



St. Tammany Parish Emergency Operations Plan

January 2012



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PROMULGATION STATEMENT

This is the updated Emergency Operations Plan (EOP) for St. Tammany Parish. This plan supersedes any previous EOP promulgated for this purpose. It provides a framework in which parish departments, agencies, organizations, and its municipalities can plan and perform their respective functions during emergencies or disasters. It details the overall responsibilities of the St. Tammany Parish government and sets forth a detailed parish program in preparation for, operations during, and relief and recovery following emergencies and disasters.

In accordance with the Homeland Security Presidential Directive (HSPD)-5, all parish departments, agencies, organizations, and its municipalities having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination between local, State, and Federal organizations. The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using the ICS.

Failure to follow the guidelines outlined in this plan and coordinate response and recovery activities through the Emergency Operations Center (EOC) could result in the duplication of efforts, delayed response time for mutual-aid and/or State and Federal assistance, and a loss or reduction of State and Federal emergency assistance funds. Therefore, it is imperative that each department, agency, organization, and municipality listed in this document become familiar with the basic plan, annexes, and appendices. Authority and responsibility for direction and control of resources in St. Tammany Parish by officials operating within the St. Tammany Parish Emergency Preparedness Structure is an integral part of this plan.

This plan is in accordance with existing local, State, and Federal statutes and ordinances and other related or applicable emergency authorities and directives; as well as agreements and understandings made with the various departments, agencies, organizations, and municipalities involved. The St. Tammany Parish Police Jury and the St. Tammany Parish Office of Homeland Security and Emergency Preparedness (OHSEP) have reviewed and approved this EOP. In addition, this EOP has been reviewed by the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).

Dexter Accardo Date
Director
Office of Homeland Security and Emergency Preparedness

Pat Brister Date
Parish President
St. Tammany Parish

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CONCURRENCE

This EOP describes the framework by which the St. Tammany Parish government conducts activities to address the consequences of emergencies or disasters within the boundaries of the parish to save lives; protect public health, safety, property, and the environment; alleviate damage and hardship; and reduce future vulnerability.

By signing this concurrence, the following departments, agencies, municipalities, non-governmental, and private sector organizations with assigned emergency responsibilities commit to the following:

- Support the EOP concept of operations and carry out their assigned emergency support functions to ensure an orderly and timely delivery of assistance.
- Cooperate with local, State, and Federal governments to provide effective oversight of disaster operations.
- Make maximum use of existing authorities, organizations, resources, systems, and programs to reduce disaster-relief costs.
- Form partnerships with counterpart local and State agencies, voluntary disaster relief organizations, and the private sector to take advantage of all existing resources.
- Continue to develop and refine parish and regional planning, exercises, and training activities to maintain necessary operational capabilities.

Signatures

Print Name, Title	Signature	Date
Animal Services		

Print Name, Title	Signature	Date
Chief Administrative Office		

Print Name, Title	Signature	Date
Community Actions Agency		

Signatures

Print Name, Title Council	Signature	Date
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Print Name, Title Engineering Department	Signature	Date
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Print Name, Title Code Enforcement	Signature	Date
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Print Name, Title Cultural and Governmental Affairs	Signature	Date
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Print Name, Title Environmental Service	Signature	Date
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Print Name, Title Facilities Management	Signature	Date
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Print Name, Title Fire Services	Signature	Date
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Print Name, Title Fire District #1	Signature	Date
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Print Name, Title Fire District #2	Signature	Date
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Print Name, Title Fire District #12	Signature	Date
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Print Name, Title Finance	Signature	Date
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Print Name, Title Homeland Security and Emergency Preparedness	Signature	Date
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Print Name, Title Management Information Systems	Signature	Date
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Print Name, Title Parish President's Office	Signature	Date
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Print Name, Title Permits and Regulatory	Signature	Date
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Signatures

Print Name, Title Planning Department	Signature	Date
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Print Name, Title St. Tammany Parish School Board	Signature	Date
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Print Name, Title Public Works Department	Signature	Date
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Print Name, Title St. Tammany Parish Sheriff's Office	Signature	Date
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Print Name, Title Social Services Department	Signature	Date
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Print Name, Title CLECO	Signature	Date
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Print Name, Title Centerpoint Energy	Signature	Date
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Print Name, Title ATMOS Energy	Signature	Date
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Print Name, Title American Red Cross	Signature	Date
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Print Name, Title ROCS/Red Cross	Signature	Date
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Print Name, Title EMS / Acadian	Signature	Date
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Print Name, Title Causeway Police	Signature	Date
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Print Name, Title Slidell Police	Signature	Date
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Print Name, Title City of Covington Police Department	Signature	Date
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Print Name, Title Medical Office	Signature	Date
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Print Name, Title WST Electric	Signature	Date
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Signatures

Print Name, Title	Signature	Date
Louisiana Department of Transportation and Development (DOTD)		

Print Name, Title	Signature	Date
Louisiana Department of Health and Hospitals (DHH)		

Print Name, Title	Signature	Date
Louisiana National Guard		

Print Name, Title	Signature	Date
Louisiana State Police		

Print Name, Title	Signature	Date
Louisiana Department of Wildlife and Fisheries		

Print Name, Title	Signature	Date
Mandeville Police		

Print Name, Title	Signature	Date
STP Information Service		

Print Name, Title	Signature	Date
STP Media		

Signatures

Print Name, Title 9-1-1 Director	Signature	Date
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Print Name, Title NVISION	Signature	Date
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Print Name, Title City of Slidell	Signature	Date
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Print Name, Title City of Mandeville	Signature	Date
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Print Name, Title City of Covington	Signature	Date
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Print Name, Title City of Abita Springs	Signature	Date
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Print Name, Title City of Pearl River	Signature	Date
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Print Name, Title City of Folsom	Signature	Date
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Signatures

Print Name, Title	Signature	Date
City of Sun		

Print Name, Title	Signature	Date
City of Madisonville		

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FOREWORD

This publication constitutes the EOP for St. Tammany Parish Government in the State of Louisiana. Hazardous conditions and situations exist in all communities, and St. Tammany Parish is no exception. These range from natural hazards such as hurricanes and flooding to serious chemical spills and nuclear attack. Ordinary citizens generally give little thought to these potential hazards until they occur or threaten the community. The parish OHSEP is responsible for formulating and updating plans, procedures, arrangements and agreements, and for coordinating emergency and disaster operations.

The St. Tammany Parish EOP constitutes a comprehensive, all-hazards approach to emergency management. It establishes guidelines, responsibilities, operational processes, and protocols to assist in saving lives; protecting public health, safety, property, and the environment; alleviating damage and hardship; and reducing future vulnerability. It is designed to assist every person in the parish who might be affected by emergencies and disasters regardless of race, ethnicity, national origin, religion, gender, age, access and functional needs, or disability. This EOP generally conforms to the guidelines established by the Federal Emergency Management Agency (FEMA) and the Louisiana GOHSEP for an integrated emergency management system.

Since the planning process is continuous, the EOP must be reviewed at least annually to maintain its integrity. All recipients are requested to review the EOP and advise the St. Tammany Parish OHSEP of any changes that might result in its improvement or increase its effectiveness. The EOP will undergo a formal review and update, including a new promulgation statement and concurrence, every four years in accordance with the plan review and update schedule published by GOHSEP. Interim changes to the EOP will be incorporated in an orderly manner and issued, as appropriate. Supplements to the EOP that deal with particular hazards or regional planning issues may be distributed periodically.

Questions or recommended changes to this plan should be directed to the St. Tammany Parish OHSEP.

Dexter Accardo
Director
Office of Homeland Security and
Emergency Preparedness

Date

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BASIC PLAN

I. PURPOSE AND SCOPE

It is the purpose of this plan to provide guidance for all St. Tammany Parish Government departments, municipalities within the parish, and all agencies within the parish with an emergency assignment before, during and following any emergency.

This 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 for preparation against, operation during, relief and recovery following disasters as provided by Parish, State, and Federal statutes as well as other related or applicable emergency authorities or directives.

A. Mission

In time of emergency the mission of the St. Tammany Parish Government is:

1. To plan and prepare response programs for the protection of life and property in the event of disasters.
2. To take immediate effective action to direct, mobilize, coordinate, and determine utilization of local resources to support political subdivisions in the conduct of disaster operations to save lives, protect property, relieve human suffering, sustain survivors, and repair essential facilities.
3. To coordinate all disaster services with the parish Emergency Preparedness Director, and direct restoration and recovery operations in the disaster area subject to governmental authority.
4. To provide each Parish department with plans which conform to the guidelines and directions of the St. Tammany Parish Emergency Operation Plan.

B. Overview

1. Primary responsibility for disaster preparedness rests with elected local and State officials, in accordance with The Louisiana Homeland Security and Emergency Assistance and Disaster Act. To fulfill this responsibility they must give maximum attention to the coordination of all disaster relief efforts.
2. St. Tammany Parish utilizes the Whole Community approach to emergency management as outlined by FEMA.

3. Existing organizational elements for emergency government response will be used to the fullest extent and augmented where necessary.
4. Assistance to overcome the effects of a disaster must be provided as soon as possible. Therefore, local, State, and Federal response elements will immediately perform needed emergency work.
 - a. Reimbursement from the Federal Government for emergency work, restoration, or replacement is contingent upon a Presidential Declaration implemented under the Robert T. Stafford Act, Public law 93-288, as amended.
 - b. It is the purpose of the EOP to cover all aspects of local response only, not contingent on any extraordinary State or Federal assistance.
5. All local response agencies will include provisions for necessary documentation for financial accountability from the onset of any disaster occurrence. Emergency conditions do not preclude the need for documentation required by current disaster assistance regulations and directives.
 - a. It shall be the responsibility of all local response elements of government to use to the fullest extent all manpower and material resources available in the general area of devastation by means of inter-city or inter-parish requests, and notify the St. Tammany Parish Office of Homeland Security and Emergency Preparedness of any deficiencies.
 - b. In accordance with HSPD-5, all parish departments, agencies, organizations, and its municipalities having responsibilities delineated in this EOP will use NIMS. This system will allow proper coordination between local, State, and Federal organizations. The ICS, as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. St. Tammany Parish adopted NIMS by resolution on October 27, 2006 (See Basic Plan Appendix 7: NIMS).

II. SITUATION AND ASSUMPTIONS

A. Location

St. Tammany Parish is located north of the City of New Orleans and is adjacent to the parishes of Orleans, Tangipahoa, Jefferson, Washington, and the State of Mississippi. It encompasses the municipalities of Slidell, Mandeville, Covington, Pearl River, Abita Springs, Madisonville, Sun, and Folsom. The size of the parish

is approximately 873 square miles, with an approximate population of 230,000. Appendix 8 contains a map of St. Tammany Parish.

B. Situation

1. St. Tammany Parish is subject to the effects of many natural and man-made disasters, varying widely in type and magnitude from local communities to statewide in scope.
2. Disasters include, but are not limited to, hurricanes, tornadoes, floods, storms, high water, wind driven water, tidal wave, drought, fires, high winds. Apart from natural disasters, the parish is subject to a myriad of other disaster contingencies such as transportation accidents to include those involving chemicals and other hazardous materials. Even though the parish is not an industrial center it is subject to plant explosions, chemical, oil and other hazardous material spills. As with any other community the parish is also exposed to building or bridge collapse, utility service interruptions, energy shortages, civil disturbances or riots, terrorist activity, and warfare. A complete hazard analysis containing additional information can be found in the St. Tammany Parish Hazard Mitigation Plan.

C. Assumptions

1. Prediction and warning systems established make it possible to anticipate certain disaster situations that may occur throughout the parish or the general area beyond Parish boundaries.
2. Disaster contingencies could cause a grave emergency in any Parish area.
3. Response actions will vary in scope and intensity depending on the situation. The devastation may be isolated and limited, or wide-ranging and extremely devastating. For this reason, planning efforts are made as general as possible so that great latitude is available in application.
4. Actions to alleviate the effects of disaster conditions will be conducted as soon as possible by the lowest political subdivision.
5. State assistance will complement local efforts after taking all necessary measures on the local level.
6. Federal and State disaster assistance will supplement relief provided by the parish and its political subdivisions. It is provided only when local resources are clearly insufficient to cope with the effects of the disaster.

III. CONCEPT OF OPERATIONS

A. General

These guidelines define the actions necessary to provide the best possible programs for the welfare of the populace in a disaster situation. Guidelines provide positive actions to deal with disaster effects. Emergencies develop because of the impact of a situation upon individuals. The purpose of this plan is to provide for the welfare of individuals before, during, and after disasters. To provide this welfare, the parish attempts to forecast the potential emergencies and develop clear-cut and effective plans to educate its citizens.

St. Tammany Parish Government will to the maximum extent possible, provide initial emergency management (response). The parish president has the authority to declare a State of Emergency and to terminate it. State of Emergency is the authority for exercising the pre-delegated emergency authority. The parish can request needed assistance by executing mutual-aid agreements with the American Red Cross, other volunteer groups, the private sector, neighboring parishes and the Louisiana GOHSEP. GOHSEP will coordinate requests for additional assistance beyond its capabilities, including a request to FEMA for a Presidential Declaration of an emergency or major disaster to allow for supplemental Federal response, financial, and technical assistance.

B. Emergency Action Levels

For the purpose of integrated emergency management, Louisiana parishes use the same emergency-situation notification levels used by Federal agencies in NIMS.

1. Natural Disaster (National Weather Service)
 - a. Watch
 - b. Warning
 - c. Impact
 - d. Recovery
2. Fixed Nuclear Facility (NRC Regulation 0654)
 - a. Unusual Event
 - b. Alert
 - c. Site Area Emergency
 - d. General Emergency

C. Phases of Emergency Management

The five phases of emergency management are:

1. Prevention

Take preventative activities to avoid an incident or to intervene to stop an incident from occurring. Such actions are primarily applicable to terrorist incidents. Those may include the application of intelligence and other information to a range of activities that may include deterrence. This will

include heightened security for potential targets, investigations to determine the nature and source of the threat, public health, agricultural surveillance, law-enforcement operations aimed at preempting, interdicting or disrupting illegal activities and public-education programs.

2. Mitigation

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

3. Preparedness

Preparedness activities serve to develop the response capabilities needed during an event, designing public-information programs and providing warning systems.

4. Response

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

5. Recovery

Recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the community and provide basic public needs. Long-term recovery focuses on restoring the community to 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.

The parish president will issue an order terminating a State of Emergency when emergency conditions no longer exist.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

Most departments/agencies of government have emergency functions in addition to normal, day-to-day duties. Emergency functions usually parallel or complement normal functions. Each department/agency is responsible for developing and maintaining emergency management procedures. Specific primary and support functions are listed under “Assignment of Responsibilities” and overlap with those in each annex.

Departments of St. Tammany Parish government and other agencies that provide response personnel shall ensure their personnel have received the type and level

of emergency training required for their assignments to cover all phases of emergency operations. These departments and agencies will also maintain Standard Operating Procedures (SOP) or Standard Operating Guidelines (SOG) that include a description of how they will accomplish the tasks outlined in this plan.

Departments of St. Tammany Parish and other agencies that provide response personnel shall ensure that the access and functional needs of the children, elderly, non-English speaking individuals and people with disabilities, are taken into consideration while performing their tasks outlined in this plan.

B. Organization

1. Governor

The Governor has the overall responsibility for emergency management in the State and is assisted in these duties by the GOHSEP Director.

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

2. St. Tammany Parish Emergency Preparedness Structure:

- a. Parish President
- b. Parish Chief Administrative Officer
- c. Parish OHSEP
- d. Law Enforcement Agencies
- e. Parish Department of Public Works
- f. Parish Department of Animal Services
- g. Department of Fire Services Director
- h. Fire Districts and Departments
- i. Parish Department of Finance
- j. Parish Vehicle Maintenance Garage
- k. Parish Planning Department
- l. Parish Medical Director
- m. Parish Community Action Agency
- n. Parish Department of Engineering
- o. Parish Facilities Management Department
- p. Parish Department of Permits and Regulatory
- q. Parish Department of Cultural and Governmental Affairs

- r. Parish Management Information Services
- s. Parish Department of Health and Human Services
- t. Parish Environmental Services Department
- u. Parish Office of Executive Counsel

C. Assignment of Responsibilities

Following are the assignments of primary emergency functions to departments and agencies of St. Tammany Parish as well as to any other concerned organizations necessary to carry out this emergency plan.

1. Parish President/Chief Administration Officer shall be responsible for:
 - a. Initiating the execution of this plan.
 - b. Declaring and terminating a State of Emergency.
 - c. Maintaining overall direction and control of emergency operations during disaster declarations.
 - a. Suspend the provisions of any parish regulatory ordinances, orders, rules, or regulations that would prevent, hinder, or delay necessary action in coping with the emergency.
 - b. Initiating evacuation procedures via EOC operations.
 - c. Authorizing return to evacuated areas.
 - d. Providing leadership throughout emergency crisis.
 - e. Providing guidance for continuity of operations (COOP) for parish government.
 - f. Using administrative staff as needed.
2. Parish OHSEP shall be responsible for the coordination (not the direct supervision) of:
 - a. EOC staffing and functioning.
 - b. Communications.
 - c. Development and operation of a Shelter System in conjunction with the American Red Cross and School System.
 - d. Emergency public information.
 - e. Warning system.
 - f. Military and other outside assistance.
 - g. Emergency control and use of resources.
 - h. St. Tammany Parish departments and agencies as well as organizations not directly under the control of the parish president.

- i. Training and education.
 - j. Rumor control.
 - k. Radiological protection.
 - l. Damage assessment.
 - m. Comprehensive emergency planning that accounts for the needs and capabilities of the whole community.
 - n. Identification of non-English speaking persons.
 - o. Coordination with organizations that provide service during an emergency.
3. Law enforcement agencies shall be responsible for:
 - a. Maintaining law and order.
 - b. Controlling traffic.
 - c. Protecting vital installations and critical facilities.
 - d. Controlling and limiting access to the disaster area.
 - e. Supplementing communications.
 - f. Assisting with all evacuation efforts.
 - g. Search and rescue.
 - h. Coordinating crowd and traffic control at hazardous-materials emergencies.
 - i. Integrating National Guard support to law enforcement.
4. Parish Department of Public Works shall assist with:
 - a. Ensuring major streets, avenues, highways and other travel routes are open for traffic during evacuation.
 - b. Heavy rescue support.
 - c. Decontamination (i.e. when sand is needed).
 - d. Transportation assistance.
 - e. Debris removal.
 - f. Operations to mitigate effects of a disaster.
 - g. Stockpiling of emergency preparedness items.
 - h. Assigning personnel and equipment to assist emergency operations.
5. Parish Department of Animal Services shall assist with:
 - a. Evacuation of animals housed at animal services.

- b. Assist in evacuation of people and pets from established parish pick up points.
 - c. Setup and monitor the pet friendly shelter, special needs shelter and essential employee shelter.
 - d. Setup and monitor housing and care for displaced animals.
 - e. Animal control and rescue.
 - f. Provide and maintain accountability of control drugs accessible within the animal services department.
 - g. Removable and disposal of animal carcasses.
6. Parish Department of Fire Services Director:
- a. Ensure a fire representative is present in the EOC during activation to coordinate fire services and manage the communication room.
 - b. Coordinate resource requests from Fire Districts and Departments during EOC activation.
 - c. Maintain constant information flow to all St. Tammany Parish Fire Districts and Departments.
7. Fire Districts and Departments shall be responsible for:
- a. Providing fire protection and the combating of fires.
 - b. Conducting simple search and rescue secondary to the Sheriff's Office.
 - c. Conducting heavy search and rescue operations (i.e., collapsed structures, high angle and confined space).
 - d. Conducting hazardous material response to the level of their expertise.
 - e. Assisting with damage assessment.
 - f. Enforcing necessary fire codes. (Fire Districts not having such capabilities will continue to rely on the State Fire Marshall's Office for the enforcement of those codes).
8. Parish Department of Finance shall be responsible for:
- a. Maintaining economic stabilization as required.
 - b. Maintaining list of suppliers, vendors and items of critical emergency need (through the Procurement Division).
 - c. Serve as emergency purchasing agent during any declared emergency.
 - d. Review all emergency relate contracts.
 - e. Participate in damage assessment activities.

