

***CITY – PARISH
OF
LAFAYETTE, LOUISIANA***

EMERGENCY OPERATIONS PLAN



Prepared by:

Lafayette Office of Homeland Security &

Emergency Preparedness

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PROMULGATION STATEMENT

TRANSMITTED HERewith IS THE ALL HAZARD EMERGENCY OPERATIONS PLAN FOR THE CITY- PARISH OF LAFAYETTE. THIS PLAN SUPERCEDES ANY PREVIOUS EMERGENCY OPERATIONS PLAN (EOP) PROMULGATED FOR THIS PURPOSE. IT PROVIDES A FRAMEWORK IN WHICH THE CITY- PARISH OF LAFAYETTE CAN PLAN AND PERFORM ITS FUNCTIONS DURING A DISASTER OR NATIONAL EMERGENCY.

THIS PLAN IS IN ACCORDANCE WITH EXISTING FEDERAL, STATE AND LOCAL STATUTES AND GUIDELINES AND UNDERSTANDING OF THE VARIOUS DEPARTMENTS INVOLVED. THE CITY-PARISH OF LAFAYETTE OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS WILL REVIEW THIS PLAN AT LEAST ANNUALLY FOR OPERATIONAL AND COMPLIANCE PURPOSES. ALL RECIPIENTS ARE REQUESTED TO ADVISE THE OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS OF ANY CHANGES WHICH MIGHT RESULT IN ITS IMPROVEMENT OR INCREASE ITS USEFULNESS.

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FOREWORD

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

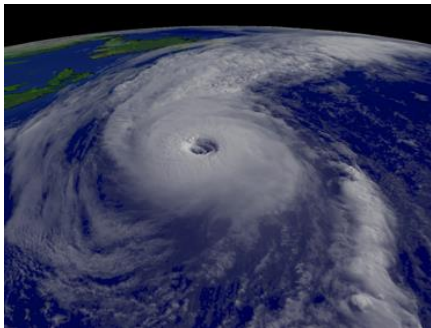
Hazardous conditions and situations exist in all communities and Lafayette Parish is no exception. They range from both natural to man-made disasters. Ordinary citizens generally give little thought to these potential hazards until they occur or threaten the community. The Office of Homeland Security and Emergency Preparedness has the responsibility to identify real and potential hazards, and to the extent possible, prepare plans for coping when and as they occur.

Lafayette City-Parish Consolidated Government's response to life-threatening hazards requires continuous planning, training and education, all of which must be coordinated through the Lafayette Parish Office of Homeland Security and Emergency Preparedness. This Emergency Operations Plan sets forth-appropriate actions to be taken in response to various types of hazards.

The Emergency Operations Plan for Lafayette Parish generally conforms to the basic plan set forth in Federal Emergency Management Agency guidelines for the Comprehensive Preparedness Guide 101 Standards. Emergency mitigation and response actions are designed for specific personnel in the parish who might be affected by an emergency. These services will be provided regardless of race, color, national origin, sex, age or handicap.

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

City-Parish of Lafayette, Louisiana



Emergency Operations Plan

Basic Plan

BASIC PLAN

I. PURPOSE AND SCOPE

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

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

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

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

From this point further, the Governor's Office of Homeland Security and Emergency Preparedness shall be referred to as GOHSEP.

A. MISSION

In times of emergency, the mission of the Lafayette City-Parish Consolidated Government is:

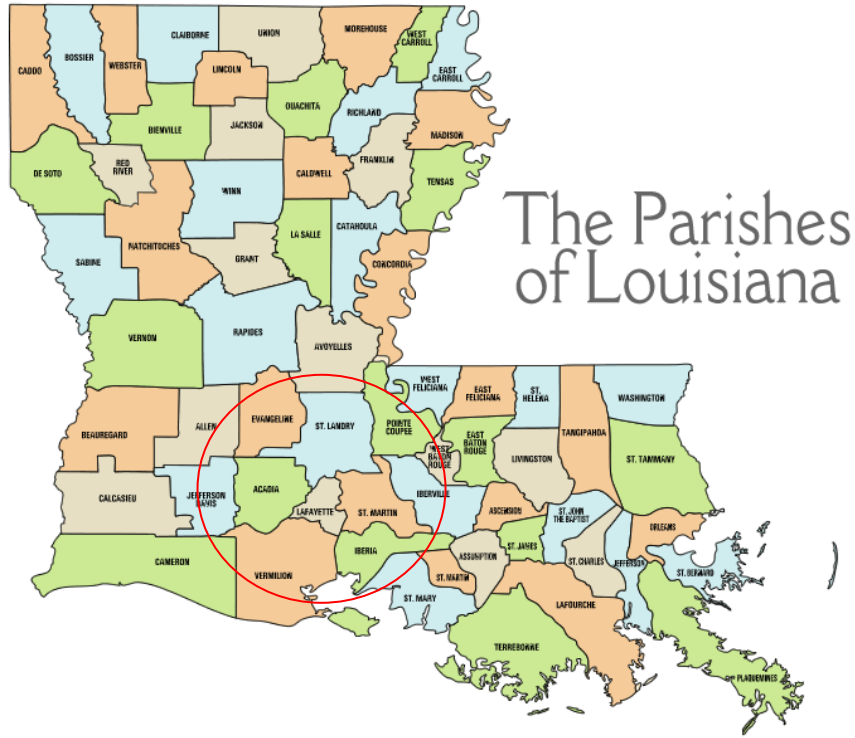
1. To plan and prepare practicable response programs for the protection of life and property in the event of disasters.
2. To take immediate effective action to direct, mobilize, coordinate and determine utilization of local resources in the conduct of disaster operations to save lives, protect property,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

B. OVERVIEW

1. Primary responsibility for disaster preparedness rests with elected heads of government, both local and state, in accordance with RS 29: 721-739. To fulfill this responsibility, maximum attention must be given to the coordination of all disaster relief efforts by local, state, public and private organizations.

2. Existent organizational elements for emergency government response will be utilized to the fullest extent and augmented where necessary.
3. Assistance to overcome the effects of a disaster must be provided as soon as possible after its occurrence. Therefore, local response elements and state government will perform urgently needed emergency work immediately.
NOTE: Possible reimbursement by the Federal Government for emergency work, restoration or replacement is contingent only upon a Presidential Declaration implemented under Public Law 93-288, Part II. It is the purpose of this Plan to cover all aspects of local response only, not contingent on any extraordinary state or federal assistance.
4. All local response elements will include provisions for necessary documentation for financial accountability from the onset of any disaster occurrence. The fact that emergency conditions exist does not preclude the need for documentation required by current disaster assistance regulations and directives.
5. It shall be the responsibility of all local response elements of government to:
 - a. Control and use to the fullest extent all able manpower and material resources subject to the authority of the government entity, and
 - b. Control and use to the fullest extent all manpower and material resources available in the general area of devastation by means of interagency cooperation, and
 - c. Notify the Office of Homeland Security & Emergency Preparedness Director of any deficiencies that exist.

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



II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Lafayette Parish is located in south central Louisiana, with a total population of 245,749 and encompasses approximately 279 square miles of land. The Parish of Lafayette is adjacent to St. Landry, St. Martin, Iberia, Vermilion, and Acadia Parishes.
2. Lafayette Parish has within its borders 6 incorporated communities:
 - a. Broussard
 - b. Carencro
 - c. Duson
 - d. Lafayette
 - e. Scott
 - f. Youngsville
3. The University of Louisiana at Lafayette is located in Lafayette Parish, within the City of Lafayette. Student enrollment is in excess 16,000.
4. Lafayette Parish's hazard analysis study indicates that its entire population is vulnerable to many hazards, both natural and technological, that could individually or in a combination thereof, result in conditions that warrant a coordinated emergency response and an emergency or disaster declaration by the City-Parish Mayor-President. The hazards include:
 - a. Natural Hazards
 - i. Weather
 - Thunderstorms
 - Tornadoes

- Freeze
- Ice Storms
- Snow
- Drought
- Tropical Systems
- Hurricanes
- ii. Floods
 - Urban and Small Stream
 - River
 - Flash
- iii. Urban Fires
- iv. Wild Land Fires
- vi. Pandemics
- vii. Infectious Diseases
- viii. Earthquakes
- b. Technological Hazards
 - i. Hazardous materials
 - Fixed Sites
 - Transportation
 - Roadway
 - Pipeline
 - Waterways
 - Air
 - ii. Transportation accidents
 - iii. Terrorism
 - iv. Bridge collapse
 - v. Utility service interruptions
 - vi. Energy shortage
 - vii. Civil disturbance
 - viii. Prison breaks
 - ix. School shootings
 - x. Large gatherings

B. ASSUMPTIONS

1. It is impossible to predict the specific effects of a disaster upon Lafayette Parish, or to be sure in advance that any specific hazard would or would not occur. However, the parish could be subjected to numerous disaster situations.
2. All equipment necessary to provide a coordinated mitigation, preparedness, response, and recovery effort from local, state and federal government is functional and available as reasonably possible to the extent of the emergency.

3. Actions to minimize the effects of any disaster will be conducted by Lafayette Parish officials from the Emergency Operations Center and affected public and private agencies.
4. The Lafayette Parish Emergency Operations Center or an alternate facility is available.

III. CONCEPT OF OPERATIONS

A. GENERAL

1. Locally, under the Incident Command System (ICS) structure, the City-Parish Mayor-President is responsible for emergency preparedness operations within the City-Parish of Lafayette. The Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP) Director acts as the Chief of Staff during such emergencies. Department and agency directors and agencies are responsible for functions as specified in this plan. Parish forces will conduct emergency operations until the emergency exceeds the local government's capability to respond. Assistance will be requested from the state governments as may be necessary. The federal government will provide assistance to the State, when appropriated. Operations shall be conducted from the City-Parish Emergency Operations Center (EOC) and all departments and agencies having an emergency function or capability will be represented.
2. This plan is based upon the concept that emergency functions for various groups involved in emergency preparedness will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. It is generally true, however, that a disaster is a situation in which the usual way of doing things no longer suffices. It is desirable, and always attempted, to maintain organizational continuity and to assign familiar tasks to personnel.
3. In large-scale disasters, however, it may be necessary to draw on people's basic capabilities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operations may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task.
4. The special needs of handicapped and elderly people will be considered.
5. In keeping with the nationwide strategy of the National Response Framework (NRF), this guidance is concerned with all types of emergency situations that may develop. It also accounts for activities before, during, and after emergency operations.
6. The use of the National Incident Management System (NIMS) will be utilized by all emergency response agencies to manage an emergency incident/disaster. The nature and size of the incident will determine the level and complexity of the

management structure. NIMS is designed to expand or be reduced as needed. As an incident escalates, the span of control may become stretched. As the need arises, the other components of the Incident Management System may be staffed. Under the NIMS “command structure” the following sections will be established and expanded as dictated by the event.

- a. Command or the Incident Commander – responsible for overall coordination and direction of all activities at the incident scene. The four (4) major responsibilities are:
 1. Control the Incident
 2. Provide safety and survival for emergency responders
 3. Protect, remove, and provide care for endangered civilians
 4. Conserve property during and after the incident control operations
- b. Command Staff – responsible for key activities, which are not part of the line organization. Command Staff answers directly to the Incident Commander.

Safety Officer – assesses hazards and safety of the situation and develops measure for assuring personnel safety.

Public Information Officer (PIO) – develops accurate and complete information regarding incident cause, size, current situation, resources committed and other matters of general interest that are cleared for public release. The PIO is the point of contact for the media. Upon approval of Command, the PIO coordinates and disseminates the government’s calls for the public actions such as evacuations or sheltering in place.

Liaison – serves as the point of contact for representatives from other agencies.

- c. Finance/Administration Section is established on incidents when there is a specific need for financial services.

Procure services needed to terminate the incident and document the financial cost of the incident.
- d. Logistics Section provides services and support systems to all the organizational components involved in the incident.
 1. Provide medical aid for responders/rest and rehabilitation
 2. Coordinate stress debriefing
 3. Provide supplies and equipment
 4. Secure needed facilities

- e. Operations Section will function in the command post. The Operations Chief is responsible for implementing the tactical objectives as defined by the strategic goals of the Incident Commander.
 - 1. Assign line crews
 - 2. Keep command informed.
- f. Planning Section is responsible for processing information needed for effective decision making.
 - 1. Evaluate and update the current strategic plan with Command and Operations
 - 2. Evaluate past actions and strategies
 - 3. Refine current and future plans and recommend any changes to Command and Operations
 - 4. Forecast possible outcomes
 - 5. Evaluate future resource needs with Operations

B. EMERGENCY ACTION LEVELS

- 1. Natural Disaster (National Weather Service)
 - a. WATCH – All emergency personnel placed on standby (Conditions are favorable for severe weather.)
 - b. WARNING – Partial activation of EOC by emergency preparedness personnel. (Actual sighting; actually occurring.)
 - c. IMPACT – Full activation of EOC
 - d. RECOVERY – continued response activities as needed
- 2. Hazardous Materials
 - a. LEVEL I -Unusual Event – Incident has occurred, may attract attention.
 - b. LEVEL II – Site Emergency – Incident has occurred, will attract attention.
 - c. LEVEL III – Incident has occurred, will impact surrounding areas.
- 3. State of War
 - a. Normal Readiness
 - b. Increased Awareness
 - c. Emergency / Attack Warning
 - d. Post-Attack/Recovery-Ops

C. PHASES OF EMERGENCY MANAGEMENT

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

1. Prevention

Prevention activities are those that help avoid or intervene to stop an incident from occurring. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations;

heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health; agricultural surveillance and testing processes; immunizations, isolations, or quarantine.

2. Mitigation

Mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. Also included are those long-term activities that lessen the undesirable effects of unavoidable hazards. Some examples include: establishment of building codes, flood plain management, insurance, elevating buildings, and public education programs. The mitigation strategy will be directed by parish and municipal leaders as recommended by department directors and staff.

3. Preparedness

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

a. The Lafayette City-Parish Office of Homeland Security and Emergency Preparedness is the primary agency for preparedness efforts.

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

1. Internal procedures
2. Training of personnel
3. Participation in exercises and drills
4. Stockpile of materials and supplies needed to carry out their emergency responsibilities
5. Public information and awareness

c. This plan, its supporting procedures and other procedures are tested on a regular basis

4. Response

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

5. Recovery

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

of recovery actions would be temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

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

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. GENERAL RESPONSIBILITIES OF PARISH AGENCIES

1. City-Parish Mayor-President

a. The Lafayette City-Parish Mayor-President has the responsibility for direction and control over local activities related to general emergency management with the City-Parish of Lafayette. Through delegation of his authority, the Homeland Security and Emergency Preparedness Director acts in his behalf in coordinating and executing local activities to cope effectively with the situation.

b. Declares state of emergency or disaster.

2. Office of Homeland Security and Emergency Preparedness is responsible for:

a. Receipt and dissemination of warnings

b. EOC staffing and functions

c. Support communications

d. Coordination of public shelter operations

e. Coordination of evacuation

f. Emergency public information

g. Coordinating military and other outside assistance

h. Coordinating the use of emergency resources

i. Coordinating emergency training and education

j. Coordinating damage assessment

k. Comprehensive emergency planning

3. Law enforcement agencies are responsible for:

a. Augmentation of warning

b. Maintenance of law and order

c. Traffic control

d. Protection of vital installations and resources

e. Assisting with search and rescue

f. Controlling and limiting access to the scene of disaster

g. Supplementing communications

h. Assisting with evacuation orders and escorting buses when evacuating to an out of parish shelter

- i. Provide security for vital facilities, points of distribution, reception/staging areas, lodging and feeding facility, emergency shelters, and parish pick up points, etc.
4. Fire departments are responsible for:
- a. Augmentation of warning
 - b. Fire suppression and protection
 - c. Haz-mat response operations
 - d. Assisting law enforcement in traffic control if not engaged in fire fighting
 - e. RADEF monitoring for shelters, personnel protection and reporting
 - f. Decontamination
 - g. Assist with damage assessment
 - h. Assist with search and rescue
 - i. Provide Incident Commander and support staff for parish pick up point and points of distribution sites
 - j. Provide Incident Commander and support staff for shelter operations and lily pads.
 - k. Coordinate the Oxygen Distribution and Exchange Program
5. City-Parish Department of Public Works, Traffic/Roads/Bridges, and Drainage is responsible for:
- a. Debris clearance and road maintenance (Drainage and Traffic/Roads/Bridges (TRB))
 - b. Provide response teams/personnel, equipment, vehicles to the emergency site, staging areas, or other locations as appropriate (Drainage and Traffic/Roads/Bridges (TRB))
 - c. Provide barricades and manpower as necessary (Drainage and Traffic/Roads/Bridges (TRB))
 - d. Restoration of vital facilities (Public Works)
 - e. Transportation and delivery of shelter stocks and supplies (Drainage and Traffic/Roads/Bridges (TRB))
 - f. Engineering services as required (Public Works)
 - g. Assist with heavy rescue (Drainage and Traffic/Roads/Bridges (TRB))
 - h. Maintaining vehicles and other essential equipment of various departments and agencies, both in the field and in the shop as the situation permits, including expedient tire repair (Public Works)
 - i. Develop a plan of priorities to be utilized during the period of increased readiness for the repair of vehicles (Public Works)
 - j. Maintain adequate reserve supply of fuel (Public Works)
 - k. Provide for adequate supply of sand and bags and identify storage and distribution sites for public access (Drainage and Traffic/Roads/Bridges (TRB))

- l. Responsible for equipment support to remove impediments from evacuation routes and to facilitate traffic routing at access and traffic control points (Drainage and Traffic/Roads/Bridges (TRB))
 - m. Coordinate with private sector contractors for use of private sector resources in public works activities (Public Works)
 - n. Provide personnel for damage assessment (Drainage and Traffic/Roads/Bridges (TRB))
 - o. Develop a traffic signal plan for use during major evacuations, such as during a hurricane (Traffic/Roads/Bridges (TRB))
 - p. Assist in the monitoring of evacuation routes during a major evacuation (Traffic/Roads/Bridges (TRB))
 - q. Coordinate the erection and maintenance of appropriate signage on evacuation routes (Traffic/Roads/Bridges (TRB))
 - r. Responsible for maintaining and updating the Lafayette Parish Transportation Plan to ensure transportation assets are available before, during and after an emergency event (Traffic/Roads/Bridges (TRB))
 - s. Provide drivers to assist in transport/shuttle of citizens as necessary for evacuation, and/or during shelter operations (Traffic/Roads/Bridges (TRB))
 - t. Identifies transportation resources likely to be available for evacuation operation. Prepares an inventory of vehicle resources and drivers (Traffic/Roads/Bridges (TRB))
 - u. Assist in coordination of transportation of special needs population (Traffic/Roads/Bridges (TRB))
 - v. Providing transportation for persons at various pickup points throughout the parish and transport to shelters and/or parish pickup point at Clifton Chenier Center during evacuations (Traffic/Roads/Bridges (TRB))
 - w. See Public Works/Public Utilities Annex R for other detailed assignments.
6. Lafayette Utilities System is responsible for:
- a. Supply of water and electricity
 - b. Operation of the sewerage disposal system
 - c. Repair, maintenance and operation of LUS Utilities
7. Independent water districts are responsible for:
- a. Maintaining water systems
 - b. Decontamination assistance

8. Independent sewage districts are responsible for:
 - a. Maintaining sewage systems
 - b. Engineering services as required
9. LUS Fiber is responsible for:
 - a. Operation of the fiber optic system and delivery of services
 - b. Restoration and maintenance of network infrastructure
 - c. Ensuring connectivity for all Fiber-related resources or any isolated units to help facilitate restoration during an emergency situation
10. City-Parish of Lafayette Legal Department is responsible for:
 - a. Assisting the Mayor-President in declaring and lifting the state of emergency or disaster and filing the declaration with the Clerk of Court
 - b. Assisting the Mayor-President in declaring a curfew and filing the declaration with the Clerk of Court
11. District Attorney shall be responsible for:
 - a. Providing legal advice as required
 - b. Performing other necessary legal functions
 - d. Liaison with other legal and judicial agencies and sections of the government
12. City-Parish of Lafayette Finance Department shall be responsible for:
 - a. Maintaining economic stabilization as required through accounting and budgeting divisions
 - b. Procurement, distribution, and accountability of emergency supplies and equipment
 - c. Maintaining a list of suppliers, vendors, and items of critical emergency need through the purchasing division
 - d. Provide for appropriate record keeping of city-parish expenditures during a state of emergency as declared by the City-Parish Mayor-President.
13. City-Parish of Lafayette PARC Department shall assist with:
 - a. Provide Heymann Performing Arts Center for use as a special needs shelter
 - b. Provide necessary support staff, including a facility manager to coordinate the use of the Heymann Performing Arts Center as a special needs shelter.
 - c. Providing the use of facilities for emergency housing of evacuees and/or relief forces.
 - d. Providing facilities for emergency first aid stations, emergency hospital, or emergency morgue
 - e. Providing facilities for Disaster Recovery Centers

14. City-Parish of Lafayette IS & T is responsible for:
 - a. IT & GIS services as requested.
15. City-Parish of Lafayette Communications and Media Division is responsible for:
 - a. Chief Communications Officer (CCO) becomes Public Information Officer (PIO) for all public entities (parish and municipalities)
 - b. Centralizing all emergency public communication/notifications
 - c. Emergency public information dissemination
 - d. Coordination with local and national media outlets
 - e. Updating Civil Leave Hotline
 - f. Notifying the public of emergency declarations, curfew, and closure information
 - g. Disseminating information about resources and recovery efforts
 - h. Sending out mass emergency notifications as needed
 - i. Updating 311 call center and website information
16. City-Parish of Lafayette Juvenile Detention Department is responsible for:
 - a. Working with juvenile court system to release non-violent youths to custody of their legal guardians
 - b. Under imminent threat of a catastrophic event, evacuate remaining housed youths, in coordination with Office of Juvenile Justice and the Lafayette Police Department, to a secured juvenile facility in another parish
17. City-Parish of Lafayette International Center
 - a. Assisting in identifying housing and work space for dislocated foreign dignitaries before, during and after a declared emergency
 - b. Assisting hospitals and emergency personnel in finding translators
 - c. Assisting foreign government officials in their efforts to locate and contact foreign nationals living or vacationing in the area
 - d. Assisting local officials with translations of PSA's and emergency announcements.
18. City-Parish of Lafayette Community Development and Planning is responsible for:
 - a. Damage Assessment.
 - b. Providing employees to work with the Office of Homeland Security & Emergency Preparedness.
19. Lafayette Animal Control section shall be responsible for:
 - a. General animal control
 - b. Develops and updates Pet Plan and forwards copy to the Office of Homeland Security & Emergency Preparedness and Louisiana Department of Agriculture and Forestry by March 1st of each year.
 - c. Transportation and shelter of animals
 - d. Small animal problems, including rescue and disposal

20. Lafayette Parish School System shall be responsible for:
 - a. Providing facilities for emergency housing of evacuees and/or relief personnel
 - b. Providing facilities for Disaster Recovery Centers, points of distribution, and/or other uses to support recovery operations
 - c. Identifies transportation resources likely to be available for evacuation operations
 - d. Provides school buses and drivers for evacuations and other operations
 - e. Develops and periodically exercises a student shelter in place plan and a student evacuation plan
21. Acadian Ambulance Service, Inc. Is responsible for:
 - a. Augmentation of warning
 - b. Emergency medical transportation
 - c. Emergency medical treatment
 - d. Assists facilities that provide care for special needs populations to develop a facility evacuation plan.
22. Office of Public Health-Lafayette Parish Health Unit is responsible for:
 - a. Emergency medical care centers
 - b. Emergency hospital treatment
 - c. Medical support to sheltered
 - d. Health advisories
 - e. Supply and use of medical and health items
 - f. Emergency interment coordination
 - g. RADEF monitoring for personnel protection, and of food and water supplies
 - h. Insect and rodent control
 - i. Inoculations for prevention of disease
23. Coroner's Office
 - a. Identification of morgue site
 - b. Establishment of staging area for coroner operations
 - c. Recovery and evacuation of remains
 - d. Body identification
 - e. Preservation or embalming
 - f. Notification of next of kin or representative
 - g. Grief counseling and family assistance
 - h. Documentation of victims and prepare and file death certificates
 - i. Safeguarding of personal effects of victims

24. University of Louisiana at Lafayette
 - a. Develops and periodically exercises a campus evacuation plan
 - b. Provides for the public alert/notification for the University
 - c. Coordinates the use of buses to transport students, faculty, staff and visitors as needed
 - d. Develops emergency plans for the shelter and support of students and staff as needed
 - e. Provides public facilities for sheltering and/or other uses as necessary to support response and recovery operations if requested and able
25. Support Functions
 - a. Support by military units and the National Guard may be requested by the Office of Homeland Security and Emergency Preparedness Director through GOHSEP. Military assistance will complement and not be a substitute for local participation in emergency operations. Military forces will remain at all times under military command, but will support and assist local forces. Request for military assistance should be "mission" type including objectives, priorities and specific information related to the accomplishment of assignment within the parish
 - b. Support by state governed forces may be made available from the surrounding area in accordance with the State Plan
 - c. Louisiana Volunteer Agencies Active in Disasters (LAVOAD)/United Way of Acadiana and Catholic Charities will coordinate the efforts of volunteer groups and local governments to manage donations of goods and services as needed and will assist citizens with timely delivery of needed supplies and services
 - c. Volunteer agencies such as Catholic Charities, Second Harvest and the Salvation Army are available to give assistance with sheltering, feeding, etc. as necessary
 - d. City-Parish of Lafayette personnel and equipment may be sent to assist other political subdivisions within, as well as outside of the Parish of Lafayette upon authorization of the City-Parish Mayor-President
26. American Red Cross is responsible for:
 - a. Provide such services as sheltering, feeding, clothing, and other essential emergency needs to disaster victims.
 - b. Assist in emergency registration and inquiry at shelters
 - c. Coordinating religious services
 - d. Coordinating private welfare groups
 - e. Coordination of mental health services and crisis management
 - f. Providing recreation plan for shelter occupants' use during shelter stay period

- g. Providing water and snacks at parish pick up point at Clifton Chenier Center during evacuations
 - h. Providing the use of facilities for emergency public education
 - i. Damage survey
27. County Emergency Board is responsible for:
- a. Agriculture and farm animal management

V. DIRECTION AND CONTROL

A. AUTHORITY TO INITIATE ACTIONS

It is provided that this plan:

1. Is the official emergency operations source for the City-Parish of Lafayette
2. It is authorized by and promulgated under the authority contained by those local, state and federal statutes listed herein.
3. Has the approval of the City-Parish Mayor-President.

There exists as part of the planning elements:

1. Specifically named departments with specific responses and;
2. All other departments of City-Parish government, which by virtue of their association constitute a large reserve of material and manpower resources, at the direction of the City-Parish Mayor-President or the Homeland Security and Emergency Preparedness Director 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 city and parish.

B. COMMAND RESPONSIBILITY FOR SPECIFIC ACTION

1. The City-Parish Mayor-President, under the authority provided by the Louisiana state law and local ordinances has responsibility for general emergency management within the city-parish.
2. The Homeland Security and Emergency Preparedness Director acts as the chief advisor to the City-Parish Mayor-President during any declared emergency affecting the people and property of Lafayette Parish. Various agencies and departments under the direction of the Office of Homeland Security and Emergency Preparedness will conduct emergency operations.

C. Emergency Operations Center (EOC)

1. The Lafayette City-Parish Office of Homeland Security and Emergency Preparedness will coordinate direction and control activities from the primary EOC located in the Lafayette Parish Public Safety Communications Center.
2. Should relocation of direction and control be necessary due to the nature and scope of the emergency/disaster affecting the primary EOC, one of the alternate EOCs listed would be utilized.

- a. Lafayette Parish Sheriff's Department
316 W. Main Street, Lafayette
- b. Carencro City Hall
210 East Saint Peter Street, Carencro
- c. Mobile Operations Center

VI. CONTINUITY OF GOVERNMENT

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

A. SUCCESSION OF COMMAND

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. 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 Lafayette City-Parish Charter provides for government succession should the office of the City-Parish Mayor-President become vacant for any cause.

B. RELOCATION OF GOVERNMENT

During times of emergencies/disasters, as may be necessary, the City-Parish government essential emergency functions may relocate as needed.

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

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 local officials to ensure that all records are secure and protected from elements of damage or destruction at all times.

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 & 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 will be entered into by duly authorized officials and will be formalized in writing whenever possible. It is understood that written agreements are not necessary with state or federal agencies since these groups have a legal responsibility to provide assistance when called upon to do so.

B. EMERGENCY PURCHASING

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

C. RECORDS AND REPORTS

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

D. EMERGENCY OPERATIONS CENTER (EOC)

The Lafayette City-Parish EOC is the primary site for all emergency operations. Facilities include an operations room, communications room, bunking and feeding areas, and office space. In the event the EOC should become unusable, one of the alternate facilities will be designated.

E. RELIEF ASSISTANCE

In the event of a disaster, Lafayette City-Parish Office of Homeland Security and Emergency Preparedness coordinates and supports the responsible agencies.

F. CONSUMER PROTECTION

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the Fifteenth Judicial District Attorney's Office.

G. NONDISCRIMINATION

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

H. ADMINISTRATION OF INSURANCE CLAIMS

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

I. 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. 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.

K. PRESERVATION OF HISTORIC PROPERTIES

In the event of a disaster involving known historic properties in Lafayette Parish, the City-Parish Department of Community Development in coordination with the State Historical Preservation Officer will identify said historic properties within the designated disaster area for public assistance purposes.

L. RESOURCES AND DISASTER RELIEF

1. State agencies are expected to assist local efforts after local resources are deemed insufficient.
2. Federal and state disaster assistance will supplement not substitute for any relief provided by the parish. Possible reimbursement by the Federal Government for emergency work, restoration or replacement is contingent only upon a Presidential Declaration implemented under Public Law 93-288, Part II. It is the purpose of the Basic Plan to cover all aspects of local response only, not contingent on any extraordinary state or federal assistance.

3. Support by military units and the National Guard may be requested through the GOHSEP by the Director of the Office of Homeland Security and Emergency Preparedness. Military assistance will complement and not be a substitute for parish participation in an emergency response. Military forces will remain at all times under military command but will support and assist parish forces. Request for military services should be "mission" oriented and include objectives, priorities and specific information to accomplish assignments within the parish.
4. Lafayette parish personnel and equipment may be sent to assist other political subdivisions outside the parish upon authorization.
5. Assistance needed with sheltering, feeding, etc. as necessary will be requested from the American Red Cross, other volunteer groups, neighboring parishes and GOHSEP. If still more assistance is needed beyond state capabilities, GOHSEP will coordinate requests to the Federal Emergency Management Agency for a presidential Declaration of an Emergency or major disaster to allow supplemental federal assistance to be provided.

VIII. PLAN DEVELOPMENT, MAINTENANCE, AND EXECUTION

- A. The City-Parish of Lafayette Office of Homeland Security and Emergency Preparedness has the overall responsibility for emergency planning, coordination of resources, and provision of direction of disaster response.
- B. The City-Parish of Lafayette 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 plans, sops, and resource data to ensure prompt and effective response to emergency/disaster.
- D. This plan will be disseminated to the City-Parish Mayor-President, departmental directors and all other appropriate officials whose responsibility it is to see that the plan is known and understood by those personnel within their respective organizations who are responsible for the implementation of the plan.
- E. All agencies will be responsible for the development and maintenance of their respective segments of the plan as set forth earlier under "assignment of responsibilities".
- F. The City-Parish of Lafayette Homeland Security and Emergency Preparedness Director, with the assistance of his/her staff, will maintain and update this plan as required. Responsible officials in state/local agencies should recommend changes at any time and provide information periodically as to changes of personnel and available resources. The Director will coordinate an annual review and revision effort as necessary. Revisions will be forwarded to those on the distribution list included in this plan.

- G. This plan will be executed upon order of the Director of City-Parish of Lafayette Office of Homeland Security and Emergency Preparedness, or an authorized representative.
- H. This plan applies to all elements of the Lafayette City-Parish Consolidated Government.
- I. For training purposes and exercises, the Director may activate this plan as necessary to ensure a readiness posture.
- J. This plan can be activated in order to provide practical controlled operations experience to those who have EOC responsibilities.

IX. AUTHORITIES AND REFERENCES

A. AUTHORITIES

1. Federal

- a. Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
- b. Public Law 93-234, as amended The Flood Disaster Protection Act of 1973.
- c. Public law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707
- d. The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 as amended, and Related Authorities, FEMA 592, June 2007.
- e. Homeland Security Act 2002
- f. Title 44, The Code of Federal Regulations, Part 206.
- g. Federal Emergency Management Agency, FEMA-64, Emergency Action Planning Guidelines for Dams, 1985.
- h. Federal Emergency Management Agency, SLG 101 State and Local Guide.
- i. National Response Framework, 2013.
- j. National Incident Management System
- k. All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.

2. State

- a. The Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993 as amended.
- b. Act 111, Emergency Interim State Executive Succession Act of 1963.
- c. Act 112, Emergency Interim Judicial Succession Act of 1963.
- d. Act 113 as amended, Emergency Interim Legislative Succession of 1963.
- e. The Louisiana State Administrative Plan dated 1992, as amended.
- f. Louisiana Significant/High Hazard Dam Safety Plan 1989.
- g. Louisiana Health Emergency Powers Act (LRS 29:760-772).
- h. Other Acts, Executive Orders, Proclamations, Compacts, Agreements, and Plans pertaining to emergencies and/or disasters that has been or will be developed or enacted.

3. Local
 - a. Lafayette Parish Home Rule Charter and Code of Ordinances.
 - b. The Lafayette Parish Emergency Operations Plan.
 - c. The Lafayette Parish Hazard Mitigation Plan.
 - d. Mutual Aid, Letters of Agreement and or Memorandums enacted or to be enacted.
 - e. Other local ordinances pertaining to disasters enacted or to be enacted.
4. Volunteer
 - a. Louisiana Revised Statutes, Chapter 29:650, Civil Air Patrol.
 - b. Act 58-4-1905, American Red Cross (ARC). Mennonite Disaster Services/FEMA Agreement. Salvation Army Charter, May 12, 1974 and Memorandums of Understanding between Louisiana and the agencies above.
 - c. Other directives as appropriate

B. REFERENCES

1. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency.
2. Integrated Emergency Management System Capability Assessment and Standards for State and Local Government, Federal Emergency Management Agency, 1983.
3. Integrated Emergency Management System Multi-Year Development Planning Interim Guidance, Federal Emergency Management Agency, January 1984.
4. Integrated Emergency Management System Process Overview, Federal Emergency Management Agency, September 1983.
5. National Incident Management System. United States Department of Homeland Security, 2005.
6. Homeland Security Act 2002. United States.
7. Comprehensive Preparedness Guide 101
8. Homeland Security Presidential Directive 5– Management of Domestic Incidents. 2002.
9. Homeland Security Presidential Directive 8– National Preparedness. 2002.

X. APPENDICES TO BASIC PLAN

Appendix 1 - City-parish of Lafayette Office of Homeland Security and Emergency

Preparedness Organizational Chart

Appendix 2 - Lines Of Succession

Appendix 3 - Key Facilities

Appendix 4 - Map Of Lafayette Parish

Appendix 5 - Maps Of High Hazard Areas

- Major Highways & Railways

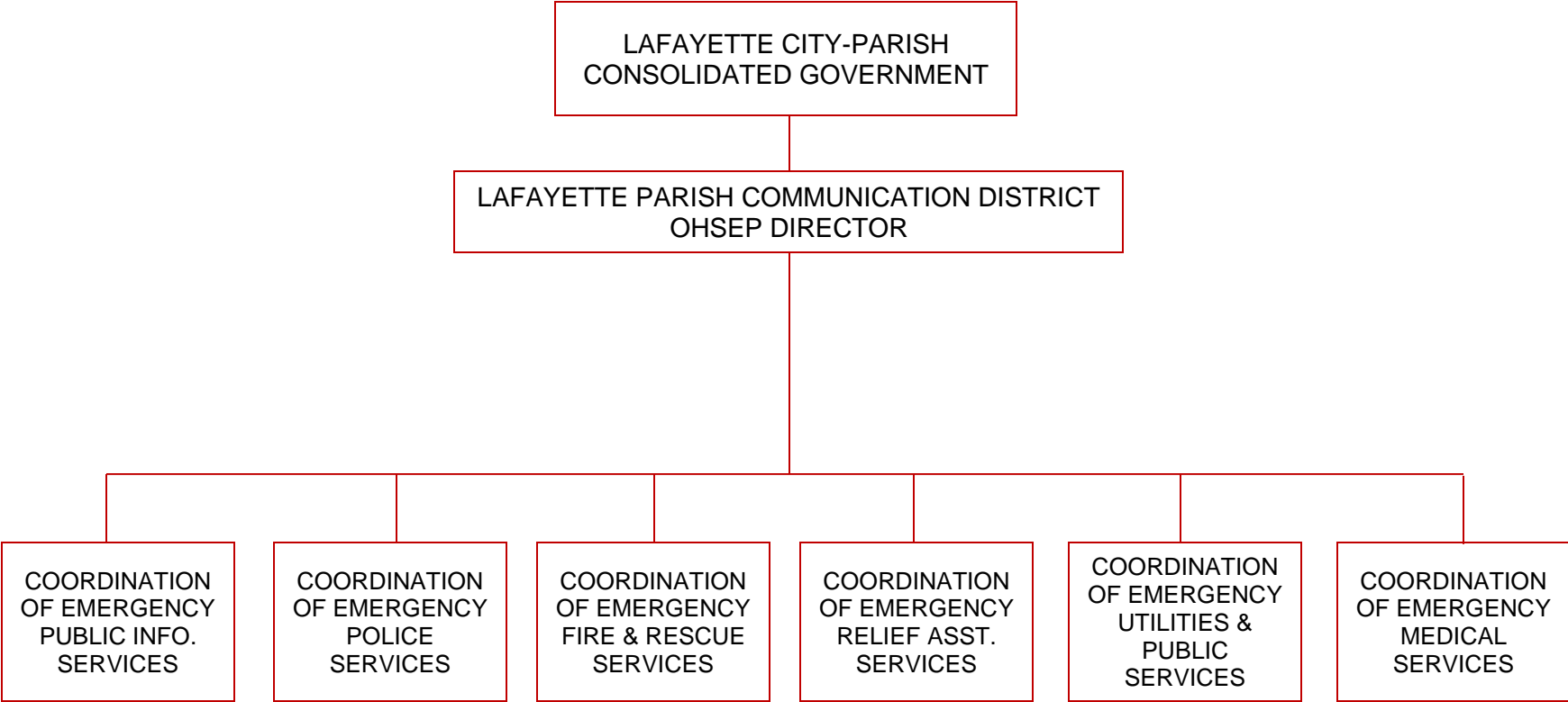
- Flood Areas

- Ingestion Exposure Pathway

Appendix 6 - Definitions

LAFAYETTE CITY-PARISH OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS

ORGANIZATIONAL CHART



LINES OF SUCCESSION

1. City-Parish Government*
 - A. City-Parish Mayor-President
 - B. Council Chair
2. Sheriff's Department
 - A. Sheriff
 - B. Chief Deputy
 - C. Major
3. Fire Department - Lafayette
 - A. Chief
 - B. Assistant Chief
 - C. District Chief (1st)
 - D. District Chief (2nd)
4. Police Department - Lafayette
 - A. Chief
 - B. Major (1st)
 - C. Major (2nd)
 - D. Senior Captain
5. Homeland Security And Emergency Preparedness
 - A. Director
 - B. Assistant Director
 - C. Systems Support Specialist
 - D. Accreditation Manager/Administrative Assistant

*See charter for applicable time periods, etc. relating to absences/vacancies.

KEY (VITAL) FACILITIES

- I. Key Transportation Facilities
 - A. Interstate 10
 - B. Interstate 49
 - C. U.S. Highway 90
 - D. U.S. Highway 167
 - E. Lafayette Regional Airport
 - F. Railroad System

- II. Key Governments/Agencies
 - 1. Lafayette City-Parish Consolidated Government
705 W. University, Lafayette

 - 2. Lafayette Parish Clerk Of Court
800 S. Buchanan - Courthouse Bldg., Lafayette

 - 3. Lafayette Parish County Agent
1010 Lafayette Street, Lafayette (Suite 325)

 - 4. Lafayette Parish Coroner's Office
1006 Bertrand Drive, Lafayette

 - 5. Lafayette Parish Correctional Center
916 Lafayette Street, Lafayette

 - 6. 15th Judicial District Attorney
800 S. Buchanan - Courthouse Bldg., Lafayette

 - 7. Lafayette Parish Health Unit
220 W. Willow Street, Bldg. A, Lafayette

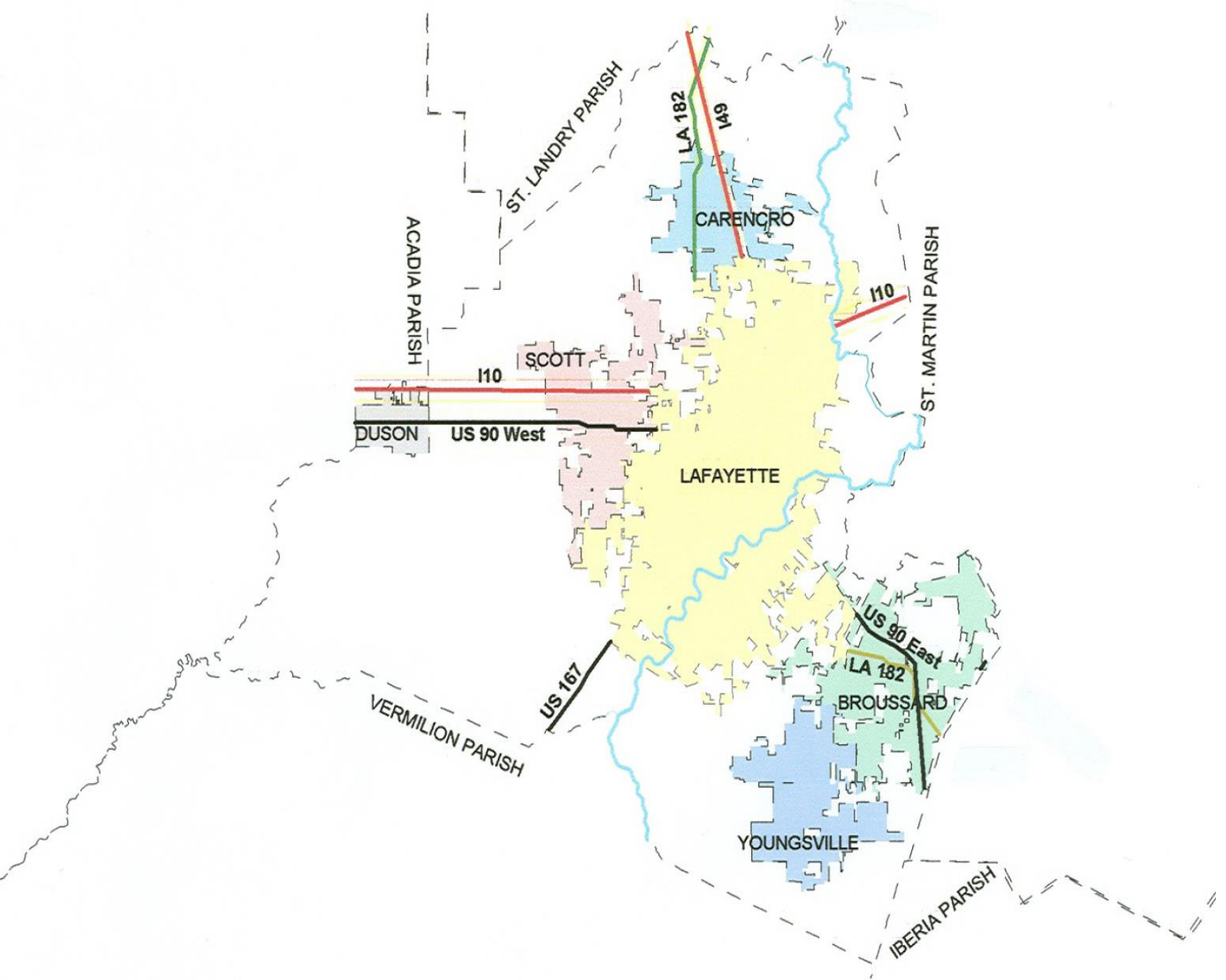
 - 8. Lafayette Parish School System
113 Chaplin Drive, Lafayette

9. Lafayette Parish Sheriff's Dept.
316 W. Main Street, Lafayette
10. Lafayette Fire Dept., Station #1
300 E. Vermilion Street, Lafayette
11. Lafayette Fire Dept., Station #2
1013 Mudd Avenue, Lafayette
12. Lafayette Fire Dept., Station #3
429 Cooper Drive, Lafayette
13. Lafayette Fire Dept., Station #4
111 West Alexander Street, Lafayette
14. Lafayette Fire Dept., Station #5
2001 Johnston Street, Lafayette
15. Lafayette Fire Dept., Station #6
3705 Johnston Street, Lafayette
16. Lafayette Fire Dept., Station #7
345 Kaliste Saloom Road, Lafayette
17. Lafayette Fire Dept., Station #8
601 Broadmoor Boulevard, Lafayette
18. Lafayette Fire Dept., Station #9
4315 Moss Street, Lafayette
19. Lafayette Fire Dept., Station #10
3519 W. Pinhook Road, Lafayette
20. Lafayette Fire Dept., Station #11
1115 Ambassador Caffery, Lafayette
21. Lafayette Fire Dept., Station #12
2856 Verot School Road, Lafayette

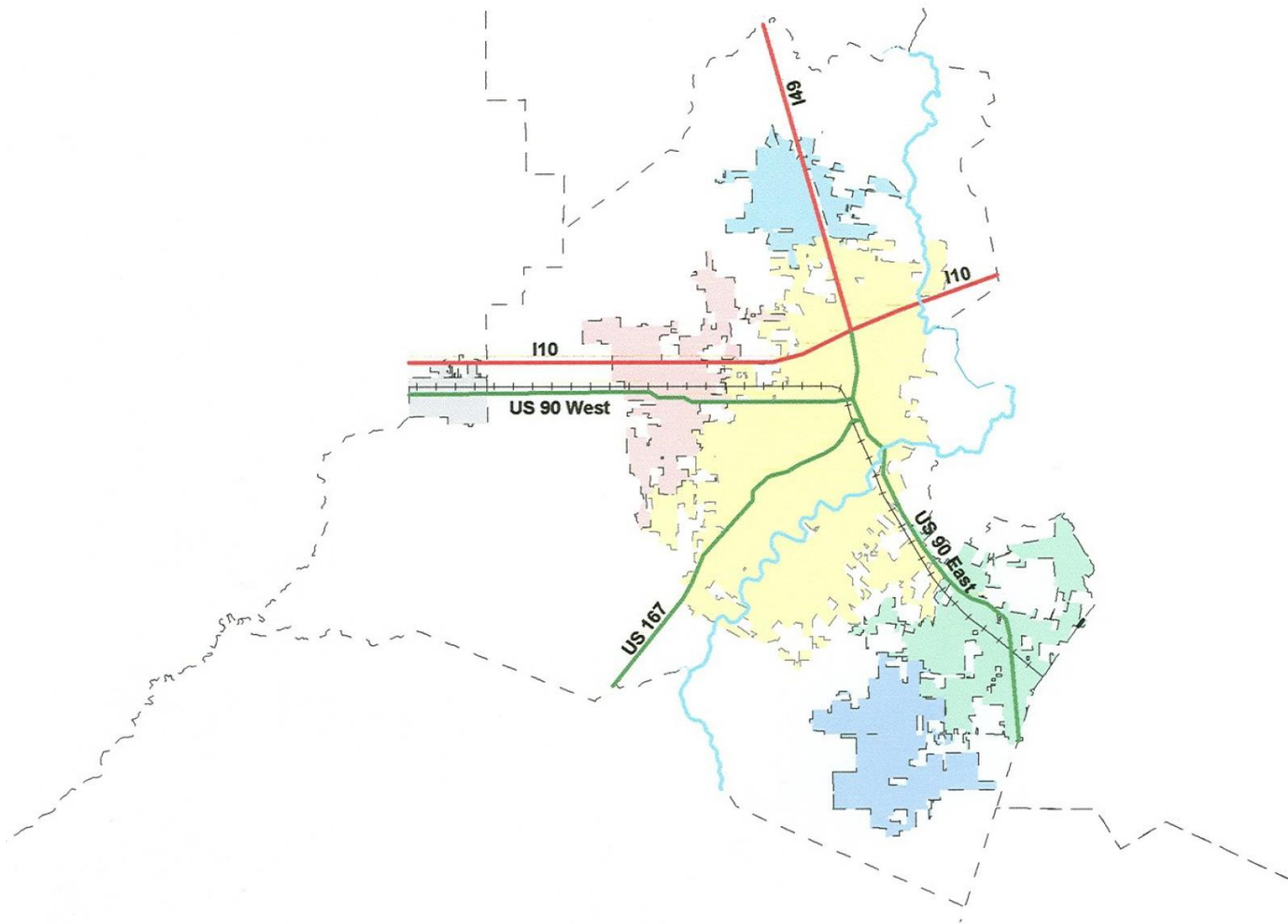
22. Lafayette Fire Dept., Station #13
6507 Johnston Street, Lafayette
23. Lafayette Fire Dept., Station #14
201 Curran Lane, Lafayette
24. Broussard Volunteer Fire Dept., Station #1
501 First Street, Broussard
25. Broussard Volunteer Fire Dept., Station #2
501 E. Main Street, Broussard
26. Broussard Volunteer Fire Dept., Station #3
200 W. Fairfield, Broussard
27. Carencro Volunteer Fire Dept., Station #1
5201 N. University, Carencro
28. Carencro Volunteer Fire Dept., Station #2
400 Hector Connolly Road, Carencro
29. Carencro Volunteer Fire Dept., Station #3
911 W. Gloria Switch Road, Carencro
30. Duson Volunteer Fire Dept., Station #1
801 First Street, Duson
31. Duson Volunteer Fire Dept., Station #2
1100 South Richfield Road, Duson
32. Judice Volunteer Fire Dept.
401 Ranch Road, Duson
33. Milton Volunteer Fire Dept.
309 W. Milton Avenue, Milton
34. Scott Volunteer Fire Dept., Station #1
129 Lions Club Road, Scott

35. Scott Volunteer Fire Dept., Station #2
2133 Dulles, Lafayette
36. Scott Volunteer Fire Dept., Station #3
320 Rue Bon Secours, Scott
37. Youngsville Volunteer Fire Dept., Station #1
300 Fountainview Drive, Youngsville
38. Youngsville Volunteer Fire Dept., Station #2
2301 Bonin Road, Youngsville
39. Lafayette Police Dept.
900 E. University, Lafayette
40. Broussard Police Department
414 E. Main Street, Broussard
41. Carencro Police Department
110 Centennial Drive, Carencro
42. City Marshal
811 Lee Avenue, Lafayette
43. Duson Police Department
300 Second Street, Duson
44. Scott Police Department
129 Lions Club Road, Scott
45. Youngsville Police Department
304 Fourth Street, Youngsville
46. Youngsville Police Department
311 Lafayette Street, Youngsville
47. Acadian Ambulance Service
300 Hopkins Street, Lafayette

48. La State Police Troop I
121 E. Pont Des Mouton, Lafayette
49. University of Louisiana at Lafayette (UL Lafayette)
200 E. University Avenue, Lafayette
50. City Of Broussard
310 E. Main Street, Broussard
51. City Of Carencro
210 E. St. Peter Street, Carencro
52. Town Of Duson
498 Toby Mouton Rd., Duson
53. City Of Scott
125 Lions Club Road, Scott
54. City Of Youngsville
201 Iberia Street, Youngsville
55. Louisiana Army National Guard
1806 Surrey Street, Lafayette
56. Lafayette Parish Courthouse
800 S. Buchanan Street, Lafayette
57. U.S. Federal Courthouse
800 Lafayette Street, Lafayette
58. Lafayette Parish Public Safety Communications Center
1810 W. Willow Street, Scott



POTENTIAL HAZARDOUS MATERIALS AREAS
DUE TO LOCATION OF
MAJOR HIGHWAYS AND RAILWAYS

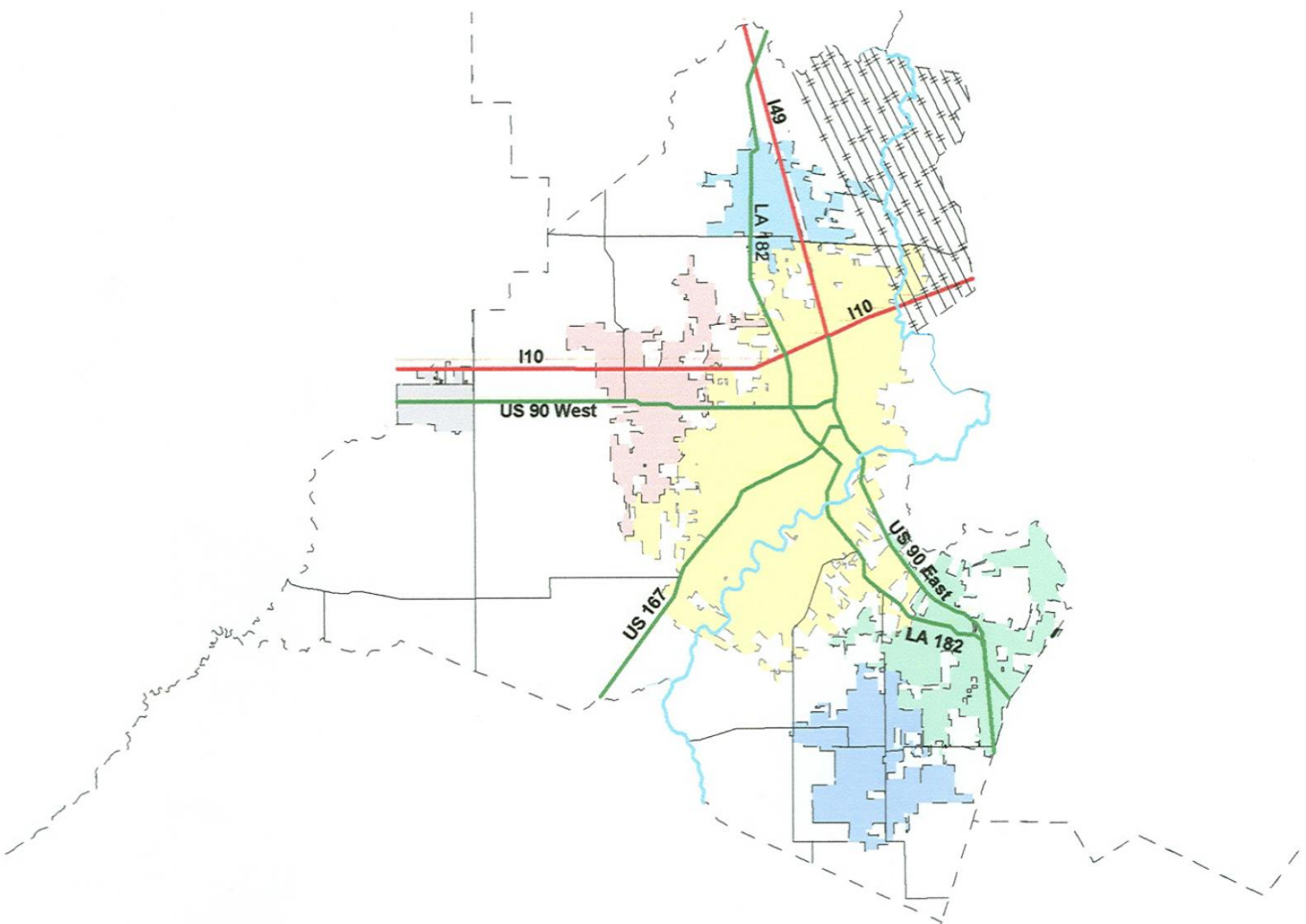


POTENTIAL MAJOR FLOOD AREAS

(Detailed Flood Maps Available at LCG PZC)

RISK AREA WITHIN THE ESTABLISHED INGESTION EXPOSURE
PATHWAY (50 MILE) EMERGENCY PLANNING ZONE (EPZ) FOR
RIVER BEND NUCLEAR POWER STATION

(Area marked with diagonal lines)



DEFINITIONS

ALERT

An incident that currently does not affect the local or general population but has the potential to escalate to a more serious emergency. The situation is unresolved and should be monitored closely. Some limited protective actions may be implemented and additional assistance requested from the department of homeland security and emergency preparedness.

APPLICANT

A state agency, local government, or private non-profit facility submitting a project application or request for direct federal assistance under the disaster act or on whose behalf the governor's authorized representative takes such action.

CONGREGATE CARE FACILITIES

Public or private buildings in the reception areas that may be used to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person. 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 well being (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, his chief assistants, Homeland Security and Emergency Preparedness Director and chief assistants. The emergency operating services and any supporting staff such as communications controller, public information officer, and legal advisor as deemed necessary.

DISASTER

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

DISASTER RECOVERY CENTER (DRC)

A facility established within or adjacent to an affected area for the purpose of providing disaster victims with "one-stop" service in meeting their disaster or emergency needs.

It is usually staffed by representatives of federal, state and local government agencies, volunteer organizations and certain representatives of the private sector.

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 catastrophes 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 ALERT SYSTEM (EAS)

A network of broadcast stations and interconnecting facilities which have been authorized by the federal communications commission to operate in a controlled manner during a war, state of public peril or disaster, or other natural emergency as provided by the emergency alert system plan.

EMERGENCY OPERATIONS CENTER (EOC)

Is a protected site from which public officials issue warnings and exercise direction and control during an emergency/disaster. It is equipped and staffed to provide support in coordinating and guiding emergency/disaster operations.

EMERGENCY OPERATIONS PLAN (EOP)

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

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.

EMERGENCY SUPPORT FUNCTION (ESF)

Used by the federal government and many state governments; it is the primary mechanism at the operational level to organize and provide assistance.

ESFS align categories of resources and provide strategic objectives for their use. ESFS utilize standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident

EVACUATION CONTROL PROCEDURES

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

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.

FEDERAL COORDINATING OFFICER (FCO)

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

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

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

FLOODPLAIN

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

FLOODWAY

The channel of a river or stream and those parts of the flood plain 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'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS (GOHSEP)

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

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.

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 fifteen different classes.

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.

JOINT FIELD OFFICE (JFO)

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

JOINT INFORMATION CENTER (JIC)

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

LOCAL GOVERNMENT (POLITICAL SUBDIVISION)

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

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

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

NATIONAL RESPONSE FRAMEWORK

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

OCCUPATIONAL POINTS OF DISPENSING (OPOD)

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

POINTS OF DISTRIBUTION (POD)

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

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 LISTS

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

SITE AREA EMERGENCY

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

SHELTER, EXPEDIENT

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

SHELTER, FALLOUT

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

SHELTER MANAGER

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

STAGING AREA (SA)

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

STANDARD OPERATING PROCEDURES (SOPS)

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

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.

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 the potential to escalate to a more serious emergency but is not expected to do so. No protective action will be implemented and no emergency preparedness assistance should be needed.

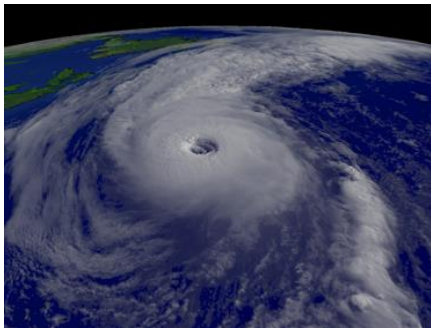
VULNERABILITY (OR RISK)

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.

City-Parish of Lafayette, Louisiana



Emergency Operations Plan

Annex A

Direction & Control

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DIRECTION AND CONTROL

ANNEX A

I. PURPOSE

This section describes the framework for all direction, control and coordination activities.

The purpose of this annex is to establish a workable procedure for the Lafayette Parish Emergency Operations Center, which will serve as the headquarters for any emergency operation. The Emergency Operations Center will be used when the threat of a disaster is imminent within, or near the boundaries of Lafayette Parish. This applies to all types of disasters.

II. SITUATION AND ASSUMPTIONS

A. REFERENCE PARAGRAPH II A, BASIC PLAN

B. SITUATION

The Office of Homeland Security and Emergency Preparedness is mandated to direct and control those actions needed to protect the lives and property of its residents when confronted with emergency conditions.

Public officials have designated the Emergency Operations Center as the interfacing point for decision-making, coordination, administration, emergency response, and resource management.

It has been established that, to provide the most effective response to any emergency/disaster, all response and recovery operations should be directed from one centralized facility. The Emergency Operations Center is that base of operations for the coordination of disaster activities for the City-Parish of Lafayette.

C. REFERENCE PARAGRAPH II B, BASIC PLAN

D. ASSUMPTIONS

The Parish of Lafayette is vulnerable to numerous natural disasters, as well as numerous types of man-made disasters. The operational procedures and staffing of the Emergency Operations Center have taken into consideration these various types and degrees of emergency conditions that could confront the parish.

Planning for adequate direction and control has been made for such degrees of activation that will cope with a given magnitude of an emergency/disaster situation.

The Emergency Operations Center or an alternate facility is available and all equipment needed to accomplish any task within the Emergency Operations Center is functional.

