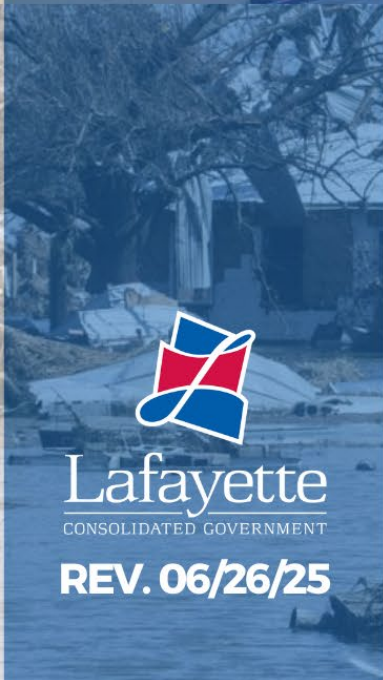


# LAFAYETTE PARISH EMERGENCY OPERATIONS PLAN (EOP)



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## Table of Contents

LAFAYETTE PARISH EMERGENCY OPERATIONS PLAN .....	4
PROMULGATION STATEMENT .....	4
RECORD OF CHANGES .....	5
RECORD OF DISTRIBUTION .....	6
I. Purpose and Scope.....	7
Purpose .....	7
Mission .....	7
II. SITUATION AND ASSUMPTIONS .....	8
Situation: .....	8
Assumptions:.....	9
III. CONCEPT OF OPERATIONS.....	10
General.....	10
National Incident Management System – Command and Management – Incident Types .....	13
Phases of Emergency Management .....	14
IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.....	15
Organization.....	15
Responsibilities .....	15
Mayor-President .....	15
Office of Homeland Security and Emergency Management .....	15
Sheriff and Municipal Law Enforcement .....	16
Parish and Municipal Fire Departments .....	16
Emergency Medical Services/Acadian Ambulance.....	17
Lafayette Parish School System .....	17
Parish and Municipal Purchasing Personnel.....	17
Parish and Municipal Public Works and Engineering Department.....	17
Parish and Municipal Water and Wastewater Districts.....	18
Lafayette City-Parish Attorney.....	18



District Attorney’s Office .....	18
Lafayette Consolidated Government PARC Department .....	18
Lafayette Consolidated Government IS & IT .....	19
Lafayette Consolidated Government Juvenile Detention Department.....	19
Lafayette Consolidated Government Community Development and Planning .....	19
Lafayette Consolidated Government Animal Shelter and Care Center.....	19
Office of Public Health-Lafayette Parish Health Unit .....	19
Coroner’s Office .....	19
University of Louisiana at Lafayette .....	20
Lafayette Consolidated Government International Center .....	20
Support Functions- LANG, LAVOAD, Acadiana VOAD.....	20
American Red Cross .....	20
Parish and Municipal Utilities Systems .....	21
Telephone Service /LFTFiber/AT&T/Verizon/COX/Others .....	21
Damage Assessment Officer .....	21
Emergency Support Function (ESF) Assignment of Responsibilities Chart.....	22
V. DIRECTION AND CONTROL.....	25
Authority to Initiate Actions .....	25
VI. Continuity of Government .....	25
VII. Administration and Logistics.....	26
VIII. PLAN DEVELOPMENT AND MAINTENANCE .....	28
IX. APPENDICES .....	28



## LAFAYETTE PARISH EMERGENCY OPERATIONS PLAN

### PROMULGATION STATEMENT

Transmitted herewith is the All-Hazard Emergency Operations Plan (EOP) for Lafayette Parish. This plan supersedes any previous Emergency Operations Plan promulgated for this purpose. It provides a framework in which the Lafayette City-Parish Consolidated Government, and its political subdivisions can plan and perform their respective functions during an Emergency.

Included in the context of this All-Hazard Emergency Operations Plan, is the authority and responsibility for direction and control of the resources of Lafayette Parish by responding agencies, when operating as members of the Emergency Operation organization.

This plan is in accordance with existing Federal, State and Local statutes and understanding of the various agencies involved. This plan is in concurrence with the Lafayette Parish Office of Homeland Security and Emergency Preparedness, the Governor's Office of Homeland Security and Emergency Preparedness, and the Federal Emergency Management Agency. It will be reviewed and rectified biannually by the Lafayette Parish Office of Homeland Security and Emergency Preparedness, and every fourth year by the Governor's Office of Homeland Security and Emergency Preparedness. All recipients are requested to advise the Lafayette Parish Office of Homeland Security and Emergency Preparedness of any changes that might result in its improvement or increase its usefulness.

**Date: June 26, 2025**

Signatures:

  
\_\_\_\_\_  
Mayor-President  
Lafayette Consolidated Government

  
\_\_\_\_\_  
Director, Lafayette Parish Office of Homeland Security  
and Emergency Preparedness

RECORD OF CHANGES

Change Number	Date	Name	Summary of Change

RECORD OF DISTRIBUTION

Name and Title	Agency	Date	Number of Copies
Chad Sonnier, Director	Lafayette Parish OHSEP	6/26/2025	1
Monique B. Boulet, M-P Rachel Godeaux, CAO Christina Dayries, COS	Mayor-President's Office Lafayette Consolidated Government	6/26/2026	3
WebEOC Upload	GOHSEP	6/26/2026	1



## I. PURPOSE AND SCOPE

### Purpose

It is the purpose of this plan to provide guidance for the various departments within Lafayette City-Parish Consolidated Government (LCG), where applicable, and all of those outside agencies within the Parish of Lafayette with an emergency assignment before, during, and following any critical incident and/or emergency. The plan details the overall responsibilities of local government as well as guidelines and organizational priorities necessary to ensure a coordinated federal, state, and local government response. This plan sets forth a detailed parish program of preparation for, operation during, and relief and recovery following disasters as provided by parish, state, and federal statutes, regulations, executive orders and ordinances, as well as other related or applicable emergency authorities or directives. The Emergency Operations Plan (EOP) is designed to coordinate closely with the National Response Framework (NRF) and State of Louisiana Emergency Operations Plan. 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.

### Mission

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

- To plan and prepare practicable response programs for the protection of life and property in the event of disasters.
- 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.
- To coordinate and direct restoration and recovery operations in the disaster area subject to governmental authority.
- To ensure that each city-parish department and agency will plan and provide for an emergency operations capability which conforms in principle with this plan.
- To coordinate all disaster operations and services with the Homeland Security and Emergency Preparedness Director.

### OVERVIEW

- Primary responsibility for disaster preparedness rests with elected heads of government, both local and state, in accordance with RS 29: 721-739; Louisiana Disaster Act.
- Existing organizational elements for emergency government response will be utilized to the fullest extent and augmented where necessary.
- This Emergency Operations Plan (EOP) will be in the Emergency Support Function (ESF) format. One or more agencies will be appointed as the "primary" for each ESF. They will work with "support" agencies within their ESF. It is imperative that the primary agency communicate with the support agencies to ensure information flows from OHSEP to all agencies.
- 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 (Disaster Relief Act of 1974). It is the purpose of this Plan to cover all aspects of local response only, not contingent on any extraordinary state or federal assistance.

- All parish 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.
- It shall be the responsibility of all parish response elements of government to:
  - Control and use to the fullest extent all able manpower and material resources subject to the authority of the government entity.
  - Control and use to the fullest extent all manpower and material resources available in the general area of devastation by means of interagency cooperation.
  - 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

### Situation:

- Lafayette Parish is located in south central Louisiana, with a total population of 241,753 and encompasses approximately 279 square miles of land. The Parish of Lafayette is adjacent to St. Landry, St. Martin, Iberia, Vermilion, and Acadia Parishes.
- Lafayette Parish has within its borders 6 incorporated communities:
  - Broussard
  - Carencro
  - Duson
  - Lafayette
  - Scott
  - Youngsville
- The University of Louisiana at Lafayette is located in Lafayette Parish, within the City of Lafayette. Student enrollment is in excess 19,000.
- South Louisiana Community College is located in Lafayette Parish, within the City of Lafayette. Student enrollment is in excess of 7,000.
- 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 Mayor-President. The hazards include:

### ***Natural Hazards:***

- **Weather**
  - Thunderstorms
  - Tornadoes
  - Wintry Weather
  - Drought
  - Tropical Cyclone/Hurricanes
- **Floods**
  - Urban and Small Stream
  - River
  - Flash
- **Wildfire**
- **Infectious Disease/Pandemic**
- **Earthquakes**

### ***Technological/Human Caused Hazards***

- **Hazardous materials**
  - Fixed Sites
  - Transportation
  - Roadway
  - Pipeline
  - Waterways
  - Air
- **Transportation accidents**
- **Terrorism**
- **Bridge collapse**
- **Civil disturbance/Large Gatherings**
- **Cyberattack**

### **Assumptions:**

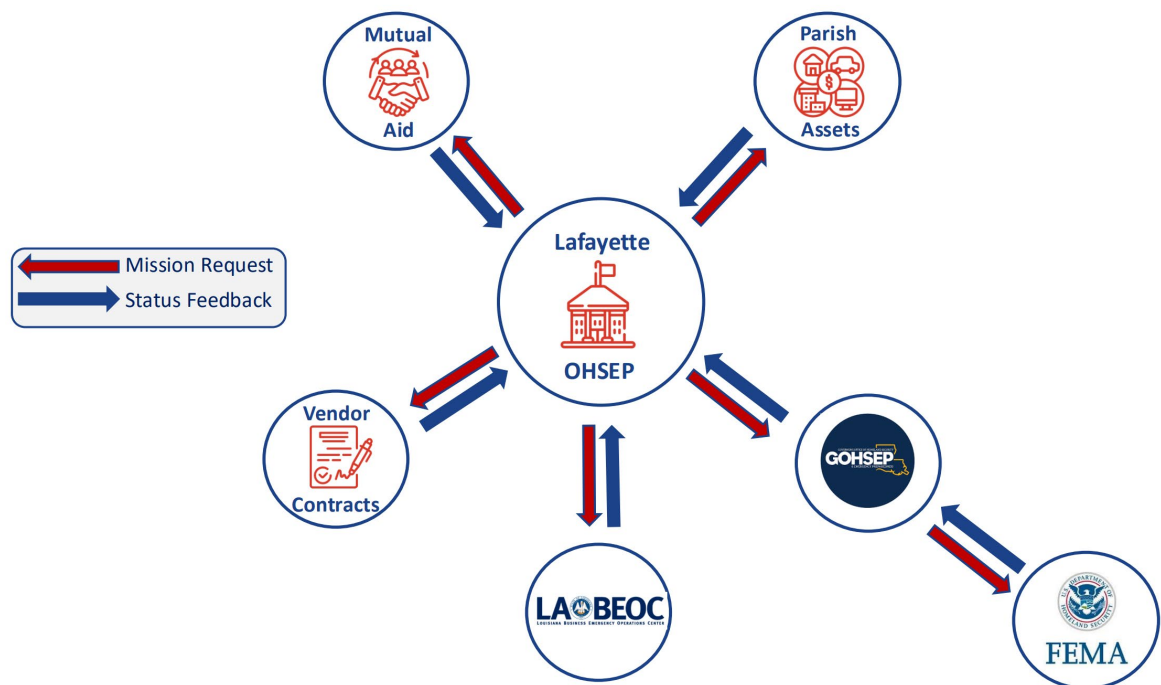
- It is impossible to predict the specific effects of a disaster upon Lafayette Parish, or to be sure in advance that any specific hazard may or may not occur. However, the parish may be subject to numerous disaster situations.
- All equipment necessary to provide a coordinated mitigation, preparedness, response, and recovery effort from local, state, and federal government is functional and available as quickly as possible to the extent of the emergency.
- Actions to minimize the effects of any disaster will be conducted by Lafayette Parish officials from the Emergency Operations Center (EOC) and affected public and private agencies.
- The Lafayette Parish EOC is available and located at 1810 W. Willow St., Scott, LA 70583.



### III. CONCEPT OF OPERATIONS

#### General

Locally, under the Incident Command System (ICS) structure, the Mayor-President is responsible for Emergency Operations within Lafayette Parish. The director of the Lafayette Parish Office of Homeland Security and Emergency Preparedness will act as the Operations Chief and will receive guidance and direction from the Mayor-President. Lafayette Consolidated Government department directors and agency leaders are responsible for functions 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 as necessary. The federal government will provide assistance to the State, when appropriated. Operations shall be conducted from the Parish (EOC) and all ESFs will be represented by the primary agency(s) and maintain communications with partner agencies.



- 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. It is desirable, and always attempted, to maintain organizational continuity and to assign familiar tasks to personnel.
- In large-scale disasters 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.
- Consideration will be given to the needs of Medical Special Needs patients.

- 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.
- The use of the National Incident Management System (NIMS) will be utilized by all emergency response agencies to manage an emergency/disaster. The nature and size of the incident will determine the level and complexity of the Lafayette Parish management structure. NIMS is designed to expand or be reduced as needed. As an incident escalates, the span of control may become stretched. Under the NIMS, the following command structure will be established and expanded as dictated by the event.
  - Command or the Incident Commander – responsible for overall coordination and direction of all activities at the incident scene. The four (4) major responsibilities are:
    - ✓ Control the Incident
    - ✓ Provide safety and survival for emergency responders
    - ✓ Protect, remove, and provide care for endangered civilians
    - ✓ Conserve property during and after the incident control operations.
  - 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 measures for assuring personnel safety.
  - Public Information Officer (PIO) – develops accurate and complete information regarding incident cause, size, current situation, resources committed and other matters of general interest 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 public actions such as evacuations or sheltering in place.
  - Liaison – serves as the point of contact for representatives from other agencies.
  - Finance/Administration Section is established on incidents when there is a specific need for financial services. Procurement services needed to terminate the incident and document the financial cost of the incident.
  - Logistics Section provides services and support systems to all the organizational components involved in the incident.
    - ✓ Provide medical aid for responders/rest and rehabilitation
    - ✓ Coordinate stress debriefing
    - ✓ Provide supplies and equipment
    - ✓ Secure needed facilities
  - Operations Section will function in the command post. The Operations Chief is responsible for implementing the tactical objectives as defined by the strategic goals of the Incident Commander.

- ✓ Assign line crews
- ✓ Keep command informed.
- Planning Section is responsible for processing information needed for effective decision making.
  - ✓ Evaluate and update the current strategic plan with Command and Operations
  - ✓ Evaluate past actions and strategies
  - ✓ Refine current and future plans and recommend any changes to Command and Operations
  - ✓ Forecast possible outcomes
  - ✓ Evaluate future resource needs with Operations

### EMERGENCY CLASSIFICATION AND EMERGENCY ACTION LEVELS (EAL)

The Standardized Emergency Classification System exists to standardize terminology among all emergency response organizations to express the severity of emergencies and provide the framework for a unified response. Additionally, it provides the foundation for the implementation and institutionalized processes, systems, procedures, and/or plans to ensure effective cross-jurisdictional coordination between multiple local ICS organizations responding to an incident covering a large geographical area.

EOC Activation Level	Definition
<b>1</b> <b>Normal Operations</b>	<b>Steady State / Monitoring:</b> EOC Staff will work as normal operations are ongoing.
<b>2</b> <b>Potential Threat</b>	<b>Alert/Monitoring Status:</b> Events involve a potential or actual threat to the safety and welfare of the people in a threatened area(s). Lafayette Parish OHSEP/EOC Staff is on alert and monitoring for additional information and will adjust activation level accordingly.
<b>3</b> <b>Event in Progress</b>	<b>Partial Activation:</b> Events are in progress or have occurred involving an imminent or actual impact on the safety of the people in a stricken area(s). The EOC begins operations with select ESFs in a partial activation.
<b>4</b> <b>Response Activities – Full Activation</b>	<b>Full Activation:</b> Events are in progress and require all support mentioned in the above EAL's. Parish and agencies/departments assigned to the Lafayette Parish OHSEP EOC or hold a seat within the Unified Command Group (UCG) are required to report to the EOC to support operations. This status will continue until any potential threat(s) have been eradicated and the emergency is terminated. As the threat or actual danger decreases, proper re-deployment activities will take place so as to allow Parish Agencies and/or departments to return to normal operations as quickly and effectively as possible.



### National Incident Management System – Command and Management – Incident Types

#### Incident Complexity Types

- **Type 5**
  - The incident can be handled with one or two single resources with up to six personnel.
  - Command and General Staff positions (other than the Incident Commander) are not activated.
  - No written Incident Action Plan (IAP) is required.
  - The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.
  - Examples include a vehicle fire, an injured person, or a police traffic stop.
- **Type 4**
  - Command staff and general staff functions are activated only if needed.
  - Several resources are required to mitigate the incident, including a Task Force or Strike Team.
  - The incident is usually limited to one operational period in the control phase.
  - The agency administrator may have briefings and ensure the complexity analysis and delegation of authority are updated.
  - No written IAP is required but a documented operational briefing will be completed for all incoming resources.
  - The role of the agency administrator includes operational plans including objectives and priorities.
- **Type 3**
  - When capabilities exceed initial incident, the appropriate ICS positions should be added to match the complexity of the incident.
  - Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.
  - A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team.
  - The incident may extend into multiple operational periods.
  - A written IAP may be required for each operational period.
- **Type 2**
  - This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.
  - Most or all of the Command and General Staff positions are filled.
  - A written IAP is required for each operational period.
  - Many of the functional units are needed and staffed.
  - Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).

- The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.
- **Type 1**
  - This type of incident is the most complex, requiring national resources to manage and operate safely and effectively.
  - All Command and General Staff positions are activated.
  - Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
  - Branches need to be established.
  - The agency administrator will have briefings and ensure that the complexity analysis and delegation of authority are updated.
  - Use of resource advisors at the incident base is recommended.
  - There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

## Phases of Emergency Management

### Mitigation

Mitigation activities are actions to reduce loss of life and property by lessening the impact of disasters. FEMA defines mitigation as any sustained action that reduces or eliminates long term risk to people and property from natural hazards and their effects. Mitigation actions and programs involve lasting, often permanent, reduction of exposure to, probability of, or potential loss from hazard events. 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 and is discussed further in the Lafayette Parish Hazard Mitigation Plan (HMP).

### 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.

- The Lafayette Office of Homeland Security and Emergency Preparedness is the primary agency for preparedness efforts.
- All city-parish agencies and departments are responsible for preparedness efforts and maintaining internal plans. This may include, but is not limited to the following:
  - Internal procedures
  - Training of personnel
  - Participation in exercises and drills
  - Stockpile of materials and supplies needed to carry out their emergency responsibilities
  - Public information and awareness.
- This plan, its supporting procedures and other procedures are tested on a regular basis.

### Response

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

### 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.

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

Most departments/agencies of government have emergency functions in addition to their normal, day to day duties. These emergency functions usually parallel or complement normal functions. Each department/agency is responsible for maintaining its own emergency management procedures. Specific primary and support functions are outlined in roles and responsibilities and overlap with those in each annex.

Departments/agencies of government that provide response personnel should maintain Standard Operating Procedures (SOP) which include description of:

- The specific emergency authorities to be assumed by a designated successor
- When these authorities would become effective
- When the delegated authorities would be terminated

### Responsibilities

#### Mayor-President

- Assumes responsibility for the overall preparation, response and recovery operations.
- Appoints an individual as the Lafayette Parish Office of Homeland Security and Emergency Director.
- Declares a state of emergency or disaster or other emergency declarations within Lafayette Parish.

#### Office of Homeland Security and Emergency Management

- Manages the Emergency Operation Center as a physical facility (e.g., layout and set-up), oversees its activation, and ensures it is staffed to support response.
- Ensure that plans are updated, and exercises are conducted.
- Receives and disseminates warnings.
- Conducts hazard analysis for its jurisdiction.
- Coordinates shelter operations.
- Plans for and coordinates evacuation operations.

- Oversee the planning and development of procedures to accomplish the emergency communications function during emergency response.
- Oversees and maintains updated listings, including phone numbers of emergency response personnel to be notified of emergency situations.
- Designates one or more facilities to serve as the jurisdictions' alternate Emergency Operation Center.
- Ensures that communications, warning, and other necessary operations support equipment is readily available for use in the alternate Emergency Operations Center.
- Coordinates volunteer support efforts for local, state and national volunteer groups.
- Works with the Public Information Officer to develop emergency information packets and emergency instructions for the public.
- Coordinates planning with the emergency management staff in state agencies and neighboring jurisdictions.
- Coordinates the provision of mass care needs for personnel performing medical duties during catastrophic emergencies.
- Advocates that mitigation concerns be addressed appropriately during response and recovery operations.
- Coordinates damage assessment.

### **Sheriff and Municipal Law Enforcement**

- Responsible for advising the Parish on public safety matters.
- Maintain law and order.
- Protecting vital installations (PODs, reception/staging areas, shelters, etc.)
- Controlling traffic and providing access control.
- Supplement parish communications.
- Assist with public alert / notification.
- Assists with implementation of protective actions measures.
- Coordinates open Search and Rescue.
- Assist with evacuation orders (escorting and traffic control)

### **Parish and Municipal Fire Departments**

- Fire suppression and protection.
- Augmentation of warning system.
- Supplement Emergency Medical Response.
- Hazardous-materials incident commander.
- Hazardous-materials response/decontamination.
- Coordinates Urban and Open search and rescue.
- Assist law enforcement with traffic control, if possible.
- Assists with damage assessment.
- Assist with public alert / notification.
- Coordinates open Search and Rescue.
- Provide incident commander and staff for parish pick up points and POD sites.
- Coordinate the Oxygen Distribution and Exchange Program.

### **Emergency Medical Services/Acadian Ambulance**

- Coordinates with the OHSEP Director on planning, training and exercising.
- Emergency medical transportation
- Emergency medical treatment
- Assists facilities that provide care for special needs populations to develop a facility evacuation plan.

### **Parish and Municipal Public Information Officer**

- Advises the elected officials and OHSEP Director on matters of emergency public information.
- Establishes and maintains a working relationship with local and national media outlets.
- Prepares a call-down lists for dissemination of emergency public information to normal media groups.
- Prepares emergency information release; distributes pertinent materials to local media and through social media prior to emergencies; and ensures that information needs of visually impaired, and non-English speaking audiences are met.
- Coordinates emergency public information with all ESF-15 support agencies.
- Centralize all public messaging/notifications.
- Update Lafayette Consolidated Government Civil Leave Hotline, 311 call center and website information.

### **Lafayette Parish School System**

- Responsible for providing facilities for emergency shelter operations or recovery support operations
- Develops and periodically exercises a student shelter in place plan and an evacuation plan.
- Coordinates the use of school buses and operators for evacuations/emergency operations.
- Develop emergency plans for the transport of school children to shelters.
- Pre-identifies resources and buses to be used in emergency operations
- Responsible for coordinating and obtaining transportation resources to ensure the movements of people who need assistance in evacuating the risk area.
- Provides public facilities for sheltering.

### **Parish and Municipal Purchasing Personnel**

- Maintaining fiscal stability as required through accounting and budgeting divisions.
- Maintain a list of suppliers, vendors, and items of critical emergency need.
- Provide for appropriate record keeping of parish expenditures during a state of emergency, as declared by the Parish President.
- Procurement, distribution and accountability of emergency supplies and equipment.

### **Parish and Municipal Public Works and Engineering Department**

- Emergency and routine maintenance of emergency services equipment and facilities.
- Provide adequate fuel supplies for emergency situations.
- Responsible for coordinating debris clearance on parish roads and evacuation routes.

- Provide road clearing equipment, barricades and sandbags for use throughout the parish.
- Responsible for maintenance of 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.
- Coordinates with private sector utilities and contractors for use of private sector resources in Public Works – related operations.
- Provide personnel for damage assessment.
- Maintain water systems.
- If appropriate, may assist in the duties of other Parish agencies as appropriate.
- Develop a traffic signal plan for use during major evacuations, such as during a hurricane (Traffic/Roads/Bridges (TRB)).
- Coordinate the erection and maintenance of appropriate signage on evacuation routes (TRB).

### Parish and Municipal Water and Wastewater Districts

- Maintain water system.
- Coordinate with outside agencies to provide water to the parish and/or municipality when the local water system is unavailable.
- Determine when the parish's water system is available after an emergency.
- If appropriate, may assist in the duties of Parish and other Municipal Public Works responsibilities.
- Provide for the continued operation of wastewater systems.
- Engineering services.
- Decontamination assistance.

### Lafayette City-Parish Attorney

- Assist the Mayor-President in declaring and lifting the state of emergency/disaster and filing declaration with the Clerk of Court.
- Assisting the Mayor-President in declaring a curfew or other emergency declarations, and filing the declaration with the Clerk of Court.

### District Attorney's Office

- Provides legal advice as required.
- Performs necessary legal functions.
- Liaison with other legal and judicial agencies as well as government agencies.

### Lafayette Consolidated Government PARC Department

- Provide Heymann Performing Arts Center as use as a Medical Needs Shelter (MNS).
- Provide support staff and facility managers to shelter locations.
- Provide facilities to be used as emergency shelters, first aid stations, emergency hospitals or emergency morgue.
- Provide facilities to be used as Disaster Recovery Centers



### **Lafayette Consolidated Government IS & IT**

- Provide IT and GIS services as requested.

### **Lafayette Consolidated Government Juvenile Detention Department**

- Work with Juvenile Court System to release non-violent youths to custody of their legal guardians
- 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.

### **Lafayette Consolidated Government Community Development and Planning**

- Responsible for damage assessment
- Provides personnel augmentation to Office of Homeland Security and Emergency Preparedness.
- Provides personnel augmentation to staff shelter operations.

### **Lafayette Consolidated Government Animal Shelter and Care Center**

- Responsible for general animal control services
- Develops and updates Emergency Pet Plan.
  - Updated plans due to GOHSEP and LDAF by March 1 each year.
- Transports and shelters animals.
- Responsible for small animal issues to include rescue and disposal.

### **Office of Public Health-Lafayette Parish Health Unit**

- Provide Emergency medical care centers.
- Provide Emergency hospital treatment.
- Provide medical support to Emergency Shelters.
- Supply medical supplies to shelters and medical treatment facilities.
- Facilitate emergency medical coordination.
- Provide RADEF monitoring to personnel and facilities as well as food and water supplies.
- Responsible for vector control.
- Responsible for providing inoculations when necessary.

### **Coroner's Office**

- Responsible for developing and maintaining mass casualties' plan.
- Responsible for identification of morgue site as well as a staging area for coroner operations.
- Recovers and evacuates human remains.
- Identifies and documents human remains and file death certificates.
- Preserves/embalms remains.
- Catalogs and safeguards personal effects.
- Responsible for notification to next of kin or designated family representative

### University of Louisiana at Lafayette

- Develops and exercises a campus evacuation plan.
- Provides alerts and notifications for students and campus personnel.
- Develops plan for sheltering and evacuation of students and staff.
- Provides University facilities for sheltering and other emergency operations.

### Lafayette Consolidated Government International Center

- Assists in identifying housing and workspace for displaced foreign dignitaries.
- Assist emergency personnel and hospitals in finding translators.
  - Assist in translating emergency messages and announcements.
- Assist foreign governments in locating/contacting foreign nationals in the area.

### Support Functions- LANG, LAVOAD, Acadiana VOAD

- Support by military units and the National Guard may be requested by the Lafayette Parish 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.
- Support by state governed forces may be made available from the surrounding area in accordance with the State Plan.
- Louisiana Volunteer Agencies Active in Disasters (LAVOAD) through the Lt. Governor's Office 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.
- Acadiana Volunteer Agencies Active in Disasters (Acadiana VOAD) agencies such as 232-HELP (211), Acadiana Regional Center for Homeless, Catholic Charities of Acadiana, Second Harvest, Love Acadiana, and the Salvation Army are available to give assistance with sheltering, feeding, etc. as necessary.
- Lafayette Consolidated Government 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 Mayor-President.

### American Red Cross

- Provides emergency services such as sheltering, feeding, clothing and other essential needs of disaster victims.
- Assists in emergency registration and inquiry at shelters.
- Coordinates religious services.
- Coordinates mental health and crisis management services.
- Provides recreation plans for shelters.
- Provides water and snacks at Clifton Chenier Center pick up point during evacuations.
- Provides use of facilities for emergency public education.

### Parish and Municipal Utilities Systems

- Communicates the current level of gas, electrical service, wastewater service, and water during a disaster as well as projections for full restoration with Lafayette Parish OHSEP.
- Responsible for supply of utilities as well as the repair and maintenance of all utilities.


### Telephone Service /LFTFiber/AT&T/Verizon/COX/Others

- Operation of the fiber optic system and delivery of services.
- Restoration and maintenance of network infrastructure.
- Ensuring connectivity for all fiber-related resources to facilitate restoration during an emergency.

### Damage Assessment Officer


- Coordinate damage assessment activities with parish and local governments, private utility functions, and the debris Contract Monitor in the recovery phase.


### Emergency Support Function (ESF) Assignment of Responsibilities Chart

	ESF #1 – Transportation	ESF #2 – Communications & Cyber	ESF #3 – Public Works & Engineering	ESF #4 – Firefighting	ESF #5 – Emergency Management	ESF #6 – Mass Care, Housing and Human Services	ESF #7 – Resources Support	ESF #8 – Public Health and Medical Services	ESF #9 – Search and Rescue	ESF #10 Oil Spill, Hazardous Materials and Radiological	ESF #11 – Agriculture	ESF #12 – Energy and Utilities	ESF #13 – Public Safety and Security	ESF #14 – Long Term Community Recovery	ESF #15 – Emergency Public Information
Lafayette Parish OHSEP	S	S	S	S	P	S	P	S	S	S	S	S	S	S	S
Acadian Ambulance	S	S		S	S			S	S	S					
Acadiana Transit	S														
Acadiana VOAD					S	S	S		S	S				S	S
Amateur & HAM Radio Services		S			S										
American Red Cross					S	S				S				S	
Atmos Energy												S			
Broussard Fire Dept.				S	S				S	S					
Broussard Police Dept.	S				S				S	S			S		
Broussard Public Works			S												
Broussard Water												S			
Carencro Fire Dept.				S	S				S	S					
Carencro Police Dept.	S				S				S	S			S		
Carencro Public Works			S												
Carencro Utilities												S			
Cellular Providers (ATT, Verizon, Motorola)		S			S										
Delta Utilities												S			
Duson Fire Dept.				S	S				S	S					
Duson Police Dept.	S				S				S	S			S		
Duson Public Works			S												
Duson Water												S			
Entergy				S								P			
Judice Fire Dept.				S					S	S					
Lafayette City Marshal						S			S				S		
Lafayette Economic Development Authority														S	
Lafayette Parish 911 District		P		S	S										
Lafayette Parish Coroner					S			S							
Lafayette Parish District Attorney's Office					S								S		
Office of Public Health					S			P			S	S			
Lafayette Parish School System	S				S	S				S					S
Lafayette Parish Sheriff Office	S	S			S				S	S			P		S

# Lafayette Parish Emergency Operations Plan (EOP)

Base Plan

	ESF #1 – Transportation	ESF #2 – Communications & Cyber	ESF #3 – Public Works & Engineering	ESF #4 – Firefighting	ESF #5 – Emergency Management	ESF #6 – Mass Care, Housings and Human Services	ESF #7 – Resources Support	ESF #8 – Public Health and Medical Services	ESF #9 – Search and Rescue	ESF #10 Oil Spill, Hazardous Materials and Radiological	ESF #11 – Agriculture	ESF #12 – Energy and Utilities	ESF #13 – Public Safety and Security	ESF #14 – Long Term Community Recovery	ESF #15 – Emergency Public Information
Lafayette Parish Waterworks District North												S			
Lafayette Parish Waterworks District South												S			
Lafayette Regional Airport	S			S	S										S
LCG-Animal Shelter & Care Center	S				S	S					P				S
LCG-Community Development & Planning	S				S	S								P	S
LCG-Finance and Management							P							S	S
LCG-Innovation and Technology		P													S
LCG-Lafayette Fire Dept.				P	S	S			P	P					S
LCG-Lafayette Police Dept.	S	S			S	S			S	S			P		S
LCG-Lafayette Utilities System (Utility, Water, Sewage)			S	S	S							P			S
LCG-Legal Counsel					S								S		
LCG-LFT Fiber		S	S									S			S
LCG-Parks, Arts, Recreation & Culture						P	S								S
LCG-Communications & Media															P
LCG-Public Works	S		P		S		S			S		S			S
LCG-Traffic, Road, and Bridges					S					S					S
LCG-Transit Operations	P				S										S
Magnolia Water												S			
Milton Fire Dept.				S					S	S					
Milton Water District												S			
Ochsner Lafayette General					S			S		S					
Our Lady of Lourdes					S			S		S					
Public Service Commission												P			
Scott Fire Dept.				S	S				S	S					
Scott Police Dept.	S				S				S	S			S		
Scott Public Works			S												

	ESF #1 – Transportation	ESF #2 – Communications & Cyber	ESF #3 – Public Works & Engineering	ESF #4 – Firefighting	ESF #5 – Emergency Management	ESF #6 – Mass Care, Housings and Human Services	ESF #7 – Resources Support	ESF #8 – Public Health and Medical Services	ESF #9 – Search and Rescue	ESF #10 Oil Spill, Hazardous Materials and Radiological	ESF #11 – Agriculture	ESF #12 – Energy and Utilities	ESF #13 – Public Safety and Security	ESF #14 – Long Term Community Recovery	ESF #15 – Emergency Public Information
Scott Utilities												S			
SLEMCO				S	S							S			
UL Lafayette Police Dept.	S												S		
Youngsville Fire Dept.				S					S	S					
Youngsville Police Dept.	S				S				S	S			S		
Youngsville Public Works			S												
Youngsville Utilities												S			
LA Department of Children and Family Services					S	S		S							
LA Dept of Agriculture and Forestry											S				
LA Dept. of Ag. / Lafayette Parish County Agent											S				
LA Dept of Wildlife and Fisheries					S				S				S		
LA Dept of Environmental Quality															
LA DOTD	S		S		S										
LA Fire Marshal				S	S				S						
LA National Guard					S				S				S		
LA State Police	S				S					S			S		
SLCC															S
UL Lafayette PIO															S



## V. DIRECTION AND CONTROL

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

### Authority to Initiate Actions

It is provided that this plan:

- Is the official operations source for the Parish of Lafayette, governing and otherwise pertaining to all disasters related to administrative and operational tasks of the Parish.
- Is authorized by and promulgated under the authority contained by those local, state, and federal statutes listed herein.
- Has the occurrence of GOHSEP, and by that authority, the concurrence of all other branches of the State Government that operate under their direction and/or coordination under Public Law 93-288 and Louisiana and the Louisiana Emergency Assistance and Disaster Act of 1993 – Act 800.

It is understood that all Lafayette Consolidated Government departments and other local political subdivisions are an integral part of this plan.

They exist as part of the planning elements:

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

The Lafayette Parish Unified Command Group is aware of its responsibility to provide accurate and timely information to the public, especially in times of emergency. The mechanism by which this service is provided is fully addressed in ESF-15.

## 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.

### Succession of Command

- The Lafayette City-Parish Charter provides for Government succession should the office of the Mayor-President become vacant for any reason.

### Relocation of Government

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

### Preservation of Records

- 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

### Agreements and Understandings

- Should local government resources prove to be inadequate during emergency operations; requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. Agreements are not required with State or Federal agencies.

### Emergency Purchasing

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

### Records and Reports

- Responsibility for submitting local government reports to GOHSEP rests with the Lafayette Parish Office of Homeland Security and Emergency Preparedness.
- Records of expenditures and obligations in emergency operations are to be kept by each agency/department.
- Narrative and log-type records of response actions to all emergencies/disasters are to be kept by each agency/department.
- FEMA NIMS ICS forms will be used for reporting. These forms can be found in ICS Forms Booklet FEMA 502-2. (<https://training.fema.gov>)

### Emergency Operations Center (EOC)

- The Lafayette EOC located at 1810 W. Willow St., Scott, LA, is the primary site for all emergency operations. Facilities include an emergency operations room, 911-communications room, 911 staff bunking, common feeding and restroom areas, women's showers, small conference room, and limited OHSEP office space. In the event the EOC should become unusable, the Carencro Police Department EOC will serve as the alternate EOC.

### Relief Assistance

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

### Consumer Protection

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

### Administration of Insurance Claims

- Non-governmental 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

### 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

### 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.

### 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.

### Resources and Disaster Relief

- State agencies are expected to assist local efforts after local resources are deemed insufficient.
- Federal and state disaster assistance will supplement, not substitute, 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.
- 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 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,

- Lafayette parish personnel and equipment may be sent to assist other political subdivisions outside the parish upon authorization.
- Assistance needed with sheltering, feeding, etc. as necessary will be requested from the American Red Cross, other volunteer groups, neighboring parishes and GOHSEP. If 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 AND MAINTENANCE

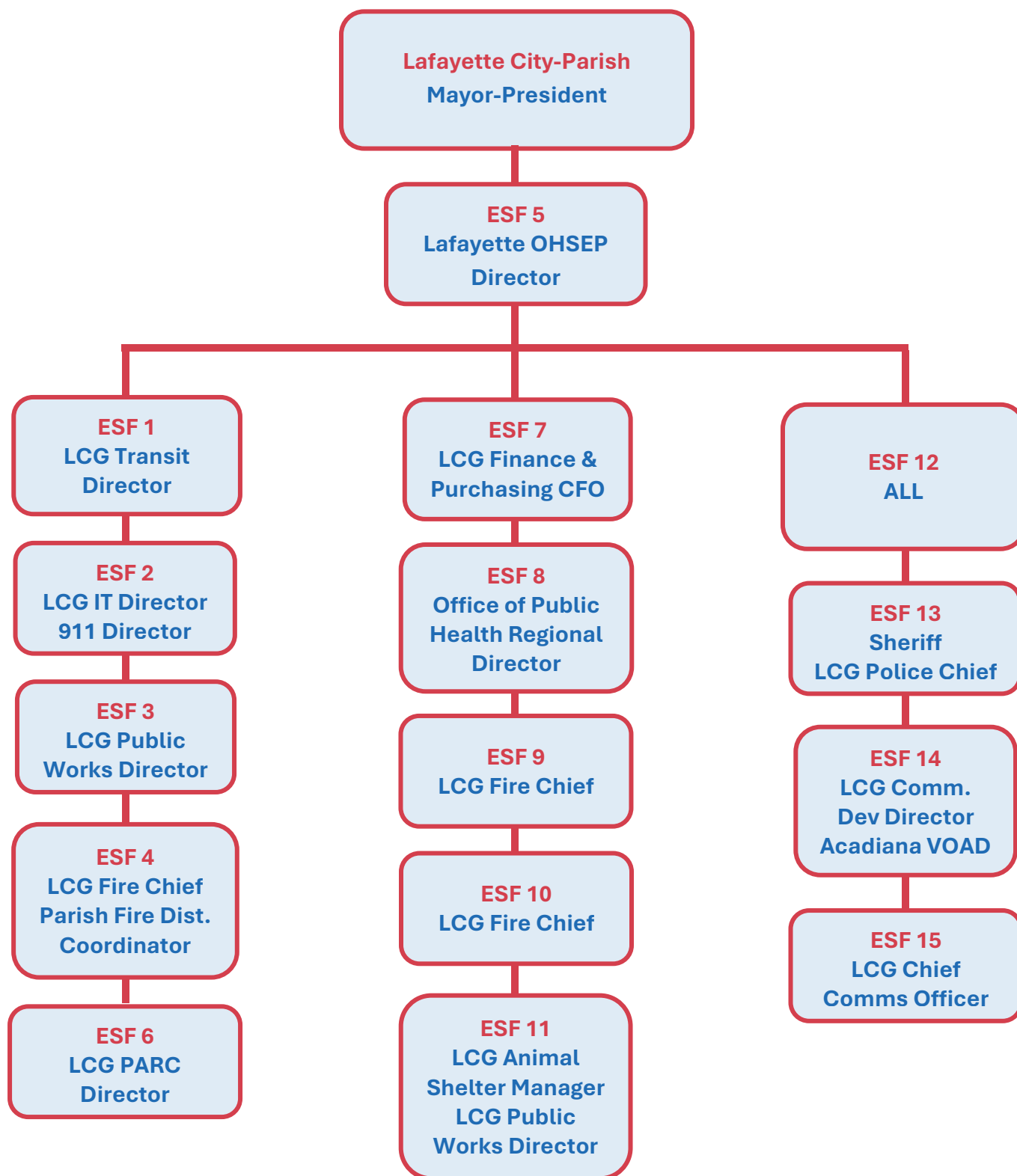
- The Lafayette Parish Office of Homeland Security and Emergency Preparedness, led by the Director, has the overall responsibility for emergency planning, coordination of resources, and provision of direction of disaster response.
- Agency leaders or elected officials, directors of LCG Departments, leaders of supporting agencies have the responsibility for maintaining internal plans, SOPs, and resource data to ensure prompt and effective response to the emergency/disaster.
- This plan will be disseminated to the Mayor-President, departmental directors and all other appropriate officials whose departments play a role in emergency management. These officials will ensure that their personnel are familiar with and ready to employ the plan when needed.
- 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".
- The Lafayette Parish 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 when required and provide information periodically as to changes of personnel and available resources. The Director will coordinate a biannual review and revision effort as necessary. Revisions will be forwarded to those on the distribution list included in this plan.
- This plan will be executed upon order of the Director of the Lafayette Parish Office of Homeland Security and Emergency Preparedness and applies to all elements of the Lafayette Consolidated Government.
- For training and exercise purposes, the Director may activate the plan to provide training opportunities and maintain a readiness posture.

## IX. APPENDICES

**Appendix 1: Organizational Chart**

**Appendix 2: Authorities and References**

Appendix 1: Organizational Chart



### Appendix 2: Authorities and References

#### Federal

- Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
- Public Law 93-234, as amended The Flood Disaster Protection Act of 1973.
- Public law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 as amended, and Related Authorities, FEMA 592, June 2007.
- Homeland Security Act 2002
- Title 44, The Code of Federal Regulations, Part 206.
- Federal Emergency Management Agency, FEMA-64, Emergency Action Planning Guidelines for Dams, 1985.
- Federal Emergency Management Agency, SLG 201, 3<sup>rd</sup> Edition,, May 2018 State and Local Guide.
- National Response Framework, Fourth Edition, October 28, 2019
- National Incident Management System
- All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.

