

## EMERGENCY OPERATIONS GUIDE

Assumption Parish  
Office of Homeland Security and Emergency  
Preparedness  
2004

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## PROMULGATION STATEMENT

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Transmitted herewith is the new Multi-Hazard Emergency Operations Guide for Assumption Parish. This guide supersedes any previous Emergency Operations Plans 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 emergency.

Authority and responsibility for direction and control of resources of Assumption Parish, when operating as members of the Civil Defense organization within context of the Assumption Parish Disaster Guide, is an integral part of this basic guide.

This guide is in accordance with existing federal, state and local statutes and understandings of the various departments involved. It has been concurred in by the Assumption Parish Administration, the Governor's Office of Homeland Security and Emergency Preparedness and the Federal Emergency Management Agency. It will be reviewed and re-certified annually by the Assumption Police Jury President. All recipients are requested to advise the Assumption Parish Emergency Preparedness Department of any changes which might result in its improvement or increase its usefulness.

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

Signatures:

\_\_\_\_\_  
**POLICE JURY PRESIDENT**  
**ASSUMPTION PARISH**

\_\_\_\_\_  
**DIRECTOR**  
**DEPARTMENT OF HOMELAND SECURITY AND**  
**EMERGENCY PREPAREDNESS**

\_\_\_\_\_  
**SHERIFF**  
**ASSUMPTION PARISH**

\_\_\_\_\_  
**MAYOR**  
**VILLAGE OF NAPOLEONVILLE**

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**RECORD OF EOP CHANGES**

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CHANGE NUMBER	DATE OF CHANGE	PART AFFECTED	DATE POSTED	NAME OF POSTER
1	5/2/1997	All	May-97	Review 97
2	7/2/2002	All	Jun-02	Review 02
3	6/17/2015	All	Jun-15	Review 15

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## EMERGENCY OPERATIONS GUIDE DISTRIBUTION LIST

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Assumption Parish Sheriff's Department:

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Napoleonville Police Department

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Napoleonville Fire Department

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Bayou L'Ourse Fire Department

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Paincourtville Fire Department

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Labadieville Fire Department

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Pierre Part Fire Department

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Assumption Parish School Board

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Assumption Parish Health Department

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Assumption Community Hospital

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Assumption WaterWorks

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Entergy

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American Red Cross

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Assumption Parish Council on Aging

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Assumption Parish Office of Family Support

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Village of Napoleonville

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CAER Group

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Assumption Parish Road & Bridge Office

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Assumption Parish Secretary/Treasurer Office

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Assumption Parish Special Programs Office

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Louisiana State Police Troop C

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District Attorney's Office

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United States Coast Guard

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## **FOREWORD**

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This publication constitutes the Basic Emergency Operations Guide for the Parish of Assumption, including charts detailing its implementation. The continually changing demographic makeup of the Parish makes it necessary to update the guide on a regular basis.

Hazardous conditions and situations exist in all communities, and Assumption Parish is no exception. They include such hazards as hurricanes, flooding, serious chemical spills, nuclear accidents, and the ultimate threat of nuclear, biological, or chemical attack. Ordinary citizens generally give little thought to these potential hazards until they occur or threaten the community. The Homeland Security and Emergency Preparedness Department has the responsibility to identify real and potential hazards and, to the extent possible, prepare guides for coping when and as they occur.

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

The Emergency Operations Guide for Assumption Parish generally conforms to the basic guide set forth in Federal Emergency Management Agency guidelines for the integrated emergency management system.

Emergency mitigation and response actions are designed for every person in the parish who might be affected by an emergency. These services will be provided regardless of race, color, national origin, religion, sex, age, or disability.

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



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## **BASIC GUIDE**

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### **I. PURPOSE**

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

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

#### **A. MISSION**

In time of emergency, the mission of the Assumption Parish Government is:

1. To plan and prepare practical response programs for the protection of life and property of its citizens in the event of disasters.
2. During a disaster situation, to take immediate effective action to direct, mobilize, coordinate, and determine utilization of local resources to support the political subdivisions in the conduct of disaster operations to save lives, protect property, relieve human suffering, sustain survivors and repair essential facilities.

3. To coordinate and direct restoration and recovery operations in the disaster area.
4. To insure that each Parish Department will plan and provide for an emergency operations capability which conforms in principle with this guide.
5. To coordinate all disaster services with the Parish Homeland Security and Emergency Preparedness Director and direct restoration and recovery operations in the disaster area subject to governmental authority.
6. To provide each Parish Department with guides which conform to the guidelines and directions of the Assumption Parish Emergency Operations Guide.

## **B. OVERVIEW**

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

**NOTE:** Possible reimbursement by the federal government for emergency work, restoration, or replacement is contingent upon a Presidential Declaration implemented under PL 93-288 (Part II). It is the purpose of the General Plan to cover all aspects of local

response only, not contingent on any extraordinary state or federal assistance.

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

All response elements of local government will adhere to the above general principles.

## **II. SITUATIONS AND ASSUMPTIONS**

### **A. LOCATION**

Assumption Parish is located in the southern part of Louisiana. It is adjacent to the parishes of Lafourche, St. James, Ascension, Iberville, Iberia, St. Martin, St. Mary and Terrebonne, encompassing the following municipality of Napoleonville with a population of 660. Assumption Parish covers a total land area of approximately 338.7 square miles. The parish has a population of approximately 23,421.

### **B. SITUATIONS**

1. The parish of Assumption is subject to the effects of many disasters, varying widely in type and magnitude from local communities to statewide in scope.
2. Disaster conditions could be a result of a number of natural phenomena such as hurricanes, tornadoes, floods and wild fires. There is also the threat of technological emergencies/disasters such as hazardous material incidents, nuclear power plant accidents and major transportation accidents. Additionally, there is the potential for national security emergencies/disasters such as acts of terrorism utilizing conventional, biological and chemical weapons. The impact of any disaster would be the greatest should it occur in the communities of Pierre Part, Belle Rose, Paincourtville, Napoleonville, or Labadieville .
3. Resource capabilities to combat disaster conditions exist at parish, state, and federal levels.

**C. ASSUMPTIONS**

1. Effective prediction and warning systems have been established which make it possible to anticipate certain disaster situations which may occur throughout the parish or the general area beyond parish boundaries.
2. It is assumed that any of the disaster contingencies could cause an emergency situation in any area of the parish. It is also assumed that these contingencies will vary greatly in scope and intensity, from an area in which the devastation is isolated and limited, to one which is wide-ranging and extremely devastating. For this reason, planning efforts are made as general as possible so that great latitude is available in their application considering they could occur within the parish alone and/or occur over several parishes simultaneously.

3. Actions to mitigate the effects of resultant disaster conditions will be conducted as soon as possible by the lowest political subdivision.
4. State assistance is expected to complement local efforts, after all necessary measures have been taken on the local level, and then to alleviate unfulfilled local needs.
5. Federal and state assistance will supplement, not substitute for, support/relief provided by the Parish and its political subdivisions. Assistance is provided to supplement local day-to-day operations or in the case if a disaster/emergency only when local resources are clearly insufficient to cope with the effects of the disaster. Federal, State and local authorities or governing regulations are as follows respectively:

Code of Federal Regulations (CFR) 44

The Louisiana Disaster Act of 1993

Local Ordinance No. 94-007 dated May 12, 2004

### **III. CONCEPTS OF OPERATIONS**

#### **A. GENERAL**

This guide defines the actions necessary to provide the best possible programs for the welfare of the populace in a disaster situation. It is designed to provide positive actions to deal with the effects of disasters. Emergencies develop because of the impact of a situation upon the individual. The purpose of this guide is to preserve the welfare of the individual in a disaster situation. To provide this welfare, the parish attempts to forecast the potential emergencies, and develop clear-cut, single and effective plans to warn, inform and protect the individual.

Workable arrangements are instituted to insure that when disaster strikes, the individual is fed, clothed, and housed.

The special needs of the disabled and elderly are appropriately addressed throughout this guide. There are very few non-English speaking persons

in the parish. This does not preclude the necessity of annual reassessments to address any changes in the resident population.

The guide is based on the concept that initial emergency management (response) will, to the maximum extent possible, be provided by Assumption Parish. The Police Jury 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. The Police Jury President, Homeland Security and Emergency Preparedness Director, or the Assumption Parish Sheriff (or designee) can activate this Emergency Operations Guide. Assistance will be requested by executing mutual aid agreements with the American Red Cross, other volunteer groups, the private sector, neighboring parishes and the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP). If additional assistance is needed beyond state's capabilities, GOHSEP will coordinate requests to the proper federal agencies, including a request to the Federal Emergency Management Agency (FEMA) for a Presidential declaration of an emergency or major disaster to allow supplemental federal financial and technical assistance to be provided.

## **B. EMERGENCY ACTION LEVELS**

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

1. Natural Disaster - (National Weather Service)
  - a. Watch
  - b. Warning
  - c. Impact
  - d. Recovery
2. Fixed Nuclear Facility (NRC Regulations 0654)

- a. Unusual Event
  - b. Alert
  - c. Site Area Emergency
  - d. General Emergency
3. National Security Threat Levels
- a. **Green** – Low risk of terrorist attack.
  - b. **Blue** – General risk (agencies are asked to review and update emergency response guidelines).
  - c. **Yellow** – Elevated condition, meaning there is a significant risk of attack (increased surveillance of critical locations and implementing some emergency response guides are called for).
  - d. **Orange** – A high risk of attack, meaning the government should coordinate necessary security efforts with armed forces or law enforcement agencies and take additional precautions at public events.
  - e. **Red** – Severe risk of attack and may require the pre-positioning of specially trained teams, closing public and government facilities, and monitoring transportation systems.

**C. PHASES OF MANAGEMENT**

Assumption Parish is concerned with all types of hazards to which it is exposed before, during, and after an occurrence. Therefore, this comprehensive guide considers the four phases of management as follows:

- 1. Mitigation



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

2. Preparedness

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

3. Response

Emergency services are provided during the response phase. These activities help to reduce casualties and damage and speed recovery. Response activities include warning, evacuation, rescue, and other similar operations addressed in this guide.

4. Recovery

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

When the Police Jury President and his advisors determine that a State of Emergency no longer exists, he will issue an order

terminating it and all specially delegated emergency authorities and powers.

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

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

Most departments/agencies of government have emergency functions in addition to their normal, day-to-day duties. These emergency functions usually parallel or complement normal functions. Each department/agency is responsible for developing and maintaining its own emergency management guidelines. Specific primary and support functions are listed under "Task Assignments" and overlap with those in each annex.

Departments/agencies of government that provide response personnel maintain Standard Operating Guidelines which include a description of:

1. the specific emergency authorities to be assumed by a designated successor,
2. when these authorities would become effective, and
3. when the delegated authorities would be terminated.

##### **B. ORGANIZATION**

1. Governor

The governor of Louisiana has the ultimate responsibility for direction and control over state activities related to emergencies and disasters.

Upon delegation of authority by the governor, the director of the GOHSEP acts on behalf of the governor in coordinating and executing state activities to cope effectively with the situation.

2. Assumption Parish Homeland Security and Emergency Preparedness structure:
  - a. Police Jury President
  - b. Homeland Security and Emergency Preparedness Director
  - c. Sheriff
  - d. Mayor
  - e. Police Chief
  - f. Fire Chief(s)
  - g. Superintendent of Education
  - h. Departmental Directors

**C. ASSIGNMENT OF RESPONSIBILITIES**

Following is the assignment of primary emergency functions to departments and agencies of the parish of Assumption as well as to any other concerned organization whether political or private, profit or non-profit, necessary to carry out this emergency guide. The designated function applies to all sections of the Assumption Parish Emergency Guide when a specific section is not designated. Assignment of emergency support functions to certain agencies is also included.

1. Assumption Parish Homeland Security and Emergency Preparedness Department shall coordinate:
  - a. EOC staffing and functioning,
  - b. communications,

- c. operation of the Shelter System in coordination with the American Red Cross,
  - d. emergency public information,
  - e. warning system,
  - f. military and other outside assistance,
  - g. emergency control and use of resources,
  - h. Assumption Parish departments and agencies as well as other agencies of government not directly under the control of the Assumption Parish Police Jury,
  - i. search and rescue,
  - j. training and education,
  - k. rumor control,
  - l. radiological protection,
  - m. damage assessment,
  - n. comprehensive emergency planning,
  - o. identification of non-English speaking persons.
2. Law Enforcement Agencies shall be responsible for:
- a. maintaining of law and order,
  - b. controlling of traffic,
  - c. protecting of vital installations,

- d. controlling and limiting access to the scene of the disaster,
  - e. supplementing communications,
  - f. assisting with all evacuation efforts,
  - g. search and rescue efforts,
  - h. Haz-Mat operation: Sheriff only (in coordination with fire department & OHSEP),
  - i. augmentation of warning,
  - j. small animal problems including rescue and disposal,
  - k. general animal control,
  - l. security of EOC and other restricted areas.
3. Parish Water Department shall assist with:
- a. maintaining the water system,
  - b. repair, maintenance and operation of parish utilities,
4. Parish and City Public Works Departments are responsible for:
- a. decontamination assistance,
  - b. engineering services as required,
  - c. transportation and delivery of shelter stocks and supplies,
  - d. debris removal,
  - e. assisting with heavy rescue,
  - f. maintaining designated major streets/avenues, highways and other designated routes of travel,
  - g. maintaining up-to-date shelter facilities lists,

- h. emergency interment operations,
  - i. maintenance of vehicles and other essential equipment of the various departments and agencies,
  - j. development of a guide of priorities to be utilized during the period of increased readiness for the repair of vehicles and equipment,
  - k. provisions for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop as the situation requires,
  - l. procurement of emergency supplies and services,
  - m. maintaining sewerage and drainage systems.
5. Parish Volunteer Fire Districts shall be responsible for:
- a. providing for fire protection and the combating of fires,
  - b. search and rescue,
  - c. decontamination,
  - d. damage assessment,
  - e. augmenting warning,
  - f. Haz-Mat operations in coordination with Sheriff's Department & OHSEP,
  - g. assisting police in traffic control if not engaged in firefighting.
6. Parish District Attorney shall be responsible for:
- a. providing legal advice as required,
  - b. performing other necessary legal functions,
  - c. liaison with other legal and judicial agencies and sections of the government.

7. Parish Finance Department (Secretary-Treasurer) shall be responsible for
  - a. maintaining economic stabilization as required,
  - b. maintaining list of suppliers, vendors and items of critical emergency need (through the Procurement Division),
  - c. shelter support.
8. Parish Maintenance Department shall assist with:
  - a. furnishing information, including maps or materials as the Office of Homeland Security and Emergency Preparedness needs for general and detail planning for chemical, transportation for industrial accidents and natural disasters,
  - b. supplying necessary personnel to the EOC to carry out the assigned tasks of resource information and coordination, shelter operations and other such designated duties,
  - c. augmenting EOC staff as necessary,
  - d. coordinating shelter emergency activities,
  - e. the development of shelters.
9. Assumption Parish School Board shall be responsible for:
  - a. providing the use of facilities for emergency public education,
  - b. providing facilities for emergency housing of evacuees and relief forces,
  - c. providing emergency transportation,

- d. assisting with feeding facilities,
- e. serve as shelter managers.

10. Parish Health Department is responsible for:

- a. emergency medical care,
- b. emergency hospital treatment,
- c. medical support to shelterees,
- d. health advisories,
- e. supply and use of medical and health items,
- f. emergency interment coordination,
- g. insect, pest and rodent control,
- h. inoculations for the prevention of disease (reference Parish Office of Homeland Security and Emergency Preparedness Emergency Medical Service Plan),
- i. sanitation,
- j. operates special needs shelter,
- k. temporary mortuary and identification of the dead,
- l. RADEF monitoring for personnel protection and of food and water supplies.

11. American Red Cross is responsible for:

- a. supporting shelter managers,
- b. emergency welfare services,
- c. emergency lodging,
- d. emergency feeding,
- e. emergency clothing,



- f. emergency registration and inquiry,
  - g. coordinating religious services,
  - h. coordinating private welfare groups,
  - i. providing personnel for shelter managers and staff,
  - j. providing recreation plan for shelter occupants' use during shelter-stay period,
  - k. providing mental health care.
- 12. Parish-wide departments dealing with community affairs, recreation, parks, and the council on aging shall assist with:
  - a. providing the use of facilities for emergency housing of evacuees and/or relief forces,
  - b. providing facilities for emergency first aid stations, hospital or morgue.
- 13. Acadian Ambulance Service, Inc. is responsible for:
  - a. augmentation of warning,
  - b. emergency medical transportation,
  - c. emergency medical treatment.
- 14. Support Functions:
  - a. Support by military units and the National Guard may be requested through the Governor's Office of Homeland Security and Emergency Preparedness. Military assistance will complement and not be a substitute for parish participation in emergency operations. Military forces will remain at all times under military command, but will support

and assist parish forces. Request for military assistance should be "mission" type including objectives, priorities and specific information related to the accomplishment of assignments within the parish.

- b. Support by state governed force may be made available from the surrounding parishes or in accordance with the State Plan.
- c. Volunteer agencies, such as the Red Cross and Salvation Army, are available to give assistance with sheltering, feeding, etc., as necessary.
- d. Parish of Assumption personnel and equipment may be sent to assist other political subdivisions within, as well as outside, the Parish of Assumption, upon authorization by the Police Jury President or his designated representative.

15. Housing and Community Development:

- a. Housing and Community Development manages "Donated Goods" to shelters.
- b. Assumption Parish Police Jury is in charge of shelter support.

**V. DIRECTION AND CONTROL**

**A. AUTHORITY TO INITIATE ACTIONS:**

- 1. It is provided that this guide:
  - a. is the official operations source for the Parish of Assumption, 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 Police Jury President of Assumption Parish by the virtue of the letter of implementation signed by the Police Jury President,
  - d. has the concurrence of the Governor's Office of Homeland Security and Emergency Preparedness and by that authority, the concurrence of all other branches of the state government that operate under their direction and/or coordination under PL 93-288 and Louisiana Emergency Assistance and Disaster Act of 1993.
- 2. It is understood that all Parish departments, agencies and boards of local government are an integral part of this guide.
- 3. These exist 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 Police Jury President, such departments may be requested to perform previously unassigned tasks or may be requested to supplement specifically assigned disaster response roles vital to the well being of the parish.
- 4. 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 Annex N.

**B. COMMAND RESPONSIBILITY FOR SPECIFIC ACTION**

1. The Police Jury President, under the authority provided by the Louisiana Emergency Assistance Disaster Act of 1993, and the various ordinances enacted by the Assumption Parish Police Jury, has the responsibility of meeting the dangers to the Parish. This authority shall include, but not be limited to, the declaration of an emergency condition within the political jurisdiction. The Police Jury President is responsible for the ordering of curfews, evacuation, and selective rationing.
2. The Homeland Security and Emergency Preparedness Director acts as the Chief Advisor to the Police Jury President during any declared emergency affecting the people and property of Assumption Parish. Various Parish Agencies and Departments under the direction of the Assumption Parish Homeland Security and Emergency Preparedness Department will conduct emergency operations.
3. State and federal officials will coordinate their operations through the Police Jury President or his designated representative.

**C. EMERGENCY OPERATIONS CENTER (EOC)**

Assumption Parish Office of Homeland Security and Emergency Preparedness assumes direction and control activities from the primary EOC located in Napoleonville at the 105 Dr. Martin Luther King St. Activation of the EOC will be determined and authorized by the Police Jury President or his designated representative.

Should relocation of direction and control be necessary because of enemy threat or other widespread situation involving the primary EOC, one of the alternate EOCs would be activated:

Assumption Parish Barn, Highway 1008, Napoleonville,

Assumption Parish Police Jury office, LA 1 in Napoleonville.

Entergy Building, Highway 1 Labadieville.

**VI. CONTINUITY OF GOVERNMENT**

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

**A. SUCCESSION OF COMMAND**

1. State Government Succession

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

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

2. Local Government Succession

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

**B. RELOCATION OF GOVERNMENT**

Assumption Parish provides for the relocation of the center of parish government to the Emergency Operating Center, located at the Homeland Security and Emergency Preparedness office in Napoleonville. If the primary EOC is deemed inoperable, the center of Assumption Parish government will relocate to one of the alternate facilities: the Sheriff's Department or the Police Jury Office in Napoleonville.

## **C. PRESERVATION OF RECORDS**

### **1. State Level**

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

### **2. Local Level**

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

## **VII. ADMINISTRATION AND LOGISTICS**

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

Should local government resources prove to be inadequate during emergency operations, requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings. Such assistance may take the form of equipment,

supplies, personnel, or other available capabilities. All agreements and understandings are entered into by duly authorized officials. Copies of written agreements are on file at the EOC.

The Police Jury President has the authority to order any emergency purchases and/or authorize the contracting of any emergency services that might be required.

Since there is no provision in the parish budget to deal with a large emergency that might occur and tax limited resources, mutual aid agreements and procedures for requests for assistance from state and federal authorities are critical to the planning effort.

## **B. RECORDS AND REPORTS**

1. Responsibility for submitting local government reports to the Governor's Office of Homeland Security and Emergency Preparedness rests with the Assumption Parish Homeland Security and Emergency Preparedness Director.
2. Records of expenditures and obligations in emergency operations are to be kept by each agency/department and provided to the Homeland Security and Emergency Preparedness Office.
3. Narrative and log-type records of response actions to all emergencies/disasters are to be kept by each agency/department and provided to the Homeland Security and Emergency Preparedness Office.

## **C. EMERGENCY OPERATIONS CENTER**

The Assumption Parish EOC is the primary site for all emergency operations. In the event the EOC should become unusable, one of the alternate EOCs will be used. Alternates are:

1. Assumption Parish Road and Bridge Building located at 141 Hwy. 1008, Napoleonville.
2. Assumption Parish Police Jury located at 4813 Hwy 1, Napoleonville.

3. Entergy Building located at 2587 Hwy 1, Labadieville.

#### **D. RELIEF ASSISTANCE**

In the event of a disaster, the Assumption Parish Homeland Security and Emergency Preparedness Department coordinates and supports the responsible agencies.

#### **E. CONSUMER PROTECTION**

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

#### **F. NONDISCRIMINATION**

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

#### **G. ADMINISTRATION OF INSURANCE CLAIMS**

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

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



**I. 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.

**J. PRESERVATION OF HISTORIC PROPERTIES**

In the event of a disaster involving known historic properties in Assumption Parish, the Department of Homeland Security and Emergency Preparedness will request the assistance of the State Commission to identify said historic properties within the designated disaster area for public assistance purposes.

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

- A. Assumption Parish Homeland Security and Emergency Preparedness Department has the overall responsibility for emergency planning, coordination of resources, and provision of direction of disaster operations.
- B. The Assumption Parish Homeland Security and Emergency Preparedness Director will provide guidance and direction for conduct of disaster assistance and recovery activities.
- C. Directors of supporting agencies have the responsibility for maintaining internal guides, SOGs, and resource data to ensure prompt and effective response to disaster.
- D. If a guide is to be effective, its contents must be known and understood by those who are responsible for its implementation. The Director will brief the Police Jury President, Parish Police Jury, departmental directors and other appropriate officials in emergency management and in this guide in particular.

- E. All agencies will be responsible for the development and maintenance of their respective segments of the guide as set forth earlier in Section V, "Organization and Assignment of Responsibilities," Part C.
- F. The Assumption Parish Homeland Security and Emergency Preparedness Department Director, with the assistance of the Emergency Coordinator, will maintain and update this guide as required. Responsible officials in state/local agencies should recommend changes at any time and provide information periodically as to changes of personnel and available resources. The director will coordinate an annual review and revise as necessary. Revisions will be forwarded to these on distribution list (page iv).
- G. This guide will be executed upon order of the Assumption Police Jury President, Director of the Department of Homeland Security and Emergency Preparedness, or an authorized representative.
- H. This guide applies to all Assumption Parish boards, commissions, and departments assigned emergency responsibilities and to all elements of local government.
- I. For training purposes and exercises, the director may activate this guide as necessary to ensure a readiness posture.
- J. This guide shall be activated at least once a year in the form of simulated emergency, regardless of actual events, in order to provide practical controlled operations experience to those who have EOC responsibilities.

## **IX. AUTHORITIES AND REFERENCES**

### **A. LEGAL AUTHORITY**

- 1. Federal
  - a. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
  - b. Flood Disaster Protection Act 1973, Public Law 93-234

- c. Title III. of SARA, Public Law 99-499, dated October 17, 1986
  - d. NRT-1 Hazardous Materials Emergency Planning Guide
  - e. Other executive orders and acts pertaining to disasters enacted or to be enacted.
- 2. State
  - a. Louisiana Disaster Act of 1993 – as amended by 29:724
  - b. State Executive Order No. EWE 93-22, August 9, 1993
  - c. Other state executive orders and acts pertaining to disasters enacted or to be enacted.
- 3. Local
  - a. Assumption Parish Ordinance dated May 12, 2004, as amended.
  - b. Other ordinances or declarations pertaining to emergency preparedness and/or disasters enacted to be enacted.
- 4. Volunteer, Quasi-Governmental
  - a. Act 58-4-1905 American National Red Cross - Statement of Understanding, 12/30/85
  - b. Mennonite Disaster Services-Agreement with FDAA 1974
  - c. Salvation Army charter-May 12, 1974
  - d. Public Law 93-288

- e. Statements of Understanding between the State of Louisiana and the agencies above.

## **B. REFERENCES**

Assumption Parish Hazard Analysis

## **X. DEFINITIONS**

The list of definitions appears in Appendix 4. Definitions relevant to Hazardous Materials appear in the Assumption Parish Hazardous Materials Emergency Response Guide, Section "A" - 5. Neither list is intended to be all-inclusive.

## **XI. APPENDICES TO BASIC GUIDE**

Appendix 1 - Assumption Parish Organizational Chart

Appendix 2 -Emergency Preparedness Organizational Chart

Appendix 3 - Lines of Succession

Appendix 4 – Definitions

Appendix 5 - Vital Facilities

Appendix 6- Key Workers

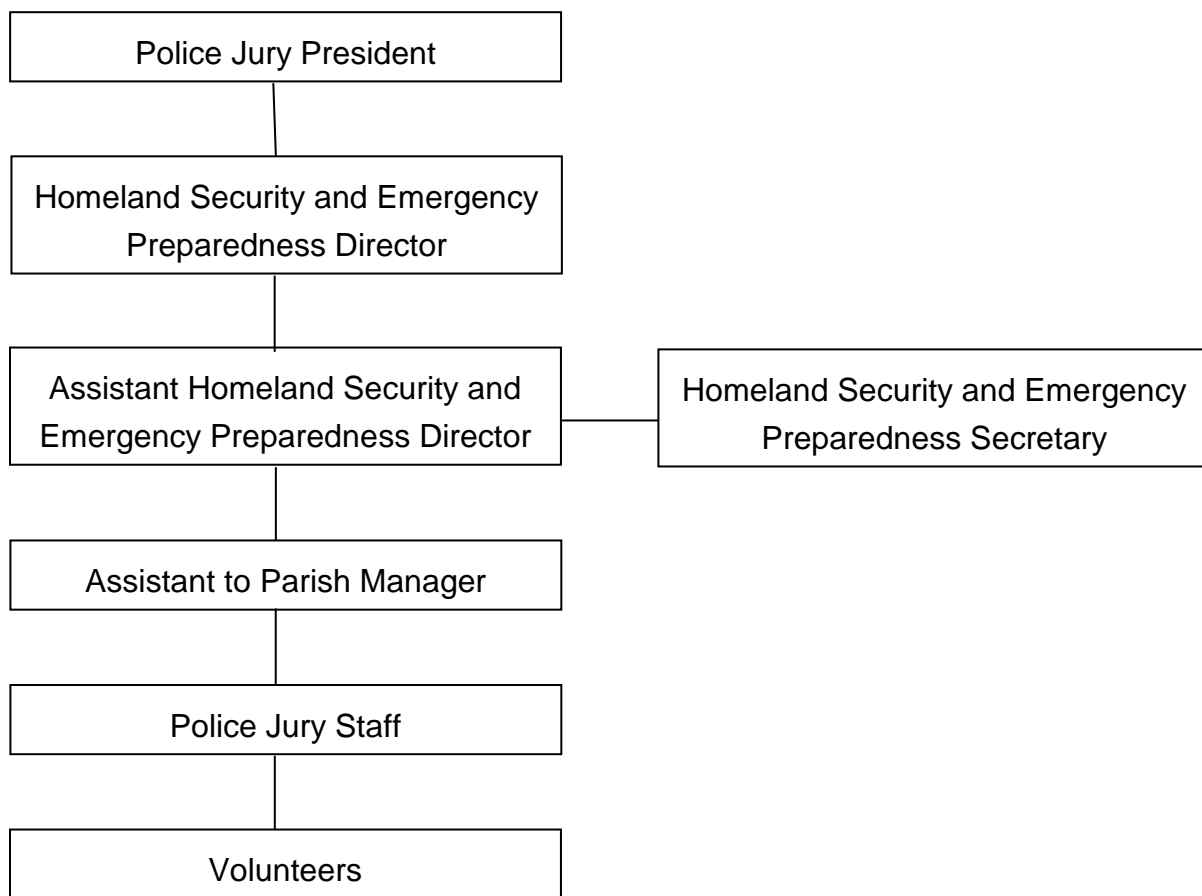
Appendix 7-Emergency Assignments

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## APPENDIX 1

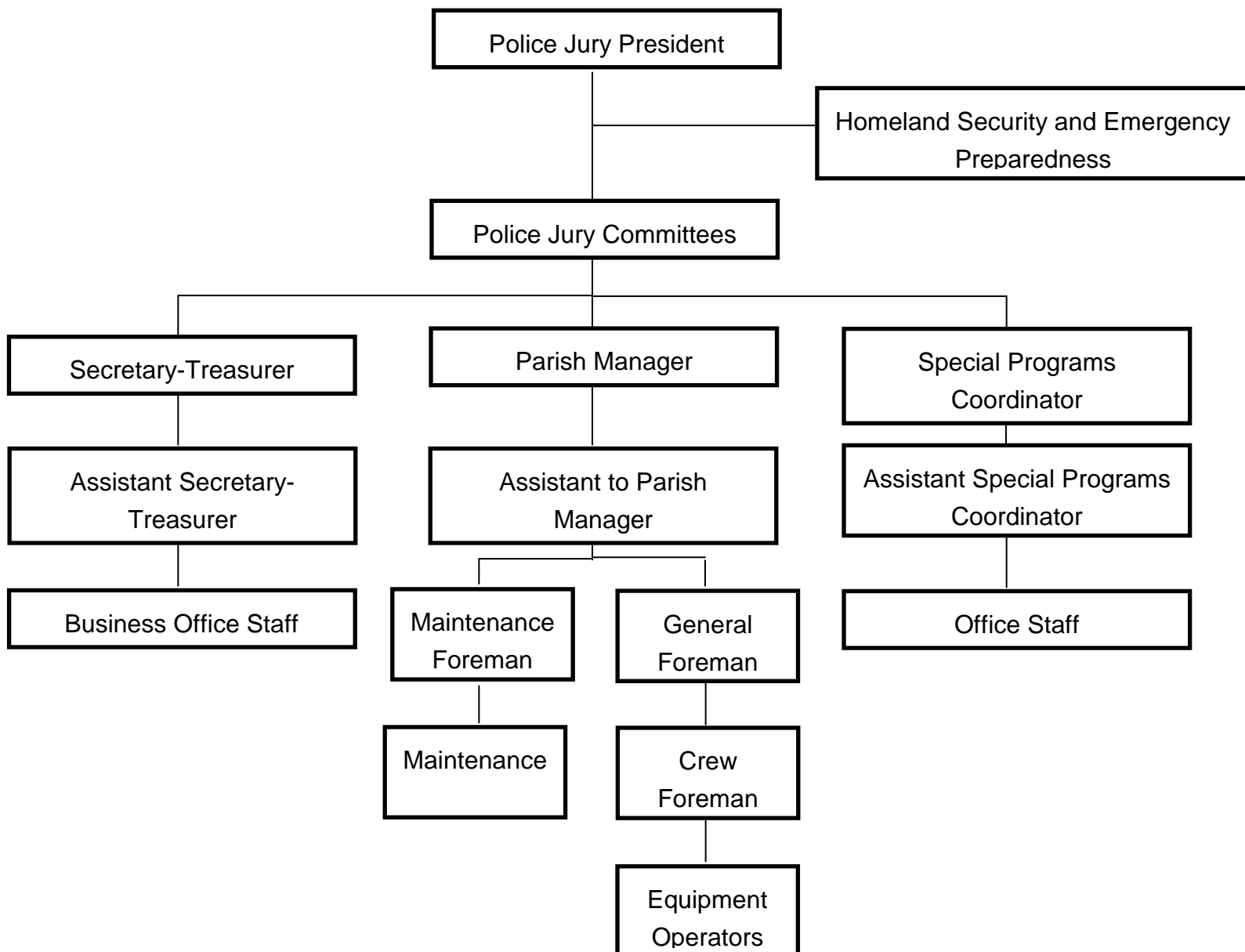
### ASSUMPTION PARISH ORGANIZATIONAL CHART

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## APPENDIX 2

### ASSUMPTION PARISH EMERGENCY ORGANIZATIONAL CHART



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## APPENDIX 3

### ASSUMPTION PARISH LINES OF SUCCESSION

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I. Parish Government

A. Police Jury

1. President
2. Vice President
3. Police Jury Committee's
4. Police Jury Members

B. Office of Homeland Security and Emergency Preparedness

1. Director
2. Assistant Director
3. No Provision
4. No Provision

C. Sheriff's Department

1. Sheriff
2. Chief Deputy
3. Detective
4. Warden

D. School Board

1. Superintendent of Schools
2. Acting Ass't Superintendent Anxillary Services
3. Acting Ass't Superintendent of Support Services
4. Acting Ass't Superintendent of Instruction & Personnel

II. Municipalities (Napoleonville)

A. Mayor's Office

1. Mayor

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

**B. Police Department**

1. Chief of Police
2. No Provision
3. No Provision
4. No Provision

**C. Fire Department**

1. Fire Chief
2. Assistant Fire Chief
3. Captain
4. Lieutenant



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## APPENDIX 4

### DEFINITIONS

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#### Alert

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

#### Applicant

A State agency, local government, or private nonprofit facility submitting a Project application or request for direct Federal assistance under the Disaster Act or on whose behalf the Governor's Authorized Representative takes such action.

#### Community Shelter Plan (CSP)

Obsolete term. Refer to "In-Place Protection.”

#### Congregate Care Facilities

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

#### Crisis Relocation Plan (CRP)

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

#### Direction and Control (D&C)

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

### Disaster

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

### Disaster Assistance Center (DAC)

A facility established within or adjacent to an affected area for the purpose of providing disaster victims with "one-stop" service in meeting their disaster or emergency needs. Representatives of Federal, State, and Local government agencies, volunteer organizations and certain representatives of the private sector.

### Emergency

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

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

### Emergency Broadcast System (EBS)

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

### Emergency Operating Center (EOC)

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

### Emergency Operations Plan (EOP)

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

#### Emergency Public Information (EPI)

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

#### Evacuation Control Procedures

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

#### Evacuees, Spontaneous

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

#### Executive Group

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

#### Fallout

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

#### Fallout Shelter

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

#### FEMA

Federal Emergency Management Agency

#### Federal Coordinating Officer (FCO)

Person responsible for the coordination of all federal disaster assistance efforts in the affected area. The FCO works closely with the State Coordinating Officer (SCO) to

assure effective implementation of assistance programs. The FCO is located in the Disaster Field Office.