State agencies are expected to assist local efforts after local resources are deemed insufficient or reach the local capacity to provide the necessary services.

Federal and state disaster assistance will supplement not substitute for any relief provided by the parish.

III. CONCEPT OF OPERATIONS

A. GENERAL

The EMERGENCY OPERATIONS CENTER is the primary site for the direction and control of emergency operations for all Lafayette City-Parish departments. The City-Parish Mayor-President, with support from the Homeland Security and Emergency Preparedness staff, will exercise direction and control from the Emergency Operations Center during emergency or disaster conditions.

The Office of Homeland Security and Emergency Preparedness 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.

In the event that the Emergency Operations Center is activated during an emergency/disaster, agency field commanders or their designee are to route appropriate information concerning the status of the incident to their designated representative at the Emergency Operations Center for consideration and response.

Assigned Emergency Operations Center security personnel, working under the direction of the Operation's Group Chief, will ensure that only those persons authorized will be allowed admittance to the facility. All other persons requesting admittance will be screened by security personnel, allowing access only to those persons given approval by the Director, Operations Group Chief, or Assistant Operations Group Chief.

B. PHASES OF EMERGENCY MANAGEMENT

1. Prevention

- a. Ensure that the Lafayette City-Parish Emergency Operations Center is prepared to become functional and operational in the event of any emergency.
- b. Ensure that all plans and procedures are current and reflect the most updated information.
- c. Ensure interoperability equipment purchased is compatible with other departments and agencies.

2. Mitigation

- a. The City-Parish has an Emergency Operations Center which can be activated promptly and is capable of operating on a continuous 24-hour basis. It is operational on a daily basis as the Office of Homeland Security and Emergency Preparedness.
- b. The City-Parish has alternate Emergency Operations Center's which may be activated during major emergencies/disasters 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 Office of Homeland Security and Emergency Preparedness has completed a hazard analysis of the parish indicating the wide variety of potential problems that could and have posed danger in the community.
 - d. All City-Parish departments and outside agencies, as well as personnel with emergency responsibilities in the Emergency Operations Center or alternate Emergency Operations Center or forward command post, have been identified and procedures have been developed to activate same. These organizations shall establish alternate operations sites that can be used, if needed.
 - e. Needed resources to sustain the activated Emergency Operations Center 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 jurisdiction, from exposure of hazardous substances.
 - h. Procedures have been developed to protect personnel at the Emergency Operations Center from environmental hazards.
3. Preparedness
- a. The Office of Homeland Security and Emergency Preparedness develops and maintains the City-Parish of Lafayette Emergency Operations Plan with its annexes and appendices along with operational procedures for Emergency Operations Center activations and staff duties.
 - b. The Emergency Operations Center is maintained in a state of readiness at all times. The Emergency Operations Center has appropriate space and comfort 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 center has the necessary items and equipment needed to carry out its communication function.
 - d. The Office of Homeland Security and Emergency Preparedness has made arrangements for adequate food, water and housing 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 equipment is performed.
 - f. The Emergency Operations Center will serve as the message center during all emergencies/disasters. Public information and educational information is released by the PIO, after review by the Homeland Security and Emergency Preparedness Director.

- g. The degree of activation of the Emergency Operations Center and its assigned staff is categorized into emergency action levels. (see Basic Plan, Part III)
 - h. Communication equipment is tested on a regular basis.
4. Response
- a. The Emergency Operations Center is activated according to the degree or level of the emergency and as directed by the Office of Homeland Security and Emergency Preparedness Director or designee.
 - b. Communications to Emergency Operations Center staff and other emergency personnel by telephone, pager and/or radio alerts may be used.
 - c. Briefing sessions are held for all Emergency Operations Center personnel, government officials and their administrative staff.
 - d. Other officials of municipalities within Lafayette Parish are briefed of situation if conditions warrant.
 - e. Outside support agencies who may have to lend assistance are contacted.
 - f. Initial contact is made with the public through the media if conditions warrant.
 - g. All operations will be coordinated through the Emergency Operations Center.
 - h. Incident Command System

The Incident Command System is "scene specific".

- The Incident Commander in coordination with the Emergency Operations Center will develop a management structure based on the needs of the incident.
- The management structure is designed to expand and contract, depending on the scale of the incident and/or event.
- The function of Incident Command is to provide overall management at the incident site.
- The Incident Commander directs, controls and orders resources, including people and equipment.
- All actions taken by any Incident Commander will be in accordance with federal, state and local law and with the benefit of the lives and property of the citizens of Lafayette Parish in mind.
- Some examples of who may become an Incident Commander include:
 - Fire Department Official
 - Law Enforcement Official
 - Public Works Official

5. Recovery
- a. Preparations for recovery operations commence with the onset of the emergency/disaster and as soon as possible after the emergency/disaster.
 - b. Data collection of logs, forms, expenditures, equipment, materials and personnel is begun at onset of emergency.

- c. Damage assessment, including the collection and reporting of appropriate data, is organized by the 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 4 of this annex.

All organizations tasked by this All Hazards Plan are responsible for activating a control center to support and facilitate the organization's response activities, which may include:

- A. Dispatching and managing personnel and resources.
- B. Maintaining a significant events log.
- C. Reporting information to the Emergency Operations Center.
- D. Coordinating with organizational personnel at the emergency scene or the Emergency Operations Center.
- E. If appropriate, send a representative to the Emergency Operations Center.
- F. Ensures that organization staff member(s) tasked to work in the Emergency Operations Center during emergencies has authority to commit resources and set policies.
- G. Provides support to the incident command staff as needed.
- H. If appropriate, establish a protocol for interfacing with state/federal responders.
- I. Coordinate with the Public Information Officer and clear press releases with the City-Parish Mayor-President and the Office of Homeland Security and Emergency Preparedness Director before releasing information to the media for public dissemination.
- J. Emergency operations staff officers.

V. DIRECTION AND CONTROL

When activated for an emergency/disaster, the Homeland Security and Emergency Preparedness Director is the manager of the Emergency Operations Center. 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 plan of action and the overall deployment of personnel and equipment to carry out the plan. This group is also responsible for authenticating and acknowledging reports.

B. OPERATIONS

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

C. DISASTER ANALYSIS

This section is responsible for the collection, analysis and reporting of damage assessments both public and private. Included in this section are the radiological officer and the environmental recovery officer, both responsible for monitoring adverse effects upon the environment caused from hazardous chemicals or radiation.

D. COMMUNICATIONS

This section is responsible for the manning of telephones and radio equipment and radio maintenance to ensure that all available interoperable communications equipment is functional.

E. SUPPORT

This group provides those necessary support as needed pre-event and post event.

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

F. RESOURCE GROUPS

This section includes those individuals or agencies which provide resources and lend support to the emergency preparedness effort.

VI. CONTINUITY OF GOVERNMENT

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

Reference Paragraph VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

A. REFERENCE PARAGRAPH VII, BASIC PLAN.

B. EMERGENCY OPERATIONS CENTERS (EOC)

1. Primary EOC

Location: Lafayette Parish Public Safety Communications Center

2. Alternate EOCs

a. (1) Lafayette Parish Sheriff's Department

316 W. Main St., Lafayette, Louisiana

(2) Carencro City Hall

210 East Saint Peter Street, Carencro, Louisiana

(3) Mobile Operations Center

b. An alternate EOC is activated when relocation of the primary EOC is required, and will then serve as the site for primary direction and control.

c. There is no formal alternate EOC. These facilities were chosen because of the communications capabilities and available space.

d. When relocating, the staff and necessary supplies at the primary EOC will be transported to the alternate site.

- e. Since communication capabilities exist at the alternate facilities, the Homeland Security and Emergency Preparedness Director will maintain radio contact with both sites while he is in route to the alternate site.
- f. Notification before departure to an alternate EOC will be given to those on the call list, including any at-the-scene command center personnel and agencies that are operating from their own offices.

3. Mobile Command Post (Incident Command)

Depending upon the type of emergency/disaster, it may become necessary for the Office of Homeland Security and Emergency Preparedness to establish an on-scene command post or be a part of an already established one by the agency in charge of the incident. The incident commander is responsible for on-scene management.

C. REPORTS AND RECORDS

All parish agencies are required to submit reports to the Emergency Operations Center relating to their agency's expenditures and obligations during emergency conditions.

The need for various forms will vary with the type and magnitude of each incident. Such forms are not included in this annex. Some commonly used forms are:

1. Activity Log

General listing of major events, actions or occurrences for each agency involved. Each staff member is responsible for maintaining a log of his/her activities.

2. Incident Log

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

3. Radio Operator's Log

Used to record radio messages, unit status, etc.

4. Message Form

Used for relaying general messages received.

5. Road Condition/Closures Form

Listing of roadways and conditions affected by emergency/disaster.

6. Security Log

A record of all persons entering the Emergency Operations Center.

D. SECURITY

A security officer is stationed at the main entrance of the Emergency Operations Center and is responsible for maintaining security in accordance with established procedures. A listing of authorized personnel who are allowed immediate access to the Emergency Operations Center during the activation will be updated and provided to the Emergency Operations Center Security Officer.

VIII. PLANS DEVELOPMENT AND MAINTENANCE

The Office of Homeland Security and Emergency Preparedness is the custodian for the Emergency Operations Center/Direction and Control Standard Operating Procedures. The

Office of Homeland Security and Emergency Preparedness is responsible for the development and implementation of this annex.

Directors of supporting agencies bear responsibility of maintaining internal plans, implementing procedures and resource data for response to an emergency.

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

IX. AUTHORITIES AND REFERENCES

Reference paragraph IX of Basic Plan.

APPENDICES TO ANNEX A:

Appendix 1 – Organizational Chart (by functions)

Appendix 2 – Emergency Operations Center Floor Plan

Appendix 3 – Emergency Operations Center Staff Organization

Appendix 4 – Emergency Operations Center Standard Operating Procedures

CITY-PARISH OF LAFAYETTE
EMERGENCY OPERATIONS CENTER FUNCTIONS
ORGANIZATIONAL CHART

EXECUTIVE

MAYOR-PRESIDENT - CITY-PARISH OF LAFAYETTE
SHERIFF - PARISH OF LAFAYETTE
CHAIRMAN - LAFAYETTE PARISH COMMUNICATION COMMISSION
HOMELAND SECURITY AND EMERGENCY PREPAREDNESS DIRECTOR
EMERGENCY PUBLIC INFORMATION OFFICER

<u>OPERATIONS</u>	<u>DISASTER ANALYSIS</u>	<u>COMMUNICATIONS</u>	<u>SUPPORT</u>	<u>RESOURCE GROUPS</u>
GROUP CHIEF	DAMAGE ASSESSMENT	RADIO OPERATORS	PURCHASING OFFICER	VOLUNTEERS
FIRE SERVICES	RADIOLOGICAL	TELEPHONE OPERATORS	LEGAL	OUTSIDE AGENCIES
LAW ENFORCEMENT	HAZARDOUS MATERIAL	RADIO/TELEPHONE MAINTENANCE	HOUSEKEEPING	& BUSINESSES
HEALTH/MEDICAL	ENVIRONMENTAL		MESSENGERS	
CITY-PARISH GOVERNMENT			SECURITY	
PUBLIC UTILITIES			MAINTENANCE	
PUBLIC WORKS				
SHELTER				
PUBLIC WELFARE				

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EOC STAFF ORGANIZATION

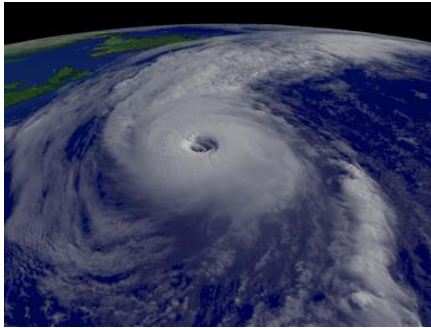
I. <u>EXECUTIVE</u>	
MAYOR-PRESIDENT - CITY-PARISH OF LAFAYETTE	MONIQUE BOULET
SHERIFF OF LAFAYETTE PARISH	MARK GARBER
CHAIRMAN OF LAFAYETTE PARISH COMMUNICATION COMMISSION	ROBERT P. BENOIT
HOMELAND SECURITY AND EMERGENCY PREPAREDNESS DIRECTOR	CRAIG STANSBURY
II. <u>OPERATIONS</u>	
GROUP CHIEF	LINDA LAVERGNE
ASSISTANT GROUP CHIEF	BLAKE CARROLL
CITY-PARISH OF LAFAYETTE	RACHEL GODEAUX
FIRE OPERATIONS	ROBERT P. BENOIT
POLICE OPERATIONS	JUDITH ESTORGE
SHERIFF OPERATIONS	MARK GARBER
PUBLIC UTILITIES	JEFFREY STEWART
CITY-PARISH OF LAFAYETTE PUBLIC WORKS	WARREN ABADIE
TRAFFIC AND TRANSPORTATION	WARREN ABADIE
UNIVERSITY POLICE	TIMOTHY HANKS
ACADIAN AMBULANCE	TROY GUIDRY
SHELTER OPERATIONS	TROY GAUTHIER
	KARA MURPHY
III. <u>DISASTER ANALYSIS</u>	
RADIOLOGICAL	CHAD SONNIER
DAMAGE ASSESSMENT	BRUCE WILLIAMS
HAZARDOUS MATERIALS	CHAD SONNIER
IV. <u>COMMUNICATIONS</u>	
GROUP CHIEF	JERRY BAQUET
V. <u>SUPPORT</u>	
LEGAL	DONALD LANDRY
SECURITY	SHERIFF'S RESERVE
HOUSEKEEPING	ANITA BROWN
MESSENGERS	JAMIE GUINS
VI. <u>RESOURCE GROUPS</u>	
AMERICAN RED CROSS	KARA MURPHY
UNITED WAY OF ACADIANA	HEATHER BLANCHARD
211	PETER WRIGHT
CATHOLIC SERVICES OF ACADIANA	KIM BOUDREAUX
SECOND HARVEST	PAUL SCELFO

Emergency Operations Center (EOC)
Standard Operating Procedures

- I. The EOC will be activated upon direction of the City-Parish Mayor-President or the Office of Homeland Security and Emergency Preparedness Director.
 - A. The EOC is established primarily for direction and control purposes. Operating crews and personnel should remain at their respective agency or department emergency headquarters. Only department heads and directors, or their representatives, should report to the EOC.
 - B. During emergency operations, media personnel will not be allowed in any area of the EOC. The only exception will be for the media to take pictures (file footage) when prior approved by the emergency preparedness director, assistant director or the Emergency Public Information Officer (EPIO) who shall escort, or arrange for an escort with the media for this purpose.
 - C. During emergency operations, all information released to the public or to the media shall be released by, or first approved by and coordinated with, the Emergency Public Information Officer. Any release which recommends a course of action to the public shall first be approved by the office of homeland security and emergency preparedness director or his designee.
 - D. The operations room is restricted to EOC staff, directors and/or their designated representatives.
 - E. Hallways are to be kept clear at all times. They are not to be used as lounging areas.
 - F. Only personnel actually operating or supervising telecommunications operations are to be present in the communications center. Other personnel will use the kitchen for stand-by, or the area designated for their use.
 - G. All telephones in the operations room and communications center are for emergency operations use only.
 - H. The sheriff's department will control access to, and traffic within, the center. Persons entering the EOC must identify themselves at the check points established by the sheriff's department.
 - I. Only beverages may be brought into the operations room or communications center. Food will be consumed in the kitchen or other designated stand-by areas.
 - J. Telephone calls, for which there will be any charge, will not be made or accepted at any EOC phone without prior approval of the Office of Homeland Security and Emergency Preparedness Director or his designated representative.

- K. Department heads and directors, and/or their designated representatives, are expected to bring with them, information and resource data necessary to the operation of their activity from the EOC.
- L. Each department or agency is expected to arrange its own schedule, so as to maintain continuous representation at their center for the duration of an emergency operation. If conditions require it, alternates should remain at the center during rest breaks, dormitories and feeding facilities are provided for that purpose.
- M. Each agency and department will maintain a journal of activities. This helps in briefing on-coming personnel if the period of the emergency requires operating in shifts. It also serves as a valid reference during post-emergency activities such as critiques and requests for federal assistance.

City-Parish of Lafayette, Louisiana



Emergency Operations Plan

Annex B

Communications

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Appendix 1 - Organizational Chart	
Appendix 2 - Communications Systems	

I. PURPOSE

This annex is developed to provide information and guidance concerning the available or potentially available emergency operations and communications systems and capabilities of the City-Parish of Lafayette. It consist of the identification, mobilization and coordination of available local government owned, private industry, volunteer personnel and equipment essential to gather, coordinate and disseminate information before, during and after an impending or actual disaster situation. In the event that normal means of communications become overburdened or destroyed, communications and information processing personnel shall use private industry, amateur radio teams and state and federal assistance while re-establishing primary communication systems. The communications system is discussed in detail and procedures for its use are outlined below:

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Reference Par. II A., Basic Plan.
2. The emergency communications center is located in the Lafayette Emergency Operations Center. It is staffed on an as-needed basis by dispatch personnel of the various agencies. Sufficient communications equipment and capabilities are available to provide the communications necessary for most emergencies. In severe emergencies, augmentation may be required.
3. In addition to local resources, the State of Louisiana shall provide communications support.

B. ASSUMPTIONS

1. Reference Par. II A., Basic Plan.
2. 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. REFERENCE PAR. II A., BASIC PLAN.

B. GENERAL

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

C. NATIONAL INCIDENT MANAGEMENT SYSTEM – PLAIN TERMINOLOGY

During a state of emergency, the various code systems used for brevity will be discontinued and plain English will be used to insure comprehension.

D. PHASES OF MANAGEMENT

1. Prevention

- a. Research type of communications equipment required for uninterrupted communications capability.

2. Mitigation

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

3. Preparedness

- a. All radio equipment is maintained under a radio maintenance contract.
- b. Repairs are available on a 24 hour basis.
- c. Contract repairmen will be available during emergencies.
- d. Training of radio personnel is done on an ongoing basis.
- e. Establish means of communication between the EOC and field forces (when deployed), shelter/lodging facilities, adjacent jurisdictions, state EOC, and appropriate private organizations.
- f. Procedures to ensure that communications personnel can be recalled on short notice.

4. Response

- a. When emergency operations are initiated, the Homeland Security and Emergency Preparedness Director 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.

5. 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

A. REFERENCE PAR. IV., BASIC PLAN.

B. ORGANIZATION

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

C. RESPONSIBILITIES

1. Communications Officer

The Communications Officer is responsible for:

- 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.
2. Radio Services

Each agency will furnish dispatcher personnel for communications equipment located in the EOC operating on their own network(s). Daily operating procedures will remain in effect; but incoming messages will be recorded on EOC message forms and given to the support group chief or his designee.

V. DIRECTION AND CONTROL

The Homeland Security and Emergency Preparedness Director, under direction of the Lafayette City-Parish Government, have the overall authority for the EOC and its Emergency Communications Center.

The Communications Officer for the Office of Homeland Security and Emergency Preparedness is under the supervision of the Homeland Security and Emergency Preparedness Assistant Director, and is directly responsible for the activities and establishment of facilities in the emergency communications center.

Radio Officers and Operators from support agencies, while under control of their own office and operating in the EOC, will be responsible for knowing and following the procedures outlined in this annex.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are according to the standard operating procedures established by each department. (See Basic Plan, sec, VI.)

VII. ADMINISTRATION AND LOGISTICS

A. REFERENCE PAR. VII, BASIC PLAN

B. FACILITIES AND EQUIPMENT

1. A complete listing of communications system equipment and capabilities will be found in appendix 2.
2. Radio frequencies and repeater locations are on file.

C. COMMUNICATIONS PROTECTION

1. Radio
 - a. Electromagnetic Pulse (EMP)

One of the effects of a nuclear detonation that is particularly damaging to radio equipment is EMP. Plans call for the disconnection of certain radios when feasible 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 they are operable.

b. Lightning

Standard lightning protection is used including lightning arrestors.

c. Wind and Blast

Damaged antennas can be quickly replaced.

2. Telephone (common carrier)

a. Emergency service

b. Priority service restoration

D. SECURITY

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

E. 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. PLANS DEVELOPMENT AND MAINTENANCE

A. Reference Par. VIII, Basic Plan

B. The Communications Officer will be responsible for working with the Homeland Security and Emergency Preparedness Director to maintain and improve this annex. He is also responsible for standard operating procedures relating to this annex.

IX. AUTHORITIES – REFERENCES

FEMA, Emergency Communications, CPG 1-8, Washington, D.C.

X. GLOSSARY/DEFINITION OF TERMS:

Reference Par. X, Basic Plan.

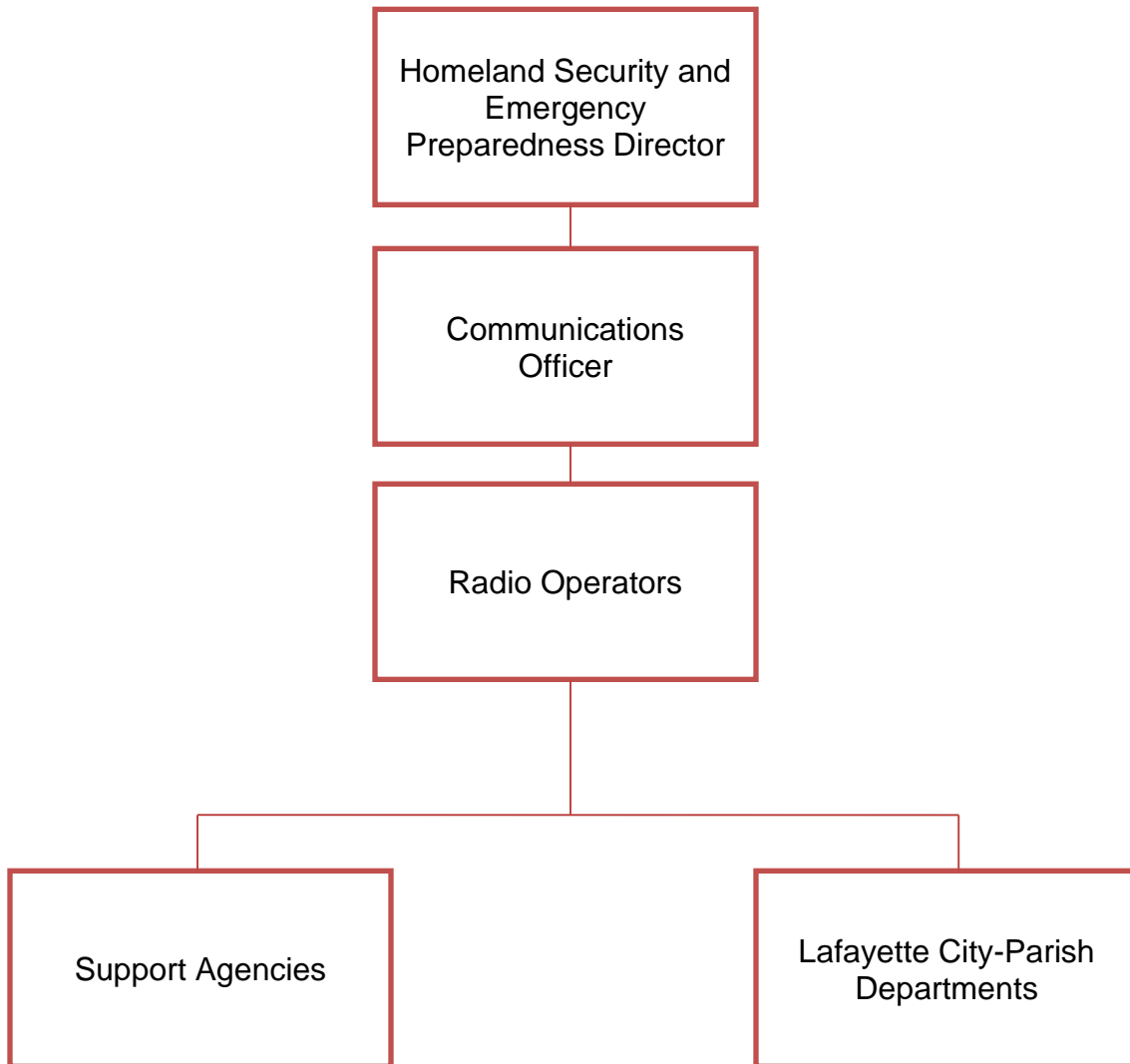
APPENDICES TO ANNEX B:

Appendix 1 - Organizational Chart

Appendix 2 - Communications Systems

COMMUNICATIONS

ORGANIZATIONAL CHART



COMMUNICATION SYSTEMS

A. Radio Communications Systems

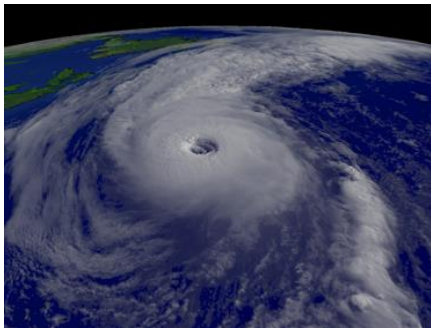
1. American Red Cross
2. Louisiana Wireless Information Network (LWIN)
3. Acadian Ambulance Service, Inc.
4. RACES
5. *R4-OHSEP
6. Hospital Emergency Activation Radio (H.E.A.R.)
7. *R4-Coord Call
8. Fire Mutual Aid Net
9. Lafayette 800 MHz Interagency Fleet
10. *R4-BOLO
11. DTN Weather Warning and Information Systems
12. EAS ENDEC

*Integrated into City-Parish of Lafayette Smartnet System

B. Other Communication Systems

1. National Warning System (NAWAS)
2. Computer Assisted Dispatch System
3. E911
4. Public Switched Telephone Network
5. CATV/MATV
6. Internet, Email, Fax
7. SATCOM Telephone & PTT System
8. SMS (CMRS)
9. Connect Lafayette

City-Parish of Lafayette, Louisiana



Emergency Operations Plan

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. Reference Par. II. A, Basic Plan.
2. The Parish of Lafayette is often subjected to severe weather conditions, such as flash flooding, heavy rainfall, and tornadoes requiring the dissemination of warnings.
3. Accidents involving hazardous materials, such as chemical releases, transportation accidents, and train derailments can endanger the public. There is also a potential threat from enemy attack or radiological incidents.
4. 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.
5. Lafayette Parish governmental agencies may use a broad range of alerting and warning systems. See Appendix 4.
6. The University of Louisiana Lafayette, in addition to the City-Parish of Lafayette warning systems, utilizes an Emergency Notification System, for national, state, regional, local and campus related emergencies.

B. ASSUMPTIONS

1. Reference Par. II. B, Basic Plan.
2. Radio and television stations will be willing to issue warning announcements.
3. National Oceanic and Atmospheric Administration Weather Radio stations will disseminate watches and warnings issued by the National Weather Service; tone alert radios are automatically activated when such watches and warnings are issued.
4. All warning and alert systems will be intact and functional
5. Emergency response organizations such as the fire department(s), municipal police department(s) and Sheriff's Office may be called upon to help warn the public, their ability to participate is assumed.
6. 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. REFERENCE PAR. III, BASIC PLAN.

B. GENERAL

1. Natural Hazards

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

2. Other Major Incidents

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

3. War Related Events

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

C. PHASES OF MANAGEMENT

1. Mitigation

- a. A warning system, utilizing all communication and warning resources available is in use.
- b. A public awareness program regarding proper emergency information dissemination has been developed.
- c. The warning system should be tested on a regular basis.
- d. New personnel should be trained in the use of the warning system as needed.

2. Response

- a. The Federal Emergency Management Agency (FEMA) has the responsibility for disseminating warnings and warning information to the state of Louisiana over the National Warning System (NAWAS). This information will be received by the (NAWAS) warning point at the Louisiana State Police post in Baton Rouge and will be broadcast over the state (NAWAS) network of which the City-Parish of Lafayette Office of Homeland Security and Emergency Preparedness is a part.
- b. The communications section of the Lafayette City-Parish Office of Homeland Security and Emergency Preparedness is on duty 24 hours a day, seven days a week. The communications section is responsible for forwarding warning or alert messages to the Homeland Security and Emergency Preparedness Director. The Assistant Homeland Security and Emergency Preparedness Director will be contacted when the director cannot be reached.
- c. Warning and status information may also be received from the GOHSEP headquarters via telephone or radio, from the National Weather Service, radio, telephone, facsimile, or from other emergency services such as other law enforcement agencies, weather watchers, fire departments, radio stations, and Emergency Alert Stations.

3. Recovery

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

D. 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 ASSIGNMENTS OF RESPONSIBILITIES

A. REFERENCE PAR. IV, BASIC PLAN.

B. ORGANIZATION

1. The communications supervisor will supervise all activities in the communications center.
2. The Homeland Security and Emergency Preparedness Director will coordinate the warning functions, including notification of key officials in the event of an emergency.
3. Radio operators will man their assigned radios and properly transmit and receive messages.
4. Rumor control monitors will check broadcasts for accuracy.
5. Telephone operators are responsible for properly screening and routing of incoming calls.
6. Law enforcement and fire personnel will provide mobile public address warning capabilities.

C. RESPONSIBILITIES

1. The Office of Homeland Security and Emergency Preparedness will be responsible for:
 - a. Developing and coordinating an adequate warning system.
 - b. Issuing all warnings.
 - c. Educating the public regarding the use of the warning system.
 - d. Activating public warning systems.
 - e. Designates public service agencies, personnel, equipment, and facilities that can augment the parish's warning capabilities.
 - f. Coordinating with law enforcement agencies and fire departments for door-to-door warning if necessary.
2. Law Enforcement agencies are responsible for:
 - a. Providing additional siren equipped mobile units where necessary to supplement sound coverage.
 - b. Maintaining and repairing all its siren units.
 - c. Providing manpower for door-to-door warning if necessary.
3. Fire Departments are responsible for:
 - a. Providing additional siren equipped mobile units where necessary to supplement sound coverage.
 - b. Maintaining and repairing all its siren units.

- c. Providing manpower for door-to-door warning if necessary.
- 4. Lafayette Council on Aging
 - Assist with public warning of the non-institutionalized disabled and elderly and hard of hearing, either by telephone or door-to-door, (including elderly non-English speaking persons).
- 5. Schools
 - The Lafayette Parish School Board office will be notified of any warning and will, in turn, notify all other school officials and school locations.
- 6. Media and Broadcast
 - a. Following notification by the Office of Homeland Security and Emergency Preparedness, the media is responsible for disseminating warning messages provided by authorized sources to the general public within their broadcast hours or publication time, as rapidly as possible in the event of an impending or actual disaster.
 - b. Dissemination of information over the Emergency Alert System (EAS) is the responsibility of the broadcast media.
 - c. The media will be requested to assist in an ongoing public awareness program of lifesaving measures to be taken concerning all catastrophic events.

V. DIRECTION AND CONTROL

A. GENERAL

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

B. EXISTING WARNING SYSTEM

- 1. National Warning System (NAWAS)
 - NAWAS is a nationwide dedicated telephone warning system. It operates on three levels of government: federal, state and local. When an enemy attack is confirmed by the North American Aerospace Defense Command (NORAD), a warning is disseminated to approximately 2,000 warning points throughout the United States simultaneously. The warning point for the Parish of Lafayette is the Lafayette Emergency Operations Center.
- 2. National Weather Service (NWS)
 - Current weather information warnings are received over the GOHSEP network, DTN weather system, EAS ENDEC, and dual NOAA weather alert radio systems (both single tone signaling and specific area message encoding). In addition, the NWS will issue severe weather warnings over the NAWAS line.
- 3. School Warning System

Schools are notified by the Superintendent of schools office or by means of their warning system in place in the case of disseminations by the National Weather Service.

4. Emergency Alert System (EAS)

The EAS provides a means for supplying emergency information to the public. It uses commercial radio, TV broadcast, and cable TV services which are provided on a voluntary and organized basis. KTDY (99.9 FM) has been designated as the local primary EAS station for Lafayette.

5. Neighborhood Warning Procedures

In some instances, additional warning must be provided to certain areas. Methods used include Connect Lafayette (LCG's Emergency Warning System) and/or vehicle mounted public address and door-to-door warning.

6. Telephone

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

7. Public Information and Warning System

Reference Annex C - Appendix 3

8. Pager

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are according to the standard operating procedures established by each department. (See Basic Plan, Sec. VI)

VII. ADMINISTRATION AND LOGISTICS

A. Reference Par. VII, Basic Plan.

B. Communications and warning equipment and locations are included in Annex B.

C. Telephone listings of emergency contact personnel are available in the EOC.

D. The Homeland Security and Emergency Preparedness Director reserves the right to investigate any non-governmental person (s) assigned to work in the EOC or in its support.

E. Each agency or governmental department assigning personnel to the EOC for warning purposes is responsible for their training in the use of the assigned equipment. Additional training will be provided by the Emergency Preparedness Director or Communications Officer.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. Reference Par. VIII, Basic Plan.

B. The Communications Officer will be responsible for assisting the Homeland Security and Emergency Preparedness Director in the maintenance and improvement of this annex.

IX. AUTHORITIES AND REFERENCES

See Basic Plan, Section IX

X. GLOSSARY/DEFINITION OF TERMS:

A. Reference Par. X, Basic Plan.

APPENDICES TO ANNEX C:

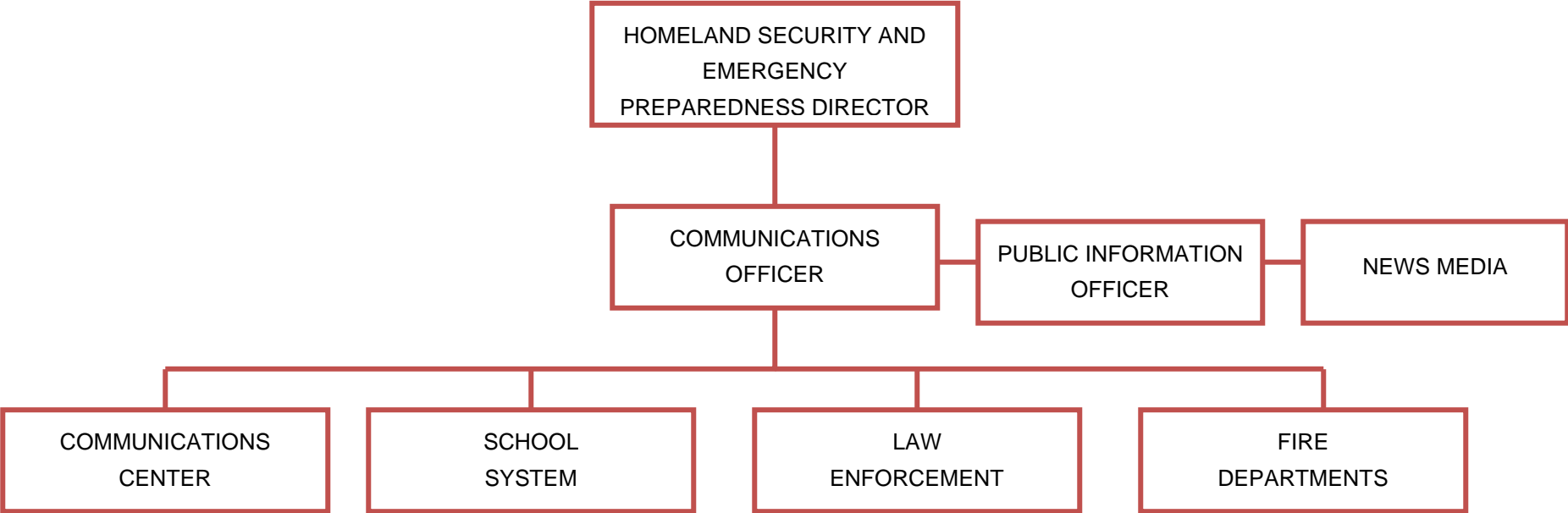
Appendix 1 - Organizational Chart

Appendix 2 - Warning Flow Chart

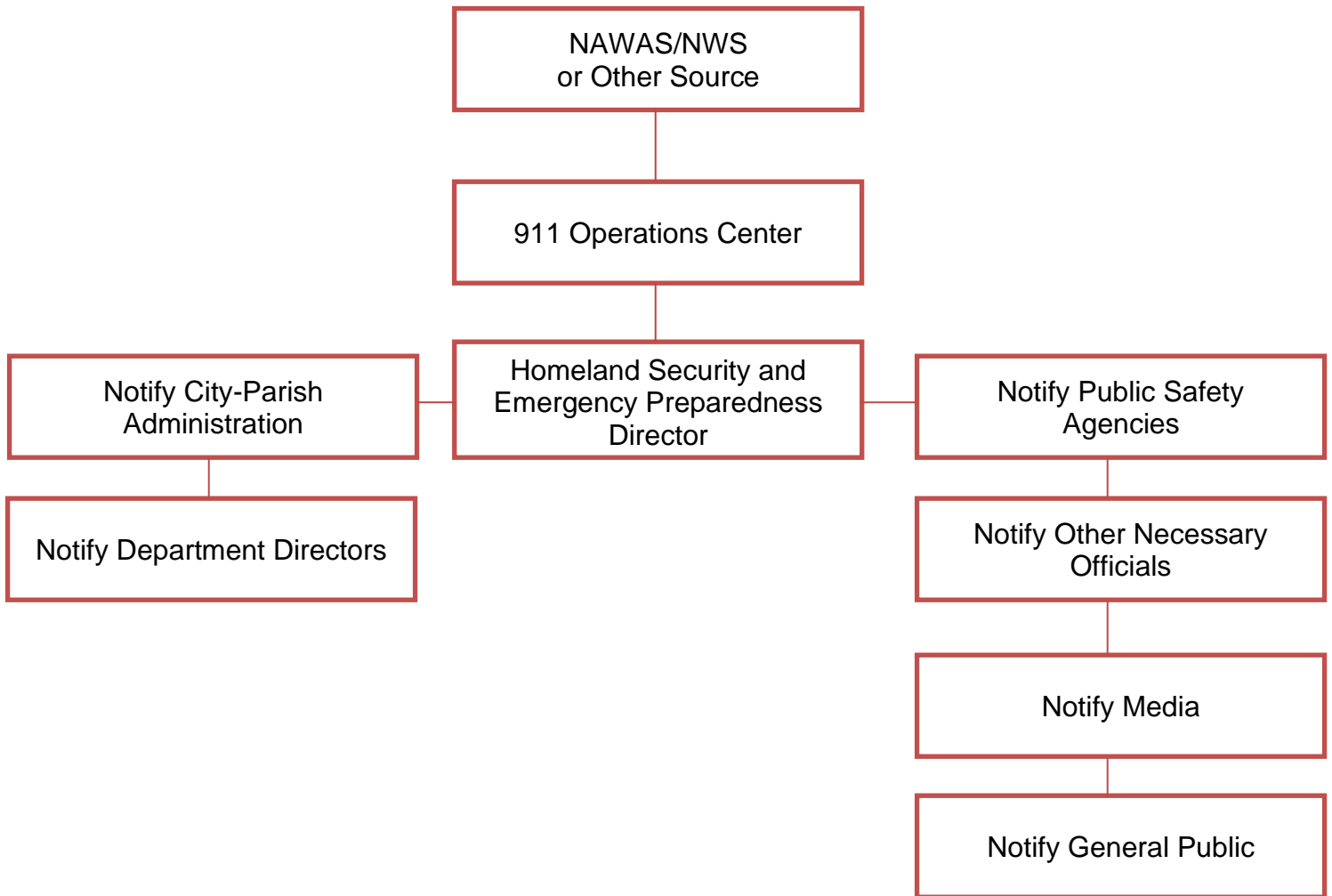
Appendix 3 - Public Information and Emergency Warning System

Appendix 4 - Flood Warning Information Flow Chart

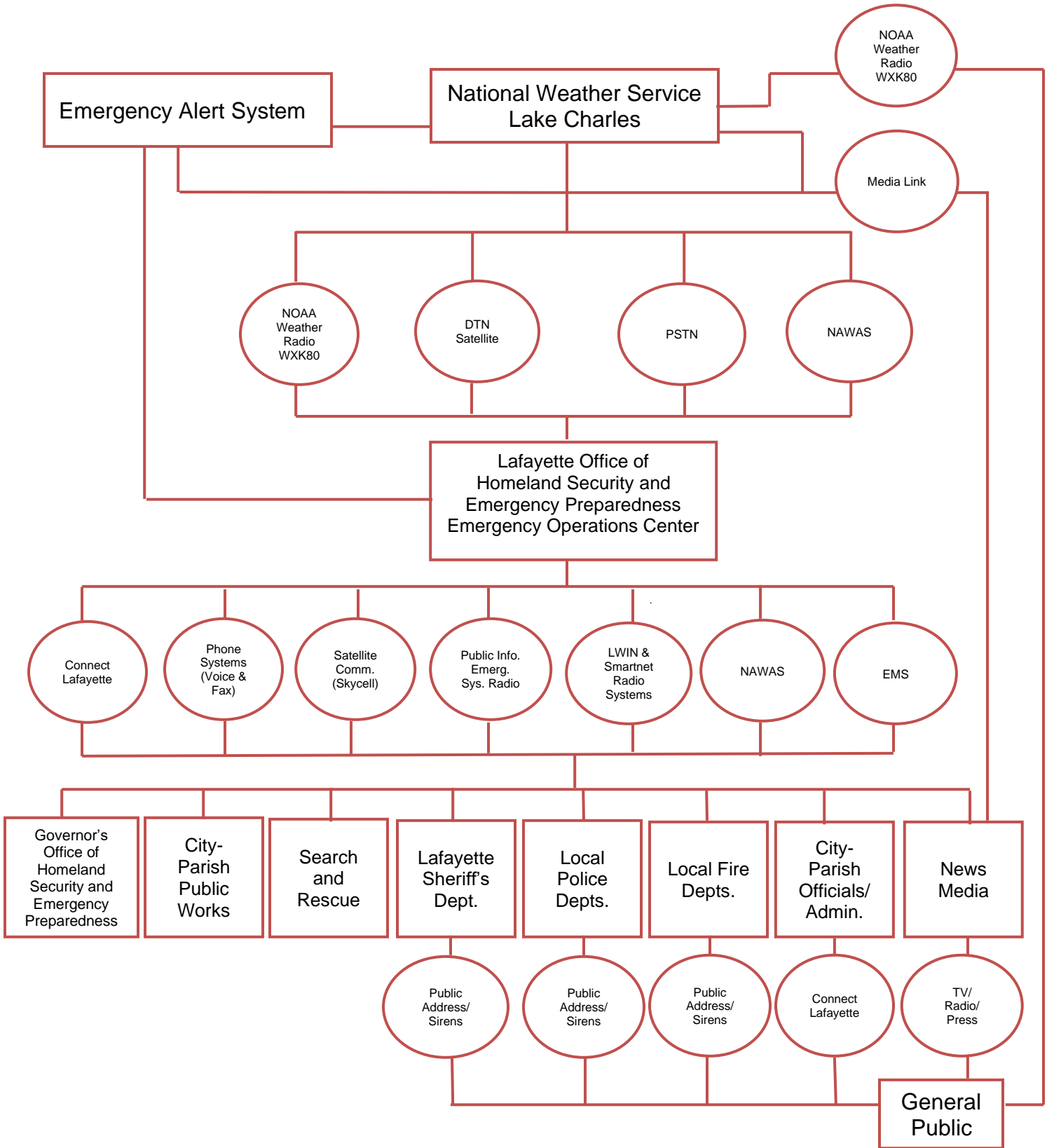
WARNING ORGANIZATIONAL CHART



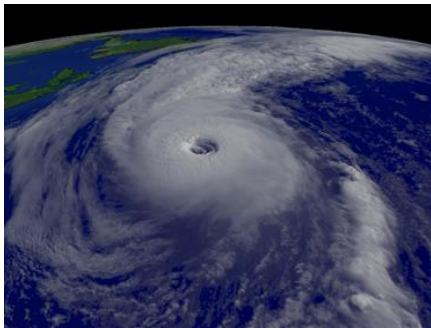
WARNING FLOW CHART



FLOOD WARNING INFORMATION FLOW CHART



City-Parish of Lafayette, Louisiana



Emergency Operations Plan

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 Lafayette Parish should the need arise due to any incident, be it natural or manmade. Evacuation plans can be adapted to the movement from small isolated areas up to and including the entire parish. This annex is to be used in conjunction with other annexes for the protection of the population.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Lafayette Parish is susceptible to many incidents, both natural and manmade, that could result in a need for evacuation.
2. There are several emergency situations which might require an evacuation of part or the entire Parish of Lafayette. Small scale, localized evacuations might be needed as a result of a flood, tornado, hazardous material spill, or train wreck. Mass evacuation could be required in the event of a hurricane, flood, or national security emergency.
3. Evacuating hazardous areas is the most effective action for protecting people in many disaster-threat situations.
4. The ultimate responsibility for ordering an evacuation rest with the City-Parish Mayor-President as authorized under Louisiana revised statute 29:727 and revised statute 29:730.
5. For planning purposes, it is presumed the Emergency Operations Staff will be activated and the Emergency Operations Center is operational.
6. The residents will act in their own interest and evacuate the area when advised by the Parish Administration and law enforcement.
7. Some people will refuse to evacuate, regardless of the threat.
8. Only pets of the CTNs (Critical Transportation Needs) people will be evacuated. All other animals are the responsibility of the owner.
9. The Governor's Office of Homeland Security and Emergency Preparedness will be available to support evacuation efforts and requests should be made via WebEOC.
10. Pickup points have been established at local schools, shopping centers and other large areas throughout the Parish to provide transportation for residents who do not have their own means. The Office of Homeland Security and Emergency Preparedness Director or his/her designee will designate which pick-up points to activate. To supplement this process, bus routes may be established in addition to pickup points on a per emergency basis.
11. Evacuee guidance will be directed through the Public Information Officer to the public via media outlets.

B. ASSUMPTIONS

1. Reference Par. III. B. Basic Plan.
2. Communication channels will be established to provide the public with timely and accurate information with directions for their response to an emergency.
3. Coordination with the media and a program of pre-disaster education should enable the public to understand and respond to information related to evacuation.
4. 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.
5. The nature of the threat, the possibility of escalation, the need for expert consultation, and number of people initially affected will be considered in deciding whether or not to activate the EOC.
6. Residents with household animals will evacuate and care for their pets during a disaster or emergency requiring an evacuation.

III. CONCEPT OF OPERATIONS

A. REFERENCE PAR. III, BASIC PLAN.

1. The ultimate responsibility for ordering an evacuation rest with the City-Parish Mayor-President. This decision will be made after coordination with 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 of 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 plan is designed to facilitate the evacuation process regardless of the cause of the evacuation.
3. Specific Issues To Be Addressed For Evacuation Are:
 - a. The availability of evacuation routes, their capabilities and their vulnerability to the hazard.
 - b. The type of transportation, and arrangements for those persons unable to supply their own transportation including those people who are institutionalized or have special needs.
 - 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.
 - i. The Sheriff's Office will facilitate the possible relocation of incarcerated persons.
4. Pre-determined, detailed plans for specific hazards will be used when these emergencies occur. Appropriate annexes and sops will be used to coordinate the operation.
 5. Should a neighboring parish experience a major disaster requiring evacuation of its residents, the City-Parish of Lafayette might be called upon to coordinate reception centers for evacuees. Appropriate annexes and sops will be used to coordinate this operation.

B. EMERGENCY ACTION LEVELS

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

C. PHASES OF EMERGENCY MANAGEMENT

1. Prevention

Educate public on how to prepare themselves to be self-sufficient for 72 hours post storm.

2. Mitigation

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

3. Preparedness

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

4. Response

Follow evacuation plan when ordered, including:

- a. Notification of appropriate agencies.
- b. Activation of shelter operations if receiving evacuees. Contact officials (Red Cross, etc.)

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

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

ORGANIZATION

A. REFERENCE PAR. IV, BASIC PLAN.

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

B. RESPONSIBILITIES

- 1. Homeland Security and Emergency Preparedness
 - a. Make a recommendation to the City-Parish Mayor-President on the appropriate evacuation option to implement
 - b. Develop evacuation plans.
 - c. Issue and relay all evacuation plans.
 - d. Coordinate evacuation efforts.
 - e. Coordinate public information and education of the public.
 - f. Coordinate relocation into other jurisdictions.
- 2. Public Information and Education (Annex N)
 - a. Provide emergency public information to media.
 - b. Coordinate public information with all involved departments and agencies.
- 3. Emergency Public Welfare (Annex M)
 - a. Plan for human services needed.
 - b. Assist in shelter operations.
 - c. Assist with mass feeding.
- 4. Law Enforcement (Annex G)
 - a. Assist in evacuation, especially those who are handicapped or incarcerated.
 - b. Coordinate law enforcement activities.
 - c. Coordinate property protection in evacuated areas.
 - d. Responsible for law and order.

- e. Coordinate perimeter and traffic control.
 - f. Assist in public information and warning.
 - g. Provide security for key facilities and vehicles.
 - h. Coordinate re-entry for essential personnel entering at closed emergency area post disaster event.
5. Damage Assessment (Annex K)
- a. Coordinate with law enforcement in establishing evacuation routes, traffic control points, blockages, etc.
6. City-Parish Department of Public Works, Traffic/Roads/Bridges (TRB), and Drainage
- a. Posting of detour signs where appropriate.
 - b. Cleaning and maintaining evacuation routes.
 - c. If necessary, assist in providing emergency communication and transportation.
 - d. Upgrade and/or repairs to shelters.
 - e. Develop a traffic signal plan for use during major evacuations, such as during a hurricane.
 - f. Assist in the monitoring of evacuation routes during a major evacuation.
 - g. Coordinate the erection and maintenance of appropriate signage on evacuation routes.
 - h. Provide buses and vans for evacuation or other operations.
 - i. Provide a transportation coordinator, vehicles, and drivers to ensure handicapped, infirm, elderly, critical transportation needs people and incarcerated have transportation in accordance with their Transportation Plan.
 - j. Coordinate with Homeland Security and Emergency Preparedness and law enforcement on establishing staging areas on pick-up points and other transportation requirements on an as needed mission.
7. Special Institutions
- There are certain specialized institutions, located within the risk portion of the Parish of Lafayette which will need to take special precautions in implementing crisis relocation plans. The institutions have been contacted and are aware of the necessity for planning action on their part. It will be their responsibility to advise local governmental authorities of any special needs for transportation or security assistance required for evacuation. The institutions include jails, hospitals and nursing homes.
8. Lafayette Fire Department
- a. Provide an incident commander and staffing at the parish pick up point.
 - b. Registration of evacuees at the parish pick up point.

V. DIRECTION AND CONTROL

A. GENERAL

- 1. Reference Par. V, Basic Plan

2. 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. HAZARDOUS MATERIAL INCIDENT

Evacuation will be ordered as necessary depending upon the emergency. See annex H, III Concept of Operations.

C. FLOODING (HEAVY RAINS)

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

VI. CONTINUITY OF GOVERNMENT (COG)

A. Reference Par. VI, Basic Plan.

1. Continuity of governmental operations must be maintained in an emergency evacuation situation. Detailed procedures for accomplishing this are included in the Direction and Control Annex. Essentially, COG will be maintained by relocating government operations to alternate EOC's with temporary transfers of authority to higher or lower emergency management organizations. Lines of succession to all key positions will be clearly established, and all essential records will be protected from destruction or loss.

VII. ADMINISTRATION AND LOGISTICS

A. Reference Par. VII, Basic Plan

B. Legal Authority

State Constitution, Article 6, Section 11

VIII. PLANS DEVELOPMENT AND MAINTENANCE

A. Reference Par. VIII, Basic Plan

IX. AUTHORITIES AND REFERENCES

A. Reference Par. X Basic Plan

X. GLOSSARY/DEFINITION OF TERMS

A. Reference Par. X, Basic Plan

APPENDICES TO ANNEX D:

Appendix 1 - Organizational Chart

Appendix 2 - Hurricane Evacuation Routes

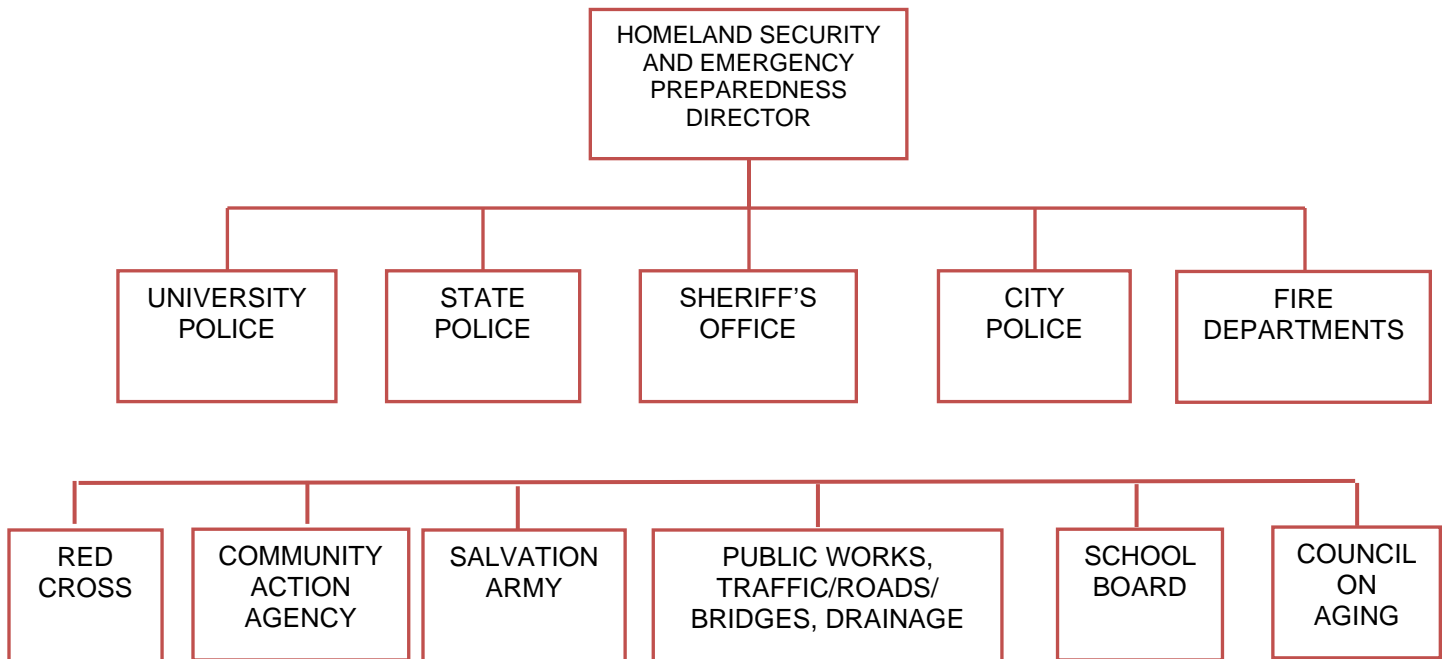
Appendix 3 - Hurricane Evacuation Traffic Control Points

Appendix 4 - Evacuation Procedures

Appendix 5 - Troop I Hurricane Operations Plan

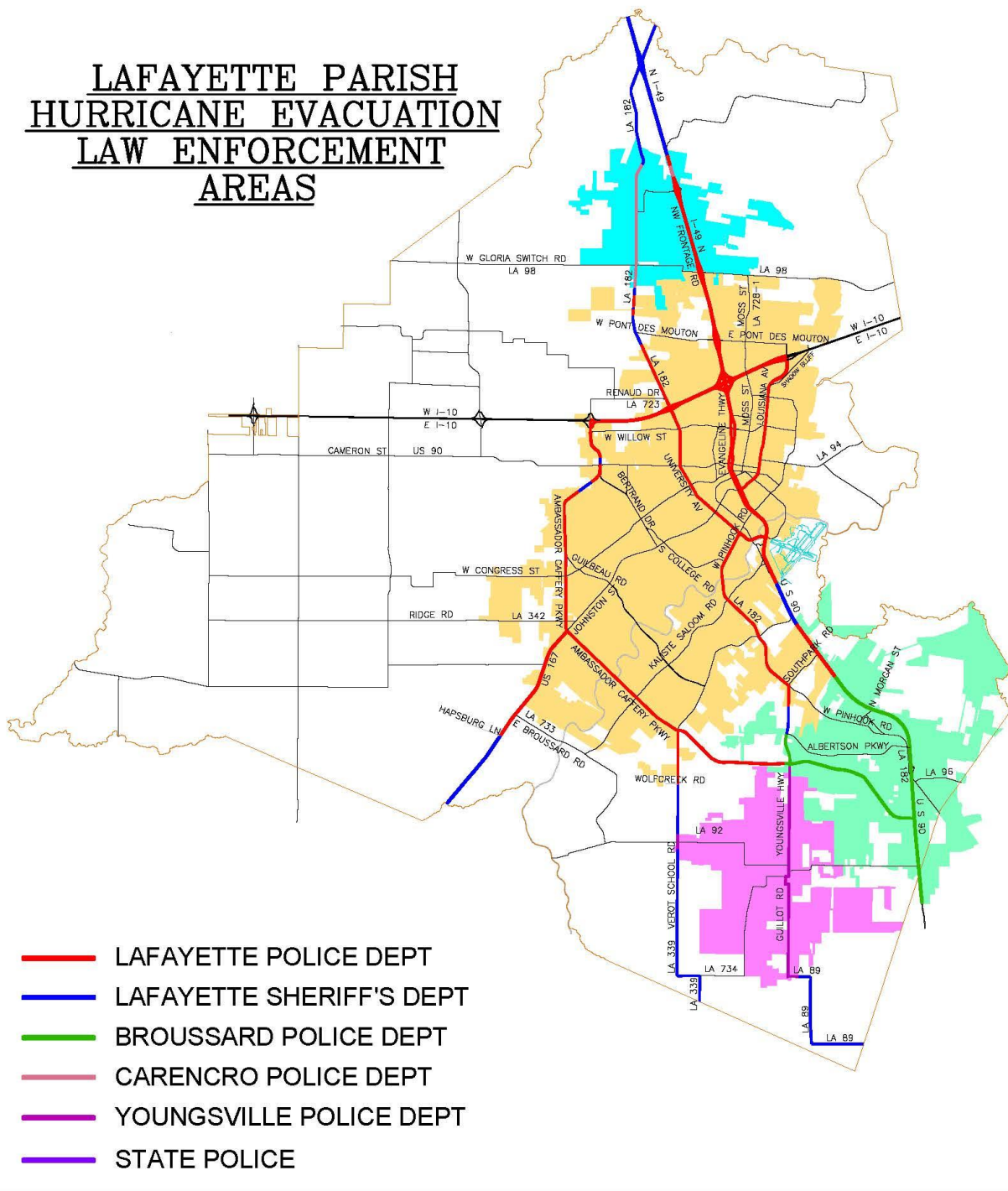
Appendix 6 - Hurricane Evacuation Route Signs Within Lafayette Parish

EVACUATION
ORGANIZATIONAL CHART



OFFICE OF HOMELAND SECURITY
AND
EMERGENCY PREPAREDNESS

LAFAYETTE PARISH
HURRICANE EVACUATION
LAW ENFORCEMENT
AREAS



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M99-17-02

OFFICE OF HOMELAND SECURITY
AND
EMERGENCY PREPAREDNESS

LAFAYETTE PARISH
EVACUATION ROUTE PLAN



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LAFAYETTE
CONSOLIDATED
GOVERNMENT
CENTRE DE LA CALITE ACADMIQUE ET CIVILE

Prepared By LCG
Traffic & Transportation Department

At the beginning of the evacuation, traffic signals on the Evangeline Thruway between Southpark Road (LA 89) and Willow Street will be synchronized for extended green time for the northbound thruway. Additionally, traffic signals on portions of Pinhook Road and University Avenue (LA 182) will be synchronized for extended green time for evacuation traffic.

Each law enforcement agency with jurisdiction as indicated on the map herein will be responsible for monitoring traffic flow and implementing traffic control measure within its jurisdiction as it deems appropriated. Each agency will coordinate through its dispatch center to the EOC as necessary.

The primary concern of traffic control officers during hurricane evacuations, after obtaining medical attention for the injured, is to ensure that the evacuation routes remain open and are immediately cleared of any blockages.

Lafayette Consolidated Government liaison will coordinate with the EOC to provide transportation of stranded motorists/persons to and from the Cajundome or any other building, which may serve as a last resort refuge/staging area.