- f. Initiate and account for all parish project work orders requested to State and FEMA.
9. Parish Vehicle Maintenance Garage shall coordinate:
 - a. Maintenance of vehicles and other essential equipment of the various departments and agencies.
 - b. Development of a plan of priorities to be used during the period of increased readiness for the repair of vehicles and equipment.
 - c. Maintenance of reserve supply of fuel.
 - d. Provisions for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop as the situation permits.
 - e. Maintain available contact information for replacement of fuel, water, sand, and batteries.
 10. Parish Planning Department shall assist with:
 - a. Furnishing information, including maps or materials as the Emergency Preparedness Agency needs for general and detail planning for chemical, transportation, or industrial accidents and natural disasters.
 - b. Supplying necessary personnel to the EOC to carry out the assigned task of resource information, shelter operations and other such designated duties.
 - c. Enforcement of St. Tammany Parish government building codes.
 - d. Provide a Transportation Coordinator to manage transportation assets during EOC activation.
 11. Parish Medical Director shall be responsible for:
 - a. Emergency medical care.
 - b. Emergency hospital treatment.
 - c. Medical support to shelters.
 - d. Health advisories.
 - e. Supplying and using medical and health items.
 - f. Emergency internment coordination.
 - g. Insect and rodent control.
 - h. Inoculations for the prevention of disease.
 - i. Sanitation.
 - j. Coordinating activities between local and State health providers.

12. Parish Community Action Agency shall assist with:
 - a. Supporting shelter managers in taking applications for available programs and service.
 - b. Finding emergency welfare services.
 - c. Finding emergency lodging.
 - d. Finding emergency feeding.
 - e. Finding emergency clothing.
 - f. Emergency registration and inquiry.
 - g. In coordinating religious services.
 - h. Coordinating private welfare groups in distributing healthcare donations.

13. Parish Department of Engineering shall be responsible for:
 - a. Providing stream gauge modeling and mapping during emergency operation.
 - b. Providing traffic and storm surge modeling during emergency operations.
 - c. Ensuring subsurface drainage areas are clear from debris.
 - d. Participating in damage assessment after a disaster.
 - e. Reviewing structure damage for all parish owned critical facilities.
 - f. Engineering services as required with the Department of Public Works (DPW).
 - g. GIS mapping.
 - h. Produce maps for debris contractors.
 - i. Manage National Guard resources, if available.
 - j. Manage road clearing.
 - k. Emergency bridge inspections.
 - l. Engineering assistance to Public Works, as requested.
 - m. Coordination of utility conflicts with road clearing/debris operations.
 - n. Emergency debris staging areas/landfill operations.
 - o. Engineering assessments to Public Works and President's Office, as needed.

14. Parish Facilities Management Department shall:

- a. Provide support to all critical facilities during a disaster (i.e., generator, fuel, water and dumpster service).
 - b. Provide building technicians for EOC, Justice Center, employees' family shelter, and any other critical facility deemed necessary by parish administration.
15. Parish Department of Permits and Regulatory shall:
- a. Serve as primary Damage Assessment agency for the parish.
 - i. Establish Emergency Triage Team.
 - ii. Coordinate damage assessment inspections.
 - b. Establish satellite offices as needed in area affected after an event.
 - c. Assist Public Works and Engineers in identifying roads/bridges that may need closing before and after an event.
16. Parish Department of Cultural and Governmental Affairs shall:
- a. Provide Public Information Officers (PIOs).
 - b. Release all public information relating to an emergency.
 - c. Develop adequate educational materials for dissemination to the public.
 - d. During EOC activation act as single point of contact for all media and new releases.
 - e. Ensure that capabilities of live broadcast are available from the EOC.
17. Parish Management Information Services:
- a. Maintain backup of all data on the parish network.
 - i. Backup of server and user data to tapes for offsite storage.
 - ii. Copy financial data to backup servers at the EOC and the Justice Center (JC) for post-event usage.
 - iii. Copying of critical data to portable hard drives for easy access.
 - b. Provide technical support to the EOC, Parish Administrative Complex, and the Mobile Command Center if applicable.
 - i. Provide personnel to provide support.
 - c. Maintain sufficient data processing equipment to sustain the EOC survivability no less than 14 days.
 - i. Ensure the servers, network, and Internet equipment are functioning.

- d. Work in conjunction with the parish engineering department in mapping and computer modeling.
 - i. Copy critical data to portable hard drives for easy access.
 - ii. Work with private partners such as NVISION to make sure the backup GIS server is functioning properly and other support is provided as needed.
 - iii. Provide workstation and personnel to coordinate data collection/map production.
18. Parish Department of Health and Human Services shall:
- a. Keep the healthcare community, Red Cross, and other human services agencies informed of the current emergency condition in cooperation with the parish PIO.
 - b. Organize and facilitate medical, State, volunteer, and other organizations in providing a cooperative Special Needs Shelter.
 - c. In cooperation with St. Tammany Parish OHSEP, coordinate the opening of general population shelters.
 - d. Serve a liaison/coordinator between hospitals, nursing homes, faith-based organizations and home health agencies located in the parish.
 - e. Work with local human service organizations to assure availability of welfare assistance and services to eligible victims of emergencies and disasters.
 - f. Advise/assist the FEMA when granting and providing relief to emergency/disaster victims.
19. Parish Environmental Services Department shall:
- a. Coordinate with Louisiana Department of Health and Hospitals concerning the protection and evaluation of large community water supplies operating in unincorporated St. Tammany.
 - b. Coordinate with Louisiana Department of Environmental Quality concerning the evaluation of operations and the tracking of required corrective repairs of wastewater treatment systems operating in unincorporated St. Tammany.
 - c. Coordinate with Parish PIO to notify residents about essential water needs, boil orders, and on-site water well disinfection.
 - d. Coordinate with Parish licensed solid waste haulers about delaying scheduled service pre-event and re-establishing services post-event.
 - e. Complete required pre-event and post-event duties and responsibilities associated with the operation of all water and

wastewater utilities owned and operated by the St. Tammany Parish Government.

20. Parish Office of Executive Counsel shall:
 - a. Assist all departments by providing advice on legal issues.
 - b. Draft necessary forms and/or documents needed by various departments on legal issues.

21. Support Functions:
 - a. Support by military units and the National Guard may be requested through the Louisiana Governor's Office of Homeland Security and Emergency Preparedness. Military assistance will complement and not be a substitute for Parish participation in emergency operations. Military forces will remain at all times under military command, but will support and assist Parish forces. Request for military assistance should be "mission" type including objectives, priorities, and specific information related to the accomplishment of assignments within the parish. Coordination of Louisiana National Guard activities will be made with the assigned Louisiana National Guard Liaison Officer.
 - b. Support by State governed force may be made available from the surrounding area in accordance with the State Plan.
 - c. Volunteer agencies, such as the Red Cross and Salvation Army, are available to give assistance with sheltering, feeding, etc., as necessary.
 - d. St. Tammany Parish personnel and equipment may be sent to assist other political subdivisions within, as well as outside, the parish, upon authorization by the parish president or his designated representative.
 - e. In the event of a State or Federal Disaster Declaration, the Louisiana Department of Children and Family Services (DCFS) has primary responsibility for coordinating with local, parish, and tribal governments, State, and Federal entities, supporting agencies and non-governmental organizations to address non-medical mass care, emergency assistance, housing, and human services needs of those affected by an emergency or disaster. This includes the primary responsibility for coordinating and managing all State-sponsored Medical Special Needs Shelters (MSNS), Critical Transportation Needs Shelters (CTNS), Sex Offender Shelters (SOS), and providing staffing and resource support for parish-run General Population Shelters (GPS) upon request from local governments. This also includes the collection and reporting of data related to the evacuation and sheltering of those affected by the emergency or disaster.

V. DIRECTION AND CONTROL

A. Authority to Initiate Actions

1. The St. Tammany Parish EOP:
 - a. Is the official operations source for St. Tammany Parish governing all disasters related to administrative and operational tasks of the parish.
 - b. Is authorized by and promulgated under the authority contained by those local, State, and Federal statutes listed herein.
 - c. Has legal standing by virtue of the letter of implementation signed by the parish president.
 - d. Has the concurrence of the Louisiana 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 The Louisiana Homeland Security Emergency Assistance and Disaster Act.
 - e. All parish and local government departments and agencies are an integral part of this plan. Parish and local government departments and agencies that do not have specific responsibilities outlined in this plan constitute a large reserve of material and manpower resources. At the direction of the parish president and local chief elected officials these departments may be requested to perform previously unassigned tasks or may be requested to supplement specifically assigned disaster response roles.
 - f. The executive group (defined in Basic Plan Appendix 4) established priorities and is responsible for providing accurate and timely information to the public, especially in times of emergency. The mechanism by which this public information is provided is fully addressed in the ESF-15: Emergency Public Information Annex.

B. Command Responsibility for Specific Action

1. The parish president, under the authority provided by the Louisiana Homeland Security Emergency Assistance and Disaster Act of 2006, and the various ordinances enacted by the St. Tammany Parish Government has the responsibility for identifying and minimizing the effects of the dangers to the parish. This authority shall include but not be limited to the declaration of an emergency condition within the political jurisdiction.
2. The Emergency Preparedness Director acts as the chief advisor to the parish president during any declared emergency affecting the people and property of St. Tammany Parish. Various Parish agencies and departments

under the direction of the St. Tammany Parish Office of the President will conduct emergency operations.

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

C. EOC

1. St. Tammany Parish Government assumes direction and control activities relative to emergency operations from the primary EOC located in Covington, Louisiana.
2. Should relocation of direction and control be necessary because of the primary EOC becoming inoperative, the parish will establish an alternate EOC as outlined in the ESF-5: Emergency Management Annex.

VI. CONTINUITY OF GOVERNMENT

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

A. Succession of Command

1. State Government Succession

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

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

2. Local Government Succession

- a. The Emergency Interim Local Executive Succession Act references government succession on a local level.

- b. The St. Tammany Parish Charter provides for an orderly government succession should the parish president become vacant for any cause (also see Basic Plan Appendix 3).

B. Relocation of Government

St. Tammany Parish provides for the relocation of needed elements of government to the EOC, in Covington, Louisiana, during times of emergency. If the primary EOC is determined inoperable, isolated and/or unusable the parish OHSEP director shall issue relocation procedures to another location.

C. Preservation of Records

1. State Level

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

2. Local Level

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

VII. ADMINISTRATION AND LOGISTICS

A. Agreements and Understandings

Should local government resources prove to be inadequate during emergency operations; the parish will seek 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. Only duly authorized officials shall enter into agreements. Copies of written agreements are on file at the EOC.

B. Emergency Purchasing

The parish president has the authority to order any emergency purchases and/or authorize contracts for emergency services.

For budgetary reasons, mutual aid agreements and procedures for requests for assistance from State and Federal authorities are critical to the planning efforts.

C. Records and Reports

1. Responsibility for submitting local government reports to the Louisiana GOHSEP rests with the St. Tammany Parish OHSEP.
2. Parish and municipal officials shall provide requested records for their agency relating to actions taken and cost associated with assistance rendered during emergency operations to the St. Tammany Parish OHSEP.
3. Organizations and agencies operating under this plan will maintain logs and appropriate reports that document response actions. These documents will be provided to the St. Tammany OHSEP when requested.
4. The parish OHSEP will maintain logs and other records associated with EOC operations.

D. Relief Assistance

The St. Tammany Parish OHSEP will coordinate with appropriate agencies to provide orderly relief assistance.

E. Consumer Protection

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the appropriate legal authority.

F. Nondiscrimination

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

G. Use of Local Firms

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

H. Administration of Insurance Claims

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

I. Duplication of Benefits

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

J. Preservation of Historic Properties

In the event of a disaster involving known historic properties the appropriate parish or municipal office will notify the State Historical Preservation Officer (SHPO). The State Coordinating Officer (SCO) will arrange for the SHPO to identify said historic properties within the designated disaster area for public assistance purposes. Applicants for public assistance should be alerted to the fact that such properties should be brought to the attention of the SCO immediately following a disaster declaration.

K. Environmental Policy

The State Department of Environmental Quality will assist local, State and Federal agencies in the implementation of the National Environmental Policy Act.

VIII. PLAN DEVELOPMENT, MAINTENANCE, AND EXECUTION

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

B. The St. Tammany Parish OHSEP Director will provide guidance and direction of disaster assistance and recovery activities.

C. Directors of supporting agencies have the responsibility for maintaining internal plans, SOPs, and resource data to ensure prompt and effective disaster response.

D. If a plan is to be effective, its procedures must be known and understood by those who are responsible for its implementation. The director will brief the parish president, parish government directors, and other appropriate officials in emergency management and in this plan.

E. The St. Tammany Parish OHSEP Director will maintain and update this plan as required. Parish department directors, municipal officials and other entities as required by law should recommend periodic changes of personnel, available resources and operational planning. The Director will conduct an annual review and revise as necessary. Revisions will be forwarded to those on the distribution list.

F. The parish president will be responsible for ensuring that all officials involved conduct an annual review of this plan.

G. This plan shall be effective upon approval of the St. Tammany Parish president and promulgated by the publishing of the ordinance accepting the plan.

H. This plan will be executed upon order of the parish president, director of OHSEP, or an authorized representative.

- I. This plan applies to all St. Tammany Parish boards, commissions, and departments assigned emergency responsibilities and to all elements of local government.
- J. For training purposes and exercises, the OHSEP Director may activate this plan as necessary to ensure a readiness posture. This plan should be activated at least once a year in the form of a simulated emergency, regardless of actual events, in order to provide practical controlled operations experience to those who have EOC responsibilities.

IX. AUTHORITIES AND REFERENCES

- A. Legal Authority
 - 1. Federal
 - a. Robert T. Stafford Act, Public law 93-288, as amended
 - b. National Flood Insurance Reform Act of 1994
 - c. SARA Title III, Public Law 99-499, dated October 17, 1986
 - d. Presidential Policy Directive (PPD)-8, March 2011.
 - e. Other executive orders and acts pertaining to disasters enacted to be enacted.
 - 2. State
 - a. The Louisiana Homeland Security and Emergency Assistance and Disaster Act of 2009, as amended
 - b. State Constitution—Article 6, Section 11
 - c. Other State executive orders and acts pertaining to disasters.
 - 3. Local
 - a. St. Tammany Parish Charter, as outlined in St. Tammany Parish Police Jury Resolution 85-596, dated February 28, 1985.
 - b. Any other acts which may apply.
 - 4. Volunteer, Quasi-Governmental
 - a. Act 58-4-1905 American National Red Cross Statement of Understanding, 12/30/85
 - b. Mennonite Disaster Services—Agreement with FDAA 1974
 - c. Salvation Army Charter—May 12, 1974
 - d. Public Law 93-288

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

B. References

1. Federal

- a. Comprehensive Preparedness Guide (CPG) 101 Version 2.0, November 2010.
- b. Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.
- c. National Incident Management System (NIMS), December 2008.
- d. National Response Framework, Federal Emergency Management Agency, January 2008.
- e. Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters, November 2010.
- f. A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action, December 2011.

2. State

- a. State of Louisiana Emergency Operations Plan.
- b. State of Louisiana Hazard Mitigation Plan.
- c. State of Louisiana Shelter Operations Plan.
- d. State of Louisiana Peacetime Radiological Response Plan.
- e. State of Louisiana Disaster Recovery Manual.
- f. State of Louisiana Terrorist Incident Plan.
- g. Louisiana Parish Planning Series: Basic Parish Planning Guidance, Volume I: EOP Development, August 2011.
- h. Southeast Louisiana Citizens Awareness and Disaster Evacuation Guide.

3. Local

- a. St. Tammany Parish Hazard Mitigation Plan.
- b. St. Tammany Parish Pet Evacuation Plan.
- c. St. Tammany Parish COOP Plan
- d. St. Tammany Parish Hurricane and Flooding Safety Information Guide.

X. DEFINITIONS

The list of definitions for the St. Tammany Parish EOP appears in Appendix 4 of the Basic Plan. Definitions relevant to Hazardous Materials appear in ESF-10: Hazardous Materials and Radiological Annex, Appendix 9. Neither list is intended to be all-inclusive.

XI. APPENDICES

- A. Appendix 1: St. Tammany Parish Government Organizational Chart
- B. Appendix 2: St. Tammany Office of Homeland Security and Emergency Preparedness Organizational Chart
- C. Appendix 3: Lines of Succession
- D. Appendix 4: Definitions and Acronyms
- E. Appendix 5: Key (Vital) Facilities Supporting St. Tammany Parish
- F. Appendix 6: Key Workers
- G. Appendix 7: NIMS Adoption Resolution

EMERGENCY SUPPORT FUNCTION-1: TRANSPORTATION

I. PURPOSE AND SCOPE

This annex provides the guideline and direction for the orderly and coordinated evacuation of the population of St. Tammany Parish should the need arise due to natural hazard, enemy attack, or other major incident. Evacuation plans can be adapted for small isolated areas up to and including the entire parish. This ESF will also include the identification, mobilization, and coordination of available parish, Municipal, private industry, volunteer transportation, State, and Federal assets. Manpower and technical expertise will be provided to meet the requirements in the event of an emergency or disaster.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

St. Tammany Parish may have several emergencies requiring an evacuation. Emergencies could include—but are not limited to—hurricanes, floods, tornados, hazardous material spills, train wrecks, and terrorist incidents.

B. Assumptions

1. Accurate information will be provided in a timely manner making the public aware of emergencies.
2. Coordination with media and a program of pre-disaster education will enable the public to understand and respond to information related to evacuation.
3. The public will act in its own interest and evacuate dangerous areas when advised to do so by local government authorities.
4. Local authorities will order and carry out a mandatory evacuation.

III. CONCEPT OF OPERATIONS

A. General

1. The responsibility for ordering an evacuation rests with the parish president. This decision is made in coordination with public officials within the jurisdiction, the emergency preparedness director, the State Governor's Office of Homeland Security (GOHSEP) and the Louisiana State Police.

2. Emergencies that require evacuation may differ in type, size, intensity, speed of onset, and duration. Planning consideration will vary according to the specific hazard for orderly movement of people from an endangered area. The number of people to be evacuated, and the time and distance of travel necessary to ensure safety will have to be determined as each emergency situation is identified. This plan facilitates the evacuation process regardless of the cause of the evacuation.
 3. St. Tammany Parish is unlike other large populated areas and has no public transportation assets to assist in evacuation. Because of its current situation, State and Federal assets will have to be used when offering public transportation. Specific issues to be addressed for evacuation are:
 - a. The availability of evacuation routes, capabilities and vulnerability to the hazard.
 - b. Availability of State and Federal assets to assist in public transportation from Parish Pickup Points (PPP) to identified shelter location.
 - c. The type of transportation, and arrangements for people unable to supply their own transportation, including people who are institutionalized or handicapped.
 - d. Security for evacuated routes.
 - e. Support for essential operations and services in the hazard area.
 - f. Re-entry into the hazard area.
 - g. Dealing with potential impediments for evacuation.
 - h. The relocation of essential resources to specified staging areas.
 4. When emergencies occur, operations will be coordinated using appropriate annexes and operating guidelines (ESF-6: Mass Care, Housing, and Human Services) and (ESF-13: Public Safety and Security).
 5. Should a neighboring parish experience a major disaster requiring evacuation of its residents, St. Tammany Parish may act as reception center for evacuees.
- B. Emergency Action Levels:
1. Immediate: An incident that has occurred or about to occur, with or without notice causing an evacuation.
 2. Timely: An incident that will occur or about to occur, causing a planned evacuation.

When the impact of a category 3 hurricane or higher is imminent to Southeast Louisiana, the State may activate contra-flow (lane reversal) evacuation through St. Tammany Parish to expedite vehicles evacuating from the south-shore. If

implemented, parish agencies may need to adjust response activities in order to meet the impact that Lane-Reversal Evacuations will have on the parish (Appendix 11: Contra-Flow [Lane-Reversal] Evacuation).

C. Phases of Emergency Management

1. Mitigation

- a. Identify hazards that could require evacuation. (Hazard Analysis)
- b. Identify potential areas that may require evacuation.
- c. Discourage development in hazard zones, especially residential development.
- d. Identify roadway and other improvements needed to facilitate timely evacuations.