Federal-State Agreement (FEMA-State Agreement)

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

Floodplain

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

Floodway

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

General Emergency

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

Governor

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

Governor's Authorized Representative (GAR)

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

Grant Coordinating Officer (GCO)

The State official assigned to management responsibility in the Administrative Plan for the IFG Program.

Hazard Area

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

#### Hazard Mitigation

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

#### Hazardous Material

Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops, or property when released into the environment. There are four traditional classes: chemical, biological, radiological, explosive. However, the U.S. Department of Transportation lists 15 different classes.

#### IFG

Individual Family Grant

#### Increased Readiness Information System (IRIS)

Obsolete term for "Increased Readiness Reporting" (IRR).

#### Increased Readiness Reporting (IRR)

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

#### Individual Assistance Officer (IAO)

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

#### In-Place Protection Plan (Formerly Community Shelter Plan)

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

#### Integrated Emergency Management System (IEMS)

A concept that applies mitigation, preparedness, response, and recovery activities to all hazards in a Local/State/Federal partnership.

Local Government (Political Subdivision)

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

Radiological Protection

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

Reception Area

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

Resources

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

Resources List

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

Site Area Emergency

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

Shelter, Expedient

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

Shelter, Fallout

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

Shelter Manager

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

SLOSH (Model)

Sea, lake, and overland surge from a hurricane.

State

State of Louisiana

State Coordinating Officer (SCO)

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

State Emergency Operations Center

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

State Emergency Plan

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

Standard Operating Procedures (SOP's)

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

Staging Area (SA)

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

Traffic Control Points

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

Unusual Event

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

Vulnerability (or Risk)

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

Worker, Key

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



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## APPENDIX 5

### ASSUMPTION PARISH VITAL FACILITIES

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#### I. KEY TRANSPORTATION FACILITIES

- A. U.S. Highway 90
- B. LA Highway 1
- C. LA Highway 70
- D. LA Highway Spur 70
- E. LA Highway 308
- F. LA Highway 398
- G. LA Highway 662
- H. Southern Pacific Railroad

#### II. PLACES WHERE CRITICAL MATERIALS/EQUIPMENT ARE STORED

- A. Our Lady of the Lake Hospital
- B. Assumption Parish Health Unit, Hwy 1008, Napoleonville
- C. All doctors' offices in parish
- D. All drugstores in parish

#### III. FOOD/FUEL STORAGE FACILITIES

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

#### IV. OTHER

- A. Assumption Parish Courthouse, Napoleonville
- B. Assumption Parish Jail, Napoleonville
- C. Assumption Parish Police Jury Office, LA 1, in Napoleonville
- D. Assumption Parish Emergency Operations Center,  
105 Dr. Martin Luther King St. Napoleonville
- E. Assumption Parish Health Care Center, Inc., Napoleonville
- F. Assumption Activity Center, LA 1, Napoleonville
- G. Assumption Council on Aging, Napoleonville

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## APPENDIX 6

### ASSUMPTION PARISH KEY WORKERS

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

## APPENDIX 7

### ASSUMPTION PARISH EMERGENCY ASSIGNMENTS

	Ambulance	Council on Aging	District Attorney	Education	Emergency Mgmt	Fire Districts	Health	Hospital	Law Enforcement	Maintenance	Military Support	Nursing Homes	Police Jury	Public Works	Roads & Bridges	Social Services	School Board	Volunteer Agencies	Utilities
Access/Traffic Control					S	S			P					S	S				
Communications	S	S	S	S	P	S	S	S	P	S	S	S	S	S	S	S	S	S	S
Damage Assessment	S	S	S	S	P	P	S	S	S	S	S	S	S	P	S	S	S	S	S
Direction & Control	S	S	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Evacuation/Transportation	P	P	S	S	S	S	S	S	P	S	S	S	S	S	S	S	P	S	S
Fire Suppression					S	P					S								
Legal			P		S				S				S						
Operations	S	S	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Public Information	S	S	S	S	P	S	S	S	S	S	S		P	S	S	S	S	S	S
Radiological Monitoring					S	P	S	S	S										S
Resources	S	S	S	S	S	S	S	S	P	S	S	S	P	S	S	S	S	S	S
Sandbag Operations					S				P				S	P					
Security					S				P		S								
Sheltering		S		P	S		S	S				S	P			P	S	P	
Special Needs	S	S			S		P	P				S				P		S	

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## **ANNEX A**

### **EMERGENCY OPERATIONS CENTER**

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#### **I. PURPOSE**

It is the purpose of this annex to provide the Homeland Security and Emergency Preparedness Department with the necessary guidelines and staffing requirements to properly activate its Emergency Operations Center to cope with any type of disaster situation.

#### **II. SITUATIONS AND ASSUMPTIONS**

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

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

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

Assumption Parish is vulnerable to numerous natural phenomena as well as numerous types of manmade occurrences. The operational guidelines and staffing of the Emergency Operations Center have taken into consideration these various types and degrees of emergency conditions that could confront the parish and planning for adequate direction and control has been made for such degrees of activation that will cope with a given magnitude of an emergency situation.

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

#### **A. GENERAL**

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

The Assumption Homeland Security and Emergency Preparedness Department assumes the responsibility of coordinating all emergency functions and responses to assure that proper action is taken and that all resources and personnel are utilized to their fullest potential and that essential government services are maintained as much as possible.

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

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

- a. Assumption Parish has an Emergency Operations Center that can be activated promptly and is capable of operating on a continuous 24-hour basis. It is operational on a daily basis as the Homeland Security and Emergency Preparedness Department. Maintaining the operational readiness of the primary and alternate EOCs is the responsibility of the Homeland Security and Emergency Preparedness Director.
- b. Assumption Parish has an alternate Emergency Operations Center that is activated during major emergencies affecting the parish and, should relocation of the primary Emergency Operations Center be required, will serve as the site for primary direction and control.
- c. The Homeland Security and Emergency Preparedness Department has completed a hazard analysis of the parish

indicating the wide variety of potential problems that could and have posed danger in the community.

- d. All parish departments and outside agencies as well as personnel with emergency responsibilities in the Emergency Operations Center or alternate Emergency Operations Center of field command have been identified and guidelines have been developed to activate same. These organizations will also identify alternate operations sites that can be used, if needed.
- e. Needed resources to sustain the activated Emergency Operations Center and any support personnel in the field have been identified and their availability determined.
- f. Communications equipment, compatible with other departments and agencies, is kept updated and functional.
- g. Provisions will be made to protect personnel, within the parish, from exposure to hazardous substances.

2. Preparedness

- a. The Office of Homeland Security and Emergency Preparedness develops and maintains the parish's Emergency Operations Guide with its annexes and appendices along with operational guidelines for Emergency Operations Center activations and staff duties.
- b. The Emergency Operations Center has appropriate space for operation, furnishings, and equipment and an adequate stock of administrative supplies.
- c. The Emergency Operations Center has necessary maps, status boards, displays, equipment and supplies needed to

conduct direction and control activities by governmental officials and emergency staff.

The Communications Room has the necessary items and equipment needed to carry out its coordinating function.

- d. Adequate food and water can be obtained for the assigned staff of the Emergency Operations Center.
- e. A preventive maintenance program is adhered to for all equipment, fixed or mobile and regularly scheduled testing of it is done on a weekly basis.
- f. The Administrative Office will serve as the Message Center during all emergencies. Incoming emergency information and reports are checked for accuracy and authenticity before response capability is assessed.
- g. Public information and educational information is released by the Public Information Officer after review and approval by the Police Jury President and the Homeland Security and Emergency Preparedness Director. (See Annex N)
- h. The degree of activation of the Emergency Operations Center and its assigned staff is categorized into emergency action levels.

3. Response

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

- c. Emergency Operations Center staff and other emergency personnel are alerted by first responder either by telephone, radio or parish-wide paging system. The call-down list is kept in the EOC Control Room.
  - d. Briefing sessions are held for all Emergency Operating Center personnel, the Police Jury President and his administrative staff.
  - e. Communications equipment is tested with field representatives.
  - f. Mayor and Police Chief of Napoleonville Parish as well as the Governor's Office of Homeland Security and Emergency Preparedness are briefed of situation if conditions warrant.
  - g. Outside support agencies that may have to lend assistance are contacted.
  - h. Initial contact is made with the public through the media if conditions warrant.
  - i. The standard operating guidelines for a particular type emergency are followed through using a previously proposed checklist for the determined emergency.
  - j. All operations will be coordinated through the Emergency Operations Center.
4. Recovery
- a. Preparations for recovery operations commence with the onset of the emergency or as soon as possible after the emergency.



- b. Data collection of logs, forms, expenditures, equipment, materials and personnel is begun at onset.
- c. Damage assessment, including the collection and reporting of appropriate data, is organized by damage assessment officer.
- d. Emergency Operations Center and field personnel are phased down to begin deactivation.
- e. Emergency Operations Center is brought back to its pre-emergency conditions along with the needed equipment and supplies.

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

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

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

When activated for an emergency, the Homeland Security and Emergency Preparedness Director is the manager of the EOC. The Emergency Operations Center staffing is divided into six groupings.

##### **A. EXECUTIVE**

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

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

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

**C. DISASTER ANALYSIS**

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

Included in this section are the Radiological Coordinator and the Environmental Recovery Coordinator, both responsible for monitoring adverse effects upon the parish's environment caused from hazardous chemicals or radiation.

**D. COMMUNICATIONS**

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

**E. SUPPORT**

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

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

**F. RESOURCE GROUPS**

This section includes those individuals or agencies that lend support to the Emergency Preparedness effort. Also provided under this section is the coordinator of volunteers who organizes, manages, coordinates, and channel the donations and services of individual citizens and organized groups of volunteers during emergency situations.

**VI. CONTINUITY OF GOVERNMENT**

See Section VI of the Basic Guide along with Appendices of the Basic Guide.

## **VII. ADMINISTRATION AND LOGISTICS**

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

1. Primary Emergency Operations Center
  - a. Location: 105 Dr. Martin Luther King, Napoleonville, LA
2. Alternate Emergency Operations Center
  - a. Location: Assumption Parish Sheriff's Department/Police Jury Office  
Highway 1008, Napoleonville, LA
  - b. Assumption Parish Alternate Emergency Operations Center is activated when relocation of the primary Emergency Operating Center is required, and will then serve as the site for primary direction and control.
  - c. Sites for alternate EOCs were chosen because of their communications capabilities and available space.
  - d. When relocating, the staff and necessary supplies at the primary EOC will be transported to alternate EOC.
  - e. Since communication capabilities exist at the alternate site, the Emergency Preparedness Director will maintain radio contact with both sites while enroute to the alternate EOC.
3. FORWARD COMMAND POST

Depending upon the type of emergency, it may become necessary for the Homeland Security and Emergency Preparedness

Department to establish an at-the-scene Command Post or be a part of one already established by the agency in charge of the incident. The Assumption Parish Homeland Security and Emergency Preparedness communications van does serve as a mobile command post when warranted. The Incident Commander is responsible for on-scene management.

- B.** An alternate site for each agency needing relocation is listed in the agency's Standard Operating Guideline (SOG), maintained by the director/staff member who is custodian of the SOG.

**C. REPORTS AND RECORDS**

The need for the various forms listed will vary with the type and magnitude of each incident. These forms can be located in E-Team online

**1. Message Form**

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

**2. Message Log**

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

**3. Incident Report**

Summary of event in condensed form.

**4. Field Status Report**

Conditions being reported from the field.

**5. Assumption Parish Proclamation**

Declaration for Serious Situation threatening the parish.

**6. Disaster Notification, Disaster Documentation and Presidential Disaster Declaration**

Federal forms needed for disaster assistance.

**7. Security Log**

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

**8. Other**

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

**D. SECURITY**

A security officer is stationed at the main entrance of the Emergency Operations Center and is responsible for maintaining the security log. Visitors and media are not allowed access to any other section of the building without clearance from the Homeland Security and Emergency Preparedness Director or PIO.

## **VIII. GUIDE DEVELOPMENT AND MAINTENANCE**

The Homeland Security and Emergency Preparedness Director will be responsible for the development and implementation of this annex. He will maintain same through periodic review, testing and updating. He will instruct all Emergency Operations Center staff in the contents and use of this annex. The Homeland Security and Emergency Preparedness Director is the custodian for the Emergency Operations Center/Direction and Control Standard Operating Guidelines.

## **IX. AUTHORITIES AND REFERENCES**

Section IX, Basic Guide.

### **Appendices to Annex A:**

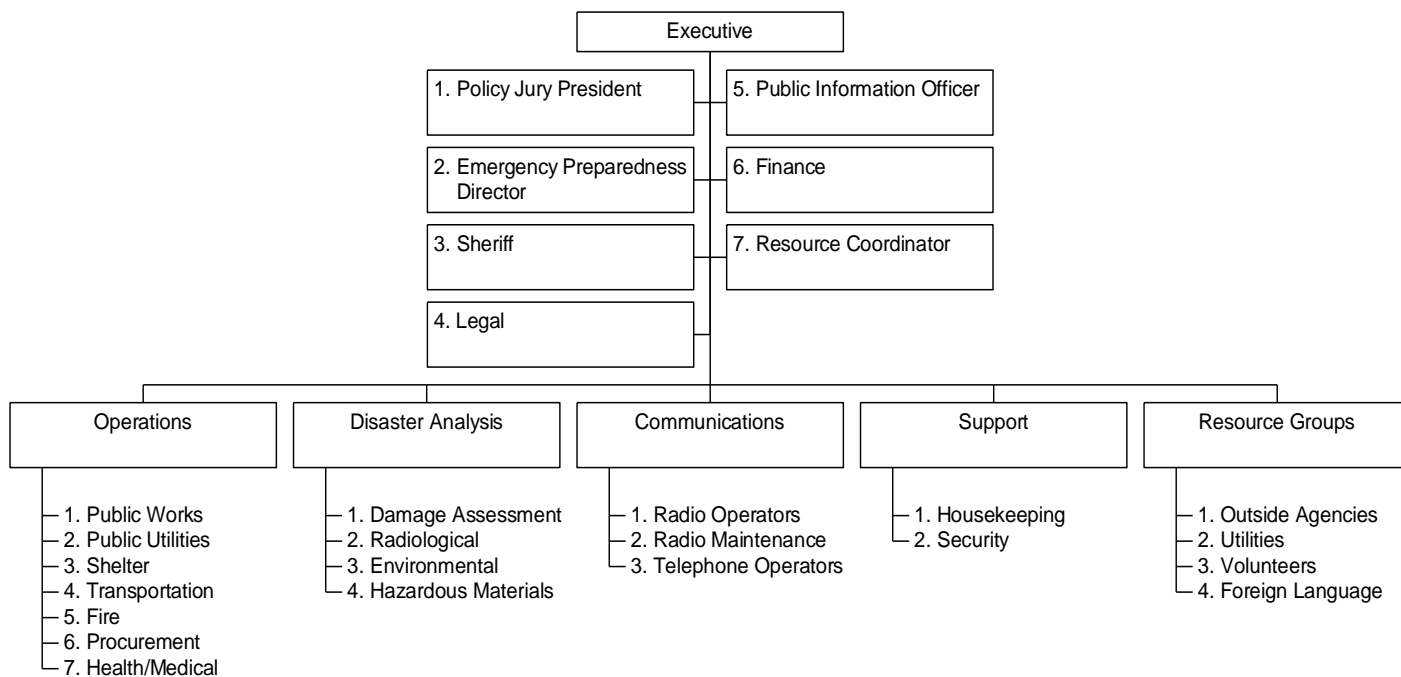
1. Organizational Chart (by functions)
2. EOC Staff Organization
3. Floor Plans
4. SOG Custodians
5. Message Handling Guidelines
6. Reporting Forms

---

**ANNEX A  
APPENDIX 1**

**ORGANIZATIONAL CHART  
(BY FUNCTIONS)**

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**ANNEX A  
APPENDIX 2**

**EOC STAFF ORGANIZATION**

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	<b>POSITION</b>	<b>DIRECTOR</b>
I.	EXECUTIVE	
	Chief Executive	Police Jury President
	Emergency Preparedness (EP)	
	Director	EP Director
	Law Enforcement	Sheriff (or Rep.)
	Legal	District Attorney
	Mayors	Municipal Mayors
	EOC Controller	EP Director
	Public Information Officer	Asst. EP Director
II.	OPERATIONS	
	Public Works	Parish Manager
	Shelter Operations	EP Director
	Utilities	Manager
	Emergency Transportation	School Board Rep.
III.	DISASTER ANALYSIS	
	Coordinator	Sheriff
	Radiological	Fireman
IV.	COMMUNICATIONS	
	Coordinator	Communications Officer
V.	RESOURCE GROUPS	
	Volunteers	EP Director
	Utilities & Water	Util. Coordinator
	American Red Cross	American Red Cross
	Foreign Language Interpreter	



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**ANNEX A**  
**APPENDIX 3**  
**FLOOR PLAN**

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The floor plan of EOC is located in the EOC.

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**ANNEX A  
APPENDIX 4  
SOG CUSTODIANS**

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

---

**ANNEX A  
APPENDIX 5**

**MESSAGE HANDLING GUIDELINES**

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**MESSAGE ARRIVES IN COMMUNICATION ROOM**

Radio Operator

Note: If message is received via telephone, operator must enter all information on message form

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

Message Coordinator

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

Operations Staff Member

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

Message Coordinator

- Complete log
- Forward to plotter and file

**MESSAGE ARRIVES AT OPERATIONS POSITION**

Operations Staff Member

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

Message Coordinator

- Complete log
- Forward to plotter and file

---

**ANNEX A  
APPENDIX 6**

**REPORTING FORMS**

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

**(MESSAGE FORMS CAN BE FOUND IN RESOURCE BOOK)**

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## **ANNEX B**

### **COMMUNICATIONS PLAN**

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#### **I. PURPOSE**

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

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

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

The emergency communications center is located in the Assumption Parish OEP/911. It is staffed on an as-needed basis by dispatch personnel assigned to the communications division. Sufficient communications equipment and capabilities are available to provide the communications necessary for most emergencies. In severe emergencies, augmentation may be required.

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

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

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

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

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

## **B. PHASES OF MANAGEMENT**

### **1. Mitigation**

An adequate communications system has been developed and plans for improvement have been formulated. Auxiliary power is available for all communications networks. Security has been provided for all radio equipment. Back-up capabilities are provided for.

### **2. Preparedness**

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

### **3. Response**

- a. When emergency operations are initiated the Sheriff will determine which communications personnel will be required to report to duty. Staff requirements will vary according to the incident.
- b. Warning procedures as identified in Annex C, Warning, will be initiated.

- c. Law Enforcement personnel will be utilized for alternate shelter communications.

4. Recovery

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

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

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

##### **A. RESPONSIBILITIES**

- 1. When the Emergency Operations Center is activated, the Sheriff's office will provide communications operators; operators will in turn commence:
  - a. activating and operating the EOC Communications Center during an emergency
  - b. enlisting communications support from local telecommunications groups
  - c. maintaining adequate telecommunications systems and manpower for effective communications support during an emergency
  - d. monitoring and operating assigned communications stations
  - e. prompt relay of messages
  - f. recording significant messages by entry into the EOC Station Log and completion of an EOC Message Form

**V. DIRECTION AND CONTROL**

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

**VI. CONTINUITY OF GOVERNMENT**

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

**VII. ADMINISTRATION AND LOGISTICS**

**A. FACILITIES AND EQUIPMENT**

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

**B. COMMUNICATIONS PROTECTION**

- 1. Radio



a. Electromagnetic Pulse (EMP)

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

b. Lighting

Standard lighting protection is used including lighting arrestors and the use of emergency power during severe weather.

2. Telephone (Common Carrier)

a. Jammed Circuits

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

b. Emergency Service

Provided by AT&T.

c. Priority Service Restoration

The EOC is on AT&T's priority service restoration list.

**C. SECURITY**

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

**D. TRAINING**

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

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

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

**Appendices to Annex B:**

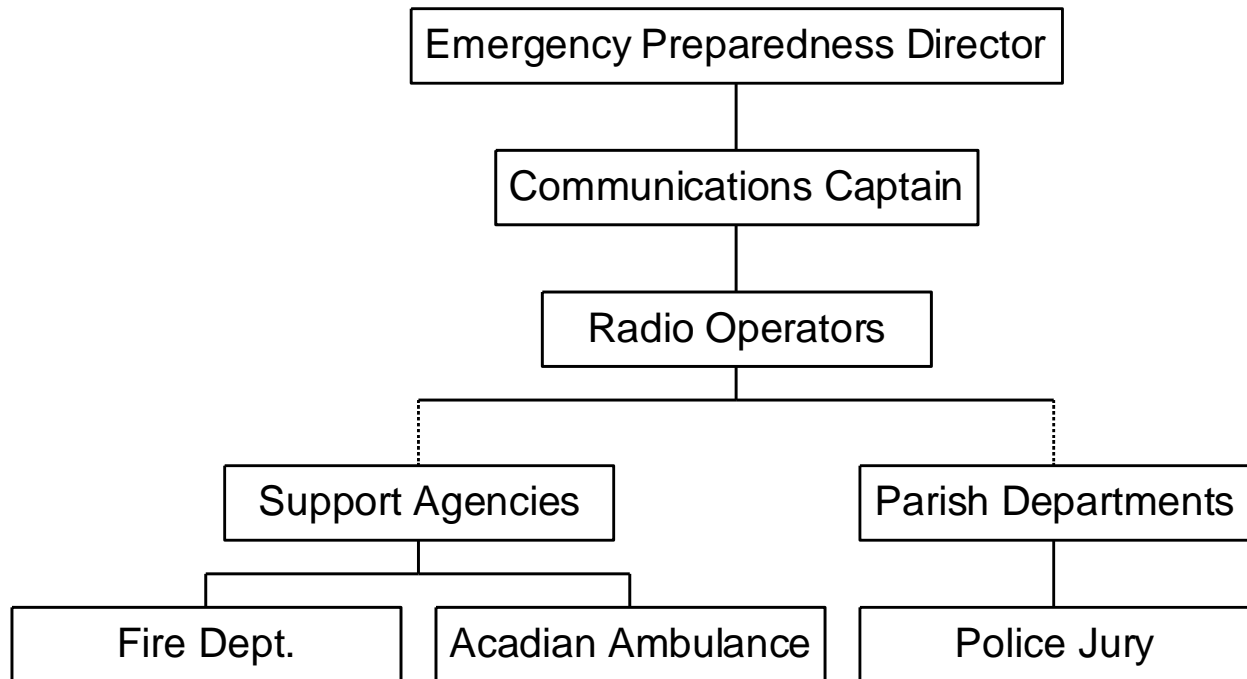
1. Communications Organizational Chart
2. Network Diagrams
3. Communications Checklist

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**ANNEX B  
APPENDIX 1**

**COMMUNICATIONS ORGANIZATIONAL CHART**

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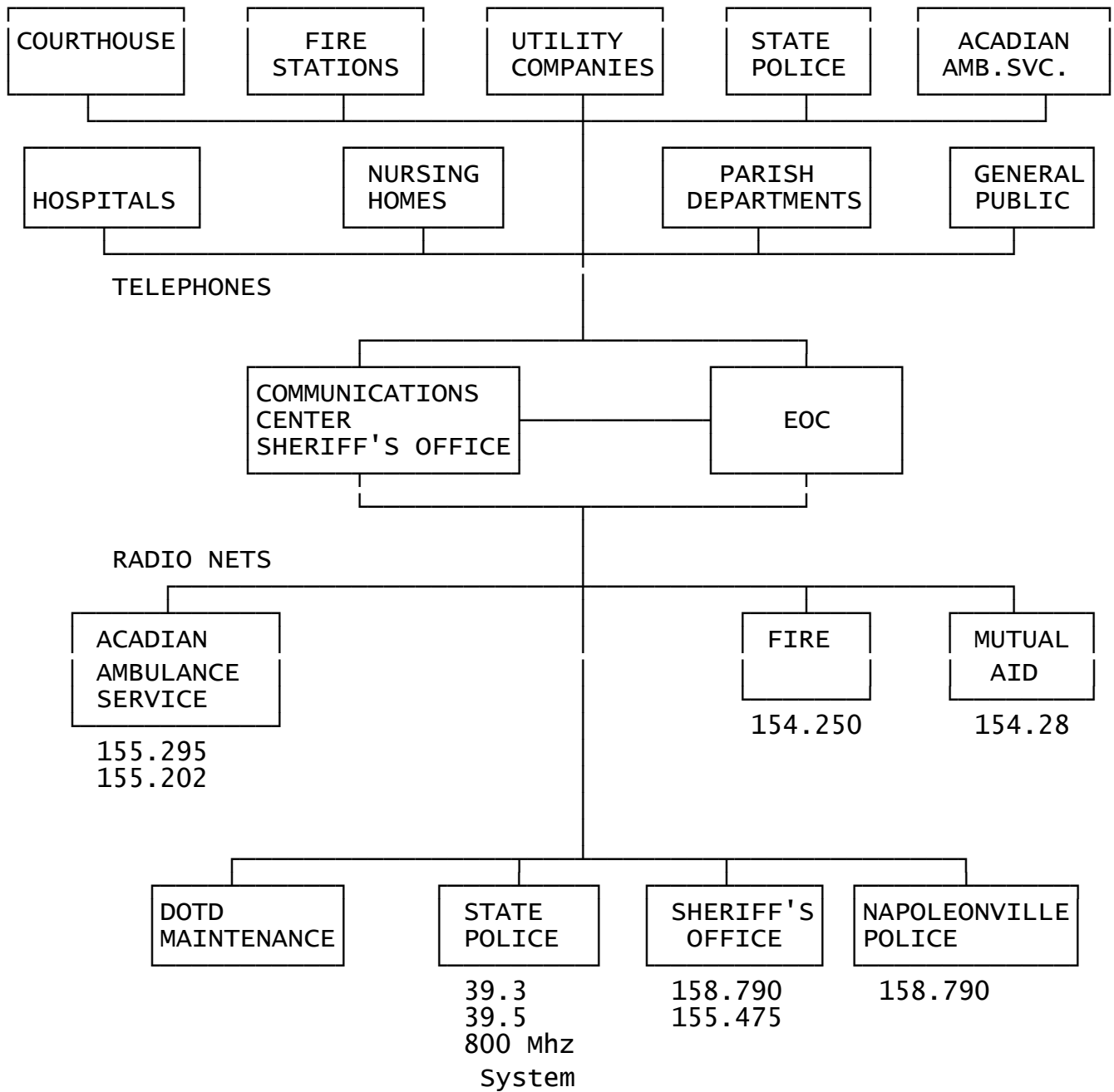


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**ANNEX B  
APPENDIX 2**

**NETWORK DIAGRAMS**

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**ANNEX B**  
**APPENDIX 3**

**COMMUNICATIONS CHECKLIST**

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Note: This Checklist was developed for crisis relocation but can be used for any evacuation.

NORMAL PEACETIME READINESS:

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

INCREASED READINESS PERIOD - INTERNAL GOVERNMENT READINESS:

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

INCREASED READINESS - MOBILIZATION:

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

RELOCATION PHASE:

- ▶ Monitor communications' support of traffic control operations
- ▶ Establish and maintain communications among elements of relocation organization
- ▶ Maintain communications with State EOC and risk area EOC
- ▶ Continue Emergency Broadcast System's (EBS) listening watch
- ▶ Establish communication priorities
- ▶ Reestablish lost communication links

ATTACK PHASE:

- ▶ Help put out warning through all available communication systems
- ▶ Limit radio and telephone communications to critical emergency messages
- ▶ Maintain communications with fallout shelters and radiological monitoring stations

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## **ANNEX C**

### **WARNING**

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#### **I. PURPOSE**

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

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

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

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

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

A warning period will be available for most emergency situations, although the amount of lead time will vary from hazard to hazard. Proper use of this warning period will save lives, reduce injuries, and protect property.

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

#### **A. GENERAL**

##### **1. Natural Hazards**

The most common warnings are those issued for severe weather such as floods and tornadoes.

##### **2. Other Major Incidents**

Warnings will be issued as a result of a hazardous material accident. Other events that might require public warning include conflagration and terrorism.

##### **3. Terrorist Related Events**

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

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

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

- a. A warning system, utilizing all communication and warning resources available to the EOC, is in use.



- b. A public awareness program regarding proper emergency information dissemination has been developed.

2. Preparedness

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

3. Response

- a. The Federal Emergency Management Agency (FEMA) has the responsibility for disseminating warnings and warning information to the State of Louisiana over the Integrated Public Alert and Warning System (IPAWS). This information will be received by the (IPAWS) warning point at the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) Post in Baton Rouge and will be broadcasted over the State (IPAWS) network. The state will then relay warning information to the remaining emergency response agencies.
- b. The Communications Section of the Assumption Parish Sheriff's Office and EOC is on duty 24 hours a day, seven days a week. The Communication Section is responsible for forwarding warning or alert messages to the Homeland Security and Emergency Preparedness Director. The Sheriff or the Police Jury President will be contacted when the Homeland Security and Emergency Preparedness Director cannot be reached.

- c. Warning and status information may also be received from the GOHSEP headquarters via telephone or radio, from the U.S. Weather Bureau via telephone, teletype, facsimile or other emergency services such as other law enforcement agencies, weather watchers, fire departments, radio stations (EAS), etc. via telephone or radio.

4. Recovery

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

## **C. EXECUTION**

When a warning or information is received, the Homeland Security and Emergency Preparedness Director will notify key local officials, alert emergency personnel in response organizations, and notify the population by using all available warning systems (see Flow Chart, Appendix 1).

## **IV. ORGANIZATION AND RESPONSIBILITIES**

### **A. ORGANIZATION**

1. The Communications Director will supervise all activities in the Communications Center.
2. The Homeland Security and Emergency Preparedness Director will initiate the warning system.
3. Radio Operators will operate their assigned radios and properly transmit and receive messages.
4. Rumor Control Monitors will check broadcasts for accuracy.

5. Telephone Operators are responsible for properly screening and routing incoming calls.
6. Law Enforcement and Fire personnel will provide mobile public address warning capabilities.

**B. RESPONSIBILITIES**

1. Homeland Security and Emergency Preparedness Agency is responsible for:
  - a. assisting with the development and coordination of an adequate warning system,
  - b. issuing all warnings, acting under the authority of the Police Jury President,
  - c. educating the public regarding the use and proper response to the parish warning system,
  - d. activating all warning systems,
  - e. coordinating with Sheriff's Office and Fire Departments for door-to-door warning notification if necessary.
2. Law Enforcement is responsible for:
  - a. providing additional siren equipped mobile units where necessary to supplement sound coverage,
  - b. maintaining and repairing all its siren units,
  - c. providing mobile public address units if necessary,

- d. providing manpower for door-to-door warning if necessary.
- 3. Fire Department is responsible for:
  - a. providing additional siren equipped mobile units where necessary to supplement sound coverage,
  - b. maintaining and repairing all its siren units,
  - c. providing manpower for door-to-door warning if necessary.
- 4. Assumption Parish Community Action Program

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

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

The Superintendent of schools will be notified of any warning and will, in turn, notify all other schools officials and school locations.
- 7. Media and Broadcast
  - a. Following notification by the Assumption Parish Homeland Security and Emergency Preparedness Agency, the media is responsible for disseminating warning messages provided by authorized sources to the general public within their

broadcast hours or publication time, as rapidly as possible in the event of an impending or actual disaster.

- b. Dissemination of information over the Emergency Alert System (EAS) is the responsibility of the Broadcast Media.
- c. The media will be requested to assist in an ongoing public awareness program of lifesaving measures to be taken concerning all catastrophic events.

## **V. DIRECTION AND CONTROL**

### **A. GENERAL**

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

### **B. EXISTING WARNING SYSTEM**

#### **1. Integrated Public Alert and Warning System (IPAWS)**

IPAWS is a nationwide dedicated telephone warning system. It operates on three levels of government: federal, state and local. It provides public safety officials with an effective way to alert and warn the public about serious emergencies using the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), the National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and other public alerting systems from a single interface.

#### **2. School Warning System**

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

3. Neighborhood Warning Guidelines

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

4. Telephone

The telephone is the primary means of providing warning to special locations, such as schools, hospitals, nursing homes, major industries, institutions, and places of public assembly. At the present time, there is no capability of activating all warning devices simultaneously.

**VI. CONTINUITY OF GOVERNMENT**

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

**VII. ADMINISTRATION AND LOGISTICS**

- A. Communications and warning equipment and locations are included in Annex B, Part VII.A.
- B. Telephone listings of emergency contact personnel will be constantly updated and are kept in Communications Room of the EOC and are not included in this guide.
- C. Measures for the protection and priority use of all communications and warning equipment may be found in Annex B of this guide.

- D. The Homeland Security and Emergency Preparedness Director reserves the right to investigate any person(s) assigned to work in the EOC or in its support network.
- E. Each agency or parish department assigning personnel to the EOC for warning purposes is responsible for their training in the use of the assigned equipment. The Homeland Security and Emergency Preparedness Director or Communications Officer will provide additional training.

### **VIII. GUIDE DEVELOPMENT AND MAINTENANCE**

The parish Communications Officer will be responsible for assisting the Homeland Security and Emergency Preparedness Director in the maintenance and improvement of this annex. He is also responsible for Standard Operating Guidelines relating to this annex.