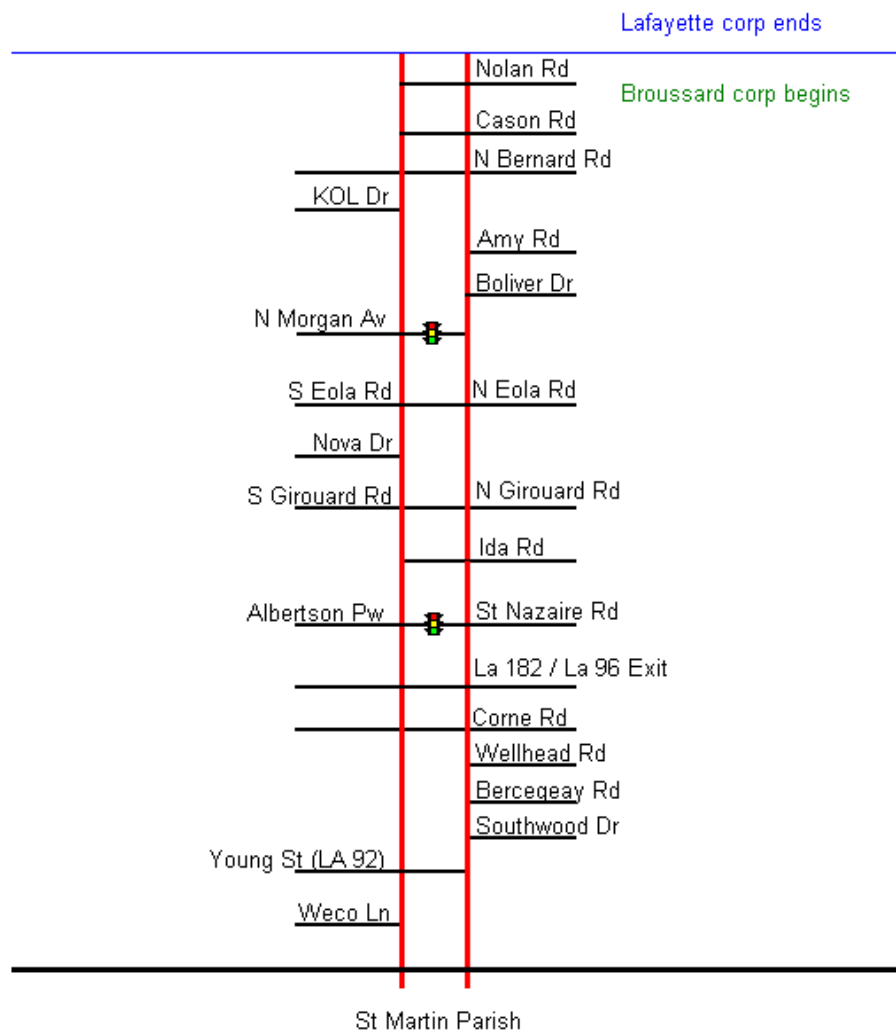
Broussard PD will monitor and control the intersection of LA 92 and US 90 and Ambassador Caffery Parkway and US 90 and will employ such traffic control options as it deems appropriate in order to facilitate the unimpeded flow of westbound US 90 traffic.

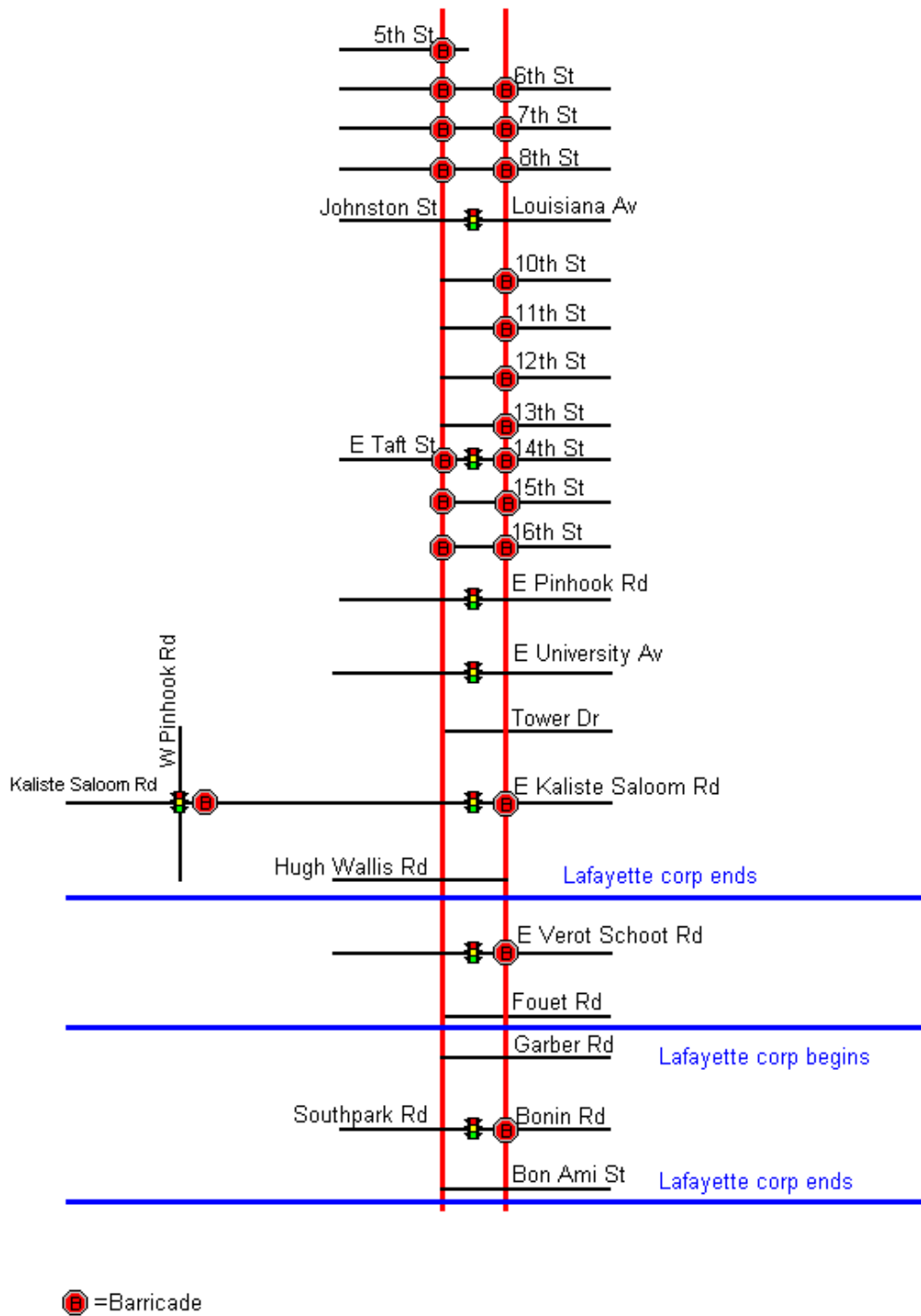
Broussard PD will be prepared, in coordination with LA DOTD, to provide manual control of the traffic signals at Albertson Parkway and Morgan Street in order to facilitate the unimpeded flow of westbound US 90 traffic.

Lafayette PD in coordination with LCG Public Works will preposition and place barricades as indicated on the Evangeline Thruway intersection map herein.

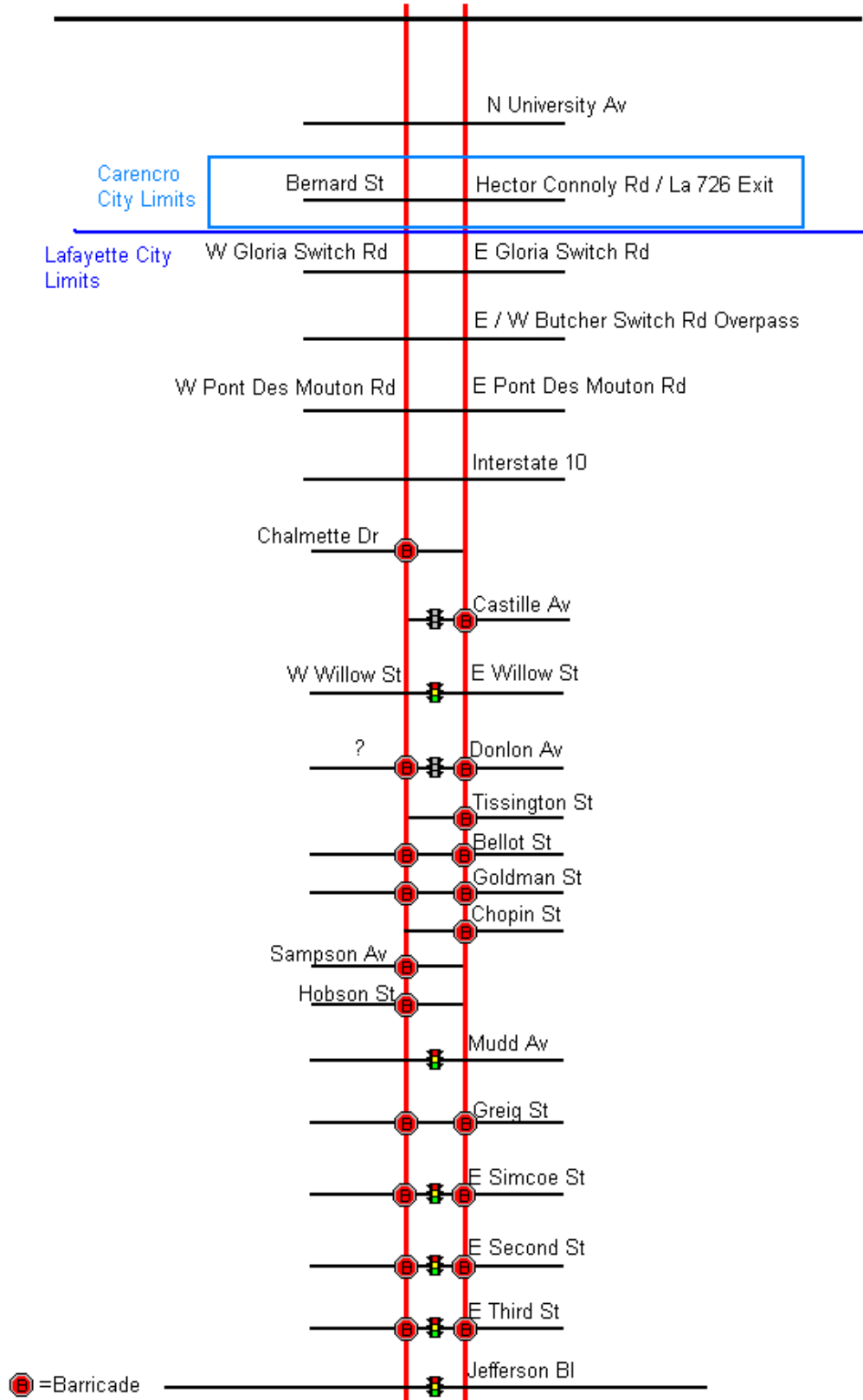
Hurricane evacuation route signs have been placed on all hurricane evacuation routes within Lafayette Parish as indicated on the list herein.

Lafayette OHSEP will launch aircraft monitoring of evacuation routes as needed.





St Landry Parish



ⓑ = Barricade

EVACUATION PROCEDURES

This is a summary of the evacuation procedure that will be used in Lafayette Parish.

1. Review definitions of alert periods and actions to accomplish during each period.
2. Brief EOC staff during preparatory period (Increased readiness) on their responsibilities.
3. Identify resources and possible deficits. If necessary, coordinate resources with other parishes in the hazard area conglomerate and with State EOC.
4. Activate EOC (Annex A) prior to evacuation.
5. Be prepared to activate Warning Systems (Annex C) and Emergency Public Information (Annex N).
6. At time of evacuation, implement functional annexes/appendices with special emphasis on:
 - Annex D, Evacuation
 - Annex E, Shelters
 - Annex G, Law Enforcement
 - Annex L, Resource Management
 - Annex M, Emergency Public Welfare
 - Annex N, Emergency Public Information

EVACUATION CHECKLIST

Normal Peacetime Readiness

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

Increased Readiness

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

Relocation period

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

LOUISIANA STATE POLICE TROOP I

EVACUATION OPERATIONS PLAN



Captain Beau Comeaux

Revised – March 2023

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PART I: GENERAL INFORMATION

SECTION 1A - SUMMARY

The LSP Troop I Evacuation Plan delineates operations, actions, and duties as they relate to specific Troops and or other commands in regards to evacuation. Evacuations of areas affected by emergencies may be community specific or statewide in scope. Since Louisiana is unique in its topography and industry, we lay vulnerable to natural and man-made disasters. The topography of southern Louisiana with its low lying marsh areas, waterways, and proximity to the Gulf of Mexico makes it particularly vulnerable to the perils of a natural disaster such as a hurricane or man-made disasters involving the oilfield. Disruptions caused by surge waters from Hurricanes Rita and Ike have set precedence for overall Troop operations during such events.

The purpose of this operational plan is to form an emergency evacuation plan to facilitate the evacuation of areas in Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Mary, St. Martin and Vermilion Parishes in the event of a hurricane, other natural disaster or man-made disaster. This plan will include coordinating any evacuation of other areas of southeast Louisiana through the troop area.

SECTION 1B - GENERAL ORDERS

- Personnel who suffer from any job related injuries shall be transported to the closest appropriate medical facility, if required. The Division Director or Branch Commander shall complete a First Report of Injury form.
- Should communications be lost at any time during the event, personnel shall make all attempts to contact the LSP liaison at the parish EOC.
- The time for personnel shall be maintained by the Administrative Section.
- The shop foreman or mechanic shall be available for emergency equipment service.
- Due to physical and logistical limitations, LSP personnel may not bring family members to Troop I during an emergency or evacuation.
- Personnel on or off duty shall not loiter at the troop. The radio room, Desk Sergeant's area and command post are restricted. Personnel shall keep communications in these areas to a minimum.

PART II: PLANNING AND PREPARATION

SECTION 2A - EMERGENCY PREPAREDNESS OFFICER

The Troop Commander shall designate an Emergency Preparedness Officer for Troop I. This person shall be responsible for:

- Maintaining and up-dating this operational plan.
- Attending hurricane conferences and meetings.
- Teaching hurricane preparedness to the public and departmental personnel.

- Ensuring troop personnel make pre-storm preparation for their family and property.
- Maintaining a current list of emergency contacts, shelters, evacuation routes and emergency services.
- Maintaining a list of safe havens which may be used by on duty LSP personnel during a hurricane.

Prior to the start of hurricane season, the hurricane preparedness officer shall survey the grounds and physical plant of the troop and make any recommendations for the physical security of the building during a storm. The hurricane preparedness officer shall make a report to the Troop Commander of the state of readiness of the troop and troop area. This report may include concerns and recommendations which should be addressed prior to an imminent hurricane strike. The Troop will hold a “Hurricane Awareness Week” for personnel each year prior to the start of Hurricane Season.

SECTION 2B – PLAN DEVELOPMENT AND MAINTENANCE

The Troop Commander or his designee shall be responsible for the maintenance and updating of this plan. All updates and changes shall be forwarded to the Region II Command Inspector via the Patrol Bulletin Board.

SECTION 2C – TRACKING AND MONITORING A STORM

When a tropical weather system approaches or develops in the Gulf of Mexico, the emergency preparedness officer or other designee shall:

- Monitor the progress and development of the storm including its strength, direction of travel and strike potential.
- Begin documentation of the movement and development of the storm.
- Contact DOTD regarding any construction or roadway conditions which may affect evacuations.
- Make reports to the Troop Commander daily or as conditions warrant of the preceding information.
- Contact the following agencies to ascertain their state of readiness:
 - Parish EOC
 - Sheriff’s Offices
 - City Police Departments located along primary evacuation routes
 - Acadian Ambulance
 - Office of Public Health / DHH

In addition to the above, the emergency preparedness officer shall assess the readiness of the troop physical plant coordinating with the Shop Foreman and Troop Executive Officer.

PART III – ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

SECTION 3A - PERSONNEL ASSIGNMENTS

Listed below are the primary participants and their roles in the event of an evacuation.

- Troop Commander – Incident Commander - Primary
- Shift 1 (Day Shift)
 - Incident Commander – Executive Officer or Captain’s designee
 - Operational Planning / Troop EOC Operations – Special Operations Sergeant
- Shift 2 (Night Shift)
 - Incident Commander – Team E Lieutenant or Captain’s designee
 - Operational Planning / Troop EOC Operations – Special Operations Sergeant

(Incident Commanders shall brief their counterpart on any special circumstances or occurrences that may have taken place during their shift.)

- Shop Foreman – Fleet maintenance / Facility Maintenance
- Shift Lieutenants - shall serve as Branch Commanders having specific areas of operations. The primary functions of the Branch Commander include the following:
 - Ensure each Division Director is provided a copy of the operational briefing.
 - Ensure the proper execution of orders issued by the Troop Commander or Incident Commander
 - Coordinate with the Operations and Planning Chief for personnel
 - Ensure the command post is provided timely and accurate information pertaining to the weather and traffic conditions as well as any changes in personnel assignments
 - Respond to all emergencies involving LSP personnel
- Shift Sergeants - shall serve as Division Directors with each being assigned a specific area of responsibility. As area Division Director, the sergeant shall:
 - Ensure each member of the division is provided with an operational briefing.
 - Ensure the proper execution of orders issued from the Troop Commander or Branch Commander.
 - Ensure the Branch Commander is provided timely and accurate information as to changing weather and traffic conditions.
 - Respond to emergencies involving LSP personnel
 - Investigate fleet crashes.

Troop personnel may be assigned to double shifts as determined by the Troop Commander.

BOI and TESS personnel may be utilized as determined by the Troop Commander. When needed, the BOI Rapid Response Team supervisor and TESS supervisor will be notified to call out their personnel.

All personnel assignments shall be placed on the Troop I SharePoint Route Sheet.

Personnel will be assigned to locations and areas affected by an evacuation. Shift hours will be 0500-1700 (day shift) and 1700-0500 (night shift) unless otherwise directed by the Incident Commander. All personnel shall be on post at the designated shift time and shall not leave until relieved or instructed to leave by a supervisor.

Specific personnel assignments shall be made by the planning section and approved by the Incident Commander.

SECTION 3B - TROOP COMMAND POST

Troop I is the base of operations for the area for LSP operations. A command and control center has been established in Troop I which will serve as a command post. The Troop Commander may activate the troop command post when it is deemed necessary. The troop command post may be staffed with command and general staff positions as determined by the Troop Commander.

Direct phone lines to the command post will be provided to the parish emergency operations centers and local law enforcement agencies. These phone numbers shall not be posted for the public.

DOTD will provide one representative to be stationed at the Troop I Command Post to facilitate a more efficient response to traffic situations. A DOTD PIO is also available to assist the Troop PIO in relaying traffic related matters.

Supervisors shall ensure that personnel are recording starting and ending mileages. Tracking of mileage will be the responsibility of each trooper using the mileage tracking form attached to DPSMF 1400.

Information released to the media and other public bodies must be cleared through the LSP EOC via the Command Post PIO or LSP EOC liaison officer.

SECTION 3C - LOCAL EOC STAFFING

The Troop Commander may assign personnel to staff the parish EOCs at his discretion. Those assigned shall provide an information link between the parish EOC and the Troop I Command Post. Questions or requests for services from the local EOC shall be directed to the Command Post through the Web EOC. The designee assigned to the EOC shall at no time commit resources to the local officials without the prior approval of the Command Post Incident Commander. The Incident Commander may designate an EOC Coordinator who would function as a single point of contact for the parish EOCs.

A binder containing LSP forms, instructions, operational plans and other information for the LSP Parish EOC Liaison Officer is located at the Parish EOC.

PART IV: EVACUATION

SECTION 4A - ORGANIZATION OF AN EVACUATION

Prior to an evacuation order, at the direction of the Troop Commander, the Troop I Shift Lieutenants, Executive Officer, Team E Lieutenant, Communications Supervisor and Shop Foreman shall report to Troop I for an organizational meeting.

Additionally, prior to an evacuation the Troop Commander may:

- Place all personnel on alert for possible activation.
- Cancel all leave.
- Activate the Troop Command Post.
- Begin 24 hour operations.
- Suspend normal troop operations including crash report sales, trailer stamps, physical inspections, etc.

The command post staff shall contact the following agencies to ascertain their state of readiness:

- DOTD
- Parish EOC Offices
- Sheriff's Offices
- City Police located along primary evacuation routes.
- Acadian Ambulance
- Office of Public Health/DHH

The Troop Commander may, at his discretion, call a planning meeting with local agencies and emergency officials.

DOTD shall deploy barricades to pre-determined locations. Information regarding any problems along the evacuation routes shall be entered in CAD using the most appropriate Call for Service (CFS) designation.

SECTION 4B - PHASE I EVACUATION (FIFTY HOURS PRIOR TO THE ARRIVAL OF TROPICAL STORM FORCE WINDS)

Phase 1 evacuation shall be instituted 50 hours prior to landfall of the storm. This phase concentrates on people who are most vulnerable to the storm and the effects of both water and wind. It is directed at offshore workers, persons on coastal islands or in wetland areas and persons aboard boats and people who reside in flood prone areas. A Phase 1 evacuation could include persons living in Vermilion, Iberia, lower St. Martin and St. Mary Parishes and anyone residing south of the Intracoastal Waterway. It could also include those living in the southeastern portion of the state not in the Troop I area.

No route restrictions apply during Phase 1 and no specific traffic control measures shall be taken other than to monitor the traffic flow on US 90 from Morgan City to Lafayette, Interstates 10 and 49 and U.S. 190.

Crashes and other road obstacles shall be removed as fast as possible to resume the normal flow of traffic.

The Incident Commander shall notify the Troop Commander, the Region 2 Command Inspector and the LSP EOC as parishes order evacuations. At the direction of the Incident Commander, the Troop I Command Post Staff shall:

- Notify the affected troops and agencies of the evacuation.
- Establish a direct line of communications with DOTD.
- Establish a direct line of communications with local EOCs.
- Establish a direct line of communications with local utilities.
- Begin media releases of traffic conditions.
- Update road hazards/closures in CAD.

Two-way communication of information from the parish EOC and command post will be established with regular reports at a time interval determined by the Incident Commander or the LSP EOC.

The public information officer shall coordinate releases with the LSP EOC to insure information is consistent and correct.

Patrol troopers shall direct their patrol efforts to the primary evacuation routes and shall:

- Report traffic volume and flow rate to the command post.
- For signalized intersections, the report shall include the number of light cycles needed to move traffic
- Remove disabled vehicles and other roadway obstructions as quickly as possible.

In addition to immediate reports of concerns, ALL personnel shall have an Individual Log (ICS 214) to document any unusual occurrences, problems encountered, methods to improve operations, etc. The Individual Log, if completed, shall be submitted to the Branch Commander or Division Director at the check-out briefing. This form shall be forwarded to the command post.

SECTION 4C - PHASE II EVACUATION (FORTY HOURS PRIOR TO THE ARRIVAL OF TROPICAL STORM FORCE WINDS)

Phase 2 evacuation shall be instituted 40 hours prior to the landfall of the storm.

The Incident Commander and Operations and Planning Chief will coordinate the assignment of personnel to be deployed to designated locations along evacuation routes through the Branch Commanders. The Logistics Chief shall provide for relief personnel at staffed locations and food and water as applicable.

The command post staff shall maintain a list of the staffed locations on evacuation routes and shall coordinate relief personnel. The list of the traffic conditions will be made available to personnel assigned to the front desk.

Personnel assigned to evacuation routes shall communicate and coordinate between one another all road closures, crashes and other significant events during the evacuation.

Division Directors shall monitor the traffic on the evacuation routes in their assigned area of operations. Division Directors should respond to any event which obstructs traffic flow on the primary evacuation routes when possible.

Crashes and other road obstacles shall be removed as fast as possible to resume the normal flow of traffic.

ACADIA PARISH

Personnel shall monitor traffic flow at the following locations:

- ❖ I-10
- ❖ LA 13
- ❖ LA 35

Additional personnel may be required to staff locations listed below:

ACADIA PARISH	TOTAL	TROOPERS	LANG	OTHER LAW ENFORCEMENT	AGENCY
I-10 @ LA 35 (Rayne)	2	0	0	2	Rayne PD
I-10 @ LA 13 (Crowley)	2	0	0	2	Crowley PD
GRAND TOTAL	4	0	0	4	

****In lieu of LANG personnel, TESS and/or BOI personnel will be utilized**

General information:

Parish	Acadia (337)783-4357
OEP Location	Acadia Parish 911 Building
Evacuation Routes	I-10
	U.S. 90
	LA 13
	LA 35
Areas of Concern	U.S. 90 @ LA 1111
	U.S. 90 @ LA 13 (John N. John Bridge)
Shelters	No pre-landfall shelters.
	Parish Pickup Points pending.
Special Consideration	Congested traffic in Crowley and Rayne may hinder evacuation efforts from southern areas of Troop I.
	Roadway obstructions, particularly on I-10 and LA 13, should be cleared as soon as possible.
	Areas in the southern parts of the parish are susceptible to flooding.

EVANGELINE PARISH

Personnel shall monitor the flow of traffic at the following locations:

- U.S. 190 (Basile Area)
- U.S. 167 (north and east)
- LA 13
- LA 3042 @ Chicot State Park

General information:

Parish	Evangeline Parish (337) 363-3267
OEP Location	Evangeline Parish 911 Center (415 W. Cotton Street, Ville Platte)
Evacuation Routes	I-49
	U.S. 190
	U.S. 167
	LA 13
Areas of Concern	U.S. 190 (Basile Area)
	LA 3042 @ Chicot State Park
Shelters	No pre-landfall shelters.
	Parish Pickup Points pending.
Special Consideration	Congested traffic in Basile on U.S. 190.
	Roadway obstructions, particularly on I-49, LA 13 and U.S. 167, should be cleared as soon as possible.
	Traffic may back up on LA 3042 (@ Chicot State Park), due to campers evacuating.
	LA 10 and LA 13 is a four way stop. Traffic may begin backing on LA 13 (evacuation route). Either DOTD or law enforcement may have to temporarily alter traffic control at that intersection.
	Sammy's Truck Stop on LA 115 at I-49 (exit 53), in Avoyelles Parish is the designated shelter assignment point. All persons seeking evacuation shelters shall be directed to that location.

IBERIA PARISH

Primary consideration shall be given to U.S. 90

Personnel shall monitor the flow of traffic at the following locations:

- ❖ U.S. 90 @ LA 88
- ❖ U.S. 90 @ LA 675
- ❖ U.S. 90 @ LA 14

Additional personnel may be required to staff key intersections as listed below:

IBERIA PARISH	TOTAL	TROOPERS	LANG	OTHER LAW ENFORCEMENT	AGENCY
US 90 @ LA 675	3	1	1	1	Iberia SO
US 90 @ LA 88	6	2	2	2	Iberia SO
US 90 @ LA 14	2	1	0	1	NIPD
GRAND TOTAL	11	4	3	4	

****In lieu of LANG personnel, TESS and/or BOI personnel will be utilized**

Barricade locations:

Iberia Parish	Alternate Route
U.S. 90 @ LA 675	The new overpass at this location should alleviate traffic problems experienced in prior evacuations.
U.S. 90 @ Huberville Road	Barricades will be placed at the median crossover, preventing traffic from turning left onto the westbound lanes of U.S. 90. Traffic may detour west on Eighty Arpent Road to LA 85 to Darnall Road, to access U.S. 90 westbound or turn east on U.S. 90 to LA 668, to access U.S. 90 westbound.

General information:

OEP Location	Iberia Parish Courthouse Basement (337-369-4427)
Evacuation Routes	U.S. 90
	LA 14
	LA 182
Areas of Concern	U.S. 90
	LA 182
Shelters	No pre-landfall shelters.
	Parish Pickup Point - Iberia Parish Sugarena (713 Northwest Bypass/LA 3212)

Special Consideration	Some areas of the parish are susceptible to flooding both with inland fresh water and coastal salt water surge.
	Roadway obstructions, particularly on U.S. 90, should be removed as soon as possible.
	Traffic control measures should always favor U.S. 90.
	I.P.S.O. will have a command post on the first floor of the courthouse (conference room).

LAFAYETTE PARISH

INTERSTATE 10

Personnel shall be directed to monitor the flow of traffic on Interstate 10 with primary consideration given to the junctions of Interstates 10 and 49.

INTERSTATE 49

Personnel shall be directed to monitor the flow of traffic on Interstate 49 with primary consideration given to the area between Lafayette and Opelousas.

US 90 (Evangeline Thruway)

Traffic along Evangeline Thruway may be monitored from the command post via IP cameras.

As needed, lights controlling traffic on US 90 will be extended to 85% green cycle favoring US 90 through Lafayette. Should traffic volume overwhelm the ability of the traffic lights, personnel may be assigned to individual intersections to direct traffic.

Secondary cross roads intersecting with U.S. 90 will be closed with barricades. Non-signalized J-Turns will be barricaded.

Personnel shall monitor the flow of traffic at the Ambassador Caffery (LA 3073) extension, the Verot School Road intersection, and the Kaliste Saloom Road intersection, to provide for traffic control as needed.

Personnel assigned to the southern areas of Lafayette Parish shall monitor the flow of traffic on U.S. 167, particularly at its intersection with LA 733. Should the volume of traffic warrant, the signal may be placed on an extended green cycle with priority given to U.S. 167.

Additional personnel may be required to staff key intersections as listed below:

LAFAYETTE PARISH	TOTAL	TROOPERS	LANG	OTHER LAW ENFORCEMENT	AGENCY
US 90 @ LA 3073 (Broussard)	2	1	0	1	Broussard PD
US 90 @ Albertson Pkwy	1	0	2	1	Broussard PD
US 90 @ Celebrity Drive	1	0	0	1	Broussard PD
US 90 @ LA 92 (Broussard)	2	0	0	2	Broussard PD
US 90 @ LA 89	3	1	1	1	Lafayette PD
US 90 @ Verot School Road	3	2	1	0	Lafayette PD
US 90 @ Kaliste Saloom Road	2	0	0	2	Lafayette PD
US 90 @ University/Surrey	4	0	0	4	Lafayette PD
US 90 @ Pinhook Road	2	0	0	2	Lafayette PD
US 90 @ Taft/14th Street *	0	0	0	0	* Barricades
US 90 @ US 167 (Johnston St.)	2	0	0	2	Lafayette PD
US 90 @ Jefferson Street	0	0	0	0	Lafayette PD
US 90 @ 3rd Street *	0	0	0	0	* Barricades
US 90 @ 2nd Street *	0	0	0	0	* Barricades
US 90 @ Simcoe Street *	0	0	0	0	* Barricades
US 90 @ Mudd Street (US 90W)	0	0	0	0	Lafayette PD
Evangeline Thruway @ Willow St.	2	0	0	2	Lafayette PD
I-10 @ Louisiana Avenue	0	0	0	0	Lafayette PD
I-10 @ I-49	6	2	2	2	Lafayette PD
I-10 @ LA 182 (University Ave.)	2	0	0	2	Lafayette PD
I-10 @ Ambassador Caffery Pkwy.	4	0	2	2	Scott PD
I-10 @ LA 93 (Scott)	2	0	0	2	Scott PD
I-10 @ LA 95 (Duson)	2	0	0	2	Duson PD
I-49 @ Pont des Mouton Road	2	0	0	2	Lafayette PD
I-49 @ LA 98 (Gloria Switch Rd.)	2	0	0	2	Lafayette SO
I-49 @ LA 726 (Hector Connely)	2	0	0	2	Carencro PD
I-49 @ LA 182	2	1	1	0	Lafayette SO
GRAND TOTAL	48	7	9	34	

* Barricaded locations managed by the Lafayette Consolidated Government

**In lieu of LANG personnel, TESS and/or BOI personnel will be utilized

General information:

Parish	Lafayette (337) 291-5075
OEP Location	Lafayette Parish Public Safety Communications Center 1810 W. Willow St. Scott, LA 70583
Evacuation Routes	U.S. 90 (Evangeline Thruway)
	U.S. 167
	I-49
	I-10
	LA 182
Areas of Concern	U.S. 90 (Evangeline Thruway)
Shelters	Special Needs Shelter - Heymann Center (1373 S. College Road, Lafayette, LA 70503) * Limit 1 caregiver per patient * No sex offenders allowed in shelter *1 trooper needed per 12 hour shift.
	No pre-landfall shelters.
	Parish Pickup Point pending.
Special Consideration	Due to major traffic arteries intersecting in Lafayette and already congested traffic conditions in the Lafayette area, traffic queues can be expected to worsen as evacuating vehicles approach Lafayette.

ST. LANDRY PARISH

INTERSTATE 49

Personnel shall routinely patrol Interstate 49 north of Opelousas to assist stranded motorists and remove roadway obstructions as fast as possible.

U.S. 190

Personnel patrolling US 190 shall monitor the flow of traffic through Port Barre, Opelousas and Eunice in addition to the volume of traffic entering US 190 from Interstate 49

Additional personnel may be required to staff key intersections as listed on the following page:

ST. LANDRY PARISH	TOTAL	TROOPERS	LANG	OTHER LAW ENFORCEMENT	AGENCY
US 190 @ LA 105 (Krotz Springs)	0	0	0	0	Krotz Springs PD
US 190 @ LA 3174	0	0	0	0	N/A
US 190 @ US 71	2	1	0	1	St. Landry SO
US 190 @ LA 741	0	0	0	0	N/A
US 190 @ LA 103 (Port Barre)	4	0	2	2	Port Barre PD
US 190 @ I-49	6	2	2	2	Opelousas PD
US 190 in Opelousas	0	0	0	0	Opelousas PD
US 190 @ LA 104	0	0	0	0	N/A
US 190 @ LA 103 (Port Barre)	0	0	0	0	N/A
US 190 @ LA 95	0	0	0	0	N/A
US 190 @ LA 13 (Eunice)	2	0	0	2	Eunice PD
I-49 @ LA 93 (Sunset)	5	1	1	3	Sunset/Grand Coteau
I-49 @ Harry Guilbeau Road	2	0	0	2	Opelousas PD
I-49 @ Creswell Lane	3	0	0	3	Opelousas PD
I-49 @ US 167	5	2	2	1	St. Landry SO
I-49 @ LA 103	2	0	0	2	Washington PD
I-49 @ LA 10 (Lebeau)	3	1	0	2	St. Landry SO
I-49 @ Lake Dubuisson	1	1	0	0	N/A
I-49 @ LA 29	1	1	0	0	N/A
GRAND TOTAL	36	9	7	20	

****In lieu of LANG personnel, TESS and/or BOI personnel will be utilized**

General Information:

Parish	St. Landry (337) 948-7177
OEP Location	St. Landry Parish EOC Complex (LA 742 - 780 Highway 742, Opelousas)
Evacuation Routes	I-49 U.S. 190
Areas of Concern	The junction of I-49 and U.S. 190
Shelters	No pre-landfall shelters. Parish Pickup Point pending.
Special Consideration	Sammy's Truck Stop on LA 115 at I-49 (exit 53), in Avoyelles Parish is the designated shelter assignment point. All persons seeking evacuation shelters shall be directed to that location.

ST. MARY PARISH

Personnel shall monitor the flow of traffic on U.S. 90 with particular attention given to the following:

- ❖ U.S. 90 at the Morgan City Overpass
- ❖ U.S. 90 at Bayou Vista
- ❖ U.S. 90 at Calumet

Either a wrecker service or other heavy equipment from DOTD may be posted at the Calumet Bridge on US 90 during Phase I through Phase III evacuation to quickly clear any obstacle as this is the only bridge across the Intracoastal Waterway. If not posted, the closest available wrecker shall be called to the scene to remove the obstruction.

Wrecker services may be posted near the US 90 overpass at Morgan City to quickly remove roadway obstructions. If not posted, the closest available wrecker shall be called to the scene to remove the obstruction.

Secondary cross roads intersecting with US 90 will be closed with barricades.

St Mary Sheriff's Office personnel and Patterson Police Department will man the Church Street and Cotton Road intersections to facilitate local traffic entering the flow on US 90 westbound.

Additional personnel may be required to staff key intersections as listed below:

ST. MARY PARISH	TOTAL	TROOPERS	LANG	OTHER LAW ENFORCEMENT	AGENCY
US 90 @ LA 662	0	0	0	0	N/A
US 90 @ Morgan City	4	2	0	2	St. Mary SO
US 90 @ Berwick Exit	4	0	0	4	Berwick PD
US 90 in Bayou Vista	4	2	2	0	N/A
US 90 in Patterson	4	0	0	4	Patterson PD
US 90 @ Calumet Bridge	4	2	2	0	N/A
US 90 @ LA 182 (Ricohoc)	0	0	0	0	N/A
US 90 @ LA 317	0	0	0	0	N/A
US 90 @ LA 3211 (Franklin)	0	0	0	0	N/A
US 90 @ LA 318	0	0	0	0	N/A
LA 70 in Morgan City	1	0	0	1	Morgan City PD
LA 182 Berwick Bridge	1	0	0	1	Berwick PD
GRAND TOTAL	22	6	4	12	

****In lieu of LANG personnel, TESS and/or BOI personnel will be utilized**

General information:

Parish	St. Mary (337) 828-4100 ext. 135
OEP Location	Secondary Location - 311 Barrow Street, Morgan City, LA
	Primary Location - St. Mary Parish Courthouse, Franklin, LA
Evacuation Routes	U.S. 90
	LA 182
	LA 70
Areas of Concern	Calumet Bridge and Morgan City Overpass
Shelters	No pre-landfall shelters.
	Parish Pickup Point pending.
Special Consideration	St. Mary OEP will urge residents to use both U.S. 90 and LA 70 (north) to evacuate. S.M.S.O. will assume responsibility for facilitating access to local residences in and across U.S. 90.
	St. Mary S.O. and Patterson P.D. will assume responsibility for crossing traffic in the Patterson area.

ST. MARTIN PARISH

Personnel shall be directed to monitor the flow of traffic on Interstate 10 with particular attention given to the Atchafalaya Basin Bridge.

Additional personnel may be required to staff key intersections as listed below:

ST. MARTIN PARISH	TOTAL	TROOPERS	LANG	OTHER LAW ENFORCEMENT	AGENCY
I-10 Atchafalaya Bridge	2	2	0	0	N/A
I-10 @ LA 347 (Henderson)	1	0	0	1	Henderson PD
I-10 @ LA 328 (Breux Bridge)	2	0	0	2	Breux Bridge PD
GRAND TOTAL	5	2	0	3	

****In lieu of LANG personnel, TESS and/or BOI personnel will be utilized**

General information:

Parish	St. Martin (337) 394-2800
OEP Location	St. Martin Parish Public Safety Facility - 4870 Main Highway, St. Martinville, LA
Evacuation Routes	I-10
	LA 347
	LA 31
	LA 328
	LA 96
Areas of Concern	Atchafalaya Basin Bridge
	I-10 @ LA 347
	I-10 @ LA 328

VERMILION PARISH

US 167

Personnel shall monitor the flow of traffic on US 167 with close attention given to the traffic signals at US 167 and LA 92 in the Town of Maurice. Should the volume of traffic exceed the ability of the signal, the signal may be placed on an extended green cycle.

LA 82 south of Abbeville

LA 82 south of Abbeville may have a heavy volume of oil field and machinery traffic during an evacuation. Units should focus their attention on maintaining traffic flow, should a crash occur, by quickly clearing the roadway.

Additional personnel may be required to staff key intersections as listed below:

VERMILION PARISH	TOTAL	TROOPERS	LANG	OTHER LAW ENFORCEMENT	AGENCY
LA 82 @ LA 3267	2	2	0	0	N/A
US 167 north of Abbeville	1	1	0	0	N/A
GRAND TOTAL	3	3	0	0	

****In lieu of LANG personnel, TESS and/or BOI personnel will be utilized**

General Information:

Parish	Vermilion (337) 898- 4308
OEP Location	Vermilion Parish Courthouse (Second Floor)
Evacuation Routes	U.S. 167
	LA 14
	LA 13
	LA 82
Areas of Concern	U.S. 167
	LA 82
Shelters	No pre-landfall shelters.
	Parish Pickup Point pending.
Special Consideration	Vermilion Parish OEP will urge residents to use routes other than U.S. 167 to Lafayette
	The traffic signals on U.S. 167 @ LA 92, in Maurice, should be monitored and, should it be required, assistance may be provided to Maurice P.D. with traffic control or the signal may be placed on an extended green cycle.
	LA 14, west of Erath, is susceptible to flooding.
	LA 82, in the Pecan Island area, will likely become impassable with surge from the coast.
	Cattlemen from the south end of the parish may attempt to evacuate cattle prior to landfall.

SECTION 4D - PHASE III EVACUATION (THIRTY HOURS PRIOR TO THE ARRIVAL OF GALE FORCE WINDS)

Phase 3 evacuation shall be instituted 30 hours prior to the storm. During Phase 3, contra-flow of traffic in the New Orleans Metropolitan area will begin and Troop I can expect additional traffic as evacuees are directed through Troop I via US 90, US 190 and Interstate 10.

All requirements of a Phase II evacuation plus the following:

The command post staff shall begin half hourly reports to the LSP EOC or as directed.

ACADIA PARISH

Same functions as in Phase II

EVANGELINE PARISH

Same functions as in Phase II

IBERIA PARISH

Same functions as in Phase II

LAFAYETTE PARISH

Same functions as in Phase II

As needed, lights controlling traffic on US 90 will be extended to 95% green cycle favoring US 90 through Lafayette. Should traffic volume overwhelm the ability of the traffic lights, personnel will be assigned to individual intersections to direct traffic.

ST. LANDRY PARISH

Same functions as in Phase II.

Should traffic volume overwhelm the ability of the traffic signal at the junction of US 190 and Interstate 49, personnel shall be assigned to man the junction for traffic control. Personnel shall also monitor the volume and flow rate of traffic through Opelousas, Eunice and Port Barre.

ST. MARY PARISH

Same functions as in Phase II

As needed, lights controlling traffic on US 90 will be extended to 95% green cycle favoring US 90 through St. Mary. Should traffic volume overwhelm the ability of the traffic lights, personnel will be assigned to individual intersections to direct traffic.

ST. MARTIN PARISH

Same functions as in Phase II

VERMILION PARISH

Same functions as in Phase II

SECTION 4E - TERMINATION OF EVACUATION

When a hurricane approaches the risk area, tropical storm force winds may begin to blow across the evacuation route bridges and causeways. Driving will become hazardous. In order to insure that traffic is stopped in an orderly manner, the decision to terminate the evacuation will be made in sufficient time prior to the arrival of gale force winds.

PART V: LANDFALL OF A STORM

SECTION 5A - SAFE HAVENS FOR PERSONNEL (APPENDIX C)

When sustained winds reach 50 mph or at the discretion of the Incident Commander, LSP personnel shall be retired to a safe haven. Safe havens are assigned by the command post. A Division Director shall be stationed at each safe haven. On duty personnel will not be permitted to select their own safe haven and shall not be permitted to remain at their home during the storm. Personnel shall not leave the safe haven unless instructed to do so by the Incident Commander. Response to events or emergency situations during the storm will be determined by the Incident Commander on a case by case basis.

The decision to close an Interstate system during the storm shall be made by DOTD.

SECTION 5B - TROOP RELOCATION/CONTINUITY OF OPERATIONS PLAN

Should the Troop I physical plant sustain damage or lose power during the storm, command post operations may be moved to the Lafayette Parish 911 Center. During the relocation of the command post, a Branch Commander and personnel assigned to a particular safe haven may be designated by the Incident Commander to assume the functions of the command post.

Should primary communications equipment fail during any part of this plan, temporary communications may be established with portable radios and/or radio equipment in the Command Post. MDT's may also be used as secondary communication at the direction of the communication section.

PART VI: RE-ENTRY/RETURN OF EVACUEES/RECOVERY

SECTION 6A - DAMAGE ASSESSMENT/ROADWAY CONDITIONS

Once wind speeds have diminished below 50 mph in an area or at the instruction of the Incident Commander, personnel shall be deployed from their safe havens for damage assessment and rescue operations. Branch Commanders, in coordination with the Incident Commander, shall deploy personnel from their safe haven.

Personnel shall patrol the primary roadways of their assigned areas for looking for blockage, obstacles and hazards. When identifying a roadway hazard, personnel shall provide the dispatcher, by MDT whenever possible, with the following information:

- Exact location of the obstacle or hazard
- A description of the obstacle or hazard
- If the roadway is passable or should be closed
- Tag hazard with reflective tape to reduce redundancy

Primary roadways are, in order of priority, Interstates, Federal Highways, State highways used for evacuation routes, and other state highways. Personnel should make every effort to clear small obstructions from the roadway themselves bearing in mind "Safety After the Storm" principles.

While patrolling, personnel should be aware of possible looting. Should a curfew be enacted, the command post shall provide patrol personnel with an ordinance number and details of the ordinance. Patrol personnel should use the utmost discretion when enforcing curfews.

The command post shall compile a list of all roadway blockage and hazards and shall provide the list to:

- The field supervisors
- GOHSEP
- Local emergency response agencies
- The media

All roadway blockage and hazards shall be entered in CAD and communicated to the DOTD liaison assigned to the Troop I command post. This system shall be used to coordinate the response with District 3 of DOTD who shall also enter information as it is received.

SECTION 6B - REQUESTS FOR SERVICES / ESTABLISHING TEMPORARY FORWARD COMMAND POSTS

Requests for assistance from local agencies or parish EOCs shall be made to the Troop I command post via the Web EOC. At the direction of the Incident Commander, a task force of resources including personnel and vehicles may be deployed to fill the request. The request for personnel shall include the mission of the personnel and the objectives to be achieved. A Division Supervisor shall be assigned over the task force.

For larger requests for assistance or those covering a greater area of operations, the Incident Commander may establish a forward command post and assign either a Branch Commander or Division Supervisor as the forward command post commander. The forward command post commander shall establish a unified command with the local authorities and direct LSP personnel. In conjunction with the local authorities, the forward command post manager shall establish the mission parameters and objectives for the strike team(s) assigned to the area of operations.

The forward command post commander reports directly to the Incident Commander and shall maintain all records on the appropriate forms.

SECTION 6C - RE-ENTRY / RETURN OF EVACUEES

Roadway hazards, conditions and power outages shall determine the extent of personnel deployed for re-entry.

When allowing people to return to the affected areas, personnel shall conform to the Standard Operating Procedure of the Statewide Credentialing and Access Program. This procedure will be reviewed with personnel and coordinated with each parish.

SECTION 6D - TROOP PERSONNEL DURING RECOVERY

After the storm, the emergency preparedness officer shall act as the recovery liaison for LSP personnel. Those personnel who have suffered significant damage to their homes or some other catastrophic event as a result of the storm should make their loss known to their division supervisor who, in turn, shall notify the Incident Commander.

PART VII – ADMINISTRATION AND EQUIPMENT

SECTION 7A - REPORTING FOR DUTY

When personnel call in for duty, they will be given an assignment from the dispatcher.

Personnel shall report for duty to the EOC no less than 30 minutes prior to the start of the shift. When reporting for duty, the Branch Commander, Division Director or Strike Team Leader shall provide all personnel with a copy of the current incident briefing (ICS 201) and shall complete the check in list (ICS 211). The current incident briefing (ICS 201) shall be emailed or faxed from the command post to the Parish EOC Liaison Officer. From the parish EOC, personnel shall be deployed to their assigned locations or routes.

National Guard personnel shall be transported to the Parish EOC where they will be teamed with LSP personnel, if applicable. All National Guard personnel shall be included with LSP personnel on the check in list.

The check in list shall be faxed or emailed to the command post.

The Division Director or Branch Commander shall complete the checkout of personnel using the check in list (ICS 211) from the start of the shift. This shall be faxed or emailed to the command post upon completion. When checking out, the Division Director or Branch Commander shall inform personnel of any changes in reporting instructions for their next shift.

ALL PERSONNEL MUST CHECK IN AND CHECK OUT THROUGH THE BRANCH COMMANDER, DIVISION DIRECTOR OR STRIKE TEAM LEADER.

SECTION 7B – EQUIPMENT

Personnel shall report for duty with all equipment normally required to execute the mission of the State Police, including:

- Rain gear
- Portable radio battery charger
- Additional uniforms (class A or B)

Personnel should have food and water to sustain themselves for 48 to 72 hours.

Personnel may consider the following recommended equipment, though it is not required:

- Rubber boots
- Work gloves
- Life preserver
- Personal items and toiletries
- Additional flashlight

SECTION 7C - COMMAND AND COMMUNICATION

CHAIN OF COMMAND

- Region 2 Command Inspector
- Troop Commander
- Executive Officer
- Shift Lieutenants
- Shift Sergeants

ASSIGNED DUTIES

Troop Commander – Incident Commander - Primary

Executive Officer – Incident Commander – Shift 1 / Assignments delegated by Troop Commander

Special Operations Lieutenant - Incident Commander – Shift 2 / Assignments delegated by Troop Commander

Task Force Sergeant - Operational Planning / Troop EOC Operations

Task Force Sergeant – Operational Planning / Troop EOC Operations

Shop Foreman – Fleet maintenance / Facility Maintenance

Communications - Personnel shall communicate on TROOP I DISPATCH 1 for primary communication unless otherwise directed.

SECTION 7D - AFTER ACTION REPORTING

Within five days of the restoration of normal troop operations, the Troop Commander shall conduct a debriefing of all command post personnel and shift lieutenants. All other personnel involved in the operation shall submit a brief synopsis of their involvement in the operation with any suggestions or recommendations for future activities to their shift supervisor. From the debriefing, the Incident Manager shall compile an after action report.

APPENDIX A - SAFE HAVEN ASSIGNMENTS

Parish Assigned	Safe Haven
Acadia	Acadia Parish Courthouse (Crowley)
Evangeline	Evangeline Parish 911 Center (Ville Platte)
Iberia	Iberia Parish Courthouse (New Iberia)
Lafayette	Troop I and BOI Region 2
St. Landry	St. Landry Parish EOC (LA 742)
St. Martin	Troop I and BOI Region 2
St. Mary	St. Mary Parish Courthouse (Franklin)

Note 1: If a situation arises in which a parish safe haven listed above becomes unable to accommodate LSP personnel, those LSP personnel will relocate to Troop I or to the BOI Region 2 building located in Breaux Bridge, until storm conditions subside.

Note 2: Additional Safe Havens will be made available just prior to storm fall. Parish EOCs will advise the EOC Liaison who will in turn broadcast that information to field personnel through the Troop Command Post. Those locations are purposely left unannounced until need arises due to security issues.

.APPENDIX B - REPORTING INSTRUCTIONS AND LOCATIONS

ALL personnel shall report to their respective reporting locations no less than 30 minutes prior to the start time of the shift for a briefing.

Reporting locations are as follows:

Strike Team	Reporting Location
Acadia Parish Strike Team	Acadia 911 Center (Crowley)
Evangeline Parish Strike Team	Evangeline Parish 911 Center (Ville Platte)
Iberia Parish Strike Team	Iberia Parish Courthouse (New Iberia)
Lafayette Parish North Strike Team	Troop I
St. Landry Parish Strike Team	St. Landry Parish EOC (LA 742)
Northwest Strike Team	St. Landry Parish EOC (LA 742)
St. Martin Parish Strike Team	Troop I
St. Mary Parish Strike Team	St. Mary Parish Courthouse (Franklin)
Vermilion Parish Strike Team	Vermilion Parish Courthouse (Abbeville)

At the conclusion of the shift or when relieved, personnel must report to the same location to check out unless otherwise directed by Strike Team Leader.

APPENDIX C - CHAINSAW STRIKE TEAMS

Chainsaw Strike Teams have been used after previous storms to expedite road clearing of small manageable debris and therefore speed the recovery process. Small teams of two members each will be deployed to accomplish this task.*

Chainsaw Strike Team members shall report to Troop I for briefing and equipment assignment prior to deployment.

*Only personnel that have completed the Chainsaw Safety Training Course may report for this assignment.

*Chainsaw Teams shall not operate during darkness.

At the conclusion of the shift or when relieved, Strike Team personnel must report to Troop I to return equipment and check-out unless otherwise directed by the Chainsaw Strike Team Leader or the Incident Commander.

HURRICANE EVACUATION ROUTE SIGNS WITHIN LAFAYETTE PARISH
SOME "STRAIGHT" SIGN LOCATIONS ALSO INCLUDE THE
RADIO STATION INFORMATION SIGN

<u>LOCATION</u>	<u>STRAIGHT</u>	<u>RIGHT</u>	<u>LEFT</u>
ON NORTH BOUND LA 339 AT CHEMIN AGREABLE			1
ON WEST BOUND CHEMIN AGREABLE AT VEROT SCHOOL RD		1	
ON NORTH BOUND VEROT SCHOOL RD AT LA 92	1		
ON NORTH BOUND VEROT SCHOOL RD AT AMBASSADOR CAFFERY PW			1
ON WEST BOUND AMBASSADOR CAFFERY PW JUST WEST OF US 90	1		
ON WEST BOUND AMBASSADOR CAFFERY PW AT LA 89	2		
ON WEST BOUND AMBASSADOR CAFFERY PW JUST WEST OF LA 89	2		
ON AMBASSADOR CAFFERY PW AT LA 339	2		
ON WEST BOUND AMBASSADOR CAFFERY PW AT VEROT SCHOOL RD	1		

<u>LOCATION</u>	<u>STRAIGHT</u>	<u>RIGHT</u>	<u>LEFT</u>
ON WEST BOUND AMBASSADOR CAFFERY PW AT KALISTE SALOOM RD	1		
ON WEST BOUND AMBASSADOR CAFFERY PW AT JOHNSTON ST	2 (TWO ON AMB. CAFFERY PW ONE OF EACH SIDE OF JOHNSTON ST)		
ON NORTH BOUND JOHNSTON ST AT AMBASSADOR CAFFERY PW			2 (ONE ON EACH SIDE OF JOHNSTON ST)
ON EAST BOUND RIDGE RD AT AMBASSADOR CAFFERY PW			1
ON NORTH BOUND LA 182 AT GLORIA SWITCH RD	1		
ON NORTH BOUND LA 182 AT ST. PETER ST (CARENCRO)	1		
ON NORTH BOUND LA 182 AT RAILROAD ST (CARENCRO)	1		
ON NORTH BOUND US 167 AT LA 733	1		
ON WEST BOUND LA 733 AT US 167		1	
ON NORTH BOUND JOHNSTON ST AT GOUDCHAUX DR	1 (STRAIGHT THEN LEFT ARROW SIGN UNDER READS LEFT ON LEFT ON AMBASSADOR CAFFERY PKWY ½ MILE)		

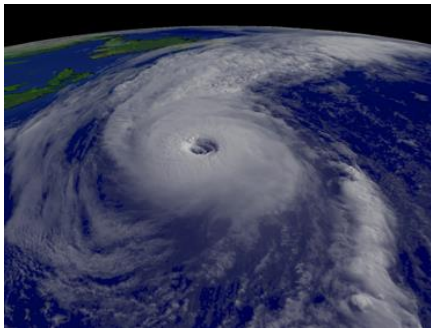
<u>LOCATION</u>	<u>STRAIGHT</u>	<u>RIGHT</u>	<u>LEFT</u>
ON WEST BOUND US 90 AT LA 92	1		
ON NORTH BOUND LA 92 AT US 90			1
ON WEST BOUND US 90 APPROACHING AMBASSADOR CAFFERY PW	1***		1***
	***SPECIAL ASSEMBLY BY LCG		
US 90 AT LA 182 INTERCHANGE	1	1	1
ON WEST BOUND US 90 AT LA 89	1		
ON WEST BOUND US 90 AT VEROT SCHOOL RD	2		
ON WEST BOUND US 90 AT KALISTE SALOOM RD	2*		2*
	*SPECIAL ASSEMBLY BY LCG		
ON WEST BOUND US 90 AT UNIVERSITY AV	2*		2*
	*SPECIAL ASSEMBLY BY LCG		
ON NORTHEAST BOUND E PINHOOK RD AT EVANGELINE THRUWAY			1
ON NORTH BOUND EVANGELINE THRUWAY AT JOHNSTON ST/ LOUISIANA AV	1		

<u>LOCATION</u>	<u>STRAIGHT</u>	<u>RIGHT</u>	<u>LEFT</u>
ON EAST BOUND JOHNSTON ST AT EVANGELINE THRUWAY			1
ON WEST BOUND LOUISIANA AV AT EVANGELINE THRUWAY		1	
ON WEST BOUND JEFFERSON ST AT EVANGELINE THRUWAY		1	
ON NORTH BOUND EVANGELINE THRUWAY AT MUDD AV	1		
ON EAST BOUND MUDD AV AT EVANGELINE THRUWAY			1
I-49 AT GLORIA SWITCH RD INTERCHANGE	1	1	1
I-49 AT LA 726 INTERCHANGE	1	1	1
I-49 AT LA 182 INTERCHANGE	1	1	1
ON WEST BOUND LA 89 AT AUSTIN RD		1	
ON NORTH BOUND LA 89 AT PIAT RD			1
ON WEST BOUND PIAT RD AT GUILLOT RD		1	
ON NORTH BOUND GUILLOT RD AT ALMONASTER RD	1		
ON WEST BOUND AVENUE B AT FIRST ST (YOUNGSVILLE)		1	

<u>LOCATION</u>	<u>STRAIGHT</u>	<u>RIGHT</u>	<u>LEFT</u>
ON NORTH BOUND FIRST ST AT CHURCH ST (YOUNGSVILLE)		1	
ON NORTH BOUND LA 89 AT IBERIA ST	1		
ON NORTH BOUND LA 89 AT FORTUNE RD	1		
ON PONT DE MOUTON RD AT 1-49		1	1
ON NORTHWEST BOUND W. PINHOOK AT VEROT SCHOOL RD	1		
ON NORTHEAST BOUND VEROT SCHOOL RD AT W. PINHOOK RD			1
ON NORTHWEST BOUND W. PINHOOK AT KALISTE SALOOM RD	1		
ON NORTHEAST BOUND KALISTE SALOOM RD AT W. PINHOOK RD			1
ON NORTH BOUND W. PINHOOK AT SOUTH COLLEGE RD	1		
ON NORTHEAST BOUND W. PINHOOK AT UNIVERSITY			1
ON LOUISIANA AVENUE AT SE EVANGELINE			1
ON LOUISIANA AVENUE AT SIMCOE ST	1		
ON LOUISIANA AVENUE AT CARMEL ST	1		
ON LOUISIANA AVENUE AT E. WILLOW ST	1		

<u>LOCATION</u>	<u>STRAIGHT</u>	<u>RIGHT</u>	<u>LEFT</u>
ON LOUISIANA AVENUE AT E. ALEXANDER ST	1		
ON LOUISIANA AVENUE AT I-10 ENTRANCE RAMP			1
ON LOUISIANA AVENUE AT W. BOUND ENTRANCE RAMP			1
ON EAST BOUND VETERANS DRIVE PRIOR TO W. I-49 FRONTAGE ROAD	1		
ON EAST BOUND VETERANS DRIVE PRIOR TO I-49	1		
ON EAST BOUND VETERANS DRIVE AT I-49			1
ON WEST BOUND HECTOR CONNELLY ROAD AT I-49		1	

City-Parish of Lafayette, Louisiana



Emergency Operations Plan

Annex E

Shelter

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I. PURPOSE

This annex describes the processes used for implementing sheltering and mass-care operations for evacuees.

It is the purpose of this annex to establish procedures for the sheltering of evacuees during any man-made or natural emergency situation within the Parish of Lafayette or surrounding area.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Reference Par. II A, Basic Plan.
2. Lafayette Parish could experience disaster conditions that would require emergency sheltering of evacuees.
3. Disaster conditions requiring sheltering could be brought on by natural phenomena such as floods, tornadoes, fires, hurricanes, severe winter storms, or any combination thereof.
4. Disaster conditions requiring sheltering could be brought about by man-made phenomena such as chemical, biological, radiological or other hazardous materials transportation accidents, leaks and/or explosions either at a fixed site or in transit, terrorism and war related emergencies.
5. Other occurrences that could necessitate sheltering would be enemy attack or a hazardous material incident either at a fixed site or in transit.

B. ASSUMPTIONS

1. Reference Par. II B, Basic Plan.
2. Public shelters will be open, manned and usable during periods of emergency.
3. Not all residents will use public shelters. Some will stay home or seek shelter with relatives or friends or use hotels or motels.
4. Facilities will be designated for lodging special needs groups.
5. Military Support, as approved by the Governor, may be available to support mass care operations.
6. The support of jurisdictions in pre-designated shelter regions will provide similar mass care services when circumstances deem necessary.
7. The shelter concept will reduce the number of casualties resulting from a disaster situation.

III. CONCEPT OF OPERATIONS

A. REFERENCE PAR. III, BASIC PLAN

B. GENERAL

1. The Lafayette 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, location of an incident to a shelter, type of incident, duration of event, number of evacuees, etc.
3. Where practical, public and parochial schools may be used as shelters.
4. The primary mode of transportation to a shelter will be by private vehicle. Parking will be available in the vicinity of the shelters. Emergency transportation will be provided where necessary. (See Annex D.)
5. The Lafayette Fire Department, Catholic Charities and local American Red Cross will operate and be responsible for shelter facilities during any disaster in which sheltering is necessary.
6. For sudden, fast-escalating emergency situations, Lafayette Parish schools may be used as reception or "staging areas" for evacuees until the Lafayette Fire Department, Catholic Charities and American Red Cross can supplement resources with the opening of their designated shelters.
7. All communications from shelter facilities to the general public, and inquiries as to the status of shelter patrons shall be routed through the Emergency Operations Center.
8. All shelters will accept evacuees and their service animals.
9. As needed and conditions warrant, Lafayette Parish will provide shelters for evacuees and their pets in accordance with Act 615.

C. PHASES OF MANAGEMENT

1. Prevention
 - a. Review shelter list annually.
2. Mitigation
 - a. Conduct a hazard analysis.
 - b. Determine requirements for adequate sheltering.
 - c. Determine locations and best available facilities for use as shelters.
 - d. Evaluate shelters and designate shelters that may be used for evacuees and pets.
3. Preparedness
 - a. A resource list is updated and maintained.
 - b. Verification of shelter personnel as to name and phone number is kept updated.
 - c. Red Cross shelter manager classes, shelter system officer classes and GOHSEP training classes shall be offered to Homeland Security and Emergency Preparedness personnel and volunteers.
 - d. Expedient shelters are schools. Any of the public schools can serve as expedient shelters.

