
    d. Make sure water is in each tray
    e. Ensure manifest is correct. Give one to driver

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Loose Dog Protocol

If a situation arises when a dog is loose, unleashed or away from kennel, the person handling the animal must immediately exclaim, "Loose Dog!" This will alert people nearby to attempt capturing the dog. This procedure shall be used in any situation of an animal escaping the handling of the handler.

Animal Bite Protocol

Animal bites must be reported to the Animal Control Officer immediately. Direct the person to the nearest EMS representative. Dog bite forms must be completed in its entirety. On the carrier the animal is occupying should be a note stating, "This cage contains and animal that has been involved in a bite."

If there is no rabies vaccination knowledge of the animal, the animal should not be vaccinated until the 10 day observation ends. Any illness to the animal during this 10 day observation should be reported the health department.

The animal, while in its cage, must be placed in isolation. Observation must be made during 10 full days.

Shelter Operations

The people assigned to the shelter will be:

- 1 Lead ACO
- 4 American Humane volunteers/volunteers

As the buses arrive at the shelter, the animals, while in their kennels, are to be offloaded the trucks and transported into the holding area. Once positioned, a check of paperwork attached to the kennel door will be done. At the same time, a log and map will be made by the lead ACO of the position of each animal in the shelter. This will help owners identify the placement of their pets when the owners come in to see them. Since owners may still be traveling or settling into the shelter. The lead ACO and volunteers will need to make sure water is available to the animals. However, once the owners are settled, they will be directed by the lead ACO to arrive at the welcome desk of the animal shelter. There, the owners will sign in, show picture ID, identify their animals, clean the kennels, walk their dog, prepare food and water. When the owner and dog arrive back into the animal shelter, they will sign out of the shelter.

Owners will complete the following shelter forms:

- Admission/Discharge
- Pet owner rules and sheltering agreement

These forms will be filed by the lead ACO. These forms indicate that the owners are active in taking care of their pet.

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Feeding
Feeding will be done by the owner before 10:30am every morning. The Daily Animal Care sheet will be marked to indicate if the animal ate and drank, urinated and/or defecated. If the owner did not care for the animal, notes will be made onto the Admission/Discharge Sheet. If the animal is not cared for in 48 hours, the animal will be transferred to the hands of the Animal Control Department.

Water
Water must be available at all times. The owner is responsible for disinfecting the water bowls everyday.

Walking
The dogs will be allowed to walk their dogs at least twice daily. Once before 10:30 am and before 6:00 pm. Plastic bags must be given to the owner to pick up feces.

Kennel Cleaning
This must be done twice daily: before 10:30 am and before 6:00 pm.

Aggressive Animals
They will be separated from the general holding group. They are to be handled by trained volunteers or the owner only.

Shelter Closing
The decision to close the shelter and to bring the owners and their pets back will be made by St. Bernard Parish Officials. The kennels will be loaded onto the truck(s) and arranged the same way as they were loaded during the evacuation point.

Once the truck(s) arrive back at the Parish Pick Up Point, the kennels will be offloaded. Owners will line up in a single line. The first person in line will be matched with their pets, then the second, etc. Photo ID and their coded bands will be needed to match owners and pets.

Once completed, the volunteers will load the empty kennels onto the truck for transport to the pound. At the pound, the kennels will be offloaded in the pound yard, then washed, scrubbed, and disinfected. They will be allowed to air-dry before returning to the animal shelter.

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List of Supplies to shelter:

4*6 index cards
Animal Bite Forms
Bleach
Bowls
Brooms
Cleaning brushes
Cat food
Cat litter
Chairs - 4
Conveyor
Cutting Pliers
Disinfectant
Dishwashing Soap
Dog food – wet
Dog food –dry
Duct tape
Dustpan
Flea Spray
Fly Traps
Hand Sanitizers
Intake forms
Latex gloves
Leashes
Microchip Scanner
Mop
Mop bucket
Neck bands
Newspaper
Paper
Pens
Pens
Permanent markers
Plastic bags
Pooper Scooper - 2
Rags
Rope – Several 20'
Scanner
Scissors
Sprayer
Table -1
Tie Wraps
Trash bags – 55 gallon, 3 rolls
Trash cans
Wire Cutter

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SOP for Temporary Shelter Operations

Intake Duties
Daily Operations
Discharge
Duties/Expectations of Volunteers

Depending on tropical storm activity and tracking, activation of an evacuation declared by EOC and parish officials may lead to plans for sheltering of people and pets in a local shelter (TBD). **If room for pets is not available then** the SOP will change to accommodate the animals transferred to the Animal facility.

The Animal Control Department has devised a flier strongly encouraging pet owners to evacuate with their pets. For those who do not have means of transportation or have a place to evacuate to, the Parish will provide transportation to the Parish Shelter. Public transportation will be provided by SBURT. Trailers attached to the busses will provide transportation for pets.

There shall be complete separation between people and pets due to health concerns. Pets shall be placed in an orderly manner in a room with cleanable floors, preferably with floor drains. Each animal shall have a neck band identifying the animal with its owner.

Owners must pre-register by showing proof of rabies vaccination. Also, they must provide the necessary food, medications, etc for their pets (see list). **Each animal must be placed in a cage or carrier, as provided by owner.** Owners may take their pets out for recreational breaks, depending on storm activity. The times of recreational breaks will be determined by staff. However, each animal must be restrained by a leash

Farm/Exotic Animals
At this time, St. Bernard Parish does not have the means or resources to process or house exotic and farm animals.

Dogs/Cats
Dogs and Cats must be in separate carriers. Depending on storm activity, recreational breaks are allowed outdoors. This will depend on outdoor conditions and will be decided upon staff. Dogs must be placed on leashes. The area where dogs and cats are housed must be easily cleanable, preferably with floor drains. Running water should be available as well, with easy access to hose bibs.

A. Registration
    1. A receiving area will be located to tag and examine any animal coming in.
    2. Each owner must supply the necessary materials for each animal (see list)
B. Aggressive, Severely Ill, Injured
    1. Any animal, which in the opinion of staff, that appears too aggressive, severely ill or injured that cannot be taken care of within scope of the shelter are a hazard and liability to staff and other animals. In this case, these animals will be located to the St. Bernard Animal Facility on Agriculture Road.

C. Refusal of Admittance

2. St. Bernard Parish staff reserves the right to not accept any animal whose owner is not complying with standards set forth.

D. Relief Area

An outdoor relief area will be classified.

This area will be designated for the animals as the owners escort each for relief breaks.

These breaks will be announced by staff as appropriate, depending on outdoor conditions.

E. Dogs

All dogs will be housed in individual kennels

They shall be tagged with identification information indicating owner(s)

They shall be in a room separate from cats with easily cleanable floors and preferable floor drain

F. Cats

All cats shall be in their own individual carrier

They shall be separate from the dog area

They shall have their own individual food, water, litter, bowls, medicine, and identification tags

G. Farm/Exotic Animals

These animals will not be housed at the shelter.

There are no means of taking care of these types of animals

Owners must have an alternate evacuation plan for these animals

H. Registration

Forms will be given to each pet owners to be completed

Each form will determine if the animals have been vaccinated

Blue bands will be used to identify owner with pet.

A sign in/sign out sheet will be available

I. Care Responsibility

Each owner shall care for their animal at a time when it is safe

a. This includes feeding, watering, medications, removal of cat litter, etc

During unsafe times, the staff will care for the animal until an "all clear" is announced

J. Medication

Medications must be administered by the owners.

It is preferred the owners administer medications before lock down is in place.

K. Sanitation

The owners shall be responsible for cleanliness of their pets.

Relief areas outdoors must be maintained by owners, i.e. scoopers or plastic bags must be used to pick up feces

Indoor areas must be cleaned, i.e. cages, changing of newspaper, removal of cat litter, etc.

At the end of the sheltering process, the staff will be responsible for returning the building to original condition.

L. Equipment

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Supplies brought in by owner:

Carriers, cages large enough for animal stand and move around
Food, water
Bowls for food, water
Leashes, collars, harnesses, etc
Food
Muzzles
Flea Spray
Cat litter
Cat litter trays
Towels
Grooming Supplies
First aid kit
Pooper scooper
Medication
Proof of rabies vaccination
Newspaper
Latex gloves

Parish Supplies:

Neck bands
Latex gloves
Trash bags – 55 gallon
Disinfectant
Mop
Mop bucket
Pens
Paper
Intake forms
Permanent markers
4*6 index cards
Bleach
Mop (2)
Mop buckets (2)
Scissors
Hand Sanitizers

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References

LSART website – www.lsart.org
LSART manual – www.lsart.org
Dept of Ag website - http://www.ldaf.state.la.us/
Dept of Ag manual -
http://www.ldaf.state.la.us/divisions/Animal%20Health/disasterplanning.asp

Forms, Signs, Flyers

Flyer 1: "*Do You Need Assistance with Pet Evacuations?*" This flyer should be made public before and during Hurricane Season

Flyer 2: "*Frequently Asked Questions Regarding Pet Evacuations*" This flyer should be made public before and during Hurricane Season

Flyer 3: "*Hurricane Preparedness for Pets*" This flyer should be made public before and during Hurricane Season

Sign 1: ": *You are Responsible for Maintaining Control of Your Pets" This* sign is to be placed on the grounds of the registration area.

Sign 2: "*Registration Area, Please Maintain Control of Your Pet*" This sign is to be placed on the grounds of the registration area.

Sign 3: "*Banding Area*" This sign is to be placed in front of the banding area kennel on the ground of the registration area.

Sign 4: "*Exit Registration Area"* This sign is to be placed near the exit area of the registration area.

Sign 5: "*Loading Area"* This sign is to be placed near the loading area of the registration area.

Sign 6: "*Dog Walk Area*" This sign is to be placed in the grass, open area of the registration area.

Sign 7 "*Report all Bite Cases*" This sign is to be placed in the registration area.

Form 1: "*Transportation Registration Form*" This form is to be used to register owner with pets. 3 Parts: 1 - to owner, 2 - to Animal Control, 3 - attached to kennel.

Form 2: "*Truck Manifest for Pet Emergency Evacuation*" This form is to be used to indicate the number of animals with corresponding identification numbers on their cages. This form is 2 parts: one to the truck driver, the other with the Animal Control Department for record keeping.

Form 3: "*Shelter Agreement*" This form is to be read and signed by each pet owner indicating their responsibilities as pet owners during shelter operations.

Form 4: "*Daily Animal Care*" This form is used to track and log the visits made by each owner indicating the number of times the pet has been walked, fed, watered, medicated, etc.

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Do You Need Assistance with Pet Evacuations?

If you do not have transportation, there will be a parish pick up point for those evacuees needing assistance with pet evacuations.

No shelter will open during parish wide evacuations.

You and your pet(s) will be transported to a state designated shelter.

You will be required to care for you pet once you arrive at the shelter.

Make sure you have:

- a pet carrier adequately sized for your pet
- medications
- vaccination records, i.e. rabies**(must be current)**
- enough food and water to last several days
- Leashes and/or harnesses
- Current photos of your pets
- Bowls, cat litter/pan and can opener
- Name and number of your veterinarian

Please call the Animal Control Department to pre-register:
504-278-1534/1535, 504-442-2836

FINAL

FREQUENTLY ASKED QUESTIONS REGARDING PET EVACUATIONS

If I require parish assisted evacuation, where should I go with my pet when a mandatory evacuation is called?	You bring your pet with you to the Parish Pick-up Point. Your pet will be registered and identified with a temporary collar bearing your initials and your driver's license or LA ID number. Pets will be transported to a pet evacuation shelter via animal transport. **Small pets should be in a carrier. Large pets should be in a carrier.** You should bring: a one week supply of special food or medication that your pet needs and copies of medical records.
What if I don't have a kennel for my pet? Will I be turned away?	You will not be turned away. However, it's highly recommended that all small animals arrive in carriers as they can easily escape. **All pet supply stores sell carriers.** If you don't have the money to purchase a small carrier, please put your cat in a pillow case and tie it at the end. Be sure to support the cat's body weight.
I have a small pet. If I require parish assisted evacuation, can my pet ride on my lap?	No. Pets are not allowed on buses with the general public. Only service animals are permitted.
Will there be pet-friendly shelters available for my pet and me if I can self-evacuate?	Yes. There will be state designated shelters available on first come, first serve basis. **They will fill quickly**. Pet friendly shelters should be your last resort. You will be expected to care for your pet at these facilities. Please bring all necessary items (e.g. Kennel, medication, food, cage, leashes, collar, litter box, etc.) That will allow you to provide proper care to your pet. Make personal evacuation plans with your pets in mind. Pet friendly hotels are available. Check: www.petswelcome.com or www.pets-allowed-hotels.com.
Will I be able to stay with my pet in the shelter?	No. However, people and pet shelters are located in close proximity to one another. Only, service animals will be allowed with their owners.
Will my pet be going to the same destinations as me?	Yes. It is important that you: • Microchip your pet • Tag your pet's collar with your name and contact information • Take a photo of you with your pet • Keep a copy of your pet's medical records with you. • Keep your i.d. bands attached to your wrist at all times.
If I require parish assisted evacuation, and my pet cannot go, what should I do?	Reach out to other family and friends and ask them to care for your pet for you. As a last resort, Shelter your pet at home: 1. Be sure to leave adequate water 2. Allow your pet to freely roam the house; do not kennel or close off rooms 3. Let officials know that your pet will be sheltered at your home

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For questions, call Animal Control:

504-278-1534/1535 or 504-442-2836

Hurricane Preparedness for Pets

With the advent of hurricane season soon approaching, you should have an evacuation plan for your family, including your pets. **When evacuating the Parish, it is imperative that you take your pet with you.** Animals left behind will most likely become victims of environmental exposure, starvation, predators, contaminated food and water, or accidents. People returning to the area after a disaster may also fend for their property by shooting animals. Do not leave your pet restrained outside.

Prepare a hurricane kit for your pet. In a sturdy, waterproof container, your hurricane kit should include:

1. Leashes, harnesses, and **pet carriers** to transport pets safely. The carriers should be large enough for your pet to stand and move around. Your pet may be in a carrier for hours at a time.
2. Identification records which includes:
    a. rabies tag, which your pet should be wearing at all times
    b. medical records
    c. photographs of your pet, include photos of distinguishable markings in case you and your pet become separated
3. Food and water for at least 3 days for each pet
4. Cat litter and a cat box for your pet cat
5. Manual can opener
6. Information of feeding schedules, behavior problems and name and number of your pets' veterinarian
7. Pet beds and toys to reduce any stress
8. Plastic trash bags, grooming items , bleach, paper towels, newspaper

Now is a good time to locate pet friendly hotels and motels. Calling ahead of time for kenneling is also a good idea. Make a list and keep them handy during your evacuation. **Since resources are limited, the St. Bernard Parish Animal Facility will not be able to house animals during an evacuation.** The following websites will help you get started in locating pet friendly lodging:

http://www.pets-allowed-hotels.com/
http://www.petswelcome.com/

If you do not have transportation, there will be a parish pick up point for those evacuees needing assistance with pet evacuations.
No shelter will open in St. Bernard Parish during parish wide evacuations.
Please call the Animal Control Department to pre-register, 504-278-1534/1535 or

504-442-2836.

If you have no other alternative but to leave your pet at home as a hurricane approaches, you are advised to do the following:

1. Keep them in a small room away from windows, preferably with hard wood floors
2. Leave dry pet food and leave plenty of water (i.e., bathtub full of water or the toilet seat up)
3. Do not leave dogs and cats to co-mingle, no matter how friendly they are. Leave more aggressive dogs in a kennel.
4. If you cannot travel home right away and if your pet needs to be rescued, please call the St. Bernard Parish Animal Control (504-278-1534) and leave your name, address, phone number, etc. **An attempt may be made to rescue your pet.**

After the storm, do not allow your animals to roam loose. Make sure your pets are restrained or confined at all times. Be patient with your pet. They may become disoriented which leads to stress. If behavioral problems persist, call your veterinarian.

If your pet is lost at anytime, please call local veterinary clinics, St. Bernard Parish Animal Control (504) 278-1534, or the National Pet Recovery Hotline (1-800-252-7894)

FINAL

Sign 1: You are responsible for maintaining control of your pets

YOU ARE RESPONSIBLE FOR YOUR PET. <u>ALL</u> PETS MUST BE ON A LEASE AT ALL TIMES

PRELIMINARY

Sign 2: Registration Area

REGISTRATION AREA

PLEASE MAINTAIN CONTROL OF YOUR PET AT ALL TIMES

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Sign 3: Banding Area

BANDING AREA

PLEASE MAINTAIN CONTROL OF YOUR PET. ASK FOR HELP IF NEEDED

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Sign 4: Exit Registration

EXIT REGISTRATION AREA

PLEASE OFFER YOUR PET WATER AND MAINTAIN CONTROL OF YOUR PET AT ALL TIMES

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Sign 5: Loading Area

LOADING AREA PLEASE OFFER WATER

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Sign 6: Dog Walk Area

DOG WALK AREA PLEASE CLEAN UP AFTER YOUR PET. PLEASE MAINTAIN CONTROL OF YOUR PET

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Sign 7: Report all Bites

REPORT ALL BITES TO ANIMAL CONTROL OFFICER OR ANIMAL EVACUATION TEAM LEADER OR ANY PERSON ASSISTING IN EVACUATION

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Bite Case

THIS CAGE CONTAINS AN ANIMAL THAT HAS BEEN INVOLVED IN A BITE.

AUTHORIZED PERSONNEL WILL HANDLE THIS ANIMAL.

FINAL

PET TRANSPORTATION REGISTRATION FORM
St. Bernard Parish Government

Name:	
Cell Phone:	Home Phone:
Home Street Address:	
City:	Zip Code:
Photo ID Number (i.e. license number):	Reg. Number:
□ Dog □ Cat DSH/DLH □ Other _____ Name: _____ ID #: _____ Breed: _____	Gender: _____ Medications: _____ Rabies License #: _____ Microchip # : _____ Color: _____
□ Dog □ Cat DSH/DLH □ Other _____ Name: _____ ID #: _____ Breed: _____	Gender: _____ Medications: _____ Rabies License #: _____ Microchip # : _____ Color: _____
Did you leave a pet behind? _____ If yes, where?	Does it need rescue? _____
I agree to hold harmless all persons and agencies and/ or this facility for assistance in transporting or housing my pets, or should they become lost, injured, or ill while utilizing these services. Any abandoned animals will be taken to the nearest local animal shelter.	
Owner's Signature: _____	
OFFICE USE ONLY	
Notes:	
Owner's Condition:	
Date:	Truck Number:
Origin shelter:	Destination Shelter:
Intake Person's Signature: _____	

TRUCK MANIFEST FOR PET EMERGENCY EVACUATION

St. Bernard Parish Animal Control

Origin: _____ **Transport Cycle:** _____
Destination: _____
Date: _____ **Departure Time:** _____ **Arrival Time:** _____

	Registration Number	Species	Owner's Last name	Microchip Number	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Truck Driver's Signature_____ Start miles _____ End Miles_____

Truck Driver's Printed Name: _____

Cell Number: _____

Transport Checked at PPP: _____ Page #_____ of _____

Received at Destination by: _____

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PET SHELTER AGREEMENT
St. Bernard Parish Animal Control

I, _____, the owner of _____, understand that emergencies exist and that limited arrangements have been make to allow myself, family, and pet to remain in the shelter facility. I understand and agree to abide by the pet care rules contained in this agreement, and have explained them to any other family member accompanying me and my pet.

1. My pet will remain contained in its approved carrier except at schedules times. During scheduled relief time, my pet will be properly controlled with a leash, harness, and muzzle (if necessary). Scheduled times will be strictly followed.

2. I agree to properly feed, water, clean, and exercise my pet and sign the pet care sheet twice per day, before 10:30 a.m. and 6:00 p.m. I understand that failure to comply with this rule may result in removal of my pet from the shelter.

3. I agree to properly sanitize the area used by my pet, including proper disposal and disinfecting.

4. I certify that my pet is current on rabies vaccinations. Rabies vaccination is required of all pets in the shelter. I understand that if I cannot provide proof of rabies vaccination, a rabies vaccination will be administered to my pet at a cost of $10.00. I understand that Canine Distemper, Parvovirus, and Bordetella, and Feline Rhinotracheitis are recommended vaccines and may be available for a fee.

5. There are designated "living areas" for residents and designated "living areas" for cats and dogs. Residents may NOT bring their cat or dog to the "residents living areas." Only one person per household will be allowed to enter the cat or dog living quarters. No one under 18 years of age will be permitted in the animal living quarters. I will not permit other shelter occupants to handle or approach my pet either while it is in its carrier or during exercise time. I agree not to handle or approach other shelter occupant's pet.

6. I will maintain proper identification on my pet and its carrier at all times and I will carry proper identification for myself (picture id) to be allowed into the shelter to care for my pet.

7. I acknowledge that my failure to follow these rules may result in the removal of my pet. I further understand that if my pet becomes unruly, aggressive, shows signs of contagious disease, is infested with parasites, or begins to show signs of stress-related conditions, my pet may be removed to an isolated location. I understand that any decision concerning the care and welfare of my pet and the shelter population as a whole are within the sole discretion of the lead Animal Control Officer whose decisions are final.

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8. I certify that my pet has no history of aggressive behavior and has not been diagnosed with any contagious diseases for which it has not received successful treatment.

9. I understand that any pet found abandoned or without owner within the shelter, will result in the animal being relocated to the nearest animal control facility with final disposition left to the discretion of the animal control facility.

AN ANIMAL IS CONSIDERED ABANDONED WHEN THE OWNER HAS FAILED TO TAKE CARE OF AND SIGN THE ANIMAL CARE SHEET FOR 48 HOURS. If the owner fails to care for the animal for 48 hours, that animal will be removed from the shelter and sent to the nearest animal control facility.

I hereby agree to hold harmless all persons, organizations, corporations, or government agencies involved in the care and sheltering of my animal(s). I further agree to indemnify any persons or entities which may have suffered any loss or damage as a result of the care and sheltering of my animal(s).

_____	_____	_____
Pet Owner's Signature	**Pet Owner's Printed Name**	**Date**

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Daily Animal Care Sheet
St. Bernard Parish Animal Control

Date: _____

Pet Breed/Name: _____

Legend	**F**=Food **W**=Water **Eating**=Y or N **UR**=Urine **BM**=Bowel movement **CC**=Cage Cleaned **Walked**=20 min

Date	Shift	Care							Checked By		Notes
		F	W	E	UR	BM	CC	Walk	Owner	Vol	
	Am										
	Pm										
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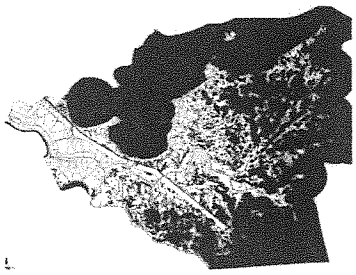
Contact List – Not For Public Distribution

Organization	*Name*	*Cell*	*Office*	*Fax*
American Humane	Deborah Schnackenberg	303-250-5578	303-925-9470	303-925-9477
ARNO				
ASPCA	Laura Lanza		434-589-1499	434-589-1494
Best Friends	Paul Berry		435-644-3965	
Calcasieu Parish	David Marcantel		337-721-3730	
CDC	Cpt. Stephanie Ostrowski	404 427-8886	770-488-7127	770-488-7742
DHH - State Vet	Dr. Gary Balsamo	504-715-7412		
E. Baton Rouge Animal Control	Hilton Cole			
Hose Specialty	Jimmy Strickland	504-756-3000	504-433-4283	504-433-1969
HSUS	Lou Guyton	214-704-4868	817-492-8000	817-492-8006
Jefferson Parish	Elena Jones		504-349-5111	
LASPCA	Heather Rigney	504-818-4116	504-368-5191	504-368-3710
LASPCA			504-368-5191	504-368-3710
LASPCA	Kathryn Destreza	504-329-5209	504-368-5191	504-368-3710
LASPCA	Kate Pullen		504-368-5191	504-368-3710
LDAF	Dr. Martha Littlefield		225-925-3980	
LDAF	Dr. Diane Stacy	225-202-1548	225-925-3980	225-925-4103
LDAF	Robbie Averett		985-543-4024	985-543-4025
LSART	Dr. Renee Poirriere	337-298-1636	337-981-8387	
LSU	Paula Drone	225-572-0732	225-924-5984	
LSU	Dr. David Senior	225-253-4409	225-578-9551	
LSU	Dr. Becky Adcock	225-931-9631	225-578-9826	
LSU Extension	Alan Vaughn		408-908-9722	
National Animal Poison Control Center		888-426-4435		504-278-1529
Pam Burney	ASPCA		817-581-6625	817-581-4997
PAWS	Robin Pannagl			
STB Animal Control	Charlotte Luna	504-813-9433	504-278-1534	504-278-1529
STB Parish President	David Peralta	504-220-7334	504-278-4280	504-278-4330
STB Parish CAO	Michael Gorbaty	504-442-2908	504-278-4225	504-278-4330
STB Parish OHSEP	John Rahaim	504-442-1040	504-278-4268	504-278-4330
STB Parish OHSEP Ops Off	John Rahaim	504-442-1040	504-278-4268	504-271-7343
STB Parish OHSEP Log Off	Chad ONeil	504-442-1006	504-278-4252	504-278-4241
STB Parish Public Works	Hillary Nunez	504-442-0752	504-278-4317	504-278-4480
STB Parish Fire Department	Ch Thomas Stone	504-884-2877	504-278-4275	504-278-1583
STB Parish Road Department	Jarrod Gourges	504-884-4968	504-278-1526	504-278-1529
SBURT	Kelly Lauga	504-884-5757	504-277-1907	504-277-5531
STB Parish Community Development	Jason Stopa	504-439-3585	504-278-4427	504-278-4298
STB Sheriff's Office	Mark Poche	504-881-9393	504-271-2501	504-278-7761
Rescue Ranch	Lori Wilson	504-818-6120	504-393-8485	
United Animal Nations	Kay Mayfield	916-216-3677	760-961-8584	
United Animal Nations	Raquel Aluisy	813-431-8148		
USDA	Allen Bolotte	504-495-3080	985-758-2162 x.3	985-758-7734
St. Tammany Parish Animal Control	Dr. Brent Robbins	985-809-0183		

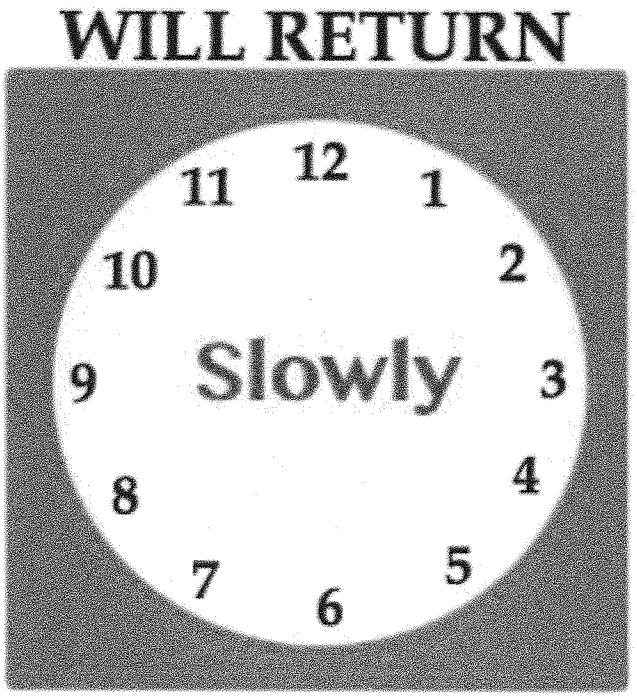
ST. BERNARD PARISH OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr., OHSEP Director

STANDARD OPERATING PROCEDURES: EVACUATION RE-ENTRY PLAN

FINAL



I. Purpose

This plan outlines protocols for a phased re-entry process designed for the safe, orderly and timely return of citizens, emergency responders, businesses and critical service providers following a wide-scale evacuation when immediate reentry by everyone is not possible.

II. Situation

A. St. Bernard Parish could experience, with or without warning, disaster conditions, including but not limited to hurricanes, floods, tornadoes, fires, storms, or any combination thereof, that result in (1) a Declaration of Emergency and (2) an Evacuation Order of all or part of the parish by the Parish President.

B. Hazardous material incidents at either a fixed site or in transit, or acts of terrorism or other events-without-warning, or any incident that causes wide-scale evacuation may also precipitate the use of this plan.

C. The immediate and/or simultaneous return of all evacuees might not be feasible due to post-event Parish conditions and the need to: (1) restore critical infrastructure, (2) protect homes and businesses of evacuees, (3) stabilize and prepare the parish for the permanent return of its citizens and businesses, and (4) insure the safety of returning citizens.

D. Re-entry will be prioritized by parish emergency officials based on the assessment of the threat-level to public safety and security and the adequacy of post-disaster, sustainable living conditions.

E. This assessment will consider factors such as road access, water levels, availability of utilities and critical services such as water and sewer service, subsistence capacity, search and rescue activities, impending weather threats, integrity of levee system, security of the area as determined by local law enforcement, environmental hazards, debris field, and other health hazards.

F. Residents will be allowed to re-enter as soon as the Parish President determines that there are sustainable living conditions and the parish is safe for residential re-entry.

G. If conditions warrant, a "Look and Leave" policy may be implemented to allow the public to assess damage to their property prior to cancellation of the Evacuation Order.

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H. The Parish President, under his emergency powers, may authorize whatever expeditious credentialing process he deems appropriate and necessary, in addition to those stated herein, to facilitate the re-entry of necessary personnel and businesses into the Parish.

I. Emergency responders will have unrestricted access to all areas of the parish to facilitate rescue and security operations. Local, state and federal emergency responders include emergency operations management personnel, law enforcement, fire services, emergency medical services personnel, National Guard/Active Military forces, professional and volunteer Urban Search and Rescue Teams registered with the state and with the parish, logistics personnel required to support on-going emergency operations, and other personnel, maritime emergency responders, agencies and/or organizations designated by the Unified Incident Commander as critical for emergency response.

J. Government agency first responders from the federal government, the State of Louisiana and the Parish of St. Bernard need only have their valid agency picture identification and driver's license to enter St. Bernard Parish. All other qualified emergency responders not traveling in recognized emergency- responder vehicles will be issued ER re-entry placards and must carry agency-issued photo identification and valid driver's license.

K. Should conditions require the phased re-entry of businesses, their re-entry will be guided by the protocols outlined in this annex.

L. Each tier subsumes earlier tiers.

M. Prior to June 1 of each year hereafter, St. Bernard Parish will:

1. Provide appropriate re-entry credentials to all contractors and subcontractors whose services and/or products may be required by the parish or its municipalities immediately after a disaster, along with their qualified personnel, as per criteria described herein.

2. Provide appropriate re-entry credentials to qualified public entities, agencies, and emergency responders, along with their qualified emergency contractors and subcontractors, based on criteria described herein.

3. Implement a credentialing application and distribution process for other qualified businesses, groups, and individuals, as described herein.

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4. Coordinate with municipalities, regional and business partners, and law enforcement agencies to ensure effective plan implementation.

III. Re-Entry Tiers

This annex outlines three tiers of business re-entry. Based on parish conditions, the Parish President may combine tiers or make other necessary plan changes. Each tier subsumes the tier or tiers preceding it. It is expected that qualified businesses will apply bi-annually for and be provided appropriate reentry credentials prior to the onset of hurricane season, or, in the case of Tier-3 credentials, immediately prior to Tier-3 re-entry.

A. TIER 1: EMERGENCY RESPONSE

1. Implementation Threshold: Tier 1 will be implemented when the Parish President, based on the assessments described above, determines that conditions allow safe access to at least a portion of the parish.

2. Categories of Eligible Entrants: Tier 1 includes primary critical infrastructure companies, major utility companies, pre-designated staff of other parish/municipal agencies and offices, and pre-designated government contractors and their subcontractors who provide critical services to the parish, municipal governments, and state, federal, or other public agencies.

a. Tier-1 credentialed emergency contractors/subcontractors, and their credentialed essential duty employees, employed by St. Bernard Parish, its municipalities, and/or hospitals located in the parish, and who are necessary for the restoration of critical infrastructure and the support of emergency response efforts.
b. Tier-1 credentialed damage assessment/stabilization teams from businesses and industries in St. Bernard Parish whose facilities pose a public safety concern, environmental threat, or substantial danger.

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c. Tier-1 credentialed damage assessment/stabilization teams, accompanied by security, from financial institutions.

3. Credentials: Tier-1 re-entry credentials consist of:

(a) A non-reproducible, serialized, parish-distributed Tier-dashboard placard valid for the current year;

(b) A company-issued letter of access stating that the holder is an authorized company responder to emergency events; and

(c) Company picture identification.

Alternatively, Tier-1 access will be afforded to the following **un-placarded** vehicles:

(1) Utility company repair trucks and

(2) Freight and cargo trucks that are loaded with emergency relief supplies and equipment. Entry of these **un-placarded** vehicles will only be allowed when the following conditions have been met:

(a) The company logo is clearly displayed on each company vehicle (to include sub-contractor vehicles);

(b) Each company-vehicle occupant has a company-issued letter of access stating that the holder is an authorized company responder to the event; and

(c) Each occupant has valid, government-issued picture identification and company picture identification in his possession. Company supply vehicles must contain emergency response supplies or equipment. **Empty trucks are prohibited**.

(3) Manifests of supply vehicles may be checked to confirm the need for entry.

4. Responsibilities

a. The parish will maintain a Tier-1 credentialing database and will distribute credentials prior to start of hurricane season.

b. Each business is responsible for:

1. Distributing its Tier-1 parish credentials to the appropriate personnel;

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2. Distributing a letter of access to appropriate personnel;

3. Maintaining a database containing information (name, job function, date credential issued) regarding the recipient of each credential;

4. Providing this database to the parish upon request; and

5. Executing and providing to the parish the requisite agreement-to-terms-of-use document.

c. Each person in a Tier-1 credentialed vehicle must be employed in the company's authorized business or activity and have legitimate response-support function.

d. Companies found to be issuing credentials to non-employees or non-essential employees will be subject to suspension of their reentry privileges and to fines and penalties established by Parish ordinances.

B. TIER 2: RESPONSE SUPPORT

1. Implementation Threshold: Tier 2 will be implemented when the Parish President determines that credentialed individuals can access their places of business safely. Relevant factors include, but are not limited to, the:

(a) Need for dewatering;
(b) Degree of civil unrest;
(c) Extent of search and rescue efforts still underway;
(d) Stability of the levees;
(e) Conditions and functionality of the drainage pump stations and
(f) Conditions of the roadway network.

2. Categories of Eligible Entrants: Tier 2 includes:

(a) Core assessment teams of major employers and other businesses that are determined by the Parish President to be essential to the return of residents and/or to the economic vitality of the parish;

(b) Recovery teams of select businesses with unique circumstances (fragile inventory, designated hazardous waste facility, world-wide distribution, large workforce, multiple-parish service area, major plants, refineries, and manufacturers, etc.) and that have the capacity to be self-sufficient; and

(c) Humanitarian relief agencies and their workers.

Examples of Tier-2 re-entry eligible businesses include big-box retailers such as Wal-Mart, Lowe's, K-Mart, Target, Home Depot, and Sam's; fuel distributors and stations; debris management companies; financial institutions; food suppliers; pharmacies and medical suppliers; licensed construction companies; insurance companies; communication companies; health care providers; chemical plants/refineries; cleaning suppliers; hardware stores; building material suppliers; lodging managers; security companies; American Red Cross; and St. Bernard Parish-approved faith-based groups and other relief agencies.

3. Credentials: Tier-2 re-entry credentials consist of a:

a. Non-reproducible, serialized, parish-distributed Tier-2 dashboard placard valid for the current year;

b. Company-issued letter of access stating there is an authorized responder to the event;

c. Government issued photo; and

d. Company identification.

4. Responsibilities:

a. The parish will implement and publicize an Internet based Tier-2 credentialing application process.

b. The parish will maintain a Tier-2 credentialing database and will distribute credentials prior to the start of hurricane season.

c. Businesses/relief agencies must apply for Tier-2 credentials via a prescribed Internet process and complete the agreement-to-terms of-use document.

d. Each business/relief agency is responsible for:

1. Distributing its credentials to the appropriate personnel;

2. Distributing a letter of access to the appropriate personnel;

3. Maintaining a database containing information (name, job function, date credential issued) regarding the recipient of each credential;

4. Providing this database to the parish upon request.

e. Each person in a Tier-2 credentialed vehicle must be employed in the company's authorized business or activity and have a legitimate response-support function.

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f. Each business/agency that applies for Tier-2 **recovery-team** credentials may also be requested to provide the parish with:

1. Those portions of its continuity of operations/emergency plan that explicate the need for a disaster recovery team, its functions, and the resources/assets available to the recovery team (the parish will execute a non-disclosure agreement regarding the emergency/continuity of operations plan);

2. A list of its recovery team members; and

3. Contact information for a 24-hour-a-day point of contact.

g. Companies found to be issuing credentials to non-employees or non-essential employees will be subject to suspension of their re-entry privileges and to fines and penalties in accordance with Parish ordinances.

5. Regional Tier-2 Credentials: The parishes of Jefferson, Orleans, St. Bernard, Plaquemines, St. Tammany, and St. John the Baptist may coordinate re-entry efforts such that regional tier-2 credentials may be provided to companies with legitimate business in multiple parishes. Such companies may apply with the parish in which their home office is domiciled. Businesses domiciled outside of one of these parishes shall apply for credentials with the parish in which the majority of their work occurs.

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C. TIER 3: REPOPULATION SUPPORT

1. Implementation Threshold: Tier-3 implementation will depend on the stability of the parish and its ability to support Tier-3 credentialed businesses and their employees.

2. Categories of Eligible Entrants: Tier 3 provides for re-entry of business owners and their designated recovery and Jumpstart employees, whose businesses have been determined by the Parish President to be essential to the imminent return of residents and/or to the economic vitality of the parish. Family members may be allowed to re-enter with a credentialed family member at the

discretion of the Parish President, based on parish conditions. Eligible business categories are indicated on the online application website.

3. Credentials: Tier-3 serialized paper credentials will be issued by the parish via the Internet to qualified businesses and will be available **post-evacuation and prior to Tier-3 re-entry. Applicants will be notified of Tier-3 eligibility prior to June 1 but will be able to print re-entry placards only after an evacuation.** Jefferson Parish tax account numbers and other application data will be cross-referenced with the SBSO database.

4. Responsibilities:

a. The parish shall implement and publicize an Internet Tier-3 credentialing application process.

b. The parish shall maintain a Tier-3 credentialing database and shall notify businesses of their eligibility prior to hurricane season.

c. Paper credentials will be provided via Internet after a mandatory evacuation and prior to implementation of Tier-3 re-entry.

d. Businesses must register for Tier-3 credentials via a prescribed internet-based application process and must complete the agreement-to-terms-of-use document.

e. Each business is responsible for:

1. Distributing copies of its Tier-3 credentials to the appropriate personnel,

2. Distributing to the appropriate personnel company-issued letters of access (on company letterhead) with a verifiable phone number stating that the bearer is an authorized responder to the event,

3. Maintaining a database containing information (name, job function, date credential issued, business address) regarding the recipient of each credential, and (d) providing this database to the parish upon request.

f. Companies found to be issuing credentials to non-employees or non-essential employees will be subject to suspension of their re-entry privileges and to fines and penalties as established by St. Bernard Parish ordinances.

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IV. Re-Entry Tier Implementation

A. Tier-1 re-entry will be implemented when the winds created by a major hurricane have fallen below tropical storm force and when the Parish President, in consultation with the OHSEP Director have determined that flooding, debris and other dangerous conditions have been identified. St. Bernard Parish will notify the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) through available phone, radio, data or wireless communications that the parish is ready to implement tier one re-entry. In addition, the OHSEP Director will also notify all other involved parishes of our plans to implement Tier 1.

B. Tier-2 re-entry will be implemented when the Parish President, in consultation with the OHSEP Director, determines that the condition of the roadway infrastructure is safe for travel, that there is sufficient law enforcement in place to protect tier-2 businesses, there is no flooding or levee failures and that tier-2 re-entry will not interfere with search and rescue efforts. Some or all parts of St. Bernard Parish may be opened for tier-2 re-entry based on the above mentioned conditions. St. Bernard Parish will notify GOHSEP and the other involved parishes, through available communications, when it is ready to implement Tier-2 re-entry.

C. Tier-3 re-entry will be implemented when the Parish President, in consultation with the OHSEP Director, determines that the conditions in St. Bernard Parish are stable and safe for the return of Tier-3 businesses and their employees. St. Bernard Parish will notify GOHSEP and the other Region 1 parishes, through available communications, when it is ready to implement Tier-3 re-entry.

D. General population re-entry will be implemented when the Parish President, in consultation with the OHSEP Director, determines that there are sustainable living conditions in St. Bernard and that it is safe for the residents to return. General population re-entry may be allowed in all or parts of St. Bernard Parish as conditions warrant. A "Look and Leave" period may be implemented to allow residents to assess damage to their homes and secure their property. If a Look and Leave period is implemented, strict time frames will be announced for the residents to enter and leave. St. Bernard Parish will notify GOHSEP and the other Region 1 parishes through available communications when it is ready to implement the general population re-entry.

V. Organization and Assignment of Responsibilities

Considerations for local government:

1. The Evacuation Re-entry Plan shall be a special administrative assignment for the duly assigned Executive Assistant to the Parish President.

2. Pre-disaster duties include (each of these items must be completed annually by no later than May 1st):

a. Every year the duly assigned Executive Assistant shall review this plan and update it accordingly.

b. OHSEP shall issue placards to new Tiers-1 and -2 businesses and issue renewal stickers to appropriate existing, registered Tiers-1 and -2 businesses.

c. OHSEP shall contact all Tier-1hospitals, Parish and City contractors and update their employee lists and numbers.

d. The OHSEP Director shall file an updated copy of the re-entry plan with GOHSEP and the other Region 1 parish emergency management departments.

VI. Direction and Control

All Evacuation Re-Entry activities will be coordinated through the OHSEP Director in the EOC.

VII. Records and Reports

All records and reports for the Re-Entry Plan shall be maintained by OHSEP and copied to the appropriate Executive Assistant.

VIII. Plan Development and maintenance

OHSEP will assume the primary responsibility for developing and maintaining these procedures.

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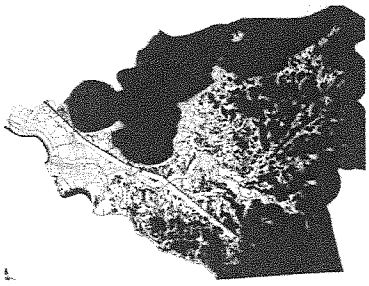
ST. BERNARD PARISH

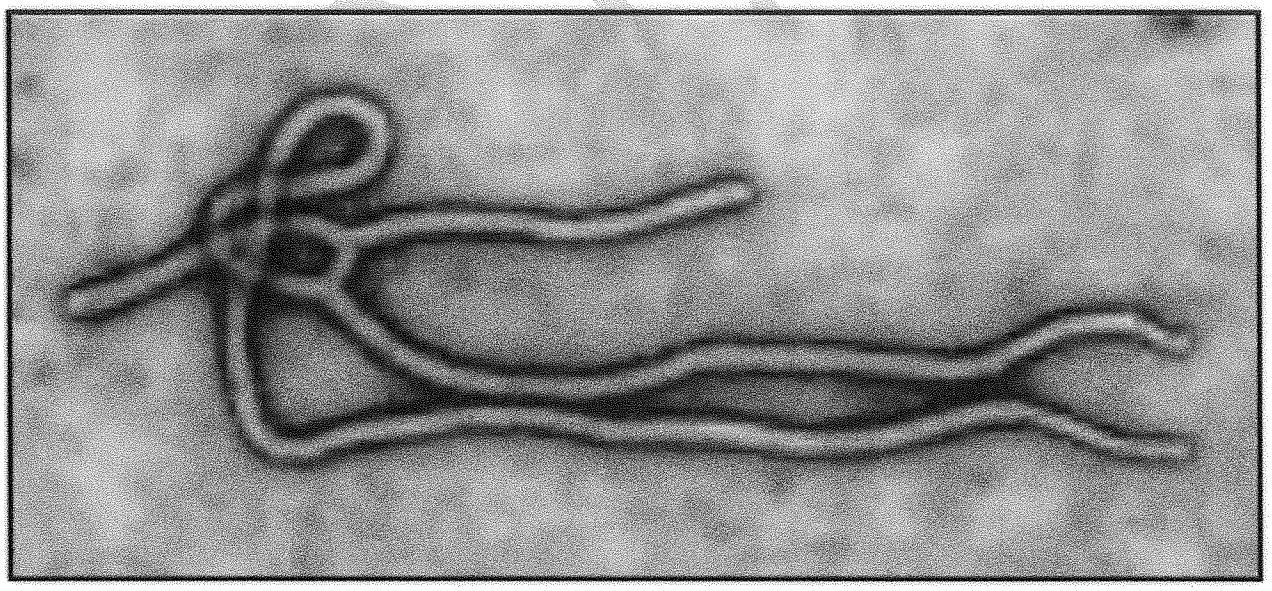
OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr., OHSEP Director

HAZARD SPECIFIC ANNEX

Ebola Virus Disease (EVD)



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Subject

Ebola is a virus that has worldwide consequences. Confirmed or suspected cases of Ebola Virus Disease (EVD) present special requirements for disease surveillance, public communications, allocation of medical resources, and expansion of human services.

Background

The current EVD outbreak in West Africa has increased the possibility of patients with EVD traveling from the affected countries to the United States. 1. The likelihood of contracting EVD is extremely low unless a person has direct unprotected contact with the blood or body fluids of a person (like urine, saliva, feces, vomit, sweat, and semen) or direct handling of bats, rodents, or nonhuman primates from areas with EVD outbreaks. 2. Initial signs and symptoms of EVD include sudden fever, chills, and muscle aches, with diarrhea, nausea, vomiting, and abdominal pain occurring after about five (5) days. Other symptoms such as chest pain, shortness of breath, headache, or confusion, may also develop. Symptoms may become increasingly severe and may include jaundice (yellow skin), severe weight loss, mental confusion, bleeding inside and outside the body, shock, and multi-organ failure. 3. EVD is an often-fatal disease and care is needed when coming in direct contact with a recent traveler from a country with an EVD outbreak that has symptoms of EVD. The initial signs and symptoms of EVD are similar to many other more common diseases found in West Africa (such as malaria and typhoid). EVD should be considered in anyone with fever who has traveled to, or lived in, an area where EVD is present. The incubation period for EVD, from exposure to when signs or symptoms appear, ranges from 2 to 21 days (most commonly 8-10 days). Any EVD patient with signs or symptoms should be considered infectious. EVD patients without symptoms are not contagious. The prevention of EVD includes actions to avoid exposure to blood or body fluids of infected patients through contact with skin, mucous membranes of the eyes, nose, or mouth, or injuries with contaminated needles or other sharp objects.

Emergency medical services (EMS) personnel, along with other emergency services staff, have a vital role in responding to requests for help, triaging patients, and providing emergency treatment to patients. Unlike patient care in the controlled environment of a hospital or other fixed medical facility, pre-hospital care is typically provided in an uncontrolled setting. This setting is often confined to a very small space and frequently requires rapid decision-making and life-saving interventions based on limited information. EMS personnel are frequently unable to determine the patient history before having to administer emergency care.

Coordination among 9-1-1 Public Safety Answering Points (PSAPs), the EMS system, healthcare facilities, and the public health system is important when responding to cases with

suspected EVD. Each 9-1-1 and EMS system should include an EMS medical director to provide appropriate medical supervision.

Purpose

The intent of the EVD Response Plan Annex to the St. Bernard Parish Emergency Operations Plan (EOP) is to provide general guidance to parish, State, and Federal Governments and all stakeholders in the preparation of plans specific to an EVD response. The specific purposes of this document are as follows:

1. Protect life and property.
2. Minimize exposure particularly in the following sectors:
    a. Schools - particularly those of higher learning as students and faculty may be conducting research in West Africa.
    b. Faith based organizations - as they have missionary/humanitarian efforts in affected countries.
    c. Ports.
    d. Oil and Gas Industry.
    e. First Responders.
3. Conduct active medical and public health vigilance so as to identify and isolate symptomatic cases.
4. Identify consequence management steps for confirmed case(s) and their contacts.
    a. Pathway 1: symptomatic patients that enter healthcare system.
    b. Pathway 2: house-hold contacts that may be confined in their home.
5. Support rapid & effective response.
6. Collect and disseminate accurate incident and public information to improve decision making, dispel rumors, and promote public awareness.

Assumptions

1. Local governments have the primary responsibility to provide initial emergency response and emergency management services within their jurisdictions.
2. State government may provide and/or augment emergency response services that exceed the capabilities of local governments as per the State EOP.
3. In the response to a confirmed case of EVD in Louisiana, the Governor will activate the State's Emergency Response Plan under the command of the Director of GOHSEP.
4. State Emergency Operations Center will be activated to appropriate level.
5. Unified Command Group (UCG) will assemble immediately to set response actions in motion.
6. Joint Information Center (JIC) will be activated
    - Develop Press Releases.

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- Develop Canned Responses that can be used by all agencies PIOs.
- Aggressive factual information sharing to the public/news media.

7. State response actions will begin.
   State agencies will continue to have ongoing meetings to refine response plans for various scenarios.
8. Parish conference calls will be conducted immediately with affected parishes to obtain and provide information and guidance. GOHSEP would maintain continual contact with affected parish officials and State and local response agencies ensuring an immediate and coordinated response.
9. Support request for local and State agencies would be facilitated immediately via Web EOC.
10. Public Health Emergency Declaration will be issued.

Concept of Operations

Key Stakeholders

- Parish Offices of Homeland Security and Emergency Preparedness (OHSEP).
- Parish 911/PSAP.
- Parish EMS (Acadian).
- Parish Fire Department (SBFD).
- Parish Sheriff's Office (SBSO).
- Parish Coroner's Offices.
- Local Funeral Homes.
- Parish Hospitals/Health Units.
- Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).
- Department of Health and Hospitals (DHH).
- Louisiana State Police (LSP).
- State and Federal (HHS/CDC) ESF 8 partners.
- Department of Child and Family Services (DCFS).

Prevention of EVD

St. Bernard Parish recognizes the potential threat of the EVD to incapacitate large numbers of people who would require precautionary health monitoring during the incubation period after coming into direct contact with even a single person exhibiting symptoms. It is foreseeable that a public health emergency could result from the single occurrence of 1 symptomatic EVD case.

Epi-X Notification Data regarding travelers:
CDC screens passengers traveling from affected countries for symptoms and/or contact with EVD. Five airports in the United States now screen (including temperature monitoring) all travelers from the three EVD affected West African countries. The traveler information is

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captured by CDC and an Epi-X notification is provided to the respective states' Epidemiology sections.

Public Health Investigation: Upon receipt of Epi-X Data, ID Epi investigates the potential case to determine if the preliminary data provided by CDC meets the criteria to require monitoring.

Criteria for Monitoring: Travel to one of the three EVD affected countries.

Public health monitoring:

- For 21 days following travel, individuals are required to allow public health medical monitoring in order to quickly identify any potential symptoms of EVD.
    - Medical monitoring shall include, but is not limited to, the following:
        - Daily monitoring of body temperature and other vital signs, and.
        - Daily monitoring of symptoms that could be related to EVD.
- Individuals must also maintain communication with DHH staff.

Restrictions on travel in Louisiana following a trip to an EVD-affected area:

- For 21 days following travel, individuals may not use any form of commercial transportation, including the following:
    - Airplane
    - Ship
    - Bus
    - Train
    - Taxi
    - Other public conveyance

Restrictions on use of public places following travel to an EVD-affected area:

- For 21 days following travel, individuals may not go to places where the public congregate, including but not limited to the following:
    - Restaurants
    - Grocery stores
    - Gymnasiums
    - Theaters
    - Schools
    - Places of worship

Phase 1: Assessment and Confirmation of EVD Cases

- Cases that are suspected to have EVD are reported to DHH / Office of Public Health/Infectious Disease Epidemiology (ID Epi) Section: **1-800-256-2748.**

- ID Epi will determine if suspect cases rise to person under investigation (PUI) using the conditions below.