#### **Appendices to Annex C:**

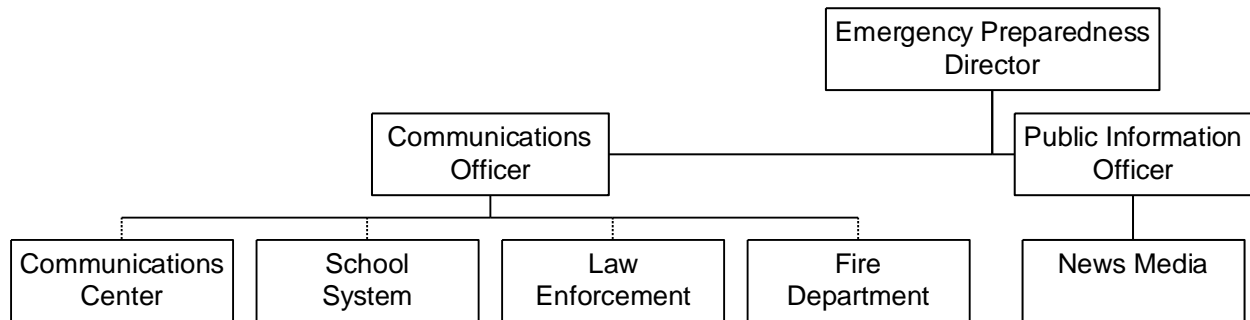
- 1. Warning Organizational Chart
- 2. Warning Flow Chart
- 3. Warning Checklist

---

**ANNEX C  
APPENDIX 1**

**WARNING ORGANIZATIONAL CHART**

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Legend:

———— Direct  
..... Coordinate

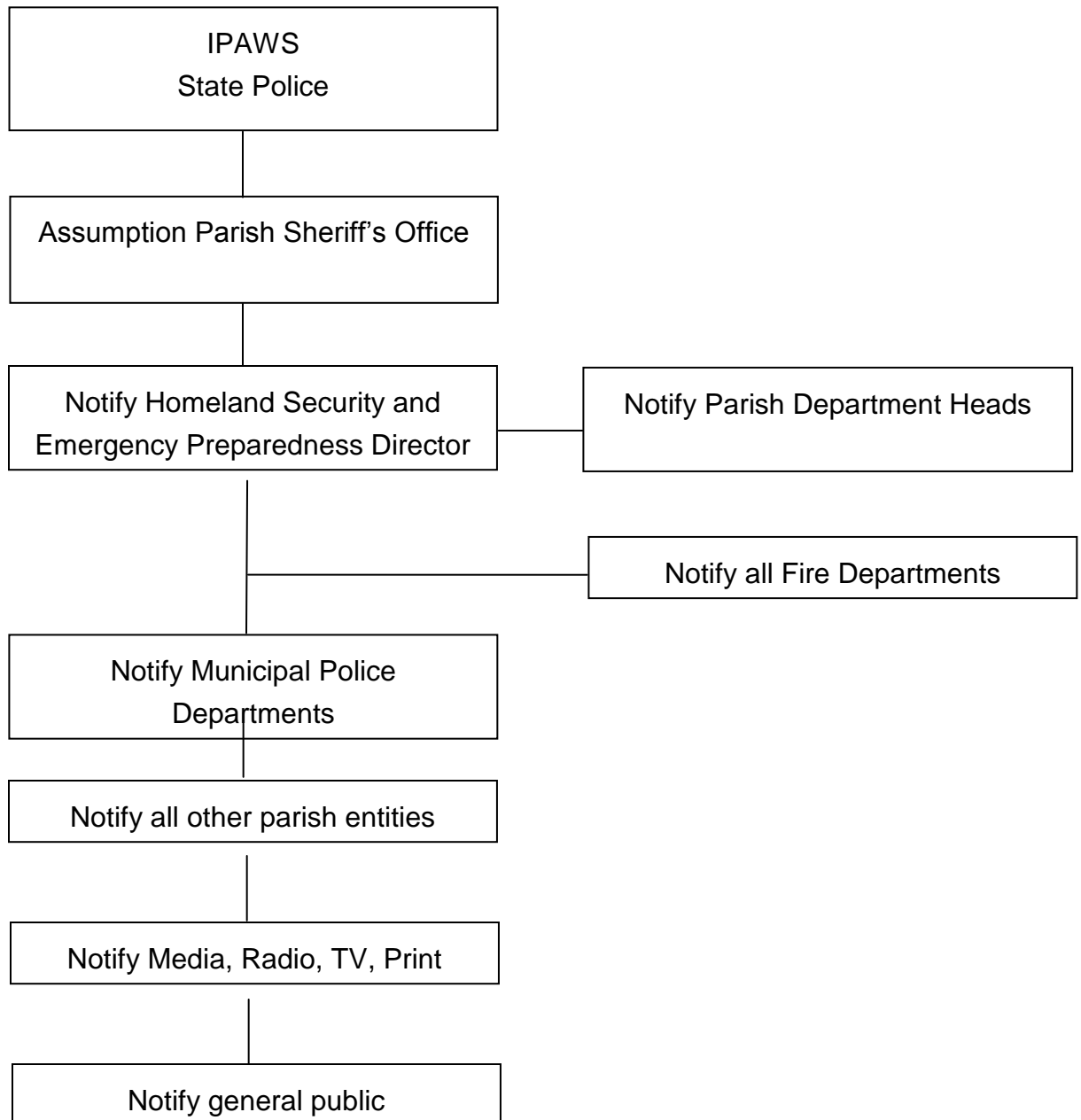


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**ANNEX C  
APPENDIX 2**

**WARNING FLOW CHART**

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**ANNEX C  
APPENDIX 3**

**ACCIDENTAL LAUNCH WARNING ACTIONS**

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

ACCIDENTAL LAUNCH WARNING MESSAGE FOR THREATENED AREA (S)

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

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

**(Message will be repeated once.)**

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

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

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

ADDITIONAL INFORMATION AND ADVICE WILL BE FURNISHED WHEN AVAILABLE."

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

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

ACCIDENTAL LAUNCH WARNING MESSAGE UPON OCCURRENCE OF  
NUCLEAR DETONATION

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

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

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

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

ACCIDENTAL LAUNCH WARNING MESSAGE UPON OCCURRENCE OF  
IMPACT WITHOUT NUCLEAR DETONATION

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

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## **ANNEX D**

### **EVACUATION**

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#### **I. PURPOSE**

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

#### **II. SITUATIONS AND ASSUMPTIONS**

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

There are several emergency situations that might require an evacuation of part or all of Assumption Parish. Small scale, localized evacuations might be needed as a result of a flood, fire, tornado, hazardous material spill, or train wreck. Mass evacuation could be required in the event of a hurricane or nuclear attack.

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

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

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

#### **A. GENERAL**

1. The ultimate responsibility for ordering an evacuation rests with the Police Jury President or Mayor within a municipality. The decision will be made after coordination with all public officials within the Jurisdiction covered by the incident and the Homeland Security and Emergency Preparedness Director and shall come through the Public Information Officer at the Emergency Operations Center.
2. Emergencies that require evacuation may differ in type, size, intensity, speed or onset and duration. Planning considerations will vary according to the specific hazard, but the objective is the same: the orderly movement of people from an endangered area. The number of people to be evacuated, and the time and distance of travel necessary to insure safety will have to be determined as each emergency situation is identified. This guide is designed to facilitate the evacuation process regardless of the cause of the evacuation.
3. Specific issues to be addressed for evacuation are:
  - a. the availability of evacuation routes, their capabilities and their vulnerability to the hazard,
  - b. the type of transportation, and arrangements for those persons unable to supply their own transportation; including those people who are institutionalized or have disabilities,
  - c. security for evacuated areas,
  - d. support for essential operations and services in the hazard area,

- e. preparation of designated shelters for the reception of evacuees,
  - f. reentry into the hazard area,
  - g. dealing with potential impediments for evacuation,
  - h. the relocation of essential resources to the reception area.
4. Pre-determined, detailed guides for specific hazards will be used when these emergencies occur. Appropriate annexes and SOGs will be used to coordinate the operation.
5. Should a neighboring parish experience a major disaster requiring evacuation of its residents, Assumption Parish might be called upon to act as a reception center for evacuees. Appropriate annexes and SOGs will be used to coordinate this operation. (Annex E - Shelter; Annex G - Law Enforcement)

## **B. EMERGENCY ACTION LEVELS**

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

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

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

2. Preparedness

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

3. Response

Following evacuation guide when ordered, including:

- a. Notify appropriate agencies;
- b. Activate shelter operations if receiving evacuees. Contact officials (Federal Program and/or Red Cross, etc.), in reception area as appropriate;



- c. Provide traffic and perimeter control to include any road service support groups when needed;
  - d. Evacuate special populations;
  - e. Provide information to the public (rumor control, current conditions, routes, etc.);
  - f. Provide security for hazard areas and continuing operation of essential services when needed.
- 4. Recovery
  - a. Assess damage in disaster areas.
  - b. Initiate return where possible.
  - c. Conduct traffic control.
  - d. Perform public information activities.
  - e. Establish a Disaster Assistance Center if appropriate.

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

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

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

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

- 1. Executive Group/Homeland Security and Emergency Preparedness Agency
  - a. Review checklists.

- b. Develop and update evacuation guides and guidelines.
  - c. Issue and relay all evacuation guides.
  - d. Coordinate evacuation efforts.
  - e. Coordinate public information and education of the public.
  - f. Coordinate relocation into other jurisdictions.
- 2. Public Information and Education
  - a. Provide emergency public information material to media.
  - b. Coordinate public information with all involved departments and agencies.
- 3. Emergency Public Welfare
  - a. Plan for human services.
  - b. Assist in shelter operations.
  - c. Assist in mass feeding.
- 4. Law Enforcement
  - a. Assist in evacuation, especially of disabled and incarcerated people.
  - b. Coordinate law enforcement activities.
  - c. Coordinate property protection in evacuated areas.

- d. Provide law and order.
- e. Coordinate perimeter and traffic control.
- f. Assist in public information and warning.
- g. Provide security for key facilities and vehicles in host areas.

5. Transportation

- a. Provide buses and trucks for evacuation.
- b. Coordinate with the PIO and Law Enforcement on establishing staging area for pick-up points. (See Annex D, Appendix 6)
- c. Insure disabled, infirm, elderly, and incarcerated have transportation.

6. Damage Assessment and Repair

- a. Coordinate with Law Enforcement in establishing evacuation routes, traffic control points, blockages, etc.
- b. Maintain routes to keep them open.
- c. Upgrade and/or repair to shelters.

**V. DIRECTION AND CONTROL**

**A. GENERAL**

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

**B. TERRORIST-RELATED EMERGENCY**

The federal government has designated Assumption Parish as a low risk area for a terrorist attack. In accordance with this designation, residents of St. James Parish will be evacuating to Assumption Parish if attack seems imminent.

**C. HAZARDOUS MATERIALS INCIDENT**

Evacuation will be ordered as necessary depending upon the emergency.

**D. FLOODING (HEAVY RAINS)**

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

**VI. CONTINUITY OF GOVERNMENT (COG)**

Continuity of governmental operations must be maintained in an emergency evacuation situation. Detailed guidelines for accomplishing this are included in the Emergency Operations Center Annex and in the appendices to this annex. Essentially, COG will be maintained by relocating government operations to alternate EOCs with temporary transfers of authority to higher or lower emergency management organizations. Lines of succession to all key positions will be clearly established, and all essential records will be protected from destruction or loss.

**VII. ADMINISTRATION AND LOGISTICS**

**A. LEGAL AUTHORITY**

1. State Constitution, Article 6, Section 11.

**VIII. GUIDE DEVELOPMENT AND MAINTENANCE**

It is the responsibility of the Homeland Security and Emergency Preparedness Director to insure the evacuation capabilities. The Homeland Security and Emergency Preparedness Agency will continue the planning of all operations related to evacuation. The Homeland Security and Emergency Preparedness Director will maintain Standard Operating Guidelines for evacuation.

**Appendices to Annex D:**

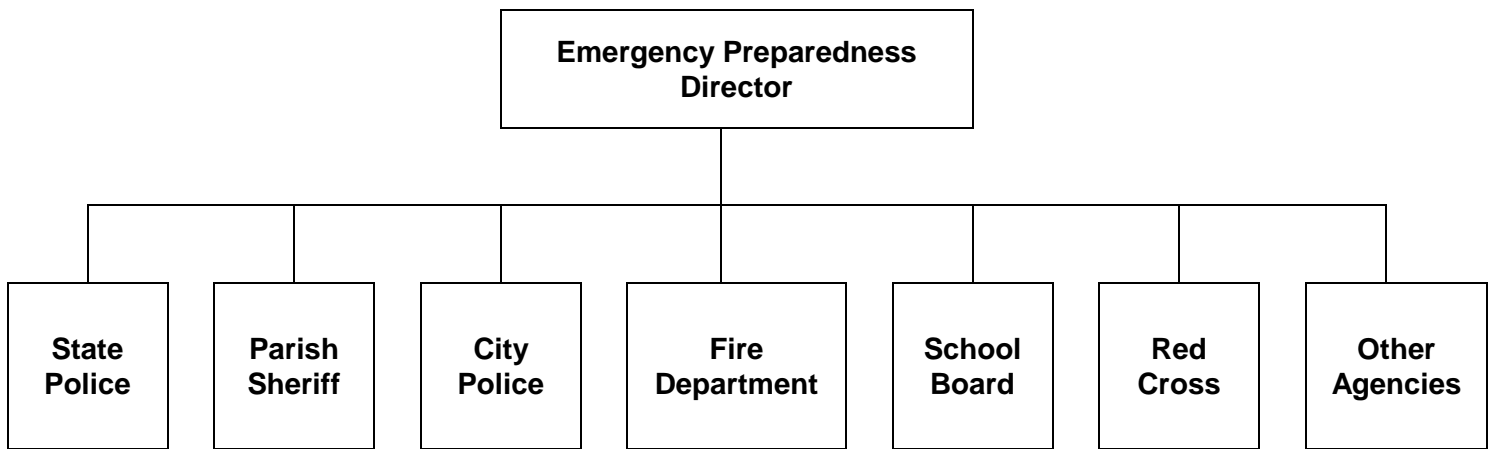
1. Organizational Chart
2. Evacuation Routes
3. Zone Map
4. Flood Prone Areas
5. Pick-up Points
6. Traffic Control Points
7. Evacuation Guidelines
8. Evacuation Checklist

---

**ANNEX D  
APPENDIX 1**

**ORGANIZATIONAL CHART**

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**ANNEX D  
APPENDIX 2**

**EVACUATION ROUTES**

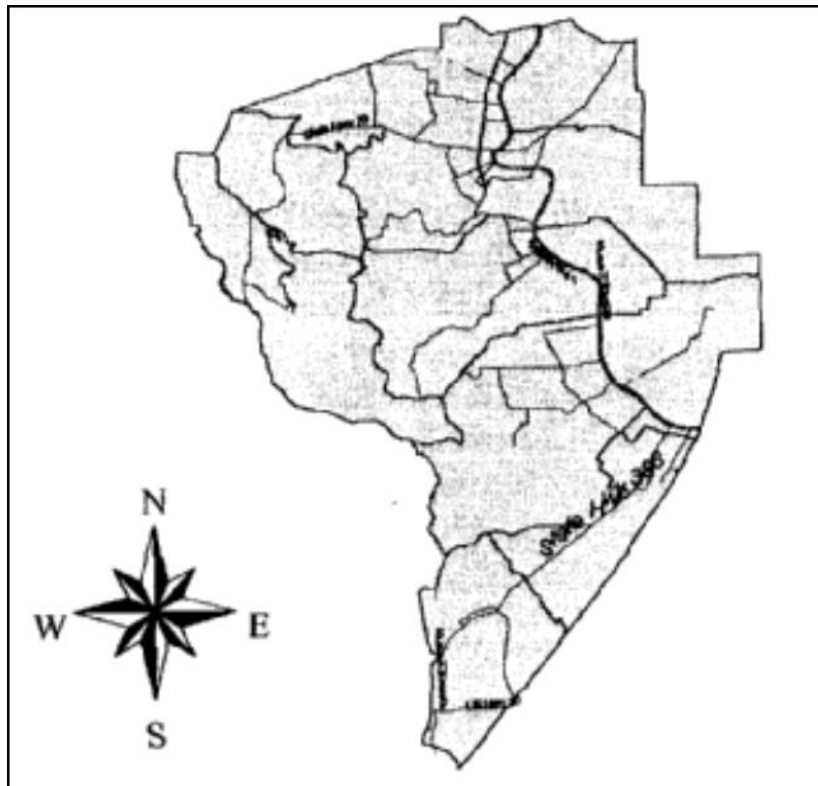
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**Evacuation Route Map**

It has been calculated by traffic engineers that the vehicular capacity of all main arteries North, East and South leading out of the risk areas is 1,000 vehicles per lane per hour at a speed of approximately 20 MPH. If speed is increased, particularly the lead vehicles, capacity could become 2,000 vehicles per lane per hour. Naturally, as congestion occurs, capacity can be expected to drop commensurate with the degree of congestion.

The map and listing below depicts the major evacuation routes from the parish to adjoining parishes and counties in Mississippi.

**Evacuation Routes**



LA Highway 1 (North and East)  
LA Highway 70 (North and South)  
LA Highway 308 (South)  
LA Highway 662 (South)  
LA Highway 69 (North)  
LA Highway 308 (North and East)

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**ANNEX D  
APPENDIX 3**

**ZONE MAP**

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Reference master parish map located in Emergency Operating Center.



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**ANNEX D**  
**APPENDIX 4**

**FLOOD PRONE AREAS**

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1. Pierre Part
2. Bayou L'Ourse
3. Brule St Martin
4. Brule St Vincent
5. Hwy 401
6. Marais
7. Brule Labadieville

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**ANNEX D  
APPENDIX 5**

**PICK-UP POINTS**

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- I. Approximately 12% of the evacuated population will need public transportation.
- II. Pick-up points for these citizens are:
  - A. Belle Rose
    - 1. Belle Rose Middle School
  - B. Labadieville
    - 1. Labadieville Middle School
  - C. Napoleonville
    - 1. Assumption Senior School
    - 2. Napoleonville Primary School
  - D. Pierre Part
    - 1. Pierre Part Middle School  
3321 Highway 70
  - E. South Assumption
    - 1. Bayou L'Ourse Primary School  
216 Lark Drive, Morgan City

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**ANNEX D  
APPENDIX 6**

**TRAFFIC CONTROL POINTS**

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- I. Traffic Control Points to be used for Crisis Relocation Purposes are:
1. \*LA Highway 70 and Ascension Parish Line
  2. LA Highway 70 and 70 Spur
  3. LA Highway 70 and Highway 308
  4. LA Highway 70 and LA Highway 1
  5. LA Highway 1 and Highway 398
  6. LA Highway 398 and LA Highway 662
- II. Other Possible Traffic Control Points will be established based on each particular emergency situation and manned accordingly:
1. \*LA Highway 70 and Ascension Parish Line
  2. LA 1 and LA 70
  3. LA 308 and LA 70
  4. LA 662 and U.S. 90 (foot of Amelia Bridge)
  5. LA 398 and LA 1
  6. LA 1 and Brule Road
  7. LA 1 (traffic light Napoleonville Bridge)
  8. LA 308 (Napoleonville Bridge)
  9. LA 69 and LA 70
  10. LA 70 and Spur 70
- III. Parish Lines
- A. LA 1 South, Lafourche Parish Line
  - B. LA 308 South, Lafourche Parish Line
  - C. LA 662 Terrebonne Parish Line
  - D. US 90 Terrebonne Parish Line
  - E. US 90 St. Mary Parish Line
  - F. LA 1 North, Ascension Parish Line
  - G. LA 308 North, Ascension Parish Line
  - H. LA 70 East, Ascension Parish Line
  - I. LA 70 West, St. Martin Parish Line
  - J. LA 69 North, Iberville Parish Line
  - K. LA 996 Iberville Parish Line

**\* Designates possible Emergency Stations equipped with wrecker, fuel and medical**

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**ANNEX D  
APPENDIX 7**

**EVACUATION GUIDELINES**

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This is a summary of the Crisis Relocation evacuation procedures that will be used in Assumption Parish. It should be noted that these procedures apply to any evacuation.

1. Review definitions of Alert Periods and actions to accomplish during each period.
2. Brief EOC staff during Preparatory Period (Increased Readiness) on their responsibilities.
3. Identify resources and possible deficits. Coordinate resources with other parishes in the hazard area conglomerate and with State EOC.
4. Activate EOC (Annex A) prior to Relocation Period.
5. Be prepared to activate Warning Systems (Annex C) and Emergency Public Information (Annex N).
6. At time of evacuation, implement functional annexes/appendices with special emphasis on:
  - Annex D – Evacuation
  - Annex G - Law Enforcement
  - Annex L - Resource Management
  - Annex M - Emergency Public Welfare
  - Annex N - Emergency Public Information
7. Miscellaneous Organizations
  - All governmental and non-governmental organizations with emergency communications, transportation, medical, or vehicle maintenance capabilities, can provide support for evacuation of the risk area.
8. Special Institutions
  - There are certain specialized institutions, located within the risk area, which may be required to relocate. It will be their responsibility to advise local governmental authorities of any special needs for transportation or security assistance required

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**ANNEX D  
APPENDIX 8**

**EVACUATION CHECKLIST**

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Note: This checklist was developed for crisis relocation but can be used for any evacuation.

NORMAL PEACETIME READINESS

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

INCREASED READINESS

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

RELOCATION PERIOD

- Complete increased readiness actions.
- Verify evacuation order.
- Begin full time operations from the EOC.
- Insure coordination of plans and operations between appropriate departments.
- Coordinate with adjacent jurisdictions for movement control.

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## **ANNEX E**

### **SHELTER**

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#### **I. PURPOSE**

This annex provides the guidelines for sheltering of evacuees during any natural or manmade emergency situation within or in the surrounding areas of Assumption Parish.

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

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

1. Assumption Parish could experience disaster conditions that would require emergency sheltering of evacuees.
2. Disaster conditions requiring sheltering could be brought on by natural phenomena such as earthquakes, floods, tornadoes, fires, severe winter storms, or any combination thereof.
3. Facilities will be designated for lodging disabled, institutionalized, incarcerated and special need groups.

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

1. Public shelters will be open, manned and useable during periods of emergency.
2. Not all residents will use public shelters. Some will stay home or seek shelter with relatives or friends.
3. The shelter concept will reduce the number of casualties resulting from a disaster situation.

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

**A. GENERAL**

1. The Assumption Parish Shelter Program is a combination of methods that can be utilized to afford the best available protection.
2. All shelter locations are determined by conditions such as elevation, proximity of an incident to a shelter and the best available protection.
3. Where practical, public and parochial school buildings are used as shelters.
4. The primary mode of transportation to shelter will be by private vehicle. Parking will be available in the vicinity of the shelters. Emergency transportation will be provided where necessary. (Annex D)
5. The area American Red Cross will operate and be responsible for shelter facilities during natural disasters with the exception of hurricanes and tropical storms. During those time shelters will be handled through parish operations.
6. For sudden, fast-escalated emergency situations, Assumption Parish Schools are used as Reception or Staging Areas for evacuees.
7. In the event of a terrorist-related emergency, Assumption Parish has been designated as a low-risk area for attack. Public fallout shelters will be provided to accommodate parish residents.

**B. PHASES OF MANAGEMENT**

1. Mitigation
  - a. Conduct a hazard analysis of the parish.

- b. Determine requirements for adequate sheltering.
- c. Determine locations and best available facilities for use as shelter; plan to upgrade buildings for fallout shelters.

2. Preparedness

- a. Update and maintain resource list with the department's standard operating guidelines.
- b. Verify availability of shelter personnel and insure names and phone numbers are updated annually.
- c. Insure Red Cross shelter manager classes and GOHSEP training classes are attended by Homeland Security and Emergency Preparedness Director, emergency personnel and volunteers.
- d. Designate schools as expedient shelters. Any of the public schools can serve as such shelters.
- e. Prepare signs to mark shelters.
- f. Survey shelters to determine which ones can accommodate ill, injured, disabled, or institutionalized people. Coordinate with local institutions and service organizations to get an estimate of number of spaces needed, then match numbers, as far as possible, to existing shelters. If shelter spaces are inadequate, have additional facilities added to shelter list

3. Response

- a. At the onset of any emergency that may require sheltering, the initial alert shall include opening designated shelters as well as emergency shelters within the proximity of the incident.



- b. The Emergency Operations Center shall arrange for the opening, marking and staffing of such shelters, at the same time declare to the command post at the scene the best and the most available routes for evacuation. Shelters will be prominently marked.
- c. The Emergency Operations Center will issue public information announcements to the media for general distribution.
- d. Accurate Emergency Operations Center and shelter logs are maintained.
- e. Shelter managers, staff, and volunteers will be alerted and directed to the appropriate places.

4. Recovery

- a. At the onset of the emergency alert, Homeland Security and Emergency Preparedness staff to begin preparation for recovery operations.
  - (1) For return home.
    - (a) Analyze transportation and re-entry conditions and problems. Obtain transportation.
  - (2) For extended stay.
    - (a) Develop staffing schedules.
    - (b) Render assistance to Red Cross emergency feeding and temporary housing as needed.

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

##### **A. CONSIDERATION FOR LOCAL GOVERNMENT**

1. Shelter operations, to include assigning lodging, fallout, and feeding facilities, shall be a special administrative assignment.
2. Pre-disaster duties include:
  - a. Maintain designated shelter list including location, capacity, phone number and contact person.
  - b. Arrange for periodic shelter surveys.
  - c. Arrange with health department and social service agencies to assist in shelter operations.
  - d. Prepare signs to identify shelters.
  - e. Evaluate shelter spaces and access availability to disabled and special needs persons.
3. Duties for hurricanes, tropical storms and depressions.  
Assumption Parish Police Jury will staff and man all Shelters.

##### **B. LAW ENFORCEMENT**

1. Provide security at designated shelters as well as at reception/staging areas and lodging and feeding areas.
2. Provide traffic control at shelters.
3. Provide back-up communication between shelters and EOC.
4. Assist with emergency medical problems at shelters including emergency transportation.

**C. FIRE SERVICES**

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

**D. MILITARY**

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

**V. DIRECTION AND CONTROL**

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

**VI. CONTINUITY OF GOVERNMENT**

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

**VII. ADMINISTRATION AND LOGISTICS**

**A. SHELTER MANAGEMENT**

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

**B. SHELTER STARTER KITS**

Shelter Starter Kits contain appropriate forms, handbooks, and identification. For all disasters except nuclear attack, the Red Cross provides the necessary forms and supplies through the State Office, to the Parish Homeland Security and Emergency Preparedness Director, for use in the Emergency Operating Center. Additional kits will be made available at the Increased Readiness stage.

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

**C. RECORDS AND REPORTS**

Registration forms are part of the shelter kits and are used to record information about evacuees. The shelter manager will periodically report to the shelter coordinator at the EOC the conditions and number of people in the shelter.

**D. COMMUNICATIONS**

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

**E. SHELTER STOCKING**

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

**F. SHELTER MARKING**

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

**VIII. GUIDE DEVELOPMENT AND MAINTENANCE**

The Parish Homeland Security and Emergency Preparedness Agency will assume the necessary responsibility for this annex and develop appropriate guidelines to implement it. The Homeland Security and Emergency Preparedness Director is custodian of this annex.

**IX. AUTHORITIES AND REFERENCES**

American Red Cross. Statement of Understanding between FEMA and the American Red Cross.

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

**Appendices to Annex E:**

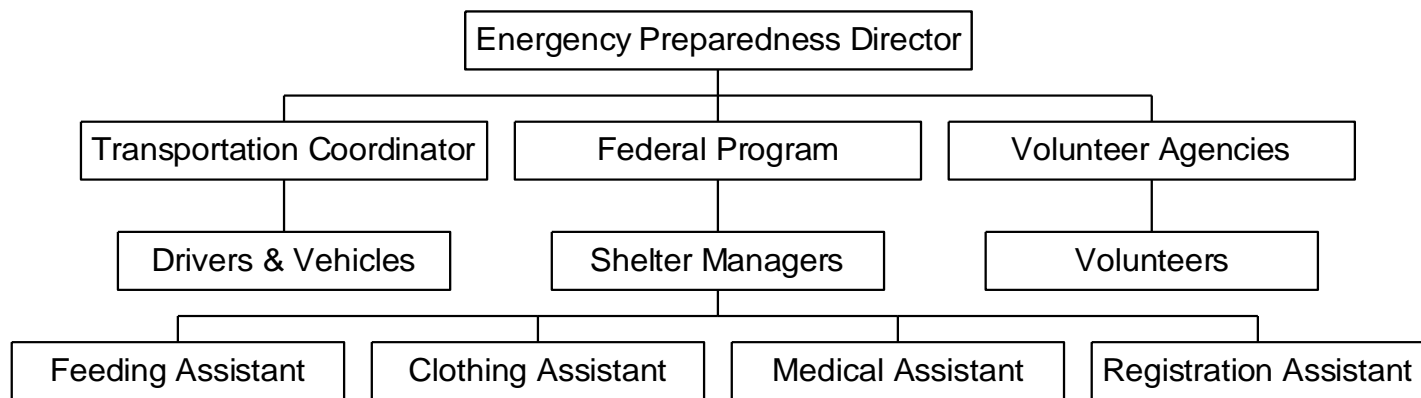
1. Organizational Chart
2. Shelter Facilities
3. Reception & Care and Shelter Checklist

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**ANNEX E  
APPENDIX 1**

**ORGANIZATIONAL CHART**

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**ANNEX E  
APPENDIX 2**

**SHELTER FACILITIES**

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**I. TERRORIST- RELATED EMERGENCIES**

**A. IN-PLACE SHELTER**

See National Shelter Survey Facility Listing for Assumption Parish (FEMA, 12-31-83 printout)

**B. CONGREGATE CARE**

For this and/or Fallout protection for residents and relocatees. See Population Protection Planning Reception Area Facility Listing for Assumption Parish. (FEMA, 6-30-84 printout)

**C. FEEDING FACILITIES**

See Population Protection Planning Listing (FEMA, 6-30-84 printout)

**II. ALL OTHER EMERGENCIES**

**A. DISASTER SHELTERS**

American Red Cross, (West and East Assumption Listings)

**B. RECEPTION/STAGING AREAS IN ASSUMPTION PARISH**

**NOTE: COPIES OF ALL ABOVE REFERENCED SHELTER LISTINGS ARE MAINTAINED IN SHELTER OPERATIONS SECTION OF THE EOC**

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**ANNEX E**  
**APPENDIX 3**

**RECEPTION & CARE AND SHELTER CHECKLIST**

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

**PREPARATORY PERIOD - NORMAL PEACETIME READINESS**

- ❖ Complete SOP's or attachments to supplement this appendix, as needed
- ❖ Contact risk area Reception and Care Service planners to coordinate risk area evacuation and reception plans.
- ❖ Organize and staff the Reception and Care Service Organization
- ❖ Identify buildings, kitchens, supplies, and other resources which could be mobilized for Reception and Care during a crisis relocation; note changes in inventory of such resources
- ❖ Determine what manpower and equipment would be needed for crisis relocation
- ❖ Maintain current roster of personnel assigned to key positions
- ❖ Maintain current roster of untrained persons who would be available or who have volunteered for Reception and Care duties during a crisis relocation period
- ❖ Maintain current alert plan for Reception and Care Personnel
- ❖ Develop procedures to train key Reception and Care service workers; plan for accelerated training to expand their reception and Care organization when necessary
- ❖ Review and update this appendix periodically, with particular attention to:
  - resignation of host/risk area, number and category of risk area evacuees to be relocated to this parish
  - inventory of potential emergency lodging, emergency food preparation area, potential fallout shelters, supplies and other resources which could be used;
  - preparation for registering evacuees and assigning them to specific lodging area, and preparation of plans for feeding and sheltering relocates
- ❖ Work closely with other emergency services to coordinate plans where two or more different services are involved

**PREPARATORY PERIOD - INCREASED READINESS** (INTERNAL READINESS)



**Reception & Care & Sheltering Checklist**

- ❖ Complete any unfinished normal readiness actions
- ❖ Alert key Reception and care Service staff personnel
- ❖ Review crisis relocation plan annex and appendices brief staff; meet with other emergency service representatives to discuss mobilization plan
- ❖ Inspect and make final preparation for use of temporary
- ❖ Hasten completion of any incomplete internal readiness actions
- ❖ Call up all Reception and Care Service personnel; review Reception and Care Plan with staff
- ❖ Man Reception and Care Service Section at EOC on 24 hour basis
- ❖ Make specific personnel and equipment assignments
- ❖ Review and rehearse operations at registration centers
- ❖ Check with Law Enforcement Services to:
  - insure that traffic movement and control plans are coordinated with initial Reception and Registration plans;
  - help prepare traffic control direction cards/leaflets for incoming relocatees;
  - help mark parking areas for relocatees' vehicles
  - provide security at registration centers
- ❖ Provide for the development of crisis marking plan to identify unmarked facilities planned for use as fallout shelters
- ❖ Assemble any supplies and equipment needed for registration centers and lodging units used by evacuees
- ❖ Activate communications with all lodging/fallout shelter areas, initial traffic control post, registration centers, other Reception and Care activities
- ❖ Begin accelerated training of Reception and Care staff
- ❖ Coordinate with Public Information Officer (PIO) to prepare announcements giving information or instructions to evacuees to local residents
- ❖ Urge local residents to volunteer lodging space in their homes to help relieve emergency housing shortage; coordinate with PIO to announce where local residents can register housing space or volunteer for other emergency services

**Reception & Care & Sheltering Checklist**

- ❖ Coordinate with Health Services to arrange for medical support at registration centers
- ❖ Report to Emergency Operations Center when mobilization is substantially complete

**RELOCATION PERIOD (MOVEMENT/RECEPTION)**

- ❖ Complete the mobilization of Reception and Care Service organization
- ❖ Begin reception of locatees:
  - help control movement of evacuees to registration center;
  - register evacuees and assign them to lodging buildings and space offered in private homes;
  - screen evacuees and refer those with health/medical problems to the Health Services;
  - coordinate with PIO to provide general information and instructions to evacuees and local residents
- ❖ Open lodging building for evacuees
- ❖ Begin food preparation operations:
  - open mass feeding kitchens, eating areas
  - recruit cooks, assistance from among evacuees
- ❖ Coordinate with Supply Services to construct emergency toilets where needed, provided adequate sewage disposal, collect garbage
- ❖ Coordinate with Health Services to arrange for medical screening of evacuees and special treatment for those requiring hospitalization if necessary
- ❖ Coordinate with Fire Department to arrange for fire safety patrols in crowded areas and buildings
- ❖ Report status of Reception and Care operations to Emergency Operations Center, as requested

**RELOCATION PERIOD (POPULATION MOVEMENT)**

- ❖ Coordinate with Supply Services to obtain continued re-supply food, equipment and manpower for feeding operations
- ❖ Coordinate with PIO to conduct emergency information and instruction program; clarify government emergency policies; announce measures necessary to conserve water, food, power supply, fuel, etc.