2. Preparedness

- a. Identify those segments of the population that may require special consideration during an evacuation (i.e., citizens without transportation, handicapped, elderly, incarcerated, institutionalized).
- b. Plan evacuation routes, taking traffic capacities, and road conditions into account.
- c. Identify temporary construction to roadways and bridges that might affect the primary evacuation routes, and prepare contingency plans to mitigate problems and prepare to inform the public.
- d. Develop an evacuation plan and guidelines in conjunction with the State plan. Review plans and guidelines annually, and during periods of increasing readiness.
- e. Conduct a continuous public information program using every available communications resource to alert the public to potential hazards and plans for response.
- f. Coordinate with the media to refine techniques for alerting the public and testing the plan, with special consideration to contingencies for late evening or early morning hours. Develop warning materials for non-English speaking people if needed.
- g. Identify transportation pickup points to be published to citizens before impacted from a major disaster.
- h. Identify and coordinate with the State for additional resources needed to assist in providing transportation of personnel without private means of transportation.

3. Response

St. Tammany Parish government will use all available resources needed to coordinate for a quickly and safely evacuation of the threatened areas. Evacuees may be asked to use a specific route because of the condition of the primary evacuation route. When evacuees are not able to use evacuation routes, they may be directed to other specific last resort areas. Special arrangements will be made to evacuate persons unable to transport themselves, that meets certain criteria, or who require specific lifesaving assistance. Additional personnel will be recruited to assist in evacuation procedures as needed.

The use of campers, motorcycles, bicycles, etc., during the evacuation will be allowed so long as the situation permits it. Public information broadcasts will include any prohibitions on their use. Transportation assistance information will be provided to those persons requiring transportation from the area. An orderly return to the evacuated areas will be provided after the parish president determines the threat to be terminated. Transportation assistance for special needs personnel back to the evacuated area may be provided after the termination.

a. Evacuation Order

The authority to order the evacuation of residents threatened by an approaching hurricane is conferred to the Governor by Louisiana Statute. The Governor is granted the power to direct and compel the evacuation of all or part of the population from a stricken or threatened area within the State, if he or she deems this action necessary for the preservation of life or other disaster mitigation, response or recovery. The same power to order an evacuation conferred upon the Governor is also delegated to each political subdivision of the State by Executive Order. This authority empowers the chief elected parish-wide official the parish president, to order the evacuation of the parish residents threatened by an approaching hurricane.

b. Issuance of Evacuation Orders

The person responsible for recognition of hurricane related preparation needs and for the issuance of an evacuation order is the parish president, the director of the Office of Homeland Security and Emergency Preparedness (OHSEP) will keep the parish president advised of all updated information and provide recommendations based on current situations and decision Arcs.

c. Evacuation Procedures

The Emergency Operations Plan (EOP) is an all-hazard response plan for St. Tammany Parish, and is applicable to events of all sizes, affecting even the smallest segments of the community. Evacuation guidelines for small scale and localized evacuations are

conducted per the operational guidelines of the St. Tammany Parish Sheriff's Office and Parish Fire Departments. However, due to the sheer size and number of persons to be evacuated, should a major tropical weather system or other catastrophic event threaten or impact the area, specifically directed long range planning and coordination of resources and responsibilities efforts must be undertaken.

d. Evacuation Time Requirements

Using information developed as part of the Southeast Louisiana Hurricane Task Force and other research, St. Tammany Parish has established a maximum acceptable hurricane evacuation time standard of 72 hours for a Category 3 storm event. This is based on clearance time or is the time required to clear all vehicles evacuating in response to a hurricane situation from area roadways. Clearance time begins when the first evacuating vehicle enters the road network and ends when the last evacuating vehicle reaches its destination.

e. Clearance time also includes the time required by evacuees to secure their homes and prepare to leave (mobilization time); the time spent by evacuees traveling along the road network (travel time); and the time spent by evacuees waiting along the road network due to traffic congestion (delay time). Clearance time does not refer to the time a single vehicle spends traveling on the road network.

f. Evacuation notices or orders will be issued during three stages prior to the arrival of Gale Force winds making landfall.

i. Precautionary Evacuation Notice: 72 hours or less.

ii. Special Needs Evacuation Order: 8–12 hours after Precautionary Evacuation Notice issued.

iii. General Evacuation Notice: 50, 40, or 30 hours or less.

1) 50 Hours Evacuation Notice for Intercoastal Waterways of Southeast Louisiana, areas outside of levee protection.

2) 40 Hours Evacuation Notice for portions of Southeast Louisiana inside Levee Protection.

3) 30 Hours Evacuation—Contra Flow begins for all areas of Southeast Louisiana.

g. Evacuation Zones

Evacuation (vulnerability) zones provide a base to model traffic movements from one geographic area to another. It is necessary to

revise the evacuation zones from time to time due to data generated by new generations of storm-surge modeling.

h. Evacuation Routing and Traffic Control

St. Tammany Parish uses the primary corridors of Interstates 10, portions of 12 and 59 along with adjoining U.S. Hwy 190 and State highway routes to direct evacuees out of the parish. However, evacuation presents unique and distinct challenges. With the anticipation of interstate corridors being inundated to capacity with vehicles evacuating from Orleans and/or Jefferson parishes, it is strongly recommended that St. Tammany residents plan to use State highways and/or parish roads as evacuation routes to exit the parish.

- i. Principle traffic control is provided by Louisiana State Police and the St. Tammany Parish Sheriff's Office. The movement of evacuating vehicles during a hurricane evacuation requires specific traffic control efforts to insure the maximum roadway capacity and to expedite safe escape from hurricane hazards.
- ii. Road and bridge closures will be announced as necessary.
- iii. State Police and Sheriff's personnel will be stationed at critical intersections and roadway segments.
- iv. Mutual Aid Agreements with nearby parishes in the region are established in the State Police Contra Flow Plan.
- v. All available tow trucks shall be positioned along key roadway segments, and disabled vehicles will be removed from traffic lanes. No repairs will be done to vehicles along the evacuation routes.
- vi. Manual direction of traffic will be supplemented by physical barriers that are adequately weighted and which are placed to channel traffic and prevent unnecessary turning and merging conflicts.
- vii. The movement of mobile homes and campers along evacuation routes will be banned after a hurricane warning is issued. A disabled mobile home could block the only escape route available. Such vehicles are difficult to handle late in an evacuation due to sporadic wind conditions.
- viii. Boat owners must be made aware of time requirements for moving or securing vessels. Optimally, industrial and recreational vessels should be moved to safe harbor during, or before a hurricane watch.
- ix. Emergency Response to Accidents/Breakdowns—the intensity of traffic during a hurricane evacuation will

always be accompanied by a certain number of traffic accidents and breakdowns. Although roadway shoulders are available for vehicles in distress, the movement of such vehicles to these areas is often difficult and disruptive. At least two traffic control personnel will position at each key roadway link/intersection so that one can assist disabled vehicles as needed. Two vehicles will be positioned at each critical link to facilitate the removal of immobilized vehicles. In addition, two vehicles will strategically position along contra-flow evacuation routes to assist vehicles that have run out of fuel (only if contra-flow is activated).

- x. Safe evacuation is predicated upon the movement of vehicles over critically low points on evacuation routes prior to the occurrence of flooding. Route blockages can happen prior to the arrival of a hurricane. Those roadways that historically experience flooding due to rainfall alone should be monitored for vehicle distress and help.

- i. Assumptions

Clearance time is based on a set of assumed conditions and behavioral responses. It is likely that an actual storm will differ from a simulated storm for which clearance times are calculated. Key assumptions guiding the analysis are grouped into five areas:

- i. Population Data
- ii. Storm Scenarios
- iii. Behavioral Characteristic of the Evacuating Population
- iv. Roadway Network and Traffic Control Assumptions
- v. Evacuation Zones

- j. Community Transportation

St. Tammany Parish conducted a survey to determine the number of personnel that may need transportation assistance during evacuation. During this survey citizens were given the opportunity to register with the Office of Homeland Security and Emergency Preparedness for transportation assistance, fewer than 20 personnel registered for assistance. However while providing hurricane outreach to numerous agencies and organizations, prior to and during hurricane season it has been concluded that a greater number of personnel may need assistance.

There are two fixed trailer parks located in St. Tammany Parish totaling approximately 2500 hundred personnel a portion of these individuals may need community transportation.

- i. Vehicle Staging Areas (VSA) and PPP
 - 1) VSA-PPP: Slidell, Old Factory Outlet, I-10 Exit #263 (LA 433)
 - 2) VSA: Slidell, Oak Harbor Center, Eden Isle exit from I-10
 - 3) PPP: Slidell, Target Parking Lot, North-Shore Mall, Airport Road
 - 4) VSA-PPP: Covington, Target Shopping Center, LA 21 near I-12
 - 5) VSA: Covington, Books a Million Parking Lot, I-112 at US 190
 - 6) VSA: Mandeville, St. Tammany Parish Public Works Fac., LA 59 on Koop Drive
 - ii. Location of rest areas, refueling stations, vehicle maintenance shops and medical facilities.
 - 1) There are no rest stops, refueling stations, vehicle maintenance shops located in St. Tammany Parish along evacuation routes.
 - 2) Emergency medical service will be routed to the nearest local hospital or medical clinic that is available.
 - k. Recordkeeping

All evacuation data, transportation request, evacuation notices and resources expended will be recorded in the event log in WebEOC for accountability and historical data.
4. Recovery
 - a. Assess damage in disaster areas.
 - b. Initiate return where possible.
 - c. Provide traffic control.
 - d. Perform public information activities.
 - e. Establish a Disaster Assistance Center (DAC), if appropriate.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

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

Departments of St. Tammany Parish government and other agencies that provide response personnel shall ensure their personnel have received the type and level of emergency training required for their assignments to cover all phases of emergency operations. These departments and agencies will also maintain Standard Operating Procedures (SOP) or Standard Operating Guidelines (SOG) that include a description of how they will accomplish the tasks outlined in this plan.

B. Responsibilities

1. Executive Group/Office of Homeland Security and Emergency Preparedness
 - a. Review Checklist.
 - b. Develop and update evacuation plans and guidelines.
 - c. Issue and relay all evacuation plans.
 - d. Coordinate evacuation efforts.
 - e. Coordinate public information and education of the public.
 - f. Coordinate relocation into other jurisdictions.
 - g. Establish DAC if appropriate.
2. Public Information and Education
 - a. Provide emergency public information to media.
 - b. Coordinate public information with all involved departments and agencies.
3. Emergency Public Welfare
 - a. Plan for human services.
 - b. Assist in shelter operations.
 - c. Assist with mass feeding.
4. Law Enforcement Agencies
 - a. Assist in evacuation, especially of handicapped or incarcerated people.
 - b. Coordinate law enforcement activities.
 - c. Coordinate property protection in evacuated areas.
 - d. Provide for law and order.
 - e. Coordinate perimeter and traffic control.
 - f. Assist in public information and warning.
 - g. Provide security for key facilities and vehicles in host area.

- h. Assist in disseminating warnings.

V. DIRECTION AND CONTROL

A. General

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

B. Hazardous Materials Incident

Evacuation will be ordered as necessary depending upon the emergency.

C. Flooding (Heavy Rains)

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

D. In accordance with the Homeland Security Presidential Directive (HSPD)-5, all parish departments, agencies, organizations, and its municipalities having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination between local, State, and Federal organizations. The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. St. Tammany Parish adopted NIMS by resolution on October 27, 2006.

VI. CONTINUITY OF GOVERNMENT (COG)

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

VII. ADMINISTRATION AND LOGISTICS

A. Agreements and Understandings

Should local government resources prove to be inadequate during emergency operations; the parish will seek 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. Only duly authorized officials shall enter into agreements. Copies of written agreements are on file at the EOC.

B. Record and Reports

1. Responsibility for submitting local government reports to the Louisiana GOHSEP rests with the St. Tammany Parish emergency preparedness director.
2. Parish and municipal officials shall provide requested records for their agency relating to actions taken and cost associated with assistance rendered during emergency operations to the St. Tammany Parish OHSEP.
3. Organizations and agencies operating under this plan will maintain logs and appropriate reports that document response actions. These documents will be provided to the St. Tammany OHSEP when requested. These documents will be provided to the St. Tammany OHSEP when requested.
4. The parish OHSEP will maintain logs and other records associated with EOC operations.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

It is the responsibility of the emergency preparedness director to insure the evacuation capabilities. The Office of Emergency Preparedness will continue the planning of all operations related to evacuation. Operating guidelines for evacuation will be maintained by the emergency preparedness director.

IX. AUTHORITIES AND REFERENCES

- A. State Constitution, Article 6, Section 11.
- B. Also see Basic Plan.

X. APPENDICES

- A. Appendix 1: Transportation Organizational Chart
- B. Appendix 2: Transportation Responsibility Chart
- C. Appendix 3: Parish and Other Transportation Resources
 1. Tab A: Public Works
 2. Tab B: School Board
 3. Tab C: Council on Aging

4. Tab D: Bus Companies
 5. Tab E: Medical Transport
 6. Tab F: Wreckers and Tow Trucks
 7. Tab G: Backup Driver Contact Roster
- D. Appendix 4: Staging Areas and Pick-up Points for Evacuation
 - E. Appendix 5: Key Supply Routes
 - F. Appendix 6: Evacuation Routes
 - G. Appendix 7: Evacuation Zones
 - H. Appendix 8: Evacuation Behavior
 - I. Appendix 9: Evacuation Checklist
 - J. Appendix 10: Pet Evacuation Plan
 - K. Appendix 11: State Contra Flow Plan (Lane Reversal)

EMERGENCY SUPPORT FUNCTION-2: COMMUNICATIONS

I. PURPOSE AND SCOPE

Services under this Emergency Support Function (ESF) consist of the identification, mobilization, and coordination of available Parish and local government owned private industry, volunteer personnel, and equipment essential to gather, coordinate and disseminate information before, during and after an impending or actual disaster situation. In the event that normal means of communications become overburdened or destroyed, communications and information processing personnel shall use private industry, amateur radio teams and State and Federal assistance while re-establishing primary communication systems. ESF-2 will also provide for the establishment of systems to disseminate to appropriate government officials and the general public timely forecasts of all hazards requiring emergency preparedness or response actions.

II. SITUATION AND ASSUMPTIONS

A. Situation

The Emergency Communications Center (ECC), which will serve as the local warning point, is located in the St. Tammany Parish EOC. Sufficient communications equipment and capabilities are available to provide the communications necessary for most emergencies. This equipment consists of VHF, UHF, 450 MHz, 700 MHz, 800 MHz radios, Hamm Radio, Marine Radio, and Aviation Radio. In severe emergencies, augmentation may be required to provide a communication asset across general domains and organizations (e.g., ACU 1000).

B. Assumptions

It is assumed that the communications system to include towers will survive and/or withstand the effects of the disaster. This annex provides directions to establishing a coordinated response to communications needs during an emergency.

III. CONCEPT OF OPERATIONS

A. General

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

B. Phases of Emergency Management

1. Mitigation

An adequate communications system has been developed and plans for improvement have been formulated. Auxiliary power is available for all communications networks and redundancy in systems and equipment has been provided. St. Tammany continues to seek improvements in its communications network to establish parish-wide inter operable communications across different networks and agencies in the parish.

2. Preparedness

- a. Radio maintenance plans and contracts are in place on all radios and communications equipment within parish government.
- b. St. Tammany Parish Sheriff's Office 800 MHz radio system is maintained by the sheriff's office
- c. Training of personnel that will be utilizing the radio system is ongoing throughout the year. Training is geared toward newly hired personnel as well and personnel that do not use the radio on a regular basis.

3. Response

- a. The Office of Homeland Security and Emergency Preparedness Director will determine which personnel will be required to report to duty, their communications needs will be determined by their executive level position and their duties and responsibilities during EOC activation. When emergency operations are initiated staff requirements will vary according to the incident.
- b. Alert and warning guidelines and procedures will be initiated.
- c. The Sheriff's 800 MHz system provides a primary network for parish inter-operable communication. During an emergency, that has affected the entire parish, the Sheriff's office allows Parish government spectrum on their non-secure network affording the use of an event channel that can be used during response efforts to a disaster.
- d. Law enforcement personnel will be used for alternate shelter communications.
- e. The parish 800 conventional network is used as a back-up for parish government's use in the event the Sheriff 800 MHz system fails.
- f. The parish has the State's 700/800 MHz radio which is P25 compliant enabling the use of one radio across two completely separate networks enhancing the use of the National Incident Management System (NIMS) protocols in communications.

- g. St. Tammany Parish Government also using the UHF 450 MHz system for communicating with Healthcare organization, General, Special Needs and Pet Shelter Operations. The 450 MHz system uses 3 communications towers that is supplied with back-up generator to supply power in the event of a power failure. a portable tower solution is also available in the event a tower is destroyed.
 - h. The EOC has two Ham Radios to be used in the event of 450/700/800 MHz network failure, Operator are identified and training conducted semi annually, Operator will activate and deploy as part of the emergency support staff during EOC activation.
 - i. The parish also has a VHF network that is powered by the Sheriff communication system, this VHF network has been dedicated to Fire Services and called "Fire Net" for use by all Fire Districts within St. Tammany Parish.
4. Recovery
- a. All activities in the emergency phase will continue until such time as emergency communications are no longer required.
 - b. When radio frequency communication assets are no longer need, all equipment will be inventory, repaired or replaced in accordance with Radio Maintenance Plan dated (March 2007)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

The organizational structure for the communications system is outlined in ESF-2, Appendix 1.

Departments of St. Tammany Parish government and other agencies that provide response personnel shall ensure their personnel have received the type and level of emergency training required for their assignments to cover all phases of emergency operations. These departments and agencies will also maintain Standard Operating Procedures (SOP) or Standard Operating Guidelines (SOG) that include a description of how they will accomplish the tasks outlined in this plan.

B. Responsibilities

1. Parish OHSEP Communications Officer

The Communications Officer is responsible for:

- a. Activating the EOC Communications Center during an emergency.

- b. Enlisting communications support from local telecommunications groups.
 - c. Maintaining adequate telecommunications systems and manpower for effective communications support during an emergency.
 - d. Assuring operators are trained on the radio systems for which they are assigned.
 - e. Maintaining accountability of radios assigned to OHSEP.
 - f. Conducting public alert and warning through the Emergency Alert System (EAS), local cable override, route alerting, door-to-door notifications, and reverse 9-1-1.
 - g. Ensuring warnings are issued to schools, nursing homes, and hospitals.
2. Communications Room Supervisor
- a. Operate and supervise the operation of the EOC communications room.
 - b. Ensure radio operators are present and ready for duty on a 12 hour rotation.
 - c. Maintain radio communications with all agencies operating on the network.
 - d. Ensure radio operation is in compliance with NIMS protocols.
3. Sheriff's Department
- When the EOC is activated, the Sheriff's Office and Parish Government will provide communications operators, who in turn will be responsible for:
- a. Monitoring and operating assigned communications stations.
 - b. Prompt relay of messages.
 - c. Recording significant messages by:
 - i. Entry into the EOC Station Log.
 - ii. Completion of a WebEOC Message form.

V. DIRECTION AND CONTROL

- A. The Emergency Preparedness Director, under the direction of the St. Tammany Parish President, is the overall authority for the EOC and its Emergency Communications Center.
- B. The Communications Officer for Emergency Preparedness is under the supervision of the Emergency Preparedness Director, and is directly responsible

for the activities and establishment of facilities in the Emergency Communications Center.

- C. Radio Officers and operators from support agencies, while under control of their own office and operating their own equipment in the EOC, will be responsible for knowing and following the guidelines outlined in this annex.
- D. During a State of Emergency, the various code systems used for brevity will be discontinued and normal speech will be used to insure comprehension and following NIMS protocols. In addition, local time will be used during transmissions.
- E. In accordance with the Homeland Security Presidential Directive (HSPD)-5, all parish departments, agencies, organizations, and its municipalities having responsibilities delineated in this Emergency Operations Plan (EOP) will use NIMS. This system will allow proper coordination between local, State, and Federal organizations. The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. St. Tammany Parish adopted NIMS by resolution on October 27, 2006.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are according to the operating guidelines established by each department. See Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. Agreements and Understandings

Should local government resources prove to be inadequate during emergency operations; the parish will seek 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. Only duly authorized officials shall enter into agreements. Copies of written agreements are on file at the EOC.
- B. Record and Reports
 - 1. Responsibility for submitting local government reports to the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) rests with the St. Tammany Parish Emergency Preparedness Director.
 - 2. Parish and municipal officials shall provide requested records for their agency relating to actions taken and cost associated with assistance

rendered during emergency operations to the St. Tammany Parish Office of Homeland Security and Emergency Preparedness (OHSEP).