#### State

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



### Local

- Lafayette Parish Home Rule Charter and Code of Ordinances.
- The Lafayette Parish Emergency Operations Plan.
- The Lafayette Parish Hazard Mitigation Plan.
- Mutual Aid, Letters of Agreement and or Memorandums enacted or to be enacted.
- Other local ordinances pertaining to disasters enacted or to be enacted.

### Volunteer

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

### References

- Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency.
- Integrated Emergency Management System Capability Assessment and Standards for State and Local Government, Federal Emergency Management Agency, 1983.
- Integrated Emergency Management System Multi-Year Development Planning Interim Guidance, Federal Emergency Management Agency, January 1984.
- Integrated Emergency Management System Process Overview, Federal Emergency Management Agency, September 1983.
- National Incident Management System. United States Department of Homeland Security, Third Edition, October 2017
- Homeland Security Act 2002. United States.
- Comprehensive Preparedness Guide 201
- Homeland Security Presidential Directive 5– Management of Domestic Incidents. 2002.
- Homeland Security Presidential Directive 8– National Preparedness. 2002



## I. PURPOSE AND SCOPE

### Purpose:

Emergency Support Function (ESF) 1 provides for coordination of transportation services and transportation missions for emergency and disaster situations. The services and activities provided under this ESF will include the identification, acquisition, arrangement, mobilization and coordination of available parish government, school board, transportation agency, private industry and voluntary transportation equipment, manpower and technical expertise to meet the requirements of providing essential transportation services before, during and after emergencies and disasters.

### Parish Departments

Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP)

Lafayette Parish School System

LCG Public Works

LCG Transit Operations

### Agency Partners

Lafayette Parish Sheriff's Office

Local Police Departments

Acadian Ambulance

Acadiana Transit

### State and Federal Partners

Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)

Louisiana Department of Transportation and Development (LADOTD)

## II. SITUATION AND ASSUMPTIONS

### Situation:

- The primary responsibility for ESF-1 rests with the Lafayette Consolidated Government Transportation Coordinator who will coordinate and arrange transportation as necessary in the event of an evacuation. This position will be filled by the Director or designee from Transit operations.
- Lafayette Parish may experience disaster conditions that require transportation assistance for portions of the parish. As of the 2020 Census population estimates, Lafayette Parish Population is 241,753.
- Due to the many vulnerabilities and hazards within Lafayette Parish, every resident is within a risk area. Disaster conditions may be caused by natural, technological and/or human caused hazards.
- The principal means of transportation in an emergency for persons living, working or traveling in areas of risk in Lafayette Parish is the private automobile, augmented by parish bus transportation.
- Transportation may be arranged for the following groups of persons during emergency events:



- School and University students while in session.
- Children in the custody of day care centers (Day Care Facilities).
- Institutionalized persons in hospitals, nursing homes, and prisons. (Evacuation Facility)
- Non-institutionalized disabled persons without means of transportation. (EMS Provider)
- Persons without access to transportation.
- Lafayette Parish Sheriff's Office and Municipal Law Enforcement Departments will be the primary agencies for the removal of stalled vehicles assisted by parish and municipal public works. If the vehicle is unable to be pushed from the roadway, local tow services may be requested through that agency's dispatch center. If local tow services are unavailable, Parish and Municipal Public works equipment may be used to remove vehicles. Impediments blocking state roads within Lafayette Parish will be the primary responsibility of DOTD with the assistance of parish and municipal public works.

### Assumptions:

- All residents of Lafayette Parish live within a risk area for natural and human-caused disasters.
- Residents should act in their own interest and evacuate the area when told to do so.
- Some residents will be unable to self-evacuate.
- Evacuation will occur when there is sufficient warning of the threat. For planning purposes, it is presumed that a percentage of the people at risk will evacuate before being directed to do so.
- A portion of residents will need assistance evacuating.

## III. CONCEPT OF OPERATIONS

### General

### By Phases of Emergency Management

<b>Mitigation</b> 	<ul style="list-style-type: none"> <li>● Lafayette Parish provides citizens with appropriate information to prepare for evacuations and transportation needs through ESF 15 Public Information.</li> <li>● Local public works and DOTD maintain both state and local roadways so that emergency evacuation is available at all times.</li> </ul>
<b>Preparedness</b> 	<ul style="list-style-type: none"> <li>● Ensure appropriate access control to evacuated areas.</li> <li>● Ensure protection of evacuated properties.</li> <li>● Ensure provisions have been made for residents to return to affected areas.</li> <li>● Ensure protocols are in place to ensure a safe, orderly and timely return to affected areas.</li> </ul>
<b>Response</b> 	<ul style="list-style-type: none"> <li>● The City-Parish Mayor-President has the authority to order an evacuation (Louisiana Revised Statutes 29:727 Section F-5).</li> <li>● City buses and Transit Service buses will be used to assist with evacuation.</li> <li>● Residents in need of transportation should call 311.</li> <li>● Designated shelters shall be established (See ESF-6).</li> </ul>



**Recovery**



- When the emergency has been concluded, the ESF 1 Coordinator will release transportation assets to their responsible owners and compile an after-action report on the operation as needed.
- Lafayette Parish OHSEP will coordinate with PIO to disseminate information regarding re-entry procedures (media and LCG website).

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

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

### Responsibilities

#### Lafayette Consolidated Government Mayor-President

- Requires the Lafayette Parish OHSEP Director to report to the EOC when notified of an emergency situation.
- Consults with OHSEP Director and key staff on evacuation instructions and guidance.

#### Office of Homeland Security and Emergency Preparedness

- Make recommendations to the Mayor-President on the appropriate evacuation option.
- Identify evacuation routes with the assistance of the EOC Coordinators; primarily the Law Enforcement EOC Coordinator.
- Estimate the traffic capacity of available routes and selects evacuation routes.
- Oversee the evacuation plan through coordination with Law Enforcement Officials.
- Evaluate the need for transportation needs throughout the parish and coordinate with agencies for transportation assets (City buses, Transit Service buses, School buses, LA DOTD).
- Establish shelter management teams and coordinate with DCFS personnel on the opening of Parish and State shelters (ESF 6).
- Coordinate with neighboring parishes on evacuation routes, evacuation plans and sheltering.
- Coordinate with animal care and control agencies to evacuate at risk animals (ESF 11).

#### ESF-1 Coordinator

- Coordinate, where appropriate, use of buses and drivers to support the overall evacuation effort.
- Identify central assembly area for picking up people without transportation.
- Development and maintenance of agreements with parish transportation providers for the use of vehicles in the event of an emergency.
- Coordinate the movement of persons requiring transportation at the time of an emergency.
  - Students, International students
  - Institutionalized persons (nursing homes, hospitals, prison)
  - Non-institutionalized disable persons without transportation
- Receive requests and coordinate with other ESF Leads for transportation requirements.
- Serve as liaison between parish government and transportation assets.



- Recruit backup emergency vehicle drivers.
- Prepare status charts and maps with pickup points and routing.

### **Law Enforcement EOC Coordinator**

- Provide traffic control during evacuation operations. Operation considerations include:
  - Route
    - Route assignment, departure scheduling.
    - Traffic flow, including dealing with breakdowns.
- Secure, protect, and house prisoners that must be evacuated.
- Assist in the evacuation of the risk area, as necessary.
- Protect property in the evacuated area.
- Limit access to the evacuated area.

### **Public Information Officer**

- Disseminate the following types of instructional materials and information to evacuees:
  - Identification of the specific area to be evacuated.
  - List of items that evacuees should take with them.
  - Departure times.
  - Pick Up Points for people requiring transportation assistance.
  - Evacuation routes.
  - Locations of shelters or mass care facilities outside of the evacuation area.
- Inform public on evacuation activities and the specific actions they should take.

### **Public Works EOC Coordinator**

- Responsible for verifying the structural safety of routes that will be used to evacuate people.
- Coordinate and assist with the removal of debris and stalled vehicles when necessary to clear an evacuation.

### **Health and Medical EOC Coordinator**

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

### **School Services EOC Coordinator**

- Evacuate students from school buildings when the situation is warranted or when directed to do so by appropriate authority.
- Close school facilities and release students from school when directed to do so by appropriate authority.
- Coordinates, where appropriate, the use of school buses and drivers to support the overall evacuation effort.



### LCG Animal Shelter and Care Center (LASCC)

- Make an initial estimate of the numbers and types of animals that may need to be evacuated.
- Coordinate with the Transportation EOC Coordinator to arrange travel routes and to schedule the timing for evacuation of farm animals, animals in kennels, veterinary hospitals, pet stores, animal shelters, and wildlife from the risk area.
- As appropriate, mobilize transportation vehicles that may be used to evacuate the animals.
- Implement evacuation by sending evacuation teams to load and transport the animals being evacuated.
- As appropriate, dispatch search and rescue to look for animals left behind by their owners, stray animals, and others needing transport to a safe location.

### Damage Assessment Officer

- Coordinate damage assessment activities with the community development and planning/public works/utilities, private utility functions, and Parish Debris Contract Monitor in the recovery phase.

**In a catastrophic event, some support agencies may contribute little or no support in a situation where they may be overwhelmed carrying out primary responsibilities.**

## V. DIRECTION AND CONTROL

The Transportation EOC Coordinator is responsible for the implementation of ESF-1 with the assistance of the OHSEP Director and all other EOC Coordinators.

## VI. CONTINUITY OF GOVERNMENT

See Base Plan.

## VII. ADMINISTRATION AND LOGISTICS

If transportation needs exceed available resources, the Transportation EOC Coordinator will report the situation to the Lafayette Parish OHSEP Director, who will seek additional resources from either of the following: contracted resources, other Louisiana Parishes and/or from the state and federal government, as needed.

### Record Keeping and Reporting

- 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.
- Each agency will maintain records and reports including expenditure reports, detailing operations and activities during the emergency or disaster within their respective jurisdictions.
- Responsibility for submitting reports to FEMA for reimbursement is the responsibility of each agency and shall be made in the manner as required by LCG, GOHSEP, Lafayette Parish OHSEP and FEMA.



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

The Lafayette Parish OHSEP Director in coordination with the Transportation EOC Coordinator is responsible for developing, maintaining and coordinating plans procedures, arrangements, and agreements in support of this ESF.

## **IX. AUTHORITIES AND REFERENCES**

See Authorities and References Appendix to Base Plan.

## **X. APPENDICES**

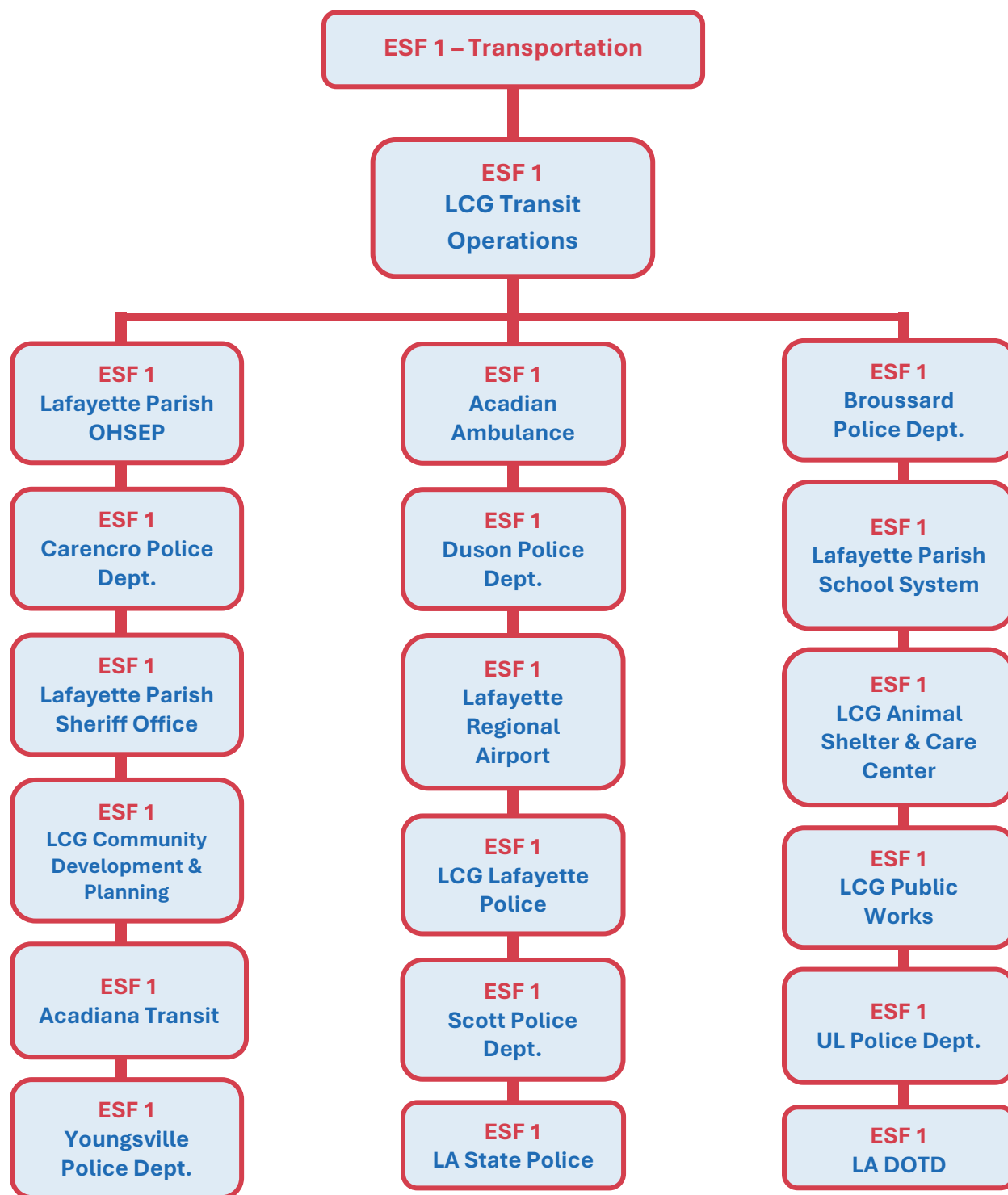
**Appendix 1: Organizational Chart**

**Appendix 2: Staging Areas and Pick Up Points**





Appendix 1  
Organizational Chart





## **Appendix 2 Staging Area + Pick Up Points**

### **Parish Pick Up Point**

- Martin Luther King, Jr Center, 309 Cora Street, Lafayette
- Alternate - Blackham Coliseum; 2330 Johnston St., Lafayette

### **Collection Point**

- Broussard City Hall; 310 E Main St, Broussard
- Bob Lilly Elementary School; 601 Tee Ma Road Carencro
- Duson Fire Dept. Station 2; 2 Hanks Rd., Duson
- Scott Events Center; 110 Lions Club Rd., Scott
- Ernest Gallet Elementary School; 2901 E. Milton Ave., Youngsville
- Judice Middle School; 2645 S Fieldspan Rd., Duson
- Milton Elementary/Middle School; 222 W. Milton Ave., Milton

### **Lilly Pad Location**

- Middlebrook Elementary; 1801 Kaliste Saloom Rd., Lafayette
- Broussard Middle School; 1325 S. Morgan Ave., Broussard
- Carencro High School; 721 W. Butcher Switch Rd., Lafayette
- Duson Fire Dept. Station 2; 2 Hanks Rd., Duson
- Scott Police Department; 129 Lions Club Rd., Scott
- Ernest Gallet Elementary School; 2901 E. Milton Ave., Youngsville
- Judice Middle School; 2645 S Fieldspan Rd., Duson
- Milton Elementary/Middle School; 222 W. Milton Ave., Milton



## I. PURPOSE AND SCOPE

### Purpose

Emergency Support Function (ESF) 2 monitors and supports communications infrastructure, coordinates communications support to response efforts and assists in the stabilization and re-establishment of critical communications and Information Technology systems and applications during incidents.

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 communications system.

### Parish Departments

Lafayette Parish Communications District/911

LCG Innovation and Technology Department

Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP)

LCG LFT Fiber

Lafayette Parish Sheriff's Office

Lafayette Police Department

### Agency Partners

Acadian Ambulance

Cellular Providers

Amateur and HAM radio operators

### State and Federal Partners

Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)

Louisiana State Police (LSP)

Louisiana Department of Wildlife and Fisheries (LDWF)

Louisiana National Guard (Military Department)

## II. SITUATION AND ASSUMPTIONS

### Situation:

- The Emergency Operations Center is located in Lafayette Parish Communications District Building, located at 1810 W. Willow St., Scott, LA. The EOC is staffed on an as-needed basis by 911 call takers and dispatch personnel from the Lafayette Fire Department, Lafayette Police Department and as needed, the Lafayette Parish Sheriff's office.
- Sufficient communications capabilities are available to provide communications for most emergencies. In extreme situations, augmentation may be required.
- In addition to local resources, the State of Louisiana ESF-2 shall provide communications support.

### Assumptions:

- Due to design and construction, the existing communications system will survive or receive minimal damage from the effects of most disasters. This annex will provide adequate direction



for the proper coordination of all communications systems during an emergency situation, facilitating timely response activities.

- Special needs groups such as hearing-impaired, sight-impaired, physically disabled, or institutionalized require special attention to ensure a workable warning system is established.
- 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).
- At all times of the year non-English speaking transient employees reside within the Parish. Resources from the local churches and school district will be used to communicate with these residents. In addition, notifications will be made to the employers of non-English speaking transient employees through interpreters.

### III. CONCEPT OF OPERATIONS

#### General

Communications play a critical role in all phases of emergency management. Communications networks and facilities exist and operate throughout the Parish of Lafayette.

#### By Phases of Emergency Management

<b>Mitigation</b> 	<ul style="list-style-type: none"> <li>• An adequate communications system has been developed for the parish and improvements and upgrades are made when technological advancements are available.</li> <li>• Auxiliary power is available for all communications networks.</li> <li>• Back-up capabilities and redundancies are built into the system.</li> </ul>
<b>Preparedness</b> 	<ul style="list-style-type: none"> <li>• All radio equipment is maintained under a radio maintenance contract.</li> <li>• Repairs are available on a 24-hour basis during emergencies.</li> <li>• Training for communications personnel is ongoing and conducted on a regular basis.</li> <li>• Procedures are in place to recall communications personnel on short notice.</li> </ul>
<b>Response</b> 	<ul style="list-style-type: none"> <li>• Establish communication between EOC and deployed personnel.</li> <li>• Staff requirements are determined by the OHSEP Director and are situationally dependent.</li> <li>• Warning procedures, as outlined in the Warning Annex, will be initiated.</li> <li>• Methods of Emergency Operations communications: Radios, Cell Phones, Commercial Telephone, Internet, Satellite Phone, Amateur radio services, Facsimile, WebEOC and Starlink.</li> </ul>
<b>Recovery</b> 	<ul style="list-style-type: none"> <li>• All activities in emergency phase will continue until emergency communications are no longer required.</li> </ul>



## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

The organizational structure for ESF 2 is shown in Appendix 1 to this annex.

### Responsibilities

#### Office of Homeland Security and Emergency Preparedness

- Activates and operates the EOC communications center during an emergency.
- Enlists communications support from local telecommunications/communications agencies.
- Maintains communications systems and manpower to support effective communications throughout the disaster.

#### Radio Services

- Each agency will furnish dispatch personnel to operate communications equipment operating on their own networks. Incoming messages will be recorded on EOC message forms and consolidated with the support group chief.

#### Lafayette Parish Communications District/911

- Maintain communications with First Responders
- Maintain and operate computer aided dispatch (CAD).
- Maintain public safety communications systems such as CAD, radio infrastructure, automatic vehicle location and mobile data terminals.

#### Innovation and Technology Department

- Identify and assess network outages.
- Initiate remedial actions to recover network assets.
- Contact appropriate vendors and carriers.
- Develop, maintain and support LCG's enterprise Geographical Information System (GIS) and public safety applications.

#### Military Department

- Provides communications support to include personnel and equipment as directed by the governor.

#### State of Louisiana ESF 2 (GOHSEP and LSP)

- ESF 2 is co-chaired by GOHSEP and LSP
- ESF 2 provides communications support when requested through WebEOC by Lafayette Parish OHSEP
  - Available equipment: portable communications towers, Starlinks (internet), 700 MH radios.
  - Drones can be provided for damage assessment of communications equipment.



## V. DIRECTION AND CONTROL

The Office of Homeland Security and Emergency Preparedness Director, under direction of the Lafayette Consolidated Government, has the overall authority for the EOC and its Emergency Communications Center. The ESF 2 Lead is under the supervision of the Homeland Security and Emergency Preparedness 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 base plan)

## VII. ADMINISTRATION AND LOGISTICS

### Organization

- A complete listing of communications system equipment and capabilities will be found in appendix 2.
- Radio frequencies and repeater location on file in EOC.
  - 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. HAM radios are kept in storage for use in the event of an EMP.
  - Lightning - Standard lightning protection is used to include lightning arrestors.
  - Wind and Blast - Damaged antennas can be quickly replaced.
  - Telephone - Emergency service; Priority service restoration.
  - 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.

### Training

- 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.
- Additional training on emergency preparedness equipment and procedures will be provided by the Director or Communications Officer as necessary.

### Record Keeping and Reporting

- 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.



- Each agency will maintain records and reports including expenditure reports, detailing operations and activities during the emergency or disaster within their respective jurisdictions.
- Responsibility for submitting reports to FEMA for reimbursement is the responsibility of each agency and shall be made in the manner as required by Lafayette Parish OHSEP, LCG, GOHSEP, and FEMA.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Communications Officer will be responsible for working with the Lafayette Parish Office of Homeland Security and Emergency Preparedness Director to maintain and improve this annex as well as maintaining standard operating procedures relating to this annex

## IX. AUTHORITIES AND REFERENCES

See Authorities and References Appendix to Base Plan.

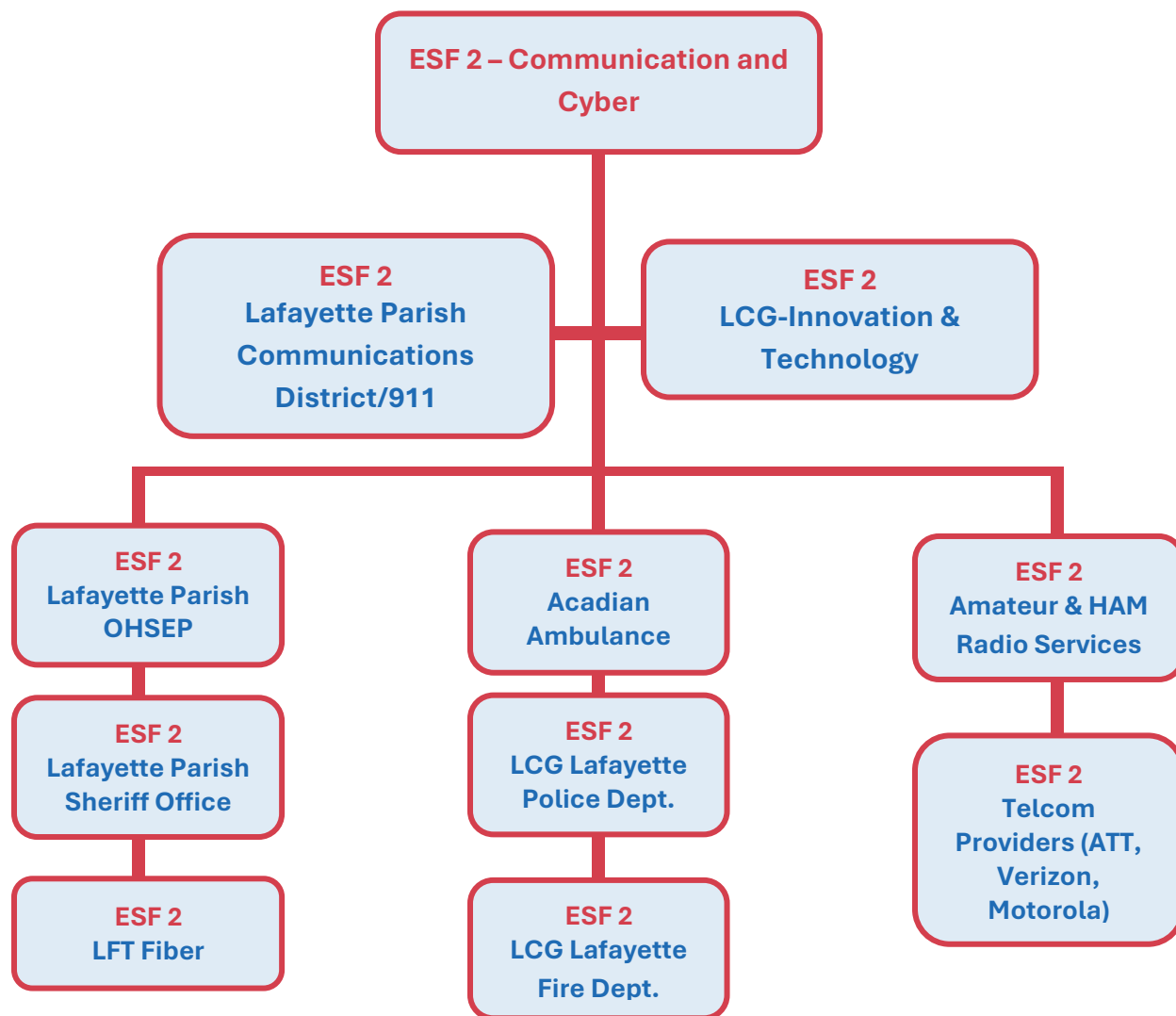
## X. APPENDICES

**Appendix 1: Organizational Chart**

**Appendix 2: Communications Systems**



Appendix 1  
Organizational Chart







## Appendix 2 Communications Systems

### Communications Equipment List

- 700 MHz Radios
- 800 MHz Radios
- Cell Phones
- Commercial Telephone
- Internet
- Starlink
- Satellite Phone
- Amateur radio services (HAM)
- Facsimile
- WebEOC



## I. PURPOSE AND SCOPE

### 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.

#### Parish Departments

Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP)

LCG Department of Public Works/Drainage/Traffic Roads and Bridges (TRB)

Lafayette Utilities System (LUS)

#### Agency Partners

Local Municipal Public Works

LCG Contractor DRC Emergency Services

LCG Contractor True North (Debris Monitoring)

LCG Contractor Macro (Fuel)

#### State and Federal Partners

Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)

Louisiana Department of Transportation and Development (LADOTD)

Louisiana National Guard

## II. SITUATION AND ASSUMPTIONS

### Situation:

- LCG Public Works and municipal departments will provide all services associated with public works as referenced in the base plan.
- The requirement for emergency public works/utilities and engineering services expands directly in proportion to the magnitude of the disaster.
- In all major emergencies the public works/utilities requirement will include, but not be limited to, providing water, electricity, natural gas, sanitation, sewerage, street maintenance/repair, drainage and debris removal.
- The City and Parish municipalities have public works capabilities and employ trained staff that can be called on in the event of a major emergency or disaster. The Lafayette Consolidated Government also provides utilities.

### Assumptions:

The assumption is made that the emergencies affecting infrastructure 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

#### General

- The day-to-day public works/utilities organizational structures will remain intact and continue functioning during a major emergency.
- The local government agencies will use all local manpower, equipment and material available to carry out their tasks.
- The public works/utilities activities will be coordinated from the Lafayette Parish Emergency Operations Center.
- During a serious emergency, the Public Works Department and Lafayette Utilities System (LUS) will send a representative to the EOC when activated.

#### By Phases of Emergency Management

<p><b>Mitigation</b></p>	<ul style="list-style-type: none"> <li>• Maintain public right of ways keeping them free of debris to include canals and waterways.</li> <li>• Maintain all parish roads.</li> <li>• Keep roster of key personnel updated.</li> <li>• Identify resources and keep resource list updated in EOC.</li> <li>• Conduct all necessary training to include NIMS.</li> <li>• Establish procedures to use private resources.</li> </ul>
<p><b>Preparedness</b></p>	<ul style="list-style-type: none"> <li>• Maintain disaster contracts to augment current resources and capabilities.</li> <li>• Prepare and maintain a list of heavy equipment (earth moving, dump trucks etc..). Ensure source of equipment and location is notated.</li> </ul>
<p><b>Response</b></p>	<ul style="list-style-type: none"> <li>• Determine safety of Emergency Operations Center, shelters, and reception and care centers in a post disaster situation.</li> <li>• Complete emergency repairs as necessary.</li> <li>• Initiate damage assessment and make appropriate recommendations.</li> <li>• Maintain communications with the EOC and provide support when requested.</li> <li>• Provide a potable water supply during an emergency, if necessary.</li> <li>• Provide repair and restoration of essential services and vital facilities; and restoration of utilities to critical facilities, on a priority basis.</li> <li>• Provide sanitation services during an emergency.</li> <li>• As necessary, ensure POD locations are available and prepared to receive commodities.</li> </ul>
<p><b>Recovery</b></p>	<ul style="list-style-type: none"> <li>• Continue damage assessment.</li> <li>• Conduct clean-up operations, to include demolition of those structures considered to be unsafe for occupancy.</li> <li>• Provide support to return to normal operations.</li> </ul>



## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

- The organizational chart is shown as an Appendix of this annex.
- Each agency will retain control of their assigned personnel and equipment.

### Responsibilities

#### Office of Homeland Security and Emergency Preparedness

- The Office of Homeland Security and Emergency Preparedness is responsible for Coordination of emergency public works/utilities activities with respective LCG Directors and other agency leadership.
- Assist in development of mutual aid agreements.
- Assist in identification of private contractors, if necessary.
- Assist in obtaining resources, if necessary.
- Review and update emergency plans.
- Participation in emergency preparedness exercises.
- Coordinate the selection of POD sites.

#### Public Works Department of All Agencies

- Maintenance of emergency operation plan for all public works departments, accounting for key personnel and their assignments.
- Identification of private contractors.
- Development of a resource list.
- Emergency engineering and maintenance of roads and bridges.
- Situation reporting.
- Maintenance of traffic movement and control through coordination with EOC.
- Assistance to other departments with rescue support.
- Assistance in providing emergency transportation.
- Assistance in providing barricades as required. Assistance with other departments with emergency clean-up operations.
- Maintenance of detailed log of all department operations.
- Assistance with damage assessment and development of a complete log for damage assessment officer.
- Maintenance of updated parish maps and public works status board in the EOC.
- Maintenance of emergency equipment and assistance to ensure that all equipment is in good repair.
- Assistance in providing shelter and food for key public works employees if needed during the emergency.
- Maintenance of essential departmental facilities and assistance in securing them against damage.
- Maintenance of an adequate supply of sandbags and sand.
- 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.



- Maintain adequate supply of fuel for public works equipment, emergency service vehicles, and emergency generators.
- Coordinate debris clearance and removal.

### **Lafayette Utilities System (LUS)**

- Maintenance of emergency operations plan for public utilities departments, accounting for key personnel and their assignments.
- Maintenance of essential facilities of sewerage, potable water and securing against damage.
- Assistance to other departments with emergency clean-up operations.
- Situation reporting.
- Maintenance of detailed log for all department operations.
- Assistance with damage assessment and develop complete log for damage assessment officer.
- Assistance in providing emergency transportation.
- Assistance in providing shelter and food for key public utilities workers if needed during the emergency.

### **Private Solid Waste**

- Private solid waste handling companies will coordinate debris and garbage clearance with Lafayette Public Works and Public Utilities.

### **Damage Assessment Officer**

- Coordinate damage assessment activities with ESF 3 functions in recovery phase.
- Coordinates with other government agencies to provide assistance as needed.

## **V. DIRECTION AND CONTROL**

Public Works/Public Utilities Directors or designated representatives, along with the Office of 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 the Office 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**

See Base Plan.



## VII. ADMINISTRATION AND LOGISTICS

### Administration

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 the Office 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.

The Public Works Director and LUS 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.

### Logistics

Each department should have 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.

Logs of all activities and records of all purchases will be maintained by each department.

### Record Keeping and Reporting

- 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.
- Each agency will maintain records and reports including expenditure reports, detailing operations and activities during the emergency or disaster within their respective jurisdictions.
- Responsibility for submitting reports to FEMA for reimbursement is the responsibility of each agency and should be made in the manner as required by Lafayette Parish OHSEP, LCG, GOHSEP, and FEMA.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Public Works Director, along with the Lafayette Parish Office of 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. APPENDICES

**Appendix 1: Organizational Chart**

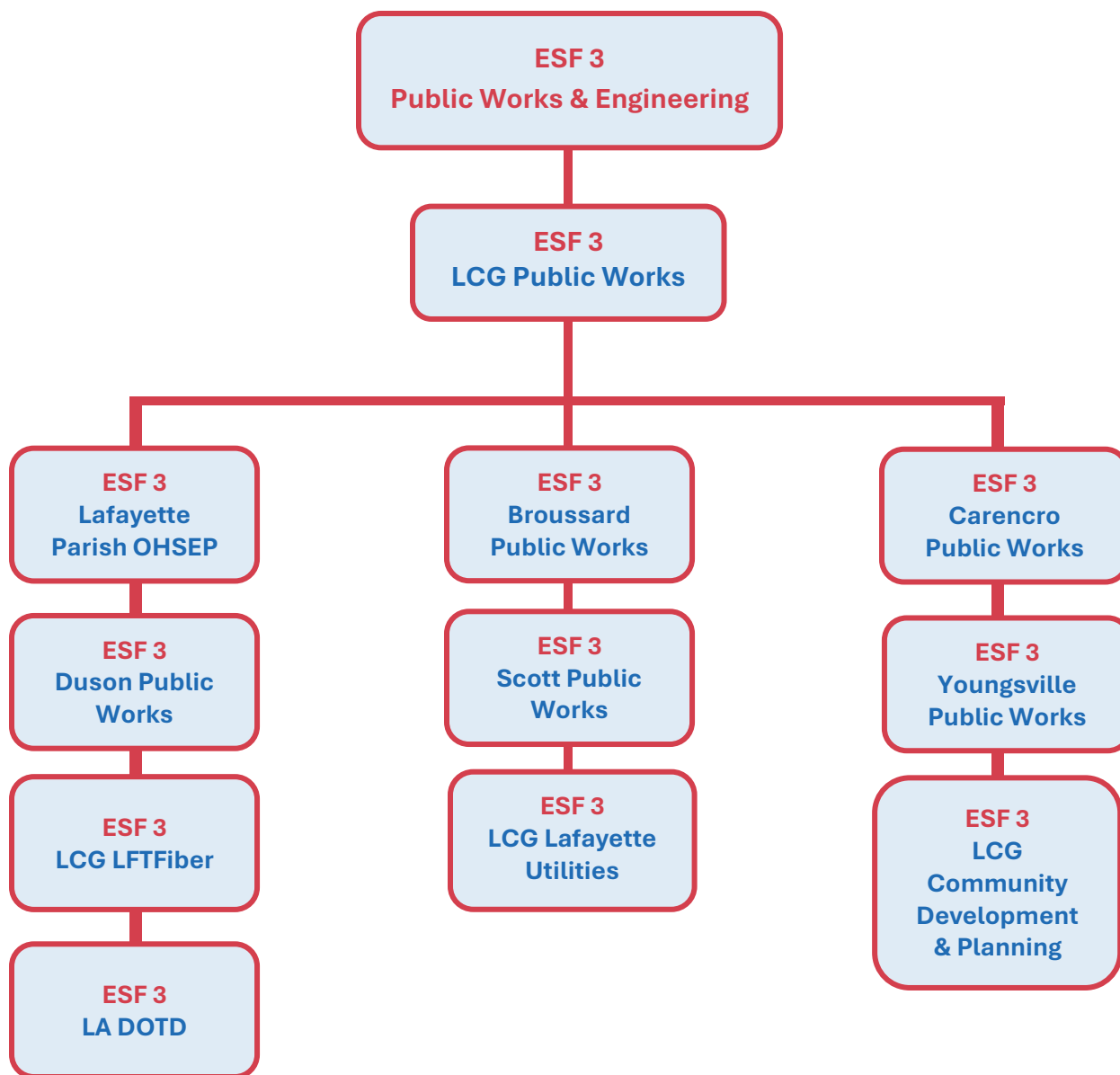
**Appendix 2: Authority and References**

**Public Works Resources- On file with Public Works Department**

**Debris Management Plan – On File at the EOC**



Appendix 1  
Organizational Chart





## Appendix 2 Authority and References

Developing and Maintaining Emergency Operations Plans. CPG 101 v. 3, September 2021: FEMA  
Pre-Disaster Recovery Planning Guide for Local Governments: February 2017: FEMA





## I. PURPOSE AND SCOPE

### Purpose

Emergency Support Function (ESF) 4 establishes 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. Provision of such services will be in accordance with mutual aid compact agreements with local governments, private industry, and other Parishes using established recognized standards of firefighting methods under the Incident Command System.

#### Parish Departments

Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP)

Lafayette Fire Department

Lafayette Utilities System (LUS)

Lafayette Parish Communications District/911

#### Agency Partners

Broussard Fire Department

Carencro Fire Department

Youngsville Fire Department

Duson Fire Department

Scott Fire Department

Judice Fire Department

Milton Fire Department

Acadian Ambulance

Entergy

Lafayette Parish Water Districts (Municipal and Private)

Lafayette Parish Gas Providers (Municipal and Private)

#### State and Federal Partners

Louisiana National Guard

Louisiana State Fire Marshal

Louisiana Department of Agriculture and Forestry (LDAF)

## II. SITUATION AND ASSUMPTIONS

### Situation

- The Lafayette Parish Fire Departments have the responsibility of fire prevention, control, suppression and for departments with trained personnel, basic medical support. These responsibilities become more significant during an emergency situation. Lafayette Fire Department will act as the lead agency for ESF 4.
- Under the best of circumstances, the management and coordination of a large firefighting operation is complex and may involve multiple departments and agencies. Fires which are potentially of disastrous proportion, or which coincide with any other disaster situation, will place excessive requirements upon local fire departments.



- 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.
- 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.
- Departments support each other with instantaneous mutual aid through fire alarm dispatch.

### Assumptions

- Existing fire personnel and equipment will be able to handle most emergency situations through the use of the existing mutual aid agreements.
- Coordination and direction of the local efforts, including volunteers, will be required.
- Fire resources and personnel will be tasked with a variety of missions, many of which will not directly relate to fire suppression.
- Damaged areas will be restricted and may not be readily accessible.
- Secondary events or disasters will threaten lives and property as well as firefighting personnel.

## III. CONCEPT OF OPERATIONS

### General

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 serve as backup support for public warning and radiological defense.

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.

### By Phases of Emergency Management

<p><b>Mitigation</b></p>	<ul style="list-style-type: none"> <li>• Lafayette, Scott and Broussard Fire Departments enforce codes within their city limits.</li> <li>• The Louisiana State Fire Marshall enforces codes within the Parish in areas that do not possess a certified inspector.</li> <li>• Public fire safety education programs.</li> <li>• Advise public officials on needed changes to fire and zoning codes.</li> <li>• Negotiate mutual aid agreements with other jurisdictions</li> </ul>
<p><b>Preparedness</b></p>	<ul style="list-style-type: none"> <li>• Maintenance of equipment.</li> <li>• Training of personnel.</li> <li>• Development of communication procedures to be used prior to, during and after an emergency.</li> <li>• Participate in parish-wide mutual aid.</li> </ul>



<p><b>Response</b></p>	<ul style="list-style-type: none"> <li>• Fire suppression.</li> <li>• Rescue operations.</li> <li>• Hazardous material incidents.</li> <li>• Support of operation and warning system.</li> <li>• Provide decontamination of emergency responders.</li> <li>• Radiological protection.</li> <li>• Provide medical care.</li> <li>• Advise public officials of the possible need for evacuation.</li> <li>• Activate auxiliary and volunteer support groups as needed.</li> </ul>
<p><b>Recovery</b></p>	<ul style="list-style-type: none"> <li>• Fire suppression.</li> <li>• Rescue operations.</li> <li>• Hazardous material incidents.</li> <li>• Support of operation and warning system.</li> <li>• Provide decontamination of emergency responders.</li> <li>• Radiological protection.</li> <li>• Advise public officials of the possible on re-entry procedures.</li> <li>• Activate auxiliary and volunteer support groups as needed.</li> </ul>

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

- See Organizational Chart Appendix.

### Responsibilities

#### Fire Departments

- Arson Investigation
- Coordinate all fire services activities within their jurisdiction and deployment of fire/rescue personnel and equipment in an emergency.
- Fire suppression.
- Fire prevention.
- Fire code enforcement.
- Public alert / notification.
- Support for radiological protection as needed.
- Provide fire suppression for shelters.
- Responding and establishing incident command for hazardous material incidents.
- Establish mutual aid agreements.
- Assist in search and rescue during emergencies.
- Alert all emergency support services to the dangers associated with technological hazards and fire during emergency operations.
  - **Lafayette Fire Department HAZMAT Response Team (LFDHMRT)**
  - Obtain appropriate protective equipment, instruments, antidotes and clothing to perform assigned tasks in a hazardous chemical or radiological environment.



### **Louisiana Department of Agriculture and Forestry**

- Primary responsibility for forest fires.
- Support for local fire control operations

### **Louisiana National Guard**

- Support for local fire control operations

### **Louisiana State Fire Marshal's Office**

- Fire code enforcement.
- Assist with arson investigation.
- Advise public officials on needed changes to fire and zoning codes.