**Reception & Care & Sheltering Checklist**

- ❖ Work with Supply Services (Construction Support) and Fallout Shelter Officer to upgrade or construct enough fallout shelter space to meet actual needs (See Fallout Shelter Plan)
- ❖ Make sure that all relocatees and local residents know where they should go to for fallout shelters in case of attack warning
- ❖ Coordinate with RADEF Officer to train fallout monitors for all potential fallout shelters
- ❖ Coordinate with Fallout Shelter Officer to train selected persons as Fallout Shelter Managers
- ❖ Coordinate with Supply Services to stock fallout shelters and to arrange for transportation of relocatees and local residents to fallout shelters, if needed
- ❖ Coordinate with Supply Services to:
  - provide adequate water supply for drinking and sanitation;
  - arrange for garbage disposal;
  - provide emergency construction and engineering assistance where needed;
  - arrange for transportation support where needed to support Reception and Care operations
- ❖ Coordinate with Fire Departments to carry out strict fire prevention measures throughout the host area
- ❖ Coordinate with police to provide security for lodging, feeding, supply storage, parking areas
- ❖ Coordinate with Health Services to:
  - arrange for first aid training and emergency treatment,
  - conduct sanitation inspections (food, water, sleeping areas, waste disposal, etc.)
  - arrange handling of deaths among relocatees;
  - arrange for citizens to obtain necessary prescription drugs
- ❖ Furnish daily situation reports and other reports to the EOC, as requested
- ❖ Coordinate with Supply Services to obtain and distribute clothing/bedding materials where needed; provided bathing, laundry and other personal hygiene supplies and services
- ❖ Maintain a central information and locator service to help reunite families/displaced persons and to find people with critical skills

**Reception & Care & Sheltering Checklist**

- ❖ Coordinate with U.S. Postal Service to arrange for use of “Emergency Change of Address”, “Safety Notification Card” and other emergency postal services
- ❖ Provide other emergency welfare services:
  - emergency financial help;
  - emergency social services;
  - placement and emergency care of handicapped people, unattached children, old people and other social groups

**RELOCATION PERIOD (END OF OPERATIONS)**

- ❖ Urge relocatees to help clean up and restore all occupied buildings to their former condition
- ❖ Announce plan for return movement
- ❖ Coordinate with police to reactivate traffic control system; continue to provide security for public and private property
- ❖ Coordinate with Supply Service to provide emergency fuel supply to motorists; arrange for transportation for people without vehicles
- ❖ Coordinate with Public Information Officer to inform evacuees of traffic routes and conditions in the risk area
- ❖ Coordinate with other emergency services: phase out their support of Reception and Care Operations
- ❖ Collect RADEF instruments and return them to the RADEF Officer; return risk area RADEF instruments to risk area EOC
- ❖ End feeding services when most evacuees have left, inventory; inspect, and record food supplies on hand at Reception and Care food preparation facilities and food storage sites
- ❖ Inventory, inspect and return borrowed equipment to its source
- ❖ Inventory, inspect, record condition of other public and private property used for relocation operations
- ❖ Complete clean up and restoration of feeding and lodging
- ❖ Coordinate with Supply Services to arrange for repair of damage; remove emergency structures; raze expedient fallout shelters Close and inspect all buildings, areas, facilities and equipment used to support relocatees; record condition of all facilities

**Reception & Care & Sheltering Checklist**

- ❖ Forward all records, accounts and other official data to the custodian designated by the parish executives
- ❖ Officially end all Reception/Care operations

**ATTACH/POST ATTACK CONDITIONS** (Refer to Assumption Parish Emergency Operations Plan, Annex C, Reduction of Vulnerability)

- ❖ Help spread the attack warning through any available means
- ❖ Help move all citizens to their assigned fallout shelters
- ❖ Coordinate with RADEF Officer to determine fallout radiation levels
- ❖ Make use of all available resources to provide food, water, medical, and other essential support to fallout shelter occupants
- ❖ Prepare to re-occupy lodging buildings; prepare to reactivate Reception and Care support activities upon emergency from fallout shelters
- ❖ Prepare to respond to direction from the Parish Executive Group for long-range housing and support of relocates

**FALLOUT SHELTER CHECKLIST** (This checklist was developed for Crisis Relocation but can be used for any emergency.)

**NORMAL PEACETIME READINESS**

- ❖ Periodically review the local Community Shelter Plan and the Fallout Shelter and Construction Plans for crisis relocation contingency
- ❖ Review Reception and Care Plan to determine number and location of relocatees who will need shelter
- ❖ Update the Fallout Shelter Plan in Appendix E (Reception and Care), incorporating current building data and upgrading techniques
- ❖ Develop plan for expedient stocking of shelters
- ❖ Develop plan for accelerated training of fallout shelter managers
- ❖ Maintain a capability to prepare and distribute public information and instructions concerning upgrading, allocation, and use of fallout shelters

**INCREASED READINESS PHASE**

- ❖ Carry out any incompleeted normal readiness actions

**Reception & Care & Sheltering Checklist**

- ❖ Coordinate with Reception and Care Service to:
  - begin recruiting, organization and accelerated training of fallout shelter and lodging building managers
- ❖ Inspect fallout shelter areas and begin preparation for occupancy
- ❖ Begin marking fallout shelters used in Community Shelter Plan
- ❖ Coordinate with Public Information Officer (PIO) to:
  - inform public of means to improvise shelters, type of expedient shelters; encourage local residents to build own shelters
  - distribute CSP to local residents for I -place use
  - explain to local residents that the CSP may be change if relocation takes place

**RELOCATION PHASE**

- ❖ Continue increased readiness actions
- ❖ Coordinate with Reception and Care Service to:
  - complete preparations for use of fallout shelters
  - provide technical and engineering support for fallout shelter construction and upgrading
  - stock shelters with food, water
- ❖ Mark all fallout shelters in accordance with Fallout Shelter plan
- ❖ Maintain shelter status board at EOC
- ❖ Prepare revised fallout shelter plan for relocatees and local residents
- ❖ Coordinate with Supply Services to:
  - provide heavy equipment and engineering support for fallout shelter construction and upgrading
  - requisition necessary supplies for shelter stocking
- ❖ Coordinate with PIO to:
  - distribute revised shelter plan for relocatees and local residents
  - encourage and assist local residents in improvising home fallout shelters

**Reception & Care & Sheltering Checklist**

- ❖ Coordinate with RADEF Officer to insure that fallout shelters are adequately equipped with radiological monitoring equipment and that RADEF monitors have been trained
- ❖ Coordinate with Communications Officer to insure that each planned fallout shelter has means of communications with EOC
- ❖ Coordinate with Health Service to provide provisions for medical support at fallout shelters
- ❖ Coordinate with Fire and Rescue and Law Enforcement Services to arrange for public safety
- ❖ Continue to monitor the number, location and status of relocatees to be shelters

**ATTACK PHASE**      (Refer to SHELTER ANNEX of Local Emergency Operations Plans)

- ❖ Activate fallout shelters
- ❖ Coordinate with PIO to direct citizens to shelters
- ❖ Establish communications with each shelter
- ❖ Check status of each shelter; determine where changes in shelter assignments are needed
- ❖ Avoid unnecessary crowding where alternate shelters are available
- ❖ Coordinate with RADEF Officer for radiation exposure and decontamination guidance

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## ANNEX F

### RADIOLOGICAL DETECTION

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#### I. PURPOSE

This annex provides for an effective radiological protection program designed to minimize the potentially devastating effects of a nuclear attack. Included are guidelines for monitoring and evaluating nuclear weapons effects as well as operational plans for decontamination if needed.

#### II. SITUATION AND ASSUMPTIONS

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

Similarly, a radioactive materials accident could contaminate a small area and possibly cause some local fallout. Such an accident could be in the transportation of radioactive materials.

#### III. CONCEPT OF OPERATIONS

##### A. GENERAL

It is important to provide an effective radiation monitoring and reporting system within the parish with a monitoring capability under either a terrorist situation or a radioactive materials accident. Another vital part of recovery is the decontamination program used to reduce the radiological health hazard.

##### B. PHASES OF MANAGEMENT



1. Mitigation
  - a. Selection and training of Radiological Defense Officer and staff.
  - b. Establish a radiological program.
2. Preparedness
  - a. Recruit, train, assign and equip capable personnel to man and operate the Parish Radiological Detection System. This includes personnel in local emergency support services groups.
  - b. Develop a radiological analyzing capability so that emergency operations may be conducted under fallout conditions.
  - c. Educate the general public in radiological protection measures on a continual basis and develop an expeditious and effective response to fallout conditions in order to provide protection for themselves.
  - d. Inspect and maintain monitoring equipment on a regular basis.
3. Increased Readiness
  - a. Review guides to ensure workability. Make all necessary changes.
  - b. Accelerate training of additional personnel. This includes both EOC Radiological Staff and at least two persons assigned to each monitoring unit.

- c. Ensure that all radiological detection instruments are in operating condition. Distribute instruments from bulk storage to all previously designated locations and personnel.
- d. Conduct operational check of radiological reporting communications system.
- e. Ensure that the EOC Radiological Staff personnel can be contacted for rapid manning of the Radiological Analysis Section upon receipt of an attack warning.
- f. The Parish Radiological Defense Officer will check to ensure that the Radiological Analysis Section has all the maps, displays, forms, supplies, etc., necessary for 14 days operations. Needed articles will be requisitioned immediately from the state Radiological Defense Officer or other sources as necessary.

4. Response Phase

- a. All Radiological Detection System personnel proceed to their assigned locations.
- b. All monitor teams report their readiness state to the parish EOC.
- c. The Parish Radiological Defense Officer will report the Parish Radiological Detection System's state of readiness to the State Radiological Defense Officer.
- d. The Parish Radiological Detection System will function as prescribed in its Standard Operating Guidelines.

5. Recovery Phase

- a. Initiate outside monitoring to determine location and intensity of contamination.
- b. Ensure that all emergency services teams contain a properly equipped radiological monitoring team. All personnel will wear individual dosimeters.
- c. Aerial monitoring is a state responsibility and will be requested through the state RADEF Officer.
- d. Vital facilities and equipment will be monitored and plans to decontaminate them will be initiated following the priority listing established by the Police Jury President.
- e. Individual radiation exposure records will be maintained on all personnel for operational control purposes and inclusion in their medical records.
- f. Any individual receiving the maximum allowable dose of radiation will be removed from any further exposure to outside of shelter radiation. (NIOSH)
- g. A request for emergency workers to exceed the peacetime EPA general protective action guidelines will be made to the NRC through the Louisiana Nuclear Energy Division.
- h. The Director of Homeland Security and Emergency Preparedness will be briefed daily on the Assumption Parish Radiological situation, including EOC personnel radiation exposure levels, and the surrounding parishes' radiological situation.

#### **IV. ORGANIZATION**

- A.** The organization of the Parish Radiological Detection System consists of an EOC analysis section, field-monitoring stations, emergency services support monitor teams and shelter monitor teams.
  - 1. The EOC Analysis Section will be composed of a Radiological Defense Officer (RDO) and an Assistant RDO, a Decontamination Officer, and a sufficient number of analysts and plotters to man the Section on a 24-hour basis.
  - 2. Field monitor stations and monitor teams will consist of a least two trained monitors.

**V. DIRECTION AND CONTROL**

**A. SUCCESSION OF AUTHORITY**

- 1. Radiological Defense Officer
- 2. Assistant Radiological Defense Officer

**B. PARISH RADIOLOGICAL OPERATIONS LOCATION**

- 1. Emergency Operation Center

**C. COMMUNICATIONS**

- 1. Monitor teams will report to the EOC by calling the EOC dispatcher.
- 2. Parish EOC to state EOC reporting will be done by the use of the E-Team or the SECURE system.

**VI. ADMINISTRATION AND LOGISTICS**

**A. PERSONNEL**

1. Radiological Detection System personnel are parish employees, trained volunteers, and employees of other agencies such as fire and law enforcement.

**B. EQUIPMENT**

1. All radiological equipment is state-owned and is requisitioned from the Radiological Instrument Maintenance and Calibration Facility at the state EOC in Baton Rouge. Instrument repair is carried out at the RIM&C facility.

**C. SUPPLIES**

1. All normal administrative supplies are requisitioned from parish stocks.
2. Supplies specific to radiological operations may be reproduced locally or requisitioned from the State Radiological Defense Officer.

**D. RADIOLOGICAL MONITORING LOCATIONS**

1. Radiological Monitor Reporting Locations are listed in the Standard Operating Guidelines.

**E. DECONTAMINATION**

1. Decontamination operations are described in Appendix 2 of this Guide.

**F. MONITORING GUIDELINES**

1. All monitoring will be performed in accordance with the Handbook for Radiological Monitors, SM5.1.

**VII. GUIDE DEVELOPMENT AND MAINTENANCE**

- A. The Parish of Assumption, Homeland Security and Emergency Preparedness Department will be responsible for the development and implementation of this annex. They will maintain the annex through periodic review, testing, and updating.

**Appendices to Annex F**

1. Organization Chart
2. Decontamination

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

\_\_\_\_\_  
Radiological Defense Officer

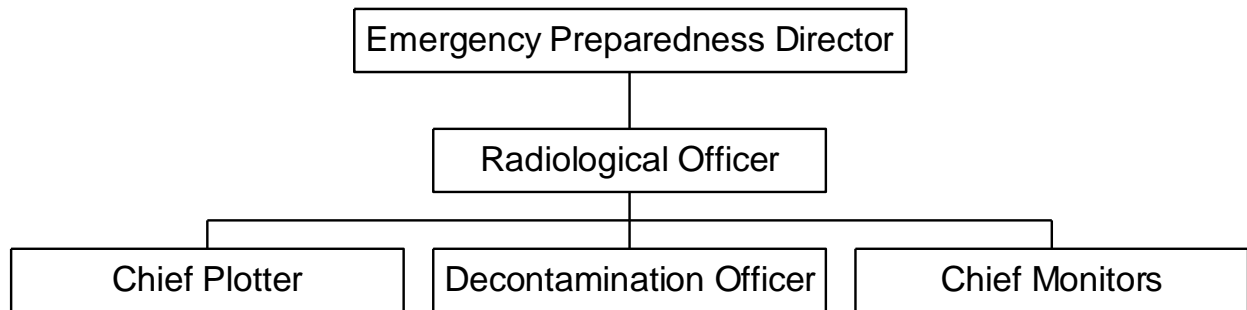
\_\_\_\_\_  
Emergency Preparedness Director

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**ANNEX F  
APPENDIX 1**

**ORGANIZATION CHART**

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**ANNEX F**  
**APPENDIX 2**

**DECONTAMINATION**

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**I. PURPOSE**

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

**II. SITUATION AND ASSUMPTIONS**

A. Decontamination must be based on a careful and sound estimate of the situation utilizing all aspects of the radiological monitoring system. The need for the decontamination of areas, buildings, and resources depends upon contaminated and the length of time which the contamination would remain. Decontamination is performed the purpose of supporting the overall Civil Defense Mission. Thus, any decision to carry out a decontamination procedure must be based upon careful evaluation of the expense in materials, time and labor compared with the inconvenience and hazard involved in avoiding the contamination. In general, the principles of radiological decontamination are that:

1. radioactivity cannot be destroyed,
2. the surface contaminated dictates the method of decontamination to be used,
3. decontamination personnel must proceed from the easy to the most difficult method, and
4. monitoring should be done frequently for effectiveness.

B. Assumptions

1. That trained Radiological Defense Officers and teams exist, or will exist, in all State Agencies and in each political subdivision of the State.



2. That specific guidance for livestock and agriculture has been furnished local USDA officials and farmers.
3. That maximum use of the Personal Protection Program for persons and protective covering for equipment and resources will be effected prior to any attack to reduce personnel contamination.

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

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

In order to utilize these basic organizations to the best ability a series of priorities should be established using the information available to the Emergency Operating Center from the radiological monitoring teams. The radiological monitoring teams should be in every shelter and resource. In addition, the following time factors should be considered before adopting a decontamination procedure:

- A. the time which contamination will be left alone,
- B. the time which contamination may be allowed to remain as permitted by the situation, and
- C. the time required for the decontamination (this time factor should not be greater than either of the former). As stated in paragraph 1 above, decontamination is performed for the purpose of supporting the overall Emergency Preparedness Mission.

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

#### **A. State**

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

#### **B. State Agencies and Departments**

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

**C. Assumption Parish**

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

**D. The Public**

It is incumbent on each person to:

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

**V. DIRECTION AND CONTROL**

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

- A. Personnel and clothing they are wearing.
- B. Food and water to be consumed.
- C. Vehicles and equipment to be used.
- D. High radiation areas in essential locations or areas.
- E. Structures and building to be used after the emergency from shelters.
- F. General areas such as schools, shopping centers, parks, etc. The method of decontamination will vary decontaminated. In some cases the

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

1. Wet
  - a. Water (scrubbing, hot, cold, detergents)
  - b. Stream
  - c. Complexing agents (polyphosphates, sodium arsenates, citrus acids, citrates)
  - d. caustic (sodium hydroxide or lye, trisodium phosphate)
  - e. Organic solvent (kerosene, gasoline, alcohol, ether, turpentine, carbon tetrachloride, commercial paint remover)
  - f. Acid mixtures
  - g. Inorganic acids
2. Dry
  - a. Vacuum
  - b. Abrasions (vacuum or sand blasting, chipping, filing or grinding)
  - c. Aging
  - d. Sealing
  - e. Disposal

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## **ANNEX G**

### **LAW ENFORCEMENT**

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#### **I. PURPOSE**

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

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

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

During times of emergency, law enforcement agencies will be called upon to expand their operations. Assumption Parish has several state and federal agencies that can provide support to local agencies as needed.

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

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

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

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

1. Emergency operations for law enforcement agencies will be an expansion of their normal daily responsibilities. These responsibilities include maintenance of law and order, traffic control, and crowd control. Local agencies will have the primary responsibility for routine law enforcement and support groups will assist in traffic and crowd control.

2. When an emergency is declared, this guide is implemented, and the EOC is activated, the Sheriff or his designated representative will report to the EOC; other supervisors will operate from their normal assigned duty areas.
3. During the threat or existence of a terrorist attack or other emergency/disaster, the Sheriff or his designated representative will coordinate Sheriff's Department activity with other parish agencies from the EOC.

The preservation of manpower resources will be paramount in pre-disaster and post-attack planning. The ability of law enforcement to provide necessary service is based upon their ability and capability to survive. The on-call personnel, who must seek the nearest shelter at the outset of the emergency for their own safety, will report their location to their command, if possible, and proceed to their normal duty area as soon as safety conditions permit.

4. The call-up of law enforcement personnel will be in accordance with prescribed departmental/agency policy. The operational priorities for personnel will be assigned by the Sheriff or designated representative. All personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in response time.
5. Law enforcement agencies will establish inner and outer perimeters to secure a disaster scene. A strict policy of limited access to the disaster area will be rigidly enforced to ensure the safety and wellbeing of the community. All movement into and out of the area will be requested through the established incident command posts.

## **B. PHASES OF MANAGEMENT**

1. Mitigation
  - a. Continuous guide review and updating

- b. Negotiation of mutual aid agreements with other jurisdictions.

2. Preparedness

- a. Plans for traffic control
- b. Development of communications systems
- c. Training of primary and auxiliary personnel

3. Response

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

- k. Assist in evacuation of disaster areas

4. Recovery

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

**C. EXECUTION**

1. When the EOC is activated, the Law Enforcement Coordinator will insure that a law enforcement representative is present in the EOC to coordinate field operations with other EOC Representatives, Agencies and the Communications Center.
2. Overall law enforcement responsibilities are outlined in paragraph III B, above.
3. Coordination among law enforcement agencies is necessary to ensure emergency operational readiness. Each department/agency in the parish having responsibility for emergency management must develop operating instructions and resource listings to support this guide. Instructions will include concepts to provide security for vacated risk area property and population, essential organizations, prisoners, relocated population and congregate care (shelter) facilities in respective jurisdictions.

**IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

**A. ORGANIZATION**

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

**B. TASK ASSIGNMENTS**

1. Sheriff's Office
  - a. Coordinate all law enforcement activities in the parish.
  - b. Maintain law and order
  - c. Provide mobile units for warning operations (See Annex C, Warning)
  - d. Security for key facilities, reception/staging areas, lodging and feeding facilities and emergency shelters
  - e. Traffic control
  - f. Crowd control
  - g. Support for other public safety activities
  - h. Provide marine units, as available, for other operations
  - i. Staff the EOC Communications Center on 24-hour basis
  - j. Deliver Radiological-monitoring kits.
  - k. Implement expedient shelter marking
  - l. Transfer of prisoners in case jail facilities cannot be used
  - m. Respond to hazardous materials incidents
  - n. Assist in evacuation of disaster area



2. Louisiana State Police
  - a. Provide traffic control on state roads
  - b. Perform normal law enforcement activities
  - c. Provide support to local operations as needed
3. Louisiana Wildlife and Fisheries
  - a. Performance of normal law enforcement activities
  - b. Provide support for local operations
4. Louisiana National Guard
  - a. Provide support for local operations, when authorized
5. Local Public Works
  - a. Responsible for positioning traffic control devices (i.e., barricades, covers, etc.) as per law enforcement instructions.
6. Civil Air Patrol
  - a. Provide air units, as available, for other operations.

## **V. DIRECTION AND CONTROL**

The Assumption Parish Sheriff's Office is responsible for coordinating all emergency law enforcement activities. The sheriff or his designated representative is the chief law enforcement officer in the parish and also serves as the chief coordinator between the responding agencies in all hazardous

situation occurrences. Each police force will maintain authority within its own jurisdiction.

All law enforcement operations will be directed from the Communications Center by the Sheriff or his designated representative. Routine operations will be handled by standard guidelines. State and Federal support will be called upon as needed.

## **VI. CONTINUITY OF GOVERNMENT**

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

## **VII. ADMINISTRATION AND LOGISTICS**

### **A. EMERGENCY AUTHORITY**

(See Basic Guide)

### **B. PASSES**

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

The following vehicles and their occupants are exempt from pass requirements: Marked utility company vehicles (power, phone, gas companies, etc.), military and government vehicles, marked city and parish vehicles (water, sewer, trucks, etc.), relief agencies (Red Cross, Salvation Army, etc.). Common sense dictates that many emergency passes are already in existence (press cards, medical personnel, etc.). These passes will be honored, unless a reasonable question arises as to their authenticity. If such questions should arise, the party should be routed to the nearest law enforcement agency for consideration of a temporary pass.

#### **C. COMMUNICATIONS**

The Sheriff's Office will operate a base station in the Communications Center during response and recovery operations, and use the EOC as a backup for phone communications.

#### **D. KEY FACILITIES**

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

### **VIII. GUIDE DEVELOPMENT AND MAINTENANCE**

It is the responsibility of each law enforcement agency to insure its own operational capabilities. The Sheriff's Office will continue the planning of all law enforcement operations related to Homeland Security and Emergency Preparedness operations. Standard Operating Guidelines for law enforcement will be maintained by the Sheriff.

### **IX. AUTHORITIES AND REFERENCE**

#### **A. AUTHORITIES**

1. See Basic Guide

2. Letters of Agreement between the Assumption Parish Sheriff's Office and Assumption Parish Police Jury.
3. Federal Emergency Management Agency, 1981, Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis, CPG 1-7. Washington, D.C.

**Appendices to Annex G:**

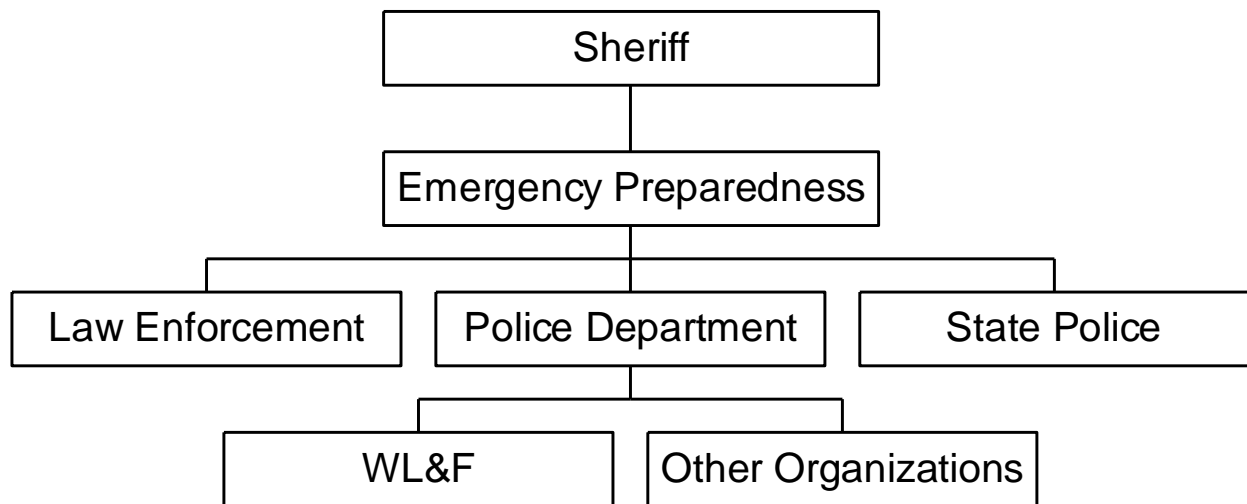
1. Law Enforcement Organization Chart
2. Law Enforcement Resources
3. Vehicle Passes and/or Personal Passes
4. Traffic Control Points
5. Law Enforcement Checklist

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**ANNEX G  
APPENDIX 1**

**LAW ENFORCEMENT ORGANIZATION CHART**

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**ANNEX G**  
**APPENDIX 2**

**LAW ENFORCEMENT RESOURCES**

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LAW ENFORCEMENT RESOURCES ARE ON FILE IN EOC

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**ANNEX G**  
**APPENDIX 3**

**VEHICLE PASSES AND/OR PERSONAL PASSES**

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VEHICLE AND PERSONAL PASSES

ARE ON FILE IN EOC

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**ANNEX G  
APPENDIX 4**

**TRAFFIC CONTROL POINTS/GUIDE**

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POSSIBLE TRAFFIC CONTROL POINTS

- A. LA Hwy 70 and Ascension Parish Line
- B. La Hwy 70 and 70 Spur
- C. La Hwy 70 and La Hwy 308
- D. La Hwy 70 and La Hwy 1
- E. La Hwy 1 and La Hwy 398
- F. La Hwy 398 and La Hwy 662
- G. La Hwy 1 and La 70
- H. La 308 and La 70
- I. La 662 and U.S.90 ( foot of the Amelia Bridge)
- J. La Hwy 398 and La 1
- K. La 1 and Brule Rd
- L. La 1 ( red light Napoleonville Bridge)
- M. La 308 ( Napoleonville Bridge)
- N. La 69 and La 70
- O. La 70 and Spur 70

**I. Parish Lines**

- 1. La 1 South, Lafourche Parish Line
- 2. La 308 South, Lafourche Parish Line
- 3. La 662 Terrebonne Parish Line
- 4. US 90 Terrebonne Parish Line
- 5. US 90 St. Mary Parish Line
- 6. La 1 North, Ascension Parish Line
- 7. La 308 North, Ascension Parish Line
- 8. La 70 East, Ascension Parish Line
- 9. La 70 West, St, Martin Parish Line
- 10. La 69 North, Iberville Parish Line
- 11. La 996 Iberville Parish Line



## ANNEX G APPENDIX 5

### LAW ENFORCEMENT CHECKLIST

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

#### **PREPARATORY PERIOD – NORMAL PEACETIME READINESS:**

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

#### **PREPARATORY PERIOD- INCREASED READINESS (INTERNAL READINESS):**

- Carry out any incomplete normal peacetime readiness actions
- Review the host areas' relocation plans; with adjacent jurisdictions and risk area
- Develop plan to train law enforcement auxiliary personnel, when needed.

#### **PREPARATORY PERIOD- INCREASED READINESS (INTERNAL READINESS):**

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

**Law Enforcement Checklist**

- Being accelerated training of traffic control, housing/shelter security and other Auxiliary personnel, as needed
- Coordinate with adjacent communities for mutual assistance during the relocation period

**PERPARATORY PERIOD- INCREASED READINESS (MOBILIZATION):**

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

**RELOCATION PERIOD:**

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

**Annex G**  
**Appendix 5**  
**Law Enforcement Checklist**

- Coordinate with Public Information Officer to release public safety information with instructions to general public; assist in distribution of printed materials
- Coordinate with risk area Law Enforcement, Public Safety agencies; provide Liaison Officer to Risk Parish(s) and State EOC's
- Provide traffic control when relocates are directed to return to their homes; assist disabled motorists

**ATTACK/POST ATTACK PERIOD:**

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

**TRAFFIC OPERATIONS CHECKLIST INCREASED READINESS – INTERNAL READINESS:**

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

**INCREASED READINESS – MOBILIZATION**

- Assemble all personnel and resources needed
- Brief all personnel; rehearse actions at initial reception point, traffic control posts and parking areas
- Complete marking controlled routes and reception point
- Put barricades, road blocks, other unmanned traffic control posts in place
- Prepare highway turn-off and holding area near reception point
- Mark parking areas for relocates' cars

- Through Public Information Officer, urge public to clear parking areas and remain off streets

**RELOCATION PERIOD – MOVEMENT PHASE:**

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

**RETURN MOVEMENT:**

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

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## ANNEX H

### HAZARDOUS MATERIALS

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#### I. PURPOSE

To coordinate the response of personnel and emergency services of Assumption Parish in the event of an accident involving hazardous materials. The purpose of such coordination is to control and minimize the potential catastrophic effects or threat to health and safety of the public. This is achieved by using the resources of local, state, federal, volunteer, and industry, to better handle the incident.

#### II. SITUATION AND ASSUMPTIONS

##### A. SITUATION

1. Many substances are being used, manufactured, stored, piped, and transported across the parish on a daily basis. Due to the wide variety of incidents that may occur, we call on our technical experts for assistance us whenever possible. A hazardous material is any substance or material in a quantity or form that may be harmful or injurious to humans, domestic animals, wildlife, economic crops, or property when released into the environment. Hazardous Material are classified in one of nine classes:
  - a. Class 1 – Explosives
  - b. Class 2 – Gases
  - c. Class 3 - Flammable liquids (and Combustible liquids)
  - d. Class 4 - Flammable solids; Spontaneously combustible materials; and Dangerous when wet materials
  - e. Class 5 - Oxidizers and organic peroxides
  - f. Class 6 - Toxic materials and infectious substances

- g. Class 7 - Radioactive materials
  - h. Class 8 - Corrosives materials
  - i. Class 9 - Miscellaneous dangerous goods
- 2. Assumption Parish is located in the southern part of the state bordered by the parishes of Iberville and Ascension to the north, St. James, Lafourche, and Terrebonne to the east, and St. Mary, St. Martin, and Iberia to our west.
- 3. Transportation within the parish includes:
  - a. **Highways.** There are Hwy 1, Hwy 308, and Hwy 69 that run north and south. Hwy 70, Hwy 398, Hwy 662, and US 90, which runs east and west.
  - b. **Railroads.** There is only one railway within our parish running east and west. It parallels US 90 in the Bayou L'Ourse.
  - c. **Water.** The waterways that are navigable are Lake Verret, Belle River, Bayou Bouef and ICWW. Bayou Lafourche is also a waterway that is not considered to be navigable.
  - d. **Air.** There are no major airports in the parish. The nearest commercial airport is located to the northeast in Baton Rouge.
  - e. **Pipelines.** There are several pipelines running in all directions throughout the parish. See Appendix 4 - Maps
- 4. There are two areas of the parish that have fixed facilities that deal with hazardous materials; those being the Bayou L'Ourse area and the Grand Bayou area. See Appendix 6.

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

## **B. ASSUMPTIONS**

1. Experience has taught most officials dealing with hazardous material accidents that extreme caution must be exercised.
2. Due to the fire departments being volunteers, mutual aid agreements will be exercised between all fire departments and industries to respond to such disasters.
3. Numerous emergency service agencies will be called upon to assist in their area of expertise during a hazardous materials incident. Coordination of these agencies is of utmost importance.

## **III. CONCEPT OF OPERATIONS**

### **A. GENERAL**

1. All incidents involving the carrier of goods, materials, liquids or freight of any kind should be regarded as incidents involving hazardous materials until proven otherwise.
2. The responsibility for dealing with reportable Hazardous Material incidents on a local level is a responsibility of the Homeland Security and Emergency Preparedness Director. When capabilities are exceeded, assistance must be exercised through mutual aid agreements. No individual shall exceed his/her current training status. Assumption Parish belongs to The River and Bayou Parishes Mutual Aid Task Force.

3. All Industries will develop its own guidelines and provide a copy to the LEPC. These guidelines will include worst-case scenarios. Each industry will provide a list of facility emergency managers that will be placed in Appendix 6. Each industry with extremely hazardous materials will have a notification sheet with minimal requirements of information to provide in a release.
4. When release is noticed, the Facility will contact the Assumption Parish Sheriff Office Dispatcher to dispatch unit to affected area. Each facility will make local notifications first so that scene size up can be made as soon as possible.
5. When there is a transportation accident with a release the carrier is responsible for notification, but through experience sometime drivers cannot notify proper authorities and we then relay on passing motorist to contact proper authorities.
6. All notifications of hazardous material will be responded to as an extremely dangerous situation and response code of full alert.
7. Upon notification each facility will be ask if evacuation of citizen has occurred or if evacuation is needed.
8. These people who are authorized to activate the First Call system are as follows:

Martin Triche	Police Jury President
John Boudreaux	Homeland Security and Emergency Preparedness Director
Kayte Landry	Special Assistant
J. Ray McDermott	
Dow Chemical	Enron
Acadian Gas Storage	Texas Brine
Promix LLC	



9. A resource list of contacts for their expertise in hazardous materials is located in Appendix 6.
10. Health and Medical personnel will report to Incident Commander for information on materials as well as guidelines to follow to give assistance.
11. The Incident Commander will make all determinations for protective action of response personnel as well as citizens.
12. Each Fire Department will maintain training records of its personnel as well as conduct training classes to assure knowledge on Hazmat Operations.
13. Each Fire Department will have its own SOG to determine which individuals can respond and keep records of individuals training and hours.
14. All Fire Departments will have Mutual Aid Agreements in place for assistance in an emergency. They will be kept on file at each respective department.
15. A map of scenarios has been developed and is posted inside the Emergency Operation Center.
16. Certain governmental agencies are required to respond to hazardous material incidents. These agencies have responsibilities according to departmental guidelines; however, they are requested to coordinate their activities with the Fire Departments and the Emergency Management Agency.
17. All industries that store extremely Hazardous Material will have SOGs set up to report any release that may occur. They will coordinate procedures with LEPC.
18. Surrounding Parishes will be contacted when effects from releases poses a threat or when resources are needed. To contact other parishes we will utilize the Governor's Office of Homeland Security and Emergency Preparedness for coordination and utilize the 700 and 800 MHz radios to communicate. These measures have been made through verbal agreements.
19. All incidents will operate by the Incident Command System and follow the SARA Title III and Community Right-to-Know guidelines.
20. When cleanup is needed, the Incident Commander will coordinate activities with agencies.

21. The responsible party will be instructed to follow certain guidelines for cleanup and is responsible to follow all laws to protect company and employees.
22. When no responsible parties are determined, the Police Jury President or his designee will contract organization for cleanup and determinations will be made for responsible party.

## **B. PHASES OF MANAGEMENT**

1. Mitigation
  - a. Code of Federal Regulation, Title 49, regulates the transportation of hazardous materials and is enforced by the State Police.
  - b. The major transportation routes that companies used have been identified in Appendix 5.
  - c. Industrial sites that manufacture, store, or use potentially dangerous materials are being identified by federal and state regulations and are listed in Appendix 6.
  - d. Code of Federal Regulation, Title 49, 112R, Clean Air Act, provides that Industry that stores extremely hazardous material provide an Accidental Release Program.
2. Preparedness
  - a. Emergency Response Guides have been written and tested by government and industry in the Parish.
  - b. The Assumption Parish LEPC will stay in operation and meet at least quarterly to update the guide.
  - c. There will be an annual exercise to update the guide.

- d. Emergency Response Personnel are trained in the identification of hazardous material and the use of reference material.
- e. Evacuation routes and shelters have been identified and discussed in detail in Annex D.
- f. The Emergency Management Director and Fire Chiefs are available for response to all incidents.
- g. Training in handling of hazardous material incidents is ongoing and includes persons of fire suppression and law enforcement.
- h. Community awareness program such as distribution of information on guidelines to follow in hazardous material emergencies and also speaking at community group meetings shall be on going and continuous.
- i. Hazard Analysis will be conducted by the Assumption LEPC to identify facilities, types of hazards, and vulnerability zones.
- j. A resource list of support personal and equipment has been developed and is listed in Appendix 8.

3. Response

All incidents involving the carrier of goods, materials, liquids, or freight of any kind are regarded as an incident involving hazardous material until proven otherwise.