3. Organizations and agencies operating under this plan will maintain logs and appropriate reports that document response actions. These documents will be provided to the St. Tammany OHSEP when requested. These documents will be provided to the St. Tammany OHSEP when requested.
4. The parish OHSEP will maintain logs and other records associated with EOC operations.

C. Facilities and Equipment

A complete listing of communications and warning system equipment and capabilities is found in Appendix 3 and a network diagram is found in Appendix 5. The location of all local repeaters is shown in Appendix 7.

D. Communications Protection

1. Radio

a. Electromagnetic Pulse (EMP)

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

b. Lightning

Standard lightning protection is used throughout the EOC, including lightning arrestors and the use of emergency power during severe weather.

c. Wind and Blast

Damaged antennas can be quickly replaced with spare units kept by the radio system provider.

2. Telephone (Common Carrier)

a. Jammed Circuits

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

b. Emergency Service

Emergency service is provided by AT&T and Verizon Wireless as a cellular provider.

c. Priority Service Restoration

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

E. Security

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

F. Training

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

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The OHSEP planning coordinator and communications officer will be responsible for working with the emergency preparedness director to maintain and improve this annex. They are also responsible for operating guidelines and procedures relating to this annex.

IX. AUTHORITIES AND REFERENCES

- A. St. Tammany Parish Interoperable Communications Plan.
- B. Also see Basic Plan.

X. APPENDICES

- A. Appendix 1: Communications Organizational Chart
- B. Appendix 2: Communications Responsibility Chart
- C. Appendix 3: List of Government Assets
 1. Tab A: Personnel Callout List
 2. Tab B: Equipment
- D. Appendix 4: Private Industry and Volunteer Assets
- E. Appendix 5: Communications Networks

- F. Appendix 6: Communications Procedures and Instructions
- G. Appendix 7: Radio Repeater Locations
- H. Appendix 8: Radio Maintenance Plan

EMERGENCY SUPPORT FUNCTION-3: PUBLIC WORKS AND ENGINEERING

I. PURPOSE AND SCOPE

ESF-3 provides for the coordination of all available public works, public utilities, engineering, and construction resources and expertise in an emergency or disaster. It provides for the identification, agreement, mobilization, and coordination of available parish government, private industry, and volunteer resources to provide essential services before, during, and after emergencies and disasters.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The requirement for emergency public works/utilities and engineering services expands directly in proportion to the magnitude of disaster.
2. In all major emergencies the public works/utilities function requirements will include, but not be limited to providing water, electricity, natural gas, telephone services, sanitation, sewerage, street maintenance/repair, drainage and debris removal, bridge repair, and other infrastructure repair.
3. The parish and local governments have public works/utilities capabilities and employ trained staff in their departments.

B. Assumptions

The assumption is made that the emergency can be handled by local governments' public works departments and private utilities. If local capabilities are exceeded, support will be requested from State and Federal agencies and other private industry.

III. CONCEPT OF OPERATIONS

A. General

1. The day-to-day public works/utilities organizational structures will remain intact during a major emergency.
2. The parish and local governments will use all local labor, equipment and material available to carry out their tasks.
3. The public works/utilities activities will be coordinated from the St. Tammany Parish Emergency Operations Center (EOC).

B. Phases of Emergency Management

1. Mitigation

- a. Keep roster of key personnel updated.
- b. Identify resources and keep public works resource list updated identifying the source, location, and availability of equipment (e.g., earthmoving equipment, dump trucks, road graders, fuel sources) that could be used to support emergency operations.
- c. Conduct necessary training.
- d. Establish guidelines to use private resources.

2. Preparedness

- a. Maintain readiness of equipment and supplies.
- b. Ensure all personnel are trained and exercised during available emergency preparedness training and drills.

3. Response

- a. Effect emergency inspection and repairs as necessary.
 - i. See the ESF-5 Annex Appendix 5 Damage Assessment for emergency inspection, engineering and maintenance of roads, bridges, and essential facilities of drainage and flood protection (e.g., levees).
 - ii. See the ESF-5 Annex Appendix 5 Damage Assessment for the procedure for inspection, designation, and demolition of hazardous structures.
- b. Begin debris clearance procedures in emergencies, establishing priorities and plans to incorporate outside assistance.
- c. Initiate damage assessment and make appropriate recommendations.
- d. In conjunction with the parish engineering department, determine the safety of the EOC, shelters and reception and care centers in a post disaster situation.
- e. Provide for conservation of utilities due to shortages, and restoration of utilities on a priority basis.
- f. Maintain communications with the EOC and provide support when requested.
- g. Points of Distribution (POD) will be established and consist of water, ice, food in the form of Meals, ready to eat (MRE) and tarps (if requested by parish). PODs will be managed and staffed by the

State (i.e., National Guard). PODs will be established at the following locations:

- i. Target Shopping Center 69320 Hwy 21 Covington
 - ii. Cavenham Park, Hickory Dr. at Hwy 41 Pearl River
 - iii. Slidell Shopping Center 120 Northshore Blvd
 - iv. Old Lishman Supermarket Slidell
 - v. Books-A-Million, 409 N. Hwy 190 Covington
4. Recovery
- a. Continue damage assessment.
 - b. Provide repair and restoration of essential service and vital facilities.
 - c. Conduct clean-up operations to include demolition of those structures considered unsafe for occupancy.
 - d. Require inspection, designation and demolition of hazardous structures.
 - e. Provide support to return to normal operations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The public works/public utilities organizational chart is shown as Appendix 1 of this annex.
2. The head of each department, the parish president, and the municipal mayors will retain control of their assigned personnel and equipment.
3. Departments of St. Tammany Parish government and other agencies that provide response personnel shall ensure their personnel have received the type and level of emergency training required for their assignments to cover all phases of emergency operations. These departments and agencies will also maintain Standard Operating Procedures (SOP) or Standard Operating Guidelines (SOG) that include a description of how they will accomplish the tasks outlined in this plan.

B. Responsibilities

1. Office of Homeland Security and Emergency Preparedness is responsible for:
 - a. Coordination of emergency public works/utilities activities with respective coordinators.

- b. Development of mutual aid agreements.
 - c. Identification of private contractors.
 - d. Maintain public works resource list.
 - e. Review and update of emergency plans.
 - f. Development of emergency preparedness exercises.
2. The Parish Department of Public Works may coordinate:
- a. Maintenance of emergency implementing procedures for all public works departments, accounting for key personnel and their assignments.
 - b. Emergency engineering and maintenance of roads and bridges.
 - c. Situation reporting.
 - d. Maintenance of traffic movement and control (i.e., barricades, caution signs) through coordination with Sheriff's Office and EOC personnel.
 - e. Assistance to other departments with rescue support.
 - f. Assistance in providing emergency transportation.
 - g. Assistance to other departments with emergency clean-up operations.
 - h. Maintenance of detailed log of all department operations.
 - i. Assistance with damage assessment and development of a complete log for Damage Assessment Officer.
 - j. Maintenance of updated parish maps and public works status board in EOC.
 - k. Maintenance of emergency equipment (e.g., sandbagger machines) and assistance to ensure that all equipment is in good working condition.
 - l. Assistance in providing shelter and food, if needed during the emergency, for public works employees.
 - m. Maintenance of essential departmental facilities and assistance in securing them against damage.
 - n. Assistance in damage assessment operations as part of survey teams.
 - o. Maintenance of adequate supply of sand and sand bags and identify storage and distribution sites for public access.
 - p. Ensure department personnel participation in emergency preparedness training and exercises.

- q. Assistance in radio support and operations before, during, and after an emergency.
 - r. Assistance in radiological monitoring.
 - s. Provide repairs and restoration of essential services and critical facilities repairs.
 - t. Also, see ESF-14 Community Recovery and Mitigation, for more details.
3. Public Utilities Departments/Companies may coordinate:
- a. Maintenance of emergency operations plan (EOP) for all public utilities departments, accounting for key personnel and their assignments.
 - b. Maintenance of essential facilities of sewerage-water-drainage, and securing against damage and identification of emergency power requirements for pumping and lifting station.
 - c. Maintenance of public utilities status board and public utilities map in the EOC.
 - d. Assistance in providing radio operators and the necessary radio equipment at the EOC.
 - e. Maintenance of emergency equipment and ensuring that all equipment is in good working condition.
 - f. Assistance to other departments with emergency clean-up operations.
 - g. Situation reporting.
 - h. Maintenance of detailed log for all department operations.
 - i. Assistance with damage assessment and development of a complete log for the Damage Assessment Officer.
 - j. Assistance in providing emergency transportation.
 - k. Assistance in providing shelter and food for public utilities workers if needed during the emergency.
 - l. Maintenance of adequate supply of sand and sand bags for Damage Assessment Officer.
 - m. Maintenance of a potable water supply during an emergency and plan for public distribution sites.

V. DIRECTION AND CONTROL

- A. Representatives of public works/utilities, operating from the EOC and the parish president will retain control of assigned personnel and equipment, and the public

works/utilities representatives, along with the emergency preparedness director, will set priorities for resources and coordinate activities of the various forces.

- B. Mutual aid forces will operate under the direct supervision of their own supervisors. The emergency preparedness director will coordinate the call-up and deployment of mutual aid forces.
- C. Volunteer and auxiliary forces will work under the supervision of the senior public works official in the jurisdiction where they are deployed.
- D. Assisting military forces will work under the direct supervision of their own superiors, but will serve under the direction of the senior public works official where they are deployed.
- E. In accordance with the Homeland Security Presidential Directive (HSPD)-5, all parish departments, agencies, organizations, and its municipalities having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination between local, State, and Federal organizations. The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. St. Tammany Parish adopted the NIMS by resolution on October 27, 2006.

VI. CONTINUITY OF GOVERNMENT

See Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

A. Agreements and Understandings

Should local government resources prove to be inadequate during emergency operations; the parish will seek 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. Only duly authorized officials shall enter into agreements. Copies of written agreements are on file at the EOC.

B. Record and Reports

- 1. Responsibility for submitting local government reports to the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) rests with the St. Tammany Parish emergency preparedness director.

2. Parish and municipal officials shall provide requested records for their agency relating to actions taken and cost associated with assistance rendered during emergency operations to the St. Tammany Parish Office of Homeland Security and Emergency Preparedness (OHSEP).
3. Organizations and agencies operating under this plan will maintain logs and appropriate reports that document response actions. These documents will be provided to the St. Tammany OHSEP when requested. These documents will be provided to the St. Tammany OHSEP when requested.
4. The parish OHSEP will maintain logs and other records associated with EOC operations.

C. Administration

1. There is a tremendous need for public works/public utilities during emergencies. The public works coordinator will ensure that their activities are administered in an orderly and efficient manner. The emergency preparedness director will give priority to requests by the public works and public utilities directors for additional resources and personnel to support activities.
2. The public works and public utilities directors will ensure that guidelines for emergency hiring of private contractors and individuals to assist in response and recovery efforts are developed.

D. Logistics

1. Obtaining emergency supplies will be coordinated with the Resource Manager in the EOC.
2. Logs of all activities and records of all purchases will be maintained by each department.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The public works director and the public utilities directors, along with the emergency preparedness director, will review, exercise, and update this annex on an annual basis. The parish public works director maintains the parish's operating guidelines for public works.

IX. AUTHORITIES AND REFERENCES

See Basic Plan.

X. TRAINING REQUIREMENTS

Refer to the Training Requirements section of the Basic Plan.

XI. APPENDICES

- A. Appendix 1: Public Works and Engineering Organizational Chart
- B. Appendix 2: Public Works and Engineering Responsibility Chart
- C. Appendix 3: Public Works Resources
 - 1. Tab A: Parish Resource List
 - 2. Tab B: Utility Contact List
 - 3. Tab C: List of Mutual Aid Agreements
 - 4. Tab D: List of Contractors
 - 5. Tab E: List of Equipment Suppliers
 - 6. Tab F: List of Materials Suppliers
- D. Appendix 4: Debris Management Plan

EMERGENCY SUPPORT FUNCTION-4: FIREFIGHTING

I. PURPOSE AND SCOPE

ESF-4 provides for the detection, control, and suppression of rural and urban fires caused by an incident to natural or technological events. Services provided under this ESF shall include: life safety, incident stabilization, property conservation and actions taken through the application of equipment, manpower and technical expertise to control and suppress fires that have or threaten to become disasters. Provision of such services will be in accordance with mutual aid compact agreements with local governments, private industry, and other parishes using established recognized standards of firefighting methods under the Incident Command System (ICS).

II. SITUATION AND ASSUMPTIONS

A. Situation

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

B. Assumptions

Existing fire personnel and equipment will be able to handle most emergency situations through the use of existing mutual aid agreements. When additional support is required, assistance can be obtained from State and Federal agencies.

III. CONCEPT OF OPERATIONS

A. General

The responsibilities of the fire services in disaster situations are basically the same as in daily operations. Their primary responsibility is fire control. They are also involved on a regular basis with search and rescue operations and hazardous materials incidents. They also service as supplemental emergency preparedness in providing backup support for the operation of the public warning system, support for radiological protection activities and provide additional First Responders Emergency Medical Service (EMS).

B. Phases of Emergency Management

1. Mitigation

- a. Advise public officials on needed changes to fire and zoning codes.
- b. Enforce fire code.

- c. Conduct public fire safety and hazardous materials safety education programs.
 - d. Negotiate mutual aid agreements with other jurisdictions.
2. Preparedness
- a. Maintain equipment.
 - b. Recruit, train, and exercise personnel.
 - c. Develop command and communications guidelines.
 - d. Review preparedness.
 - e. Inspect shelters and key facilities for fire safety.
 - f. Maintain equipment and essential department facilities.
3. Response
- a. Suppress fires.
 - b. Respond to Hazardous Material Incidents (see ESF-10 Annex). Advise public officials of potential hazardous materials dangers.
 - c. Activate auxiliary and volunteer support groups or implement mutual aid as needed.
 - d. Maintain equipment and essential department facilities
 - e. Secure and protect essential department facilities from damage
 - f. Advise Office of Homeland Security and Emergency Preparedness of possible need for evacuation.
 - g. Provide EMS.
 - h. Record Keeping
 - i. Each agency and/or department is responsible for record keeping and the collecting of logs used to document actions taken and costs associated with assistance rendered during emergency operations.
4. Recovery
- a. Conduct fire inspections.
 - b. Conduct decontamination.
 - c. Continue response operations.
 - d. Assist in damage assessment.
 - e. Designate safe and danger areas.
 - f. Repair equipment and restore facilities and services associated with firefighting

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Parish, Municipal, and Volunteer Fire Departments
 - 1. Coordinate all fire service activities within jurisdiction.
 - 2. Suppress fires.
 - 3. Prevent fire.
 - 4. Support operation of systems to warn the public as needed.
 - 5. Enforce fire code.
 - 6. Respond to hazardous materials incidents.
 - 7. Maintain updated lists of resources (personnel and equipment, with locations) and establish and/or renew mutual aid agreements.
 - 8. Assist in the search and rescue of injured persons during emergencies.
 - 9. Alert all emergency support services to dangers associated with technological hazards such as HAZMAT and fire during emergency operations.
 - 10. Provide for the repair and restoration of essential services and vital facilities.

- B. Departments of St. Tammany Parish government and other agencies that provide response personnel shall ensure their personnel have received the type and level of emergency training required for their assignments to cover all phases of emergency operations. These departments and agencies will also maintain Standard Operating Procedures (SOP) or Standard Operating Guidelines (SOG) that include a description of how they will accomplish the tasks outlined in this plan.

V. DIRECTION AND CONTROL

- A. Operations
 - 1. The fire chief of each designated district shall have authority for fire operations within his respective district.
 - 2. The ICS will be followed to effectively coordinate all field operations.
 - 3. In declared disasters such as National emergencies, enemy attack, or natural disasters, the parish president through the Office of Homeland Security and Emergency Preparedness will coordinate emergency

operations within St. Tammany Parish from the Emergency Operating Center (EOC). The parish president will also identify the Incident Commander, when emergencies are declared.

4. To assist in emergency operations the St. Tammany Parish Fire Superintendent will coordinate fire activities through the EOC, as needed by the Incident Commander. The fire superintendent will also coordinate regional support in obtaining from outside jurisdictions.
5. Priority of firefighting and rescue operations shall always be given to designated shelters, and areas immediately adjacent to said shelters.
6. Routine operations will be handled by the respective fire departments in accordance with their standard operating procedures. State and Federal support will be called upon as needed.

B. Evacuation

1. Area evacuation in the event of a fire, explosion, or hazardous materials incident shall be recommended by the Incident Commander. Such recommendations shall be coordinated with the Sheriff's Office and the parish Office of Emergency Preparedness.
2. In situations when—in the opinion of the Sheriff's Office and/or the parish Office of Homeland Security and Emergency Preparedness—evacuation is essential to saving lives, an evacuation order may be issued, but only after concurrence with the Incident Commander.
3. Prior to the issuing of an evacuation order to the news media for public dissemination, all affected agencies shall be notified if time permits, and the issuance of such orders shall be announced from the EOC.

C. NIMS

In accordance with the Homeland Security Presidential Directive (HSPD)-5, all parish departments, agencies, organizations, and its municipalities having responsibilities delineated in this Emergency Operations Plan (EOP) will use the National Incident Management System (NIMS). This system will allow proper coordination between local, State, and Federal organizations. ICS, as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. St. Tammany Parish adopted NIMS by resolution on October 27, 2006.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are according to the operating guidelines and procedures established by each department. Refer to Section IV and Appendix 3 of the Basic Plan for additional information.

VII. ADMINISTRATION AND LOGISTICS

A. Agreements and Understandings

1. Should local government resources prove to be inadequate during emergency operations; the parish will seek 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. Only duly authorized officials shall enter into agreements. Copies of written agreements are on file at the EOC.
2. Appendix 5 includes a mutual aid agreement for additional fire protection.

B. Record and Reports

1. Responsibility for submitting local government reports to the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) rests with the St. Tammany Parish Office of Homeland Security and Emergency Preparedness.
2. Parish and municipal officials shall provide requested records for their agency relating to actions taken and cost associated with assistance rendered during emergency operations to the St. Tammany Parish Office of Homeland Security and Emergency Preparedness.
3. Organizations and agencies operating under this plan will maintain logs and appropriate reports that document response actions. These documents will be provided to the St. Tammany Office of Homeland Security and Emergency Preparedness (OHSEP) when requested. These documents will be provided to the St. Tammany OHSEP when requested.
4. The parish OHSEP will maintain logs and other records associated with EOC operations.

C. Fire service resource listings are maintained in the Operations Section of the EOP.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

It is the responsibility of each fire department to insure its own operational capabilities. The respective fire chief will coordinate the planning of all fire services related to

emergency preparedness operations. Each fire chief is responsible for the development and maintenance of standard operating procedures and guidelines to implement this plan and govern the operations of his or her department.

IX. AUTHORITIES AND REFERENCES

See Basic Plan.

X. APPENDICES

- A. Appendix 1: Firefighting Organizational Chart
- B. Appendix 2: Firefighting Responsibility Chart
- C. Appendix 3: Parish, Local, and Municipality, Firefighting Resources
- D. Appendix 4: Private Firefighting Resources
- E. Appendix 5: Mutual Aid Agreements
- F. Appendix 6: Notification Procedures
 - 1. Tab A: Notification List—St. Tammany Personnel
 - 2. Tab B: Fire Incident Levels
 - 3. Tab C: Fire Ground Authority

EMERGENCY SUPPORT FUNCTION-5: EMERGENCY MANAGEMENT

I. PURPOSE AND SCOPE

ESF-5: Emergency Management encompasses all emergency activities conducted by parish and local governments, private industry and volunteer organizations before, during and after natural and technological emergencies and disasters. The Emergency Support Function (ESF) includes preparations for emergencies. It includes the analysis of parish potential hazards and capabilities, the development of plans, procedures, agreements and arrangements to deal with emergencies and disasters, training of parish government, local government and volunteer personnel and exercising of plans.