- e. Development of a shelter stocking plan.
 - f. Designating facilities for lodging specialized or special needs groups
4. Response
- a. At the onset of any emergency that may require sheltering, the initial alert shall include locating designated shelters as well as expedient shelters within the proximity of the incident.
 - b. If determined that opening a shelter is appropriate, the Office of Homeland Security and Emergency Preparedness shall notify Catholic Charities and the American Red Cross who in turn will coordinate getting resources to manage and run the shelter operation.
 - c. The EOC shall coordinate public information announcements to the media for general distribution by the Public Information Officer.
 - d. The Lafayette Fire Department shall maintain accurate information on open shelters, i.e., locations, capacity, current population, status, etc. This information will be provided by the Department of Children and Family Services liaison in the EOC or at the shelter location.

5. Recovery

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

- a. For return home:
 - (1) Analyze transportation and re-entry conditions and problems.
- b. For extended stay:
 - (1) Staffing schedules.
 - (2) Catholic Charities working with the Acadiana VOAD will support emergency feeding and temporary housing.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. REFERENCE PAR. IV., BASIC PLAN

B. OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS

- 1. Manages the Emergency Operations Center, oversees its activation, and ensures it is staffed to support all mass care efforts.
- 2. Maintain designated shelter list including location, phone number and contact person.
- 3. Coordinates with the American Red Cross, Catholic Charities, Salvation Army, and other public service non-profit organizations, and personnel to perform mass care operations jobs.
- 4. Coordinates with United Way of Acadiana for volunteer support.
- 5. Arrange for Department of Children and Family Services liaison to assist in shelter operations and registration.

C. THE LAFAYETTE FIRE DEPARTMENT (ASSISTED BY CATHOLIC CHARITIES, THE AMERICAN RED CROSS AND DEPARTMENT OF CHILDREN AND FAMILY SERVICES)

1. Responsible for providing Incident Commander and trained support staff for shelter operations and lily pads.
2. Provides food, medical, lodging and registration services.
3. Disaster welfare inquiries.
4. Meeting special sheltering needs where possible.
5. Provides family support services (including counseling, recreation, clothing, etc.).
6. Coordinate the Oxygen Distribution and Exchange Program.
7. Provides for the needs of special population groups (handicapped, etc.).
8. Coordinates shelter use with EOC.
9. Maintains shelter log and evacuee inventory.
10. Responsible for maintenance of facility (or coordination of facility maintenance).

D. LAW ENFORCEMENT

1. Provide evacuee routing to shelter areas.
2. Provides security at designated shelters as well as at reception/staging areas.
3. Provides traffic control and parking designation at shelters.
4. Provides back-up communication between shelters and EOC.

E. ACADIAN AMBULANCE SERVICE

1. Assist with emergency medical problems at shelters including emergency transportation to area hospitals.

F. FIRE SERVICE

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

G. MILITARY

1. Assist with security at designated shelters as well as at reception/staging areas.
2. Prepare for mass feeding assistance at shelters.
3. Deliver emergency water supplies as needed.
4. Assist with emergency transportation.

V. DIRECTION AND CONTROL

All shelter activities will be coordinated through the shelter systems officer in the EOC. Shelter managers will be responsible for the operation of their individual shelters.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department lead are according to the standard operating procedures established by each department (See Basic Plan, Par. VI).

VII. ADMINISTRATION AND LOGISTICS

A. REFERENCE PAR. VII, BASIC PLAN

B. SHELTER MANAGEMENT

Shelters will be operated in accordance with the American Red Cross Guide for Managers.

C. REGISTRATION

Registration of citizens and pets will be done by the Lafayette Fire Department with assistance, as necessary from the Department of Children and Family Services.

D. RECORDS AND REPORTS

All Emergency Operation Center staff and personnel are responsible for keeping an accurate log of activities and communications that take place in their capacity. The shelter manager will ensure that current and accurate shelter information including the conditions and number of people in the shelter is reported to the parish EOC.

E. COMMUNICATIONS

The telephone will be the primary means of communications to shelters. Emergency personnel staffed at the shelter will have access to 700/800 MHz radios and will be able to communicate directly with the Emergency Operations Center. Amateur radio operators may also be placed at the shelter and the Emergency Operations Center for communications.

F. VOLUNTEERS AND DONATED RESOURCES

All volunteer information will be logged on the appropriate form. Donated Goods and Resources will also be logged and tracked.

G. SHELTER STOCKING

Shelters will be stocked as soon as possible upon activation. Catholic Charities, Second Harvest and the American Red Cross will provide food and other services along with support from Department of Children and Family Services and other volunteer agencies.

VIII. PLANS DEVELOPMENT AND MAINTENANCE

A. REFERENCE PAR. VIII, BASIC PLAN.

B. The Office of Homeland Security and Emergency Preparedness along with the Lafayette Fire Department, Catholic Charities and American Red Cross will assume the primary responsibility for this annex. All other agencies will perform their respective functions.

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.

X. GLOSSARY/DEFINITION OF TERMS:

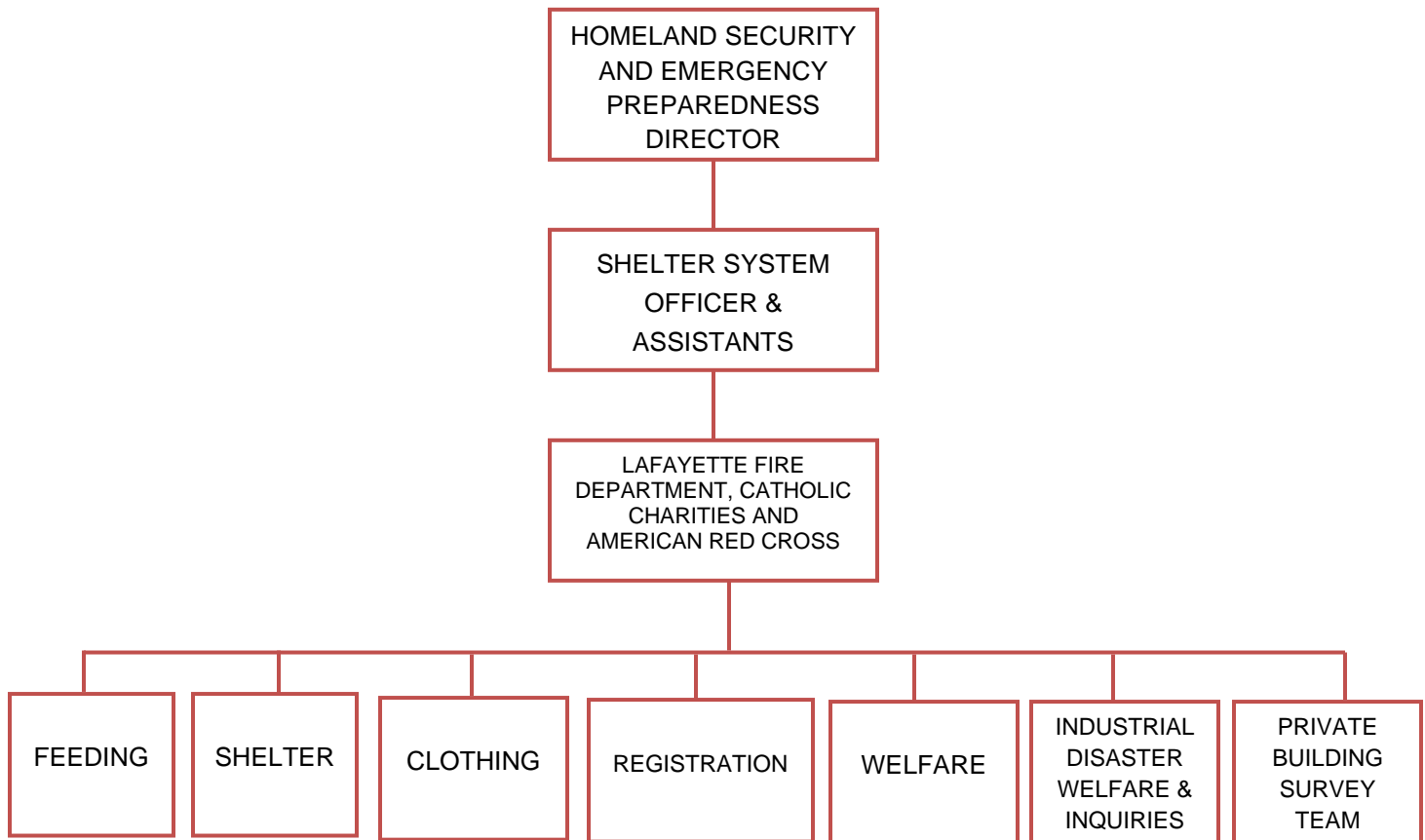
A. REFERENCE PAR. X, BASIC PLAN

APPENDICES TO ANNEX E:

Appendix 1 – Organizational Chart

Appendix 2 – Shelter Facilities

SHELTER FUNCTIONS



POSSIBLE SHELTER FACILITIES

The following is a listing of some possible shelters to be used. Other government facilities, schools, recreation centers, etc. may also be utilized.

1. Carencro Middle School
4301 N. University
Carencro, LA 70520
521-7880

2. Ossun Elementary School
400 Rue Scholastique
Lafayette, LA 70507
521-7770

3. Acadian Middle School
4201 Moss Street
Lafayette, LA 70507
521-7840

4. Lafayette Middle School
1301 W. University Avenue
Lafayette, LA 70506
521-7900

5. Prairie Elementary School
2910 Ambassador Caffery Parkway
Lafayette, LA 70506
521-7790

6. E.A. Martin Middle School
401 Broadmoor Boulevard
Lafayette, LA 70503
521-7910

7. L. Leo Judice Elementary School
5801 Cameron Street
Scott, LA 70583

521-7710

8. Duson Elementary School
301 Fourth Street
Duson, LA 70529
521-7660
9. Judice Middle School
2645 S. Fieldspan Road
Duson, LA 70529
521-7890
10. Milton Elementary School
222 W. Milton Avenue
Milton, LA 70558
521-7740
11. Youngsville Middle School
600 Church Street
Youngsville, LA 70592
521-7940
12. Katharine Drexel Elementary School
409 St. Deporres Street
Broussard, LA 70518
521-7650
13. Corporal Michael Middlebrook Elementary School
1801 Kaliste Saloom Road
Lafayette, LA 70508
521-7780
14. Carencro High School
721 W. Butcher Switch Road
Lafayette, LA 70507
521-7960
15. Acadiana High School
315 Rue De Belier

Lafayette, LA 70506

521-7950

16. Comeaux High School
100 W. Bluebird Drive
Lafayette, LA 70508
521-7970

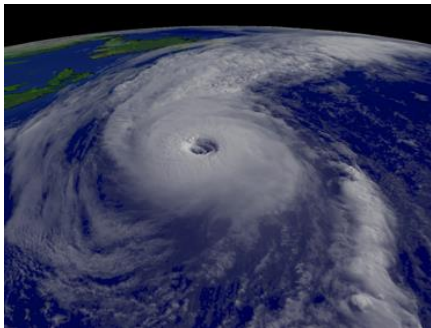
17. George Dupuis Recreation Center
1234 E. Pont Des Mouton
Lafayette, LA 70507
291-8377; 291-7164

18. Domingue Recreation Center
901 Mudd Avenue
Lafayette, LA 70501
291-5558

19. Cajundome
444 Cajundome Boulevard
Lafayette, LA 70506
265-2100

20. Heymann Performing Arts Center
1373 S. College
Lafayette, LA 70503
291-5540

City-Parish of Lafayette, Louisiana



Emergency Operations Plan

Annex F **Radiological**

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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, or any peacetime radiological incident. Included are procedures for monitoring and evaluating nuclear weapons effects as well as operational plans for decontamination if needed.

II. SITUATION AND ASSUMPTIONS

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

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

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 wartime situation or a peacetime radioactive material accident. Another vital part of recovery is the decontamination program used to reduce the radiological health hazard.

B. PHASES OF MANAGEMENT

1. Prevention
 - a. Obtain equipment for detecting radiation.
2. Mitigation
 - a. Selection and training of Radiological Defense Officer and staff.
 - b. Establish a Radiological Defense Program.
3. Preparedness
 - a. Recruit, train, assign, and equip capable personnel to man and operate the parish radiological detection system.
 - 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 continuing basis to 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.

4. Increased Readiness
 - a. Review plans 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. Articles needed will be requisitioned immediately from the State Radiological Defense Officer or other sources as necessary.
5. 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.
6. Recovery Phase
 - a. Initiate outside monitoring to determine location and intensity of fallout.
 - b. Ensure that all emergency services teams contain a properly equipped radiological monitoring team. All personnel will wear individual dosimeters.
 - c. Vital facilities and equipment will be monitored and plans to decontaminate them will be initiated following the priority listing established by the City-Parish Mayor-President and the Mayors in the municipalities.
 - d. Individual radiation exposure records will be maintained on all personnel for operational control purposes and inclusion in their medical records.
 - e. Any individual receiving the maximum allowable dose of radiation will be removed from any further exposure to outside or shelter radiation.
 - f. The Homeland Security and Emergency Preparedness Director will be briefed daily on the Lafayette Parish radiological situation, including EOC personnel radiation exposure levels, and the radiological situation of the surrounding parishes.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- 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 and an Assistant Radiological Defense Officer, 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 at 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. EOC Operations Room.
Lafayette Parish Courthouse Basement
800 South Buchanan Street

C. COMMUNICATIONS

1. Monitor teams will report to the EOC by radio/telephone.
2. City-Parish EOC to state EOC reporting will be done by telephone, email, WebEOC.

VI. CONTINUITY OF GOVERNMENT

- A. See Basic Plan, Section VI

VII. ADMINISTRATION AND LOGISTICS

A. PERSONNEL

1. Radiological detection system personnel are fire, police, industry, and volunteers.

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 Radiological Instrument Maintenance and Calibration Facility.

C. SUPPLIES

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

D. RADIOLOGICAL MONITORING LOCATIONS

1. Radiological monitor reporting locations kept on file at Parish EOC.

E. DECONTAMINATION

1. Decontamination operations are described in Appendix 2.

F. MONITORING PROCEDURES

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

VIII. PLAN DEVELOPMENT AND MAINTENANCE

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

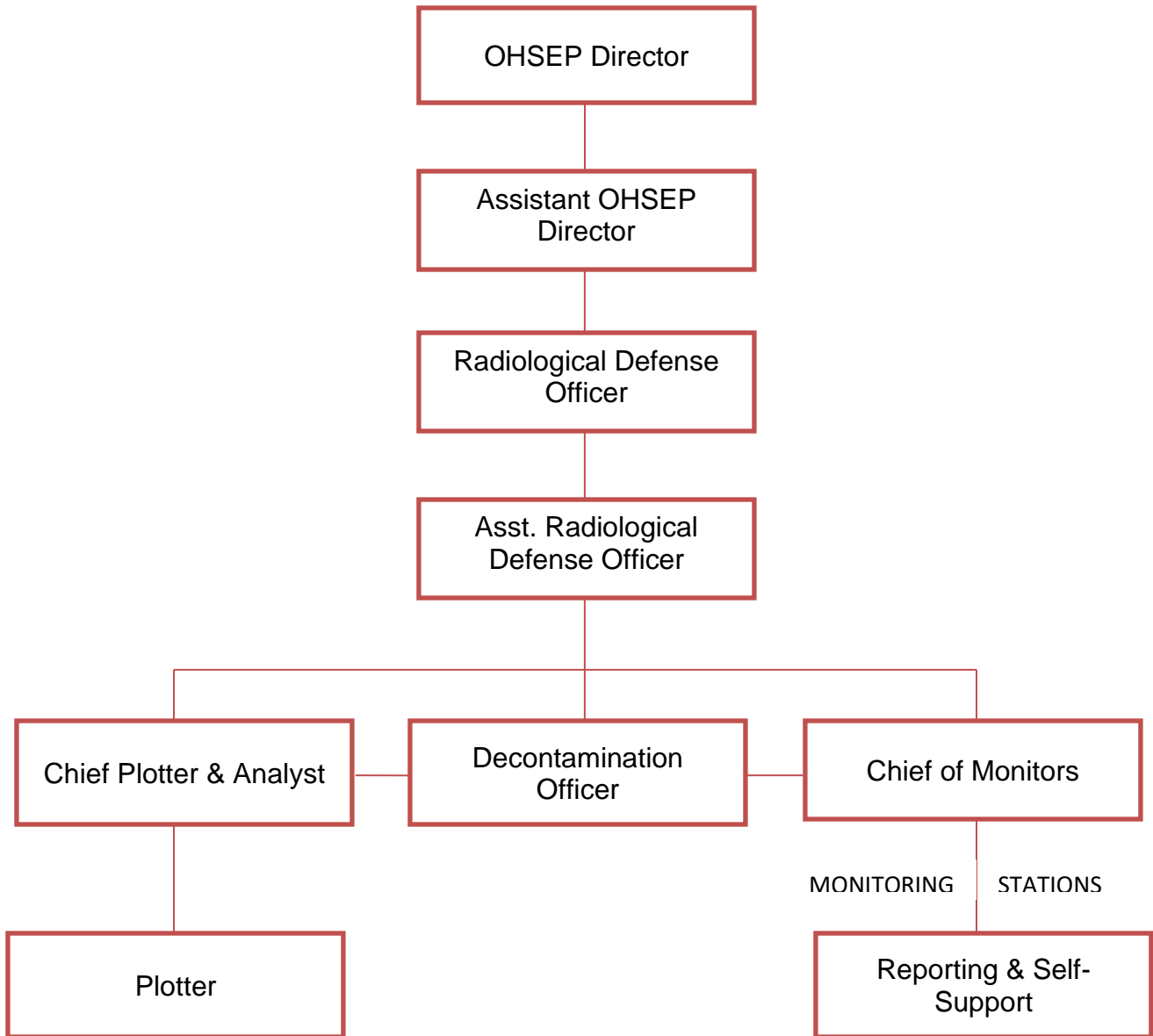
APPENDICES TO ANNEX F:

Appendix 1 - Organization Chart

Appendix 2 - Decontamination

Appendix 3 - Radiological Materials Incidents

ORGANIZATION CHART



DECONTAMINATION

I. PURPOSE

To formulate a decontamination plan for reducing and removing contaminating radioactive material from structures, areas, objects, 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 depend upon the need from the particular area or resource contaminated and the length of time which the contamination would remain. Decontamination is performed for the purpose of supporting the overall 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 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 affected prior to any attack to reduce personnel contamination.

III. CONCEPTS 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 service as a nucleus for decontamination teams, such as fire and police departments, public utilities and public works crews and equipment. In order to utilize these basic organizations to the best ability, a series of priorities should be established using

the information available to the Emergency Operations Center from the radiological monitoring teams. The radiological monitoring teams should be in every shelter resource. In addition, the following time factors should be considered before adopting a decontamination procedure: 1) The time which the contamination would remain if left alone, 2) The time which contamination may be allowed to remain as permitted by the situation, and 3) the time required for the decontamination (this time factor should be greater than either of the former). Decontamination is performed for the purpose of supporting the overall civil defense 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 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. CITY-PARISH OF LAFAYETTE

The Lafayette Fire Department is responsible for the preparation of plans to cope with contamination which may occur within its respective areas of responsibility. These plans should be prepared in accordance with the concepts and operational guidelines as stated in this appendix, and coordinated with the next higher echelon of government. Further, priorities 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 to each person to:

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

V. DIRECTION AND CONTROL

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

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

The method of decontamination will vary with the surface of the material to be decontaminated. In some cases the fallout 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 may be the best decontamination. The following are some methods of decontamination:

A. WET

- 1. Water (scrubbing, hot, cold, detergents)
- 2. Steam
- 3. Complexing agents (polyphosphates, sodium versenates, citrus acids, citrates)
- 4. Caustics (sodium hydroxide or lye, trisodium phosphate)
- 5. Organic solvents (kerosene, gasoline, alcohol, ether, turpentine, carbon tetrachloride, commercial paint remover).
- 6. Acid mixtures
- 7. Inorganic acids

B. DRY

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

RADIOACTIVE MATERIALS INCIDENTS

I. PURPOSE

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

II. RESPONSIBILITY

When notified of a radioactive materials incident, the Radiological Defense Officer will immediately notify or verify that the Office of Homeland Security and Emergency Preparedness and the City-Parish Haz-Mat forces have been notified. This shall normally be done by contacting the 911 Operations Center. As soon as feasible, he will notify or verify that the Louisiana State Police, Office of Environmental Affairs, Nuclear Energy Division and the Office of Homeland Security and Emergency Preparedness have been notified. He will ensure that all persons involved in the incident are available for medical attention, monitoring, decontamination (if necessary) and questioning to determine their possible radiation dosage.

III. OPERATIONS

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

A. THE FOLLOWING NOTIFICATION OR VERIFICATION WILL IMMEDIATELY TAKE PLACE:

1. Local Responders – 911

Information to be furnished or verified:

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

B. THE FOLLOWING NOTIFICATION WILL TAKE PLACE AS SOON AS POSSIBLE.

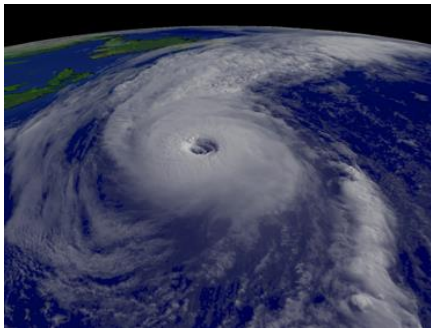
1. State Police – Hotline (225) 925-6595 or toll free (877) 925-6595

Information to be furnished:

- a. Person and agency receiving initial alert, and contact phone number.
- b. Person and agency relaying alert and phone number.

- c. Time and location of occurrence.
 - d. Hazardous materials involved.
 - e. Whether populated area is adjacent to incident scene or is nearby.
 - f. Whether water sources are adjacent or nearby.
 - g. On scene weather conditions.
2. Nuclear Energy Division – (225) 925-4518
- a. Give your identification, location and phone number.
 - b. Time and location of occurrence.
 - c. Type and condition of radioactive materials involved.
3. Office of Homeland Security and Emergency Preparedness (State)
(225) 925-7500
- a. Give same information as in “2” above and the list of response units notified.
- C. All persons involved in the incident should be detained (if not in need of hospitalization) for questioning on their involvement in the incident to determine their exposure to the radiation, monitoring for contamination and decontamination. It is very important that the radioactive materials which have escaped from their container be confined to the scene of the accident and not spread further by contaminated individuals, vehicles or equipment. Medical personnel must know if the injured person being treated or evacuated needs to be decontaminated. Inform the medical evacuation vehicle driver if his vehicle should be monitored after arriving at hospital.
- D. If local RADEF personnel arrive on the scene before the nuclear energy team, monitor the area to determine the perimeter of contamination. Never assume there has not been a leakage of radioactive material.

City-Parish of Lafayette, Louisiana



Emergency Operations Plan

Annex G

Law Enforcement

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Appendix 1- Law Enforcement Organizational Chart	

I. PURPOSE

It is the purpose of this annex to provide for crime prevention, maintenance of law and order, traffic control, and for law enforcement activities in order to ensure the safety of life and property during any and all emergency or disaster situations.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Reference Part II A, Basic Plan.
2. During times of emergency, law enforcement will be called upon to expand their operations. The Parish of Lafayette has several state and federal agencies which can provide support to local agencies as needed.

B. ASSUMPTIONS

1. Reference Part II B, Basic Plan.
2. Local law enforcement personnel within the Parish of Lafayette will generally be able to provide adequate police control through existing mutual aid agreements.
3. In the event local resources are deemed insufficient, unmet needs of local law enforcement may be resolved through terms established in letters of agreement with support parishes and through the efforts of the Governor's Office Homeland Security and Emergency Preparedness, and other state agencies.
4. Adjacent local parish prisons and/or State correctional centers will have available space to serve as a relocation or reception area for evacuated prisoners.

III. CONCEPT OF OPERATIONS

A. GENERAL

1. Reference Part III, Basic Plan.
2. 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 responsibility for routine law enforcement and support groups will assist in traffic and crowd control.
3. When an emergency is declared and this plan is implemented and the EOC is activated, the Sheriff and Lafayette Police Chief or their designated representatives will report to the EOC; other supervisors will operate from their normally assigned duty areas.
4. Law enforcement agencies will have responsibility for warning the public and for traffic control in and near an evacuated area and in other areas of emergency or disaster operations.

5. During periods of disaster, the Sheriff and the Lafayette Police Chief or their designee will coordinate law enforcement operations from the Parish Emergency Operations Center. At the same time, municipal law enforcement agencies will be responsible for directing law enforcement activities within their local jurisdictions. Coordination among law enforcement agencies will ensure security for vacated hazard areas, essential industries, prisoners, evacuating populations and congregate care facilities and will establish road blocks, check points and traffic control points and parking areas within reception areas.
6. 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 chief law enforcement official of each department. All personnel will report as outlined in their respective agency operating guidelines.
7. Law enforcement agencies will establish inner and outer perimeters to secure a disaster scene. A strict policy of limited access to the disaster area will be rigidly enforced to ensure the safety and well-being of the community. All movement into and out of the area will be requested through the established command posts and will be logged in writing by the established command post.

B. PHASES OF MANAGEMENT

1. Prevention
 - a. Exercise plan and update as needed.
2. Mitigation
 - a. To assist in the prevention of crime and other civil disobedience, local law enforcement agencies maintain high visibility within Lafayette Parish to discourage would be criminals, including terrorist activities.
 - b. All law enforcement agencies are responsible for enforcing local, state and federal laws, in particular laws that effect traffic management and weight limits are important in reducing the number of hazardous materials transportation incidents.
 - c. Through neighborhood watch and other programs, law enforcement agencies encourage the support of residents in preventing crime and other emergency situations.
3. Preparedness
 - a. Lafayette Parish law enforcement preparedness begins with this plan.
 - b. Training is the primary means in which local law enforcement agencies maintain a high degree of readiness.
 - c. All law enforcement agencies participate closely with each other and the Office of Homeland Security and Emergency Preparedness before, during and after an emergency situation.
 - d. Each law enforcement agency has established beat area(s). This shall establish

borders to assist in disseminating warnings to the public.

e. Development of communications systems.

4. Response

a. Maintain law and order and coordination of all law enforcement activities in the parish.

b. Provide mobile units for warning operations (See Annex C, Warning).

c. Security for key facilities, points of distribution, reception centers, lodging and feeding facilities, emergency shelters, and parish pick up points.

d. Support for other public safety activities.

e. Provide resources including air and marine units as available for operations.

f. Responding to hazardous materials incidents.

g. Relocation and housing of prisoners during any emergency.

h. Assisting in alerting and evacuating people in and around the designated emergency zone or risk area.

i. Patrol of evacuated areas, and protection of public and private property in the affected areas.

j. Provide traffic and crowd control.

k. Control ingress and egress into disaster area.

5. Recovery

a. Local law enforcement recovery duties shall be essentially the same as the response phase.

b. Assist in damage assessment

C. EXECUTION

1. When the EOC is activated, the Homeland Security and Emergency Preparedness Director will ensure that a law enforcement representative is present in the EOC to coordinate field operations with other EOC representatives/agencies.

2. Overall law enforcement responsibilities are outlined 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 plan. 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. REFERENCE PART IV, BASIC PLAN

B. ORGANIZATION

The organization of law enforcement agencies in the Parish of Lafayette 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.

C. TASK ASSIGNMENTS

1. Lafayette Parish 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 vital facilities, points of distribution, reception/staging areas, lodging and feeding facilities, emergency shelters, and parish pick up points.
- e. Traffic control and management.
- f. Crowd control.
- g. Support for other public safety activities.
- h. Provide air and marine units as available for other operations.
- i. Staff the EOC Communications Center on a 24-hour basis.
- j. Deliver radiological monitoring kits.
- k. Implement expedient shelter marking.
- l. Transfer and relocation of prisoners in case jail facilities cannot be used.
- m. RADEF monitoring for personnel protection and reporting.
- n. Controlling and limiting access to the scene of a disaster.
- o. Rescue and hazmat operations (consolidated with Fire Department).

2. Municipal Police Departments

- a. Maintain law and order.
- b. Provide mobile units for warning operations (See Annex C, Warning).
- c. Security for vital facilities, points of distribution, reception/staging areas, lodging and feeding facility, emergency shelters, and parish pick up points.
- d. Traffic control and management.
- e. Crowd control.
- f. Controlling and limiting access to the scene of a disaster.
- g. Rescue and hazmat operations (consolidated with Fire Department).
- h. Support for other public support agencies.

3. Louisiana State Police

- a. Monitor NAWAS as the secondary warning point (See Annex C, Warning).
- b. Provide traffic control on state roads.
- c. Perform normal law enforcement activities.
- d. Provide support to local operations as needed.

4. University of Louisiana Lafayette Police Department

- a. Perform normal law enforcement activities.
- b. Provide support for local operations as needed.

5. Louisiana Wildlife and Fisheries
 - a. Perform normal law enforcement activities.
 - b. Provide support for local operations as needed.
6. Louisiana National Guard
Provide support for local operations, when authorized.
7. Local Public Works
Responsible for positioning traffic control devices (i.e., barricades, signs, etc.) per law enforcement instructions.

V. DIRECTION AND CONTROL

Incident Command Structure and Field Operations

- A. The Lafayette Parish Sheriff's Office and the Lafayette Police Department are responsible for coordinating all emergency law enforcement activities. Each police force will maintain authority within its own jurisdiction. All law enforcement operations will be directed from the EOC. Routine operations will be handled by standard procedures. State and federal support will be called upon as needed.
- B. All actions taken by any member of local law enforcement will be in accordance with federal, state and local law and with the benefit of the lives and property of the citizens of Lafayette Parish in mind.

VI. CONTINUITY OF GOVERNMENT

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

VII. ADMINISTRATION AND LOGISTICS

A. EMERGENCY AUTHORITY

See Basic Plan, Par. VIII

B. PASSES

1. Experience has proven 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 passes will be required after a disaster. The decision to require passes will rest upon the executive branch of local government and the order for requiring passes will be issued from the EOC. The law enforcement agencies will be responsible for issuing passes upon direction of the EOC. An effort has been made to issue in advance identification cards or letters of access to essential city and parish personnel, emergency preparedness personnel, and key industries.

The following vehicles and their occupants are exempt from pass requirements but will only be allowed access if and when needed: 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 identification cards or letters of access 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 would arise, the party should be routed to the nearest law enforcement agency for consideration of a temporary pass.

C. RECORD KEEPING AND REPORTING

1. Responsibility for submitting local government reports to the Governor's Office of Homeland Security and Emergency Preparedness rests with the Parish Office of Homeland Security and Emergency Preparedness.
2. Each agency will maintain records and reports including expenditure reports, detailing law enforcement operations and activities during the emergency or disaster within their respective jurisdictions.
3. Responsibility for submitting reports to FEMA for reimbursement is the responsibility of each agency and shall be made in the manner as required by the Governor's Office of Homeland Security and Emergency Preparedness and FEMA.

D. COMMUNICATIONS

The communications network between parish and municipal law enforcement agencies will make maximum use of available radio and telephone communication resources.

E. LOGISTICS

1. Local law enforcement shall maintain its own logistical support during the initial phase of any response operation. Additional support may be obtained through the Emergency Operations Center, or Incident Command as needed.

VIII. PLANS DEVELOPMENT AND MAINTENANCE

- A. The Lafayette Parish Office of Homeland Security and Emergency Preparedness have the responsibility for coordinating revision of this annex.
- B. All law enforcement agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.
- C. It is the responsibility of each law enforcement agency to ensure its own operational capabilities. The Sheriff's Office and the Lafayette Police Department will continue the planning of all law enforcement operations related to emergency preparedness operations.

IX. AUTHORITIES AND REFERENCES

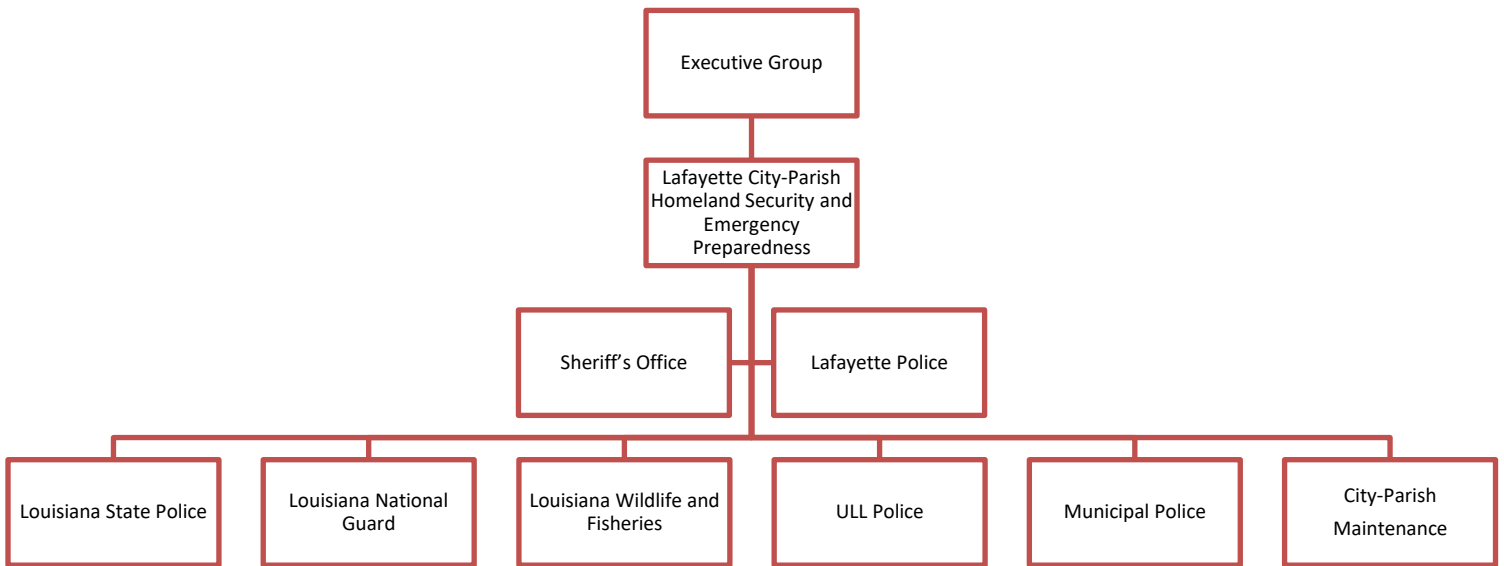
A. AUTHORITIES

(See Basic Plan, Section IX.)

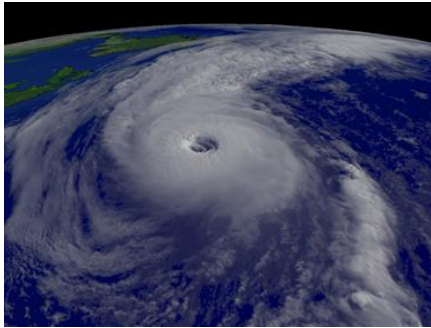
APPENDICES TO ANNEX G:

Appendix 1 - Law Enforcement Organizational Chart

LAW ENFORCEMENT
ORGANIZATIONAL CHART



City-Parish of Lafayette, Louisiana



Emergency Operations Plan

Annex H

Hazardous Materials

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HAZARDOUS MATERIALS

ANNEX H

I. PURPOSE

The purpose of this annex is to identify the responsibilities and procedure to report, monitor, control and recover from a hazardous materials incident in Lafayette Parish.

This annex coordinates parish, local government and private resources responding to and remedying oil spills, HAZMAT incidents and radiological releases.

Having a unified coordination effort controls and minimizes the potential catastrophic effects or threat to the health and safety of the public. This is achieved by using the resources of local, state and federal government as well as that of industry, separately, or in combination dependent on the magnitude of the incident.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Reference Par. II. A, Basic Plan.
2. Many substances, which fall in the hazardous materials category, are being used, manufactured, stored in, or transported across the Parish of Lafayette on a daily basis. Although the possibility exists that hazardous materials accidents at industrial sites could adversely affect the public, the greatest danger to the public is presented by the transportation of hazardous materials. [Hazardous material is defined in the Code of Federal Regulations, Title 49, Parts 100 through 199, as revised.](#)

A hazardous materials incident may be defined as one or more of these materials and/or certain other material that is leaking, spilled, burning, or there being a potential for release thereof that may endanger life, property, and/or the environment.

- a. Chemical - toxic, corrosive, or injurious substance because of inherent chemical properties.
- b. Biological - microorganisms or associated products which may cause disease in humans, animals, or economic crops; includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, and the like.
- c. Radiological - any radioactive substance emitting ionizing radiation at a level to produce a health hazard.
- d. Explosive - material capable of releasing energy with blast effect in a split second upon activation. The released energy usually damages or destroys objects in close proximity to the blast.

3. Lafayette Parish is located in the south central part of the state, bordered by the parishes of St. Landry, Vermilion, St. Martin, Iberia and Acadia.
4. Transportation within the Parish of Lafayette includes:
 - a. Highways - Interstate 10, Interstate 49, U.S. 167, U.S. 90, and numerous state and local highways
 - b. Railroad – Southern Pacific Railroad transverses the Parish of Lafayette
 - c. Waterway - The Vermilion River transverses the City and Parish of Lafayette.
 - d. Air - the Lafayette Regional Airport is located within the Parish of Lafayette ([AirNav Link](#))
 - e. Pipelines -The Parish of Lafayette has a network of natural gas pipelines ([National Pipeline Database](#))
5. General: All modes of transportation carry hazardous materials. The potential for impact is increased due to a large population near major highways and railways. The basic response by local officials to a hazardous materials incident in the parish would be the same whether the problem occurred by rail, highway, water, or air. 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, U.S. Coast Guard, and Environmental Protection Agency.

B. ASSUMPTIONS

1. Reference Par. II. B, Basic Plan.
2. Experience has taught that when dealing with hazardous materials incidents, extreme caution must be exercised.
3. Incidents involving hazardous materials occur on a regular and ever-increasing basis.
4. Numerous emergency service agencies, including the Louisiana State Police Haz-Mat Unit, will be called upon to assist in their area of expertise during a hazardous materials incident. Coordination of these agencies is of utmost importance.

III. CONCEPT OF OPERATIONS

A. GENERAL

1. All incidents involving the carrier of goods, materials, liquids, or freight of any kind should be regarded as incidents involving hazardous materials until proven or verified otherwise.
2. The local responding fire department has the responsibility for dealing with level I hazardous material incidents. For hazardous materials releases directly related to specific job functions within the Lafayette Utilities System, the Lafayette Utilities System shall be responsible for the initial emergency response. Should additional resources be required, the Lafayette Utilities System shall request the assistance of other appropriate emergency response agencies.

3. The Lafayette Fire Department has the primary responsibility for dealing with level II, III and IV hazardous materials incidents.
4. Certain governmental agencies are required to respond to hazardous materials incidents. These agencies have responsibilities according to departmental guidelines. However, they are required to coordinate their activities with the incident commander.

B. PHASES OF EMERGENCY MANAGEMENT

1. Prevention
 - a. Research the type of hazardous materials located in the area.
 - b. Exercise plans and update as necessary.
2. Mitigation
 - a. Code of Federal Regulations, Title 49 (CFR-49) regulates the transportation of hazardous materials and is enforced by the Louisiana State Police.
 - b. While the number of transportation lines that transport potentially dangerous materials is vast, the major transportation routes that these companies use have been identified.
 - c. Facilities that manufacture, store or use potentially dangerous materials are being identified by federal and state regulations.
 - d. All industrial sites are required to supply lists of the different types of hazardous materials they use and must submit site area plans to affected local government officials for use during an emergency.
3. Preparedness
 - a. Emergency response plans have been written and tested by government and industry in the Parish of Lafayette.
 - b. Training in the identification of and handling of hazardous materials incidents is ongoing and includes persons in the fields of fire suppression, health and medical, and law enforcement.
 - c. Evacuation routes and procedures have been identified.
 - d. The Office of Homeland Security and Emergency Preparedness is available for coordinating response to hazardous materials incidents in the Parish of Lafayette.
 - e. Mutual aid agreements and contact information with public and private response agencies are maintained.
4. Response
 - a. Initial Response - Level I Incidents
 1. Upon the report of a possible 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. For Lafayette Utilities System, response shall be in accordance with established procedures.

2. The first arriving unit on the scene will survey or size-up the situation to determine if a hazardous materials situation exists. The initial control of the situation will be assumed by the initial responding fire department. This department will maintain scene authority in all Level I incidents (See Appendix 4).
- b. Level II, III, and IV Incidents
 1. Should the incident be of a nature whereby it is considered a Level II, III or IV requiring evacuation, however limited, or require resources of other agencies, then the following guidelines apply:
 - (a) Initial responding fire department

The initial responding fire department will notify Lafayette Fire Department Communications of the situation, advising them of a Level II, III or IV haz-mat incident. The initial responding fire department will initiate appropriate measures, such as the establishment of a command post and perimeter, until the arrival of the hazmat unit and senior fire officials from the Lafayette Fire Department. Upon arrival of the Lafayette Fire Department hazmat unit, the initial responding fire department will relinquish authority to the chief fire official of the Lafayette Fire Department and will provide support to same as required.
 - (b) Lafayette Fire Department Communications

Lafayette Fire Department Communications will dispatch the hazmat unit to the scene of the incident along with the appropriate on-duty supervisor. In addition, Lafayette Fire Communications will notify the City-Parish Office of Homeland Security and Emergency Preparedness of the incident, requesting the notification of the Homeland Security and Emergency Preparedness Director. Lafayette Fire Communications will also notify the appropriate law enforcement agency, the State Police Hazmat Unit, and other agencies/departments as required.
 - (c) Lafayette Fire Department

Upon their arrival, the Lafayette Fire Department will be in charge of conducting appropriate firefighting, rescue, and hazmat related response procedures at the scene. The chief Lafayette Fire Department official on-scene will be designated as "Operations Chief". The "Operations Chief" will coordinate the need for additional assistance until the arrival of the "Incident Commander".
 - (d) Lafayette City-Parish Homeland Security and Emergency Preparedness

-Upon notification of a hazardous materials incident, the Homeland Security and Emergency Preparedness Director or his designee will

determine if his/her presence is required at the scene, responding if necessary.

-On confirmation of a hazardous material incident that could be or is a threat, the Office of Homeland Security and Emergency Preparedness may activate the Emergency Operations Center and will notify local agencies if additional assistance is necessary.

-From the command post, he/she may provide response coordination among the various agencies/departments or others as required. This may include notification of the American Red Cross to shelter and care for evacuees; having an emergency declared by governmental officials; coordinating the response of various city, parish, state, and federal agencies required for support activities, etc.

-Notify appropriate public officials of the incident.

-When it is determined that due to location, weather conditions, time of day, or type of hazardous material or chemical involved that large numbers of people must be evacuated and/or a disaster emergency must be declared, the Emergency Operations Center may be activated to coordinate the efforts of other agencies and personnel.

(e) Law Enforcement

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

(f) Other Agencies

State Police Hazmat Team is notified by Lafayette Fire Department Communications.

Other agencies responding to hazardous materials incidents will coordinate their activities with the Incident Commander.

(g) Communications

Designated LWIN talkgroup(s) will be determined by the Incident Commander.

5. Recovery

- a. The Incident Commander shall determine when the respective incident has been stabilized and made safe. At such time, entry of the public will be allowed, and traffic control as well as other support elements will be released in an orderly manner through the emergency operations center or command post.

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

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. REFERENCE PAR. IV, BASIC PLAN.

B. FIRE DEPARTMENT

The first arriving unit on the scene will survey or size-up the situation to determine if a disaster exists. Should either situation exist, control of the situation will be assumed by the initial responding fire department officer until relieved by a higher qualified Incident commander, who will coordinate the following activities:

1. Identify the hazardous material involved.
2. Conduct appropriate firefighting and rescue response, as the situation permits. If fire does not exist, but there is a danger for ignition, extinguish all ignition sources in the hazardous area.
3. The immediate establishment of an Incident Command Post at the location of their discretion.
4. The incident commander will determine if protective actions (shelter-in-place, evacuation, etc.) are necessary. If so, coordinate protective action procedures with the local law enforcement agency immediately. Determine the area to be included in the protective action recommendation to ensure the safety of the general populace and the safety of those members of the emergency services involved in the hazardous material operation.
5. Initiate other measures which may be required for the specific situation at hand. All or some of the warning methods of notifying the public may be issued. Refer to Annex C.
6. 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 Guide Book".
 - 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, user or a fixed facility representative.
 - f. Information obtained in computer air dispersion modules, i.e., CAMEO.

- g. Final evacuation perimeters should be set up from air sampling carried out by DEQ, LSP, EPA, USCG, or local industry.
- 7. 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 probability, then the following shall be carried out:
 - a. Notify the law enforcement agency that has jurisdiction in that area.

C. LAW ENFORCEMENT

Law enforcement is responsible for evacuation, crowd and traffic control, controlling access into the hazardous area, protection of evacuated area, escorting special equipment to the area, and assisting designated persons having required technical knowledge in getting to the scene.

D. OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS

The Office of Homeland Security and Emergency Preparedness is responsible for the activation of the Emergency Operations Center if necessary; coordination of support activity, declaration of emergency when required, additional personnel and equipment when required.

E. EMERGENCY MEDICAL SERVICES

Upon confirmation of a hazardous material incident, EMS will respond to the command post and coordinate emergency medical care.

V. DIRECTION AND CONTROL

Reference Annex A.

VI. CONTINUITY OF GOVERNMENT

Reference Par. VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. The EOC, if activated, is designed as the interfacing point for decision-making, coordination, administration, resource information exchange, and emergency response management by government officials and other appropriate persons.
- B. A command post shall be established for all level II, III and IV hazardous materials incidents and shall follow standard operating procedures for command post operations as set forth in the Lafayette Fire Department Parish Hazardous Materials Response Plan. At the direction of the Incident Commander, the command post may be staffed by the following persons/agencies:
 - 1. Incident Commander
 - 2. Chief Fire Service Official (s)
 - 3. City and/or Parish Government Emergency Group Chief

4. Chief Town/City Official or Designee
 5. Support Services Chief (designated)
 6. Emergency Public Information Officer
 7. Chief Law Enforcement Official (s)
 8. Representatives/Officials of State and/or Federal Agencies
 9. Others as deemed appropriate
- C. All necessary records and reports will be maintained on each incident by each respective agency.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Lafayette Fire Department will be responsible for the maintenance and updating of this annex.

IX. AUTHORITIES AND REFERNCES

A. AUTHORITIES

Louisiana Right-to-Know Law RS 30:2361-2380, Hazardous Material Information Development, Preparedness, and Response Act.
(See Basic Plan)

B. REFERENCES

1. Guide for All Hazard Emergency Operations Planning, Federal Emergency Management Agency
2. EPA Environmental Mapper. (www.mapps.epa.gov)

APPENDICES TO ANNEX H:

Appendix 1 - Organizational Chart

Appendix 2 - Incident Flow Chart

Appendix 3 - Hazard Analysis

Appendix 4 - Incident Level Chart

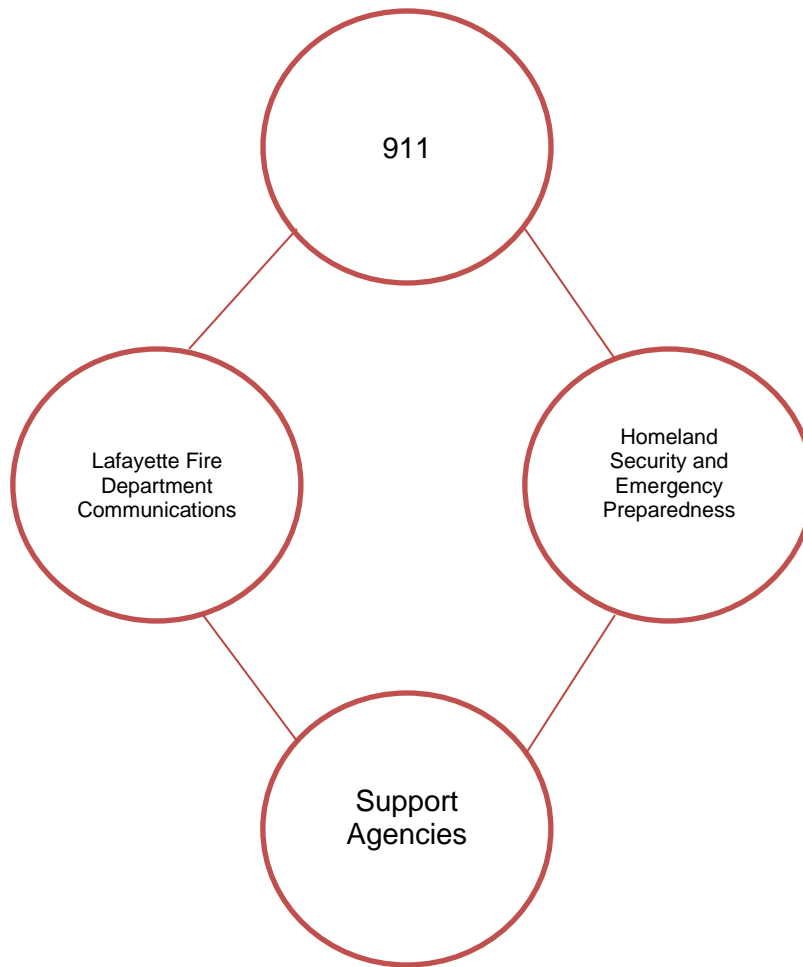
Appendix 5 - Abbreviations/Definitions

Appendix 6 - Lafayette Fire Department - Hazardous Materials Response Plan

ORGANIZATIONAL CHART



Incident Flow Chart
Level II, III and IV Incidents



HAZARD ANALYSIS
Kept on file in the EOC

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 four basic levels depending upon the scope, complexity, probable duration, and potential impact. These are:

INCIDENT LEVELS

Level I

- 1) Limited Scope, Quantity and Hazard of Material
- 2) No Evacuation
- 3) Minimal Potential Impact
- 4) Can Be Handled By First Response

Level II

- 1) Intermediate Scope, Quantity and Hazard of Material
- 2) Limited Evacuation
- 3) May Require Limited Resources from Outside Agencies

Level III

- 1) Serious Incident
- 2) Possible Long Duration
- 3) Possible Long or Large Scale Evacuation
- 4) Potential for High Impact
- 5) Will Require Greater Response

Level IV

- 1) Disaster
- 2) Beyond Capacity of Normal Response Emergency Personnel
- 3) EOC Activated

ABBREVIATIONS

AAR/BOE	ASSOCIATION OF AMERICAN RAILROADS/BUREAU OF EXPLOSIVES
AIICHE	AMERICAN INSTITUTE OF CHEMICAL ENGINEERS
ASME	AMERICAN SOCIETY OF MECHANICAL ENGINEERS
ASSE	AMERICAN SOCIETY OF SAFETY ENGINEERS
CAER	COMMUNITY AWARENESS AND EMERGENCY RESPONSE (CMA)
CDC	CENTERS FOR DISEASE CONTROL
CEPP	CHEMICAL EMERGENCY PREPAREDNESS PROGRAM
CFR	CODE OF FEDERAL REGULATIONS
CHEMNET	A MUTUAL AID NETWORK OF CHEMICAL SHIPPERS AND CONTRACTORS
CHEMTREC	CHEMICAL TRANSPORTATION EMERGENCY CENTER
CHLOREP	CHLORINE EMERGENCY PLAN
CHRIS/HACS	CHEMICAL HAZARDS RESPONSE INFORMATION SYSTEM/ HAZARD ASSESSMENT COMPUTER SYSTEM
CIE(OHMTADS)	CHEMICAL INFORMATION SYSTEM (OIL AND HAZARDOUS MATERIALS TECHNICAL ASSISTANCE DATA SYSTEM)
CPG 1-3	FEDERAL ASSISTANCE HANDBOOK: EMERGENCY MANAGEMENT, DIRECTOR AND CONTROL PROGRAMS
CPG 1-8	GUIDE FOR REVIEW OF STATE AND LOCAL EMERGENCY OPERATIONS PLANS
CWA	CLEAN WATER ACT
DOC	DEPARTMENT OF COMMERCE
DOD	DEPARTMENT OF DEFENSE
DOE	DEPARTMENT OF ENERGY
DOI	DEPARTMENT OF INTERIOR

DOT	DEPARTMENT OF TRANSPORTATION
EMA	EMERGENCY MANAGEMENT AGENCY
EMI	EMERGENCY MANAGEMENT INSTITUTE
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATIONS PLAN
EPA	ENVIRONMENTAL PROTECTION AGENCY
ER	EMERGENCY RESPONSE
ERT	EMERGENCY RESPONSE TEAM
FCO	FEDERAL COORDINATING OFFICER
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZMAT	HAZARDOUS MATERIALS
HAZOP	HAZARD AND OPERABILITY STUDY
HHS	HEALTH AND HUMANE SERVICES, DEPARTMENT OF
HMTC	HAZARDOUS MATERIALS TECHNICAL CENTER
ICS	INCIDENT COMMAND SYSTEM
IDLH	IMMEDIATELY DANGEROUS TO LIFE OR HEALTH
IEMS	INTEGRATED EMERGENCY MANAGEMENT SYSTEM
NCP	NATIONAL CONTINGENCY PLAN
NFA	NATIONAL FIRE ACADEMY
NFPA	NATIONAL FIRE PROTECTION ASSOCIATION
NIOSH	NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH
NOAA	NATIONAL OCEANIC ATMOSPHERE ADMINISTRATION
NRC	NATIONAL RESPONSE CENTER
NRC	NUCLEAR REGULATORY COMMISSION
NRT	NATIONAL RESPONSE TEAM

NSF	NATIONAL STRIKE FORCE
OHMTADS	OIL AND HAZARDOUS MATERIALS TECHNICAL ASSISTANCE DATA SYSTEM
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
RRT	REGIONAL RESPONSE TEAM
SARA	SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT OF 1986
SCBA	SELF-CONTAINED BREATHING APPAATUS
SERC	STATE EMERGENCY RESPONSE COMMISSION
SPCC	SPILL PREVENTION CONTROL AND COUNTERMEASURES
SSC	SCIENTIFIC SUPPORT COORDINATOR
USDA	U.S. DEPARTMENT OF AGRICULTURE
USCG	UNITED STATES COAST GUARD

DEFINITIONS

<u>ACCIDENT SITE</u>	THE LOCATION OF AN UNEXPECTED OCCURRENCE, FAILURE, OR LOSS, EITHER AT A PLANT OR ALONG A TRANSPORT ROUTE, RESULTING IN A RELEASE OF HAZARDOUS MATERIALS.
<u>ACUTE EXPOSURE</u>	EXPOSURES THAT OCCUR FOR RELATIVELY SHORT PERIODS OF TIME, GENERALLY HOURS TO 1-2 DAYS.
<u>ACUTELY TOXIC CHEMICALS</u>	CHEMICALS WHICH CAN CAUSE BOTH SEVERE SHORT AND LONG-TERM HEALTH EFFECTS AFTER A SINGLE, BRIEF EXPOSURE (SHORT DURATION). THESE CHEMICALS CAN CAUSE DAMAGE TO LIVING TISSUE, IMPAIRMENT OF THE CENTRAL NERVOUS SYSTEM, SEVERE ILLNESS OR IN EXTREME CASES, DEATH WHEN INGESTED, INHALED, OR ABSORBED THROUGH THE SKIN.
<u>BY-PRODUCT</u>	MATERIAL PRODUCED OR GENERATED IN AN INDUSTRIAL PROCESS IN ADDITION TO THE PRINCIPAL PRODUCT.
<u>CHEMICAL PROCESS</u>	A PARTICULAR METHOD OF MANUFACTURING OR MAKING A CHEMICAL, USUALLY INVOLVING A NUMBER OF STEPS OR OPERATIONS.
<u>CHEMTREC</u>	THE CHEMICAL EMERGENCY TRANSPORTATION CENTER (CHEMTREC) IS A CENTRALIZED TOLL FREE TELEPHONE SERVICE (800-424-9300) WHICH HAS BEEN SET UP TO PROVIDE IMMEDIATE ADVICE ON THE NATURE OF THE PRODUCT AND STEPS TO BE TAKEN IN HANDLING THE EARLY STAGES OF TRANSPORTATION EMERGENCIES WHERE HAZARDOUS CHEMICALS ARE INVOLVED.
<u>CHLOREP</u>	THE CHLORINE EMERGENCY PLAN (CHLOREP) WAS ESTABLISHED BY THE CHLORINE INSTITUTE TO ENABLE THE NEAREST PRODUCER OF CHLORINE PRODUCTS TO RESPOND TO AN ACCIDENT INVOLVING CHLORINE. CHEMTREC SERVICES AS THE COMMUNICATIONS LINK FOR THIS PROGRAM.
<u>COMBUSTION PRODUCT</u>	MATERIAL PRODUCED OR GENERATED DURING THE BURNING OR OXIDATION OF A MATERIAL.

COMMAND POST

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.

CONTINGENCY PLAN

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.

DECOMPOSITION

MATERIAL PRODUCED OR GENERATED BY THE PHYSICAL OR CHEMICAL PRODUCT DEGRADATION OF A PARENT MATERIAL.

DISPOSAL

THE REMOVAL OF WASTE MATERIAL TO A SITE OR FACILITY SPECIFICALLY DESIGNED AND PERMITTED TO RECEIVE SUCH WASTES.

EMERGENCY

A SITUATION CREATED BY AN ACCIDENTAL RELEASE OR SPILL OF HAZARDOUS CHEMICALS WHICH POSES A THREAT TO THE SAFETY OF WORKERS, RESIDENTS, THE ENVIRONMENT, OR PROPERTY.

EVACUATION

THE REMOVAL OF RESIDENTS FROM AN AREA OF DANGER.

EXCLUSION ZONE

THE AREA WHERE CONTAMINATION DOES OR COULD OCCUR.

FIXED FACILITY

A PLANT SITE WHERE HANDLING/TRANSFER, PROCESSING, AND/OR STORAGE OF CHEMICALS IS PERFORMED.

HAZARD

ANY SITUATION THAT HAS THE POTENTIAL FOR DOING DAMAGE TO LIFE, PROPERTY, AND/OR THE ENVIRONMENT. INCLUDES EFFECTS OF TOXICITY, FIRE, EXPLOSION SHOCK, CONCUSSION, FRAGMENTATION, AND CORROSION.

HAZARD ANALYSIS

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

HAZARDOUS MATERIALS

THREAT TO THE SURROUNDING COMMUNITY, REQUIRING MORE DETAILED ANALYSIS AND PLANNING. SUBSTANCES WHICH ARE EXPLOSIVE, FLAMMABLE, POISONOUS, DISEASE CAUSING, CORROSIVE, REACTIVE, OR RADIOACTIVE AND REQUIRE SPECIAL CARE IN HANDLING BECAUSE OF THE HAZARDS THEY POSE TO PUBLIC HEALTH AND THE ENVIRONMENT.

NCP

THE NATIONAL CONTINGENCY PLAN ESTABLISHES THE STRUCTURE BY WHICH THE FEDERAL GOVERNMENT RESPONDS TO EPISODIC AIR TOXIC RELEASE EVENTS.

OFF-SCENE SUPPORT

ASSISTANCE (VIA TELEPHONE, RADIO, OR COMPUTER) FROM TECHNICAL PERSONS, AGENCIES, SHIPPERS, RESPONDERS, ETC. NOT AT THE ACCIDENT SITE.

OFF SITE

THE AREA OUTSIDE THE BOUNDARY OF THE ONSITE AREA THAT MAY BE AFFECTED BY THE CONSEQUENCES OF AN EXTRAORDINARY SITUATION.

ON SCENE

THE TOTAL AREA THAT MAY BE IMPACTED BY THE EFFECTS OF AN EXTRAORDINARY SITUATION. THE ONSCENE AREA IS DIVIDED INTO MUTUALLY EXCLUSIVE ONSITE AND OFFSITE AREAS.

ON-SCENE COMMANDER

THE OFFICIAL IN CHARGE OF A FEDERALLY FINANCED RESPONSE

ON SITE

THE AREA WITHIN THE BOUNDARY ESTABLISHED BY THE OWNER OF A FIXED FACILITY.

PLUME

A VAPOR CLOUD FORMATION WHICH HAS SHAPE AND BUOYANCY.

RESPONSE

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.

RISK

THE PROBABILITY THAT DAMAGE TO LIFE, PROPERTY, AND/OR THE ENVIRONMENT WILL OCCUR IF A HAZARD MANIFESTS ITSELF.

SIMULATION

A MOCK ACCIDENT OR RELEASE SET UP TO TEST EMERGENCY RESPONSE METHODS OR FOR USE AS A TRAINING TOOL.

SITE/FACILITY

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.

SPECIAL POPULATIONS

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).

STORAGE

METHODS OF KEEPING RAW MATERIALS, FINISHED GOODS, OR PRODUCTS WHILE AWAITING USE, SHIPMENT, OR CONSUMPTION.

TRANSFER

LOADING AND UNLOADING OF CHEMICALS BETWEEN TRANSPORT VEHICLES AND STORAGE VESSELS, AND SENDING CHEMICALS VIA PIPES BETWEEN STORAGE VESSELS AND PROCESS REACTORS.