## **V. DIRECTION AND CONTROL**

### **Operations**

- 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.
- Command Post and staging area procedures will be followed to effectively coordinate all field operations.
- In declared disasters, the Mayor-President through the Lafayette Parish Office of Homeland Security and Emergency Preparedness will coordinate emergency operations from the EOC.
- To assist in emergency operations OHSEP Director shall request a Fire Representative ESF-4 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.
- 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.
- Each fire station shall become a staging area for equipment and supplies dispatched during emergency rescue operations.
- Priority of firefighting and rescue operations shall always be given to designated shelters, and areas immediately adjacent to said shelters.
- 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.
- The call-up of fire services personnel will be in accordance with prescribed departmental policy.
- Area evacuation in the event of a fire, explosion or Hazardous Materials Incident shall be recommended by the Fire Chief in charge. Such a recommendation shall be coordinated with the Office of Homeland Security and Emergency Preparedness.
- Execution and coordination of an evacuation order will be the responsibility of the OHSEP Director with the cooperation and assistance of the fire departments and the law enforcement agencies.
- In situations when evacuation is essential to saving lives, an evacuation order may be issued.
- 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 agency or department head are according to the standard operating procedures established by each agency or department.

## VII. ADMINISTRATION AND LOGISTICS

**Fires service resource listings are maintained by each fire department and are available for reference.**

### Record Keeping and Reporting

- 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.
- Each agency will maintain records and reports including expenditure reports, detailing operations and activities during the emergency or disaster within their respective jurisdictions.
- Responsibility for submitting reports to FEMA for reimbursement is the responsibility of each agency and should be made in the manner as required by Lafayette Parish OHSEP, LCG, GOHSEP, and FEMA.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

It is the responsibility of each fire department to insure its own operational capabilities. The respective Fire Chief will coordinate the planning of all fire services as related to emergency preparedness operations.

Each Fire Chief is responsible for the development and maintenance of standard operating procedures to implement this plan and govern the operations of his department.

The Chief of the Lafayette Fire Department is responsible for maintain and updating this annex. The LFD Chief will consult with local municipal and parish district Fire Chiefs for lessons learned and best practices.

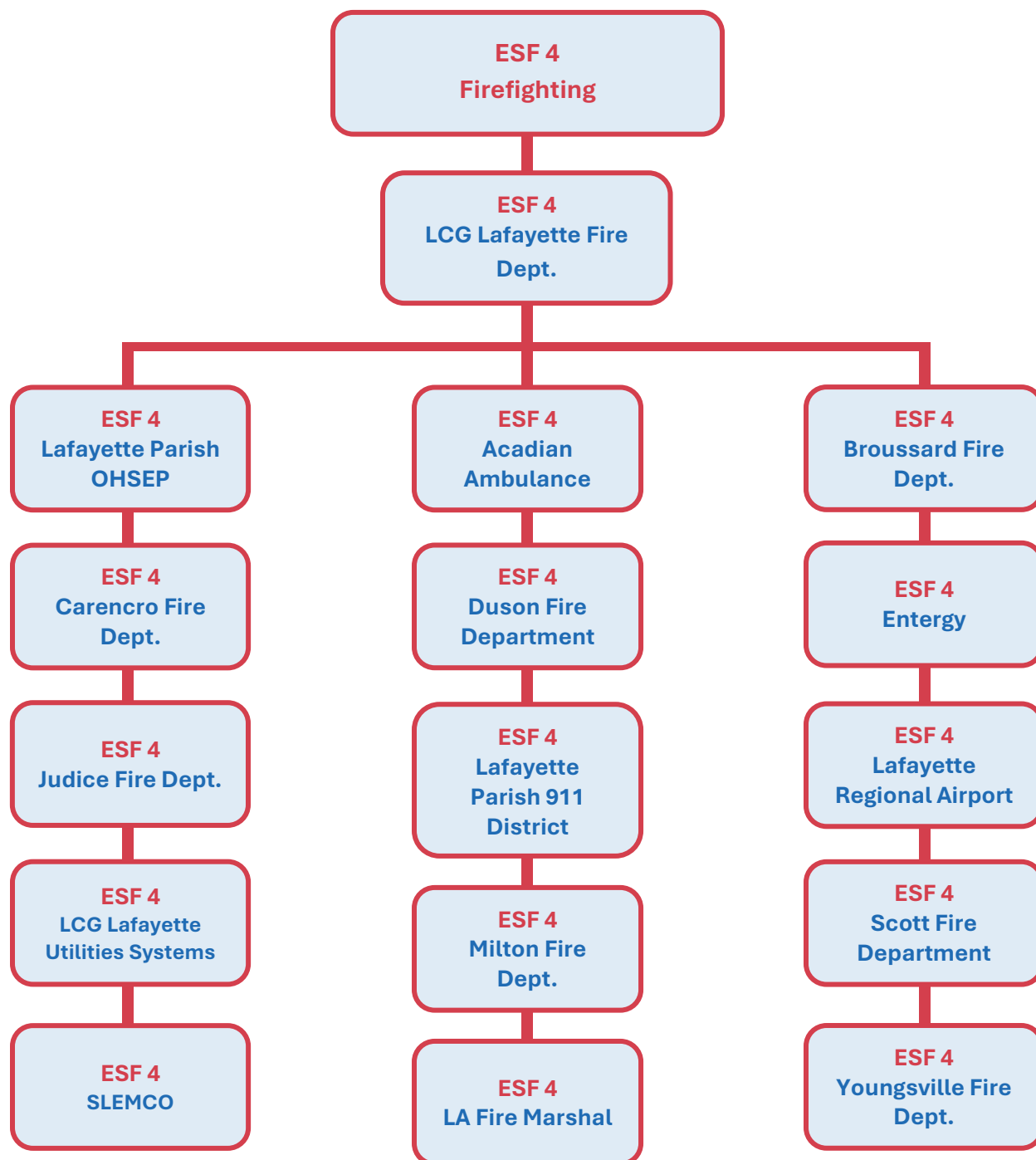
## IX. APPENDICES

### Appendix 1: Organizational Chart

Equipment Listings - On File in EOC and Fire Districts



Appendix 1  
Organizational Chart





## I. PURPOSE AND SCOPE

### Purpose

Emergency Support Function (ESF) 5, Emergency Management, encompasses all emergency activities conducted by parish and local governments, private industry and volunteer organizations before, during, and after natural, technological and/or human-caused disasters. ESF 5 responsibilities includes but are not limited to, development of plans, procedures, agreements and arrangements that pertain to emergencies and disasters, training of parish government, local government and volunteer personnel and exercising of plans. When emergencies occur, ESF 5 will include activating the parish Emergency Operations Center (EOC), collecting, communicating, and analyzing information about impending and impacting emergencies, assessing the impact and damages from emergencies, coordinating evacuation activities, setting all available resources into motion, and restoring the affected people and property to their pre-disaster condition, wherever possible.

### Parish Departments

Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP)

The Lafayette Parish Office of Homeland Security and Emergency Preparedness is the primary ESF 5 Agency. A complete list of all Parish, Municipal, State, Federal, private and volunteer agencies is listed in the Base Plan, Section IV, Organization and Assignment of Responsibilities.

## II. SITUATION AND ASSUMPTIONS

### Situation

- The Lafayette Parish Office of Homeland Security and Emergency Preparedness Director, under the direction of and in consultation with the Lafayette Consolidated Government Mayor-President, is responsible for the coordination efforts of a declared emergency within Lafayette Parish.
- The Lafayette Parish 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 designate the Emergency Operations Center (EOC) as the interfacing point for decision-making, coordination, administration, emergency response, and resource management.
- In the event that any emergency would threaten the lives and property of the people of Lafayette Parish, the EOC would be activated providing local conditions permitted.
- Any unmet needs of the parish may be resolved through terms established in letters of agreement with other Louisiana support parishes and through the efforts of GOHSEP.
- The Lafayette Parish EOC is located at 1810 W. Willow St., Scott, LA 70583. The facility has external and internal security controls. An alternate EOC will be located at the Carencro Police Department, 5025 North University Avenue, Carencro, LA 70520.
- The Lafayette Parish Emergency Operations Center has established implementing procedures for EOC functions, layout, use of displays and message forms, and procedures for bringing the EOC to full readiness on a continuous 24-hour basis.



### Assumptions

- The Parish of Lafayette is vulnerable to numerous natural disasters, as well as technological and human-caused disasters. The operational procedures and staffing of the Emergency Operations Center have taken into consideration these various types and degrees of emergency conditions.
- 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 EOC or an alternate facility is available. All equipment needed to accomplish any task within the EOC is available.
- Hazards could individually or in combination cause a grave emergency situation in any area of the parish. It is also assumed that these risks will vary greatly in scope and intensity, ranging from small in area to encompassing the entire parish.
- Actions to minimize the effects of any disaster will be conducted as soon as possible by parish officials and affected parish agencies after the response.
- State agencies are expected to assist local efforts after local resources are deemed insufficient.
- Federal and state disaster assistance will supplement not substitute for any relief provided by the parish.

## III. CONCEPT OF OPERATIONS




### General

The Emergency Operations Center (EOC) is the primary site for the direction and control of emergency operations for all Lafayette Consolidated Government's departments. The Mayor-President, with support from the OHSEP staff, will exercise direction and control from the Emergency Operations Center during emergency or disaster conditions. OHSEP 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 EOC for consideration and response. Assigned EOC security personnel, working under the direction of the OHSEP Director, 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.






*By Phases of Emergency Management*

<p><b>Mitigation</b></p> 	<ul style="list-style-type: none"> <li>• Ensure that the EOC is prepared to become fully operational in the event of an emergency.</li> <li>• Ensure plans, procedures and equipment are up to date and functional.</li> <li>• Ensure interoperability of equipment between agencies.</li> <li>• Alternate EOC is equipped to become operational should the primary EOC be unavailable for any reason.</li> <li>• A complete analysis of hazards has been completed and will be reviewed and updated annually.</li> <li>• Resources to operate and maintain the EOC on a continuous 24-hour basis have been determined and will be reviewed and updated annually.</li> <li>• Communications equipment, compatible with all departments and agencies, is updated and functional.</li> <li>• Procedures have been developed and will be reviewed annually to protect personnel at the EOC from environmental hazards.</li> </ul>
<p><b>Preparedness</b></p> 	<ul style="list-style-type: none"> <li>• The Office of Homeland Security and Emergency Preparedness develops and maintains the Parish of Lafayette's Emergency Operations Plan with its annexes and appendices along with operational procedures for Emergency Operations Center activations and staff duties.</li> <li>• The EOC is maintained in a state of readiness at all times. The EOC has appropriate space and comfort for operation, furnishings and equipment and an adequate stock of administrative supplies.</li> <li>• The EOC has necessary maps, status boards, displays, equipment and supplies needed to conduct direction and control activities by governmental officials and emergency staff. The communications center has the necessary items and equipment needed to carry out its communication function. Equipment is tested on a regular basis.</li> <li>• The Office of Homeland Security and Emergency Preparedness has made arrangements for adequate food, water and housing for the assigned EOC staff.</li> <li>• A preventive maintenance program is adhered to for all equipment, fixed or mobile and regularly scheduled testing of equipment is performed.</li> <li>• The EOC 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.</li> <li>• The degree of activation of the Emergency Operations Center and its assigned staff is categorized into emergency action levels. (see Base Plan, Part III)</li> </ul>
<p><b>Response</b></p> 	<ul style="list-style-type: none"> <li>• The EOC 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.</li> <li>• Communications to EOC staff and other emergency personnel will be by telephone, text, email or 700MHz radio.</li> </ul>



	<ul style="list-style-type: none"> <li>• Briefing sessions are held for all Emergency Operations Center personnel, government officials and their administrative staff.</li> <li>• Other officials of municipalities within Lafayette Parish are briefed on the situation if conditions warrant.</li> <li>• Outside support agencies who may have to lend assistance are contacted.</li> <li>• Initial contact is made with the public through the media if conditions warrant.</li> <li>• All operations will be coordinated through the Emergency Operations Center. <ul style="list-style-type: none"> <li>• Incident Command System <ul style="list-style-type: none"> <li>○ The Incident Command System is “scene specific.” The Incident Commander, in coordination with the EOC, will develop a management structure based on the needs of the incident. As the incident grows in size and complexity, so will the management structure.</li> <li>○ The function of Incident Command is to provide overall management at the incident site.</li> <li>○ The Incident Commander is responsible for activation of the on-scene command post in which he directs, controls, and orders resources, including people and equipment.</li> <li>○ 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.</li> </ul> </li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Preparations for recovery operations commence with the onset of the emergency/disaster and as soon as possible after the emergency/disaster.</li> <li>• Data collection of logs, forms, expenditures, equipment, materials and personnel is begun at onset of emergency.</li> <li>• Damage assessment, including the collection and reporting of appropriate data, is organized by the damage assessment officer.</li> <li>• Emergency Operations Center and field personnel are phased down to begin deactivation.</li> <li>• Emergency Operations Center is brought back to its pre-emergency conditions along with the needed equipment and supplies.</li> </ul>

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

The responsibilities of each individual assigned to the EOC are outlined in the Emergency Operations Center Standard Operating Procedures Appendix 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:

- Dispatching and managing personnel and resources.
- Maintaining a significant events log.
- Reporting information to the Emergency Operations Center.



- Coordinating with organizational personnel at the emergency scene or the Emergency Operations Center.
- If appropriate, send a representative to the Emergency Operations Center.
- Ensure that organization staff member(s) tasked to work in the Emergency Operations Center during emergencies have authority to commit resources and set policies.
- Provide support to the incident command staff as needed.
- If appropriate, establish a protocol for interfacing with state/federal responders.
- 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.

### Responsibilities

#### Office of Homeland Security and Emergency Management

- Immediately notifies the Mayor-President and/or Council Members, and/or Sheriff, and/or Mayor(s) as applicable of significant emergency situations that could affect the parish.
- Manages the EOC during emergencies.
- Declares the official Emergency Classification level for emergencies or disasters.
- Activates the EOC when situations warrant or when directed to do so by the Parish President.
- Advises and briefs the Mayor-President and other key members of the emergency response organizations on the emergency situation.
- Recommend actions to the Mayor-President to protect the public from the life-threatening consequences associated with the emergency situations.
- When conditions warrant such action, relocates staff to alternate EOC in order to continue response operations.
- Terminate operations and de-activates the EOC.
- Provide an Impact Assessment Team, define the responsibilities of each team member and provide responsibilities of each team member. Provide training in assessment techniques.
- Designate a training officer to be responsible for training and exercises.
- Determine the type and level of training required for emergency operations assignments.
- Require training of instructors in all phases of emergency operations needs for classroom instruction.
- Review training to assure that personnel who carry out emergency functions obtain necessary skills.
- Coordinate exercise design team as well as training of team members, controllers, simulators, and evaluators.
- Ensure scheduling, design, and evaluation of exercises.
- Ensure briefing of all department heads and agencies on plans, procedures and training for their personnel.
- Provide assistance to the PIO in providing instructional and educational materials for the public.
- Designates emergency support function agencies as responsible for training their own personnel in their primary and support functions. The OHSEP will arrange the training of required emergency subjects.



### LCG Office of Community Development and Planning

- Coordinate damage assessment activities with the public works/utilities, private utility functions, and Parish Debris Contract Monitor in the recovery phase.

## V. DIRECTION AND CONTROL

When activated for an emergency/disaster, the Office of Homeland Security and Emergency Preparedness Director is the manager of the Emergency Operations Center. All Emergency Support Functions (ESFs) will be represented in the EOC once it is activated. A schedule of predetermined events or “Operational Rhythm” will be established. This will include standard meeting times and standard reporting times as well as any other important requirements that the OHSEP Director deems necessary.

## VI. CONTINUITY OF GOVERNMENT

Lines of succession to each agency are made in accordance with standard operating procedures established by each agency. Reference Paragraph VI, Base Plan.

## VII. ADMINISTRATION AND LOGISTICS

Reference Paragraph VII, Base Plan

### Emergency Operations Centers (EOC)

- Primary EOC
  - Lafayette Parish Public Safety Communications Center
- Alternate EOC
  - Carencro Police Department EOC
- 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.
- Alternate EOC facility was chosen due to communications capabilities and available space.
- When relocating, the staff and necessary supplies at the primary EOC will be transported to the alternate site to the greatest extent possible.
- Since communication capabilities exist at the alternate facilities, the OHSEP Director will maintain radio contact with both sites while he is enroute to the alternate site.
- 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.
- 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.



### Reports and Record Keeping

- 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.
- 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. All FEMA ICS forms are located on the FEMA website:  
<https://training.fema.gov/icsresource/icsforms.aspx>
- Common Forms
  - Activity Log (ICS Form 214)
    - 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.
  - Incident Log (ICS Form 213RR)
    - All requests for assistance are received and transmitted on this form.
  - Radio Operators Log (ICS Form 233CG)
    - Used to record radio messages, unit status, etc.
  - Road Condition/Closures Form
    - Listing of roadways and conditions affected by emergency/disaster.
  - Security Log (ICS Form 211)
    - Record of all persons entering the EOC.
  - Incident Briefing Form (ICS Form 201)
    - Provides IC with information about the incident.
  - Radio Communications Plan (ICS Form 205)
    - Provides frequencies for each operational group
  - Incident Organization Chart (ICS Form 207)
    - Indicates which organizational elements are currently active

## VIII. PLAN 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 Base Plan.



**X. APPENDICES**

**Appendix 1: ESF 5 Organizational Chart**

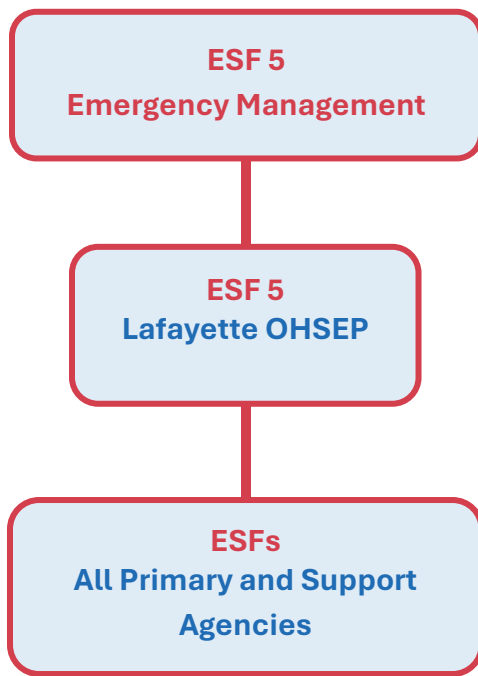
**Appendix 2: Emergency Operations Center Floor Plan**

**Appendix 3: Emergency Operations Center Standard Operating Procedure**

**Appendix 4: Lafayette Parish Critical Infrastructure**

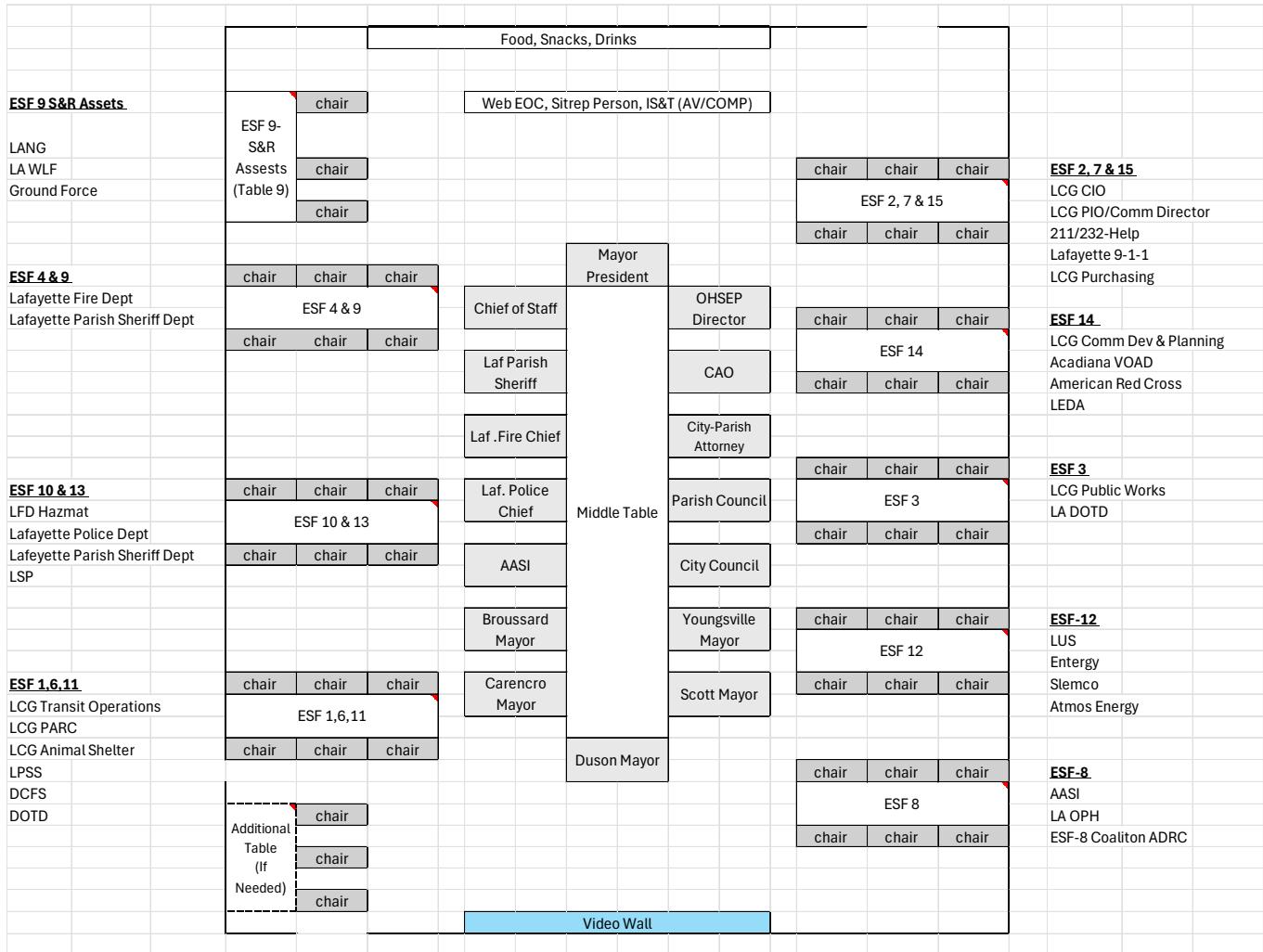


**Appendix 1**  
**Organizational Chart**





### Appendix 2 Emergency Operations Center (EOC) Full Activation Floor Plan







### Appendix 3

## Emergency Operations Center Standard Operating Procedure

#### **Lafayette Parish Emergency Operations Center (EOC) - Standard Operating Procedures**

The EOC will be activated upon direction of the Lafayette Consolidated Government Mayor-President in consultation with the Lafayette Parish Office of Homeland Security and Emergency Preparedness Director.

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 EOC staff, ESF representatives and other authorized personnel should report to the EOC as requested by Lafayette Parish OHSEP.

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 OHSEP Director, and the Emergency Public Information Officer (PIO) who shall escort, or arrange for an escort with the media for this purpose.

During emergency operations, all information released to the public or to the media should be released by the ESF-15 Joint Information Center (JIC) Emergency Public Information Officer in coordination with the Mayor-President and OHSEP Director. Any release which recommends a course of action to the public shall first be approved by the OHSEP Director and Mayor-President.

The operations room is restricted to EOC staff, ESF representatives and other authorized personnel. Hallways are to be kept clear at all times and not used as lounging areas.

Only beverages may be brought into the emergency operations center room or 911 Operators communications center. Food should be consumed in the kitchen or other designated stand-by areas.

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.

EOC staff, ESF representatives and other authorized personnel are expected to bring with them, information and resource data necessary to the operation of their activity from the EOC.

Each department or agency is expected to arrange its own staffing 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 will be provided for that purpose as best as resources are available.

EOC staff, ESF representatives and other authorized personnel should 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.



## **Appendix 4 Critical Infrastructure**

A complete list of Lafayette Parish critical infrastructure is on file in the Lafayette Parish Office of Homeland Security and Emergency Preparedness. The list includes:

- Aviation Facilities
- Cell Towers
- Charter Schools
- Colleges and Universities
- Lafayette Courthouse and other City-Parish Facilities
- DoD sites
- EPA Emergency Response sites
- Fire and EMS Facilities
- Government Facilities
- Law Enforcement Facilities
- Non-Public Schools
- Public Schools
- Toxic Release Facilities
- Water Systems



## I. PURPOSE AND SCOPE

### Purpose

Emergency Support Function (ESF) 6 provides Mass Care operations for evacuees. Mass Care includes shelter, mass feeding, and Human Services support for victims of all man-made and natural disasters within the Parish of Lafayette. Mass care requires coordination of several agencies to include Lafayette Parish Office of Homeland Security and Emergency Preparedness, Department of Children and Family Services (DCFS), Office of Public Health (OPH), Louisiana Department of Health (LDH), Acadiana VOAD and the American Red Cross.

- Mass Care will provide shelter during the emergency period and immediately following the disaster, in which victims are housed as a result of evacuation or, on a limited basis, pending repair of dwellings or assignment and movement into temporary housing. Emergency shelter is not intended for prolonged periods of occupancy due to the emergency nature of the activity and the requirements for mass feeding, bedding, and adequate sanitary facilities. Shelter will include the mass feeding of victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk distribution of food.
- Mass Care will coordinate with the Regional Office of Public Health to ensure the provision of medical care for the Regional Medical Needs Shelter (MNS).
- Mass Care will coordinate with the Health & Medical EOC Coordinator to provide emergency first aid for victims and emergency workers at shelters and designated sites, and referral to appropriate medical facilities.
- Mass Care will collect and provide information about individuals in the emergency area through a Disaster Welfare Information system. Such information will be used to aid reunion of families and individuals separated by the emergency or disaster.
- Human services include all government and relief organization actions to provide immediate assistance to victims of emergencies and disasters. It will include the provision and expedited processing of federal benefits claims and state assistance.
- Human services may include, as appropriate, crisis counseling and supportive mental health services and such commodities as water, ice, and other basic needs.

### Parish Departments

Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP)

LCG Parks, Arts, Recreation and Culture (PARC)

LCG Community Development and Planning

LCG Fire Department

Lafayette Parish School System

Lafayette City Marshal's Office

Lafayette Police Department

Lafayette Animal Shelter and Care Center (LASCC)

### Agency Partners

Lafayette Parish Office of Public Health

Acadian Ambulance and other Emergency Medical Services Providers

Acadiana VOAD

American Red Cross



**State and Federal Partners**

Department of Children and Family Services (DCFS)  
Louisiana Department of Health (LDH)  
Louisiana State Police (LSP)  
Louisiana National Guard (LANG)

## II. SITUATION AND ASSUMPTIONS

### Situation

- Lafayette Parish could experience disaster conditions that would require emergency sheltering of evacuees.
- Disaster conditions requiring sheltering could be brought on by natural phenomena such as floods, tornadoes, fires, hurricanes, severe winter storms, or any combination thereof.
- Disaster conditions requiring sheltering could be brought about by human-caused 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.
- Other occurrences that could necessitate sheltering would be enemy attack or a hazardous material incident either at a fixed site or in transit.
- Shelter locations have been identified within Lafayette Parish for use during emergencies or disasters.

### Assumptions

- Public shelters will be open, manned and usable during periods of emergency.
- Not all residents will use public shelters. Some will stay home or seek shelter with relatives or friends or use hotels or motels.
- Facilities will be designated for lodging special needs groups.
- Military Support, as approved by the Governor, may be available to support mass care operations.
- Red Cross is available to help with sheltering if necessary.

## III. CONCEPT OF OPERATIONS

### General

- Shelter locations are determined by conditions such as, location of an incident to a shelter, type of incident, duration of event, number of evacuees, or other considerations.
- Where practical, public and parochial schools may be used as shelters.
- The primary mode of transportation to a shelter will be by private vehicle and City-Parish Transit. Parking will be available in the vicinity of the shelters. Emergency transportation will be provided where necessary. (see ESF 1).
- PARC, Acadiana VOAD and local American Red Cross will operate and be responsible for shelter facilities during any disaster in which sheltering is necessary.
- For sudden, fast escalating or overwhelming emergency situations, Lafayette Parish schools may be used as reception or “staging areas” for evacuees until PARC, Acadiana VOAD and American Red Cross can supplement resources with the opening of their designated shelters.



- 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.
- All shelters will accept evacuees and their service animals.
- As needed and conditions warrant, Lafayette Parish will provide shelters for evacuees and their pets.

## By Phases of Emergency Management

<b>Mitigation</b> 	<ul style="list-style-type: none"> <li>• Review shelter list annually</li> <li>• Conduct a hazard analysis</li> <li>• Determine locations and best available facilities to be used as shelters</li> <li>• Evaluate shelters and designate them for use for evacuees and pets.</li> </ul>
<b>Preparedness</b> 	<ul style="list-style-type: none"> <li>• Maintain and update a valid resource list</li> <li>• Verify shelter personnel and ensure contact information is up to date.</li> <li>• Ensure shelter managers and personnel are properly trained by the Red Cross in shelter management training as well as GOHSEP training courses.</li> <li>• Local schools will function as expedient shelter locations.</li> <li>• Develop and maintain a shelter stocking plan.</li> <li>• Designate certain facilities as Medical Needs Shelters (MNS).</li> </ul>
<b>Response</b> 	<ul style="list-style-type: none"> <li>• At the onset of any incident, shelter facilities will be identified. Initial emergency messaging will include shelters to be utilized.</li> <li>• Once it has been determined that shelters will be utilized, Lafayette Parish OHSEP will coordinate with Shelter Task Force for resources to manage and run the shelter operations.</li> <li>• The EOC shall coordinate public information announcements to the media for general distribution by the Public Information Officer.</li> <li>• PARC in conjunction with OHSEP shall maintain accurate shelter information (location, capacity, current population, status).</li> </ul>
<b>Recovery</b> 	<ul style="list-style-type: none"> <li>• At the onset of every emergency, Lafayette Parish OHSEP personnel begin to plan for recovery operations                             <ul style="list-style-type: none"> <li>• Analyze transportation and re-entry conditions and problems for re-entry.</li> <li>• Analyze staffing schedules and shelter support for extended operations.</li> </ul> </li> <li>• Coordinate with FEMA for relocation of shelter residents into temporary housing.</li> </ul>

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

Reference Paragraph IV, Base Plan.

### Responsibilities

Lafayette Parish Office of Homeland Security and Emergency Preparedness



- Manages the Emergency Operations Center, oversees its activation, and ensures it is staffed to support all mass care efforts.
- Maintain and update a designated shelter list including location, phone number and contact person.
- Coordinates with the Acadiana VOAD and other public service non-profit organizations to perform mass care operations jobs.
- Arrange for Department of Children and Family Services (DCFS) liaison(s) to assist in shelter operations and registration.
- Coordinate with Second Harvest for meals at shelter locations.
- Ensure medical support is available at all shelter locations.

### **LCG PARC**

- LCG PARC will be assisted by Community Development and Planning, Acadiana VOAD, American Red Cross, and DCFS in shelter operations.
- Responsible for providing Shelter Manager and trained support staff for shelter operations and lily pads.
- Meets special sheltering needs where possible with the assistance of DCFS and LDH.
- Coordinates shelter use with EOC.
- Maintains shelter log and evacuee inventory.
- Responsible for maintenance of facility (or coordination of facility maintenance).

### **LCG Community Development and Planning**

- Responsible for providing Shelter registration trained support staff for shelter operations and lily pads.

### **Lafayette Parish Office of Public Health-OPH**

- Coordinate the Oxygen and Distribution Exchange Program.
- Provides for the needs of special population groups
- Provide medical support when necessary

### **Acadiana VOAD**

- Provides family support services (counseling, recreation, clothing, etc.)
- Assist with registration and various shelter activities such as serving meals.

### **Second Harvest**

- Provide meals at shelter locations.

### **Law Enforcement**

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



### Acadian Ambulance Service

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

### Lafayette Fire Department

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

### Louisiana National Guard

- Assist with security at designated shelters as well as at reception/staging areas.
- Prepare for mass feeding assistance at shelters.
- Deliver emergency water supplies as needed. (PODs)
- Assist with emergency transportation.
- Provide medical assistance for shelters when requested.

## 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 Base Plan, Paragraph VI

## VII. ADMINISTRATION AND LOGISTICS

### Reference Paragraph VII, Base Plan

#### Shelter Management

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

#### Registration

Registration of citizens and pets will be done primarily by VOAD with assistance, as necessary, from the Community Development and Planning, and Department of Children and Family Services (DCFS).

#### 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.



### 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.

### Volunteers and Donated Resources

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

### Shelter Stocking

Shelters will be stocked as soon as possible upon activation. Acadiana VOAD 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.

### Record Keeping and Reporting

- 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.
- Each agency will maintain records and reports including expenditure reports, detailing operations and activities during the emergency or disaster within their respective jurisdictions.
- Responsibility for submitting reports to FEMA for reimbursement is the responsibility of each agency and shall be made in the manner as required by LCG, GOHSEP, Lafayette Parish OHSEP and FEMA.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

### Reference Paragraph VIII, Base Plan

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

## IX. AUTHORITIES AND REFERENCES

Statement of Understanding between FEMA and the American Red Cross

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

## X. APPENDICES

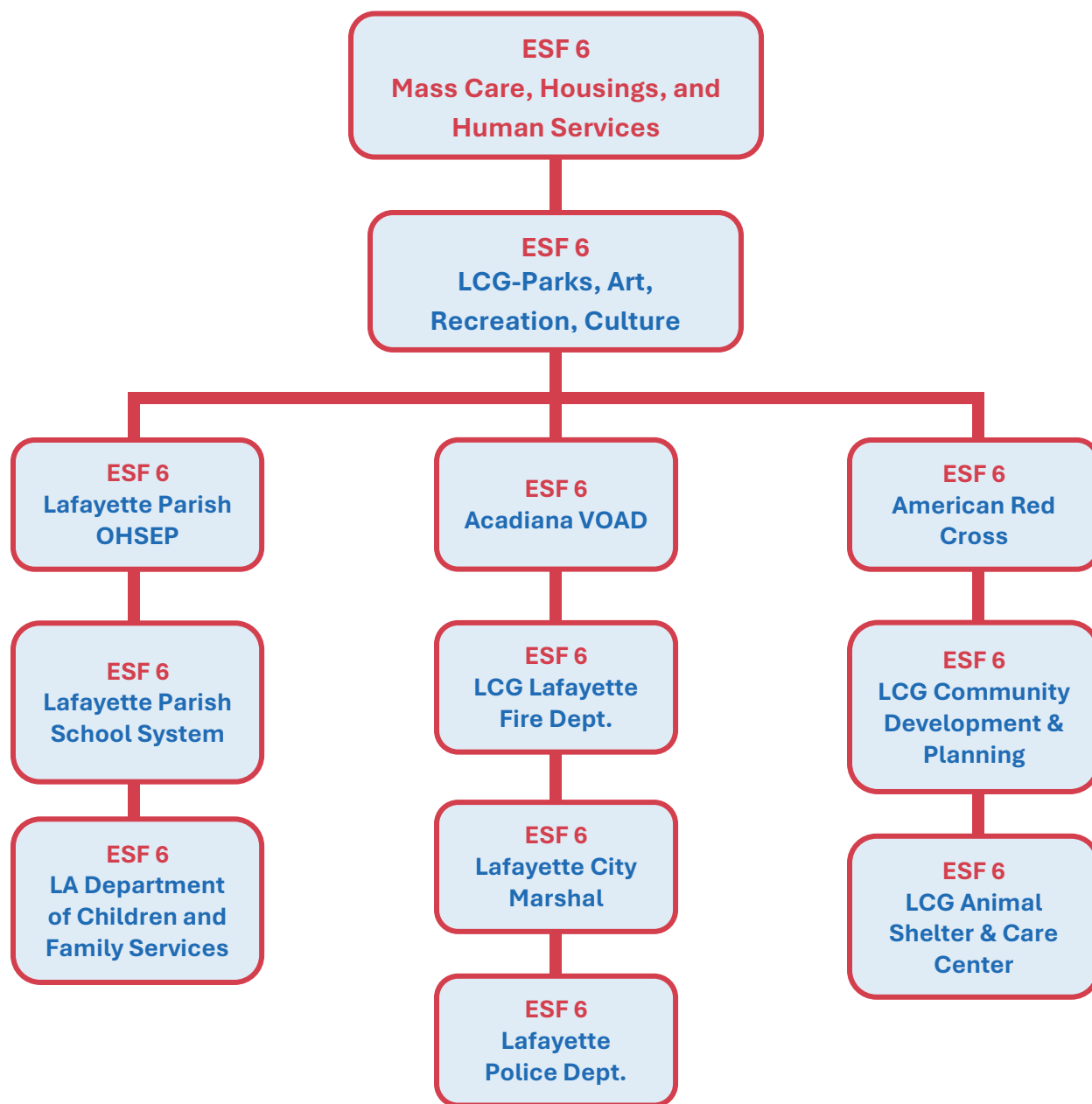
**Appendix 1: Organizational Chart Appendix**

**Appendix 2: Shelter Facilities Appendix**





Appendix 1  
Organizational Chart





**Appendix 2  
Shelter Facilities Appendix**

1. Dupuis Center  
1212 E. Pont Des Mouton Rd.  
Lafayette, LA 70507
2. Domingue Center  
901 Mudd Ave  
Lafayette, LA 70501
3. Martin Luther King, Jr Center  
309 Cora Street  
Lafayette, LA 70501
4. Medical Needs Shelter  
Heymann Performing Arts Center  
1373 S College Rd  
Lafayette, LA 70503



## I. PURPOSE AND SCOPE

### Purpose

Emergency Support Function (ESF) 7 provides guidance for the management of resources in an emergency situation. This annex outlines the proper inventorying and conservation of resources on a continuing basis as well as developing procedures to deploy these resources in an effective, orderly and timely manner. ESF 7 primarily deals with finance, personnel, services, facilities, equipment, materials and supplies needed for emergency and disaster operations.

### Parish Departments

Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP)

LCG Finance and Management

LCG Parks, Arts, Recreation and Culture (PARC)

LCG Public Works

### Agency Partners

Acadiana Voluntary Organizations Active in Disaster (VOAD)

Second Harvest

### State and Federal Partners

Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)

Louisiana National Guard

Federal Emergency Management Agency (FEMA)

## II. SITUATION AND ASSUMPTIONS

### Situation:

- LCG will assign Purchasing and Property to act as Resource Manager during emergency situations. The Resource Manager will be responsible for the coordination and procurement of all necessary resources to mitigate damage caused by the disaster/emergency situation.
- Resources that Lafayette Parish may need:
  - Personnel including skilled and labor professionals.
  - Communication equipment.
  - Vehicles for passengers, cargo, and debris removal.
  - Heavy equipment for public works applications and materials building.
  - Pumps.
  - Useful materials and tools such as:
    - Fuel
    - Sand
    - Sandbags
    - Plastic Sheeting
    - Chainsaws
  - Mass Care supplies:
    - Medicine and first-aid supplies



- Potable water
  - Food
  - Bedding
  - Blankets
  - Cots
  - Sanitation Supplies
  - Lighting.
- Portable Generators.
- Lafayette Parish OHSEP has mutual aid agreements with neighboring jurisdictions and higher levels of government via WebEOC.
- Volunteers and donations will be managed by Acadiana VOAD.
- Volunteer groups that wish to help with response (i.e.- Cajun Navy groups) must be approved by the OHSEP Director.

### Assumptions:

- Procedures have been established for requesting assistance and resources during an emergency.
- Resource inventory includes anticipated needs of local government for all types of emergencies/disasters.
- Proper coordination of all available resources has been provided.
- Initial Sustainability
  - Response agencies will sustain themselves during the first 72 hours of an emergency.
  - Households and businesses located in the area directly affected by the emergency situation will sustain themselves during the first 72 hours of an emergency.
- There is the potential for donations, given any emergency, even a forecasted emergency that generates sustained media coverage.
- In the event of an emergency, it is likely that there will be volunteers that want to assist. Volunteers and volunteer groups will be managed by Acadiana VOAD.
- Access to Mutual aid resources may be limited due to the partner agency being affected by the emergency and being unable to provide 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




### General

- **Priorities:** Disaster victims will take precedence in the allocation of resources. The Resource Manager in consultation with the Lafayette Parish Office of Homeland Security and Emergency Preparedness Director will set specific priorities at the onset of an emergency.
- **Supplier of Last Resort:** Emergency services agencies should exhaust their own channels of procurement support, for example, mutual aid agreements with similar agencies in other jurisdictions, before turning to the resource management function.
- **Costs:** Pre-disaster contingency purchase prices and contract costs, where possible, should be established by agencies/departments. Even if eligible for reimbursement, lowest pricing and costs should be always be considered. Agencies/departments are initially responsible for all costs they secure themselves.




- Lafayette Parish OHSEP will coordinate with volunteer agencies through the Emergency Operations Center and the Acadiana VOAD for donated resources.
- Local, state, regional and federal coordination will occur through:
  - Local Emergency Operations Center.
  - Governor's Office of Homeland Security and Emergency Preparedness.
  - FEMA Region VI Office.