- a. Fire Department

- (1) Upon notification by Sheriff's Office of a hazardous materials accident or incident, the respective fire department will dispatch to the scene at least one engine and a chief officer. Additional equipment can be assigned as per the policy of the department.
- (2) The first arriving unit on the scene will survey and monitor the situation to determine if a disaster or potential disaster exists. Should either situation exist, control of the situation will be assumed by the initial responding fire department officer until relieved by a chief officer, who will:
  - (a) Establish Incident Command System.
  - (b) Identify the hazardous material involved.
  - (c) Coordinate appropriate firefighting and rescue personal.
  - (d) Notify Emergency Management who will activate the Emergency Operating Center.
  - (e) Notify fire department personal and establish a Command Post at a safe location.
  - (f) Establish contacts with the news media to keep the public informed and instructions on a frequent basis.

b. Law Enforcement

- (1) Law Enforcement officers will provide traffic and crowd control at the scene as requested by the fire officer in charge. The senior law officer at the

command post shall coordinate their efforts with the Incident Commander.

c. Homeland Security and Emergency Preparedness Department

- (1) Upon notification by Sheriff's Office of a hazardous materials incident, the Homeland Security and Emergency Preparedness Department will assess risk and respond accordingly. Personnel and equipment will be made ready should assistance be requested or required.
- (2) When it is determined that due to location, weather conditions, time of day, type of hazardous material or chemical involved, that large numbers of citizens must be evacuated and/or a disaster emergency must be declared, the Emergency Operations Center or Forward Command Post will be established to coordinate the efforts of other parish agencies and personnel and a "State of Emergency" will be declared and filed with the Clerk of Court office. Notification will be given to the Red Cross Chapter, schools, industries, and other operational units of the Homeland Security and Emergency Preparedness Department will be activated to assist as required.
- (3) When necessary the Homeland Security and Emergency Preparedness Director or his designee, will determine if evacuations are needed and may initiate other measures which may be required for the specific situation at hand.
- (4) The area to be evacuated can be determined through:

- (a) Information given in the publication of the Office of Hazardous Material, U.S. Department of Transportation titled, "Emergency Response Guidebook."
  - (b) Information from any printed document of the carrier, such as Way Bill or Bill of Lading.
  - (c) Information on the label of the containers.
  - (d) Advice from CHEMTREC or other such agencies whose purpose is to supply such information.
  - (e) Information or advice from an official representative of the shipper, manufacturer or user (consignee).
  - (f) Information obtained through computer modeling air dispersion i.e. CAMEO.
  - (g) Final evacuation perimeters should be set up by air sampling carried out by: Parish PRAT Team, D.E.Q., State Police, Coast Guard, and/or Industry.
- (4) When deemed necessary to evacuate beyond the area of the immediate scene due to the type of hazardous material, the amount of material, weather conditions, location of incident, exposure, type of carrier, fire present or probably--then the following shall be carried out:

- (a) Activate the Assumption Parish Notification System to notify the public on what steps to take.
- (b) Notify the law enforcement agency to assist in evacuation, traffic control, and secure the scene of unauthorized entry and protect from looting.

d. Other Agencies

Other agencies responding to hazard material incidents will coordinate their activities with Fire Departments and Emergency Management.

4. Recovery

- a. The Incident Commander shall determine when the respective incident has been stabilized and made safe. At such time, residents or employees shall be released in an orderly and efficient manner.
- b. Agencies such as the Department of Environmental Quality and U.S. Coast Guard will be called on to oversee the clean-up operation.

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

##### **A. FIRE DEPARTMENT**

The Fire Department is responsible for the fire suppression, evacuation and assistance as necessary.

##### **B. LAW ENFORCEMENT**

Law Enforcement is responsible for evacuation, crowd and traffic control, controlling access into scene, protect from looting, and escorting special equipment to the area.

**C. HOMELAND SECURITY AND EMERGENCY PREPAREDNESS DEPARTMENT**

The Homeland Security and Emergency Preparedness agency is responsible for the activation of the Emergency Operations Center or Forward Command Post, coordination of support activities, technical advice, declaration of emergency, furnishing personal and equipment when required and the forwarding of any forms to the State Hazardous Material Office. Emergency Preparedness is the agency identified for Hazardous Material Response.

**V. VOLUNTEER GROUPS**

Volunteer Groups such as the American Red Cross will assist in sheltering and feeding when it is deemed necessary.

**VI. DIRECTION AND CONTROL**

See Basic Guide

**VII. CONTINUITY OF GOVERNMENT**

See Basic Guide

**VIII. ADMINISTRATION AND LOGISTICS**

- A. The parish EOC is designed as the interfacing point for decision-making, coordination, administration, resource information exchange and emergency response management by parish officials.



- B. The on-scene Command Post shall be established for all Hazardous Materials incidents and shall follow standard operating guidelines for command post operations.
- C. All necessary records and reports will be maintained on each incident.

## **IX. GUIDE DEVELOPMENT AND MAINTENANCE**

- A. The Assumption Parish LEPC will be responsible for maintenance and updating of the annex.
- B. Annual testing of the guide through drills or exercises will be conducted and followed up by critiques. Deficiencies in the response or guide will be addressed at that time.

## **X. AUTHORITIES AND REFERENCES**

### **A. AUTHORITIES**

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

### **B. REFERENCES**

- 1. Basic Guide
- 2. Planning Guide and Checklist for Hazardous Materials Contingency Plans, FEMA-10, July 1981.
- 3. Emergency Response Guidebook, DOT P 58000.3, 2000.
- 4. Fire Protection Guide on Hazardous Materials, 7th Edition, 1978.
- 5. Louisiana Disaster Act of 1993

**Appendices to Annex H:**

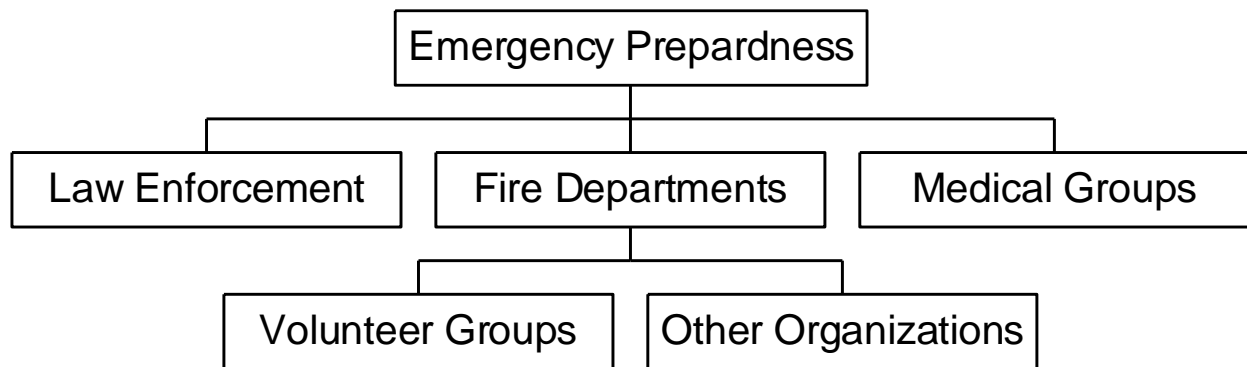
1. Organization Chart
2. Organizational Flow Chart
3. Incident Level Chart
4. Pipeline Map
5. Transportation Routes
6. Fixed Facilities
7. Abbreviations/Definitions
8. Hazmat Resources
9. Hazardous Materials River Incidents
10. Hazmat Guideline

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**ANNEX H  
APPENDIX 1**

**ORGANIZATIONAL CHART**

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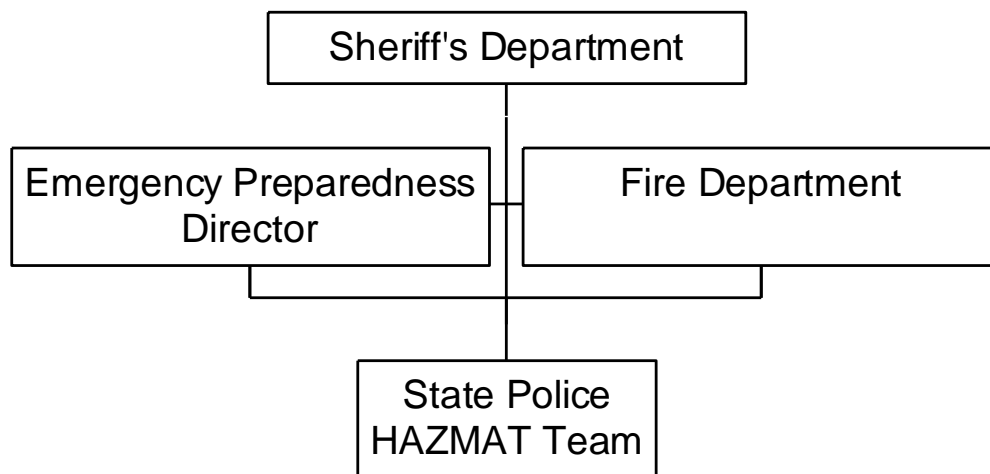
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**ANNEX H  
APPENDIX 2**

**ORGANIZATIONAL FLOW CHART**

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Flow Chart



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**ANNEX H  
APPENDIX 3**

**INCIDENT LEVEL CHART**

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

**INCIDENT LEVELS**

**LEVEL I**

LIMIT SCOPE, QUANTITY AND HAZARD OF MATERIAL  
NO EVACUATION  
MINIMAL POTENTIAL IMPACT

**LEVEL II**

INTERMEDIATE SCOPE, QUANTITY AND HAZARD OF MATERIAL  
LIMITED EVACUATION  
POSSIBLE EXTENDED OPERATION

**LEVEL III**

LARGE SCOPE  
LONG DURATION  
LONG OR LARGE SCALE EVACUATION  
POTENTIAL FOR HIGH IMPACT

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**ANNEX H  
APPENDIX 4**

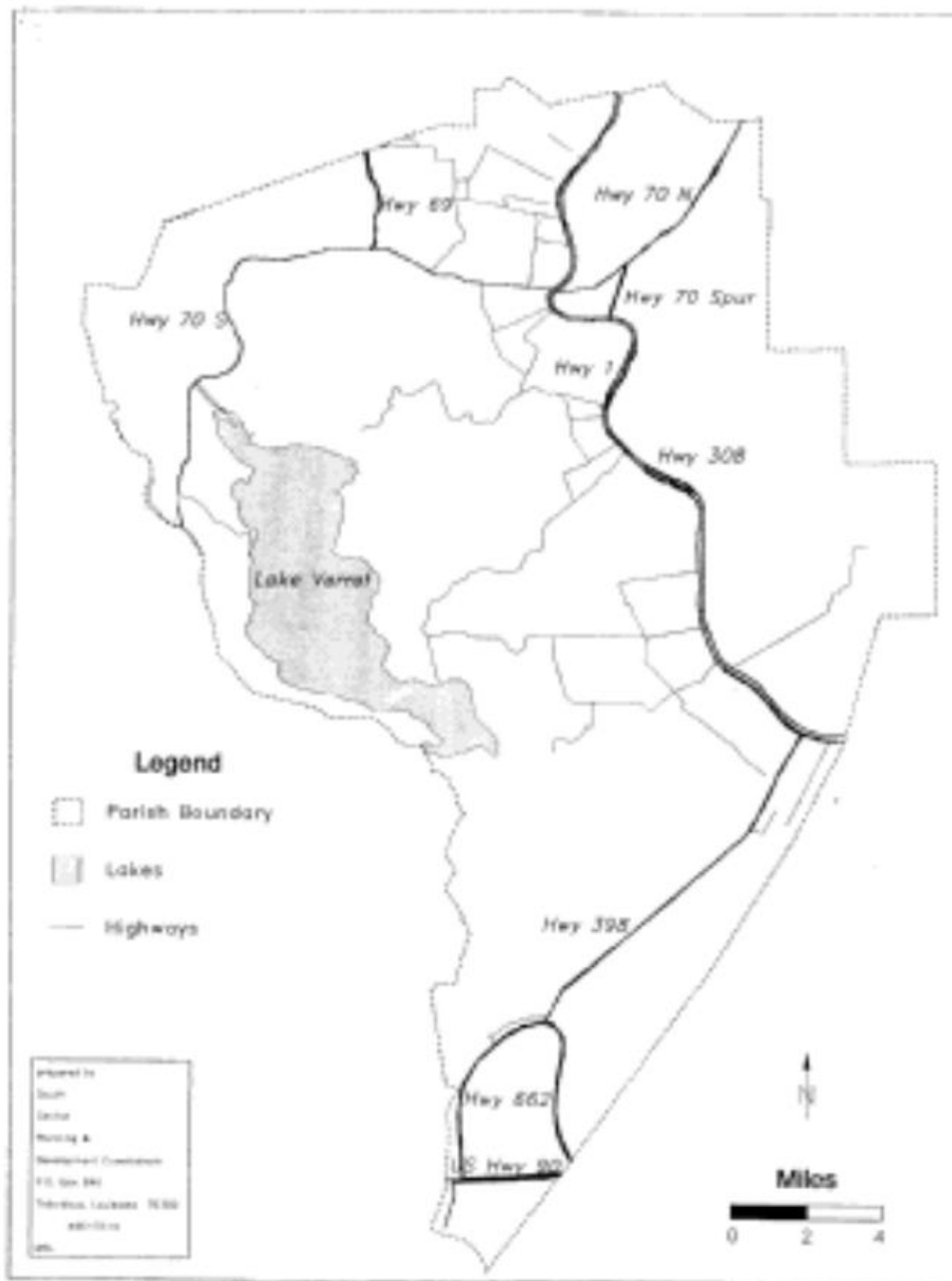
**DEWITT MAP – CRUDES AND PRODUCT PIPELINES  
DEWITT MAP – GAS PIPELINES**

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Computer generated maps are located in the EOC.

**ANNEX H  
APPENDIX 5**

**TRANSPORTATION ROUTES**



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**ANNEX H**  
**APPENDIX 6**  
**FIXED FACILITIES**

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Acadian Gas Pipeline Assumption P/L, Elm Hall, Okley, Napoleonville, Arco Okle, Savoie Lul Dugas & Le, Glenwood C, Hwy 400 Compressor

Joe Walker

985-226-1624

Jesse Gregoire

985-209-0454

Alta Mesa Services, LP – Ramos Field

Jamie Detiveaux

985-510-9569

Diane Kassab

281-530-0991

Assumption Parish Waterworks Dist. No 1

Plant Shift Operator

985-369-6156

Ginger Rushing

985-637-8923

Barbera Chevrolet

Robert Barbera

985-369-6115

Bayou L’Ourse Supermarket

Rhonda Gaspard

985-348-4965

Robert Verrett

985-631-0849

Bayside Tackle

985-252-3333

Belle Rose Shell

225-473-5700

Bellsouth J3319, J3322, J06V2, J06V1, J5215, J8029, J3313

EHS

800-566-9347



Boardwalk Louisiana Midstream – P/L  
Scott Taylor  
225-921-3584  
Pipeline Control Center  
225-387-0871

Bolotte's Exxon  
985-526-8631

Breaux's Chevron  
985-252-6382

Bridgeline Holdings, LP - Assumption Parish P/L's  
Larry Piglia  
800-762-3404

BNSF Railway Co.  
800-832-5452  
Michael Clift  
817-733-4326

Cane Row Truck Stop  
225-473-0173

Chaparral Energy – Aron. J & Aron J2  
Gary Gotreaux  
405-830-0942  
Carlos Kibodeaux  
405-431-9073

Charlie's One Stop  
985-369-6900

Chevron Midstream SC LA P/L System-Assumption  
Clay Bercegeay  
225-268-2976  
800-762-3403

Chroma Operating, Inc. – Lake Verret  
Buddy Scott  
713-906-2575

Columbia Gulf Transmission – P/L  
Tim Stelly  
337-581-7197  
Chad Comeaux  
337-250-3801

Cracker Barrel #33  
985-252-9712

Crochet's Auto Service  
Vernon Crochet  
(504) 252-9406

Crown Castle USA – 800681, 812509, 857507  
Network Operations Center  
800-788-7011

**\*\*Exempt\*\*** Donaldsonville City of Waste  
Water TRM  
Gregory Madison  
(225) 473-0664  
Lionel Fernandez  
(225) 473-4247

Danos & Curole Marine  
Jim LeBlanc  
985-258-7910  
Glen Gros  
985-258-8296

Dow Chemical - Brine/Pipeline  
Joey Dugas  
225-353-8888

Duffy's Propane/Duffy's Shell  
985-252-6339  
Duffy Landry, Sr.  
985-252-6996  
Duffy Landry, Jr.  
985-252-9927

Earl's One Stop  
985-526-4021

EnLink Processing Services  
Keith Talley  
337-962-1276  
Pipeline Control  
866-394-9839

Entergy Louisiana, LLC  
Don Breau  
985-209-6301

Enterprise Products – P/L

Justin Chauvin

225-244-3993

Mike Mayo

713-249-6148

Exxon Mobile Pipeline Co-Assumption Pipeline

James Browning

225-939-9455

Empco Oil

800-537-5200

FGT Assumption Pipeline

Carl Tims

337-789-7896

FGT Gas Control

800-238-5066

Gator Super Stop

Teddy Mabile

985-252-9559

985-369-2012

Gulf South Pipeline CO., LP – P/L

Robert Wade

225-292-6944

Pipeline Control

800-850-0051

Hill City Oil / Gator Stop #15

Roger Stathes

985-851-4000

Hill City Oil/Jubilee Exxon

985-369-1002

Hilcorp Energy Company – Lake Palourde, East

Troy Simar

337-519-3860

Michael Schoch

713-209-2400

Lula Westfield LLC, Factory

Chris D. Mattingly

985-369-6739

Daniel Mattingly

225-473-9293

David Blanchard  
985-369-6450  
Steven Savoie  
985-268-2273

Magnum Producing, LP – Falterman #1  
Ken Ahuja  
361-882-3858

Mantle, LLC – Dugas & LeBlanc #2

McDermott  
Tim Thibodaux  
985-631-8775

M-I, LLC  
Alan Fusilier  
985-312-4790  
Ed Devoltz  
337-523-1503

The Meridian Resource & Expl Co.  
Bill Thomas  
405-232-9446  
Glen Medine  
985-513-0678

Murphy E & P  
Johnny Giandelone  
985-631-2111  
Elmer Moffett  
800-765-9501

National Oil Well Varco, LP  
Carroll McIntire  
985-519-1961

Nelly's Cajun Corner  
985-631-0079

New Cingular Wireless PCS, LLC – 76548, 76564, 39115, 98097, 66417  
EHS  
800-566-9347

Nustar Pipeline Co., - P/L  
Buddy Pennsion  
318-623-2270  
Pipeline Control Center

800-566-9347

Our Lady of the Lake Assumption Hospital  
985-369-3600  
Wayne Arboneaux  
985-603-8077

Pay-Less Supermarket  
Jade St. Pierre  
985-369-3200

PB Energy Storage Services  
Charles Fontenot  
281-923-0317  
Mike Jarngin  
985-637-2812

Petro-Hunt, LLC – Grand Bayou Field  
David Clark  
214-616-8210  
Lewis Street  
601-331-8208

Plains Pipeline, LP – P/L  
Michael Guidry  
337-526-8539  
James Mount  
337-257-6420

Plattenville Shell  
985-369-2559

Popingo # 3 (Richard Oil & Fuel)  
985-369-6417  
Tony Savoie  
225-473-8389

K/D/S Promix, L.L.C.  
Tony Russell  
985-512-2404  
Mike Mayo  
713-249-6148

Shell Pipeline – Assumption Pipeline  
Kendall Lemelle  
504-453-0149  
Control Center  
800-852-7614

Southern Natural Gas Company – P/L  
Michael Roberts  
601-569-4517  
Wesley Little  
504-481-0557

Speedy Food Mart  
985-526-0600

Sprint Unlimited Management – LA0122, NL03MR276, NL03MR273, NL03MR272  
Cathy Stafford  
321-280-2028  
EHS 877-347-4457

Stazione Exxon  
985-252-4250

Texas Brine Company, LLC  
Chad Morales  
985-709-3708  
Scott Borne  
985-637-9778

Texas Eastern Transmission – P/L  
Jerome Snyder  
985-209-9012  
800-231-7794

Texas Gas Transmission LLC – P/L  
Dexter Faulk  
337-856-5971  
Gas Control  
270-688-6800

Thibodaux Regional Med Center – Pierre Part/Paincourtville  
Eric DeGravelle  
985-665-8688

Verizon Wireless – ID:40633, ID:6238386, ID:7386, ID:90253, ID:6236429, ID:84231  
Jack Hyndman  
800-264-6620  
Jeffery McCook  
908-626-6229

Wagal, Inc.  
985-447-3668

Wildlife & Fisheries-Pierre Part  
Olen Schales  
337-373-5100  
Jeff Aucoin  
985-252-9436

White Star Cleaners-Labadieville  
Carol Shorter  
985-446-2156  
Melissa Loupe  
504-859-9559

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**ANNEX H  
APPENDIX 7**

**ABBREVIATIONS AND DEFINITIONS**

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**ABBREVIATIONS**

AAR/BOE	Association of American Railroads/Bureau of Explosives
AIChE	American Institute of Chemical Engineers
ASME	American Society of Mechanical Engineers
ASSE	American Society of Safety Engineers
CDC	Centers for Disease Control
CHEMTREC	Chemical Transportation Emergency Center (800-424-9300) District of Columbia: 202-483-7616
CHLOREP	Chlorine Emergency Plan
CHRIS/HACS	Chemical Hazards Response Information System/ Hazard Assessment Computer System
CIS (OHMTADS)	Chemical Information System (Oil and Hazardous Materials Technical Assistance Data System)
DOC	Department of Commerce
DOD	Department of Defense
DOE	Department of Energy



DOI	Department of Interior
DOT	Department of Transportation
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ER	Emergency Response
ERT	Emergency Response Team
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
HHS	Health and Human Services, Department of
HMTC	Hazardous Materials Technical Center
IDLH	Immediately Dangerous to Life or Health
IEMS	Integrated Emergency Management System
NCP	National Contingency Plan
NIOSH	National Institute for Occupational Safety and Health
NOAA	National Oceanic Atmospheric Administration
NRC	National Response Center (800-424-8802)
NRC	Nuclear Regulatory Commission
NRT	National Response Team

NSF	National Strike Force
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PAAT	Public Affairs Assist Team
PIAT	Public Information Assist Team
PIO	Public Information Officer
PSTN	Pesticide Safety Team Network
RACES	Radio Amateur Civil Emergency Service
RRC	Regional Response Center
SSC	Scientific Support Coordinator
USDA	U.S. Department of Agriculture
USCG	United States Coast Guard

## **DEFINITIONS**

<b>ACCIDENT SITE</b>	The location of an unexpected occurrence, failure, or loss, either at a plant or along a transport route, resulting in a release of hazardous materials.
<b>ACUTE EXPOSURE</b>	Exposures that occur for relatively short periods of time, generally hours to 1-2 days.
<b>ACUTELY TOXIC CHEMICALS</b>	Chemicals which can cause both severe short- and long-term health effects after a single, brief exposure (short duration). These chemicals can cause damage to living tissue, impairment of the central nervous system, severe illness or in extreme cases, death when ingested, inhaled, or absorbed through the skin.
<b>Y-PRODUCT</b>	Material produced or generated in an industrial process in addition to the principle product.
<b>CHEMICAL PROCESS</b>	A particular method of manufacturing or making a chemical, usually involving a number of steps or operations.
<b>CHEMTREC</b>	The Chemical Emergency Transportation Center (CHEMTREC) is a centralized toll free telephone service (800-424-9300) which has been set up to provide immediate advice on the nature of the product and steps to be taken in handling the early stages of transportation emergencies where hazardous chemicals are involved.

<b>CHLOREP</b>	The Chlorine Emergency Plan (CHLOREP) was established by the Chlorine Institute to enable the nearest producer of chlorine products to respond to an accident involving chlorine. CHEMTREC serves as the communications link for this program.
<b>COMBUSTION PRODUCT</b>	Material produced or generated during the burning or oxidation of a material.
<b>COMMAND POST</b>	Facility at a safe distance upwind from an accident site, where the on-scene coordinator, responders and technical representatives can make response decisions, deploy manpower and equipment, maintain liaison with media, and handle communications.
<b>CONTINGENCY PLAN</b>	A document developed to identify and catalog all the elements required to respond to an emergency, to define responsibilities and specific tasks, and to serve as a response guide.
<b>DECOMPOSITION PRODUCT</b>	Material produced or generated by the physical or chemical degradation of a parent material.
<b>DISPOSAL</b>	The removal of waste material to a site or facility specifically designed and permitted to receive such wastes.
<b>EMERGENCY</b>	A situation created by an accidental release or spill of hazardous chemicals which poses a threat to the safety of workers, residents, the environment, or property.
<b>EVACUATION EXCULSION ZONE</b>	Removal of residents from an area of danger. The area where contamination does or could occur.

<b>FIXED FACILITY</b>	A plant site where handling/transfer, processing, and/or storage of chemicals is performed.
<b>HAZARD ANALYSIS</b>	In this context, use of a simplified vapor dispersion model which looks at the movement of toxic or explosive vapors over distance at a concentration level of concern to determine whether the amount of chemical at a facility or in a transport container poses a threat to the surrounding community, requiring more detailed analysis and planning.
<b>HAZARDOUS MATERIALS</b>	Chemicals which are explosive, flammable, poisonous, corrosive, reactive, or radioactive and require special care in handling because of the hazards they pose to public health and the environment.
<b>NCP</b>	The National Contingency Plan establishes the structure by which the Federal government responds to episodic air toxic release events.
<b>OFF-SCENE SUPPORT</b>	Assistance (via telephone, radio, or computer) from technical persons, agencies, shippers, responders, etc. not at the accident site.
<b>OFFSITE</b>	The area outside the boundary of the onsite area that may be affected by the consequences of an extraordinary situation.
<b>ON-SCENE COORDINATOR</b>	The official in charge of a Federally financed response action.
<b>ONSITE</b>	The area within the boundary established by the owner of a fixed facility.
<b>PLUME</b>	A vapor cloud formation which has shape and buoyancy.

<b>RESPONSE</b>	The efforts to minimize the hazards created by an emergency by protecting the people, environment, and property and returning the scene to normal pre-emergency conditions.
<b>RISK</b>	The <u>probability</u> that damage to life, property, and/or the environment will occur if a hazard manifests itself.
<b>SIMULATION</b>	A mock accident or release set up to test emergency response methods or for use as a training tool.
<b>SITE/FACILITY</b>	Any location where acutely toxic chemicals are manufactured, processed, stored, handled, used, or disposed; in short, any place where these chemicals may be found. Communities should be aware that chemicals are frequently found at places other than industrial sites.
<b>SPECIAL POPULATIONS</b>	Concentrations of people in one area or building for a special purpose or in certain circumstances (e.g., schools, hospitals, nursing homes, orphanages, shopping centers).
<b>STORAGE</b>	Methods of keeping raw materials, finished goods, or products while awaiting use, shipment, or consumption.
<b>TRANSFER</b>	Loading and unloading of chemicals between transport vehicles and storage vessels, and sending chemicals via pipes between storage vessels and process reactors.
<b>TRANSPORT</b>	To carry or convey goods from one place to another using ships, trucks, trains, pipelines, or airplanes.

<b>TRANSPORT MODE</b>	Method of transportation: Highway (trucks); rail (trains); water (ships/barges); pipelines; air (plane).
<b>VAPOR DISPERSION</b>	The movement of vapor clouds in air due to wind, gravity spreading, and mixing.

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**ANNEX H  
APPENDIX 8**

**HAZMAT RESOURCES**

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The Hazmat Resource List is located in the EOC.



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**ANNEX H  
APPENDIX 9**

**HAZARDOUS MATERIALS RIVER INCIDENTS**

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1. Assumption Parish has a navigable waterway. The ICW River runs from East to West through the southern end of the parish. Commercial traffic uses the river, including commercial traffic carrying hazardous materials. It is possible that vessels on the river could have accidents or incidents, in which the vessels could catch fire, explode, give off poisonous gasses and vapors, or spill hazardous materials. A vessel that is damaged in an accident could be a potential source of hazardous materials until it is restored to a safe condition. This could take time.
2. Assumption Parish will respond to all incidents occurring on the river effectively and efficiently, whether they occur during duty hours or after duty hours. All river incidents will be treated as potential hazardous materials incidents until a condition of assured safety is established.
3. When a warning of a river incident is received at the Parish Warning Point, the person on duty will size up the situation according to the mile marker or other geographic location information, and make the appropriate notification of response agencies according to the parish HAZMAT call-out roster.
4. If the incident is within two miles of a populated area or a transportation route, the first responder will size up the situation, and, if appropriate, call for an evacuation of all persons within a two-mile radius of the incident. Evacuation will be carried out in accordance with the guidelines in Annex D, Evacuation.
5. If an incident cannot be contained and handled by parish resources, the state will be called in to assist.
6. The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) will be informed of all River Hazardous Materials Incidents in a timely

basis. In any case in which faults are detected in the notification and warning process, the problems will be identified and reported to GOHSEP, ATTN: Natural and Technological Hazards Division (NTH).

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**ANNEX H  
APPENDIX 10**

**HAZMAT GUIDELINE**

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HAZMAT GUIDELINE IS ON FILE IN THE EOC

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## **ANNEX I**

### **FIRE SERVICES**

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#### **I. PURPOSE**

The purpose of this annex is to establish policies for the Assumption Parish fire services which will save lives, prevent injuries, protect property, and complement protective response actions by the parish during emergency situations and disasters.

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

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

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

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

Existing fire personnel and equipment will be able to handle most emergency situations through the utilization of mutual aid agreements. When local response is exhausted, assistance can be obtained from state and federal agencies.

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

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

The responsibilities of fire services in disaster situations shall be similar as daily operations.

Their primary responsibility will be fire control, however they may also be involved with rescue operations and hazardous materials incidents. They also serve a supplemental Emergency Preparedness duty by providing backup support within their ability to assist in warning the public during emergency and hazardous situations, and by providing support for radiological defense activities.

**B. PHASES OF MANAGEMENT**

1. Mitigation
  - a. Advise public officials on needed changes to fire and zoning codes
  - b. Enforce fire code
  - c. Conduct public fire safety and hazardous materials safety education programs
  - d. Negotiate mutual aid agreements with other jurisdictions
2. Preparedness
  - a. Maintain equipment
  - b. Recruit, train and exercise their members
  - c. Develop command and communications guidelines
  - d. Review preparedness
3. Response
  - a. Suppress fires and chemical releases

- b. Conduct search and rescue operations
  - c. Support operation of public warning system (See Annex C)
  - d. Support Radiological Protection (See Annex F)
  - e. Respond to Hazardous Material Incidents (see Annex H). Advise public officials of potentially hazardous materials that may pose danger to the public.
  - f. Activate volunteer support groups as needed.
  - g. Advise public officials of possible need for evacuation.
4. Recovery
- a. Conduct fire inspections
  - b. Conduct decontamination
  - c. Continue response operations
  - d. Designate safe and danger areas
  - e. Assist in damage assessment

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

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

- 1. Coordinate all fire service activities within jurisdiction
- 2. Suppress fires, including those in emergency shelters
- 3. Prevent fires

4. Support operation of systems to warn the public, as needed
5. Enforce fire code
6. Support radiological defense measures
7. Respond to hazardous materials incidents
8. Establish and renew mutual aid agreements
9. Assist in the search and rescue of injured and missing persons during emergencies.
10. Alert all emergency support to dangers associated with technological hazards and fire during emergency operations.

**B. MILITARY SUPPORT**

Support local fire suppression, search, and rescue operations

**V. DIRECTION AND CONTROL**

**A. OPERATIONS**

1. The Fire Chief of each designated department shall have authority for fire operations within his respective district.
2. Command Post and Staging Area guidelines will be followed to effectively coordinate all field operations.
3. In declared disasters such as National emergencies, terrorist attack, or natural disasters, the President of the Parish Police Jury through the Parish Homeland Security and Emergency Preparedness Agency will coordinate emergency operations within Assumption Parish from the Emergency Operations Center.

4. To assist in emergency operations the Homeland Security and Emergency Preparedness Director shall appoint a fire representative to coordinate field command post/ fire station activities through the Emergency Operations Center. The fire representative will also coordinate the use of resources from outside jurisdictions.
5. Each fire company chief shall be a volunteer field command post chief within his respective jurisdiction with the responsibility of providing situation reporting to the Emergency Operations Center. According to the type and extent of an emergency, reports may contain information on casualties, extent of damage, danger to other areas and other pertinent information as needed.
6. Priority of firefighting and rescue operations shall always be given to designated shelters, and areas immediately adjacent to said shelters.
7. Routine operations will be handled by the respective fire departments in accordance with their standard operating guidelines. State and federal support will be called upon as needed.

**B. EVACUATION**

1. Area evacuation, in the event of a fire, explosion, or hazardous materials incident, shall be recommended by the Fire Chief in charge. Such recommendation shall be coordinated with the Sheriff's Department and the parish Homeland Security and Emergency Preparedness Agency.
2. In situations when in the opinion of the Sheriff's Department and/or the parish Homeland Security and Emergency Preparedness Department that evacuation is essential to saving lives, an evacuation order will be issued.



3. Prior to the issuing of an evacuation order to the news media for public dissemination, all affected agencies shall be notified if time permits, and the issuance of such orders shall be announced from the Emergency Operations Center.

## **VI. CONTINUITY OF GOVERNMENT**

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

## **VII. ADMINISTRATION AND LOGISTICS**

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

## **VIII. GUIDE DEVELOPMENT AND MAINTENANCE**

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

## **IX. AUTHORITIES AND REFERENCES**

See Basic Guide

## **Appendices to Annex I:**

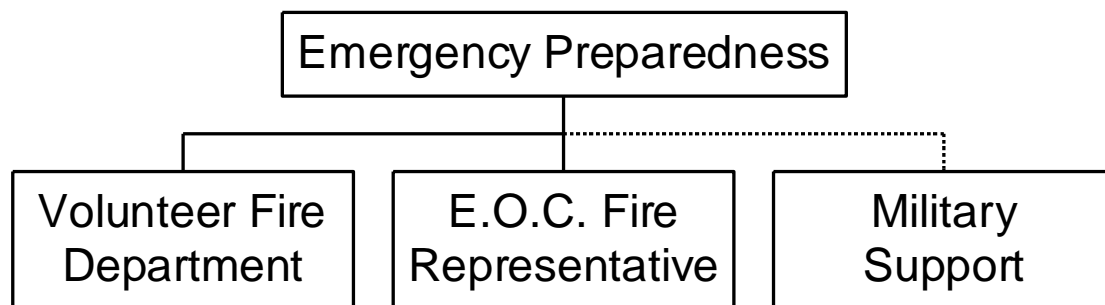
1. Fire Services Organizational Chart-Communications Network

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**ANNEX I  
APPENDIX 1**

**FIRE SERVICES ORGANIZATIONAL CHART  
COMMUNICATIONS NETWORK**

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———— Direct  
..... Coordinate

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## **ANNEX J**

### **SEARCH AND RESCUE**

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#### **I. PURPOSE**

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

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

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

Assumption Parish may be subject to severe damage from hurricanes, floods, tornadoes, industrial plant explosions, chemical releases, transportation incidents, and terrorist attacks, which could result in people being trapped in damaged and collapsed structures.

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

Organized, trained, and well-equipped search and rescue teams in Assumption Parish are necessary as an effective means to minimize the loss of life.

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

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

1. Day-to-Day Rescue Operations

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

2. Volunteer Search and Rescue Associations

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

Each search and rescue unit responding will maintain a management control unit using an in-house chain-of-command to insure that operations control is maintained throughout the duration of the search and rescue operation. All participating units will coordinate their efforts with the Sheriff's Department.

3. Terrorist Related Events

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

4. Natural Disaster and Technological Hazards

The day-to-day rescue capability will be augmented by the parish's volunteer search and rescue organizations during natural and technological disasters to the extent necessary to eliminate the problem. The operations may also require the mobilization of medical personnel, building trades, engineering services, heavy equipment operation, mutual-aid agreements and military support.

**B. PHASES OF MANAGEMENT**

1. Mitigation

In addition to continuous guide review and updating, public awareness programs have been developed in an effort to reduce accidents on land and navigable waterways.

2. Preparedness

- a. Rescue units and EMT's are trained on a regular basis in rescue skills and techniques by the responsible controlling agency or organization.
- b. Rescue equipment is tested, maintained and repaired by the responsible agency or organization.
- c. Response guides are revised at regular intervals and accordingly by the Department of Homeland Security and Emergency Preparedness.

3. Response

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

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

4. Recovery
  - a. public information activities,
  - b. initiate return when mission completed,
  - c. inventory and replace losses,
  - d. secure and return to normal activities.