When emergencies occur, ESF-5 will include activating the parish Emergency Operations Center (EOC), collecting, communicating, and analyzing information about impending and impacting emergencies; assessing the impact and damages from emergencies; coordinating evacuation activities, setting all available resources into motion and restoring the affected people and property to their pre-disaster condition, wherever possible. The parish president, under the authority provided by the Louisiana Emergency Assistance and Disaster Act of 1993, and the various ordinances enacted by the St. Tammany Parish Government has the responsibility for meeting the dangers to the parish. The emergency preparedness director acts as the chief advisor to the parish president during any declared emergency affecting the people and property of St. Tammany Parish.

II. SITUATION AND ASSUMPTIONS

A. Situation

The St. Tammany Parish Office of Homeland Security and Emergency Preparedness (OHSEP) is mandated to direct and control those actions needed to protect the lives and property of its residents when confronted with emergency conditions. In order to provide the most effective response to a given emergency situation, St. Tammany Parish feels that all response and recovery operations should be directed from one centralized facility. The OHSEP Emergency Operating Center (EOC) is the base of operations for the coordination of disaster activities in St. Tammany Parish. The elevation of the EOC is 23ft above sea level and it is not prone to flooding or storm surges.

B. Assumptions

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

III. CONCEPT OF OPERATIONS

A. General

The EOC is the primary site for the direction and control of emergency operations for all St. Tammany Parish departments and all outside agencies within St. Tammany Parish with emergency duties. The St. Tammany Parish 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 used to their fullest potential and that essential government services are maintained as much as possible.

B. Phases of Emergency Management

1. Prevention

Preventive activities are taken to avoid an incident or to intervene to stop an incident from occurring. Such actions are primarily applicable to terrorist incidents. They may include the application of intelligence and other information to a range of activities that may include deterrence, heightened security for potential targets, investigations to determine the nature and source of the threat, public health and agricultural surveillance and testing, and public safety law enforcement operations aimed at preempting, interdicting or disrupting illegal activities and apprehending perpetrators.

2. Mitigation

- a. St. Tammany Parish has an EOC which can be activated promptly and is capable of operating on a continuous 24-hour basis. Maintaining the operational readiness of the primary and alternate EOCs is the responsibility of the emergency preparedness director.
- b. St. Tammany Parish has an alternate EOC which is activated should relocation of the primary EOC be required, and will then serve as the site for primary direction and control. This Alternate site can be either a mobile Emergency Command Trailer or a fixed facility to be determined when needed.
- c. The parish OHSEP has completed a hazard analysis of the parish indicating the wide variety of potential problems that could and have posed danger in the community.
- d. All parish departments and outside agencies as well as personnel with emergency responsibilities in the EOC or field command have been identified and guidelines have been developed to activate same. These organizations will also identify alternate operations sites that can be used, if needed.

- e. Needed resources to sustain the activated EOC and any support personnel in the field have been identified and their availability determined.
 - f. Communications equipment, compatible with other departments and agencies, is kept updated and functional.
 - g. The EOC houses its own generator.
 - h. Public awareness programs include tours of the EOC and an explanation of its purpose and functions. This approach is used to assist the Public Information Officer (PIO) in providing instructional and education for the public.
3. Preparedness
- a. The Office of Homeland Security and Emergency Preparedness (OHSEP) develops and maintains the parish's Emergency Operations Plan (EOP) with its ESF annexes and appendices along with operational guidelines for EOC activation and staff duties. These guidelines are maintained under separate cover at the EOC.
 - b. The EOC has appropriate space and comfort for operation, furnishings and equipment and an adequate stock of administrative supplies.
 - c. The EOC has necessary maps, status boards, displays, equipment, and supplies needed to conduct direction and control activities by governmental officials and emergency staff.
 - d. The communications room has the necessary items and equipment needed to carry out its coordinating communications function.
 - e. An adequate amount of food and water is maintained for the assigned EOC staff of the EOC operations.
 - f. A preventive maintenance program is adhered to for all equipment, fixed or mobile. Testing of all EOC equipment is done periodically.
 - g. A functional or full-scale exercise will be held annually in addition to quarterly training for all EOC liaisons, volunteers, and all agencies that provide emergency response efforts to the parish.
 - h. The controller or call taker room will serve as the message center during all emergencies. Dissemination of critical information within, from and coming into the EOC is facilitated by use of a software call WebEOC, if this software fails, an all-purpose message routing form has been developed and will be used for verifying of reports received.

- i. Public information and educational information is released by the PIO after review by the parish president and the emergency preparedness director. (ESF-15 Public Information)
 - j. The degree of activation of the EOC and its assigned staff is categorized into emergency action levels which can be found in the Appendices of this ESF Annex.
 - k. To enhance exercise scheduling and design, the entire EOC staff and participants will participate in an after action review (AAR) after each quarterly training session to identify lessons learned that can be capitalized on.
 - l. All Department heads and agencies will brief the OHSEP staff on their plans, procedures, and training of their personnel during quarterly training prior to hurricane season June 1st of each year.
 - m. Department heads and emergency service groups are responsible for training their personnel on their primary functions; additional emergency subject training is given to all participating department and agencies during EOC quarterly training.
 - n. All EOC liaison, emergency agencies, stakeholders and EOC staff will participate in EOC quarterly training to receive the level of training required before being assigned their emergency operations assignments in the EOC.
 - o. The State will provide a qualified instructor for any courses that they determine is a required course. No specific required courses are determined at the local level.
4. Response
- a. The EOC is activated according to the degree or level of the emergency.
 - b. A significant events log is begun at the onset of the emergency and maintained for the duration. The log contains records and key disaster-related data. A copy of all logs of this type will be retained and kept on file by the emergency preparedness director.
 - c. EOC staff and other emergency personnel are alerted by telephone, radio, e-mail, or parish-wide paging system. The OHSEP Director in the EOC keeps the call-down and notification list.
 - d. State conference calls and briefing sessions are held for all EOC personnel, the parish president, and his administrative staff.
 - e. Communications equipment is tested with field representatives.
 - f. All disaster related information including casualties, evacuation, sheltering, or hazardous material incidents will be made available to EOC staff and field forces by entering the data into WebEOC

where it is obtained, analyzed, reported and retained for historical data by the WebEOC Controller.

- g. Data collection of logs, forms, expenditures, equipment, materials, and personnel begins at the onset of the emergency and maintained for the duration.
- h. The parish president has the responsibility and authority to call for evacuations.
- i. The parish president makes decision and has the authority to allow re-entry into the parish after an evacuation.
- j. Mayors and police chiefs of municipalities within St. Tammany Parish are briefed on the situation as conditions warrant.
- k. Outside support agencies that may have to lend assistance are contacted.
- l. Initial contact is made with the public through the media if conditions warrant.
- m. The operating guidelines for a particular type of emergency are followed using a previously proposed checklist for the determined emergency.
- n. Area most likely to need evacuating can be found in Annex A Appendices.
- o. There are no essential operations and services in high risk area that will require essential personnel support.
- p. All operations will be coordinated through the EOC.
- q. Operational packets for each department and emergency function are placed at designated locations in the operations and control rooms. Each packet contains the needed supplies, message and reporting forms and the emergency assignment card (instructions) for that department or emergency function.

5. Recovery

- a. A Damage Assessment Officer (DAO) is appointed by the parish.
- b. The DAO establishes Damage Assessment Teams.
- c. Review of the process, procedures, and programs necessary for a prudent and an effective recovery is located in the Louisiana Disaster Recovery Manual.
- d. Preparations for recovery operations commence with the onset of the emergency or as soon as possible after the emergency.
- e. Initiation for debris clearance is made in conjunction with the Chief Administrative Officer, public works, Engineering Director

and the coordinate Push Team. (Group established for clearing major road Arteries.

- f. All emergency work performed by the parish and local resources (e.g., photographs, videotape) will be documented for possible state and federal fund reimbursements.
- g. Damage assessment, including the collection and reporting of appropriate data on the emergency is obtained, reported, analyzed, organized, and retained by a damage assessment officer.
- h. The DAO will report all unsafe bridges, roads, structures, and hazardous facilities on their repair priority to the EOC staff.
- i. The DAO will represent the parish on joint parish/State/Federal assessment teams and for fiscal matters
- j. The DAO and the parish finance department will compile damage reports for appropriate agencies and prepare documentation for submission to State and Federal agency representative.
- k. After an event of disaster that is wide spread in nature, all established building codes, flood plain management programs, insurance rating, public education programs, and mitigation projects where elevation of houses and buildings are possible will be reviewed for improvements.
- l. All department heads and agencies will submit their department plans, procedures, and protocols to OHSEP annually and brief their plan during the month of May emergency training session.
- m. Continue assessment surveys and monitor restoration activities.
- n. EOC and field personnel are phased down to begin deactivation.
- o. EOC is brought back to its pre-emergency conditions along with the needed equipment and supplies.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

An OHSEP organizational chart is represented in Appendix 1.

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

Departments/agencies of government that provide response personnel maintain Standard Operation Procedures (SOP) or Standard Operating Guidelines (SOG) which include a description of the specific emergency authorities to be assumed.

Departments of St. Tammany Parish government and other agencies that provide response personnel shall ensure their personnel have received the type and level of emergency training required for their assignments to cover all phases of emergency operations. These departments and agencies will also maintain SOPs or SOGs, which will include a description of how they will accomplish the tasks outlined in this plan.

A. Organization

1. Governor

The Governor has the overall responsibility for emergency management in the state and is assisted in these duties by the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) Director.

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

2. St. Tammany Parish Emergency Preparedness structure:

- a. Parish President
- b. Parish Chief Administrative Officer
- c. Parish Assistant Chief Administrative Officer
- d. OHSEP Director
- e. Public Works Director
- f. Fire Services Director
- g. Facility Management Director
- h. Engineers Department
- i. Permits Director
- j. Culture of Government Affairs Director
- k. Animal Services Director
- l. Finance Director
- m. Information Services Director
- n. Social Services Director
- o. Community Action Agency Director
- p. Law Enforcement

3. Community Partners

- a. CLECO Electric
- b. WST
- c. Atmos Energy

- d. Centerpoint Entergy
- e. Walgreens
- f. Wal-Mart
- g. Winn-Dixie
- h. Faith-Based Organizations
- i. Banker Association

B. Assignment of Responsibilities

Following are the assignments of primary emergency functions to departments and agencies of St. Tammany Parish as well as to any other concerned organizations necessary to carry out this emergency plan.

The parish OHSEP shall be responsible for the coordination involvements (not the direct supervision) of all departments and other agencies involved in providing ESFs in this Plan.

- 1. St. Tammany Parish Government Parish President
 - a. Initiate the execution of this plan
 - b. Retain overall control of all emergency decision during a declared declaration
 - c. Initiate evacuation procedures via EOC operations.
 - d. Authorize return to evacuated areas.
- 2. OHSEP
 - a. Coordination of all training activities of the various services of the emergency preparedness organization to obtain the highest degree of effectiveness in individual training, team or unit training, collective training, combined training and mock or practice emergency preparedness alerts.
 - b. The Director of OHSEP and the deputy directors shall endeavor to take full advantage of courses offered by the Louisiana OHSEP, the Federal Emergency Management Agency (FEMA), the Louisiana Emergency Preparedness Association (LEPA) and other agencies, as well as conferences, seminars, and workshops that may from time to time be available, most notably State hurricane conferences and workshops and the National Hurricane Conference.
 - c. The Director will also establish guidelines for the notification of available training opportunities to other Parish departments and agencies, and other governmental and private emergency response organizations. Specific duties to coordinate and monitor available

training and educational opportunities shall be an operational task of the Training Officer (TO) of OHSEP. Designated by the OHLS/EP Director, the TO shall maintain close communication with the State TO of GOHSEP as to the availability of training opportunities, coordinate classes for local personnel and maintain tracking of courses taken, develop methods of sharing to information with other emergency management personnel within the jurisdiction, as well as arrange training and educational opportunities for non-emergency management personnel, particularly local elected and appointed officials.

- d. The TO conducts on an annual basis, training and information sharing workshops with all EOC representatives from various agencies. These workshops are conducted at the ESF level. Workshops include the review of existing EOC/ESF SOPs, review of organization changes that affects EOC or field disaster response operations, updates key personnel lists and identifies training needs of new personnel, and orientation to improvements or changes to EOC/ESF resources or materials. From time to time, the TO may undertake more intensive work sessions with elements of the emergency response organizations in order to enhance unified disaster planning.
- e. The Director of OHSEP shall continue to exercise all levels of the parish government in emergency preparedness and response operations. Annually, a minimum of one full-scale or functional exercise that uses all levels of parish government shall be conducted. This functional exercise shall include the parish President, elected and appointed officials, independent authorities, and such non-governmental agencies as shall be determined appropriate.
- f. The Director of OHSEP shall participate in the development and execution of annual Mass Casualty Incidents. This participation may include scenario development, site selection, and recruitment of resources and personnel.
- g. The Director of OHSEP shall continue to provide assistance to private industry, non-profit organizations, and community organizations through the offering of training, joint drills and exercises, response and recovery plan development, and information sharing. Included in this effort are agencies and organizations such as fire departments, the St. Tammany Parish Sheriff's Office and parish hospital and health care representatives.
- h. The Director shall also develop evaluation procedures either independently or in conjunction with other participants, in order to evaluate exercises and to incorporate necessary changes into the disaster response organization.

- i. Coordinates, facilitates and encourages other elements of parish government in emergency preparedness and response planning efforts.
- j. The Director shall continue ongoing programs of directing and facilitating Parish agencies in the improvement of service providing during disasters through the development of emergency response self-assessments, long term action plans, agency contingency plans, operating guidelines, and other mechanisms that may be identified.
- k. St. Tammany parish requires every agency of the parish government to perform emergency response self-assessments of their abilities to continue to provide essential services during and following a major emergency or disaster. The parish further requires that corresponding long term action plans to address identified short comings be developed by each agency of the parish and submitted to OHSEP for review and inclusion in coordinated action activities.
- l. Participates in state level exercises. Annually, in conjunction with the Louisiana Statewide Hurricane Exercise, OHSEP will sponsor and coordinate a Parish wide exercise of the local government's emergency management organization. To enhance the State's exercise, the OHLS/EP Director shall develop scenarios based upon expected local impacts of the exercise storm. If local impacts from the exercise storm are deemed less than needed to exercise the full emergency response organization, then the OHLS/EP may independently develop scenarios that would allow for the exercise of all parish and municipality resources.
- m. Coordinates disaster preparedness training activities with others in such areas as shelter operations, transportation, hospitals and nursing homes, hurricane evacuation and recovery, etc. The OHLS/EP shall work in conjunction with all elements of the disaster response organization to enhance emergency response training. Activities shall include identification of school board and Department of Health staff to be trained in shelter management operations, providing educational workshops and seminars to public and private entities, develop and direct committees assembled to address critical issues of emergency response, develop specialized informational brochures directed at select elements of the community, and other activities as may be identified.
- n. Activate the EOC to the appropriate level and notify all appropriate EOC liaisons.
- o. Activate Crisis Action Team at Hurricane Preparedness Level II to determine the severity of a storm event.

- p. Coordinate with GOHSEP on elements of evacuation.
 - q. Assist in directing the transportation of evacuees to staging areas.
 - r. Request and track resources for GOHSEP that is not readily available at parish level.
 - s. Assist in the evacuation of persons with special needs, nursing home, and hospital patients in accordance with established guidelines.
 - t. Coordinate the release of all public information with Parish President, through the PIO.
 - u. Use Emergency Alert System (EAS), television, radio, cable access and other public broadcast means as needed and in accordance with established guidelines.
 - v. Request additional law enforcement/traffic control (State Police, La. National Guard) from State OEP, if necessary.
 - w. Monitor EOC operations to determine if EOC objectives are met.
3. Public Works
- a. Ensure equipment is maintained and ready for emergency operations.
 - b. Conduct operation to mitigate the effects of the storms.
 - c. Distribute communications equipment for emergency operations.
 - d. Ensure stockpile items are ready for use (e.g., sand, gravel, limestone).
 - e. Assign personnel by need of the emergency.
 - f. Participate in Push Team efforts with equipment and personnel.
4. Fire Services
- a. Serve as Fire Representative in the EOC.
 - b. Keep all St. Tammany Parish Fire Districts informed of current situation.
 - c. Supervise the Radio Communication Room during EOC activation.
 - d. Coordinate Fire Districts' resource requests during EOC activation.
5. Facility Management
- a. Provide generator support to all critical facilities.
 - b. Provide fuel re-supply plan, and execution of that plan.
 - c. Provide emergency support for all critical facilities.

- d. Ensure fuel and electrical contracts are establish pre-hurricane season.
 - e. Provide building technician for EOC, Justice Center, employees family shelter and any other critical facility deemed necessary by parish administration.
 - f. Participate in damage assessment activities, post storm.
6. Engineers
- a. Conduct reconnaissance and pump down of all detention ponds.
 - b. Develop stream gauging and mapping doing pre-hurricane landfall.
 - c. Develop list of roads/bridges that may need closing during storm event.
 - d. Ensure subsurface drainage areas are clear from debris.
 - e. Check evacuation route for availability.
 - f. Participate in damage assessment. After a storm event.
 - g. Review structural damage for all parish owned critical facilities.
 - h. Inspect roads/bridges to insure functionality after the storm
7. Permits and Regulatory Department
- a. Serve as primary Damage Assessment agency for the parish.
 - i. Establish Emergency Triage Team.
 - ii. Coordinate Damage assessment Inspection.
 - b. Assist Public Work and Engineers in identifying roads/bridges that may need closing before a storm event.
 - c. Establish satellite offices as needed in area affected after a major event.
8. Culture of Government Affairs/PIO
- a. Release all public information relating to the emergency.
 - b. Develop adequate educational materials for dissemination to the public prior to the disaster.
 - c. Coordinate and develop all news releases to be delivered by elected officials, and consult with other parish departments and agencies in development of appropriate bulletins affecting their activities in which the public must be informed.
 - d. Literature in the form of pamphlets, flyers, circulars, etc., will be made available for public distribution. The literature will cover all aspects of emergency and disaster response. Existing literature from OHSEP and/or FEMA can be used.

- e. Develop educational and informational literature that will be disseminated to the public concerning disasters. Information from private relief agencies will be included. Existing literature from HLS/EP and/or FEMA can be used.
 - f. Prepare and disseminate information to tourists and transient populations as to conditions and best actions to take, time permitting.
 - g. Parish officials will be made aware of procedures to be followed in disseminating material and information to the public to avoid confusion.
 - h. During EOC activation act as single point of contact for all media and News releases.
 - i. Activate and staff the Joint Public Information Center (JPIC) within the EOC, and operate it under protocols established in conjunction with the parish president's office and OHSEP.
 - j. Prior to hurricane season, assist in the establishment of public information operational guidelines, and conduct media orientations to EOC facilities and guidelines.
 - k. Provide technical assistance in developing public service announcements that can be prepared before hurricane season for later broadcast, when circumstances may not allow adequate preparation time.
 - l. Public service announcements are developed jointly between the OHLS/EP and the PIO. Prior to each hurricane season, the representatives of the OHLS/EP shall meet with the PIO to evaluate the need for the development of public service announcements that can be made and stored until needed. Although such "canned" announcements may be developed, live announcements from the EOC shall remain the preferred method. Scripts that reflect numerous contingencies are developed and on file within the OHLS/EP, and allow for the editing of information for specific events.
 - m. Encourage local television and radio stations in development of special programs on hurricanes and other possible disasters.
 - n. Ensure EOC live broadcasting is available prior to EOC activation.
9. Animal Services Department
- a. Coordinate animal rescue operations.
 - b. Release all public information through the PIO located in the EOC.
 - c. Setup, staff, and run pet friendly shelter in according with State guidelines.