### By Phases of Emergency Management

<p><b>Mitigation</b></p> 	<ul style="list-style-type: none"> <li>• Plan for resources and services to be provided in an emergency. Coordinate these plans through the EOC.</li> <li>• Establish purchase prices and contract costs for specific items through local, state, and federal purchasing guidelines and mutual aid agreements. Use the most restrictive.</li> <li>• Plan and train adequate personnel for maximum utilization of resources of the following units of government:                             <ul style="list-style-type: none"> <li>○ Sheriff/Police Departments</li> <li>○ Fire Departments</li> <li>○ Public Works Department</li> <li>○ Utilities Department</li> </ul> </li> <li>• Coordinate and utilize all available resources during an emergency.</li> <li>• Establish procedures and guidelines for volunteers and donations.</li> </ul>
<p><b>Preparedness</b></p> 	<ul style="list-style-type: none"> <li>• Identify emergency resources and sources for requesting assistance.</li> <li>• Prepare and update list of needed resources.</li> <li>• Coordinate resources with other agencies and volunteers in order to maintain adequate resources.</li> <li>• Update mutual aid agreements.</li> <li>• Update emergency plans and procedures to ensure accurate information.</li> <li>• Establish staging areas for internal and external response personnel, equipment, supplies and commodities.</li> <li>• Identify facilities in the parish that can be used at the City-Parish Mayor-President's or OHSEP Director's discretion.</li> </ul>
<p><b>Response</b></p> 	<ul style="list-style-type: none"> <li>• Assess damage. Determine needs and prioritization.</li> <li>• Obtaining Supplies                             <ul style="list-style-type: none"> <li>○ Notify suppliers and/or volunteers of potential needs</li> <li>○ Evaluate requests/demands against current supplies</li> <li>○ Procure needed supplies</li> <li>○ Solicit donations</li> </ul> </li> <li>• The Finance Officer should keep the Resource Manager apprised of the budget.                             <ul style="list-style-type: none"> <li>○ All transactions should be logged and tracked.</li> <li>○ Secure access for additional funding as necessary.</li> <li>○ When possible, set up an emergency fund in advance of the event.</li> </ul> </li> <li>• The Legal Advisor should keep the Resource Manager aware of legal obligations and/or special powers granted by law to expedite tasks.</li> </ul>



	<ul style="list-style-type: none"> <li>• Distribution of goods and services. <ul style="list-style-type: none"> <li>○ Key facilities, such as warehouses and goods/donations receiving areas, should be open and operational.</li> <li>○ High Priority resources should be dispatched quickly.</li> <li>○ Establish traffic control at facilities.</li> </ul> </li> <li>• Reporting and Coordination. <ul style="list-style-type: none"> <li>○ EOC will notify checkpoints and facilities of incoming resources.</li> <li>○ Checkpoints will report the movement of goods and services in and out of facilities.</li> </ul> </li> <li>• Establish Point of Distribution (POD) sites. <ul style="list-style-type: none"> <li>○ Coordinate commodities through EOC via WebEOC portal.</li> <li>○ Coordinate distribution of commodities through specific sites.</li> <li>○ Conduct commodity tracking.</li> </ul> </li> <li>• Coordinate services and resources with parish and local municipalities.</li> <li>• Coordinate local efforts with other agencies.</li> <li>• Record keeping- record and track all services, personnel (total personnel and hours), equipment and supplies used during an emergency.</li> <li>• Use FEMA forms for reimbursement. <ul style="list-style-type: none"> <li>○ <a href="https://www.fema.gov/federal-agencies/mission-assignments/mission-assignment-billing-reimbursement-checklist">https://www.fema.gov/federal-agencies/mission-assignments/mission-assignment-billing-reimbursement-checklist</a></li> </ul> </li> </ul>
<p><b>Recovery</b></p> 	<ul style="list-style-type: none"> <li>• Resource support activities will continue on as needed basis, or at the conclusion of the emergency or disaster. The Resource Manager will continue to monitor resource needs determined by department heads and supervisors to determine when operations can cease.</li> <li>• Track expenditures and estimate costs of future expenditures.</li> <li>• Provide public information about resource availability for victims.</li> <li>• Replace used inventories to replenish stock.</li> <li>• Run inventory assessments before, during and after event.</li> <li>• Once resources are deemed no longer operationally appropriate, equipment and other pertinent resources will undergo the demobilization process.</li> </ul>

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

#### Reference Paragraph IV, Base Plan

- The day-to-day operations of the Lafayette Parish 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.
- 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. A list of resources needed in an emergency situation can be found in Appendix 2 of this Annex.

## V. DIRECTION AND CONTROL

The Resource Manager along with the Office of 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 ensure their protection.

### Organization

**Reference Paragraph IV, Base Plan.**

### Responsibilities

#### Office of Homeland Security and Emergency Preparedness

- Coordinate with Acadiana VOAD for volunteer and donation management.
- Coordinate with Red Cross for shelter management and support.
- Coordinate with LCG Finance and Management for procurement and reimbursement.
- Coordinate with LCG Public Works for equipment, bulk fuel and receiving of public works commodities/supplies.

#### Acadiana VOAD

- Coordinate donations and manage volunteers.
- Assist with shelter meal coordination.

#### LCG Finance and Management

- Responsible for procurement.
- Approve and track all spending.
- Submit reimbursement documentation.
- Coordinate for delivery and reception of supplies.

#### Second Harvest

- Provide meals at local shelters.

#### LCG Public Works

- Make available equipment, personnel and fuel as necessary.
- Be prepared to receive deliveries of supplies and commodities (PODs) as necessary.

#### LCG PARC

- Ensure facilities are available for use as shelters.
- Provide personnel to staff and manage facilities.
- Make facilities available to support agencies such as Red Cross and Acadiana VOAD.

## VI. CONTINUITY OF GOVERNMENT

Lines of succession are in accordance with the Base Plan. The Emergency Operations Center is directly responsible for proper coordination of the resource management area.



## VII. ADMINISTRATION AND LOGISTICS

### Administration

- Report and records will usually be kept in computer database form.
- The Finance Department will keep records of expenditures during emergencies and disasters.
- Emergency procurement will be done when needed with said paperwork done ASAP after the procurement if necessary.
- Ordinary hiring procedures and duties of employees are subject to change during an emergency.

### Logistics

- The necessary resources needed to facilitate the resource management function are as follows:
  - Staffing
  - Facilities
  - Communications
  - Computers and Software Office Equipment and Supplies
  - Transportation

### Record Keeping and Reporting

- 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.
- Each agency will maintain records and reports including expenditure reports, detailing operations and activities during the emergency or disaster within their respective jurisdictions.
- Responsibility for submitting reports to FEMA for reimbursement is the responsibility of each agency and shall be made in the manner as required by Lafayette Parish OHSEP, LCG, GOHSEP, and FEMA.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

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

### Authority

- See base plan

### References

- Guide for all Hazard Emergency Operations Planning (SLG 101, FEMA)





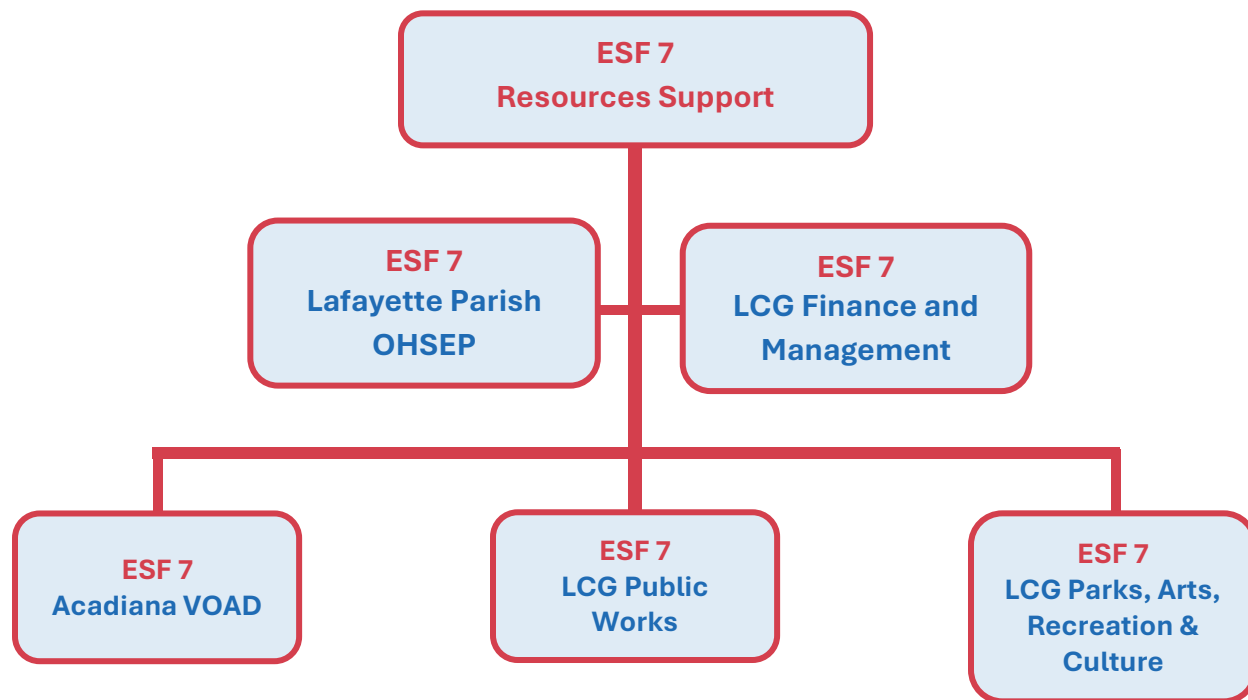
## X. APPENDICES

Appendix 1- Resource Management Organizational Chart

Appendix 2- Supply List



**Appendix 1**  
**Resource Management Organizational Chart**





## **Appendix 2**

### **Supply List**

#### **Heavy Equipment Machinery for clearance**

- Bulldozers, Backhoes, Draglines

#### **Specialized Equipment**

- Chain Saws, Firefighting Equipment, Water Pumps, Rescue Equipment, Generators, Portable Lighting, Radiological Instrument
- Chain Saws
- Firefighting Equipment
- Water Pumps
- Rescue Equipment
- Generators
- Portable Lighting
- Radiological Instrument

#### **Temporary Shelters**

- American Red Cross Shelters, Hotels and Motels

#### **Local Public Facilities**

- Schools and Universities
- Parks and Recreation Areas
- National Guard/Reserve Armories
- Government Buildings

#### **Private Facilities**

- Churches
- Clubs
- Office Buildings
- Stores

#### **Food Centers**

- Wholesalers
- Grocery Stores
- Frozen Food Lockers

#### **Medical Care**

- Hospitals
- Medical Clinics
- Drug Stores
- Ambulance Services

#### **Transportation**

- Buses
- Trucks
- Trains
- Boats
- Lowboy - Tractor/Trailer



### Marine Equipment

### Aircraft

### Miscellaneous supplies

- Sand
- Sand bags



## I. PURPOSE AND SCOPE

### Purpose

Emergency Support Function (ESF) 8 provides health services during emergency situations. This Annex takes into consideration natural, technological and human made disasters and accommodation of patient surge, disease control, sanitation and mental health.

#### Parish Departments

Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP)  
LCG Animal Shelter and Care Center (LASCC)

#### Agency Partners

Lafayette Parish Coroner  
American Red Cross  
Lafayette Parish Hospitals  
Acadian Ambulance Service Incorporated  
Acadiana Area Human Service District

#### State and Federal Partners

Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)  
Louisiana Emergency Response Network (LERN)  
Louisiana Department of Health (LDH)/ Office of Public Health (OPH)  
Louisiana National Guard

## II. SITUATION AND ASSUMPTIONS

### Situation

- Emergency and disaster situations will involve a wide range of health and medical problems. To recognize 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.
- A Medical Incident Commander (MIC) will be appointed from the Office of Public Health, Regional Medical Director (RMD). If the RMD is not available, the Lafayette Parish OHSEP Director may appoint the MIC which may be a member of the Region 4 Healthcare Coalition and/or Coroner.
- Medical Incident Command will be coordinated through a Joint Command Structure.

### Assumptions

- 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 and the 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






Louisiana National Guard's 62<sup>nd</sup> Civil Support Team and the Louisiana National Guard CERFP and FEMA's Disaster Medical and Mortuary Assistance Teams (DMAT & DMORT).

- 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

#### General

#### By Phases of Emergency Management

<p><b>Mitigation</b></p> 	<ul style="list-style-type: none"> <li>• 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. Training and drills will focus on incident command system, decontamination, and triage training.</li> <li>• Acadiana EMS Council and Region 4 LERN commission will encourage first aid training for the general public.</li> <li>• The coroner will review the emergency medical services' mass casualty response annually.</li> <li>• Lafayette Parish OHSEP will encourage the Red Cross to implement information programs dealing with individual and community first aid as well as conducting first aid training.</li> <li>• Lafayette Parish OHSEP will communicate available incident command system training to all first responders.</li> </ul>
<p><b>Preparedness</b></p> 	<ul style="list-style-type: none"> <li>• Review and update this plan and its appendices and references annually to be overseen by the OHSEP in conjunction with Medical Incident Commander.</li> <li>• Lafayette Parish OHSEP will encourage the development and use of mutual aid agreements where applicable.</li> </ul>
<p><b>Response</b></p> 	<ul style="list-style-type: none"> <li>• When an incident occurs that has the potential to impact the health of a large number of individuals and/or may cause patient surge with the potential to overwhelm the healthcare infrastructure in the parish or region, the Medical Incident Command will be activated.</li> <li>• Medical Incident Command may be coordinated virtually or in person at the Emergency Operation Center depending on the scale and location of the event.</li> <li>• When Acadian Ambulance Service, Inc. (AASI) becomes aware of a potential or actual mass casualty event, AASI will activate the Medical Incident Command system, by notifying LERN and Region 4 Hospital DRC. Depending on the size and type of the incident, LERN or Region 4 Hospital DRC may send an alert through the ESF 8 portal to Region 4 Hospitals.</li> <li>• Representatives of the Medical Incident Command will report to the EOC. The Medical Incident Command may also be established at the site of the incident in the safe zone.</li> <li>• Health care facilities will activate their disaster plans.</li> </ul>



	<ul style="list-style-type: none"> <li>Medical Incident Commander will anticipate the need for additional resources including but not limited to state and federal resources and communicate this to the Lafayette Parish OHSEP staff for assistance in facilitating the request for local, state and federal resources.</li> </ul>
<b>Recovery</b> 	<ul style="list-style-type: none"> <li>Medical Incident Commander will continue to direct response and treatment activities as necessary, including crisis counseling for emergency workers.</li> <li>Lafayette Parish OHSEP will compile reports for state and federal agencies utilizing information provided by the Medical Incident Commander.</li> <li>Medical Incident Commander will coordinate with OHSEP for the resupply of health and medical services response agencies, if necessary.</li> <li>OHSEP will direct inspection of disaster areas to ensure sanitary conditions are safe for re-entry of population.</li> <li>After Action Review and Reports will be conducted upon completion of emergency event.</li> </ul>

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

- Reference Paragraph IV, Base Plan
- The Joint Medical Incident Command will coordinate 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 Medical Incident Commander will assist with medical supply and resource planning if necessary. Routine operations will be handled using the standard operating procedures of departments or agencies concerned. State and federal support will be requested through the Medical Incident Commander or the Lafayette Parish OHSEP Director as needed.

### Responsibilities

#### Office of Homeland Security and Emergency Preparedness (OHSEP)

- OHSEP has designated the Medical Incident Commander to be the Region 4 OPH Regional Medical Director or designee.
- Will assist the Medical Incident Commander 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.
- Coordinate the issuance of emergency health instructions to the general public.
- Request damage assessments of medical facilities from Medical Incident Commander.

#### Acadian EMS Council and Region 4 LERN Commission

- Assist in the coordination of medical disaster planning among health providers in Acadiana.
- Provide input into Medical Incident Command system leadership.

#### LHA Region 4 Representative (DRC)

- Coordinate medical disaster planning among health providers in Acadiana.
- Coordinate communication between medical facilities and the EOC.



### **Louisiana Department of Health (LDH)**

- Conduct or coordinate environmental health activities in regard to waste disposal, refuse, food, water control and vector control.
- Prevent and control communicable disease by surveillance, evaluation, prevention, and treatment as necessary.
- Conduct laboratory activities, in conjunction with the 62nd CST, including but not limited to diagnostic tests, to determine the presence or absence of food and water contamination, communicable diseases or biological threats.
- Assess the need for and determines location of Medical Needs Shelters.
- Ensure that medical response is available to shelters when needs are identified by shelter managers.
- Educate the general public in health matters through public information programs.
- Provide incident commander (Region 4 Public Health Medical Director or designee) to the EOC.

### **LCG Animal Shelter and Care Center (LASCC)**

- Monitor vector/vermin conditions in preparedness phase and take appropriate measures.
- Monitor stray animal conditions and take appropriate measures.
- Monitor and take appropriate action to minimize animal and pest control problems in the response and recovery phases of an emergency.

### **Hospitals**

- Appoint an Emergency Preparedness lead to work with the Hospital DRC and the Medical Incident Commander in all phases of disaster management.
- Conduct specialized training and drills in disaster operations.
- Educate the general public in health matters through public information programs. Maintain sufficient medical supplies, medications and equipment.
- Develop and update emergency operating plans for in-hospital response, surge events and transfer of patients.
- Receive, triage, and provide emergency treatment to incoming patients.
- Assess ability to assist community by providing healthcare personnel to medical response site(s).
- Maintain ongoing communication with the MIC regarding status (i.e. capacity and capability) and medical response activities and plans.
- Input and maintain information into the ESF 8 portal to include bed availability, hospital status and needs during an emergency.
- Hospital DRC notifies OHSEP of emergency situations that may hinder continuity of care or operations.

### **Acadian Ambulance Service, Inc. (AASI)**

- Participates in emergency response planning with healthcare facilities in the community and provides a representative to the MIC.
- Alerts area hospitals/medical facilities of events producing or possibly producing large numbers of patients or patients presenting with signs or symptoms of contamination.





- Activate the regional CHEMPACK plan if necessary.
- Activate the mass casualty incident system, by notifying LERN and Region 4 Hospital DRC.
- Perform triage at emergency/disaster site.
- Transportation of patients to hospitals/medical facilities including evacuation of healthcare facilities or homebound patients.
- Work with Louisiana State Bureau of EMS and LERN tactical operations center to coordinate outside ambulance services that may be deployed during a disaster or surge.
- Designate an EMS DRC to coordinate with OHSEP and MIC.

### **Nursing Homes**

- Conduct specialized training and drills in disaster operations.
- Maintain sufficient medical supplies, medications and equipment.
- Develop and update emergency operating plans for conducting operations of nursing home during emergency situations.
- 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.
- Notify OHSEP of emergency situations that may hinder continuity of care or operations.
- May send a representative to the MIC.

### **Lafayette Council on Aging**

- Assist with public warning of the non-institutionalized disabled and elderly.
- Assist with emergency evacuation of disabled and elderly.

### **Lafayette Parish Coroner**

- Recover, identify, register and dispose of the deceased.
- Notify next of kin.
- Maintain records of deaths.
- Formulate plans for temporary morgues and for the expedient disposal of corpses as necessitated by the situation.
- Set up emergency morgues when number of casualties exceeds current capacity.

### **State of Louisiana and Federal Government**

- 62nd WMD Civil Support Team will provide monitoring, decontamination, and recovery assistance when appropriate.
- Louisiana National Guard CERFP will provide urban search and rescue, mass decontamination and medical triage when necessary.
- 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.
- 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).



### **Catholic Charities**

- Assist Lafayette Parish with staffing of shelters or other appropriate operational sites.
- Assist in crisis counseling.
- Provide feeding stations in the community.

### **American Red Cross**

- Establish general shelters.
- Assist in crisis counseling.
- Feeding stations in the community.

### **Crisis Counselors: Disaster Counseling Response**

- Private counselors; may be credentialed and deployed by LDH/LA Volunteers in Action.
- Acadiana Area Human Service District may be designated by the Medical Incident Commander to lead Behavioral Health Response.

### **Lafayette Parish Medical Society**

- Provide representation in the Medical Incident Commander if requested.
- Facilitate coordination of medical volunteers for shelters or other areas where Medical Incident Commander has identified a need for volunteers.

### **Louisiana Emergency Medical Unit (LEMU) Mobile Medical Clinic**

- Upon recommendation from Medical Incident Command may be deployed to various locations in the parish to assist with triage and treatment of persons in shelters or for the general community.

### **United Way of Acadiana**

- Provide a base of operations for the coordination of volunteers.

## **V. DIRECTION AND CONTROL**

See Paragraph IV, Base Plan

## **VI. CONTINUITY OF GOVERNMENT**

See Paragraph VI, Base Plan

## **VII. ADMINISTRATION AND LOGISTICS**

See Paragraph VII, Base Plan. Emergency assignments will be followed as indicated in individual plans of health/medical providers.

### **Record Keeping and Reporting**

- 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.



- Each agency will maintain records and reports including expenditure reports, detailing operations and activities during the emergency or disaster within their respective jurisdictions.
- Responsibility for submitting reports to FEMA for reimbursement is the responsibility of each agency and shall be made in the manner as required by LCG, GOHSEP, Lafayette Parish OHSEP and FEMA.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

See Paragraph VIII, Base Plan.

The Office of Homeland Security and Emergency Preparedness Director and the Medical Incident Commander or 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 Office of Homeland Security and Emergency Preparedness Director.

## IX. AUTHORITIES AND REFERENCES

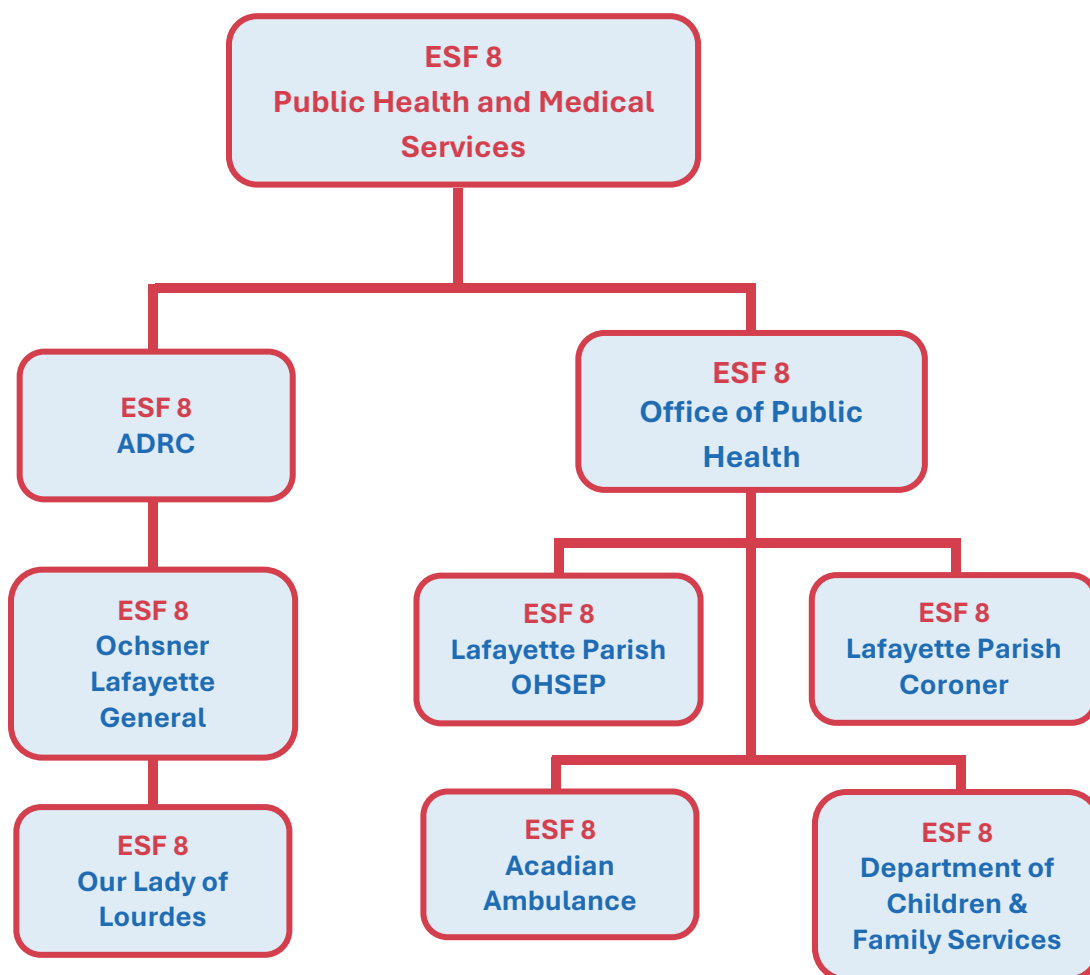
- Medical Incident Command Plan (On file with OPH Regional Director)
- Mass Fatalities Annex (On file with Coroner's Office)

## X. APPENDICES

**Health/Medical Organizational Chart Appendix**



**Appendix 1**  
**Health and Medical Organizational Chart Appendix**





## I. PURPOSE AND SCOPE

### 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.

### Parish Departments

Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP)

Lafayette Fire Department

Lafayette Parish Sheriff's Office

Lafayette Police Department

### Agency Partners

Acadiana VOAD

### State and Federal Partners

Louisiana State Fire Marshal's Office

Louisiana Department of Wildlife and Fisheries (LDWF)

Louisiana National Guard, CERFP

United States Coast Guard

Civil Air Patrol

## II. SITUATION AND ASSUMPTIONS

### Situation:

- 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.
- Due to a limited number of resources, the City and Parish Fire Departments, the Sheriff's Department, and Lafayette Police Department will combine their efforts. Coordination will be made among all local municipal fire and police departments with search and rescue resources and equipment assets.

### Assumptions:

- 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.
- Lafayette Parish agencies with search and rescue capabilities shall maintain mutual aid agreements in order to provide the necessary assistance during a major event.



- State and federal agencies are expected to assist local efforts after local resources are deemed insufficient.

### III. CONCEPT OF OPERATIONS

#### General:

- Search and Rescue Operations: The Lafayette Fire Department, Lafayette Parish Sheriff's Department and the Lafayette Police Department provide 24-hour a day response support capability in the area of search and rescue throughout the parish. Other local law enforcement and parish fire departments provide limited response support capability in the area of search and rescue.
- 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 Sheriff's Department and Lafayette Fire Department, which act as the lead agencies for ESF 9.

#### By Phases of Emergency Management

<b>Mitigation</b> 	<ul style="list-style-type: none"> <li>• A list of available resources has been created and will be updated annually.</li> <li>• Public awareness programs have been developed in an effort to reduce accidents on land and water.</li> </ul>
<b>Preparedness</b> 	<ul style="list-style-type: none"> <li>• Rescue units and EMTs are trained on a regular basis in rescue skills and techniques by the responsible controlling agency or organization.</li> <li>• Rescue equipment is tested, maintained and repaired by the responsible agency or organization.</li> <li>• Response plans are revised at regular intervals and updated accordingly by emergency response agencies.</li> </ul>
<b>Response</b> 	<ul style="list-style-type: none"> <li>• Rescue services include but are not limited to:                             <ul style="list-style-type: none"> <li>○ Initiation of search and rescue missions as necessary.</li> <li>○ Traffic and perimeter control as needed.</li> <li>○ Evacuation and relocation as required.</li> <li>○ EOC coordination as appropriate.</li> <li>○ Mobilization of support activities as required.</li> <li>○ Administering emergency first aid.</li> <li>○ Locating any overdue boaters.</li> <li>○ Assisting in alerting and evacuating people in and around the designated emergency zone.</li> </ul> </li> <li>• For SAR operations resulting in mass fatalities, the EOC will activate the Parish Mass Fatalities plan, which is the responsibility of the Coroner's Office.</li> <li>• OHSEP may activate the reunification plan in conjunction with the mass fatalities plan.</li> <li>• Initiate Public Information plan as necessary.</li> </ul>



### Recovery



- Public information activities.
- Initiate return when mission is completed.
- Inventory and replacement of equipment utilized during operation.
- Secure and return to normal duty
- Upon mission completion, ESF 9 coordinator will close out all missions and complete all necessary reporting.

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

- Reference Paragraph IV, Base Plan

### Coordination

- Normal day-to-day rescue managed by the on-scene commander.
- State of Emergency managed by on-scene commander and the EOC.

### Operations

- Fire Department personnel and Sheriff's Department deputies are assigned responsibility for rescue operations. Law enforcement and Fire department agencies are assigned responsibility for search operations.
- Rescue assistance is requested wherever needed in cases such as victims trapped in accidents, boating mishaps, missing persons, and downed aircraft.
- Motor vehicle transportation support is provided by the Sheriff's Department, Law Enforcement, Fire Departments, and city-parish departments.

### Rescue 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 State Fire Marshal, and private enterprise for equipment and/or personnel support.

## V. DIRECTION AND CONTROL

Direction and control of the total rescue force is the primary responsibility of the Lafayette Fire Department. All emergency responses requiring rescue operations and additional resource support will be channeled through the Lafayette Fire Communications.

## VI. CONTINUITY OF GOVERNMENT

See Base Plan, Section VI

## VII. ADMINISTRATION AND LOGISTICS

See Base Plan, Paragraph VII



The Lafayette Parish 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 ensure that necessary updates and changes are made.

### Record Keeping and Reporting

- 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.
- Each agency will maintain records and reports including expenditure reports, detailing operations and activities during the emergency or disaster within their respective jurisdictions.
- Responsibility for submitting reports to FEMA for reimbursement is the responsibility of each agency and shall be made in the manner as required by LCG, GOHSEP, Lafayette Parish OHSEP and FEMA.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

See Base Plan, Paragraph VIII

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 Lafayette Fire Department.

## IX. AUTHORITIES AND REFERENCES

- See Base Plan
- Louisiana Emergency Assistance and Disaster Act of 1993, as amended.

## X. APPENDICES

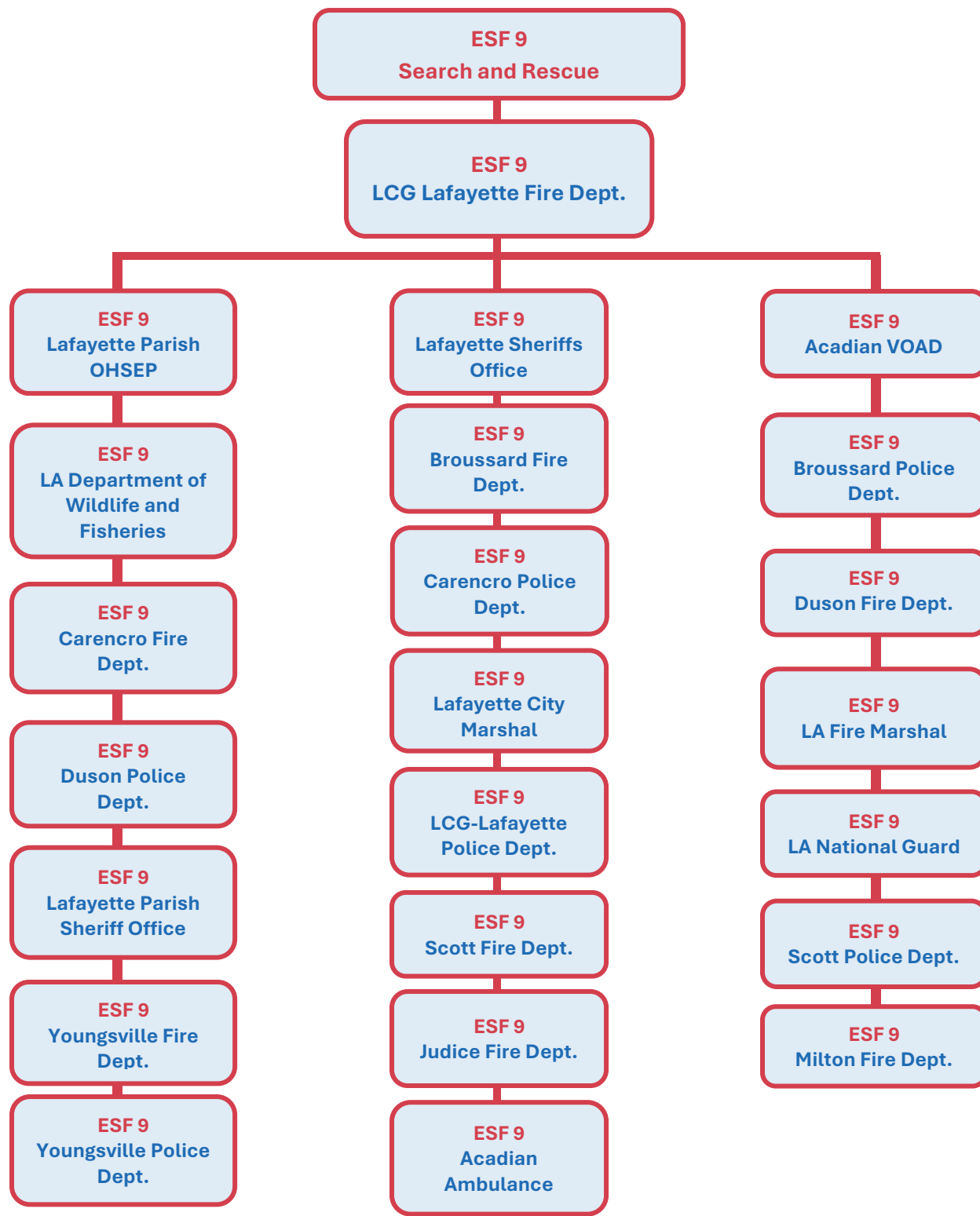
**Appendix 1: Search and Rescue Organizational Chart**

**Appendix 2: Lily Pad Locations**





**Appendix 1**  
**Search and Rescue Organizational Chart Appendix**





## Appendix 2 Lily Pad Locations

### Lily Pad Locations

- Middlebrook Elementary; 1801 Kaliste Saloom Rd., Lafayette
- Broussard Middle School; 1325 S. Morgan Ave., Broussard
- Carencro High School; 721 W. Butcher Switch Rd., Lafayette
- DFD Station 2; 1100 South Richfield Rd., Duson
- Scott Police Department; 129 Lions Club Rd., Scott
- Ernest Gallet Elementary School; 2901 E. Milton Ave., Youngsville
- Judice Middle School; 2645 S Fieldspan Rd., Duson
- Milton Elementary/Middle School; 222 W. Milton Ave., Milton



## I. PURPOSE AND SCOPE

### Purpose

The purpose of this annex is to identify the responsibilities and procedures 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.

### Parish Departments

Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP)  
Lafayette Fire Department  
Lafayette Parish Sheriff's Department  
Lafayette Parish School System  
LCG Public Works  
LCG Traffic, Roads and Bridges (TRB)

### Agency Partners

Acadian Ambulance  
Local Municipal and Volunteer Fire Departments  
Acadiana VOAD  
American Red Cross  
Ochsner Lafayette General  
Our Lady of Lourdes

### State and Federal Partners

Louisiana National Guard, 62<sup>nd</sup> CST  
Louisiana State Police (LSP)  
Louisiana Department of Transportation and Development (LADOTD)  
Louisiana Department of Environmental Quality (LADEQ)  
Federal Bureau of Investigation (FBI)  
Bureau of Alcohol, Tobacco and Firearms and Explosives (ATF)

## II. SITUATION AND ASSUMPTIONS

### Situation:

- 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.
  - Chemical - toxic, corrosive, or injurious substance because of inherent chemical properties.
  - 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.
  - Radiological - any radioactive substance emitting ionizing radiation at a level to produce a health hazard.
  - 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.
- Hazardous Material can be any substance or material that in quantity may be harmful or injurious to humans, domestic animals, wildlife, economic crops, or property when released into the environment, or any substance defined in the state law. Hazardous Materials are classified in one of the nine classes:
  - Class 1 - Explosives
  - Class 2 - Gas (compressed, liquefied or dissolved under pressure)
  - Class 3 - Flammable/combustible liquids
  - Class 4 - Flammable solids or substances
  - Class 5 - Oxidizers/organic peroxides
  - Class 6 - Poisonous and infectious substances
  - Class 7 - Radioactive substances
  - Class 8 – Corrosives
  - Class 9 – Miscellaneous dangerous substances.
- Transportation within the Parish of Lafayette includes:
  - Highways - Interstate 10, Interstate 49, U.S. 167, U.S. 90, and numerous state and local highways.
  - Railroad –Burlington Northern and Santa Fe Railroad (BNSF) transverses the Parish of Lafayette.
  - Waterway - The Vermilion River transverses the City and Parish of Lafayette.
  - Air - the Lafayette Regional Airport is located within the Parish of Lafayette.
  - Pipelines -The Parish of Lafayette has a network of natural gas pipelines. (National Pipeline Mapping System- <https://www.npms.phmsa.dot.gov/>)
- 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, Louisiana State Police, 62<sup>nd</sup> CST, Department of Transportation and Development, U.S. Coast Guard, ATF, FBI and Environmental Protection Agency.



### Assumptions:



- Experience has taught that when dealing with hazardous materials incidents, extreme caution must be exercised.
- Incidents involving hazardous materials occur on a regular and ever-increasing basis.
- 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


### General

- All incidents involving the carrier of goods, materials, liquids, or freight of any kind should be regarded as incidents involving hazardous materials until proven or verified otherwise.
- The local responding fire department has the responsibility for dealing with level I hazardous material incidents. Should additional resources be required, the Lafayette Utilities System shall request the assistance of other appropriate emergency response agencies.
- The Lafayette Fire Department has the primary responsibility for dealing with level II, III and IV hazardous materials incidents.
- Local Fire Departments assist with securing HAZMAT sites and initial HAZMAT identification.
- 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.


### By Phases of Emergency Management

<p><b>Mitigation</b></p> 	<ul style="list-style-type: none"> <li>• Maintain a directory of the types of Hazardous Materials produced and used in the area.</li> <li>• Exercise plans and update as necessary.</li> <li>• Code of Federal Regulations, Title 49 (CFR-49) regulates the transportation of hazardous materials and is enforced by the Louisiana State Police.</li> <li>• The major transportation routes (including pipelines) that companies use have been identified.</li> <li>• Facilities that manufacture, store or use potentially dangerous materials have been identified by federal and state regulations and are pre-planned by the Fire Department within that jurisdiction.</li> <li>• Tier II sites are required to provide all information to Fire Departments as well as LSP Emergency Services Unit (ESU).</li> <li>• All industrial sites are required to supply lists of all types of hazardous materials they use to local government officials for use during an emergency.</li> </ul>
<p><b>Preparedness</b></p> 	<ul style="list-style-type: none"> <li>• Emergency response plans have been developed and tested by government and industry in the Parish of Lafayette.</li> <li>• 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.</li> </ul>



	<ul style="list-style-type: none"> <li>• Evacuation routes and procedures have been identified (identified in the evacuation annex).</li> <li>• The Office of Homeland Security and Emergency Preparedness is available for coordinating response to hazardous materials incidents in the Parish of Lafayette.</li> <li>• Mutual aid agreements and contact information with public and private response agencies are maintained.</li> <li>• Training in handling hazardous materials incidents is on-going and should include Fire Department, EMS, Law Enforcement, Public Health, EOC, Dispatchers and other government personnel.</li> </ul>
<p><b>Response</b></p> 	<ul style="list-style-type: none"> <li>• Initial Response- Level I-IV, Levels defined in ESF 4 Annex.</li> <li>• Level I Incidents <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ The first arriving unit on the scene will assess 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.</li> </ul> </li> <li>• Level II, III, and IV Incidents <ul style="list-style-type: none"> <li>○ The initial responding fire department will notify Lafayette Fire Department Communications of the situation, advising them of a Level II, III or IV HAZMAT 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.</li> <li>○ 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 Lafayette 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 ESU, and other agencies/departments as required.</li> <li>○ 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 first arriving Lafayette Fire Department official on-scene will establish command and be designated as the Incident Commander (IC). The IC will coordinate the need for</li> </ul> </li> </ul>



	<p>additional assistance and remain in the role of IC until relieved by higher authority (HAZMAT Chief, District Chief, LSP ESU etc.).</p> <ul style="list-style-type: none"> <li>○ Upon notification of a hazardous materials incident, the OHSEP Director or his designee will determine if his/her presence is required at the scene, responding if necessary. Confirmation of a HAZMAT incident may result in the activation of the EOC.</li> <li>○ From the command post, the OHSEP Director may provide response coordination among the various agencies/departments as required. This may include activating shelters for evacuees, initiating a request for an emergency declaration with government officials or coordinating a response with city, parish, state or federal agencies.</li> <li>○ Notify appropriate public officials of the incident.</li> </ul> <ul style="list-style-type: none"> <li>• Law Enforcement <ul style="list-style-type: none"> <li>○ Law enforcement will provide traffic and crowd control at the scene when requested by the Incident Commander.</li> <li>○ Chief Law Enforcement officer at the Command Post will determine routes to avoid hazards.</li> </ul> </li> <li>• Supporting Agencies <ul style="list-style-type: none"> <li>○ Louisiana State Police ESU is notified by Lafayette Fire Department Communications.</li> <li>○ Other responding agencies will coordinate with the Incident Commander</li> </ul> </li> <li>• Communications <ul style="list-style-type: none"> <li>○ Designated LWIN talk group(s) will be determined by the Incident Commander.</li> </ul> </li> </ul>
<p><b>Recovery</b></p> 	<ul style="list-style-type: none"> <li>• The incident Commander shall determine when the respective incident has been stabilized and deemed safe. At such time, traffic control and support agencies will be released, and the public will be allowed to return.</li> <li>• Agencies such as Louisiana Department of Environmental Quality and the United States Coast Guard will be called upon to execute their authority and responsibility of over-seeing clean-up operations. Local HAZMAT clean-up companies have been identified for use if needed.</li> </ul>

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### Reference Paragraph IV, Base Plan

##### 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.

##### Fire Department



- The first arriving unit on the scene will assess the situation to determine if a disaster exists. Should a hazard 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:
- Identify the hazardous material involved.
- 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.
- The immediate establishment of an Incident Command Post at the location of their discretion.
- 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 both the general populace and first responders.
- 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.
- The area to be evacuated can be determined through:
  - Information given in the publication of the Office of Hazardous Material, U.S. Department of Transportation titled, "Emergency Response Guide Book".
  - Information from any printed document of the carrier, such as Way Bill or Bill of Lading.
  - Information on the label of the containers.
  - Advice from CHEMTREC or other such agencies whose purpose is to supply such information.
  - Information or advice from an official representative of the shipper, manufacturer, user or a fixed facility representative.
  - Information obtained in computer air dispersion modules, i.e., CAMEO
  - Final evacuation perimeters should be set up from air sampling carried out by DEQ, LSP, EPA, USCG, or local industry.
- When deemed necessary to evacuate beyond the area of the immediate scene due to immediate hazardous threat, Law Enforcement agencies in the jurisdiction will be notified.