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

##### **A. COORDINATION**

1. Normal day-to-day rescue is managed by the appropriate dispatcher and on-scene commander.

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

1. Fire Department personnel and Sheriff's Department deputies are assigned responsibility for day-to-day search and rescue operations.
2. Volunteer search and rescue assistance may be requested to include boating accidents, missing persons, and downed aircraft.
3. Motor vehicle transportation support is provided by the Sheriff's Department, Volunteer Fire Departments, and support parish agencies.

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

- A. Direction and Control of the total rescue force is the primary responsibility of the Assumption Parish Sheriff's Department. All emergency responses requiring rescue operations and additional resource support will be channeled through the Sheriff's Office.

- B. Direction and Control for search and rescue operations in Assumption Parish may be coordinated by either a single department or may be conducted as a joint venture involving more than one agency or rescue group. The Sheriff department will have overall control.

## **VI. CONTINUITY OF GOVERNMENT**

See Basic Guide, Section VI

## **VII. ADMINISTRATION AND LOGISTICS**

- A. The Parish Homeland Security and Emergency Preparedness staff will be responsible for coordinating with representatives from all affected search and rescue groups in order to insure that necessary updates and structural changes are made.

## **VIII. GUIDE DEVELOPMENT AND MAINTENANCE**

- A. The primary responsibility for the development and maintenance of this annex and standard operating guidelines to implement it rests with the Parish Office Homeland Security of Emergency Preparedness. Support will be provided by a representative from Assumption Parish volunteer fire departments, the Sheriff's Department and the volunteer search and rescue groups in the parish.

## **IX. APPENDICES TO ANNEX J**

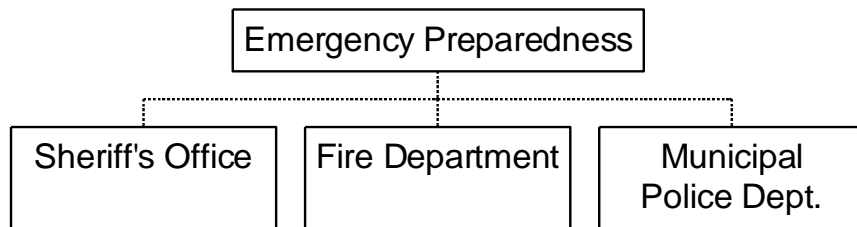
- 1. Search and Rescue Organizational Chart

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**ANNEX J  
APPENDIX 1**

**SEARCH AND RESCUE ORGANIZATIONAL CHART**

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## **ANNEX K**

### **DAMAGE ASSESSMENT**

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#### **I. PURPOSE**

To establish guidelines for the accurate assessment and reporting of damage to public and private property resulting from a disaster in order to restore the affected community to its natural order.

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

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

1. During the recovery phase of a disaster, the parish will conduct a systematic analysis of the nature of the damage to public and private property 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, damage assessment of public and private property is required for the parish and all of its political subdivisions to determine the extent of damage. This information will provide a basis for the determination of actions needed, the establishment of priorities, the allocation of local government resources in the disaster area during the early stages of the recovery effort, and what, if any, outside assistance will be required.

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

1. Fast and accurate damage assessment is vital to effective disaster responses.

2. Damage will be assessed by pre-arranged teams of local resource personnel.
3. If promptly implemented, this guide 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 Homeland Security and Emergency Preparedness Director or his designee will be responsible for damage surveys, collection of data and the preparation of damage assessment reports. The Homeland Security and Emergency Preparedness Department, acting on behalf of Assumption Parish, will submit the needed reports to the Governor's Office of Homeland Security and Emergency Preparedness. Damage assessment will be conducted by qualified, trained local teams.

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

1. Mitigation
  - a. Develop a damage assessment-training program with teams of qualified local personnel.
  - b. Designate a Damage Assessment Officer.
  - c. Develop public awareness programs of building codes, ordinances, and the Flood Insurance Program.
2. Preparedness
  - a. Identify resources to support and assist with damage assessment activities.

- b. Select and train personnel in damage assessment techniques.
- c. Review guidelines for damage reporting and accounting (Louisiana Disaster Reporting and Guidelines Guide).
- d. List all critical facilities and all parish buildings requiring priority assessment.

3. Response

- a. Activate the damage assessment staff in the EOC.
- b. Begin collection of data and record keeping at onset of event.
- c. Assign disaster assessment teams.
- d. Document all emergency work performed by local resources, including appropriate photographs.
- e. Compile damage reports for appropriate agencies.
- f. Inform officials of hazardous facilities, bridges, roads, etc.

4. Recovery

- a. Continue damage assessment surveys.
- b. Advise on priority repairs and unsafe structures.
- c. Monitor restoration activities.

- d. Prepare documentation for submission to state and federal government.
- e. Review building codes and land use regulations for possible improvement.
- f. Appoint an Authorized Agent to represent Assumption Parish.

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

##### **A. HOMELAND SECURITY AND EMERGENCY PREPAREDNESS DEPARTMENT**

The Office of Homeland Security Emergency Preparedness is responsible for the overall direction and control of damage assessment for the parish and its municipalities, to include:

- 1. assembling a team for developing a damage assessment guide,
- 2. appointing a Damage Assessment Officer,
- 3. developing public information and education programs.

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

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

- 1. assist the Homeland Security and Emergency Preparedness Director, and those from other agencies who are involved in recovery operations, in establishing a sequence of repairs and priorities for restoration of affected areas,
- 2. coordinate disaster teams conducting field surveys,

3. maintain sufficient quantities of needed forms for damage assessment teams and other departments/agencies assisting with assessment/recovery operations,
4. collect and compile incoming damage reports from teams in the field, and from other operations coordinators such as parish department directors, health and medical coordinator, and others with outside agencies such as Red Cross, school systems, utility companies, etc.,
5. collect, report and maintain estimates of expenditures and obligations as required,
6. correlate and consolidate all expenditures and damage assessment for submission to the Governor's Office of Homeland Security and Emergency Preparedness,
7. be available to escort state and federal damage survey officials on inspections of damaged areas, and have damaged sites located on area maps before state and federal inspectors arrive,
8. solicit cooperation from local companies, (appraisers, contractors, utilities, etc.) and local representatives of support agencies such as Red Cross, Fire Departments, etc. to serve as members of damage assessment teams,
9. conduct damage assessment training programs,
10. maintain a list of critical facilities (public buildings, streets, roads, bridges, etc.) requiring priority repairs, if damaged.

**C. MUNICIPALITIES**

1. Conduct damage assessment survey of public facilities and private property within the political subdivision, with assistance as required from parish resources,
2. Maintain accurate records of funds, materials, and man-hours expended as a direct result of the disaster,
3. Receive, record and consolidate all damage reports made by private citizens within their political subdivisions,
4. Provide the Assumption Parish Damage Assessment Officer with a consolidated report of all public and private damages incurred within 24 hours of the disaster. Periodic radio and/or telephone reports will be made as information becomes available or is requested for the EOC. Telephone reports are acceptable to meet the time requirements; however, confirmation in writing will be furnished within 72 hours.

**D. DAMAGE ASSESSMENT TEAMS**

During the post-emergency phase of disaster, it will be of utmost importance to have organized sufficient numbers of damage assessment teams. Teams for Assumption Parish will include any of the following representatives of parish departments, support agencies and/or private sector:

Roads & Bridges Department  
Photographer  
Office of Homeland Security and Emergency Preparedness  
Sheriff's Office  
American Red Cross  
County Agent  
Utility Companies  
Tax Assessment Officers  
Contractors  
Real Estate Agents  
Insurance Agents

**V. DIRECTION AND CONTROL**

The Homeland Security and Emergency Preparedness Department is responsible for developing a damage assessment program. The Damage Assessment Officer is a member of the EOC staff and is responsible for the training of the damage assessment teams. Direction and Control of the assessment effort will be from the EOC. All parish departments will provide personnel and resources to support the damage assessment effort, as requested. Personnel from operating departments assigned to damage assessment responsibilities will remain under the control of their own departments but will function under the technical supervision of the damage assessment officer.

## **VI. CONTINUITY OF GOVERNMENT**

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

## **VII. ADMINISTRATION AND LOGISTICS**

### **A. FORMS AND RECORD RETENTION**

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

### **B. SURVEY TEAMS**

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

## **VIII. GUIDE DEVELOPMENT AND MAINTENANCE**

The Homeland Security and Emergency Preparedness Director, along with the 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 Guide, Assumption Parish

**B. REFERENCES**

Handbook for Applicants Pursuant to P.L. 93-288, FEMA 1994

State of Louisiana, Disaster Recovery Manual

**Appendices to Annex K:**

1. Damage Assessment Organization Chart



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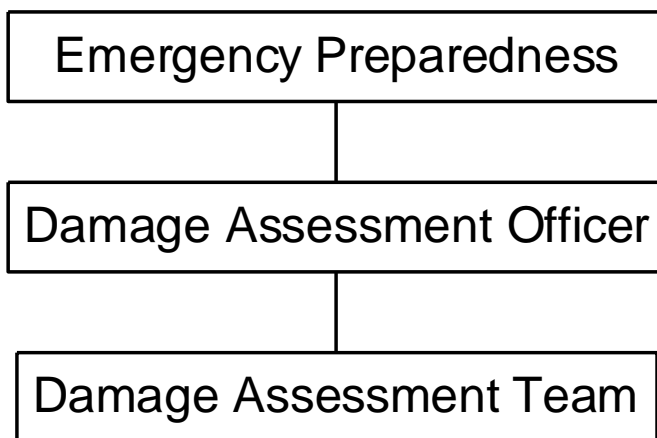
**ANNEX K  
APPENDIX 1**

**DAMAGE ASSESSMENT ORGANIZATION CHART**

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## **ANNEX L**

### **RESOURCES MANAGEMENT**

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#### **I. PURPOSE**

This annex is designed to provide guidance to local government for management of resources in an emergency situation. The purpose of this annex is to provide for the proper inventory of the community resources in Assumption Parish on a continuing basis and develop guidelines to deploy these resources in an orderly and timely manner in an emergency.

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

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

An emergency situation can result from a natural or manmade occurrence resulting in the loss of life or property. During such an emergency, it is the responsibility of local government to protect the lives and property of its citizens. Efforts to mitigate these problems are coordinated through the Emergency Operations Center where a list of available local resources is kept on file.

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

1. Guidelines have been established for requesting assistance and resources during an emergency.
2. A network of response inventory to assist in keeping adequate resources is available.
3. Resource inventory includes anticipated needs of local government for all types of emergencies.
4. Proper coordination of all available resources has been provided.

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

#### **A. GENERAL**

It is the responsibility of local government to protect the lives and property of its citizens. At the time of the emergency, the Resource Manager will form a Resource Priorities Board which will determine the availability of essential resources in Assumption Parish and recommend priorities for the use of scarce supplies and materials needed to maintain the welfare of the population. The Resource Priorities Board will consist of the head of each government agency or private organization which ordinarily controls or supplies such resources or services as: food supplies, construction equipment and materials, fuels, transportation, electric power, water, medical supplies, natural gas, industrial production, manpower, sewage and waste disposal, and others. The Resource Manager will assist to help with the most critical supply efforts. (See Appendix 1) Guides and duties in these areas are found in other appropriate appendices.

Local government will:

1. commit all, or that part of its available resources necessary to protect lives and property and relieve suffering and hardship,
2. seek assistance from the Governor's Office of Homeland Security and Emergency Preparedness in the event all local resources have been expanded or committed,
3. maintain a list of available resources to be utilized during an emergency,
4. maintain records of all resources expanded, such as manpower, equipment and materials.

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

1. Mitigation

- a. Plan resources services to be provided in an emergency.
- b. Coordinate activities through Homeland Security and Emergency Preparedness EOC and the Resource Manager.
- c. Plan and train adequate personnel for maximum utilization of resources of the following units of governments:
  - (1) Sheriff/Police Department
  - (2) Fire Departments
  - (3) Parish Health Department
  - (4) Parish Maintenance Department
  - (5) Office of Family Support
  - (6) Department of Education
  - (7) Public Utilities
- d. Coordinate and utilize all available resources during an emergency.

2. Preparedness

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

3. Response

- a. Distribute and manage resources.
  - b. Coordinate resources for disaster victims.
  - c. Identify resource distribution centers.
  - d. Coordinate services with parish and local governments.
  - e. Make available list of sources to provide materials, equipment, and other resources during emergencies.
  - f. Coordinate local efforts with other agencies.
  - g. Keep records of services and resources rendered during an emergency.
4. Recovery
- a. Assess needs of victims.
  - b. Estimate costs to provide resources.
  - c. Assess impact of the emergency on the available resources and identifiable needs.
  - d. Coordinate resource management.
  - e. Provide public information about resource availability for disaster victims.
  - f. Record resource needs and available supplies.

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

The day-to-day operations of the Homeland Security and Emergency Preparedness Agency provides planning and personnel training to obtain the maximum use of available resources and materials in the event an emergency should arise. During the emergency local government will coordinate and identify essential resources to be used to assist disaster victims in accordance with Appendix 1 to this annex. The aim of the Resource Management Annex is to assist with the utilization of resources and trained personnel to carry out effectively each assignment. Among the many resources needed during an emergency are the following.

**A. HEAVY EQUIPMENT**

1. Machinery for clearance
2. Bulldozers
3. Backhoes
4. Draglines

**B. SPECIALIZED EQUIPMENT**

1. Chain saws
2. Firefighting equipment
3. Water pumps
4. Rescue equipment
5. Generators
6. Portable lighting

**C. TEMPORARY SHELTERS**

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

**D. FOOD CENTERS**

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

**E. MEDICAL CARE**

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

**F. TRANSPORTATION**

1. Buses
2. Trucks
3. Trains
4. Boats
5. Lowboy - Tractor/Trailers
6. Aircraft

**G. MARINE EQUIPMENT**

**H. MISCELLANEOUS SUPPLIES**

1. Sand
2. Sand bags

Planning addresses both the normal and extraordinary emergency roles for management of resources.



**V. DIRECTION AND CONTROL**

- A. The Resource Manager, along with the Homeland Security and Emergency Preparedness Director, will be responsible for the coordination, acquisition, distribution and management of resources and supplies. The major responsibility is to identify available sources from which needed resources can be obtained during an emergency situation. Coordination of these resources during emergencies will be handled from the EOC by the Resource Manager. Routine checks will be made in order to maintain an accurate list of supplies and to insure their protection.

**VI. CONTINUITY OF GOVERNMENT**

Lines of succession are in accordance with the Basic Guide.

**VII. ADMINISTRATION AND LOGISTICS**

- A. The resource management network is a function of the Emergency Operations Center and a primary responsibility of the Homeland Security and Emergency Preparedness Director.
- B. A listing of all available stores and supplies of food, materials, and equipment is kept on file in the Emergency Operations Center.

**VIII. GUIDE DEVELOPMENT AND MAINTENANCE**

The Homeland Security and Emergency Preparedness Director, along with the Resource Manager will be responsible for the development and updating of this annex.

The Office of Homeland Security and Emergency Preparedness will be responsible for keeping an accurate and updated list of all available sources that will supply resources in an emergency.

**IX. AUTHORITIES AND REFERENCES**

**A. AUTHORITY**

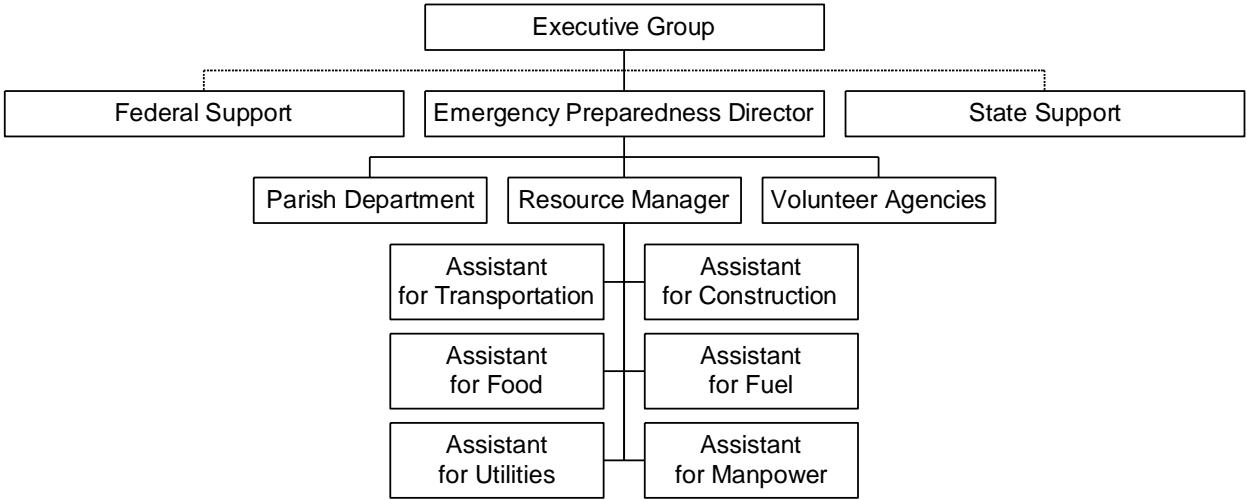
See Basic Guide

Appendices to Annex L:

1. Resource Management Organizational Chart
2. Food Supply Guide
3. Fuel Supply Guide
4. Transportation Guide
5. Construction Guide
6. Utility Guide
7. Manpower Guide
8. Resource List

ANNEX L  
APPENDIX 1

RESOURCE MANAGEMENT ORGANIZATIONAL CHART



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..... Coordinate

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**ANNEX L**  
**APPENDIX 2**  
**FOOD SUPPLY GUIDE**

---

**I. GENERAL**

- A. Normally, food supplies on hand in retail stores in Assumption Parish would be sufficient to sustain the resident population for approximately four days without resupply. Local residents are estimated to have on hand in their homes enough food to support themselves for seven days.
- B. Evacuees are expected to bring at least a three-day supply to feed themselves until the food distribution system can be redirected from the large cities to the rural areas.
- C. Based on the National Emergency Food consumption standard established by the U.S. Department of Agriculture, which provides a minimum of 2,500 calories per person per day, (approximately 3.25 pounds per person), plans may be made for additional population.

**II. RESPONSIBILITIES**

- A. Commercial food industry (processors, wholesalers, retailers) will be responsible for redistribution of food stock in the parish.
- B. Food Supply Coordinator will be responsible for arranging the distribution and control of all available food stocks within Assumption Parish.
- C. Coordinator for each lodging district is responsible for requesting the amount of food needed from Food Supply Coordinator.

**III. OPERATIONS**

- A. Food Supply Operations Center will be located at the Assumption Police Jury Parish Barn, 141 Highway 1008, Napoleonville.
- B. Based on food supply requests forwarded by the lodging District Feeding Coordinators, the Food Supply Coordinator will locate food needed and arrange for transportation to the district rationing distribution point, or mass feeding kitchens, where needed.
- C. All trucks delivering food and other grocery products to Assumption Parish will first report to the Food Supply Operations Center. From this point, the Food Supply Coordinator will direct trucks to the appropriate storage of distribution areas.

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**ANNEX L**  
**APPENDIX 3**

**FUEL SUPPLY GUIDE**

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**I. GENERAL**

The Fuel Supply Coordinator will make use of all available government and commercial fuel supplies and distribution facilities to furnish fuels for essential emergency preparedness needs.

**II. RESPONSIBILITIES**

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

**III. OPERATIONS**

- A. The Fuel Coordination Center will be located at Assumption Police Jury Parish Barn, 141 Highway 1008, Napoleonville. Emergency Service Coordinators will request any fuel support needed for their operations from the Fuel Section. The Fuel Coordinator will arrange to furnish the amount and type of fuels needed, based on priorities set for fuel use in the parish.
- B. Fuel Coordinator should work closely with the Transportation and Construction Sections to arrange for gasoline, oil, and diesel fuel supplies, at or near vehicle dispatch points, and for heavy construction equipment.
- C. Fuel Coordinator should report shortages or surpluses to the parish EOC.
- D. All fuel trucks delivering petroleum to Assumption Parish will first report the Fuel Coordination Center. From this point, the Fuel Coordinator will direct trucks to appropriate storage or distribution points.

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**ANNEX L**  
**APPENDIX 4**

**TRANSPORTATION GUIDE**

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**I. GENERAL**

Transportation Section will make use of all available government, public school district, commercial, and private transportation equipment, supplies and facilities needed to support emergency operations in Assumption Parish.

**II. RESPONSIBILITIES**

The Transportation Section consists of: the Transportation Coordinator, representatives from the school board and local bus companies, representatives from other organizations owning cargo or passenger carrying vehicles, representatives from railroad and express companies, and the local Postmaster.

**III. OPERATIONS**

- A. Transportation Operations Center will be located at the Assumption Police Jury Parish Barn, 141 Highway 1008, Napoleonville.
- B. Emergency Service Coordinators will request any transportation support needed from the Transportation Section. Transportation Coordinator will arrange to furnish the type of transportation needed on a mission basis. Vehicles and drivers will be dispatched from one of the dispatch points, and will report to the dispatch point after each assignment.
- C. All trucks bringing cargo to this Parish should report first to a vehicle control point at the Assumption Parish line for further instructions. From this vehicle control point, incoming trucks will be instructed as follows:

- i. Trucks carrying food report to the Assumption Police Jury Parish Barn, 141 Highway 1008, Napoleonville.
  - ii. Trucks carrying construction materials/ equipment report to Construction Operations Center located at the Assumption Police Jury Parish Barn, 141 Highway 1008, Napoleonville.
  - iii. Trucks carrying petroleum products report to Fuel Coordination Center located at Assumption Police Jury Parish Barn, 141 Highway 1008, Napoleonville.
  - iv. All trucks delivering health/medical supplies report to Our Lady of the Lake Hospital, Napoleonville.
  - v. Empty trucks/buses report to central vehicle dispatch point located at the Assumption Police Jury Barn, 141 Highway 1008, Napoleonville.
- D. Trucks carrying supplies through this parish to other parishes must not be diverted from their routes. Transportation Coordinator should work closely with law enforcement to arrange for priority movement of critical supplies. If State Emergency Highway Traffic Regulations are in effect, Transportation Coordinator must issue necessary road use permits for trucks using regulated routes.



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**ANNEX L**  
**APPENDIX 5**  
**CONSTRUCTION GUIDE**

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**I. GENERAL**

The Construction Section will mobilize all heavy and light duty construction equipment and all building materials available in Assumption Parish.

**II. RESPONSIBILITIES**

- A. The Construction Section will provide heavy and light equipment construction materials and engineering support for all emergency service work.
- B. Labor will be provided by either the organization furnishing the equipment or the Manpower Coordinator.

**III. OPERATIONS**

- A. Construction Operations Center will be located at the Assumption Police Jury Parish Barn, 141 Highway 1008, Napoleonville.
- B. All trucks carrying construction supplies/equipment and all motorized heavy equipment arriving in this parish will report first to the Construction Operation Center. From this point, the Construction Coordinator will direct such trucks or equipment to work sites.

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**ANNEX L**  
**APPENDIX 6**  
**UTILITY GUIDE**

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**I. GENERAL**

The assistant for utility services shall oversee and coordinate matters and problems pertaining to electric, gas, water, sewer, etc., utilities with those public and private firms who dispense these services to Assumption Parish during the emergency period.

**II. RESPONSIBILITY**

The assistant for utility services shall monitor and coordinate with all utility companies and shall endeavor to obtain the needed utilities for all evacuees and to resolve problems between evacuees and utilities firms or agencies. He shall keep the Resources and Supply Coordinator informed of any problem involving utilities and their availability.

**III. OPERATIONS**

- A. Electric utilities in Assumption Parish are supplied by Entergy Louisiana LLC and Southeast Louisiana Electric Co-Op. Alternate sources for generating equipment may be provided by agreements with neighboring parishes, municipalities, and state agencies (National Guard).
- B. Natural gas utilities in Assumption Parish are supplied by South Coast Gas Co. Inc. and Atmos Energy.
- C. Water utilities are supplied by parish and town water districts. Alternate water sources may be supplied by private bottling companies and state agencies (National Guard).

- D. Sewer and or sanitation facilities are supplied by municipally owned oxidation treatment ponds in the Village of Napoleonville. The rest of the parish is covered by individual treatment disposal (septic tanks).
  
- E. Telephone facilities in Assumption Parish are supplied by AT&T. Please refer to Annex B, Communications, for a more detailed break-down of the system.

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**ANNEX L**  
**APPENDIX 7**  
**MANPOWER GUIDE**

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**I. GENERAL**

The manpower section of the Resource and Supply Services shall provide able-bodied men and women to other emergency services for special or general jobs that need to be done for the welfare and care of the relocated public.

**II. RESPONSIBILITIES**

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

**III. OPERATIONS**

- A. The Assistant for Manpower Services, upon being notified of activation by the Coordinator, Resources and Supply, will form his staff (usually made up of people from the local Employment Service or Parish Personnel and/or Reception and Care [R&C] Centers). Manpower Services people will assign relocates to different tasks which must be accomplished for the common welfare of the people in a time of crisis (i.e., sanding/sandbagging a building, cooking/kitchen duties, security, etc.). Job assignments will be made in accordance with the procedures, checklist and assignment as stated in Annex A.
- B. In the case of shortages, the Resources Priority Board shall set priorities. The Assistant for Manpower Services, shall coordinate with the local and state employment services.

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**ANNEX L  
APPENDIX 8  
RESOURCE LIST**

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- I. Fire and Safety Equipment
  - A. Consulting & Safety Specialists, Inc.  
924 Lefort Bypass Road  
Thibodaux, LA  
985/447-1700
  - B. Southland Fire & Safety Equipment  
Gonzales, LA
- II. Heavy Equipment Contractors
  - A. Nick Martinolich  
953 Highway 3185  
Thibodaux, LA  
985/447-4452
  - B. Ronald Adams Contractors  
1074 Hwy 1  
Thibodaux, LA  
985/447-4466
  - C. Arabie Trucking  
Hwy 1  
Thibodaux, LA  
985/448-1121
  - E. L & J Construction Inc.  
985/473-1084

- F. Paul W. Landry Backhoe Service Inc.  
985/252-6167 985/252-9971

III. Small Equipment Contractors

- .A. Arcement Enterprises  
Labadieville, LA  
504/526-8973

IV. Bottled Water Companies

- A. American Spring Water  
128 Business Ct.  
Houma, LA  
985/876-7173
- B. Kentwood Spring Water, Inc.  
800-728-5508
- C. Abita Springs Water  
1-800-331-3683

V. Tree Services

- A. Chaudoir Tree Experts  
985/447-8136
- B. Tree Specialist, Inc.  
985/446-7017
- C. Tree Boss  
985/447-7545

VI. Mental Health

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## **ANNEX M**

### **EMERGENCY PUBLIC WELFARE**

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#### **I. PURPOSE**

This annex provides guidelines to ensure that assistance and services will be available to victims of a natural or manmade disaster.

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

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

1. Assumption Parish is continually exposed to potential disasters that are capable of destroying the property of individuals, their means of making a living and the physical environment that makes modern society workable. Emergency welfare services are critical to relieving suffering and making the basic necessities of life available to persons affected by such disasters. To ensure that these services can be made available quickly and effectively, plans must be made and an organization maintained which can respond to these disasters.

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

1. The parish will continue to be exposed to disasters.
2. Responding to these disasters requires coordination of welfare services.
3. Planning is necessary for an effective response.
4. Emergency welfare services can be of significant assistance to the people of the parish in reducing disaster-related losses.

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

#### **A. GENERAL**

The Office of Federal Programs, as the welfare arm of local government, will assume its responsibilities in coordination with other emergency-oriented activities. The State Department of Social Services provides overall direction, planning and policy guidance. The Office of Federal Programs is responsible for developing the specific requirements and details for implementing the state plan in the parish. Major functions included are emergency registration, coordination of feeding, clothing and lodging, and social services.

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

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

- a. Plan shelter services to be provided in an emergency situation.
- b. Coordinate activities with Homeland Security and Emergency Preparedness Director.
- c. Train personnel in emergency guidelines.
- d. Plan coordination with other services.
- e. Review and update emergency Public Welfare Service Plan.

##### **2. Preparedness**

- a. Upon receipt of information of any pending disaster or emergency threatening the lives or welfare of the people, the Director and staff of the Office of Federal Programs will review existing contingency plans for emergency welfare services, anticipate probable extent of human need, notify



officials of related public and private welfare agencies, and be prepared to implement the Emergency Welfare Guide.

3. Response

Upon notification that an emergency or disaster has occurred, the Director of the Office of Federal Programs will activate the emergency guide to include:

- a. situation analysis,
- b. mobilization of resources,
- c. coordination of all welfare services provided by public and private welfare or welfare-related agencies, civic and church groups,
- d. carry out these responsibilities in close coordination with total governmental operations.

4. Recovery

- a. Continue welfare assistance to the needy as circumstances dictate on an emergency basis.
- b. Establish onsite centers for granting relief to victims of emergency situations.

**C. EXECUTION**

The method and scope of response will depend on the extent of human needs created by the disaster as well as the condition under which services can be delivered. The Director of the Office of Federal Programs will respond immediately to meet human needs caused by a natural or manmade disaster.

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

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

1. The State Department of Social Services establishes policies, guidelines, and provides guidance to the Parish Agency in order to develop and maintain statewide capability of service delivery to meet human need caused by a disaster. The Office of Federal Programs is organized with an inherent response oriented capability as the welfare arm of local government.
2. The organizational structure of Emergency Welfare Services of the parish is found in Appendix 1.

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

1. Key positions for emergency operations in the parish have been established to assure the administration of emergency welfare services and for the efficient use of staff during a disaster. The key positions are the Director and his or her alternates who may administer emergency welfare services from an on-site center or the Office of Federal Programs.
2. In any disaster or emergency, it is the responsibility of the parish Department of Homeland Security and Emergency Preparedness and the Office of Federal Programs to coordinate all welfare assistance and services to individuals and families administered by public and private welfare or welfare-related agencies, civic and church groups to fully use all public and private welfare resources within the parish; and assure the availability of welfare assistance and services to victims of any disaster or emergency.

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

- A. The parish Director of the Office of Federal Programs Agency will exercise direction and control over emergency operations in an emergency from the parish Emergency Operations Center, if the facility has been activated or from a normal command post location.
- B. At times of emergency, the parish Department Director Department may:
  - 1. designate other staff to represent the department at the EOC,
  - 2. assign staff to the disaster staff in order to provide emergency welfare resources that are available to victims,
  - 3. continue to operate from the Office of Federal Programs.

## **VI. CONTINUITY OF GOVERNMENT**

Lines of succession for Emergency Welfare Service activities in the Office of Family Support are established by departmental policy.

## **VII. ADMINISTRATION AND LOGISTICS**

### **A. ADMINISTRATION**

- 1. All emergency guides will be reviewed and updated for implementation at any time.
- 2. The Department's alerting guidelines should be kept current.
- 3. A current list of available shelters that may be required in an emergency and/or disaster is maintained.

### **B. LOGISTICS**

Delivery of assistance and services will be made through the Office of Federal Programs in conformity with established policies and guidelines of the Emergency Welfare Services Program. The State Department of

Social Services will provide technical assistance, manpower, supplies and office space to support Assumption Parish operations as appropriate. Support agencies will provide essential logistics to assure their designated emergency functions.

## **VIII. GUIDE DEVELOPMENT AND MAINTENANCE**

The Homeland Security and Emergency Preparedness Director, along with the Director of the Office of Federal Programs for Assumption Parish, will be responsible for the development and updating of this guide.

## **IX. AUTHORITIES AND REFERENCES**

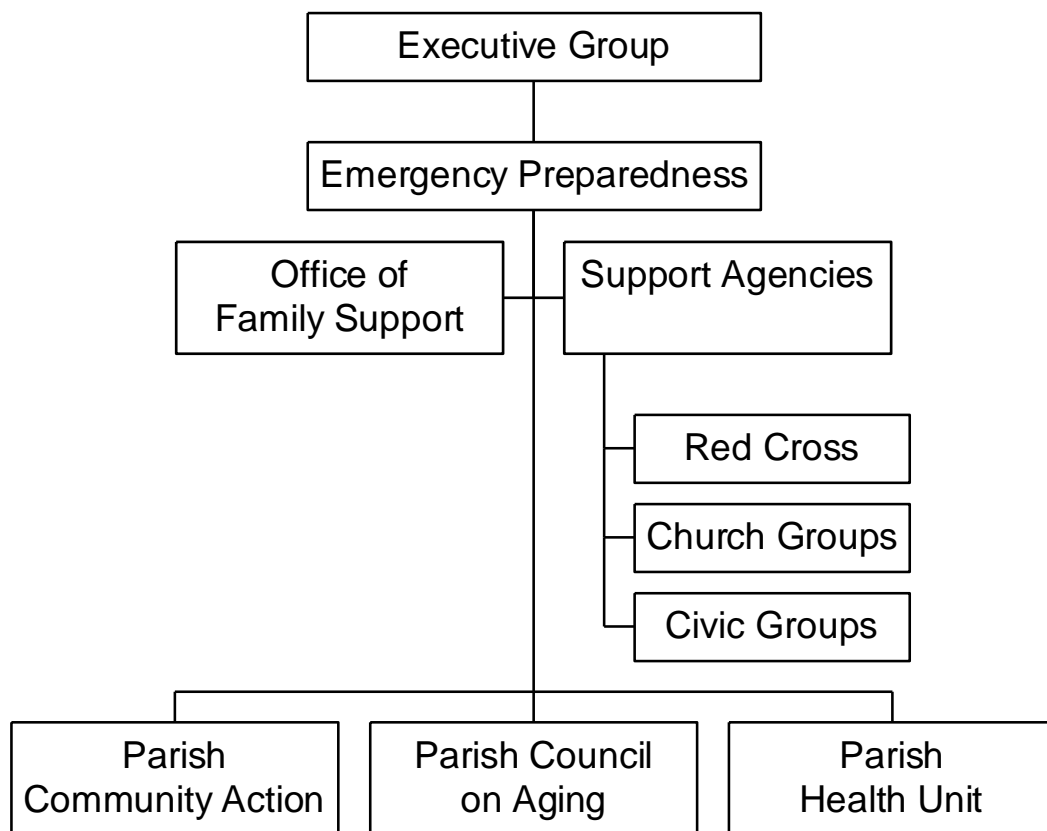
See Basic Guide

### **Appendices to Annex M:**

1. Organizational Chart

**ANNEX M  
APPENDIX 1**

**ORGANIZATIONAL CHART**



———— Direct  
..... Coordinate

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## **ANNEX N**

### **PUBLIC INFORMATION AND EDUCATION**

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#### **I. PURPOSE**

The vulnerability of Assumption Parish to a variety of hazards -- natural, manmade or war-related—makes the development of an emergency public information and education plan necessary. This plan must use all available forms of communication. The purpose of this annex is to provide policies and procedures for the proper collection, control and dissemination of timely and accurate emergency information and instructions in order to save lives and minimize property loss.

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

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

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

4. Public information should be addressed to all segments of society, since everyone has responsibilities in mitigating disasters.

## **B. ASSUMPTIONS**

1. Procedures for the dissemination of emergency information will be predetermined through meetings with the management and directorships of the affected organizations.
2. Reviewing of procedures will be conducted on a regular basis with the working media, in that the working media personnel are constantly relocating. Making the media an integral part of the Emergency Operating Plan and procedures is also an ongoing project.

Provisions for other than local media will be arranged for and space provided at the Emergency Operating Center. Coordinating the need for the public to be truly and accurately informed will be the basic guideline of all efforts in the area of emergency public information.

## **III. CONCEPT OF OPERATIONS**

### **A. GENERAL**

Emergency information efforts before, during and after a specific event will focus on the particular situation and not deviate or include information that is not pertinent. Where possible, emergency information will begin with as much educational background as time and the even will permit.