TRANSPORT

TO CARRY OR CONVEY GOODS FROM ONE PLACE TO ANOTHER USING SHIPS, TRUCKS, TRAINS, PIPELINES, OR AIRPLANES.

TRANSPORT MODE


METHOD OF TRANSPORTATION: HIGHWAY (TRUCKS); RAIL (TRAINS); WATER (SHIPS/BARGES); PIPELINES; AIR (PLANES).

VAPOR DISPERSION

THE MOVEMENT OF VAPOR CLOUDS IN AIR DUE TO WIND, GRAVITY, SPREADING, AND MIXING.

Lafayette City/Parish
Hazardous Materials Response Plan

Approved By:



ROBERT P. BENOIT, FIRE CHIEF
LAFAYETTE FIRE DEPARTMENT
LAFAYETTE, LA

June 9, 2010

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SECTION 1 – GENERAL

1.1 Definition

1.2 Mission

1.3 Legal Authority for the Plan

1.1 Definition

Hazardous material is defined in Code of Federal Regulations, Title 49, parts 100 through 199, as revised. A hazardous material incident may be defined as one or more of these materials and/or certain release thereof that may endanger life, property and/or the environment.

1.2 Mission

To provide guidance to effectively mitigate, prepare for, respond to, and recover from an incident involving chemical, toxic, explosive, radiological or other hazardous materials (HAZMAT); and to protect emergency response personnel, general public in affected areas and minimize damage to the environment from the adverse effects of a hazardous materials incident.

1.3 Legal Authority for the Plan

- This HAZMAT Plan follows the principles of the Incident Command System and is compliant with the National Incident Management System (NIMS), as required by Homeland Security Presidential Directive/HSPD-5.
 - Clean Air Act (1977, 1990); federal law mandating air pollutant emissions standards for stationary sources and motor vehicles.
 - Hazardous Materials Transportation Act, as amended (1974, 1990); federal law assigning authority to various agencies to enforce hazardous materials transportation regulations.
 - Resource Conservation and Recovery Act (RCRA) (1976, 1984); federal law regulating management and disposal of solid and hazardous waste.
 - Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA, or Superfund) (1980, 1986); federal law authorizing identification and remediation of unsupervised hazardous waste sites.
- Superfund Amendments and Reauthorization Act (SARA)(1986); federal law reauthorizing and expanding CERCLA jurisdiction; includes the Emergency Planning and Community Right-to-Know Act (EPCRA), requiring public disclosure of chemical storage and release information and development of emergency response plans.

SECTION 2 – ICS OFFICER RESPONSIBILITIES

- 2.1 Command
 - 2.1A Incident Commander
 - 2.1B Unified Command

- 2.2 Command Staff
 - 2.2A Safety Officer
 - 2.2B Public Information Officer
 - 2.2C Liaison Officer
 - 2.2D Staging Officer
 - 2.2E EMS Officer
 - 2.2F Accountability Officer
 - 2.2G Decontamination Officer
 - 2.2H Command Staff Assistant

- 2.3 General Staff
 - 2.3A Operations Section Chief
 - 2.3B Planning Section Chief
 - 2.3C Finance/ Administration Section Chief
 - 2.3D Logistics Section Chief

2.1 Command

When a single person (Incident Commander) or command representative from major involved agencies (Unified Command) command the incident response and is the decision-making final authority.

2.1A Incident Commander

The Incident Commander is technically not a part of either the General or Command Staff. The Incident Commander is responsible for overall incident management, including:

- Ensuring clear authority and knowledge of agency policy.
- Ensuring incident safety.
- Establishing an Incident Command Post.
- Obtaining a briefing from the prior Incident Commander and/or assessing the situation.
- Establishing immediate priorities.
- Determining incident objectives and strategy to be followed.
- Establishing the level of organization needed, and continuously monitoring the operation and effectiveness of that organization.
- Managing planning meetings as required.
- Approving and implementing the Site Safety Plan in addition to the Incident Action Plan. Use the Lafayette Haz-Mat Unit Hazardous Materials Initial Site Safety Plan form; see next page for form.
- Coordinating the activities of the Command and General Staff.
- Approving requests for additional resources or for the release of resources.
- Approving the use of participants, volunteers, and auxiliary personnel.
- Authorizing the release of information to the news media.
- Ordering demobilization of the incident when appropriate.
- Ensuring incident after-action reports are complete.
- Authorizing information release to the media.

Lafayette Haz-Mat Unit
Hazardous Materials Initial Site Safety Plan

INCIDENT #: _____

Date of Incident: _____ Time of Incident: _____

Incident Commander: _____ Safety Officer: _____

Material(s) Involved: _____

MSDS or other necessary information obtained? YES [] NO []

Wind Direction / Wind Speed: _____

Hot, Warm, Cold Zones Established? YES [] NO []

If YES, Where? (Show on site drawing on the back of this form, and communicate to responders.)
If, NO, establish the Hot, Warm, and Cold Zones.

Respiratory Hazard? YES [] NO []

Type of respiratory protection required? _____

Flammability / Explosion Hazard? YES [] NO []
Initial reading _____ (Show on site drawing)

Evacuations? YES [] NO []

If, YES, how many persons? _____

Utilities addresses? YES [] NO []

Reactive Chemical Incident? YES [] NO []

Toxic or Corrosive to skin? YES [] NO []

If YES, level of PPE required: _____

Command Post Established? YES [] NO []

Staging Area Established? YES [] NO []

Medical & Rehab Units Established? YES [] NO []

Medical Monitoring Established? YES [] NO []

Comments:

Lafayette Haz-Mat Unit
Hazardous Materials Initial Site Safety Plan

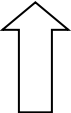
INCIDENT #: _____

INITIAL RESPONDERS ON SCENE:

NAME	MED CHECKED	TIME IN	TIME OUT

ROUGH SKETCH OF INCIDENT:

North



2.1B Unified Command

A Unified Command is used on larger incidents usually when multiple agencies are involved. A Unified Command typically includes a command representative from agencies involved with jurisdictional authority or functional responsibility for any or all aspects of an incident. The Unified Command structures collaborate and contribute to the following process and responsibilities:

- Determining overall incident strategies.
- Selecting objectives.
- Ensuring that joint planning for tactical activities is accomplished in accordance with approved incident objectives.
- Ensuring the integration of tactical operations.
- Approving, committing, and making optimal use of all assigned resources.

Although Unified Command is a collaborative structure and process, it is important to still utilize one Incident Commander (IC) to guide the decision making process and to ultimately make the final decisions. Unified Command is commanding by committee, and the IC is the “Chairman of the Committee”. The IC will not necessarily be a fire department representative.

2.2 Command Staff

Safety Officer monitors safety conditions and develops measures for assuring the safety of all assigned personnel.

Public Information Officer serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.

Liaison serves as the primary contact for supporting agencies assisting at an incident.

Staging Officer is responsible for the tracking and accounting for all response resources while they await assignment at the staging area (ICP, bases, Camps or Helibases).

EMS Officer is responsible for the pre- and post-entry medical monitoring of personnel operating at the site, as well as treating personnel exposed to products at the incident.

Accountability Officer Is responsible for tracking all personnel (firefighter, line officer, fire police officer, etc) at a scene.

Decontamination Officer is a Hazardous Materials Technician who is responsible for removing contaminants from responder and/or other affected personnel (Ambulatory and Non-Ambulatory), their clothing, and equipment; and to prevent the spread of contamination.

Command Staff Assistant aid in managing workloads of Command Staff members.

2.2A Safety Officer

The Safety Officer's function is to develop and recommend measures for assuring personnel safety and to assess and/or anticipate hazardous and unsafe situations. Only one Incident Safety Officer will be assigned for each incident, and shall be Haz-Mat Personnel. Depending on the size and complexity of the incident, and the number of agencies involved, it may be necessary to assign an overall Incident Safety Officer and a HAZMAT Division Safety Officer. The Incident Safety Officer and the HAZMAT Division Safety Officer should maintain communications with each other during the incident.

The Safety Officer may have assistants, as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities, such as hazardous materials, extrication, etc. The Safety Officer is responsible for overall safety of the incident, including:

- Coordinate with EMS personnel for recording vital signs pre and post entry.
- Have radio communication with personnel in hot zone.
- Identify and mitigate hazardous situations.
- Ensure safety messages and briefings are made.
- Exercise emergency authority to stop and prevent unsafe acts.
- Review the Incident Action Plan for safety implications.
- Assign assistants qualified to evaluate special hazards.
- Initiate preliminary investigation of accidents within the incident area.
- Review and approve the Medical Plan.
- Participate in planning meetings.
- Assure proper records are kept and maintained during incident:
 - Length of time in suit
 - Name of personnel in suit
 - Amount of time in hot zone and on air
 - Assure equipment is being put on properly

2.2B Public Information Officer

The Public Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies, organizations, and the public.

Only ONE PIO will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The PIO may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Major responsibilities of the PIO include:

- Determine, according to direction from the IC, any limits on information release.
- Develop accurate, accessible, and timely information for use in press/media briefings.
- Obtain IC's approval of news releases.
- Conduct periodic media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Monitor and forward media information that may be useful to incident planning.
- Maintain current information, summaries, and/or displays on the incident.
- Make information about the incident available to incident personnel.
- Participate in the planning meeting.
- The PIO should establish a media briefing area as soon as practical. The briefing area location should be announced by radio dispatchers, or others in the emergency operations center, to the media via telephone before media representatives arrive at the scene.
- If accurate information is not provided to the media in a timely manner, the resulting information released from the media could result in confusion by the public and possible incorrect actions and understandings (evacuation, shelter-in-place, exposure effects, etc) by the public.

2.2C Liaison Officer

Incidents that are multi-jurisdictional or have several agencies involved will require the appointment of a Liaison Officer on the Command staff.

Only one Liaison Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Liaison Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. The Liaison Officer is assigned to the incident to be the contact for assisting and/or cooperating Agency Representatives.

- Act as a point of contact for agency representatives.
- Maintain a list of assisting and cooperating agencies and agency representatives.
- Assist in setting up and coordinating interagency contacts.
- Monitor incident operations to identify current or potential interorganizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capabilities of agency resources.
- Provide agency-specific demobilization information and requirements.

2.2D Staging Officer

The Staging Area Officer is under the control of the Logistics Section and responsible for the tracking and accounting for all response resources while they await assignment at the staging area (ICP, bases, Camps or Helibases). Staging Areas should be located close enough to the incident for a timely response, but far enough away to be out of the immediate impact zone.

The Operations Section Chief should order resources directly from the staging officer as needed. Even though the Logistics Section is responsible for tracking resources, directing resource requests from Operations through Logistics could result in delay of resource delivery on scene.

2.2E EMS Sector Officer

EMS Sector Officer is responsible for the pre- and post-entry medical monitoring of personnel operating at the site, as well as treating personnel exposed to products at the incident. Major responsibilities of the EMS Sector Officer include but not limited to:

- Responsible for managing the medical resources assigned to the Hazmat Incident.
- Personnel assigned to this role should be trained to Paramedic level.
- Coordinating with the Logistics Section to assure items needed are on site
- Shall inform accountability when HMRT members have been cleared for activity.
- Shall assure that all medical monitoring is documented on the Lafayette Hazardous Materials Unit Form on next page.
- May appoint additional HMRT members to assist him/her or utilize ambulance or rescue personnel, as necessary.
- Will confer with the Decontamination Officer regarding the location of medical monitoring activities for decontaminated HMRT personnel as well as Staging and Rehab to assure efficiency.

Lafayette Hazardous Materials Unit

Incident # _____

Date: _____

Location: _____

Time: _____



Medical Monitoring

Please attach EKG Strip to paperwork

Technician Name _____

Pre-Entrance Monitoring

Vital Signs:

Blood Pressure _____

Pulse Rate _____

Respiratory Rate _____

Temperature _____

EKG Strip _____

Time Taken _____

Post-Entrance Monitoring

Vital Signs:

Blood Pressure _____

Pulse Rate _____

Respiratory Rate _____

Temperature _____

EKG Strip _____

Time Taken _____

Skin Evaluation:

Rashes

Open Sores/Wounds

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Skin Evaluation:

Rashes

Open Sores/Wounds

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Mental Status:

Alert / Oriented

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Mental Status:

Alert / Oriented

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Medical History:

Meds in Last 72 Hr.

Alcohol in Last 24 Hr.

Treatment in 2 Week

Symptoms in 72 Hr.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Medical History:

Meds in Last 72 Hr.

Alcohol in Last 24 Hr.

Treatment in 2 Week

Symptoms in 72 Hr.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Weight:

Record in pounds _____

Weight:

Record in pounds _____

Hydration:

Consumed 8-16 Oz

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Hydration:

Consumed 8-16 Oz

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Printed Name of Person taking Information: _____

Signature of Person taking Information: _____

2.2F Accountability Officer

Is responsible for tracking all personnel (firefighter, line officer, fire police officer, etc) at a scene. The incident commander or safety officer of an incident will establish the Accountability Officer.

- A.O. will confirm location with command or the safety officer and set-up post in the area near the entrance to the incident.
- Once the A.O. is set, they will advise dispatch where they are located by using the portable radio and have further personnel response at that location.
- In the event that a single person or crew is missing or unable to locate the A.O. The A.O. has the power to request PAR or suggest the I.C. or Safety Officer that PAR needs to be taken.
- Accountability is accounting for all resources operating on an incident.

2.2G Decontamination Officer

Decontamination Officer is a Hazardous Materials Technician who is responsible for removing contaminants from responder and/or other affected personnel (Ambulatory and Non-Ambulatory), their clothing, and equipment; and to prevent the spread of contamination. Resources assigned to this function must be trained to the First Responder Operational level (minimum).the Decontamination Officer Obtains a briefing from the Operations officer during briefings.

The decontamination area shall provide a corridor from the perimeter of the Hot Zone and extending through the Warm Zone in the direction of the Cold Zone. This corridor will not extend into the Hot Zone or the Cold Zone. The final portion of the decontamination area should be adjacent to the medical monitoring and rehabilitation area.

Whenever possible, the decontamination area should be positioned:

- In an area accessible to the Hot Zone.
- Close to a hydrant or other usable water supply.
- Downwind from the command post, Haz-Mat Sector, and staging areas.
- Upwind from the actual incident.
- Away from environmentally sensitive areas.
- Using topographical advantages when possible.

Responsible for, not limited to:

- Determining decontamination methods, solutions, respiratory protection and protective clothing to be utilized by decontamination personnel.
- Inform Hazard Sector when the decontamination station is operational and HMRT members are cleared for entry.
- Directing HMRT members to medical monitoring and rehabilitation after completing decontamination.
- Bagging contaminated clothing, equipment, and personal articles
- Controlling and collecting liquid or other by-products of decontamination
- Maintaining accountability of contaminated patients while communicating and coordinating operations with the transfer of patients requiring medical attention (after decontamination).

2.2H Command Staff Assistant

In the context of large or complex incidents, Command Staff members may need one or more assistants to help manage their workloads. Each Command Staff member is responsible for organizing his or her assistants for maximum efficiency.

The Staff Assistant is responsible for, but not limited to:

- Completion of tactical worksheets
- Documentation of activities which directed by Command Staff member

2.3 General Staff

Operations Section Chief is tasked with directing all actions to meet the incident objectives.

Planning Section Chief is tasked with the collection and display of incident information, primarily consisting of the status of all resources and overall status of the incident.

Finance/Administration Section Chief is tasked with tracking incident related costs, personnel records, requisitions, and administrating procurement contracts required by Logistics.

Logistics Section Chief is tasked with providing all resources, services, and support required by the incident.

2.3A Operations Section Chief

The Operations Section Chief, a member of the General Staff who is Haz-Mat trained who is responsible for the management of all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises organization elements in accordance with the Incident Action Plan (IAP) and directs its execution. When Unified Command is established the Operations Section Chief should also be part of the Unified Command structure.

The Operations Section Chief also directs the preparation of Unit operational plans, requests or releases resources, makes expedient changes to the IAP, as necessary, and reports such to the Incident Commander.

The Operations Section Chief is responsible for managing all tactical operations at an incident. The Incident Action Plan (IAP) provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations. Major responsibilities of the Operations Section Chief are to:

- Assure safety of tactical operations.
- Manage tactical operations.
- Develop the operations portion of the IAP.
- Supervise execution of operations portions of the IAP.
- Request additional resources to support tactical operations.
- Approve release of resources from active operational assignments.
- Make or approve expedient changes to the IAP.
- Maintain close contact with IC, subordinate Operations personnel, and other agencies involved in the incident.

2.3B Planning Section Chief

The Planning Section Chief is a member of the General Staff, and is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. Planning Section Chief is responsible for the following:

- Information is needed to obtain the objectives of the mission.
- Understand the current situation.
- Predict the probable course of incident events.
- Prepare alternative strategies for the incident.
- In general, the Planning Section Chief should:
 1. Gather information on what has happened.
 2. Determine what current situation is (what is happening now).
 3. Determine what the incident situation will be in a given time period without intervention.
 4. Determine what actions and resources are necessary to positively change the incident situation.
 5. Make recommendations to the IC.

2.3C Finance/ Administration Section Chief

The Finance/Administration Section Chief is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for finance services will the Section be activated. Major responsibilities of the Finance/Administration Section Chief are to:

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Ensure compensation and claims functions are being addressed relative to the incident.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section and fill Section supply and support needs.
- Determine the need to set up and operate an incident commissary.
- Meet with assisting and cooperating agency representatives as needed.
- Maintain daily contact with agency(s) headquarters on finance matters.
- Ensure that personnel time records are completed accurately and transmitted to home agencies.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.
- Provide input to the IAP.

2.3D Logistics Section Chief

The Logistics Section Chief provides all incident support needs with the exception of logistics support the operations. The Logistics Section is responsible for providing:

- Facilities.
- Transportation.
- Communications.
- Supplies.
- Equipment maintenance and fueling.
- Food services (for responders).
- Medical services (for responders).
- All off-incident resources.

SECTION 3 – EMERGENCY RESPONSE

- 3.1 Firefighter (Non Haz-Mat personnel)
- 3.2 Explosive Material Safety
 - 3.2A Responding to Explosions
 - 3.2B Safety precautions for explosive incidents
 - 3.2C Bomb Threats
- 3.3 Mercury Release
- 3.4 Radiological Hazards
 - 3.4A Tactical Considerations
 - 3.4B Treatment of Contaminated Persons
 - 3.4C Standards for Responders
 - 3.4D Written Concept of Awareness for Radiological Hazards
- 3.5 Flammable Liquid Incidents
- 3.6 Natural Gas Emergencies
 - 3.6A Incidents at Which an Explosion Has Occurred
 - 3.6B Incidents Involving a Reported Leak (No Fire or Explosion)
 - 3.6C Personnel Safety
- 3.7 Monitoring Atmospheric Conditions
- 3.8 Pipe Line Ruptures or Leaks

3.1 Firefighter (Non Haz-Mat personnel)

- Observe the situation from a safe distance. Approach cautiously, from upwind if possible, resist urge to rush in.
- Identify the hazards; use binoculars to read placards. Refer to current DOT Emergency Response Guidebook.
- Containment of Hazardous Materials
- Deny access. Without entering the immediate hazard area do what you can to isolate the area and ensure the safety of people and the environment.
- Establish ICS, request additional aid (fire, EMS, law enforcement, Haz-Mat) and establish Command Post.
- Gather information for Haz-Mat unit personnel responding:
 - ❖ Location/description of incident including location of Command Post, inner and outer perimeters and staging area.
 - ❖ Material, quantity involved
 - ❖ Size of container, leak and spill.
 - ❖ Injuries and/or fire involved
 - ❖ Scene description (traffic, weather, wind, etc)
- Decide on site entry. Any efforts you make to rescue persons or protect property or the environment must be weighed against the possibility endangering fire personnel.
- Request involved persons remain at the scene.
- Above all - Don't walk into or touch spilled material. Avoid inhalation of fumes, smoke, and vapors. **DO NOT ENTER THE INCIDENT AREA WITHOUT PROPER PROTECTIVE CLOTHING AND EQUIPMENT.**
- If there are contaminated people in the area, a decision must be made if emergency decontamination (decon) should be performed by the first responding engine companies. If it is determined that emergency decon is necessary, firefighters may be able to decon people using a 1 3/4" handline by directing the hose stream on contaminated people from as far away, and upwind, as the maximum distance of the water stream allows. Especially if there is chemical contamination, it is important to decon people as soon as possible. Safety is the primary consideration but efforts should be made to minimize or eliminate decon runoff if possible. Emergency decon should be considered since a technical decon area may not be possible for some time. Much of the chemical contamination may be able to be removed from contaminated people by having them discard their clothing prior to decon.

3.2 Explosive Material Safety

A-Responding to Explosions

When responding to reports of explosions, it must be considered that the explosion could be an act of terrorism. Explosive devices can, and have been, used to spread other materials including chemicals and radiological materials. Even if the explosion was small and caused minimal physical damage, there may be other invisible materials in the area that were spread by the explosion.

Some clues that may indicate a possible explosive dissemination device:

- Is the target symbolic and/or controversial?
 - Government building
 - Controversial business (as seen by some groups)
 - Fur store
 - Family planning clinic
 - Research labs
 - Controversial event - Assembly meeting on gay rights, abortion, etc.
- Public buildings-Assembly areas
 - Stadiums/arenas
 - Shopping malls
- Infrastructure
 - Utilities
 - Water supply/waste water
 - Electrical Distribution
 - Natural gas distribution
 - Roadways/bridges

NOTE: Whenever there has been an explosion, or a threat of an explosion, consideration must be made that there may be a secondary device. The initial explosion, or threat, may be used to lure in responders into the destructive path of a secondary explosive device.

Use extreme caution; request qualified help Louisiana State Police, Bomb Disposal Unit.

3.2 Explosive Material Safety

B-Safety precautions for explosive incidents:

- **Do not** handle explosives.
- **Do not** drop, throw, step on, or otherwise mistreat explosive material.
- **Do not** attempt to thaw out dynamite if it is frozen, or take it into a warm vehicle or room.
- **Do not** fight fires involving explosives.
- **Do not** try to detonate explosives by shooting at them.
- **Do not** try to detonate explosives that are deteriorated or damaged.
- **Do not** try to take apart detonators or initiators.
- **Do not** handle deteriorated explosives.
- **Do not** remove the shunt from electrical blasting caps.
- **Do not** perform disposal operations during foul weather or electrical storms.
- **Do not** store blasting caps with explosives.
- **Do not** park explosive loaded vehicles in congested or built up areas.
- **Do not** use radio devises near explosives (recommend turning radios off).
- **Avoid** inhaling fumes from burning or detonated explosives.
- **Wear** proper protective clothing and equipment in area of explosives.

3.2 Explosive Material Safety

C-Bomb Threat

Upon arrival

- Seek person who received call and discuss what was stated
- Discuss with building manager the option of evacuation (their ultimate decision if no device found)
- Refrain from using any communication equipment (telephone, radios, etc) within 1,000 feet of building
- If time permits, plan a systematic search of building.

Search procedures for inside building

In an effort to determine if there are any “out of the ordinary articles” bring the building manager or employees in to search with you; Search places which are readily available to the public (foyers, restrooms, etc) first. Begin on the first floor working your way up searching on ground area working way up to the ceiling.

Search procedures for inside building

Same procedure for inside the building

If a device is found

- DO NOT touch or tamper with it
- ORDER the entire building to be evacuated
- Inform the IC, which will contact the Louisiana State Police Hotline for a Bomb Technician.

3.3 Mercury Releases

Upon the arrival of Fire Department units, Command shall:

- A. Contact the on-site responsible party;
- B. Determine the amount of mercury released;
- C. Determine the mercury source and, if possible, secure the source to prevent further mercury loss.
- D. Determine the size of affected area;

Command is also responsible to:

- A. EVACUATE the affected area;
- B. ISOLATE the affected area utilizing hazard line tape;
- C. DENY ENTRY.
- D. Request, through Dispatch, that the Fire Prevention Haz-Mat specialist and the on-duty Special Operations personnel respond.

Have the Dispatch Center dispatch Haz-Mat personnel to respond

Inform the homeowner/occupant that no one be allowed to enter the affected area until the hazard has been evaluated.

To reduce the possibility of contamination to Fire Department personnel,
FIRE DEPARTMENT MEMBERS (Non-Haz-Mat):

- A. SHALL NOT ENTER THE REPORTED SPILL AREA, UNLESS FOR RESCUE OR TREATMENT.
Shoes, carpet, etc., are easily contaminated. Not entering the reported spill area will reduce the potential spreading of the mercury.
- B. SHALL NOT ATTEMPT TO CLEAN UP EVEN THE SMALLEST AMOUNT OF MERCURY RELEASED OR ANY OTHER HAZARDOUS MATERIALS RELEASE.
- C. SHALL NOT TAKE POSSESSION OF THE MERCURY.
- D. SHALL NOT TRANSPORT ANY QUANTITY OF MERCURY, OR ANY OTHER HAZARDOUS MATERIALS.

US Regulations (CERCLA) require reporting spills and releases to soil, water and air in excess of reportable quantities.

The toll free number for the US Coast Guard National Response Center is (800) 424-8802.

3.4 Radiological Hazards

The Fire Department responsibilities during radiological emergencies include rescue, treatment, fire control/extinguishment, control of contamination spread and alerting responsible experts/agencies. Actual clean-up and overhaul operations will not normally be a Fire Department responsibility, although the Fire Department will be responsible for seeing that such operations are completed. Shippers and/or manufacturers of radiological materials will normally be responsible for clean-up operations using trained clean-up personnel and equipment.

First arriving units should secure a perimeter, evaluate the situation and wait for the arrival of the Hazardous Materials Team.

If the immediate commitment of personnel is necessary, Limited Access Zone procedures shall be implemented to minimize the exposure and contain the spread of contamination.

The entry of personnel shall be limited to the absolute minimum number and time required for the urgent situation. These personnel will use full protective clothing and SCBA.

Any commitment of personnel to the Limited Access Zone shall include at least one survey instrument per team to monitor radiation hazard levels. Dosimeters shall be issued to all personnel operating at the scene.

Hazard Zone tape shall be stretched to define an area where readings of 2MR/hr are detectable. This must take into account potential downwind spread of contamination. Hazardous Materials Team personnel will determine readings and define the Limited Access Zone.

A Decontamination Area must be established within the perimeter of the Hot Zone, adjacent to the Lobby Control (entrance/exit) point. All personnel and equipment leaving the Hot Zone must be checked for radioactive contamination by qualified personnel. All persons or items must go to the Decontamination Area before leaving the Hot Zone. Patients requiring treatment, who cannot immediately be decontaminated, must be placed in an isolated Treatment Area, away from other patients and inside the Hot Zone perimeter.

3.4 Radiological Hazards

A-TACTICAL CONSIDERATIONS

Incidents with fire:

1. Initiate normal tactical firefighting operations.
2. Always approach from upwind.
3. Do not ventilate.
4. Minimize the use of water.
5. Control water runoff-impound for disposal.
6. Minimize exposure of personnel.
7. Use full protective clothing with SCBA.

Rescue/EMS Incidents:

1. Remove patients quickly.
2. Treat patients for medical problems/injuries.
3. Alert hospitals to prepare for contaminated patients.
4. Use full protective clothing and SCBA.
5. Decontaminate vehicles used to Transport.

NUCLEAR WEAPONS

The radiological hazard of nuclear weapons in transit is similar to other radioactive materials and can be handled with similar tactics.

Cesium is the chief product used for dirty bombs (It is hypergolic, very reactive with water).

These weapons however, contain considerable amounts of high explosives which may be shock sensitive and can detonate very easily. They are especially dangerous when the weapon has broken up and the high explosive is scattered about. If a nuclear weapon involves fire, evacuate the area of 2,000 feet, in all directions, immediately. All downwind areas must be checked for contamination.

3.4 Radiological Hazards

B-TREATMENT OF CONTAMINATED PATIENTS

Do not delay field treatment of injuries. Radiological contamination, itself, is not a medical emergency. Treatment of contaminated patients should proceed with the following precautions:

- All contaminated patients should be placed in one Treatment Area--separate from non-contaminated patients--within the Hot Zone perimeter, but beyond the 2 MR/hr exposure distance.
- All treatment personnel should use SCBA or dust-filtering type masks, long sleeve shirts or coats, gloves and nomex hoods.
- A mask or other airway filtering means should be used on the patient to limit Inhalation/ingestion of airborne contamination.
- Bandage all open wounds as quickly as possible to prevent wound contamination.
- Carefully peeling or cutting of outer clothing from the patient's body will remove most of the contamination.
- Removed clothing, watches, wallets, etc., must be placed in plastic bags or other appropriate containers, sealed and properly identified.
- A clean plastic bag or other clothing should be placed over the patient's scalp hair to minimize the spread of contamination. Do not cover face.
- Much of the contamination on a patient's skin can be removed by wiping with a moist cloth or tape (put in plastic bag afterwards).
- Hot spots of contamination on the patient's body that cannot be removed by wiping, etc., should be marked with ink outline or tape.
- Before transporting, all contaminated patients must be wrapped in blankets or sheets to completely cover them in order to limit the spread of contamination. Only the face should be left exposed.
- Hospitals and rescues must be alerted early and before patient transportation is initiated so they can prepare to receive radioactive contaminated patients.
- All contaminated patients should be sent to a single hospital or to as few as possible. Once contaminated, these hospitals could be out-of-service for some time.
- Where there are large numbers of contaminated patients, place as many patients as possible in each rescue to minimize contamination spread to other rescues.
- Reuse of contaminated rescues for contaminated patient transportation should be considered. If all available rescues become contaminated, these vehicles can be out-of-service for long periods of time until they can be decontaminated.
- Before treatment personnel can be released from the scene, they must be checked for contamination and decontaminated. All equipment used in patient treatment must also be checked and decontaminated. This evaluation will be conducted in the Decontamination Area.

3.4 Radiological Hazards

C- STANDARDS FOR RESPONDERS:

ERA recommends as well as LFDHMRT:

- 5 REM of contamination
- 10 REM for valuable property
- 25 REM for protecting people
- Above 25 REM must have a written concept of awareness

REFERENCES FOR RESPONDERS:

- .36 REM is the average of people in the states
- Life threatening dose is approximately 450 REM
- Transportation of radiation is regulated by title 49 and title 10 part 71 of CFR.

Alpha radiation travels a short distance, from one to two inches. Instruments used for monitoring/detecting alpha radiation need to very close to the surface being scanned. Check manufacturer's recommendations.

3.4D Written Concept of Awareness

I _____ Understand that the

following are the recommendations of the LFDHMRT for working during emergency situations:

- 5 REM of contamination
- 10 REM for valuable property
- 25 REM for protecting people
- Above 25 REM must have a written concept of awareness

I have been explained the dangers of the situation in relation to possible radiation exposure and am willing to proceed with rescue / emergency mitigation efforts.

Signatures:

HMRT Member _____

Command: _____

Witness: _____

Date: _____

3.5 Flammable Liquid Incidents

All personnel working around spills must wear full protective clothing to afford protection in case of possible ignition. SCBA must be used in vapor areas. Vapor areas can only be found through the use of combustible gas indicators carried by the Hazardous Materials Response Team unit. The Hazardous Materials Response Team should be dispatched to test the atmosphere if there is a potential question about the flammability.

1. Cover spills immediately with foam to seal vapors. The application may need to be repeated regularly, as the seal will break down in 10 to 15 minutes. Check for escaping vapors with a combustible gas indicator to judge when the seal is breaking down.
2. Control ignition sources in the area of the spill. Extinguish pilot lights, flares, open flames, etc. Prohibit smoking. Position vehicles to prevent contact of vapor with running engines or exhaust. Disconnect electrical power from a remote location to prevent arc-caused ignition.
3. Do not permit the flammable liquid to run-off into storm drains, sewers, or drainage systems. Dam the run-off and cover the spill with foam pending disposal. Consider the use of plastic dike, charged hose lines, black plastic, or dirt to prevent the further spread of spilled material if it can be done safely.

Extinguishing:

The principle extinguishing agent for flammable liquid fire fighting is AFFF/Class B Foam (Aqueous Film Forming Foam). This agent is available from all engine companies and at Station #5. Initial attack on any flammable liquid fire should be made with Class B Foam.

The extinguishing action of Class B Foam is based on its ability to rapidly cover the flammable liquid surface with a film. This film prevents the escape of flammable vapors, but may have difficulty sealing against hot metal surfaces. The application of Class B Foam should be gentle to avoid breaking the seal and agitating the liquid below.

Fires involving a large area of burning flammable liquids may exceed the ability of one hand line to extinguish. It may be more important for Command to wait until two or three engines are in position with charged lines before initiating a coordinated attack. Water streams should be used to cool and protect exposures during the interim.

Spills:

Flammable liquid spills include spills without fire and any remaining fuel after a fire has been extinguished. In both of these cases, the liquid must be protected to prevent ignition until it can be picked up or removed.

3.6 Natural Gas Emergencies

Natural gas is much lighter than air and will usually dissipate rapidly in the outside environment. Inside buildings, however, it tends to pocket, particularly in attics and dead air spaces. The flammable limits are approximately 4% to 15% in air. Natural gas itself is nontoxic; however, it displaces oxygen and can result in asphyxiation if in a confined space. Flammable gas ranges can only be determined by a combustible gas instrument. Request the dispatch of a Hazardous Materials Response Team (HMRT) and gas company.

Burning natural gas should not normally be extinguished, since this would change the situation from a visible to invisible hazard with explosive potential. Fires should be controlled by stopping the flow. Water streams can be directed to exposures which may be susceptible to igniting from the heat of the gas fire. Care should be taken to not extinguish the gas fire. Depending on the specific site situation, consideration should be given to establishing unmanned water stream devices.

3.6 Natural Gas Emergencies

A. INCIDENTS AT WHICH AN EXPLOSION HAS OCCURRED

Units arriving at the scene of a structural explosion must consider natural gas as a possible cause. Explosions have occurred in structures which were not served by natural gas.

Underground leaks may permit gas to travel considerable distances before entering a structure through the foundation, around pipes or through void spaces. In these circumstances, the cause of the explosion may be difficult to determine.

1. Until it can be determined that the area is safe from the danger of further explosions, evacuate all civilians and keep the number of Fire Department and/or other emergency personnel (i.e., gas company personnel) in the area, to the minimum number necessary to stabilize the situation. Take a pessimistic point of view.
2. Do not rely on gas odor. Use combustible gas indicators to check all suspected areas. Both gas company personnel and the Hazardous Materials Response Team (HMRT) have combustible gas indicators for this purpose.
3. Check areas systematically using combustible gas indicators. Start outside of the area of the explosion, and move into the area until readings indicate detectable concentration. Map the readings for the affected area.
4. If a gas concentration is encountered inside, adjacent to, or underneath any building, secure all possible sources of ignition in the affected area. Cut electricity from outside the affected area to avoid arcing. Ventilate buildings where gas is found with explosion proof equipment only.
5. When gas company personnel are on the scene, ground probe readings and locations must be coordinated. Time, location, and concentration should be recorded for each probe—subsequent readings should be taken from same holes when possible.
6. Command shall provide for effective interaction between gas company personnel and the Fire Department. Gas company personnel are responsible for locating and eliminating leaks in the gas system. As industry specialists, they can provide Command with valuable assistance in the effective handling of these incidents. In most cases, a company officer with a portable radio will be required to supervise during on-site operations.
7. Command must ensure the safety and stability of the structure. If further collapse is possible, the Confined Space / Rescue Team should be called to provide shoring, cribbing or other means of stabilizing the structure.

3.6 Natural Gas Emergencies

B. INCIDENTS INVOLVING A REPORTED GAS LEAK - NO FIRE OR EXPLOSION

Calls for "odor of gas," "gas leak," "broken gas line" and similar situations may range from minor to potentially major incidents. All of these should be approached as potentially dangerous situations. Fire dispatch should notify the caller to not turn off or on any electrical devices other than a probable source of ignition such as an open element heater. Using wall switches or equipment switches can generate sparks which could ignite the gas. It has been determined that natural gas explosions have been initiated by small appliances such as common kitchen toasters.

With gas company personnel on the scene of an incident, it shall be standard procedure for the first Fire Department unit to provide effective interaction between agencies. Gas company personnel shall be responsible for locating and eliminating leak sources. Gas company personnel and/or the HMRT shall obtain a sufficient number of gas concentration readings, using their combustible gas indicators for Command to evaluate the hazard and take appropriate action.

In all cases, Fire Department units shall take whatever actions are necessary to provide for life and property safety.

The Hazardous Materials Plan should be used as a basic guide for these incidents. A minimum number of personnel should be allowed to enter the area to size-up the situation while any additional units stage in a location out of the potentially dangerous zone.

1. Evacuate any civilians in the area of escaping gas.
2. Attempt to locate the source of the gas and any shutoff devices available.
3. Gas leak situations within a building where the source of the leak is unknown or uncontrolled, the gas supply shall be shut off at the meter. Command shall ensure the meter is red-tagged and locked off until repairs are completed. This is most easily accomplished with the cooperation of the gas supplier at the scene.
4. If there is any indication of gas accumulating within a building, evacuate civilians from the structure and control ignition sources. Check for explosive concentrations with a combustible gas indicator if there is any suspicion of accumulation within a structure. Shut off electrical power from an outside breaker. Ventilate using explosion proof blowers to pressurize if necessary.
5. If gas company personnel must excavate to shut off a leak, provide stand-by protection with a charged 1-1/2-inch line and two firefighters in full protective equipment and SCBA.

3.6 Natural Gas Emergencies

C. PERSONNEL SAFETY

All personnel working in the vicinity of a known or suspected gas leak shall wear full protective clothing with SCBA's. Personnel working in a suspected ignitable atmosphere (i.e., attempting to shut off a gas line) shall be breathing air from SCBA and shall be covered by a manned protective hose line. The number of exposed personnel will be kept to an absolute minimum at all times.

A Limited Access Zone shall be established and maintained around any suspected gas leak and "fire line" tape should be used to identify the Limited Access Zone when necessary. A lobby sector shall be established for personnel control and accountability and where necessary, a hazard sector should be established.

3.7 Monitoring Atmospheric Conditions

It shall be the responsibility of all members using, or supervising the use of, atmospheric monitoring instruments to span and/or calibrate these devices in the following manner.

Spanning and/or calibration shall be done on each instrument (except RMD* instruments) prior to making entry into the following atmospheres:

- Contaminated atmospheres
- Atmospheres which may suddenly become contaminated
- Atmospheres where there is suspected oxygen deficiency
- Atmospheres which are suspected of being contaminated or oxygen deficient

Or at any other time it may be necessary to render an instrument in a ready state of condition. This instrument will be spanned on the proper calibration gas, hose and regulator to ensure the instrument of choice is in proper operating condition. At any time the instrument does not span or calibrate correctly, and you cannot resolve the problem, you will not use the instrument. You will then bring the instrument to the Haz-Mat Unit and change out for another instrument.

Calibration of all instruments (except RMD* instruments) shall be performed at the HMRT members on a monthly basis and logged into master control file for each instrument. This master control file shall act as a legal history of that instrument's performance. The model and serial number of instruments used in HAZMAT responses shall be recorded in the Incident Action Plan/Site Safety Plan.

*RMD--Radiological Monitoring Devices

3.8 Pipe Line Ruptures or Leaks

- Approach from an upwind position, crosswind approach is acceptable if upwind approach is not possible. Stay a minimum of 500 feet from rupture or leak.
- Secure and isolate by restricting entry into the immediate area and establish a command post.
- Request law enforcement for traffic control, if needed.
- Broadcast to incoming units as to the route which should be taken to assure scene safety.
- Use Lower Explosive Limit Meters to set perimeters.
- Order and assist, if necessary, the evacuation of contaminated areas
- Determine company which pipe line company owns the damaged line and request a high level supervisor to report to the command post.
- Attempt to safely ascertain the problem with the pipeline
- Determine if there are victims involved and if rescue operations are possible.
- Allow representation, in the command post, from other companies in the event that their equipment or services may become effected.
- In the event command orders the disconnection of utilities or services to businesses or residents in the affected areas, every attempt should be made to:
 1. Allow company affected to assist in the disconnection of services
 2. Documentation of disconnected buildings shall be made
 3. Command should work with electrical company to mitigate efforts of shutting off power safely
- Once incident is rendered safe:
 1. Follow up with electrical company to assure that all disconnected services are put back into service.
 2. Once area is secured, allow evacuated people to return
 3. News media may be allowed to enter

NEVER CLOSE ANY VALVES AFFECTING THE FLOW OF PRODUCT IN PIPELINES, THIS SHALL BE DONE BY PIPELINE PERSONNEL ONLY.

SECTION 4 – PROCEDURES

- 4.1 General Overview
- 4.2 Methods for Dispatching for Hazmat Incidents
- 4.3 Guidelines for Determining Incident Level
- 4.4 Safety
- 4.5 Pre-Entry
- 4.6 Classes of Personnel Protective Equipment
- 4.7 Encapsulating Suit Operations
- 4.8 Hand and Arm Signals
- 4.9 Communications
- 4.10 Entry Team
- 4.11 Exit Debriefing
- 4.12 Termination
- 4.13 Recording exposure to chemicals
 - 4.13A Exposure Report
- 4.14 Methods for Alerting the Public
- 4.15 Emergency Situations

4.1 General Overview

- LFDHMRT will normally operate with one entry team and one back-up team. All procedures outlined in this SOG are designed for at least a two-person team.
- No entry team may enter the hot zone (exclusion zone) without a backup team prepared to enter. This team will consist of a minimum of two persons.
- No entry team may enter the hot zone until sufficient decontamination assets are in place to ensure a proper decontamination.
- All members must undergo medical screening before an entry into the hot zone. This screening must take place no more that 60 minutes prior to entry.
- The team will not attempt to render safe any explosive devices.
- The following equipment will at a minimum always be taken into the hot zone: A Gamma/Neutron detector (Radiation Meter), Multi sensor (must detect LEL), etc
- pH paper dampened with distilled, pH neutral water, to determine if a corrosive atmosphere is present. The pH paper can be fastened to the end of a multi sensor meter extension wand (in a fashion that will not interfere with the operation of the meter. Check with the meter manufacturer) or on a separate wand.
- In formulation of plans and actions (incident goals, objectives and methods), a risk- benefit analysis must be performed to determined if the actions can be performed and in a safe manner, and if the goals, objectives and methods obtainable. Are the prescribed actions:
 1. Low risk
 2. Calculated risk
 3. High risk

General considerations:

1. Is the proper equipment available?
2. Are personnel available?
3. Are the personnel trained to the proper level to perform the tasks?
4. Are the chances for a positive outcome high?

4.2 Methods for Dispatching for Hazmat Incidents

- 1) Get as much information as possible
 - What is the material involved?
 - What type of container is involved?
 - Is it burning, leaking, vaporizing, etc?
 - Are there any victims?
- 2A) Level one dispatch (Inside City limits and Pink Zones)
 - Hazmat I
 - Closest Lafayette Fire Department engine
 - Notify Haz-Mat Chief
 - Notify District Chief for the area
 - Wind speed and direction must be provided at the time of dispatch
- 2B) Level one dispatch Outside Lafayette Corporate Limits
 - Closest Volunteer Fire Department
 - Wind speed and direction must be provided at the time of dispatch

NOTE: Initial information may prompt a greater response at the discretion of the communications officer.

NOTE: Officer in charge must identify level of incident upon arrival. Communications officer must acquire incident level as soon as possible.

NOTE: All radios will be selected to an unused emergency frequency.

- 3A) Level two dispatch (Inside City limits and Pink Zones)
 - Hazmat I
 - Engine Company #5
 - Haz-Mat Chief
 - Assistant Chief
 - District Chief (Haz-Mat)
 - Incident Safety Officer
 - Closest Lafayette Fire Department engine
 - Notify District Chief for the area
 - Wind speed and direction must be provided at the time of dispatch
- 3B) Level two dispatch Outside Lafayette Corporate Limits
 - Closest Volunteer Fire Department
 - Hazmat I
 - Engine Company #5
 - Haz-Mat Chief
 - District Chief (Haz-Mat)
 - Incident Safety Officer
 - Closest Lafayette Fire Department engine (if Needed)
 - Wind speed and direction must be provided at the time of dispatch

4A) Level three dispatch (Any City limits/ Parish Location)

- Fire Chief
- Hazmat I
- Engine Company #5
- Haz-Mat Chief
- Assistant Chief
- District Chief (Haz-Mat)
- Incident Safety Officer
- Closest two Lafayette Fire Department engines
- All on duty District Chiefs
- Two additional Haz-Mat personnel
- Wind speed and direction must be provided at the time of dispatch

Notify Emergency Preparedness Director or Representative

4.3 Guidelines for Determining Incident Level

Level I: This incident can be handled by first alarm response and Haz-Mat Team. These incidents are minor in nature, with very little product leakage or spillage. Some examples but not limited to, are:

- Minor leaks in containers
- Minor natural gas leaks
- Minor fuel leaks from vehicles
- Investigation Calls
- Small fires involving hazardous materials
- Minor incident that can be normally handled where personnel protection would not exceed normal turn out gear and SCBA

Level II: This incident can be handled by first alarm response and Haz-Mat Team, although require resources from outside agencies. These incidents may require additional firefighting units to be called in for reserve or relief. Some examples but not limited to, are:

- Incidents involving shipments of Class A or B Explosives, Class A or B poisons etc, which the container is not compromised and not involved on fire or possibility of further container damage.
- Large diesel spill
- Incidents involving small leaks of Class B poisons that can easily be contained and isolated
- Incidents which require minimal functional sectoring and outside agency assistance
- Natural gas leak requiring evacuation, but can be handled by first response
- Fire involving Haz-Mat which can be extinguished by first alarm assignments and standard protective gear.

Level III: This type of incident requires extensive efforts to mitigate. The IC system expansion will be essential for command to effectively address all needs. These incidents will usually involve greater alarm responses and functional sectoring early on. Some examples but not limited to, are:

- Incidents involving bulk shipments or storage of Class A or B Explosives, Class A or B poisons etc., release of strong corrosives, radioactive materials where container has been compromised.
- Bulk transport of gasoline discharging its contents in a populated area
- Large release of natural gas requiring extensive evacuation (large pipeline)
- Any fire involving flammable or combustible liquid which would require foam to extinguish in excess of resources in stock
- Any incident requiring extensive decontamination
- Any incident needing entry into hot zone in encapsulated suit
- Any incident requiring extensive evacuation for short term

Level IV: This type of incident, although rare, is classified as disasters. This incident will be beyond the capacity of emergency personnel. The EOC will be activated and mitigation may last for days or weeks. Some examples but not limited to, are:

- Massive train derailements
- Release of large amount of Poison A in a densely populated area with heavy casualty
- Natural gas explosions in densely populated or commercial area

4.4 Safety

No entry team may enter the hot zone until the site safety officer has conducted checks and briefings, and the Incident Commander (IC) has given his approval. The Incident Action Plan/Site Safety Plan (IAP/SSP) should be signed for approval, with the time noted, prior to entry to the hot zone. The time of the pre-entry safety briefing should be noted, along with a signature on the IAP/SSP.

4.5 Pre-Entry

Operations Section Chief prepares the Incident Action Plan with Incident commander's guidance and participates in the staff planning process. Ensures that action levels are appropriate and conducts IAP briefing.

Entry Team checks and prepares equipment for entry, receive entry objectives and prepare to don appropriate PPE.

4.6 Classes of Personnel Protective Equipment

Level A Protection

- I) Supplied-air respirator (SCBA)
- II) Fully encapsulating, vapor protective, chemical-resistant suits
- III) Coveralls / Uniforms
- IV) Disposable inner gloves
- V) Hard hat (under suit)
- VI) 2-way radio communications
- VII) Gloves, chemical-resistant
- VIII) Boots, chemical-resistant, steel toe and shank

Level B Protection

- I) SCBA
- II) Chemical resistant clothing
- III) Coveralls / Uniform
- IV) Gloves (outer), chemical-resistant.
- V) Gloves (inner), chemical-resistant
- VI) Hard hats
- VII) 2-way radio communications

Level C Protection

- I) Air-purifying respirator or SCBA
- II) Chemical-resistant clothing (coveralls; hooded, one-piece or two-piece chemical splash suit; chemical-resistant hood and apron; disposable chemical-resistant coveralls).
- III) Gloves (outer), chemical-resistant.
- IV) Boots (outer), chemical-resistant
- V) 2-way radio communications.

Level D Protection

- I) Work uniform (shoes, shirt, trousers, etc.).
- II) Coveralls - optional.
- III) Gloves - optional.
- IV) Chemical resistant boots - optional.
- V) Goggles- optional

4.7 Encapsulating Suit Operations

Personnel shall wear personal protective equipment for the response options specified in the incident action plan.

Documentation of vital signs of personnel suiting up must be taken by EMS personnel in conjunction with Safety supervision Pre and Post entry.

Personnel working in encapsulated suit shall only exceed thirty minutes when approved by the IC and entry personnel.

4.8 Hand and Arm Signals

Lost communications – Point at ear & thumb down

Can't breath – Use both hands to grab neck (universal choking symbol)

Low air or problem with SCBA – Point at tank & thumb down

Get me out of the suit – Both arms extended vertically

Rally point – Circle motion with arm in the air

Danger – Both hands moving front to back to front while next to ears

4.9 Communications

On level I incidents when sectoring is not required, units will use 3B (see footnote) or the radio frequency assigned to the volunteer department where response is needed.

On level II or larger incidents, operations will occupy a frequency, entry will occupy another and units en route to response will use another. This will assure that operations will not be effected by excess radio traffic. The Incident Commander shall establish communications networks, as necessary, to include Command, Tactical, and Support frequencies.

Specific HAZMAT emergency communications frequencies will be established at the time of the incident. All communications between organizational elements at an incident should be in plain English. No codes should be used and communications should be confined to essential messages.

The primary means of communication on scene is the assigned communication device.

If a portable radio or equivalent is not functional or available, the entry team may not enter the hot zone unless specifically ordered by the unit commander.

The Operations Section Officer must be able to communicate on the operations channel and the entry team channel.

The Operations Section Officer will maintain communications with the entry team. If communication is lost, the entry team must move to a location where they can communicate or withdraw from the hot zone. After 5 minutes of no communication will the downrange team, the backup team will enter the hot zone prepared to conduct a rescue mission on order. If additional assistance is necessary, the Operations Section Officer can designate personnel to assist in the mission.

NOTE: In the event 3B is being used for another incident, communications or IC may assign another channel for the incident.

4.10 Entry Team

PPE is based on mission analysis and determined by the unit commander after consultation with his staff.

The purpose of all entries performed is based upon the intent of the IC. If time permits, and is in the scope of the objectives, this team can gather a sample of opportunity. Based on the information gathered and the mission analysis conducted by the staff, a sampling plan can then be prepared for additional entry teams to accomplish.

- Based on IC objectives, mission analysis, and acquired information, the Operations Section Chief will develop an incident action plan (IAP). Upon approval by the IC, the Operations Section Chief will brief the IC and the unit.
- After the appropriate PPE is determined, decontamination is set up, the backup team is prepared, and the IAP is briefed, the initial entry team can enter the hot zone. The team will attempt to find the source and extent of the contamination using the survey techniques. The team will gather as much information about the incident site as possible, using the digital camera with video capability, product information and documents, and physical descriptions. If time permits, the team can attempt to identify the agent and determine its approximate concentration.
- When leaving the objective, the entry team will return to the entry / exit point and process through decontamination, medical screening, and debriefing.
- Equipment and PPE will be established by the unit commander after consultation with his staff and analysis of newly acquired information.
- Based on mission analysis and acquired information, a detailed sampling plan may be developed. The Operations Section Chief will develop the IAP, which may contain the detailed sampling plan. Upon approval by the IC, the Operations Section Chief will brief the IC and the unit. The survey team prepares necessary equipment, dons PPE and conducts the mission based on the sampling plan.
- Upon initial entry, conduct 360-degree perimeter recon before entering a building.
- Scan all doors with a LEL detector and a radiation detector before opening. Stand to the side of doors when opening them and open them cautiously.
- When searching a room, the entry team leader can stay at the door entrance while the other team members enter the room and conduct searches or sampling. Line of sight must be maintained at all times with all members.
- The LEL detector will be used at the ground, waist, and head levels.

4.11 Exit Debriefing

The debriefing should take place immediately after the entry mission. The entry team leader will be at the debriefing, as well as the entry team leader for the next entry team. The Operations Section Chief as well as commander and operations, will conduct the briefing.

4.12 Termination

Termination may be defined as the process involved in ending the HMRT emergency response to a hazardous materials incident.

Hazard Sector shall determine, upon consultation with the IC, when termination may begin.

1. Hazard Sector shall ensure that all HMRT members are notified that the emergency phase of the incident has ended and that demobilization activities have been initiated.
2. The Decontamination Officer and Medical Officer shall be responsible for demobilization of their respective areas.
3. The Equipment Officer shall ensure that all equipment is properly stowed. The Equipment Officer shall document all equipment that has been used during the incident and any equipment that has been damaged, lost, or requires replacement.
4. Hazard Sector shall finalize all documentation pertaining to entry, actual or suspected exposures, medical monitoring, or any other information that is related to the health and safety of HMRT members.
5. The Haz-Mat Officer shall finalize all documentation pertaining to HMRT response and operations. The Haz-Mat Officer shall collect and examine for completeness all other documentation including:
 - a. Personnel sign-in or manning sheets.
 - b. Equipment use logs.
 - c. Medical monitoring logs.
 - d. Information collected from references.
 - e. Instrument check-off lists and response logs.

HMRT members shall return to quarters and assist the Equipment Officer in replacing used equipment or disposables, cleaning of equipment and apparatus, filling used SCBA bottles, and any other activities required to make the haz mat support vehicle fully operational.

Debriefing shall occur when all pertinent documentation is collected and reviewed by the HMRT membership. Errors and omissions shall be identified during debriefing.

A post-incident critique shall be conducted with all members present. The critique shall include an analysis of the response from the point of view of the Haz-Mat Officer, Safety Officer, sector officers, and HMRT members. Any recommended changes to policies and procedures or other suggestions shall be documented.

Debriefing and critique activities shall be conducted as soon as possible after the end of an incident at the site or another suitable location.

The Hazardous Materials Command Worksheet, Hazard Sector Worksheet, and Entry Team Checklist shall be used to document activities throughout an HMRT response. The Hazardous Materials Incident Report and Hazardous Material Exposure Report Form shall be completed following an HMRT response. All documentation shall be forwarded to the special operations officer.

4.13 Recording Exposure to Chemicals

Anytime personnel are exposed or contaminated to chemicals, the Incident Commander shall make a report of people of the people involved and forward a copy to the Fire Chief who will file the report as a permanent record

CHEMICAL EXPOSURE RECORD

Date _____

1) Printed Name of Person Exposed _____

2) Date / Time _____

3) Location _____

4) Incident Number _____

5) Chemical Involved _____

6) Solid _____ Liquid _____ Gas _____ Vapor _____ Powder _____

7) Was Above Person Contaminated Yes _____ No _____

8) If yes is answered above, was contamination by way of :

Skin _____ Clothing _____ Ingestion _____ Inhalation _____

9) Protective Gear Worn at Time: _____

10) Extent of Contamination: _____

11) Comments: _____

Signature of Exposed Person: _____

Signature of Supervisor: _____

4.14 Methods for Alerting the Public

The purpose of this procedure is to provide information to the public in the event of a hazardous materials incident plans and procedures for their protection which are coordinated and accurate. In the event of an emergency requiring mass notification to the public the following means of communication may be used:

➤ **Television and radio news broadcasts**

The news broadcast media may be contacted directly and requested to air messages aimed at alerting the public.

➤ **Vehicles — equipped with loudspeakers**

Law enforcement, fire, or other emergency personnel may warn the public by driving through the designated area in vehicles equipped with loudspeakers, or by going door-to-door. In some cases members of Neighborhood Watch Organizations or Amateur Radio Operators may assist emergency responders. The warning message delivered should include actions to be taken by the public, any special instructions, and how to obtain more information.

➤ **Door-to-door — conducted by emergency workers in uniform or badge in view.**

4.15 Emergency Situations

- Team member down Code word – MAN DOWN
- For civilian or first responder casualties the entry team leader will notify the Operations Section Chief, who will then request assistance from the IC. If additional aid is not available, then the unit commander or IC must determine whether to continue the mission or rescue casualties.
- In the event of a suspect still on scene, the team chief will notify the Operations Section Chief, who will then request assistance from law enforcement personnel.
- Explosive Devices (Code word – SECONDARY DEVICE): Team will immediately evacuate the area by the same route used to enter the area. The Operations Section Chief will request assistance from the IC / State Police EOD.

SECTION 5 – INCIDENT COMMAND SYSTEM

5.1 Incident Action Plan

5.2 Incident Command Systems Forms

- 5.2A - Form 201 Incident Briefing
- 5.2B - Form 202 Response Objectives
- 5.2C - Form 203 Organization Assignment List
- 5.2D - Form 204 Assignment List
- 5.2E - Form 205 Incident Radio Communications Plan
- 5.2F - Form 206 Medical Plan
- 5.2G - Form 209 Incident Status Summaries
- 5.2H - Form 214 Unit Log
- 5.2I - Form 215 Operational Planning Worksheet
- 5.2J - Form 215a Incident Action Plan Safety Analysis Instructions

5.1 Incident Action Plan

Certain conditions result in the need for the Incident Commander to develop an incident action plan including site safety and control plan consistent with the emergency response plan and/or standard operating procedures and within the capability of the available personnel, personal protective equipment, and control equipment. A written IAP, with objectives clearly defined, should be considered whenever:

- Two or more jurisdictions are involved in the response.
- The incident continues into the next Operational Period.
- A number of ICS organizational elements are activated (typically when General Staff Sections are staffed).
- It is required by agency policy.
- A Hazmat incident is involved and hot zone entry is needed. (Required).

The action plan must be understood by all personnel involved at the scene. Hazard Sector must verify that all involved HMRT personnel understand and agree with the action plan before it is presented to the IC for approval and initiated.

The action plan should be centered on the following:

- a. Protection of life.
- b. Protection of the environment.
- c. Containment and control of the material.