#### 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.

#### 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

### Operations





- Each department's respective Fire Chief will be responsible for coordinating all emergency HAZMAT operations. Each agency will be responsible for operations within its respective jurisdiction.
- Command Post and staging area procedures will be followed to effectively coordinate all field operations.
- In declared disasters, the City-Parish Mayor-President through the Office of Homeland Security and Emergency Preparedness will coordinate emergency operations from the EOC.
- To assist in emergency operations, the OHSEP Director shall request a Fire Representative ESF-4 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.
- 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.
- Each fire station shall become a staging area for equipment and supplies dispatched during HAZMAT operations.
- 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.
- The call-up of fire services personnel will be in accordance with prescribed departmental policy.
- Area evacuation in the event of an explosion or Hazardous Materials Incident shall be recommended by the Fire Chief in charge. Such a recommendation shall be coordinated with the Office of Homeland Security and Emergency Preparedness.
- Execution and coordination of an evacuation order will be the responsibility of the OHSEP Director with the cooperation and assistance of the fire departments and the law enforcement agencies.
- In situations when evacuation is essential to saving lives, an evacuation order may be issued.
- 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

Reference Paragraph IV, Base Plan

## VII. ADMINISTRATION AND LOGISTICS

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. If the EOC is not activated, an alternate command post will be established.

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 Hazardous Materials Response Plan. At the direction of the Incident Commander, the command post may be staffed by the following persons/agencies:

- Incident Commander
- Chief Fire Service Official (s)
- City and/or Parish Government Emergency Group Chief
- Chief Town/City Official or Designee



- Support Services Chief (designated)
- Public Information Officer
- Chief Law Enforcement Official (s)
- Representatives/Officials of State and/or Federal Agencies
- Others as deemed appropriate

### **Record Keeping and Reporting**

- 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.
- Each agency will maintain records and reports including expenditure reports, detailing operations and activities during the emergency or disaster within their respective jurisdictions.
- Responsibility for submitting reports to FEMA for reimbursement is the responsibility of each agency and shall be made in the manner as required by LCG, GOHSEP, Lafayette Parish OHSEP and FEMA.

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

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

## **IX. AUTHORITIES AND REFERENCES**

### **Authorities**

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

### **References**

- Guide for All Hazard Emergency Operations Planning, Federal Emergency Management Agency
- EPA Environmental Mapper. ([www.mapps.epa.gov](http://www.mapps.epa.gov))

## **X. APPENDICES**

**Appendix 1- Organizational Chart**

**Appendix 2- Incident Flow Chart**

**Appendix 3- Hazard Analysis**

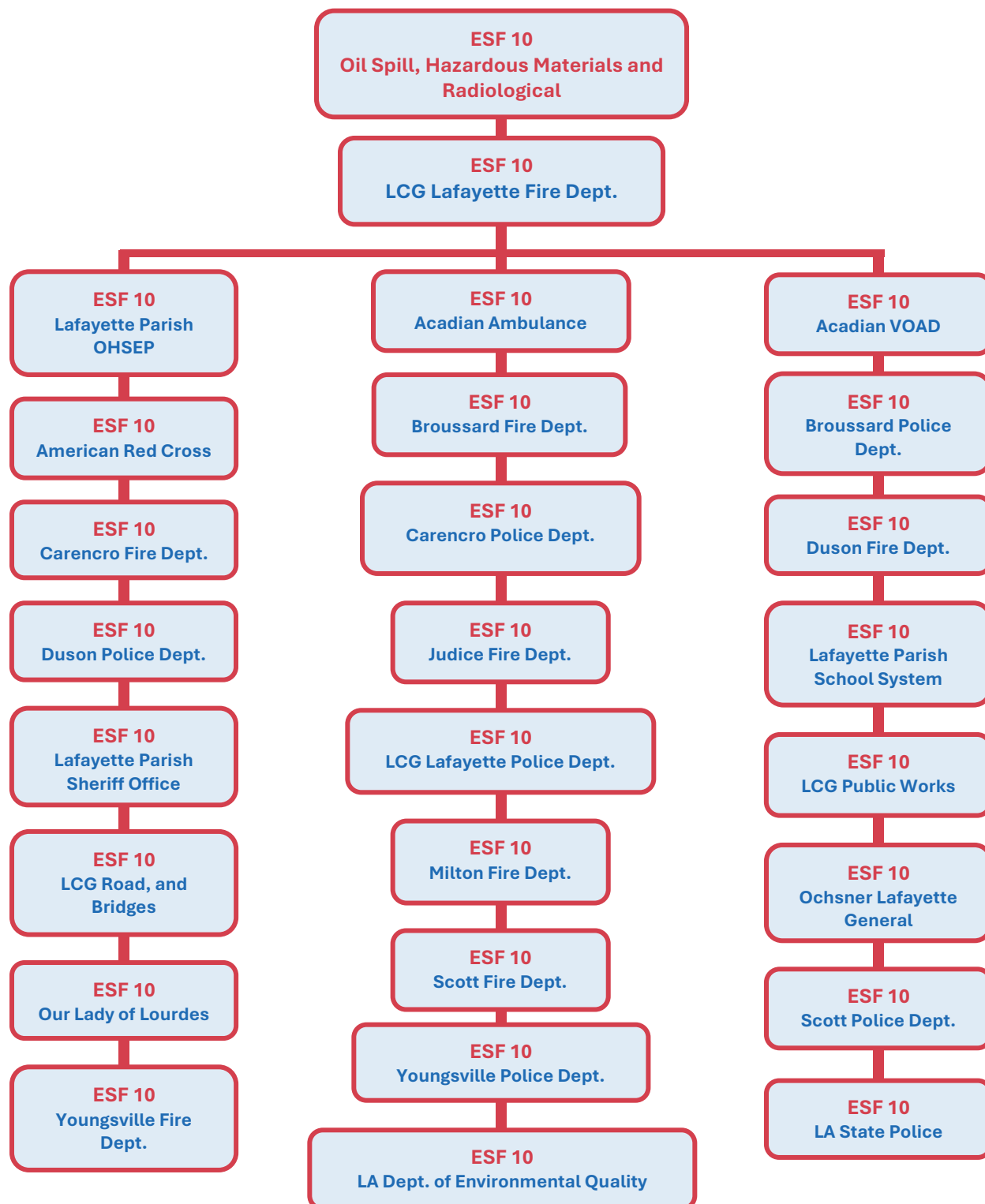
**Appendix 4- Incident Level Chart**

**Appendix 5- Abbreviations/Definitions**

**Appendix 6- Lafayette Fire Department- Hazardous Materials Response, On File with Lafayette Fire Department**

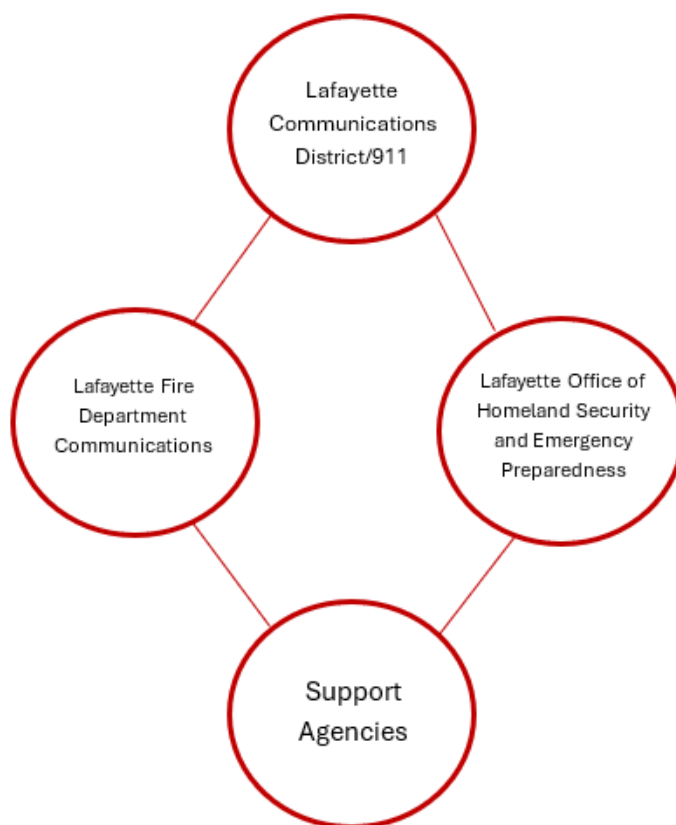


Appendix 1  
Organizational Chart





**APPENDIX 2**  
**Incident Flow Chart**  
**LEVEL II, III, AND IV INCIDENTS**





**APPENDIX 3  
Hazardous Analysis  
Kept On File With Lafayette Fire Department**



## APPENDIX 4 Incident Level Chart

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

### 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



## APPENDIX 5

### Abbreviations/Definitions

#### **ABBREVIATIONS**

AAR/BOE	ASSOCIATION OF AMERICAN RAILROADS/BUREAU OF EXPLOSIVES
AAICHE	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 APPARATUS
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**

<b><u>ACCIDENT SITE</u></b>	THE LOCATION OF AN UNEXPECTED OCCURRENCE, FAILURE, OR LOSS, EITHER AT A PLANT OR ALONG A TRANSPORT ROUTE, RESULTING IN A RELEASE OF
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<u>ACUTE EXPOSURE</u>	HAZARDOUS MATERIALS. EXPOSURES THAT OCCUR FOR RELATIVELY SHORT PERIODS OF TIME, GENERALLY HOURS TO 1-2 DAYS. ACUTELY TOXIC 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 SERVICE AS THE COMMUNICATIONS LINK FOR THIS PROGRAM.
<u>COMBUSTION PRODUCT</u>	MATERIAL PRODUCED OR GENERATED DURING THE BURNING OR OXIDATION OF A MATERIAL.
<u>COMMAND POST FACILITY</u>	AT A SAFE DISTANCE UPWIND FROM AN ACCIDENT SITE, WHERE THE ON-SCENE COORDINATOR, RESPONDERS AND TECHNICAL REPRESENTATIVES CAN MAKE RESPONSE DECISIONS, DEPLOY MANPOWER AND EQUIPMENT, MAINTAIN LIAISON WITH MEDIA AND HANDLE COMMUNICATIONS.
<u>CONTINGENCY PLAN</u>	A DOCUMENT DEVELOPED TO IDENTIFY AND CATALOG ALL THE ELEMENTS REQUIRED TO RESPOND TO AN EMERGENCY, TO DEFINE RESPONSIBILITIES AND SPECIFIC TASKS, AND TO SERVE AS A RESPONSE GUIDE.
<u>DECOMPOSITION</u>	MATERIAL PRODUCED OR GENERATED BY THE PHYSICAL OR CHEMICAL PRODUCT DEGRADATION OF



<u>DISPOSAL</u>	A PARENT MATERIAL. THE REMOVAL OF WASTE MATERIAL TO A SITE OR FACILITY SPECIFICALLY DESIGNED AND PERMITTED TO RECEIVE SUCH WASTES.
<u>EMERGENCY</u>	A SITUATION CREATED BY AN ACCIDENTAL RELEASE OR SPILL OF HAZARDOUS CHEMICALS WHICH POSES A THREAT TO THE SAFETY OF WORKERS, RESIDENTS, THE ENVIRONMENT, OR PROPERTY.
<u>EVACUATION</u>	THE REMOVAL OF RESIDENTS FROM AN AREA OF DANGER.
<u>EXCLUSION ZONE</u>	THE AREA WHERE CONTAMINATION DOES OR COULD OCCUR.
<u>FIXED FACILITY</u>	A PLANT SITE WHERE HANDLING/TRANSFER, PROCESSING, AND/OR STORAGE OF CHEMICALS IS PERFORMED.
<u>HAZARD</u>	ANY SITUATION THAT HAS THE POTENTIAL FOR DOING DAMAGE TO LIFE, PROPERTY, AND/OR THE ENVIRONMENT. INCLUDES EFFECTS OF TOXICITY, FIRE, EXPLOSION SHOCK, CONCUSSION, FRAGMENTATION, AND CORROSION.
<u>HAZARD ANALYSIS</u>	IN THIS CONTEXT, USE OF A SIMPLIFIED VAPOR DISPERSION MODEL WHICH LOOKS AT THE MOVEMENT OF TOXIC OR EXPLOSIVE VAPORS OVER DISTANCE AT A CONCENTRATION LEVEL OF CONCERN TO DETERMINE WHETHER THE AMOUNT OF CHEMICAL AT A FACILITY OR IN A TRANSPORT CONTAINER POSES A THREAT TO THE SURROUNDING COMMUNITY, REQUIRING MORE DETAILED ANALYSIS AND PLANNING.
<u>HAZARDOUS MATERIALS</u>	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.
<u>NCP</u>	THE NATIONAL CONTINGENCY PLAN ESTABLISHES THE STRUCTURE BY WHICH THE FEDERAL GOVERNMENT RESPONDS TO EPISODIC AIR TOXIC RELEASE EVENTS.
<u>OFF-SCENE SUPPORT</u>	ASSISTANCE (VIA TELEPHONE, RADIO, OR COMPUTER) FROM TECHNICAL PERSONS, AGENCIES, SHIPPERS, RESPONDERS, ETC. NOT AT THE ACCIDENT SITE.
<u>OFF SITE</u>	THE AREA OUTSIDE THE BOUNDARY OF THE ONSITE AREA THAT MAY BE AFFECTED BY THE CONSEQUENCES OF AN EXTRAORDINARY SITUATION.
<u>ON SCENE</u>	THE TOTAL AREA THAT MAY BE IMPACTED BY THE EFFECTS OF AN EXTRAORDINARY SITUATION. THE ONSCENE AREA IS DIVIDED INTO MUTUALLY EXCLUSIVE ONSITE AND OFFSITE AREAS.
<u>ON-SCENE COMMANDER</u>	THE OFFICIAL IN CHARGE OF A FEDERALLY FINANCED RESPONSE
<u>ON SITE</u>	THE AREA WITHIN THE BOUNDARY ESTABLISHED BY THE OWNER OF A FIXED FACILITY.
<u>PLUME</u>	A VAPOR CLOUD FORMATION WHICH HAS SHAPE AND BUOYANCY.



<u>RESPONSE</u>	THE EFFORTS TO MINIMIZE THE HAZARDS CREATED BY AN EMERGENCY BY PROTECTING THE PEOPLE, ENVIRONMENT, AND PROPERTY AND RETURNING THE SCENE TO NORMAL PRE-EMERGENCY CONDITIONS.
<u>RISK</u>	THE PROBABILITY THAT DAMAGE TO LIFE, PROPERTY, AND/OR THE ENVIRONMENT WILL OCCUR IF A HAZARD MANIFESTS ITSELF.
<u>SIMULATION</u>	A MOCK ACCIDENT OR RELEASE SET UP TO TEST EMERGENCY RESPONSE METHODS OR FOR USE AS A TRAINING TOOL.
<u>SITE/FACILITY</u>	ANY LOCATION WHERE ACUTELY TOXIC CHEMICALS ARE MANUFACTURED, PROCESSED, STORED, HANDLED, USED, OR DISPOSED: IN SHORT, ANY PLACEWHERE THESE CHEMICALS MAY BE FOUND. COMMUNITIES SHOULD BE AWARE THAT CHEMICALS ARE FREQUENTLY FOUND AT PLACES OTHER THAN INDUSTRIAL SITES.
<u>SPECIAL POPULATIONS</u>	CONCENTRATIONS OF PEOPLE IN ONE AREA OR BUILDING FOR A SPECIAL PURPOSE OR IN CERTAIN CIRCUMSTANCES (E.G., SCHOOLS, HOSPITALS, NURSING HOMES, ORPHANAGES, SHOPPING CENTERS).
<u>STORAGE</u>	METHODS OF KEEPING RAW MATERIALS, FINISHED GOODS, OR PRODUCTS WHILE AWAITING USE, SHIPMENT, OR CONSUMPTION.
<u>TRANSFER</u>	LOADING AND UNLOADING OF CHEMICALS BETWEEN TRANSPORT VEHICLES AND STORAGE VESSELS, AND SENDING CHEMICALS VIA PIPES BETWEEN STORAGE VESSELS AND PROCESS REACTORS.
<u>TRANSPORT</u>	TO CARRY OR CONVEY GOODS FROM ONE PLACE TO ANOTHER USING SHIPS, TRUCKS, TRAINS, PIPELINES, OR AIRPLANES. TRANSPORT MODE METHOD OF TRANSPORTATION: HIGHWAY (TRUCKS); RAIL (TRAINS); WATER (SHIPS/BARGES); PIPELINES; AIR (PLANES).
<u>VAPOR DISPERSION</u>	THE MOVEMENT OF VAPOR CLOUDS IN AIR DUE TO WIND, GRAVITY, SPREADING, AND MIXING.



**APPENDIX 6  
Lafayette City/Parish  
Hazardous Materials Response Plan**

On File with Lafayette Fire.





## I. PURPOSE AND SCOPE

### Purpose

Emergency Support Function (ESF) 11 establishes parish guidelines to protect sheltered animals and to care for animals during an evacuation or to evacuate these animals if an evacuation is called. It provides protection for the state and parish food supply to ensure that the population of the parish is provided adequate and healthy nutrition during and after natural and technological emergencies and disasters. This ESF also sets forth procedures to coordinate with State and Federal Agencies who lead the monitoring of plant and animal life to prevent infestation and disease.

### Parish Departments

Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP)  
LCG Animal Shelter and Care Center (LASCC)  
LCG Public Works  
Lafayette Parish County Agent

### Agency Partners

American Society for the Prevention of Cruelty to Animals (ASPCA)  
Bissell Pet Foundation  
Best Friends Animal Society  
Greater Good Charities

### State and Federal Partners

Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)  
Louisiana Department of Wildlife and Fisheries (LDWF)  
Louisiana Department of Agriculture and Forestry (LDAF)  
Louisiana State Animal Response Team (LSART)  
Louisiana Office of Public Health

## II. SITUATION AND ASSUMPTIONS

### Situation:

- An emergency or disaster may adversely affect pets within Lafayette Parish. The lives of animals may be threatened, as well as the disruption of evacuation, or the interruption/destruction of the various businesses involving animals.
- In an emergency situation, pet evacuations could be required.
- An emergency or disaster could have an adverse effect on agricultural products such as rice or crawfish production. Coordinate with LDAF for assistance.
- Livestock could be affected by a natural or man-made disaster. Coordinate with LDAF for assistance.

### Assumptions:

- In the event of an evacuation, pets will be handled in the following manner:
  - Shelter pets will be evacuated by LASCC with the help of Non-Governmental Organizations (NGOs) such as LSART.



- Flights to nonprofit shelters out of state.
- Owned pets will be evacuated with their owners.
  - Small pets will load buses with owners
  - Large pets will be transported separately by LDAF
- Shelters will be available.
- Personnel from LASCC will be available to operate shelters and receive pets.

### III. CONCEPT OF OPERATIONS

#### General:

The manager of the LASCC is responsible for ESF 11, to include the development, implementation and administration of all parish programs, mutual aid agreements, and participation in this function as related to emergency or disaster assistance.

The Louisiana Department of Agriculture and Forestry (LDAF) at the State level and the Lafayette Parish County Agent at the Local level are responsible for the coordination of all ESF-11 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining ESF-11 Standard Operating Procedures. All ESF-11 supporting agencies will assist LDAF in the planning and execution of the above. All ESF-11 personnel will be trained on the principles of the National Incident Management System (NIMS) and Incident Command and integrate those principles into all ESF-11 planning and response operations.

#### By Phases of Emergency Management

<b>Mitigation</b> 	<ul style="list-style-type: none"> <li>Develop and maintain a database of locations and contact information for animal and agricultural premises, cultural and natural resources, including supporting industries, veterinary, medical and non-medical volunteers, and agencies that are able to provide care and rescue assistance.</li> </ul>
<b>Preparedness</b> 	<ul style="list-style-type: none"> <li>Coordinate with LDAF for the safety of companion animals prior, during, and after a natural, technological, or human-caused event.</li> <li>Participate in State exercises or city-parish exercises including ESF 11 to validate this annex and supporting SOPs.</li> <li>Participate in training programs for parish animal and agriculture emergency coordinators and other interested persons.</li> </ul>
<b>Response</b> 	<ul style="list-style-type: none"> <li>Coordinate and manage an animal or disease outbreak or incident that would affect animal health.</li> <li>Coordinate response with LDAF for animal and agricultural issues that impact animal or public.</li> <li>Provide animal safety through coordination of additional emergency animal sheltering and stabling for small animals as well as rescue and transportation to shelter with the coordination and support of LDAF and NGOs.</li> <li>Coordinate triage and follow-up medical care for animals with local veterinary clinics or with the LDAF Office of Animal Health.</li> </ul>



	<ul style="list-style-type: none"> <li>• Coordinate public information with LDAF concerning animal and food safety and/or contamination issues.</li> <li>• Track the activities, data, and statistics from activated agencies before, during, and after the disaster. This information will be summarized for situation reports to ESF-5 and captured for final compilation.</li> <li>• Coordinate with ESF-7 regarding storage sites and staging areas for animal food and medical supplies as needed.</li> <li>• Coordinate through LDAF and with ESF-1, ESF-3, and ESF-8 for the removal and proper disposal of animal waste, and dead animals.</li> </ul>
<p><b>Recovery</b></p>	<ul style="list-style-type: none"> <li>• Coordinate with LDAF and Parish County Agent for repopulation of native (wild) animals or re-establishment of native plants into recovered area.</li> <li>• Coordinate the phase-down of animal emergency services through various support agencies, and within framework of Emergency Operations Center (EOC) and ESF guidelines.</li> <li>• Organize and publicize lost and found data to achieve animal/owner reunion. Coordinate final return to owner, long term maintenance, placement, or disposition of animals that cannot be returned to their normal habitat or that have been separated from their owners.</li> <li>• ESF 11 Coordinator will work with the Mayor- President and OHSEP Director after initial response to agricultural incidents to ensure long term recovery objectives are met.</li> </ul>

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Responsibilities

#### Office of Homeland Security and Emergency Preparedness

- Coordinates with GOHSEP, LASCC, Lafayette Parish County Agent, and the Louisiana Department of Agriculture and Forestry.
- Coordinates volunteer support efforts to include the activities of volunteers from outside the jurisdiction and the assistance offered by unorganized volunteer and neighborhood groups within the jurisdiction toward emergency animal care operations.
- Reviews information to be provided to the public concerning ESF 11 matters.
- Develops the list of possible sites to be used during ESF 11 operations.

#### LASCC

- Coordinates the use of ESF 11 resources and personnel involved in providing animal emergency medical assistance.
- Coordinates shelter operations.
- Assist with evacuations.

#### Public Works Department

- Assists with removal of deceased animals.

#### LDAF

- Provide carriers for the transportation of owned pets.





- Assist with evacuation and transportation of owned pets.
- Assist with temporary shelter of pets.
- Provide assistance with food, bedding, shelter etc.

### **LSART**

- Assist with emergency response efforts related to domestic pets and livestock.

### **Lafayette Parish County Agent**

- Coordinates all ESF 11 provisions with agribusinesses.

## **V. DIRECTION AND CONTROL**

All ESF 11 activities will be coordinated through the Office of Homeland Security and Emergency Preparedness and the State's ESF 11.

## **VI. CONTINUITY OF GOVERNMENT**

See Base Plan, Section VI

## **VII. ADMINISTRATION AND LOGISTICS**

All Emergency Operation Center Staff and personnel are responsible for keeping an accurate log of all activities and communications that take place in their capacity. LASCC will act as the lead agency and provide a representative to the EOC upon request.

### **Record Keeping and Reporting**

- 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.
- Each agency will maintain records and reports including expenditure reports, detailing operations and activities during the emergency or disaster within their respective jurisdictions.
- Responsibility for submitting reports to FEMA for reimbursement is the responsibility of each agency and shall be made in the manner as required by LCG, GOHSEP, Lafayette Parish OHSEP and FEMA.

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

The Director of the Lafayette Parish Office of Homeland Security and Emergency Preparedness has the responsibility for coordinating revision of this annex, keeping attachments current.

## **IX. AUTHORITIES AND REFERENCES**

See Authorities and References Appendix to Base Plan.



## X. APPENDICES

**Appendix 1: Organizational Chart**

**Appendix 2: List of Food and Animal Health and Safety Organizations**

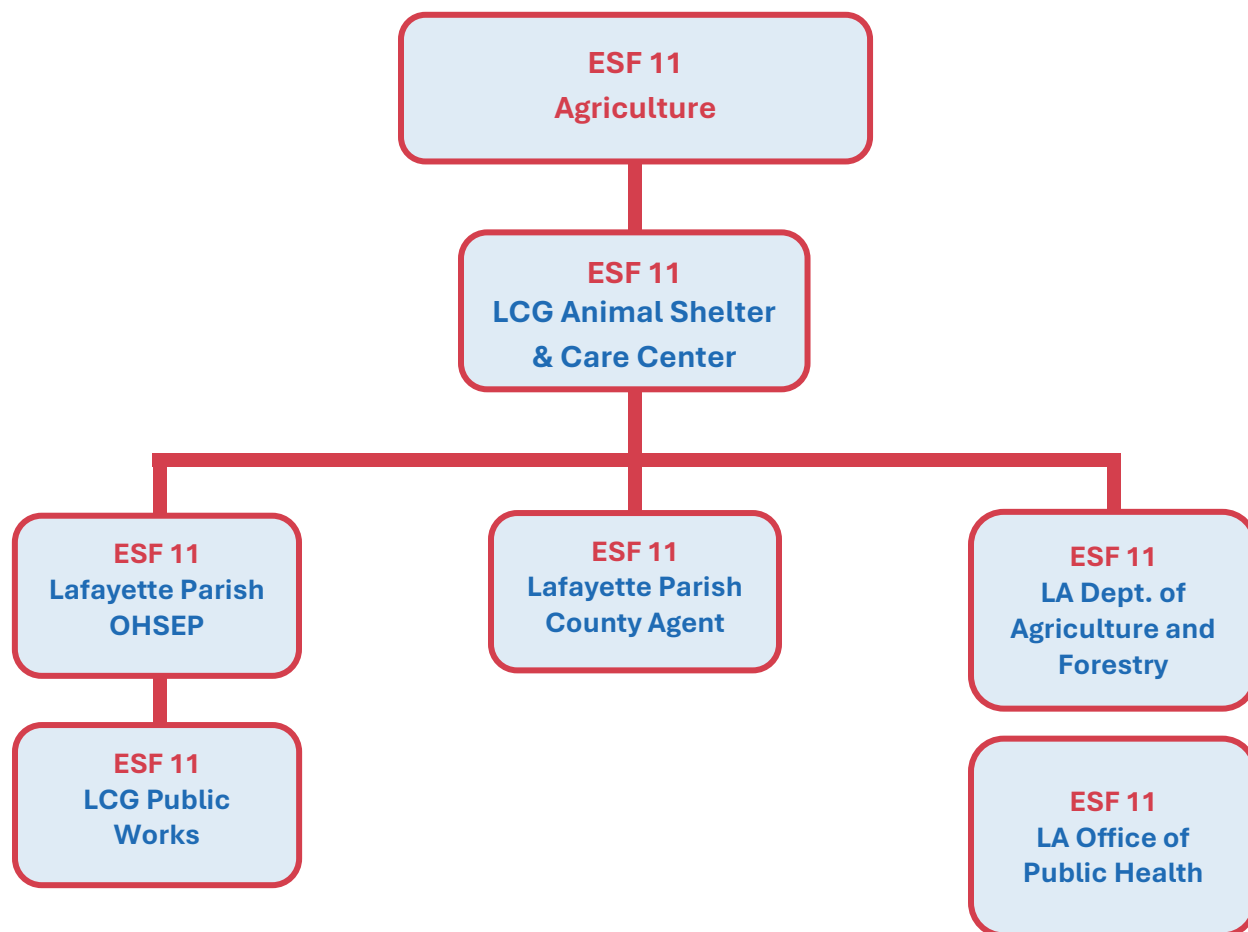
**Appendix 3: List of Major Food Items Produced in the Parish** *(On file in Animal Services)*

**Appendix 4: List of Animal Shelters** *(On file in Animal Services)*

**Appendix 5: List of Animal Health Caregivers** *(On file in Animal Services)*



Appendix 1  
Organizational Chart





## I. PURPOSE AND SCOPE

### Purpose:

Emergency Support Function (ESF) 12 provides for a coordinated response to maintain or re-establish natural gas, electric, water, and sewer utility services within a disaster area to best serve the needs of the parish's population. Services under this ESF include the restoration, on a priority basis, of natural gas, electric, water, and sewer utilities subjected to interruption or destruction by emergencies and disasters.

### Parish Departments

Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP)

LCG Utilities System (LUS)

LCG Public Works

### Agency Partners

Atmos Energy

Delta Utilities

Entergy

SLEMCO

Cleco

LFT Fiber

Local Municipal Utilities

Water Service Providers

### State and Federal Partners

Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)

Louisiana Department of Environmental Quality (LADEQ)

Louisiana Department of Health (LDH)

Louisiana Public Service Commission (LPSC)

## II. SITUATION AND ASSUMPTIONS

### Situation:

- Lafayette Utilities System will act as the Primary Agency for ESF 12.
- The primary gas utilities are provided by Atmos and Delta Utilities.
- All critical infrastructure within the Lafayette Parish is dependent upon electrical utilities.
- Some facilities such as municipal buildings, medical facilities and utilities have backup generator power.
- Critical Infrastructure within the Parish will receive priority with electricity restoration.

### Assumptions:

- Utility Providers maintain emergency plans for mitigation, preparedness, response and recovery for emergencies.






- Mutual aid resources may be limited due to the parties being affected by the emergency and being unable to provide resources such as equipment or personnel.
- Utilities can access the national network to request assistance from outside the State of Louisiana. The American Public Power Association (APPA), National Rural Electric Cooperative Association (NRECA), Edison Electrical Institute (EEI) and Louisiana Water and Wastewater Agency Response Network (LaWARN) provide resources that can be accessed when local response and mutual aid is limited due to an emergency.

### III. CONCEPT OF OPERATIONS

#### General:

- All utility providers will maintain an Emergency Operations Plan and in coordination with Lafayette Parish OHSEP, exercise their plan as needed.
- Utilities may use all available manpower, equipment, and material to carry out their task, including those of other departments as approved by the Mayor-President.
- The Mayor-President is responsible for the overall recovery of Lafayette Parish and shall receive updates from utility companies for restoration plans and coordinate additional resources as required ensure the quickest and safest recovery.
- Utility providers will send a representative to the Emergency Operation Center (EOC) to coordinate the response and recovery to major emergencies.
- The Mayor-President may direct the OHSEP Director or other authority to acquire personnel and equipment needed to restore services to the affected public.

#### By Phases of Emergency Management

<p><b>Mitigation</b></p> 	<ul style="list-style-type: none"> <li>• The design of utility systems will offer basic protection from disaster related events. LUS reinvests in their systems and provides redundancy within the system.</li> <li>• Identify potential emergency energy issues and collaborate to develop or recommend hazard mitigation plans, protocols, procedures, projects and/ or policies to prevent or mitigate their effects.</li> <li>• Proper maintenance of utility right of ways helps prevent effects of disasters.</li> <li>• Utility providers provide Public Information to residents with information on preparing their homes during disasters to assist in maintaining the integrity of utility systems.</li> </ul>
<p><b>Preparedness</b></p> 	<ul style="list-style-type: none"> <li>• All utilities develop and maintain internal agency operational plans and procedures.</li> <li>• Utilities participate in Parish emergency planning meetings.</li> <li>• Utility providers maintain mutual aid agreements with other electric utilities to ensure the quickest recovery during a disaster.</li> </ul>
<p><b>Response</b></p> 	<ul style="list-style-type: none"> <li>• If possible, protect the integrity of utility systems and coordinate activities with the EOC.</li> <li>• Analyze affected areas to determine operational priorities and emergency repair procedures with utility field personnel.</li> </ul>



	<ul style="list-style-type: none"> <li>• Monitor and coordinate the restoration of electric, water, wastewater and natural gas services to normal community functioning.</li> <li>• Coordinate with utilities on the provision of temporary, alternate, or interim sources of emergency fuel and power for impacted populations. Generators may be requested through GOHSEP.</li> </ul>
<b>Recovery</b> 	<ul style="list-style-type: none"> <li>• Begin the restoration of utilities in affected areas as soon as it is safe to do so.</li> <li>• Restoration will be prioritized with vital facilities receiving priority.</li> <li>• All efforts will be coordinated with the EOC.</li> </ul>

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Responsibilities

#### Lafayette Office of Homeland Security and Emergency Preparedness

- 48 hours prior to predicted incident, Lafayette Parish OHSEP Director will contact utility representatives to coordinate support activities, technical assistance and the coordination of additional personnel and equipment when required.
- 24 hours prior to predicted incident, Lafayette Parish OHSEP Director will conduct a conference call with all utility providers supplying services to Lafayette Parish.

#### Lafayette Utilities System (LUS)

- Provide for the planning, response and recovery to emergency events that may affect Lafayette Parish. Coordinate efforts before, during, and after with the Emergency Operation Center.
- Maintain Emergency Operations Plans, accounting for key personnel and their responsibilities and assignments.
- Maintain situational reporting to the EOC.
- Maintain detailed operational log.
- Assist Parish with damage assessment.
- Maintain all emergency equipment.
- Repair and restore essential services and utilities to vital facilities.

#### Telephone and Cellular Services

- Maintain Emergency Operations Plans, accounting for key personnel and their responsibilities and assignments.
- Maintain situational reporting to the EOC.
- Maintain detailed operational log.
- Assist Parish with damage assessment.
- Maintain all emergency equipment.
- Repair and restore essential services and utilities to vital facilities.

#### Cable and Internet Companies

- Maintain Emergency Operations Plans, accounting for key personnel and their responsibilities and assignments.



- Maintain situational reporting to the EOC.
- Maintain detailed operational log.
- Assist Parish with damage assessment.
- Maintain all emergency equipment.
- Repair and restore essential services and utilities to vital facilities.

### **Private and Municipal Natural Gas Services**

- Maintain Emergency Operations Plans, accounting for key personnel and their responsibilities and assignments.
- Maintain situational reporting to the EOC.
- Maintain detailed operational log.
- Assist Parish with damage assessment.
- Maintain all emergency equipment.
- Repair and restore essential services and utilities to vital facilities.

## **V. DIRECTION AND CONTROL**

- Representative(s) of public and private utilities operating from the EOC will coordinate the assignment of personnel and equipment. Representatives of all utilities will coordinate with the EOC in setting priorities for resources and activities in the field, when necessary.
- Private Utilities will maintain their own direction and control.

## **VI. CONTINUITY OF GOVERNMENT**

See Base Plan

## **VII. ADMINISTRATION AND LOGISTICS**

### **Administration**

- If resources are inadequate to the tasks assigned, the Lafayette Parish OHSEP Director will coordinate with ESF 12 Coordinator to seek additional resources from Mutual Aid throughout Region 4 and through WebEOC at GOHSEP.
- Every agency supporting and/or overseeing ESF 12 will maintain records of their operations, including cost records that can be used after the emergency to obtain reimbursement from State or Federal sources.
- The ESF-12 Coordinators, under the direction of the Lafayette Parish OHSEP Director, will have control of all response and recovery pertaining to the public and private energy sectors with the assistance of the chosen private sector liaison.

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

Lafayette Parish OHSEP Director will be responsible for maintaining and updating this plan with collaboration from public and private utilities within the Parish.

## **IX. AUTHORITIES AND REFERENCES**

See Base plan



## **X. APPENDICES**

**Appendix 1: Organizational Chart**

**Appendix 2: List of Utilities with 24 Hour contact information on file with OHSEP**

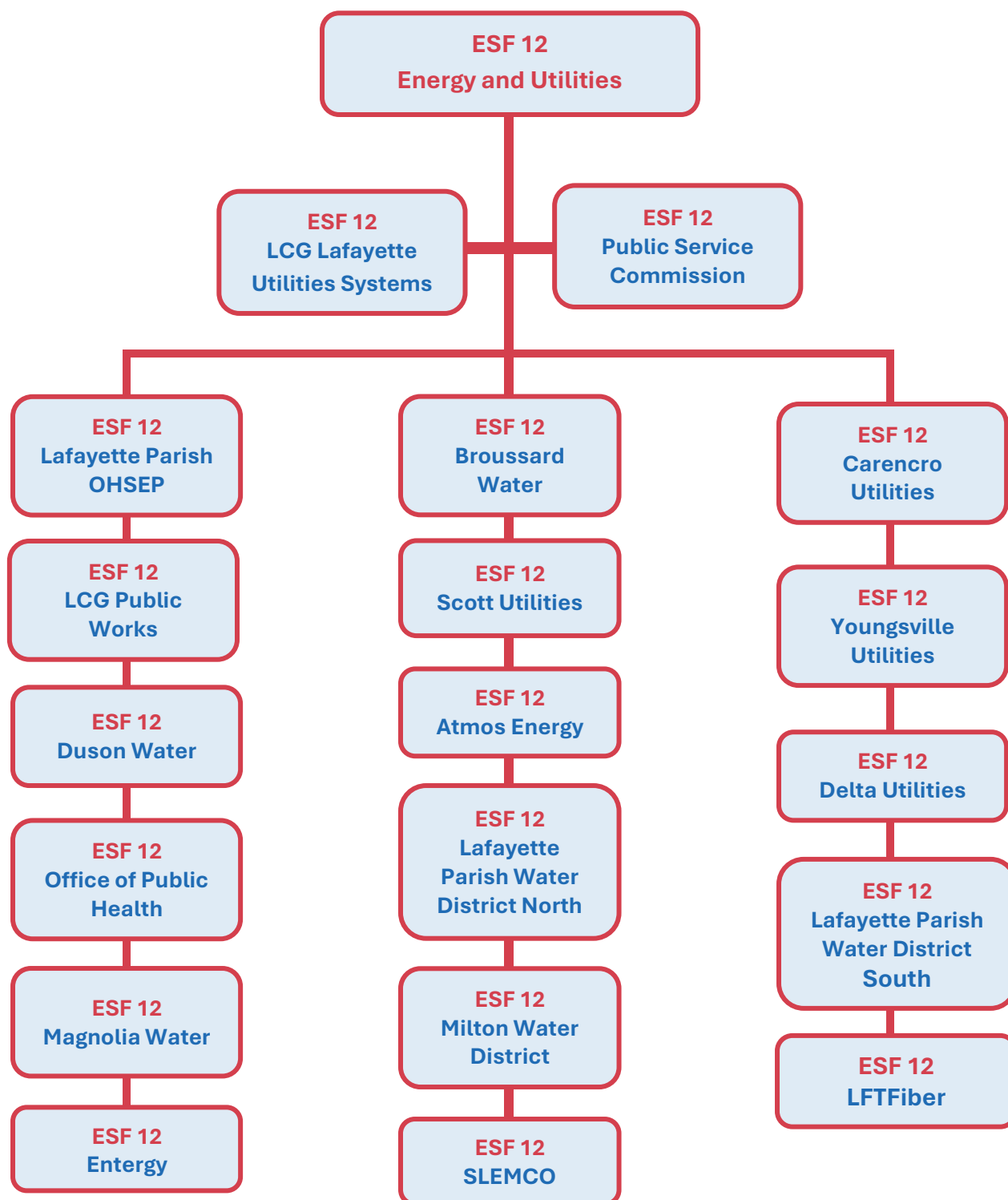
**Appendix 3: List of Priorities on file with OHSEP**

**High priority services- will maintain confidential. \*\*\***





Appendix 1  
Organizational Chart





## I. PURPOSE AND SCOPE

### Purpose

Emergency Support Function (ESF) 13 provides for the provision of law enforcement, public safety services and law enforcement's legal authority in an emergency or disaster. Services under this ESF include the identification and coordination of all available law enforcement personnel and equipment to maximize response efforts in emergency situations.

#### Parish Departments

Lafayette Parish Office of Homeland Security and Emergency Preparedness  
Lafayette Parish Sheriff's Office  
Lafayette Police Department  
Lafayette Parish District Attorney's Office  
LCG Legal Counsel

#### Agency Partners

Municipal Law Enforcement Departments  
University of Louisiana at Lafayette Police Department  
Lafayette City Marshal

#### State and Federal Partners

Louisiana Governor's Office of Homeland Security and Emergency Management (GOHSEP)  
Louisiana State Police (LSP)  
Louisiana Department of Wildlife and Fisheries (LDWF)  
Louisiana National Guard (LANG)

## II. SITUATION AND ASSUMPTIONS

### Situation:

- 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.
- There is a standing mutual aid agreement for all parish Law Enforcement Offices.
- There is a standing mutual aid agreement between members of the Louisiana Sheriff's Association and the members of the Louisiana Association of Chiefs of Police Chief's.
- As established by Louisiana State Law, the Sheriff is the chief law enforcement officer for the Parish.

### Assumptions:

- Local law enforcement personnel within the Parish of Lafayette will generally be able to provide adequate police control directly or through existing mutual aid agreements.
- In the event that 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 GOHSEP, Louisiana National Guard, Fire Chiefs Association, Sheriff Association, Chiefs of Police Association, and other state agencies.

- 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

#### General

- The Lafayette Parish Sheriff's Office and Lafayette Police Department will provide support for the Emergency Operation Center (EOC) and will provide staff to support its operations, to include personnel to manage law enforcement resources and direct law enforcement operations. Municipal Law Enforcement Agencies will be responsible for law enforcement activities within their jurisdictions and upon mutual aid requests.
- Coordination among law enforcement agencies will ensure security for vacated hazard areas, essential industries, prisoners, evacuating populations and congregate care facilities and will establish roadblocks, check points, traffic control points and parking areas within reception areas.
- 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.
- Law enforcement agencies will have responsibility for warning the public, access control in and near an evacuated area and in other areas of emergency or disaster operations.
- 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.
- 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.