    1. ID Epi, in consultation with CDC, determines whether the suspect case requires confirmatory testing at a CDC-certified LRN Lab based on symptoms, travel history,

and risk of exposure. If IDEpi, in consultation with CDC, believes that confirmatory testing is needed, then the individual is immediately treated as a Patient Under Investigation (PUI). Patient would then be placed in isolation at a hospital if not already there. If there is a PUI IDEpi would not delay the start of their investigation while labs are pending.

2. Hospital sends the sample to CDC or other approved LRN lab chosen by the state; whichever allows for the fastest turnaround time.
3. Confirmatory test results can take between 48-72 hours. The individual would be considered a PUI and isolated immediately if they are exhibiting symptoms and have a travel or exposure history.
4. Lab results are shared with the ID Epi and State Health Officer.
5. ID Epi shares information with patient and hospital.
6. Notification procedures are shown later in this document.

Assessment of Suspected EVD Cases by Emergency Medical Services

1- All emergency medical responders (EMRs), emergency medical technicians (EMTs), advanced emergency medical technicians (AEMTs) and Paramedics should have a heightened index of suspicion for any patients complaining of flu-like systems and a fever. These patients should be asked two additional screening questions:
   a. Within the past 21 days, has the patient traveled to a location where an EVD outbreak is occurring?
      i. If 'Yes' immediately call the Louisiana Epidemiology Hotline: **1-800-256-2748**
      ii. If 'NO' ask the second question (below)
   b. Has the patient been exposed to someone who is a suspected or known to have EVD?
      i. If 'Yes' immediately call the Louisiana Epidemiology Hotline: **1-800-256-2748**
      ii. If both questions are "no" continue patient care according to routine protocols
   c. The epidemiologist will make a determination, on the phone call, if the patient meets the criteria as a 'Suspected EVD Patient' or if the patient does not meet the EVD screening criteria. If the patient does not meet the criteria, transport per routine protocols.

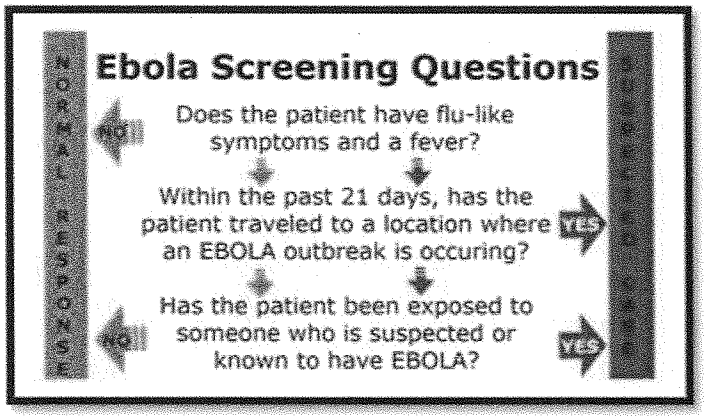
2- Modified Patient Care
   a. Do not transport a suspected EVD patient until the Epidemiology hotline (**1-800-256-2748**) has been called
   b. If the epidemiologist classifies the patient as a 'Suspected EVD Patient' detailed instructions will be provided to the EMS provider and crew members as to how and when the patient should be transported (See Appendix 2: Transport of Potential or Confirmed EVD Patients by EMS)
      i. EMS on-scene will inform the Epidemiologist of the underlying etiology and based on patient choice and medical protocols recommend a receiving hospital.

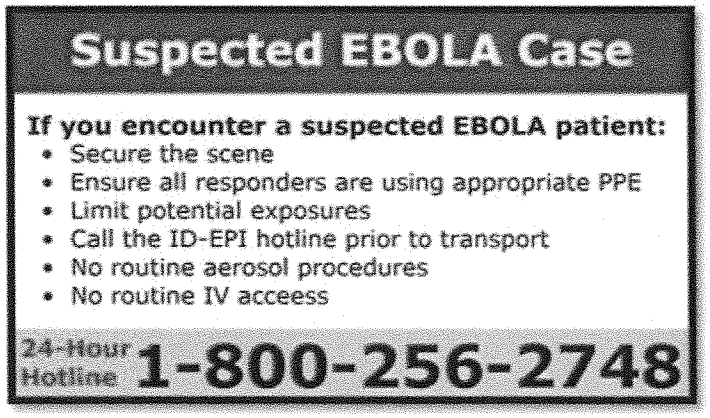
ii. Prior to transport of the patient, EMS, the epidemiologist, and GOHSEP will develop a plan to include:
    1. Notification of the receiving hospital
    2. Transportation plan (route, time, entrance at receiving facility, etc.)
    3. Care / Transport / Evaluation of family members, others at scene
    4. Determine if a hazardous material (hazmat) response to the scene is required

c. PPE Guidance - See Appendix 1

The Bureau of EMS is distributing the pocket reference cards pictured below for every EMR, EMT, AEMT, and Paramedic in Louisiana.

Pocket Reference Cards:





Phase 2: Notification Process

- For a suspect case of EVD:
    - Notification procedures are:
        - "Unfolding events" where several/varied inquiries are being made about a suspect case.

- PUI identified by ID Epi.
- DHH notifies GOHSEP Emergency Ops Center by phone and email (gohsep-idepi@listserv.doa.la.gov).
    - Email includes GOHSEP, LSP and DHH command staffs.

- For a PUI and LAB-CONFIRMED case of EVD (See Figure 1):
    - Notification procedures are:
        - The CDC lab director will call the State Health Officer and State Epidemiologist, and alert the CDC Emergency Operations Center/Director of the CDC.
        - The State Health Officer / State Epidemiologist will immediately alert the GOHSEP Emergency Ops Center by phone and email (gohsep-idepi@listserv.doa.la.gov).
            - Email includes GOHSEP, LSP and DHH command staffs
        - The State Health Officer / State Epidemiologist will immediately alert DHH Emergency Operations Center (DHH EOC).
        - DHH notifies LSP Hazmat Hotline (1-877-925-6595 or 225-925-6595).
        - GOHSEP will immediately inform the Governor, and all ESF partners, and parish OHSEP directors.
        - DHH will immediately activate the DHH EOC, and alert all Subject Matter Experts and our Public Health Regions.
        - A Joint Information Center will be activated through the GOHSEP EOC to alert, respond, and educate the public about the event.
        - Healthcare and emergency response partners will be alerted through the Health Alert Network.

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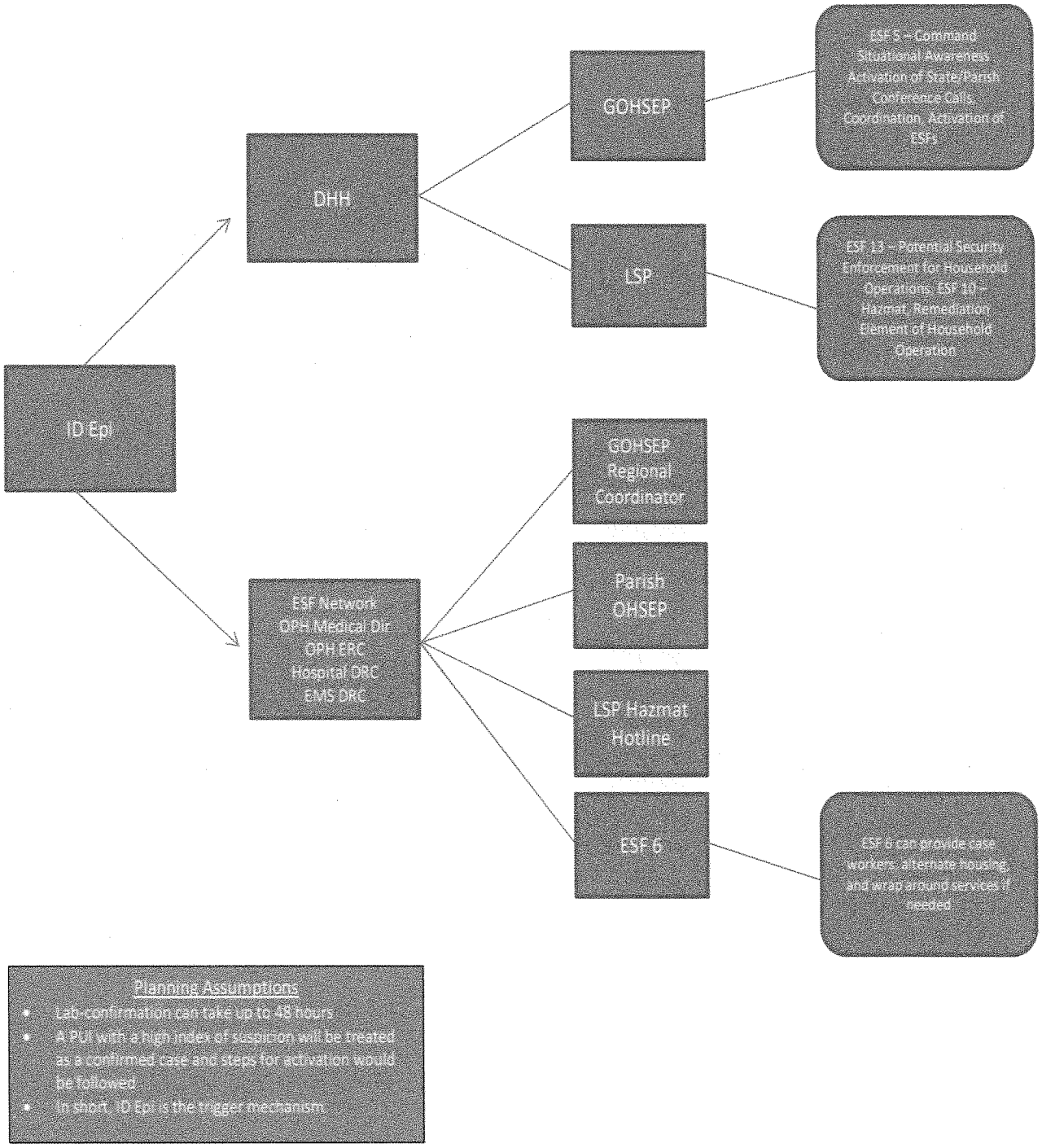
Figure 1: Notification Process: Lab-Confirmed Case

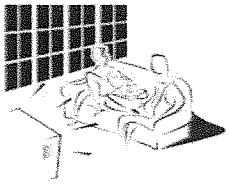


Phase 3: Consequence Management Steps

PUI or Confirmed Case is placed in hospital setting

Hospital manages care of the PUI or confirmed case (patient), the patient's waste, etc.

Hospital is defined as Tier 1 with ICU capability and appropriate PPE.



PUI or Confirmed Case's Household Contacts

PUI or Confirmed Case's Contacts

Response for Suspected Case

- Hospital and ID Epi discuss patient details, relevant travel history and/or exposure to EVD to determine whether monitoring is required.

Response for Patient under Investigation (PUI) or Confirmed Case

- A suspect case that has any symptoms and any risk factors as outlined in the case definition is a PUI.
- Determine level of risk.
- Sample sent for testing.
- Patient in isolation.
- ID Epi contact tracing begins.
- Activation of the EOC system would begin.

Response for Confirmed Case

- Patient remains in hospital facility in isolation for ongoing care.
- Household operations would begin.

Response for Household Contacts

- Wrap-around provisions for up to 42 days.
    - Sustenance (food, water, etc.).
    - Laundry.
    - Pharmaceutical.
    - Family care items (diapers, etc.).
    - Financial.

- Pet Care.
- Behavioral Health.
- Voluntary quarantine/confinement with possible enforcement once a suspected case is confirmed. Involuntary quarantine/confinement –would require a court order.
- Contaminated/Potential Contaminated EBV materials.
    - Manage the collection, decontamination, transportation, treatment and disposal.

Response for Close Contacts

- Contacts are identified and risk assessed by ID Epi with technical assistance from CDC.
- Monitoring by ESF8 (ID Epi) via phone call to determine if the person has gotten ill by 2x/day temperature and symptom monitoring beginning when case is confirmed.
- Communication from OPH/ID Epi (ESF8) Section will determine level of confinement for contacts.
- Investigate at hospital; notify CDC of determination of PUI and collect samples for confirmation.
- ESF 8 will begin contact tracing for any PUIs.
- OPH/ ID Epi will work with Parish to communicate when need to confine is identified.

Direction and Control

In the response to a confirmed case of EVD in Louisiana, the Governor will activate the State's Emergency Response Plan under the command of the Director of GOHSEP.

Organization and Assignments of Responsibilities

ESF 1

DOTD

- If parish is unable to conduct the following missions, DOTD will:
    - Manage the mission of transporting quarantined contacts of the confirmed EVD cases to state approved quarantine locations.
    - Manage the mission of transporting medical supplies or Personal Protective Equipment (PPE).
    - Manage the mission of transporting furnishings to quarantine locations **prior to the arrival** of quarantine candidates.

ESF 2

See Attachments 1 – 9.

ESF 3

DOTD

- Be prepared to assist local, parish, and state officials with traffic management.

ESF 4

- Provide local Fire Departments with situational awareness.
- Provide local Fire Departments with best practices and protective measures.
- Coordinate and provide assistance in response and mitigation.

ESF 5

Unified Command Group will convene.

GOHSEP

- State EOC will activate to appropriate level.
- Conduct parish and regional conference calls to obtain and provide. Information.
- Initiate WebEOC situational reporting and resource requesting from State and parish agencies.

ESF 6

DCFS;

- As a contingency, DCFS will identify 10 foster homes for immediate placement for children if parent(s) are PUI /confirmed cases and there is no one else in the household.
- Provide case workers.
- Create list of possible needs for quarantined individuals.

Louisiana Housing Corporation;

- Provide 18 single family dwellings for quarantine families.
- Work with Public Service Commission for activation of utilities.

Department of Corrections;

- Will provide housing units from Corrections Facilities.

American Red Cross;

- Provide comfort kits to quarantined persons.
- Coordinate with VOAD partners on a feeding plan.
- Provide funding for prescription medications and medical equipment.
- Will work with partner agencies to assist with support of quarantined families in order to handle non-EVD medical needs.

Workforce Commission;

- Provide mass feeding support through established contracts (minimum 500 people to activate contracts).

Department of Education;
(See Appendix 5 for additional school information).

- Will determine continuity of education of quarantined school children.
- DOE continues to disseminate through weekly newsletter all DHH EVD educational information to the following:

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    - Public Schools, Child Care Centers, Private Schools, Charter Schools.
- When a student presents with an illness;
  I. Nurse or office faculty (if no nurse) will ask the DHH approved targeted questions related to Ebloa by contacting the parent/guardian of the student.
  II. If the response is yes;
    - The school will notify IDEpi.
    - The school will follow instructions per IDEpi.
    - The school will notify superintendent's office.
- Continuing education of quarantined/isolated student;
  I. Work with state/local officials.
  II. Provide electronic equipment for learning as needed.

ESF 7

DOA

- Establish decontamination and remediation State contracts.
- Establish body bag State contract.
- Establish activity code for tracking expenses.
- Issue memorandum(s) to State agencies to track expenditures and report same into WebEOC.
- Establish State contract for a regional cache of BioSeal™ or similar material for encasing remains in situ.
- Establish State contract for Victim Recovery and Transportation services.

GOHSEP

- Execute Decontamination and Remediation contracts.
- Execute procurement for other parish or state resource requests as needed.

DHH

- Execute contract for surge supply of body bags or specialized kits that seal the EVD body to augment parishes as needed.

ESF 8

DHH

- Act as overall medical lead for all EVD cases.
- Monitoring of quarantined persons will be conducted by DHH/OPH ID Epi staff.
- The sheltering, transportation and care of pets of hospitalized or quarantined contacts will be conducted in facilities and methods approved by and under the authority of the DHH State Public Health Veterinarian.
- Educate Hospitals and pre hospital providers regarding, PPE levels, and handling of remains.
- Infectious Disease EPI;
  - Will notify state agencies of PUIs for EVD.
  - Conduct epidemiological investigations.

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    - Identify contaminated items and provide technical assistance for on scene decontamination.
- Bureau of Emergency Medical Services (BEMS) will provide proper direction and level of PPE for responders to potential EVD related 911 calls.
- BEMS may provide direction and level of PPE for coroners, funeral directors, and/or victim recovery contractors in the handling and transportation of EVD remains to final disposition.

ESF 9

No identified role

ESF 10

LSP

- On site command and control for all decontamination and remediation sites.
- Direct and monitor contractor operations from contract executed by GOHSEP.
- Remove all persons from contaminated sites as directed by DHH.
- Oversee remediation in coordination with DEQ.

ESF 11

LDAF

- Provide resource support to ESF8 upon the request of the Public Health Officer.
- Follow LDAF'S Livestock Disaster Annex in response to a Livestock event.

ESF 12

LPSC

- Work with Louisiana Housing Corporation for utilities activation of 18 reserved single family dwellings for quarantine families.
- Work with DOTD/DHH to ensure regulated passenger vehicles for quarantine family transport are available and following all applicable regulations.

ESF 13

LSP

- Provide public safety utilizing law enforcement assets.
- Provide escorts for transportation.
- Provide escorts for transportation of EVD victim remains to final disposition .
- Provide security for stored remains until final disposition is implemented.

DOJ

- Provide court order for quarantine.
- Provide court order for cremation of EVD remains.

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ESF 14

No identified role

ESF 15

GOHSEP

- Lead for all public information.
- Coordinate with all agency PIOs in order to provide a unified message.
    - Key PIOs (GOHSEP, DHH and LSP).

ESF 16

LANG

- Prepare to handle logistics and commodity distribution.
- Provide support to other ESFs.
- Provide technical expertise assistance on scene.

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Appendix 1: Interim Guidance for Emergency Medical Services (EMS) Systems and 9-1-1 Public Safety Answering Points (PSAPs) for Management of Patients with Known or Suspected Ebola Virus Disease in Louisiana

http://www.cdc.gov/vhf/ebola/hcp/interim-guidance-emergency-medical-services-systems-911-public-safety-answering-points-management-patients-known-suspected-united-states.html

Who this is for: Managers of 9-1-1 Public Safety Answering Points (PSAPs), EMS Agencies, EMS systems, law enforcement agencies and fire service agencies as well as individual emergency medical services providers (including emergency medical technicians (EMTs), paramedics, and medical first responders, such as law enforcement and fire service personnel).

What this is for: Guidance keeping workers safe while handling inquiries and responding to patients with suspected EVD symptoms.

How to use: Managers should use this information to understand and explain to staff how to respond and stay safe. Individual providers can use this information to respond to patients suspected to have EVD and to stay safe.

Key Points:

- The likelihood of contracting EVD in the United States is extremely low unless a person has direct unprotected contact with the blood or body fluids (like urine, saliva, feces, vomit, sweat, and semen) of a person who is sick with EVD.
- When risk of EVD is elevated in their community, it is important for PSAPs to question callers about:
    - Signs and symptoms of EVD (such as fever, vomiting, diarrhea); **and**
    - Residence in, or travel to, a country where an EVD outbreak is occurring (Liberia, Guinea, Sierra Leone);
    - Other risk factors, such as direct contact with someone who is sick with EVD.
- 9-1-1 call-takers and dispatchers should tell EMS personnel this information before they get to the location so they can put on the correct PPE following proper procedures as described in CDCs guidance: "Guidance on Personal Protective Equipment To Be Used by Healthcare Workers During Management of Patients with Ebola Virus Disease in U.S. Hospitals, Including Procedures for Putting On (Donning) and Removing (Doffing)".
- EMS staff should immediately check for symptoms and risk factors for EVD. Staff should notify the receiving healthcare facility in advance when they are bringing a patient with suspected EVD, so that proper infection control precautions can be taken at the healthcare facility before EMS arrives with the patient.
- Law enforcement and fire service personnel should contact EMS to evaluate a person with symptoms of EVD.

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The guidance provided in this document is based on current knowledge of EVD. Updates will be posted as needed on the CDC EVD webpage. *The information contained in this document is intended to complement existing guidance for healthcare personnel,* *Infection Prevention and Control Recommendations for Hospitalized Patients with Known or Suspected Ebola Virus Disease in U.S. Hospitals.*

Background

The current EVD outbreak in West Africa has increased the possibility of patients with EVD traveling from the affected countries to the United States.[1] The likelihood of contracting EVD is extremely low unless a person has direct unprotected contact with the body fluids of a person (like urine, saliva, feces, vomit, sweat, and semen) of a person who is sick with EVD. Initial signs and symptoms of EVD include sudden fever, chills, and muscle aches, with diarrhea, nausea, vomiting, and abdominal pain occurring after about 5 days. Other symptoms such as chest pain, shortness of breath, headache, or confusion, may also develop. Symptoms may become increasingly severe and may include jaundice (yellow skin), severe weight loss, mental confusion, bleeding inside and outside the body, shock, and multi-organ failure.[2]

EVD is an often-fatal disease and extra care is needed when coming into direct contact with a recent traveler who has symptoms of EVD and is traveling from a country with an EVD outbreak. The initial signs and symptoms of EVD are similar to many other more common diseases found in West Africa (such as malaria and typhoid). EVD should be considered in anyone with a fever who has traveled to, or lived in, an area where EVD is present.[3]

The incubation period for EVD, from exposure to when signs or symptoms appear, ranges from 2 to 21 days (most commonly 8-10 days). Any EVD patient with signs or symptoms should be considered infectious. **EVD patients without signs or symptoms are not contagious**. The prevention of EVD includes actions to avoid:

- Exposure to blood or body fluids of infected patients through contact with skin, mucous membranes of the eyes, nose, or mouth, or
- Injuries with contaminated needles or other sharp objects.

Emergency medical services (EMS) personnel, along with other emergency services staff, have a vital role in responding to requests for help, triaging patients, and providing emergency treatment to patients. Unlike patient care in the controlled environment of a hospital or other fixed medical facility, EMS patient care is provided in an uncontrolled environment before getting to a hospital. This setting is often confined to a very small space and frequently requires rapid medical decision-making and interventions with limited information. EMS personnel are frequently unable to determine the patient history before having to administer emergency care.

Coordination among 9-1-1 Public Safety Answering Points (PSAPs), the EMS system, healthcare facilities, and the public health system is important when responding to patients with suspected EVD. Each 9-1-1 and EMS system should include an EMS medical director to provide appropriate medical supervision.

Case Definition for Ebola Virus Disease (EVD)

The CDC's most current case definition for EVD may be accessed here: Case Definition for Ebola Virus Disease (EVD)

Recommendations for 9-1-1 Public Safety Answering Points (PSAPs)

First Responder agencies and 9-1-1 centers and other emergency call centers may use modified caller queries about EVD when they consider the risk of EVD to be elevated in their community (e.g., in the event that patients with confirmed EVD are identified in the area).

For modified caller queries:

It will be important for 911 system operators to question callers and determine if anyone at the incident possibly has EVD. This should be communicated immediately to responders before arrival and to assign the appropriate resources, including EMS. 911 systems should review existing medical dispatch procedures. DHH is available to consult with PSAP on the development of algorithm for PSAPs.

- Callers should be asked if they, or if the affected person, has fever of 38.0 degrees Celsius or 100.4 degrees Fahrenheit or greater, and if they have additional symptoms such as severe headache, muscle pain, vomiting, diarrhea, abdominal pain, or unexplained bleeding.
    - If PSAP call takers suspect a caller is reporting symptoms of EVD, they should screen callers for risk factors within the past 3 weeks before onset of symptoms. Risk factors include:
        - Residence in or travel to a country where an EVD outbreak is occurring (a list of countries can be accessed at the following link: 2014 EVD Outbreak in West Africa.
        - Contact with blood or body fluids of a patient known to have or suspected to have EVD; or
    - If call takers have information alerting them to a person with possible EVD, they should make sure all responders are made confidentially aware of the potential for EVD before the responders arrive on scene.
    - If responding at an airport or other port of entry to the United States, the PSAP or 911 System should notify the CDC Quarantine Station for the port of entry. Contact information for CDC Quarantine Stations can be accessed at the following link: http://www.cdc.gov/quarantine/quarantinestationcontactlistfull.html

Recommendations for EMS and Medical First Responders, Including Firefighters and Law Enforcement Personnel

For the purposes of this section, "EMS personnel" means pre-hospital EMS, law enforcement, and fire service first responders.

Patient assessment

Interim recommendations:

- Address scene safety:
  - If 9-1-1 call-takers advise that the patient is suspected of having EVD, EMS personnel should put on the PPE appropriate for suspected cases of EVD **before** entering the scene.
  - Keep the patient separated from other persons as much as possible.
  - Use caution when approaching a patient with EVD. Illness can cause delirium, with erratic behavior that can place EMS personnel at risk of infection, e.g., flailing or staggering.
- During patient assessment and management, EMS personnel should consider the symptoms and risk factors of EVD:
  - A relevant exposure history should be taken including:
    - Residence in or travel to a country where an EVD outbreak is occurring (a list of countries can be accessed at the following link: 2014 EVD Outbreak in West Africa - Outbreak Distribution Map, or
    - Contact with blood or body fluids of a patient known to have or suspected to have EVD within the previous 21 days.
      - Because the signs and symptoms of EVD may be nonspecific and are present in other infectious and noninfectious conditions which are more frequently encountered in the United States, relevant exposure history should be first elicited to determine whether EVD should be considered further.
  - Patients who meet this criteria should be further questioned regarding the presence of signs or symptoms of EVD, including:
    - Fever (subjective or ≥100.4°F or 38.0°C), and
    - Headache, weakness, muscle pain, vomiting, diarrhea, abdominal pain, or bleeding.
  - Based on the presence of risk factors and symptoms, put on or continue to wear appropriate PPE and follow the scene safety guidelines for suspected case of EVD.
  - If during initial patient contact and assessment and before an EMS provider has donned the appropriate PPE, it becomes apparent that the patient is a suspected case of EVD, the EMS provider must immediately remove themselves from the area and assess whether an exposure occurred. The provider should implement their agency's exposure plan, if indicated by assessment.

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        - To minimize potential exposure, it may be prudent to perform the initial screening from at least 3 feet away from the patient.
        - In addition, EMS crews may – keeping scene safety in mind – consider separating so that all crew members do not immediately enter the patient area.
    - If there are no risk factors, proceed with normal EMS care.

- As soon as EMS determines the patient meets the criteria as a 'suspect patient' the EMS provider must call the 24-Hour DHH Epidemiologist on call at **1-800-256-2748**. The patient should NOT be transported until the epidemiologist is consulted. The hotline is staffed 24-hours by an epidemiologist from the Louisiana Department of Health and Hospitals.

EMS Transfer of Patient Care to a Healthcare Facility

EMS personnel should notify the receiving healthcare facility when transporting a suspected EVD patient, so that appropriate infection control precautions may be prepared prior to patient arrival.

The transportation plan should include:

- Pre-determined route the ambulance will travel. This should be coordinated with local law enforcement agencies.
- The specific hospital the patient will be transported to.
    - Discuss this with the DHH Epidemiologist prior to transport.
    - Determine in advance the specific entrance to the utilized, and the time of arrival.

Infection Control

EMS personnel can safely manage a patient with suspected or confirmed EVD by following recommended PPE guidance. Early recognition and identification of patients with potential EVD is critical. An EMS agency managing a suspected EVD patient should follow these CDC recommendations:

- Limit activities, especially during transport that can increase the risk of exposure to infectious material.
- Limit the use of needles and other sharps as much as possible. All needles and sharps should be handled with extreme care and disposed in puncture-proof, sealed containers.
- Phlebotomy, procedures, and laboratory testing should be limited to the minimum necessary for essential diagnostic evaluation and medical care.

Use of Personal protective equipment (PPE)

- For instance, it may be as simple as having one provider put on PPE and manage the patient while the other provider does not engage in patient care but serves in the role of trained observer and driver.

- Or, there may be situations where a patient must be picked up and carried and multiple providers are required to put on PPE. EMS personnel wearing PPE who have cared for the patient must remain in the back of the ambulance and not be the driver.

- EMS agencies may consider sending additional resources (for example, a dedicated driver for the EMS unit who may not need to wear PPE if the patient compartment is isolated from the cab) to eliminate the need for putting on PPE (field-donning) by additional personnel. This driver should not provide any patient care or handling.

If blood, body fluids, secretions, or excretions from a patient with suspected EVD come into direct contact with the EMS provider's skin or mucous membranes, then the EMS provider should immediately stop working. They should wash the affected skin surfaces with soap and water and mucous membranes (e.g., conjunctiva) should be irrigated with a large amount of water or eyewash solution. Report exposure to an occupational health provider or supervisor for follow-up.

Recommended PPE should be used by EMS personnel as follows:

- PPE should be put on before entering the scene and continued to be worn until personnel are no longer in contact with the patient. PPE should be carefully put on under observation as specified in the CDC's "Guidance on Personal Protective Equipment To Be Used by Healthcare Workers During Management of Patients with Ebola Virus Disease in U.S. Hospitals, Including Procedures for Putting On (Donning) and Removing (Doffing)".

- PPE should be carefully removed while under observation, in an area designated by the receiving hospital, and following proper procedures as specified in the CDC's "Guidance on Personal Protective Equipment To Be Used by Healthcare Workers During Management of Patients with Ebola Virus Disease in U.S. Hospitals, Including Procedures for Putting On (Donning) and Removing (Doffing)".

Fire & Police Assistance With Patient Care

- It is highly unlikely a member of fire or police would be asked to assist in the resuscitation of a potential EVD patient; however, this process is outlined below.
- Resuscitation procedures frequently result in a large amount of body fluids, such as saliva and vomit. Perform these procedures with extreme caution.
  - During cardiopulmonary resuscitation.
  - In addition to recommended PPE, respiratory protection that is at least as protective as a NIOSH-certified fit-tested N95 filtering face piece respirator or higher should be worn (instead of a facemask).
  - Additional PPE must be considered for these situations due to the potential increased risk for contact with blood and body fluids including, but not limited to, double gloving, disposable shoe covers, and leg coverings.
  - If blood, body fluids, secretions, or excretions from a person with suspected EVD come into direct contact with the responder's skin or mucous membranes, then the responder should immediately stop working. They should wash the affected

skin surfaces with soap and water and report exposure to an occupational health provider or supervisor for follow-up.

Cleaning EMS Transport Vehicles after Transporting a Patient with Suspected or Confirmed EVD

The following are general guidelines for cleaning or maintaining EMS transport vehicles and equipment after transporting a patient with suspected or confirmed EVD:

- An EPA-registered hospital disinfectant with label claims for viruses that share some technical similarities to EVD (such as, norovirus, rotavirus, adenovirus, poliovirus)[1] and instructions for cleaning and decontaminating surfaces or objects soiled with blood or body fluids should be used according to those instructions. After the bulk waste is wiped up, the surface should be disinfected as described below.

- EMS personnel performing cleaning and disinfection should follow the "Guidance on Personal Protective Equipment To Be Used by Healthcare Workers During Management of Patients with Ebola Virus Disease in U.S. Hospitals, Including Procedures for Putting On (Donning) and Removing (Doffing)". There should be the same careful attention to the safety of the EMS personnel during the cleaning and disinfection of the transport vehicle as there is during the care of the patient.

- Patient-care surfaces (including stretchers, railings, medical equipment control panels, and adjacent flooring, walls and work surfaces), as well as stretcher wheels, brackets, and other areas are likely to become contaminated and should be cleaned and disinfected after each transport.

- A blood spill or spill of other body fluid or substance (e.g., feces or vomit) should be managed by trained personnel wearing correct PPE, through removal of bulk spill matter, cleaning the site, and then disinfecting the site. For large spills, a chemical disinfectant with sufficient potency is needed to overcome the tendency of proteins in blood and other body substances to neutralize the disinfectant's active ingredient. Contaminated reusable patient care equipment (e.g., glucometer, blood pressure cuff) should be placed in biohazard bags and labeled for cleaning and disinfection according to agency policies. Reusable equipment should be cleaned and disinfected according to manufacturer's instructions by trained personnel wearing correct PPE. Avoid contamination of reusable porous surfaces that cannot be made single use.

- Use only a mattress and pillow with plastic or other covering that fluids cannot get through. To reduce exposure among staff to potentially contaminated textiles (cloth products) while laundering, discard all linens, non-fluid-impermeable pillows or mattresses as appropriate.

The EVD is a Category A infectious substance regulated by the U.S. Department of Transportation's (DOT) Hazardous Materials Regulations (HMR, 49 C.F.R., Parts 171-180). Any item transported for disposal that is contaminated or suspected of being contaminated with a Category A infectious substance must be packaged and transported in accordance with the HMR. This includes medical equipment, sharps,

linens, and used health care products (such as soiled absorbent pads or dressings, kidney-shaped emesis pans, portable toilets, used PPE, [e.g., gowns, masks, gloves, goggles, face shields, respirators, booties] or byproducts of cleaning) contaminated or suspected of being contaminated with a Category A infectious substance.

Follow-up and/or reporting measures by EMS personnel after caring for a suspected or confirmed EVD patient

- EMS personnel should be aware of the follow-up and/or reporting measures they should take after caring for a suspected or confirmed EVD patient.
- EMS agencies should develop policies for monitoring and management of EMS personnel potentially exposed to EVD.
- EMS agencies should develop sick leave policies for EMS personnel that are non-punitive, flexible and consistent with public health guidance.
- Ensure that all EMS personnel, including staff who are not directly employed by the healthcare facility but provide essential daily services, are aware of the sick leave policies.
- EMS personnel with exposure to blood, bodily fluids, secretions, or excretions from a patient with suspected or confirmed EVD should immediately:
    - Stop working and wash the affected skin surfaces with soap and water. Mucous membranes (e.g., conjunctiva) should be irrigated with a large amount of water or eyewash solution;
    - Contact occupational health/supervisor for assessment and access to post-exposure management services; and
    - Receive medical evaluation and follow-up care, including fever monitoring twice daily for 21 days, after the last known exposure. They may continue to work while receiving twice daily fever checks, based upon EMS agency policy and discussion with local, state, and federal public health authorities.
- EMS personnel who develop sudden onset of fever, intense weakness or muscle pains, vomiting, diarrhea, or any signs of hemorrhage after an unprotected exposure (i.e., not wearing recommended PPE at the time of patient contact or through direct contact to blood or body fluids) to a patient with suspected or confirmed EVD should:
    - Not report to work or immediately stop working and isolate themselves;
    - Notify their supervisor who should notify local and state health departments;
    - Contact occupational health/supervisor for assessment and access to post-exposure management services; and
    - Comply with work exclusions until they are deemed no longer infectious to others.

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Enforcement of isolation or quarantine

Professionals tasked to assist in the protection of individuals in isolation and/or quarantine will be assisted by both healthcare and law enforcement individuals, and will play a supportive role as part of an overall management team.

- Isolation: A person symptomatic with the disease kept isolated from others usually in a medical setting (hospital), and treated by persons wearing personal protective equipment.
- Quarantine (confinement): A non-symptomatic person who has potentially been exposed to the disease; confined for the duration of the incubation period which is 21 days for EVD, with close monitoring.

Responders with the potential for contact with a symptomatic isolated patient should wear PPE as outlined above in Use of Personal Protective Equipment.

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Appendix 2: Transportation of Potential / Confirmed EVD Patients by EMS in Louisiana

EVD Patient Transport:

The steps below describe the process for transporting any potential or confirmed EVD case (as determined by the DHH epidemiologist):

1. Determine the treatment that the patient will need to receive during transit (medications, ventilator, etc.) and assure that it is within the scope of practice.

2. Determine the receiving hospital facility. In coordination with DHH Epidemiologist, on a conference call if possible, notify the receiving hospital in advance of departing the scene. (This may require the patient to be maintained on scene for an extended period of time.)

3. Determine, in coordination with GOHSEP and local authorities, the specific route the ambulance will take. This should include the following:

    a. Will a police escort be required.
    b. Which hospital entrance will be used.
    c. Confirm the estimated time of departure and arrival.

PPE Requirements:

All EMS providers should consult with the current CDC guidance for EMS, in real time, before initiating a transport. (http://www.cdc.gov/vhf/ebola/hcp/interim-guidance-emergency-medical-services-systems-911-public-safety-answering-points-management-patients-known-suspected-united-states.html)

Preparing the Ambulance for Transport:

Ambulance preparation will be done with the purpose of segregating the cab from the patient compartment and covering the cabinetry/shelving, ceiling, seating and floor with an impermeable barrier.

Supplies needed:

- Plastic sheeting (visqueen)
- Duct tape
- Scissors

Procedures:

All sheeting should overlap prior sheets of plastic by a minimum of 1 inch. All seams should be sealed completely by duct tape.

1. Remove all unnecessary medical equipment and place in the cab of the ambulance.

2. Cover the ceiling of the patient compartment with plastic sheeting and affix with duct tape.

3. Place sheeting on the floor of the rig and affix to bench seat, jump seat and walls to create a bowl affect in an effort to channel any body fluids toward the center of the floor causing fluids to collect in one area.

4. Place plastic sheeting over the walls (sides and bulkhead) by affixing it to the edges of the sheeting for the ceiling and floor with duct tape to enable any flow of fluid to be captured on the sheet on the floor.

5. Wall sheeting should overlap with the upper portion over the lower portion to prevent any body fluid from leaking between sheets by gravity.

6. The gurney antlers and clamp will need to be accessible through the plastic sheeting for safe transport of the gurney and patient. Seal these openings generously with duct tape so that all fluids flow to the sheeting on the floor.

7. Leave openings around ventilation ports to allow proper airflow and exchange.

8. Continue to overlap sheeting down and over seating to the floor. Cover rear doors with plastic sheeting and duct tape.

Stretcher Preparation:

Supplies needed:

- Impermeable Mattress Cover.

Cover mattress pad with fitted impermeable mattress cover. If no impermeable mattress is available then use plastic sheeting and seal with duct tape.

Crew Preparation:

If the patient is able to walk to the ambulance, have them do so and have the patient don the same level PPE as is required for EMS personnel.

EMS should use a designated driver that has no direct contact with the patient, whom remains in the driver's compartment of the ambulance. The "Designated Driver," will assume no patient contact nor enter the patient compartment. Their sole purpose will be to remain uncontaminated during the transport, supervise the donning and doffing of PPE, and to drive the ambulance to the destination.

Transport to Hospital and Patient Care:

1. Patient care during transport should be limited to supportive care and the on call medical director, in coordination with the DHH Epidemiologist should be notified for guidance if further treatment is required. If any invasive or at-risk procedure is absolutely required, it must not be done in a moving ambulance. The ambulance must stop until the procedure is completed and used sharps and other waste are properly disposed of.

2. Family or friends of the infected patient should not ride in the ambulance and should be instructed to stay home. (GOHSEP/unified command will be providing specific guidance)

3. When calling the receiving facility, make them aware you are transporting a patient with positive screen for EVD and ask for specific instructions as to where to unload the patient. (Note – this should have been pre-determined prior to initiating the transport)

4. Preplan the unloading procedure with the receiving facility.

5. Patients with a positive screen for EVD should be isolated away from public areas as designated by the facility staff. They also should not be moved through or temporarily left in waiting rooms.

6. Upon arriving at the receiving facility, make contact with the staff and do not unload the patient until they are ready to receive them. After patient care has been transferred, doff PPE as indicated in donning and doffing procedures and dispose of properly.

Notification Guidelines:

- The highest ranking licensed EMS personnel with the patient should make direct contact with the DHH Epidemiologist prior to the transport of any suspected EVD patient by calling 1-800-256-2748.

Environmental Infection Control/Decontamination Procedures:

1. GOHSEP and DHH will provide guidance to any EMS agency transporting a suspected /potential / confirmed EVD patient on the specific decontamination procedures. In general, these procedures may include:

    a. The transporting ambulance and crew will immediately be placed out of service until appropriate decontamination of equipment can be completed.

    b. Diligent environmental cleaning and disinfection and safe handling of potentially contaminated materials is paramount, as blood, sweat, emesis, feces, and other body secretions represent potentially infectious material.

    c. Only one person that provided patient care should be used to doff and disinfect the ambulance module. The other person should be used to watch over and supervise the process looking for any at risk behaviors.

    d. The person performing environmental cleaning and disinfection should wear the recommended minimum PPE as described above for gross decontamination of mass body fluids.

e. For decontamination without the presence of mass body fluids, it is acceptable to wear the following PPE: N 95 mask, impermeable gown, booties/shoe covers, eye protection (fluid shield wrap around and safety glasses), and disposable exam gloves.

f. Dispatch disinfectant, which is a bleach solution, should be used to clean all equipment and environmental surfaces.

g. When decontaminating the module, mist Dispatch disinfectant on all plastic sheeting surfaces and let it sit for 5 minutes.

h. Carefully and slowly un-tape the plastic sheeting from the walls, floor, and ceiling, roll in a ball, and place in a red bio hazard bag.

i. When the plastic sheeting is removed, spray all other surfaces with and approved disinfectant and let soak in accordance with manufacturer's guidelines.

j. All infectious waste, which consists of but not limited to soiled absorbent pads or dressings, impermeable covers, used PPE (Tyvek suits, masks, gloves, goggles, respirators, booties, etc.) emesis basins, and any byproducts of cleaning, must comply with the packaging requirements for infectious substances as indicated in CFR 49 173.196. Any potentially infectious waste must be packaged separately and disposed of at the receiving facility. Upon doing so, the receiving facility must be notified we are disposing of potentially EVD infectious (Class A) waste. The receiving facility will need to follow their internal procedures in place for packaging and handling of Class A infectious material.

k. When decontamination is complete, the EMS crew should doff their PPE in accordance with the donning and doffing procedures and wash hands thoroughly with soap and water.

l. The ambulance and crew may be placed back in service only after decontamination is completed and the crew has been sent to a local station to shower.

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Appendix 3: Recommendations for Pets in Louisiana

Infectious disease epidemiology at the Louisiana Office of Public Health will investigate all suspect EVD cases and all persons that have history of exposure. If a pet is involved and exposed, the state public health veterinarian will determine the necessity for quarantine of the animal. At present OPH has an arrangement with LVMA (LSART) and LDAF to quarantine the animal at an undisclosed location. The animal will be cared for by the state public health veterinarian, trained infectious disease epidemiology staff, and/or designated veterinarians appropriately trained to provide care."

- If there is a pet in the home of an EVD patient, CDC recommends that public health officials in collaboration with a veterinarian, evaluate the animal's risk of exposure (close contact and exposure to blood or bodily fluids of an EVD patient).
- The exposed pet should be monitored, in collaboration with a veterinarian, with limited contact, for a minimum of three weeks following the exposure.

The following is information regarding animals and EVD:

Dogs and EVD

- There has never been a documented case in a dog. No dog has been found to be ill with the virus.
- There have been no reports of pets playing a role in transmission of EVD to humans.
- Dogs in areas where EVD circulates have been found to produce antibodies against the disease, indicating that the dogs were infected with the virus or, at minimum, were exposed to the extent that the immune system was stimulated. Nevertheless it does not appear that dogs get sick when exposed.
- The virus has never been isolated from a dog, only antibodies to the virus have been discovered in dogs. This also indicates that dogs are only temporarily infected, or that the virus does not infect the dog, but stimulates immunity.
- In areas where EVD circulates in human populations, dogs are likely exposed by consuming parts of the carcasses of animals that are infected (non-human primates such as gorillas and chimpanzees, wild ruminants such as duikers) or by licking vomit or other bodily excretions and secretions from human patients.
- Because dogs have not been discovered to be sick from the virus, but do produce antibodies to the disease, it is thought dogs may temporarily be infected but not present with signs of illness.
- Although dogs do not get sick, they may be able to excrete the virus in urine, feces and saliva for a short period of time. The dogs may transmit the virus through licks, biting and grooming (due to the dog's coat being contaminated with body fluids).
- There is some evidence in endemic areas that dogs may also be exposed to an unknown natural host in the environment (at present, bats and small rodents are the most likely

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candidates). Researchers cannot rule out the possibility that this exposure could be due to aerosol or droplet transmission.

- Due to the unknowns above, dogs must be considered during any response to an EVD outbreak or when addressing individual human cases of EVD in areas where the disease has not been known to circulate historically.

Pigs and EVD:

- Swine can be infected with the virus and have played a role in at least one outbreak.
- Swine have been shown experimentally to be able to infect non-human primates through large droplet transmission. Swine are extremely efficient producers of large respiratory droplets.

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Appendix 4: DRAFT Protocol for Dog Isolation (*As of 10/14/14*) after Exposure to a Human with Suspected or Confirmed EVD Infection

Disclaimer All situations involving pets and possible EVD exposure are unique. No protocol can address every situation that might occur. The intent of this protocol is to provide guidance for the most common scenarios, based on the latest scientific evidence and recommendations from national organizations. Questions regarding animals and EVD or this protocol may be directed to Gary Balsamo, DVM, MPH, state public health veterinarian, Louisiana Department of Health and Hospitals (gary.balsamo@la.gov; 504-568-8315) or by 800-256-2748 (24/7).

Background: The ongoing epidemic of EVD in West Africa has raised several questions about how EVD affects the animal population, particularly pets. Though several scientists have looked at this, many questions still need to be answered about EVD and animals. Scientists do not know where the virus originates, but the natural host of EVD is thought to be fruit bats. At this time, only mammals are known to become infected with EVD. In addition to humans, natural infection in Africa has only been detected in bats, non-human primates, and forest duikers (an African antelope). In EVD outbreaks, illness in dogs has not been found, and dogs have not been found to be a contributor to disease transmission.

At this time, there have been no reports of dogs or cats becoming sick with EVD or of being able to spread EVD to people or animals. Even in areas in Africa where EVD is present, there have been no reports of dogs or cats becoming sick with EVD. The chance of a dog being exposed to EVD in the US is very low and would require close contact with bodily secretions of a person with symptoms of EVD infection. We do not yet know whether or not a pet's body, feet, or fur can act as a fomite to transmit EVD to people or other animals. It is important to keep people and animals away from blood or body fluids of a person with symptoms of EVD infection.

If a Pet is in the Home of a Suspect or Confirmed EVD Patient

1. Collect the following identifying information on the pet:
    - Species (i.e. dog, cat)
    - Breed
    - Sex and Spay/Neuter status
    - Age
    - Markings (Take multiple photos of the dog to capture markings and unique identifiers).
    - Other identifying characteristics.
    - Vaccination history, most importantly rabies vaccination details.
    - Medical history/need for medications.
    - If the animal has not been micro-chipped and quarantine/confinement is required, consider requiring microchip to ensure that correct animal is monitored in quarantine or home confinement. All dogs and cats that will be quarantined, examined or treated at an approved veterinary hospital or other quarantine facility could be required to have an implanted electronic microchip. The microchip should be obtained from your veterinarian and must be working.

- Any other information specifically required by the state/jurisdiction where the dog is located or to be quarantined.
- Contact information for alternate decision maker on pet(s) in event owner is unavailable to make decisions.

2. Public health officials in collaboration with the state public health veterinarian should evaluate the pet's risk of exposure and transmission including the following:
   - Close contact with human EVD suspect patient since the onset of the patient's symptoms, including sitting in lap, being cuddled, being kissed, licking suspect patient, sleeping in bed with suspect patient, other types of contact with suspect patient; questions should be asked for the time period since the suspect patient onset began.
   - Exposure to blood or body fluids of an EVD patient (including but not limited to urine, saliva, sweat, feces, and vomit); this includes licking, consuming, or walking through any of these fluids for any reason.
   - Clinical history;
     - Recent history of decreased appetite, fever, vomiting, diarrhea, lethargy, or other symptoms) since the onset of the EVD patient's symptoms.
     - Medical history in the last year, including history of gastrointestinal illness or bleeding disorders.
   - Other human or animal contacts since the onset of the EVD patient's symptoms (timing and nature of interaction).
     - Presence of other humans or animals in the household.
     - Contact with other people or animals:
       - Walks
       - Visits to dog parks
       - Visit to groomer
       - Visit to animal clinic
       - Other outings
     - Is this a therapy, assistance, service, or working animal?
   - Any additional information that might be helpful to evaluate the pet's risk of exposure and potential transmission.

3. Once the relevant information is collected, a consultation will be made between relevant state (& local) public health authorities and CDC to determine if the animal has had a risk of exposure to EVD, and whether confinement is warranted. A state health official should contact the CDC Emergency Operations Center at 770-488-7100 (available 24/7).

4. If the animal in question is a species not covered by this protocol, it will be handled on a case by case basis, in collaboration with local, state, and federal human and animal health officials.

Guidance for the Confinement of a Pet

In the event that confinement is required, the state public health veterinarian will act as the point of contact for confinement of the pet. Ideally confinement should begin within 48 hours after the

first contact with the symptomatic patient. Based on experimental studies in other species, the minimum incubation period is 48 hours before an animal becomes viremic.

In the event that confinement of a pet is needed, the following criteria should be met:

- The animal was not a stray or free-roaming animal at the time of the potential exposure. If the animal was a stray and is not available in the home, the state public health veterinarian shall work in conjunction with local animal control officials to identify and capture the animal.

- **Transportation of animal:**
  - Individual(s) removing animal must be in full PPE.
  - Collar, clothing etc. to be removed from the animal.
  - Only the animal is to be removed from premise.
  - Animal placed in new crate outside of home.
  - Transport in open air vehicle or in vehicle with back area closed off from driver.
  - Lock placed on crate enclosing animal.
  - Cleaning and disinfection of vehicle after transport.

- **Confinement facility/enclosure:**
  - Minimum of two physical containment levels (i.e., crate/kennel housed in secured facility).
  - Secure primary enclosure (for example, a kennel or crate) to prevent escape (for example, no climbing over or digging out) and approved by the state public health veterinarian.
  - Facility should;
    - Exclude access by other animals (domestic or wild) or unauthorized personnel.
    - Allow animal to remain clean and dry.
    - Protect animal from harm.
    - Place for eating, drinking, urinating, defecating.
  - Confinement shall be subject to additional conditions specified by the designated public health official to protect the public health and animal welfare regulations.

- **Caretaker:**
  - Be limited to as few individuals as possible (minimum of two).
  - Have experience handling animals (appropriate species).
  - Be appropriately trained on PPE, and wear PPE when caring for the animal, in its enclosure, or handling waste material;
    - PPE shall consist of, at a minimum:
      - Gloves
      - Tyvek suit with foot covers
      - Goggles or face shield
      - N-95 mask
    - Perform proper hand-hygiene prior to leaving enclosure.
  - Caretaker voluntarily self-monitor for fever twice daily;
    - Report a fever >100.4 F to designated public health authority.

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- Report any symptoms of illness to the designated public authority.

- **Health monitoring of animal:**
  - Direct contact with the animal's body fluids and waste must be limited during the confinement period.
  - The state public health veterinarian, or a veterinarian or veterinary technician designated by the state public health veterinarian will be responsible for oversight of the animal's care and confinement.
    - The veterinarian or veterinary technician should be appropriately trained on PPE, and wear PPE when caring for the animal, in its enclosure, or handling waste material (as above).
    - The veterinarian or veterinary technician should be on call and available over the course of the confinement period.
  - As a precaution, and based on what we know about humans, an exposed pet should be monitored, in collaboration with a public health veterinarian as outlined above for a minimum of 21 days following the last date of exposure to the symptomatic EVD patient. The confinement period may need to be extended based on the progression of the situation.
    - At this time, there are no known clinical signs of EVD in dogs.
    - The dog should be monitored for general signs of illness.
    - Additionally, other potential signs of illness including decreased appetite, lethargy, vomiting, and diarrhea should be closely monitored.
  - During the confinement period, the animal's caretaker must monitor the animal's behavior and health status and immediately notify the designated veterinarian. The veterinarian will determine if the designated public health official should be notified.
    - Only if the dog appears to be ill, outside of its normal health status, use a digital thermometer with a probe cover to take a rectal temperature to monitor for fever (fever in dogs is >102.5 F).
  - Any required maintenance medicine during the confinement period should be given by indirect method only (no injections or per os).
  - In the case of an animal developing an unrelated condition, the situation would be addressed on case-by-case basis, based on assessment by the designated veterinarian in consultation with the state public health veterinarian.

- **Waste disposal:**
  - Primary containment needs to be cleaned a minimum of once daily.
  - Waste, soiled pads/linens should be collected in heavy plastic bag that is secured in rigid plastic tub.
  - Transportation of feces, urine, and soiled linens or other potentially hazardous materials should be treated as Category A medical waste.
  - Individual(s) handling waste disposal should be trained to use PPE as outlined above and trained on how to securely handle potentially hazardous waste.
  - At the end of the confinement period all linens, dog beds, and other textiles used in the confinement facility must be discarded as medical waste.