ICS Form 201

INCIDENT BRIEFING	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Map Sketch			
ICS 201 Page 1 of 4	5. Prepared by (Name and Position)		

6. Summary of Current Actions

ICS 201

Page 2

7. Current Organization

ICS Form 202

INCIDENT OBJECTIVES	1. INCIDENT NAME	2. DATE	3. TIME
4. OPERATIONAL PERIOD (DATE/TIME)			
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)			
6. WEATHER FORECAST FOR OPERATIONAL PERIOD			
7. GENERAL SAFETY MESSAGE			
8. Attachments (<input checked="" type="checkbox"/> if attached) <input type="checkbox"/> Organization List (ICS 203) <input type="checkbox"/> Medical Plan (ICS 206) <input type="checkbox"/> Weather Forecast <input type="checkbox"/> Assignment List (ICS 204) <input type="checkbox"/> Incident Map <input type="checkbox"/> _____ <input type="checkbox"/> Communications Plan (ICS 205) <input type="checkbox"/> Traffic Plan <input type="checkbox"/> _____			
9. PREPARED BY (PLANNING SECTION CHIEF)		10. APPROVED BY (INCIDENT COMMANDER)	

Organization Assignment List, ICS Form 203

ORGANIZATION ASSIGNMENT LIST		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
POSITION	NAME	4. OPERATIONAL PERIOD (DATE/TIME)		
5. INCIDENT COMMAND AND STAFF		9. OPERATIONS SECTION		
INCIDENT COMMANDER		CHIEF		
DEPUTY		DEPUTY		
SAFETY OFFICER		a. BRANCH I- DIVISION/GROUPS		
INFORMATION OFFICER		BRANCH DIRECTOR		
LIAISON OFFICER		DEPUTY		
6. AGENCY REPRESENTATIVES		DIVISION/GROUP		
AGENCY	NAME	DIVISION/ GROUP		
		DIVISION/ GROUP		
		DIVISION/GROUP		
		DIVISION /GROUP		
		b. BRANCH II- DIVISIONS/GROUPS		
		BRANCH DIRECTOR		
		DEPUTY		
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
7. PLANNING SECTION		c. BRANCH III- DIVISIONS/GROUPS		
CHIEF		BRANCH DIRECTOR		
DEPUTY		DEPUTY		
RESOURCES UNIT		DIVISION/GROUP		
SITUATION UNIT		DIVISION/GROUP		
DOCUMENTATION UNIT		DIVISION/GROUP		
DEMOBILIZATION UNIT		DIVISION/GROUP		
TECHNICAL SPECIALISTS		d. AIR OPERATIONS BRANCH		
8. LOGISTICS SECTION		AIR OPERATIONS BR. DIR.		
CHIEF		AIR TACTICAL GROUP SUP.		
DEPUTY		AIR SUPPORT GROUP SUP.		
a. SUPPORT BRANCH		HELICOPTER COORDINATOR		
DIRECTOR		AIR TANKER/FIXED WING CRD.		
SUPPLY UNIT		10. FINANCE/ADMINISTRATION SECTION		
FACILITIES UNIT		CHIEF		
GROUND SUPPORT UNIT		DEPUTY		
b. SERVICE BRANCH		TIME UNIT		
DIRECTOR		PROCUREMENT UNIT		
COMMUNICATIONS UNIT		COMPENSATION/CLAIMS UNIT		
MEDICAL UNIT		COST UNIT		
FOOD UNIT		PREPARED BY (RESOURCES UNIT)		

MEDICAL PLAN	1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period					
	5. Incident Medical Aid Station								
Medical Aid Stations	Location			Paramedics		Yes	No		
6. Transportation									
A. Ambulance Services									
Name	Address		Phone	Paramedics		Yes	No		
B. Incident Ambulances									
Name	Location			Paramedics		Yes	No		
7. Hospitals									
Name	Address		Travel Time		Phone	Helipad		Burn Center	
			Air	Ground		Yes	No	Yes	No
8. Medical Emergency Procedures									
Prepared by (Medical Unit Leader)					10. Reviewed by (Safety Officer)				

INCIDENT STATUS SUMMARY

FS-5100-11

1. Date/Time			2. Initial <input type="checkbox"/>			3. Incident Name			4. Incident Number														
			Update <input type="checkbox"/>																				
			Final <input type="checkbox"/>																				
5. Incident Commander		6. Jurisdiction		7. County		8. Type incident		9. Location		10. Started Date/Time													
11. Cause	12. Area Involved		13. % Controlled		14. Expected Containment Date/Time		15. Estimated Controlled Date/Time		16. Declared Controlled Date/Time														
17. Current Threat						18. Control Problems																	
19. Est. Loss		20. Est. Savings		21. Injuries		Deaths		22. Line Built		23. Line to Build													
24. Current Weather			25. Predicted Weather			26. Cost to Date			27. Est. Total Cost														
WS Temp			WS Temp																				
WD RH			WD RH																				
28. Agencies																							
Resources																					Totals		
Kind of Resource	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST			
ENGINES																							
DOZERS																							
CREWS	Number of Crews:																						
	Number of Crew Personnel:																						
HELICOPTERS																							
AIR TANKERS																							
TRUCK COS.																							
RESCUE/MED.																							
WATER TENDERS																							
OVERHEAD PERSONNEL																							
TOTAL PERSONNEL																							
30. Cooperating Agencies																							
31. Remarks																							
32. Prepared by						33. Approved by						34. Sent to:											
												Date		Time		By							

ICS Form 215

OPERATIONAL PLANNING WORKSHEET					1. Incident Name		2. Date Prepared Time Prepared				3. Operational Period (Date/Time)										
4. Division/Group or Other Location	5. Work Assignments	Resource by Type (Show Strike Team as ST)																6. Reporting Location	7. Requested Arrival Time		
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
		Req																			
		Have																			
		Need																			
		Req																			
		Have																			
		Need																			
		Req																			
		Have																			
		Need																			
9. Total Resources - Single		Req																			
		Have																			
		Need																			
Total Resources - Strike Teams		Req																		Prepared by (Name and Position)	
		Have																			
		Need																			

Incident Action Plan Safety & Risk Analysis Form, ICS 215A

INCIDENT ACTION PLAN SAFETY ANALYSIS		1. Incident Name							2. Date	3. Time
Division or Group	Potential Hazards								Mitigations (e.g., PPE, buddy system, escape routes)	
	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:		
Prepared by (Name and Position)										

Section Six
Call List for Support Agencies
Additional Worksheets

Sheriff's Department Advisory Team

SO Communications Division.....236-5895

RAILROADS

Burlington Northern Santa Fe (BNSF).....(800) 832-5452
Louisiana Delta.....364-9627

MISCELLANEOUS

National Response Center & Terrorism Hotline.....(800) 424-8802
(Report any oil or hazardous spill that has reached or may reach a waterway.)
ATF (Alcohol, Tobacco and Firearms).....(225) 231-6620
LSP Explosives.....(225) 925-6178
Louisiana Poison Control Center.....(800) 222-1222
Center for Disease Control.....(800) 232-4636
CHLOREP.....(703) 894-4140
United States Army Explosive (EOD) 705th Detachment - Fort Polk... (337) 531-5505
CHEMTREC.....(800) 424-9300
EPA Region 6.....(866) 372-7745

LAFAYETTE FIRE DEPARTMENT

Fire Chief Robert Benoit.....	Work	291-8703
Deputy Chief John Bourgeois.....	Work	291-8782
Haz-Mat Coordinator Chad Sonnier.....	Work Cell	291-5514 280-1238
Assistant Chief Jason Boudreaux.....	Work	291-8707
Assistant Chief Charles Menard.....	Work	291-8707
Assistant Chief Kyle Lacombe.....	Work	291-8707
Assistant Chief Jason Benoit.....	Work	291-8707
Training Chief Troy Gauthier.....	Work	291-5506
Fire Prevention Chief Forrest Chaisson.....	Work	291-8704
Communications Chief Antionette Gerald.....	Work	291-8715

**All personnel listed above may also be contacted by Communications Division at 291-8716

DEPARTMENT OF PUBLIC WORKS

Chad Nepveaux/DirectorOffice 291-8502
Cell 658-5185 (work)
308-0356 (personal)

Bess Foret/Environmental Quality ManagerOffice 291-5676
Cell 591-0153 (work)
257-7115 (personal)

John Bowden/Fleet SuperintendentOffice 291-8575
Cell 278-7562 (work)
257-7661 (personal)

Brian Vincent/Facilities ManagerOffice 291-5626
Cell 654-1908 (work)
852-9251 (personal)

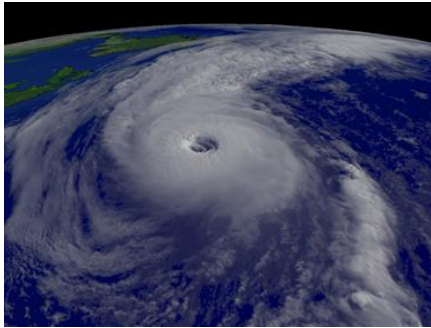
TRAFFIC, ROADS & BRIDGES DEPARTMENT

Steve Viator/Streets SuperintendentOffice 291-8527

DRAINAGE DEPARTMENT

Brian Smith/Director of Drainage.....Office 291-8527
Cell 322-5061 (work)
351-3885 (personal)

City-Parish of Lafayette, Louisiana



Emergency Operations Plan

Annex I Fire Services

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Plans Development and Maintenance.....	I-5
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Appendices to Annex I:	
Appendix 1 - Organizational Chart	

I. PURPOSE

It is the purpose of this annex to establish fire services plans and procedures to save lives, prevent injury and protect property, as well as to support Lafayette Parish protective response actions during emergency situations and disasters.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. The Lafayette Parish Fire Departments have the responsibility of fire prevention, control, suppression and basic medical support. These responsibilities become more significant during an emergency situation.
2. Under the best of circumstances, the management and coordination of a large firefighting operation is complex and may involve multiple department and agencies. Fires which are potentially of disastrous proportion, or which are coincident with any other disaster situation, will place excessive requirements upon local fire departments.
3. A major disaster or catastrophic event may result in many urban and rural fires. Ignition sources that would normally be of a lesser concern grow in their potential under a disaster condition.
4. In disaster conditions, these fires could spread rapidly, cause great damage, and seriously threaten lives and property. Fire departments in the immediate vicinity of the disaster would most likely be totally committed to such an immediate area, and would probably be stretched beyond their response capacity. Their own and other firefighting resources would be difficult to obtain, manage, coordinate, and utilize due to the disruption of communication, transportation, utility, and water systems within disaster locales.
5. Departments support each other with instantaneous mutual aid through fire alarm dispatch.

B. ASSUMPTIONS

1. Existing fire personnel and equipment will be able to handle most emergency situations through the use of the existing mutual aid agreements.
2. Coordination and direction of the local efforts, including volunteers, will be required.
3. Fire resources and personnel will be tasked with a variety of missions, many of which will not directly relate to fire suppression.
4. Damaged areas will be restricted and may not be readily accessible.
5. Secondary events or disasters will threaten lives and property as well as firefighting personnel.

III. CONCEPT OF OPERATIONS

A. GENERAL

1. The primary responsibility of the fire service in Lafayette Parish is fire control, suppression and prevention; in addition to these responsibilities they are regularly involved in basic rescue and hazardous materials operations. They also serve as backup support of public warning and radiological defense.
2. Due to the many hazards that can affect Lafayette Parish, the fire service in general may be called upon to perform duties outside of fire control, suppression and prevention.

B. PHASES OF MITIGATION

1. Mitigation
 - a. Enforces fire codes within Lafayette Parish.
 - b. Public fire safety education programs.
 - c. Advise public officials on needed changes to fire and zoning codes.
 - d. Negotiate mutual aid agreements with other jurisdictions.
2. Preparedness
 - a. Maintenance of equipment.
 - b. Training of personnel.
 - c. Development of communication procedures to be used prior to, during and after an emergency.
 - d. Participate in the parish-wide mutual aid.
3. Response
 - a. Fire suppression.
 - b. Rescue operations.
 - c. Hazardous material incidents.
 - d. Support of operation and warning system (Annex C).
 - e. Provide decontamination of emergency responders.
 - f. Radiological protection.
 - g. Advise public officials of the possible need for evacuation.
 - h. Activate auxiliary and volunteer support groups as needed.
4. Recovery
 - a. Fire inspection.
 - b. Decontamination.
 - c. Continue response operations.
 - d. Assist in damage assessment.
 - e. Designate safe and danger areas.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. TASK ASSIGNMENTS

1. Lafayette and Volunteer Fire Departments
 - a. Coordinate all fire services activities within their jurisdiction and deployment of fire/rescue personnel and equipment in an emergency.
 - b. Fire suppression.
 - c. Fire prevention.
 - d. Fire code enforcement.
 - e. Public alert / notification.
 - f. Support for radiological protection as needed.
 - g. Provide fire suppression for shelters.
 - h. Responding and establishing incident command for hazardous material incidents.
 - i. Establish mutual aid agreements.
 - j. Assist in search and rescue during emergencies.
 - k. Alert all emergency support services to the dangers associated with technological hazards and fire during emergency operations.
 - l. Obtain appropriate protective equipment, instruments, antidotes and clothing to perform assigned tasks in a hazardous chemical or radiological environment.
2. Louisiana Forestry Commission
 - a. Primary responsibility for forest fires.
 - b. Support for local fire control operations.
3. Military Support
 - a. Support for local fire control operations.
4. Louisiana State Fire Marshal's Office
 - a. Fire code enforcement.
 - b. Arson investigation.
 - c. Advise public officials on needed changes to fire and zoning codes.

V. DIRECTION AND CONTROL

A. OPERATIONS

1. Each department's respective Fire Chief will be responsible for coordinating all emergency fire services operations. Each agency will be responsible for operations within its respective jurisdiction.
2. Command Post and staging areas procedures will be followed to effectively coordinate all field operations.
3. In declared disasters, the City-Parish Mayor-President through the Office of Homeland Security and Emergency Preparedness will coordinate emergency operations from the EOC.
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 EOC. The Fire Representative will also coordinate the use of fire resources from outside jurisdictions.

5. Each senior fire officer may act as a Field Command Post Chief within his respective station/district/jurisdiction with the responsibility of providing situation reporting to the EOC.
6. Each fire station shall become a staging area for equipment and supplies dispatched during emergency rescue operations.
7. Priority of firefighting and rescue operations shall always be given to designated shelters, and areas immediately adjacent to said shelters.
8. Routine operations will be handled by the respective fire departments in accordance with their SOPs. State and Federal support will be called upon as needed.
9. The call-up of fire services personnel will be in accordance with prescribed departmental policy.

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 Office of Homeland Security and Emergency Preparedness.
2. Execution and coordination of an evacuation order will be the responsibility of the Parish Homeland Security and Emergency Preparedness Director with the cooperation and assistance of the fire departments and the law enforcement agencies.
3. In situations when in the opinion of the Office of Homeland Security and Emergency Preparedness that evacuation is essential to saving lives, an evacuation order may be issued.
4. Prior to the issuing of an evacuation order to the news media for public dissemination, all affected agencies shall be notified and the issuance of such orders shall be announced from the EOC or Field Command Post.

VI. CONTINUITY OF GOVERNMENT

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

VII. ADMINISTRATION AND LOGISTICS

A. REFERENCE PAR. VII BASIC PLAN

B. RESOURCES

Fire service resource listings are maintained by each fire department, and are available for reference.

C. VITAL FACILITIES

Vital facilities are listed in Appendix 3, Basic Plan.

VIII. PLANS DEVELOPMENT, MAINTENANCE AND EXECUTION

A. REFERENCE PAR. VIII BASIC PLAN

B. 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 as related to emergency preparedness operations.

C. Each fire chief is responsible for the development and maintenance of standard operating procedures to implement this plan and govern the operations of his department.

IX. AUTHORITIES AND REFERENCES

A. AUTHORITIES

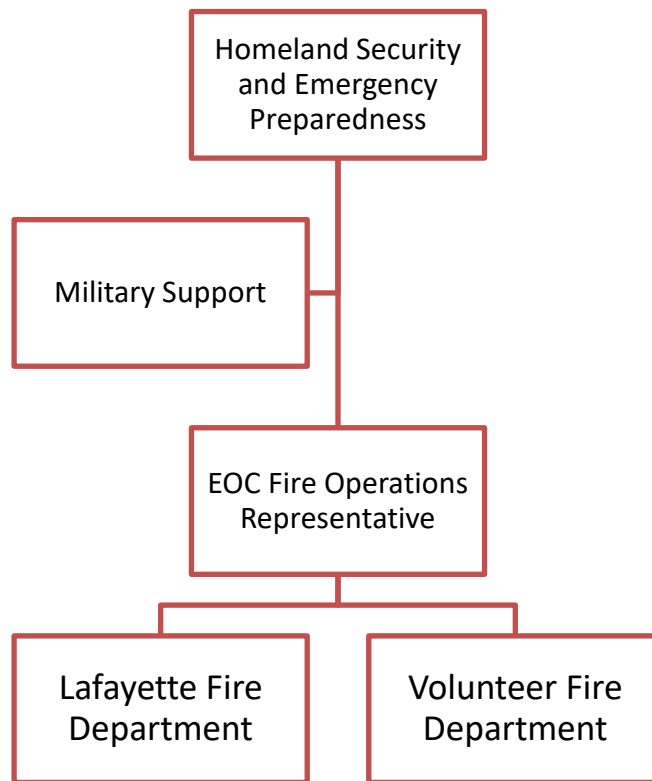
See Basic Plan

APPENDICES TO ANNEX I:

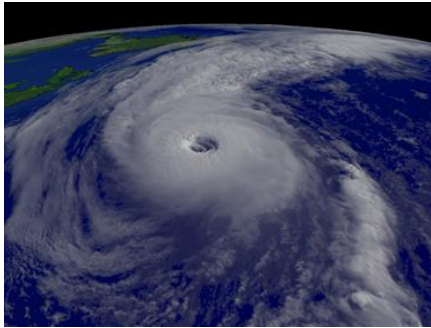
Appendix 1 - Organizational Chart

Appendix 2 - Equipment Listings – On file in EOC

ORGANIZATIONAL CHART



City-Parish of Lafayette, Louisiana



Emergency Operations Plan

Annex J

Search and Rescue

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Appendices to Annex:

Appendix 1 - Organizational Chart

I. PURPOSE

It is the purpose of this annex to establish a plan for responding to any incident within the boundaries of Lafayette Parish.

It shall be the mission of this team to provide assistance as necessary to the victims of the incident. Types of assistance may include removal, medical treatment, and decontamination. Their duties will include the location, identification, and removal from the stricken area the survivors, the injured in need of medical treatment and decontamination, the marooned and the dead.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Reference Par. II A, Basic Plan.
2. The Parish of Lafayette is subject to severe structural damage from events such as severe thunderstorms, hurricanes, floods, tornadoes, industrial plant explosions, acts of terrorism and war. Any of these emergencies would provide a need for special assistance in order to locate the injured, missing or dead residents within the boundaries of the incident.
3. Due to a limited number of resources, the Fire Departments, the Sheriff's Department, and Lafayette Police Department will combine their efforts.

B. ASSUMPTIONS

1. Reference, Par. II B, Basic Plan.
2. An organized, trained, and well equipped search and rescue capability is needed as an effective means by which to minimize injuries and loss of life to the general public.
3. Lafayette Parish agencies with search and rescue capabilities shall maintain mutual-aid agreements in order to provide the necessary assistance during a major event.
4. State and federal agencies are expected to assist local efforts after local resources are deemed insufficient.

III. CONCEPT OF OPERATIONS

A. REFERENCE PAR. III, BASIC PLAN

B. GENERAL

1. Search and Rescue Operations

The Lafayette Parish Sheriff's Department, Lafayette Police Department, and the fire departments provide 24-hour a day response support capability in the area of fire safety and law enforcement throughout the parish.

2. Augmentation

The search and rescue forces will be augmented if necessary by mobilizing additional skills in medical, building trades, engineering services, heavy equipment operation, communications, air support (rotary and fixed-wing aircraft), and water (divers and surface vessels).

All participating units will coordinate their efforts through the Lafayette Parish Sheriff's Office, the chief law enforcement agency within Lafayette Parish.

C. PHASES OF MANAGEMENT

1. Prevention

- a. Create a list of available resources required for performing search and rescue function.

2. Mitigation

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

3. Preparedness

- a. Rescue units and EMTs are trained on a regular basis in rescue skills and techniques by the responsible controlling agency or organization.
- b. Rescue equipment is tested, maintained and repaired by the responsible agency or organization.
- c. Response plans are revised at regular intervals and updated accordingly by emergency response agencies.

4. 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.
- g. Locating any overdue boaters.
- h. Assisting in alerting and evacuating people in and around the designated emergency zone.

5. Recovery

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

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. REFERENCE, PAR. IV, BASIC PLAN

B. COORDINATION

1. Normal day-to-day rescue managed by the on-scene commander.
2. State of Emergency managed by on-scene commander and the EOC.

C. OPERATIONS

1. Fire department personnel and sheriff's department deputies are assigned responsibility for rescue operations. Law enforcement agencies are assigned responsibility for search operations.
2. Rescue assistance is requested wherever needed in cases such as victims trapped in accidents, boating mishaps, missing persons, and downed aircraft.
3. Motor vehicle transportation support is provided by the sheriff's department, fire departments, and city-parish departments.

D. RESOURCE SUPPORT BASE

In the event that a search and rescue operation might exceed the capability of local emergency response personnel, the parish search and rescue agencies/organizations will contact other agencies including Louisiana State Police, the Louisiana Department of Wildlife and Fisheries, the U.S. Coast Guard, the Civil Air Patrol, the Department of Environmental Quality, the State Fire Marshal, and private enterprise for equipment and/or personnel support.

V. DIRECTION AND CONTROL

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

VI. CONTINUITY OF GOVERNMENT

(See Basic Plan, Section VI)

VII. ADMINISTRATION AND LOGISTICS

- A. REFERENCE PAR. VII, BASIC PLAN.
- B. The Office of 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 changes are made.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. REFERENCE PAR. VIII, BASIC PLAN.
- B. The primary responsibility for the development and maintenance of this annex rests with the Office of Homeland Security and Emergency Preparedness. Support will be provided by the sheriff's department.

IX. AUTHORITIES AND REFERENCES

A. See Basic Plan.

B. Louisiana Emergency Assistance & Disaster Act of 1993, as amended.

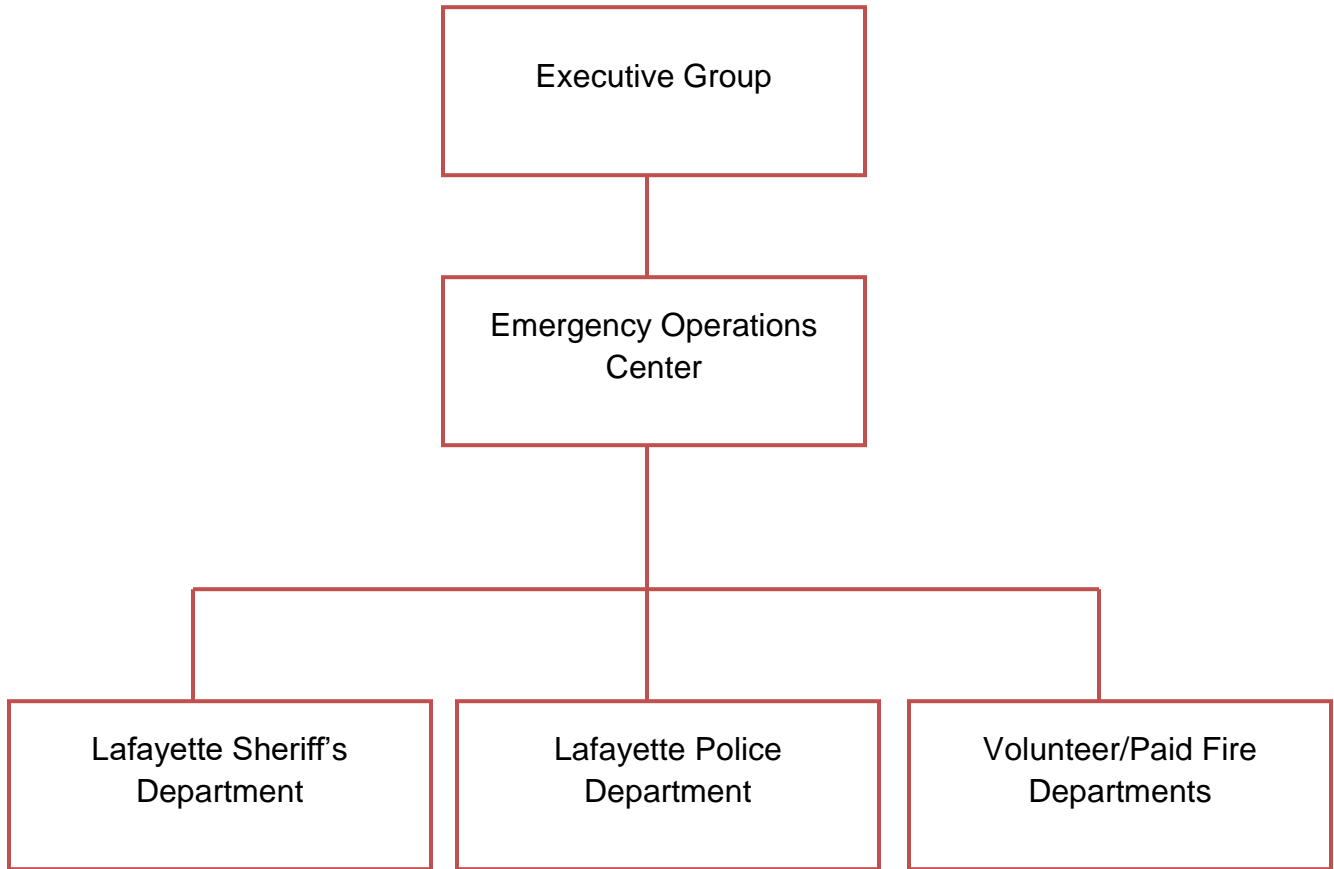
X. GLOSSARY/DEFINITIONS OF TERMS:

A. Reference Par. X, Basic Plan

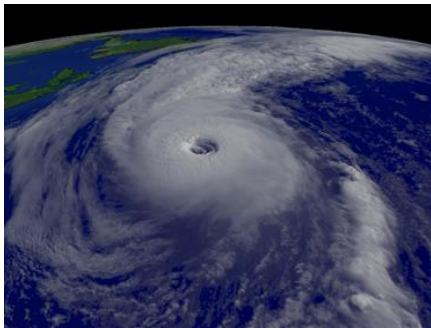
APPENDICES FOR ANNEX J:

Appendix 1 - Organizational Chart

SEARCH AND RESCUE ORGANIZATIONAL CHART



City-Parish of Lafayette, Louisiana



Emergency Operations Plan

Annex K

Damage Assessment

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Appendices to Annex K:	
Appendix 1 - Damage Assessment Organizational Chart	

I. PURPOSE

This annex provides information to be used by parish officials in the event of a disaster/storm that impacts Lafayette Parish.

This annex establishes procedures for the accurate assessment and reporting of damage to public and private property resulting from an emergency/disaster in order to restore the affected community to its natural order.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

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 assessments will be performed on an urgent basis to provide an initial estimate of damage.
2. When a disaster occurs of such magnitude that it could result in a Presidential Declaration, a damage assessment of public and private property is required for the parish and all of its political subdivisions to determine the extent of damage. This information will provide a basis for the determination of actions needed, the establishment of priorities, the allocation of local government resources in the disaster area during the early stages of the recovery effort, and what, if any, outside assistance will be required.
3. The primary agency for damage assessment will be the Office of Homeland Security and Emergency Preparedness with assistance from other agencies.
4. The Office of Homeland Security and Emergency Preparedness Director will designate a Damage Assessment Officer at the on-set of any disaster.

B. ASSUMPTIONS

1. Reference Par. II B, Basic Plan
2. Fast and accurate damage assessment is vital to effective disaster response.
3. Pre-arranged teams of local resource personnel will assess damage.
4. If promptly implemented, this plan can expedite relief and assistance for those adversely affected.

III. CONCEPT OF OPERATIONS

A. REFERENCE PAR. III, BASIC PLAN

B. GENERAL

The ultimate responsibility of damage assessment lies with the local governing authority. The Homeland Security and Emergency Preparedness Director with assistance of the appropriate parish and municipal personnel, will be responsible for collecting damage

surveys, collection of data and the preparation of damage assessment reports. The Office Homeland Security and Emergency Preparedness Director, acting on behalf of Lafayette Parish, will submit the needed report to the Governor's Office of Homeland Security and Emergency Preparedness. Damage assessment will be conducted by qualified, trained local teams.

C. PHASES OF MANAGEMENT

1. Prevention
 - a. Identify resources that will provide information on homeowner's property.
 - b. Ensure that all inspectors are aware of the conditions surrounding the property prior to performing damage assessment in order to avoid further damage.
2. Mitigation
 - a. Develop a damage assessment training program.
 - b. Develop a damage assessment team of qualified local personnel.
 - c. Designate a Damage Assessment Officer.
 - d. Develop public awareness programs of building codes, ordinances and the Flood Insurance Program.
 - e. Continued development of existing Hazard Mitigation Plan.
3. Preparedness
 - a. Identify resources to support and assist with damage assessment activities.
 - b. Select and train personnel in damage assessment techniques.
 - c. Review procedures for damage reporting and accounting.
 - d. List all critical facilities and all parish buildings requiring priority assessment.
4. Response
 - a. Homeland Security and Emergency Preparedness Director will activate the damage assessment staff in the Emergency Operation Center.
 - b. All agencies will begin collection of data and record keeping at onset of the event.
 - c. Assign Disaster Assessment Teams.
 - d. Document all emergency work performed by local resources, including appropriate photographs and videos.
 - e. Compile damage reports for appropriate agencies.
 - f. Inform officials of hazardous facilities, bridges, roads etc.
 - g. Submit all resource requests to GOHSEP through WebEOC.
5. Recovery
 - a. Continue damage assessment surveys.
 - b. Advise on priority repairs and unsafe structures.
 - c. Monitor restoration activities.
 - d. Prepare documentation for submission to state and federal government.
 - e. Review building codes and land use regulations for possible improvements.
 - f. Appoint an authorized agent to represent Lafayette Parish.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. HOMELAND SECURITY AND EMERGENCY PREPAREDNESS

1. Responsible for the over-all direction and control of damage assessment for the parish.
2. Assemble a team for developing a damage assessment plan.
3. Appoint a Damage Assessment Officer (Community Development and Planning).
4. Develop public information and education programs.
5. Maintain accurate records of funds, materials, and man-hours expended as a direct result of the disaster.
6. Be prepared to receive, record and consolidate all damage reports made by private citizens within the parish.

B. DAMAGE ASSESSMENT OFFICER

1. Will locate in the Emergency Operation Center and direct damage assessment operations. Will be responsible to the Homeland Security and Emergency Preparedness Director or his/her designee for the operation of the teams, collection of data, and reporting.
2. Assist the Homeland Security and Emergency Preparedness Director and other recovery operations in establishing a sequence of repairs and priorities for restoration of affected area.
3. Coordinate disaster teams conducting field surveys.
4. Maintain sufficient quantities of needed forms for damage assessment teams and other departments/agencies assisting with assessments/recovery operations.
5. Collect and compile incoming damage reports from teams in the field, and from other operations coordinators such as parish department directors, health and medical coordinator, and outside agencies such as American Red Cross, school system, utility companies, etc.
6. Collect, report and maintain estimates of expenditures and obligations as required.
7. Correlate and consolidate all expenditures and damage assessment for submission to Governor's Office of Homeland Security/Emergency Preparedness.
8. Be available to escort state and federal damage survey officials on inspections of damaged areas. Have damage sites located on area maps before state and federal inspectors arrive.
9. Solicit cooperation from local companies (appraisers, contractors, utilities, etc.) and local representatives of support agencies such as American Red Cross, fire departments, etc. to serve as members of damage assessment teams.
10. Conduct damage assessment training programs.
11. Maintain a list of critical facilities (public buildings, streets, highways, bridges, etc.) requiring priority repairs, if damaged.

C. DAMAGE ASSESSMENT TEAMS

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

1. American Red Cross – Responsible for the needs of the people and the reporting thereof.
2. County Agent – Responsible for the needs of the land, animals and crops and the reporting of thereof.
3. Utility Companies – Responsible for restoration of utilities and reporting thereof.
4. Parish Assessor's Office – Responsible for a system to determine the dollar amount of the losses.
5. Contractors – Responsible for the reporting of buildings damaged.
6. Real Estate Agents – Responsible for the reporting of buildings damaged.
7. Insurance Agents – Responsible for the reporting of insured persons and property.
8. Parish Public Works Departments – Responsible for the reporting of damaged government buildings, streets, highways, bridges, etc.
9. City Maintenance Department – Responsible for the reporting of damaged city buildings, streets, etc.
10. Code Enforcement – Responsible for inspection and reporting of damaged buildings.

D. LOCAL GOVERNMENT AGENCIES AND MUNICIPALITIES

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

V. DIRECTION AND CONTROL

The Homeland Security and Emergency Preparedness is responsible for coordinating damage assessment activities in Lafayette Parish. The Damage Assessment Officer is a member of the EOC staff and is responsible for 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 procedures of same. (See Basic Plan, Sec. VI)

VII. ADMINISTRATION AND LOGISTICS

A. REFERENCE PAR. VII, BASIC PLAN

B. FORMS AND RECORD RETENTION

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

C. SURVEY TEAMS

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

VIII. PLAN DEVELOPMENT AND MAINTENANCE

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

IX. AUTHORITIES AND REFERENCES

A. AUTHORITIES

See Basic Plan

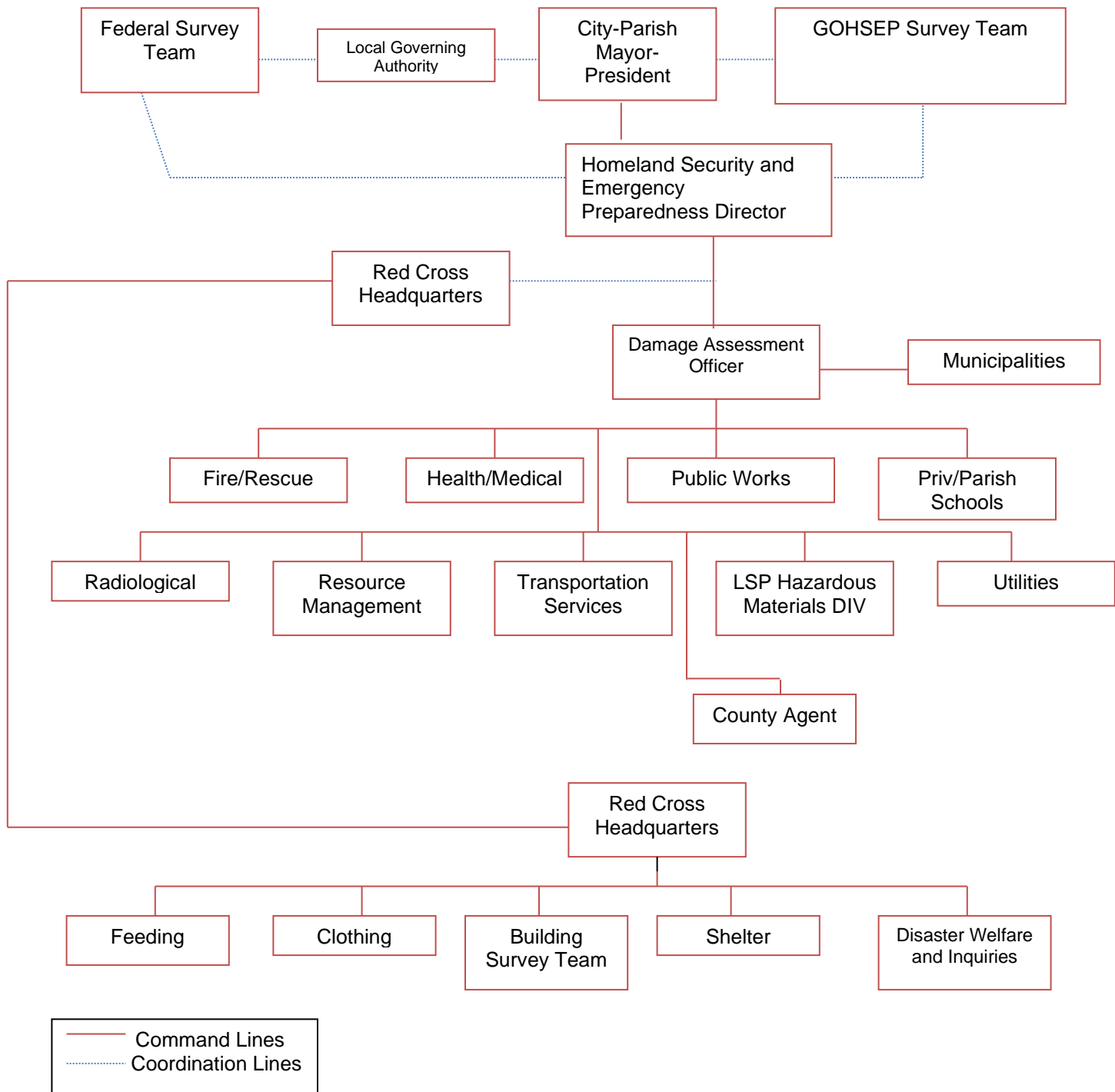
B. REFERENCES

See Basic Plan

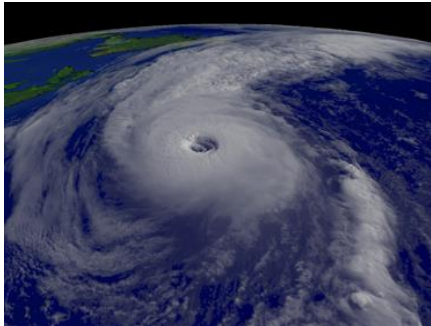
APPENDICES TO ANNEX K:

Appendix 1 - Damage Assessment Organizational Chart

DAMAGE ASSESSMENT AND RED CROSS-ORGANIZATIONAL CHART



City-Parish of Lafayette, Louisiana



Emergency Operations Plan

Annex L

Resource 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 inventorying and conservation of resources on a continuing basis, and to develop procedures to deploy these resources in an effective, orderly and timely manner in an emergency/disaster.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Reference Par. II A, Basic Plan.
2. An emergency/disaster situation can result from a natural or man-made occurrence resulting in the loss of life or property. During such an event, 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.
3. Resources that Lafayette Parish may need include:
 - a. Personnel including skilled and labor professionals.
 - b. Communications equipment.
 - c. Vehicles for passengers, cargo, and debris removal.
 - d. Heavy equipment for public works applications, and materials handling.
 - e. Materials and tools such as:
 - Fuel
 - Sand and sandbags
 - Plastic sheeting
 - Shovels, picks, chainsaws, hatchets
 - g. Mass care supplies such as:
 - Food
 - Water
 - Cots, bedding and blankets
 - Sanitation supplies
 - Medicine and first aid supplies
 - Lighting and portable generators
4. Lafayette Parish has mutual aid agreements with neighboring jurisdictions and higher levels of government.

B. ASSUMPTIONS

1. Reference Par. II B, Basic Plan.

2. Procedures have been established for requesting assistance and resources during an emergency.
3. Resources inventory includes anticipated needs of local government for all types of emergencies/disasters.
4. Proper coordination of all available resources has been provided.
5. Initial Sustainability
 - a. Response agencies will sustain themselves during the first 72 hours of an emergency.
 - b. Households and businesses located in the area directly affected by the emergency situation will sustain themselves during the first 72 hours of an emergency.
6. Donations

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

Performance of the resource management function will depend on the availability of a large pool of volunteers. Offers of help will be received.
8. Access to Mutual Aid

Mutual aid resources may be limited due to the parties being affected themselves by the emergency and being unable to provide the resources.

Pressure on the resource management function to supply unmet needs of response agencies may be reduced by assistance from the next higher level of government.

III. CONCEPT OF OPERATIONS

A. GENERAL

1. Ref. Par. III, Basic Plan.
2. Priorities

Disaster victims will take precedence in the allocation of resources. The Resource Manager in consultation with the Homeland Security and Emergency Preparedness Director will set specific priorities at the onset of an emergency.
3. Supplier of last resort

Emergency services agencies should exhaust their own channels of support, for example, mutual aid agreements with similar agencies in other jurisdictions, before turning to the resource management function.
4. Costs

Purchase prices, and contract costs, where possible, should be established. Even if eligible for reimbursement, costs should initially be considered the responsibility of the requesting agency.

5. Coordination with volunteer agencies
Lafayette Parish will coordinate with volunteer agencies through the Emergency Operations Center and the Louisiana V.O.A.D.
6. Local, state, regional and federal coordination
Local, state, regional and federal coordination will occur through:
 - a. Local Emergency Operations Center.
 - b. Governor's Office of Homeland Security and Emergency Preparedness.
 - c. FEMA Region VI Office.

B. PHASES OF MANAGEMENT

1. Mitigation
 - a. Plan resource and services to be provided in an emergency.
 - b. Coordinate activities through the EOC.
 - c. Establish purchase prices and contract costs for specific items through parish purchasing guidelines and mutual aid agreements.
 - d. Plan and train adequate personnel for maximum utilization of resources of the following units of government:
 - (1) Sheriff/Police Departments
 - (2) Fire Departments
 - (3) Public Works Department
 - (4) Human Resources Department
 - (5) Utilities Department
 - e. Coordinate and utilize all available resources during an emergency.
 - f. Establish procedures and guidelines for volunteers and donations.
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.
 - e. Update emergency plans and procedures to ensure accurate information.
 - f. Establish staging areas for internal and external response personnel, equipment, supplies and commodities.
 - g. Identify facilities in the parish that can be used at the City-Parish Mayor-President's or Homeland Security and Emergency Preparedness Director's discretion.
3. Response
 - a. Determine needs and prioritization.
 - b. Obtain supplies.
Notify suppliers, volunteers, etc.

- Evaluate requests against known supplies.
- Procurement.
- Soliciting donations.
- c. Finance Officer should keep the Resource Manager aware of:
 - Authorize budget.
 - Log and process transactions.
 - Track accounts.
 - Secure access for additional funding as necessary and feasible.
- d. Legal Accountability – Legal advisor should keep Resource Manager aware of:
 - Legal Obligations.
 - Special powers granted by law to expedite tasks.
- e. Distribution of goods and services
 - Activate and operate key facilities.
 - Donations receiving areas.
 - Warehouses.
 - Checkpoints and traffic control.
 - High priority resources should be dispatched quickly.
- f. Reporting and Coordination
 - EOC to notify checkpoints and other facilities of incoming resources.
 - Checkpoints and other facilities are to provide regular reports on resources passing through to the EOC.
- g. Establishment of Point of Distribution Sites
 - Coordinate POD commodities through EOC via WebEOC portal.
 - Direct commodities to site specific locations.
 - Conduct commodity tracking.
- h. Coordinate services with parish and local municipalities.
 - i. Prioritize needs of additional resources.
 - j. Coordinate local efforts with other agencies.
 - k. Keep records and track all services, personnel, equipment, supplies and other resources needed during an emergency.
- 4. Recovery
 - a. Assess needs of victims.
 - b. Estimate costs to provide additional 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.

- g. Conduct needs assessment with all response agencies, local officials and the finance department to identify all resources used during an emergency.
- h. Replace used inventories to replenish stock.
- i. Return loaned equipment.
- j. Deactivate facilities and staff used for resource management.
- k. Final reconciliation.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. REFERENCE PAR. IV, BASIC PLAN.

1. The day-to-day operations of the Office of Homeland Security and Emergency Preparedness provides planning and personnel training to obtain the maximum use of available resources and materials in the event an emergency/disaster should arise. During the emergency/disaster, local government will operate and coordinate and identify essential resources to be rendered to disaster victims in accordance with Appendix 1 to this annex.
2. The structure of the Resource and Service Supply Team can be expanded or contracted easily as the size and scope of emergency changes. It is based on the incident command structure. This team fits into the command structure on scene as well as the Emergency Operations Center. Among the many resources needed during an emergency are the following:
 - a. Heavy Equipment
 - Machinery for clearance
 - Bulldozers
 - Backhoes
 - Draglines
 - b. Specialized Equipment
 - Chain Saws
 - Firefighting Equipment
 - Water Pumps
 - Rescue Equipment
 - Generators
 - Portable Lighting
 - Radiological Instruments
 - c. Temporary Shelters
 - American Red Cross Shelters
 - Hotels and Motels
 - d. Local Public Facilities
 - Schools and Universities
 - Park and Recreation Areas

- National Guard/Reserve Armories
- Other Government Buildings
- Private Facilities
 - Churches
 - Clubs
 - Office Buildings
 - Stores
- e. Food Centers
 - Wholesalers
 - Grocery Stores
 - Frozen Food Lockers
- f. Medical Care
 - Hospitals
 - Medical Clinics
 - Drug Stores
 - Ambulance Service
- g. Transportation
 - Buses
 - Trucks
 - Trains
 - Boats
 - Lowboy - Tractor/Trailer
- h. Marine Equipment
- i. Aircraft
- j. Miscellaneous Supplies
 - Sand
 - Sand bags

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

V. DIRECTION AND CONTROL

The 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 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 Plan. The Emergency Operations Center is directly responsible for proper coordination of the resource management area.

VII. ADMINISTRATION AND LOGISTICS

A. ADMINISTRATION

1. Report and records will usually be kept in computer database form.
2. The Finance Department will keep records of expenditures during emergencies and disasters.
3. Emergency procurement will be done when needed with said paperwork done ASAP after the procurement if necessary.
4. Ordinary hiring procedures and duties of employees are subject to change during an emergency.

B. LOGISTICS

The necessary resources needed to facilitate the resource management function are as follows:

1. Staffing
2. Facilities
3. Communications
4. Computers and Software
5. Office Equipment and Supplies
6. Transportation

VIII. PLANS DEVELOPMENT AND MAINTENANCE

- A. The Homeland Security and Emergency Preparedness Director along with the Resource Manager will be responsible for the development and updating of this annex.
- B. Directors of supporting agencies given responsibility in this plan, in coordination with the Office of Homeland Security and Emergency Preparedness are responsible for maintenance of their respective annexes or appendices.

IX. AUTHORITIES AND REFERENCES

A. AUTHORITY

See Basic Plan.

B. REFERENCES

1. Guide for All Hazard Emergency Operations Planning. (SLG 101, FEMA)

APPENDICES TO ANNEX L:

Appendix 1 - Resource Management Organizational Chart

Appendix 2 - Food Supply Plan

Appendix 3 - Fuel Supply Plan

Appendix 4 - Transportation Plan

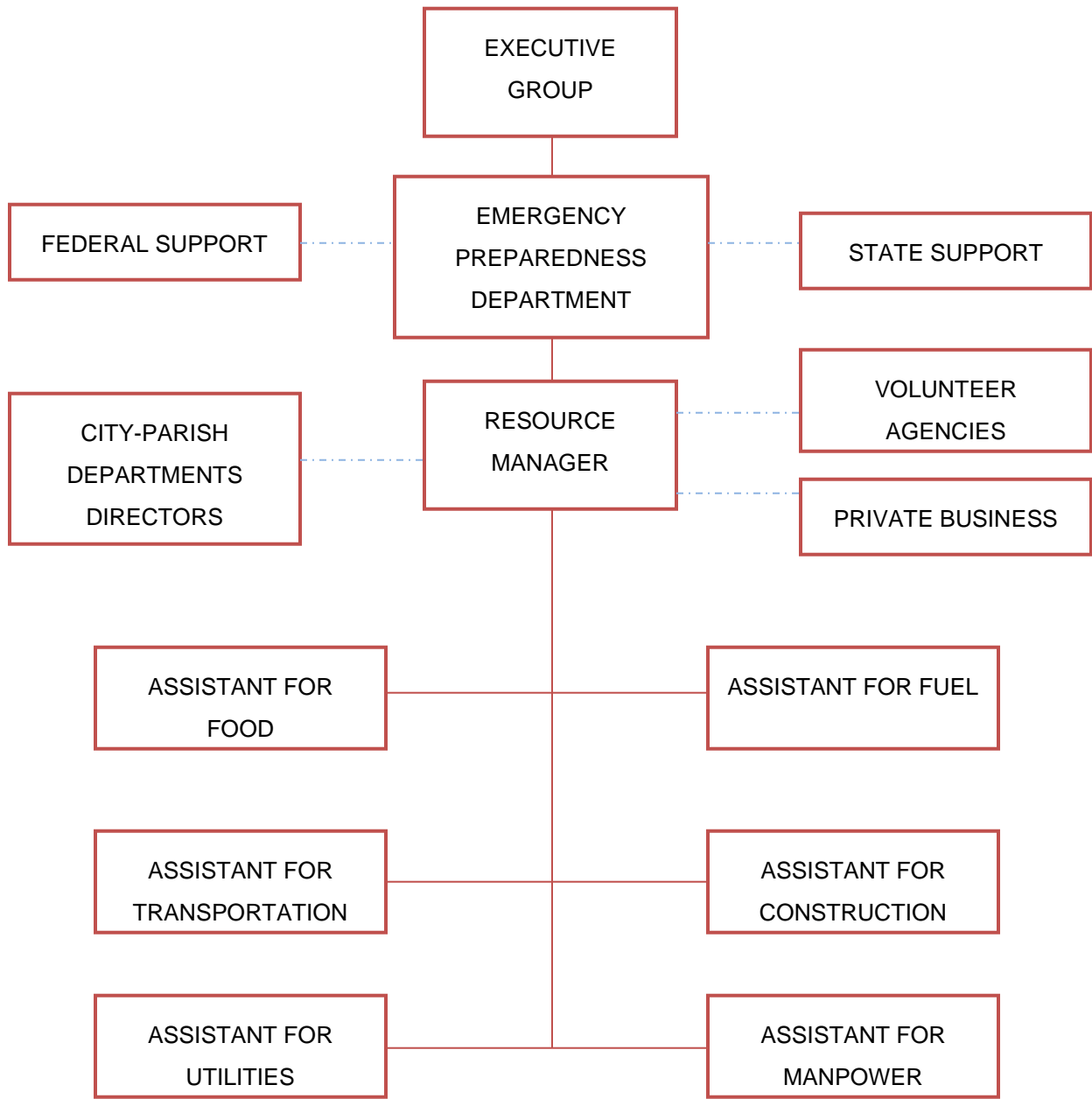
Appendix 5 - Construction Plan

Appendix 6 - Utility Plan

Appendix 7 - Manpower Plan

Appendix 8 – Resource List

RESOURCE MANAGEMENT
ORGANIZATIONAL CHART



----- COORDINATION
_____ DIRECT

FOOD SUPPLY PLAN

I. GENERAL

- A. Normally, food supplies on hand in retail stores would be sufficient to sustain the resident population for approximately four (4) days without resupply. Local residents are estimated to have on hand in their homes enough food to support themselves for seven (7) days.
- B. Evacuees are expected to bring at least a three (3) day supply to feed their self until the food distribution system can be set up and fully functional.
- 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 stocks.
- B. Food Supply Coordinator will be responsible for arranging the distribution and control of all available food stocks.
- C. Coordinators for each lodging district is responsible for requesting the amount of food needed from Food Supply Coordinator.

III. CONCEPT OF OPERATIONS

- A. Food supply operations centers will be designated.
- B. Based on food supply requests, the food Supply Coordinator will locate food needed and arrange for transportation to the rationing distribution point, or mass feeding kitchens, where needed.
- C. All trucks delivering food and other grocery products will first report to the food supply operations centers. From this point, the food supply coordinator will direct trucks to appropriate storage or distribution areas.

FUEL SUPPLY PLAN

I. GENERAL

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

II. RESPONSIBILITIES

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

III. OPERATIONS

- A. The Fuel Coordination Centers will be designated. 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 EOC.
- D. All fuel trucks delivering petroleum will first report to the Fuel Coordination Center. From this point, the Fuel Coordinator will direct trucks to appropriate storage or distribution points.

TRANSPORTATION PLAN

I. GENERAL

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

II. ORGANIZATION AND RESPONSIBILITIES

The Transportation Section consists of: the Transportation Coordinator, Lafayette Parish School Board, representatives from local bus companies, representatives from other organizations owning cargo or passenger carrying vehicles, representatives from railroad and express companies, and local postmaster.

III. OPERATIONS

- A. Transportation Operations Centers will be designated.
- 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 should report first to a vehicle control point at the parish line for further instructions.
- D. Trucks carrying supplies through Lafayette Parish to other parishes must not be diverted from their routes. The 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. Transportation section must be prepared to help move "evacuees" from lodging areas to designated fallout shelters in the event of war emergencies and hazardous material incidents.

CONSTRUCTION PLANS

I. GENERAL

The Construction Section will mobilize all heavy and light duty construction equipment and all building materials available. All engineers, contractors, architects, skilled construction workers, and others with practical experience and training will be asked to help with the critical task of fallout shelter construction or upgrading, in the event this is necessary.

II. RESPONSIBILITIES

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

III. OPERATIONS

- A. Construction Operations Center will be located at a designated area assigned by the Construction Coordinator at the time of the incident.
- B. All trucks carrying construction supplies/equipment and all motorized heavy equipment will report first to the Construction Operations Center. From this point, the Construction Coordinator will direct such trucks or equipment to work sites.
- C. See Crisis Relocation Operations Handbook for suggestions on how to upgrade buildings.

UTILITY PLAN

I. GENERAL

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

II. RESPONSIBILITIES

The Utility Coordinator shall monitor and coordinate with all utility companies and shall endeavor to obtain the needed utilities for all evacuees and to resolve problems between evacuees and utility firms or agencies. He/She shall keep the Office of Homeland Security and Emergency Preparedness Director informed of any problem involving utilities and their availability.

III. OPERATIONS

- A. Electric utilities are supplied by Entergy, Slemco, and the Lafayette Utilities Systems. Alternate sources for generating equipment may be provided by agreements with neighboring parishes, municipalities and state agencies (Louisiana National Guard).
- B. Natural gas utilities are supplied by Atmos Energy.
- C. Water utilities are supplied by various water districts. Some residents are supplied water by individually owned wells. Alternate water sources may be supplied by private bottling companies and state agencies (Louisiana National Guard).
- D. Sewer and/or sanitation facilities are supplied by various governmentally and privately owned and operated oxidation treatment ponds. Some residents have individual treatment disposal (septic tanks).

MANPOWER PLAN

I. GENERAL

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

II. RESPONSIBILITIES

The Manpower Coordinator, manpower service, shall be responsible to the Supply Services Coordinator, for providing manpower, critical and general, to the emergency services requesting this type of assistance.

III. OPERATIONS

- A. The Manpower Coordinator, upon being notified of activation by the Supply Services Coordinator will form his staff (usually made up of City-Parish of Lafayette personnel). The Manpower Coordinator will assign personnel to different tasks which must be accomplished for the common welfare of the people in a time of crisis (i.e., delivery of sand/sandbags to designated areas; cooking/kitchen duties, security, etc.). Job assignments will be made in accordance with the procedures, checklist and assignment as stated in Annex A, Basic Plan, EOC staff and position.
- B. In the case of shortages, the Supply Services Coordinator will set priorities. The Manpower Coordinator shall coordinate with the local and state employment services, if deemed necessary.

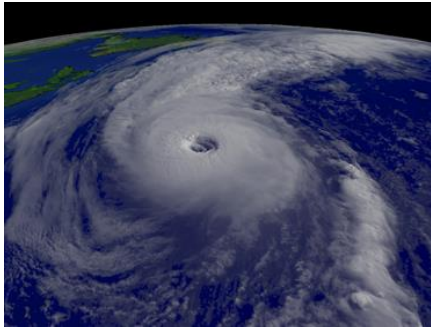
RESOURCE LIST

A list of resources that are available to Lafayette Parish public safety agencies can be accessed by using the following link:

<https://apps.lafayettela.gov/OHSEP-Resources/>

A user id and password are required to access the list. If you need to obtain a user id and password, contact the Lafayette Office of Homeland Security and Emergency Preparedness at 337-291-5075 or eoc@lafayettela.gov.

City-Parish of Lafayette, Louisiana



Emergency Operations Plan

Annex M

Emergency Public Welfare

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EMERGENCY PUBLIC WELFARE ANNEX M

I. PURPOSE

This annex describes the guidelines and procedures used to provide emergency welfare services to victims of a disaster, either natural or man-made.

It is the propose of this annex to ensure that there are available guidelines in order to provide the necessary assistance to the victims of any emergency that would affect the residents of Lafayette Parish.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

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

B. ASSUMPTIONS

1. Reference Par. II B, Basic Plan.
2. The Parish of Lafayette will continue to be exposed to potential disasters.
3. The coordination of emergency welfare services will be required to respond to these disasters.
4. The most effective and adequate response is through planning efforts.
5. Emergency welfare services can be of significant assistance to residents of Lafayette Parish in preventing or reducing disaster-related losses.

III. CONCEPT OF OPERATIONS

A. REFERENCE PAR. III, BASIC PLAN.

B. GENERAL

1. The State Department of Children and Family Services shall provide the direction necessary in order to provide an emergency welfare program.
2. The Parish Department of Children and Family Services shall be responsible for the following activities:
 - a. It's normal welfare-related duties.
 - b. Development of specific requirements for implementing an emergency welfare plan for the residents of Lafayette Parish.

3. Major functions of the welfare program are:

- a. Emergency registration.
- b. Coordination of feeding.
- c. Clothing.
- d. Lodging.
- e. Social Services.

C. PHASES OF MANAGEMENT

1. Prevention

- a. Develop method of registering evacuees in shelters.
- b. Establish a warehouse facility to house food, donated clothing and personal hygiene products that will be needed by evacuees.

2. 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 procedures.
- d. Plan coordination with other services.
- e. Review and update Emergency Public Welfare Service Plan.

3. Preparedness

Upon receipt of information of any pending disaster or emergency threatening the lives or welfare of the people, the Director and staff of the Parish Office of Children and Family Services shall review existing contingency plans for emergency welfare services.

The Parish Office of Children and Family Services shall anticipate an approximate need for child and family services and be prepared to implement an emergency action plan.

4. Response

Upon notification that an emergency or disaster has occurred, the Parish Office of Children and Family Services will activate the emergency plan to include:

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

5. Recovery

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

- c. The response of the Parish Office of Children and Family Services will vary depending on the needs of the victims and the ability of the office to respond.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. REFERENCE PAR. IV, BASIC PLAN.

B. ORGANIZATION

1. The State Department of Children and Family Services (DCFS) establishes policies, procedures, and provides guidance to the Parish Department of Children and Family Services in order to develop and maintain statewide capability of service delivery to meet human needs caused by an emergency/disaster. The Parish Office of Children and Family Services is organized with an inherent response oriented capability as the welfare arm of local government.
2. The organizational structure of emergency welfare services is found in Appendix 1.

C. RESPONSIBILITIES

1. It is the responsibility of the Director of the Parish Office of Children and Family Services to coordinate all welfare assistance within Lafayette Parish.

V. DIRECTION AND CONTROL

A. The Parish Director of the Office of Children and Family Services will maintain direction and control over welfare operations from his/her office, the emergency operations center or a command post. At times of emergency, the Parish Director of the Office of Children and Family Services may:

1. Designate other staff members to represent the department in the Emergency Operations Center.
2. Continue to operate from the Parish Office of Children and Family Services or other designated area.

VI. CONTINUITY OF GOVERNMENT

The chain of command for emergency welfare service activities in the Office of Children and Family Services are established by departmental policy. The Office of Children and Family Services oversees the channels of operating procedures.

VII. ADMINISTRATION AND LOGISTICS

A. REFERENCE PAR. VII, BASIC PLAN

B. ADMINISTRATION

1. All emergency plans will be reviewed and updated for implementation.
2. The Office of Children and Family Services alerting procedures should be kept current.

3. A current list of available shelters, which may be required in an emergency and/or disaster is maintained.

C. LOGISTICS

Delivery of emergency welfare services shall be done in accordance with the established operating procedures of the Office of Children and Family Services.

The Office of Children and Family Services will provide technical assistance, manpower, supplies and office space in order to provide assistance to Lafayette Parish.

VIII. PLAN DEVELOPMENT MAINTENANCE

A. REFERENCE PAR. VIII, BASIC PLAN.

- B. The Homeland Security and Emergency Preparedness Director, along with the Director of the Office of Children and Family Services, will be responsible for the development and updating of this plan.

IX. AUTHORITIES AND REFERENCES

See Basic Plan.

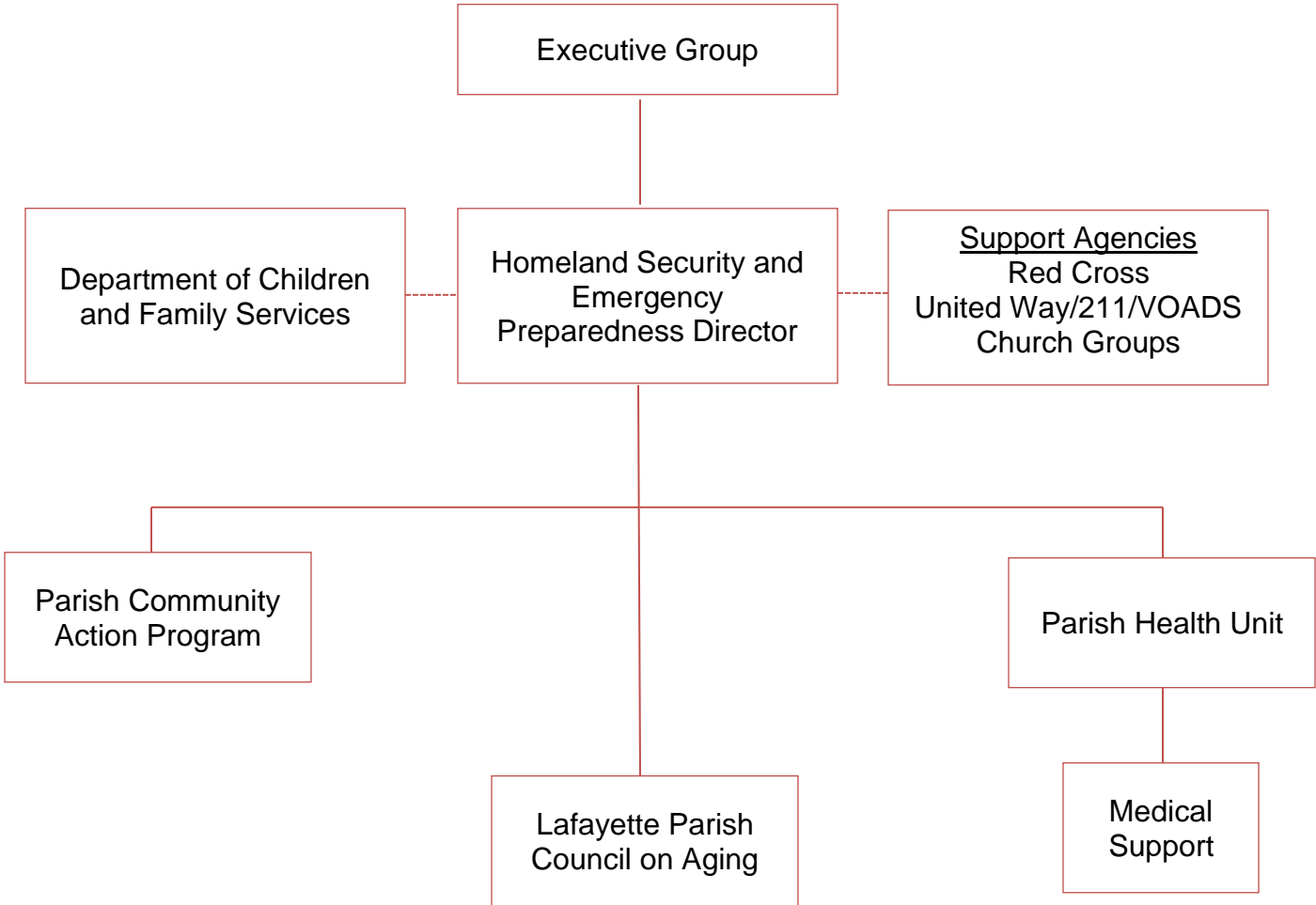
X. GLOSSARY/DEFINITION OF TERMS

A. REFERENCE PAR. X, BASIC PLAN.

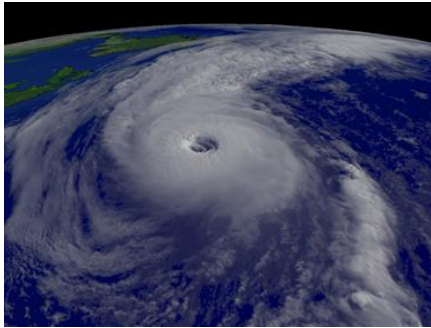
APPENDICES TO ANNEX M:

Appendix 1 - Organizational Chart

EMERGENCY PUBLIC WELFARE
ORGANIZATIONAL CHART



City-Parish of Lafayette, Louisiana



Emergency Operations Plan

Annex N

Public Information and Education

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PUBLIC INFORMATION AND EDUCATION

ANNEX N

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. SITUATION

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

B. ASSUMPTIONS

1. Procedures for the dissemination of emergency information will be pre-determined through meetings with the management and directors of the affected organizations.
2. Reviewing of procedures will be conducted on a regular basis with the working media, in that the working media personnel are constantly relocating. Making the media an integral part of the Emergency Operations Plan and procedures is also an on-going project.
3. Provisions for other than local media will be arranged for and space provided. Coordinating the need for the public to be truly and accurately informed will be the basic guideline for all efforts in the area of emergency public information.