- d. Draft and distribute press release for PIO on protecting pet during tropical storms and advice for those in FEMA trailers on where to go with pets.
 - e. Account for and control all animals in the pet friendly shelter
 - f. Maintain Control on controlled Drugs and Drug records.
 - g. Provide support and supervise pet control at the Special Needs Shelter.
 - h. Provide support and supervise pet control at both employee shelters (Justice Center and Folsom Elementary School).
 - i. Prepared and coordinate pet evacuation with state transportation resources assets.
 - j. Maintain pet identification throughout the pet evacuation process.
10. Finance Department
- a. Serve as point of contact for all state, and Federal financing coordination.
 - b. Serve as emergency purchasing agent during a declared emergency.
 - c. Coordinate the tracking and accountability of time sheets and overtime records with other parish departments
 - d. Review all pre-storm related contracts.
 - e. Participate in damage assessment activities post storm.
 - f. Initiate and account for all parish project work orders requested to State and the FEMA.
11. Information Services
- a. Conduct pre-season backup of all DATA on the parish network.
 - b. Test all network connection to ensure operability.
 - c. Provide Technical support for the EOC, Parish administrative Complex and the Mobile Command Center if applicable.
 - d. Maintain sufficient data processing equipment to sustain EOC survivability no less than 14 days.
 - e. Work in conjunction with the parish engineering department in mapping and demonstrating projective storm path and possible predictions and effects of the storm.
12. Social Service Department
- a. Keep all health care agencies, Red Cross, and other Human services agencies inform of current situation.

- b. Setup, staff and run the parish Special Needs Shelter.
 - c. Coordinate Special Needs clients' transportation with local transportation assets.
 - d. Coordinate the opening of general population shelters.
 - e. Provide Humans Services Agencies support information to the PIO post storm.
13. Community Action Agency
- a. Provide a list of personnel available to integrate all other department before, during, and after a storm event.
14. St. Tammany Parish Sheriff's Office
- a. Ensure orderly traffic flow.
 - b. Assist in removing disabled vehicles from roadways as needed.
 - c. Direct the management of transportation of seriously injured persons to hospitals as needed.
 - d. Direct evacuees to proper shelters and/or staging areas once they have departed the threatened area.
 - e. Release all public information through the PIO located in the EOC.
15. Louisiana National Guard
- a. Provide assistance as needed in accordance with current State guidelines.
 - b. Release all public information through the PIO located in the EOC.
16. Parish Shelter Manager(s)
- a. Provides shelter management training program to designated shelter managers and disaster services personnel.
 - b. Maintain trained volunteer cadre for disaster response in areas of mass feeding, damage assessment, etc.
 - c. Participate in disaster exercises when requested.
 - d. Develop recruitment programs that will provide the additional manpower required to respond to a major emergency such as a hurricane.
17. St. Tammany Parish School Board
- a. Ensure identification and training of shelter personnel for public shelters utilizing public school locations.
 - b. Conduct disaster education programs and staff training.

18. Health/Medical Officer (Parish Coroner)
 - a. Conduct annual mass casualty exercise in order to test response capabilities of emergency response agencies and medical facilities.
 - b. Conduct oral critique and written after action reports for the mass casualty exercises.
 - c. Conduct oral critique and written after action reports for the mass casualty exercises.

19. Community Partners
 - a. Utility Companies (CLECO, Washington St. Tammany Electric, Atmos Gas, Centerpoint Entergy and Water District, Charter Cable)
 - i. Set priorities reconnect and establishment of service to critical facilities that has disrupted utilities.
 - ii. Attend all command staff meeting.
 - iii. Provide in-put at planning meeting to developing the Incident Action Plan (IAP).
 - iv. Provide daily status report to Parish President's office.
 - v. Participate in and provide status of service doing damage assessment.
 - b. Human Service Agencies (Walgreens, Wal-Mart, Winn-Dixie, Pharmacies, Bankers Association)
 - i. Attend all Command and Staff meetings.
 - ii. Provide in-put at planning meeting to developing the Incident Action Plan (IAP).
 - iii. Provide daily status report to Parish President's office.
 - iv. Establish emergency services as quick as possible to affected areas.
 - c. Faith-Based Organizations
 - i. Provide liaison officer to the EOC.
 - ii. Provide list of available resource to the Resource Control Officer in the EOC.
 - iii. Organize and distribute in-coming donated comfort items received from non-governmental agencies.

V. DIRECTION AND CONTROL

When activated for an emergency, the emergency preparedness director is the manager of the EOC. The EOC staffing is divided into six groupings (see Appendix 3).

A. Executive

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

B. Operations

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

C. Disaster Analysis

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

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

D. Communications

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

E. Support

This group provides those necessary household duties to keep the EOC facility functional.

Also provided under this section is EOC Security during emergencies.

F. Resource Groups

This section includes those individuals or agencies that lend support to the emergency management effort.

Also provided under this section is the coordinator of volunteers who organizes, manages, coordinates and channels the donations and services of individual citizens, and organized groups of volunteers during emergency situations.

G. In accordance with the Homeland Security Presidential Directive (HSPD)-5, all parish departments, agencies, organizations, and its municipalities having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination between local, State, and Federal organizations. The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications

operating with a common organizational structure. St. Tammany Parish adopted the NIMS by resolution on October 27, 2006.

VI. CONTINUITY OF GOVERNMENT

See Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

A. Agreements and Understandings

Should local government resources prove to be inadequate during emergency operations; the parish will seek 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. Only duly authorized officials shall enter into agreements. Copies of written agreements are on file at the EOC.

B. Reports and Records

1. Responsibility for submitting local government reports to the Louisiana GOHSEP rests with the St. Tammany Parish emergency preparedness director.
2. Parish and municipal officials shall provide requested records for their agency relating to actions taken and cost associated with assistance rendered during emergency operations to the St. Tammany Parish OHSEP.
3. Organizations and agencies operating under this plan will maintain logs and appropriate reports that document response actions. These documents will be provided to the St. Tammany OHSEP when requested. These documents will be provided to the St. Tammany OHSEP when requested.
4. The parish OHSEP will maintain logs and other records associated with EOC operations.
5. The need for various forms listed will vary with the type and magnitude of each incident.
 - a. Message Form
All requests for assistance and general messages are received and transmitted on this form.
 - b. Message Log
All messages taken or given out by each member of the EOC staff are recorded in chronological order. Each staff member is responsible for maintaining a log of his activities. Sheets are

periodically copied by the PIO for informational and record keeping purposes.

c. Incident Report

The Incident Report is a summary of the event in a condensed form.

d. Field Status Report

Conditions reported from the field.

e. Disaster Notification, Disaster Documentation and Presidential Disaster Declaration.

Federal forms needed for disaster assistance.

f. Security Log

The Security Log is a record of all persons entering and exiting the EOC.

g. St. Tammany Parish Declaration

Declarations for:

i. Serious situation threatening the parish.

ii. Declaration of hurricane threatening the parish.

h. Other

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

C. EOC

1. Primary EOC

a. Location

Emergency Operations Center
510 East Boston Street
Covington, Louisiana

b. Facilities

i. Concrete secured structure.

ii. Square footage—13000 (see Floor Plans, Appendix 3). Facility includes office, control room, conference room, work and storage rooms, bathrooms and the 911 Communications District on the second floor with an additional 2700 square footage.

iii. Contains all two-way communications equipment to carry out emergency operations.

- iv. In-house fixed emergency power generators.
2. Alternate EOC
 - a. Location
 - i. Primary
St. Tammany Parish Administration Complex Building
21454 Koop Drive
Mandeville, Louisiana
 - ii. Secondary
Parish Mobile Command Center
 - b. The St. Tammany Parish Alternate EOC is activated when relocation of the primary EOC is required, and will then serve as the site for primary direction and control.
 - c. When relocating, the staff and necessary supplies at the primary EOC will be transported to the alternate site.
 - d. Since communication capabilities exist at the alternate site, the emergency preparedness director will maintain radio contact with both sites while he is en route to the alternate site.
 - e. Notification before departure to an alternate EOC will be given to those on the call list, including any at-the-scene command center personnel and agencies that are operating from their own offices.
 3. Forward Command Post
Depending upon the type of emergency, it may become necessary for the OHSEP to establish an at-the-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.
- D. Alternate sites for each agency needing relocation are listed in that agency’s operating guidelines and procedures, maintained by the director/staff member who is custodian of the operating guidelines/procedures. Any agency move to an alternate EOC will be reported to the parish EOC before departure.
 - E. Security
A security officer is stationed at the main entrance of the EOC and is responsible for maintaining the security log. All EOC liaisons are issued electronic security access badges for access into the EOC, visitors and media are not allowed access to any other section of the building other than the media/training room without clearance from the emergency preparedness director or the PIO.
 - F. Representatives from the media are escorted to the media room by security or the PIO. All news conferences are held in the briefing room. Media personnel are

allowed further access to the operations and control rooms if conditions allow and if accompanied by the PIO.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The emergency preparedness director will be responsible for the development and implementation of this ESF Annex. He will maintain same through annual and periodic review, testing and updating. He will instruct all EOC staff in the contents and use of this annex. The emergency preparedness director is the Custodian for the EOC Direction and Control Operating Guidelines.

IX. AUTHORITIES AND REFERENCES

See Basic Plan.

X. APPENDICES

- A. Appendix 1: Emergency Management Organizational Chart
- B. Appendix 2: Emergency Management Responsibility Chart
- C. Appendix 3: Emergency Operations Center Assignments
 - 1. Tab A: EOC Layout
 - 2. Tab B: EOC Equipment List
 - 3. Tab C: EOC Staffing and Callout List
 - 4. Tab D: EOC Security Procedures
- D. Appendix 4: Status Reporting Formats and Schedules
- E. Appendix 5: Damage Assessment Plan
- F. Appendix 7: Message Handling Procedures
- G. Appendix 8: Emergency Operations Command Post Procedures
- H. Appendix 9: St. Tammany Parish Hurricane Emergency Operations Plan
- I. Appendix 10: Hurricane Alert Notification Stages
- J. Appendix 11: Vulnerable and Prone Areas
 - 1. Tab A: Map of Vulnerable and Prone Areas

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EMERGENCY SUPPORT FUNCTION-6: MASS CARE, HOUSING, AND HUMAN SERVICES

I. PURPOSE AND SCOPE

It is the purpose of this annex to establish procedures for the sheltering of evacuees, mass feeding, housing, and human services support of victims of natural and technological emergencies and disasters during any emergency situation within and/or in surrounding areas of St. Tammany Parish.

- A. Mass Care will provide shelter during the emergency period and immediately following the disaster, in which victims are housed as a result of evacuation or, on a limited basis, pending repair of dwellings or assignment and movement into temporary housing. Emergency shelter is not intended for prolonged periods of occupancy due to the emergency nature of the activity and the requirements for mass feeding, bedding, and adequate sanitary facilities. Shelter will include the mass feeding of victims and emergency workers through a combination of fixed sites, mobile feeding units and bulk distribution of food.
- B. Mass Care will coordinate with the parish Health Unit and other medical agencies to ensure the provision of emergency first aid for victims and emergency workers at shelters and designated sites, and referral to appropriate medical facilities.
- C. 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.
- D. Housing activities will provide for short and long-term housing needs of emergency and disaster victims. Housing activities may include rental assistance, temporary housing, and loans for house repair and/or replacement of primary residences.
- E. Emergency assistance will provide for individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional “mass care” services provided at the local level are addressed. These services include: support to evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to special needs populations; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance.
- F. Human services will include all government and relief organization actions to provide immediate assistance to victims of emergencies and disasters without

regard to race, color, religion, nationality, sex, age, disability, limited English proficiency, or economic status.

- G. Human services include all government and relief organization actions to provide immediate assistance to victims of emergencies and disasters. It will include the provision and expedited processing of Federal benefits claims, such as Social Security, disaster unemployment assistance, Veterans benefits and tax refunds.
- H. Human services may include, as appropriate, crisis counseling and supportive mental health services and such commodities as water, ice and other basic needs.
- I. Human services include implementation of disaster assistance programs to help disaster victims recover their non-housing losses, including programs to replace destroyed personal property, and help to obtain disaster loans, food stamps, crisis counseling, disaster unemployment, disaster legal services, support and services for special needs populations, and other Federal and State benefits.

II. SITUATION AND ASSUMPTIONS

A. Situation

- 1. St. Tammany Parish could experience disaster conditions that would require emergency sheltering of evacuees.
- 2. Disaster conditions requiring sheltering could be brought on by natural phenomena such as earthquakes, floods, tornadoes, fires, hurricanes, severe winter storms, or any combination thereof.
- 3. Other occurrences that could necessitate sheltering would be an enemy attack or hazardous material incident either at a fixed site or in transit.
- 4. Emergency public welfare services are critical to relieving suffering and making the basic necessities of life available to persons affected by such disasters.

B. Assumptions

- 1. Public shelters will be open, manned, and useable during periods of emergency.
- 2. Not all residents will use public shelters. Some will stay at home or seek shelter with relatives or friends.
- 3. Facilities will be designated for lodging incarcerated, institutionalized and special need groups.
- 4. The shelter concept will reduce the number of casualties resulting from a disaster situation.

5. Emergency public welfare services will be available after all major emergencies or disasters.

III. CONCEPTS OF OPERATIONS

A. General

1. The St. Tammany Parish Shelter Program is a combination of methods that can be used to afford the best available protection.
2. All shelter locations are determined by conditions such as elevation, proximity of an incident to a shelter and the best available protection.
3. Where practical, public buildings, and public and parochial schools are used as shelters.
4. The primary mode of transportation to shelter will be by private vehicle. Parking will be available in the vicinity of the shelters. Emergency transportation will be provided where necessary and can be found in (ESF-1: Transportation).
5. The local American Red Cross will operate and be responsible for shelter facilities during natural disasters.
6. For sudden, fast-escalated emergency situations, St. Tammany Parish schools are used as reception or “Staging Areas” for evacuees by the American Red Cross who will supplement resources and designate them as their designated shelters.
7. The State Department of Social Services provides overall direction, planning and policy guidance, the parish community action office is responsible for developing the specific requirements and details for implementing the public welfare plan for St. Tammany Parish.
8. If a shelter requires evacuation due to an emergency, alternate site(s) will be established and coordinated through the EOC.

B. Phases of Emergency Management

1. Mitigation
 - a. Conduct a hazard analysis of the parish.
 - b. Determine requirements for adequate sheltering.
 - c. Determine locations and best available facilities for use of shelters.
 - d. Plan a coordinated response with other human service agencies.
2. Preparedness

- a. Update and maintain resource list with the department's standard operating guidelines.
 - b. Verify availability of shelter personnel and insure names and phone numbers are updated annually.
 - c. Emergency preparedness director and other volunteers that may assist in staffing shelters should attend the Red Cross shelter manager classes and any Governor's Office of Homeland Security/Emergency Preparedness (GOHSEP) training classes pertaining to sheltering. Specific duties to coordinate and monitor available training and educational opportunities shall be an operational task of the Training Officer (TO) of the Office of Homeland Security and Emergency Preparedness (OHSEP). Designated by the OHSEP Director, the TO shall maintain close communication with the State Training Officer of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) as to the availability of training opportunities, coordinate classes for local personnel and maintain tracking of courses taken, develop methods of sharing to information with other emergency management personnel within the jurisdiction, as well as arrange training and educational opportunities for non-emergency management personnel, particularly local elected and appointed officials.
 - d. Designate schools as expedient shelters. Any of the public schools can serve as expedient shelters.
 - e. Prepare signs to mark shelters.
 - f. Survey shelters to determine which ones can accommodate ill, injured, handicapped or institutionalized people. Coordinate with local institutions and service organizations to get an estimate of the number of spaces needed, and match numbers, as far as possible, to existing shelters. If shelter spaces are inadequate, have additional facilities added to shelter list, if available. Overflow will require State assistance.
3. Response
- a. A list of suitable shelter and feeding facilities can be found in Appendix 3 of this annex.
 - b. At the onset of any emergency that may require sheltering; the initial alert shall include locating designated shelters as well as expedient shelters within the proximity of the incident.
 - c. Red Cross shelter managers and essential personnel shelter managers from the parish facility management department will be directed to report during any periods of shelter operations.

- d. The Emergency Operating Center (EOC) shall arrange for the opening, marking, and staffing of such shelters, at the same time declare to the command post at the scene the best and the most available routes for evacuation. Shelters will be prominently marked.
- e. All essential emergency worker and his or her families will be sheltered in a facility within commuting distance of the risk area. These facilities are listed in Appendix 3 of this annex.
- f. The EOC will issue public information announcements to the media for general distribution on sheltering and evacuation.
- g. Evacuees will be assigned to the nearest shelter and feeding facility closet to them.
- h. Accurate EOC and shelter logs are to be maintained.
- i. Shelter managers, staff, and volunteers will be alerted and directed to the appropriate places.
- j. Upon notification that an emergency or disaster has occurred mobilize human services resources.
- k. Each agency is responsible for securing its own essential resources outside of the risk area as outlined in the Parish Emergency Communication and Standard Operating Procedures Manual.

4. Recovery

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

- a. For return home:
 - i. Analyze transportation and risk area re-entry conditions and problems. Obtain transportation.
 - ii. Render assistance to Council on Aging St. Tammany (COAST) for meals on wheels.
 - iii. Verify acceptable conditions at homes of Special Needs persons
 - iv. Continue public welfare assistance to the needy as circumstances dictate on an emergency basis.
 - v. Establish on-site centers for granting relief to victims of emergency situations
- b. For extended stay:
 - i. Develop staffing schedules.
 - ii. Render assistance to Red Cross emergency feeding and temporary housing as needed.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Departments of St. Tammany Parish government and other agencies that provide response personnel shall ensure their personnel have received the type and level of emergency training required for their assignments to cover all phases of emergency operations. These departments and agencies will also maintain Standard Operating Procedures (SOP) or Standard Operating Guidelines (SOG) that include a description of how they will accomplish the tasks outlined in this plan.

A. St. Tammany Parish Government**1. Parish OHSEP**

- a. All shelter operations, to include assigning lodging and feeding facilities.
- b. Designate shelter facilities to be used with the Red Cross.
- c. Maintain designated shelter list including location, phone number, and contact person.
- d. Establish Red Cross contact as appropriate.
- e. Activate the shelter coordinator when necessary.
- f. Arrange for periodic shelter surveys.
- g. Arrange with health department and social service agencies to assist in shelter operations.
- h. Prepare signs and mark designated shelters.
- i. Evaluate shelter spaces and access for handicapped and institutionalized persons.

2. Parish Department of Health and Human Services

- a. Open, staff and manage a Special Needs Shelter.
- b. Assure availability of welfare assistance and services to eligible victims of emergencies and disasters.
- c. Coordinate all welfare assistance and services to individuals and families administered by public and private welfare or welfare-related agencies, Voluntary Organizations Active in Disasters (VOAD), Salvation Army, Civic and Church groups and the Council on Aging (COAST).
- d. Be prepared to assist in providing crisis incident counseling to disaster victims through the Local Emergency Planning Committee's (LEPC) Critical Incident Stress Management (CISM) program for first responders and the Red Cross.

- e. Maintain list of suitable location that can be used by the Federal Emergency Management Agency (FEMA) as on-site centers for granting and providing relief to emergency/disaster victims.
- 3. Parish Community Action Agency
 - a. Coordinate an immediate response with other human services agencies.
 - b. Notify officials of related public and private welfare agencies services available and be prepared to implement the Emergency Welfare Plan.
 - c. Mobilize available resources after an emergency or disaster.
 - d. Continually execute Community Action Agency activities during and after a disaster.
- 4. Parish Facilities Management Department
 - a. Provide trained shelter managers for all parish essential personnel holding area (shelter).
 - b. Provide emergency generator power for all shelters.
 - c. Provide maintenance personnel to support all critical shelters
 - d. Ensure all shelters are included in the fuel re-supply plan.
- B. Private, Public, and Volunteers
 - 1. Red Cross
 - a. Staff designated shelters with trained shelter managers and staff personnel.
 - b. Manage reception and care activities to include registration, feeding, lodging, and processing evacuee information in general population shelters.
 - c. Provide family support services.
 - d. Coordinate shelter use with EOC.
 - e. Maintain shelter log and evacuee inventory.
 - f. Upgrade expedient shelters when necessary.
 - g. Maintain adequate supply of food, water, medical supplies, and comfort items for shelter use, ensure plan and procedures are in place for re-supply efforts.
 - h. Be prepared to assist in providing crisis counseling to disaster victims.
 - i. Maintain shelter HAM radio system.