Appendix 5: LA Handbook for School Administrators

A. The local superintendent or chief school officer may dismiss any or all schools due to emergency situations, including any actual or imminent threat to public health or safety which may result in loss of life, disease, or injury; an actual or imminent threat of natural disaster, force majeure, or catastrophe which may result in loss of life, injury or damage to property; and, when an emergency situation has been declared by the governor, the state health officer, or the governing authority of the school.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:416.16 and R.S. 17:154.1.
HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1262 (June 2005), amended LR 39:3258 (December 2013), LR 40:

B. A student who has been quarantined by order of state or local health officers following prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly disease, and is temporarily unable to attend school, shall be provided any missed assignments, homework, or other instructional services in core academic subjects in the home, hospital environment, or temporary shelter to which he has been assigned. The principal, with assistance from the local superintendent and the LDE, shall collaborate with state and local health officers and emergency response personnel to ensure the timely delivery or transmission of such materials to the student.

C. Elementary students shall be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year. In order to be eligible to receive grades, high school students shall be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days), per semester or 60,120 minutes (equivalent to 167 six-hour school days) a school year for schools not operating on a semester basis.

- Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other policies must be met.

D. Each LEA shall develop and implement a system whereby the principal of a school, or his designee, shall notify the parent or legal guardian in writing upon on or before a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

E. Tardy shall include but not be limited to leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day but shall not include reporting late to class when transferring from one class to another during the school day.

F. Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Supervisor of Child Welfare and Attendance or the school

principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit:

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state;

2. Extended hospital stay in which a student is absent as verified by a physician or dentist;

3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state;

4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state; or

5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly disease, as ordered by state or local health officials; or

6. Observance of special and recognized holidays of the student's own faith;

7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five school days per school year;

8. Absences verified and approved by the school principal or designee as stated below:

a. prior school system-approved travel for education.

b. death in the immediate family (not to exceed one week); or

c. natural catastrophe and/or disaster.

G. For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the LEA.

H. Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades, shall not receive those grades if they are unable to complete makeup work or pass the course.

I. Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

J. If a student is absent from school for 2 or more days within a 30-day period under a contract or employment arrangement to render artistic or creative services for compensation as set forth in the Child Performer Trust Act (R.S. 51:2131 et seq.) the employer shall employ a certified teacher, beginning on the second day of employment, to provide a minimum of three education instruction hours per day to the student pursuant to the lesson plans for the particular student as provided by the principal and teachers at the student's school. There must be a teacher to student ratio of one teacher for every 10 students.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:112, R.S. 17:221.3-4, R.S. 17:226.1, and R.S. 17:233.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1273 (June 2005), amended LR 32:546 (April 2006), LR 32:1030 (June 2006), LR 33:2351 (November 2007), LR 35:641 (April 2009), LR 35:1097 (June 2009), LR 35:1475

(August 2009), LR 36:482 (March 2010), LR 36:1224 (June 2010), LR 37:1126 (April 2011), LR 37:2132 (July 2011), LR 38:1000 (April 2012), LR 38:1225 (May 2012), LR 38:1399 (June, 2012), LR 39:2205 (August 2013), LR 40:

Communicable Disease Control

A. The LDE will work cooperatively with the Louisiana Department of Health and Hospitals for the prevention, control and containment of communicable diseases in schools and shall assist in the dissemination of information relative to communicable diseases to all school governing authorities, including but not limited to information relative to imminent threats to public health or safety which may result in loss of life or disease.

B. Students are expected to be in compliance with the required immunization schedule.

1. The principal is required under R.S. 17:170 to exclude children from school attendance who are out of compliance with the immunizations required by this statute.

2. School personnel will cooperate with public health personnel in completing and coordinating all immunization data, waivers and exclusions, including the necessary Vaccine Preventable Disease Section's school ionization report forms (EPI-11, 11/84) to provide for preventable communicable disease control.

C. The superintendent may exclude a student or staff member for not more than five days, or the amount of time required by state or local public health officials, from school or employment when reliable evidence or information from a public health officer or physician confirms him/her of having a communicable disease or infestation that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student or staff member may be excluded unless the state or local public health officers determine the condition is no longer considered contagious.

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Appendix 6: Guidance for Safe Handling of Human Remains of EVD Patients in Louisiana Hospitals and Mortuaries

http://www.cdc.gov/vhf/ebola/hcp/guidance-safe-handling-human-remains-ebola-patients-us-hospitals-mortuaries.html

These recommendations give guidance on the safe handling of human remains that may contain EVD and are for use by personnel who perform postmortem care in Louisiana hospitals and mortuaries. In patients who die of EVD infection, virus can be detected throughout the body. EVD can be transmitted in postmortem care settings by laceration and puncture with contaminated instruments used during postmortem care, through direct handling of human remains without appropriate personal protective equipment, and through splashes of blood or other body fluids (e.g. urine, saliva, feces) to unprotected mucosa (e.g., eyes, nose, or mouth) which occur during postmortem care.

Only personnel trained in handling infected human remains, and wearing PPE, should touch, or move any EVD-infected remains.

Handling of human remains should be kept to a minimum.

Autopsies on patients who die of EVD should be avoided. If an autopsy is necessary, the state health department and CDC should be consulted regarding additional precautions.

Definitions for Terms Used in this Guidance

- Cremation: The act of reducing human remains to ash by intense heat.
- Hermetically sealed casket: A casket that is airtight and secured against the escape of microorganisms. A casket will be considered hermetically sealed if accompanied by valid documentation that it has been hermetically sealed AND, on visual inspection, the seal appears not to have been broken.
- Leak-proof bag: A body bag that is puncture-resistant and sealed in a manner so as to contain all contents and prevent leakage of fluids during handling, transport, or shipping.

Personal protective equipment for postmortem care personnel

Personal protective equipment (PPE): Prior to contact with body, postmortem care personnel must wear PPE consisting of: surgical scrub suit, surgical cap, impervious gown with full sleeve coverage, eye protection (e.g., face shield, goggles), facemask, shoe covers, and double surgical gloves. Additional PPE (leg coverings, apron) might be required in certain situations (e.g., copious amounts of blood, vomit, feces, or other body fluids that can contaminate the environment).

Putting on, wearing, removing, and disposing of protective equipment: PPE should be in place BEFORE contact with the body, worn during the process of collection and placement in body

bags, and should be removed immediately after and discarded as regulated medical waste. Use caution when removing PPE as to avoid contaminating the wearer. Hand hygiene (washing your hands thoroughly with soap and water or an alcohol based hand rub) should be performed immediately following the removal of PPE. If hands are visibly soiled, use soap and water.

Postmortem preparation

Preparation of the body: At the site of death, the body should be wrapped in a plastic shroud. Wrapping of the body should be done in a way that prevents contamination of the outside of the shroud. Change your gown or gloves if they become heavily contaminated with blood or body fluids. Leave any intravenous lines or endotracheal tubes that may be present in place. Avoid washing or cleaning the body. After wrapping, the body should be immediately placed in a leak-proof plastic bag not less than 150 μm thick and zippered closed. The bagged body should then be placed in another leak-proof plastic bag not less than 150 μm thick and zippered closed before being transported to the morgue.

Surface decontamination: Prior to transport to the morgue, perform surface decontamination of the corpse-containing body bags by removing visible soil on outer bag surfaces with EPA-registered disinfectants which can kill a wide range of viruses. Follow the product's label instructions. The visible soil has been removed, reapply the disinfectant to the entire bag surface and allow to air dry. Following the removal of the body, the patient room should be cleaned and disinfected. Reusable equipment should be cleaned and disinfected according to standard procedures. For more information on environmental infection control, please refer to "Interim Guidance for Environmental Infection Control in Hospitals for EVD" (http://www.cdc.gov/vhf/ebola/hcp/environmental-infection-control-in-hospitals.html).

Individuals driving or riding in a vehicle carrying human remains: PPE is not required for individuals driving or riding in a vehicle carrying human remains, provided that drivers or riders will not be handling the remains of a suspected or confirmed case of EVD, and the remains are safely contained and the body bag is disinfected as described above.

Mortuary care

Do not perform embalming. The risks of occupational exposure to EVD while embalming outweighs its advantages; therefore, bodies infected with EVD should not be embalmed.

Do not perform autopsies.

Do not open the body bags.

Do not remove remains from the body bags. Bagged bodies should be placed directly into a hermetically sealed casket.

Mortuary care personnel should wear PPE listed above; surgical scrub suit, surgical cap, impervious gown with full sleeve coverage, eye protection (e.g., face shield, goggles), facemask, shoe covers, and double surgical gloves when handling the bagged remains.

In the event of leakage of fluids from the body bag, thoroughly clean and decontaminate areas of the environment with EPA-registered disinfectants which can kill a broad range of viruses in accordance with label instructions. Reusable equipment should be cleaned and disinfected according to standard procedures. For more information on environmental infection control, please refer to "Interim Guidance for Environmental Infection Control in Hospitals for Ebola Virus Disease" (http://www.cdc.gov/vhf/ebola/hcp/environmental-infection-control-in-hospitals.html).

Disposition of Remains

Remains should be cremated or buried promptly in a hermetically sealed casket.

Once the bagged body is placed in the sealed casket, no additional cleaning is needed unless leakage has occurred.

No PPE is needed when handling the cremated remains or the hermetically sealed closed casket.

Transportation of human remains

Transportation of remains that contain EVD should be minimized to the extent possible.

All transportation, including local transport, for example, for mortuary care or burial, should be coordinated with relevant local and state authorities in advance.

Interstate transport should be coordinated with CDC by calling the Emergency Operations Center at 770-488-7100. The mode of transportation (i.e., airline or ground transport), must be considered carefully, taking into account distance and the most expeditious route. If shipping by air is needed, the remains must be labeled as dangerous goods in accordance with Department of Transportation regulations (49 Code of Federal Regulations 173.196).

Transportation of remains that contain EVD outside the United States would need to comply with the regulations of the country of destination, and should be coordinated in advance with relevant authorities.

References

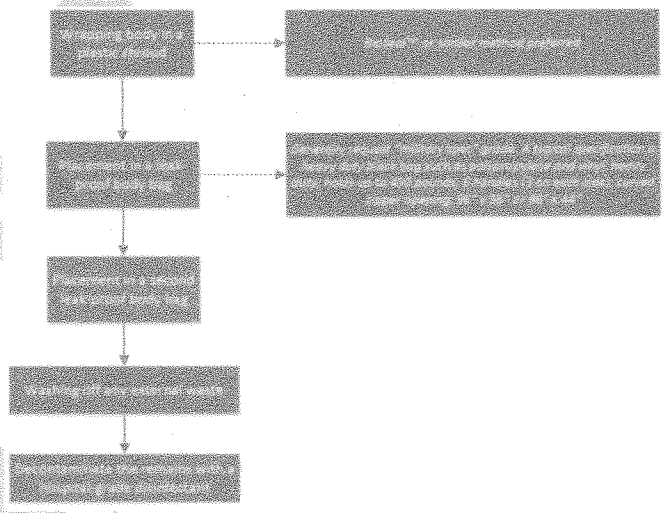
CDC. Medical Examiners, Coroners, and Biologic Terrorism A Guidebook for Surveillance and Case Management. MMWR 2004;53(RR08);1-27. (http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5308a1.htm)

Appendix 7: Preliminary Guidance for Determining Final Disposition of EVD Victims

Introduction

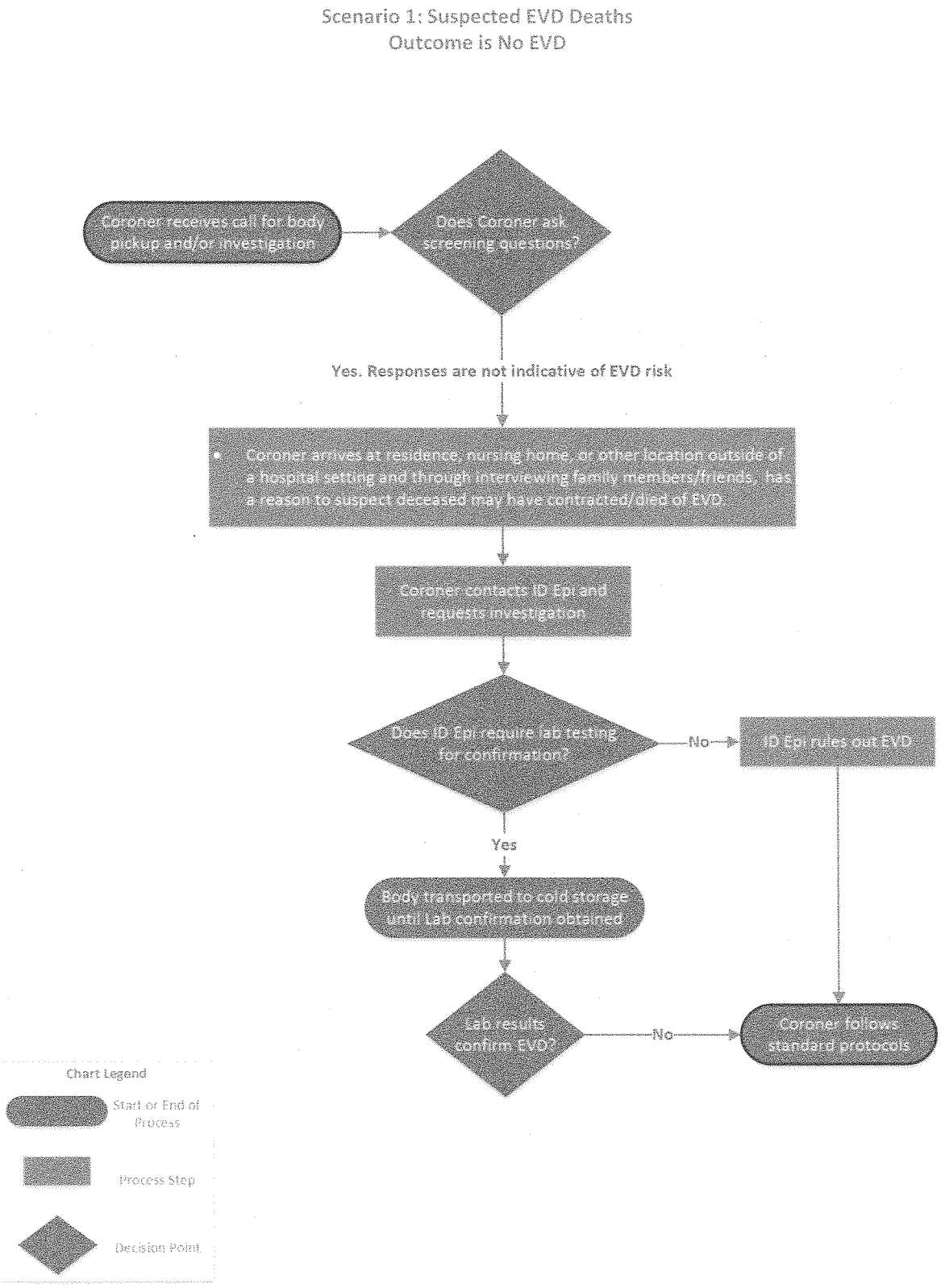
This preliminary guidance presents a number of algorithms for coroners and other stakeholders involved in the disposition of remains of an EVD victim. There are a number of assumptions made for the guidance that follows:

1. Cremation of EVD remains is the preferred disposition method.
2. For EVD victims that expire in a hospital setting:
    a. EVD has already been confirmed prior to death and the involvement of coroners, funeral directors or other contractors.
    b. The hospital will assume responsibility for the management of any waste generated by coroners/funeral directors/contractors in the containment of the body per CDC guidance.
    c. The hospital will confirm the presence or absence of any sealed medical devices (i.e. pacemakers, etc.) that would contra-indicate cremation.
    d. The hospital will probably not be prepared to perform the containment procedures described above.

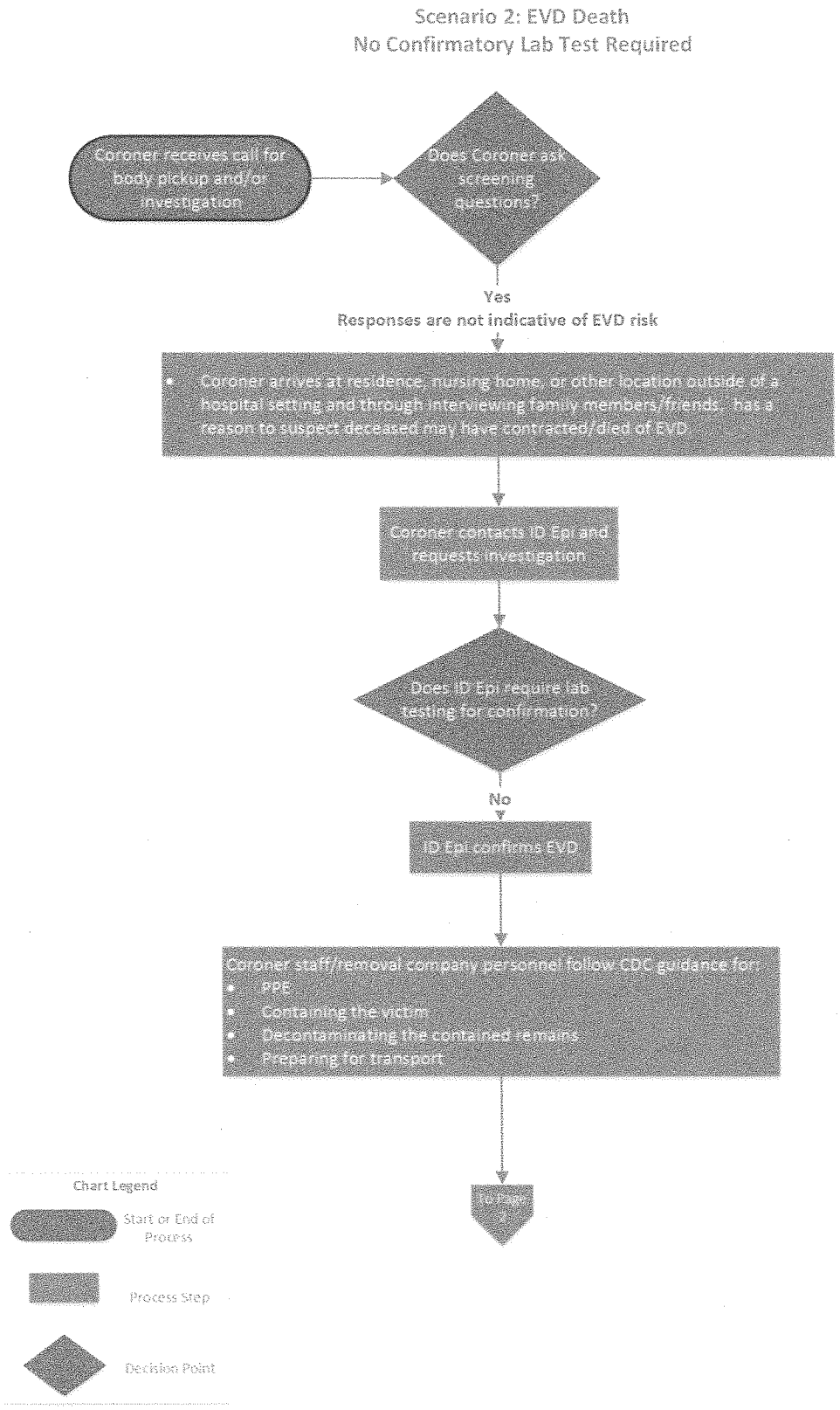


3. In suspected cases occurring outside a hospital setting, we outline a decision tree where the Coroner/Funeral Director/Contractor performs a simple telephone screening (similar to 911 Guidance) before going out to the scene. The algorithm presents divergent paths if the investigator does or does not have a reasonable degree of certainty in the accuracy or truthfulness of the answers obtained.
4. There are three basic scenarios presented:
    a. A simple scenario where a suspected EVD case is confirmed negative.
    b. A confirmed EVD victim where Infectious Disease Epidemiology (ID Epi) requires no confirmatory lab testing.
    c. A confirmed EVD victim that requires confirmatory testing.
5. These scenarios are presented to account for the potential need to temporarily store the sealed remains and preserve some choice for the Next Of Kin (NOK).

Scenario 1: Suspect Death is Negative for EVD

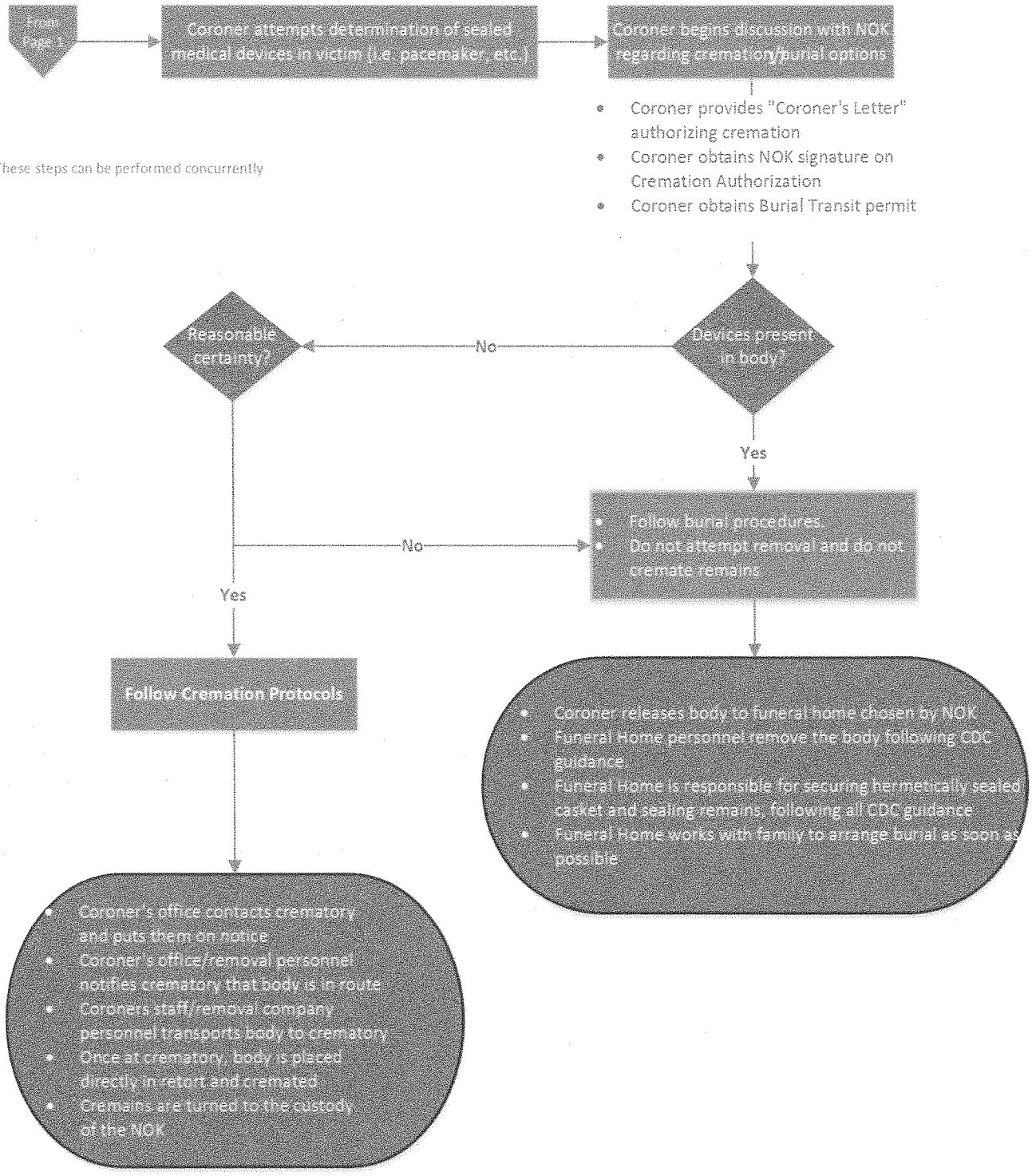


Scenario 2: Suspected Case Confirmed without Lab Testing
Page 1

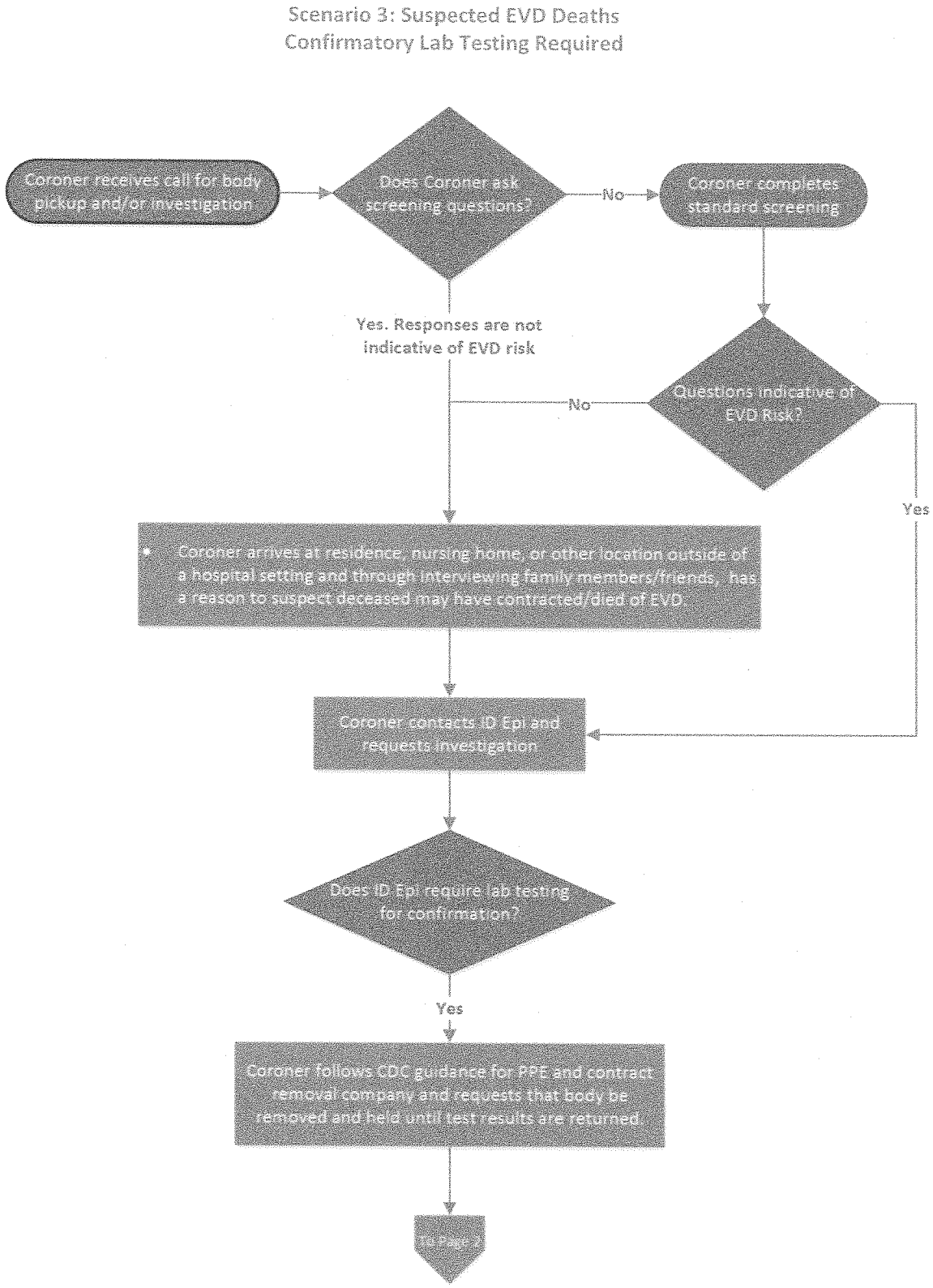


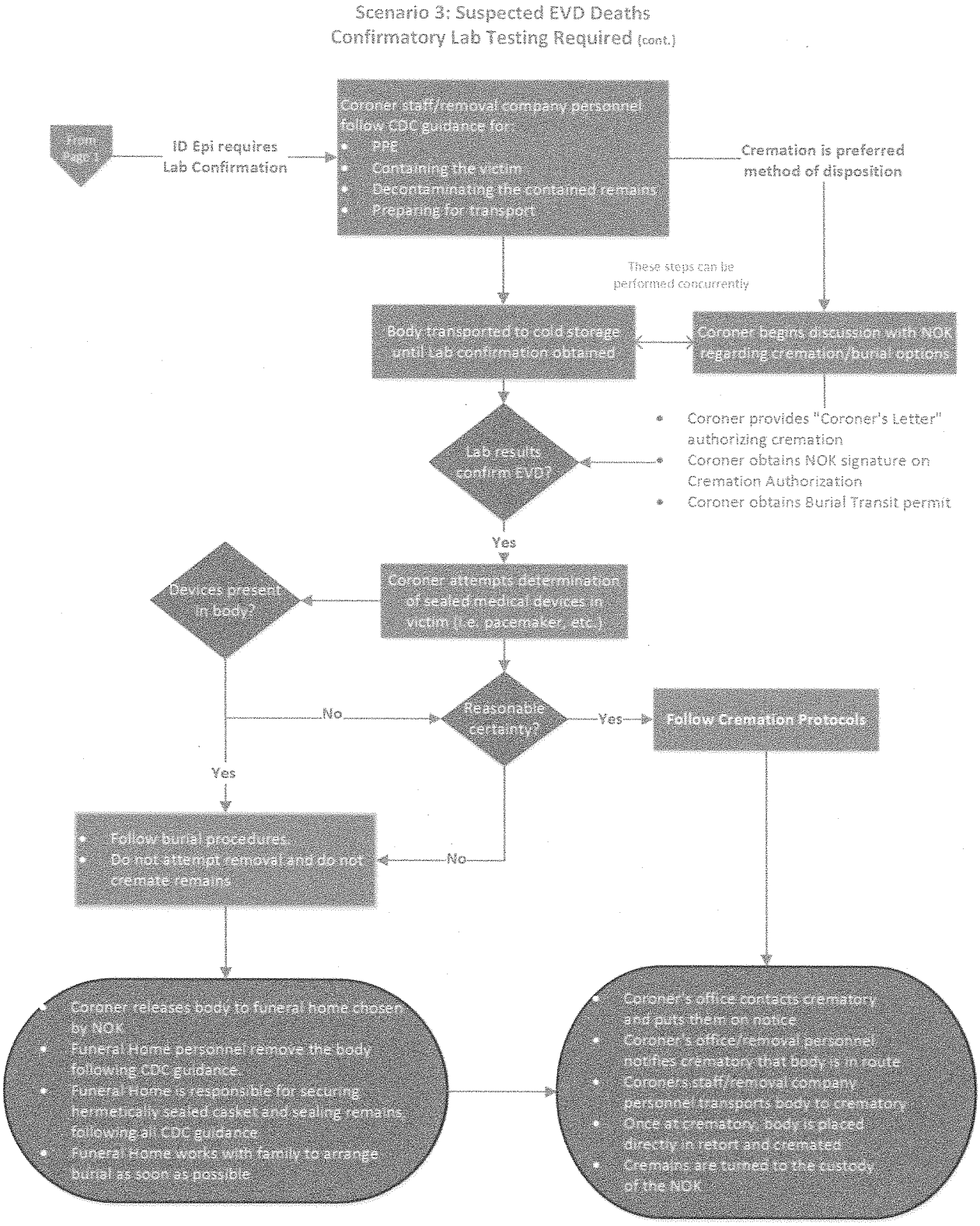
Page 2

Scenario 2: EVD Death
No Confirmatory Lab Test Required (cont.)



Scenario 3: Suspected Case Confirmed with Lab Testing
Page 1




Scenario 3: Suspected EVD Deaths
Confirmatory Lab Testing Required (cont.)
From page 1
ID Epi requires Lab Confirmation
Coroner staff/removal company personnel follow CDC guidance for:
PPE
Containing the victim
Decontaminating the contained remains
Preparing for transport
Cremation is preferred method of disposition
These steps can be performed concurrently
Body transported to cold storage until Lab confirmation obtained
Coroner begins discussion with NOK regarding cremation/burial options
Coroner provides "Coroner's Letter" authorizing cremation
Coroner obtains NOK signature on Cremation Authorization
Coroner obtains Burial Transit permit
Lab results confirm EVD?
Yes
Coroner attempts determination of sealed medical devices in victim (i.e. pacemaker, etc.)
Devices present in body?
No
Reasonable certainty?
Yes
Follow Cremation Protocols
Yes
Follow burial procedures
Do not attempt removal and do not cremate remains
No
Coroner releases body to funeral home chosen by NOK
Funeral Home personnel remove the body following CDC guidance
Funeral Home is responsible for securing hermetically sealed casket and sealing remains following all CDC guidance
Funeral Home works with family to arrange burial as soon as possible
Coroner's office contacts crematory and puts them on notice
Coroner's office/removal personnel notifies crematory that body is in route
Coroner's staff/removal company personnel transports body to crematory
Once at crematory, body is placed directly in retort and cremated
Cremains are turned to the custody of the NOK

Conclusion

These draft algorithms need to be reviewed by the Louisiana Coroner's Association, the Louisiana Hospital Association, and other Subject Matter Experts (SME). However, the objective should be to gain consensus and implement these algorithms statewide and continue to evolve them as other, more definitive guidance is published.

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Terms and Definitions

CDC
Centers for Disease Control and Prevention

Confirmed Case
Positive PCR lab test results from the CDC

Contact Tracing
Conducted by ID Epi Team and CDC Team; finding everyone who comes in direct contact with a sick EVD patient

DHH
Department of Health and Hospitals

DRC
Disaster Response Coordinator

EMS
Emergency Medical Services

ESF
Emergency Support Function

EUA
Emergency Use Authorization

EVD
Ebola Virus Disease

GOHSEP
Governor's Office of Homeland Security and Emergency Preparedness

Hazmat
Hazardous Materials

HHS
Health and Human Services

ID Epi
Infectious Disease Epidemiology

Isolation
Symptomatic; and in isolated setting in a medical setting or in a home-setting

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LRN
Laboratory Response Network

LSBEFD
Louisiana State Board of Embalmers & Funeral Directors

LSP
Louisiana State Police

NOK
Next Of Kin

OPH
Office of Public Health

OHSEP
Office of Homeland Security and Emergency Preparedness

Person Under Investigation (PUI)
A person who has clinical criteria for EVD and has the Epidemiological risk factors

PHERC
Public Health Emergency Response Coordinator

PPE
Personal Protective Equipment

PSAP
Public safety answering point

Quarantine (Confinement)
Non-symptomatic: exposed to the disease: confined for the duration of the incubation period which is 21 days for EVD.

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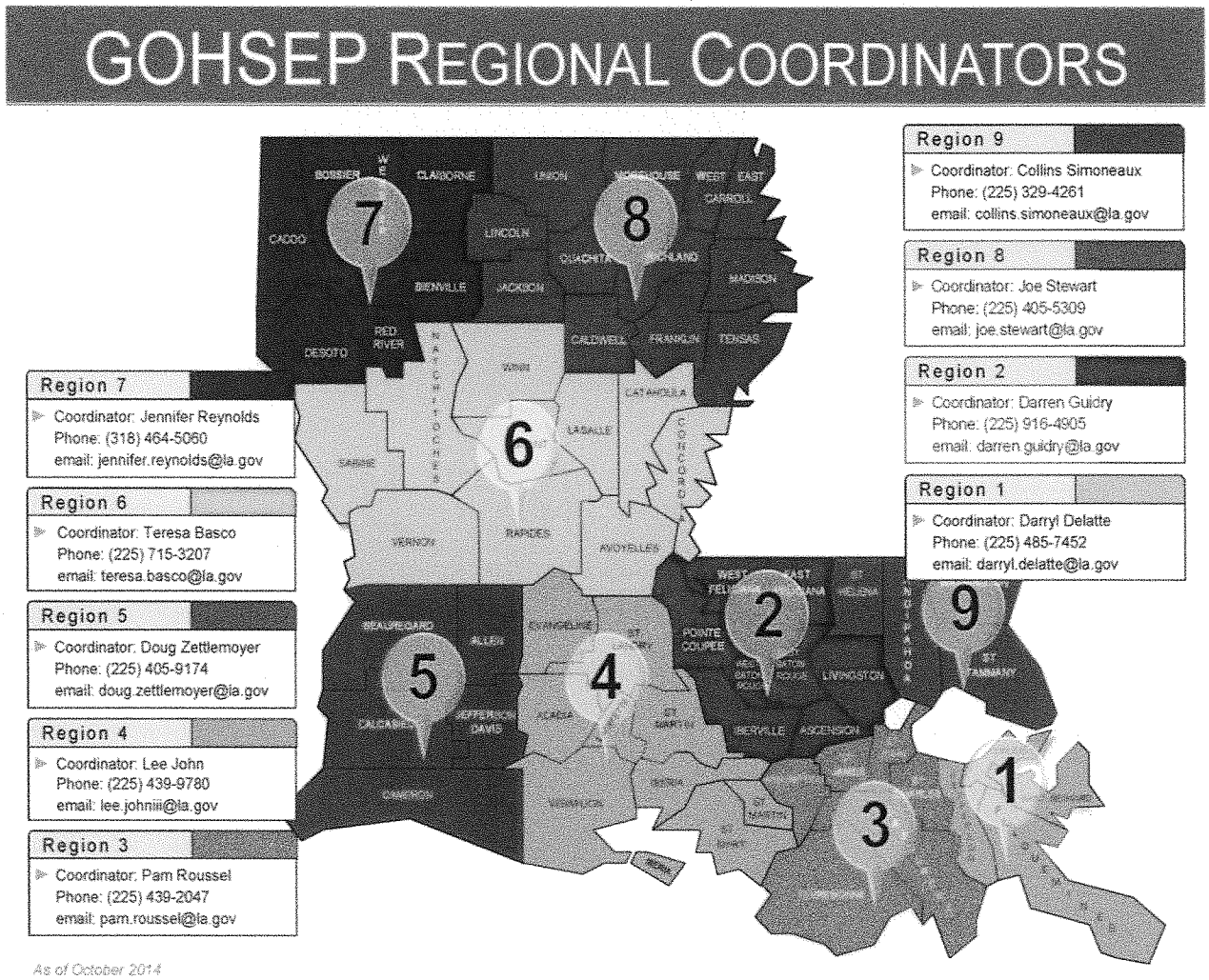
Attachment 1, St. Bernard Parish and GOHSEP State EOC Contacts

St. Bernard Parish Contact Numbers			
Parish President			
David E. Peralta	Parish President	504-278-4240	225-252-2172
Office of Homeland Security and Emergency Preparedness			
John Rahaim, Jr.	Deputy Director	504-278-4267	504-442-1040
Lorrie Allen	Executive Assistant	504-278-4268	504-442-3121
Sheriff's Office			
SBSO 911 Center	Dispatcher	504-271-2501	
Fire Department			
SBFD Dispatch	Dispatcher	504-279-1200	
Acadian Ambulance			
Dispatch	Dispatcher	800-259-1111	
St. Bernard Parish Hospital			
Emergency Room	ER Nurse	504-826-9500	

GOHSEP EOC Contact Numbers			
Executive Staff			
Kevin Davis	GOHSEP Director	225-925-7345	225-252-2172
Christina Dayries	Chief of Staff	225-358-5599	225-247-0797
Executive Staff – Preparedness, Response & Interoperability (PRI) Division			
Christopher Guilbeaux	Deputy Director	225-925-7333	225-715-3191
Kevin Breaux	Assistant Deputy Director	225-925-3506	225-573-9345
Operations Section			

Sean Wyatt	Section Chief	225-358-5412	504-301-6166
Jason Lachney	Assistant Section Chief	225-925-7520	225-933-0173
Preparedness Section			
David Schultz	Section Chief	225-358-5656	225-252-2005
Amy Dawson	Assistant Section Chief	225-922-2667	225-328-8642

Attachment 2, GOHSEP Regional Coordinators



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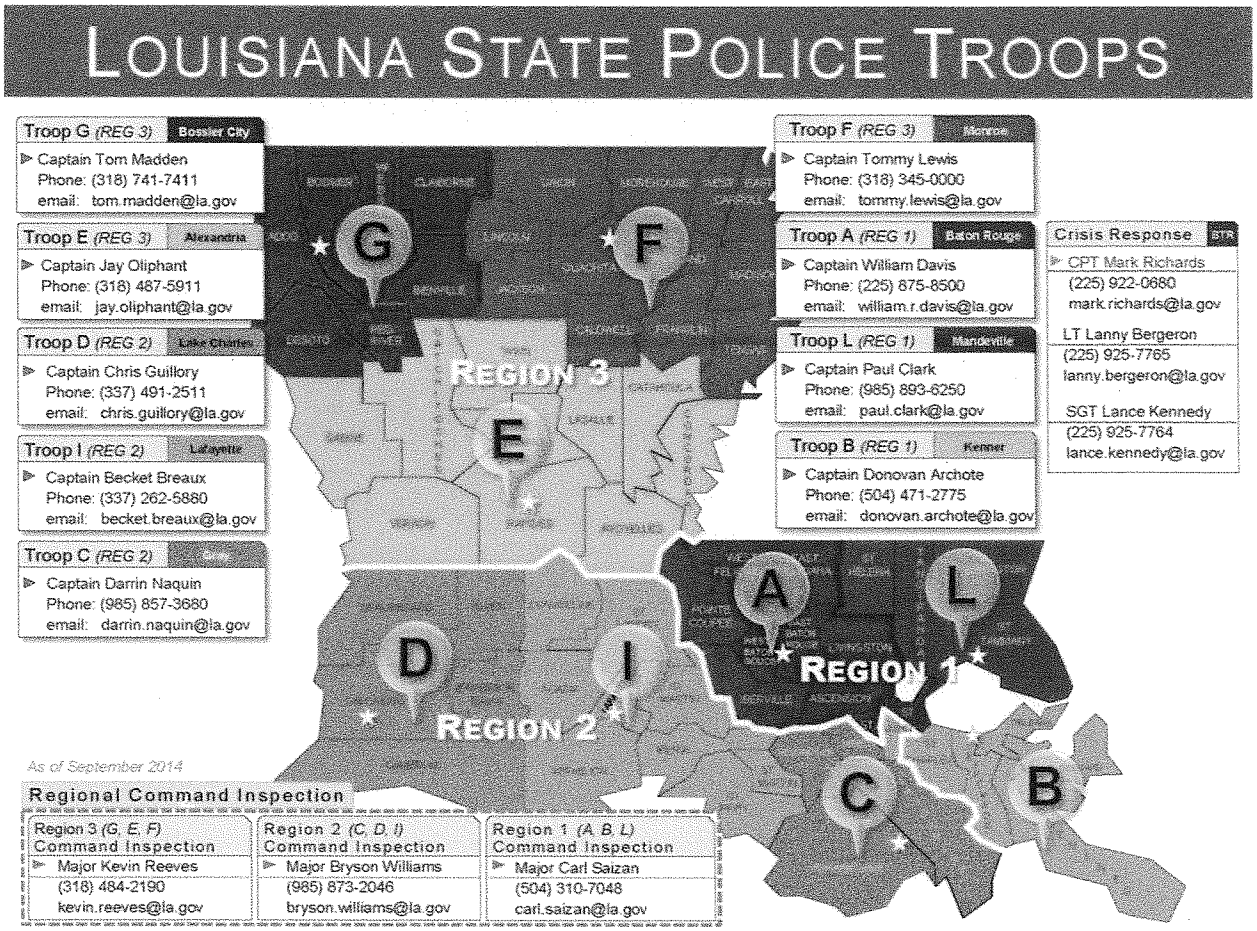
Attachment 3, Louisiana State Police Troops



Ebola Information Contacts

Charlie Dupuy
225-925-6111
charlie.dupuy@la.gov

David Staton
225-925-1980
david.staton@la.gov

Taylor Moss
225-925-6113 x 240
taylor.moss@la.gov

Attachment 4, ESF-8 Network

ESF8 Network

1. Parish Directors can be found at this link:
http://gohsep.la.gov/parishoepnumbers.aspx

Code:
ADM – Regional Administrator
MD – Regional Medical Director
PHERC – Public Health Emergency Response Coordinator
H-DRC – Hospital Designated Regional Coordinator
A-DRC – Administrative Hospital Designated Regional Coordinator
EMS-DRC – EMS Designated Regional Coordinator

Region 8
MD: Shelley.Jones@la.gov 225-573-6473
Assist. Admin: Jeff.Toms@la.gov 318-475-1789
PHERC: Sheila.Hutson@la.gov 318-366-5828
A-DRC: Bramem@stfran.com 318-348-7096
E-DRC: jogden238@gmail.com 318-729-2677
Daniel.Haynes@amr.net 318-801-0359

Region 2
MD: Marilyn.Reynaud@la.gov 225-328-8831
PHERC: Schaun.Morgan@la.gov 225-354-5649
H-DRC: Richard.Boyen@tolohmc.com 401-338-7582
Connie.Deleo@brgeneral.org 225-572-9658
E-DRC: michael1hammett@gmail.com 225-200-2925

Region 7
MD: Martha.Whyte@la.gov 225-247-4988
PHERC: Frank.Robison@la.gov 225-252-3045
H-DRC: wandr1@lsuhsc.edu 318-465-9500
E-DRC: bpems505@bellsouth.net 318-464-7995
E-DRC: casey@balentineambulance.com 318-422-4226

Region 9
MD: Gina.Lagarde@la.gov 225-329-5919
PHERC: Thomas.Jordan@la.gov 985-200-2473
H-DRC: Region9DRC@yahoo.com 985-290-2642
E-DRC: Dmeche@acadian.com 985-974-4000
Tjacobsen@acadian.com 985-320-3944

Region 6
MD: David.Holcombe@la.gov 318-542-9790
PHERC: Patricia.White@la.gov 318-613-2854
H-DRC: Mary.Tarver@christushealth.org 318-664-0843
Brenda.Bennet@christushealth.org 314-451-8588
E-DRC: Detheridge@acadian.com 318-541-6395
Jandries@acadian.com 318-290-0447

GOHSEP EOC
Jquidry@la.gov 225-938-8049
Rosanne.Prats@la.gov 225-938-8059

DHH EOC
Doris.Brown@la.gov 225-202-2336
Keith.Phillips@la.gov 225-329-6063
Mandrak.Starks-robinson@la.gov 318-[illegible]18-2796

Region 5
MD: Bertrand.Foch@la.gov 225-573-6275
PHERC: Mike.Parent@la.gov 225-614-5051
H-DRC: Jeron.Kyle@christushealth.org 337-274-2898
Rfavre@wcch.com 337-476-9133
lharmon@lgmc.com 337-570-4230
E-DRC: Mconner@acadian.com 337-912-2668
lowers@acadian.com 337-316-2974
wvincent@acadian.com 337-302-9275

Region 4
MD: Tina.Stefanski@la.gov 337-581-5847
PHERC: Carol.Broussard@la.gov 337-380-1922
H-DRC: Ahebert@lgmc.com 337-654-2662
lharmon@lgmc.com 337-570-4230
E-DRC: Dsimon@acadian.com 337-319-7710
eburleigh@acadian.com 337-278-1268
taylor.richard@acadian.com 225-270-1157

Region 3
ADM: Paul.Landry@la.gov 337-278-7124
MD: Tina.Stefanski@la.gov 337-581-5847
PHERC: Kayla.Guerrero@la.gov 225-614-5053
H-DRC: Percy.Mosely@tgmc.com 985-804-5275
Region3DRC@yahoo.com 985-413-2859
E-DRC: Cdavis@acadian.com 985-637-0695
gnaquin@acadian.com 985-791-7496

Region 1
ADM: Avis.Gray@la.gov 225-328-8350
MD: Takeisha.Davis@la.gov 225-328-9750
PHERC: Sundee.Warren@la.gov 225-485-6322
H-DRC: Denice.Eshleman@touro.com 504-235-7193
H-DRC: Hasprion@ochsner.org; 504-450-9850
A-DRC: Cindy Davidson Region1adrc@gmail.com 225-939-1313
E-DRC: Region1EMSDRC2@gmail.com 985-855-2897
Frank.Graffi@careambulance-la.com 504-234-7193
At-Large/University DRC: Norris@tulane.edu 504-452-7864

Point of Contact for the Bureau of EMS

Name	Position	Direct / Mobile
Donnie Woodyard Jr.	Director	(225) 590-3555
Stephen Phillipe	Deputy Director	(504) 417-0756
Elizabeth Fiato	Mgr. Disaster Management	(504) 251-8242
Rose Johnson	EMS for Children	(318) 578-1308

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Point of Contacts for ESF-8 Behavioral Health Operations Districts/Authorities

	Name	Office Phone	Cell Phone
Region 1	**Metropolitan Human Services District**	Yolanda Webb , Executive Director Charlotte Cunliffe, Deputy Director	504-535-2909 504-654-9486
Region 2	**Capital Area Human Services District**	Dr. Jan Kasofsky, Executive Director	225-266-0522
Region 3	**South Central Louisiana Human Services Authority**	Lisa Schilling, Executive Director Kristin Bonner, Deputy Director	985-688-4351 985-209-2922
Region 4	**Acadiana Area Human Services District**	Brad Farmer, Executive Director Yancey Mire, Director of BH (POC)	337-278-7671 337-303-3726
Region 5	**Imperial Calcasieu Human Services District**	Tanya McGee, Executive Director	337-802-2176
Region 6	**Central Louisiana Human Services District**	Egan Jones, Executive Director	318-730-8273
Region 7	**Northwest Louisiana Human Services District**	Doug Efferson, Executive Director Wendy Goad, Administrator	318-423-4202 318-362-4914
Region 8	**Northeast Delta Human Services Authority**	Dr. Monteic Sizer, Executive Director Mark DeBord, Regional Administrator	225-270-8324 318-381-9070
Region 9	**Florida Parishes Human Services Authority**	Melanie Watkins, Executive Director	985-974-4007
Region 10	**Jefferson Parish Human Services Authority**	Lisa English Rhoden, Executive Director	504-473-7711

Revised: June 5, 2014

List of Laboratories Approved to Perform the EUA EVD Zaire (EZ1) rRT-PCR (TaqMan®) Assay

LRN Labs	
Arizona SPHL	Phoenix
Florida SPHL	Miami Branch
Los Angeles County PHL	
Maryland SPHL	Baltimore
Massachusetts SPHL	Boston
Michigan SPHL	Lansing
Minnesota SPHL	St. Paul
Montana SPHL	Helena
Nebraska SPHL	Omaha
New York City PHL	New York City
New York SPHL	Albany
North Carolina SPHL	Raleigh
Ohio SPHL	Reynoldsburg
Pennsylvania	Exton
Texas SPHL	Austin
Virginia SPHL	Richmond
Washington, DC PHL	
Washington SPHL	Shoreline

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Attachment 8, Biological Remediation Contractors

Biological Remediation Contractors

Troop A
Baton Rouge Area

Oil Mop Response, Inc.
2955 S. St. Landry
Gonzales, LA 70737
Phone: 225-644-0439
FAX: 225-644-0463

Oil Mop Response, Inc.
5227 N. River Road
Port Allen, LA 70767
Phone: 225-388-9992
FAX: 225-388-0895

XTreme Cleaners
P.O. Box 837
Prairieville, LA 70769
24 Hour Emergency Contact (800)524-9591
Larry Douglas (225) 276-3489
Office (225) 276-3489
Fax (225) 612-6988

B&P Enterprises
4168 Bowden
Geismar, LA 70734
Phone: (225) 474-1825 / (225)474-1825
ER Response (Nationwide) 662-781-2780

United States Environmental Services, LLC
6338 Hwy 73
Geismar, LA 70734
24 Hour Phone: (225) 673-4200 or
(888) 279-9930

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Troop B
New Orleans Area

Clean Scene, LLC
514 Derbigny St.
Gretna, LA 70053
Phone: (504) 433-5777
Contact: Tommy Boudreaux
Cell: (504) 237-1960

Oil Mop Response, Inc.
11842 River Road
St. Rose, LA 70087
Phone: 504-712-6947
Fax: 504-712-6949

Oil Mop Response, Inc.
42519 Highway 23
Venice, LA 70091
Phone: 504-534-7563
Fax: 504-534-7566

P A Touchard Management Services
3106 Little Place
Slidell, LA 70458
Phone: (985) 643-8805
FAX (985) 646-4848
Contact: Pat Touchard
Cell (985) 640-0796

United States Environmental Services, LLC
Corporate Office
2809 E. Judge Perez Drive
Meraux, LA 70075
24 Hour Phone: (504) 279-9930
(888) 279-9930
Cell: (985)590-7089

United States Environmental Services, LLC
Venice, LA 70091
Ph 504-534-2744
Fax 504-534-7042

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Troop C
Houma Area

Oil Mop Response, Inc.
18274 West Main Street
Galliano, LA 70354
Phone: 985-475-3400
FAX: 985-475-3401

Oil Mop Response, Inc.
221 Clendenning Road
Houma, LA 70363
Phone: 985-868-0119
FAX: 985-868-0425

Troop D
Lake Charles Area

United States Environmental Services, LLC
410 Walcott Road
Westlake, LA 70669
Phone: 337-882-1276

Environmental Response Services
8583 Joe Ledoux Rd.
Lake Charles, LA 70605
P.O. Box 4288
24-Hour No: (337) 562-0001

Miller Environmental Services
2208 Industrial Drive
Sulphur, LA 70665
Phone: (337)882-9800
(888)207-9403

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Troop E
Alexandria Area

Advanced Specialized Carriers, LLC
4170 Pardue Rd.
Pineville, LA 71360
Phone: (318) 640-2098
Kevin Hightower (318) 715-6158
Ray Philen (318)715-1656
Harlan Laffoon (318)729-7525

Troop G
Shreveport Area

Oil Mop Response, Inc.
1005 Mars Boulevard
Shreveport, LA 71107
Phone: 318-222-0404
FAX: 318-222-0464
Contact: Duane Stewart

United States Environmental Services, LLC
9435 St Vincent Ave.
Shreveport, LA 71106
Ph 318-861-0880
Fax 318-861-1285

Trauma Location Cleaner
712 Milam Street, Suite 101
Shreveport, LA 71101
Phone: (318) 227-8393
FAX (318) 227-9213

B&P Enterprises Shreveport Office
Office: 903-280-7359
ER 662-781-2780 or 903-824-1996

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Troop I
Lafayette Area

Oil Mop Response, Inc.
Morgan City, LA
9625 Highway 182
Morgan City, LA 70381
Phone: 985-631-9664
FAX: 985-631-2823

Oil Mop Response, Inc.
New Iberia, LA
3401 Jack Brooks Road
New Iberia, LA 70560
Phone: 337-364-5373
FAX: 337-367-9444

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Attachment 9, Handling EVD Remains - ESF 8 and Louisiana Coroner's Association

Handling EVD Remains - ESF 8 and Louisiana Coroner's Association

This is a list of issues that are being further considered by ESF 8 in coordination with the Louisiana Coroners Association. A Statewide meeting of coroners will be held on November 1, 2014 in Baton Rouge, Louisiana, and the president of the association has agreed to allow State ESF 8 to address fatality management of EVD victims with all state coroners. The following list contains topics to be discussed. Louisiana will use the CDC guidance as a baseline, and the following issues will be used to identify any potential gaps in resources and/or planning. Gaps identified will be referred to a small planning cell for protocol development, then reviewed and distributed by the Coroner's Association.