Otherwise, the information given will be of an instructional and operational nature on such things as warnings, evacuation and shelter precautions and/or locations. During crisis periods the public needs and wants to know detailed information and every effort will be made to keep them informed of the general progress of events. Rumor control will be addressed in this

plan and every possible effort to report positive information regarding emergency response will be made in order to maintain confidence in government and reassure citizens that the situation is under control. Along with this will be the use of public feedback, where possible, to measure the effectiveness of the program. All educational programs are aimed at increasing the public's awareness of potential hazards they can or will one-day encounter and the possible means of dealing with them.

Dissemination of this vital information, of course, relies heavily on cooperation of the commercial media and local efforts of the Homeland Security and Emergency Preparedness Agency.

## **B. PHASES OF MANAGEMENT**

### **1. MITIGATION**

- a. Survey and analyze the geographical area of responsibility to determine appropriate precautionary activity necessary to diminish effects prior to the event (emergency levying, evacuation, etc.).
- b. Utilize trained staff personnel for the development and production of hazard awareness programs within the community with schools, civic groups and others.
- c. Maintain an active program with the media in all phases of emergency management in education, instructions and action plans.
- d. Maintain a well-equipped and supplied media room within the EOC, including broadcasting capabilities.
- e. Develop the Emergency Alert System (EAS) and exercise it regularly. Have written agreements for the activation of EAS as well as procedures.
- f. Identify a resource person(s) to assist in communicating with non-English speakers who may be in Assumption Parish



during an emergency. Maintain resource list in EOC. The Assumption Parish School Board will serve as the initial contact for assistance with such requests.

**2. PREPAREDNESS**

- a. Develop a mutually agreed upon public educational program for consideration of all hazards, with particular emphasis on seasonal hazards such as tornadoes or flooding.
- b. Prepare and distribute on a regular basis all pertinent operational and procedural changes as they are developed in the various ongoing programs, and distribute to the media.
- c. Test Emergency Alert System (EAS).

**3. RESPONSE**

- a. Distribute press releases and emergency information packets.
- b. Coordinate rumor control through aggressive public relations activities.
- c. Schedule news conferences on regular basis.

**4. RECOVERY**

- a. Continue emergency public information programs.
- b. Assess effectiveness of information and education programs.
- c. Compile a chronological record of events.

**IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

**A. ORGANIZATION**

- 1. The Homeland Security and Emergency Preparedness Director establishes a public information office and appoints a Public Information Officer who is the official representative to the media in

an emergency. He will locate at the Emergency Operating Center which is the official point of contact for the media.

2. The Public Information Officer functions as a member of the EOC staff under the direction and guidance of the Homeland Security and Emergency Preparedness Director.
3. Other responding agencies should designate a spokesperson to represent that agency to the media. These spokespersons should coordinate with the PIO and clear press releases with the Police Jury President before releasing information to the media.

## **B. RESPONSIBILITIES**

1. Homeland Security and Emergency Preparedness Director
  - a. Appoints a Public Information Officer.
  - b. Develops and maintains the Parish's public information and education programs.
  - c. Maintains a close working relationship with all media sources and maintains current list of same for news releases.
  - d. Enters into agreements with the media for the proper dissemination of news releases provided them.
  - e. Provides official public information essential to the public.
  - f. Provides a media room in the EOC for media briefings and possible on-site broadcasting capabilities.
  - g. Provides a rumor control reporting and check network.
  - h. Provides price-gouging control reporting system.
  - i. Develops procedures for the proper use of an operational plan in the area.
  - j. Coordinates with the Sheriff's Department and fire departments for the use of mobile public address equipment for dissemination of disaster information and instructions.

2. Public Information Officer
  - a. Advises the Homeland Security and Emergency Preparedness Director and Police Jury President on all matters pertaining to public information and education during the emergency.
  - b. Provides news releases for the media.
  - c. Establishes procedures for the flow of public information and distribution of educational materials using all media sources available (newspaper, radio, television) and the use of EAS.
  - d. Disseminates appropriate multi-hazard pre-planned emergency educational packet materials, as lead-time permits, that can be printed in newspapers and used by radio and television as preparatory guidance for the public.
  - e. Receives and compiles for dissemination to the media authoritative information that has been:
    - (1) authenticated through all possible sources and
    - (2) reviewed and cleared for release by the Police Jury President and the Homeland Security and Emergency Preparedness Director.
  - f. Coordinates Rumor Control network which will include field personnel, the National Weather Service, support agencies such as the Sheriff's Office, the media, etc.; monitors news releases for accuracy, or appoints an individual to do same.
  - g. Coordinates disaster information with other local and state agencies and all Parish Departments.
  - h. Keeps the Governor's Office of Homeland Security and Emergency Preparedness informed on local news releases.
  - i. Coordinates the activities of the media room within the EOC as well as access to the public officials in the EOC and/or disaster sites.

- j. Has telephone numbers periodically publicized for ready use of the public to obtain emergency information.
- k. Addresses the needs of handicapped citizens such as the blind, deaf and non-institutionalized elderly and non-English speaking, through the media, specialized telephones and/or door-to-door public address, or through bilingual outlets.
- l. Maintains a chronological record of the disaster events.
- m. Provides for the continued dissemination of information after the emergency for such situations as restricted areas and services, contacting relatives, relief services of State and Federal governments, American Red Cross, Salvation Army, etc.

3. Media

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

**V. DIRECTION AND CONTROL**

**A. GENERAL**

The Homeland Security and Emergency Preparedness Director is responsible for the development and implementation of all emergency type educational and informational programs for Assumption Parish. He

will appoint the PIO, with the consent of the Police Jury President, to be responsible for the actual implementation and use of the plan and procedures when the given situation arises. All releases to the media will be cleared through the Homeland Security and Emergency Preparedness Director and the Police Jury President, and released from the EOC.

**B. EDUCATIONAL PROGRAMS**

The educational program for Assumption Parish is multifaceted. It includes, but is not limited to:

1. informing the media, thus informing the public of newly developed techniques and approaches to emergency management;
2. use of lectures and presentations to interested organizations, schools and other service agencies to explain hazards mitigation, preparedness, response and recovery programs, and
3. the distribution of educational materials.

**C. PUBLIC INFORMATION PROGRAMS**

1. A copy of the Multi-hazard EPI packet (FEMA, Region VI, December, 1985) is maintained at the Assumption Parish EOC. Informational activities will complement the educational activities, where possible, and will warn the public of the given situation(s) instruct and give possible action plans.

**VI. CONTINUITY OF GOVERNMENT**

See Basic Plan

**VII. ADMINISTRATION AND LOGISTICS**

**A. MEDIA**

See Appendix 2, List of Media, involved in the dissemination of information.

**B. FILMS AND PUBLICATIONS**

Films and publications dealing with various aspects of emergency management are available from the EOC, the Governor's Office of Homeland Security and Emergency Preparedness, and the Federal Emergency Management Agency.

**C. RECORDS AND REPORTS**

Records of all activities will be maintained at the EOC by the PIO. The PIO will also provide those reports as required.

**D. NEEDS AND DEFICIENCIES**

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

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

The Homeland Security and Emergency Preparedness Director is responsible for the development and implementation of this plan. He maintains the plan through periodic review, testing and updating. He also designates a staff person under his direction to maintain an inventory of essential emergency public information and educational materials.

**IX. AUTHORITIES AND REFERENCE**

See Basic Plan

**APPENDIXES TO ANNEX N:**

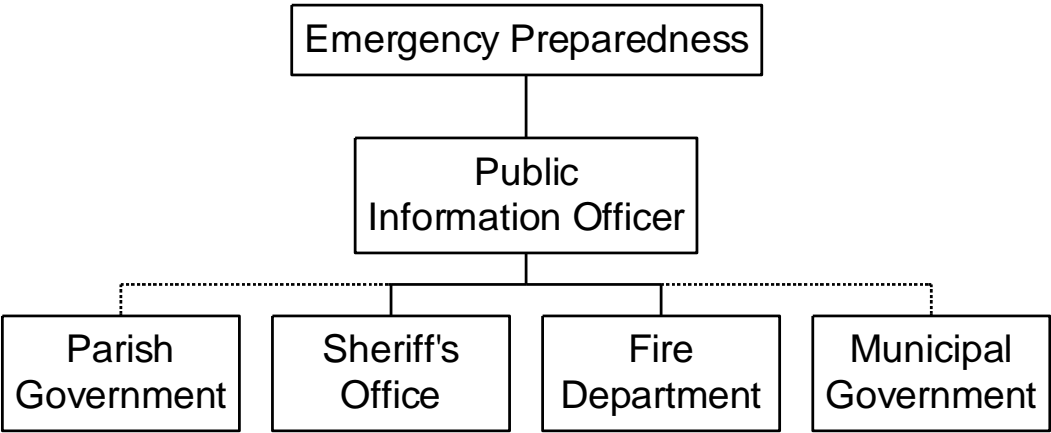
- (1) Organizational Chart
- (2) List of Media

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**ANNEX N  
APPENDIX 1**

**ORGANIZATIONAL CHART**

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———— Direct  
..... Coordinate

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**ANNEX N  
APPENDIX 2**

**LIST OF MEDIA**

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**I. MEDIA AVAILABLE IN ASSUMPTION PARISH**

Newspapers Weekly

Assumption Pioneer (Napoleonville) 985/369-7153  
(assumptionpio172@bellsouth.net)

Bayou Journal (Pierre Part) 985/252-0501  
(bayoujournaltracy@teche.net) Fax 252-3836

**II. MEDIA AVAILABLE FROM OUTSIDE PARISH**

A. Newspapers

The Chief (Weekly) 225/473-3101 Fax 225-473-4060  
Donaldsonville (dvillechief@bellsouth.net)

The Daily Comet (Daily) 985/448-7600 Fax 448-7606  
Thibodaux (editor@dailycomet.com)

Morning Advocate (Daily) 225/383-1111  
Baton Rouge (dmitchell@theadvocate.com)

The Times-Picayune (Daily) 504/822-7355  
New Orleans ([citydesk-group@timespicayne.com](mailto:citydesk-group@timespicayne.com))

B. Radio Stations

KAY AM 1590 Donaldsonville 225-473-576 Fax 225-473-6397  
(harry@kkay1590am.brcocxmail.com)

KQKI FM 95.3 985-395-9536 / 985-395-2853 Fax 985-395-5094  
(kqki@cajun.net)

KTIB AM 640 Thibodaux 985-447-9006 Fax 985-446-2338



(ktib@charter.net)

KBZE FM 105.9 Morgan City 985-385-6266 Fax 958-385-6268

(kbze@petronet.net)

WDGL FM 98.1 Baton Rouge 225-388-9898 Fax 225-499-9800

**C. Television Stations**

WAFB TV (9) CBS Baton Rouge 1-800-324-7875 Fax 225-379-7880

(alert@wafb.com)

WBRZ TV (2) ABC Baton Rouge 225-336-2344 Fax 225-336-2246

(news@wbrz.com)

WVLA TV (33) NBC Baton Rouge 225-766-3223 Fax 225-768-9191

(news@nbc33tv.com)

WWL TV (4) New Orleans 504-529-4444 Fax 504-529-6472

(pressrelease@wwltv.com)

WDSU (6) New Orleans 504-679-0600 Fax 504-679-0733

(newsdesk@wdsu.com)

WVUE (8) New Orleans 504-619-6363 Fax 504-483-1543

(fox8news@fox8tv.net)

WGNO (26) New Orleans 504-581-2600 Fax 504-619-6332

(tparker@tribune.com)

HTV (10) Houma 876-3456 Fax 985-876-9081

(news10@htv10tv)

ALLEN'S (7) Morgan City 252-4405 Fax 985-385-1916

(news@kwbj.net)

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## **ANNEX O**

### **HEALTH AND MEDICAL**

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#### **I. PURPOSE**

This Annex deals with providing public health services for Assumption Parish during emergency situations. It takes into consideration many factors including disease control, sanitation, and mental health.

#### **II. SITUATIONS AND ASSUMPTIONS**

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

In many instances emergency and disaster situations will involve a wide range of health and medical problems. To respond adequately to a major incident in Assumption Parish, a well-planned health and medical support network is essential. An effective support should address guidelines for responding to incidents involving mass casualty accidents, disease, sanitation problems, contaminations of food and water, and community mental health problems.

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

In Assumption Parish there is an adequate health and medical response capability in place to meet the demands of most major accidents and disaster situations. However, should additional support resources be needed, the Parish will request such assistance from neighboring parishes.

State and federal agencies will also be contacted should health and medical service support be unavailable locally.

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

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

Assumption Parish is responsible for ensuring availability of health and medical services and for coordinating delivery of those services to parish residents in an emergency situation. Coordination will be accomplished by the Health/Medical Officer, who will also be appointed by the Homeland Security and Emergency Preparedness Director.

**B. PHASES OF MANAGEMENT**

1. Mitigation
  - a. Conduct a community assessment of hazard/vulnerability analysis to identify likely disaster scenarios.
  - b. Review and update Health and Medical Appendix to this guide periodically.
  - c. Maintain current list of all health facilities in the area.
  - d. In conjunction with Red Cross, maintain current data concerning blood collecting and banking services/facilities; maintain list of potential donors for rare blood types.
  - e. Maintain current estimate of Health/Medical personnel and materials resources on hand in area; update periodically.
  - f. Develop contingency guide for large number of casualties.
  - g. Work with hospitals, clinics, and nursing homes in developing guides to reduce hospital, clinic, and nursing home population by accelerating discharge of patients/residents during crisis relocation.
  - h. Review current status of drinking water supplies, garbage, and waste disposal facilities.

- i. Develop the following guides for critical industry, utilities, and population:
  - (1) emergency immunization program;
  - (2) shelter inspection and shelter medical support
  - (3) food inspection;
  - (4) vector control and emergency inoculation support;
  - (5) garbage and waste disposal inspections;
  - (6) triage for mass casualty incidents.
- j. Maintain current inventories of locally available Public Health resources such as drugs, sanitary chemicals, equipment, trained personnel, etc.
- k. Develop information on elderly and disabled persons who may need special consideration for supplies, medicines and transportation during an emergency.
- l. Plan for the activation of temporary morgues in incidents involving mass casualties. Plan additionally for sanitary disposal of corpses if the situation does not permit for formal burial.
- m. Plan for first aid support for key workers who may have to go into risk areas during emergencies and disasters.
- n. If Critical Stress Debriefing is needed, the local fire departments will assist in this operation.

2. Preparedness

- a. Store medical supplies and equipment.
- b. Maintain medications and other critical medical supplies.
- c. Develop and maintain emergency guides for mutual aid response of emergency medical service agencies outside the jurisdictions.
- d. Develop and maintain emergency guides and guidelines for hospitals, nursing homes, and pre-hospital emergency medical service treatment and transfer of patients.
- e. Developed emergency guidelines for provision of temporary morgues.
- f. Developed guidelines for contacting local ministerial associations.
- g. Alert key Health Services' personnel.
- h. Review guides and Health/Medical Appendix; brief staff; meet with other emergency services to discuss mobilization guides.
- i. Complete any unfinished normal readiness actions, if time permits.
- j. Review requirements for Health/Medical supplies, equipment, personnel and other resources. Review guides for recruiting additional emergency medical aids.
- k. Review guidelines for sorting and tracking of patients during disaster.

- l. Review guides for increased public health control measures during an emergency.
- m. Plan inspection guidelines for shelter areas, water and sewage system, garbage disposal, and disposition of pet animals.
- n. Determine current status of communicable diseases in the area; plan for increased surveillance during relocation.
- o. Review status of Public Health supplies, pesticides, immunization materials, drugs, etc.
- p. Review guide for emergency morgue and identification and disposition of dead.
- q. Conduct public information programs dealing with individual and community first aid.
- r. Identify resources, including ambulances and vans, to be used to support elderly or disabled persons in an emergency.
- s. Refine emergency sanitation guides to insure availability of supplies for emergency inoculation.
- t. Conduct specialized training in disaster operations and drills for EMS personnel, first responders, and local hospital staff.
- u. Conduct first aid training for the general public.
- v. Recruit and train volunteers and medical auxiliaries for service during an emergency; assist in first-aid instructions to the public.

3. Response

- a. Initiate first aid activities in the hazard area.
- b. Initiate triage, treatment and transportation activities; make provisions for a field command post.
- c. Set up staging areas for mutual aid forces.
- d. Initiate in-hospital triage and treatment activities.
- e. Notify appropriate state and federal agencies.
- f. Conduct crowd and traffic control at disaster perimeter.
- g. Provide resources to support emergency medical service operations.
- h. Initiate activities dealing with handling the deceased and transporting uninjured or slightly injured people.
- i. Initiate temporary morgues and prepare for expedient disposal of the dead, if necessary.
- j. Process data (incident report sheets, etc.), including identification of casualties. Keep track of casualties at each stage of treatment.
- k. Activate ministerial support.
- l. Continue public health inspections and surveillance of:
  - (1) water supply;
  - (2) food handling and storage;

- (3) sewage disposal systems;
    - (4) garbage disposal guidelines;
    - (5) environmental health provisions of hospitals, institutions, and other public facilities.
  - m. Provide veterinary service, as needed.
  - n. Coordinate with Supply Service to obtain materials or equipment unavailable through health/medical channels.
  - o. Provide first aid and health care in shelters and distribute medicine and sanitary supplies, as needed.
  - p. Provide inoculation against disease if conditions are appropriate.
4. Recovery
- a. Continue response and treatment activities, as necessary.
  - b. Compile reports for state and federal agencies; complete of reports for critique and review.
  - c. Re-supply health and medical services and response agencies.
  - d. Inspect disaster areas to insure sanitary conditions are safe for reentry of population.

## **C. EXECUTION**

- 1. Coordination between Health/Medical providers is necessary to ensure emergency operational readiness. All hospitals and nursing



homes will maintain individual emergency operating guides for emergency guidelines that will be used in conjunction with this guide. Jointly, these emergency guides include the provision of care for key emergency workers and injured persons remaining in hazard areas and for the relocated population in reception areas.

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

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

The parish Health/Medical Officer is responsible for coordinating emergency health/medical service operations.

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

1. Parish Homeland Security and Emergency Preparedness Agency
  - a. Directs the distribution and use of health resources (manpower, material, and facilities) under parish control and those allocated to the parish during a disaster.
  - b. Coordinates with other agencies to provide transportation, communication, non-health supplies and supporting manpower.
  - c. Issues health instructions to general public.
  - d. Conducts damage assessment of medical facilities.
2. The Homeland Security and Emergency Preparedness Director will be responsible for directing and coordinating emergency medical operations between the accident site, the health/medical support facilities, and the Emergency Operating Center during an emergency or a disaster.
3. Assumption Parish Health Unit

- a. Conducts or coordinates environmental health activities in regard to waste disposal, refuse, food, water control, and vector/vermin control.
  - b. Prevents and controls communicable disease by intelligence, evaluation, prevention, detection, and inoculation.
  - c. Conducts laboratory activities, including diagnostic tests, to determine the presence or absence of food and water contamination.
  - d. Monitor vector/vermin conditions in preparedness phase and take appropriate action.
  - e. Monitor stray animal conditions and take appropriate measures.
  - f. Monitor and take appropriate action to minimize animal and pest control problems in response and recovery phases of an emergency.
  - g. Insure that people in shelters are surveyed and provided medical and health care, including medicines and inoculations as appropriate.
4. Hospitals and Clinics
- a. Conduct specialized training and drills in disaster operations.
  - b. Educate the general public in health matters through public information programs.

- c. Maintain sufficient medical supplies, medications, and equipment.
- d. Develop and update emergency operating guides for pre-hospital, in-hospital, and transfer of patients.
- e. In-house triage and emergency treatment in field operations and emergency transportation.
- f. Provide for resource management and acquisition of needed equipment and supplies.

5. Nursing Homes

- a. Conduct specialized training and drills in disaster operations.
- b. Maintain sufficient medical supplies, medications, and equipment.
- c. Develop and update emergency evacuation guide for nursing home residents including transportation, support equipment and supplies, and support personnel.

6. Assumption Parish Area Agency on Aging

- a. Assist with public warning of the non-institutionalized disabled and elderly.
- b. Assist with emergency evacuation of disabled and elderly.

7. Assumption Parish Coroner

- a. Recover, identify, register, and dispose of the dead.

- b. Formulate plans for temporary morgues and for the expedient disposal of corpses as necessitated by the situation.
  - c. Notify next of kin.
  - d. Maintain records of deaths.
  - e. Set up emergency morgues when number of casualties necessitates.
- 8. Assumption Parish Community Action Program
  - a. Assist with public warning of the non-institutionalized disabled and elderly. Compile lists of transportation, medicine and other resources needed by such people in time of emergency.
  - b. Assist with emergency evacuation of disabled and elderly.
- 9. Louisiana State Department of Public Health will provide assistance in all areas of public health services.
- 10. The federal government will provide assistance as needed.

## **V. DIRECTION AND CONTROL**

The Homeland Security and Emergency Preparedness Director is responsible for coordinating all emergency health/medical activities from the Emergency Operations Center. Routine operations will be handled using the standard operating guidelines of departments or agencies concerned. State and federal support will be requested as needed.

## **VI. CONTINUITY OF GOVERNMENT**

See Basic Guide

**VII. ADMINISTRATION AND LOGISTICS**

See Basic Guide

**VIII. GUIDE DEVELOPMENT AND MAINTENANCE**

The Homeland Security and Emergency Preparedness Director will be responsible for the development and updating of this annex. Periodic testing and review will be conducted with associated health/medical providers. Standard Operating Guidelines will be developed and maintained by the Homeland Security and Emergency Preparedness Director.

**IX. AUTHORITIES AND REFERENCES**

Assumption Parish Basic Guide

**Appendices to Annex O:**

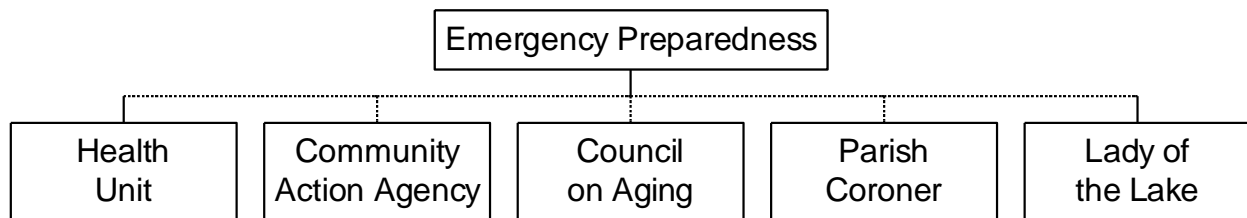
1. Health/Medical Organizational Chart
2. Health and Medical Resources
3. Classification of Medical Patients

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**ANNEX O  
APPENDIX 1**

**HEALTH/MEDICAL ORGANIZATIONAL CHART**

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———— Direct  
..... Coordinate

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**ANNEX O  
APPENDIX 2**

**HEALTH AND MEDICAL RESOURCES**

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- I. These are resources which will be needed to provide medical services for the parish population. The following ratio, based on national figures, has been used to project categories below:

A. Beds	7.81:1000 people
B. Physicians	1.63:1000 people
C. RN's	3.29:1000 people
D. LPN's	1.60:1000 people
E. Dentists	.57:1000 people

II. HOSPITALS

Our Lady of the Lake Assumption  
Hwy 402, Napoleonville

Normal capacity	26 beds
Emergency capacity	34 beds

III. Nursing Homes:

Napoleonville Manor  
LA Highway 402, Napoleonville

Normal capacity	170 beds
Emergency capacity	186 beds

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**ANNEX O  
APPENDIX 3**

**CLASSIFICATION OF MEDICAL PATIENTS**

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**I. GENERAL**

- A. For guiding purposes, hospital patients can be divided into three categories:
  - 1. Dischargeable
  - 2. Non-relocatable
  - 3. Relocatable
- B. Dischargeable patients are those people in hospitals for elective guidelines; for treatment of non-life threatening conditions or who are recovering from surgery, pregnancy, or illness. These individuals can be discharged immediately or within three days.
- C. Non-relocatable patients include those patients that cannot be relocated for one or more of the following reasons:
  - 1. because of their serious conditions, a move of more than a few miles would probably result in their death;
  - 2. because transportation equipped with sophisticated life support systems is not available;



3. because of inordinate demand on an already short supply of host-area resources would be committed to caring for a few patients that may have poor progress;
  4. because the necessary hospital equipment and personnel are not available elsewhere.
- D. Relocatable patients are those patients who require hospitalization but do not present the limiting factors described above for non-relocatables. Thus they can be relocated.
- E. The approximate percentages of general hospital patients that are dischargeable, non-relocatable, or relocatable are as follows:
1. Dischargeable                      75%
  2. Non-relocatable                      10%
  3. Relocatable                      15%

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## **ANNEX P**

### **TRAINING AND EDUCATION**

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#### **I. PURPOSE**

To address the need for and establish guidelines to provide emergency preparedness and operations training for Homeland Security and Emergency Preparedness staff members, essential volunteers and emergency services personnel.

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

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

Experience has taught us that emergencies and disasters of any origin will subject citizens to undue hardships. The problems created by such circumstances would be compounded by the fact that untrained personnel would seriously handicap the entire preparatory, response and recovery process. It is, therefore, essential that a comprehensive training and education program be developed and implemented to satisfy ongoing requirements.

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

1. Effective training programs, scheduled on a regular basis, will enhance the skills necessary for effective response in an emergency.
2. Exercises and drills to test the Emergency Operations Guide should provide the training necessary to meet emergency situations that may occur.

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

**A. GENERAL**

Training of local personnel should be a continuous process with special accelerated training courses offered in anticipation of or during hazardous periods or emergency crisis situations. Type and degree of training will vary with tasks to be accomplished during preparedness, response or recovery phases.

**B. PHASES OF EMERGENCY MANAGEMENT**

1. Mitigation

- a. Establish policies pertaining to the training of individuals, groups and functional teams in disaster and emergency subjects skills and techniques.
- b. Arrange for qualified instructors, equipment and related material for all phases of emergency management.
- c. Maintain current lists of training aids (films, visual aids, etc.) and training literature.

2. Preparedness

- a. Develop an adequate supply of training aids, instructors and functional support teams for increased readiness training.
- b. Utilize instructors available from government agencies and private sector to conduct, or assist in conducting, all phases of training.

3. Response

- a. Commence training classes in all aspects of emergency preparedness and emergency operations. Classes will include, but are not limited to the following areas:

Sheltering Radiological Protection, specialized skills such as rescue, fire, police, decontamination, hazardous materials handling, medical, etc.

- b. Commence increased readiness training in all aspects and assignments as indicated in the Emergency Operations Guide.
- c. Exercise Emergency Operations Guide to test effectiveness and train personnel in assignments.

4. Recovery

- a. Continue response operations as needed.
- b. Evaluate present training programs.
- c. Observe and note deficiencies and future needs for training programs.

**IV. ORGANIZATIONAL AND ASSIGNMENT OF RESPONSIBILITIES**

**A. HOMELAND SECURITY AND EMERGENCY PREPAREDNESS DIRECTOR**

- 1. Responsible for the overall training effort.
- 2. Briefs all department heads and agencies on guides, guidelines and training courses for their personnel.
- 3. Appoints a Training and Education Officer.

**B. TRAINING AND EDUCATION OFFICER**

- 1. Determines type and level of training required for all emergency operating assignments.

2. Keeps updated on training schedules to assure that necessary skills are obtained by personnel to carry out emergency functions.
3. Schedules exercises and drills as training tools.
4. Continues to train instructors in all phases of emergency operations in order to meet emergency needs for classroom instruction.
5. Recruits and screens participants for the required courses.
6. Assists the Public Information Officer in providing instructional and educational materials for the general public.

## **V. DIRECTION AND CONTROL**

Department heads, emergency service groups and EOC Staff sections will be responsible for training their own personnel in their primary functions. Training in Homeland Security and Emergency Preparedness related subjects should be arranged by the Training and Education Officer.

## **VI. CONTINUITY OF GOVERNMENT**

In the event that an individual charged with participating in the training and education program is unable to perform, the lines of succession to the respective department or agency will be followed in accordance with the standard operating guidelines of same.

## **VII. ADMINISTRATION AND LOGISTICS**

The Training and Education Officer, under the direction of the Homeland Security and Emergency Preparedness Director, will handle the details of classes, schedules and individuals to attend. Training materials will be available 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. GUIDE DEVELOPMENT AND MAINTENANCE**

The Homeland Security and Emergency Preparedness Director, along with the Training and Education Officer, will be responsible for the development and updating of this annex.

## **IX. AUTHORITIES AND REFERENCES**

### **A. AUTHORITIES**

Basic Guide, Assumption Parish

### **B. REFERENCES**

FEMA Catalog of Courses

GOHSEP Scheduled Courses

#### **Appendices to Annex P:**

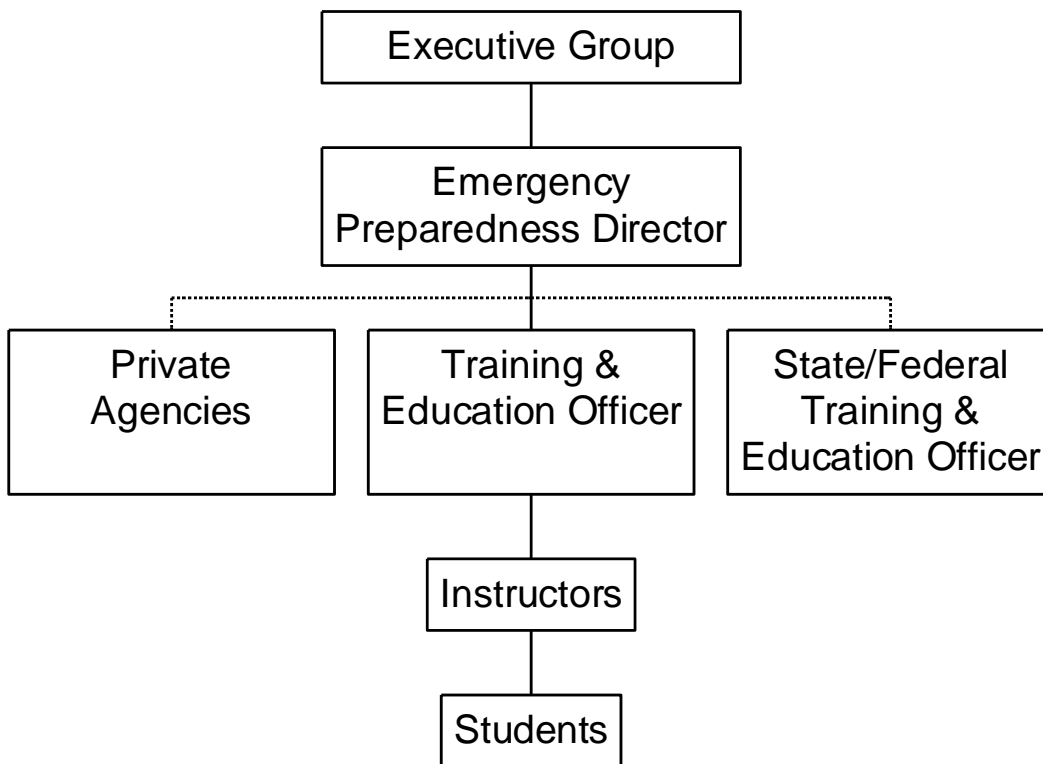
1. Organizational Chart

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**ANNEX P  
APPENDIX 1**

**ORGANIZATIONAL CHART**

---



**LEGEND**

————— Command Lines  
..... Coordinate Lines

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## **ANNEX Q**

### **FIXED NUCLEAR FACILITY**

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- I. This Parish is not within the 10-mile emergency planning zone (EPZ) for any nuclear power plant, but with this Emergency Operating Guide, stands ready to participate in any power plant emergency if necessary.
- II. Assumption Parish is located in the 50-mile EPZ Waterford 3 nuclear facility. In the event of a significant incident at one of those plants, some areas of Assumption Parish could receive radioactive contamination. The Louisiana Department of Agriculture is chiefly concerned with possible contamination of crops and livestock and will work closely with local health officials in responding to such an emergency, along with other state and federal agencies as appropriate.

#### **APPENDICES TO ANNEX Q:**

- (1) **MAP OF NUCLEAR POWER PLANTS (50-MILE RADIUS)**



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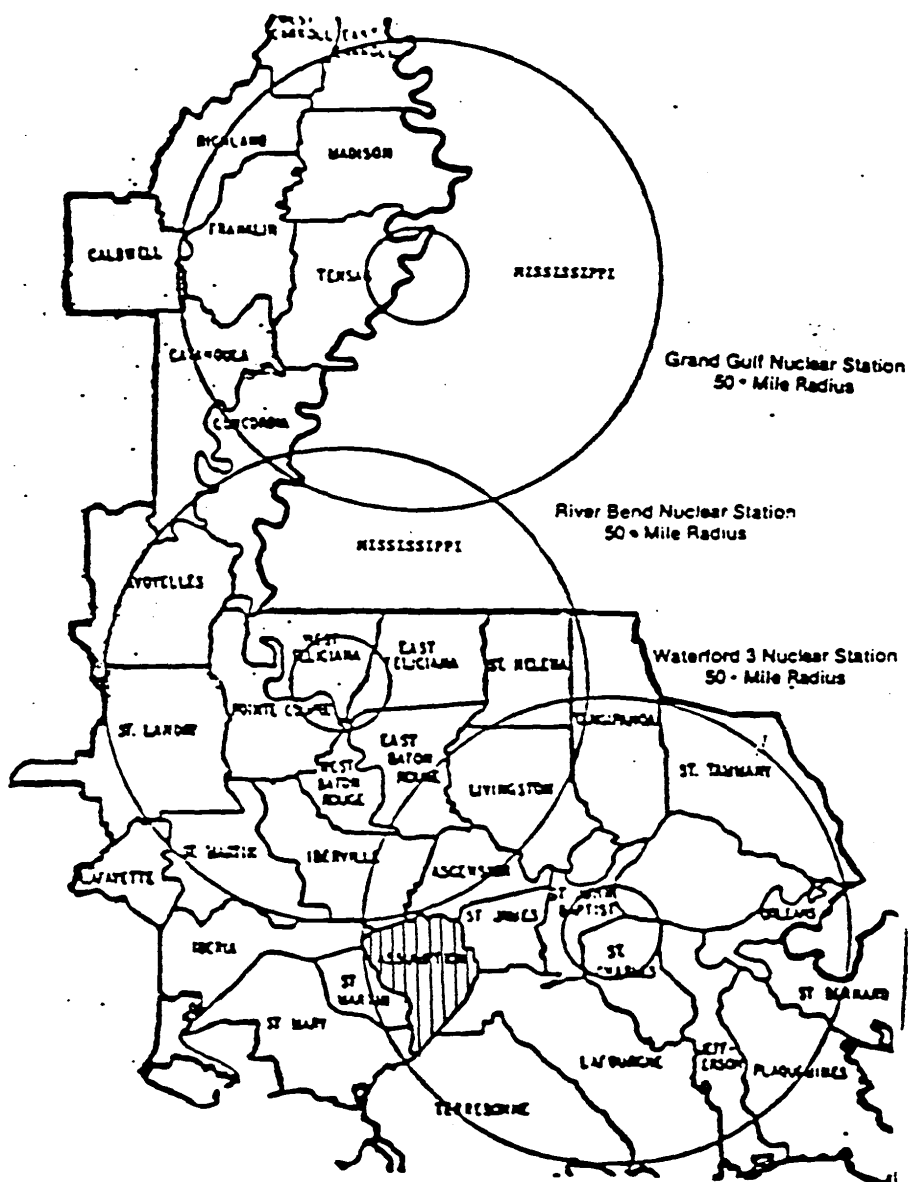
ANNEX Q  
APPENDIX 1

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MAP OF NUCLEAR POWER PLANTS (50-MILE RADIUS)

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50 Mile Emergency Planning Zones of Nuclear Power



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## **ANNEX R**

### **PUBLIC WORKS/PUBLIC UTILITIES**

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#### **I. PURPOSE**

The purpose of this annex is to establish for Assumption Parish effective and workable guidelines for the direction and control of public works/public utilities services, engineering equipment, and manpower to support it.