2. Law Enforcement Agencies
 - a. Provide security at designated shelters as well as reception/staging areas, and lodging and feeding areas.
 - b. Provide traffic control at shelters.
 - c. Provide back-up communications between shelters and EOCs.
 - d. Assist with emergency medical problems at shelters including emergency transportation to area hospital.
3. Fire Districts and Departments
 - a. Periodically survey shelter sites for fire safety and report deficiencies to the EOC.
 - b. Assist in emergency transportation to area hospitals or clinics.
 - c. Assist people with medical problems which may occur at shelters.
 - d. Provide fire suppression for shelters.
 - e. Support radiological monitoring.
4. Military
 - a. Deliver emergency food, water, and other supplies as needed.
 - b. Assist with emergency transportation.
 - c. Code enforcement shall certify that all shelters are structurally sound.

V. DIRECTION AND CONTROL

- A. All shelter activities will be coordinated through the EOC. Shelter managers will be responsible for the operation of their individual shelters.
- B. Special Needs Shelter will serve as Medical Command Base for Medical liaison to the EOC.
- C. In accordance with the Homeland Security Presidential Directive (HSPD)-5, all parish departments, agencies, organizations, and its municipalities having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination between local, State, and Federal organizations. The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. St. Tammany Parish adopted the NIMS by resolution on October 27, 2006.

VI. CONTINUITY OF GOVERNMENT

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

VII. ADMINISTRATION AND LOGISTICS

A. Agreements and Understandings

Should local government resources prove to be inadequate during emergency operations; the parish will seek 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. Only duly authorized officials shall enter into agreements. Copies of written agreements are on file at the EOC.

B. Shelter Management

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

C. Shelter Starter Kits

Shelter Starter Kits contain appropriate forms, handbooks, and identification. The American Red Cross provides the necessary forms and supplies.

D. Records and Reports

1. Registration forms are kept in the Shelter Starter Kits and are used to record information about evacuee. The shelter managers will periodically report to the Red Cross representative at the EOC the conditions and number of people in the shelter.
2. Responsibility for submitting local government reports to the Louisiana GOHSEP rests with the St. Tammany Parish emergency preparedness director.
3. Parish and municipal officials shall provide requested records for their agency relating to actions taken and cost associated with assistance rendered during emergency operations to the St. Tammany Parish OHSEP.
4. Organizations and agencies operating under this plan will maintain logs and appropriate reports that document response actions. These documents will be provided to the St. Tammany OHSEP when requested. These documents will be provided to the St. Tammany OHSEP when requested.
5. The parish OHSEP will maintain logs and other records associated with EOC operations.

E. Communications

The telephone will be the primary means of communications to shelters. When telephones cannot be used, the Medical Communication's 450 MHz radio will be used, backup will be law enforcement two-way communications along with amateur radio operators will be used.

F. Shelter Stocking

Shelters will be stocked with appropriate supplies immediately prior to their activation. Necessary supplies will be obtained by shelter staff under the direction of the Office of Emergency Preparedness. In many cases, the Red Cross will provide food and other services.

G. Shelter Marking

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

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The St. Tammany Parish Office of Emergency Preparedness in conjunction with the Red Cross will assume the primary responsibility for this annex and develop appropriate guidelines to implement it. The emergency preparedness director is custodian of the annex.

IX. AUTHORITIES AND REFERENCES

- A. American Red Cross. Statement of Understanding between the FEMA and the American Red Cross.
- B. American Red Cross. Statement of Understanding between the State of Louisiana and the Red Cross.
- C. Also see Basic Plan.

X. APPENDICES

- A. Appendix 1: Mass Care, Housing, and Human Services Organizational Chart
- B. Appendix 2: Mass Care, Housing, and Human Services Responsibility Chart
- C. Appendix 3: List of Shelters, with Addresses, Capacity and Contact Information
- D. Appendix 4: Call-out List of Shelter Managers and Workers
- E. Appendix 5: Call-Out List of First Aid Providers

- F. Appendix 6: Call-Out List of Crisis Counseling and Mental Health Providers
- G. Appendix 7: List of Human Services Providers
- H. Appendix 8: Shelter Operations
- I. Appendix 9: Shelter-in-Place
- J. Appendix 10: St. Tammany Parish Special Needs Shelter Emergency Plan (Revised May 2006)
 - 1. Tab A: St. Tammany Parish Special Needs Shelter Patient Registration Form
 - 2. Tab B: Information Sheet for Persons Admitted to the Special Needs Shelter
 - 3. Tab C: Special Needs Shelter Agreement
 - 4. Tab D: Duffle Bag Equipment List
 - 5. Tab E: Special Needs Shelter Nurse/Staff Notes
 - 6. Tab F: Resource Summary
 - 7. Tab G: Medical Staff Provided by Hospitals
 - 8. Tab H: Medical Suppliers—DMEs
 - 9. Tab I: Special Needs Shelter Telephone Tree
 - 10. Tab J: Administrative Call Tree
 - 11. Tab K: Telephone Tree for St. Tammany Parish Special Needs Shelter
 - 12. Tab L: St. Tammany Parish Special Needs Shelter Release of Medical Information
 - 13. Tab M: St. Tammany Parish Special Needs Shelter Advance Directives Form
 - 14. Tab N: St. Tammany Parish Special Needs Shelter Patient Information Form
 - 15. Tab O: Home Medication Program
 - 16. Tab P: Caregiver Registration Form
 - 17. Tab Q: Worker Registration Form

18. Tab R: Incident Report Form
19. Tab S: Damage Report Form
20. Tab T: Shelter Log
21. Tab U: Special Needs Shelter Sign-In/Sign-Out Form
22. Tab V: Equipment and Discharge Planning Form
23. Tab W: Patient Medication Administration Record
24. Tab X: St. Tammany Parish Special Needs Shelter
25. Tab Y: Additional Material

EMERGENCY SUPPORT FUNCTION-7: RESOURCE SUPPORT

I. PURPOSE AND SCOPE

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

- A. Plan coordinate, manage, and identify resource support and delivery in response to and recovery from a disaster or incident.
- B. Provide supplies, equipment, and personnel from parish or municipal sources, commercial sources as well as donated goods.
- C. Monitor the known, predicted, or potential impacts of the event to estimate the type and amount of resources that will be required to adequately support parish emergency operations.
- D. Respond to, coordinate, and manage requests for resource from parish agencies, municipal EOCs, and critical community facilities affected by the incident.
- E. Track the availability of needed resources for the parish and affected areas. If necessary, prioritize the allocation of resources in accordance with existing plans for the parish.
- F. Coordinate, support, and facilitate the reallocation, demobilization, restoration, and return of resources as they are no longer needed for emergency operations within the parish.

II. SITUATION AND ASSUMPTIONS

A. Situation

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

B. Assumptions

- 1. Guidelines have been established for requesting assistance and resources during an emergency.

2. A network of response inventory to assist in keeping adequate resources is available.
3. Resource inventory includes anticipated needs of local government for all types of emergencies.
4. Proper coordination of all available resources has been provided.

III. CONCEPT OF OPERATIONS

A. General

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

St. Tammany Parish Government will:

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

B. Phases of Emergency Management

1. Mitigation
 - a. Plan resource services to be provided in an emergency.
 - b. Coordinate activities through the EOC and the resource manager.
 - c. Plan and train adequate personnel for maximum utilization of resources of the following units of government:

- i. Sheriff/Police Departments
 - ii. Fire Departments
 - iii. Parish Health Department
 - iv. Engineering Department
 - v. Public Works Department
 - vi. Office of Family Support & Services
 - vii. Public Utilities
 - viii. Department of Education
2. Preparedness
- a. Identify emergency resources and sources for requesting assistance.
 - b. Prepare and update list of needed resources.
 - c. Coordinate resources with other agencies and volunteers.
 - d. Establish, renew and update any Mutual Aid Agreements with other parishes and private organization for the availability and use of essential resources.
 - e. Ensure areas are identified for relocation of essential resources outside of the risk area.
3. Response
- a. Distribute and manage resources.
 - b. Coordinate resources to disaster victims.
 - c. Identify resource distribution centers.
 - d. Coordinate services with parish and local governments.
 - e. Make available list of sources to provide materials, equipment, and other resources during emergencies.
 - f. Coordinate local efforts with other agencies.
 - g. Activate mutual aid agreements and acquisition of resources needed when resources are readily available locally.
 - h. Identify and provide for emergency supplies such as food, water and other commodities necessary to maintain operations.
 - i. Keep records of services and resources rendered during an emergency.
4. Recovery
- a. Assess needs of victims.

- b. Estimate costs to provide resources.
- c. Assess impact of the emergency on the available resources and identifiable needs.
- d. Designated staging and distribution sites for the general public to pick up needed emergency items are:
 - i. Target shopping center parking lot.
- e. Coordinate resource management.
- f. Provide public information about resources available for disaster victims.
- g. Record resource needs and available supplies.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The day-to-day operations of the parish Office of Homeland Security and Emergency Preparedness (OHSEP) include planning and personnel training to obtain the maximum use of available resources and materials in the event an emergency should arise.

Departments of St. Tammany Parish government and other agencies that provide response personnel shall ensure their personnel have received the type and level of emergency training required for their assignments to cover all phases of emergency operations. These departments and agencies will also maintain Standard Operating Procedures (SOP) or Standard Operating Guidelines (SOG) that include a description of how they will accomplish the tasks outlined in this plan.

During the emergency, local government will coordinate and identify essential resources to be used to assist disaster victims in accordance with Appendix 1 to this annex. The aim of this Resource Management Annex is to assist with the utilization of resources and trained personnel to carry out effectively each assignment. Among the many resources needed during an emergency are the following:

- A. Heavy Equipment
 - 1. Machinery for clearance
 - 2. Bulldozers
 - 3. Backhoes
 - 4. Draglines
 - 5. Vac-All
- B. Specialized Equipment
 - 1. Chainsaws

2. Firefighting equipment
 3. Water pumps
 4. Rescue equipment
 5. Generators
 6. Portable lighting
 7. Radiological instrument
- C. Temporary Shelters
1. American Red Cross
 2. Hotels and motels
 3. Local public facilities
 - a. Schools and universities
 - b. Parks and recreation areas
 - c. National Guard/Reserve Armories
 - d. Other government buildings
 - e. Private facilities:
 - i. Churches
 - ii. Clubs
 - iii. Resorts
 - iv. Office buildings
 - v. Stores
- D. Food Centers
1. Wholesalers
 2. Grocery stores
 3. Frozen food lockers
- E. Medical Care
1. Hospitals
 2. Medical clinics

3. Drug stores
 4. Ambulance service
 5. Emergency medical services
- F. Transportation
1. Buses
 2. Trucks
 3. Trains
 4. Boats
 5. Lowboy—Tractor/Trailer
 6. Aircraft
 7. Ambulances, vans with lifts, and other vehicles for injured or handicapped persons.
- G. Marine Equipment
- H. Miscellaneous Supplies
1. Sand
 2. Sand bags

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

V. DIRECTION AND CONTROL

- A. The resource manager, along with the Director of Emergency Preparedness, will be responsible for the coordination, acquisition, distribution, and management of resources and supplies. The major responsibility is to identify available sources from which needed resources can be obtained during an emergency situation. Coordination of these resources during emergencies will be handled from the EOC by the resource manager. Routine checks will be made in order to maintain an accurate list of supplies and to insure their protection.
- B. In accordance with the Homeland Security Presidential Directive (HSPD)-5, all parish departments, agencies, organizations, and its municipalities having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination between local, State, and Federal organizations. The Incident Command System (ICS), as a part of

NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. St. Tammany Parish adopted the NIMS by resolution on October 27, 2006.

VI. CONTINUITY OF GOVERNMENT

Lines of succession are in accordance with the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

A. Agreements and Understandings

Should local government resources prove to be inadequate during emergency operations; the parish will seek 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. Only duly authorized officials shall enter into agreements. Copies of written agreements are on file at the EOC.

B. Record and Reports

1. Responsibility for submitting local government reports to the Louisiana GOHSEP rests with the St. Tammany Parish emergency preparedness director.
2. Parish and municipal officials shall provide requested records for their agency relating to actions taken and cost associated with assistance rendered during emergency operations to the St. Tammany Parish OHSEP.
3. Organizations and agencies operating under this plan will maintain logs and appropriate reports that document response actions. These documents will be provided to the St. Tammany OHSEP when requested.
4. The parish OHSEP will maintain logs and other records associated with EOC operations.

C. The resource management network is a function of the EOC and a primary responsibility of the parish director of emergency preparedness. It should function effectively during an emergency situation.

D. A listing of all available stores and supplies of food, materials, and equipment is kept on file in the EOC.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

It is the primary responsibility of the emergency preparedness director, along with the resource manager, for the development and updating of this. OHSEP will be responsible for keeping an accurate and updated list of all available sources who will supply resources in an emergency.

IX. AUTHORITIES AND REFERENCES

See Basic Plan.

X. APPENDICES

- A. Appendix 1: Resource Support Organizational Chart
- B. Appendix 2: Resource Support Responsibility Chart
- C. Appendix 3: Donations Management and Volunteer Coordination Plan
- D. Appendix 4: Resource List
 - 1. Tab A: Fire Districts
 - 2. Tab B: Public Works
- E. Appendix 5: List of Volunteers
- F. Appendix 6: Supply Plan
 - 1. Tab A: Food Supply Plan
 - 2. Tab B: Construction Plan
 - 3. Tab C: Fuel Supply Plan
- G. Appendix 7: Mutual Aid Agreements
- H. Appendix 8: Manpower Plan
- I. Appendix 9: St. Tammany Parish Point of Distribution Sites

EMERGENCY SUPPORT FUNCTION-8: HEALTH AND MEDICAL

I. PURPOSE AND SCOPE

ESF-8 provides public health and sanitation, emergency medical, dental and hospital services, crisis counseling, and mental health services to disaster victims and workers, to supplement and support disrupted or overburdened local medical personnel and facilities and relieve personal suffering and trauma. Public health and sanitation refers to the services, equipment, and staffing needed to protect the health and general welfare of the public from communicable diseases, contamination, and epidemics; the development and monitoring of health information; inspection of food and water quality and sanitation measures; immunizations; laboratory testing; animal and vector control; inspection of public drinking water supplies and sewage treatment services.

Medical care refers to emergency and resident medical and dental care; doctors, technicians, supplies, equipment, ambulance and emergency medical services, hospitals, clinics and units, planning and operation of facilities and services. Crisis counseling and mental health refer to the provision of professional personnel, services and facilities essential to relieve victim trauma and mental health problems caused or aggravated by a disaster or its aftermath.

II. SITUATION AND ASSUMPTIONS

A. Situation

In many instances emergency and disaster situations will involve a wide range of health and medical problems. To respond adequately to a major incident in St. Tammany Parish, a well-planned health and medical support network is essential. An effective support network should address guidelines for responding to incidents involving mass casualty accidents, disease, sanitation problems, contamination of food and water, and community mental health problems.

B. Assumptions

In St. Tammany Parish there is an adequate health and medical response capability in place to meet the demands of most major accidents and disaster situations. However, should additional support resources be needed, the parish will request such assistance from neighboring parishes. State and Federal agencies will also be contacted should health and medical service support be unavailable locally.

III. CONCEPT OF OPERATIONS

A. General

St. Tammany Parish is responsible for ensuring availability of health and medical services and coordinating delivery of those services to parish residents in an emergency situation. Coordination will be accomplished by the health/medical officer. During an emergency that is wide spread in nature the coroner will service as the parish health/medical officer who will direct and coordinate emergency medical operations.

B. Phases of Emergency Management

1. Mitigation

- a. Conduct a community assessment of hazard/vulnerability analysis to identify likely disaster scenarios.
- b. Review and update Health and Medical Appendices to this plan periodically.
- c. Maintain current list of all health facilities in the area.
- d. In conjunction with the South East Blood Center of Louisiana, the agency will maintain current data concerning blood collecting and banking services/facilities; maintain a list of potential donors for rare blood types. The Red Cross will provide additional back-up.
- e. Conduct capability assessment and maintain current estimate of health/medical personnel and materials resources on hand; review and update annually.
- f. The parish coroner shall develop contingency plan for large number of fatalities.
- g. Ensure that parish health facilities develop plans to reduce hospital, clinic and nursing home population by accelerating discharge of patients/residents during crisis.
- h. Review current status of drinking water supplies, garbage, and waste disposal facilities. Conduct day-to-day inventories to prevent unnecessary loss of resources and establish day-to-day plan for rotation of commodities (shelf-stable meals and bottled water) and any other resource with special storage requirements and or expiration dates.
- i. Develop the following plans for critical industry, utilities, and population:
 - i. Emergency immunization program.
 - ii. Shelter inspection and shelter medical support.
 - iii. Food inspection.

- iv. Vector control, snake bite, and emergency inoculation support.
 - v. Garbage and waste disposal inspections.
 - vi. Triage for mass casualty incidents.
 - j. Maintain current inventories of locally available resources such as drugs, sanitary chemicals, equipment, and trained personnel.
 - k. Develop information on elderly and handicapped persons who may need special consideration for supplies, medicines, and transportation during an emergency.
 - l. Plan for the activation of temporary morgues in the incidents involving mass casualties. Plan additionally for sanitary disposal of corpses if the situation does not permit for formal burial.
 - m. Plan for first aid support for key workers who may have to go into risk areas during emergencies and disasters, especially when dealing with weapons of mass destruction.
 - n. Make provisions for crisis counseling for emergency workers.
2. Preparedness
- a. Store medical supplies and equipment.
 - b. Maintain medications and other critical medical supplies.
 - c. Develop and maintain emergency plans for mutual aid response of emergency medical service agencies outside the jurisdiction.
 - d. Develop and maintain emergency plans and guidelines for hospitals, nursing homes, and pre-hospital emergency medical service treatment of patients.
 - e. Develop emergency guidelines for provision of temporary morgues.
 - f. Develop guidelines for contacting local ministerial associations.
 - g. Alert key health services personnel; build Health Alert Network.
 - h. Review plans and Health and Medical Appendix; brief staff; meet with other emergency services to discuss mobilization plans.
 - i. Complete any unfinished normal readiness actions, if time permits.
 - j. Review requirements for health/medical supplies, equipment, personnel and other resources. Review plans for recruiting and augmenting other health care personnel, including doctors, nurses, aides, paramedics, trained volunteers, etc.
 - k. Review guidelines for sorting of patients during disaster.

- l. Review plans for increased public health control measures during an emergency.
 - m. Plan inspection guidelines for shelter areas, water and sewage systems, garbage disposal, and disposition of pet animals.
 - n. Determine current status of communicable diseases in the area; plan for increased surveillance during relocation.
 - o. Review status of public health supplies, pesticides, immunization materials, drugs, etc.
 - p. Review plan for emergency morgue and identification and disposal of dead.
 - q. Conduct public information programs dealing with individual and community first aid.
 - r. Identify resources, including ambulances and vans, to be used to support elderly or handicapped persons in an emergency.
 - s. Refine plans to ensure availability of supplies for emergency inoculation.
 - t. Conduct specialized training in disaster operations and exercises for EMS personnel, first responders, and local hospital staff.
 - u. Conduct first aid training for the general public.
 - v. Recruit and train volunteers and medical auxiliaries for service during an emergency; assist in first-aid instructions to the public.
 - w. Identify and provide for emergency supplies such as food, water, and other commodities necessary to maintain operations.
 - x. Determine the type and level of training required for emergency operations assignments to cover all phases of emergency operations.
3. Response
- a. Initiate first aid activities in the hazard area.
 - b. Initiate triage, treatment and transportation activities; make provisions for a field command post.
 - c. Set up staging areas for mutual aid forces.
 - d. Initiate in-hospital triage and treatment activities.
 - e. Notify appropriate State and Federal agencies.
 - f. Conduct crowd and traffic control at disaster perimeter.
 - g. Provide resources to support emergency medical service operations.