1. **Coordination between Coroner and Hospitals for Body Handoff**
   a. **Preparation of Remains at Hospital**
      i. Packaging Protocol
      ii. Preparation of Personnel
      iii. Liaison with the Parish Coroner
      iv. Handling Medical Waste

   Discussion: Follow CDC Guidance on Safe Handling of Human Remains
   - *Follow CDC Guidance on Safe Handling of Human Remains*
   - *Disposition of any waste material used in packaging remains*
   - *Provision of PPE observers in the packaging and transport preparation of any EVD remains*

   b. **Transportation Protocols**
      i. Transporters
      ii. Preparation
      iii. Handling and Movement Protocols
      iv. Managing PPE Waste
      v. Route Planning
      vi. Internal to the Hospital
      2. External to the Destination
      viii. Transport Vehicle Preparation
         1. Preparation
         2. Decontamination

   Discussion:
   - *Survey Coroners about transportation resources, contractors and guidelines. Also explore MOUs between the larger parishes which are well-resourced and the smaller parishes.*

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- *Explore MOUs between the larger parishes which are well-resourced and the smaller parishes.*
- *Discuss standard protocol for transporting remains to various destination:*
  - *Direct to crematory (use of cardboard containers (temporary coffins) so that transportation and crematory personnel do not have to directly handle the remains.*
  - *Direct to coroner's office or other secure refrigerated storage site if some delay in final disposition is encountered (i.e. lab testing, court orders, etc.).*

c. Preparation of Receiving Facilities

i. Preparation

ii. Decontamination

Discussion:

- *Preparation of crematories*
- *Preparation of funeral homes*
- *Preparation of coroner's offices or other temporary secure refrigerated storage.*
-

2. Interface with Families

a. Hospital Duties

b. Coroner Duties

c. Funeral Home/Crematory Duties

Discussion:

- *Primary interface with the families will occur at the hospital by hospital staff before death.*
- *After death, the Coroner's Investigators typically handle family coordination.*

3. Communication and Interface with Funeral Homes and Crematories

a. Preparation of Funeral Homes and Crematories

b. Transportation Protocols

c. Security Protocols

Discussion:

- *Standardized protocol for transportation security*

4. Burial and/or Cremation Procedures

a. Licensed Crematories

- Preparations
- Handling of remains
- Disposal of cremains

Discussion:

- *Follow CDC Guidance on Safe Handling of Human Remains.*
- *Also obtain information on the following:*

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- *Contact the Louisiana State Board of Embalmers & Funeral Directors (LSBEFD) for data about funeral homes and crematories. Update: the database for the Board has been down for several days, but they will forward the information as soon as they can access their server. In the interim, the following data was provided about licensed Louisiana resources:*
  - *404 funeral homes in the state,*
  - *24 crematories with 103 licensed operators qualified to cremate (see attached preliminary results of participation survey)*
- *ESF 8 will obtain the data from the LSBEFD as soon as available. In the interim, with the data available, we will create a rough map of the location of these resources along with a throughput simulation model based on industry benchmarks, such as average time to complete cremation, transportation times, workloads and capacities, etc. This will be made available for the November 1st Coroner's Association Meeting.*

In conclusion, the President of the Association agreed to the following:

- Give ESF 8 time during the meeting to address the coroners in attendance about potential protocols and other issues
- Assist in finalizing a draft protocol for review by the association members
- Participate in a small fatality planning cell with ESF 8 staff and other subject matter experts.
- Provide any templates, protocols and operating guidelines already developed for handling EVD victim remains (or any remains where an infectious disease was the cause of death.)

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Attachment 10, Initial findings of the Louisiana Crematory Survey

Initial Findings of the Louisiana Crematory Survey

Legend

- Cremate Y/N: Whether or not this crematory would accept EVD victims for cremation
- Addl Costs: Whether or not additional costs would be charged by the crematory for cremation of EVD remains
- P/U or deliver: Whether or not the crematory would provide pickup and delivery to the crematory
- Turnaround: Average time taken from transport to packaging cremains for NOK
- 24/7: Will the crematory operator be on call 24/7
- Max temp: The maximum temperature of the crematory retort during cremation
- N/R: No response – still awaiting feedback from the operator

Company	Cremate Y/N	Addl. Costs	P/U or deliver	Container	Turnaround	24/7	Max temp	Comments
Abita Crematory	Yes	100	Deliver	CDC recommendations	24 hrs	Yes	1,600	Requests guidance for cemetery handling remains
Alexandria Crematory	No	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	
Billand, LLC	Yes	150	Deliver	CDC recommendations	12 hrs	Yes	2,000	Does not favor BioSeal alone. Thinks FH personnel should handle remains from location of death to crematory
Caddo Crematory, LLC	Yes	No	Deliver	CDC recommendations	12-24 hrs	Yes	1,600	
Church Funeral Services & Crematory, LLC	Yes	1,000	Deliver	CDC recommendations	12 hrs	Yes	1,600	Wants to know CDC protocls for crematories
Crematorium, Inc.	No	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Afraid of exposure and reputation of funeal home
Daniel Granite, LLC	Yes	No	Deliver	CDC recommendations	24 hrs	Yes	1,600	Wants information from coroners meeting jim.danielgranite@brcoxmail.com
Downing Pines Crematory	N/R	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Left message-no return call

Company	Cremate Y/N	Addl. Costs	P/U or deliver	Container	Turnaround	24/7	Max temp	Comments
Evergreen Crematory	N/R	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Left message-no return call
Forest Lawn Crematory	Yes	Yes	P/U or Deliver	CDC recommendations	24 hrs	Yes	1,600	
Garden of Memories Crematory	N/R	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Left message-no return call
Grace Crematory	Yes	No	P/U or Deliver	CDC recommendations	24 hrs	Yes	2,000	Wants more guidance for crematory operators
Kilpatrick's Rose-Neath Funeral Homes & Cemeteries	Yes	500	Deliver	CDC recommendations	12 hrs	Yes	1,600	
Lafayette Crematory, Inc.	Yes	No	Deliver	CDC recommendations	12 hrs	Yes	1,600	
Lake Charles Crematory, LLC	N/R	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Left message-no return call
Magnolia Crematory, LLC	N/R	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Left message-no return call
Memorial Crematory	Possibly	1,500	PU/ or Deliver	CDC recommendations	12 hrs	Yes	2,000	response stated could "possibly" handle EVD cases
Metairie Cemetery Association	N/R	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	
Pinecrest Crematory	Yes	No	Deliver	CDC recommendations	12 hrs	Yes	1,600	EJ Fielding feels coroner's staff p/u, and transports to crematory
Rabenhorst Funeral Home, LLC DBA Rabenhorst Crematory	No	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	
Resthaven Crematory	N/R	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Left message-no return call
Simply Cremations,	N/R	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Left message-no return call

Company	Cremate Y/N	Addl. Costs	P/U or deliver	Container	Turnaround	24/7	Max temp	Comments
LLC								
St. John Crematorium	N/R	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Left message-no return call
Tangipahoa Crematory	Yes	No	Deliver	CDC recommendations	12 hrs	Yes	1,600	

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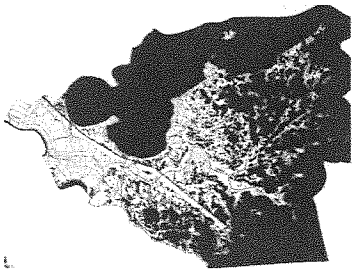
ST. BERNARD PARISH
OFFICE OF HOMELAND
SECURITY AND EMERGENCY
PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr., OHSEP Director

EMERGENCY SUPPORT FUNCTION 1

TRANSPORTATION

I. PURPOSE:

ESF 1 provides for the acquisition, provision and coordination of transportation for people and materials for emergency and disaster situations. The services and activities provided under this ESF include the identification, acquisition, arrangement, mobilization, and coordination of available parish government, school board, transportation agency, private industry and voluntary transportation equipment, manpower, and technical expertise to meet the requirements of providing essential transportation services before, during, and after emergencies and disasters. The ESF also covers the actions that need to be taken to facilitate transportation and overcome impediments in emergencies and disasters.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. The primary responsibility for ESF-1 rests with the Transportation Officer on the St. Bernard Parish EOC Staff. The Director of St. Bernard Urban Rapid Transit (SBURT) will fill this position.

2. Due to the multiple hazards within St. Bernard Parish, every resident is within a risk area.

3. War Related / Terrorism Hazards / Homeland Security

   A terrorism attack or attack by a foreign country is possible at any time and could take the form of a nuclear, chemical, biological, explosive, 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 the warning time may be as little as fifteen minutes. An accidental weapons launch is also a possibility. Warnings concerning terrorist activity could result from communications with Federal, State and other Local agencies. The Department of Homeland Security will issue warnings and an overall threat level for the country, region, state, or local area. These warnings include five levels (normal to severe): Green, Blue, Yellow, Orange and Red.

4. The principal means of transportation in an emergency for persons living, working, or traveling in risk areas of St. Bernard Parish is the private automobile, augmented by bus transportation provided by SBURT.

5. Local estimates of residents post-hurricane Katrina is approximately 43,000, a little more than half of the pre-Katrina population. On August 29, 2005, Hurricane Katrina caused the catastrophic failure of the levee system; this resulted in total devastation of the parish infrastructure.

6. Through Public Information strategies encouraging residents to assist their neighbors in a time of need and the number of vehicles that are available, St. Bernard Parish estimates its population without transportation in an emergency will be 3.5% of its total population.

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

a. School students while school is in session.

b. Children in the custody of day care centers.
c. Institutionalized persons in hospitals, nursing homes, and prisons.
d. Non-institutionalized disabled persons who have no means of transportation.
e. Persons without access to transportation.

8. The State of Louisiana will be the primary resource for buses that will be used to in an evacuation. Additional buses may be available through the St. Bernard Parish Unified School System. Bus inventory:
   a. 10 State Buses (50 Passengers)
   b. 2 SBURT Buses with Lift (16 Passengers)
   c. 80 + St. Bernard Parish Unified School System

9. St. Bernard Parish Council on Aging will provide transportation assistance as needed and able. Assets available include:
   a. 1 Van (14 Passengers)
   b. 1 Van with lift (7 Passengers)

10. St. Bernard Parish Sheriff's Office will be the primary agency for the removal of stalled vehicles. If the vehicle is unable to be pushed from the roadway, local tow services may be requested through the 911 Center. If local tow services are unavailable Parish Public Works equipment may be used to remove the vehicle.

11. Impediments blocking major roads within St. Bernard Parish will be the primary responsibility of DOTD, with the assistance of Parish Public Works.

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

13. Traffic and access control points will be established and manned by the St. Bernard Parish Sheriff's Office.

15. Assistance from Region 1 transportation providers will be requested through the Parish EOC and in accordance with Mutual Aid Agreements and the Region 1 Emergency Operation Plan.

16. Hurricane evacuations require state assistance from ESF -1, approximately 45 buses will be needed if a parish wide evacuation is ordered. The "New Super West Wal-Mart" on Judge Perez Hwy will be the state transportation staging area for evacuees without transportation.

B. ASSUMPTIONS

1. While all residents of St. Bernard Parish live within a risk area, it's unlikely that a parish wide evacuation order would be necessary, with the exception of a Hurricane, foreign attack or Homeland Security Event.

2. For planning purposes, it is presumed the Emergency Operation Staff will be activated and the Emergency Operation Center is operational.

3. Residents will act in their own interest and evacuate the area when told to do so.

4. Spontaneous evacuation will occur when there is sufficient warning of the threat. For planning purposes, it is presumed a percentage of the people at risk will evacuate before being directed to do so.

5. GOHSEP will activate the State EOC and resources will be available as established in the State ESF-1.

III. CONCEPT OF OPERATIONS:

A. MITIGATION:

1. St. Bernard Parish established the position of Transportation Officer within the EOC and developed Transportation Implementing Procedures to implement ESF-1.

2. OHSEP is continuously working with committees, taskforces, and other agencies to improve the efficiency of future evacuations.

3. OHSEP identifies potential evacuation areas through a hazard analysis.

4. Public education is being provided through the St. Bernard Parish Office of Homeland Security and Emergency Preparedness.

B. PREPAREDNESS:

The St. Bernard Parish Emergency Operations Plan contains the following:

1. Appendices containing helpful information including the approximate number of people requiring special needs, shelter locations and shelter management teams;

2. Provisions that have been made to control access to the evacuated area;

3. Support for essential operations and services in the risk area;

4. Mutual aid agreements may be initiated with other jurisdictions or Region 1 Parishes as necessary;

5. Provisions for vehicle security and parking in the reception area;

6. Plans for essential workers to commute to hazardous areas;

7. Provisions that have been made to provide security for the protection of property in the area that has been evacuated;

8. Provisions that have been made for the return of people to their homes;

9. Provisions for special needs populations;

10. Provisions for assistance to or emergency removal of vehicles with mechanical problems;

11. Policy and decision authority for reentry into evacuated area.

C. RESPONSE:

1. The Parish President has the ultimate authority to order an evacuation. But in a case where there is not sufficient time, the incident commander, with the cooperation of the OHSEP Director, is delegated to authorize an evacuation.

2. The evacuees will be advised to move from the risk area via the safest available route.

3. The Emergency Alerting System (EAS), WWL 105.3FM and 870AM radio, and media organizations in neighboring jurisdictions will be used to keep evacuees and the general public informed on evacuation activities and the specific actions they should take.

4. The modes of transportation that will be used to move evacuees are as follows:

   a. Personal vehicles
   b. St. Bernard Urban Rapid Transit Buses
   c. Public School Buses
   d. Handicapped equipped vans (Council on Aging)
   e. Ambulance (Acadian)
   f. Commercial Buses (furnished by State)

5. Residents who do not have their own transportation should call the Emergency Operation Center to arrange for pick up.

6. Multiple designated shelters exist inside and outside the parish, which is discussed in further detail in ESF-6, along with the preparation thereof.

D. RECOVERY:

When the emergency is concluded, the Transportation Officer will release transportation assets to their responsible owners and compile an after action report on the operation.

IV. ORGANIZATION AND RESPONSIBILITIES:

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

B. Parish President

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

2. Coordinates with the Sheriff a statement on the parish's policy on people that do not comply with evacuation instructions. The statement addresses the consequences for not evacuating and the services that will be discontinued or interrupted in the evacuation area.

3. Determines evacuation instructions or an evacuation order when appropriate.

B. OHSEP Director

1. Makes a recommendation to the Parish President on the appropriate evacuation option to implement.

2. Identifies evacuation routes.

3. Estimates the traffic capacity of each designated evacuation route.

4. Selects evacuation routes from risk area to designated mass care facilities.

5. Examines access to evacuation routes from each part of the risk area.

6. Oversees the implementation of the evacuation movement control plan.

7. Coordinates with Sheriff's Office.

8. Ensures that the Shelter Management Teams are clear on the location of mass care facilities outside of the risk area that will be used to house evacuees.

9. Reviews known information about the emergency situation and makes recommendations to the Parish President on the appropriate evacuation option to implement.

10. Coordinates the opening of routes and shelter areas with neighboring parishes.

11. Assists, as appropriate, with the Animal Control efforts to evacuate animals at risk during catastrophic emergency situations.

C. The School Services Officer is responsible for the following:

1. Evacuates students from school buildings when the situation warrants or when directed to do so by the appropriate authority.

2. Closes school facilities and releases students from school when directed to do so by the appropriate authority.

3. Coordinates, where appropriate, the use of school buses and drivers to support the overall evacuation effort.

D. The Transportation Officer is responsible for the following:

1. Coordinates, where appropriate, the use of transit resources to support the overall evacuation effort.

2. Identifying central assembly area for picking up people without transportation.

3. Development of plans and procedures for the coordination of transportation during an emergency.

4. Development and maintenance of agreements with private transportation providers for the use of vehicles in the event of an emergency.

5. Coordinating the movement of persons requiring transportation at the time of an emergency.

6. Satisfying transportation requests from other Emergency Operation Center staff officers during an emergency.

7. School students while schools are in session.

8. Children in custody of day care centers.

9. Institutionalized persons.

10. Non-institutionalized disabled persons without means of transportation.

11. Serve as liaison among parish government and rail, river, and air transportation systems.

12. Recruit backup emergency vehicle drivers.

13. Prepare status charts and maps with pickup points and routing.

E. The Law Enforcement Officer is responsible for the following:

1. Providing traffic control during evacuation operations. Operation considerations include:

   a. Route assignment, departure scheduling.

   b. Road capacity expansion.

   c. Entry control for outbound routes.

   d. Perimeters for inbound routes.

   e. Traffic flow, including dealing with breakdowns.

2. Secures, protects, and houses prisoners that must be evacuated.

3. Assists in the evacuation of the risk area, as necessary.

4. Protects property in the evacuated area.

5. Limits access to the evacuated area.

6. Coordinates with the Transportation Officer.

F. The Public Information Officer is responsible for the following:

1. Disseminating the following types of instructional materials and information to evacuees:

   a. Identification of the specific area to be evacuated.

   b. List of items that evacuees should take with them.

   c. Departure times.

   d. Pick up points for people requiring transportation assistance.

   e. Evacuation routes.

   f. Locations of shelters or mass care facilities outside of the evacuation area.

2. Keeps evacuees and the general public informed on evacuation activities and the specific actions they should take.

3. Disseminating information on appropriate actions to protect and care for companion and farm animals that are to be evacuated or left behind.

G. Public Works Officer

1. Responsible for verifying the structural safety of routes that will be used to evacuate people.

2. Coordinates the removal of debris and stalled vehicles when necessary to clear an evacuation route.

H. Health and Medical Officer – Acadian Ambulance Inc.

Responsible for the evacuation of non-ambulatory persons within the parish when an evacuation is ordered.

I. Animal Control (Administration)

1. Makes an initial estimate of the numbers and types of animals that may need to be evacuated.

2. Coordinates with the Transportation Officer to arrange travel routes and to schedule the timing for evacuation of farm animals, animals in kennels, veterinary hospitals, pet stores, animal shelters, and wildlife from the risk area.

3. As appropriate, mobilizes transportation vehicles that may be used to evacuate the animals.

4. Implement evacuation by sending evacuation teams to load and transport the animals being evacuated.

5. As appropriate, dispatches search and rescue to look for animals left behind their owners, stray animals, and other needing transport to a safe location.

J. All organizations tasked by the Emergency Operations Plan

1. Make provisions to protect and secure facilities and equipment not taken out of the area to be evacuated.

2. Identify and make provisions to relocate the organizational equipment and supplies that will be moved from the evacuation area.

L. In a catastrophic event, some support agencies would contribute little or no support because they would be overwhelmed carrying out their primary responsibilities.

V. DIRECTION AND CONTROL:

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

VI. CONTINUITY OF GOVERNMENT:

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

VII. ADMINISTRATION AND LOGISTICS:

A. If transportation needs exceed available resources, the Transportation Officer will report the situation to the OHSEP Director, who will seek additional resources from Region 1 Parishes and from the State and Federal government.

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

VIII. PLAN MAINTENANCE:

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

IX. AUTHORITIES AND REFERENCES:

FEMA Comprehensive Preparedness Guide (CPG) 101, version 2.0, November 2010. Link: http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf

APPENDICES:

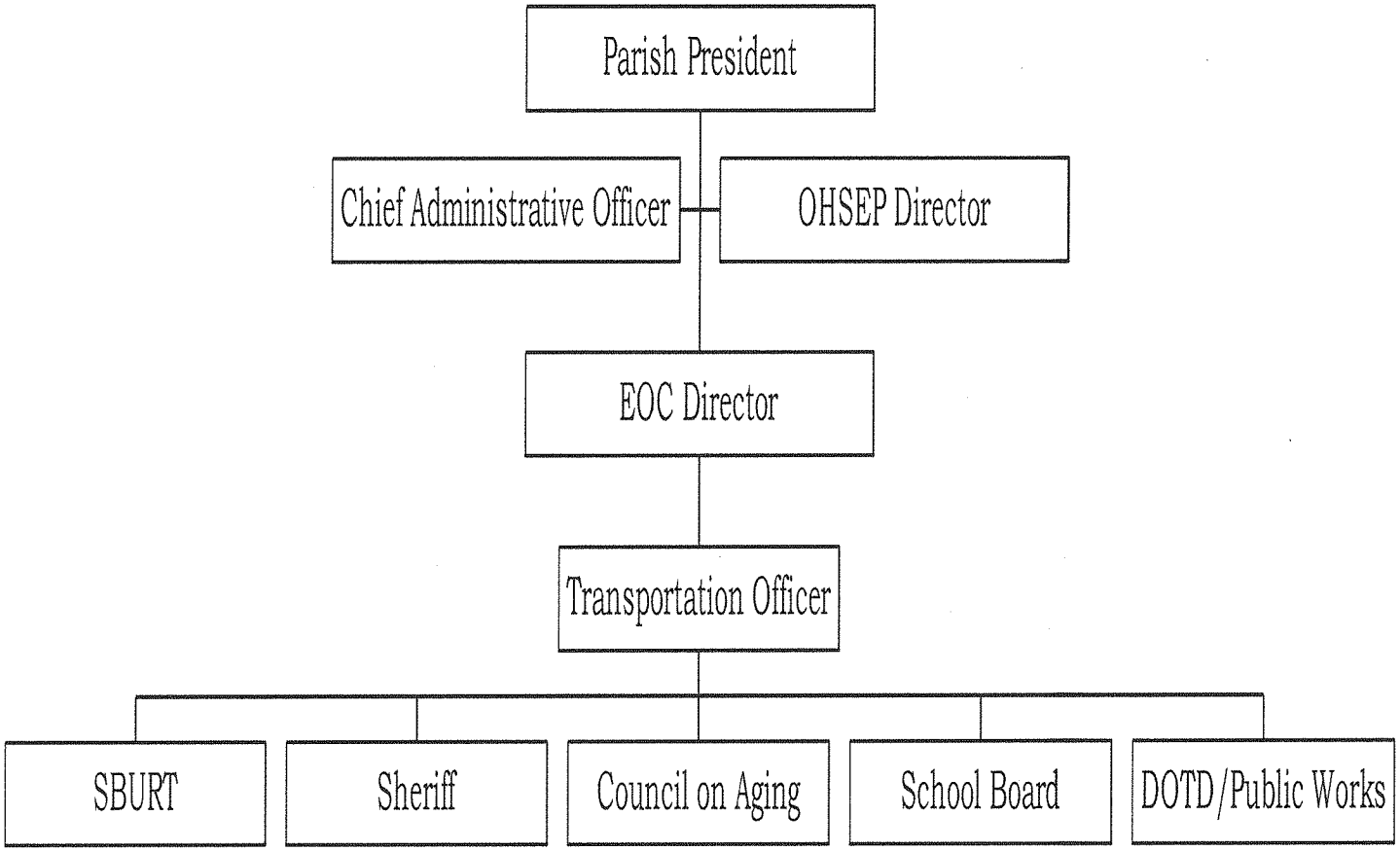
1. Organizational Chart
2. Responsibility Chart
3. Staging Areas and Pick-Up Points for evacuation
4. Parish and Other Transportation Resources
   a. TAB A Bus Companies
   b. TAB B Medical Transport
   c. TAB C Public Works: on file at EOC
   d. TAB D School Board: on file at St. Bernard School Board

e. TAB E Council on Aging: on file at EOC
f. TAB F Wreckers and Tow Trucks: on File at 911 Center
g. TAB G Back-up Driver Contact Roster: On file at School Board

5. Evacuation Routes with Check Points: on file at EOC

ESF-1 APPENDIX 1

Organizational Chart



ESF-1 APPENDIX 2

Responsibility Chart

Agency support to the Transportation Officer (Bold: Local Sources)	Transportation – Air	Transportation – Land	Transportation – Water	Transportation – Operators	Traffic Control & Routing	Mobile Communications	Fuel Supply
Louisiana National Guard	X	X	X	X	X	X	
Department of Agriculture and Forestry						X	X
Department of Corrections		X		X		X	
Governor – Office of Elderly Affairs		X		X			
Department of Education		X					
Department of Health and Hospitals		X					
Public Service Commission		X					
Louisiana Board of Regents	X	X		X			
Louisiana State Police	X	X			X	X	
Department of Wildlife & Fisheries			X	X	X	X	
Volunteer Organizations *	X	X	X	X			
St. Bernard Council On Aging		X					
St. Bernard School District Transportation		X					
Acadian Ambulance Service	X	X					
St. Bernard Parish Sheriff's Office		X			X	X	
SBURT		X					
Fire Department					X	X	

Bus Companies

Louisiana Coaches

Features: 23, 43, 47 & 55 Passenger Seating Capacity, Dual Climate Controlled Interior, Restroom Equipped (47, 43 & 55 Only), Public Address System with Easy Access Microphone

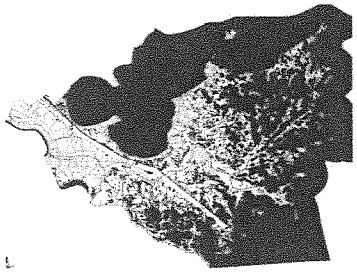
504-348-1177_
5056 Taravella Rd
Marrero, LA 70072

Medical Transport

COMPANY OVERVIEW & STATISTICS*

- Employees - 1930
- NREMT-Paramedic - 884
- NREMT-Intermediate - 25
- NREMT-Basic - 552
- Registered Nurses - 74
- LPN - 2
- Support Staff - 393
- Ground Ambulances - 205
- Air Ambulance Helicopters - 7
- Fixed Wing Airplanes - 4
- Van / Bus Transports - 18
- Stations - 106
- Parishes & Counties - 35
- Square Mileage Served - 23,402
- Offshore Contract Medic Projects - 86
- Population Served - 3.4 million
- 2003 Ambulance Travel - 10.9 million mile

ST. BERNARD PARISH
OFFICE OF HOMELAND
SECURITY AND EMERGENCY
PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr., OHSEP Director

EMERGENCY SUPPORT FUNCTION 2
COMMUNICTIONS

I. PURPOSE

Services under this ESF consist of the identification, mobilization, and coordination of available Parish and local government owned, private industry, and volunteer personnel and equipment essential to gather, coordinate, and disseminate information before, during and after an impending or actual disaster situation. In the event that normal means of communications become overburdened or destroyed, communications and information processing personnel shall use private industry, amateur radio teams, and State and Federal assistance while re-establishing primary communication systems. ESF 2 will also provide for the establishment of systems to disseminate to appropriate government officials and the general public timely forecasts of all hazards requiring emergency preparedness or response actions.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. St. Bernard Parish is susceptible to many incidents, both natural and technological, that could result in an emergency declaration by the Parish President.

2. In most cases, a declaration of an emergency by the Parish President would require emergency communications.

3. The St. Bernard Parish Fire Department Dispatcher is on-duty 24/7 and can activate the St. Bernard Parish's Emergency Plan, which includes emergency communications, at any time, with authorization from the OHSEP Director or as authorized by internal procedures.

4. A continuous on-call status of the Emergency Operation Center staff, including communications personnel, ensures emergency assistance for the communications system.

5. St. Bernard Parish's communications system is primarily based upon the Region 1 700/800 MHz System.

6. Secondary radio systems are still operational in Low and High Band frequencies.

7. In addition to this plan, St. Bernard Parish has developed EOP Implementing Procedures on EOC Activation, EOC Communications, EOC Decision Making, and EOC Public Alert Notification.

8. Emergency Operations Personnel are contacted by the Emergency Operations Center through call lists prepared with FirstCall, when conditions warrant and/or stipulated by standard operating procedures.

9. The use of broadcast media, both radio and television is considered a warning measure within this plan.

10. St. Bernard Parish has 10 Outdoor Warning Sirens established throughout the populated areas of the parish.

11. A low-power Emergency AM Alert Radio transmitter is used to broadcast emergency messages to residents in an emergency.

12. St. Bernard Parish Officials encourage the use of Weather Alert Radios (Tone Alert) for residents.

B. Assumptions

1. Due to design and construction, the existing communications system will survive or receive minimal damage from the effects of a disaster.

2. Most declared emergencies would require some limited supplemental communications systems.

3. GOHSEP will provide support if necessary.

4. The spontaneous voluntary support of ham radio operators, radio clubs, and private organizations with sophisticated communications equipment is expected.

5. Some people who are directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the government.

6. Special needs groups such as hearing-impaired, sight-impaired, physically disabled, or institutionalized require special attention to ensure a workable warning system is established.

7. Emergency response organizations such as the Fire Department and Sheriff's Office may be called upon to help warn the public, their ability to participate is assumed.

8. Radio and television stations will be willing to issue warning announcements.

9. National Oceanic and Atmospheric Administration Weather Radio stations will disseminate watches and warnings issued by the National Weather Service; tone alert radios are automatically activated when such watches and warnings are issued.

10. The warning and alert systems will be intact and functional.

11. A warning period will be available for most emergency situations, although the amount of lead-time will vary from hazard to hazard. Proper use of this warning

system would save lives, reduce injuries, and protect property.

12. At different times of the year, non-English speaking transient employees may reside in St. Bernard Parish. Notification will be made to the employer and the employer will warn these residents through interpreters.

III. CONCEPT OF OPERATIONS

A. General

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

B. Phases of Management

1. Mitigation

   a. Through the 911 Center Director and coordination with Region 1, maintenance contracts are kept to ensure the communication system is operational.

   b. Auxiliary power is available for all primary communications networks.

   c. Security has been provided for all vital radio equipment.

   d. Back-up capabilities also exist in the form of low-band and high-band radio networks.

   e. If the 800 MHz system is affected by a disaster, it enters fail safe mode, thereby allowing communications radio to radio (Talk Around)

2. Preparedness

   a. OHSEP Director does training of all radio operators in communication for responsible agencies on an on-going basis.

   b. Existing procedures are in place to set a standard protocol of communication among response agencies.

   c. Emergency exercises or drills are conducted on an on-going basis.

   d. Due to existing maintenance contracts, maintenance is available on a 24-hour basis.

3. Response

   a. Natural Hazards

      i. The most common warnings are those issued for severe weather. Local hazards that could necessitate warning alerts include flash flooding, tornadoes, severe thunderstorms and Tropical Storms / Hurricanes.

      ii. Due to a number of residents still residing in FEMA trailers high-wind events may require the activation of the warning system.

   b. Technological Hazards

      Warnings may be issued as a result of hazardous materials incidents. These are most likely to occur on the roadway, rail systems, and/or fixed facilities.

   c. War Related /Terrorism Hazards/Homeland Security

      A terrorism attack or attack by a foreign country is possible at any time and could take the form of a nuclear, chemical, biological, explosive, 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 the warning time may be as little as fifteen minutes. An accidental weapons launch is also a possibility. Warnings concerning terrorist activity could result from communications, with Federal, State and other Local agencies. The Department of Homeland Security will issue warnings and an overall threat level for the country, region, State or Local area. These warnings include five levels (normal to severe): Green, Blue, Yellow, Orange and Red. (See Terrorism Annex for more details).

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

i. Government Officials

Key government officials and emergency response organizations are notified by:

- Commercial telephones
- Pager
- Radios
- Cell phones
- E-mail / Facebook / Twitter
- FirstCall, E-mail / Facebook / Twitter and SMS short message service.

ii. Public: The public is issued alerts and warnings with the use of:

- Alert teams, equipped with portable sirens and public addressing speakers
- Media
- Weather Alert Radios (Tone Alert)
- Outdoor Warning Sirens in populated areas.

- FirstCall, E-mail / Facebook / Twitter and SMS short message service.

iii. Special Locations

These include major industry, schools, hospitals, nursing homes, recreational facilities, institutions, and places of public assembly. Special locations are warned of an emergency with the use of:

- Weather Radios (Tone Alert)
- Commercial telephone
- Radios
- Alert teams, equipped with portable sirens and public addressing speakers.
- Hearing impaired individuals: the TTY/TDD System may be used to warn these citizens.
- Non-English speaking transient employees: through their employer.

e. Communications may be initiated by field units, 911 Center, EOC and outside agencies to include Federal, State, and Local neighboring jurisdictions.

i. Law Enforcement and Fire Service agencies will primarily use the 800 MHz radio system for communication during an emergency.

ii. Acadian Ambulance will be communicated with through Acadian's private operation center. Acadian Ambulance Air Units have high-band communications capabilities.

f. Other agencies may be communicated with as noted in Section D of this annex.

g. Emergency call-up of communications personnel is activated, along with the Emergency Operation Center.

h. When emergency operations are initiated, the OHSEP Director will determine the extent to which support personnel will be required and will request assistance from St. Bernard Sheriff's Office, Fire Department and volunteers if necessary. Actual support requirements will be dependent on the severity of the incident.

4. Recovery

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

C. Procedures for handling messages and logging information are located in the St. Bernard Emergency EOC Standard Operations Procedures.

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

1. Field units at a specific scene

a. Radios
b. Cell Phones

2. Control centers of emergency response organizations

a. Radios
b. Commercial telephones
c. Cell Phones
d. Fax
e. Internet (E-mail / Facebook / Twitter and Instant Messaging)
f. Satellite Phone

3. Mass care facilities

a. Commercial telephones
b. Cell phones
c. Radios

d. E-mail / Facebook / Twitter / Facebook / Twitter

4. Media

a. Commercial telephones
b. Facsimile
c. Cell phones
d. E-mail / Facebook / Twitter

5. Hospitals (Greater New Orleans Area)

a. Commercial telephones
b. Facsimile
c. E-mail / Facebook / Twitter

6. Emergency Medical Services (Primary Acadian)

a. Radios
b. Commercial telephones

7. Adjacent Jurisdictions

a. Radios
b. Commercial telephones
c. Facsimile
d. Satellite phone
e. E-mail / Facebook / Twitters
f. WebEOC

8. Military Installations

a. Radios
b. Commercial telephones

9. GOHSEP

a. Radios
b. Amateur Radio Clubs
c. Commercial telephones
d. Satellite phones
e. Facsimile
f. E-mail / Facebook / Twitter
g. WebEOC

10. Private/Industrial Organizations

a. Radios
b. Commercial telephones
c. Cell phones
d. E-mail / Facebook / Twitter

11. National Weather Service

a. Commercial telephones
b. Facsimile
c. Internet
d. Television
e. Radio via GOHSEP
f. Conference Bridges (Calls)

IV. ORGANIZATION AND ASSGNMENT OF RESPONSIBILITIES

A. All organizations tasked by Emergency Operations Plan

1. Maintain their existing equipment and follow established procedures for communicating with their organization personnel performing field operations.

2. All organizations should keep the Emergency Operation Center informed of their operations at all times and maintain a communications link with the Emergency Operation Center.

3. Provide backup communications capabilities for the Emergency Operation Center.

4. Provide backup communications link between the Emergency Operation Center and mass care facilities, as needed, through use of mobile and portable radio units.

5. Activate backup or alternate communications systems, as necessary.

6. Maintain emergency communications systems as long as necessary.

7. When practical, protect equipment against electromagnetic pulse effects by disconnecting them from antennas and power sources.

8. Phase down operations as appropriate.

9. Clean, repair, and perform maintenance on all equipment before returning to normal operations or to storage.

B. Parish President

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

C. OHSEP Director

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

2. Directs the parish's overall emergency communication system and primary person responsible for establishment and maintenance thereof.

3. Supports media center communications operations as needed.

D. GOHSEP

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

V. DIRECTION AND CONTROL

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

VI. CONTINUITY OF GOVERNMENT

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

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. All communications will be logged throughout any emergency classification.

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

3. Communication expenditures will be submitted to GOHSEP for reimbursement.

4. The St. Bernard Parish OHSEP maintains Standard Operating Procedures that contain phone lists and radio frequencies that should be used to notify emergency personnel during emergency situations.

B. Logistics

1. AT&T and Cox Communications provide emergency telephone service. The Emergency Operation Center is on the priority service restoration list.

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

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

4. Radio maintenance is available 24-hours a day.

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

VIII. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION

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

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

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

IX. AUTHORITIES AND REFERENCES

A. Authorities
(See Basic Plan, Section IX)

B. References

Guide for All Hazard Emergency Operations Planning, CPG 101, V2 1996, Federal Emergency Management Agency

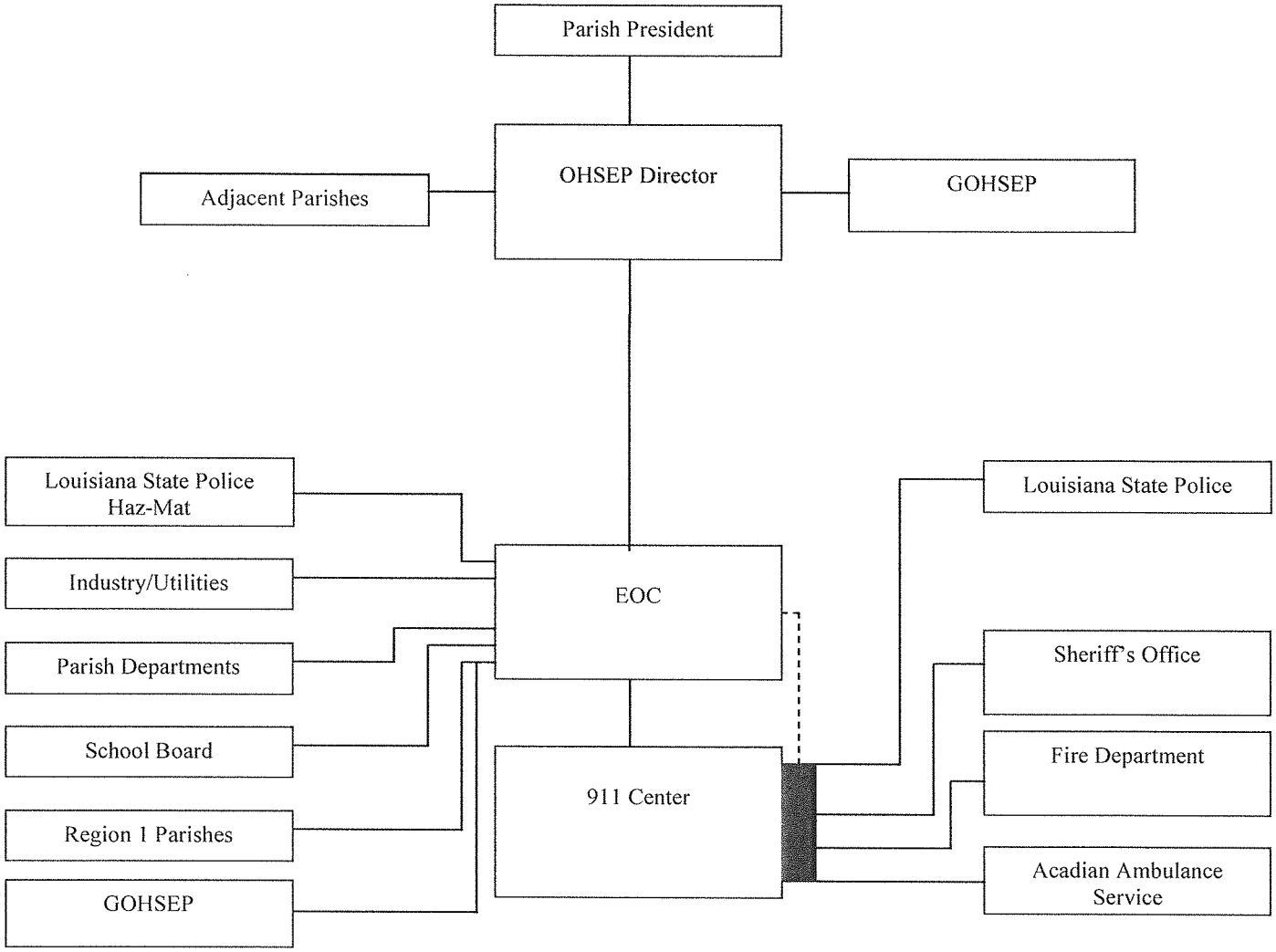
Pelican Parish Planning Guidance And Crosswalk For Parish Multi-Hazard Emergency Operations Plans, Louisiana's Governor's Office of Homeland Security and Emergency Preparedness, Plans Branch, March 2006.

X. APPENDICES

i. Communications Organizational Chart
ii. Responsibility Chart
iii. List of Government Assets:
  aa. Tab A Personnel, With Call Out List (EOC Notification Database)
  bb. Equipment: (On File in EOC – CAMEO)
iv. List of private industry and volunteer assets: (On File in EOC – EOC Notification Database)
v. Communications Nets (On File in EOC)
vi. Communications procedures and instructions: EOC IP's Communications

ESF-2 APPENDIX 1

COMMUNICATIONS ORGANIZATIONAL CHART



ESF-2 APPENDIX 2

Responsibility Chart

Agency support to the Governor's Office of Homeland Security and Emergency Preparedness, Louisiana State Police and Louisiana National Guard	Authority / Policy	Coordination	EOC Operations	Analysis	Personnel	Fixed Sites	Mobile Sites
St. Bernard OHSEP	X	X	X	X	X	X	X
St. Bernard 911 Center		X	X	X	X	X	X
St. Bernard Parish Sheriff's Office		X	X	X	X	X	X
St. Bernard Parish Fire Department			X	X	X	X	X
Acadian Ambulance Service			X		X		X
Volunteer Organizations *			X		X	X	X
* To include private relief organizations (i.e. American Red Cross, Salvation Army, Mennonite Disaster Service, etc.); private industry; professional associations and participants in mutual aid agreements, etc.							

ESF-2 APPENDIX 3

List of Government Assets

TAB A – Personnel, Callout List – Refer to the EOC Notifications Database

TAB B – Equipment – On File at EOC and within CAMEO

ESF-2 APPENDIX 4

List of Private Industry and Volunteer Assets

Refer to: EOC Notification Database

ESF-2 APPENDIX 5

Communications Nets

On File at the 911 Center

ESF-2 APPENDIX 6

Communications Procedures and Instructions

I. PURPOSE

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

II. DEFINITIONS

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

III. SITUATION

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

IV. RESPONSIBILITIES

A. The EOC Director on duty is responsible for:
   1. Activating and operating the EOC communications center during an emergency.
   2. Enlisting communications support from local telecommunications groups.
   3. Maintaining adequate telecommunications systems and manpower for effective communications.

B. The EOC Message Coordinators are responsible for:
   1. Monitoring and operating assigned communications stations.
   2. Prompt relay of messages
   3. Recording significant events by:
      a. Entry into the EOC Station Log
      b. Completion of an EOC Internal Message Form

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

V. PROCEDURE

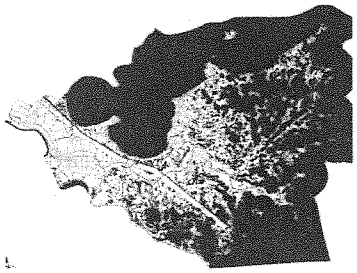
A. Operational

EOC Activation

1. Maintain coverage of all responding agency communication.
2. Monitor weather and inform the incident commander of adverse conditions.

3. Place EOC Station Log, EOC Internal Message Forms and pencils at each radio and telephone station.
4. Brief Message Coordinators and assign to stations upon arrival at the EOC.
5. Test communications systems and report malfunctions.
6. Ensure staffing of the following communications stations:
   (1) Radio
      - Parish Sheriff
      - State Police
      - Regional/State Homeland Security
      - Area Hospitals
      - Parish Government/Emergency Preparedness
      - Parish Fire Department
      - Parish School Board
      - Region 1 Homeland Security Parishes
   (2) Telephone
      - Commercial Telephone Lines
      - Cellular Telecommunications
7. Establish communication with the following agencies if not previously established.
   - Neighboring Parishes as necessary
   - GOHSEP
   - WWL 870AM and 105.3 FM (EAS)
8. Provide communications support to EOC Staff as necessary.
9. Maintain Alert status until emergency escalation, reduction or close out.

ST. BERNARD PARISH
OFFICE OF HOMELAND
SECURITY AND EMERGENCY
PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr, OHSEP Director

EMERGENCY SUPPORT FUNCTION 3
PUBLIC WORKS AND ENGINEERING

PUBLIC WORKS AND ENGINEERING

I. PURPOSE AND SCOPE

ESF 3 provides for the coordination of all available public works, public utilities, engineering and construction resources, and expertise in an emergency or disaster. It provides for the identification, agreement, mobilization, and coordination of available Parish government, private industry, and volunteer resources to provide essential services before, during, and after emergencies and disasters.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. St. Bernard Parish Public Works Department will provide all services associated with public works as referenced in this Annex.

2. The Department of Public Works includes:

   a. Waste Disposal via SDT LLC.
   b. Mosquito Control
   c. Road Department

d. Water and Sewer Division
e. St. Bernard Parish Urban Rapid Transit

3. The requirement for emergency public works and engineering services expands directly in proportion to the magnitude of the disaster.

4. In all major emergencies the public works/utilities functions requirement will include, but not be limited to, providing water, electricity, natural gas, sanitation, sewerage, street maintenance, drainage, and debris removal. The vital / essential services with priority are clear and passable roads, water (with pressure for Firefighting) and electric energy.

5. The Parish government has public works/public utilities capabilities and can call on this resource in the event of a major emergency or disaster.

6. Utilities providers will restore utilities on a priority basis as per utility policy.

7. The Parish government has communication and a good working relationship with both private and public utilities. All private utilities have Parish government on their priority restoration list.

8. Entergy provides electrical service.

9. AT&T and Cox Communications provide telephone service (Hardwire).

10. Atmos Energy provides natural gas.

11. SDT LLC provides solid waste collection.

12. Omni Pinnacle provides debris and collection.

13. Public Works essential facilities include:

    a. St. Bernard Division of Water and Sewer Administration Building and Plant, 1111 East St. Bernard Hwy.

    b. Main Waste Water Treatment Facility at the end of Munster Blvd in Meraux.

c. Dravo Waste Water Treatment Facility, Jean Lafitte Parkway.

d. Fazonville Waste Water Treatment Facility.

e. Treatment Pond at Riverbend.

f. Main Road Yard, 100 Agriculture Rd.

14. Emergency barricades are provided by the St. Bernard Parish Sheriff's Office.

B. Assumptions

Parish Public Works can handle most emergency situations; however, if local capabilities are exceeded, support will be requested from Local, Regional, State and Federal agencies.

III. CONCEPT OF OPERATIONS

A. General

1. The day-to-day public works, public utilities, and private utilities organizational structure will remain intact during a major emergency.

2. The Parish government will use all local manpower, equipment, and materials as may be necessary to carry out its emergency functions.

3. The Parish Public Works Department will provide a representative to the EOC in all emergencies of alert or higher classification.

4. The Parish government will encourage the conservation of all utilities by employees and citizens during an impending, actual, or post emergency.

B. Phases of Management

1. Mitigation

The Public Works Department has established internal procedures to maintain equipment and facilities to ensure their operation.

2. Preparedness

a. Maintain readiness of equipment and supplies.
b. Keep roster of key personnel updated.
c. Identify resources and keep resource list updated ensure a list is maintained in the Parish EOC.
d. Conduct necessary training concerning internal emergency procedures and the Parish Emergency Operation Plan.
e. If necessary, establish procedures to use private resources.
f. Participate in Parish emergency preparedness exercises.

3. Response

a. Effect emergency repairs as necessary.
b. Provide support to other Parish departments if resources are available and assistance is requested.
c. Maintain communications with other Parish departments.
d. Request State and other resources from the EOC if the need arises.

4. Recovery

a. Initiate damage assessment as directed by OHSEP Director.
b. Ensure operation of equipment and physical plant services, make repairs, and report damage and cost to the EOC.
c. If directed by Parish President assist in the demolition of those structures considered unsafe for occupancy, if legal and necessary.
d. Entergy has established mutual aid agreements with 5 utilities in the Gulf South region.
e. Electrical utilities will be restored on a priority basis.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Public Works, public utilities, and private utilities organizational chart is shown as Appendix 1 of this annex.

2. Each agency identified in this plan will require periodic training and exercising of all employees to include NIMS.

3. St. Bernard Parish has developed EOC Implementing Procedures for Public Works, which includes accounting for key personnel.