By Phases of Emergency Management

<p><b>Mitigation</b></p> 	<ul style="list-style-type: none"> <li>• Exercise plan and update as needed.</li> <li>• 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.</li> <li>• 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.</li> <li>• Through neighborhood watch and other programs, law enforcement agencies encourage the support of residents in preventing crime and other emergency situations.</li> </ul>
<p><b>Preparedness</b></p> 	<ul style="list-style-type: none"> <li>• Lafayette Parish law enforcement preparedness begins with this plan.</li> <li>• Training is the primary means in which local law enforcement agencies maintain a high degree of readiness.</li> <li>• 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.</li> <li>• Each law enforcement agency has established response area(s). This shall establish borders to assist in disseminating warnings to the public.</li> <li>• Development of communications systems.</li> </ul>
<p><b>Response</b></p> 	<ul style="list-style-type: none"> <li>• Maintain law and order and coordination of all law enforcement activities in the parish.</li> <li>• Provide mobile units for warning operations (see Warning annex)</li> <li>• Security for key facilities, points of distribution, reception centers, lodging and feeding facilities, emergency shelters, and parish pick up points.</li> <li>• Support for other public safety activities.</li> <li>• Provide resources including air and marine units as available for operations. Responding to hazardous materials incidents.</li> <li>• Relocation and housing of prisoners during any emergency.</li> <li>• Assisting in alerting and evacuating people in and around the designated emergency zone or risk area.</li> <li>• Patrol of evacuated areas, and protection of public and private property in the affected areas.</li> <li>• Provide traffic and crowd control.</li> <li>• Control ingress and egress into disaster area.</li> </ul>



### Recovery



- Local law enforcement recovery duties shall be essentially the same as the response phase.
- Assist in damage assessment.

### Execution

- When the EOC is activated, the OHSEP Director will ensure that a law enforcement representative from Lafayette Police Department and Lafayette Sheriff's Office is present in the EOC to coordinate field operations with other EOC representatives/agencies.
- Overall law enforcement responsibilities are outlined above.
- 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

### Reference Part IV, Base Plan

### 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.

### Responsibilities

#### Office of Homeland Security and Emergency Management

- Coordinate with Parish Law Enforcement Agencies during emergency operations.

#### Lafayette Parish Sheriff's Office

- Coordinate all law enforcement activities in the parish.
- Maintain law and order.
- Provide mobile units for warning operations (See Warning Annex).
- Security for vital facilities, points of distribution, reception/staging areas, lodging and feeding facilities, emergency shelters, and parish pick up points.
- Traffic control and management.
- Crowd control.
- Support for other public safety activities.
- Provide air and marine units as available for other operations.
- Staff the EOC Communications Center on a 24-hour basis.
- Transfer and relocation of prisoners in case jail facilities cannot be used.
- Control and limit access to the scene of a disaster.



- Support Search and Rescue (SAR) operations.

### **Lafayette Police Department**

- Coordinate all law enforcement Activities in the Parish.
- Maintain law and order.
- Provide mobile units for warning operations.
- Security for vital facilities, points of distribution, reception/staging areas, lodging and feeding facility, emergency shelters, and parish pick up points.
- Traffic control and management.
- Crowd control.
- Controlling and limiting access to the scene of a disaster.
- Support Search and Rescue (SAR) operations.
- Support for other public support agencies.

### **Municipal Police Departments**

- Coordinate all law enforcement Activities in the Parish.
- Maintain law and order.
- Provide mobile units for warning operations.
- Security for vital facilities, points of distribution, reception/staging areas, lodging and feeding facility, emergency shelters, and parish pick up points.
- Traffic control and management.
- Crowd control.
- Controlling and limiting access to the scene of a disaster.
- Support Search and Rescue (SAR) operations.

### **Louisiana State Police**

- Provide traffic control on state roads.
- Perform normal law enforcement activities.
- Provide support to local operations as needed.

### **University of Louisiana Lafayette Police Department**

- Perform normal law enforcement activities on campus.
- Request support from other law enforcement within the parish to assist law enforcement operations on campus as needed.

### **Louisiana Department of Wildlife and Fisheries**

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

### **Louisiana National Guard**

- Provide support for local operations when authorized.



### LCG Public Works

- Responsible for positioning traffic control devices (barricades, signs, etc.) in accordance with Law Enforcement instructions.

## V. DIRECTION AND CONTROL

- 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. The Incident Command System (ICS) will be established at the onset of any emergency and will be conducted in accordance with the National Incident Management System (NIMS). Routine operations will be handled by standard procedures. State and federal support will be called upon as needed.
- 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 law enforcement head will be according to the Standard Operating Procedures established by each agency.

## VII. ADMINISTRATION AND LOGISTICS

### Emergency Authority

- See Base Plan, Paragraph VIII

### Logistics

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

### Record Keeping and Reporting

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

### Communications

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



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

- The Lafayette Parish Office of Homeland Security and Emergency Preparedness has the responsibility for coordinating revision of this annex.
- All law enforcement agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.
- 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**

See Base Plan, Section IX

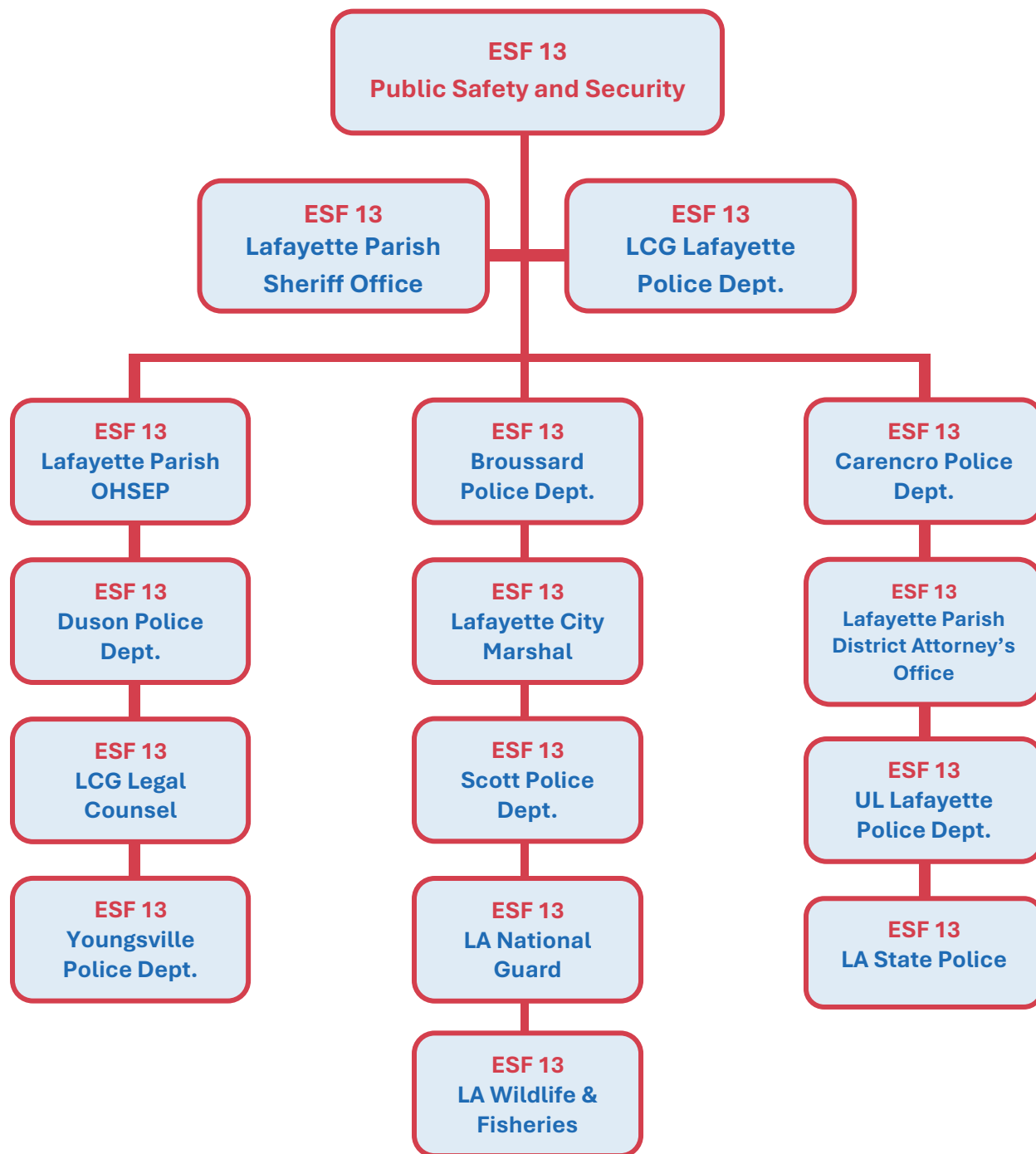
## **X. APPENDICES**

**Appendix 1: Law Enforcement Organizational Chart**





Appendix 1  
Law Enforcement  
Organizational Chart





## I. PURPOSE AND SCOPE

### Purpose

ESF-14 is concerned with long-term policies and programs for community recovery, mitigation, and economic stabilization. This ESF provides for the recovery of the Parish from the long-term impacts and consequences of emergencies and disasters. The ESF addresses assessment and reporting of damage to public and private property resulting from a disaster/emergency. It focuses on the stabilization of the Parish and local economies, as well as measures taken to reduce or eliminate risk from future emergencies and disasters.

#### Parish Departments

Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP)

LCG Community Development and Planning

LCG Finance and Management

#### Agency Partners

Acadiana Volunteer Organizations Active in Disaster (Acadiana VOAD)

American Red Cross

Lafayette Economic Development Authority

#### State and Federal Partners

Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)

Federal Emergency Management Agency (FEMA)

## II. SITUATION AND ASSUMPTIONS

### Situation:

- 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.
- 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.
- The primary agency for damage assessment will be the Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP) with assistance from other agencies.
- The Lafayette OHSEP Director will designate a Damage Assessment Officer at the on-set of any disaster. The current Damage Assessment Officer is the Certified Building Official from the LCG Planning Division.



- Recovery activities may continue after the EOC has closed requiring recovery operations to be conducted from an alternate location.

### Assumptions:

- Fast and accurate damage assessment is vital to effective disaster response.
- Pre-arranged teams of local resource personnel will assess damage.
- If promptly implemented, this plan can expedite relief and assistance for those adversely affected.
- Depending on the type and scope of the incident, Federal resources and/or funds may be available for public and/or private (individual and businesses) assistance.
- If a Presidential Disaster Declaration has been made, the State of Louisiana will form a Joint Field Office (JFO).

## III. CONCEPT OF OPERATIONS

### General

- The ultimate responsibility of damage assessment lies with the local governing authority. The Lafayette Parish OHSEP 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 Lafayette Parish OHSEP Director, acting on behalf of Lafayette Parish, will submit the needed report to the GOHSEP. Damage assessment will be conducted by qualified, trained local teams lead by the Certified Building Official from the LCG Planning Division.

### By Phases of Emergency Management

<p><b>Mitigation</b></p>	<ul style="list-style-type: none"> <li>Identify resources that will provide information on homeowner's property.</li> <li>Ensure that all inspectors are aware of the conditions surrounding the property prior to performing damage assessment in order to avoid further damage.</li> <li>Develop a damage assessment training program that will provide a team of trained personnel.</li> <li>Designate a Damage Assessment Officer.</li> <li>Develop and maintain a public awareness program that highlights building codes, ordinances and the Flood Insurance Program.</li> <li>Ensure the Hazard Mitigation Plan is maintained and updated.</li> </ul>
<p><b>Preparedness</b></p>	<ul style="list-style-type: none"> <li>Identify resources to support and assist with damage assessment activities.</li> <li>Review procedures for damage reporting and accounting.</li> <li>List all critical facilities and all parish buildings requiring priority assessment.</li> </ul>
<p><b>Response</b></p>	<ul style="list-style-type: none"> <li>Lafayette Parish OHSEP Director will activate the damage assessment staff in the Emergency Operation Center.</li> <li>All agencies will begin collection of data and record keeping at onset of the event.</li> <li>Assign Disaster Assessment Teams who collect information to determine immediate and long-term needs.</li> <li>Document all emergency work performed by local resources, including appropriate photographs and videos.</li> </ul>



	<ul style="list-style-type: none"> <li>• Compile damage reports for appropriate response/resource agencies.</li> <li>• Inform officials of damaged/hazardous facilities, bridges, roads etc.</li> <li>• Submit all resource requests to GOHSEP through WebEOC.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Mayor-President and OHSEP Director along with parish and municipal administrators will conduct an assessment of damage and devise a strategy for recovery.</li> <li>• Continue damage assessment surveys and advise on priority repairs and unsafe structures.</li> <li>• Monitor restoration activities.</li> <li>• Prepare documentation for submission to state and federal government.</li> <li>• Review building codes and land use regulations for possible improvements.</li> <li>• Appoint an authorized agent to represent Lafayette Parish.</li> </ul>

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

### **Organization**

### **Responsibilities**

#### **Office of Homeland Security and Emergency Preparedness**

- Responsible for the overall direction and control of damage assessment for the parish.
- Assemble a team for developing a damage assessment plan.
- Appoint a Damage Assessment Officer (Certified Building Official).
- Develop public information and education programs.
- Maintain accurate records of funds, materials, and man-hours expended as a direct result of the disaster.
- Be prepared to receive, record and consolidate all damage reports made by private citizens within the parish.

#### **Damage Assessment Officer**

- Will locate in the Emergency Operation Center and direct damage assessment operations. Will be responsible to the Office of Homeland Security and Emergency Preparedness Director or his/her designee for the operation of the teams, collection of data, and reporting.
- Coordinate damage assessment activities with the public works/utilities, private utility functions, and LCG Finance in the recovery phase.
- Assist the Lafayette Parish OHSEP Director and other recovery operations in establishing a sequence of repairs and priorities for restoration of affected area.
- Coordinate disaster teams conducting field surveys.
- Maintain sufficient quantities of needed forms for damage assessment teams and other departments/agencies assisting with assessments/recovery operations.
- 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.
- Collect, report and maintain estimates of expenditures and obligations as required.



- Correlate and consolidate all expenditures and damage assessment for submission to GOHSEP.
- 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.
- 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.
- Conduct damage assessment training programs.
- Maintain a list of critical facilities (public buildings, streets, highways, bridges, etc.) requiring priority repairs, if damaged.

### 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:
  - American Red Cross – Responsible for the needs of the people and the reporting thereof.
  - Utility Companies – Responsible for restoration of utilities and reporting thereof.
  - Parish Assessor's Office – Responsible for a system to determine the dollar amount of the losses.
  - Contractors – Responsible for the reporting of buildings damaged.
  - Real Estate Agents – Responsible for the reporting of buildings damaged.
  - Insurance Agents – Responsible for the reporting of insured persons and property.
  - Parish Public Works Departments – Responsible for the reporting of damaged government buildings, streets, highways, bridges, etc.
  - Municipal Maintenance Departments – Responsible for the reporting of damaged city buildings, streets, etc.
  - Code Enforcement – Responsible for inspection and reporting of damaged buildings.
  - GOHSEP- Damage Assessment Team utilize Survey 123 to track damages in the aftermath of significant disasters including hurricanes, tornadoes, floods, wildfires, and winter weather.
  - GOHSEP - Gives the residents and businesses of Lafayette Parish ability to self-report damages in the aftermath of significant disasters including hurricanes, tornadoes, floods, wildfires, and winter weather through Damage.La.Gov.

### Local Government Agencies and Municipalities

- Provide damage assessment of public and private facilities and property within the political subdivision. City-Parish resources will be provided if assistance is required.
- Maintain all records and reports of materials, man-hours, and funds expended as pertains to the response and recovery from the disaster.
- 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 Lafayette Parish OHSEP Director 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 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 base plan, section VI.

## VII. ADMINISTRATION AND LOGISTICS

### Reference Paragraph VII, Base Plan

### 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.

### 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.

### Record Keeping and Reporting

- 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.
- Each agency will maintain records and reports including expenditure reports, detailing operations and activities during the emergency or disaster within their respective jurisdictions.
- Responsibility for submitting reports to FEMA for reimbursement is the responsibility of each agency and shall be made in the manner as required by LCG, GOHSEP, Lafayette Parish OHSEP and FEMA.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

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



## IX. AUTHORITIES AND REFERENCES

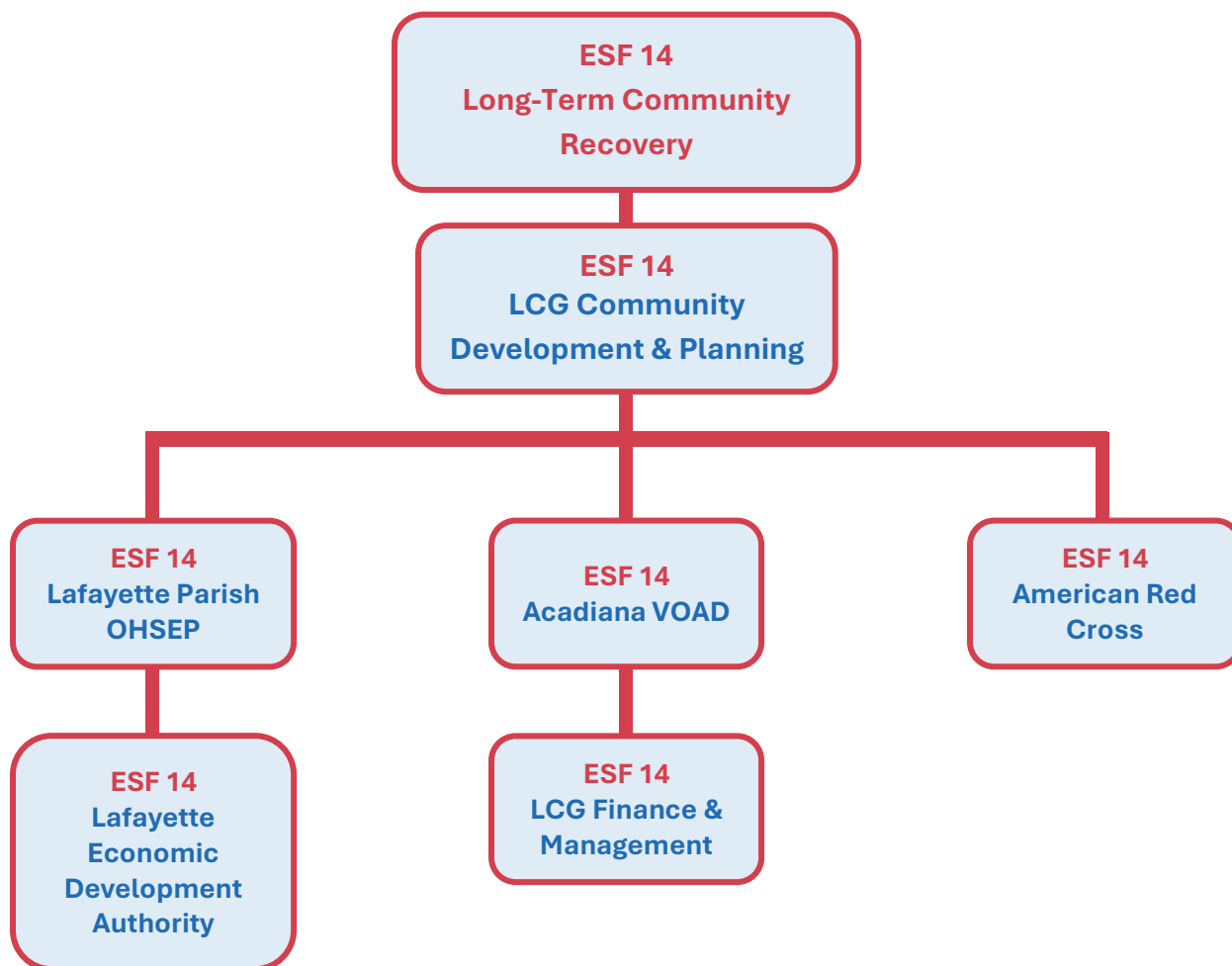
See Base Plan.

## X. APPENDICES

### Appendix 1: Organizational Chart



**APPENDIX 1**  
**Organizational Chart**







## I. PURPOSE AND SCOPE

### Purpose

It is the purpose of Emergency Support Function (ESF) 15 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.

#### Parish Departments

Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP)  
LCG Communications and Media

#### Agency Partners

Lafayette Parish PIO Communications Group (includes each municipality, Sheriff's Office, Schools, Universities, Community Colleges, and LCG department PIOs)

#### State and Federal Partners

Governor's Office of Homeland Security and Emergency Preparedness  
Louisiana State Police Troop I PIO  
Federal Bureau of Investigation (FBI) PIO

## II. SITUATION AND ASSUMPTIONS

### Situation

- It is the general public's perception that the news media collectively is the principal source of their emergency information. Recently social media has become a frequently used platform for information. Therefore, it is essential that procedures be clearly established to serve this purpose. It is the responsibility of the Public Information Officer, under the supervision of the Lafayette OHSEP Director, to provide the media with accurate and up-to-date information. In this annex, the term "Media" will refer to both news media and social media.
- 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.
- 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 media.
- All types of public information and messaging should be designed to reach all residents.

### Assumptions

- Procedures for the dissemination of emergency information will be pre-determined through meetings with the management and directors of the affected organizations.
- Review of procedures will be conducted on a regular basis with the working media due to high turnover rates in the field. Making the media an integral part of the Emergency Operations Plan and procedures is also an on-going project.
- 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

#### General

Emergency information efforts before, during and after specific events will focus on the particular situation and not deviate or include information that is not pertinent. Where possible, emergency information will begin with as much educational background as time and the event will permit. Otherwise, the information given will be of an instructional and operational nature on such things as warnings, evacuation, and shelter precautions.

During crisis periods, the public needs and wants to know detailed information, and every effort will be made to keep them informed of the general progress of events. Rumor control will be addressed in this plan and every possible effort to report positive information regarding emergency response will be made to maintain confidence in the government and reassure citizens that the situation is under control. The use of public feedback, where possible, will be used to measure the effectiveness of the program.

All educational procedures are aimed at increasing the public's awareness of potential hazards they can or will encounter and the possible means of dealing with them. Dissemination of this vital information relies heavily on the cooperation of the commercial media and local efforts of Lafayette Parish OHSEP. The Public Information Officer (PIO) shall implement a procedure to ensure authenticity of all sources.

#### By Phases of Emergency Management

<p><b>Mitigation</b></p> 	<ul style="list-style-type: none"> <li>• Develop a public information procedure with local media to include both pre-storm and post-storm information.</li> <li>• Identify pre-determined areas of concern to address in messaging such as evacuation, sheltering, sandbagging etc.</li> <li>• Utilize trained staff personnel for the development and production of hazard awareness initiatives within the community (schools, civic groups).</li> <li>• Maintain active communications with the media in all phases of emergency preparedness in education, instructions and action plans.</li> <li>• Develop the local Emergency Alerting System and exercise it regularly. Develop written procedures for the activation of the Emergency Alerting System.</li> <li>• Identify a resource person(s) to assist in communicating with non-English speakers and hearing-impaired individuals during an emergency. Maintain a resource list in the Emergency Operation Center.</li> </ul>
<p><b>Preparedness</b></p> 	<ul style="list-style-type: none"> <li>• Develop a mutually agreed upon public educational information for consideration of all hazards and with particular emphasis on seasonal hazards such as severe weather, tornadoes, or flooding.</li> <li>• Prepare as needed, all pertinent operational and procedural changes as they are developed and distribute to local officials and media.</li> </ul>
<p><b>Response</b></p> 	<ul style="list-style-type: none"> <li>• Distribute press releases and emergency information.</li> <li>• Coordinate rumor control through aggressive public relations activities.</li> <li>• On a regular basis, schedule news conferences.</li> </ul>



### Recovery



- Continue emergency public information efforts.
- Assess effectiveness of information and education materials.
- Compile a chronological record of events.

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

The Lafayette Parish Office of Homeland Security and Emergency Preparedness Director will coordinate with the Public Information Officer who will be the official representative to the media in an emergency. The Public Information Officer will be located in the Emergency Operations Center.

The Public Information Officer will function as a member of the Emergency Operations Center Staff in coordination with the Office of Homeland Security and Emergency Preparedness Director.

### Responsibilities

#### Office of Homeland Security and Emergency Preparedness

- Coordinate with the Public Information Officer as the authorized spokesperson in an emergency.
- Facilitate access to Emergency Support Functions to enhance information sharing.

#### Public Information Officer

- Maintain current list of all media sources for releases.
- Activate and operate the Joint Information Center (JIC).
- Gather and coordinate all matters pertaining to emergency public-related information and education with the Lafayette Parish OHSEP Director and Mayor-President.
- Coordinate disaster information with local officials, other local and state agencies, and all City-Parish departments.
- Establish procedures for the flow of emergency information and distribution of educational materials using all media sources available (newspaper, radio, television, social media) and the use of Emergency Alerting System.
- Disseminate appropriate all-hazard pre-planned emergency educational materials, as lead-time permits, that can be used as preparatory guidance for the public.
- Receive and compile for dissemination to the media authoritative information that has been authenticated through all possible sources and reviewed and cleared for release by the Mayor-President and the Lafayette Parish OHSEP Director.
- Coordinate with key information stakeholders, including but not limited to: VOADs, the National Weather Service, support agencies such as the Sheriff's Office, and the media, etc., and monitor news releases for accuracy or appoint an individual to do the same.
- Keep the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) informed on local releases.
- Have telephone numbers periodically publicized for ready use of the public to obtain emergency information.



- Maintain a chronological record of the key decisions and publicly released information throughout the event.
- Address the communication needs of citizens who may need additional accommodations such as the blind, deaf, elderly, medically vulnerable and non-English speakers.

### **Local Media Outlets**

- Designate a representative(s) to work with the Public Information Officer to review and become familiar with the emergency operations plan for Lafayette Parish.
- Cooperate in coverage of critical public information that address all types of hazards.
- Assist parish officials and the Public Information Officer in verifying field reports for accuracy and mitigating the publication of misinformation.

## **V. DIRECTION AND CONTROL**

### **General**

The Mayor-President appoints a Public Information Officer who will coordinate with the Director of the Lafayette Parish Office of Homeland Security and Emergency Preparedness to disseminate information related to emergencies and all hazard events.

### **Public Information Programs**

Lafayette Parish exercises plans and procedures yearly, as a part of this effort, local media are 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 Base Plan.

## **VII. ADMINISTRATION AND LOGISTICS**

### **Media**

See Appendix 1, list of media involved in dissemination of information.

### **Digital Assets and Publications**

Digital assets and publications dealing with various aspects of emergency preparedness are available through the Lafayette Consolidated Government Website and its social media platforms, the GOHSEP, or the Federal Emergency Management Agency (FEMA).

### **Records and Reports**

The Lafayette Parish OHSEP 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.

### **Needs and Deficiencies**

Necessary equipment, supplies, services and needed communication systems to support the public information response will be reviewed and included in the appropriated budget.



### Record Keeping and Reporting

- Responsibility for submitting local government reports to the GOHSEP rests with the Lafayette Parish Office of Homeland Security and Emergency Preparedness.
- Each agency will maintain records and reports including expenditure reports, detailing operations and activities during the emergency or disaster within their respective jurisdictions.
- Responsibility for submitting reports to FEMA for reimbursement is the responsibility of each agency and shall be made in the manner as required by Lafayette Parish OHSEP, LCG, GOHSEP, and FEMA.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

The LCG Chief Communications Officer 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 Base Plan.

## X. APPENDICES

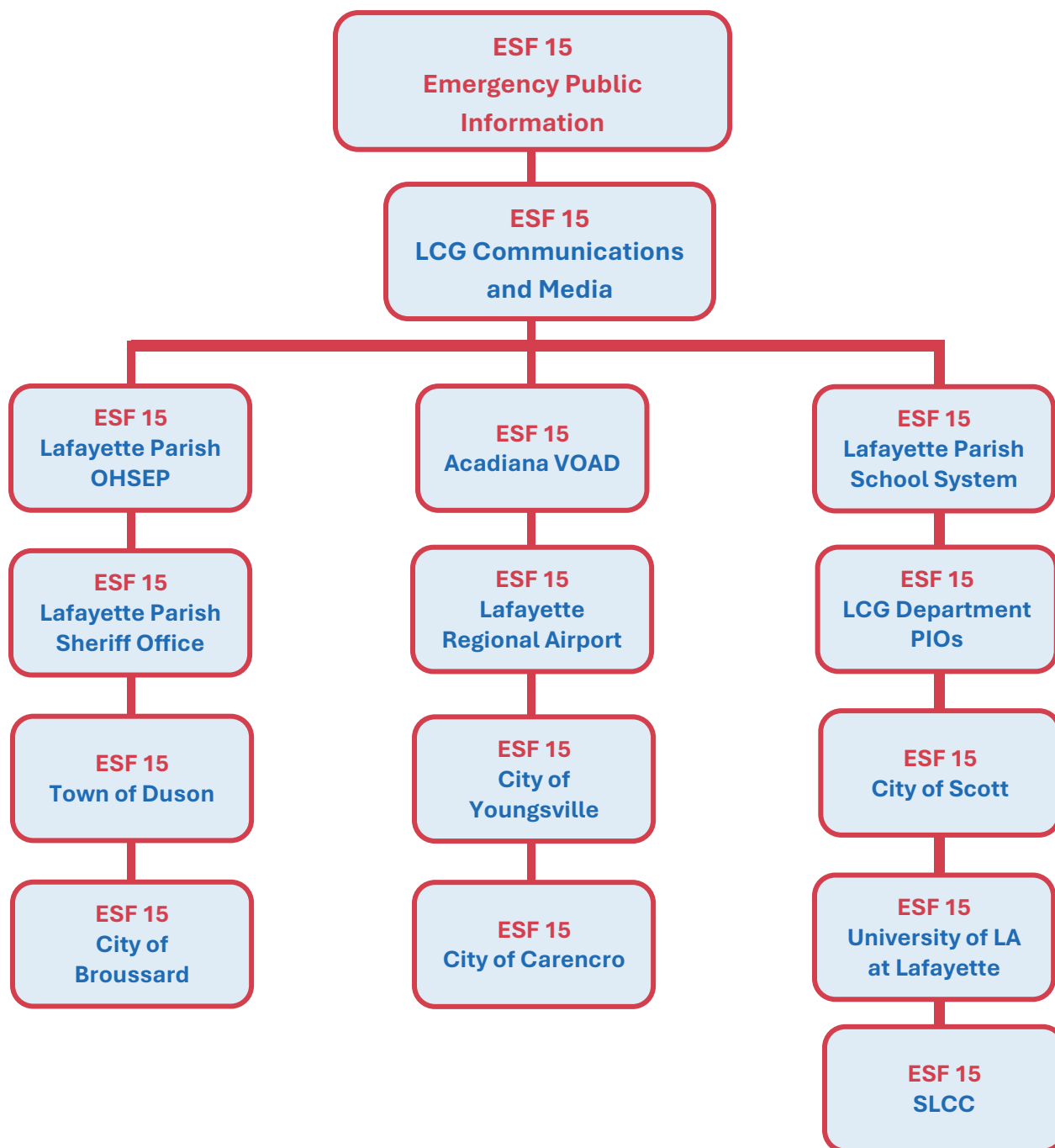
**Appendix 1: Organizational Chart**

**Appendix 2: List of Media**

**Appendix 3: Emergency Alerting Systems**



Appendix 1  
Organizational Chart





**Appendix 2  
List of Media**

**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

3. KLFY Channel 10 (CBS)  
Telephone: (337) 981-4823



Fax: (337) 981-6533

4. Cox Communications  
Telephone: (337) 232-6323  
Fax: (337) 234-8376

### **Media available from outside Lafayette Parish**

#### **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





**Appendix 3  
Emergency Alerting Systems**

- Regroup – LafayetteNOW system
  - Subscribers:
    - Text
    - Phone Call
    - Email
  - IPAWS:
    - WEA Text Alert
- RAVE – GOHSEP System
  - IPAWS:
    - WEA Text Alert

### I. PURPOSE AND SCOPE

#### **Purpose**

This Annex details responsibilities for the managed response to a chemical, biological, radiological, nuclear, explosive (CBRNE) emergency and can be used in conjunction with other plans designed for the safety and protection of the population.

Intentional attacks using weaponized or nonweaponized chemical, biological, radiological, and nuclear materials can cause great harm and pose significant threats. Weaponized materials can be delivered by using conventional bombs, improvised explosive materials, enhanced blast weapons, and even non-explosive dispersion devices (including canisters and envelopes).

Non-weaponized chemical materials are typically categorized as “hazardous materials” (HAZMAT). Releases may require extended clean-up efforts and/or law enforcement investigations, and they may therefore result in residents being unable to be in their homes for long periods of time.

#### **Parish Departments**

Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP)

Lafayette Parish Fire Districts

Lafayette Parish Sheriff's Office

Municipal Police Departments

#### **State and Federal Partners**

Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)

Louisiana State Police (LSP)

Louisiana National Guard

#### **Chemical**

A chemical emergency occurs when a hazardous chemical has been released and has the potential for harming people's health. Chemical releases can be unintentional, as in the case of an industrial accident, or intentional, as in the case of a terrorist attack.

Chemical Warfare Agents have been developed by military organizations for use in warfare. Examples are nerve agents such as Sarin and VX, mustards such as sulfur mustards and nitrogen mustards as well as choking agents such as phosgene. It might be possible for terrorists to obtain these chemical warfare agents and use them to harm people.

Chemicals other than chemical warfare agents that have harmful effects on humans are referred to as toxic industrial chemicals (TICs) or toxic industrial materials (TIMs). These are chemicals such as chlorine, ammonia and benzene, among many others. Many items found in the home such as cleaning products fall into this category. Whether intentional or accidental, these products can have a harmful or deadly effect on humans.

### Biological

Biological agents are naturally occurring organisms such as bacteria, viruses or fungi that could affect human health in a variety of ways from mild reactions to death. Some of these organisms have been weaponized on an industrial level such as Anthrax. However, incidents can be caused organically(naturally) or weaponized at a very basic level. Biological incidents may include potential releases of material that pose an actual or perceived hazard to public health, safety, national security, and/or the environment. There are more than 1,200 different kinds of biological agents, some of which can be used as biological weapons. This annex covers two types of biological emergencies – unintentional or unplanned biological agent releases, and intentional biological agent releases.

A biological attack may or may not be immediately obvious. Due to the nature of biological agents, a biological attack can be carried out long before anyone may be aware that one has occurred. Most biological agents used in an attack are odorless and colorless and could be emitted with little notice and be difficult to track.

### Radiological

Radiation is always present in our environment, yet our everyday exposure to minute amounts of radiation from natural and man-made sources is not cause for alarm. However, the effects caused by excessive, acute amounts of radiation may be a significant public health and safety concern. As a result, there is a need to prepare for events involving extreme exposure to radiation sources. Radiation refers to ionizing or nuclear radiation which cannot be visibly seen, smelled, heard, or detected by human means. Radiation can only be detected with special instruments which differentiate radiological emergencies from other types of emergencies such as earthquakes and floods.

This annex covers two types of radiological emergencies: (1) unintentional or unplanned radiological materials releases (RMRs) and (2) intentional radiological releases. Unintentional radiological releases include incidents such as radiological transportation accidents, nuclear power accidents, and “fixed facility” accidents. Intentional radiological releases include events of nuclear terrorism by means of radiological dispersal devices (RDDs) or exposure devices (REDs).

### Nuclear

A nuclear blast, produced by explosion of a nuclear detonation, involves the joining of atoms (fusion) or the splitting of atoms (fission) to produce an intense pulse or wave of heat, light, air pressure, and radiation. A nuclear detonation produces an explosion far surpassing that of any conventional explosive. This event would be catastrophic and would involve local, state and federal response.

### Scope

This annex addresses CBRNE plans and procedures to save lives, prevent injury, and protect property. During CBRNE incidents, the local population are vulnerable to exposure and potential harm depending on the nature of the release/attack.

## II. SITUATION AND ASSUMPTIONS

### Situation:

- Lafayette Parish is susceptible to CBRNE incidents either accidental or purposeful (terrorist or criminal acts).
- Attacks could range from very small such as a peacetime radiological accident with minimal radiation contamination to extremely large as in the case of a nuclear attack which could affect the entire parish.
- CBRNE incidents can create a situation where residents will need to shelter in place or evacuate.
- CBRNE incidents can potentially overwhelm first responders and medical facilities.
  - Mass decontamination
  - Large number of affected patients
  - Large number of self-presenting patients at Emergency Rooms with psychosomatic symptoms.
- Highly trained HAZMAT personnel are essential to quick resolution of the incident.

### Assumptions:

- Qualified HAZMAT personnel are on duty or on call 24/7.
- HAZMAT detection equipment is serviceable, functional and available.

## III. CONCEPT OF OPERATIONS




### General

Lafayette Parish is home to a variety of industry and businesses associated with the chemical and petrochemical industries. Additionally, the parish is dissected by Interstate 10 with an extremely high volume of trucks carrying hazardous chemicals. The parish is also home to the University of Louisiana at Lafayette which is a national research institution. These features are of great value to the parish and community but also provide a threat for CBRNE accidents or potential terrorist threats.


The Northwest corner of Lafayette Parish is within the fifty-mile Emergency Planning Zone (EPZ) of the River Bend Nuclear Power Plant located in St Francisville, LA. In the event of an emergency at the power plant, the Lafayette Parish Office Homeland Security and Emergency Preparedness Emergency Operations Plan will be put into effect.

It is important to provide an effective CBRNE monitoring and reporting system within the parish with the ability to provide this capability under either a wartime or peacetime situation (accident vs attack). A vital part of recovery is the decontamination program which could range a few victims to a very large mass decontamination scenario. The Parish has a robust HAZMAT program that is equipped and prepared for a CBRNE threat.

### By Phases of Emergency Management

<p><b>Mitigation</b></p> 	<ul style="list-style-type: none"> <li>• While the number of transportation lines that transport potentially dangerous materials is vast, the major transportation routes that these companies use have been identified. Industrial sites that manufacture, store, or use potentially dangerous materials have been identified.</li> <li>• Maintain detection and monitoring equipment.</li> <li>• Select and train a CBRNE officer and staff.</li> <li>• Maintain a CBRNE Defense Program.</li> </ul>
<p><b>Preparedness</b></p> 	<ul style="list-style-type: none"> <li>• Emergency Response Plans have been written and tested by government and industry in the Parish.</li> <li>• Emergency Response Personnel will be trained in the identification of CBRNE materials, use of detection equipment and the use of reference material through their agencies.</li> <li>• Evacuation routes and procedures will be identified, tested, and publicized for the general public.</li> <li>• Maintenance will be performed on CBRNE equipment regularly to ensure it is functional.</li> <li>• CBRNE personnel will conduct equipment training on a regular basis to ensure responders are proficient.</li> <li>• Training events and exercises will occur on an annual basis.</li> </ul>
<p><b>Response</b></p> 	<ul style="list-style-type: none"> <li>• Upon the report of a CBRNE accident or incident, the respective local 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. The Fire Department and the dispatch center will notify Lafayette OHSEP upon dispatch.</li> <li>• The first arriving unit on the scene will survey or size-up the situation to determine if a disaster or potential disaster exists. Should either situation exist, the Lafayette Parish Fire Department HAZMAT will be requested immediately. Control of the situation and incident command will be assumed by the initial responding fire department officer until relieved by a Chief officer, who will:             <ul style="list-style-type: none"> <li>○ Identify the CBRNE hazard involved.</li> <li>○ Conduct appropriate firefighting and rescue response, as the situation permits. If fire does not exist, but there is danger for ignition, extinguish all ignition sources in the hazardous area.</li> <li>○ Immediately establish a Forward Unified Command Post at the location of his discretion.</li> <li>○ Determine if evacuation is necessary. If so, initiate evacuation procedures immediately. Determine the area to be cleared of the general populace to ensure their safety as well as the safety of those members of the emergency services involved in the hazardous material operation.</li> <li>○ Follow standard operating guidelines of the national incident management system and unified command system.</li> </ul> </li> </ul>

- Initiate other measures which may be required for the specific situation at hand.
- The area to be evacuated can be determined through:
  - Information given in the publication of the Office of Hazardous Material, U.S. Department of Transportation, titled, "**EMERGENCY RESPONSE GUIDEBOOK FOR HAZARDOUS MATERIALS**" (ERG).
  - Information from any printed document of the carrier, such as Waybill or Bill of Lading.
  - Information on the label of the containers (placards).
  - **Advice from CHEMTREC (1-800-424-9300)** or other such agencies whose purpose is to supply such information.
  - Information or advice from an official representative of the shipper, manufacturer, or user (consignee).
  - Information contained in the NFPA publication "HAZARDOUS MATERIALS."
- 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 probable --- then the following shall be carried out:
  - Notify the law enforcement agency that will evacuate the populace, establish traffic control, secure the area from unauthorized entry, and protect from looting.
  - Notify Homeland Security and Emergency Preparedness who will activate the Emergency Operation Center, dispatch equipment and personnel to the scene to assist, notify the appropriate Red Cross representative to shelter and care for evacuees, have emergency declared if necessary, supply weather information, assist with transportation, coordinate Parish Departments required for support activity, and establish contact with mass news media to keep public informed, giving correct information and instructions frequently to keep panic under control.
  - Notify designated fire department personnel.
  - Establish a Unified Command at a safe location.
  - The Command Post will issue Press Releases and Statements relative to the incident at hand through the EOC.
- Law enforcement
  - Will provide traffic and crowd control at the scene as requested by the Incident Commander (IC). The senior law enforcement officer at the command post shall determine the routes to be used for evacuation as well as for incoming personnel so as not to endanger the lives of those reporting to the incident site or those evacuating.