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

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

1. The requirement for emergency public works/utilities and engineering services expands directly in proportion to the magnitude of the disaster.
2. In all major emergencies, the public works/utilities operations department function requirements will include, but not be limited to, providing water, electricity, natural gas, telephone service, sanitation, sewage, street maintenance/repair, drainage, and debris removal.
3. The parish government has public works/public utilities capabilities and employs trained staff in their departments.

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

1. The assumption is made that the emergency structure can be handled by local governments and private utilities. If local capabilities are exceeded, support will be requested from state and federal agencies and other private industry.

#### **III. CONCEPTS OF OPERATION**

**A. GENERAL**

1. The day-to-day public works/utilities organizational structures will remain intact during a major emergency.
2. The parish and local governments will use all local manpower, equipment and material available to carry out their tasks.
3. The public works/utilities activities will be coordinated from the Assumption Parish Emergency Operations Center.

**B. PHASES OF MANAGEMENT**

1. Mitigation
  - a. Keep roster of key personnel updated.
  - b. Identify resources and keep resource list updated.
  - c. Conduct necessary training.
  - d. Establish guidelines to use private resources.
2. Preparedness
  - a. Provide direction and assistance in readying shelters for occupancy.
  - b. Maintain readiness of equipment and supplies.
3. Response
  - a. Effect emergency repairs as necessary.

- b. Initiate damage assessment and make appropriate recommendations.
  - c. Maintain communications with the EOC and provide support when requested.
- 4. Recovery
  - a. Continue damage assessment.
  - b. Conduct clean-up operations to include demolition of those structures considered to be unsafe for occupancy.
  - c. Provide support to return to normal operations.

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

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

- 1. The public works/utilities organization chart is shown as Appendix 1 of this annex.
- 2. The head of commission, board, or department, and the Mayor/Police Jury President will retain control of their assigned personnel and equipment.

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

There are various separate agencies, departments, boards, commissions, and authorities involved in public works/public utilities services and maintenance for the parish of Assumption.

- 1. Homeland Security and Emergency Preparedness Department is responsible for:

- a. coordination of emergency public works/utilities activities with respective coordinators,
  - b. development of mutual aid agreements,
  - c. identification of private contractors,
  - d. development of a resource list,
  - e. review and update of emergency guides,
  - f. development of emergency preparedness exercises.
- 2. The police jury road maintenance department may coordinate:
  - a. maintenance of emergency operation guide for all public works departments, accounting for key personnel and their assignments,
  - b. emergency engineering and maintenance of roads and bridges,
  - c. situation reporting,
  - d. maintenance of traffic movement and control through coordination with Sheriff's Office and EOC personnel,
  - e. assistance to other departments with rescue support,
  - f. assistance in providing emergency transportation,
  - g. assistance in providing barricades as required,
  - h. assistance to other departments with emergency clean-up operations,

- i. maintenance of detailed log of all department operations,
  - j. assistance with damage assessment and development of a complete log for Damage Assessment Officer,
  - k. maintenance of updated parish maps and public works status board in the EOC,
  - l. maintenance of emergency equipment and assistance to ensure that all equipment is in good repair,
  - m. assistance in providing shelter and food, if needed during the emergency, for key Public Works employees,
  - n. maintenance of essential departmental facilities and assistance in securing them against damage,
  - o. assistance in damage assessment operations as part of survey teams,
  - p. maintenance of adequate supply of sand and sand bags,
  - q. See Annex K, Damage Assessment.
3. Public Utilities Departments may coordinate:
- a. maintenance of emergency operation guide for all public utilities departments, accounting for key personnel and their assignments,
  - b. maintenance of essential facilities of sewerage-water-drainage, and securing against damage,

- c. maintenance of public utilities status board and public utilities map in the EOC,
  - d. assistance in providing radio operators and the necessary radio equipment in the EOC,
  - e. maintenance of emergency equipment and ensuring that all equipment is in good repair,
  - f. assistance to other departments with emergency clean-up operations,
  - g. assistance with damage assessment and development of a complete log for the Damage Assessment Officer,
  - h. assistance in providing emergency transportation,
  - i. assistance in providing shelter and food for key public utilities workers if needed during the emergency.
4. Damage Assessment Officer will:
- Coordinate damage assessment activities with the public works/public utilities functions in the recovery phase.
5. Solid Waste Departments will:
- Coordinate debris and garbage clearance with private contractors and public works and public utilities departments.
6. Other governmental agencies and private companies may provide assistance, as needed, in their respective fields.

## **V. DIRECTION AND CONTROL**

- A. Representatives of public works/utilities, operating from the EOC and the Police Jury President will retain control of assigned personnel and equipment, and the public works/utilities representatives, along with the Homeland Security and Emergency Preparedness Director, will set priorities for resources and coordinate activities of the various forces.
- B. Mutual aid forces will operate under the direct supervision of their own supervisors. The Director of the Office of Homeland Security and Emergency Preparedness will coordinate the call-up and deployment of mutual aid forces.
- C. Volunteer and auxiliary forces will work under the supervision of the senior public works official in the jurisdiction where they are deployed.
- D. Assisting military forces will work under the direct supervision of their own superiors, but will serve under the direction of the senior public works official where they are deployed.

## **VI. CONTINUITY OF GOVERNMENT**

- A. See Basic Guide

## **VII. ADMINISTRATION AND LOGISTICS**

### **A. ADMINISTRATION**

- 1. There is a tremendous need for public works/public utilities during emergencies. The public works coordinator will ensure that public works activities are administered in an orderly and efficient manner. The Director of Homeland Security and Emergency Preparedness will give priority to requests by the public works/utilities directors for additional resources and personnel to support their activities.
- 2. The public works/utilities directors will ensure that guidelines for emergency hiring of private contractors and individuals to assist in response and recovery efforts are developed.



**B. LOGISTICS**

1. Obtaining emergency supplies will be coordinated with the resource coordinator in the EOC.
2. Logs of all activities and records of all purchases will be maintained by each department.

**VIII. GUIDE DEVELOPMENT AND MAINTENANCE**

The Public Works and Public Utilities Directors, along with the Homeland Security and Emergency Preparedness Director, will review, exercise, and update this annex periodically. The parish Public Works Director maintains the Standard Operating Guidelines for Public Works.

**IX. AUTHORITIES AND REFERENCES**

**A. AUTHORITY**

See Basic Guide

**X. APPENDICES TO ANNEX R:**

1. Organizational Chart/Utility Department - See Basic Guide

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**ANNEX R**  
**APPENDIX 1**

**ORGANIZATIONAL CHART/UTILITY DEPARTMENT**

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**SEE BASIC GUIDE**

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**ANNEX T****TERRORIST INCIDENT PROGRAM**

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**I. PURPOSE**

The purpose of this annex is to provide a framework for the coordination of Parish, Local, and outside resource in dealing with a terrorist incident. The Parish authorities will endeavor to control and minimize potential effects of such incidents on the public, while acquiring and preserving the information needed to bring the terrorist(s) to justice.

**II. SITUATION AND ASSUMPTIONS****A. SITUATION:**

1. A Terrorist Incident is defined as: "A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States, or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives." A Terrorist incident is further defined as an intentional violent or dangerous act which targets symbolic structures, public works, utilities, industrial installations that have hazardous materials, transportation installations and vehicles, periodic gatherings of large numbers of people and commercial and industrial facilities will be evaluated for its terrorism possibilities.
2. Assumption Parish has high visibility, high vulnerability targets for terrorists. Targets include symbolic structures, such as government buildings, schools, public works, such as roads, bridges, and drainage and flood control structures, utilities, industrial installations that have hazardous materials, transportation installations and vehicles, and periodic gatherings of large numbers of people.

3. Assumption Parish and Local government have a limited number of law enforcement and public safety personnel. It is not possible to guard all the buildings, installations, and crowds that might become terrorist targets.
4. Since a terrorist(s) chooses the targets and the time and methods of attack, advance knowledge of such attacks will rarely be available. When such information is available, it will be disseminated through law enforcement channels, and it will be handled with care so that it remains secure.
5. A terrorist(s) will choose targets in order to satisfy his own motives and time schedules. A frequent motive for terrorist action is to attract the attention of the news media by committing a crime that is outrageous, Either by the target that is attacked, or by the number of deaths, injuries, and damages inflicted. The posture of the government must, therefore, be loose and flexible.
6. The Terrorist Incident Program (TIP) management consists of two components, Crisis Management and Consequence Management. The Crisis Management and Component (CRIMCO) will consist of all intelligence and law enforcement activities. As the Chief Law Enforcement Officer of the Parish, the Sheriff is in charge of CRIMCO activities. The Consequence Management Component (COMCO) will consist of all Search and Rescue, Firefighting, Evacuation, Shelter, Medical and other associated activities. The Police Jury President has authority for all COMCO activities and may delegate the immediate response to the Director of the Parish Office of Homeland Security and Emergency Preparedness (OHSEP) as appropriate. Such specialized activities as Hazardous Materials response may fall under either component as the situation dictates.

7. When a terrorist incident has taken place, there may be a need to rescue injured people, recover bodies, demolish unsafe structures and preserve the crime scene elements that will be needed to trace the terrorist(s) and/or construct a chain of evidence for the terrorist(s) apprehension and trial. These needs may conflict. When they do conflict, the grounds of the conflict will be explained and referred to higher authority. In case of a conflict among Parish and Local authority, the conflicts will be referred to the Parish President. In case of a conflict among Parish and State or Federal authorities, the conflict will be referred to the Governor.

**B. ASSUMPTIONS**

1. Terrorism may not even be suspected when response to an incident begins. Responders will use standard non-terrorists procedures until terrorism is suspected.
2. Advance information or intelligence about terrorist attacks will be difficult to obtain, and any such information should be kept in law enforcement channels to maintain security.
3. If any intelligence information is given to the emergency preparedness community, it, possibly, will not be released until the last possible moment, and the warning information may not be specific or reliable.
4. When a terrorist incident, such as a bombing, takes place, the terrorist(s) may plant secondary explosive or other types of devices to go off when responders arrive at the scene, thus targeting the response people themselves. When terrorism is confirmed or suspected, responders will need to check the scene carefully for secondary devices.
5. In the initial phases of an incident, prior to the establishment of incident command, all communications with the outside responders

and agencies will be conducted through the sheriff's dispatcher prior to the response resource arriving at the incident scene.

6. After response assets arrive at the scene, the Assumption Parish EOC/Command Post will become the communications link with outside responders when they become part of the incident command system.

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

Terrorist incident preparations and operations of the Parish will take place within the framework of the Four Phases of Emergency Management; Mitigation, Preparedness, Response, and Recovery.

#### **A. MITIGATION:**

1. The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), the Louisiana State Police (LSP), and other concerned agencies will coordinate continuing educational programs for government, business, and concerned citizens, to enhance awareness. Assumption Parish will encourage people in key positions to attend such programs as they are announced. Parish officials will circulate awareness materials to key people, and conduct audits and inspections of possible target sites as requested, to heighten awareness.
2. LSP and Assumption Parish Sheriff's Office will continue to share information and intelligence concerning possible or potential terrorist attacks so that they can be avoided or their adverse impact on the community can be minimized.
3. Once discovered or suspected, terrorist threats will be dealt with and rendered safe so as to keep a terrorist incident from occurring and the terrorists achieving their goal.

#### **B. PREPAREDNESS**

1. This guide, its implementing guidelines, and other related directives, paper, and documents will be maintained, reviewed, and updated as needed. All such papers will use the concept of the Incident Command System for responding to terrorist incidents.
2. The parish will initiate such memoranda of agreement as are needed to insure close cooperation with other concerned jurisdictions, organizations, and parties.
3. The parish will insure that TIP materials and concepts are included in the regular emergency preparedness training and exercise schedule.
4. The Parish will ensure that procedures exist to direct any advance knowledge of terrorist incidents to law enforcement channels in order that actions may be taken to prevent the incidents and apprehend the terrorist(s). Such information will be safeguard to insure that it does not leak out and alert the terrorist(s) before they can be apprehended.

**C. RESPONSE:**

1. Response to a terrorism incident may begin without knowing that terrorists are involved. Emergency Responders deal with the results or consequences of an incident at all times and do not initially concern themselves with what caused the incident. However, the sooner that terrorism can be confirmed or ruled out, the better.
  - a. The release of a chemical substance is a HAZMAT incident. It may have been caused by an accident or by terrorists. Identification of the substance, as in any chemical release, is critical to the response.

- b. A building collapse may have been caused by wind, accidental explosion or a terrorist introduced explosive device.
  - c. People infected with a disease must be treated regardless of how they received the disease. Identification of the source of the disease is critical to the response.
  - d. Fires are dealt with regardless of how they began.
  - e. Explosions are caused not only by deliberately set explosives, but also by accidents involving explosive substances. Confirming terrorism becomes critical to the safety of the responders because of possible secondary devices.
2. Only after the cause is determined will responders realize that a terrorist caused the incident. Therefore, response to a terrorism incident is similar to responding to day-to-day accidents or incidents that do not involve terrorists.
3. Response will be activated through the 911 operators and dispatcher. The operator dispatches and appropriate responders to any call.

The 1<sup>st</sup> responder on scene will determine the following:

- a. What is the nature of the emergency?
- b. What additional resources are needed?
- c. Is an act of Terrorism suspected?



4. The incident commander will continue to ask these questions throughout the incident.
5. Initial command of the incident will belong to the responding agency with jurisdiction over the type of incident.
  - a. Hostage situations = Sheriff's Office
  - b. Shootings = Sheriff's Office
  - c. Violence = Sheriff's Office
  - d. Fire = Fire Department
  - e. Explosion = Fire Department
  - f. Collapsed Structure = Fire Department
  - g. As used in this annex, will mean the return of all operations to normal. Recovery operations will be conducted in accordance with the provisions of the Parish Emergency Operations Plan and the Louisiana Disaster Recovery Manual.

**D. RECOVERY:**

Recovery, as used in this annex, will mean the return of all operations to normal. Recovery operations will be conducted in accordance with the provisions of the Assumption Emergency Operations Guide and the Louisiana Disaster Recovery Manual.

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

**A. POLICE JURY PRESIDENT:**

1. Issue a Declaration of Emergency as appropriate, and request assistance from the state as needed.
2. Direct response and recovery activities.

**B. SHERIFF:**

1. Control and coordinate all TIP law enforcement and CRIMCO activities in the Parish. Develop and maintain procedures to support this plan, including procedures and getting, processing, and safeguard TIP information.
2. Maintain continuing TIP liaison with other law enforcement authorities in the parish and in neighboring parishes, and with the LSP.
3. Maintain liaison with the Federal Bureau of Investigation (FBI) and other federal law enforcement authorities who have offices in the parish.
4. When a suspected terrorist incident takes place, carry out all CRIMCO activities, such as securing of a perimeter around the site, and having the area searched for possible secondary explosive devices that might have been placed to target responders. If law enforcement personnel are first on the scene, proceed with lifesaving activities with fire service, medical, and other emergency preparedness response agencies and personnel. If law enforcement personnel are trained and equipped for bomb disposal, deal with any unexploded devices and/or substances.
5. Prevent debris clearance until debris has been examined for possible evidence of a crime, except where debris clearance is immediately necessary for rescue operations. Establish an LEOC at the scene, and prepare for the possible establishment of a Federal Joint Operations Center (JOC).

6. When a suspected terrorist incident takes place, call in the LSP and the FBI, and maintain primary parish contact with them in carrying out all CRIMCO activities.

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

1. Coordinate all parish COMCO activities that are not associated with the law enforcement aspects of the incident. Advise the Police Jury President on response and recovery Issues.
2. Activate the Parish EOC and set up an on-command post, if needed, to assist the incident commander. Coordinate requests for assistance from neighboring jurisdictions and the State. Coordinate with state and federal COMCO responders as needed.

**D. FIRE SERVICES:**

Conduct search and rescue, fire suppressions, and other activities as needed. Check for the presence of hazardous materials, and take appropriate measures. In cases in which fire personnel have explosives training and expertise, deal with any unexploded devices and/or substances.

**E. MEDICAL SERVICES:**

1. Emergency medical personnel will conduct lifesaving operations as appropriate. Ensure that casualties of explosions and hazardous materials incidents are decontaminated as soon as possible.
2. Public Health and other health authorities will check for chemical and biological contamination, and ensure that proper precautions are taken to render contaminated areas harmless.

3. Hospitals and other health services will ensure that people who have been exposed to chemical or biological agents are decontaminated.

**V. DIRECTION AND CONTROL:**

**A. CRIMCO:**

All law enforcement and Crisis Management Component operations will be controlled and coordinated by the Sheriff's office.

**B. COMCO:**

All normal emergency preparedness, response, and recovery, and COMCO activities will be controlled and coordinated in accordance with the Basic Plan and Annex A.

**VI. CONTINUITY OF GOVERNMENT:**

See Basic Guide

**VII. ADMINISTRATION AND LOGISTICS:**

- A. The LEOC is the control point for CRIMCO operations. It will be set up and staffed by the Sheriff's office. It may be absorbed by a JOC if one is set up by federal authorities.
- B. The parish EOC is the control point for COMCO operations, as described in the Basic Guide. It will continue to function as long as COMCO operations are conducted.
- C. An on-scene Command Post will be set up for the Incident Commander. It will function as long as it is needed.
- D. All necessary records and reports will be maintained on each incident, for both the CRIMCO and COMCO operations.

**VIII. GUIDE DEVELOPMENT AND MAINTENANCE:**

- A. The Homeland Security and Emergency Preparedness Director or his/her designee is responsible for maintaining and updating this annex. The Director or his/her designee will develop, coordinate, and maintain Standard Operating Guidelines and Mutual Aid Agreements to support the plan.
- B. The Sheriff is responsible for developing, coordinating, and maintaining all CRIMCO procedures and Mutual Aid Agreements needed to support this annex.

**IX. AUTHORITIES AND REFERENCES:**

- A. The Louisiana Emergency Assistance and Disaster Act of 1993, as amended.
- B. The Louisiana Emergency Operations Plan.
- C. The Louisiana Disaster Recovery Manual.
- D. The Federal Response Plan, Terrorist Incident Annex.
- E. The Assumption Parish Basic Guide.

**X. APPENDICIES TO ANNEX T:**

- 1. Organization Chart (See Basic Guide)
- 2. Incident Flow Chart (See Basic Guide)
- 3. Incident Command System (See Basic Guide)

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**ANNEX T**  
**APPENDIX 1**

**ORGANIZATION CHART**

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**SEE BASIC GUIDE**

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**ANNEX T**  
**APPENDIX 2**

**INCIDENT FLOW CHART**

---

**SEE BASIC GUIDE**

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**ANNEX T**  
**APPENDIX 3**

**INCIDENT COMMAND SYSTEM**

---

**SEE BASIC GUIDE**



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## **ANNEX U**

### **MASS FATALITIES**

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#### **I. PURPOSE**

The purpose of this annex is to describe, and define roles and procedures in mitigation, preparedness, response to and recovery from mass fatality incidents.

The annex provides for proper coordination of mass fatality incident response activities, and establishes means and methods for the sensitive, respectful, orderly care and handling of human remains in multi-death disaster situations.

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

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

The parish of Assumption is vulnerable to hurricanes, tornadoes, floods, hazardous materials incidents, mass transportation accidents, and acts of terrorism. Any of these occurrences could result in multiple death response requirements that would overwhelm local capabilities.

Should local capabilities be exceeded, support will be available from neighboring parishes, state agencies and federal agencies.

##### **B. ASSUMPTION**

The Louisiana Mass Fatalities Task Force will be available to aid the parish coroner in the necessary acts of recovery, evacuation, identification, sanitation, preservation or embalming (as authorized), notification of next of kin, counseling, and facilitating the release of identified human remains to next of kin or their representative.

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

**A. GENERAL**

1. Mass fatalities incident response is separate from and secondary to search and rescue operations. Response activities should occur only after all survivors of the incident are moved to safety.
2. The primary concerns of mass fatality incident response are recovery, identification of human remains and assistance to affected families.
3. Mass fatality incidents involve many tasks and can become very complex. Teamwork and an appreciation of the roles of other agencies are crucial during planning and during the incident itself.
4. Responsibility for collection, identification, storage and dispatch of deceased victims lies with the parish coroner as set forth by law in the State of Louisiana.
5. The Louisiana Mass Fatalities Task Force will assist at the request of the coroner, and as coordinated through the local Office of Homeland Security and Emergency Preparedness.

**B. PHASES OF MANAGEMENT**

1. Mitigation
  - a. Pre-designation of temporary morgue sites
  - b. Development of mutual aid agreements
  - c. Specialized training and education
2. Preparedness
  - a. Planning, training, and exercising

- b. Updating and revising guidelines
- 3. Response
  - a. Identification of staging areas
  - b. Coordination for transportation of equipment and personnel
  - c. Provisions for family reception area
  - d. Public information activities
  - e. Search and body recovery
  - f. Body identification
  - g. Logistical support
- 4. Recovery
  - a. Continuation of response activities as needed
  - b. Compilation of reports and records

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

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

The mass fatalities function is the responsibility of the parish coroner who has overall authority. Homeland Security and Emergency Preparedness will provide coordination for activities and resources.

##### **B. ASSIGNMENT OF RESPONSIBILITIES**

- 1. Parish Homeland Security and Emergency Preparedness

- a. Coordinate response and recovery activities to include mass feeding, public information activities and transportation support
  - b. Conduct training and exercises in mass fatalities incident response
- 2. Parish Coroner
  - a. Recovery and evacuation of remains
  - b. Body identification
  - c. Disposition of human remains
  - d. Preservation or embalming
  - e. Notification of next of kin
  - f. Grief counseling
  - g. Family assistance
  - h. Documentation on each victim
  - i. Prepare and file death certificates
  - j. Resource listing
  - k. Safeguarding of personal effects
  - l. Identification of morgue site
  - m. Establishment of staging area

**V. DIRECTION AND CONTROL**

The parish coroner is responsible by law for the collection, identification, storage and dispatch of the deceased. The coroner can request assistance from other parish agencies through the Assumption Parish Office of Homeland Security and Emergency Preparedness. The Louisiana Mass Fatalities Task Force is available to assist the parish coroner in a coordinated effort of recovery and identification.

**VI. CONTINUITY OF GOVERNMENT**

See Basic Guide

**VII. ADMINISTRATION AND LOGISTICS**

The Office of Homeland Security and Emergency Preparedness and other parish agencies, as specified in the basic guide, will provide administrative and logistical support.

**VIII. GUIDE DEVELOPMENT AND MAINTENANCE**

The primary responsibility for the development and maintenance of this annex and SOGs rests with the Homeland Security and Emergency Preparedness Office. Planning support will be provided by the Coroner's Office.

**AUTHORITIES AND REFERENCES**

See Basic Guide

**Appendices to Annex U:**

1. Organizational chart
2. Critical incident stress debriefing
3. Scene security
4. Scene access
5. Personnel, equipment and supplies
6. Morgue operations

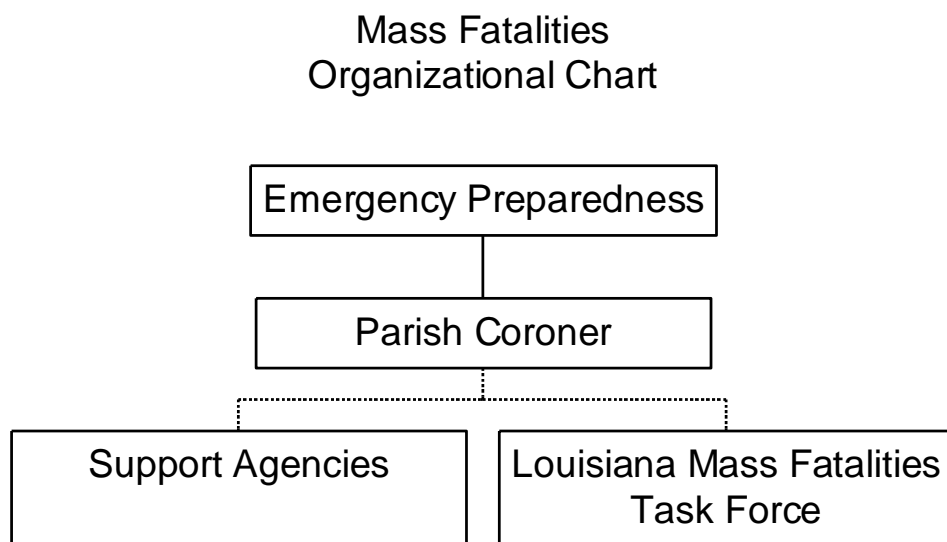
7. Universal precautions for infectious disease control

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**ANNEX U  
APPENDIX 1**

**MASS FATALITIES ORGANIZATIONAL CHART**

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**ANNEX U**  
**APPENDIX 2**

**CRITICAL INCIDENT STRESS DEBRIEFING**

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One of the problems that arises during and following a multi-death disaster is the relationship between those people who are called upon to be disaster workers and the nature of the work they must do. Since firefighters, police officers, medical personnel, and funeral directors work with death on a routine basis, it is often believed that they should be able to handle the disaster death situation without much difficulty. This is not necessarily the case since most of these individuals are accustomed to handling only one or a few deaths at a time in familiar surroundings.

Recognizing the effects of stress among disaster workers, the Louisiana Mass Fatalities Task Force will aid in coordinating their debriefing needs.

AMERICAN CRITICAL INCIDENT STRESS FOUNDATION, INC.

P. O. BOX 204

ELLICOT CITY, MD 21401

(410) 313-2473 IS A 24-HOUR HOTLINE WHICH ALLOWS EMERGENCY SERVICES TO LINK UP WITH A NETWORK OF CISD TEAMS.



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**ANNEX U**  
**APPENDIX 3**  
**SCENE SECURITY**

---

Security at the scene of a mass fatalities incident is crucial. The scene must be clearly marked off if possible, and rules of access strictly enforced in order to:

1. Maintain scene integrity, i.e., keep on-lookers from taking souvenirs
2. Maintain chain of custody.
3. Keep scene workers from being disturbed.
4. Control the overwhelming number of volunteers converging on a scene.
5. Maintain the dignity and privacy of the families of victims.
6. Keep citizens from witnessing the condition of the bodies.

Scene security will be maintained by establishing an I.D. procedure and work schedule for everyone authorized access to the scene. As workers enter and leave the scene, they will be checked against the roster and their names and the time will be recorded. This will provide an accurate count of who is on scene and will keep those persons that are unauthorized from gaining access. The procedure will be changed daily to foil attempts by unauthorized persons to gain entry. Traffic patterns for all incoming and outgoing emergency vehicles will be established and armed guards will stand watch over the bodies.

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**ANNEX U**  
**APPENDIX 4**  
**SCENE ACCESS**

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Establish an I.D. procedure for everyone entering and exiting the scene. Keep an accurate count on all workers.

I.D. procedure will establish time frames for workers shifts.

Change the procedure daily to foil attempts by unauthorized persons to gain entry.

An armed guard should be in charge of the bodies.

Establish traffic patterns for all incoming and outgoing emergency vehicles. All media representatives should be sent to the information center.

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## ANNEX U APPENDIX 5

### PERSONNEL, EQUIPMENT AND SUPPLIES

---

This section addresses the personnel, equipment and supplies that will be necessary to effectively respond in a disaster situation. The following should be considered.

#### PERSONNEL

Qualified Disaster Coordinator	Recovery Personnel
Evacuation Personnel	Funeral Directors
Embalmers	Autopsy Personnel
Counselors	CIS Debriefers
Interviewers	Telephone Operators
Orderlies	Secretaries
Guards	

#### SEARCH AND RECOVERY SUPPLIES

Body bags	Plastic Zip-Lock bags
Water proof marking pens	Cloth evidence bags with wire
(Wooden) stakes, at least four feet in length	tags
Litters	Snake bite kits
Flagging paint	White bed sheets
Workman's cowhide leather gloves	Rubber gloves (heavy duty)
Metal flags (survey)	Surgical mask Disposable gowns
Rubber aprons Photographic equipment	Mosquito repellent/nets
(video/still)	
Rubber boots	

**ADMINISTRATIVE SUPPLIES**

Telephone equipment (hard line and cellular)	Facsimile machine
Pens, pencils, paper, etc.	Photocopy machine
Typewriter	Forms
Distribution Control Chart	Files
Desks, tables and chairs	

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**ANNEX U**  
**APPENDIX 5**

**PREPARATION EQUIPMENT AND SUPPLIES**

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<b>EQUIPMENT</b>	<b>INSTRUMENTS</b>	<b>EMBALMING AND CHEMICALS FLUID</b>
Absorbent cotton	Scissors	Arterial fluids
Aspirator (hydro and electric)	Forceps	Cavity fluids
Casket trucks	Artery tubes, straight	Pre injection fluids
Containers for fresh water and water for preparation	Artery tubes, curved	Fluid modifiers
Containers for drainage	Stop cocks	Disinfectant spray
Combs	Packing forceps	Deodorants
Dressing table	Hemostats	Liquid soap
Hair clippers	Needle holder	Massage cream
Hair curlers	Angular forceps	Special arterial fluids
Razor	Spring clamp	Water conditioner
Generators	Scalpels	Embalming powder
Instrument table	Cotton packer	Hardening compound
Laundry hamper	Aneurysm hooks	Bleachers
Embalming machine	Separator	Sealers
Positioning devices	Grooved director	Dry hair shampoo
Plastic pouches	Hand brush	Cosmetics and accessories
Plastic garments	Suture needles	Cosmetic brushes
Plastic sheeting	Spatula (electric)	Tissue builder
Plastic zip-lock bags	Spatula	waxes
Rubber gloves	Vein tubes	Tissue builder solvent
Small speed drill	Needle injector and needles	
	Mouth formers	

**MISCELLANEOUS**

Smocks and aprons	Nasal aspirator Sutures	Hypodermic syringes
Removal vehicles	Rubber tubing and (aspirating)	Injectors
Stretcher, litters	Trocar buttons	Cots
Rubber tubing (injecting)	Trocar	Refrigerator trucks
Garden hose	Autopsy aspirator	Eye Caps
Waste receptacle	Sealer for pouches	Utility tables

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**ANNEX U  
APPENDIX 6**

**MORGUE OPERATIONS**

---

Functional branch within the mass fatalities command structure reporting to the Operations Chief. Responsible for all operations and procedures associated with the identification, processing, and disposition of the human remains at a mass fatalities incident.

**MORGUE OPERATIONS DIRECTOR**

Responsible for directing all morgue operations and reporting the status to the Operations Chief.

**IDENTIFICATION OFFICER**

Responsible for all operations relating to the identification of human remains. Will serve as the leader of the I.D. Processing Team. Reports to Morgue Operation Chief.

**I.D. PROCESSING TEAM**

The group of specialists responsible for the various activities related to the identification of human remains. All or part of the following specialist may comprise the team depending on the nature of the disaster and the number and condition of remains to be processed:

Forensic Specialist

Fingerprint Specialist

Forensic Dentist

Odonatologist

Photographer

Radiologist and Technicians

Oral Surgeon

Forensic Anthropologist

## **RECORDS OFFICER**

Responsible for collecting and coordinating all records and logs associated with the Morgue Operation. Reports to the Morgue Operations Chief.

## **PERSONAL EFFECTS OFFICER**

Responsible for the reception, cataloging, storage, and disposition of all personal effects as they arrive at the morgue site. Reports to the I.D. Officer.

## **PREPARATION OFFICER**

Responsible for the preparation of human remains for release to receiving Funeral Director. This process could include embalming and/or containerizing, depending on the nature, size, and location of the disaster and the number of human remains. Reports to the Morgue Operations Director.

## **NEXT OF KIN RECEPTION OFFICER**

Responsible for providing a waiting area for next of kin and all their related needs, i.e., telephones, food, Red Cross Assistance Counseling, etc. Reports to the Morgue Operations Director and will work closely with the Identification Officer in order to expedite identification of remains with information provided by next of kin.

## **MORGUE RESOURCE OFFICER**

Responsible for obtaining all equipment, supplies, and other resources related to the morgue operations from the service branch of the logistics section. Reports to the Morgue Operations Director.

## **SECURITY OFFICER**

Responsible for all security at the morgue. Reports to the Morgue Operations Director.



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## ANNEX U APPENDIX 7

### UNIVERSAL PRECAUTIONS FOR INFECTIOUS DISEASE CONTROL

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The assumption behind the Universal Precautions for Infectious Disease Control is that every direct contact with body fluids is infectious. Therefore, every person exposed to direct contact must take precautions. At a mass fatalities incident, this would include all workers involved in search and recovery, transportation, body identification and disposition. Universal precautions apply to:

Blood	Tissues
Body fluids containing visible blood	Semen
Vaginal secretions	Amniotic fluids
Cerebrospinal fluids	Synovial fluids
Pleural fluids	Peritoneal fluids
Pericardial fluids	

### OSHA'S STANDARD

Occupational exposure to blood borne pathogens: Precautions for Emergency Responders:

Title 29 code of Federal Regulations, Part 1910.1030, effective March 6, 1992, directs employers to prepare a written exposure control program that:

- Identifies tasks and job classifications where there is exposure.
- Schedules and methods for communication of:
  - Hazards to employees
  - Hepatitis B vaccination

- Post-exposure evaluation
- Follow up, record keeping and implementation of the methods of compliance, such as engineering and work practice controls, personal protective equipment housekeeping
- Procedures for evaluating the circumstances of an exposure incident.

**UNIVERSAL PRECAUTIONS THAT SHOULD BE FOLLOWED AT A MASS FATALITIES INCIDENT:**

1. Needles and sharps should never be resheathed, bent, broken, cut, or removed from disposable syringes. They should be placed in a rigid puncture-resistant disposable container with a lid and a prominent biohazard label.
2. Hand washing: Use hand friction and thorough rinsing after contact with victims.
3. Double gloving: Use heavy-duty gloves and replace latex gloves if you will be working for long periods of time and are washing frequently.
4. Facial barrier: Respirator - Full-face shields or goggles with a plastic cushion seal over mouth, nose, and eye protection.
5. Disposable protective apparel kit: Mandated by OSHA for funeral directors when embalming infectious disease victims.
6. Gowns, aprons, and laboratory coat: Long sleeved gowns with a closed front or a long sleeved, lab coat that is button closed.

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## **ANNEX V**

### **ANIMAL PLANNING FOR EMERGENCIES**

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- I. Assumption Parish does not have a veterinarian in the parish and there are no facilities in the parish to house pets. In the event an emergency would occur that would require the parish to evacuate pets, the Assumption Parish Pet Evacuation Plan is to have the pet owners transport their pet/pets to the designated location of the State Pet Evacuation Shelter.
- II. In Assumption Parish the animals are the responsibility of their owners. Owners are responsible to have a means of identification on their pets; the parish will not house any pets in the parish.
- III. The parish will notify pet owners where the designated state pet evacuation shelter will be located and advise all pet owners to bring their pet/pets to the designated state location.