B. Responsibilities

1. St. Bernard Parish Departments

a. OHSEP is responsible for:

i. Coordination of emergency public works/utilities and private utilities.

ii. Assist in the development of mutual aid agreements/disaster service contracts.

iii. Identification of private utility contacts.

iv. Development of a resource list.

v. Review and update of emergency plans.

vi. Development of emergency preparedness exercises.

vii. Maintain detailed reports/logs of entire emergency.

b. The Parish Public Works Water and Sewer Division will maintain a potable water supply plan.

c. Parish Public Works Department is responsible for:

i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.

ii. Emergency engineering and maintenance of roads and bridges.

iii. Situation reporting.

iv. Coordination with the Sheriff's office and Emergency Operation Center to facilitate traffic control and movement.

v. Assistance to other departments with rescue support.

vi. Assistance providing emergency transportation.

vii. Assistance in providing barricades as required.

viii. Assistance of other departments with emergency debris and clean-up operations.

ix. Maintenance of detailed log of department operations.

x. Assistance with damage assessment operations as part of survey teams.

xi. Providing status reports of field operations to the Emergency Operation Center.

xii. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.

xiii. Assistance in providing shelter and food, if needed in the emergency, for public works employees in the field.

xiv. Maintenance of essential departmental facilities and assistance in securing them against damage.

xv. Maintenance of an adequate supply of sand, sandbags, and public pick-up locations.

xvi. Ensuring emergency power for all vital government facilities (e.g., buildings and drainage pumps).

xvii. Inspecting, designating, and demolishing hazardous structures.

xviii. Repairing and restoring essential services and vital facilities.

d. Parish Public Work's Water and Sewer Division are responsible for:

i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.

ii. Situation reporting.

iii. Maintenance of detailed log of departmental operations.

iv. Providing department status reports to the Emergency Operation Center.

v. Assistance with damage assessment operations as part of survey teams.

vi. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.

vii. Maintenance of essential department facilities and assistance in securing them against damage.

viii. Ensuring water supplies for all vital facilities.

ix. Repairing and restoring of essential services.

2. Private Utility Companies

a. Entergy – Electricity

i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.

ii. Maintenance of updated Parish maps.

iii. Situation reporting.

iv. Maintenance of detailed log of department operations.

v. Assistance with damage assessment operations as part of survey teams.

vi. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.

vii. Maintenance of essential departmental facilities and assistance in securing them against damage.

viii. Repairing and restoring essential services and vital facilities.

b. AT&T and Cox Communications - Telephone Service

i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.

ii. Maintenance of updated Parish maps.

iii. Situation reporting.

iv. Maintenance of detailed log of department operations.

v. Assistance with damage assessment operations as part of survey teams.

vi. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.

vii. Maintenance of essential departmental facilities and assistance in securing them against damage.

viii. Repairing and restoring essential services and vital facilities.

c. Cox Cable

i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.

ii. Maintenance of updated Parish maps.

iii. Situation reporting.

iv. Maintenance of detailed log of department operations.

v. Assistance with damage assessment operations as part of survey teams.

vi. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.

vii. Maintenance of essential departmental facilities and assistance in securing them against damage.

viii. Repairing and restoring essential services and vital facilities.

d. SDT - Solid waste / Omni Pinnacle - debris clean-up

i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.

ii. Maintenance of updated Parish maps.

iii. Coordination of solid waste/debris clean-up with public works/utilities and private contractors.

iv. Maintenance of detailed log of department operations.

v. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.

vi. Maintenance of essential departmental facilities and assistance in securing them against damage.

3. Damage assessment officer will:

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

V. DIRECTION AND CONTROL

A. Representative(s) of the Public Works and private utilities operating from the Emergency Operation Center will coordinate the assignment of personnel and equipment. Representative(s) of Public Works and private utilities will coordinate with the OHSEP Director in setting priorities for resources and activities in the field, when necessary.

B. Private utilities will maintain their own direction and control.

C. Mutual aid forces will operate under the direct supervision of their own supervisors.

D. Volunteer and auxiliary forces will work under the supervision of the senior public works official in the jurisdiction where they are deployed.

E. Assisting military forces will work under the direct supervision of their own superiors, but will serve under direction of the senior public works official where they are deployed.

VI. CONTINUITY OF GOVERNMENT

(See Basic Plan, Section VI)

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. There is a tremendous need for public works services during emergencies. The Public Works Director will ensure that public works/utilities activities are administered in an orderly and efficient manner. The OHSEP Director will give priority to requests by the Public Works Director for additional resources and personnel to support public works activities.

2. The Public Works Director will ensure that procedures for the emergency hiring of private contractors and individuals to assist in response and recovery efforts are developed.

B. Logistics

1. Obtaining emergency supplies will be coordinated with the Public Works Representative in the Emergency Operation Center.

2. The Public Works Director will request equipment, supplies, and personnel services necessary to support response and recovery work. Records of all purchases will be maintained.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

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

B. Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.

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

IX. AUTHORITIES AND REFERENCES

A. Authorities

(See Basic Plan)

B. References

1. Guide for All Hazard Emergency Operations Planning. CPG 101, V2,1996, Federal Emergency Preparedness Agency

2. Natural Disaster Recovery Planning for local Public Officials. MP-85. Washington: Federal Emergency Preparedness Agency, 1979.

APPENDICES:

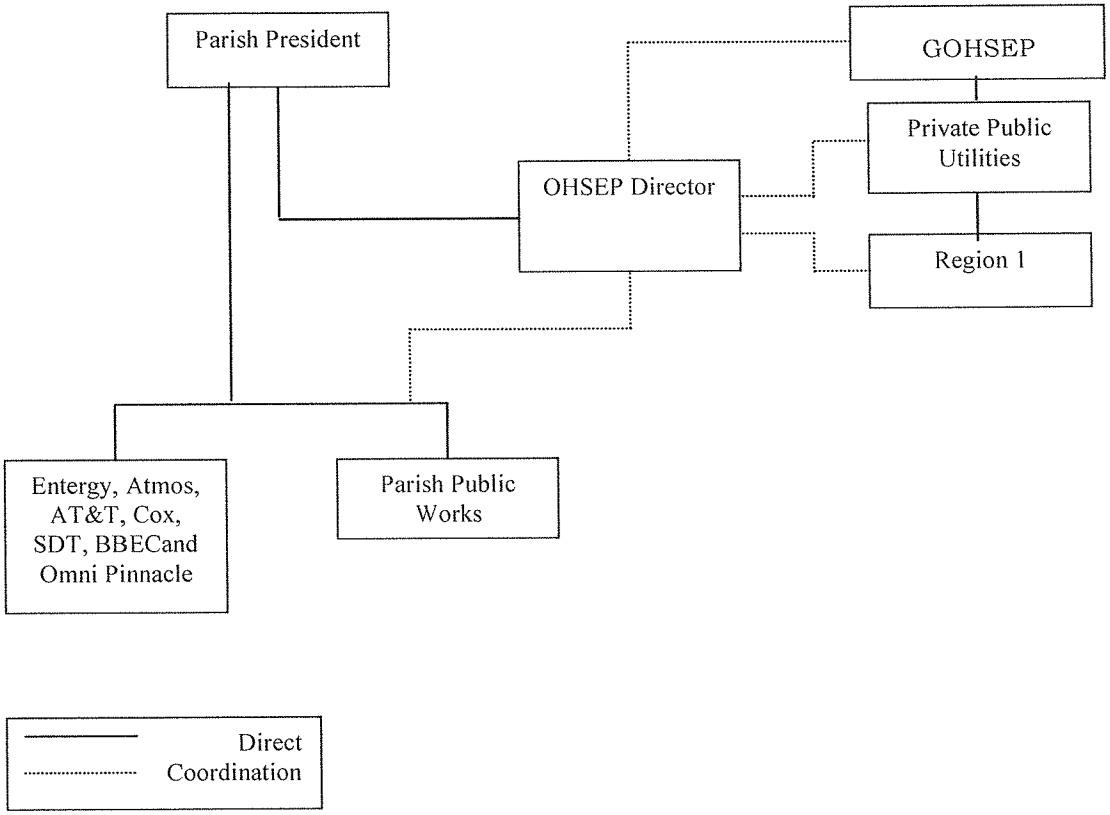
1. Organizational Chart
2. Responsibility Chart
3. Public Works Resources

TAB A	Parish resource list: on file in EOC
TAB B	NA - Municipal resource list: on file in EOC
TAB C	Utility contact list: on file in EOC
TAB D	List of mutual aid agreements: on file in EOC
TAB E	List of contractors: on file in EOC
TAB F	List of equipment suppliers: on file in EOC
TAB G	List of materials suppliers: on file in EOC

4. Debris Management Plan

ESF-3 APPENDIX 1

PUBLIC WORKS/UTILITIES ORGANIZATIONAL CHART



ESF-3 APPENDIX 2

Responsibility Chart

Agency support to the Public Works and Engineering Representative	*Engineering Personnel and Equipment*	*Debris Removal*	*Debris Disposal*	*Coastal Restoration*	*Watershed Protection*	*Debris Monitoring*
Parish Public Works	X	X	X	X	X	
Entergy	X	X				
Atmos Energy	X	X				
AT&T	X					
Cox Communications	X					
SDT		X	X			
BBEC						X
Omni Pinnacle	X	X	X		X	
DOTD	X	X	X	X	X	

ESF-3 APPENDIX 3

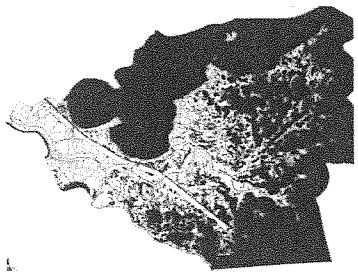
Public Works Resources

TAB A	Parish resource list: on file in EOC
TAB B	Municipal resource list: on file in EOC
TAB C	Utility contact list: on file in EOC
TAB D	List of mutual aid agreements: on file in EOC
TAB E	List of contractors: on file in EOC
TAB F	List of equipment suppliers: on file in EOC
TAB G	List of materials suppliers: on file in EOC

ESF-3 APPENDIX 4

Debris Management Plan: On file in EOC.

ST. BERNARD PARISH
OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr., OHSEP Director

EMERGENCY SUPPORT FUNCTION 4

FIRE SERVICES

I. PURPOSE

ESF 4 provides for the detection, control, and suppression of rural and urban fires caused by natural or technological events. Services provided under this ESF shall include actions taken through the application of equipment, manpower, and technical expertise to control and suppress fires that have or threaten to become disasters. Provision of such services will be in accordance with mutual aid compact agreements with local governments, private industry, and other Parishes using established recognized standards of fire fighting methods under the Incident Command System. It is the purpose of this Annex to establish fire services plans and procedures to save lives, prevent injury, and protect property, as well as to support St. Bernard Parish protective response actions during emergency situations and disasters.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The St. Bernard Parish Fire Department has the responsibility of fire prevention, control, suppression, and basic medical support. These responsibilities become more significant during an emergency situation.

2. St. Bernard Parish Fire Services consist of St. Bernard Parish Fire Department, and Industrial Based Fire Services.

3. It's the responsibility of each Fire Chief to advise Parish, and State leaders on needed changes to fire and zoning codes.

4. The Louisiana State Fire Marshall's office will be responsible for enforcing applicable fire codes.

5. The Louisiana Department of Agriculture and Forestry has the primary state responsibility for firefighting. That responsibility includes the coordination with support agencies to make sure that they develop and maintain plans and procedures.

6. The support State agencies for firefighting are responsible for developing and maintaining plans, procedures, and asset inventories to support the ESF 4 Coordinator. State support agencies include, but are not limited to:

    1. The Louisiana National Guard.
    2. The Department of Environmental Quality.
    3. State Fire Marshal.
    4. The Department of Transportation and Development.
    5. The Department of Wildlife and Fisheries.
    6. Volunteer organizations.

7. A major disaster or catastrophic event may result in many urban and rural fires. Ignition sources that would normally be of a lesser concern grow in their potential under a disaster condition.

8. In disaster conditions, these fires could spread rapidly, cause great damage, and seriously threaten lives and property. The Fire Department being in the immediate vicinity of the disaster would most likely be totally committed to such an immediate area, and would probably be stretched beyond their response capacity. Their own and other fire fighting resources would be difficult to obtain, manage, coordinate, and utilize due to the disruption of communication, transportation, utility, and water systems within disaster locales.

9. St. Bernard Parish Fire Department has mutual aid agreements with the New Orleans Fire Department, Plaquemines Parish and Jefferson Parish Fire Departments.

10. In addition to detection, control, and suppression of rural and urban fires caused by natural or technological events, the St. Bernard Parish Fire Department may be called upon to provide support for public alert notification.

B. Assumptions

1. Existing fire personnel and equipment will be able to handle most emergency situations through the use of the existing mutual aid agreements.

2. Fire resources and personnel will be tasked with a variety of missions, many of which will not directly relate to fire suppression.

3. Damaged areas will be restricted and may not be readily accessible.

4. Secondary events or disasters will threaten lives and property, as well as, fire fighting personnel.

III. CONCEPT OF OPERATIONS

A. General

At all emergency incidents there is a need for command and control. This is especially apparent during a catastrophic event because of the complexities that the incident may present. The responsibilities of the fire department change in disasters, because of the larger danger to lives and property. Their responsibilities include fire suppression, rescue, emergency medical care, hazardous materials mitigation and terrorism response.

1. The St. Bernard Parish Standardized Emergency Classification System exists to standardize terminology among all emergency response organizations to express the severity of emergencies and provide the framework for a unified response. In addition, the St. Bernard Parish Standardized Emergency Classification System provides the foundation for the implementation and institutionalized processes, systems, procedures, and/or plans to ensure effective cross-jurisdictional coordination between multiple local ICS organizations responding to an incident covering a large geographical area. **(NIMS II-A-1-a / II-A-2-a)**

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

   b. 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 St. Bernard Emergency Operation Center.

c. 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 assistance would be necessary.

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

2. The primary responsibility of the fire service in St. Bernard Parish is fire control, suppression, prevention and Search and Rescue.

3. Due to the many hazards that can affect St. Bernard Parish, the fire service in general may be called upon to perform duties outside of fire control, suppression, and prevention.

4. Fire service will provide both basic incident command and support, depending upon the emergency situation.

B. Phases of Mitigation

1. Mitigation

a. Enforce fire codes using National Fire Protection Association Life Safety Code 101 and the 1976 Fire Prevention Code.

b. The St. Bernard Parish Fire Department conducts fire prevention activities at least annually.

c. The St. Bernard Parish Fire Department will inspect shelters and key facilities for fire safety.

d. Through the St. Bernard Parish Community Emergency Response Team, citizens are trained in fire suppression.

e. Continue public fire education and hazardous materials safety programs.

2. Preparedness

a. Maintain fire service resources, such as apparatus and personal protective equipment.

b. Training of personnel in fire service practices to include:

i. Basic fire fighting (Fire Fighter I)

ii. Hazardous materials identification

iii. Incident Command System

iv. National Incident Management System

c. Development of communication procedures to be used prior to, during, and after an emergency.

d. Coordinate disaster response training with the Emergency Operation Center.

e. Maintain fire pre-plans.

f. Minimum standards for training are set by the Fire Chief.

g. Maintain current mutual aid agreements with other jurisdictions.

h. The fire service is represented on the LEPC.

3. Response

a. In accordance with the National Incident Management System (NIMS), Appendix A, NIMS will be implemented for all incidents

b. Provide fire suppression for emergencies involving fire or potential fire to include public shelters.

c. Respond to hazardous materials incidents and provide a command post, along with incident command. Recommend an Emergency Classification Level (Section III. A. 1.) to the OHSEP Director.

d. Provide and coordinate search and rescue operations.

e. Support Public Alert Notification.

f. Provide for decontamination of emergency responders.

g. Provide extrication for vehicle accidents.

h. Advise the EOC of protective action recommendations for the public at risk.

i. Through the Fire Services Officer within the EOC, auxiliary, and volunteer support will be activated.

4. Recovery

a. Relay damage information from the field to the

EOC.

b. Decontamination of emergency workers.

c. Assist in damage assessment.

d. Assist with arson investigation

e. Return equipment to readiness state.

f. Analyze incidents.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. St. Bernard Parish Fire Department

1. Coordinate all fire services activities within St. Bernard Parish

2. Fire suppression.

3. Fire prevention.

4. Enforce fire codes

5. Public alert / notification

6. Emergency Medical Care

7. Support for radiological protection as needed.

8. Provide fire suppression for shelters.

9. Responding and establishing incident command for hazardous material incidents.

10. Establish mutual aid agreements.

11. Conduct search and rescue operations.

12. Alert all emergency support services to the dangers associated with technological hazards and fire during

emergency operations.

13. CBRNE incidents.

14. Fire investigation of cause and origin.

B. Louisiana Department of Agriculture and Forestry Commission

1. Primary responsibility for State ESF 4.

2. Support for local fire control operations.

C. Military Support

Support for local fire control operations via Louisiana Department of Agriculture and Forestry Commission

D. Louisiana State Fire Marshals Office

1. Fire code enforcement.

2. Arson investigation.

3. Advise public officials on needed changes to fire and zoning codes.

4. Coordinate state-wide fire mutual aid.

V. DIRECTION AND CONTROL

A. OPERATIONS

1. The Fire Chief shall have sole authority for command and control for fire operations within St. Bernard Parish. This authority, command and control shall be known as fire ground authority (LA RS 33:1971).

2. The Incident Command System shall be used in accordance with National Incident Management System, Appendix A.

B. FIRE CHIEF

The St. Bernard Parish Fire Chief will be responsible for:

1. Conducting all regular assigned functions relating to fire prevention control to minimize loss of life and property due to fire, both structural and wildfire;

3. Establishing fire command posts and maintaining continuous communications between all such command posts, the Incident Command Post and the Emergency Operation Center;

4. Conduct search and rescue operations;

5. Assisting in warning the public of impending danger, and, as necessary evacuating potential danger areas and providing fire security in evacuated areas as needed;

6. Assuming primary response authority for hazardous materials spills, mass transportation accidents and all disaster situations as established by this plan;

7. Assume responsibility for emergency medical calls by dispatching fire engines staffed with emergency medical technicians (EMTs) and/or First Responders to the scene of medical emergencies, if the medical provider is overwhelmed. The Fire Department may act as a medical control officer for a mass casualty incident to provide liaison work with the private emergency medical provider or providers;

8. Priority of fire fighting and rescue operations shall always be given to designated shelters, and areas immediately adjacent to said shelters;

9. Activation of all public notification measures.

C. EVACUATION

1. Area evacuation in the event of a fire, explosion, or hazardous materials incident shall be recommended by the Fire Chief or Deputy Chief in charge. Such recommendation shall be coordinated with the Parish President, Sheriff's Office and the OHSEP.

2. In situations when in the opinion of the Incident Commander, Parish President, Sheriff's Office and/or OHSEP that evacuation is essential to saving lives, an evacuation order may be issued and implemented in coordination with the EOC.
3. Prior to the issuing of an evacuation order to the news media for public dissemination, all affected agencies shall be notified if time permits, and the issuance of such orders shall be announced from the Emergency Operation Center or the Incident Command Post. All Emergency Public Information should be released in accordance with ESF – 15 Public Information.

4. If shelters are opened, the fire department will staff each shelter with two firefighter EMTs. The firefighters' family will be allowed to stay at the shelter.

V. CONTINUITY OF GOVERNMENT

A. When present at fires, the Fire Chief will be in command. He shall have full power during conflagrations, catastrophic disasters as assigned by this plan, and other emergencies to temporarily suspend the operation of the three-platoon system and recall any and all off duty personnel. Using the Incident Command System the Fire Chief might not be the Incident Commander, but he shall always assume full responsibility of any fire department operation. He may order any or all of the department forces (First, Second and Third Platoons) to remain on continuous duty until the emergency has passed, at which time the fire department will return to normal operations. (LA RS 33:1966)

The Fire Department shall follow the chain of command of the Parish's Home Rule Charter, as well as, its own chain of

command policy.

B. Communications

The fire communications network is shown in Appendix 2. Refer to ESF – 2.

C. Resources

A listing of available fire department resources is kept on file in the Emergency Operation Center and the St. Bernard Parish Fire Department Administration Office.

D. Vital facilities

A listing of facilities designated for fire protection during an emergency is found in the Basic Plan. Facilities have fire alarm systems and fire extinguishers, which are inspected periodically.

VIII. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION

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

IX. AUTHORITIES AND REFERENCES

A. Authorities
(See Basic Plan, Section IX)

B. References

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

2. FEMA Comprehensive Preparedness Guide (CPG) 101, version 2.0, November 2010. Link:

http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf

3. National Incident Management System, U.S. Department of Homeland Security, Washington D.C. March 2004

4. Louisiana Revised Statutes 33:1971 and 33:1966

5. St. Bernard Parish's Home Rule Charter

6. St. Bernard Parish Fire Department's Incident Command System

7. St. Bernard Parish Fire Department's Rules Regulations and Policies

X. APPENDICES

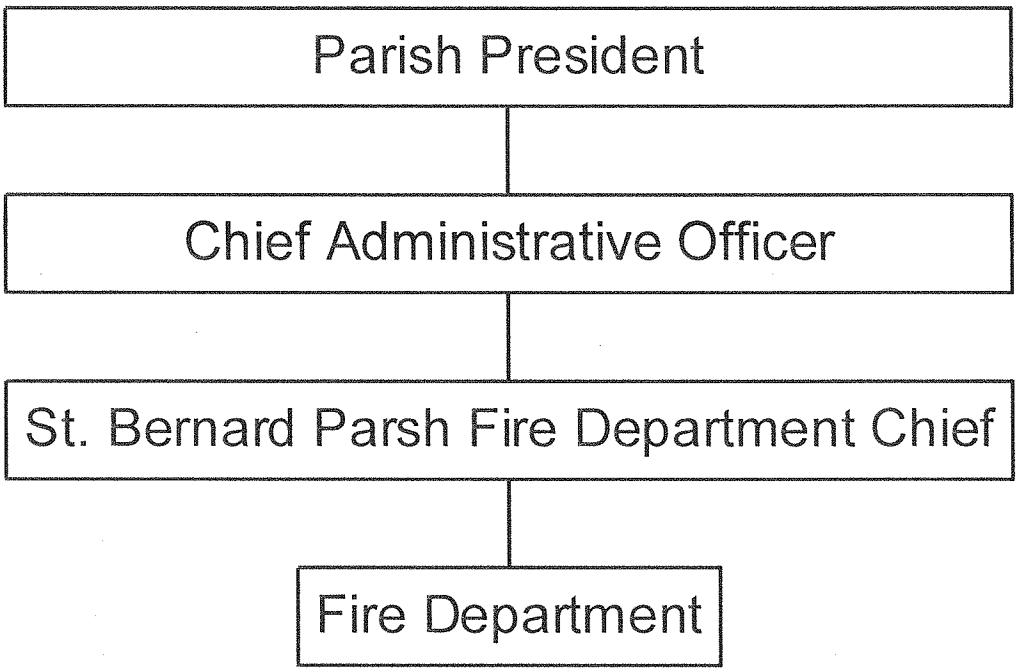
(1) Organization Chart
(2) Responsibility Chart
(3) Parish Fire Fighting Resources: on file in Parish Fire Department

TAB A	Fire Stations
TAB B	Personnel
TAB C	Call out lists
TAB D	Equipment

(4) Mutual Aid Agreements, updated annually: on file in 911
(5) Fire Department Incident Command Policy
(6) Fire Department Staffing
(7) Hurricane Guidelines

APPENDIX 1

Organizational Chart



APPENDIX 2

Responsibility Chart

Agency support to the Louisiana Department of Agriculture and Forestry	Fire Fighting Equipment and Personnel	Petroleum & Fuels Service	Training and Technical Assistance	Transportation – Air	Transportation – Water	Transportation – Land
St. Bernard Fire Department	X					
Louisiana National Guard	X	X	X	X		X
Department of Environmental Quality			X			
State Fire Marshal			X			
Department of Transportation and Development	X	X	X			X
Department of Wildlife and Fisheries	X			X	X	X
Volunteer Organizations *	X		X	X		X

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

APPENDIX 3

Parish Fire Fighting Resources

On file in Parish Fire Department

APPENDIX 4

MUTUAL AID AGREEMENTS

ON FILE: FIRE ADMINISTRATION

APPENDIX 5

FIRE DEPARTMENT INCIDENT COMMAND POLICY
On file in Parish Fire Department

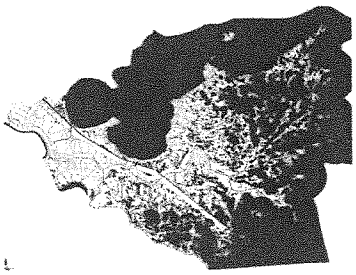
APPENDIX 6

FIRE DEPARTMENT STAFFING
On file in Parish Fire Department

APPENDIX 7

FIRE DEPARTMENT HURRICANE GUIDELINES
On file in Parish Fire Department

ST. BERNARD PARISH
OFFICE OF HOMELAND
SECURITY AND EMERGENCY
PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr., OHSEP Director

EMERGENCY SUPPORT FUNCTION 5

EMERGENCY MANAGEMENT

I. PURPOSE

ESF 5 Emergency Management encompasses all emergency activities conducted by Parish and Local governments, private industry, and volunteer organizations before, during, and after natural and technological emergencies and disasters. The ESF includes preparations for emergencies. It includes the analysis of the Parish's potential hazards and capabilities; the development of plans, procedures, agreements, and arrangements to deal with emergencies and disasters; training of Parish government, local government, and volunteer personnel; and exercising of plans. When emergencies occur, ESF 5 will include activating the Parish Emergency Operations Center (EOC); collecting, communicating, and analyzing information about impending and impacting emergencies; assessing the impact and damages from emergencies; coordinating evacuation activities; setting all available resources into motion; and restoring the affected people and property to their pre-disaster condition, wherever possible.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The OHSEP is mandated by Louisiana Revised Statues 29: 721-727 to direct and control the Parish response to any emergency that may threaten the lives and property of it's residents;

2. Public officials designate the Emergency Operation Center as the interfacing point for decision-making, coordination, administration, emergency response, and resource management.

3. In the event that any emergency would threaten the lives and property of the people of St. Bernard Parish, the Emergency Operation Center would be activated provided local conditions permit.

4. Any unmet needs of the Parish may be resolved through terms established in letters of agreement with Region 1 Parishes and through the efforts of GOHSEP.

5. The St. Bernard Parish Emergency Operation Center is located within the St. Bernard Parish Administration Building Located at 8201 West Judge Perez Dr. Chalmette, LA.

6. The Secondary Emergency Operation Center is located at the MSOC, St. Bernard Port, 100 Port Blvd., Chalmette, LA.

7. Additional back-up EOCs may be established in Orleans and Jefferson Parishes as Region 1 partners or in Ponchatoula, LA for Severe Weather Events.

B. Assumptions

1. The Emergency Operation Center or an alternate facility is available.

2. All equipment needed to accomplish any task within the Emergency Operation Center is functional.

3. Hazards could individually or in combination cause a grave emergency situation in any area of the Parish. It is also assumed that these risks will vary greatly in scope and intensity, ranging from small in area to encompassing the entire Parish.

4. Actions to minimize the effects of any disaster will be conducted as soon as possible by Parish officials and affected Parish agencies after the response.

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

6. Federal and State disaster assistance will supplement not substitute for any relief provided by the Parish.

III. CONCEPT OF OPERATIONS

A. The Emergency Operation Center is used as a centralized management center to facilitate policy making, coordination, and overall direction of responding forces in large-scale emergency situations.

B. In accordance with the National Incident Management System, Chapter II Command and Management, the EOC will include the following core functions: **(NIMS II. B. 2. a.)**

- Coordination
- Communications, Recourse Dispatching and Tracking
- Information Collection

C. The OHSEP Director is also the primary EOC Director who has the responsibility for management of the Emergency Operation Center. In the absence of the OHSEP Director, the designated on-call EOC Director will fulfill the responsibilities of the Director unless another individual is directed to do so by the Parish President.

D. The Parish President has the ultimate authority; however, in the absence of the Parish President, emergency authority is delegated as authorized in the Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993 as amended in this order:

1. Chief Administration Officer

2. As appointed by the Parish Council as directed by Parish Charter.

E. Phases of Emergency Management

1. Mitigation

a. The St. Bernard Parish Emergency Operation Center is located within the St. Bernard Parish Administration Building, located at 8201 West Judge Perez Dr, Chalmette, LA.

b. The Secondary Emergency Operation Center is located at the MSOC, St. Bernard Port, 100 Port Blvd., Chalmette, LA.

c. The Primary Emergency Operation Center utilizes physical security and access control measures. Procedures are maintained OHSEP Director and Law Enforcement Staff Officer position within the St. Bernard Parish Security Plan.

d. The OHSEP has completed a hazard analysis of the Parish, indicating a wide variety of potential problems that could and have threatened the community in the past 5 years. (A copy of this study is maintained in the HSEP.)

e. All Parish departments and outside agencies, as well as personnel with emergency responsibility in the Emergency Operation Center, have been identified and procedures have been estimated to activate the same. These organizations will also identify alternate operations sites that can be used, if needed.

f. Resources needed to sustain the activated Emergency Operation Center have been identified and their availability determined.

g. Communications equipment that is compatible and interoperable with other departments and agencies is kept updated and functional.

h. Public awareness programs include:

1. Tours of the Emergency Operation Center and an explanation of its purpose and functions.

2. Printed educational materials are distributed throughout the Parish. The Public Information Officer releases public information and educational information after review by the Parish President and the HSEP Director.

3. Annual distribution of Hurricane Preparedness Guides.

4. Annual distribution of the Louisiana Citizen Awareness and Disaster Evacuation Guide.

5. Distribution of St. Bernard Parish Emergency Public Warning Brochure.

i. The State of Louisiana has established building codes and the St. Bernard Parish Office of Community Development enforces them. The OHSEP Director will review building codes periodically and make recommendations to the Parish Council and/or the Louisiana Emergency Preparedness Association.

j. Appendix 5 of the St. Bernard Parish Basic Plan contains a current list of critical facilities and Parish buildings and structures requiring priority assessment.

2. Preparedness

a. The OHSEP develops and maintains the Parish's Emergency Operations Plan, its annexes, appendices, and operational procedures for Emergency Operation Center activation and staff duties. These procedures are maintained under separate cover at the Emergency Operation Center.

b. Provisions will be made to protect personnel within the Parish from exposure to hazardous substances. Procedures have been developed to protect personnel at the Emergency Operation Center from environmental hazards.

c. The Emergency Operation Center is divided into five functional units, which are:

1. Executive – includes the Parish President, OHSEP Director, and Parish Sheriff. The function of this group is to advise the Parish President on decisions made during an emergency or disaster and to organize the Parish's response.

2. Communications –The function of this group is to transmit and receive communications from field units, citizens, Emergency Operation Center, and other public and private agencies.

3. Operations – refer to section IV of the Basic Plan.

4. Logistics – meets all support needs for the incident, including ordering resources through appropriate procurement authorities from off-incident locations.

5. Emergency Public Information and Warning Officer – Distribute Emergency Public Information and Warnings when disaster is imminent, occurring and post disaster.

d. The Operations Room has the ability to supply necessary maps and supplies needed to conduct direction and control activities by governmental officials and emergency staff during response and recovery.

e. The Emergency Operation Center has adequate provisions for food, water, and housing for its assigned staff.

f. A preventative maintenance program is adhered to for all equipment, fixed or mobile and regularly scheduled testing of this equipment is performed.

g. Training sessions and briefings are conducted for emergency staff assigned to the Emergency Operation Center. Exercises in the Emergency Operation Center and in the field are also conducted and critiqued with the entire staff.

h. The degree of activation of the Emergency Operation Center may vary, depending upon the severity of the emergency.

i. Communications equipment is tested with field representatives on a regular basis.

3. Response

a. The Emergency Operation Center is activated according to the degree or level of the emergency, as directed by the OHSEP Director and/or by the Emergency Classification System.

b. Requests to activate the Emergency Operation Center should be directed to the OHSEP Director

c. In the event of Emergency Operation Center activation, operational materials for each emergency function will be placed at designated locations in the Operations Room for use by operations staff officers. The operational materials contain the needed supplies, message and reporting forms, and implementing procedures for that department or emergency function.

d. Briefing sessions are held for all Emergency Operation Center staff officers, the Parish President, and administrative staff.

e. Outside support agencies that may have to lend assistance are contacted to participate in EOC Staff Meetings.

f. Initial contact is made with the public through the Emergency Operation Center.

g. All operations will be coordinated through the Emergency Operation Center.

h. Incident Command System will be used in St. Bernard Parish in accordance with the National Incident Management System, Appendix A, "The Incident Management System".

1. The Incident Command System is the combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in the management of domestic incidents.

2. The function of Incident Command is to provide overall management at the incident site.

3. The Incident Commander is responsible for activation of the on-scene command post, in which the Incident Commander directs, controls, and orders resources, including people and equipment.

4. All actions taken by any Incident Commander will be in accordance with Federal, State, and Local law and with the benefit of the lives and property of the St. Bernard Parish citizens in mind.

5. Some examples of who may become an Incident Commander include:

a. Fire department personnel
b. Law enforcement officers
c. Public works officials

i. Information Processing

1. A significant events log is begun at the onset of the emergency and maintained for the duration. The log contains records of key disaster-related data. A copy of all logs of this type will be retained and kept on file.

2. All persons operating within the Incident Command Structure and Emergency Operation Center will keep event logs. These will include disaster-related information, which will be reported from the field.

3. The OHSEP analyzes disaster-related information.

4. The OHSEP employees will do the disaster condition reporting and retaining via WebEOC.

j. Security for the EOC will be provided by the St. Bernard Parish Sheriff's Office and the Louisiana National Guard.

k. Communications equipment is tested regularly with field representatives.

l. The Parish President, Parish Council, and Sheriff are briefed on the situation as conditions warrant.

m. The standard operating procedures for a particular type of emergency are followed through using a previously proposed checklist for the determined emergency.

n. The OHSEP Director or Incident Commander may implement protective actions for the public upon authorization of the Parish President.

o. Emergency workers will be allowed into the risk area(s) if conditions are safe and/or appropriate personal protective equipment is available.

p. Motor vehicles, tractors, utility vehicles, and other means will be used to transport emergency workers as necessary and authorized by the on-scene commander.

4. Recovery

a. Recovery operations commence as soon as possible after the emergency; debris clearance from roadways should be the first priority to allow assistance into the affected area(s).

b. Damage assessment report forms and digital cameras are disseminated to assigned damage assessment teams once emergency conditions have terminated.

c. The Damage Assessment Officer organizes damage assessment, including the collection and reporting of appropriate data to include hazardous facilities, bridges, and roads; advises on priority repairs and unsafe structures; and reports the information to the OHSEP Director.

d. All Emergency Operation Center and field personnel are phased down to begin a deactivation.

e. The Emergency Operation Center is brought back to its pre-emergency conditions, along with the needed equipment and supplies.

f. Data collection of logs, forms, expenditures, equipment, materials, and personnel is begun at the onset of the emergency.

g. Upon the recommendation from the OHSEP Director and the Incident Commander, the Parish President will authorize re-entry.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. All organizations tasked by this All Hazards Plan are responsible for:

1. Activating a control center to support and facilitate the organization's response activities, which may include:

a. Dispatching and managing personnel and resources.

b. Maintaining a significant events log.

c. Reporting information to the Emergency Operation Center.

d. Coordinating with organizational personnel at the emergency scene and/or the Emergency Operation Center.

2. If appropriate, sending a representative to the Emergency Operation Center.

3. Ensuring that organization staff members tasked to work in the Emergency Operation Center during emergencies have the authority to commit resources and set policies.

4. Providing support to the Incident Commander if needed.

5. If appropriate, establishing a protocol for interfacing with State/Federal responders.

6. Coordinating with the Public Information Officer and clearing press releases with the Parish President before releasing information to the media for public consumption.

7. Documenting all emergency work performed by Parish and local resources, including photographs and videotape.

8. Compiling damage reports for appropriate agencies and preparing documentation for submission to State and Federal agency representatives.

B. Emergency Operations Staff Officers

Assigned to the Emergency Operation Center.

1. Parish President (ESF 1-15)

a. When notified, reports to the Emergency Operation Center.
b. Person in charge of each disaster situation
c. As appropriate directs implementation of protective actions for public safety.

d. If necessary, directs Emergency Operation Center staff to relocate to the alternate Emergency Operation Center to continue operations.
e. When appropriate, terminates response operations and releases personnel.
f. Serves as the OHSEP Director

2. Homeland Security and Emergency Preparedness Director or Deputy Director (ESF 1-15)

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

3. Sheriff (ESF Primary 13 / Secondary 1, 2, 9, 10 and 15)

a. When notified, reports to the Emergency Operation Center.

b. Responsible for identifying an Incident Commander, establishing a Command Post, and assigning appropriate personnel to the Incident Command staff if any or all is applicable.

c. Notifies the Emergency Operation Center of the situation if the original notification did not come from the Emergency Operation Center.

d. Responsible for sending a senior representative (Law Enforcement Officer) to the Emergency Operation Center, when the Emergency Operation Center has been activated during an emergency.

e. Manages law enforcement resources and directs law enforcement operations.

4. 911 Communications Operators (ESF Primary 2)

a. When notified, reports to the Emergency Operation Center.

b. Responsible for continuous 24-hour coverage of Emergency Operation Center.

c. Monitors all communications equipment.

d. Responsible for prompt notification of the Emergency Operation Center Staff, Emergency Operation Center personnel and other agencies as directed in the event of an emergency.

e. Maintain logs

f. Message handling

g. Preparing summaries on status of damage

h. Displaying appropriate info in Emergency Operation Center

5. Public Information Officer (ESF Primary 15)

a. When notified, reports to the Emergency Operation Center.

b. Person responsible for serving as a Parish liaison with news organizations and the public to insure accurate and consistent emergency reporting.

6. Law Enforcement Officer (ESF Primary 13 / Secondary 1, 2, 9, 10 and 15)

   a. When notified, reports to the Emergency Operation Center.

   b. Responsible for the communication link between the Sheriff's Office field operations and the Emergency Operation Center.

7. Transportation Officer (ESF Primary 1)

   a. When notified, reports to the Emergency Operation Center.

   b. People responsible for coordinating and obtaining transportation resources to ensure the movement of people whom need assistance in evacuating the risk area.

8. School Services Officers (ESF Secondary 5,6,7,8 and 15)

   a. When notified, reports to the Emergency Operation Center.

   b. Coordinates protective action measures for schools within St. Bernard Parish to include private schools.

   c. Evacuates students if appropriate.

   d. When directed by appropriate authority, makes schools available for use as mass care facilities.

   e. Conducts damage assessment of school facilities.

9. Health & Medical Officer (ESF Primary 8 / Secondary 1, 5, 6, 7, 9 and 10)

   a. When notified, reports to the Emergency Operation Center.

b. Coordinates the heath and medical treatment activities of all response organizations involved in providing medical assistance to disaster victims.

c. Coordinates with the Coroner's Office necessary mortuary services, to include operations of temporary morgues, and identification of victims.

d. Collects information and reports damage/status of health and medical facilities and equipment to the Emergency Operation Center.

10. Fire Services Officer (ESF Primary 4 and 10 / Secondary 2, 5, 6, 7, 8 and 9)

a. When notified, reports to the Emergency Operation Center.

b. Responsible for the communication link between Fire Department's field operations and the Emergency Operation Center.

11. Public Works Officer (ESF Primary 3 / Secondary 1, 5, 7, 12 and 14)

a. When notified, reports to the Emergency Operation Center.

b. Responsible for the communication link between Public Works field operations and the Emergency Operation Center.

c. Maintains a potable water plan.

d. Animal Control Organization (Supported by the LSU-AG Center)

i. Manages public and private sector efforts to meet the animal services needs that arise, including:

ii. Rescue and capture of animals that have escaped confinement and displaced wildlife.

iii. Evacuation of animals if applicable.

iv. Sheltering, if applicable.

v. Care of injured, sick, and stray.

e. Activates emergency response teams (e.g., evacuation, shelter, medical treatment, and search and rescue) as needed.

f. Prepares a resource list that identifies the agencies/organizations that are responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large-scale emergencies and disasters.

g. Coordinates response activities with the appropriate representative in the Emergency Operation Center.

h. Coordinates the rescue of injured or endangered animals with fish and game departments, wildlife organizations, and veterinarians.

12. State Police Representative (ESF Primary 13 / Secondary 1, 2, 9, 10 and 15)

a. When notified, reports to the Emergency Operation Center.

b. Responsible for coordinating support law enforcement services to the Parish.

13. National Guard Liaison

a. When notified, reports to the Emergency Operation Center.

b. Coordinates resource request between the Parish, the Louisiana National Guard and GOHOMELAND SECURITY AND EMERGENCY PREPAREDNESS.

14. Technical Advisor

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

15. Radiological Officer

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

C. Emergency Operations Support Staff

1. Council on Aging Director

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

2. Health Unit Director

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

3. St. Bernard Parish Coroner's Office

Has primary responsibility for mass fatalities events, to include establishing of temporary morgues, coordination of body removal, and notification of family members.

4. United States Department of Agriculture, St. Bernard Parish, Emergency Board Chairperson

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

5. Office of Community Development Director

Assists OHSEP with Special Needs planning and tracking.

D. Field Operations and On-Scene Incident Command Structure

1. The type of emergency situation will determine which department and/or agency will provide the Incident Commander.

2. The Incident Commander may change as individuals with more authority arrive on the scene.

3. The Incident Commanders are responsible for maintaining records of expenditures during response.

4. The most common local departments and/or agencies who may serve as Incident Command are:

   a. Fire department

      i. When notified of an emergency situation, the fire department shall send response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other locations as appropriate.

      ii. The fire department will manage fire/rescue resources, direct fire operations, rescue injured people during emergency operations, and assist in determining the need for evacuation in and around the emergency scene.

      iii. The fire department will assist as appropriate in the alerting or evacuation of people at risk in and around the emergency scene.

   b. Sheriff's Office

      i. When notified of an emergency situation, the Sheriff's Department shall send response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other locations as appropriate.

      ii. The Sheriff's Office is also responsible for:

         aa. Directing and controlling traffic during emergency operations.

         bb. Controlling access to the Emergency Operation Center and scene of the emergency or the area that has been evacuated.

cc. Assisting in alerting and evacuating people in and around the emergency scene.

dd. Provide security in the Emergency Operation Center and the area affected by the emergency to protect public and private property. Assisting in the evacuation of people at risk in and around the emergency scene.

ee. Conducting damage assessment activity.

c. Public Works

i. When notified of an emergency situation and directed to do so, Public Works shall send response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other locations as appropriate.

ii. The Public Works will manage public works resources and direct public works operations. The duties may include:

aa. Performing debris removal operations.

bb. Assisting in urban search and rescue efforts.

cc. Providing emergency generators, fuel, lighting, and sanitation to support emergency responders at the scene.

dd. Assisting in the evacuation of people at risk in and around the emergency scene.

ee. Coordinating with utility companies to restore power to disaster victims.

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

V. DIRECTION AND CONTROL

The OHSEP Director, under direction of the St. Bernard Parish President, is the principle authority for the overall response to an emergency situation.

VI. CONTINUITY OF GOVERNMENT

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

VII. ADMINSTRATION AND LOGISTICS

A. Administration

1. All Parish agencies are required to submit reports to the Emergency Operation Center relating to their agency's expenditures and obligations during emergency conditions.

2. Responsibility for submitting local government reports to the GOHSEP rests with the OHSEP via WebEOC. They include:

   a. Daily situation;

   b. Resource consumption;

   c. Resource shortfalls.

3. OHSEP is responsible to report on the status of the mass care services being provided by volunteer agencies and other non-governmental organizations.

4. The format for submission of reports or requests for assistance are established by GOHSEP.

B. Logistics

1. Each organization tasked in this All Hazard Plan is expected to provide its own logistical support during the initial phase of response operations. Additional support should be obtained through the Emergency Operation Center or the Incident Command, as appropriate.

2. When the Parish's resources prove to be inadequate during emergency operations, requests should be made to obtain assistance from other local jurisdictions, higher levels of government, and other agencies.

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

VIII. PLAN DEVELOPMENT, MAINTENANCE, AND EXECUTION

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

B. Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.

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

IX. AUTHORITIES AND REFERENCES:

A. Authorities
(See Basic Plan, Section IX)

B. References

1. Handbook for Applicants Pursuant to Public Law 93-288, Federal Emergency Management Agency, 3-81

2. Federal Disaster Assistance Programs: Eligibility Handbook, Federal Emergency Management Agency, 1981

3. Disaster Reporting and Accounting Procedures Guide, State of Louisiana

4. Guide for All Hazard Emergency Operations Planning, CPG 101, V2, 1996, Federal Emergency Management Agency

5. FEMA Comprehensive Preparedness Guide (CPG) 101, version 2.0, November 2010. Link:

http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf

6. National Incident Management System, U.S. Department of Homeland Security, Washington D.C. March 2004

APPENDICES

(1) Organization Chart
(2) Responsibility Chart
(3) Emergency Operations Center

TAB A EOC layout, floor plans
TAB B EOC equipment list
TAB C EOC staffing and callout list
TAB D EOC security procedures

(4) Status reporting formats and schedules: on file in EOC:

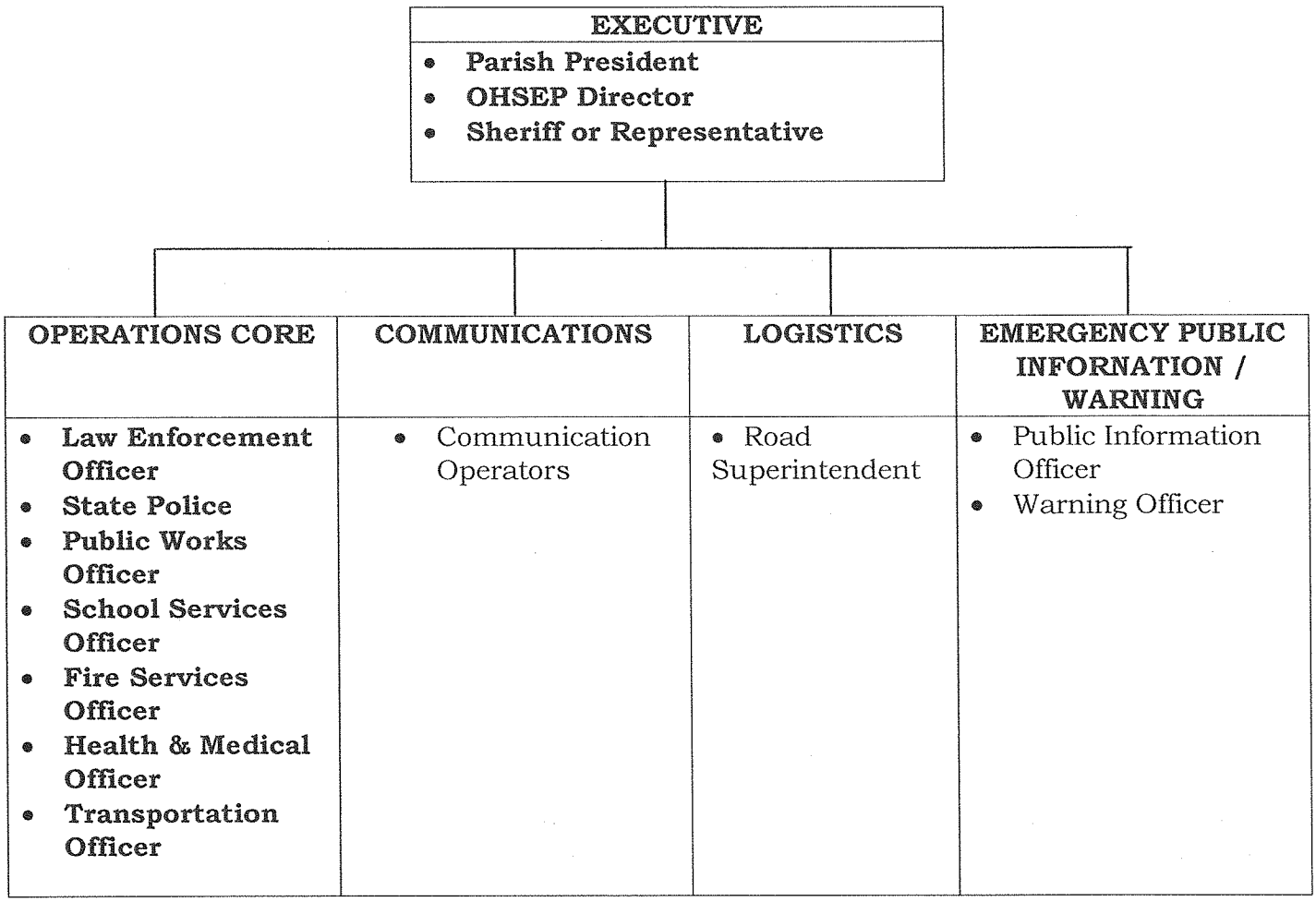
TAB A Internal Message
TAB B EOC Station Log

(5) Damage Assessment and Reporting Plan
(6) Parish Training and Exercise Plan

TAB A Training, Exercise and Education Organizational Chart

APPENDIX 1

Emergency Operation Center Organization Chart



*** Note: Bold print indicates Emergency Operation Center Staff Officer**

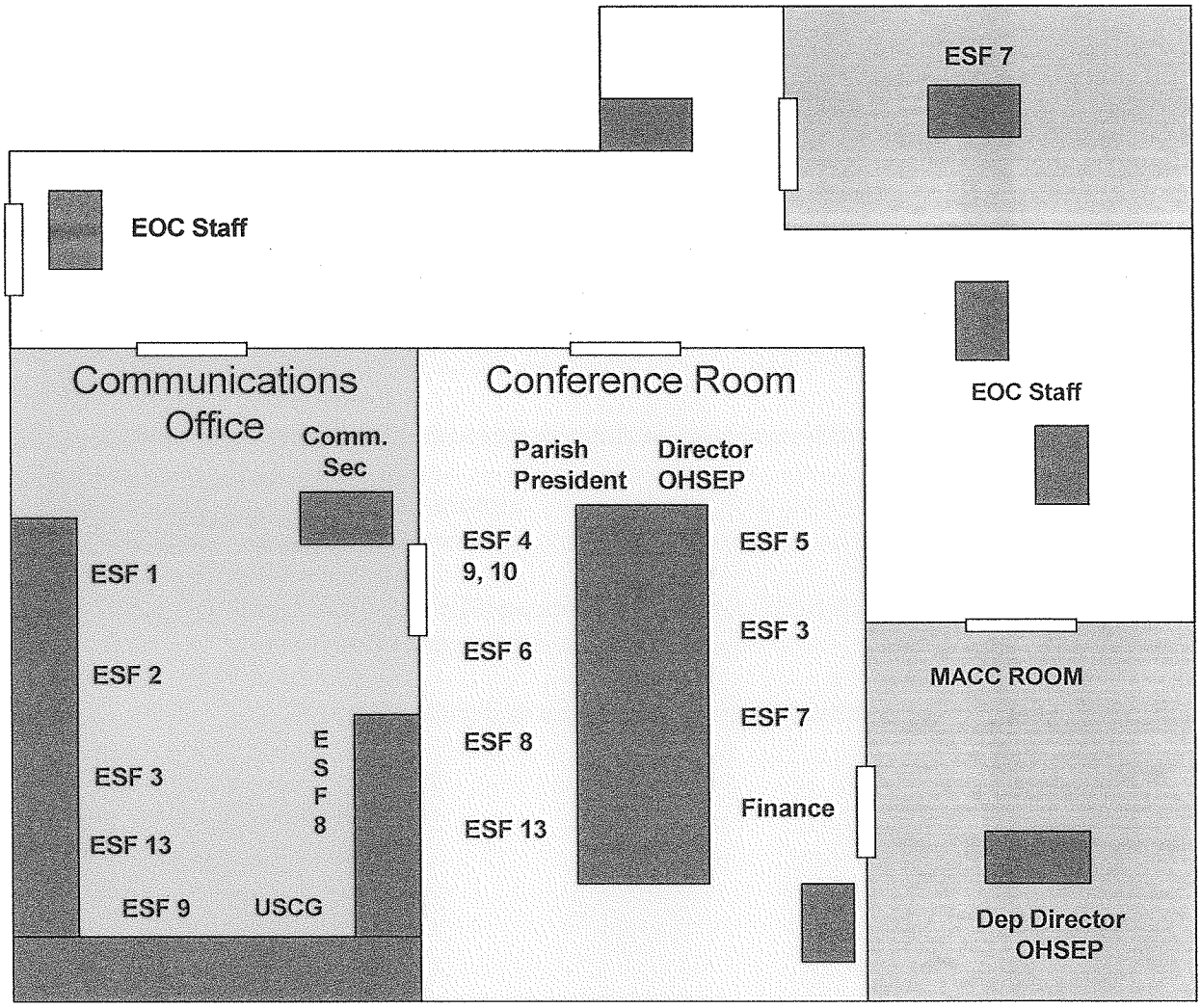
APPENDIX 2

Responsibility Chart

Emergency Operation Center Staff Officers	Authority / Policy	Coordination	EOC Operations	Analysis	Damage Assessment	Damage Reporting	Economic Analysis
St. Bernard Parish President	X		X				
St. Bernard Parish Sheriff	X		X				
St. Bernard OHSEP	X	X	X	X	X	X	X
911 Center		X	X				
Public Information			X				
Law Enforcement	X	X	X	X	X	X	
Transportation		X	X				
School Services		X	X				
Health and Medical		X	X				
Fire Services		X	X				
Public Works		X	X	X			
State Police	X	X	X	X	X	X	
National Guard	X	X	X	X	X	X	

APPENDIX 3 – TAB A

Emergency Center Operations Layout



APPENDIX 3 – TAB B

EOC Equipment Listing

Each EOC staff officer will be provided the following updated emergency materials at the EOC.

i. Copy of the implementing procedure
ii. Name place for station in the Operations Room
iii. Tablet and pencils
iv. Parish map
v. Message forms
vi. Station logs
vii. Other pertinent reference materials or aids
viii. Any other items that permit the Staff Officer to perform the duties as stated in the Staff Officer Implementing Procedure.