	<ul style="list-style-type: none"> <li>• Emergency Preparedness <ul style="list-style-type: none"> <li>○ Upon notification of a hazardous materials incident, the Lafayette OHSEP will maintain an alert status notifying other parish departments concerned. Personnel and equipment will be made ready should assistance be requested or required.</li> <li>○ On confirmation of a hazardous materials incident which could be or is a threat, the OHSEP will go on active stand-by with skeleton force at the Emergency Operating Center and will notify the appropriate Red Cross officials.</li> <li>○ When it is determined that due to location, weather conditions, time of day, type of hazardous material, or chemical involved, that large numbers of citizens must be evacuated and/or a disaster emergency must be declared, the Emergency Operating Center will be activated to coordinate the efforts of other parish agencies and personnel. Notification will be given to the Red Cross Chapter and operational units of the OHSEP will be activated to assist as required.</li> </ul> </li> <li>• Other agencies: <ul style="list-style-type: none"> <li>○ The OHSEP Director and/or Fire Chief may notify the State Police HAZMAT Response Team.</li> <li>○ The <b>62<sup>nd</sup> Weapons of Mass Destruction – Civil Support Team (62<sup>nd</sup> CST)</b> has an extensive array of identification, modeling, and response resources to assist the incident commander in the response. This 24/7 on call, free state resource should be requested through GOHSEP for response assistance. The direct line to the 62<sup>nd</sup> CST Commander is <b>225-319-4723</b>.</li> </ul> </li> </ul>
<p>Recovery</p> 	<ul style="list-style-type: none"> <li>• The (OHSEP) and local Fire Chief or their designee on-scene shall determine when the respective incident has been stabilized and made safe. At such time, entry of residents or employees will be allowed, and traffic control as well as other support elements will be released in an orderly way through the Emergency Operations Center and the on-scene Unified command post.</li> <li>• Agencies such as the Department of Environmental Quality and the U.S. Coast Guard will be called upon to execute their authority and responsibility to oversee cleanup operations. Local chemical cleanup companies have been identified and can provide the necessary services should the situation warrant.</li> </ul>

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

The CBRNE Detection System consists of an EOC analysis section, field monitoring stations, emergency services support monitor teams and shelter monitor team. The EOC section will be comprised of a CBRNE Defense Officer, a Decontamination Officer and a sufficient number of analysts and plotters to man the section on a 24-hour basis. Field monitoring stations will consist of at least two trained monitors.

### Responsibilities

#### Office of Homeland Security and Emergency Management

- Report to EOC when notified of a CBRNE incident
- Determine whether or not the EOC needs to be opened based on the severity of the incident.
- Communicate with the Incident Commander

#### Fire Departments

- Maintain HAZMAT Technicians within each district
- Ensure all personnel are HAZMAT Operations level qualified
- Conduct regular HAZMAT training
- Ensure all HAZMAT equipment is serviced and operational at all times
- Responsible for HAZMAT scene Incident Command

#### Law Enforcement

- Responsible for security on scene
- Responsible for evacuation routes
- If an evacuation is necessary, responsible for informing local residents within the evacuation area.

## V. DIRECTION AND CONTROL

### General

The Director of the Lafayette Office of Homeland Security and Emergency Preparedness is the principle authority for the Emergency Operations Center and its CBRNE Operations.

#### Succession of Authority

- Director of Lafayette Parish OHSEP
- CBRNE Defense Officer
- Assistant CBRNE Defense Officer

#### CBRNE Operations Location

- EOC Operations Room

## VI. LAFAYETTE PARISH COMMUNICATIONS DISTRICT/911 1810 WEST WILLOW STREET, SCOTT, LA 70583 ADMINISTRATION AND LOGISTICS

### Personnel

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

### Equipment

- Lafayette Fire Department is responsible for the maintenance and upkeep of all CBRNE detection and identification equipment.
- Each department has a complement of detection and identification equipment.

### Supplies

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



### **CBRNE Monitoring Locations**

- Locations kept on file in the EOC

### **Decontamination**

- Decontamination operations are described in Appendix 2

### **Monitoring Procedures**

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

## **VII. CONTINUITY OF GOVERNMENT**

See base plan.

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

The OHSEP Director will be responsible for the development and implementation of this plan. The Director will maintain the plan through periodic reviewing, testing and updating. The local Fire Departments will maintain SOPs for CBRNE response.

## **IX. APPENDICES**

**Appendix 1- See Decontamination Procedures on file with Lafayette Fire Department.**

## I. PURPOSE AND SCOPE

### Purpose

The Infectious Disease and Pandemic Annex outlines any largescale natural outbreak of an infectious disease that Lafayette Parish healthcare providers, public safety, and government agencies must plan for. This annex provides guidance in the response to the onset and largescale spread of an infectious disease within Lafayette Parish.

Pandemics have the potential to impact a large part of the population across Lafayette Parish and other adjoining parishes. Those effects will cut across all age groups including health care and emergency first responders. The magnitude of a pandemic's impact will be felt in the large numbers of patients who may quickly overwhelm local hospitals, emergency departments and surge capacity capabilities. Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP) in conjunction with state and local health authorities represent the front lines of pandemic preparedness response planning efforts.

### Overview

The federal government, state government, and local governments throughout the country are proactively examining their capabilities to prevent, prepare for, respond to, and recover from various types of pandemics regardless of their origin. It is imperative for all parish agencies to work together to implement effective preparedness and protective strategies to ensure continuity of response and care for the citizens.

The list on the following page covers common infectious diseases that may cause a largescale outbreak or pandemic requiring the EOC or ESFs to activate (this list is not all- inclusive):

Infectious Diseases and Descriptions	
<b>Measles (Rubella)</b>	A red, blotchy rash that usually appears first on the face and behind the ears, then spreads downward to the chest and back and finally to the feet. May be accompanied by fever, dry cough, runny nose, sore throat, and inflamed eyes.
<b>Meningitis</b>	An inflammation (swelling) of the protective membranes covering the brain and spinal cord. Symptoms include sudden high fever, stiff neck, severe headaches with nausea or vomiting, seizures, confusion, and more.
<b>Mumps</b>	Someone with mumps will show puffy cheeks and tender, swollen jaw. Symptoms will include fever, headache, muscle aches, tiredness, and loss of appetite.
<b>Norovirus</b>	A very contagious virus that causes vomiting and diarrhea. Other symptoms include nausea and stomach cramping or pain.

<b>Hepatitis A</b>	A highly contagious liver infection caused by the hepatitis A virus. If infected the individual will show flu-like symptoms. More specific symptoms could include dark yellow urine and jaundice (whites of eyes and skin become yellowish).
<b>Influenza</b>	A viral infection that attacks your respiratory system — your nose, throat, and lungs. Symptoms include fever, chills, head and muscles aches, fatigue and weakness, sneezing, sore throat, and cough.
<b>Tuberculosis</b>	A bacterial infection that usually infects the lungs. Symptoms include prolonged coughing, coughing up blood or mucus, chest pain, unintentional weight loss, fatigue, fever, chills, and loss of appetite.
<b>Varicella (Chicken Pox)</b>	A highly contagious disease caused by the initial infection with varicella zoster virus (VZV). The disease results in a characteristic skin rash that forms small, itchy blisters, which eventually scab over.
<b>COVID-19</b>	An infectious disease caused by the SARS-CoV-2 virus. Symptoms may include fever or chills, cough, shortness of breath, fatigue, muscles or body aches, loss of taste or smell, sore throat, congestion, nausea or vomiting, and diarrhea.

## II. SITUATION AND ASSUMPTIONS

### Situation/Assumptions

- Everyone may be considered susceptible to infection.
- When a pandemic virus first emerges, vaccines may not be available for several months. Antiviral medications can both prevent and treat influenza infections and prophylaxis of individuals would need to continue throughout the period of exposure, possibly weeks to months. The current supply of influenza antiviral medications is extremely limited and production cannot be rapidly expanded.
- Emphasizing infection control measures in health care facilities (hospitals, out-patient care settings and long-term care facilities) as well as workplaces and other community settings can limit the spread among high-risk populations and health care workers.
- Voluntary isolation of ill persons either in a health care facility or at home is an infection control measure that will be implemented throughout all stages of a pandemic.
- Due to the fact that influenza is highly infectious and can be transmitted by people who appear to be well, quarantine of exposed individuals is likely to be a viable strategy for preventing the spread of the disease in the community only during the first stages of a pandemic.
- During a pandemic, recommend that people use public transportation only for essential travel, or use alternative means of transportation if available.
- Lafayette Parish OHSEP will work in collaboration with the local healthcare providers to assure planning includes strategies to reduce the spread of illness in congregate settings serving homeless persons who have challenges to social distancing strategies.

- A pandemic will place a substantial burden on inpatient and outpatient health care services. Demands for medical supplies, equipment, and hospital beds may exceed available resources for several weeks.
- As demands for health care resources and services increase sharply, illness and absenteeism among health care workers will further strain the ability to provide quality care.
- Absenteeism during a pandemic among critical infrastructure agencies, first response agencies, businesses, and community base organizations must be accounted for in business continuity plans.

### Pandemic Phase Definitions

Pandemic phases established by the World Health Organization (WHO) can be found below. These phases will allow Lafayette Parish OHSEP and other agencies the ability to make decisions regarding EOC and ESF activation levels to mitigate the impacts to the population in conjunction with Louisiana Department of Health in Region 4 and other state and federal agencies.

*Source: Natural Institute of Health*

WHO Pandemic Phase Definition	Definitions
<b>Inter-Pandemic Period Phase 1</b>	No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.
<b>Inter-Pandemic Period Phase 2</b>	No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.
<b>Pandemic Alert Phase 3</b>	Human infection(s) with a new subtype but no human-to-human spread or at most rare instances of spread to a close contact.
<b>Pandemic Alert Phase 4</b>	Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.
<b>Pandemic Alert Phase 5</b>	Larger cluster(s) but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible (substantial pandemic risk).

<b>Pandemic Period Phase 6</b>	Pandemic phase: increased and sustained transmission in the general population.
<b>Post-Pandemic</b>	<b>Return to the Inter-Pandemic Period (Phase 1)</b>

### III. CONCEPT OF OPERATIONS

Plan implementation begins with the receipt of information that a largescale infectious disease or pandemic incident has occurred, or a situation exists that may require full or partial implementation/intervention by Lafayette Parish Office of Homeland Security and Emergency Preparedness. OHSEP may receive initial notification of a routine incident or an emergency/disaster event that may include, but is not limited to:

- State of Louisiana epidemiologic identification with confirmed or likely cases from a particular community.
- The State Health Officer/ Local Health Officer presenting information that would require full or partial intervention strategies implemented by Plaquemines Parish to meet the four established goals of this plan.

### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### Inter-Pandemic Period:

- Provide ongoing public guidance on healthcare and personal family preparedness for a pandemic.
- Work with local hospitals and agencies to prepare for early identification of local pandemic symptoms.
- Practice and facilitate prophylaxis dissemination.
- Develop relationships with Parish agencies to facilitate decision making and response to a pandemic.
- Participate in regional and local organizational exercises for a pandemic.
- Develop local plans to work within regional and statewide response for a pandemic.
- Assist and coordinate healthcare facilities, community leaders, and emergency response workers in building partnerships and individual pandemic response plans.
- Develop infrastructure to facilitate and ensure timely dissemination/notification of pandemic influenza information between healthcare facilities, public health, emergency management, parish leaders, and the community.

#### Pandemic Alert Period: If Pandemic begins in Another Country

- Provide community, parish agencies, local physicians and hospital administrators with updated information and guidance as the situation unfolds.
- Work with local public health and hospital administrations to quickly identify and report potential disease in the community and respond accordingly.

- Prepare to activate Lafayette Parish Pandemic plan as necessary.
- Advise all agencies and local community representatives of heightened surveillance.
- Work with Lafayette Parish health community to start vaccinations, if available.
- Prepare to locate and stock necessary medical equipment.

**Pandemic Period: If Pandemic is identified within the United States and/or locally**

- Assist hospitals, and healthcare facilities with issues related to infection contamination, anti-viral, and vaccination issues.
- Work with CDC and State to obtain and disseminate Strategic National Stockpile (SNS).
- Continue providing facilities with information on global, local, and local situations.
- Implement parish wide infection control measures.
- Assist with isolation of potentially infected patients.
- Staff telephone call bank to conduct phone triage.
- Enact PIO/EOC Information dissemination
- Work as a cooperative health and safety response.
- Enact vaccination and anti-viral dissemination when appropriate.

## **V. INFECTIOUS CONTROL MEASURES**

Disease prevention is an important aspect of managing any infectious disease outbreak which may affect Lafayette Parish. Keeping healthcare professionals, government officials, and first responders healthy is a key element of keeping the hospitals staffed and basic operations within Lafayette staffed during a pandemic event.

During the initial stage of a pandemic or largescale infectious disease outbreak, a vaccine may not yet be widely available, and the supply of antiviral drugs may be limited. The ability to limit transmission in health care settings and government officials will, therefore, rely heavily on the appropriate and thorough application of infection control measures.

Infection control practices in the community will present special challenges in the event of a pandemic. Measures may include interventions for preventing and controlling healthcare associated infectious disease through prompt recognition, detection and isolation of confirmed and suspect cases, and implementation of droplet precautions.

**Strategies for the prevention of infectious disease outbreaks should include:**

- Routine infection control practices
- Early detection of cases in a facility.
- Isolation of infectious patients in private rooms or cohort units.
- Vaccination of patients and healthcare personnel (when available).
- Use of antiviral drugs to treat ill persons, and if recommended (and available), as prophylaxis.

- Restricting visitors.
- Education of patients and staff.

## VI. ISOLATION AND QUARANTINE

During all phases of a pandemic, residents who are ill may be directed to remain in isolation in health care settings or at home.

Lafayette Parish OHSEP will assist in exploring and planning for alternatives to isolation and quarantine aimed at reducing the rate and degree of spread. OHSEP will work with hospitals and the community to implement isolation protocols for all patients suspected of being infected.

Quarantine of contacts of cases may be beneficial during the earliest phases of a pandemic, and in response to a virus that has not achieved the ability to spread easily from person-to-person.

Once person-to-person transmission is established locally, quarantine of individuals exposed to cases will be of limited value in preventing further spread of the disease. OHSEP will work collaboratively with hospitals, state, and federal agencies on management of residents requiring isolation, quarantine, or follow-up treatment.

## VII. SOCIAL DISTANCING STRATEGIES

Social distancing strategies are non- medical measures intended to reduce the spread of disease from person-to-person by discouraging or preventing people from coming in close contact with each other.

Currently available information suggests that early and aggressive use of social distancing measures may provide the greatest benefit toward slowing the spread of a pandemic.

Lafayette Parish will have specific social distancing strategies to include closing public and private schools; minimizing social interactions at large public gatherings, houses of worship and libraries; closing non-essential government functions; implementing emergency staffing plans for the public and private sector including increasing telecommuting, flex scheduling and other options; and closing public gathering places including stadiums, theaters, community centers and other facilities.

The effectiveness of social distancing strategies is not known with certainty, nor is the degree of public compliance with measures that is necessary for success.

### Items that need to be considered when implementing social distancing include:

- Implementation of social distancing strategies may create social disruption and significant, long-term economic impacts. It is unknown how the public will respond to these measures.

- It is assumed that social distancing strategies must be applied on a parish wide or statewide basis in order to maximize effectiveness.
- Lafayette Parish Office of Homeland Security and Emergency Preparedness will consult with LDH, OPH and the Governor's Office of Homeland Security and Emergency Preparedness throughout all phases of a pandemic regarding the epidemiology and impact of the pandemic in and around Plaquemines Parish.
- OHSEP will review social distancing strategies and current epidemiological data during each phase and coordinate with the City-Parish Mayor-President regarding social distancing actions that should be implemented to limit the spread of the disease.
- Decisions regarding the implementation of social distancing measures including suspending large public gatherings and closing stadiums, theaters, houses of worship, community centers, and other facilities where large numbers of people gather will be made jointly and concurrently by The Lafayette Parish Office of Homeland Security and Emergency Preparedness, the Lafayette Consolidated Government Mayor-President's Office, GOHSEP, the Louisiana Department of Health, and state and federal agency representatives.
- Decisions regarding the closing of all public and private schools, licensed childcare centers, and minimizing social interaction at schools and libraries will be made by Lafayette Parish School System, Lafayette Parish Office of Homeland Security and Emergency Preparedness and the City-Parish Mayor-President's Office after consultation with local school superintendents, childcare center operators, school presidents and other elected officials.

## VIII. MAINTENANCE OF ESSENTIAL PARISH SERVICES

Critical needs during the pandemic will be to maintain essential community services to include fire, law enforcement, and emergency medical services.

There is the possibility that services could be disrupted if significant numbers of public health, law enforcement, fire and emergency medical responders, medical care, transportation, communications, and public utility personnel are unable to carry out critical functions due to illness.

Government agencies and private businesses, particularly those that provide essential services to the public, must develop and maintain continuity of operations plans and protocols that address the unique consequences of a pandemic. Lafayette Parish Office of Homeland Security and Emergency Preparedness will lead continuity of government planning and preparedness within their jurisdictions with technical support provided by state and local agencies.

**Lafayette Parish Office of Homeland Security and Emergency Preparedness will coordinate with Lafayette Consolidated Government for a continuity of operations plans that address, at a minimum:**



- ✓ Line of Succession for the agency.
- ✓ Identification of mission essential services and priorities.
- ✓ Procedures for the reassignment of employees to support public health functions essential during a public health emergency.
- ✓ Redundancy of mission critical communication and information systems.
- ✓ Physical relocation of critical functions

## **IX. RECOVERY**

Recovery from a largescale infectious disease outbreak or pandemic will begin when it is determined that adequate supplies, resources, and response system capacity exist to manage ongoing activities without continued assistance from pandemic response systems.

Lafayette Parish OHSEP in consultation with federal, state, and local elected leaders will recommend specific actions to be taken to return the health care system, community, and government functions to pre-event status.

## **X. PLAN DEVELOPMENT AND MAINTENANCE**

Lafayette Parish OHSEP is responsible for plan development in coordination with the Louisiana Department of Health and will update as needed.

## I. PURPOSE AND SCOPE

### Purpose

This document provides a framework for the coordination of local and outside resources for dealing with a terrorist incident. Lafayette Parish authorities will plan to control and minimize potential effects on the public while acquiring and preserving the information needed to bring the terrorist(s) to justice.

## II. SITUATION AND ASSUMPTIONS

### Situation

- The Federal Bureau of Investigation (FBI) defines terrorism as “the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.”
- The parish and municipalities have a limited number of law enforcement and public safety personnel.
- Times and methods of terrorist attacks, and/or advance knowledge of such attack is not going to be available on a regular basis. When such information is available, it will be disseminated through law enforcement channels.

### Assumptions

- It may not be possible to get advance information or intelligence about terrorist attacks, and any such information may be kept in law enforcement channels for security reasons.
- The need for security of intelligence information may hinder attempts to preposition emergency response agencies or to give timely warning to people in the target area. This will result in a situation with little or no advanced warning, which could lead to a mass casualty and/or fatality incident.
- 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 personnel themselves. Responders will need to check the scene carefully for secondary devices.
- When a terrorist incident has taken place, there will be a need to triage injured people, rescue individuals in distress, recover bodies, reunite families and friends, demolish unsafe structures, remove chemical and biological hazards, and preserve the crime scene elements that will be needed to trace the terrorist(s) and/or construct a chain of evidence.

## III. CONCEPT OF OPERATIONS

Terrorist Incident Management consists of two components, Crisis Management and Consequence Management.

The crisis management component of the response will consist of all intelligence and law enforcement activities. As Chief Law Enforcement Officer of the Parish, the Sheriff is in charge of CRIMCO activities.

The consequence management component of the response will consist of all Search and Rescue, Firefighting, Evacuation, Shelter, Medical, and other associated activities. The Mayor-President has the authority for all consequence management activities and may delegate the immediate response to the Director of the Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP) as appropriate.

Such specialized activities as Hazardous Materials response may fall under either component as the situation dictates.

Terrorist incident preparations and operations of the parish will take place within the framework of the Four Phases of Emergency Management; Mitigation, Preparedness, Response, and Recovery, summarizing the terrorist threat analysis and showing how law enforcement and Homeland Security and Emergency Preparedness agencies will work together.




Lafayette Parish OHSEP actively monitors threats and will utilize the National Terrorism Advisory System (NTAS) for the most accurate threat information. The National Terrorism Advisory System (NTAS) is designed to communicate information about terrorist threats by providing timely, detailed information to the American public.



Lafayette Parish OHSEP and Public Safety Departments will ensure the public is aware and educated on the Department of Homeland Security “See Something Say Something” Campaign, as well as the LA-SAFE “See Something Send Something” Application. Both campaigns encourage citizens to report suspicious activity to leadership or law enforcement that may warrant further investigation is critical in keeping Lafayette Parish citizens and first responders safe.

Concerns can be reported to leadership, or self-reported to the Louisiana State Police (LSP) Fusion Center Hotline at: **Fusion Center Hotline Number: 1-800-434-8007**

### IV. BY PHASES OF EMERGENCY MANAGEMENT

<p><b>Mitigation</b></p> 	<ul style="list-style-type: none"> <li>The Louisiana Governor's Office of Emergency Preparedness (GOHSEP), the Louisiana State Police (LSP), and other concerned agencies will coordinate continuing educational programs for government, business, and concerned citizens, to enhance awareness.</li> <li>Lafayette OHSEP will encourage people in key positions to attend such programs as they are announced. Parish officials will circulate awareness materials to key people and conduct audits and inspections of possible target sites as requested, to heighten awareness.</li> </ul>
<p><b>Preparedness</b></p> 	<ul style="list-style-type: none"> <li>This plan, its implementing procedures, and other related directives, and documents will be maintained, reviewed, and updated as needed.</li> <li>OHSEP will ensure that the most up to date terrorism concepts are included in the regular emergency preparedness training and exercise schedule.</li> <li>OHSEP will ensure that procedures exist to direct any advance knowledge of terrorist incidents to law enforcement channels in order that actions may be taken to prevent the incidents. Such information will be safeguarded to ensure that it is not compromised.</li> <li>OHSEP will ensure that chains of communication are opened and kept open among Local, Parish, and State law enforcement authorities to ensure that sensitive information is handled expeditiously and securely.</li> <li>In cases in which advance information is received by authorities, every effort will be made to preposition public safety and emergency response personnel as well as equipment to render effective aid as soon as possible to the event.</li> <li>In order to be compliant with homeland security grant requirements, Lafayette Parish OHSEP submits a Nationwide Cybersecurity Review (NCSR) every year to the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).</li> </ul>
<p><b>Response</b></p> 	<ul style="list-style-type: none"> <li>If advance warning is received, some response agencies may be able to pre-stage people and equipment to reduce the overall response time.</li> <li>All response activities will be conducted according to the Incident Command System (ICS) and National Incident Management System (NIMS).</li> <li>When the potential or actual impact of the incident is great, or the threat is great, the 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 through Web EOC.</li> <li>Lafayette OHSEP will establish an on-scene Incident Command Center for Consequence Management. Law enforcement authorities may establish a Law Enforcement Operations Center (LEOC) for Crisis Management.</li> </ul>

**Recovery**



- Recovery, as used in this plan, will mean the return of all operations to normal. Recovery operations will be conducted in accordance with the provisions of the Parish Emergency Operations Plan.

**V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- Organization and assignment of responsibilities for all emergency preparedness, response, and recovery activities will be controlled and coordinated in accordance with the Base Plan, and appropriate ESFs.

**VI. DIRECTION AND CONTROL**

- All law enforcement and Crisis Management operations will be controlled and coordinated by the Sheriff's office.
- All Consequence Management and emergency preparedness, response, and recovery activities will be controlled and coordinated in accordance with the Base Plan, and appropriate ESFs.

**VII. ADMINISTRATION AND LOGISTICS**

- Coordination among local multi-agency upper administrators is vital to these operations. A location will be selected, and a Unified Command will be established. An on-scene Command Post, provided by a local agency, will be set up for the Incident Commander. It will function for as long as needed.
- All necessary records and reports will be maintained on each incident.
- Lafayette Parish will work in collaboration with all State and Federal Partners as needed.

## I. PURPOSE AND SCOPE

### Purpose

The purpose of this annex is to establish guidelines and operational protocols to be deployed in the event of adverse winter weather conditions that may potentially impact Lafayette Parish.

The most common concerns during winter weather events include:

- Freezing roadways including elevated roadways and bridges causing limited public transportation access and traffic accidents.
- Utility impacts including power outages and limited water supply due to bursting pipes.
- Shelter needs for individuals experiencing homelessness or individuals living in housing conditions unable to provide adequate heat.

### Parish Departments

Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP)

LCG Public Works

LCG PARC

LCG Animal Shelter and Care Center (LASCC)

LCG Traffic, Road, and Bridges (TRB)

LCG Community Development and Planning

Lafayette Parish Sheriff's Office

Lafayette Police Department

Lafayette Fire Departments

### Agency Partners

Acadiana VOAD

American Red Cross

Second Harvest Food Bank

Lafayette City Marshal

### State and Federal Partners

Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)

Louisiana Department of Transportation and Development (LADOTD)

## II. SITUATION AND ASSUMPTIONS

### Situation/Assumptions

- In the event of adverse winter weather conditions, swift response from our Parish departments, public safety agencies, and local partners are paramount to ensure the safety of our citizens.
- Temperatures falling below 32 degrees Fahrenheit for 4 hours or more may produce hazardous conditions.
- Precipitation, commonly accompanying winter weather events, exacerbate the impact and subsequently escalate the severity of associated hazardous conditions.

- Residents of Lafayette Parish do not often have to drive in severe winter weather conditions and are therefore unfamiliar with proper handling of vehicles. This has caused numerous vehicle accidents in previous events.
- Some residents will require shelter during extreme winter weather. These residents will have pets accompany them to the shelters.

### III. CONCEPT OF OPERATIONS

Lafayette Parish Office of Homeland Security and Emergency Preparedness will assume operational event management by closely monitoring the current winter weather conditions and will disseminate situational awareness information to all Parish departments, public safety agencies, municipalities, and local partners. As the severity of weather conditions dictate, OHSEP will consider the necessity of opening warming shelters.

#### SHELTERING VULNERABLE POPULATIONS

Individuals experiencing homelessness and those that live in housing conditions without adequate heat are at risk for adverse health outcomes including hypothermia, frost bite and death due to cold temperatures. These risks are higher in babies, elderly individuals, individuals consuming large amounts of alcohol, and individuals taking some types of medications due to their inability to effectively regulate body temperature.

Utilizing existing shelters is always the best use of resources during freeze plan activation. Currently, Lafayette Parish OHSEP uses the George Dupuis Center as a warming shelter.

Warming Centers will be open to all residents in need of shelter during extreme winter weather. Pets are allowed in warming shelters. Currently there are no restrictions on pets. LASCC will provide food and kennels to shelters upon request.

The Parish EOC will disseminate sheltering locations and availability to the public in coordination with the parish public information officer.

#### TRAFFIC AND ROADWAYS

During extreme winter weather conditions, the possibility for snow and ice-covered roads exists. It is the responsibility of the Lafayette Parish Sheriff's Office and all municipal police departments to close roadways which become impassable. All agencies will assist the LCG TRB in clearing stalled and stuck vehicles that impede roadways when private towing companies are unable to retrieve the vehicles.

LCG TRB and LADOTD will be responsible for clearing roadways of snow and ice, when possible, within the Parish of Lafayette.

### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### Organization

- The organizational structure for Wintry Weather is shown in Appendix 1 to this annex.

### Responsibilities

#### Lafayette Consolidated Government Mayor-President

- Require the Lafayette OHSEP Director to report to the EOC when notified of an emergency situation.
- Consult with OHSEP Director and key staff on wintry weather operations to include warming shelter operations and infrastructure response.

#### Lafayette Office of Homeland Security and Emergency Preparedness

- Make recommendations to the Mayor-President on the appropriate actions.
- Coordinate with LCG PARC to open and staff warming shelter(s).
- Coordinate with Second Harvest for meals.
  - 3 meals per day
  - Bottled water
- Coordinate with various agencies for set up of cots at shelters.
- Coordinate with Lafayette Fire for medical response.

#### LCG PARC

- Responsible for making shelter available and ready for occupancy. Currently, Lafayette Parish uses the George Dupuis Center as the primary warming shelter.
- Provide personnel to staff the warming shelter.

#### Second Harvest

- Provide meals for shelter workers and occupants.

#### Lafayette Fire Departments

- Provide personnel to provide medical support for the warming shelter.
- Provide personnel to assist with shelter setup.

#### Lafayette Parish Sheriff's Department

- Respond to stalled or stuck vehicles. Assist with clearing vehicles.

#### Municipal Police Departments

- Respond to stalled or stuck vehicles. Assist with clearing vehicles.
- Provide security at warming shelter if requested.

#### LCG Animal Care and Support Center

- Provide assistance to warming shelter for pet population.
- Provide kennels and food for companion animals.

#### LGC TRB

- Clear roads of ice and snow when applicable.
- Assist Law Enforcement agencies with removal of stalled or stuck vehicles.
- Maintain roadways and remove snow and ice to the greatest extent possible.



## V. APPENDICES

### Shelter Locations:

- George Dupuis Center
- Domingue Center



## I. PURPOSE AND SCOPE

### **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.

### **Parish Departments**

Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP)  
Lafayette Parish Fire Districts  
Lafayette Parish Sheriff's Office  
Municipal Police Departments

### **Agency Partners**

Acadian Ambulance

### **State and Federal Partners**

Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)  
Louisiana State Police (LSP)  
Louisiana National Guard  
Louisiana Department of Transportation and Development (LADOTD)

## II. SITUATION AND ASSUMPTIONS

### **Situation:**

- Lafayette Parish is susceptible to many incidents, both natural and manmade, that could result in a need for evacuation.
- 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.
- Evacuating hazardous areas is the most effective action for protecting people in many disaster-threat situations.
- The ultimate responsibility for ordering an evacuation rest with the Lafayette Consolidated Government Mayor-President as authorized under Louisiana revised statute 29:727 and revised statute 29:730.
- Many residents will act in their own interest and evacuate the area when advised by the Parish Administration and law enforcement. Some residents will refuse to evacuate, regardless of the threat.

- The Governor's Office of Homeland Security and Emergency Preparedness will be available to support evacuation efforts and requests should be made via WebEOC.
- A pick-up point has been established at the Martin Luther King, Jr. Center to provide transportation for residents who do not have their own means. The Lafayette Parish Office of Homeland Security and Emergency Preparedness Director or his/her designee will designate when to activate the pick-up point. To supplement this process, bus routes may be established in addition to pick up points on a per emergency basis.
- Evacuee guidance will be directed through the Public Information Officer to the public via media outlets.

### Assumptions:

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

## III. CONCEPT OF OPERATIONS

### General





The ultimate responsibility for ordering an evacuation rests with the Lafayette Consolidated Government Mayor President. This decision will be made after coordination with public officials within the jurisdiction covered by the incident and the Lafayette Parish Office of Homeland Security and Emergency Preparedness Director and shall come through the Public Information Officer at the Emergency Operations Center.

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.

The following items will be addressed during an evacuation:

- The availability of evacuation routes, their capabilities and their vulnerability to the hazard.
- 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.
- Security for evacuated areas.
- Support for essential operations and services in the hazard area.
- Preparation of designated shelters for the reception of evacuees.
- Reentry into the hazard area.
- The relocation of essential resources to the reception area.
- The Sheriff's Office will facilitate the possible relocation of incarcerated persons.

*By Phases of Emergency Management*

<b>Mitigation</b> 	<ul style="list-style-type: none"> <li>• Educate the public on emergency preparation.</li> <li>• Identify hazards that could cause an evacuation.</li> <li>• Identify areas that may be susceptible to flooding.</li> </ul>
<b>Preparedness</b> 	<ul style="list-style-type: none"> <li>• Plan for transportation required for those with Critical Transportation Needs (CTN).</li> <li>• Plan evacuation routes and consider traffic volume and route capacities.</li> <li>• Review plans and procedures bi-annually.</li> <li>• Coordinate with media outlets for messaging.</li> <li>• Review ESF 1 plans bi-annually.</li> </ul>
<b>Response</b> 	<ul style="list-style-type: none"> <li>• Notify appropriate local and state agencies of evacuation plans.</li> <li>• Activate shelter operations plan. Coordinate with ESF 6 primary and support agencies.</li> <li>• Plan for the evacuation of special populations with Critical Transportation Needs (CTN, hospitals, nursing homes, prisons etc...)</li> <li>• Coordinate with GOHSEP and make all transportation assistance requests through WebEOC.</li> <li>• Ensure accurate and timely messaging through PIO (ESF 15 Public Information.)</li> <li>• Provide security at all transportation and shelter locations.</li> </ul>
<b>Recovery</b> 	<ul style="list-style-type: none"> <li>• Initiate return of population when possible.</li> <li>• Coordinate traffic control activities.</li> <li>• Provide accurate and timely messaging for return of residents.</li> <li>• Establish a disaster recovery center, if appropriate.</li> </ul>

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

The organizational structure for evacuation operations is shown in Appendix on of this annex.

### Responsibilities

#### Office of Homeland Security and Emergency Management

- Advise Mayor President on the appropriate actions to implement during an evacuation event.
- Develop evacuation plans.
- Issue and relay all evacuation plans.
- Coordinate evacuation efforts among participating agencies.
- Coordinate with PIO for public messaging.
- Coordinate with local government and Emergency Preparedness coordinator at the destination location.

### **Parish and Municipal Fire Departments**

- Assist with evacuation as needed.

### **Sherrif and Municipal Law Enforcement**

- Coordinate law enforcement activities.
- Coordinate property protection in evacuated areas.
- Responsible for law and order.
- Coordinate perimeter and traffic control.
- Assist in public information and warning.
- Provide security for key facilities and vehicles.
- Coordinate re-entry for essential personnel entering at closed emergency area post disaster event.

### **Parish and Municipal Public Works and Engineering Department**

- Responsible for posting evacuation signage when appropriate.
- Clear and maintaining evacuation routes.
- Develop a traffic signal plan for use during major evacuations, such as during a hurricane.
- Assist in the monitoring of evacuation routes during a major evacuation.
- Coordinate the erection and maintenance of appropriate signage on evacuation routes.
- Provide vehicles and equipment for evacuation operations.
- 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.

### **Red Cross**

- Assist with evacuation operations as necessary.
- Provide water and snacks at pick up points/lily pads.
- Assist with emergency registration at shelters.

## **V. DIRECTION AND CONTROL**

### **General**

The Unified Command Group is the overall authority for evacuation efforts. All activities will be coordinated through the EOC.

## **VI. CONTINUITY OF GOVERNMENT**

Reference Paragraph VI, Base Plan.

Continuity of governmental operations must be maintained in an emergency evacuation situation. Continuity of Government (COG) will be maintained by relocating government operations to the alternate EOC. Lines of succession to all key positions will be clearly established and all essential records will be protected from destruction or loss.

## **VII. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION**

The Lafayette Parish Office of Homeland Security and Emergency Preparedness Director will be responsible for the development and implementation of this plan. The Director will maintain the plan through periodic reviewing, testing and updating.

## **VIII. APPENDICES**

**Appendix 1 – Evacuation Routes**

**Appendix 2 – Law Enforcement Evacuation Route Areas**

**Appendix 3 – Parish Pick-up Point, Martin Luther King, Jr. Center**

**Appendix 4 – Louisiana Emergency Evacuation Map**

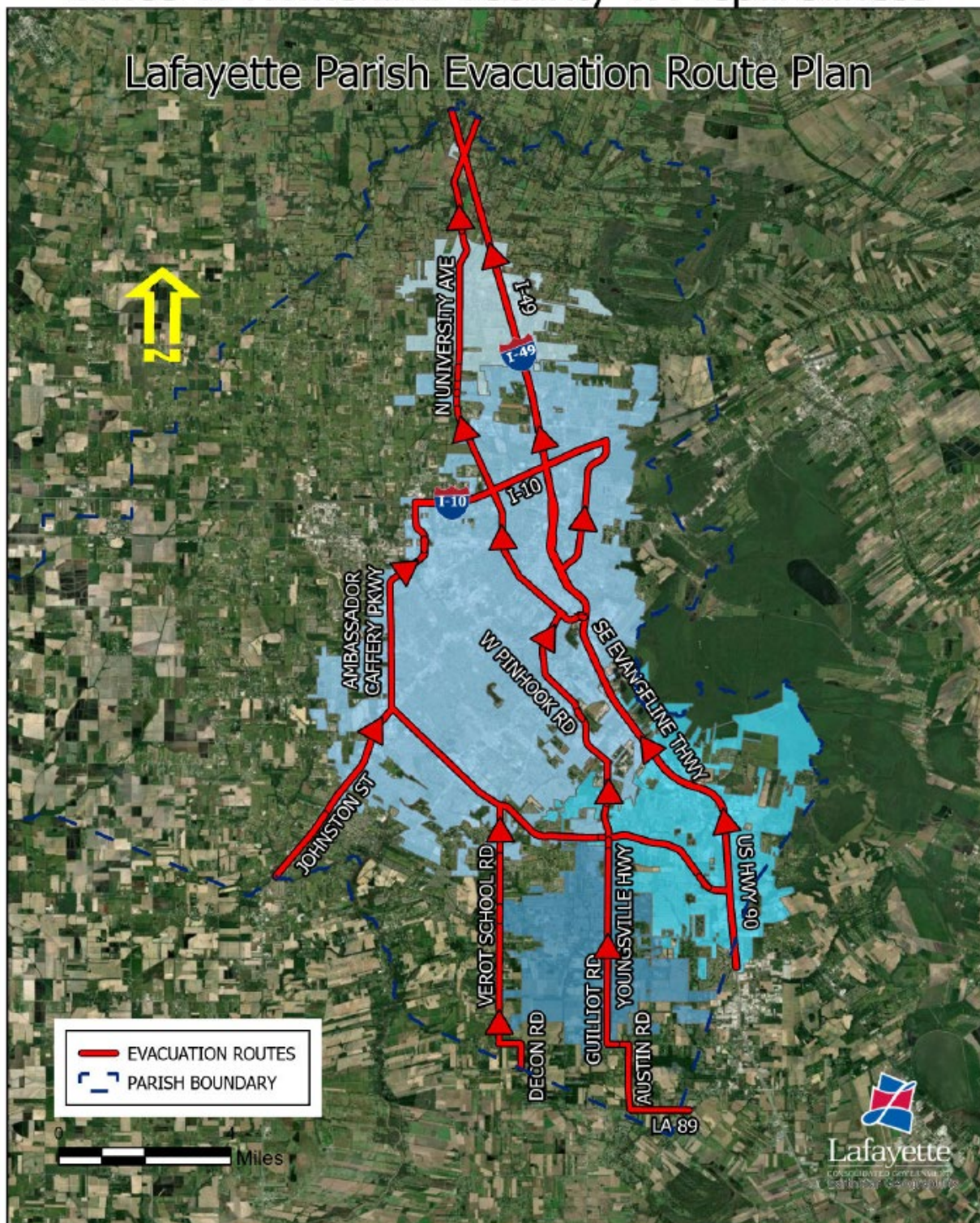
**Appendix 5 – Louisiana State Police Troop I Evacuation Operations Plan**



Appendix 1 - Evacuation Routes

Office of Homeland Security & Preparedness

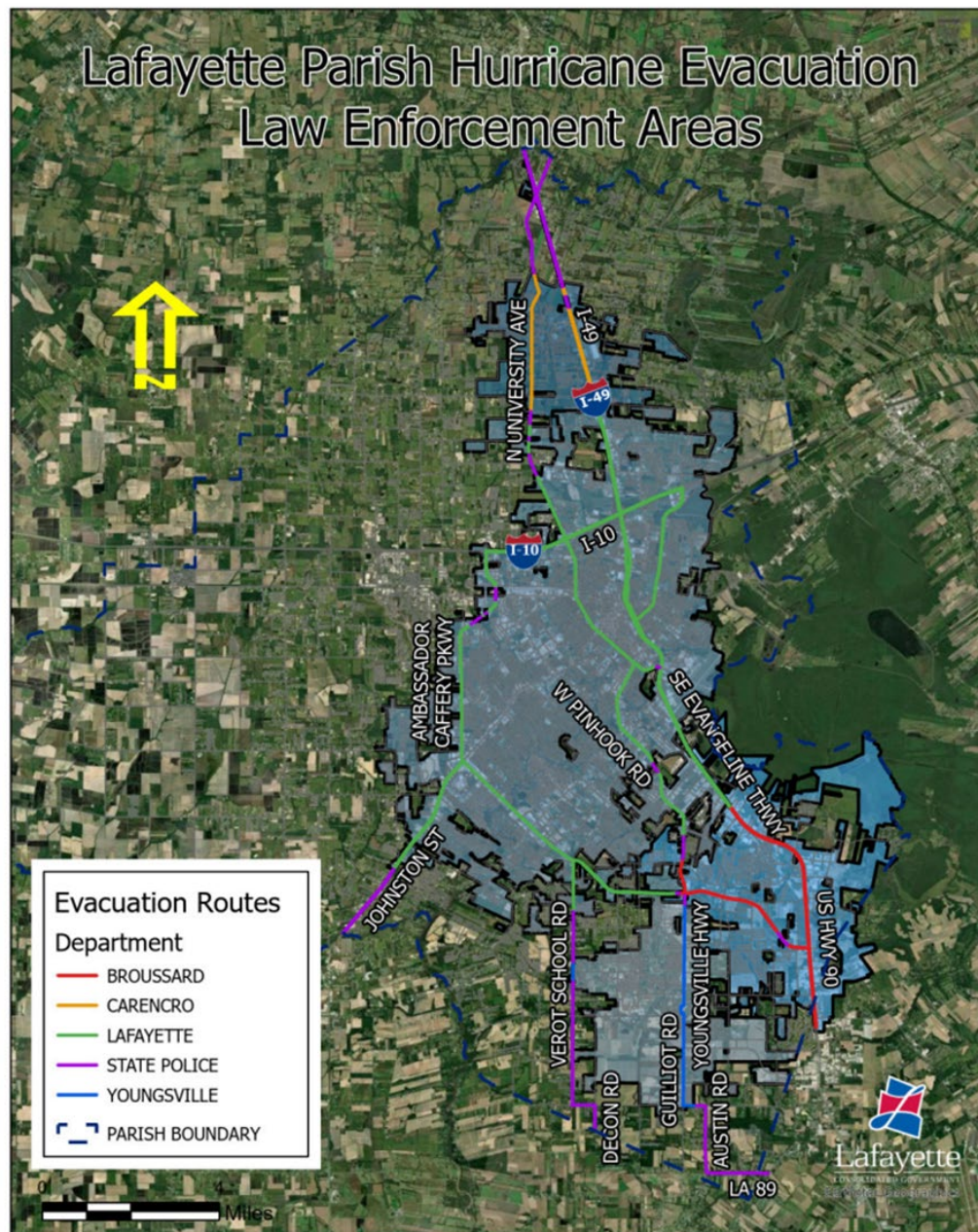
Lafayette Parish Evacuation Route Plan





Appendix 2 - Law Enforcement Evacuation Route Areas

Office of Homeland Security & Preparedness



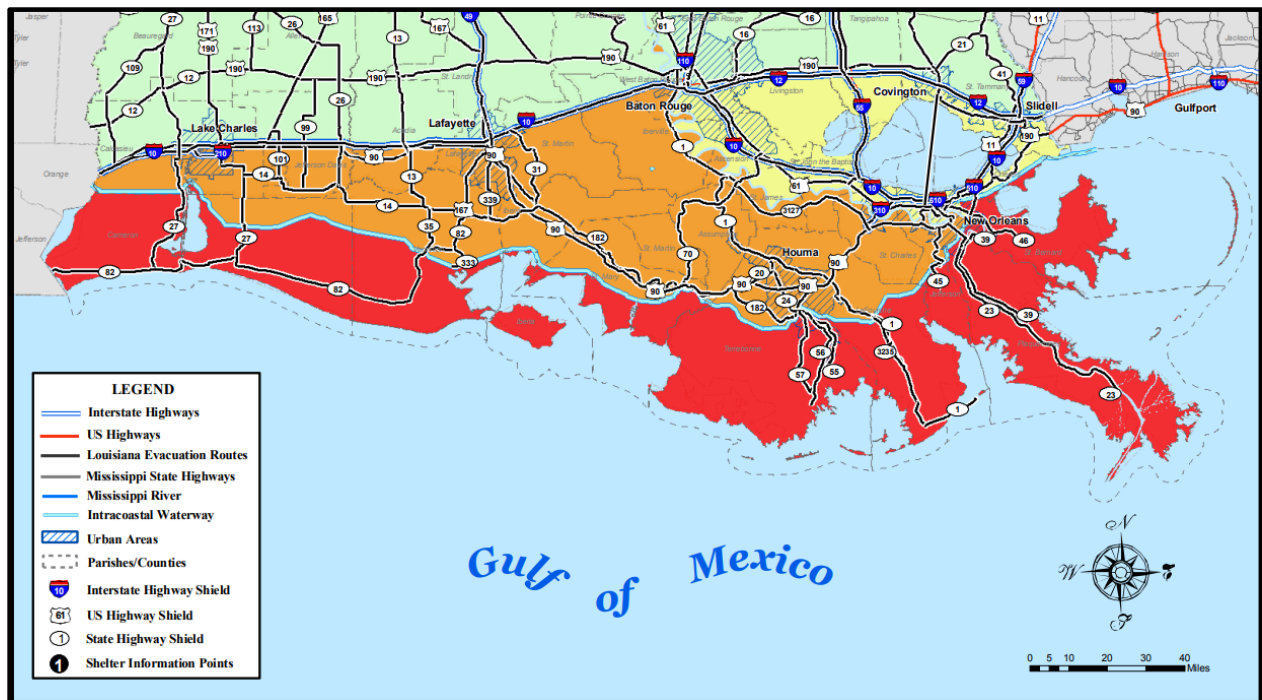
Appendix 3  
Parish Pick Up Point





Appendix 4 – Louisiana Emergency Evacuation Map

## LOUISIANA EMERGENCY EVACUATION MAP



**Phase I** - 50 Hours before onset of tropical storm winds. Includes areas south of the Intracoastal Waterway. These areas are outside any levee protection system and are vulnerable to Category 1 and 2 storms. These areas are depicted in **RED** on the Evacuation Map. During Phase I there are no route restrictions.