III. CONCEPT OF OPERATIONS

A. GENERAL

1. Emergency information efforts before, during and after a specific event will focus on the particular situation and not deviate or include information that is not pertinent.
2. Where possible, emergency information will begin with as much educational background as time and the event will permit. Otherwise the information given will be

of an instructional and operational nature on such things as warnings, evacuation and shelter precautions and/or locations.

3. 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.
4. 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.
5. 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.
6. Dissemination of this vital information, of course, relies heavily on the cooperation of the commercial media and local efforts of the Office of Homeland Security and Emergency Preparedness.

B. PHASES OF EMERGENCY PREPAREDNESS

1. Prevention

- a. Develop a public information program with local media to include both pre and post storm information.
- b. Develop a public information program for children both pre-school and school age.

2. Mitigation

- a. Survey and analyze the geographical area of responsibility to determine appropriate precautionary activity necessary to mitigate prior to the event (emergency levying, evacuating, etc.).
- b. Utilize trained staff personnel for the development and production of hazard awareness programs within the community with schools, civic groups and others.
- c. Maintain an active program with the media in all phases of emergency preparedness in education, instructions and action plans.
- d. Develop the Emergency Alerting System and exercise it regularly. Have written agreements for the activation of the Emergency Alerting System.
- e. Identify a resource person(s) to assist in communicating with non-English speakers who may be in Lafayette Parish during an emergency. Maintain a resource list in the Emergency Operation Center. The University of Louisiana at Lafayette will serve as initial contact for assistance with such requests.

3. Preparedness

- a. Develop a mutually agreed upon public educational program for consideration of all hazards and with particular emphasis on seasonal hazards such as hurricanes, tornadoes or flooding.

- b. Prepare and distribute on a regular basis all pertinent operational and procedural changes as they are developed in the various on-going programs and distribute to the media.
4. Response
 - a. Distribute press releases and emergency information packets.
 - b. Coordinate rumor control through aggressive public relations activities.
 - c. On a regular basis, schedule news conferences.
5. Recovery
 - a. Continue emergency public information programs.
 - b. Assess effectiveness of information and education programs.
 - c. Compile a chronological record of events.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

1. The Homeland Security and Emergency Preparedness Director will establish an emergency information office and appoint a Public Information Officer who will be the official representative to the media in an emergency. The Public Information Officer will locate in the Emergency Operations Center.
2. The Public Information Officer will function as a member of the Emergency Operations Center Staff under the direction and guidance of the Homeland Security and Emergency Preparedness Director.
3. The Office of Homeland Security and Emergency Preparedness, the American Red Cross, and Lafayette Utilities System provides a number of public education brochures regarding personal emergency preparedness.

B. RESPONSIBILITIES

1. The Homeland Security and Emergency Preparedness Director will:
 - a. Appoint a Public Information Officer to be an authorized spokesperson in an emergency.
 - b. Develop and maintain the parish's emergency public information and education programs.
 - c. Maintain a close working relationship with all media sources.
 - d. Enter into written or oral agreements with the media sources.
 - e. Provide official public information essential to the public based on (1) a thorough review of all public information statements prior to release, and (2) consultation with the City-Parish Mayor-President.
 - f. Provide a rumor control reporting and check network.
 - g. Develop procedures for the proper use of an Emergency Alerting System Operational Plan for the area.

- h. Coordinate with the Sheriff's Office, municipal police departments and fire departments the use of mobile public address equipment for possible dissemination of disaster information and instruction.
2. The Public Information Officer will be responsible for:
- a. Maintain current list of all media sources for releases.
 - b. Activating and operating the Parish Media Center and rumor control.
 - c. Gathering and coordinating all matters pertaining to emergency public-related information and education with the Homeland Security and Emergency Preparedness Director and City-Parish Mayor-President.
 - d. Coordinating disaster information with municipal mayors, other local and state agencies, and all parish departments.
 - e. Providing news releases for the media.
 - f. Establishing procedures for the flow of emergency information and distribution of educational materials using all media sources available (newspaper, radio, television) and the use of Emergency Alerting System.
 - g. Disseminating appropriate all-hazard pre-planned emergency educational packet materials, as lead-time permits, that can be printed in newspapers and used by radio and television as preparatory guidance for the public.
 - h. Receiving and compiling for dissemination to the media authoritative information that has been authenticated through all possible sources and reviewed and cleared for release by the City-Parish Mayor-President and the Emergency Preparedness Director.
 - i. Coordinating with the rumor control network which will include field personnel, the National Weather Service, support agencies such as the Sheriff's Office, and the media, etc., and monitoring news releases for accuracy or appoint an individual to do the same.
 - j. Keep the Governor's Office of Homeland Security and Emergency Preparedness informed on local releases.
 - k. Coordinate the activities of the Parish Media Center and Rumor Control.
 - l. Have telephone numbers periodically publicized for ready use of the public to obtain emergency information.
 - m. Maintain a chronological record of the disaster events.
 - n. Provide for the continued dissemination of information after the emergency for such situations as restricted areas and services, contacting relatives, relief services of State and Federal governments, American Red Cross, Salvation Army, etc.
 - o. Address the needs of handicapped citizens such as the blind, deaf and non-institutionalized elderly and non-English speaking, through media specialized telephones and/or door-to-door public address, or through bilingual outlets.

3. The media will:
 - a. Designate a representative(s) to work with the Emergency Preparedness Director to review and become familiar with the emergency operations plan for Lafayette Parish.
 - b. Cooperate in coverage of public education programs including the use of pre-planned emergency educational packets that address all types of hazards.
 - c. Assist parish officials and the Parish Public Information Officer in verifying field reports for accuracy and become a part of the rumor control network.

V. DIRECTION AND CONTROL

A. GENERAL

The Homeland Security and Emergency Preparedness Director is responsible for the development and implementation of all emergency type educational and informational programs for Lafayette Parish. He/she will appoint the Public Information Officer, with the consent of the City-Parish Mayor-President, to be responsible for the actual implementation and use of the plans and procedures when the given situation arises.

B. EDUCATIONAL PROGRAMS

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

1. Informing the media, thus informing the public, of newly developed techniques and approaches of emergency preparedness.
2. The use of lectures and presentations to interested organizations, school and other agencies to explain hazards, mitigation, preparedness, response and recovery programs.
3. The distribution of educational materials.

C. PUBLIC INFORMATION PROGRAMS

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

VI. CONTINUITY OF GOVERNMENT

(See Basic Plan)

VII. ADMINISTRATION AND LOGISTICS

A. MEDIA

See Appendix 1, list of media involved in the dissemination of information.

B. FILMS AND PUBLICATIONS

Films and publications dealing with various aspects of emergency preparedness are available through the Emergency Operation Center, the Governor's Office of Homeland Security and Emergency Preparedness, or the Federal Emergency Management Agency.

C. RECORDS AND REPORTS

The Homeland Security and Emergency Preparedness Director will maintain records of all public information activities at the Emergency Operation Center. 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 the budget.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

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

IX. AUTHORITIES AND REFERENCES

See Basic Plan

APPENDICES TO ANNEX N:

Appendix 1 - List of Media

Appendix 2 - Organizational Chart

LIST OF MEDIA

I. Media available in Lafayette Parish

A. NEWSPAPERS

1. Daily Advertiser/Times of Acadiana
Telephone: (337) 289-6300 or (337) 237-3560
Fax: (337) 289-6443 or (337) 233-7484
2. The Advocate
Telephone: (337) 534-0716
Fax: (337) 269-0410

B. RADIO STATIONS

1. KNEK/KRRQ/KSMB/KXKC
Telephone: (337) 232-1311 or (337) 233-1330
Fax: (337) 233-3779
2. KJCB/KFMV
Telephone: (337) 233-4262
Fax: (337) 235-9681
3. KMDL/KFTE/KTDY/KROF/KPEL/KHXT
Telephone: (337) 232-2242 or (337) 233-6000
Fax: (337) 235-4181 or (337) 234-7360
4. KRVS
Telephone: (337) 482-5787
Fax: (337) 482-6101
5. KSJY
Telephone: (337) 572-9909
Fax: (337) 572-9929

C. TELEVISIONS STATIONS

1. KADN Channel 15 (INDP/FOX)
Telephone: (337) 237-1500
Fax: (337) 237-2237
2. KATC Channel 3 (ABC)
Telephone: (337) 235-3333
Fax: (337) 232-5282

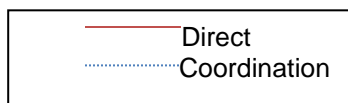
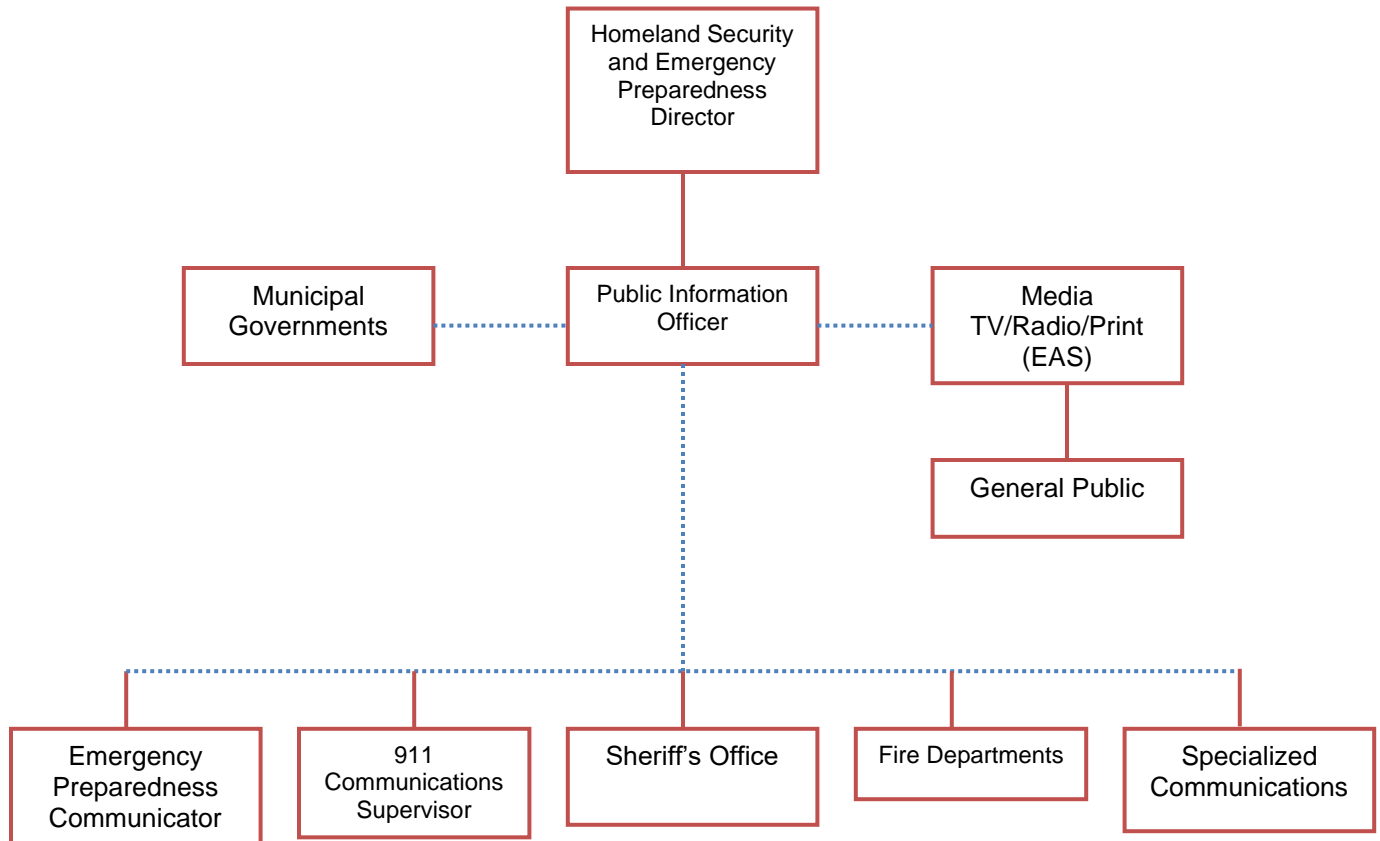
1. KLFY Channel 10 (CBS)
Telephone: (337) 981-4823
Fax: (337) 981-6533
2. Cox Communications
Telephone: (337) 232-6323
Fax: (337) 234-8376

II. Media available from outside parish

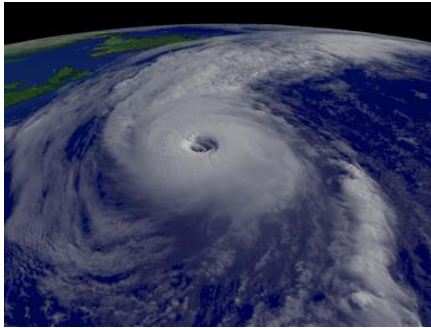
A. RADIO STATIONS

1. KAJN (Crowley)
Telephone: (337) 783-1560
Fax: (337) 783-1674
2. KXKC/KNIR (New Iberia)
Telephone: (337) 365-6651
Fax: (337) 365-6314
3. WYNK/WFMF/WJBO/DISNEY (Baton Rouge)
Telephone: (225) 231-1860
Fax: (225) 231-1869
4. KQIS/KBEB/KSIG (Crowley)
Telephone: (337) 783-2520
Fax: (337) 783-5744
5. KBON (Eunice)
Telephone: (337) 546-0007
Fax: (337) 546-0097
6. KEUN, KJJB (Eunice)
Telephone: (337) 457-3041
Fax: (337) 457-3081
7. KVPI (Ville Platte)
Telephone: (337) 363-2124
Fax: (337) 363-3574

PUBLIC INFORMATION AND EDUCATION ORGANIZATIONAL CHART



City-Parish of Lafayette, Louisiana



Emergency Operations Plan

Annex 0

Health & Medical

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I. PURPOSE

This annex deals with providing health services during emergency situations. It takes into consideration many factors including terrorist activities (CBRNE), hurricane response, and accommodation of patient surge, disease control, sanitation and mental health. It established a Medical Incident Command consisting of representation from Hospitals (DRC), EMS, Medical Society, Public Health, and others as deemed necessary.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Reference Par. II. A, Basic Plan.
2. There are no geographic boundaries in mass disaster coordination.
3. In many instances emergency and disaster situations will involve a wide range of health and medical problems. To recognize (surveillance) and respond adequately to a major incident, a well-planned health and medical support network is essential. An effective support network should address procedures for responding to mass casualty incidents, disease, sanitation problems, contamination of food and water and community mental health problems.

B. ASSUMPTIONS

1. Reference Par. II. B, Basic Plan.
2. There is an adequate health and medical response capability in place to meet the demands of most major incidents and disaster situations. However, should additional support resources be needed, the Office of Homeland Security and Emergency Preparedness, Medical Incident Commander will coordinate assistance from neighboring parishes. State and federal agencies will also be contacted should health and medical service support be unavailable locally, including the National Guard's Civil Support Team and FEMA's Disaster Medical and Mortuary Assistance Teams (DMAT & DMORT).
3. This plan was developed by the Emergency Medical Services (EMS) Council, Inc., a congress comprised of representatives from the Acadiana hospitals, EMS agencies, Office of Homeland Security and Emergency Preparedness, Louisiana Department of Health, Lafayette Fire Department/Hazmat, Lafayette Parish Medical Society, and individual or group health practitioners.
4. All hospitals in LHA Region 4 participate in the State of Louisiana hospital preparedness program which is represented and guided by the LHA Designated Regional Coordinator (DRC). Those working with this endeavor will be known as the LHA Region 4 representatives.

III. CONCEPT OF OPERATIONS

A. REFERENCE PAR. III., A. BASIC PLAN.

B. PHASES OF EMERGENCY MANAGEMENT

1. Mitigation

- a. Lafayette Parish OHSEP will encourage healthcare facilities in the parish to conduct and participate in specialized training in disaster operations and drills among EMS personnel, first responders, crisis team, LDH, and local hospital staff personnel, particularly incident command system, decontamination, and triage training.
- b. Acadiana EMS Council will encourage first aid training for the general public.
- c. Medical Incident Commander (MIC) will review the emergency medical services' mass casualty response annually.
- d. Lafayette Parish OHSEP will encourage the Red Cross to implement information programs dealing with individual and community first aid, and conduct first aid training.
- e. Lafayette Parish OHSEP will communicate available incident command system training to all first responders.

2. Preparedness

- a. Review and update this plan and its appendices and references annually to be overseen by the MIC:

Annex 0: Health & Medical Plan

Appendix A: Medical Incident Command Plan

Appendix B: Quick Reference Guide

3. Lafayette Parish OHSEP will encourage the development and use of mutual aid agreements where applicable.

4. Response

- a. The Medical Incident Command will be either partially or fully activated (depending on the scale of the incident) when:

Acadian Ambulance Service, Inc. (AASI) becomes aware of a potential or actual mass casualty. AASI will activate the mass casualty incident system, including notification, triage, treatment, and transportation, and ensure notification of all hospital emergency departments and the DRC who will conduct an all call announcement on the hear system to ensure notification to all hospitals. Healthcare facilities, public health or other entities identify potential or actual situations that may cause significant patient surge with potential to overwhelm one or more facilities in the local healthcare system.

- b. Representatives of the Medical Incident Command will report to the Emergency Operations Center. See Annex O, Appendix 2 for details of Medical Incident Command duties.
 - c. Health care agencies will activate their disaster plans and Incident Command System.
 - d. MIC will anticipate the need for additional resources including but not limited to state and federal resources and communicate this to the Lafayette OHSEP staff for assistance in facilitating the request for local, state and federal resources.
5. Recovery
- a. MIC will continue to direct response and treatment activities as necessary, including crisis counseling for emergency workers.
 - b. MIC will compile reports for state and federal agencies; compilation of reports for critique and review.
 - c. MIC will help coordinate the resupply of health and medical services response agencies, if necessary.
 - d. OHSEP will direct inspection of disaster areas to ensure sanitary conditions are safe for re-entry of population.
 - e. Critique of disaster response and recovery will be performed on all disasters and disaster drills. This will either be done by the OHSEP in coordination with the MIC or by the entity conducting the drill.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. REFERENCE PAR. IV, BASIC PLAN.

B. ORGANIZATION

MIC is responsible for coordinating emergency medical operations between the emergency/disaster site, the hospitals and other health/medical support facilities and the Emergency Operations Center during an emergency or a disaster.

The MIC will assist with medical supply and resource planning if necessary. Routine operations will be handled using the standard operating procedures of departments or agencies MIC concerned. State and federal support will be requested through the MIC to the Parish OHSEP Director as needed.

C. TASK ASSIGNMENTS

1. Office of Homeland Security and Emergency Preparedness (OHSEP)
 - a. The OHSEP has designated the Medical Incident Commander to be the Region 4 Public Health Medical Director or designee.
 - b. Will assist the MIC by coordinating with other agencies to provide transportation, communications, non-health supplies, housing for displaced and volunteer medical staff and supporting manpower to healthcare facilities upon request.

- c. Coordinate the issuance of emergency health instructions to the general public.
 - d. Request damage assessments of medical facilities from MIC.
2. Acadiana EMS Council
 - a. Assist in the coordination of medical disaster planning among health providers in Acadiana.
 - b. Provide input into Medical Incident Command system leadership.
 3. LHA Region 4 Representatives (DRC)
 - a. Coordinate medical disaster planning among health providers in Acadiana.
 - b. Designate the Region 4 DRC.
 4. Louisiana Department of Health
 - a. Conduct and coordinate bioterrorism surveillance activities.
 - b. Conduct or coordinate environmental health activities in regard to waste disposal, refuse, food, water control, and vector/vermin control.
 - c. Prevent and control communicable disease by surveillance, evaluation, prevention, and inoculation or issuance of prophylaxis.
 - d. Conduct laboratory activities, including but not limited to diagnostic tests, to determine the presence or absence of food and water contamination, communicable diseases or biological threats.
 - e. Assess the need for and determines location of special needs shelters.
 - f. Establishes special needs shelters in coordination with the statewide special needs shelter network and is responsible for triage of individuals to appropriate facilities based on bed and skill set availability.
 - g. Ensure that people in shelters are surveyed and provided medical and health care, including medicines and vaccinations as appropriate.
 - h. Educate the general public in health matters through public information programs.
 - i. Send warnings, alerts and educational material via health alert network (HAN) to appropriate agencies.
 - j. Provide incident commander (Region 4 Public Health Medical Director or designee) to the MIC.
 5. City-Parish of Lafayette Animal Control
 - a. Monitor vector/vermin conditions in preparedness phase and take appropriate measures.
 - b. Monitor stray animal conditions and take appropriate measures.
 - c. Monitor and take appropriate action to minimize animal and pest control problems in the response and recovery phases of an emergency.
 6. Hospitals
 - a. Appoints a designated hospital coordinator (DHC) to work with the DRC and the MIC in all phases of disaster management.
 - b. Conduct specialized training and drills in disaster operations.

- c. Educate the general public in health matters through public information programs.
 - d. Maintain sufficient medical supplies, medications and equipment.
 - e. Develop and update emergency operating plans for in-hospital and transfer of patients, including surge capacity.
 - f. Receive, triage, and provide emergency treatment to incoming patients.
 - g. Assess ability to assist community by providing healthcare personnel to medical response unit (s) or areas.
 - h. Maintain ongoing communication with the MIC regarding status (i.e. capacity and capability) and medical response activities and plans.
 - i. Input and maintain information into the EMS system program to include bed availability, hospital status and needs during an emergency.
7. Acadian Ambulance Service, Inc. (AASI)
- a. Participates in emergency response planning with healthcare facilities in the community and provides a representative to the MIC.
 - b. Alerts area hospitals/medical facilities of events producing or possibly producing large numbers of patients.
 - c. Activates the mass casualty incident system including notification, triage, treatment and transportation and ensures notification of all hospital emergency departments and the DRC.
 - d. Perform triage at emergency/disaster site.
 - e. Transportation of patients to hospitals/medical facilities including evacuation of healthcare facilities or homebound patients.
 - f. Work with state bureau of EMS to coordinate outside ambulance services that may be deployed during a disaster or surge.
8. Nursing Homes
- a. Conduct specialized training and drills in disaster operations.
 - b. Maintain sufficient medical supplies, medications and equipment.
 - c. Develop and update emergency operating plans for conducting operations of nursing home during emergency situations.
 - d. Develop and update emergency evacuation plan for nursing home residents including transportation, support equipment and supplies and support personnel and submit as required by law.
 - e. May send a representative to the MIC.
9. Lafayette Council on Aging
- a. Assist with public warning of the non-institutionalized disabled and elderly.
 - b. Assist with emergency evacuation of disabled and elderly.
10. Lafayette Parish Coroner
- a. Recover, identify, register and dispose of the dead.
 - b. Notify next of kin.

- c. Maintain records of deaths.
 - d. Formulate plans (see Annex U: mass fatalities) for temporary morgues and for the expedient disposal of corpses as necessitated by the situation.
 - e. Set up emergency morgues when number of casualties necessitate.
11. The State and Federal Government
- a. 62nd WMD Civil Support Team will provide monitoring, decontamination, and recovery assistance when appropriate.
 - b. Strategic national stockpile will be requested for incidents that require more chemoprophylactics and/or medical supplies than what is locally available. The estimated delivery window is 12 hours from the time of CDC's acceptance of the request made.
 - c. In coordination with the Parish OHSEP Director, and through the Governor's Office of Homeland Security and Emergency Preparedness, state and federal assets may be deployed to assist with the evacuation of healthcare facilities or to provide ongoing care within the community through the NDMS System (National Disaster Medical Services).
12. American Red Cross
- a. Establish general shelters.
 - b. Assist in crisis counseling.
 - c. Feeding stations in the community.
13. Crisis Counselors: Disaster Counseling Response
- a. Private counselors.
 - b. The Office of Mental Health.
14. Lafayette Parish Medical Society
- a. Provide representation in the MIC.
 - b. Facilitate coordination of medical volunteers for shelters or other areas where MIC had identified a need for volunteers.
15. LEMU (Louisiana Emergency Medical Unit) Mobile Medical Clinic
- a. Upon recommendation from MIC, may be deployed to various locations in the parish to assist with triage and treatment of persons in shelters or for the general community.
16. United Way Of Acadiana
- a. Provide a base of operations for the coordination of medical volunteers.

V. DIRECTION AND CONTROL—SEE ORGANIZATION (IV., B) ABOVE

VI. CONTINUITY OF GOVERNMENT

- A. SEE BASIC PLAN, PAR. VI.

VII. ADMINISTRATION AND LOGISTICS

- A. REFERENCE PAR. VII, BASIC PLAN.
- B. Emergency assignments will be followed as indicated in Annex A, Appendix 4 of this emergency operations plan and the emergency assignments and plans of health/medical providers.

VIII. PLANS DEVELOPMENT AND MAINTENANCE

- A. REFERENCE PAR. VIII, BASIC PLAN.
- B. The Office of Homeland Security and Emergency Preparedness Director and the MIC representatives will be responsible for the development and updating of this annex. Periodic testing and review will also be conducted with associated health/medical providers. Standard operating procedures will be developed and maintained by the Homeland Security and Emergency Preparedness Director.

IX. AUTHORITIES AND REFERENCES

- A. Lafayette Parish Basic Plan
- B. Medical Incident Command Plan
- C. Annex U: Mass Fatalities
- D. Glossary/Definition of Terms:
- E. Reference Par. X, Basic Plan.

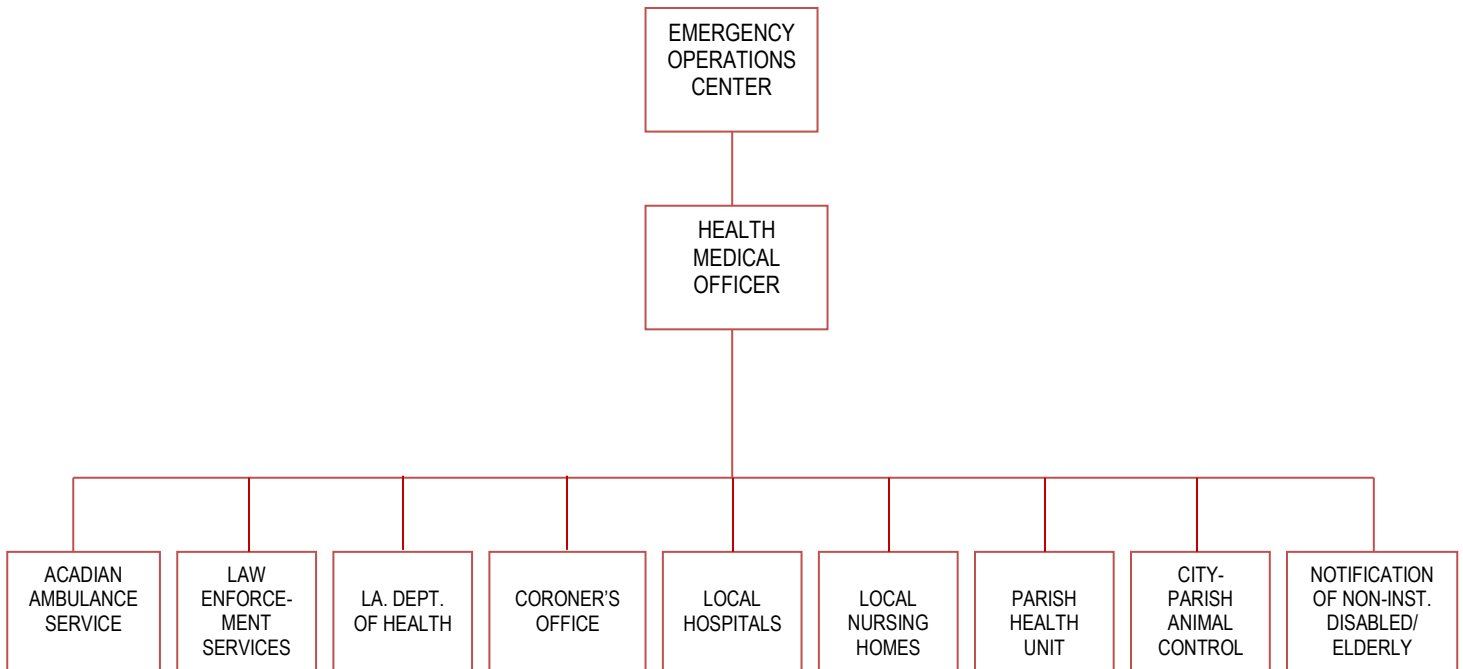
APPENDICES TO ANNEX O:

Appendix 1 - Health/Medical Organizational Chart

Appendix 2 - Medical Incident Command Plan

Appendix 3 - Quick Reference Guide

HEALTH AND MEDICAL ORGANIZATIONAL CHART



MEDICAL INCIDENT COMMAND

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	B. Statement of General Responsibilities	O-2-2
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	3. Medical Plans Chief (MPC)	O-2-5
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I. PURPOSE

The purpose of this plan is to furnish specific instructions for providing maximum medical support in disasters. The Emergency Medical Service Plan was developed by a Congress comprised of representatives from the Acadiana hospitals, EMS agencies, Office of Homeland Security and Emergency Preparedness, Louisiana Department of Health, Lafayette Fire Department, Lafayette Parish Medical Society, and individual or group health practitioners. The Medical Services Plan serves to detail certain operational guidelines not included in the Health and Medical Plan (Annex O):

1. An operational guide to Lafayette Parish hospitals, medical services, and medical personnel for coordinating medical procedures and allotment of medical responsibilities in major disaster operations.
2. A basis for operational planning and training of medical disaster teams to be used in caring for mass casualties.
3. An orientation instrument for all medical personnel who require a clear understanding of the medical concept of disaster management. It is designed to provide a method of orienting medical personnel, hospital and medical facility staffs, regarding actions

4. required to organize and direct medical personnel to meet their responsibilities as members of medical disaster teams in a combined response to a major disaster.

For the purpose of this plan, disasters are classified as follows:

1. Natural disasters such as fires, floods, storms, etc.
2. Disasters precipitated by incidents involving aircraft, surface vehicles, explosions, etc.
3. B-Nice incidents involving biological, nuclear, incendiary, chemical, or explosive agents.
4. Riots and civil disturbances.

II. CONCEPT OF OPERATIONS

A. TASK ORGANIZATIONS:

1. Parish Coroner and staff
2. Lafayette Parish hospitals
3. LEMU – Louisiana Emergency Medical Unit
4. United Way of Acadiana
5. Lafayette Parish nursing homes
6. American Red Cross
7. Louisiana Department of Health
8. University of Louisiana-Lafayette Student Health Services
9. Acadian Ambulance Services, Inc. (AASI)
10. Lafayette Parish Medical Society
11. Law enforcement agencies
12. Fire departments
13. Office of Homeland Security and Emergency Preparedness (OHSEP)
14. Public Works department
15. Physicians and doctors serving in the Parish of Lafayette
16. Funeral homes serving Lafayette Parish
17. National Guard 62nd Civil Support Team
18. Private crisis counselors
19. Lafayette Parish home health agencies
20. Lafayette Parish faith-based organizations

B. STATEMENT OF GENERAL RESPONSIBILITIES:

1. During times of disaster which cause mass casualties, the unified Medical Incident Command (MIC) will provide direction and control for overall coordination of all aspects of medical care related to the disaster with the assistance of Lafayette Parish OHSEP. The expected place of duty during such disaster situations may be in the City-Parish Emergency Operations Center (in the Parish Courthouse Basement) or at the disaster site. The MIC will establish and maintain communication with various

relevant health care incident commanders to coordinate emergency medical response.

1. Law enforcement and fire services will provide crowd control and decontamination at the scene of any localized disaster area. (See Emergency Operations Plan). The Lafayette Fire Department will provide rescue services as required.
2. Public Works Department will provide crews and transportation for loading, unloading and movement of equipment and/or personnel as may be necessary as authorized by the Homeland Security and Emergency Preparedness Director.
3. The ULL Student Health Services Infirmary is considered to be a reserve facility to be used to the maximum extent possible, when the casualty load at the major hospitals reach the saturation point.
4. In collaboration with individual Hospital Incident Commanders, the MIC will assign volunteer healthcare personnel to assist as required based on the estimate of the situation and requests for augmentation from the field. United Way will assist the MIC in providing a base of operations for the coordination of medical volunteers.
5. Physicians will be recruited as required through the Lafayette Parish Medical Society and by means of public appeal through available media.
6. LEMU (Louisiana Emergency Medical Unit) may provide assistance with triage and treatment of persons in shelters or for the general community.
7. Movement of corpses will be under direct control of the coroner or one of his deputies. No corpse will be moved without specific authority of the coroner. Parish funeral homes will be called by the Coroner for movement of bodies. Reference Annex U: Mass Fatalities.

C. LEADERSHIP

1. Incidents Command System (ICS):
 - a. Is a method for managing emergencies that is widely used by emergency responders throughout the U.S. The ICS is flexible and allows for the use of people present at the time of the incident. For planning and training purpose, it is preferable to assign people to perform each function so that they develop an understanding of what will be required in responding to an emergency. The ICS provides a process for managing the response and recovery efforts following a disaster. It consists of a chain of command, which incorporates four sections - Plans, Operations, Logistics, and Finance - under the overall leadership of an Incident Commander. Each of the four sections operates under its own Section Chief and has its own tasks or job descriptions. The tasks identify priorities that arise during a disaster event and provide for a uniformly structured response and recovery effort. The Medical Incident Command System (MICS) within the larger "Incident Command" structure will function as follows:
2. Medical Incident Command:

- a. One person manages the overall medical response effort:
The Medical Incident Commander. These persons (redundancy in case of absences and for rotational purposes) are designated by the OHSEP Director and oversees the four Section Chiefs and coordinates the response activities as follows:
1. Activates and manages the Medical Command Center and liaises with OHSEP Emergency Operations Center.
 2. Establishes overall priorities/action plans and assigns personnel to designated positions. Identifies appropriate command structure for size of incident.
 3. Implements the Medical Response Plan with other agencies/officials.
 4. Reviews situation with Section Chiefs and sets priorities for actions, resource allocation and short term recovery.
 5. Gains approval from the OHSEP Director to communicate medical situation reports with authorities regarding area situation and needs.
 6. Collaborates with appropriate agency to determine radiation levels for contaminated and exposed individuals and for treatment and care of these individuals, including decontamination and detoxification.
 7. Directs the effort to vaccinate and/or provide prophylaxis against disease if conditions are appropriate.
 8. Hospitals, nursing homes, and other health care facilities with the coordination of evacuation process if necessary; help to coordinate continued medical care for those that cannot be evacuated.
 9. Identifies hospitals, nursing homes, and other facilities that could be expanded into emergency treatment centers for disaster victims.
 10. Designates centralized coordinating function for volunteer medical personnel, crisis augmentation of health/medical personnel (nurses' aides, paramedics, Red Cross personnel and other trained volunteers), and ensure proper credentialing.
 11. Liaison for health/medical care at shelter/congregate care facilities.
 12. Liaison for public health inspections and surveillance of:
 - i. Water supply.
 - ii. Food handling and storage.
 - iii. Sewage disposal systems.
 - iv. Coordinates garbage disposal procedures.
 - v. Encourages environmental health provisions for hospitals, institutions, and other public facilities.
 - vi. Coordinates the provision of veterinary service as needed.
 - vii. Assists in obtaining materials or equipment available through health/medical channels.

viii. With the assistance of Lafayette Parish OHSEP coordinates the mobilization of additional transportation resources needed.

13. Closely coordinates all of its activities with AASI.

3. Medical Plans Chief (MPC)

a. The MPC coordinates medical volunteers and provides current information on the situation and projects short and longer term needs for recovery and return to normal operation. He/she is responsible for the following:

1. Assess medical volunteers needs.
2. Coordinate call out request for volunteers using the Medical Public Information Officer, call in phone number, and volunteer coordinators and staff.
3. Coordinates with DHH for credentialing of healthcare volunteers (contact info, license &/or certification, equipment info).
4. Collects information on the emergency from the Operations Chief and Logistics Chief and generates disaster situation reports.
5. Identifies and displays essential element of information, i.e., charts, story boards, reports, etc.
6. Maintains overview of available and needed resources.
7. Identifies recovery needs and develops plans for resuming normal operations.

4. Medical Operations Chief (MOC)

a. The MOC directs the carrying out of initial response functions, reporting results and situation status to the MIC and other Section Chiefs, as follows:

1. Directly oversees the medical activities of the team.
2. Casualty assessment: Notes and tracks injuries, treatment and fatalities.
3. Accounts for team members.
4. Receives and documents all team reports, providing information to the Incident Commander and other Section Chiefs.
5. Liaise with EMS Incident Commander to coordinate response.

5. Medical Logistics Chief (MLC)

a. The MLC coordinates the use of existing and the procurement of needed resources (supplies, equipment, facilities, food, communications support, and medical support for workers) to ensure the health and safety of residents, staff and volunteers. Responsibilities include the following:

1. Provides and updates a summary of resources, including hospital bed availability and supplies availability, depletion and allocation to the Plans Section.
2. Projects, with information from other Section Chiefs, supplies and assistance needed and works to obtain them.

3. Provides for the material and personnel support to the ICS as needed, including establishing staffing schedules with other sections and the Incident Commander.
 4. Receives and catalogues incoming resources from individual, public and private sources and maintains a resource status board for and obtains supplies and services needed for recovery and return to normal operations.
 5. Determine the need for and organize a field hospital for mass vaccination and/or treatment.
 6. Determine the need for and organize mass mortuary care with the Coroner.
 7. Documents all transactions and costs, retaining all costs information for the finance sections.
 8. Determine the need for and organize crisis counseling services, i.e. critical incident stress management.
6. Medical Finance Chief (MFC).
- a. The Finance Chief is responsible for overseeing, processing and documenting all cost associated with the disaster:
 1. Tracks all cost associated with the medical planning, response, and recovery effort. Seek grants.
 2. Handles and documents all cash exchanges.
 3. Processes all purchase orders, payment of checks and other accounting documents.
 4. Maintains all financial records of the incident.
 5. Transfer of medical command and its Section Chiefs will be authorized by the MIC or the OHSEP Incident Commander.

D. HEALTHCARE COMMUNITY NOTIFICATION OF POTENTIAL OR ACTUAL DISASTER

1. When 911 is notified of suspicious incidents, the 911 dispatchers determine the appropriate response agency(s) and assign the calls to the appropriate first response dispatcher(s): law enforcement, fire, and/or AASI. Each law enforcement agency has slightly different protocols on how this is handled, e.g. Lafayette Sheriff's Department dispatches Hazmat simultaneously while Lafayette Police Department investigates first. On a potential hazardous material (whether biological or chemical) incident, law enforcement ensures fire hazmat is on scene to obtain a sample and decontaminate as needed. If the hazardous material is health-threatening, AASI is dispatched as well (often along with the fire hazmat team). Hazmat and State Police collaborate to get all credible samples (biological) to the Louisiana Department of Health lab. Local/State law enforcement notifies the FBI on the threat assessment. Note that occasionally the State Police Hazmat team performs the role in the event there is no local Hazmat.

2. It will be the responsibility of all medical providers to report medical bioterrorism threats to the appropriate 911 center and Acadian Ambulance Service's dispatch center (337-291-1111). Based on these threats, the AASI dispatch supervisor and Chief Medical Officer (in collaboration with the OHSEP Director) will determine the appropriate response and notification, including healthcare agencies, based on the following parameters:
 - a. Rate: What is the rate of entry into the emergency medical system? During the first hour? During the first 12 hours?
 - b. Acuity: What is the level of acuity of casualties entering the emergency medical system? What type of illnesses and injuries?
 - c. Numbers: What are the potential numbers of casualties entering the emergency medical system?
 - d. Capacity/Capability: What are the emergency medical system's capabilities and capacity to assess and treat the expected illness and injuries?
3. AASI and its Chief Medical Officer will contact the Medical Incident Commanders and their Section Chiefs to report to the Emergency Operations Center.

E. COMMUNICATIONS

1. The following communications systems are used by the Emergency Operations Center during emergencies:
 - a. Communications between the Emergency Operations Center and the disaster site: All public safety radios are available; Sheriff, State Police, American Red Cross, Lafayette Police, Public Works, Fire Department, Acadian Ambulance Service, Inc., Hospital Emergency Administrative Radio (HEAR) System.
 - b. Communications between the individual Hospital Incident Commanders (HIC) and the MIC at the EOC:
 1. Telephone (337-291-5096, 337-291-5072, 337-291-5075)
 2. EMS Circuit (66PLPA319) – voice call "Lafayette EOC"
 3. Radio – HEAR system – 155.340 MHz encode 14911 and call "Medical Incident Command Center"
 4. HAM radios in the event individual hospitals and public health possess this resource it may be used to communicate to the EOC.
 - c. The EOC is equipped with a radio system on the VHF aircraft frequencies to facilitate emergency communication with aircraft. This will be used primarily to coordinate communications between private sector helicopters and the hospitals via the EOC when these helicopters are used to transport patients to the hospitals.
 - d. To supplement the above means of communication, local amateur radio operators (RACES) may be deployed by the Office of Homeland Security and Emergency Preparedness to healthcare facilities.

- e. Everyday communications systems used in the community are likely to be overwhelmed in a mass casualty incident. Backup and redundant personnel alerting, call-out, and notification systems need to be developed, tested, and drilled by each hospital disaster plan. Despite such plans and redundant notification methods, it still may not be possible for the hospital to call for help from off-duty staff. Therefore, each hospital should adopt a standard operating procedure for all essential personnel that, in the event of a major emergency/disaster, each employee is not to wait to be notified, but instead is required to check in with a certain point at the facility to see if they are needed. If the employee is unable to make contact with that point, the employee is required to report to a certain point automatically for duty or staging.
- f. In addition to the above interagency provisions, each hospital shall be equipped with the following interagency emergency/disaster communication system HEAR. Hospitals located within Lafayette Parish should also be in the EMS circuit.
- g. A weather radio specific area message encoding (WRSAME) radio receiver with battery backup, which may be located in healthcare facilities, programmed to receive WXK80 (162.500 MHz) and one FIPS code (the FIPS code for the parish in which the hospital is located) may be located at a place within the hospital that is staffed 24/7 with an employee who, when an alert is received on this device, will disseminate the appropriate notifications/warning by telephone, public address system, etc. within the hospital in accordance with the hospital's disaster plan. Usually, the appropriate place for this is at the main switchboard/receptionist area. This system will ensure that the hospital automatically and immediately receives all warning for the parish that it is in, transmitted over the Emergency Alert System (EAS). EAS replaced the Emergency Broadcast System (EBS) and provides national security warning and message when initiated by the President of the United States, severe weather warnings (tornadoes, floods, etc.), and local civil emergency messages.
- h. Each hospital emergency room should be equipped with a Hospital Emergency Administrative Radio (HEAR) two-way radio base station. This radio provides direct voice communications with any of the other hospital ER's, ambulances, EMS and Coast Guard helicopters, and the Lafayette Emergency Operations Center (EOC). This system is critical for ambulance to emergency room communications, hospital-to-hospital coordination, and overall disaster communications when the public switched telephone network, cellular, and other commercial wireless networks go down or become overloaded which will happen in a disaster. In Region 4 this HEAR network is to operate in a select call mode using standard HEAR digital dial format, as well as DTMF tones. Each hospital will be assigned a unique code for this format. This system must also be

designated to decode a group call code, which alerts all hospitals in the Region 4 area at once. The operator/console positions in the hospital must be capable of placing the unit into monitor mode in times of emergency. At least one (1) console position in the hospital must be equipped with an encoder, which can select call other facilities as well as group call. At least one (1) console should be installed in a location where personnel should be properly trained on the use of the system.

- i. LDH will broadcast/fax/email relevant communications to hospitals, EMS, primary care physicians, infectious disease, emergency medicine, radiologists, pathologists, veterinarians, FBI, CDC, USAMRDI, and the media.

F. HOSPITAL ALERT

1. When AASI is notified of a disaster situation, they notify the Louisiana Emergency Response Network (LERN), who in turn notifies area hospitals via the ESF-8 Portal messaging system. When a disaster involving mass casualties occurs, medical personnel will respond directly to their hospital or facilities per the hospital plan. In the event of a nuclear, biological, or chemical alert, all medical personnel who are unable to get to the medical shelter at their hospital or facility, seek another shelter until the all-clear is sounded, and then report to the medical facility for their assigned duties. Off-duty personnel take shelter and report to their disaster duty locations when the all clear is sounded.

III. WEAPONS OF MASS DESTRUCTION PLANNING CONSIDERATIONS

- A. Refer to Guide For All-Hazard Emergency Operations Planning, Federal Emergency Management Agency, 1996 and Emergency Response To Terrorism Job Aid, FEMA, May 2000.

IV. BIOTERRORISM CONSIDERATIONS

- A. SURVEILLANCE -The initial detection of a covert biological or chemical attack will depend on early detection which is essential for ensuring a prompt response. See LDH Bioterrorism response in appendix.
 1. Disease Tracking Systems - Syndromic surveillance system disease tracking systems must be ready to detect unusual patterns of disease and injury, including those caused by unusual or unknown agents. LA State Department of Health and Hospitals' Louisiana Department of Health has established an internet based reporting system – The Syndromic Surveillance System. This system is based on 10 syndromes.
 2. Health care providers should maintain a high level of suspicion and report suspected events to the Louisiana Department of Health Infectious Disease Epidemiologist Office.

3. Medical Education: The Louisiana Department of Health and the Parish Medical Society's continuing medical education program are responsible for ensuring that the physician medical community stands prepared to recognize bioterrorism events.
4. The Health Alert Network (HAN) is a nationwide, integrated information and communications system serving as a platform for distribution of health alerts, dissemination of prevention guidelines and other information, distance learning, national disease surveillance and electronic laboratory reporting as well as for CDC's bioterrorism and related initiatives to strengthen preparedness at the local and state levels.
 - a. High speed, continuous, secure connection to the internet.
 - b. Distance learning capacity at LDH offices.
 - c. Early warning systems to alert local, state, and federal authorities and the media about urgent health threats and about the necessary prevention and response actions.
 - d. Health Alert Network and Broadcast Fax – LDH will link health care providers and community health and emergency response agencies through email and rapid telefax system.

B. LAB CAPACITY

1. LDH will coordinate arrangements for the transportation of specimens to an appropriate lab that has molecular biology capacity and conduct pulse field gel electrophoresis on the DNA of certain bacteria and PCR on selected microbes. This provides preliminary and confirmatory results following the centers for disease control validated protocols for biological threats.

QUICK REFERENCE GUIDE

Services..... O - 3 - 2

People..... O - 3 - 3

Equipment..... O - 3 - 3

Supplies..... O - 3 - 4

Places..... O - 3 - 4

CISM Plan..... O - 3 - 7

SERVICES

- Area public health bioterrorism response plan
- Surveillance and biological laboratory testing
- Emergency immunization program
- Shelter inspection and shelter medical support
- Medical management of Special Needs Shelter
- Coordinate ESAR-VHP (EARLY SUPPORT AND REGISTRATION OF VOLUNTEER HEALTH PROFESSIONALS)
- Food inspection
- Garbage and waste disposal inspections
- Public health control measures during an emergency
- Vector control of animal-borne disease
- Monitoring of Public Water Systems

Contact: Louisiana Department of Health (337) 262-5311
Dr. Tina Stefanski (337) 581-5847
Karen Buroker, RN (225) 614-5052
OPH ID EPI (800) 256-2748

-
- Temporary morgues
 - Disposal of corpses

Contact: Lafayette Parish Coroner
Dr. Keith Talamo (337) 291-7100

Reference: Annex U: Mass Fatalities Plan

-
- EMS Mass Casualty Response
 - First aid support for emergency workers (standby)
 - Medical Transportation

Contact: Acadian Ambulance Service
Dispatch Supervisor (337) 291-1540/ (337) 291-1111

-
- Hazard and vulnerability analysis

Contact: OHSEP Director
Craig Stansbury (337) 291-5075

-
- Crisis counseling services, Acadiana Area Human Services District

Contact: Brad Farmer-Executive Director (337) 262-4190, Yancey Mire-Director of Behavioral Health (337) 262-4100, Tyrese Breaux-Tyler Clinic Manager (337) 262-4100

-
- Support services to emergency workers
 - Operation of general shelters

Contact: American Red Cross 1-703-206-8823, 337-234-7371

PEOPLE

Medical Incident Command Team:

Name	Contact	Mobile
Edward Burleigh EMS Designated Regional Coordinator (primary)	337-291-1572	337-278-1268
Tyler Traweek EMS Designated Regional Coordinator (backup)		225-718-2286
Public Health Representative	337-262-5311 337-581-5847 225-614-5057 800-256-2748	
Donnie Simon Hospital Designated Regional Coordinator (primary)	337-470-2789	337-319-7710
Caroline Stegeman Hospital Designated Regional Coordinator (backup)	337-289-7135	337-374-1235
Lafayette Parish Medical Society		

Crisis Counseling:

Brad Farmer-Executive Director (337) 262-4190, Yancey Mire-Director of Behavioral Health (337) 262-4100, Tyrese Breaux-Tyler Clinic Manager (337) 262-4100

Medical Public Information Officer:

Contact: Medical Incident Command or Randall Mann, Acadian Ambulance, 521-3500

As Needed Medical Volunteers

Contact Medical Public Information Officer for public solicitation via the media

EQUIPMENT

Communication Equipment

Contact OHSEP Director

As Needed Equipment

Contact Medical Public Information Officer for public solicitation via the media
Contact Office of Emergency Preparedness for additional resources

SUPPLIES

Drugs and Vaccines needed in first 24 hours

Contact Louisiana Department of Health's State Pharmacy
Dr. Tina Stefanski

Contact Medical Public Information Officer for public solicitation via the media
Contact Medical Incident Command for coordination with individual pharmacies

Drugs and Vaccines needed after 24 hours via the strategic National Stockpile

Contact OHSEP Director

Blood

United Blood Services
Our Lady of Lourdes Blood Services

As Needed Medical Supplies

Contact: Medical Public Information Officer in the Medical Incident Command

Non-Medical Supplies

Contact OHSEP Director

PLACES

Field Hospital when casualty load exceeds hospital capabilities

Contact: Medical Incident Command for coordination

Alternate Medical Facilities

Contact: OHSEP Director

HOSPITALS LOCATED IN LAFAYETTE PARISH	ADDRESS	# OF BEDS
AMG Specialty- Park Place 337-456-8201	4811 Ambassador Caffery Lafayette	10
Acadia Vermilion Hospital 337-806-8934	2520 North University Avenue Lafayette	54
Acadiana Rehabilitation 337-233-0254	314 Youngsville Hwy Lafayette	16
Compass Behavioral - Lafayette Campus 337-269-5000	1015 Saint John Street Lafayette	16
Genesis Behavioral Hospital 337-442-6254	606 Latiolais Dr. Unit A Breux Bridge	18
Heart Hospital of Lafayette 337-470-1000	1105 Kaliste Saloom Road Lafayette	32
Lafayette General Medical Center 337-289-7991	1214 Coolidge Avenue Lafayette	311
Lafayette General Southwest 337-981-2949	2810 Ambassador Caffery Parkway Lafayette	128
Lafayette General Surgical Hospital 337-289-8095	1000 West Pinhook Road Lafayette	10
Lafayette Physical Rehabilitation Hospital 337-314-1111	207 Polly Lane Lafayette	32
Lafayette Surgical Specialty Hospital 337-769-4100	1101 Kaliste Saloom Road Lafayette	20
Louisiana Extended Care Hospital of Lafayette 337-289-8188	1214 Coolidge Avenue, 8th Floor Lafayette	42
Oceans Behavioral Hospital of Broussard 337-237-6444	420 Albertson Pkwy. Broussard	38
Optima Specialty Hospital 337-476-2369	1131 Rue de Belier Lafayette	24
Our Lady of Lourdes Regional Medical Center 337-470-2000	4801 Ambassador Caffery Parkway Lafayette	186
Park Place Surgery Center 337-237-8119	4811 Ambassador Caffery Suite 100 Lafayette	10
Post Acute Medical Specialty Hospital of Lafayette 337-232-1905	204 Energy Pkwy Lafayette	50
University Hospital and Clinics 337-261-6000	PO Box 69300 Lafayette	116
Women's & Children's Hospital 337-521-9100	4600 Ambassador Caffery Pkwy Lafayette	110

NURSING HOMES LOCATED IN LAFAYETTE PARISH	ADDRESS	# OF BEDS
Amelia Manor Nursing Home 337-234-7331	903 Center Street Lafayette	151
Bethany MHS Health Care Center 337-234-2459	406 St. Julien Street Lafayette	42
Camelot of Broussard 337-839-9005	418 Albertson Parkway Broussard	148
Cornerstone Village South, Inc. 337-981-5335	103 W. Martial Avenue Lafayette	106
Courtyard Manor Nurse Care Ctr & Assisted Living 337-237-3940	306 Sidney Martin Rd. Lafayette	92
Evangeline Oaks Guest House 337-896-9227	240 Arceneaux Road Carencro	190
Lady of the Oaks Retirement Manor 337-232-6370	1005 Eraste Landry Road Lafayette	137
Magnolia Estates 337-216-0950	1511 Dulles Dr. Lafayette	160
Maison de Lafayette 337-981-2258	2707 Kaliste Saloom Road Lafayette	189
River Oaks Retirement Manor 337-233-7115	2500 E. Simcoe Street Lafayette	100

CISM Plan
Acadiana Area Human Services District

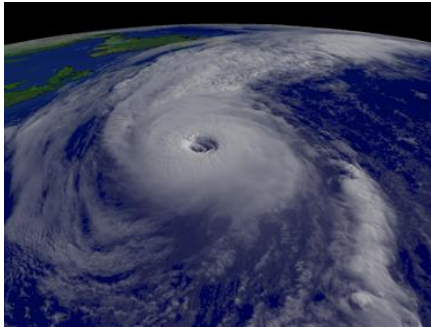
Brad Farmer-Executive Director (337) 262-4190, Yancey Mire-Director of Behavioral Health (337) 262-4100, Tyrese Breaux-Tyler Clinic Manager (337) 262-4100

Crisis Incident Stress Management Time Line (CISM)

Time	Circumstance	Intervention
Minus zero	Pre-incident	<ul style="list-style-type: none"> • Plan • Educate • Prepare • Brief • Practice • Evaluate • Write protocols • Assess potentials • Choose staff • Train
Zero	Event	<ul style="list-style-type: none"> • Deploy assessment team • Assess • On-scene support services • Advise command • Brief individual support • Care for primary victims, family members, witnesses • Plan next steps (CMB?)
First 8 hours	Ongoing operations	<ul style="list-style-type: none"> • Continue on-scene support • Establish demobilization center if needed • Call in additional CISM support if needed • Provide 1:1 services as required • Set up defusing
First 24 hours	Operations wrapping up	<ul style="list-style-type: none"> • Continue 1:1 or completed contacts • Continue on-scene if necessary • Arrange debriefing(s) • Plan other possible interventions

<p>24-72 hours (May be weeks longer if disaster work is prolonged)</p>	<p>System returning to normal (ideal time for CISD(s))</p>	<ul style="list-style-type: none"> • CISD(s) • 1:1 follow up for all previous CISM interventions • Significant other support start as necessary • Community outreach programs to start • Informal discussions encouraged • Follow up on all previous CISM interventions
<p>72 hours to one month (may be longer if disaster work is prolonged)</p>	<p>System restored to normal or near normal conditions</p>	<ul style="list-style-type: none"> • Continue follow-up conditions • Continue 1:1 • Referrals as necessary • Evaluate • Plan • Educate • Practice

City-Parish of Lafayette, Louisiana



Emergency Operations Plan

Annex P

Training, Education and Exercise

CONTENTS

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Appendix 1 - Organizational Chart	
Appendix 2 - Exercise and Incident Evaluation Program	

TRAINING, EDUCATION, AND EXERCISE

ANNEX P

I. PURPOSE

To address the need for and establish procedures to provide emergency preparedness and operations training for emergency preparedness staff members, essential volunteers, and emergency services personnel.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Reference Par. II A, Basic Plan.
2. 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, well developed training, education, and exercise program be developed and implemented to satisfy ongoing requirements.
3. All response agencies within Lafayette Parish are required to obtain training in accordance with the National Incident Management System. ([NIMS Training](#))

B. ASSUMPTIONS

1. Reference Par. III B, Basic Plan.
2. Effective training programs, scheduled on a regular basis, will enhance the skills necessary for effective response in an emergency.
3. Exercises and drills to test the Emergency Operations Plan should provide the training necessary to meet emergency situations that may occur.

III. CONCEPT OF OPERATIONS

A. REFERENCE PAR. III. BASIC PLAN.

B. 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.

C. PHASES OF EMERGENCY MANAGEMENT

1. Prevention
 - a. Periodically check GOHSEP, Emergency Management Institute (EMI), and FEMA website for training schedules and course offerings.
2. Mitigation
 - a. Establish policies pertaining to the training of individuals, groups and functional teams in disaster and emergency subjects, skills, and techniques.

- b. Arrange for qualified instructors, equipment, and related material for all phases of emergency management.
 - c. Maintain current lists of training aids (films, visual aids, etc.) and training literature available.
 - d. Establish acceptable standard skill levels for emergency response workers (NIMS) courses.
3. 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.
4. 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, shelter management, 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 Plan.
 - c. Exercise the Emergency Operations Plan to test effectiveness and train personnel in assignments.
5. Recovery
- a. Continue response operations as needed.
 - b. Evaluate present training programs and emergency response exercises.
 - c. Observe and note deficiencies and future needs for training programs.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. REFERENCE PAR. IV, BASIC PLAN.

B. OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS

- 1. Responsible for coordinating training effort.
- 2. Brief all department heads and agencies on plans, procedures, and training courses for their personnel.

C. TRAINING AND EDUCATION OFFICER

- 1. Determine type and level of training required for all emergency operating assignments.
- 2. Keep updated on training schedules to assure that necessary skills are obtained by personnel and public officials to carry out emergency functions.
- 3. Schedule exercises and drills as training tools.

4. Continue to train instructors in all phases of emergency operations in order to meet emergency needs for classroom instruction.
5. Recruit and screen participants for the required courses.
6. Assist the Public Information Officer in providing instructional and educational materials for the general public.

V. DIRECTION AND CONTROL

Department heads, emergency service groups, and EOC staff sections will be responsible for ensuring that their own personnel having emergency response duties are adequately trained in their primary functions. Any special response training shall be coordinated the Training and Education Officer.

VI. CONTINUITY OF GOVERNMENT

In the event that an individual training instructor in unable to carry out scheduled training, an Emergency Operations Center staff member will be responsible for notifying participants of cancellation and rescheduling the training for a later date.

VII. ADMINISTRATION AND LOGISTICS

- A. REFERENCE PAR. VII, BASIC PLAN.
- B. 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 and on hand for training needs. Additional materials will be ordered as needed. Personnel to conduct classes will be identified and made available to administer said training.

VIII. PLANS DEVELOPMENT AND MAINTENANCE

- A. REFERENCE PAR. VIII BASIC PLAN.
- B. The Office of Homeland Security and Emergency Preparedness, along with the Training and Education Officer, will be responsible for the development and updating of this annex.