EOC Maps and Charts available for Emergency Response.

Operations Room

1. St. Bernard Parish map of streets showing pick up points, schools, resource receiving points, and population.

2. St. Bernard Parish map of streets in the Parish showing evacuation routes.

3. Computer loaded with the CAMEO Software Suite to include all TIGER Maps for Region 1.

4. Status boards
   a. One "Problem" board
   b. Message board

Communications Room

Listing of EOC Staff telephone numbers and/or extensions.

APPENDIX 3 – TAB C

EOC Staff Call Out

I. Operations Staff

The following operations staff will report to the EOC upon activation.

II. Resource Staff

The following resource staff will be requested as needed:

APPENDIX 3 – TAB D

EOC Security Procedures

I. PURPOSE

To establish procedures necessary to provide security at the St. Bernard Parish Emergency Operations Center (EOC) during activation.

II. DEFINITIONS

The definitions provided in the St. Bernard Parish Emergency Operation Plan – Basic Plan apply.

III. SITUATION

A. In the event of EOC activation, St. Bernard Parish officials may activate the Parish EOC.

B. Upon EOC activation, only authorized personnel will be able to enter the EOC to carry out their missions without the threat of distractions from intruders.

IV. RESPONSIBILITIES

A. The OHSEP Director is responsible for:

1. Activating the EOC Security Team.

2. Preparing and updating all materials needed by security personnel to permit access to the EOC by authorized persons.

B. The Parish Law Enforcement Officer has the overall responsibility for security matters including the providing of trained, briefed and equipped personnel at the time the EOC is activated.

C. Security personnel are responsible upon activation for the following:

1. Maintain lists of persons authorized to enter the EOC.

2. Maintaining logs of all persons entering or leaving the EOC.

3. Surveying for the contamination of persons authorized to enter the EOC who may have entered an area of potential contamination.

4. Ensuring that all appropriate security measures are carried out.

V. PROCEDURES

A. Administrative

1. The OHSEP Director will develop and update semiannually the following:

a. Lists for persons authorized to enter the Parish EOC

b. Passes for persons whose names appear on the EOC Security List

c. A briefing for EOC Security Team personnel

B. Operational

EOC ACTIVATION

1. Notify EOC Security Team personnel and request they report to the EOC.

2. Brief security personnel and assign to security posts upon arrival.

3. Secure and establish a security post at the entrance of the EOC.

4. Distribute security log and appropriate updated security list to the security post.

5. Establish communications between security post and the EOC.

6. Limit admittance into secure areas.

a. Admit only authorized persons.

i. Persons having a valid EOC ID card.

ii. Those whose name appears on the security list.

7. Those not named on the security list, but given at the moment authorization specifically from:

   a. Parish President

   b. OHSEP Director

8. Permit normal 911 Center business, except at the secured area.

APPENDIX 4

Status Reporting Formats and Schedule / Forms (on file in EOC)

1. EOC Staff Officers will report when requested to do so by the EOC Director.

2. Each Staff Officer will prepare message forms and keep a station log.

APPENDIX 4 – TAB A

Internal Message Form

Routine_____

Urgent_____

To:

_____

From:

_____

Time	Message

Time	Response

APPENDIX 4 – TAB B

St. Bernard Parish EOC Station Log

Date / Time	Name / EOC Staff Position	Person & Agency Communicated	Transaction

APPENDIX 5

Damage Assessment and Reporting Plan

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation

1. During the recovery phase of a disaster, the Parish will conduct a systematic analysis of the nature of the damage to public and private property that estimates the extent of such damage, based upon actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage.

2. When a disaster occurs of such magnitude that it could result in a Presidential Declaration, a damage assessment of public and private property is required for the Parish and all of its political subdivisions to determine the extent of damage. This information will provide a basis for the determination of actions needed, the establishment of priorities, the allocation of local government resources in the disaster area during the early stages of the recovery effort, and what, if any, outside assistance will be required.

3. The primary agency for Damage Assessment will be the OHSEP with assistance from other agencies.

4. The OHSEP Director will designate a Damage Assessment Officer at the onset of any disaster.

5. Damage Assessment Teams will be divided as follows:

a. Public Assistance

- Lead Impact Assessment Teams

  - EOC staff

- Impact Assessment Teams
    - Agency staff

b. Individual Assistance

- Lead Impact Assessment Teams (Annual Training)
    - OHSEP Director
    - Assessor Rep
    - Red Cross
- Impact Assessment Teams
    - Red Cross
    - Law Enforcement
    - Fire Service

B. Assumptions

1. Fast and accurate damage assessment is vital to effective disaster response.

2. Pre-arranged teams of local resource personnel will assess damage.

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

III. CONCEPT OF OPERATIONS

A. General

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

B. Phases of Management

1. Mitigation

   a. Develop a Damage and Impact Assessment training program.

   b. Identify a damage impact assessment team of qualified local personnel.

   c. Public Awareness Programs of Building Codes, Ordinances and the Flood Insurance Program.

   d. Development of a Hazard Mitigation Plan.

2. Preparedness

   a. American Red Cross will make training available for Damage Assessment Teams at least annually.

   b. The OHSEP Director shall designate persons to serve as Damage Assessment Officer and provide training in damage assessment techniques.

   c. The OHSEP Director shall review procedures for damage reporting and Louisiana Disaster Reporting Manual.

   d. List all critical facilities and all Parish buildings requiring priority assessment. (Appendix 1 Basic Plan)

3. Response

   a. OHSEP Director will activate the damage assessment staff in the Emergency Operation Center.

   b. Damage Assessment Teams will obtain, report, analyze, and retain assessment information.

   c. All agencies will begin collection of data and record keeping at the onset of the event.

   d. OHSEP Director will assign disaster assessment teams for public assistance and individual assistance.

e. Document all emergency work performed by local resources, including appropriate photographs and videotape.

f. The Emergency Operation Center will compile damage reports for appropriate agencies.

g. The Parish Assessor's Office will be responsible for a system to determine dollar amount of losses.

h. Damage Assessment Teams will inform officials of hazardous facilities, bridges, and roads, as well as advise on priority repairs and unsafe structures.

i. The Parish President shall appoint an authorized agent to represent St. Bernard Parish on joint local/state/federal assessment teams and for fiscal matters.

4. Recovery

a. As needed, establish a Disaster Recovery Office in St. Bernard Parish Community Center.

b. The American Red Cross may establish an Assistance Center.

c. Continue damage assessment surveys.

d. Advise on priority repairs and unsafe structures.

e. Monitor restoration activities.

f. Prepare documentation for submission to the State and Federal government.

g. Review building codes and land use regulations for possible improvement.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. OHSEP

1. Responsible for the overall direction and control of damage assessment for the Parish.

2. Assemble a team for developing a damage assessment plan.

3. Appoint a Damage Assessment Officer.

4. Develop public information and education programs.

5. Maintain accurate records of funds, materials, and man-hours expended as a direct result of the disaster.

6. Be prepared to receive, record, and consolidate all damage reports made by private citizens within your political subdivision.

B. Damage Assessment Officer

1. Will locate in the Emergency Operation Center and direct damage assessment operations. Will be responsible to the OHSEP Director for the operation of the teams, collection of data, and reporting.

2. Assist the OHSEP Director and other recovery operations in establishing a sequence of repairs and priorities for restoration of the affected area.

3. Coordinate disaster teams conducting field surveys.

4. Maintain sufficient quantities of needed forms for damage assessment teams and other departments/ agencies assisting with assessments/recovery operations.

5. Collect and compile incoming damage reports from teams in the field and from other operations coordinators, such as Parish department directors, health and medical coordinator, and outside agencies such as the American Red Cross, school system, and utility companies.

6. Collect, report, and maintain estimates of expenditures and obligations as required.

7. Correlate and consolidate all expenditures and damage assessment for submission to GOHSEP.

8. Be available to escort State and Federal damage survey officials on inspections of damaged areas. Have damage sites located on area maps before State and Federal inspectors arrive.

9. Solicit cooperation from local companies (e.g., appraisers, contractors, utilities) and local representatives of support agencies such as American Red Cross and Fire Department, to serve as members of damage assessment teams.

10. Conduct damage assessment training programs.

11. Maintain a list of critical facilities (e.g., streets, highways, and bridges) requiring priorities.

C. Damage Impact Assessment Teams

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

1. American Red Cross – Responsible for the needs of the people and the reporting thereof.

2. County Agent – Responsible for the needs of the land, animals, and crops and the reporting of thereof.

3. Utility Companies – Responsible for restoration of utilities and reporting thereof.

4. Tax Assessor's Office – Responsible for a system to determine the dollar amount of the losses.

5. Contractors – Responsible for the reporting of buildings damaged.

6. Real Estate Agents – Responsible for the reporting of buildings damaged.

7. Insurance Agents – Responsible for the reporting of insured persons and property.

8. Parish Public Works Departments – Responsible for the reporting of damaged government buildings, streets, highways, and bridges.

9. Code Enforcement – Responsible for inspection and reporting of damaged buildings.

V. DIRECTION AND CONTROL

OHSEP is responsible for coordinating damage assessment activities in St. Bernard Parish.

VI. CONTINUITY OF GOVERNMENT

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

VII. ADMINISTRATION AND LOGISTICS

A. Forms and Record Retention

Field reporting forms and all necessary Federal disaster reporting and guidance are located in the Emergency Operation Center and distributed when necessary. Copies of all documentation are retained for record purposes at the Assessor's Office. American Red Cross Disaster Survey sheets will be used to record damage assessment results.

B. Survey Teams

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

VIII. PLAN DEVELOPMENT AND MAINTENANCE

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

IX. AUTHORITIES AND REFERENCES

A. Authorities

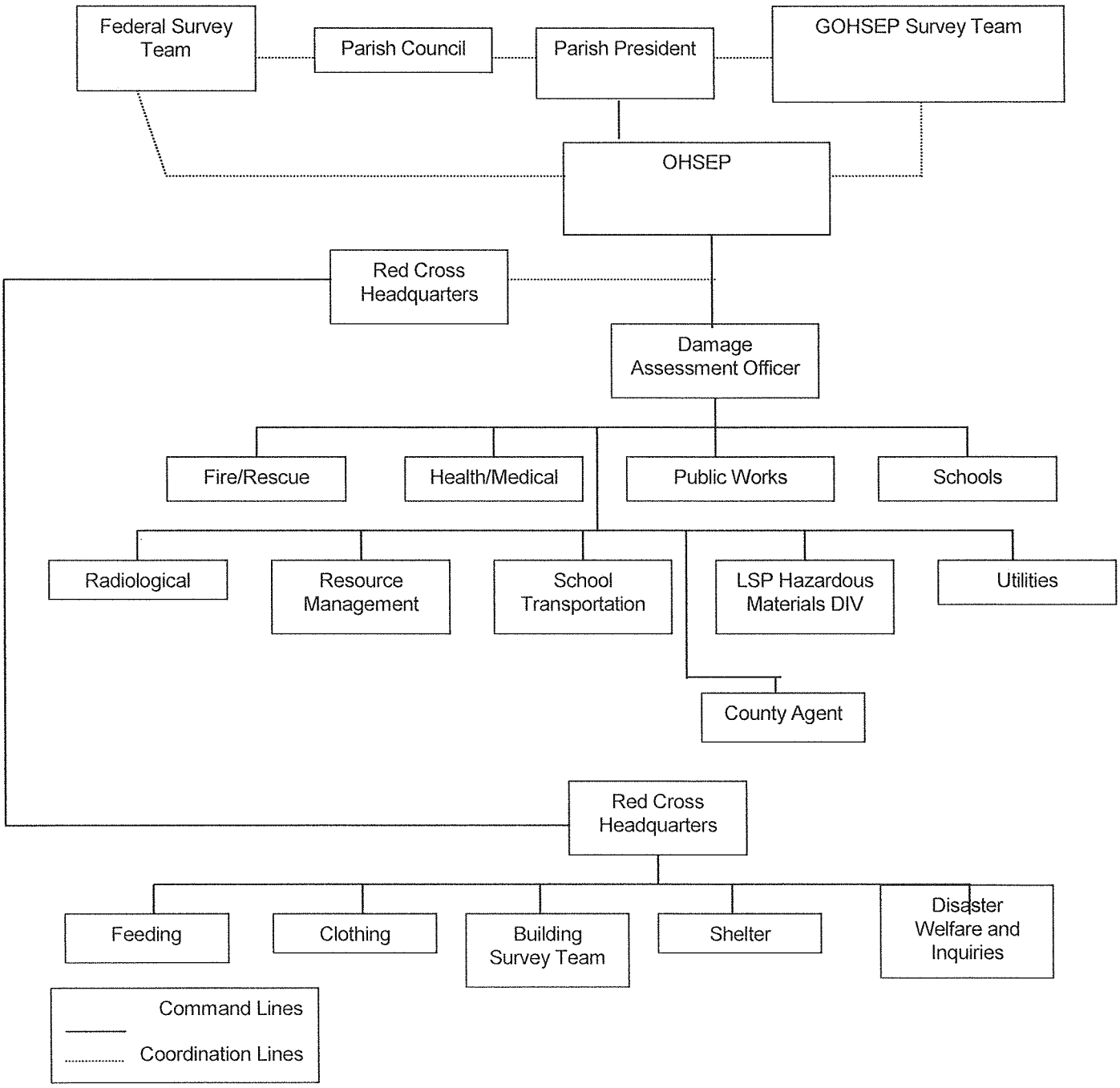
(See Basic Plan)

B. References

1. Guide for All Hazard Emergency Operations Planning, CPG 101, V2, 1996, Federal Emergency Management Agency
2. Handbook for Applicants Pursuant to P.L. 93-288, FEMA, 3-81
3. Federal Disaster Assistance Program: Eligibility Handbook, FEMA 1981
4. Disaster Reporting and Accounting Procedures Guide, State of LA

APPENDIX 5 – TAB A

Damage Assessment Organizational Chart



APPENDIX 6

Training and Exercise Plan

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation

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

2. To address the needs of planning, training, and exercises, the OHSEP has established a position of Plans, Training, and Exercise Officer through the St. Bernard Parish Fire Department.

B. Assumptions

1. Training programs will be scheduled on a regular basis in order to provide the emergency operations staff with the skills needed to respond to any incident.

2. Exercises and drills to test the Emergency Operating Plan and Procedures should provide the training necessary to meet emergency situations that may occur.

III. CONCEPT OF OPERATIONS

A. General

Training of local personnel is a continuous process. Type and degree of training will vary with the strengths and weaknesses of the Parish's emergency responders.

B. Phases of Management

1. Mitigation

a. Establish policies pertaining to the training of individuals, groups and functional teams in the subject of emergency response.

b. Establish acceptable standard skill levels for emergency response workers.

c. Arrange for qualified instructors, equipment, and related material for the FEMA-selected course of instruction for emergency managers.

d. Maintain updated reference files for acquiring training aids (e.g., films and visual aids) and available training literature.

2. Preparedness

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

3. Response

a. Ensure that training is provided for all aspects of emergency preparedness and emergency operations. Classes will include, but not be limited to, all at-home study courses provided by the Federal Emergency Management Agency.

b. Commence increased readiness training in all aspects and assignments as needed to implement and maintain an Integrated Emergency Preparedness System.

c. Sponsor emergency response exercises to test the effectiveness of the St. Bernard Parish Emergency Operations Plan.

4. Recovery

a. Maintain response operations as needed.

b. Evaluate emergency response exercises.

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

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

OHSEP Director and Plans, Training, and Exercise Officer:

1. Responsible for the overall training effort.

2. Briefs all department heads and agencies on plans, procedures, and training courses for their personnel.

3. Recruits and screens instructors and participants in all phases of emergency operations' needs for classroom instruction and required courses.

4. Determine the type and level of training required for all emergency operating assignments.

5. Keep updated on training requirements to ensure that personnel who carry out emergency functions obtain necessary skills.

6. Schedule, design, and evaluate exercises as training tools.

7. Coordinates exercise design team, train design team members, evaluators, controllers, and simulators.

8. Ensure all key operational staff personnel are trained in all phases of emergency operations.

9. Responsible for employing a Training and Exercise Coordinator.

10. Assist the PIO in providing instructional and educational materials for the general public.

V. DIRECTION AND CONTROL

Department heads having emergency response assignments and key Emergency Operation Center staff officers will be responsible for

ensuring that their own personnel that have emergency response duties are adequately trained. Any special response training shall be coordinated through the OHSEP Director.

VI. CONTINUITY OF GOVERNMENT

In the event that an individual training instructor is unable to carry out scheduled training, an Emergency Operation Center staff member will be responsible for notifying participants of the cancellation and rescheduling the training for a later date.

VII. ADMINISTRATION AND LOGISTICS

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

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The OHSEP Director is responsible for the development and updating of this appendix.

IX. AUTHORITIES AND REFERENCES

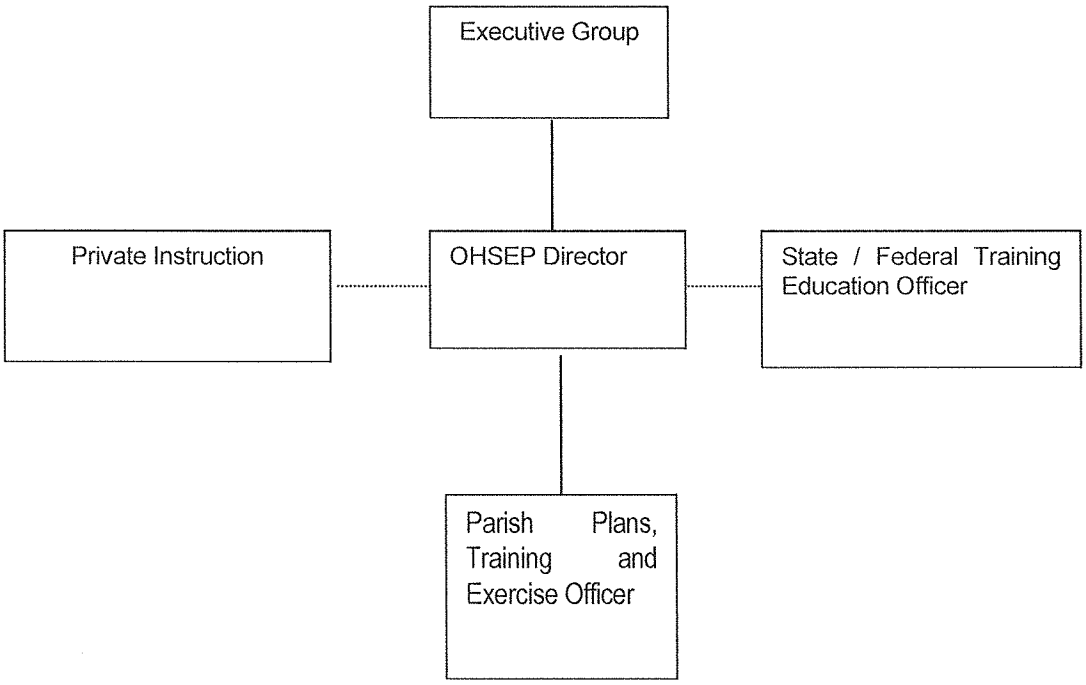
A. (See Basic Plan, Section IX)

B. References

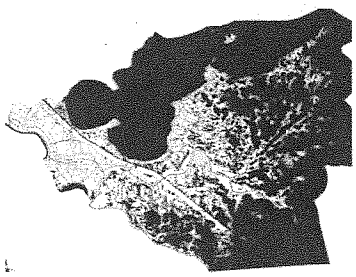
Guide for All Hazard Emergency Operations Planning, CBG 101, V2, 1996, Federal Emergency Management Agency

APPENDIX 6 – TAB A

Training, Exercise and Education Organizational Chart



ST. BERNARD PARISH
OFFICE OF HOMELAND
SECURITY AND EMERGENCY
PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr., OHSEP Director

EMERGENCY SUPPORT FUNCTION 6

MASS CARE

I. PURPOSE

ESF 6 provides mass care, including shelter, mass feeding and housing and human services support for victims of natural and technological emergencies and disasters:

A. Mass care will provide shelter during the emergency period and immediately following the disaster, in which victims are housed as a result of evacuation or, on a limited basis, pending repair of dwellings or assignment and movement into temporary housing. Emergency shelter is not intended for prolonged periods of occupancy due to the emergency nature of the activity and the requirements for mass feeding, bedding and adequate sanitary facilities. Shelter will include the mass feeding of victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk distribution of food.

B. Mass care will coordinate with the Parish Health Unit and other medical agencies to ensure the provision of emergency first aid for victims and emergency workers at shelters and designated sites, as well as referral to appropriate medical facilities.

C. Mass care will collect and provide information about individuals in the emergency area through a Department of Children and Family

Services (DCFS) Information system. Such information will be used to aid reunion of families and individuals separated by the emergency or disaster.

D. Housing activities will provide for short and long-term housing needs of emergency and disaster victims. Housing activities may include rental assistance, temporary housing, loans for house repair, and/or replacement of primary residences.

E. Human services include all government and relief organization actions to provide immediate assistance to victims of emergencies and disasters. It will include the provision and expedited processing of federal benefits claims, such as Social Security, disaster unemployment assistance, Veterans benefits, and tax refunds.

F. Human services may include, as appropriate, crisis counseling and supportive mental health services and such commodities as water, ice, and other basic needs.

G. Shelter, as described within this plan, is a facility to address emergency shelter needs and is not intended to exceed five days of operation.

I. SITUATION AND ASSUMPTIONS

A. Situation

St. Bernard Parish could experience a variety of situations that would require mass care in a number of circumstances. In these instances shelter facilities will be designated for incarcerated, institutionalized, special needs groups, and Parish residents.

1. Natural occurrences that could cause the need for sheltering include hurricanes, floods, tornadoes, ice storms, or any combination thereof.

2. Technological hazards that could result in sheltering include hazardous materials transportation accidents and nuclear power plant accidents.

3. Terrorism or enemy attack includes incidents that would threaten or cause damage to populated areas through the use of weapons of mass destruction or sabotage of existing structures.

B. Assumptions

1. Public shelters will be manned and operable during the time of an emergency with the exceptions of major hurricanes.

2. Not all residents will use shelters. It has been estimated that 17% of the population will seek American Red Cross designated shelters, 52% will go to a friend or relative's house, 22% will use a hotel or motel, and 9% will not evacuate. Post hurricane Katrina due to the lack of repaired structures more than 17% could be assumed to need American Red Cross sheltering; this number could be as high as 80% depending on the location and severity of the emergency.

3. American Red Cross will serve as the principal organization responsible for operating mass care facilities during disasters.

4. Sufficient warning time will be available to ensure that mass care facilities are opened in time to provide shelter and other services for people that have been evacuated.

5. Military support, through GOHSEP ESF –16 may be available.

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

II. CONCEPT OF OPERATIONS

A. General

1. The St. Bernard Parish Shelter Program is provided through the efforts of the OHSEP, the American Red Cross, Office of Community Development and the School Board. The agencies are utilized to afford the best available protection for those seeking shelter.

2. Due to the recovery from hurricane Katrina St. Bernard Parish may operate immediate needs shelters which will provide emergency sheltering during severe wind gusts due to severe thunderstorms. These immediate needs shelters are intended to operate for less than four hours. If the need

is greater than four hours a standard shelter shall be opened.

3. All shelter locations are determined by conditions such as elevation and the location of shelters relative to an incident. Where practical, available public and private facilities will be used as shelters (Appendix 2), with the exception of sheltering outside of the jurisdiction, in which case the host jurisdiction will provide shelter facilities as they see fit.

4. St. Bernard Parish will keep evacuees and the general public informed on mass care facilities through the use of any and all communications systems available.

5. The arrangement of operation of each mass care facility shall be as follows:

   a. The American Red Cross will operate and be responsible for shelter facilities during any disaster in which sheltering is necessary.

   b. The American Red Cross will provide trained Shelter Managers and through coordination with the OHSEP Director. St. Bernard Parish will also supply trained shelter personnel.

   c. The primary mode of transportation to a shelter facility will be by private vehicle. Public emergency transportation will be provided where necessary.

   d. The management team determines management structure of shelter facilities.

   e. All communications from shelter facilities to the general public and inquiries as to the status of shelter patrons shall be routed through the Emergency Operation Center or American Red Cross.

   f. The shelter manager shall determine services provided to shelter patrons by determining availability, feasibility, and necessity. The American Red Cross shall conduct all shelter stocking and re-supply.

   g. The American Red Cross will provide crisis counseling for disaster victims.

h. The American Red Cross will provide adequate signage or markings to designate shelters that are operational.

i. The American Red Cross, in coordination with OHSEP, may upgrade expedient or last resort shelters to normal operating shelter status and provide for adequate resources.

j. The American Red Cross, in coordination with OHSEP and the Louisiana Department of Social Services, will assure availability of welfare assistance and services to eligible victims of emergencies and disasters.

k. The American Red Cross shall establish on-site centers for granting relief to emergency/disaster victims.

5. The Health and Medical Officer will evaluate special needs persons requiring shelter, considering the necessities of each individual. A determination will be made as to which facility can provide necessary services, and the method of transportation shall be determined where necessary.

6. Special need sheltering will be provided by the State.

B. Phases of Management

1. Mitigation

St. Bernard Parish has determined the requirements for adequate shelters, their location and facilities available for supporting evacuees.

2. Preparedness

a. The American Red Cross and OHSEP maintain lists of shelter personnel as to name, phone number and availability. (Appendix 3)

b. Emergency Preparedness personnel and volunteers shall attend Red Cross shelter management classes and GOHSEP training classes as required.

c. Shelter supplies are stocked and maintained by New Orleans Red Cross Chapter.

3. Response

   a. At the request of any evacuee that may require sheltering, the OHSEP Director in conjunction with recommendations from the incident commander, will make the decision of whether or not to open a shelter.

   b. If determined that opening a shelter is appropriate, the Emergency Operation Center shall notify the American Red Cross and the necessary personnel responsible for opening the shelters. A Parish representative will be in each shelter.

   c. The Emergency Operation Center shall appoint a designated shelter liaison official that will be responsible for monitoring the activities of the shelter.

   d. The Emergency Operation Center shall make public information announcements to the media for general distribution.

   e. Assignment of evacuees to shelters and feeding facilities will be determined by the type of event and the number of person in need.

   f. The American Red Cross will coordinate crisis counseling as needed.

   g. The St. Bernard Parish Fire Department will assign one EMT to each shelter that is opened.

   h. EOC Personnel will maintain accurate Emergency Operation Center log as well as a shelter log.

4. Recovery (EOC Personnel)

   a. Analyze transportation and re-entry conditions and problems. Obtain transportation.

   b. For extended stay:

      i. Develop staffing levels.

      ii. Render assistance to Red Cross emergency feeding and temporary housing as needed.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Emergency Operations Staff

1. Parish President

   Assume responsibility for all sheltering efforts.

2. OHSEP Director

   a. Manages the Emergency Operation Center, oversees its activation, and ensures it is staffed to support all mass care efforts.

   b. Coordinates with the local chapter of the American Red Cross, Salvation Army, and other public service non-profit organizations, and personnel to perform mass care operations jobs.

   c. Coordinates volunteer support efforts to include the activities of volunteers from outside the jurisdiction and the assistance offered by unorganized volunteer and neighborhood groups within the jurisdiction toward mass care operations.

   d. Reviews information to be provided to the public on mass care activities.

   e. Coordinates planning requirements with outside jurisdictions that have been identified as potentially hazard free and have agreed to house evacuees in their mass care facilities.

   f. Coordinates the provision of mass care needs for personnel performing medical duties during emergencies.

3. Sheriff's Office

   a. Responsible for providing security at designated shelters.

   b. Provides traffic control during evacuee movement to mass care facilities.

c. Provide alternate communication between shelters and the Emergency Operation Center.

4. Public Information Officer

Makes public announcements about the availability of mass care facilities.

5. School Services Officer

a. Responsible for making School Board resources available.

b. Coordinates the transportation of school children to mass care facilities.

c. Responsible for coordinating and obtaining transportation resources to ensure easy movement of people into mass care facilities.

6. Health & Medical Officer

a. Coordinates the use of health and medical resources and personnel involved in providing medical assistance to mass care facilities.

b. Assists facilities that provide care for special needs population.

IV. DIRECTION AND CONTROL

A. All shelter activities will be coordinated through the Emergency Operation Center.

B. Shelter management will be responsible for the operation of their individual shelters.

V. CONTINUITY OF GOVERNMENT

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

B. (See Basic Plan)

VI. ADMINISTRATION AND LOGISTICS

A. Records and Reports

1. All Emergency Operation Center Staff and personnel are responsible for keeping an accurate log of all activities and communications that take place in their capacity.

2. Shelter managers are responsible for the shelter logs and registration documents associated with mass care facilities.

B. Shelter Facilities

Appendix 2 includes a listing of all shelter facilities in Parish jurisdiction.

VII. PLAN DEVELOPMENT, MAINTENANCE, AND EXECUTION

A. The Managing HSEP Director has the responsibility for coordinating revision of this Annex, keeping attachments current.

B. Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.

C. American Red Cross and all other agencies given responsibility in this plan, in coordination with the HSEP are responsible for maintenance of their respective Annexes or Appendices.

VIII. AUTHORITIES AND REFERENCES

A. Authorities

(See Basic Plan)

B. References

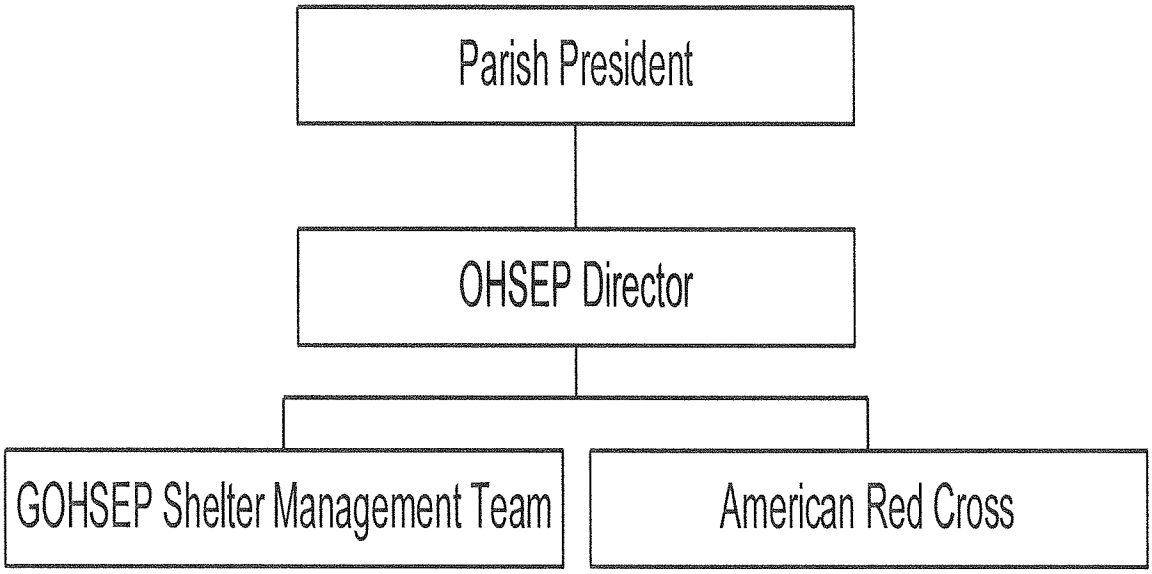
1. Guide for All Hazard Emergency Operations Planning, (CPG) 101, V2 1996, Federal Emergency Management Agency

APPENDICES:

(1) Organization Chart
(2) Shelter Listings

APPENDIX 1

Organizational Chart



APPENDIX 2

St. Bernard Parish Shelter Listings

Primary Shelters

Civic Center 250

Special Needs Shelter

Civic Center 50

Other Shelters

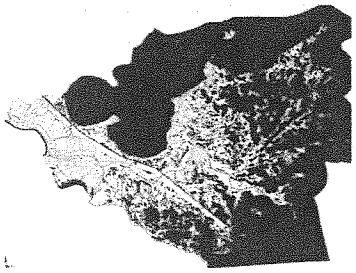
As determined by assessment by American Red Cross and St. Bernard Parish School Board.

APPENDIX 2

St. Bernard Parish Shelter Personnel

On file in the Emergency Operations Center.

ST. BERNARD PARISH
OFFICE OF HOMELAND
SECURITY AND EMERGENCY
PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr., OHSEP Director

EMERGENCY SUPPORT FUNCTION 7

RESOURCE SUPPORT

I. PURPOSE

ESF 7 provides the resource support activities needed in emergencies and disasters. Resource support deals with the personnel, services, facilities, equipment, materials and supplies needed for emergency and disaster operations, whether from governmental, private or volunteer sources.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The OHSEP Director will designate the Resource Manager for St. Bernard Parish.

2. St. Bernard Parish is susceptible to many hazards, both technological and natural, which makes the need for resource management of top priority.

3. Resources that St. Bernard Parish may need include:

   a. Personnel including skilled labor and

professionals.

b. Communications equipment.

c. Vehicles for passengers, cargo, and debris removal.

d. Heavy equipment for public works applications and materials handling.

e. Pumps.

f. Useful materials and tools such as:

   i. Fuel
   ii. Sand
   iii. Sandbags
   iv. Plastic Sheeting.
   v. Shovels
   vi. Picks
   vii. Chainsaws
   viii. Hatchets
   ix. etc.

g. Mass care supplies such as:

   i. Medicine and first aid supplies
   ii. Potable Water
   iii. Food
   iv. Bedding
   v. Blankets
   vi. Cots
   vii. Sanitation Supplies
   viii. Lighting

h. Portable Generators

4. St. Bernard Parish has Mutual Aid agreements with neighboring jurisdictions through the Homeland Security Region 1 and higher levels of government and will be implemented on an as needed basis at the onset of an emergency.

B. Assumptions

1. The Resource Manager will maintain a resource inventory.

2. Initial Sustainability

   a. Response agencies will sustain themselves during the first 24 hours of an emergency.

   b. Households and businesses located in the area directly affected by the emergency situation will sustain themselves during the first 72 hours of an emergency.

3. Evacuee Support

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

4. Donations

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

5. Availability of Volunteers

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

6. Access to Mutual Aid

   a. Mutual Aid resources may be limited due to the parties being affected themselves by the emergency and being unable to provide the resources.

   b. Pressure on the resource management function to supply unmet needs of response agencies may

be reduced by assistance from the next higher level of government.

III. CONCEPT OF OPERATIONS

A. General

1. St. Bernard Parish's resource management will be conducted in accordance with the National Incident Management System.

2. National Incident Management System, Chapter IV, Resource Management:

   Resource Management involves four primary tasks:

   - Establishing systems for describing, inventorying, requesting and tracking resources;
   - Activating these systems prior to and during an incident;
   - Dispatching resources prior to and during an incident; and
   - Deactivating or recalling resources during or after incidents.

3. Priorities

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

4. Initial sustainability

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

5. Supplier of last resort

   Emergency services agencies should exhaust their own channels of support, for example, mutual aid agreements with similar agencies in other

jurisdictions, before turning to the resource management function.

4. Costs

Purchase prices, and contract costs, where possible, should be established. Even if eligible for reimbursement, costs should initially be considered the responsibility of the requesting agency.

5. Coordination with Volunteer agencies

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

6. Local, State and Federal Coordination

Local, State and Federal coordination will occur through:

a. The local Emergency Operation Center

b. The Governor's Office of Homeland Security and Emergency Preparedness via WebEOC.

c. The FEMA Regional Office

B. Phases of Management

1. Mitigation

a. Plan resources services to be provided in an emergency.

b. Coordinate activities through the HSEP.

c. Plan coordination and utilization of all available resources during an emergency.

d. Plan and train adequate personnel in order to reap maximum achievement for the following divisions of government:

i. Sheriff's Office
ii. Fire Department
iii. Departments and agencies task within this plan under the Parish President
iv. Parish Health Department
v. Office of Family Support
vi. Public Utilities

2. Preparedness

a. The OHSEP Director in coordination with the Parish Purchasing Agent, Fire Chief and Chief Administrative Officer will identify emergency resources and sources for requesting assistance.

b. The St. Bernard Parish Purchasing Office, OHSEP and Fire Department have a listing of current resource providers.

c. All departments and agencies under this plan will prepare and update a list of needed resources.

d. All departments and agencies under this plan will coordinate resources with other agencies and volunteers in order to maintain adequate resources.

e. All departments and agencies under this plan will maintain current mutual aid agreements

3. Response

a. Notification

The Resource Manager should be among those initially notified of an emergency. When warning is available, suppliers with whom agreements

exist will be notified of the intent to activate any needed agreements.

b. Activation and deployment

The OHSEP Director will activate the Resource Manager and his functions. Under the Resource Manager, the three core positions are the Needs Officer, Supply Officer and the Distribution Officer. It will be the Resource Manager and the OHSEP Director's discretion whether or not to activate additional facilities and personnel. This decision would be accomplished after meeting with the executive group. Upon activation, the Resource Manager will provide for prompt and effective acquisition, distribution and use of personnel and material resources.

c. Emergency activity

i. Determining needs

ii. Needs assessment (Ongoing)

aa. Needs known in the field should be channeled up through the chain of command to the Emergency Operation Center.

bb. Anticipating needs based on preliminary damage assessments and past experiences.

cc. The Resource Manager should relay to the resource management organization all needs determined by the executive group.

dd. All agencies are tasked to report to resource management either directly or through the Emergency Operation Center, any needs they

are unable to meet through their own channels as the emergency progresses.

ee. Essential information includes:

- ✓ WHAT is needed and WHY, as specifically as possible
- ✓ HOW MUCH is needed
- ✓ WHO is needed
- ✓ WHERE it is needed
- ✓ WHEN it is needed

iii. Prioritization (Ongoing)

aa. The Resource Manager will apprise the Needs Officer of priorities set by the OHSEP Director or a designated representative.

bb. Among the highest priorities may be satisfying needs of the resource management organization, for example securing the use of additional facilities required by the Resource Manager.

iv. Follow-up

aa. Resource requests should be logged, prioritized, passed on to those responsible for obtaining and committing resources, and then tracked via subsequent feedback from the Supply Officer, the Distribution Officer, and the requesting party.

bb. The Resource Manager should receive reports on a regular basis about needs and status of requests.

cc. Obtaining supplies

v. Notification of suppliers by Supply Officer

When warning is available, the Supply Officer should notify suppliers with whom agreements exist of the jurisdiction's intent to activate the agreement. Availability of supplies should be validated and key items should be reserved.

vi. On going evaluation of requests vs. known supplies

aa. Upon receipt of a request, the Supply Officer should attempt to fill the need with jurisdictional resources or resources for which agreements are in place.

bb. If the needed resource is on hand, the Supply Officer contacts the supplier, confirms transportation responsibilities and provides necessary information.

cc. The Supply Officer then notifies the Distribution Officer of the incoming resource, or of the need to pick it up, and its priority, and informs the Needs Officer that action has been taken on the request.

dd. If the needed resource is not listed among prearranged supplies, the next step is to see if a workable offer to donate it has been made (assuming a Donations Coordination Team has been activated).

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

vii. Procurement and hiring

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

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

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

dd. Maintaining financial and legal accountability

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

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

x. Activating and operating key facilities.

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

xi. Traffic control.

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

xii. Hauling.

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

xiii. Reporting and coordination.

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

b. The Distribution Officer will designate centers to receive and distribute resources as prioritized.

4. Recovery

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

a. Disposal of excess stocks

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

b. Demobilization

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

c. Financial settlement

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

d. Thank You's

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

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. OHSEP Director

Directs Resource Manager

B. Resource Manager (Logistics Officer)

1. Directs and supervises the activities of the needs, supply, and distribution officers.

2. Coordinates with the OHSEP Director and key organizations' representatives in the Emergency Operation Center regarding needs and priorities for meeting them.

3. During the emergency, monitors potential resource shortages and advises the Executive Group or OHSEP Director on the need for action.

4. Identifies facilities/sites that may be used to store needed resources and donations.

5. Determines the need for and directs activation of facilities necessary for the coordinated reception, storage, and physical distribution resources.

6. Makes an arrangement for workspace and other support needs for resource management staff.

C. Needs Officer

1. Monitors resource demands from incident command and maintains lists of all staging area resources, itemized by incident location.

2. Tabulates needs assessment and specific requests.

3. Prioritizes needs for Supply Officer, with concurrence of Resource Manager.

4. Provides regular reports to Resource Manager on the status of requests.

D. Supply Officer

1. Locates and secures resources.

2. Determines appropriate means for satisfying requests.

3. Handles unsolicited bids.

4. Keeps Needs Officer informed of action taken on requests.

5. Keeps Distribution Officer informed of expected movement of resources, along with the priority designation for the resources.

6. Requests transportation from distribution officer.

7. Notifies private industry parties to any memorandum of agreement of the parish's intent to activate the agreement. Confirms the availability of resources specified by the agreement, and reserves supply.

8. Locates needed resources using database and listings.

9. Seeks to procure resources not available through pre-arranged channels.

10. Contact suppliers, settles term for transportation, and provide information necessary to pass possible checkpoints.

E. Distribution Officer

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

2. Transports resources as requested.

3. Controls movement of resources.

4. Performs materials handling work.

5. Oversees transportation and physical distribution of resources.

6. Ensures facilities are activated as directed by Resource Manager.

7. Monitors location, passage, and inventory of resources.

F. Finance Director

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

G. Parish Attorney

Advises Supply Officer on contracts and questions of administrative law.

H. Sheriff's Office

Provides escort and security as appropriate for the delivery, storage, and distribution of resources.

I. All agencies

1. Ensures communication with the Distribution Officer.

2. Assists in procuring and providing transportation.

3. Proved staff knowledgeable in a particular resource category to serve as Needs Liaison as appropriate.

4. Provide updated emergency resource listing on regular basis or as requested by Resource Manager.

5. Make personnel and resources available as needed in an emergency.

V. DIRECTION AND CONTROL

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

VI. CONTINUITY OF GOVERNMENT

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

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Reports and records

Complete records will be required to be kept and will be the responsibility of the Resource Manager with assistance from Secretary Treasurer.

2. Finance

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

3. Procurement

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

4. Hiring/Personnel issues

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

B. Logistics

The necessary resources needed to facilitate the Resource

Management function are as follows:

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

VIII. PLAN DEVELOPMENT AND MAINTENANCE

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

B. Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.

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

IX. AUTHORITIES AND REFERENCES

A. Authorities

(See Basic Plan, Section IX)

B. References

1. Guide for All Hazard Emergency Operations Planning, (CPG) 101, V2 1996, Federal Emergency Preparedness Agency

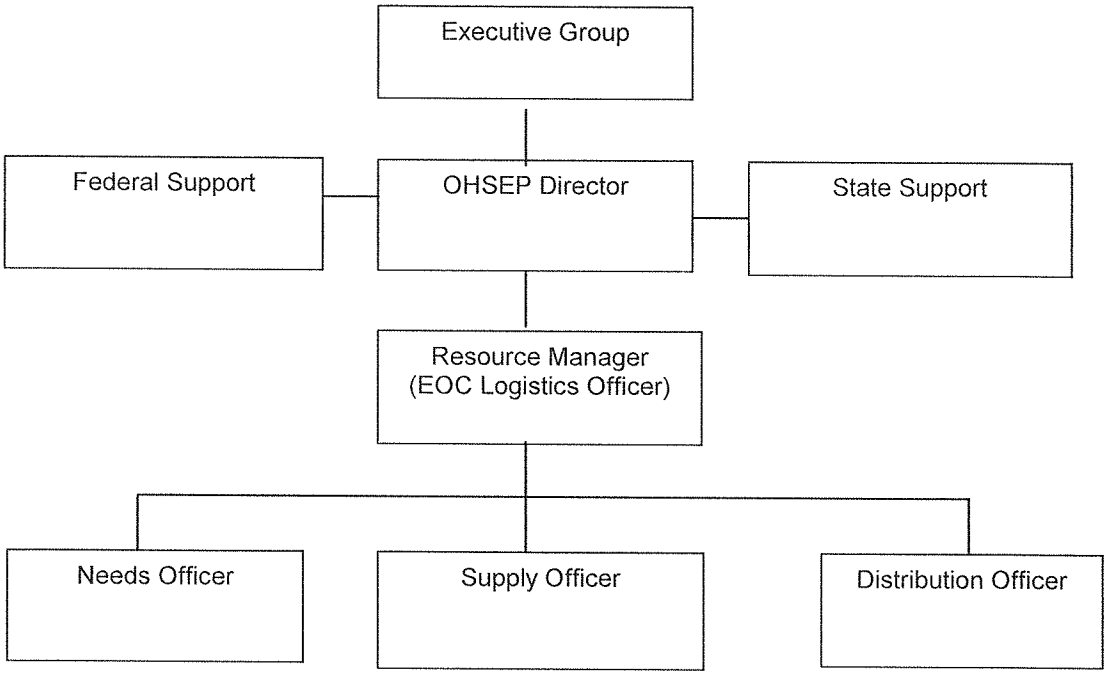
2. Defense, Civil Preparedness Agency, 1979.

APPENDICES:

(1) Organization Chart
(2) Parish equipment resource list: on file in EOC
(3) Mutual aid agreements, updated annually: on file in EOC
(4) List of distribution sites for the public: on file in EOC

APPENDIX 1

Resource Management Organization Chart



APPENDIX 2

Parish equipment resource list

On file in EOC

APPENDIX 3

Mutual aid agreements, updated annually

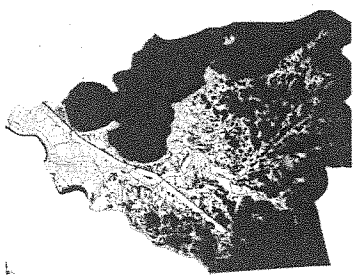
On file in EOC

APPENDIX 4

Distribution Sites for the Public

On file in EOC

ST. BERNARD PARISH
OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr., OHSEP Director

EMERGENCY SUPPORT FUNCTION 8

PUBLIC HEALTH AND MEDICAL

I. PURPOSE

ESF 8 provides public health and sanitation; emergency medical, dental, and hospital services; crisis counseling; and mental health services to disaster victims and workers to supplement and support disrupted or overburdened local medical personnel and facilities, as well as relieve personal suffering and trauma. Public health and sanitation refers to the services, equipment, and staffing needed to protect the health and general welfare of the public from communicable diseases, contamination, and epidemics; the development and monitoring of health information; inspection of food and water quality and sanitation measures; immunizations; laboratory testing; animal and vector control; and inspection of public drinking water supplies and sewage treatment services. Medical care refers to emergency and resident medical and dental care; doctors, technicians, supplies, equipment, ambulance, and emergency medical services; hospitals, clinics, and units; and planning and operation of facilities and services. Crisis counseling and mental health refer to the provision of professional personnel, services, and facilities essential to relieve victim trauma and mental health problems caused or aggravated by a disaster or its aftermath.

II. SITUATION AND ASSUMPTIONS

A. Situations

1. St. Bernard Parish has designated the Office of Public Health and Acadian Ambulance as the designated Health and Medical Officers.

2. Acadian Ambulance Service has been contracted by the Parish to provide basic emergency medical services.

3. The St. Bernard Parish Fire Department shall provide initial response and support until Acadian Ambulance Service arrives.

4. In the event of a large-scale emergency, St. Bernard Parish will depend upon Acadian Ambulance Service to implement emergency medical service mutual aid agreements on behalf of St. Bernard Parish.

5. St. Bernard Parish could experience disaster conditions at any time that would require the activation of health and medical resources.

6. Natural occurrences that could affect St. Bernard Parish include hurricanes, floods, tornadoes, fires, severe thunderstorms, or any combination thereof.

7. Technological hazards that could affect St. Bernard Parish include hazardous materials transportation accidents, industrial accidents, terrorism, and enemy attack.

8. The State Department of Health and Hospitals conducts capability assessment of medical facilities.

9. All hospitals, nursing homes, clinics, and other health care facilities will be considered for expansion into an emergency treatment center if the need arises.

B. Assumptions

1. Public and private medical, health, and mortuary services resources located in the jurisdiction will be available for use during disaster situations.

2. Large-scale emergencies and disaster threat situations may affect large areas of the jurisdiction, other Parishes within Region 1 and large portions of the State.

3. Public health, private health, and medical resources located in the jurisdiction generally will be available for use during disaster situations, but many of these resources, including human resources, will themselves be impacted by the disaster.

4. Emergency measures to protect life and health during the first 12 to 24 hours after the disaster in all likelihood will be exclusively dependent upon local area resources to include neighboring Parishes.

5. Resources available through area and regional medical, health, and mortuary services mutual aid agreements will be provided for use during the disaster situation.

6. Volunteers will come forward to perform essential tasks. Their efforts must be anticipated and coordinated.

III. CONCEPT OF OPERATIONS

A. General

St. Bernard Parish, through Acadian Ambulance Service, is responsible for the provisions of mobilizing and managing health and medical services and for coordinating delivery of those services to Parish residents in emergency situations. The Office of Public Health will be responsible for public health services and sanitation.

B. Phases of Management

1. Mitigation

   a. St. Bernard Parish has conducted a hazard/vulnerability analysis on the entirety of the population to identify possible disaster scenarios.

   b. Special training has been conducted for personnel from each of the following offices: Emergency Operation Center, Acadian Ambulance Service, Fire Department, Sheriff's Office, and the St. Bernard Parish Health Unit.

   c. St. Bernard Parish will receive annual capability assessment reports from health care facilities. The repository for this information will be the CAMEO program.

2. Preparedness

   a. Health and medical care facilities keep a sufficient inventory of medical supplies, medications, and equipment.

   b. Nursing home directors are responsible for submitting plans for resident evacuation and transportation to the OHSEP Director annually for review.

   c. A health and medical officer and relief coordinator have been assigned to direct and coordinate emergency medical operations during times of disasters.

3. Response

a. Acadian Ambulance Service will establish an emergency command post at the disaster site, with recommendation from the Incident Commander.

b. In the instance of a mass fatalities incident, the Emergency Operation Center shall contact the Parish Coroner's office and brief on current status. If deemed necessary by the Coroner, mortuary services shall be expanded using all jurisdictional assets available and mutual aid if necessary. (Mass Fatalities Annex will be implemented.)

c. Health and Medical Response Team efforts will be coordinated through the Emergency Operation Center and Health and Medical Officer.

d. Medical care and transportation of the injured shall be coordinated by all involved agencies through the Health and Medical Officer (Acadian Ambulance Service).

e. Nursing homes and other health care facilities shall, upon contact by the Health and Medical Officer, shall implement their emergency plans and prepare for a possible evacuation by reducing the patient population and continuing care for those that cannot be evacuated.

f. By authority of this plan, the Parish Coroner will issue all protective measures as approved by the Parish President during a declared emergency for all health care institutions including, hospitals, clinics, nursing homes, assisted living facilities, and hospice.

g. Health care providers may employ crisis augmentation of health and medical personnel, including doctors, nurses, aides, paramedics, and trained volunteers as their facility plans allow.

h. The Louisiana Office of Public Health through the local health unit will issue health and sanitation instructions for residents.