**Phase II** - 40 Hours before onset of tropical storm winds. Includes areas south of the Mississippi River which are levee protected but remain vulnerable to Category 2 or higher storms. These areas are depicted in **ORANGE** on the Evacuation Map. During Phase II there are no route restrictions.

**Phase III** - 30 Hours before onset of tropical storm winds. Includes areas on the East Bank of the Mississippi River in the New Orleans Metropolitan Area which are within the levee protection system but remain vulnerable to a slow-moving Category 3 or any Category 4 or 5 storm. These areas are depicted in **YELLOW** on the Evacuation Map. During Phase III, certain routes will be directed and the Contraflow Plan if implemented.

**Appendix 5 – Louisiana State Police Troop I Evacuation Operations Plan**

Please refer to Troop I Evacuation Plan 2024 on file with Lafayette Parish OHSEP.

# **LOUISIANA STATE POLICE**

## **TROOP I**

### **EVACUATION OPERATIONS PLAN**



**Captain Jonathan Neck**

**Revised – April 2024**

## TABLE OF CONTENTS

Title	Page Number
<b>Part I: General Information</b>	<b>4</b>
Section 1A - Summary	4
Section 1B - General Orders	4
<b>Section II: Planning and Preparation</b>	<b>4</b>
Section 2A - Emergency Preparedness Officer	4
Section 2B - Plan Development	5
Section 2C - Tracking the Storm	5
<b>Part III: Organization and Assignment of Responsibility</b>	<b>6</b>
Section 3A - Personnel Assignments	6
Section 3B - Troop Command Post	7
Section 3C - Local EOC Staffing	7
<b>Part IV: Evacuation</b>	<b>8</b>
Section 4A - Organization of an Evacuation	8
Section 4B - Phase 1 Evacuation	8
Section 4C - Phase 2 Evacuation	10
Section 4D - Phase 3 Evacuation	22
Section 4E - Termination of Evacuation	23
<b>Part V: Landfall of a Storm</b>	<b>24</b>
Section 5A - Safe Havens	24
Section 5B - Troop Relocation/Continuity of Operations	24
<b>Part VI: Re-Entry, Return of Evacuees, Recovery</b>	<b>25</b>
Section 6A - Damage Assessment, Roadway Conditions	25
Section 6B - Requests for Assistance, Forward Command Post	26
Section 6C - Re-Entry, Return of Evacuees	26
Section 6D - Troop Personnel, Recovery	26
<b>Part VII: Administration and Equipment</b>	<b>27</b>
Section 7A - Reporting for Duty	27
Section 7B - Equipment	27
Section 7C - Command and Communications	28
Section 7D - After Action Reporting	28
<b>Appendix A - Safe Haven Assignments</b>	<b>29</b>
<b>Appendix B - Strike Team Assignments</b>	<b>30</b>
<b>Appendix C - Chainsaw Strike Teams</b>	<b>31</b>

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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
<b>GRAND TOTAL</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	

**\*\*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
<b>GRAND TOTAL</b>	<b>11</b>	<b>4</b>	<b>3</b>	<b>4</b>	

**\*\*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 @ Hubertville 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
<b>US 90 @ Taft/14th Street *</b>	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
<b>US 90 @ 3rd Street *</b>	0	0	0	0	* Barricades
<b>US 90 @ 2nd Street *</b>	0	0	0	0	* Barricades
<b>US 90 @ Simcoe Street *</b>	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
<b>GRAND TOTAL</b>	<b>48</b>	<b>7</b>	<b>9</b>	<b>34</b>	

\* 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) 291-5060
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
<b>GRAND TOTAL</b>	<b>36</b>	<b>9</b>	<b>7</b>	<b>20</b>	

**\*\*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
<b>GRAND TOTAL</b>	<b>22</b>	<b>6</b>	<b>4</b>	<b>12</b>	

**\*\*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 (Breaux Bridge)	2	0	0	2	Breaux Bridge PD
<b>GRAND TOTAL</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>3</b>	

**\*\*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	<b>2</b>	2	0	0	N/A
US 167 north of Abbeville	<b>1</b>	1	0	0	N/A
<b>GRAND TOTAL</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	

**\*\*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

Team E Lieutenant - Incident Commander – Shift 2 / Assignments delegated by Troop Commander

Team E Sergeant - Operational Planning / Troop EOC Operations

Team E Sergeant – Operational Planning / Troop EOC Operations

Shop Foreman – Fleet maintenance / Facility Maintenance

Communications - Personnel shall communicate on TROOP 1 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.

## I. PURPOSE AND SCOPE

### **Purpose**

The purpose of this document is to establish policies and guidelines for requesting and opening Points of Distribution (PODs) within Lafayette Parish. PODs are centralized locations where the public can obtain life-sustaining supplies like food, water, ice and tarps following a disaster emergency. PODs are established to ensure resources reach those in need quickly and efficiently.

Lafayette Parish will utilize a PODs system which includes Level I- Level IV pods. This system uses multiple locations dispersed throughout the parish. The increased locations reduce wait times for residents. PODs have the largest footprint and require the most equipment and personnel to operate. Level I PODs are the main location where the parish will receive requested commodities from the State of Louisiana and FEMA. They usually will have multiple 40 ft containers requiring heavy equipment such as forklifts. From this location, the parish will move supplies to various locations throughout the parish. These locations will be identified as Level IV PODs.

### **Parish Departments**

Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP)  
Lafayette Parish Fire Districts  
Lafayette Parish Sheriff's Office

### **Agency Partners**

Municipal Police Departments

### **State and Federal Partners**

Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)  
Louisiana State Police (LSP)  
Louisiana National Guard  
Louisiana Department of Transportation and Development (LADOTD)

## II. SITUATION AND ASSUMPTIONS

- Lafayette Parish could experience disaster conditions that may require POD locations to provide emergency supplies, including, but not limited to meals ready to eat (MREs), water, ice, and roofing tarps during the recovery stage of a disaster.
- Disaster conditions requiring PODs may be brought on by natural, technological and/or human-caused hazards and/or incidents.

### III. CONCEPT OF OPERATIONS

#### General

- The Lafayette Consolidated Government Mayor-President, through the Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP) Director will request POD sites to be established through the State's Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP).
- Lafayette Parish and/or Municipalities will provide facilities/locations for the purpose of establishing a POD locations within their jurisdiction. These locations have been identified and are outlined in appendix 1 of this annex.
- The state will provide the Louisiana National Guard to maintain and operate the POD location(s).
- The Louisiana National Guard will work with local law enforcement to ensure the safety of all personnel and citizens at POD site and to maintain appropriate traffic control measures at and around all POD sites.
- The Lafayette Consolidated Government Mayor-President, in consultation with Parish OHSEP Director will determine a time and date for deactivating each POD location.
  - It is important to note that due to Federal regulations, Disaster Supplemental Nutritional Assistance Program (DSNAP) cannot begin until all PODs locations are closed.
  - Considerations for closing POD locations include:
    - Restoration of utilities.
    - Return of evacuated population.
    - Closing of shelters.

#### PODs Descriptions

There are currently 3 types of PODs provided by FEMA. These POD types are:

- Type III - serves 5,000 people a day.
- Type II - serves 10,000 people a day.
- Type I - serves 20,000 people a day.

Type I, II, and III pods are delivered in 40 ft containers and come with equipment such as forklifts, pallet jacks, cones and safety vests. These also have a dedicated POD manager that will track equipment and supplies.

GOHSEP has added a 4<sup>th</sup> type for remote locations classified as a Type IV. These PODs will serve less than 5,000 people a day. They can serve a population anywhere from 1 to 4,999. These will have no equipment or POD manager provided with them. The commodities will be pulled from Type I, Type II and Type III PODs at the Lafayette Parish OHSEP's discretion. When commodities are pulled from the larger PODs, the POD Manager at that location will annotate what was taken for the Type IV locations and it will be logged for future re-supply. All of

Lafayette Parish distribution sites have been identified as Type I, Type II or Type IV PODs and can be found in appendix 1 of this annex.

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

##### **Organization**

- The Lafayette Parish OHSEP Director or designee have the responsibility to make the resource request for POD site(s) on behalf of Lafayette Parish to GOHSEP through WebEOC.
- The LCG Mayor-President, in conjunction with the Lafayette Parish OHSEP Director and municipalities will identify locations that meet the required needs of the state to establish a POD site.
- Each year Lafayette Parish OHSEP shall review current POD locations and update if necessary.

##### **Responsibilities**

##### **Office of Homeland Security and Emergency Preparedness**

- Advise LCG Mayor President on the appropriate actions to implement during an evacuation event.
- Develop evacuation plans.
- Issue and relay all evacuation plans.
- Coordinate evacuation efforts among participating agencies.
- Coordinate with PIO for public messaging.
- Coordinate with local government and Emergency Preparedness coordinator at the destination location.

##### **Parish and Municipal Fire Departments**

- Responsible for distribution of commodities at POD sites located at Parish Fire Departments.

##### **Sherrif and Municipal Law Enforcement**

- Coordinate law enforcement activities.
- Coordinate perimeter and traffic control at POD sites as required.
- Provide security for key facilities and vehicles.

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

##### **General**

All activities to support PODs will be coordinated through the Lafayette Parish Emergency Operations Center (EOC).

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

Reference Paragraph VI, Base Plan

Continuity of governmental operations must be maintained in an emergency evacuation situation. Continuity of Government (COG) will be maintained by relocating government operations to the alternate EOC. Lines of succession to all key positions will be clearly established and all essential records will be protected from destruction or loss.

## **VII. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION**

The Lafayette Parish Office of Homeland Security and Emergency Preparedness Director will be responsible for the development and implementation of this plan. The Director will maintain the plan through periodic reviewing, testing and updating.

## **VIII. APPENDICES**

**Appendix 1: POD Maps**

**Appendix 2: POD Locations**

**Appendix 3: POD Setup Example**

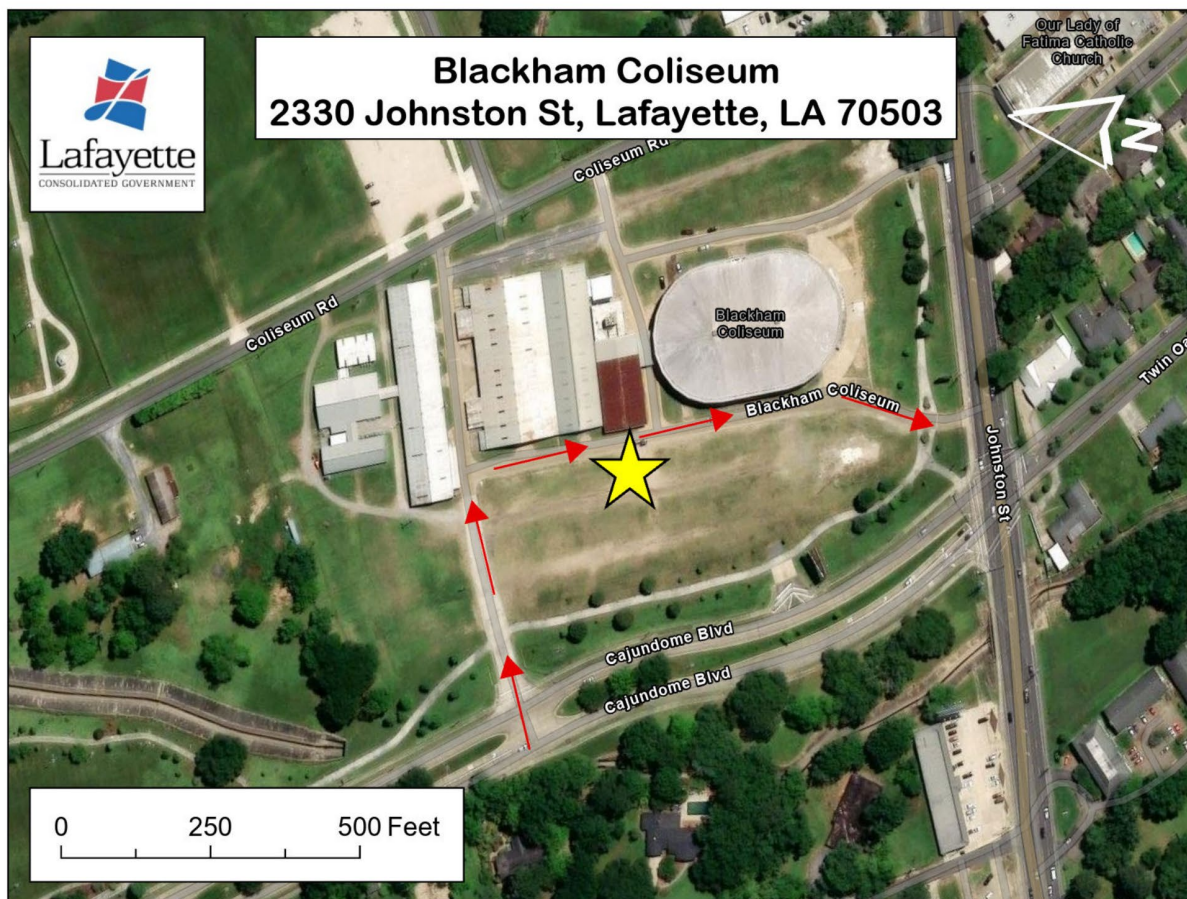
Appendix 1: POD Maps

Cajun Field  
Level I POD





Blackham Coliseum  
Level II POD

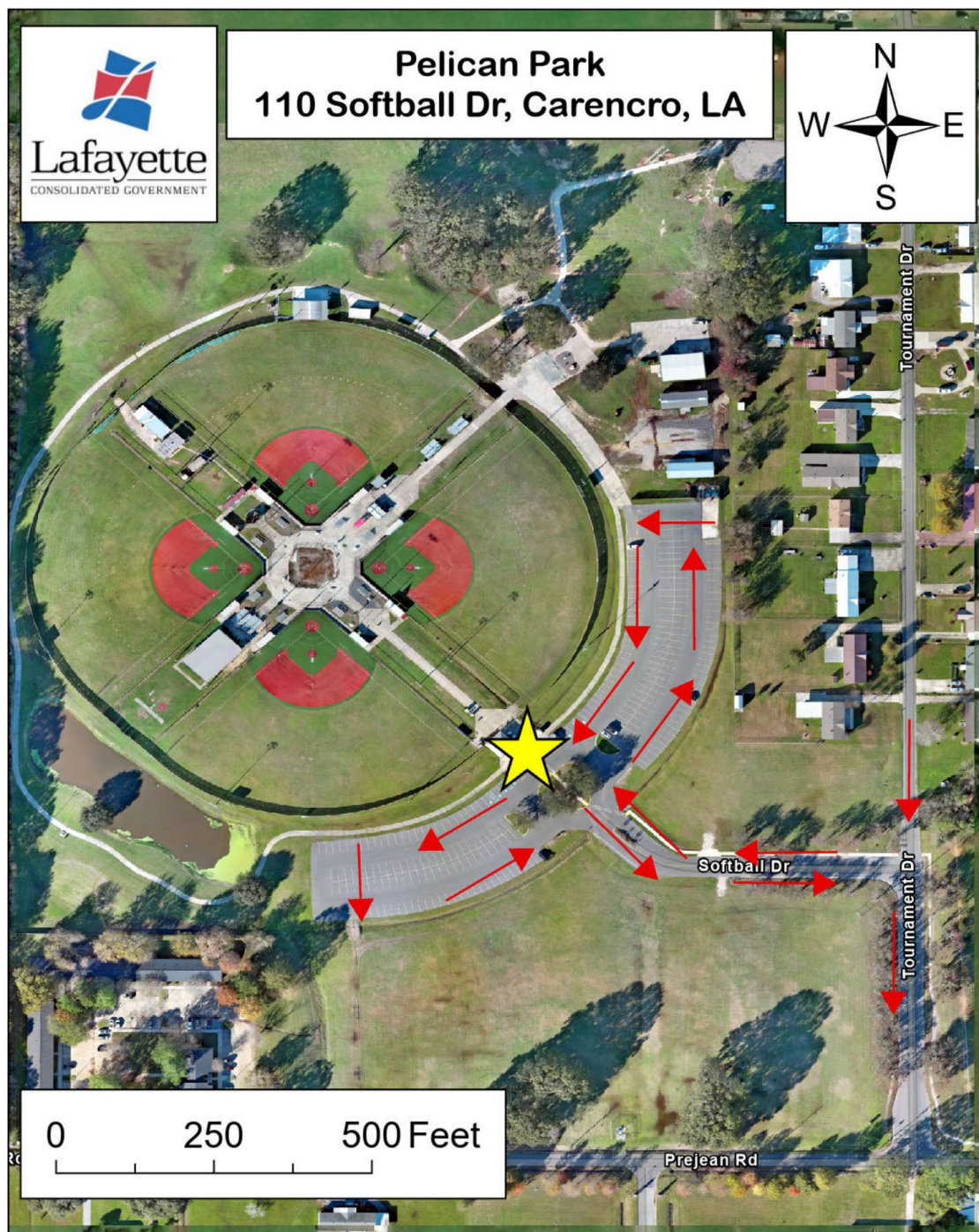


Broussard Sports Complex  
Level IV POD





Pelican Park  
Carencro, LA  
Level IV POD



Miss Mamie's Casino  
Duson, LA  
Level IV POD

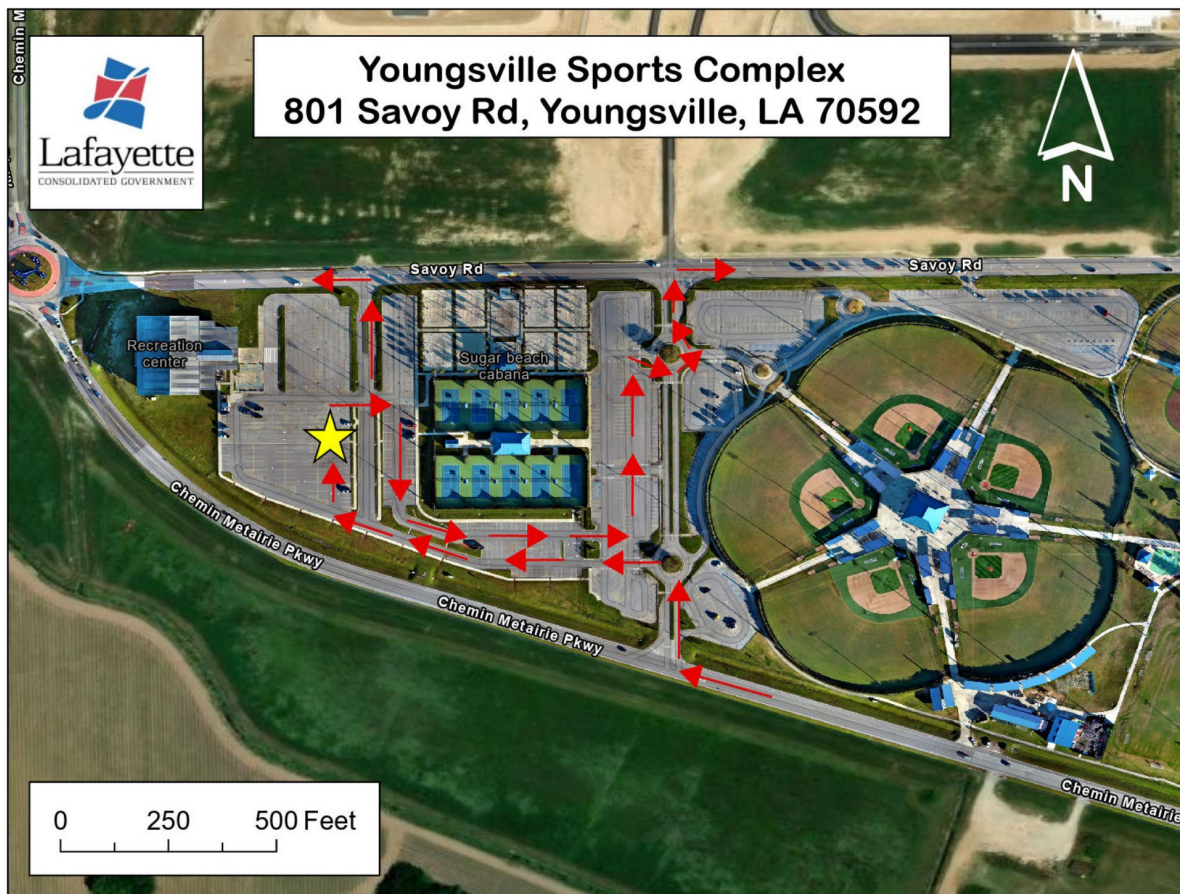




Scott Event Center  
Level IV POD



Youngsville Sports Complex  
Level IV POD

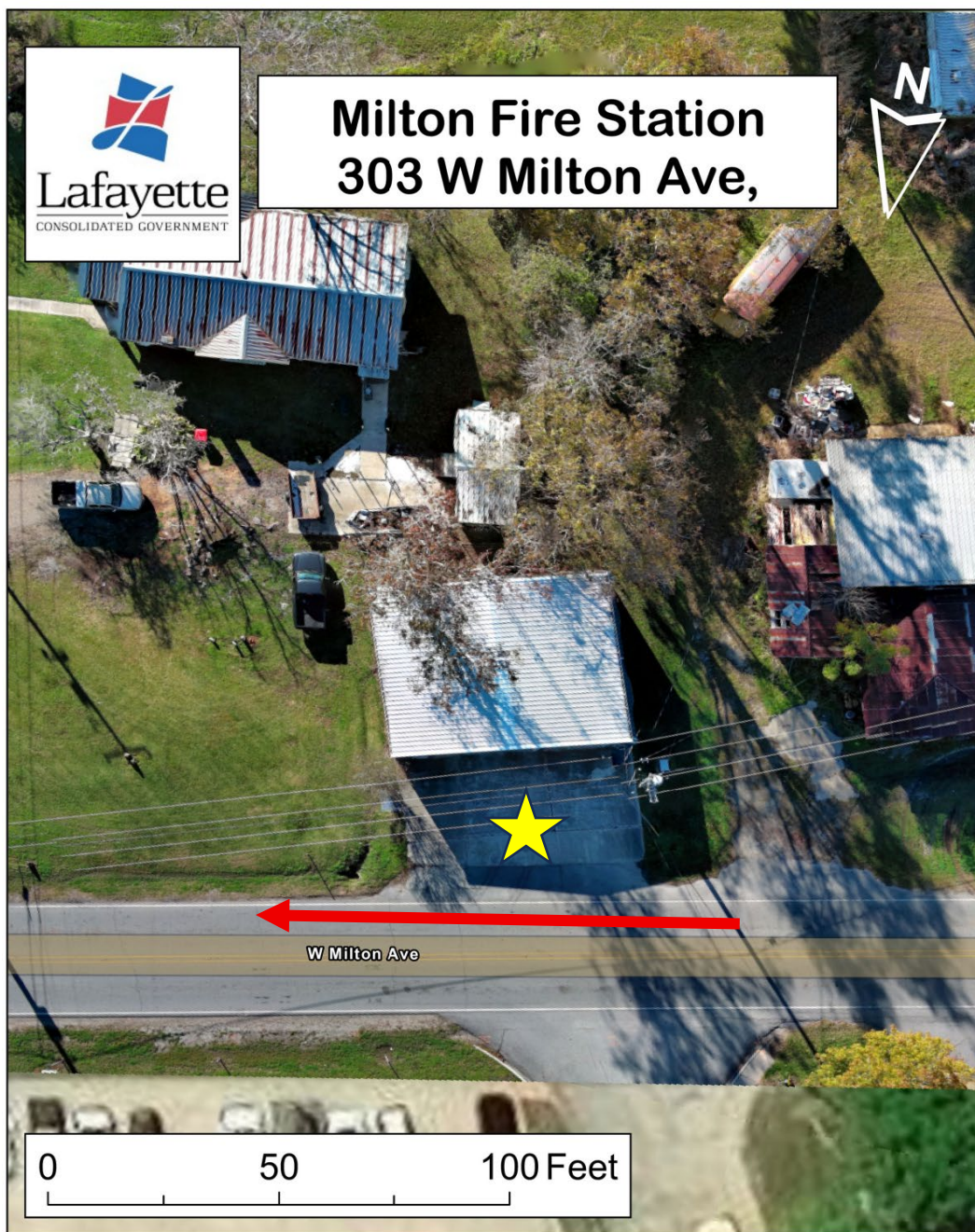




Judice Fire Station  
Level IV POD



Milton Fire Station  
Level IV POD





**Appendix 2  
Points of Distribution (POD) Locations**

**Level I**

- Cajun Field (near Bertrand and W. Congress side); 2351 W Congress St., Lafayette, LA

**Level II**

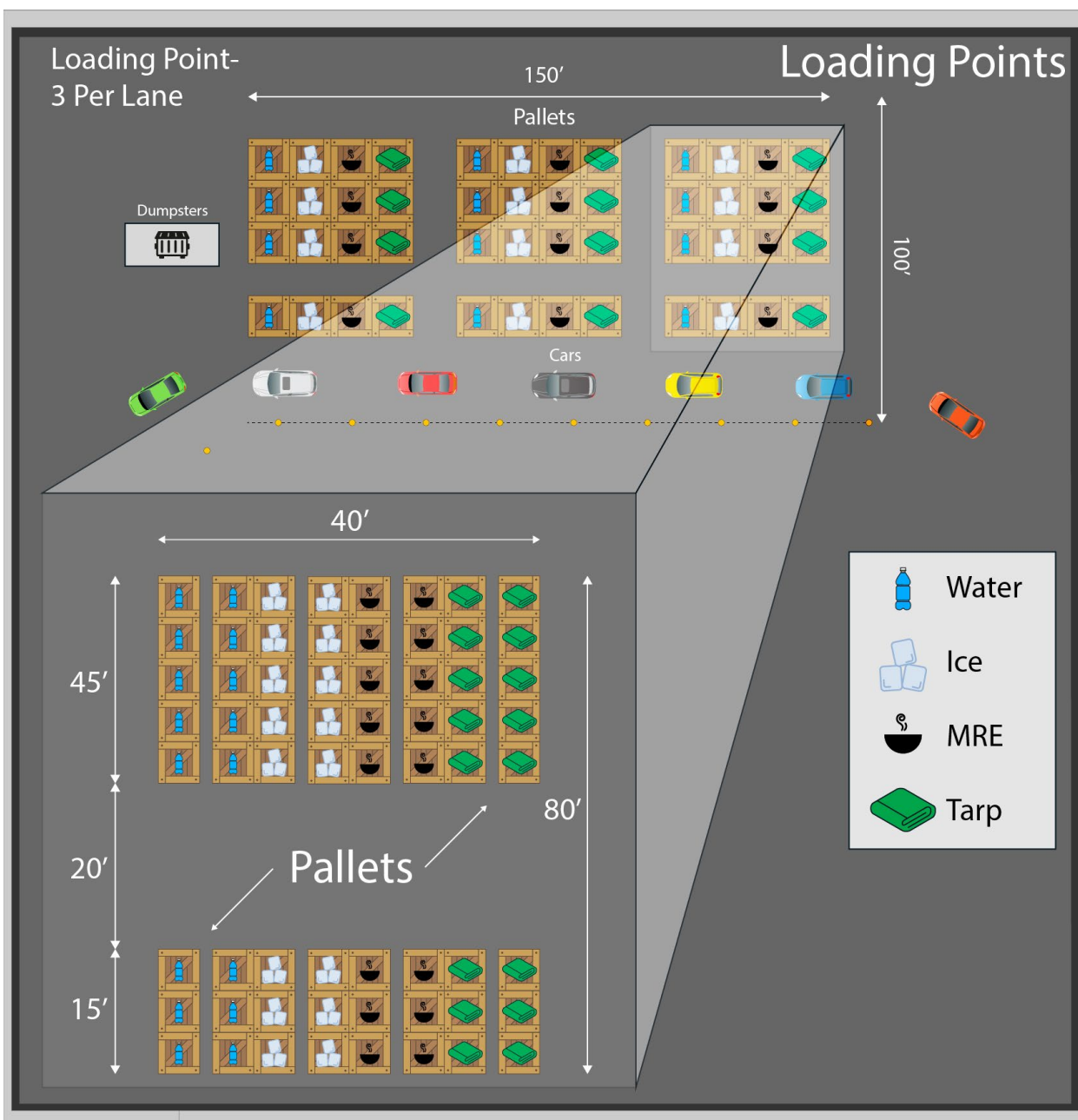
- Blackham Coliseum; 2330 Johnston St., Lafayette, LA

**Level IV**

- Broussard Sports Complex; 701 St. Nazaire, Broussard, LA
- Pelican Park; 110 Softball Dr., Carencro, LA
- Miss Mamie's Casino; 257 Austria Rd., Duson, LA
- City Public Works; 118 Lions Club Rd., Scott, LA
- Youngsville Sports Complex; 801 Savoy Rd, Youngsville, LA
- Judice Fire Station; 401 Ranch Rd., Duson, LA
- Milton Fire Station #1; 211 W. Milton., Lafayette, LA

Appendix 3  
POD Example

POD Loading Point Example



## I. PURPOSE AND SCOPE

### Purpose

The purpose of this annex is 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.

#### Parish Departments

Lafayette Parish Office of Homeland Security and Emergency Preparedness (OHSEP)  
Lafayette Consolidated Government

#### Agency Partners

All Parish Agencies and Departments with Emergency Preparedness roles

#### State and Federal Partners

Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)  
FEMA

## II. SITUATION AND ASSUMPTIONS

### Situation

- Trained emergency preparedness personnel are essential in responding to and facilitating recovery from both natural and man-made disasters. It is essential that a comprehensive, well-developed training, education, and exercise program be developed and implemented to satisfy ongoing requirements.
- All response agencies within Lafayette Parish are required to obtain training in accordance with the National Incident Management System.

### Assumptions





- Effective training programs, scheduled on a regular basis, will enhance the skills necessary for effective response in an emergency.
- 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

### 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.

*By Phases of Emergency Management*

<p><b>Mitigation</b></p> 	<ul style="list-style-type: none"> <li>Periodically check GOHSEP and FEMA and Emergency Management Institute (EMI) websites for training opportunities.</li> <li>Establish policies pertaining to the training of individuals, groups and functional teams in disaster and emergency subjects, skills, and techniques.</li> <li>Arrange for qualified instructors, equipment, and related material for all phases of emergency management training.</li> <li>Establish acceptable standard skill levels for emergency response workers (NIMS) courses.</li> </ul>
<p><b>Preparedness</b></p> 	<ul style="list-style-type: none"> <li>Develop an adequate supply of training aids, instructors, and functional support teams for increased readiness training.</li> <li>Utilize instructors available from government agencies and private sector to conduct, or assist in conducting, all phases of training.</li> </ul>
<p><b>Response</b></p> 	<ul style="list-style-type: none"> <li>Conduct 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.</li> <li>Commence increased readiness training in all aspects and assignments as indicated in the Emergency Operations Plan.</li> <li>Exercise the Emergency Operations Plan to test effectiveness and train personnel in assignments.</li> </ul>
<p><b>Recovery</b></p> 	<ul style="list-style-type: none"> <li>Evaluate present training programs and emergency response exercises.</li> <li>Observe and note deficiencies and future needs for training programs.</li> <li>Integrate lessons learned from real world experience into training program.</li> </ul>

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

Reference paragraph IV, Base plan.

### Responsibilities

#### Lafayette Parish Office of Homeland Security and Emergency Preparedness

- Responsible for coordinating training effort.
- Brief all department heads and agencies on plans, procedures, and training courses for their personnel.
- Determine type and level of training required for all emergency operating assignments.
- Keep updated on training schedules to assure that necessary skills are obtained by personnel and public officials to carry out emergency functions.
- Schedule exercises and drills as training tools.

- Continue to train instructors in all phases of emergency operations in order to meet emergency needs for classroom instruction.
- Recruit and screen participants for the required courses.
- Assist the Public Information Officer in providing instructional and educational materials for the general public.

## V. DIRECTION AND CONTROL

All primary and support entities involved with the EOC will be responsible for ensuring that their own personnel having emergency response duties are adequately trained in their primary functions.

## VI. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION

The Lafayette Parish Office of Homeland Security and Emergency Preparedness will be responsible for the development and updating of this annex.

## VII. APPENDICES

### Appendix 1- Exercise and Incident Evaluation Program

Training Annex  
Appendix 1

**Exercise and Incident Evaluation Program**

**I. EXERCISE & INCIDENT PROGRAM**

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.

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.

- Task Level Performance: the ability of individual players or teams to perform a required task.
- Agency/Discipline/Function Level Performance: performance of agencies or disciplines and functions (i.e. hazmat teams, ICS, EOC operations, etc.).
- Mission Level Performance -the overall ability of the intergovernmental community as a whole to achieve the expected mission outcome.

**III. Purpose**

The purpose of the training 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. 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. The objectives of this plan are:

- Identify issues, lessons learned and smart practices resulting from actual events and exercises.
- Manage corrective actions of identified operational issues.
- Distribute lessons learned.

#### IV. Exercise and Incident Evaluation

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. The exercise and 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.

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. 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.

After-action reports (AAR) and improvement plans (IP) provide valuable input into strategy development and program planning, as well as lessons learned that should be shared with participants and partner agencies. AARs should include the following:

- Date, time, and place of exercise.
- Type of Exercise (e.g. tabletop, functional, or full-scale).
- Focus of the exercise. Is it oriented toward prevention, response, or recovery and what type of event? What initiating event is being highlighted?
- 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?
- Objectives- Exercises should be based on objectives that exercise participants need to accomplish in order to improve preparedness.
- 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.
- Lessons learned- Lessons learned are gained from an innovation or experience that leads to improved response and operations. Lessons learned should provide insight into the situation to describe a change that was made to address a particular issue.

The Improvement Plan is the means by which the lessons learned from the exercise are turned into concrete, measurable steps that result in improved response capabilities. Lafayette Parish Office Of Homeland Security and Emergency Preparedness will be responsible for updating the EOP to incorporate lessons learned and subsequent improvements.

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**

#### **Seminars**

Seminars are generally held to provide an overview of authorities, strategies, plans, policies, procedures, protocols and response resources. 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:

- 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.
- Informal discussions led by a seminar leader.
- Atmosphere that is not constrained by real-time portrayal of events.
- Effectiveness with small and large groups.

#### **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:

- Developing exercise scenario and key events listings.
- Determining evaluation elements and standards of performance.
- Determining program or exercise objectives.

#### **Tabletop Exercises (TTX)**

A TTX involves 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, a TTX can be a cost-effective tool when used in conjunction with more complex exercises.

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:

- Practicing group problem solving.
- Familiarizing senior officials.
- Conducting a specific case study.
- Examining personnel contingencies.
- Testing group message interpretation
- Participating in information sharing.
- Assessing interagency coordination.
- Achieving limited or specific objectives

### 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:

- A narrow focus of performance, measured against established standards.
- Instant feedback.
- Realistic environment.
- Performance in isolation.
- Performance as a subset of full-scale exercises (FSEs).

### Functional Exercises

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:

- Evaluating Functions
- Evaluating emergency operations centers (EOCs), headquarters, and staff.
- Reinforcing established policies and procedures.
- Measuring the adequacy of resources.

- Examining inter-jurisdictional relationship

### Full Scale Exercises

In a Full-Scale Exercise (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:

- Assessing organizational or individual performance.
- Demonstrating interagency cooperation.
- Allocating resources and personnel.
- Assessing equipment capabilities.
- Activating personnel and equipment locations.
- Assessing inter-jurisdictional cooperation.
- Exercising public information systems.
- Testing communications systems and procedures.
- 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.

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

### Planning and Development

- Establish an exercise baseline.
- Conduct an assessment of capabilities and needs relating to plans, policies, procedures, equipment and training.
- Develop the exercise
  - Identify type of Exercise.
  - Establish goals and objectives to be incorporated into the scenario.
  - Develop scenario based on the identified goals and objectives of the participating agencies (and jurisdictions) and the needs of the community.
  - Identify extent of play.
  - Determine what information should be collected, who will collect it and how it be collected.

### Training and Preparation

- Identify training needs prior to the actual exercise.
- Coordinate needs with exercise coordinator.
- Identify specific resources needed for the exercise and make appropriate arrangements (i.e. location, facilities, meals, facilitators, etc.).
- Update plans, procedures, policies, etc.
- Obtain all necessary approvals from public officials, department heads, volunteer organizations, etc.

### Exercises

- Based on predetermined scenario and goals and objectives, the exercise should begin on time and conducted according to schedule.
- All communications should begin and end with "this is an exercise".
- Maintain accurate documentation of all activities.
- At the termination of all exercises, conduct a "player hot wash" with participants and exercise personnel.

### Improvement Plan and Corrective Actions

- Facilitators should analyze Data using information obtained during the exercise and the hot wash. This data will be used in the development of the "After Action Report".
- Develop draft After Action Report (AAR). The report should provide:
  - Description of what happened.
  - Identify exemplary practices.

- Identify issues that need to be addressed.
  - Recommendations for improvement.
- Develop an Improvement Plan (IP). Provide the means by which the lessons learned from the exercise are turned into concrete, measurable steps that result in improved response capabilities. The IP should identify:
  - Specific details and what actions will be taken to address each recommendation presented in the draft AAR.
  - Who or what agency will be responsible for taking the action and the timeline for completion.
- Distribute Draft AAR to participating agencies and allow for comments to the draft. This time period should not exceed thirty (30) days, if possible.
- Compile all comments and finalize AAR and Implementation Plan.
- Distribute AAR/IP to officials from participating agencies in the exercise.
- Issues identified in the Implementation Plan should be incorporated into the exercise program.