IX. AUTHORITIES AND REFERENCES

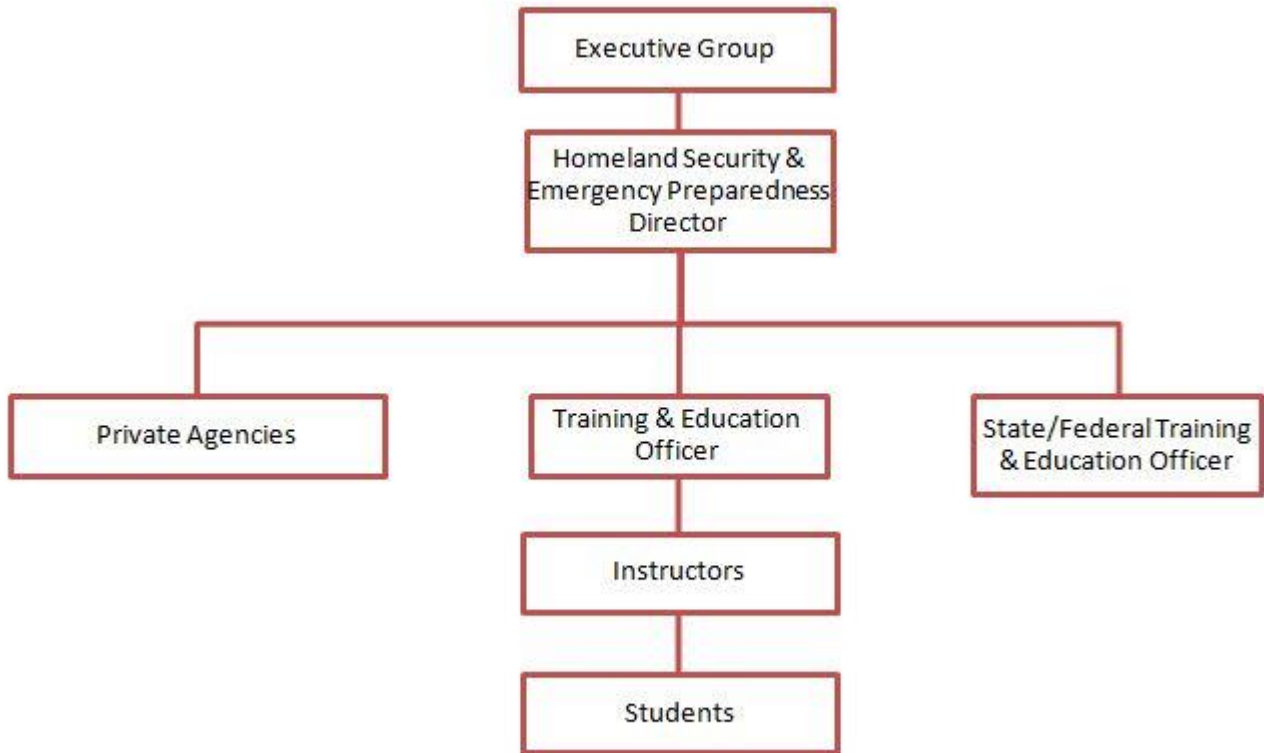
- A. AUTHORITIES
Basic Plan

APPENDICES TO ANNEX P:

Appendix 1 - Organizational Chart

Appendix 2 - Exercise and Incident Evaluation Program

ORGANIZATIONAL CHART



EXERCISE & INCIDENT EVALUATION PROGRAM

I. EXERCISE & INCIDENT PROGRAM

1. Success in real emergencies is measured by performance. Government, public safety, and response agencies are tasked with public safety and should prepare to ensure the safety of the community and its citizens. The public expects Government to respond to and recover from disasters quickly and effectively, mitigate the associated hazards, care for victims, and protect the public. This is done through implementing the five (5) phases of emergency management -Prevention, Mitigation, Preparedness, Response, and Recovery.
2. Exercises or simulated emergencies are designed to provide a "risk-free" environment for Government and responders to train and practice prevention, response, and recovery activities through the demonstration and application of knowledge, skills, and abilities. Additionally, this "risk-free" environment provides an opportunity to test plans, procedures, policies, mutual aid agreements, etc.
3. An effective exercise program evaluates performance against standard criteria, plans, procedures, and policy analysis and focuses on the identification of areas requiring improvement or corrective action recommendations and to implement improvements, therefore enhancing the community's ability and capability to mitigate, prepare for, respond to, and recover from incidents.

II. METHODOLOGY

Lafayette Parish implements the exercise and incident evaluation process that will validate the strengths and identify areas of improvement. This process, therefore, increases the overall level of preparedness in the community. The most critical step in the exercise process is the implementation of corrective action recommendations. The evaluation process is designed to analyze performance at three levels, depending on the complexity of the exercise or event.

1. Task Level Performance -the ability of individual players or teams to perform a required task.
2. Agency/Discipline/Function Level Performance -performance of agencies or disciplines and functions (i.e. hazmat teams, ICS, EOC operations, etc.).
3. Mission Level Performance -the overall ability of the intergovernmental community as a whole to achieve the expected mission outcome.

The after action process should be included in the exercise development. In the event of an actual occurrence the same process should take place immediately upon the conclusion of

the event. In some instances, the after action process may begin during the event i.e., identification.

III. PURPOSE

The purpose of this program is to use training exercises and real-time events to identify areas that need improvement, develop corrective action recommendations, and implement the appropriate corrective actions to increase the community's response capability, identify gaps in resources, improve responder safety, and enhance public safety and citizens' peace of mind. Corrective action recommendations include, but are not limited to the following: development and revisions to plans and procedures, development of new policies, implementation of training programs, and equipment needs.

This program describes the procedures and processes for the following:

1. Identification of issues, lessons learned, and smart practices resulting from the conduct of emergency management operations, for both actual events and exercises.
2. Management of subsequent remediation of identified operational issues.
3. Distribution of lessons learned and smart practices.

IV. EXERCISE AND INCIDENT EVALUATION

- A. Carrying out a successful all-hazards exercise program requires that all relevant entities throughout the parish participate in exercises and support the parish-wide goals and preparedness mission. Exercise program maintenance depends on finding ways of making the program sustainable. The overall exercise program will be unsuccessful if exercises are conducted independently of one another. They must be integrated into overall preparedness efforts, and evaluation and improvement efforts should be built into planning, training, and exercising efforts to ensure sustainability. Lafayette Parish supports the State of Louisiana, the United States Office of Domestic Preparedness (ODP) and the nation's efforts to augment preparedness by establishing an exercise program that incorporates evaluation and improvement components into planning.
- B. To get the maximum benefit from an exercise, planners and evaluators must look at how participants implemented plans and made decisions in response to the event. The focus should be on positive outcomes as well as areas for improvement. The evaluation results should be viewed by the participating agencies and jurisdictions as an opportunity to identify ways to build on strengths and improve capabilities. Because planning and conducting an exercise requires a significant commitment of resources, it is important to maximize the benefits gained from the exercise through the evaluation and improvement process.
- C. The goal of exercise evaluation is to validate strengths and identify improvement opportunities for the participating organization(s). This is accomplished by observing the exercise and collecting supporting data, analyzing the data to compare performance

against expected outcomes, and determining what changes need to be made to the procedures, plans, staffing, equipment, organizations, and interagency coordination. The focus of the evaluation for tabletop and other discussion-based exercises is on plans, policies, and interagency/inter jurisdictional relationships, whereas the focus for operations-based exercises is on assessing performance in preventing or responding to any incident whether natural, man-made, or a simulated attack.

- D. Evaluation components. After-action reports (AAR) and improvement plans (IP) provide valuable input into strategy development and program planning at the local, state, and federal levels, as well as lessons learned that should be shared with other jurisdictions within a region, state, and across the country to raise the preparedness of the nation. Therefore, the ODP and the State of Louisiana will require that copies of the AAR/IP for all exercises implemented with grant funds and/or ODP contractor support be forwarded to the State Administrative Agency (SAA) and to the ODP.
- E. After-Action Report (AAR). An AAR describes what happened during the exercise, issues that need to be addressed, and recommendations for Improvements. There are different methods for compiling information for the AAR. However, all should contain certain key elements, including the following:
1. Date, time, and place of exercise.
 2. Type of Exercise (e.g. tabletop, functional, or full-scale).
 3. Focus of the exercise. Is it oriented toward prevention, response, or recovery and what type of event? What initiating event is being highlighted?
 4. Participants. Who were the participants, how many were there, what agencies were involved, and what type of responders or officials was involved in the play?
 5. Objectives. Exercises should be based on objectives that exercise participants need to accomplish in order to improve preparedness, as opposed to scenarios they want to play out. For example, if a community feels that evaluating notification systems between hospitals and EMS is important, then emphasizing this response element should be incorporated into the scenario. Agencies involved in the exercise should identify the objective to test within their organization.
 6. Discussions or Observations with Corresponding Recommendations. Discussions are summarized by evaluators for a discussion-based exercise. Observations are captured by evaluators for operations-based exercises. These discussions or observations should be broken down functionally (e.g., law enforcement, Incident Command, medical response) in the AAR, and for each issue discussed or observed (e.g., gross decontamination, agent identification, surveillance procedures) there should be corresponding recommendations included that help distill lessons learned from the exercise.

7. Lessons learned. Lessons learned are gained from an innovation or experience that provides valuable evidence, positive or negative, recommending how to approach a similar problem in the future. Lessons learned are not just summaries of what went right or wrong; rather, they should provide insight into the situation to describe a change that was made to address a particular issue. Although every finding and recommendation that comes out of the analysis process may result in lessons learned for the participating jurisdictions, those that may have applicability to other jurisdictions should be highlighted in the AAR.
 8. Principal Findings or Significant Observations. Principal findings are the most important issues discerned from a discussion-based exercise. Significant observations are the most important observations recognized by one or more evaluators during an operations based exercise. These generally cut across functional disciplines or are areas within a function that are found to be extremely important for elevating preparedness in a community, region, or the State overall. These often relate directly to the objectives for the exercise.
- F. Improvement Plan (IP). The IP is the means by which the lessons learned from the exercise are turned into concrete, measurable steps that result in improved response capabilities. It will be developed by the local jurisdiction. When complete, it specifically details what actions will be taken to address each recommendation presented in the draft AAR, who or what agency(s) will be responsible for taking the action, and the timeline for completion.
- The IP should be realistic and should establish priorities for the use of limited resources. Every effort should be made to address recommendations related to performance of critical tasks. Other recommendations should also be addressed, as appropriate. When the availability of resources may not be immediate, short-term and long-term solutions should be discussed. For example, if one of the recommendations identified the need to improve communications among the various city agencies, but the jurisdiction determines that new equipment is needed, they are not likely to receive needed funds from the jurisdiction or the state this year. Therefore, the IP should indicate that the emergency management agency will request funds to purchase new equipment and will also implement interim measures to improve communication in the short term, such as providing cellular telephones to essential personnel. In this fashion, IPs can serve as the basis for future parish and regional assessments.
- G. Sharing Lessons Learned. The goals and benefits of sharing the AAR/IP include the following:
1. For local jurisdictions, the IP will provide a workable and systematic process to initiate and document improvements to plans, policies, and procedures and to identify and secure needed training, equipment, and other resources. It is developed by local

officials to address local needs. The AAR IP should be shared with officials from the agencies and jurisdictions that participated in the exercise.

2. For the Parish, AAR/IPs provide methods for collecting information about corrective actions from local agencies and regional agencies so the needs identified can be integrated into local, regional, and statewide strategy process and resource allocation plans.

H. Exercise Plan Review. On an annual basis, the Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP) will review the parish exercise plan. The primary purpose of this review is to ensure the goals and objectives of the plan are meeting the current needs of the parish. Any required changes to the plan will be made at this time. Beyond an annual review, the parish will conduct periodic reviews of the exercise schedule. Numerous factors can impact a projected exercise schedule, and changes to the schedule are expected.

V. EXERCISE TYPES

A. SEMINARS

Seminars are generally held to orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, response resources, or concepts and ideas. Seminars provide a good starting point for jurisdictions that are developing or making major changes to their plans and procedures. They offer the following attributes:

1. Low-stress environment employing a number of instruction techniques, such as lectures, multimedia presentations, panel discussions, case study discussions, expert testimony, and decision support tools.
2. Informal discussions led by a seminar leader.
3. Atmosphere that is not constrained by real-time portrayal of events.
4. Effectiveness with small and large groups.

B. WORKSHOPS

Workshops usually focus on development of a product by the attendees. Organization of attendees into functional groups, aided by facilitators and the use of breakout sessions, is common. Final results are often presented and approved in a plenary session. In conjunction with exercise development, workshops are most useful in planning specific aspects of exercise design, such as the following:

1. Developing exercise scenario and key events listings.
2. Determining evaluation elements and standards of performance.
3. Determining program or exercise objectives.

C. TABLETOP EXERCISES (TTX)

Tabletop exercises (TTXs) involve senior staff, elected or appointed officials, or other key staff in an informal setting to discuss simulated situations. This type of exercise is

intended to stimulate discussion of various issues regarding a hypothetical situation. It can be used to assess plans, policies, and procedures, or to assess the types of systems needed to guide the prevention of, response to, and recovery from the defined event.

TTXs are typically aimed at facilitating the understanding of concepts, identifying strengths and shortfalls, and/or achieving a change in attitude. Participants are encouraged to discuss issues in depth and develop decisions through slow-paced problem solving, rather than rapid, spontaneous decision making that occurs under actual or simulated emergency conditions. In contrast to the scale and cost of exercises and games, TTXs can be cost-effective tools when used in conjunction with more complex exercises. The TTX's effectiveness is derived from the energetic involvement of participants and their assessment of recommended revisions to current policies, procedures, and plans.

There are two categories of TTXs: Basic and advanced. In a basic TTX, the scene set by the scenario materials remains constant. The scene describes an event or emergency incident and brings participants up to the simulated present time. Players apply their knowledge and skills to a list of problems presented by the leader/moderator. Problems are discussed as a group and resolution is generally agreed on and then summarized by the leader. In an advanced TTX, play revolves around delivery to players of pre-scripted messages that alter the original scenario. The exercise controller (moderator) usually introduces problems one at a time in the form of a written message, simulated telephone call, videotape, or other means. Participants discuss the issues raised by the problem using appropriate plans and procedures.

Activities in a TTX may include the following:

1. Practicing group problem solving.
2. Familiarizing senior officials.
3. Conducting a specific case study.
4. Examining personnel contingencies.
5. Testing group message interpretation
6. Participating in information sharing.
7. Assessing interagency coordination.
8. Achieving limited or specific objectives.

D. GAMES

A game is a simulation of operations that often involves two or more teams, usually in a competitive environment, using rules, data, and procedures designed to depict an actual or assumed real-life situation. It does not involve the use of actual resources, but the sequence of events affects, and, in turn, is affected by the decisions made by players.

Players are commonly presented with scenarios and asked to perform a task associated with the scenario episode. Each episode then moves to the next level of detail or complexity, taking into account the players' earlier decisions. The decisions made by

game participants determine the flow of the game. The goal is to explore decision making processes and their consequences. In a game, the same situation can be examined from different perspectives by changing variables and parameters that guide player actions. Large-scale games are multi-jurisdictional and can include active participation from local to national levels of government. Games stress the importance of the planners' and players' understanding of interrelated processes.

The evolving complexity and sophistication of current simulations brings increased opportunities to provide enhanced realism for game participants. The use of computer-generated scenarios and simulations can provide a more realistic and time-sensitive method of introducing situations for analysis. Planner decisions can be input and models run to show the effect of decisions made during a game. Games are excellent vehicles for the following:

1. Gaining policy or process consensus.
2. Conducting "what-if" analyses of existing plans.
3. Developing new plans.

E. DRILLS

A drill is a coordinated, supervised activity usually used to test a single, specific operation or function in a single agency. Drills are commonly used to provide training in the use of new equipment, to develop or test new policies or procedures, or to practice and maintain current skills. Typical attributes include the following:

1. A narrow focus of performance, measured against established standards.
2. Instant feedback.
3. Realistic environment.
4. Performance in isolation.
5. Performance as a subset of full-scale exercises (FSEs).

F. FUNCTIONAL EXERCISES (FE)

The functional exercise (FE) is designed to test and evaluate individual capabilities, multiple functions or activities within a function, or interdependent groups of functions. It is generally focused on exercising the plans, policies, procedures, and staffs of the direction and control nodes of Incident Command and Unified Command. Events are usually projected through an exercise scenario, with event updates that drive activity at the management level. The movement of equipment and personnel is simulated.

The objective of the FE is to execute specific plans and procedures and apply established policies, plans, and procedures under crisis conditions, within a particular function or by a specific team. The FE simulates the reality of operations in a functional area by presenting complex and realistic problems that require rapid and effective responses by trained personnel in a highly stressful environment. Activities in an FE include the following:

1. Evaluating functions.

2. Evaluating emergency operations centers (EOCs), headquarters, and staff.
3. Reinforcing established policies and procedures.
4. Measuring the adequacy of resources.
5. Examining inter-jurisdictional relationships.

G. FULL-SCALE EXERCISES (FSE)

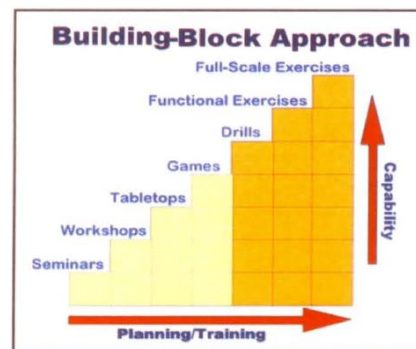
In a FSE, response elements are required to mobilize and deploy to a designated site or locate in response to a simulated emergency/incident, generally for an extended period. Actual mobilization and movement of personnel and resources are required to demonstrate coordination and response capability. EOCs and field command posts are activated. The FSE is the largest, costliest, and most complex exercise type and may involve participation at the federal, state, regional, and local levels. Although pre-scripted events may be used, the exercise is primarily driven by player actions and decisions.

The FSE is used to evaluate the operational capabilities of systems, functional interfacing, and interaction during an extended period. It involves testing a major portion of operations plans and overall organization under field conditions. Activities in an FSE may include the following:

1. Assessing organizational or individual performance.
2. Demonstrating interagency cooperation.
3. Allocating resources and personnel.
4. Assessing equipment capabilities.
5. Activating personnel and equipment locations.
6. Assessing inter-jurisdictional cooperation.
7. Exercising public information systems.
8. Testing communications systems and procedures.
9. Analyzing memorandums of understanding (MOUs), standard operating guidelines (SOGs), plans, policies, and procedures.

VI. EXERCISE AND INCIDENT EVALUATION PROCESS

Lafayette Parish will use a "Building-Block" approach in the design and overall exercise program. This approach will aid in the successful progression in the exercise design process, complexity and execution of the exercises. Additionally, it allows for appropriate training and preparation in the community and within agencies participating in the exercises.



Using this approach will ensure the levels of exercise scope; scale and complexity are tailored to each specific agency in the parish or jurisdiction within the region while maintaining a consistent development and delivery exercise program. The building block approach and the cycle of complexity enhance the likelihood of success.

This program allows for the logical progression of local and jurisdictional preparedness by increasing the size, complexity and stress factor over time, while allowing for the signification learning opportunities that complement, build on, and directly lead into one another. The program remains flexible enough to allow for the inclusion of other desired exercise types that agencies and/or jurisdictions may require. As the timeline moves forward, exercises can be developed to reflect different aspects of any hazard by participating agencies or jurisdictions. The Lafayette Parish Exercise Program will allow for a cyclical approach to parish and regional exercises and a sustainable program for achieving higher degrees of overall preparedness for response and recovery to any type of event.

Sample of the logical progression of the exercise program -Tabletop Exercise - Functional Exercise - Full Scale Exercise. Each level should provide information to be built on in preparation for the next level. Each exercise will increase in scope, scale and complexity.



The exercise program is integrated into the overall preparedness program. This program follows an annual cycle to include the following:

- Planning and Development
- Training and Preparation
- Exercises
- Improvement Plan and Corrective Actions

A. PLANNING AND DEVELOPMENT

1. Establish an exercise baseline.

a. Conduct assessment of capabilities and needs as it relates to:

- i. Plans
- ii. Policies
- iii. Procedures
- iv. Equipment
- v. Training

b. Develop baseline based on the above assessment. An appropriate exercise baseline is essential to the development of a successful exercise program.

2. Planning Team

- a. Appoint a Planning Team Leader. This should be done by the Director of OHSEP.
- b. Assemble planning team. The OHSEP Director and Planning Team Leader will appoint team members. The team should consist of representation from agencies participating in the exercises.
- c. Establish goals and objectives for the overall exercise program.

- d. Identify and establish short term (one year) and long term (two -five years) exercise schedules.
 - e. Identify types of exercises to be conducted based on the established exercise schedules.
 - f. Establish standing meeting dates.
 - g. Monitor the progress of the Implementation Plan for corrective actions from previous exercises or actual events.
3. Exercise/Scenario Development
- a. Identify type of Exercise (refer to VI. Types of Exercises).
 - b. Establish goals and objectives to be incorporated into the scenario.
 - c. Develop scenario based on the identified goals and objectives of the participating agencies (and jurisdictions) and the needs of the community.
 - d. Identify extent of play.
 - e. Determine what information should be collected, who will collect it and how it be collected.

B. TRAINING AND PREPARATION

1. Training

- a. Identification of training needs prior to the actual exercise by the community or by specific agencies or jurisdiction.
- b. Coordinate training needs with the OHSEP Training and Exercise Coordinator.
- c. Maintain detailed training documentation.

2. Preparation

- a. Identify specific resources needed for the exercise and make appropriate arrangements (i.e. location, facilities, meals, etc.).
- b. Update plans, procedures, policies, etc.
- c. Obtain all necessary approvals from public officials, department heads, volunteer organizations, etc.
- d. Identify individuals for the following:
 - i. Observers
 - ii. Controllers
 - iii. Facilitators
 - iv. Evaluators
 - v. Scribe
 - vi. Logistics
 - vii. Other
- e. Coordinate activities with Media.

C. EXERCISES

- 1. Based on predetermined scenario and goals and objectives, the exercise should begin on time and conducted according to schedule.

2. All communications should begin and end with "this is an exercise".
3. Maintain accurate documentation of all activities.
4. Exercise staff (observers, controllers, evaluators, etc.) should:
 - a. Collect data by recording their observations during the exercise.
 - b. Collect additional data from records, logs, etc.
 - c. Record information from discussions, plans, procedures, etc.
 - d. Maintain written, logs, notes, and records of the exercise.
5. At the termination of all exercises, conduct a "player hot wash" with participants and exercise personnel-observers, controllers, evaluators, etc.
 - a. Conduct a short discussion session to get player feedback.
 - b. Allow exercise staff to offer observations made during the exercise.
 - c. Ensure scribe is present to capture and document all discussions, comments, questions, and concerns.

D. EVALUATION PROCESS

1. Analyze Data -using information obtained during the exercise and the hot wash, the exercise staff should analyze all data. This data will be used in the development of the "After Action Report".
 - a. Tabletop Exercise
 1. How would response personnel perform critical tasks?
 2. What decisions would need to be made? Who would make them?
 3. Are personnel adequately trained to perform tasks?
 4. Are additional resources needed? How will they be obtained?
 5. Do plans, procedures, and policies support the performance of tasks?
 6. Are personnel familiar with plans, procedures, and policies?
 7. Are personnel from multiple disciplines and/or jurisdictions required to work together?
 8. Are agreements (MOUs) in place to support operations?
 9. What should be learned from the exercise?
 10. What improvements or corrective actions should be recommended?
 - b. Operations-Based (FE & FSE)
 1. Reconstruct timeline of events as they occurred.
 2. Identify the differences between what happened and what should have happened.
 3. Determine root causes for the differences.
2. Develop draft After Action Report (AAR) - the report should provide:
 - a. Description of what happened.
 - b. Identify exemplary practices.
 - c. Identify issues that need to be addressed.
 - d. Recommendations for improvement:

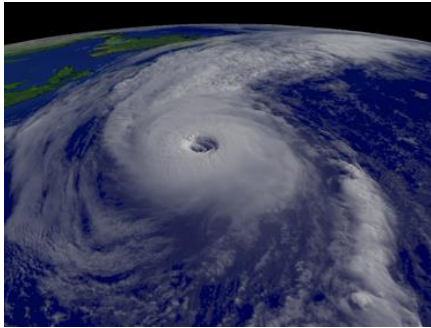
- i. Course of action will be clear and can be defined.
 - ii. Additional information may be needed to determine the appropriate course of action.
 3. Develop an Improvement Plan (IP) - developed by the local jurisdiction; provides the means by which the lessons learned from the exercise are turned into concrete, measurable steps that result in improved response capabilities.
 - a. The IP should identify:
 - i. Specific details and what actions will be taken to address each recommendation presented in the draft AAR.
 - ii. Who or what agency will be responsible for taking the action and the timeline for completion.
 - b. Recommendations for improvement that will require additional information should at least be reflected in the IP showing the first step in the improvement process. These recommendations will be incorporated into the annual exercise cycle and will be monitored for progress during the planning team's regularly scheduled meetings. (See diagram "1-Year Cycle" page P-2-9).
 - c. The IP should be:
 1. Realistic and establish priorities for the use of limited resources.
 2. Address recommendations related to performance of critical tasks.
 3. Address other recommendations, as appropriate.
 4. Identify long-term and short-term solutions.
 4. Conduct an Exercise debrief meeting with exercise planning team, officials, and evaluation team. Evaluators share the assessment information with jurisdiction's officials and may, if appropriate, facilitate the identification of improvements that can be made. (This should be scheduled within several weeks after the exercise).
 - a. Evaluation team will present their:
 1. Analysis findings.
 2. Recommendations.
 3. Solicit feedback and validation from exercise planning team, officials, etc.
 - b. Discussions
 1. Specific actions to address opportunities for improvement to be included as recommendations in the draft After Action Report (AAR).
 2. Recommendations identified in the IP.
- E. AAR AND IMPLEMENTATION PLAN
1. Distribute Draft AAR to participating agencies and allow for comments to the draft. This time period should not exceed thirty (30) days.
 2. Final AAR and Implementation Plan
 - a. Compile all comments and suggestions to the draft AAR and finalize the report to be distributed.

1. AAR should include recommendations for corrective actions and an IP.
- b. Distribute AAR/IP to officials from participating agencies in the exercise. (Within 30 days) The IP is developed by local officials to address local needs and should:
 1. Approve or revise recommendations for corrective actions.
 2. Task the appropriate agency, group or individuals to address specific corrective action recommendation in the IP.
 3. Provide a workable systematic process to initiate and document improvement to plans, policies and procedures.
 4. Identify and secure needed training, equipment and other resources.
- c. Issues identified in the Implementation Plan should be incorporated into the exercise program to insure that the issues are or have been addressed during the planning and development phase and the training and preparation phase, following the annual exercise cycle.

F. CORRECTIVE ACTION/IMPLEMENTATION PLAN TRACKING

This process shall be used for the identification of lessons learned, areas requiring improvement, best practices, etc. for all actual events and exercises.

City-Parish of Lafayette, Louisiana



Emergency Operations Plan

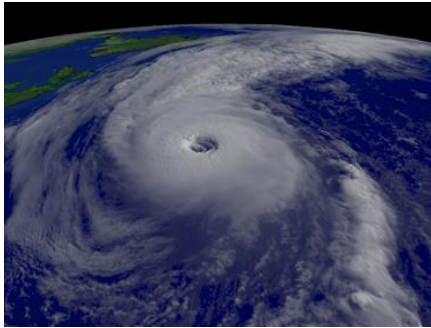
Annex Q Fixed Nuclear

CONTENTS

Purpose.....Q-1

The Northwest corner of Lafayette Parish is within the fifty (50) mile E.P.Z of the River Bend Nuclear Power Plant. In the event this area is affected, the Lafayette City-Parish Emergency Operations Plan would be put into effect as necessary.

City-Parish of Lafayette, Louisiana



Emergency Operations Plan

Annex R Public Works & Public Utilities

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PUBLIC WORKS & PUBLIC UTILITIES

ANNEX R

I. PURPOSE

The purpose of this annex is to provide for the coordination of all available public works, engineering and construction resources and expertise in an emergency or disaster. It provides for the identification, agreement, mobilization and coordination of available government, private industry and volunteer resources to provide essential services before, during and after emergencies and disasters.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Reference Par. II. A, Basic Plan.
2. Lafayette Parish Public Works and municipal departments will provide all services associated with public works as referenced in the plan.
3. The requirement for emergency public works/utilities and engineering services expands directly in proportion to the magnitude of the disaster.
4. In all major emergencies the public works/utilities function requirement will include, but not be limited to, providing water, electricity, natural gas, sanitation, sewerage, street maintenance/repair, drainage and debris removal.
5. The City-Parish of Lafayette and its municipalities have public works capabilities and employs trained staff that can be called on in the event of a major emergency or disaster. The City-Parish of Lafayette also provides public utilities.
6. Plans and procedures have been developed for Points of Distribution Sites (PODS) in accordance with all current guidance materials. PODS will include but not be limited to tarps, sandbags, food, ice and other supplies as needed by disaster victims.

B. ASSUMPTIONS

1. Reference Par. II B, Basic Plan.
2. The assumption is made that the emergency structure can be handled by local government. If local capabilities are exceeded, support will be requested from state and federal agencies and private industry.

III. CONCEPT OF OPERATIONS

A. REFERENCE PAR. III, BASIC PLAN.

B. GENERAL

1. The day-to-day public works/utilities organizational structures will remain intact and continue functioning during a major emergency.
2. The local government agencies 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 City-Parish of Lafayette Emergency Operations Center.
4. During a serious emergency, the Public Works Department and Lafayette Utilities System will send a representative to the EOC when activated.

C. PHASES OF MANAGEMENT

1. Prevention
 - a. Keep public right of way free of obstruction and debris
 - b. Maintain structural integrity of canals and drainage structures.
 - c. Keep canals and drainage structures free from debris vegetation, and obstructions.
 - d. Maintain all roads in the parish
2. Mitigation
 - a. Keep roster of key personnel updated, to include personnel needed for PODS.
 - b. Identify resources and keep resource list updated.
 - c. Conduct necessary training, to include [NIMS training](#).
 - d. Establish procedures to use private resources.
3. Preparedness
 - a. Provide direction and assistance in readying shelters for occupancy.
 - b. Maintain readiness of equipment and supplies.
 - c. Preparation and maintenance of a resource list, identifying source, location and availability of earth moving equipment, dump trucks, road grades, fuel, etc., that could be used to support disaster response/recovery operations.
 - d. Develop plans and procedures, as well as, organize personnel to activate and operate PODS.
4. Response
 - a. Determine safety of Emergency Operations Center, shelters, and reception and care centers in a post disaster situation.
 - b. Effect emergency repairs as necessary.
 - c. Initiate damage assessment and make appropriate recommendations.
 - d. Maintain communications with the EOC and provide support when requested.
 - e. Provide a potable water supply during an emergency, if necessary.
 - f. Provide repair and restoration of essential services and vital facilities; and restoration of utilities to critical facilities, on a priority basis.
 - g. Provide sanitation services during an emergency.
 - h. As necessary activate PODS sites.
5. 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.
- d. Operation of PODS sites.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. REFERENCE PAR. IV, BASIC PLAN

B. ORGANIZATION

- 1. The organizational chart is shown as Appendix 1 of this annex.
- 2. Each agency will retain control of their assigned personnel and equipment.

C. RESPONSIBILITIES

- 1. The Office of Homeland Security and Emergency Preparedness is responsible for:
 - a. Coordination of emergency public works/utilities activities with respective Directors.
 - b. Assist in development of mutual aid agreements.
 - c. Assist in identification of private contractors, if necessary.
 - d. Assist in obtaining resources, if necessary.
 - e. Review and update of emergency plans.
 - f. Participation in emergency preparedness exercises.
 - g. Coordinate the selection of POD sites.
- 2. Lafayette City-Parish Public Works Department will coordinate:
 - a. Maintenance of emergency operation plan for all public works departments, accounting for key personnel and their assignments.
 - b. Identification of private contractors.
 - c. Development of a resource list.
 - d. Emergency engineering and maintenance of roads and bridges.
 - e. Situation reporting.
 - f. Maintenance of traffic movement and control through coordination with EOC.
 - g. Assistance to other departments with rescue support.
 - h. Assistance in providing emergency transportation.
 - i. Assistance in providing barricades as required.
 - j. Assistance with other departments with emergency clean-up operations.
 - k. Maintenance of detailed log of all department operations.
 - l. Assistance with damage assessment and development of a complete log for damage assessment officer.
 - m. Maintenance of updated parish maps and public works status board in the EOC.
 - n. Maintenance of emergency equipment and assistance to ensure that all equipment is in good repair.
 - o. Assistance in providing shelter and food for key public works employees if needed during the emergency.

- p. Maintenance of essential departmental facilities and assistance in securing them against damage.
 - q. Maintenance of an adequate supply of sandbags and sand.
 - r. Providing for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop as the situation permits, including expedient tire repair.
 - s. Maintain adequate supply of fuel for public works equipment, emergency service vehicles, and emergency generators.
 - t. Coordinate debris clearance and removal.
3. Lafayette Utilities System will:
 - a. Maintenance of emergency operations plan for public utilities departments, accounting for key personnel and their assignments.
 - b. Maintenance of essential facilities of sewerage, water drainage, and securing against damage.
 - c. Assistance to other departments with emergency clean-up operations.
 - d. Situation reporting.
 - e. Maintenance of detailed log for all department operations.
 - f. Assistance with damage assessment and develop complete log for damage assessment officer.
 - g. Assistance in providing emergency transportation.
 - h. Assistance in providing shelter and food for key public utilities workers if needed during the emergency.
 4. Private solid waste handlers will coordinate debris and garbage clearance with private contractors and public works and public utilities departments.
 5. Damage Assessment Officer will coordinate damage assessment activities with the public works/utilities functions in recovery phase.
 6. Other governmental agencies and private companies may provide assistance, as needed, in their respective field.

V. DIRECTION AND CONTROL

Public Works/Public Utilities Directors or designated representatives, along with the Homeland Security and Emergency Preparedness Director, will set priorities for resources and coordinate activities of the various forces.

Mutual aid forces will operate under the direct supervision of their own supervisors. The Director of Homeland Security and Emergency Preparedness will coordinate the call-up and deployment of mutual aid forces.

Volunteer and auxiliary forces will work under the supervision of the senior public works official in the jurisdiction where they are deployed.

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 PLAN, SEC. VI.

VII. ADMINISTRATION AND LOGISTICS

A. REFERENCE PAR. VII, BASIC PLAN

B. ADMINISTRATION

1. There is a tremendous need for public works/public utilities during emergencies. The public works coordinators will ensure that their activities are administered in an orderly and efficient manner. The Director of Homeland Security and Emergency Preparedness will give priority to requests by the public works and public utilities directors for additional resources and personnel to support activities.
2. The Public Works Director and Public Utilities Director will ensure that procedures for the emergency hiring of private contractors and individuals to assist in response and recovery efforts are developed so as to ensure that continuity of public works operations are maintained.

C. LOGISTICS

1. Each department should have an adequate amount of emergency supplies. After local resources are exhausted, and if needed, additional emergency supplies will be coordinated through the Office of Homeland Security and Emergency Preparedness.
2. Logs of all activities and records of all purchases will be maintained by each department.

VIII. PLANS DEVELOPMENT AND MAINTENANCE

REFERENCE PAR. VIII, BASIC PLAN.

The Public Works Director and the Public Utilities Director, along with the Homeland Security Emergency Preparedness Director, will review, exercise, and update this appendix periodically.

Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.

IX. AUTHORITIES AND REFERENCES

A. AUTHORITY

See Basic Plan

B. REFERENCES

Standards For Local Civil Preparedness. CPG 1-5. Washington: FEMA

Disaster Operations: A Handbook For Local Governments. CPG 1-6. Washington: FEMA

Natural Disaster Recovery Planning for Local Public Officials: MP-85 Washington: FEMA

X. GLOSSARY/DEFINITION OF TERMS:

A. REFERENCE PAR. X, BASIC PLAN.

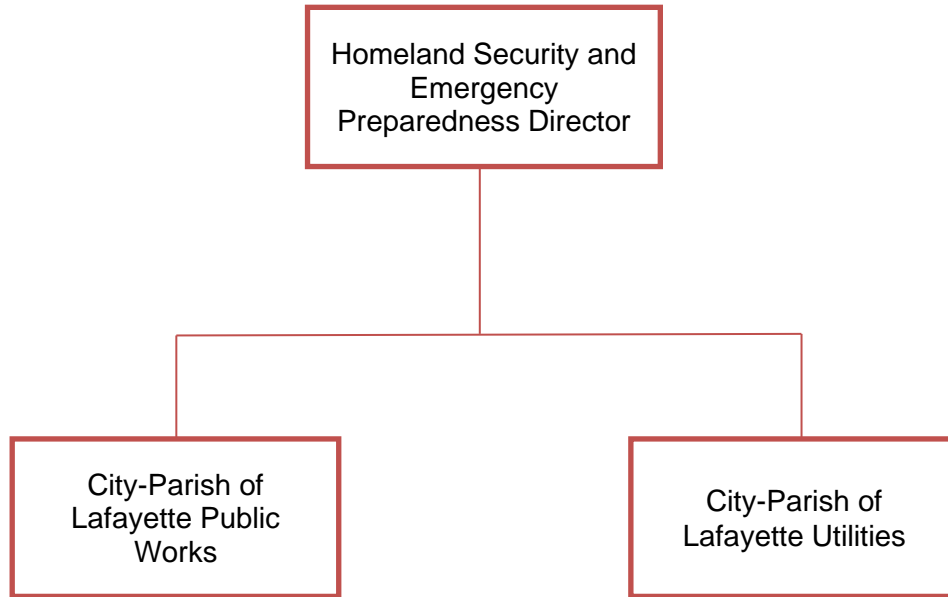
APPENDICES TO ANNEX R:

Appendix 1 - Organizational Chart

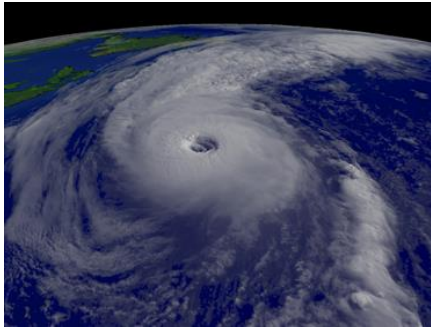
Appendix 2 - Public Works Emergency Operations Plan

Appendix 3 - Lafayette Utilities System's Major Storm Emergency Procedures Manual

PUBLIC WORKS/PUBLIC UTILITIES ORGANIZATIONAL CHART



City-Parish of Lafayette, Louisiana



Emergency Operations Plan

Annex S

Airport Emergency Plan

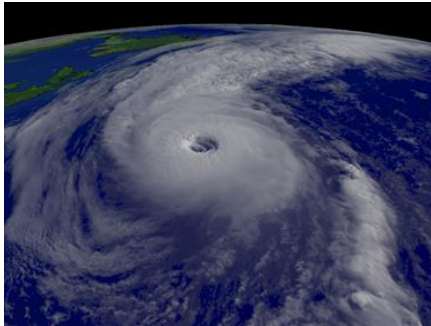
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AIRPORT EMERGENCY PLAN ANNEX S

A copy of the Lafayette Regional Airport Emergency Plan is on file in the City-Parish of Lafayette Emergency Operations Center.

City-Parish of Lafayette, Louisiana



Emergency Operations Plan

Annex T **Terrorist Incident Program**

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TERRORIST INCIDENT PROGRAM

ANNEX T

I. PURPOSE

This section describes the methods and procedures to be followed to conduct basic prevention and protection activities.

The purpose of this annex is to provide a framework for the coordination of parish, local, and outside resources in dealing with a terrorist incident. Lafayette Parish authorities will endeavor to control and minimize potential effects of such incidents on the public, while acquiring and preserving the information needed to bring the terrorist(s) to justice.

This annex establishes operational concepts and serves to clarify roles and responsibilities so as to lessen the possible confusion resulting from a threat of terrorism or an actual event, through coordinated integration and joint operations in accordance with comprehensive federal, state, and local government emergency operation and related contingency plans.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. 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." Acts of terrorism can occur with or without warning.
2. Federal law dictates that all acts of terrorism, planned or executed, are subject to federal jurisdiction.
3. Federal law assigns the primary authority to the federal government for prevention of and response to acts of terrorism; State and local governments provide assistance as required.
4. Lafayette Parish has high visibility and is a high vulnerability target for terrorists. Targets include symbolic structures, governmental buildings, university, schools, convention center, airport, roads, bridges, drainage, flood control structures, utilities, industrial installations that have hazardous materials, transportation installations and vehicles, and periodic gatherings of large numbers of people.
5. The parish and local governments have a limited number of law enforcement and public safety personnel. It is not possible to guard all the buildings, installations, and crowds that might become terrorist targets.
6. Since a terrorist(s) can choose his targets and the time and method of attack(s), advance knowledge of such attacks if available will be disseminated through law enforcement channels, and information will be handled with care so that it is protected and remains secure.
7. A terrorist(s) will choose targets in order to satisfy his own motives and time schedules. A frequent motive for terrorist action is to attract the attention of the news

media by committing a crime that is outrageous, either by the target that is attacked, or by the number of deaths, injuries, and damages inflicted. The posture of the government must, therefore, be loose and flexible.

8. The confirmed presence of an explosive device or weapon of mass destruction capable of causing a significant destruction event prior to actual injury or property, is considered as a "Significant Threat".

B. ASSUMPTIONS

1. Acts of terrorism may involve bombings, shootings, arson, weapons of mass destruction, nuclear, chemical and/or biological contamination, kidnapping and/or hostage-taking, sabotage, cyberattack/threats and other causes.
2. Advance information or intelligence may not be immediately available to emergency responders. Any such information may be kept in law enforcement channels for security reasons.
3. If any intelligence information is given to the emergency preparedness community, it will probably only be released at the last possible moment, and the warning information may not be specific or reliable.
4. The need for security for intelligence information may hinder attempts to preposition emergency response agencies or to give timely warning to people in the targeted area. This will result in a situation like that during a tornado, of little or no advance warning, followed by sudden devastation. The potential for casualties in such a situation will be high.
5. When a terrorist incident, 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. Responders will need to check the scene carefully for secondary devices.
6. When a terrorist incident has taken place, there will be a need to rescue injured people, recover bodies, demolish unsafe structures, and preserve the crime scene elements that will be needed to trace the terrorist(s) and/or construct a chain of evidence for the terrorist(s)' trial. These needs may conflict. When they do conflict, the grounds of the conflict will be explained and referred to higher authority. In the case of a conflict among parish and local authorities, the conflict will be referred to the City-Parish Mayor-President. In case of a conflict among parish and state or federal authorities, the conflict will be referred to the Governor.

III. CONCEPT OF OPERATIONS

Terrorist incident preparations and operations of the parish will take place within the framework of the five phases of emergency preparedness; Prevention, Mitigation, Preparedness, Response, and Recovery.

A. PREVENTION

1. Research training available for terrorism.
2. Survey emergency responders to find out the type of training they require.

B. MITIGATION

1. The Governor's Office of Homeland Security and Emergency Preparedness, the Louisiana State Police (LSP), and other concerned agencies will coordinate continuing educational programs for government, business, and concerned citizens, to enhance awareness.
2. The parish will coordinate training for emergency responders, appointed and elected officials, health care professionals, hospitals, and individuals in key positions, i.e., schools, utility companies, communications and transportation.
3. The parish will circulate public information materials to the community.
4. State and local law enforcement agencies will continue to share information and intelligence concerning possible or potential terrorist attacks to eliminate the threat or to minimize the impact on the community.

C. PREPAREDNESS

1. This plan, its implementing procedures, and other related directives, papers, and documents will be maintained, reviewed, and updated as needed. All such papers will use the concept of the incident command system for responding to terrorist incidents.
2. The parish will initiate and maintain such memoranda of agreement as are needed to insure close cooperation with other concerned jurisdictions, organizations, and parties.
3. Lafayette Parish authorities will insure that terrorism planning materials and concepts are included in the regular emergency preparedness training and exercise schedule.
4. The parish will insure that procedures exist to direct any advance knowledge of terrorist incidents to law enforcement channels in order that actions may be taken to prevent the incidents and apprehend the terrorist(s). Such information will be safeguarded to insure that it does not leak out and alert the terrorist(s) before they can be apprehended.
5. The parish will insure that chains of communication are opened and kept open among local, parish, and state law enforcement authorities to insure that tip information is handled expeditiously and securely.
6. In cases in which advance information is received by authorities every effort will be made to preposition public safety and emergency response people and equipment so as to render effective aid as soon as possible to the event.

D. RESPONSE

1. If advance warning is received, some response agencies may be able to pre-stage people and equipment, and reduce the overall response time.
2. All response activities will be conducted according to the Incident Command System.

3. When the potential or actual impact of the incident is great or the threat is great, the City-Parish Mayor-President may declare a state of emergency, and mobilize all parish resources to deal with the threat. If the threat is too great to be handled by parish resources, the state will be requested to support the operations via WebEOC portal.
4. The initial response may begin with knowing terrorists are involved.
5. This annex will be implemented only whenever there is consideration or evidence that a threat of, or casual occurrence of, a terrorist incident has taken place.
6. The parish will establish an on-scene incident command center to conduct operations. Law enforcement authorities will establish an Emergency Operations Center (EOC) at which all crime scene activities will be coordinated. The two centers may be located together. The Incident Command System (ICS) will be used to manage all on-scene activities.

E. 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 City-Parish of Lafayette Emergency Operations Plan and the Louisiana Disaster Recovery Manual.

1. Recovery activities may include but are not limited to:
 - a. Critical Incident Stress counseling for victims and responders.
 - b. Victim relocation or long term sheltering
 - c. Site cleanup and debris removal
 - d. Site and equipment decontamination
 - e. Site/building safety inspections
 - f. A quarantine period (biological attack)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

A. CITY-PARISH MAYOR-PRESIDENT:

1. Issue an Emergency Declaration as appropriate and request assistance from the state as needed.
2. Direct response and recovery activities.

B. SHERIFF, WITH THE ASSISTANCE OF THE LOCAL CHIEF OF POLICE

1. Control and coordinate all tip law enforcement activities in the parish. Develop and maintain procedures to support this plan, including procedures for receiving, processing, and safeguarding information.
2. Maintain continuing liaison with other law enforcement authorities in the parish and in neighboring parishes, and with the Louisiana State Police (LSP). Maintain liaison with

the Federal Bureau of Investigation (FBI) and other federal law enforcement authorities who have offices in the parish.

3. When a suspected terrorist incident takes place, carry out all activities such as securing of a perimeter around the site and having the area searched for possible secondary explosive devices that might have been placed to target responders. If law enforcement personnel are first on the scene, proceed with lifesaving activities, including search and rescue, and evacuation. Coordinate activities with fire service medical, and other emergency preparedness response agencies and personnel.
4. Prevent debris clearance until debris has been examined for possible evidence of a crime, except where debris clearance is immediately necessary for rescue operations. Establish Law Enforcement Operations Center at the scene, and prepare for the possible establishment of a Federal Joint Operations Center (JOC).
5. When a suspected terrorist incident takes place, call in the LSP and the FBI, and maintain primary parish contact with them in carrying out all activities.
6. Coordinate and maintain communication with State Fusion Centers for all classified information.

C. MUNICIPAL POLICE DEPARTMENTS

1. Coordinate law enforcement activities with the Sheriff's Office
2. Refer to the Basis Plan and Annex G.

D. HOMELAND SECURITY AND OFFICE OF EMERGENCY PREPAREDNESS

1. Coordinate all parish activities that are not associated with the law enforcement aspects of the incident.
2. Advise the City-Parish Mayor-President on response and recovery issues.
3. Activate the Parish EOC and set up an on-scene command post, if needed, to assist the incident commander.
4. Coordinate requests for assistance from neighboring jurisdictions and the state.
5. Coordinate with state and federal responders, if needed.

E. FIRE SERVICES:

1. Conduct search and rescue.
2. Fire suppression.
3. Other activities as needed.
4. Check for the presence of hazardous materials, and take appropriate measures. In cases in which fire personnel have explosives training and expertise, deal with any unexploded devices.

F. MEDICAL SERVICES:

1. Emergency medical personnel will conduct lifesaving operations as appropriate.
2. Ensure that casualties of explosions and hazardous materials incidents are decontaminated as soon as possible.

3. Public health and other health authorities will investigate and conduct tests for chemical and biological contamination, and insure that proper precautions are taken to render contaminated areas harmless.
4. Hospitals and other health services will insure that people who have been exposed to chemical or biological agents are decontaminated.
5. In a biological or chemical agent release, Public Health will identify the exposed persons, prevent secondary transmissions, and assist with prophylactic treatment.

V. DIRECTION AND CONTROL:

All normal emergency prevention, preparedness, mitigation, response, and recovery activities will be controlled and coordinated in accordance with the Basic Plan, Annex A.

VI. CONTINUITY OF GOVERNMENT:

See Basic Plan.

VII. ADMINISTRATION AND LOGISTICS:

- A. The Emergency Operations Center (EOC) is the control point for law enforcement operations. It will be set up and staffed by the sheriff's office. It may be absorbed by a joint operations center (JOC) if one is set up by federal authorities.
- B. The Parish EOC is the control point for operations, as described in the basic plan. It will continue to function as long as operations are conducted.
- 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.
- E. The emergency operations center (EOC) and the state fusion center will disseminate critical information via fax, email, 700/800 MHz radios, and secure landline communication networks.

VIII. PLANS DEVELOPMENT AND MAINTENANCE:

- A. The Homeland Security and Emergency Preparedness Director is responsible for maintaining and updating this annex. The director will develop, coordinate, and maintain standard operating procedures and mutual aid agreements to support the plan.
- B. The sheriff is responsible for developing, coordinating, and maintaining all 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.

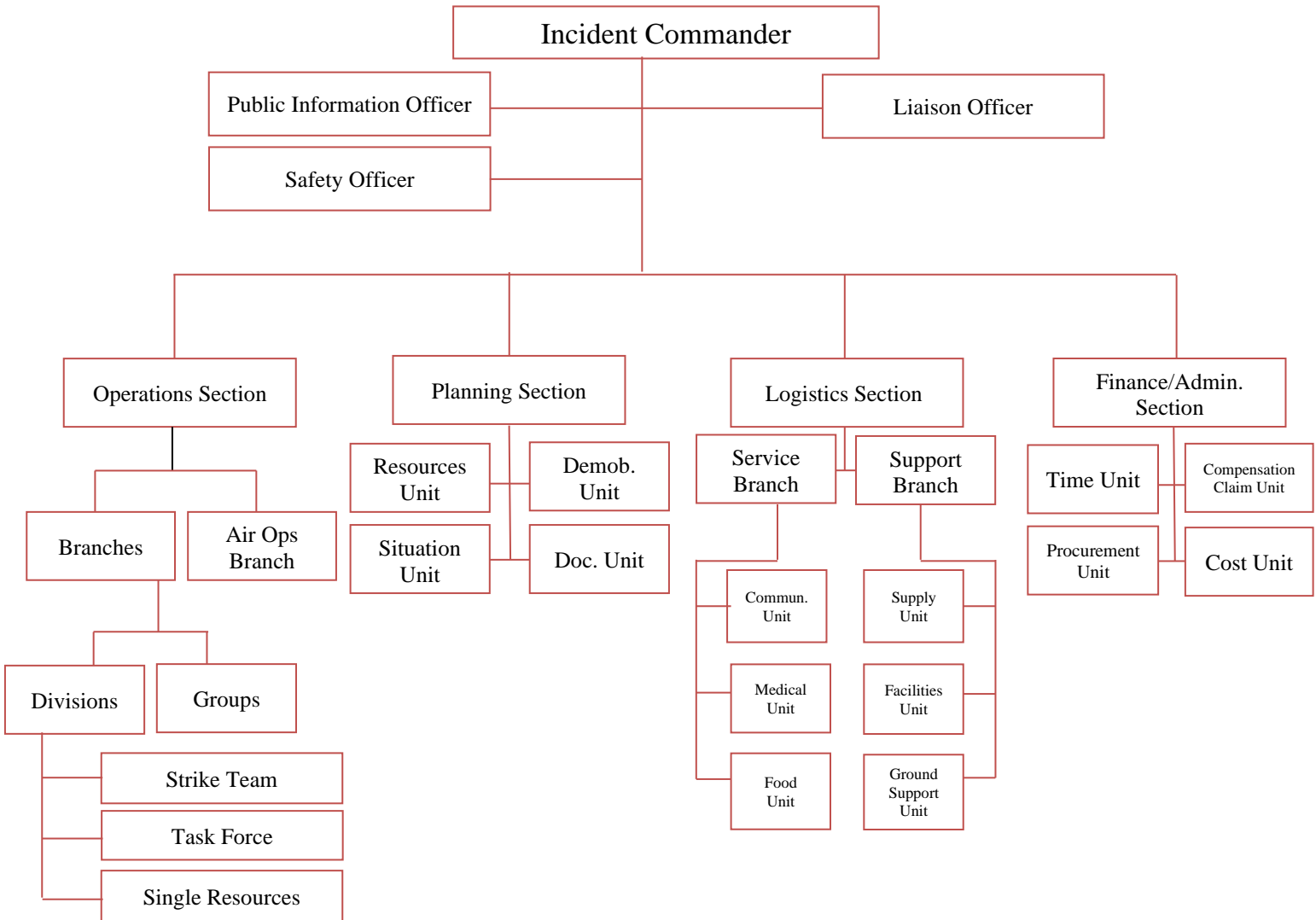
D. The Federal Response Plan, Terrorist Incident Annex.

E. The Lafayette Parish Basic Plan.

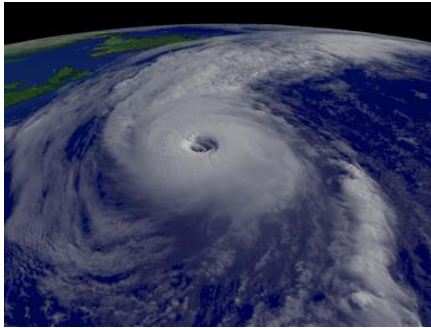
APPENDICES TO ANNEX T:

Appendix 1 - Terrorism Incident Command Organizational Structure Chart

TERRORISM INCIDENT COMMAND ORGANIZATIONAL STRUCTURE CHART



City-Parish of Lafayette, Louisiana



Emergency Operations Plan

Annex U Mass Fatalities

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I. PURPOSE

The purpose of this annex is to provide for proper coordination of mass fatality incident response activities and establishes means and methods for the sensitive, respectful, orderly care and handling of human remains in multi-death disaster situations within the boundaries of Lafayette Parish.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Lafayette Parish is vulnerable to hurricanes, tornadoes, floods, hazardous materials incidents, mass transportation accidents, river accidents, and acts of terrorism. Any of these occurrences could result in multiple death response requirements that would overwhelm local capabilities.
2. The Emergency Operation Center staff shall be briefed at regular intervals through the Health and Medical Officer via information received from the Coroner's Office.

B. ASSUMPTIONS

1. The Lafayette Parish Emergency Operations Center shall be activated and fully staffed during any incident resulting in mass fatalities.
2. The Region IV Fatalities Strike Team 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.
3. Coordination with mortuary services will be available.
4. State agencies are expected to assist local efforts after local resources are deemed insufficient.
5. Any unmet needs of this jurisdiction may be resolved through terms established in agreements with support parishes and the Louisiana Governor's Office of Emergency Preparedness and Homeland Security.

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. Team work 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 Region IV Fatalities Strike Team will assist at the request of the coroner, and as coordinated through the Lafayette Office of Homeland Security and Emergency Preparedness.
6. The Coroner through the Emergency Operations Center shall direct the overall coordination of a mass casualty incident; however, there may be several incident command posts within the perimeter of any incident.
7. All responding agencies will provide 24-hour coverage for their respective duties in the parish.
8. During any massive response, the Emergency Operations Staff shall be activated. All necessary parties shall be represented in the operations center.

B. PHASES OF MANAGEMENT

1. Prevention
 - a. Develop plan in coordination with the state and other parishes to determine process for dealing with mass fatalities.
2. Mitigation
 - a. Mitigation efforts consist of pre-designation of temporary morgue sites.
 - b. Development of mutual aid agreements with surrounding parishes and other entities able to provide assistance.
 - c. Specialized training and education for Coroner's Office.
3. Preparedness
 - a. The Lafayette Parish Office Homeland Security of Emergency Preparedness has plans and procedures to respond to any incident that may occur within its jurisdiction.
 - b. The Sheriff's Department shall maintain auxiliary personnel to assist its primary force as needed in a mass casualty incident.
 - c. The Fire Departments shall maintain a mutual-aid response plan to assist all departments when individual departments' resources are exceeded.
 - d. Emergency Medical Technicians are trained on a regular basis in rescue techniques by the responsible controlling organization or agency.
 - e. The Coroner's Office shall insure that mutual-aid agreements exist to handle an influx of casualties.
 - f. The Coroner's Office shall coordinate its plans to use mortuary services with providers on an annual basis.

- g. The Public Information Officer shall maintain a working relationship with all members of the media to insure that all emergency operations procedures for information dissemination are followed.
 - h. All other agencies given responsibility in this plan, in coordination with the Office of Homeland Security and Emergency Preparedness are responsible for maintenance of their respective annexes or appendices.
4. Response
- a. The Emergency Operations Staff shall be activated and the Homeland Security and Emergency Preparedness Director should initiate communications to the Coroner's office.
 - b. All operations will be coordinated through the Emergency Operations Center, which will be responsible for official request for assistance from the State and Federal governments.
 - c. The Lafayette Parish Coroner's Office once on scene shall immediately assume the responsibility for the collection, identification, storage and dispatch of human remains.
 - d. Law enforcement agencies shall provide scene security as needed and/or as requested by the Coroner's Office on-scene supervisor.
 - e. Law enforcement agencies shall provide traffic control during mass fatalities operations. Operation considerations may include any or all of the following:
 - 1. Road expansion as needed
 - 2. Entry control for outbound routes
 - 3. Perimeters for inbound routes
 - 4. Assistance to maintain traffic flow as needed
 - f. Law enforcement agencies shall provide crowd control and security in temporary mortuary sites and family reception centers
 - g. Notification of next of kin for all injured or missing victims. The law enforcement representative assigned to the Emergency Operations Center shall keep a log containing all next of kin notifications.
 - h. Fire services responsibilities in response to a mass casualty incident are basically the same as in daily operations. Their primary responsibility is fire control. They are also involved on a regular basis with rescue operations and hazardous materials incidents. They also serve a supplemental emergency preparedness role of providing back-up support to the operation of the public warning system.
 - i. The Coroner is responsible for the following:
 - 1. The Lafayette Parish Coroner's Office will manage the assignment of autopsy of any remains and transport to a medical facility.
 - 2. Mortuary services shall be expanded using all jurisdictional assets available and mutual aid if necessary.

3. The Coroner shall keep an identity log of all identified casualties. The Emergency Operations Staff shall be updated as necessary, without compromising any existing investigation.
 - j. The Search and Rescue Team shall be responsible for:
 1. Search and locate fatality victims once all survivors have been located and treated.
 2. Directing the Coroner's Office Staff to the location of each fatality.
 3. Documenting the location of both survivors and fatalities at the scene as part of the investigation.
 - k. Health and Medical efforts will be coordinated through the Emergency Operations Center. Major responsibilities will include:
 1. Medical Care and transportation of the injured shall be accomplished by all involved agencies.
 2. Hospitals, nursing homes, and other health care facilities shall upon contact by the Health and Medical Officer prepare for a possible evacuation by reducing the patient population and continuing care for those that can not be evacuated.
 - l. The Red Cross may activate the Critical Response Team which can be available within two hours of notification.
 - m. The Legal Advisor should keep aware of their legal obligations and also of any special powers granted by law to include mass burial.
5. Recovery
- All agencies tasked with response assignments in reference to a mass fatalities incident shall maintain their assignments until they are ordered to stand down, or life within the affected area can return to a pre-emergency normality. All resources from state and federal agencies shall become available in accordance with a governor or presidential disaster declaration.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. HOMELAND SECURITY AND EMERGENCY PREPAREDNESS DIRECTOR

1. When notified, reports to the Emergency Operation Center.
2. Immediately notifies the City-Parish Mayor-President of significant emergency situations that could affect the parish.
3. Manages the Emergency Operation Center during emergencies
4. Directs the Emergency Operation Center staff to contact all tasked organizations, and inform them of the situation and direct them to take the actions appropriate for the situation.
5. Activates the Emergency Operation Center when situations warrant.
6. Advising and briefing the City-Parish Mayor-President and other key members of the emergency response organization on the emergency situation.

7. Recommends actions to protect the public from the life threatening consequences associated with the emergency situations.
8. Terminating operations and de-activating the Emergency Operation Center.

B. CORONER'S OFFICE

1. Coordinate with Hazardous Materials and/or Public Health experts on decontamination requirements for deceased.
2. Estimating the number of dead.
3. Excavation of remains.
4. Documenting the location of bodies.
5. Body tag procedures.
6. Scene documentation including sketches and photographs.
7. Labeling of body bags.
8. Establishing a temporary morgue.
9. Transporting bodies.
10. Notifying next of kin.
11. Safeguarding personal affects.
12. Facilitating the release of remains to the next of kin or their representatives.

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 Lafayette Parish Office of Homeland Security and Emergency Preparedness. The Region IV Fatalities Strike Team is available to assist the Parish Coroner in a coordinated effort of recovery and identification.

VI. CONTINUITY OF GOVERNMENT

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

VII. ADMINISTRATION AN LOGISTICS

A. ADMINISTRATION

1. All parish agencies are required to submit reports to the Emergency Operation Center relating to their agency's expenditures and obligations during emergency conditions. Administrative and logistical support will be provided by the Office of Homeland Security and Emergency Preparedness and other parish agencies, and departments as specified in the Basic Plan.

B. LOGISTICS

1. Each organization tasked in this All Hazard Plan is expected to provide its own logistical support during the initial phase of response operations. Additional support

should be obtained through the Emergency Operation Center or the Incident Command, as appropriate.

2. When the parish's resources prove to be inadequate during emergency operations, requests should be made to obtain assistance from other local jurisdictions, higher levels of government, and other agencies.

VIII. PLANS DEVELOPMENT, MAINTENANCE AND EXECUTION

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

IX. AUTHORITIES AND REFERENCES:

- A. AUTHORITIES
See Basic Plan

APPENDICES TO ANNEX U:

Appendix 1 - Organizational Chart

ORGANIZATIONAL CHART