4. Recovery

Recovery operations will be coordinated through the Health and Medical Officer in the Emergency Operation Center.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Emergency Operations Staff

1. Parish President

Declare a State of Emergency and authorize the implementation of protective actions.

2. OHSEP Director

a. Manages the Emergency Operation Center, oversees its activation, and ensures it is staffed to support all health/medical operations.

b. Coordinates with the local chapter of the American Red Cross, Salvation Army, other public service non-profit organizations, and personnel to perform health/medical functions.

c. Coordinates volunteer support efforts to include the activities of volunteers from outside the jurisdiction, the assistance offered by unorganized volunteer, and neighborhood groups within the jurisdiction toward health/medical operations.

d. Works with the Public Information Officer to develop information provided to the public on health/medical and public safety topics.

e. Coordinates the provision of health/medical needs for personnel performing medical duties during emergencies.

f. Coordinates the development and updating of emergency plans for home health agencies and nursing homes, including transportation and other community support requirements.

3. Sheriff Office's

a. Responsible for providing security at designated shelters.

b. Provides traffic control during evacuee movement to mass care facilities.

c. Provide alternate communication between shelters and the Emergency Operation Center.

d. Coordinates planning and mitigation activities with home health care agencies and nursing homes.

e. Coordinates with other agencies to provide transportation, communications, administrative supplies, and supporting manpower.

4. Coroner

By authority of this plan, the Parish Coroner will issue all protective measures as approved by the Parish President during a declared emergency for all health care institutions including, hospitals, clinics, nursing homes, assisted living facilities, and hospice.

5. Communications Operator

Responsible for continuous 24-hour coverage of the Parish Emergency Operations Center, monitoring all communications, and support notification of the Emergency Operation Center Staff, Emergency Operation Center personnel, and other agencies as directed in the event health/medical activities are required.

6. Public Information Officer

Makes public announcements about the status of emergency medical services provided and risks the general population faces due to the incident.

7. School Services Officer

Responsible for making School Board resources available.

8. Health & Medical Officer

a. Coordinates the use of health and medical resources and personnel involved in providing medical assistance to emergency medical facilities.

b. Assists facilities that provide care for special needs populations, to include assisting in an evacuation and assisting in care if not able to evacuate.

c. The Health and Medical Officer shall provide for emergency resource management and acquisition of needed equipment and supplies.

d. Responsible for coordinating and obtaining transportation resources (not ambulances) to ensure movement of the injured into emergency medical facilities upon request of the Health and Medical Office.

e. The Health and Medical Officer, along with the OHSEP Director, shall determine the personnel resources necessary to properly mitigate the emergency. Upon such conclusion, augment the necessary health/medical personnel (nurses' aids, paramedics, American Red Cross personnel, and other trained volunteers).

f. In the event that the State Medical Officer declares inoculation necessary, the Health and Medical Officer will disperse emergency workers to sites in order to provide this service to the general public.

g. Health and sanitation instructions will be given by the Health and Medical Officer and distributed to the public by the local health unit using any and/or all communications available.

h. The Health and Medical Officer shall contact all jurisdictional facilities and mutual aid facilities that are capable of being expanded into emergency treatment centers for disaster victims.

i. Responsible for obtaining emergency medical support and hospital care during and after an emergency.

j. Responsible for the tracking of the injured or killed in a disaster.

k. Provides health/medical services at reception and shelter congregate care facilities.

l. Provides for the establishment and operation of an emergency medical care center for essential workers in the hazardous area following the evacuation of the general population.

m. Coordinate with the Office of Public Health on environmental health activities regarding waste disposal, refuse, food and water supplies, and mosquito/vermin control.

n. Coordinate with the Office of Public Health and Red Cross to provide crisis counseling for emergency workers.

9. Fire Service Officer

a. Assists the Health and Medical Officer.

b. Coordinates the fire service medical response and mutual aid medical resources.

10. American Red Cross

a. The American Red Cross shall establish crisis counseling for emergency workers and victims.

b. The American Red Cross shall make provisions for the feeding of emergency workers, emergency medical facilities, and the general population where necessary.

c. Upon request of the Health and Medical Officer, shall provide personnel where needed to support mitigation of the incident.

V. DIRECTION AND CONTROL

A. All health/medical activities shall be coordinated through the Health and Medical Officer in the Emergency Operation Center.

B. Emergency medical care facility managers will be responsible for the operation of their facilities to include maintaining sufficient inventory of medical supplies, medications, and equipment

VI. CONTINUITY OF GOVERNMENT

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

VII. ADMINISTRATION AND LOGISTICS

A. Records and Reports

All emergency operation center staff are responsible for keeping an accurate log of all activities and communications that take place in their capacity.

VIII. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION

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

B. Directors of supporting agencies bear the responsibility of maintaining internal plans and implementing procedures and resource data to ensure an effective response to an emergency.

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

IX. AUTHORITIES AND REFERENCES

A. Authorities (See Basic Plan)

B. References

Guide for All Hazard Emergency Operations Planning, CPG 101, V2, 1996, Federal Emergency Management Agency

Appendices

(1) Mass Fatalities Plan
(2) Parish Health and Medical Resources (on file in EOC)
(3) Municipal Health and Medical Resources (on file in EOC)
(4) Hospitals in Parish (on file in EOC)
(5) Nursing Homes in Parish (on file in EOC)

(6) Medical augmentees (on file in EOC)
(7) Medical transportation resources in Parish (on file in EOC)
(8) Special needs shelters (on file in EOC)
(9) Mental Health resources in Parish (on file in EOC)

Appendix 1

Mass Fatalities Plan

I. PURPOSE

It is the purpose of this appendix to provide necessary guidelines to coordinate the actions necessary to cope with a mass fatality incident within the boundaries of St. Bernard Parish.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The St. Bernard Parish Sheriff's Department shall have initial jurisdiction in response to investigation of any incident involving mass fatalities.

2. The St. Bernard Parish Fire Department shall provide the OHSEP with an organized Search and Rescue Team.

3. The St. Bernard Parish Coroner's Office will manage the assignment of autopsy of any remains and transport to a medical facility.

4. Due to the size of this incident temporary facilities may be established at the discretion of the coroner.

5. The Emergency Operations Staff shall be briefed at regular intervals through the Health and Medical Officer via information received from the Coroner's Office.

B. Assumptions

1. The St. Bernard Parish Emergency Operations Center shall be activated and fully staffed during any incident resulting in mass fatalities.

2. Coordination with mortuary services will be available.

3. All agencies involved with recovery operations have existing mutual-aid agreements to supplement their efforts in preparation for a long-term event.

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

5. Any unmet needs of this jurisdiction may be resolved through terms established by agreements with support Parishes and the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).

III. CONCEPT OF OPERATIONS:

A. General

1. Any mass fatality incident that would take place within the boundaries of St. Bernard Parish would require coordination and cooperation of many agencies at several different levels of government.

2. The Coroner, through the Emergency Operations Center, shall direct the overall coordination of a mass casualty incident; however, there may be several Incident Command Posts within the perimeter of any incident.

3. All responding agencies will provide 24-hour coverage for their respective duties in the Parish.

4. During any massive response, the Emergency Operations Staff shall be activated. All necessary parties shall be represented in the operations center.

B. Phases of Management

1. Mitigation

Mitigation efforts consist of the designation of temporary morgue sites and the development of mutual aid agreements with surrounding Parishes and other entities able to provide assistance. It is also necessary to pre-plan and provide for specialized training and equipment for the Coroner's office.

2. Preparedness

a. The St. Bernard Parish OHSEP has written and maintained plans to respond to any incident that may occur with its jurisdiction.

b. The Sheriff's Department shall maintain auxiliary personnel to assist its primary force as needed in a mass casualty incident.

c. The Fire Department shall maintain a mutual-aid response plan to assist all departments when individual department's resources are exceeded.

d. Emergency Medical Technicians are trained on a regular basis in rescue techniques by the responsible controlling organization or agency.

e. The Coroner's office shall insure that mutual-aid agreements exist to handle an influx of casualties.

f. The Coroner's office shall coordinate its plans to use mortuary services with providers on an annual basis.

g. The Public Information Officer shall maintain a working relationship with all members of the media to ensure that all emergency operations procedures for information dissemination are followed.

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

3. Response

a. The Emergency Operations Staff shall be activated and the OHSEP Director should initiate communications to the Coroner's office.

b. All operations will be coordinated through the Emergency Operations Center, which will be responsible for official request for assistance from the State and Federal governments.

c. Through a request through the GOHSEP, the Louisiana Mass Fatalities Task Force will be available to assist the Parish Coroner.

d. Once on scene, the St. Bernard Parish Coroner's office, by State law, shall immediately assume the responsibility for the collection, identification, storage, and dispatch of human remains.

e. Sheriff's Office shall provide scene security as needed and/or as requested by the Coroner's office on-scene supervisor.

f. Sheriff's Office shall provide traffic control during mass fatalities operations. Operation considerations may include any or all of the following:

   i. Road expansion as needed;

   ii. Entry control for outbound routes;

   iii. Perimeters for inbound routes;

   iv. Assistance to maintain traffic flow as needed.

g. Sheriff's Office shall provide crowd control and security in temporary mortuary sites and family reception centers.

h. Notification of next of kin for all injured or missing victims. The Sheriff's Office representative assigned to the Emergency Operations Center shall keep a log containing all next of kin notifications.

i. Fire services responsibilities in response to a mass casualty incident are basically the same as in daily operations. Their primary responsibility is fire control; however, they are also involved on a regular basis with rescue operations and hazardous materials incidents. They also serve a supplemental Emergency Preparedness role of providing back-up support to the operation of the public warning system.

j. The Coroner is responsible for the following:

i. The St. Bernard Parish Coroner's office will manage the assignment of autopsy of any remains and transport to a medical facility.

ii. Mortuary services shall be expanded using all jurisdictional assets available and mutual aid if necessary.

iii. The Coroner shall keep an identity log of all identified casualties. The emergency operations staff shall be updated as necessary, without compromising any existing investigation.

k. The Search and Rescue Team (Fire Department and Sheriff's Office) shall be responsible for:

i. Search and locate fatality victims once all survivors have been located and treated.

ii. Directing the Coroner's office staff to the location of each fatality.

iii. Documenting the location of both survivors and fatalities at the scene as part of the investigation.

l. Health and medical efforts will be coordinated through the Emergency Operations Center. Major responsibilities will include:

i. Medical care and transportation of the injured shall be accomplished by all involved agencies.

ii. Hospitals, nursing homes, and other health care facilities shall, upon contact by the Health and Medical Officer, prepare for a possible evacuation by reducing the patient population and continuing care for those that can not be evacuated.

m. The Red Cross may activate the Critical Response Team, which can be available within two hours of notification.

n. Parish Attorney should keep aware of their legal obligations, as well as any special powers granted by law to include mass burial.

4. Recovery

All agencies tasked with response assignments in reference to a mass fatalities incident shall maintain their assignments either until they are ordered to stand down or life within the affected area can return to a pre-emergency normality. All resources from State and Federal agencies shall become available in accordance with a Governor or Presidential disaster declaration.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Parish President

1. When notified, reports to the Emergency Operation Center.

2. Person in charge of each disaster situation.

3. As appropriate, directs implementation of protective actions for public safety.

4. If necessary, directs Emergency Operation Center staff to relocate to the alternate Emergency Operation Center to continue operations.

5. As appropriate, terminates response operations and releases personnel.

B. OHSEP Director

1. When notified, reports to the Emergency Operation Center.

2. Immediately notifies the Parish President of significant emergency situations that could affect the Parish.

3. Manages the Emergency Operation Center during emergencies.

4. When directed by the Parish President or when circumstances dictate, directs the Emergency Operation Center staff to contact all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation.

5. Activates the Emergency Operation Center when situations warrant or when directed to do so by the Parish President.

6. Advises and briefs the Parish President and other key members of the emergency response organization on the emergency situation.

7. Recommends to the Parish President actions to protect the public from the life-threatening consequences associated with the emergency situations.

8. When directed by Parish President or when conditions warrant such action, relocates staff to alternate Emergency Operation Center in order to continue response operations.

9. When directed by Parish President terminates operations and de-activates the Emergency Operation Center.

C. Sheriff Office

1. When notified, reports to the Emergency Operation Center.

2. Responsible for identifying an Incident Commander, establishing a Command Post, and assigning appropriate personnel to the Incident Command staff if any or all is applicable.

3. Notifies the Emergency Operation Center of the situation if the original notification did not come from the Emergency Operation Center.

4. Responsible for sending a senior representative (law enforcement officer) to the Emergency Operation Center when the Emergency Operation Center has been activated during an emergency.

5. Manages law enforcement resources and directs law enforcement operations.

D. Coroner's office

1. Coordinates with hazardous materials and/or public health experts on decontamination requirements for the deceased.

2. Estimates the number of dead.

3. Excavates remains.

4. Documents the location of bodies.

5. Body tag procedures.

6. Scene documentation, including sketches and photographs.

7. Labels body bags.

8. Establishes and maintains pre-designated temporary morgue sites.

9. Transports bodies.

10. Notifies next of kin in coordination with the Sheriff' s Office

11. Safeguards personal affects.

12. Facilitates the release of remains to the next of kin or a representative.

E. State Police

1. When notified, reports to the Emergency Operation Center.

2. Responsible for coordinating support law enforcement services to the Parish.

F. Public Works

1. Maintenance of own emergency operations plan.

2. Accounting for key personnel and their assignments.

3. Emergency engineering and maintenance of roads and bridges.

4. Situation reporting.

5. Maintenance of traffic movement and control through coordination with Sheriff's Office and Emergency Operation Center personnel.

6. Assistance to other departments with rescue support.

7. Assistance providing emergency transportation.

8. Assistance in providing barricades as required.

G. Purchasing Officer

1. Handles all procurement requests initiated by response organizations.

2. Coordinates implementation of resource management activities with Parish-tasked organizations.

H. Finance

1. Provides the Purchasing Officer and the Parish President with status briefings of financial transactions.

2. Maintains records of all financial transactions during response operations.

3. Implements the protocol and procedures required by the Stafford Act that are applicable to reimbursing the Parish for eligible expenses associated with Presidential declared disasters.

4. Upon termination of the response effort, prepares the appropriate reports that address costs incurred by the

Parish during emergency situations

V. DIRECTION AND CONTROL

The OHSEP Director, under direction of the St. Bernard Parish President, is the principle authority for the overall response to any mass casualty incident.

VI. CONTINUITY OF GOVERNMENT

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

VII. ADMINSTRATION AND LOGISTICS

A. Administration

1. All Parish agencies are required to submit reports to the Emergency Operation Center relating to their agency's expenditures and obligations during emergency conditions.

2. Responsibility for submitting local government reports to the Governor's Office of Homeland Security and Emergency Preparedness rests with the OHSEP.

3. The OHSEP is responsible for reporting on the status of the mass care services being provided by volunteer agencies and other non-governmental organizations.

B. Logistics

1. Each organization tasked in this All Hazard Plan is expected to provide its own logistical support during the initial phase of response operations. Additional support should be obtained through the Emergency Operation Center or the Incident Command, as appropriate.

2. When the Parish's resources prove to be inadequate during emergency operations, requests should be made to obtain assistance from other local jurisdictions, higher levels of government, and other agencies.

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

VIII. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION

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

B. Directors of supporting agencies bear the responsibility of maintaining internal plans and implementing procedures and resource data to ensure effective response to an emergency.

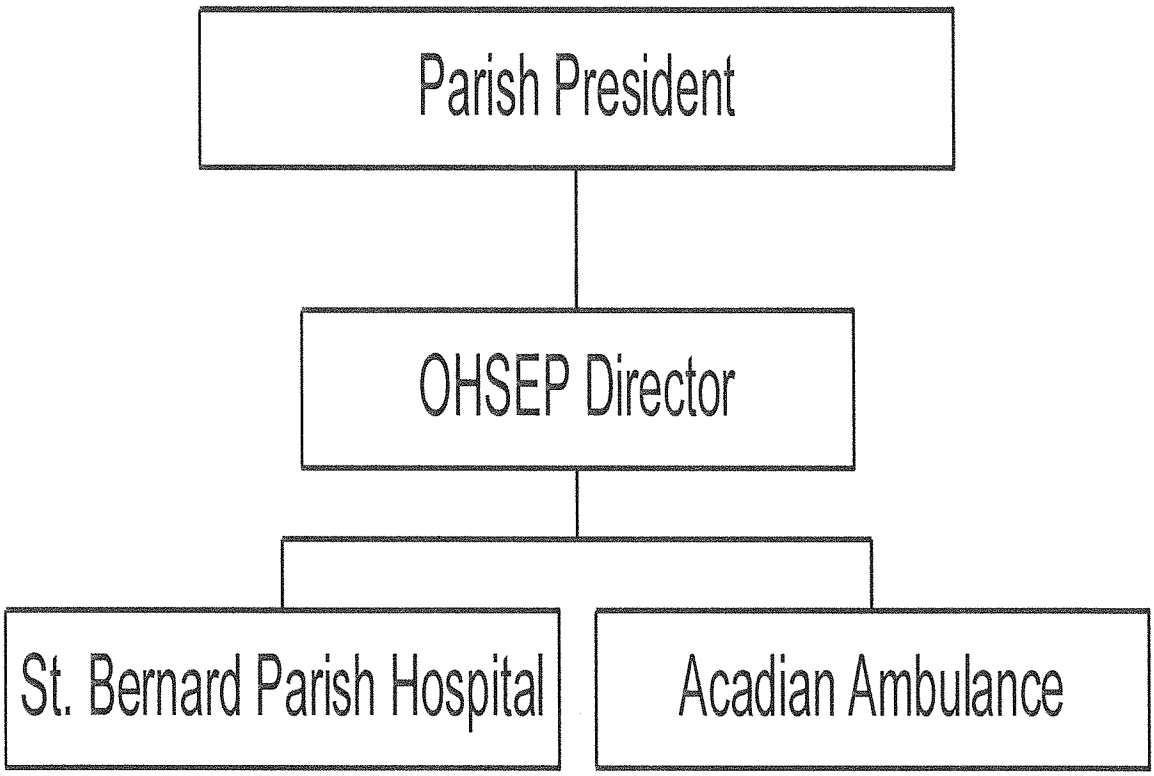
C. All other agencies given responsibility in this plan, in coordination with the OHSEP, are responsible for the maintenance of their respective annexes or appendices.

IX. AUTHORITIES AND REFERENCES:

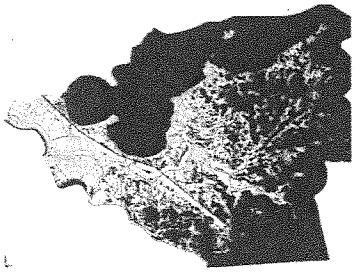
A. Authorities
(See Basic Plan, Section IX)

B. References
1. Handbook for Applicants Pursuant to Public Law 93-288, Federal Emergency Management Agency, 3-81
2. Federal Disaster Assistance Programs: Eligibility Handbook, Federal Emergency Management Agency, 1981
3. Disaster Reporting and Accounting Procedures Guide, State of Louisiana
4. Guide for All Hazard Emergency Operations Planning, (CPG) 101, V2 1996, Federal Emergency Management Agency

Organization Chart



ST. BERNARD PARISH
OFFICE OF HOMELAND
SECURITY AND EMERGENCY
PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr, OHSEP Director

EMERGENCY SUPPORT FUNCTION 9
SEARCH AND RESCUE

I. PURPOSE

ESF 9 provides for a trained and equipped emergency rescue response force with the capability to perform search and rescue operations during extraordinary conditions. The services and activities provided under this ESF will include the location, removal from the stricken area, and identification of survivors, the injured in need of medical treatment and decontamination, the marooned, and the dead.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. St. Bernard Parish is subject to severe structural damage from hurricanes, tropical storms, severe thunderstorms, floods, tornadoes, terrorism, and war. Any of these emergencies would provide a need for special assistance in order to locate the injured, missing, or dead residents within the boundaries of the incident.

2. The St. Bernard Parish Fire Department will be the lead agency in all search and rescue missions and will be assisted by: St. Bernard Parish Sheriff's Office, Louisiana Department of Wildlife and Fisheries, The United States Coast Guard, the Louisiana National Guard. And other Region 1 responding agencies..

3. Due to a limited number of resources, the Fire Department and Sheriff's Office will combine their efforts.

4. Mutual aid will consist of agreements through Homeland Security Region 1, which includes medical, search dogs, demolition, heavy equipment, and other support items. New Orleans USAR Team when fully established.

5. Resources not available at the local or regional level will be requested through GOHSEP.

B. Assumptions

1. An organized, trained, and well-equipped search and rescue team will have the capability to minimize injuries or loss of life within St. Bernard Parish.

2. St. Bernard Parish Search and Rescue agencies shall maintain mutual-aid agreements in order to provide the necessary assistance during a major incident.

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

III. CONCEPT OF OPERATIONS

A. General

1. Daily Rescue Operations

St. Bernard Parish Fire Department and Sheriff's Office shall maintain, on a 24-hour basis, search and rescue capability.

2. Volunteer Search and Rescue Associations

As demonstrated during hurricane Katrina the day-to-day rescue forces of St. Bernard Parish are augmented by volunteer search and rescue organizations. Any operational activity shall be coordinated through the St. Bernard Fire Department.

3. Natural Disaster and Technological Hazards

The day-to-day rescue capability will be augmented by the parish's volunteer search and rescue organization during natural and technological disasters to any extent necessary to effectively manage an on going incident. The operation may also require the mobilization of far reaching professional services. These may be acquired through mutual-aid agreements, State agencies, or military support.

4. Confined Space Rescue

The Fire Department will respond to handle or assist the industrial sites' team when it comes to performing confined space rescue.

5. Offshore Disasters

Incidents of this type will be taxing to St. Bernard Parish because of a lack of waterway transportation. The Sheriff's Office will have to use their Marine Division and the United States Coast Guard will likely be the lead agency in water rescues.

6. Air Rescue Operations

The United States Coast Guard and/or the Louisiana Air National Guard will coordinate air rescue operations.

B. Phases of Management

1. Mitigation

In addition to continuous plan review and updating, public awareness programs have been developed in an effort to reduce accidents on land and at sea.

2. Preparedness

a. Rescue units and emergency medical technicians are trained on a regular basis in rescue and techniques by the responsible controlling agency or organization.

b. Any rescue equipment is tested, maintained, and repaired as required by the responsible agency or organization.

c. Response plans are revised at regular intervals and updated accordingly by the Fire Department, Sheriff's Office and OHSEP.

d. OHSEP and Fire Department maintain mutual aid agreements with regional and state search and rescue teams / agencies.

3. Response

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

a. Maintenance of law and order.

b. Locating any overdue boaters.

c. Directing and controlling traffic during emergency operations.

d. Assisting in alerting and evacuating people in and around the designated emergency zone.

e. Initiation of search and rescue missions as necessary.

f. Evacuation and relocation as required.

g. Emergency Operation Center coordination as appropriate.

h. Mobilization of support activities as required.

i. Administering emergency first aid.

4. Recovery

The St. Bernard Parish Fire Department shall maintain response operations as necessary. This may include expanding the duties of the search and rescue team.

a. Public information activities.

b. Initiate return when mission completed.

c. Inventory and replace losses.

d. Secure and return to normal duty.

e. Analyze search and rescue operations.

f. Make needed changes to this plan.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Coordination

1. Rescue operations call for any rescue operation to be managed in accordance with NIMS, through the Incident Command System, and that all efforts will be coordinated with the lead agency.

2. Any rescue operation initiated during a state of emergency declaration shall be managed by the on-scene commander and channeled through the Emergency Operation Center.

B. Operations

1. The Fire Department is responsible for normal day-to-day search and rescue operations.

2. During major search and rescue operations the Sheriff's Office, EMS provider, Public Works and OHSEP will assist the Fire Department.

3. Search and Rescue assistance from the United States Coast Guard is requested primarily for any water incidents in the parish, including boating mishaps, missing persons, and downed aircraft over water.

4. Catastrophic disasters will require help from agencies such as GOHSEP, National Guard, FEMA, State Police and the Department of Defense.

5. A liaison will be assigned by the Incident Commander to coordinate search and rescue efforts of all involved agencies.

V. DIRECTION AND CONTROL

A. Direction and control of the total rescue force is the primary responsibility of the St. Bernard Parish Fire Department. All emergency responses requiring rescue operations and additional resource support will be channeled through the Fire Department to OHSEP.

B. Direction and control for search and rescue operations in St. Bernard Parish may be conducted as a joint venture involving more than one agency or rescue group.

C. The command structure during any emergency will be in accordance with the National Incident Management System, Annex a Incident Command System.

VI. CONTINUITY OF GOVERNMENT

(See Basic Plan, Section VI)

VII. ADMINISTRATION AND LOGISTICS

A. Administration

OHSEP and the Fire Department are charged with the responsibility of coordinating with representatives of all search and rescue groups to ensure that necessary changes are made in the emergency operation plans or procedures.

B. Logistics

1. The Fire Department shall maintain its own logistical support during the initial phase of any response operation. Additional support may be obtained through the Emergency Operation Center or Incident Command, as needed.

2. All agencies shall check and replenish resources as needed through the Logistics Officer.

VIII. PLAN DEVELOPMENT, MAINTENANCE, AND EXECUTION

A. The OHSEP Director and Fire Chief have the responsibility for coordinating revision of this annex, keeping attachments current.

B. Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures, and resource data to ensure effective response to an emergency.

C. All other agencies given responsibility in this plan, in coordination with OHSEP are responsible for maintenance of their respective annexes or appendices.

IX. AUTHORITIES AND REFERENCES

A. Authorities

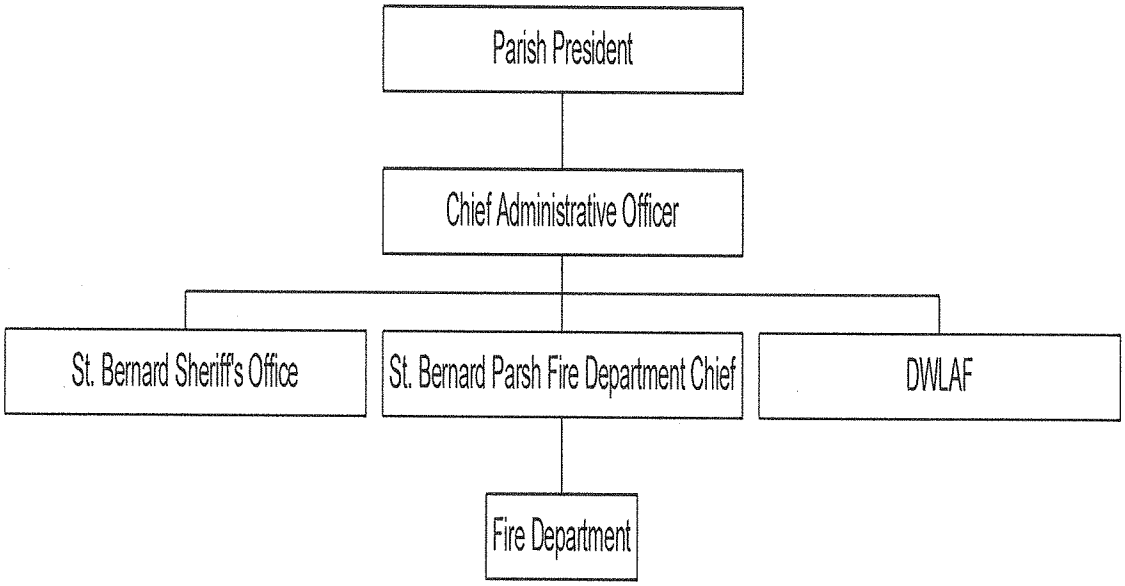
(See Basic Plan, Section IX.)

B. References

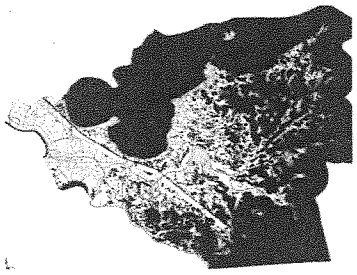
1. Guide for All Hazard Emergency Operations Planning, (CPG) 101, V2 1996, Federal Emergency Management Agency

2. SM14.2 Rescue Skills and Techniques (Formerly FC-1-11.1) DCPA

Organization Chart



ST. BERNARD PARISH
OFFICE OF HOMELAND
SECURITY AND EMERGENCY
PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr., Director

EMERGENCY SUPPORT FUNCTION 10

OIL SPILL, HAZARDOUS MATERIALS AND RADIATION

I. PURPOSE

ESF 10 provides for an effective and efficient response to and recovery from hazardous materials (HAZMAT) and radiological incidents that threaten the environment of the parish and the lives and property of its citizens. Hazardous materials include oil spills. This ESF coordinates parish government and private resources responding to and remedying oil spills, HAZMAT incidents and radiological releases. Actions in this function can range from the detection of a release of spill, through the provision of initial response actions, to the request for state assistance and procurement of a contractor, to coordination of joint parish, state, and federal operations under the Incident Command System, to the final inspection and approval of remedial and restoration work.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Many substances that fall in the Hazardous Materials category are processed, stored, transported, and otherwise used throughout the parish daily. The possibility exists that a Hazardous Materials incident that affects the public could occur.

2. A complete listing of facilities, their locations, the emergency phone numbers for each, and the Emergency Operations Plan for each is on file at OHSEP.

3. A Hazardous Material is a substance or material that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce. It is also any material listed in the Superfund Amendment and Re-authorization Act (SARA) Title III, is a known carcinogen, or is required to have a Safety Data Sheet (SDS) by the Occupational Safety Health Administration. Hazardous Materials are classified in one of nine classes:

a. **Class 1:** Explosives
b. **Class 2:** Gases (compressed, liquefied, or dissolved under pressure)
c. **Class 3:** Flammable/Combustible liquids
d. **Class 4:** Flammable solids or substances
e. **Class 5:** Oxidizers/organic peroxides
f. **Class 6:** Poisonous and infectious substances
g. **Class 7:** Radioactive substance
h. **Class 8:** Corrosives
i. **Class 9:** Miscellaneous dangerous substances

4. Hazardous Materials are transported within the parish in five different ways:

a. **Highways:** The primary access roads to parish fixed sites (LA 46), Judge Perez Drive (LA 39), and Paris Road (LA 47). Paris Road is the sole access to Interstate-10 and the only North-South thoroughfare in the parish.

b. **Railroads:** Railroad sidings and mains carry a variety of hazardous materials into the parish.

c. **Waterways:** An accident on waterways is also a possibility as the parish has the Mississippi River, Gulf Outlet, and many navigable

canals. All of those waterways carry a vast amount and variety of materials.

d. **Air:** Although there is no major airport in the parish, there is still potential for the parish to be affected due to the proximity of the New Orleans International Airport in Kenner, Lake Front Airport and Belle Chasse Air Base.

e. **Pipelines:** Pipelines cross the entire parish. They transport a variety of gases and liquids. It is possible to have an incident in rural or densely populated areas.

5. Maps with detailed information of all transportation routes in the potential impact of a HAZMAT incident could have along these routes are on file at the St. Bernard EOC.

B. Assumptions

1. Experience has taught officials that dealing with HAZMAT incidents are unlike dealing with other emergencies because of the unique characteristics of each hazardous material.

2. The parish has a major exposure to the probability of a hazardous materials incident.

3. Given the emergency service agencies operating in the parish, it is vitally important to coordinate all standard operating procedures to ensure the effectiveness of the Unified Incident Command System during a HAZMAT emergency.

III. Concept of Operations

A. General

1. This plan defines the actions necessary to provide the best possible programs for the welfare of the populace in a HAZMAT disaster situation. The plan is based on the concept that initial emergency management response will be provided by the parish. The Parish President has the authority to declare a State of Emergency and to terminate it. This State of Emergency is the authority for exercise of pre-delegated emergency authority. Assistance will be requested by executing mutual aid agreements with volunteer groups, the private sector, neighboring parishes, and GOHSEP.

2. As required by SARA Title II, State Laws and Local Ordinances, certain government and regulatory agencies are to be notified of HAZMAT incidents.

3. Each of these organizations has specific objectives to be accomplished in their response.

4. These agencies shall work within the Unified Incident Command System.

B. Phases of Emergency Management

1. Mitigation

a. Code of Federal Regulations, Title 49 (CFR-49) regulates the transportation of hazardous materials and is enforced by the Louisiana State Police.

b. While the number of transportation lines that transport potentially dangerous materials is vast, the major transportation routes that these companies use have been identified.

c. Fixed sites that manufacture, store, or use potentially dangerous materials covered by SARA Title III have been identified.

d. A Local Emergency Planning Committee (LEPC) has been established.

2. Preparedness

a. All fixed site operators have been instructed to notify the parish, by fax and telephone, of any incident or release having the potential for an off-site impact. Information about the incident will be provided by fax on a Hazardous Materials Emergency Notification Form (electronic notice).

b. All industry contacts have been instructed to notify the community emergency coordinator of any incident having the potential for a release and to provide the information about the incident on a Hazardous Materials Emergency Notification form. The Parish LEPC of provides this form to industry.

c. Safety Data Sheets have been submitted as required by SARA Title III and are available to the public from OHSEP.

d. A Mutual Aid organization between government agencies, emergency response services, and industry has been established

(SBERMAN aka SUPERMAN)

e. OHSEP has established general evacuation routes and publicized and tested those plans.

f. Emergency plans are exercised at various levels several times a year to maintain efficiency.

g. A Hazard and Vulnerability Analysis has been performed for locations reporting the use, manufacture, or storage of extremely hazardous materials as defined by SARA Title III.

h. Crisis training of monitoring teams is handled by the Fire Department, OHSEP, Sheriff's Department, Chalmette Refining L.L.C, and Valero.

3. Response

a. All incidents involving a carrier of goods, materials, liquids, and freight will be considered a HAZMAT incident until proven otherwise.

b. Fire Department:

1. Upon report of an incident, the Parish Fire Department will dispatch appropriate company or companies to assess the situation. If it is determined to be a HAZMAT incident, the Incident Commander will upgrade the incident as necessary.

2. The first-in officer will establish the Incident Command System (ICS). The ICS Commander will:

i. Determine if evacuation is necessary and initiate evacuation procedures immediately.

ii. Determine the area to be cleared of the general populace in order to ensure their safety and the safety of the emergency service responders.

iii. When deemed advisable as a precautionary measure, recommend those residents in the affected area follow procedures to shelter in place.

3. The area to be evacuated will be determined by:

i. Information given in the publication of the Office of Hazardous Materials, U.S. Department of Transportation titled: "Emergency Response Guide Book." (wind direction)

ii. Information from any printed document of the carrier, such as a way bill or bill of lading.

iii. Information contained on the label of the containers.

iv. Advice from the Chemical Transportation Emergency Center (CHEMTREC) or other such

agencies whose purpose is to supply such information.
v. Information or advice from an official representative of the shipper, manufacturer, or user.
vi. Information contained in the facility's emergency plan, if a fixed site is involved.

4. The Fire Department will be the authority having jurisdiction during HAZMAT emergencies.

5. At fixed sites that have private fire departments, the Incident Command System will be unified, unless the Fire Chief (or designee) has determined that the incident will have an off-site impact.

c. Law Enforcement

1. The Sheriff's Office will transfer all HAZMAT calls immediately to Fire Communications.

2. Law Enforcement will provide traffic and crowd control. The senior law enforcement representative at the ICC will determine evacuation routes and inform the Incident Commander.

3. The Sheriff's Office will ensure all officers are familiar with the Mutual Aid identification systems of fixed sites. This familiarization will aid officers in expediting personnel to the scene.

4. If law enforcement declares the emergency a crime scene, they will take charge of the crime scene area only, not the entire HAZMAT affected site.

d. Office of Homeland Security and Emergency Preparedness (OHSEP)

1. Upon notification by the Fire Department of a HAZMAT incident, the department will notify other parish departments as required by established protocol. If it is a Level 2 or Level 3 (see Appendix 11) incident, the department will respond with the OHSEP Director to the scene. If it is a Level 3 scene, the OHSEP Director will dispatch the Mobile Command Post to the scene and report to the Incident Commander.

2. On confirmation of a HAZMAT incident, activation of the EOC and the implementation of the HAZMAT contingency plan will go into effect. Notification of the appropriate officials will occur.

3. Personnel and equipment will be made ready should assistance be requested and required.

4. If evacuation is required, the OHSEP Director will coordinate the opening of shelters with the Red Cross.

5. The OHSEP Director will assess the situation to determine

whether the EOC (or alternate site EOC) is to be activated, and to advise the Parish President as to whether a disaster should be declared.

e. State Police

1. When a HAZMAT incident has been confirmed by the Fire Department, State Police HAZMAT in Baton Rouge will be notified by Fire Alarm.

2. The State Police will report to the Incident Commander for a briefing. State Police are the final authority in HAZMAT incidents.

f. St. Bernard Emergency Response Mutual Assistance Network, aka "Superman"

1. Requests for aid are to be made through the Incident Commander.

2. The requests should be generated from the OHSEP Mobile Command Post or Fire Department Communications Officer.

g. Other Agencies

Fixed site organizations experiencing a HAZMAT incident have several agencies to contact as per SARA Title III, thus it is expected that the organization's representative will be at the scene. The Sheriff's Office representative in the Mobile Command Post will be responsible for ensuring that traffic officers let representatives through any roadblock.

g. USCG

The Coast Guard will have jurisdiction over all spills on water.

4. Recovery

a. The Fire Chief (or designee) shall determine when the situation has been mitigated. At that time, residents will be allowed to return to their homes and employees to their facility. Traffic control, medical services, the Red Cross, the Salvation Army, and other support elements will be released through the Incident Commander.

b. Agencies such as the Department of Environmental Quality (DEQ)/Louisiana Oil Spill Coordinating Office (LOSCO) will be called upon to execute their authority and responsibility of overseeing cleanup operations.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Fire Department

The St. Bernard Fire Department is responsible for:

1. Determining the hazard level to the civilian population.
2. Trying to contain the HAZMAT threat, if possible.
3. Establishing the Incident Command System and on-scene Command Post, unless this has been done already by the fixed site facility.
4. Obtain protective equipment, instruments, antidotes, and clothing (as necessary) to perform assigned tasks in a hazardous chemical or radiological environment.

B. Law Enforcement

The Sheriff's Office is responsible for:

1. Implementation of evacuation orders
2. Crowd control
3. Traffic and access control
4. Protection of evacuation area
5. Escorting special equipment to the scene
6. Assisting industry/technical representatives in getting to the scene as requested by the Incident Commander.

C. OHSEP

The St. Bernard Parish Office of Homeland Security and Emergency Preparedness is responsible for:

1. Activation of the EOC, coordination of support activity, providing technical advice, furnishing personnel and equipment as needed, and informing the public of any required protective action required in light of a HAZMAT incident.
2. Activation of the Mobile Command Center.
3. Recommending to the Parish President the need for a declaration of an emergency and/or evacuation.
4. Furnishing SDS and Tier II form as requested by the Incident Commander.
5. Development and operation of the Shelter System in conjunction with the American Red Cross.
6. Implementation of all Parish contingency plans.

D. Department of Public Works

The St. Bernard Parish Department of Public Works is responsible for providing equipment and operators to the HAZMAT scene as necessary (e.g. dump trucks, back hoes, graders, etc.).

E. LEPC

The St. Bernard Local Emergency Planning Committee is responsible for:

1. Preparing comprehensive HAZMAT contingency plans.
2. Assisting in additional planning for the Parish.
3. Providing supporting role to the EOC during a disaster.

V. Direction and Control

1. The St. Bernard Parish Standard Operating Procedure (SOP) along with industry SOPs are kept on file in the Parish EOC.
2. As otherwise specified in the Basic Plan.

VI. Administration and Logistics

A. The Parish EOC is designed to be the central interface between emergency support agencies/personnel for decision making, coordination, administration, resource management, and information exchange.

B. An on-scene command post shall be established for all HAZMAT incidents and shall follow the administrative guidelines set forth in the Mobile EOC Standing Operating Procedure and Incident Command System.

C. Records and logistics shall be maintained through those procedures set forth in ESF-2 Communications.

VII. Plan Development and Maintenance

A. The St. Bernard Parish OHSEP Director is responsible for maintaining and updating this annex. Standard operating procedures for HAZMAT response will be maintained by the St. Bernard Fire Chief.

B. The plan will be developed, revised, and tested by the Parish EOC.

VIII. Authorities and References

A. Authorities

See Basic Plan, Section IX

B. References

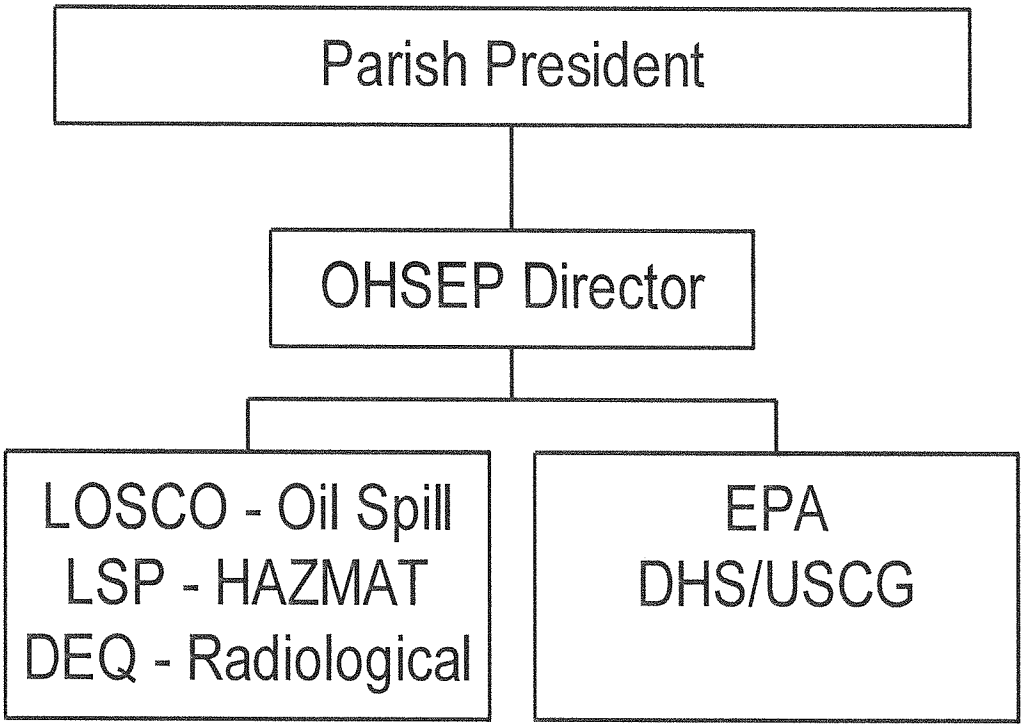
1. Planning Guide and Checklist for Hazardous Materials Contingency Plans, FEMA-10, July 1981
2. Emergency Response Guidebook, DOT P-5800.3, 1987
3. Urban System, Inc., May 1981
4. Superfund Amendment and Re-authorization Act Title III
5. NFPA 471 and 472
6. OSHA 1910.120
7. EPA 311

IX. Appendices

Appendix 1: Organizational Chart
Appendix 2: Pipeline Map (On file in EOC)
Appendix 3: Major Transportation Routes (On file in EOC)
Appendix 4: List of Regulated Companies (On file in EOC)
Appendix 5: LEPC Members (On file in EOC)
Appendix 6: Agency and Personnel On-Call List (On file in EOC)
Appendix 7: Procedures for Industry to Follow (On file in EOC)
Appendix 8: Hazard Analysis (On file in EOC)
Appendix 9: Training Schedule (On file in EOC)
Appendix 10: Resource List (On file in EOC)
Appendix 11: Incident Level Chart

Appendix 1

Organizational Chart



Appendix 11

Incident Level Chart

Hazardous materials incidents vary in magnitude and severity. As the situation escalates, so too 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. Typically, incidents are broken down into three levels depending on the scope, probable duration, and potential impact.

Level I

- Limited scope, quantity, and hazard of material
- No evacuation
- Minimal potential impact
- Local response agencies, notification of State Police

Level II

- Intermediate scope, quantity, and hazard of material
- Limited evacuation
- Possible extended operation
- State involvement, notification at federal level

Level III

- Large scope
- Long duration
- Long or large scale evacuation
- Potential for high impact
- Local, state, and federal involvement

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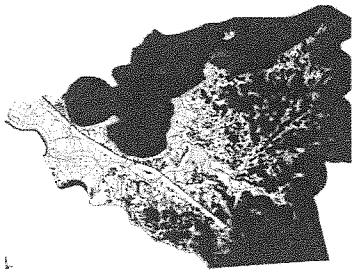


David E. Peralta, Parish President
John Rahaim, Jr, OHSEP Director

EMERGENCY SUPPORT FUNCTION 11

AGRICULTURE

I. PURPOSE

ESF 11 provides protection for the State's food supply to ensure that the population of the Parish is provided adequate and healthy nutrition during and after natural and technological emergencies and disasters. It is also concerned with diseases and infestations that could affect plant, animal, and cultivated seafood species, as well as with animal evacuation, sheltering, and health care. ESF 11 covers the whole range of nutritional assurance and plant, animal, and cultivated seafood health and safety in all types of natural and technological threats.

II. SITUATION AND ASSUMPTIONS

A. An emergency or disaster may adversely affect, agricultural livestock/poultry, plant/crop industries and pets within St. Bernard Parish. Lives of animals may be threatened, as well as the disruption of evacuation, or the interruption/destruction of the various businesses involving animals. Also, substantial damage to plants/crops would have significant and long-lasting negative impacts on the Parish's economy through disruption of food supply, trade, and tourism.

B. Because estimates indicate that more than 60% of households in the U.S. have a pet, not counting the hundreds within St. Bernard

Parish who have livestock/horses, it is critical that animal emergency plans are developed that coordinate with plans for human emergency response, in order to facilitate (and not disrupt) human emergency response.

C. Natural disasters, as well as man-made disasters, may negatively impact crops and the various animal industry and pet populations. Naturally introduced or intentionally introduced (bioterrorist) disease may threaten the animal or plant industry, or zoonotic disease may threaten public health as well as animal health.

D. Efficient response and recovery efforts assure rapid return to economic soundness of the livestock/pet industry, agronomic and horticultural crops, and public health protection, as well as the benefit of the human-animal bond of pets in the human recovery process following a disaster.

III. CONCEPT OF OPERATIONS

A. General

1. ESF-11 consists of two distinct components, animal emergency response and agriculture emergency management, with a separate agency responsible for each component.

2. The Louisiana Department of Forestry at the State level and the St. Bernard Parish County Agent at the Local level are responsible for the coordination of all ESF-11 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining ESF-11 Standard Operating Procedures. All ESF-11 supporting agencies will assist the Louisiana Department of Agriculture and Forestry in the planning and execution of the above. All ESF-11 personnel will be trained on the principles of the National Incident Management System (NIMS) and Incident Command and integrate those principles into all ESF-11 planning and response operations.

3. Critical ESF 11 functions include, but are not limited to, developing:

   a. Veterinary medical care and agriculture health programs at all levels (Local, State, and National) as

necessary to protect animal health, the animal and agriculture industries, and public health.

b. A back-up support service at a Local and State level to assist animal owners when necessary in protecting and caring for their animals during and after disaster.

c. Maintaining and prioritizing lists of agriculture and animal pests/diseases of national and jurisdictional significance.

d. A public information program enabling the majority of agricultural premises to develop and carry out their own individual emergency response plans under most circumstances.

e. Plans dealing with the threat of bioterrorist attack consistent with overall efforts of homeland defense to include an outbreak of a highly infective exotic agricultural disease, or an economically devastating plant pest infestation.

d. Plans to coordinate agriculture related data during and after emergency response.

4. Under the general coordination of LDAF, appropriate agencies/groups will provide assistance to agricultural entities throughout the State in order to provide maximum safety, medical care and to assist in public health protection for the state. Each agency/organization will operate under its mandated Federal, State, or organizational regulations and will maintain complete administrative and financial control over their activities.

B. Phases of Management

1. Mitigation

a. Support and plan for mitigation measures.

b. Support requests and directives resulting from the Governor and/or FEMA concerning mitigation and/or re-development activities.

c. Document matters that may be needed for inclusion in agency or State/Federal briefings, situation reports, and action plans.

2. Preparedness

a. St. Bernard Parish is dependent on the LDAF for the development plans for the protection of animal and agricultural health and security including the response to an outbreak of a highly contagious animal/zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation, whether accidentally or intentionally introduced.

b. Coordinate with the St. Bernard Parish County Agent plans for the safety of livestock and poultry prior, during, and after a natural or man-made event.

c. Through coordination with LDAF, develop plans for the protection of animal health to include ensuring the safety of the manufacture and distribution of foods and distribution of drugs given to livestock and companion animals.

d. Participate in State exercises and conduct an annual ESF 11 exercise to validate this annex and supporting SOPs.

e. Participate in training programs for Parish animal, and agriculture emergency coordinators, other interested persons.

f. Coordinate with the St. Bernard Parish County Agent to release information annually on disease and disaster planning and safety for animals and plants/crops through news releases, brochures, or websites for agribusinesses within St. Bernard Parish

g. Coordinate the development and maintain a database of locations and contact information for animal and agricultural premises, including supporting industries with the St. Bernard Parish County Agent's Office.

h. Develop and maintain a database of all Parish animal and agriculture emergency plans and a list of all parish animal and agricultural emergency coordinators.

i. Through the LDAF Office of Animal Health Services develop and maintain a database of medical and non-medical volunteers and agencies that will provide care assistance.

j. Develop and maintain a database of possible emergency animal shelters and confinement areas. The database will include possible personnel and resource information.

k. Coordinate Communication with ESF-15 concerning storage of animal related donated goods preceding a known disaster.

l. Annually review the Department of Homeland Security Universal Task List and integrate tasks as appropriate.

m. Ensure all ESF-11 personnel integrate NIMS principles in all planning. All ESF personnel will complete all required NIMS training, as outlined in the 2006 Department of Homeland Security (DHS) training guidance.

n. Implement systems that communicate animal, plant, and food issues with the Office of Public Health.

3. Response

a. Coordinate and manage an animal or agricultural disease outbreak or incident that would affect animal or plant health.

b. Provide for inspection and assessment of food processing facilities and products storage in order to protect public health.

c. Coordinate response with LDAF for animal and agricultural issues that impact animal, plant, or public health (disease outbreak, bioterrorist attack, waste and carcass disposal); take reasonable measures to protect animals under emergency care from disease and injury.

d. Provide for animal safety through coordination of additional emergency animal sheltering and stabling for both large and small animals, rescue, and

transportation to shelter with the coordination and support of LDAF.

e. Coordinate triage and follow-up medical care for animals with local veterinary clinics or with the LDAF Office of Animal Health.

f. Coordinate public information with the LDAF concerning animal and food safety and/or contamination issues.

g. Track the activities, data, and statistics from activated agencies before, during, and after the disaster. This information will be summarized for situation reports to ESF-5 and captured for final compilation.

h. Coordinate with ESF-7 regarding storage sites and staging areas for animal food and medical supplies as needed.

i. Coordinate through LDAF and with ESF-1, ESF-3, and ESF-8 for the removal and proper disposal of contaminated plants, animal waste, and dead animals.

j. Decontaminate, identify, and tag dead animals. Properly collect, identify, and label diseased/contaminated plants or plant pests.

4. Recovery

a. Continue response activities, as required.

b. Coordinate damage assessment through the St. Bernard Parish County Agent.

d. Coordinate with the St. Bernard Parish County Agent and the LDAF for repopulation of animals or reestablishment of crops into recovered area.

e. Coordinate the phase-down of animal or agricultural emergency services through various support agencies, and within framework of EOC and ESF guidelines.

f. Organize and publicize lost and found data to achieve animal/owner reunion. Coordinate final return to owner, long term maintenance, placement, or

disposition of animals that cannot be returned to their normal habitat or that have been separated from their owners.

g. Coordinate eradication, crop destruction, and animal depopulation operations with LDAF.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Emergency Operations Staff

1. Parish President

Authorizes the commandeering of structures and lands for use in the implementation of this plan.

2. OHSEP Director

a. Manages the Emergency Operation Center, oversees its activation, and ensures it is staffed to support all mass care efforts.

b. Coordinates with GOHSEP, St. Bernard Parish County Agent, and the Louisiana Department of Agriculture and Forestry.

c. Coordinates volunteer support efforts to include the activities of volunteers from outside the jurisdiction and the assistance offered by unorganized volunteer and neighborhood groups within the jurisdiction toward emergency animal care operations.

d. Reviews information to be provided to the public concerning ESF 11 matters.

e. Develops the list of possible sites to be used during ESF 11 operations.

3. Sheriff's Office

a. Responsible for providing security at designated ESF 11 sites as needed and manpower is available.

b. Provides traffic control during evacuee movement.

4. Public Information Officer

Makes public announcements concerning ESF 11 matters in coordination with LDAF and the St. Bernard Parish County Agent.

5. School Services Officer

Responsible for making School Board resources available.

6. St. Bernard County Agent

a. Coordinates the use of ESF 11 resources and personnel involved in providing animal emergency medical assistance.

b. Coordinates all ESF 11 provisions with agribusinesses within St. Bernard Parish.

V. DIRECTION AND CONTROL

All ESF 11 activities will be coordinated through the Emergency Operation Center and GOHSEP ESF 11.

VI. CONTINUITY OF GOVERNMENT

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

B. (See Basic Plan)

VII. ADMINISTRATION AND LOGISTICS

All Emergency Operation Center Staff and personnel are responsible for keeping an accurate log of all activities and communications that take place in their capacity.

VIII. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION

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

B. Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.

C. The St. Bernard Parish County Agent and all other agencies given responsibility in this plan, in coordination with the Managing HSEP, are responsible for maintenance of their respective annexes or appendices.

IX. AUTHORITIES AND REFERENCES

A. Authorities

(See Basic Plan)

B. References

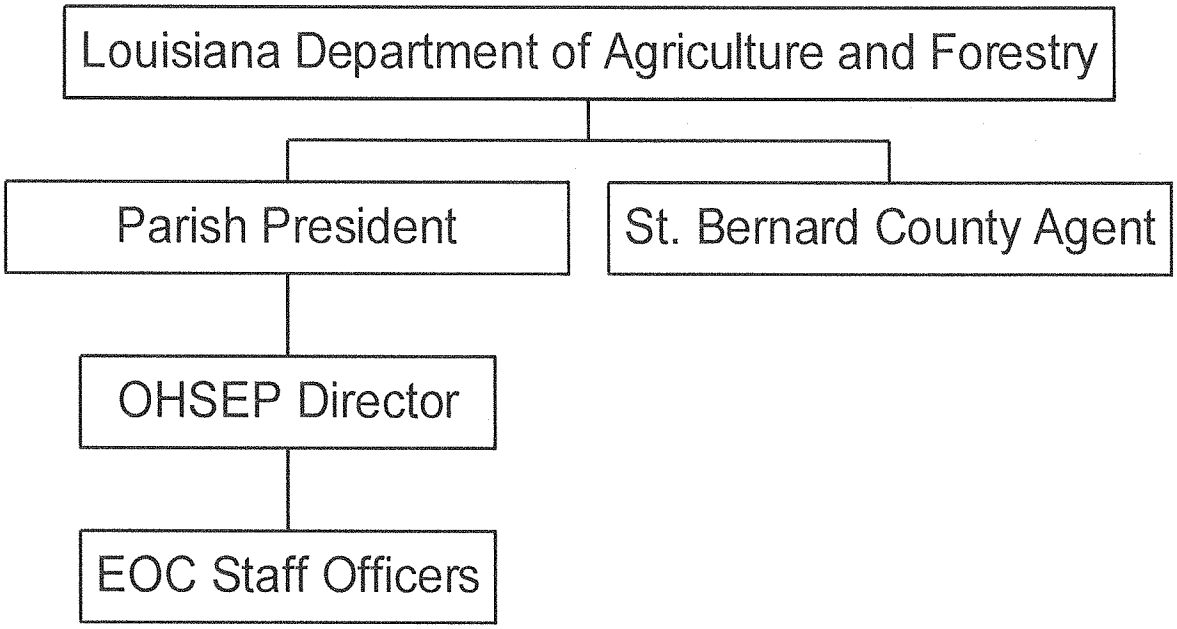
1. Guide for All Hazard Emergency Operations Planning, (CPG) 101, V2, 1996, Federal Emergency Management Agency

APPENDICES:

(1) Organization Chart

APPENDIX 1

Organizational Chart



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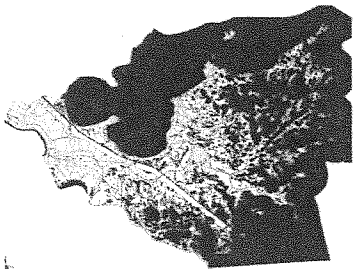


David E. Peralta, Parish President
John Rahaim, Jr., OHSEP Director

EMERGENCY SUPPORT FUNCTION 12

ENERGY

I. PURPOSE

ESF 12 provides for a coordinated response to maintain or re-establish natural gas, electric, water, and sewer utility services within a disaster area to best serve the needs of the parish's population. Services under this ESF include and encompass the restoration, on a priority basis, of natural gas, electric, water, and sewer utilities subjected to interruption or destruction by emergencies and disasters.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The primary electric utility within St. Bernard Parish is Entergy Louisiana.

2. The primary gas utility within St. Bernard Parish is Atmos Energy.

3. The St. Bernard Parish Public Works, Sewer and Water Division provides for the sewer and water utilities service.

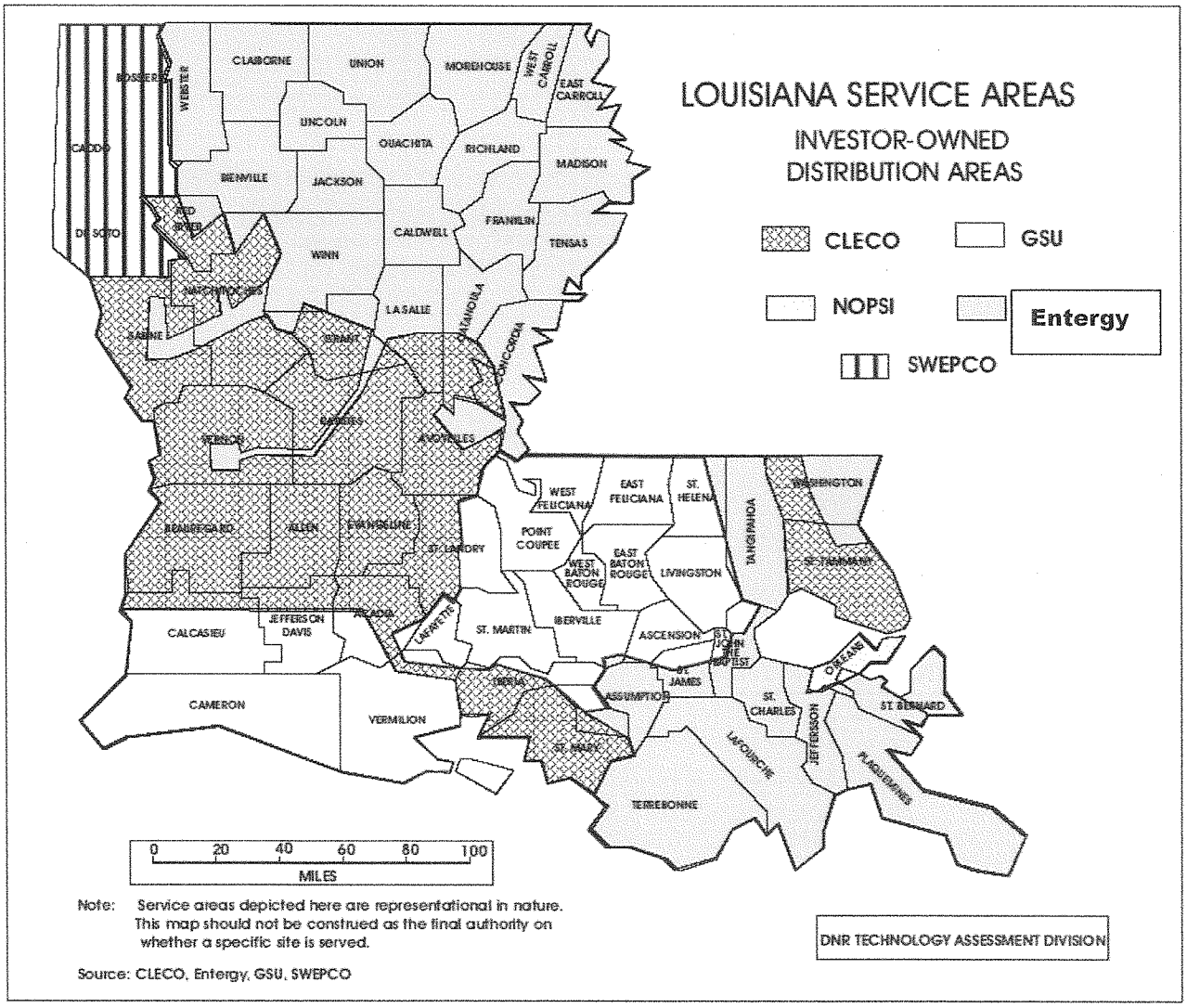
4. All critical infrastructures within St. Bernard Parish are dependent upon electrical utilities.

5. Health care facilities, water treatment facilities, wastewater treatment facilities and communication facilities may have limited back-up power.

6. Critical infrastructures within St. Bernard Parish will be on a priority restoration list.

7. Louisiana Electrical Service Areas

Approximate Service Territory of Louisiana Investor Owned Utilities



B. Assumptions

Utilities maintain emergency plans for the mitigation, preparedness, response, and recovery for emergencies that may affect St. Bernard Parish.

III. CONCEPT OF OPERATIONS

A. General

1. All utilities will maintain an Emergency Operations Plan and in coordination with St. Bernard Parish exercise their plan at least biennially.

2. The day-to-day organizational structures will remain intact during a major emergency.

3. Utilities may use all available manpower, equipment, and material to carry out their task, including those of other departments as approved by the Parish President.

4. The Parish President is responsible for the overall recovery of St. Bernard Parish and may direct when and where utilities may be restored first to ensure the quickest and safest recovery.

5. Entergy and Atmos Energy will send a representative to the Emergency Operation Center to coordinate the response and recovery to major emergencies.

6. The Parish President may direct the OHSEP Director or other authority to acquire personnel and equipment needed to restore services to the affected public.

B. Phases of Management

1. Mitigation

a. The design of utility systems will offer basic protection from disaster related

events.

b. Proper maintenance of utility right of ways helps prevent affects of disasters.

c. Entergy Louisiana provides Public Information Brochures to residents with information on preparing their homes during disasters to assist in maintaining the integrity of utility systems.

2. Preparedness

a. All utilities maintain an Emergency Operations Plan.

b. Utilities participate in Parish emergency planning meetings.

c. Entergy Louisiana maintains mutual aid agreements with other electric utilities to ensure the quickest recovery during a disaster.

d. Public Works, Water and Sewage Division has mutual aid agreements and participate in LAWARN through the Louisiana Rural Water Association.

3. Response

All Utilities

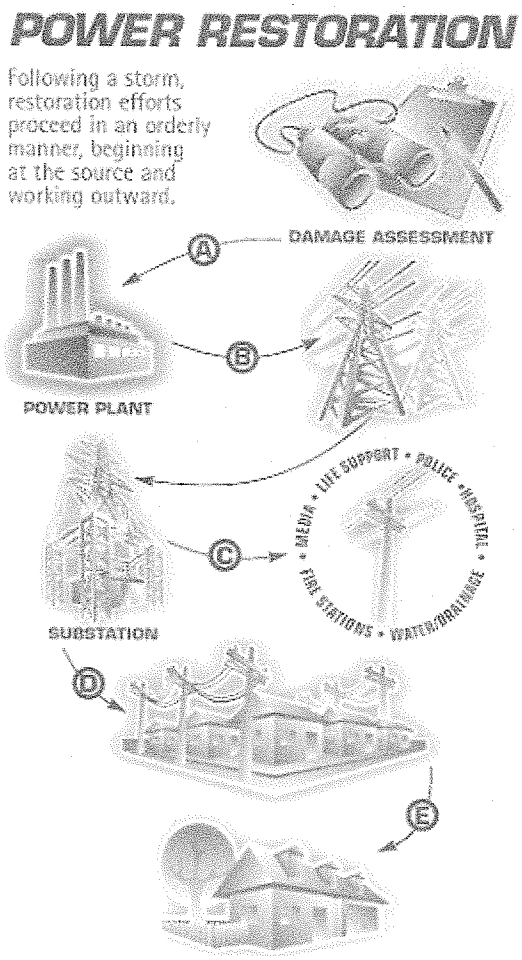
If possible, protect the integrity of utility systems and coordinate activities with the Emergency Operation Center.

4. Recovery

a. Begin the restoration of utilities in disaster affected areas if safe to do so.

b. Restore utilities on a priority basis, giving extra emphasis to vital facilities.

Entergy Louisiana Restoration Plan:



Following a storm, restoration efforts proceed in an orderly manner, beginning at the source and working outward.

A Entergy must first assess damage to its equipment and facilities to determine corrective actions.

B Large transmission lines are restored first, followed by substations. These two facilities must be in working order to deliver power to local areas.

C Next, emergency services, life support facilities and communications networks are restored.

D Then, the restoration of feeder lines that serve large numbers of customers is completed, followed by lines serving neighborhoods.

E Individual services, often the most time consuming repairs, are restored last.

c. Coordinate recovery efforts with the Emergency Operation Center.

IV ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. All Utilities

Provide for the planning, response and recovery to emergency events that may affect St. Bernard Parish. Coordinate efforts before, during, and after with the Emergency Operation Center.

B. OHSEP

The OHSEP is responsible for the activation of the Emergency Operations Center, coordination of support activity, technical advice, declaring emergencies when required, and coordinating additional personnel and equipment when required.

V. DIRECTION AND CONTROL

A. Authority to initiate actions.

1. It is provided that this plan:

   a. Is the official operations source for the Parish of St. Bernard, governing and 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 Parish President of St. Bernard Parish by virtue of the letter of implementation (Promulgation Statement) signed by the Parish President;

   d. Has the concurrence of the GOHSEP, and by that authority, the concurrence of all other branches of the State Government that operate under their direction and/or coordination under Public Law 93-288 and Louisiana Revised Statute 29:601-617; Act 636 of 1974.

2. It is understood that all Parish departments and agencies and boards of local government are an

integral part of this plan.

3. There exists as part of the planning elements:

   a. Specifically named departments with specific responses;

   b. All other departments of Parish government, which by virtue of their association constitute a large reserve of material and manpower resources. At the direction of the Parish President, such departments may be requested to supplement specifically assigned disaster response roles vital to the well-being of the Parish;

   c. The executive group is aware of its responsibility to provide accurate and timely information to the public, especially in a time of emergency.

B. Command Responsibility for Specific Action.

1. The Parish President and the various ordinances enacted by the St. Bernard Parish Council have the responsibility of meeting the dangers to the Parish. This authority shall include but not be limited to the declaration of an emergency condition within the political jurisdiction.

2. The OHSEP Director acts as the chief advisor to the Parish President during any declared emergency affecting the people and property of St. Bernard Parish. Various Parish agencies and departments under the direction of the St. Bernard Parish OHSEP will conduct emergency operations.

3. State and Federal officials will coordinate their operations through the Parish President or the designated representative.

4. Emergency Operations Center (EOC)

VI. Continuity of Government

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

A. Succession of Command

State Government Succession

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

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

Local Government Succession

See St. Bernard Parish Emergency Operations Plan, Annex A – Direction and Control

B. Relocation of Government

St. Bernard Parish provides for the relocation of the center of Parish government to the Emergency Operations Center. If the primary EOC of St. Bernard Parish must be relocated, the alternate EOC will be manned.

C. Preservation of Records

1. State Level

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

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

VII. ADMINISTRATION OF LOGISTICS

A. The Parish EOC may be located at the on-scene command post and is designed as the interfacing point for decision-making, coordination, administration, resource information exchange, and emergency response management by Parish officials and other appropriate persons.

B. All necessary records and reports will be maintained on each incident.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The OHSEP Director will be responsible for maintaining and updating this plan. Standard operating procedures for hazardous materials response will be maintained by the Fire Department.

AUTHORITIES AND REFERENCES

A. Authorities

Louisiana Emergency Preparedness and Assistance Act, 1993.

B. References

Basic Plan of St. Bernard Parish Emergency Operations Plan.

APPENDICES:

1. Organization Chart
2. Responsibility Chart
3. List of government utilities in the parish with 24 hour contact information:

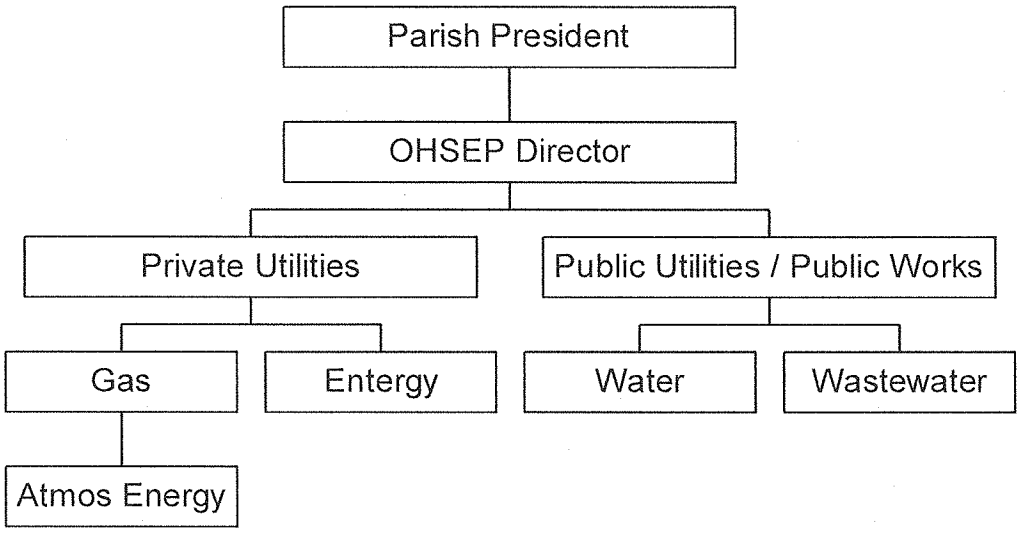
   TAB A SBPG Water and Sewer Division: (504) 271-1681

4. List of private utilities in the parish with 24 hour contact information

   TAB A Electric: ENTERGY: (800) 712-8166
   TAB B Natural gas- ATMOS: (888) 286-6700

Appendix 1

Energy (Utilities)
Organizational Chart

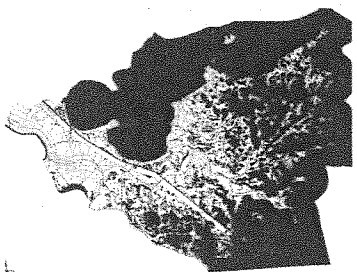


Appendix 2

Responsibility Chart

St. Bernard Parish OHSEP	*Electricity*	*Water*	*Gas*	*Wastewater*
Entergy	X			
Atmos Energy			X	
Water Div		X		
Sewer Div				X

ST. BERNARD PARISH
OFFICE OF HOMELAND
SECURITY AND EMERGENCY
PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr., OHSEP Director

EMERGENCY SUPPORT FUNCTION 13

PUBLIC SAFETY AND SECURITY

I. PURPOSE

ESF 13 provides for the provision of law enforcement, emergency police, and public safety services and legal authority in an emergency or disaster. Services under this ESF include the identification, mobilization, and coordination of available Parish government and other public safety and legal manpower, expertise, and equipment to minimize the adverse impact of an emergency or disaster on life and property in the affected area. Routine and emergency law enforcement, investigation, bomb disposal, traffic and crowd control, area access control, security, assistance with communications and transportation, determination of legal authority ramifications, and related functions are included.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. St. Bernard Parish Sheriff's Office is the primary law enforcement agency within St. Bernard Parish.

2. State and Federal agencies will support the operations of the St. Bernard Parish Sheriff's Office.

3. The primary means of incarceration within St. Bernard Parish is the St. Bernard Parish Correctional Center.

4. Exciting mutual aid agreements provide a seamless integration between neighboring municipal departments and the Sheriff's Office's within Region 1. Therefore, no special activation is needed to request assistance from law enforcement agencies outside St. Bernard Parish.

5. As established by Louisiana State Law, the Sheriff is the chief law enforcement officer for the Parish.

B. Assumptions

1. Any hazard could potentially cause an emergency situation in any area of the Parish, which would require assistance from St. Bernard Parish Sheriff's Office.

2. St. Bernard Parish Sheriff's Office will generally be able to provide adequate police control through existing resources within St. Bernard Parish.

3. In the event local resources are deemed insufficient, unmet needs of local law enforcement may be resolved through terms established in letters of agreement with support parishes, as well as through the efforts of the GOHSEP and other state agencies. State ESF 13 is coordinated through the Louisiana State Police.

4. Adjacent local Parish prisons and/or the St. Bernard Correctional Center will a have available space to serve as a relocation or reception area for evacuated prisoners.

III. CONCEPT OF OPERATIONS:

A. General

1. Emergency operations St. Bernard Parish Sheriff's Office will be an expansion of their normal daily responsibilities.

2. The St. Bernard Parish Sheriff's Office will provide support for the Emergency Operation Center and will provide staff to support its operations, to include personnel to manage law enforcement resources, and direct law enforcement operations.

B. Phases of Management

1. Mitigation

a. To assist in the prevention of crime and other civil disobedience, St. Bernard Parish Sheriff's Office maintains high visibility within St. Bernard Parish to discourage would-be criminals, including terrorist activities.

b. All law enforcement agencies are responsible for enforcing local, State and Federal laws; in particular, laws that affect traffic management and weight limits are important in reducing the number of hazardous materials transportation incidents.

c. Through neighborhood watch and other programs, St. Bernard Parish Sheriff's Office encourages the support of residents in preventing crime and other emergency situations.

2. Preparedness

a. St. Bernard Parish law enforcement preparedness begins with this plan.

b. Training is the primary means in which the St. Bernard Parish Sheriff's Office maintains a high degree of readiness.

c. St. Bernard Parish Sheriff's Office participates closely with OHSEP before, during, and after an emergency situation.

d. The St. Bernard Parish Traffic Management Plan establishes responsibilities and assignments of

personnel in emergencies requiring evacuation. This plan contains evacuation sector zones.

c. St. Bernard Parish Sheriff's Office has established beat area(s). This shall establish borders to assist in disseminating warnings to the public.

d. The St. Bernard Parish Sheriff's Office shall participate in the emergency planning process and review all plans for emergency operations that relate to law enforcement.

3. Response

St. Bernard Parish Sheriff's Office is responsible for the following actions in accordance with their Standard Operating Procedures:

a. Coordination of all law enforcement activities in the parish.

b. Provide mobile units for warning operations (See Annex C, Warning).

c. Security for key facilities, resources, reception centers, lodging and feeding facilities, and emergency shelters.

d. Support for other public safety activities.

e. Provide air (by mutual aid) and marine units, as available, for other operations.

f. Assists with delivering radiological monitoring kits if needed.

g. Responding to hazardous materials incidents.

h. Maintain law and order.

i. Relocation and housing of prisoners during any emergency.

j. Assisting in alerting and evacuating people in and around the designated emergency zone or risk area.

k. Controlling access to the scene of the emergency or the area that has been evacuated to protect citizens, travelers, and responders.

l. Protecting public and private property in the affected area by establishing an evacuated perimeter to secure the designated emergency area.

m. Traffic control during evacuation operations. Operation considerations may include any or all of the following:

i. Road expansion, as needed.
ii. Entry control for outbound routes.
iii. Perimeters for inbound (supply) routes.
iv. Assistance to maintain traffic flow, as needed.
v. Maintain security and protection for evacuated prisoners.
vi. Crowd control, riot, and security in Disaster Application Centers, reception centers, lodging and feeding facilities, and emergency shelters.

n. Provide assistance in damage assessment.

4. Recovery

a. Local law enforcement recovery duties shall be essentially the same as the response phase.

b. As established by procedure, the St. Bernard Parish Sheriff's Office will assist with damage assessment.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

A. Sheriff or Representative at EOC

1. Responsible for advising the Parish President and the OHSEP Director on emergency matters and making available law enforcement resources.

2. Responsible for proper training of personnel to respond to any reasonable emergency.

3. Responsible for the maintenance and upgrade of departmental communication systems, as appropriate, for the health and safety of officers, as well as the citizens of St. Bernard Parish.

4. Provides and support the operation of the Emergency Operation Center when activated.

5. Louisiana State Law RS 33:1433 authorizes the Parish Sheriff to appoint and commission Special Deputy Sheriffs who shall have the powers of police and may arrest offenders for any law violations.

6. Provides for the negotiations of Mutual Aid agreements with Parish and private public safety and security organizations.

B. The Law Enforcement Officer coordinates field operations, resources, communications, and liaison from the Emergency Operation Center.

C. The Louisiana State Police and National Guard shall provide the necessary assistance with approval from the Governor.

D. Louisiana State Police

i. Provide traffic control on state roads
ii. Perform normal law enforcement activities
iii. Provide support to local operations as needed

E. St. Bernard Parish Correctional Center

Provide support for local operations as needed.

F. Louisiana Wildlife and Fisheries

i. Performance of normal law enforcement activities

ii. Provide support for local operations

G. Louisiana National Guard

Provide support for local operations (when authorized)

H. Local Public Works

Responsible for positioning traffic control devices (e.g., barricades and signs).

V. DIRECTION AND CONTROL

Incident Command Structure and field operations

A. The command structure during any emergency will be the same as day-to-day operations unless otherwise stipulated by procedure. All incident management activities shall be in accordance with the National Incident Management System, Appendix A, Incident Command System.

B. All actions taken by any member of the St. Bernard Parish Sheriff's Office will be in accordance with Federal, State, and Local laws, as well as, with the benefit of the lives and property of the citizens of St. Bernard Parish in mind.

VI. CONTINUITY OF GOVERNMENT

Lines of succession of each department head will be according to the Standard Operating Procedures established by said department.

VII. ADMINISTRATION AND LOGISTICS

A. Record keeping and reporting

1. Responsibility for submitting local government reports to GOHSEP rests with OHSEP.

2. Records of expenditures and obligations incurred during the response to an emergency are maintained

by each individual agency and made available to the Parish President or designee on request, to assist in the application of reimbursement funds from FEMA.

3. All records of expenditures and obligations incurred during the response to any emergency shall be documented and turned in by the incident commander.

B. Logistics

The St. Bernard Parish Sheriff's Office shall maintain its own logistical support during the initial phase of any response operation. Additional support may be obtained through the Emergency Operations Center or Incident Command as needed.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The OHSEP Director and the Sheriff's Office have the responsibility for coordinating revision of this annex and keeping attachments current.

B. Directors of supporting agencies bear the responsibility of maintaining internal plans and implementing procedures and resource data to ensure effective response to an emergency.

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

IX. AUTHORITIES AND REFERENCES

A. Authorities
(See Basic Plan, Section IX.)

B. References

1. Guide for All Hazard Emergency Operations Planning, (CPG) 101, V2 1996, Federal Emergency Management Agency

2. Domestic Terrorism, National Governors Association, 1979, Washington D.C.

3. Maintenance of Law and Order During Civil Defense Emergencies, FG, E-9. , Office of Civil Defense, 1968. Washington D.C.

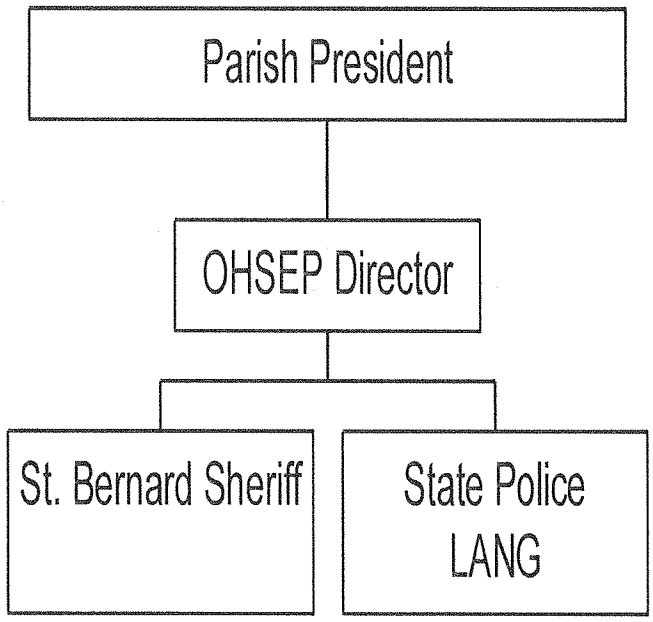
4. Law and Order Training for Civil Defense Emergencies, SM-10.1, ODC, 1965, Washington D.C.

X. APPENDICES

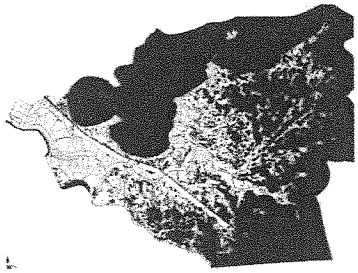
A. Organizational Chart
B. Traffic control points for evacuation (map on file in Sheriff's Office)

Appendix 1

Organizational Chart



ST. BERNARD PARISH
OFFICE OF HOMELAND
SECURITY AND EMERGENCY
PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr., OHSEP Director

EMERGENCY SUPPORT FUNCTION 14

COMMUNITY RECOVERY

I. PURPOSE

ESF 14 is concerned with long-term policies and programs for community recovery, mitigation, and economic stabilization. This ESF provides for the recovery of the Parish from the long-term impacts and consequences of emergencies and disasters. The ESF addresses the stabilization of the Parish and local economies, as well as measures taken to reduce or eliminate risk from future emergencies and disasters.

II. SCOPE:

This Annex provides for the recovery of the St. Bernard Parish and its affected area(s) from the long- term impacts and consequences of emergencies and disasters.

III. CONCEPT OF OPERATIONS:

The Parish President has primary responsibility for Community Recovery and Economic Stabilization. This Annex addresses the actions required by the various

Parish departments to assess long-term recovery needs and to develop an appropriate plan for recovery.

A. Preparedness

1. The Parish President through the OHSEP Director will develop, maintain, and update plans, procedures, arrangements, and agreements to identify and deal with the issues and concerns related to the Parish's recovery from the effects of emergencies and disasters. This includes the infrastructure, provision of essential utilities, and stabilization of the economy.

2. OHSEP Director will develop and maintain listings of those resource agencies and organizations at the local, county, and State government levels, as well as private industry and volunteer organizations that could furnish assistance during and after an emergency or disaster.

3. St. Bernard Parish has a Hazard Mitigation Plan.

B. Response

1. As an emergency develops and upon activation of the Emergency Operations Center (EOC), the OHSEP Director will coordinate an assessment of the impact of the event that will include the identification of needs related to the Parish's potential recovery effort.

2. The Public Works and Utility Representatives will coordinate with the OHSEP Director to assess the impact of the event on the Parish's capability to restore and provide essential utility services to the residents and businesses, including the identification of potential recovery issues.

3. Based on these assessments, the OHSEP Director and EOC staff will alert, activate, and mobilize those resource agencies whose capabilities would best be suited to responding to the emergency.

C. Recovery

1. The Parish President, OHSEP Director, Parish Directors will conduct a comprehensive assessment of the long-term consequences of emergencies and disasters, particularly those disasters that have a catastrophic impact on the Parish's infrastructure, the provision of essential public utilities, and the economic viability of the parish.

2. The Recovery Coordinator, if appointed by the Parish President, will coordinate the development of a Long-Term Recovery Operations Plan.

D. Mitigation

As part of the recovery planning process, the Parish President and OHSEP Director will work with Local and State authorities to identify mitigation opportunities and develop plans, programs, and initiatives to reduce or eliminate the effects of future emergencies and disasters. Some initiatives include post-disaster zoning and land use ordinances.

IV. ORGANIZATION AND RESPONSIBILITIES:

A. The Parish President is primarily responsible for initiating, organizing and coordinating Community Recovery and Economic Stabilization.

B. Parish departments are responsible for developing and maintaining plans, procedures and asset inventories to support the recovery initiative.

V. COMMAND AND CONTROL:

Command and Control will be exercised as provided in the Basic Plan.

VI. CONTINUITY OF GOVERNMENT:

Continuity of Government will be as provided in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS:

A. If local and county resources are inadequate to the tasks assigned; the OHSEP Director will seek additional resources from neighboring Parish, Regional and State support agencies.

B. Each Parish department, agency or organization providing services will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal resources.

VIII. PLAN MAINTENANCE:

Plan Maintenance will be as provided in the Basic Plan.

IX. AUTHORITIES AND REFERENCES:

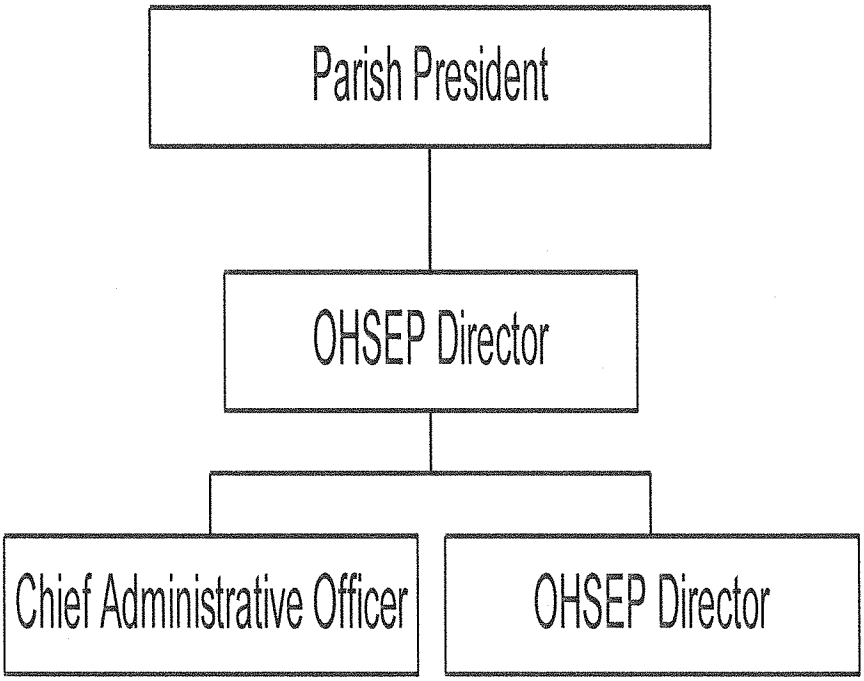
Authorities and References are included in the Basic Plan.

X. APPENDIX:

1. Organization Chart
2. List of economic development organizations: on file in the St. Bernard Parish Chamber of Commerce

APPENDIX 1

Organization Chart

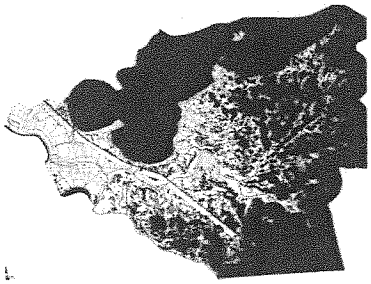


APPENDIX 2

List of economic development organizations:

On file in the St. Bernard Parish Chamber of Commerce

ST. BERNARD PARISH
OFFICE OF HOMELAND
SECURITY AND EMERGENCY
PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr., OHSEP Director

EMERGENCY SUPPORT FUNCTION 15

PUBLIC INFORMATION

I. PURPOSE

ESF 15 provides information and external communications to inform people about the threats from natural and technological emergencies and disasters. ESF 15 also provides information about the precautions and response measures that the Parish and local governments are taking to protect and preserve life and property, using all available methods and media. ESF 15 will also advise people of actions they need to take before and during emergencies and disasters. Public information provided before, during, and after disasters and emergencies will provide clear, concise, and accurate information on the existing situation in the disaster area. Every effort shall be made to minimize and counter rumors, hearsay, and half-truths.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. It is the general public's perception that the news media (collectively) is the principal source of their emergency information. Therefore, it is essential that

procedures be clearly established to serve this purpose.

2. The need to inform the public in a timely and efficient manner must be agreed upon by all segments of the communications media and those agencies responsible for informing the public during times of emergency. Written agreements spelling out the scope, in detail, of such an arrangement should be published, disseminated, and reviewed on a regular basis.

3. It should also be recognized that educating the public on an ongoing basis as to all of the possible hazards that they could be confronted with should be an on-going project between the emergency service delivery system and the media.

4. All types of public information should be of such a nature as to create an atmosphere that all segments of society have responsibilities in mitigating disasters.

5. The St. Bernard Parish Citizen Corp. Council meets on a regular basis and will determine the needs of the community for information concerning volunteerism and emergency preparedness information.

B. Assumptions

1. Procedures for the dissemination of emergency information will be pre-determined through meetings with the management and directorships of the affected organizations.

2. A review of procedures will be conducted on a regular basis with the working media, in that the working media personnel are constantly relocating. Making the media an integral part of the Emergency Operations Plan and Procedures is also an on-going project. Provisions for media other than the local media will be arranged for and space provided. Coordinating the need for the public to be truly and accurately informed will be the basic guideline of all efforts in the area of emergency public information.

III. CONCEPT OF OPERATIONS

A. General

1. Emergency information efforts before, during, and after a specific event will focus on the particular situation and not deviate or include information that is not pertinent. Where possible, emergency information will begin with as much educational background as time and the event will permit. Otherwise, the information given will be of an instructional and operational nature on such things as warnings, evacuation, and shelter precautions and/or locations.

2. During crisis periods, the public needs and wants to know detailed information, and every effort will be made to keep them informed of the general progress of events. Rumor control will be addressed in this plan and every possible effort to report positive information regarding emergency response will be made to maintain confidence in government and reassure citizens that the situation is under control. The use of public feedback, where possible, will be used to measure the effectiveness of the program.

3. All educational programs are aimed at increasing the public's awareness of potential hazards they can or will encounter and the possible means of dealing with them. Dissemination of this vital information relies heavily on the cooperation of the commercial media and local efforts of the OHSEP.

4. The Public Information Officer shall implement a procedure to ensure authenticity of all sources.

B. Phases of Emergency Preparedness

1. Mitigation

   a. Survey and analyze the geographical area of responsibility to determine appropriate precautionary activities necessary to mitigate

prior to the event (e.g., emergency levying or evacuating).

b. Utilize trained staff personnel for the development and production of hazard awareness programs within the community with schools, civic groups, and others.

c. Maintain an active program with the media in all phases of Emergency Preparedness in education, instructions, and action plans.

d. Develop the Emergency Alerting System, exercise it regularly, and have written agreements and procedures for the activation of the Emergency Alerting System.

e. Identify a resource person(s) to assist in communicating with non-English speakers who may be in St. Bernard Parish during an emergency. Maintain a resource list in the Emergency Operation Center. The St. Bernard Parish School Board will serve as an initial contact for assistance with such requests.

2. Preparedness

a. Develop a mutually agreed upon public educational program for consideration of all hazards and with particular emphasis on seasonal hazards such as hurricanes, tornadoes, or flooding.

b. Prepare and distribute on a regular basis all pertinent operational and procedural changes as they are developed in the various on-going programs, and distribute to the media.

3. Response

a. Distribute press releases and emergency information packets.

b. Coordinate rumor control through aggressive public relations activities.

c. Schedule news conferences on a regular basis.

4. Recovery

a. Continue emergency public information programs.

b. Assess effectiveness of information and education programs.

c. Compile chronological record of events.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The OHSEP Director will establish an emergency information office and the Parish President will appoint a Public Information Officer who will be the official representative to the media in an emergency. The Public Information Officer will locate in the Emergency Operation Center.

2. The Public Information Officer will function as a member of the Emergency Operation Center Staff under the direction and guidance of the OHSEP Director.

3. The OHSEP provides a number of public education brochures regarding personal emergency preparedness.

B. Responsibilities

1. The Parish President will be the official parish spokesman in charge of releasing public information. The Parish President may designate this responsibility to the Parish Public Information Officer. The Parish Public Information Officer provides a media room in the Emergency Operation Center for media briefings and possible onsite broadcasting capabilities.

2. The OHSEP Director will:

   a. Develop and maintain the parish's emergency public information and education programs.

   b. Maintain a close working relationship with all media sources.

   c. Enter into written agreements with the media sources.

   d. Provide official public information essential to the public based on a thorough review of all public information statements prior to release, and consultation with the Parish President.

   e. Provide a rumor control reporting and check network.

   f. Develop procedures for the proper use of an Emergency Alerting System Operational Plan for the area.

   g. Coordinate the use of mobile public address equipment for possible dissemination of disaster information and instruction with the Sheriff's Office, and Fire Department.

3. The Public Information Officer will be responsible for:

   a. Maintaining a current list of all media sources for releases.

   b. Activating and operating the Parish Media Center and rumor control.

   c. Gathering and coordinating all matters pertaining to emergency public-related information and education with the OHSEP Director and Parish President.

d. Coordinating disaster information with other Local and State agencies, and all Parish departments.

e. Providing news releases for the media.

f. Establishing procedures for the flow of emergency information and distribution of educational materials, using all media sources available (e.g., newspaper, radio, television) and the use of the Emergency Alerting System.

g. Disseminating appropriate all-hazard pre-planned emergency educational packet materials, as lead-time permits, that can be printed in newspapers and used by radio and television as preparatory guidance for the public.

h. Receiving and compiling authoritative information that has been authenticated through all possible sources and reviewed and cleared for release by the Parish President and the OHSEP Director for dissemination to the media.

i. Coordinating with the rumor control network, which will include field personnel, the National Weather Service, support agencies (e.g., Sheriff's Office and the media), as well as monitoring news releases for accuracy or appointing an individual to do the same.

j. Keep Region 1 Fusion Center and GOHSEP informed on local releases.

k. Coordinate the activities of the Parish Media Center and Rumor Control.

l. Have telephone numbers periodically publicized for ready use of the public to obtain emergency information.

m. Maintain a chronological record of the disaster events.

n. Provide for the continued dissemination of information after the emergency for such situations as restricted areas and services, contacting relatives, relief services of State and Federal governments, American Red Cross, Salvation Army, etc.

o. Address the needs of handicapped citizens such as the blind, deaf, and non-institutionalized elderly and non-English speaking, through media specialized telephones, door-to-door public address, or through bilingual outlets.

p. Maintains a craniological record of emergency events sufficient to reconstruct activities.

4. The media will:

a. Designate a representative(s) to work with the OHSEP Director to review and become familiar with the Emergency Operations Plan for St. Bernard Parish.

b. Cooperate in coverage of public education programs including the use of pre-planned emergency educational packets that address all types of hazards.

c. Assist Parish officials and the Parish Public Information Officer in verifying field reports for accuracy and become a part of the rumor control network.

V. DIRECTION AND CONTROL

A. General

The OHSEP Director is responsible for the development and implementation of all emergency educational and informational programs for St. Bernard Parish. The Parish President will appoint the Public Information Officer, to be responsible for the actual implementation and use of the plans and procedures when the given situation arises. All

releases to the media will be cleared through the Parish President and released through the Emergency Operation Center.

B. Educational Programs

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

h. Informing the media, thus informing the public, of newly developed techniques and approaches of emergency preparedness.

ii. The use of lectures and presentations to interested organizations, schools, and other agencies to explain hazards, mitigation, preparedness, response, and recovery programs.

iii The distribution of educational materials.

C. Public Information Programs

St. Bernard Parish exercises plans and procedures yearly; as a part of this effort, local media is invited to participate and report on these events. Information is provided and community awareness is raised through the local media reports.

VI. CONTINUITY OF GOVERNMENT

(See Basic Plan)

VII. ADMINISTRATION AND LOGISTICS

A. Media

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

B. Films and Publications

Films and publications dealing with various aspects of emergency preparedness are available through the

Emergency Operation Center, GOHSEP, or the Federal Emergency Preparedness Agency.

C. Records and Reports

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

D. Needs and Deficiencies

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

VIII. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION

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

IX. AUTHORITIES AND REFERENCES

A. Authorities

(See Basic Plan, Section IX)

B. References

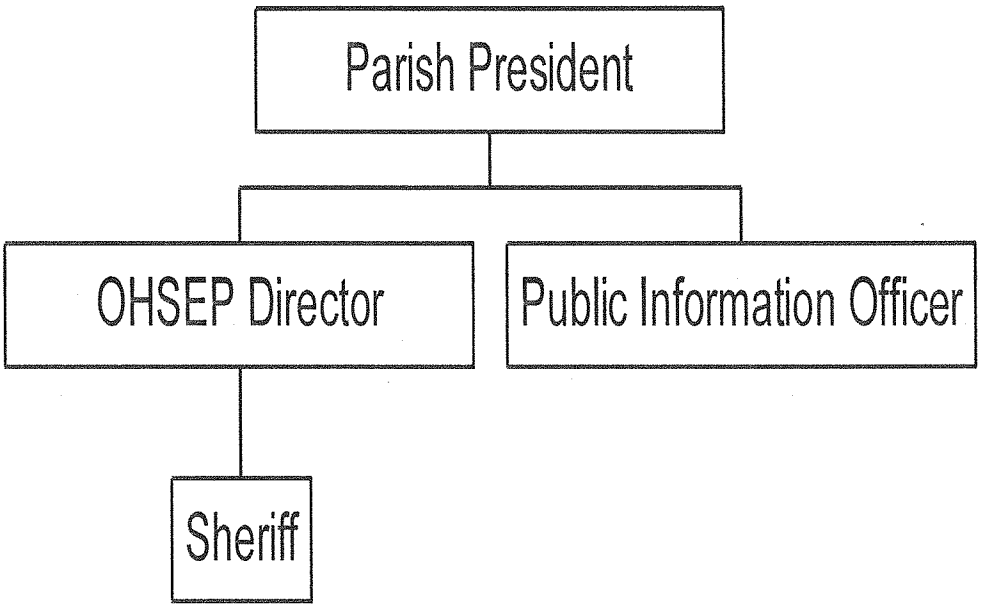
Guide for All Hazard Emergency Operations Planning, (CPG) 101, V2 1996, Federal Emergency Preparedness Agency

X. APPENDICES

1. Organizational Chart
2. List of Local Media

APPENDIX 1

Organizational Chart



APPENDIX 2

Local Media

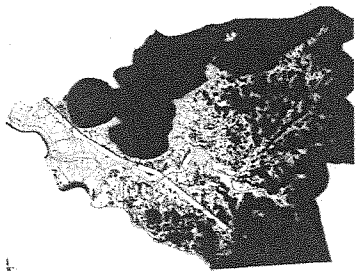
Radio:

WWL 870 AM
WWL 105.3 FM

Television:

WWL
WDSU
WVUE
WYES

ST. BERNARD PARISH
OFFICE OF HOMELAND SECURITY
AND EMERGENCY
PREPAREDNESS



David E. Peralta, Parish President
John Rahaim, Jr., OHSEP Director

EMERGENCY SUPPORT FUNCTION 16

MILITARY SUPPORT

I. PURPOSE

ESF 16 Defense Support to Civil Authorities (DSCA) provides a framework for the mobilization, deployment and use of Louisiana National Guard military personnel, equipment and resources to respond to protect and preserve life and property during emergencies and disasters, when local and state civilian resources are exhausted and/or not sufficient to accomplish the needed actions. This includes the command, control and coordination of all other non-federal military support operating in the state, as well as coordination and situational awareness of all Department of Defense Support to Civil Authorities (DSCA) assets operating in the state under a Federal Emergency Management Agency (FEMA) Mission Assignment.

II. SITUATION AND ASSUMPTIONS

The ESF will encompass the operations of the State Military Department and the Louisiana National Guard, and the National Guard assets available from other states through the Emergency Management Assistance Compact (EMAC). In addition, the ESF will coordinate with DSCA forces operating in the State of Louisiana under FEMA Mission Assignment, providing situational awareness and integration of federal active duty and reserve armed forces.

III. CONCEPT OF OPERATIONS

A. MITIGATION:

The Adjutant General for Louisiana will designate an ESF 16 Coordinator for Defense Support to Civil Authorities (DSCA).

B. PREPAREDNESS:

1. The ESF 16 Coordinator will develop plans, procedures, agreements and arrangements with other state agencies, groups and individuals in order to have a comprehensive and flexible response capability.

2. The ESF 16 Coordinator will develop training and exercise plans to ensure that the military units and assets of the state will be prepared to deploy and support emergency operations, with a particular emphasis on large scale and catastrophic incidents and emergencies. The ESF Coordinator will work with other states and federal authorities to make sure that their assets can be integrated into the state operations as needed.
State of Louisiana ESF 16-2 July 2014 Emergency Operations Plan

C. RESPONSE:

1. The ESF 16 Coordinator will begin operating when requested by GOHSEP or at the direction of the governor when an emergency begins, and will relay alerting and warning information as required to the Military Department throughout the state.

2. The ESF 16 Coordinator will receive, validate, assign and track mission assignments to the Military Department so that assets are deployed as needed to support lead emergency support functions response activities for security; search & rescue; command, control & communications; situational awareness; and logistics activities distribution.

3. If the event is of such a magnitude that catastrophic effects can be expected, the ESF 16 Coordinator will advise GOHSEP on

whether it would be advisable to request additional military assets via EMAC. The Military Department will work with the incoming assets to ensure that they are smoothly integrated into the overall response. In addition, if FEMA mission assignments task DSCA assets, ESF-16 coordinates and maintains situational awareness of DSCA assets operating in Louisiana.

D. RECOVERY:

1. Military Support activities will continue as long as they are required by the state or federal tasking authority. The coordinator will continue to monitor information in order to determine when activities can be turned over to recovery and reconstitute for future response operations.

2. As soon as possible after the emergency has passed, all units involved in the emergency will conduct assessments, which will be used to define the need for resources and strategies needed for future operations.

IV. ORGANIZATION AND RESPONSIBILITIES

The Louisiana Adjutant General and his designated coordinator has primary responsibility for initiating, organizing and coordinating all aspects of Military Support to Civil Authorities.

V. COMMAND AND CONTROL

Command and Control will be exercised as provided in the Basic Plan.

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be as provided in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

State of Louisiana ESF 16-3 July 2014 Emergency Operations Plan

1. If State resources are inadequate to the tasks assigned; the ESF 16 Coordinator will advise the Director, GOHSEP, to seek additional resources from EMAC and from the federal government pursuant to a Presidential Disaster Declaration.

2. All units providing ESF 16 services will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal resources.

VIII. PLAN MAINTENANCE

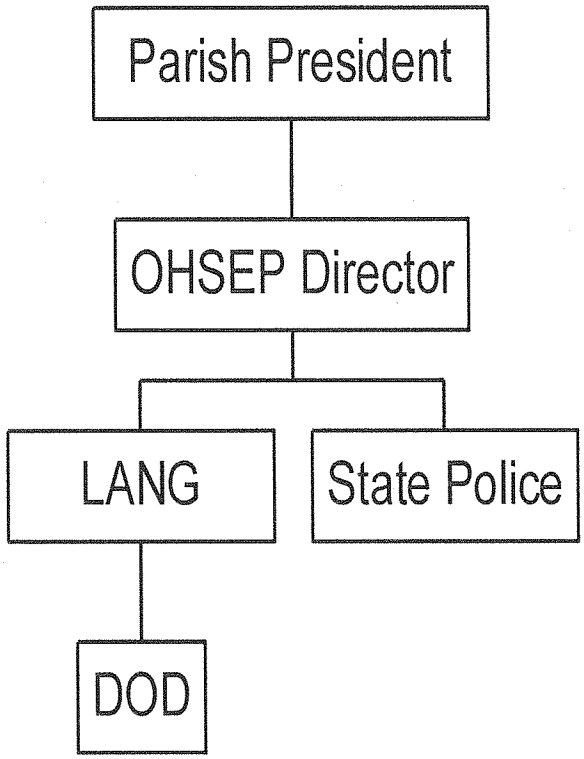
The ESF 16 Coordinator is responsible for developing, maintaining and coordinating plans, procedures, arrangements and agreements in support of this ESF.

IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.

X. APPENDICES:

1. State – Organizational Chart

APPENDIX 1

Organizational Chart