- h. Initiate activities dealing with handling and tracking the deceased and transporting uninjured or slightly injured people.
 - i. Initiate temporary morgues and prepare for expedient disposal of the dead, if necessary.
 - j. Process data (e.g., incident report sheets), including identification of casualties. Keep track of casualties at each stage of treatment.
 - k. Activate ministerial support.
 - l. Continue public health inspections and surveillance of:
 - i. Water supply.
 - ii. Food handling and storage.
 - iii. Sewage disposal systems.
 - iv. Garbage disposal procedures.
 - v. Environmental health provisions of hospitals, institutions, and other public facilities.
 - m. Provide veterinary service, as needed.
 - n. Coordinate with supply service to obtain materials or equipment unavailable through health/medical channels.
 - o. Provide first aid and health care in shelters as needed and distribute medicine and sanitary supplies as needed.
 - p. Provide inoculation against disease if conditions are appropriate.
4. Recovery
- a. Continue response and treatment activities, as necessary, including crisis counseling for emergency workers.
 - b. Compile reports for State and Federal agencies; compilation of reports for critique and review.
 - c. Re-supply health and medical services and response agencies.
 - d. Inspect disaster areas to insure sanitary conditions are safe for re-entry of population.

C. Execution

Coordination between health/medical providers is necessary to ensure emergency operational readiness. All hospitals, nursing homes, home health care providers will maintain individual Emergency Operating Plans (EOP) for emergency conditions which will be used in conjunction with this plan. Jointly, these emergency plans include the provision of care to emergency workers, and relocated population in reception areas.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**A. Organization**

The parish health/medical officer is responsible for coordinating emergency health/medical service operations.

Departments of St. Tammany Parish government and other agencies that provide response personnel shall ensure their personnel have received the type and level of emergency training required for their assignments to cover all phases of emergency operations. These departments and agencies will also maintain Standard Operating Procedures (SOP) or Standard Operating Guidelines (SOG) that include a description of how they will accomplish the tasks outlined in this plan.

B. Task Assignments

1. Parish Office of Homeland Security and Emergency Preparedness
 - a. Direct the distribution and use of health resources (manpower, materials and facilities) under parish control and allocated to the parish during a disaster. Designate a health/medical officer and recruit additional staff as needed.
 - b. Coordinate with other agencies to provide transportation, communications, non-health supplies, and supporting manpower.
 - c. Issue health and sanitation instructions to the general public.
 - d. Conduct damage assessment of medical facilities.
 - e. Specific duties to coordinate and monitor available training and educational opportunities shall be an operational task of the Training Officer (TO) of the Office of Homeland Security and Emergency Preparedness (OHSEP). Designated by the OHSEP Director, the TO shall maintain close communication with the State TO of Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) as to the availability of training opportunities, coordinate classes for local personnel and maintain tracking of courses taken, develop methods of sharing to information with other emergency management personnel within the jurisdiction, as well as arrange training and educational opportunities for non-emergency management personnel, particularly local elected and appointed officials.
2. The health/medical officer will be responsible for directing and coordinating emergency medical operations between the accident site, the health/medical support facilities, and the EOC during an emergency or a disaster. The health/medical officer will coordinate all medical supply and resource planning.

3. St. Tammany Parish Health Unit
 - a. Conduct or coordinate environmental health activities in regard to waste disposal, refuse, food, water control, and vector/vermin control.
 - b. Prevent and control communicable disease by evaluation, prevention, detection, and inoculation.
 - c. Conduct laboratory activities, including diagnostic tests, to determine the presence or absence of food and water contamination.
 - d. Monitor vector/vermin conditions in preparedness phase and take appropriate action.
 - e. Monitor stray animal conditions and take appropriate measures.
 - f. Monitor and take appropriate action to minimize animal and pest control problems in response and recovery phases of an emergency.
 - g. Insure that people in shelters are surveyed and provided medical and health care, including medicines and inoculations as appropriate.
4. Hospitals
 - a. Conduct specialized training and drills in disasters operations.
 - b. Educate the public in health matters through public information programs.
 - c. Maintain sufficient medical supplies, medications, and equipment. To support identified hospitals, nursing homes, clinics and other facilities that could be expanded into emergency treatment centers for disaster victims.
 - d. Develop and update EOPs for in-house triage, in-hospital and transfer of patients.
 - e. Provide for resource management and acquisition of needed equipment and supplies.
5. Emergency Medical Services (EMS)
 - a. Develop and update EOPs for pre-hospital and transfer of patients.
 - b. Pre-hospital EMS and emergency treatment in field operations, and emergency transportation.
6. Nursing Homes
 - a. Conduct specialized training and drills in disaster operations.
 - b. Maintain sufficient medical supplies, medications, and equipment.

- c. Develop and update emergency evacuation plan for nursing home residents including transportation, support equipment and supplies, and support personnel.
7. St. Tammany Parish Community Action Agency
 - a. Assist with public warning of the non-institutionalized disabled and elderly. Compile lists of transportation and other resources needed by such people in time of emergency.
 - b. Assist with emergency evacuation of disabled and elderly.
 8. St. Tammany Parish Council on Aging
 - a. Assist with public warning of the non-institutionalized disabled and elderly.
 - b. Assist with emergency evacuation of disabled and elderly.
 9. St. Tammany Parish Coroner's Office
 - a. Recover, identify, register, and dispose of the dead.
 - b. Formulate plans for temporary morgues and for expedient disposal of corpses as necessitated by the situation.
 - c. Notify next of kin.
 - d. Maintain records of deaths.
 - e. Set up emergency morgues when number of fatalities necessitate.
 10. Louisiana State Department of Health and Hospitals (La. DHH) with the support from the emergency preparedness director will provide assistance in all areas of public health services, to include assistance in the development and updating of emergency plans for nursing homes and home health agencies including transportation and other community support requirements.
 11. The Federal Government will provide assistance as needed.

V. DIRECTION AND CONTROL

- A. The emergency preparedness director is responsible for coordinating all emergency health/medical activities from the EOC. Routine operations will be handled using the current operating guidelines of departments or agencies concerned. State and Federal support will be requested as needed.
- B. In accordance with the Homeland Security Presidential Directive (HSPD)-5, all parish departments, agencies, organizations, and its municipalities having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination between local, State,

and Federal organizations. The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. St. Tammany Parish adopted the NIMS by resolution on October 27, 2006.

VI. CONTINUITY OF GOVERNMENT

See Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

A. Agreements and Understandings

Should local government resources prove to be inadequate during emergency operations; the parish will seek 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. Only duly authorized officials shall enter into agreements. Copies of written agreements are on file at the EOC.

B. Records and Reports

1. Responsibility for submitting local government reports to the Louisiana GOHSEP rests with the St. Tammany Parish emergency preparedness director.
2. Parish and municipal officials shall provide requested records for their agency relating to actions taken and cost associated with assistance rendered during emergency operations to the St. Tammany Parish OHSEP.
3. Organizations and agencies operating under this plan will maintain logs and appropriate reports that document response actions. These documents will be provided to the St. Tammany OHSEP when requested.
4. The parish OHSEP will maintain logs and other records associated with EOC operations.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The emergency preparedness director will be responsible for the development and updating of this ESF annex. Periodic testing and review will be conducted with associated health/medical providers. The emergency preparedness director will be responsible for the coordination of exercise design teams and the training of team members, controllers, simulators and evaluators. The director will require scheduling, design, and evaluation of exercises. Operating guidelines will be developed and maintained by the emergency preparedness director.

IX. AUTHORITIES AND REFERENCES

See Basic Plan.

X. APPENDICES

- A. Appendix 1: Health and Medical Organization Chart
- B. Appendix 2: Health and Medical Responsibility Chart
- C. Appendix 3: Parish Health and Medical Resources
- D. Appendix 4: Municipal Health and Medical Resources
- E. Appendix 5: Hospitals in Parish
- F. Appendix 6: Nursing Homes in Parish
- G. Appendix 7: Medical Augmentees (By Specialty)
- H. Appendix 8: Medical Transportation Resources in Parish
- I. Appendix 9: Special Needs Shelter Capacity
- J. Appendix 10: Mass Fatality Plan
- K. Appendix 11: Mental Health Resources in Parish

EMERGENCY SUPPORT FUNCTION-9: SEARCH AND RESCUE

I. PURPOSE AND SCOPE

ESF-9 provides for a trained and equipped emergency rescue response forces with the capability to perform search and rescue operations during extraordinary conditions. The services and activities provided under this ESF will include locating missing (or reported missing) individuals, removal from the stricken area, and identification of survivors, the injured in need of medical treatment and decontamination, the marooned, and the dead.

II. SITUATION AND ASSUMPTIONS

A. Situation

St. Tammany Parish may be subject to severe damage from hurricanes, floods, tornadoes, hazardous material incidents, water related disaster, and war; which would result among other things people trapped in damaged and collapsed structures, missing persons, and the dead.

B. Assumptions

That an organized, trained, and well-equipped search and rescue capability in St. Tammany Parish is available as an effective means by which to minimize loss of life to the general public.

III. CONCEPT OF OPERATIONS

A. General

1. Personnel Training

Rescue activities require the utilization of organized and trained personnel to extricate persons trapped in damaged buildings, shelters, vehicles and other enclosures, or from remote or contaminated areas; and to provide first aid or emergency medical treatment and arrange for removal of persons to safety.

2. Day-to-Day Rescue Operation

Both the St. Tammany Parish Sheriff's Office and Municipal Police departments along with St. Tammany Parish Fire Departments provides 24-hour coverage for all law enforcement and fire safety functions.

3. St. Tammany Parish Sheriff's Office Search and Rescue Unit

The day-to-day rescue force in St. Tammany Parish is handled by the St. Tammany Parish Sheriff's Search and Rescue Unit. This group maintains a team of trained emergency response personnel with the capability to effectively conduct methodical search and rescue operations in the parish.

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

4. War Related Events

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

5. Natural Disaster and Technological Hazards

The day-to-day rescue capability will be augmented by the parish's Sheriff's Office Search & Rescue organization during natural and technological disasters to the extent necessary to eliminate the problem at hand. The operations may also require the mobilization of medical personnel, building trades, engineering services, heavy equipment operation, mutual aid, and military support.

6. Off-Shore Disaster

Trauma victims that are not in need of advanced life support will be managed and transported in the usual fashion; those that are determined to be in need will be moved by the most expedient method of transport to provide life support service which may consist of helicopter, boat, or a combination thereof. Standard search procedures will commence for the missing.

B. Phases of Emergency Management

1. Mitigation

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

2. Preparedness

- a. Rescue units and emergency medical technicians (EMT) are trained on a regular basis in rescue skills and techniques by the responsible controlling agency or organization.
- b. Rescue equipment is tested, maintained, and repaired by the responsible agency or organization.
- c. Response plans are revised at regular intervals and updated accordingly by the Office of Homeland Security and Emergency

Preparedness (OHSEP) and the St. Tammany Parish Sheriff's Office.

3. Response

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

- a. Establishment of the Incident Command System (ICS) by the incident commander following the National Incident Management System (NIMS).
- b. Initiation of search and rescue missions as necessary.
- c. Traffic and perimeter control as needed.
- d. Evacuation and relocation as required.
- e. Emergency Operating Center (EOC) coordination as appropriate.
- f. Mobilization of support activities as required.
- g. Each responding search and rescue unit will use an in house chain of command to insure that operational control is maintained throughout the duration of the operations.
- h. All participating search and rescue units will coordinate their efforts with the lead response agency, the St. Tammany Parish Sheriff Office's Search and Rescue unit.
- i. Administering emergency first aid.

4. Recovery

- a. Public information activities.
- b. Initiate return when mission is completed.
- c. Take inventory and replace losses.
- d. Secure and return to normal duty.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Coordination

1. Normal day-to-day rescue is maintained by the appropriate dispatcher and on-scene commander.
2. State of Emergency is managed by the on-scene commander and the EOC personnel.
3. The parish EOC should serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-9.

4. All participating Search and Rescue (SAR) teams will coordinate their efforts with the lead SAR branch director who in turn will report to the incident commander(s) at the scene(s) using the ICS structure.
5. Search and Rescue teams will utilize the St. Tammany Parish Interoperable Communication Plan to support operations as needed.
6. Search and Rescue team will ensure that emergency supplies including food, water and other commodities necessary to maintain operations are provided.

B. Operations

1. Sheriff's Office Search & Rescue personnel are assigned responsibility for day-to-day search and rescue operations.
2. Sheriff's Office Search & Rescue are requested primarily for any water related incidents in the parish, to include boating mishaps, missing persons, and downed aircraft mishaps.
 - a. In the event of a downed Aircraft, the Federal Aviation Administration (FAA) is responsible for locating the down aircraft, but the parish is responsible for coordinating the ground rescue and/or recovery operations of victims.
 - b. Downed aircraft scenarios will be handled according to Sheriff's Office Standard Operating Guidelines (SOGs).
 - c. The needs of this type of scenario are specific to the incident.
3. Motor vehicle transportation support is provided by the Sheriff's Office and support parish agencies.

C. Resource Support Base

In the event additional resources are needed, the Louisiana State Police, the Louisiana Department of Wildlife & Fisheries, Southeast Louisiana Search and Rescue (SELSAR), the U.S. Coast Guard, the Southeast Louisiana Port Commission, the Orleans Levee Board, and the New Orleans Aviation Board are available.

D. Training

Departments of St. Tammany Parish government and other agencies that provide response personnel shall ensure their personnel have received the type and level of emergency training required for their assignments to cover all phases of emergency operations. These departments and agencies will also maintain Standard Operating Procedures (SOPs) or SOGs that include a description of how they will accomplish the tasks outlined in this plan.

V. DIRECTION AND CONTROL

- A. Direction and control of the total rescue force is the primary responsibility of the St. Tammany Parish Sheriff's Office. All emergency responses requiring additional rescue support will be channeled through the St. Tammany Parish OHSEP to the Sheriff's Office Search & Rescue Unit.
- B. Direction and control for search and rescue operations in St. Tammany Parish may be coordinated by either a single department or may be conducted as a joint venture involving more than one agency or rescue group.
- C. In accordance with the Homeland Security Presidential Directive (HSPD)-5, all parish departments, agencies, organizations, and its municipalities having responsibilities delineated in this EOP will use the NIMS. This system will allow proper coordination between local, State, and Federal organizations. The ICS, as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. St. Tammany Parish adopted NIMS by resolution on October 27, 2006.

VI. CONTINUITY OF GOVERNMENT

See Basic Plan and Parish Continuity of Operations Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. Agreements and Understandings
Should local government resources prove to be inadequate during emergency operations; the parish will seek 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. Only duly authorized officials shall enter into agreements. Copies of written agreements are on file at the EOC.
- B. The parish emergency preparedness staff will be responsible for coordinating with representatives from all affected search and rescue groups in order to insure that necessary updates and structural changes are made.
- C. In order to schedule, design and evaluate exercises, coordination of exercise design teams and the training of team members, controllers, simulators and evaluators is required.
- D. Record and Reports
 - 1. Responsibility for submitting local government reports to the Louisiana Governor's Office of Homeland Security and Emergency Preparedness

(GOHSEP) rests with the St. Tammany Parish emergency preparedness director.

2. Parish and municipal officials shall provide requested records for their agency relating to actions taken and cost associated with assistance rendered during emergency operations to the St. Tammany Parish OHSEP.
3. Organizations and agencies operating under this plan will maintain logs and appropriate reports that document response actions. These documents will be provided to the St. Tammany OHSEP when requested.
4. The parish OHSEP will maintain logs and other records associated with EOC operations.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The primary responsibility for the development and maintenance of this annex and operating guidelines and procedures to implement it rests with the parish OHSEP. Support will be provided by representatives of the Sheriff's Office Search & Rescue group.

IX. AUTHORITIES AND REFERENCES

See Basic Plan.

X. APPENDICES

- A. Appendix 1: Search and Rescue Organizational Chart
- B. Appendix 2: Search and Rescue Callout List

EMERGENCY SUPPORT FUNCTION-10: HAZARDOUS MATERIALS AND RADIOLOGICAL

I. PURPOSE AND SCOPE

ESF-10 provides for an effective and efficient response to and the recovery from hazardous materials (HazMat) and radiological incidents that threaten the environment of the parish and the lives and property of its citizens. An emergency or disaster could result from hazardous and radiological materials being released into the environment. Gas and chemical containment farms, laboratories, operating hazardous waste sites that produce, generate, use, store or dispose of HazMat, including radioactive materials, could be damaged so that spill control apparatus and containment measures are not effective. Hazardous and radiological materials that are transported may be involved in rail accidents, highway collisions, waterways, and airline mishaps.

HazMat also includes major oil spills that have the potential to threaten the citizens and the environment in and around St. Tammany Parish. This Emergency Support Function (ESF) is responsible for the coordination of resources in an emergency or disaster resulting from the potential or actual release of hazardous or radiological materials into the environment. In the event of an emergency involving hazardous or radiological materials, the ESF coordinator, the primary agencies, and the support agencies listed in this annex have the authority to protect the health, safety, and welfare of St. Tammany Parish citizens by evacuating people from private property, controlling public and private transportation corridors and utilizing all public facilities in support of efforts to protect life and property.

Actions in this function can range from the detection of a release of spill, through the provision of initial response actions, to the request of State assistance and procurement of a contractor, to coordination of joint local, parish, State, and Federal operations under the Incident Command System (ICS), to the final inspection and approval of remedial and restoration work.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. HazMat are being used, stored, and/or transported across St. Tammany Parish on a daily basis. Any incident or accident involving HazMat, whether natural or manmade, could adversely affect the public, this parish, and the State.

St. Tammany Parish adopts the definitions designated by the United States Department of Transportation under Title 49 (commencing with Section 1801) of the United States Code and Title 49 (commencing with Section

107) of the Code of Federal Regulations relating to HazMat, substances, or wastes. This includes, but are not limited to, definitions relating to any radioactive material, poison, flammable gas, nonflammable gas, flammable liquid, oxidizer, flammable solid, corrosive material (liquid or solid), irritating materials, combustible liquids, explosives, blasting agents, etiologic agents, organic peroxides, hazardous wastes, and other regulated materials of classes A, B, C, D and E. HazMat are classified in one of nine classes:

- a. Class 1: Explosives
 - b. Class 2: Gases (Compressed, liquefied, or dissolved under pressure)
 - c. Class 3: Flammable/combustible liquids
 - d. Class 4: Flammable solids or substances
 - e. Class 5: Oxidizers/organic peroxides
 - f. Class 6: Poisonous and infectious substances
 - g. Class 7: Radioactive Substances
 - h. Class 8: Corrosives
 - i. Class 9: Miscellaneous dangerous substances
2. St. Tammany is located in the far southeastern portion of Louisiana and is bordered on the North by Washington Parish, on the West by Tangipahoa Parish, on the South by St. Bernard Parish and on the East by Hancock County, State of Mississippi. Although Interstate I-10 serves as a connecting link between St. Bernard and St. Tammany Parishes, Lake Pontchartrain serves as a major border between the two parishes.
 3. St. Tammany has major transportation exposures including: the confluence of I-10, I-12 and I-59; limited Air traffic to and from New Orleans International Airport and the Mississippi, Gulfport-Biloxi Regional Airport and significant rail traffic in the parish's eastern half and additionally, the parish has numerous underground pipelines.

B. Assumptions

1. First responders within St. Tammany Parish and at State level will continue to be well trained, equipped, and experienced in addressing HazMat incidents.
2. St. Tammany Parish communities will come in contact with situations involving HazMat daily and that a HazMat incident is likely to occur.
3. Numerous emergency response agencies, based on their mission, will be available to assist St. Tammany during a HazMat incident.

4. Appropriate mutual aid agreements (MAA) will be promulgated to ensure effective and timely support during catastrophic HazMat situations.

III. CONCEPT OF OPERATIONS

A. General

As required by State Law, certain governmental agencies are required to respond to HazMat incidents. Fire Districts #1 and #4 currently are assigned certified, qualified HazMat Teams that are capable of responding to most HazMat incidents. These agencies, along with other State agencies, have responsibilities according to their departmental guidelines. However, all State and Federal agencies are requested to coordinate with the St. Tammany Parish Office of Homeland Security and Emergency Preparedness (OHSEP) while operating within the parish.

B. Phases of Emergency Management

1. Mitigation

- a. Code of Federal Regulations, Title 49 (CFR-49) regulates the transportation of HazMat on our highways and is enforced by the State Police.
- b. Local ordinances may be enacted that would regulate the transportation of hazardous and/or flammable and corrosive substances on Parish streets and roadways other than State maintained highways.
- c. While the number of transportation lines that transport potentially dangerous materials are numerous, the major transportation routes that these companies use have been identified (see Appendix 2).
- d. Industrial sites that manufacture, store, or use potentially dangerous materials within the parish have been identified and are recorded on Tier II documentation.

2. Preparedness

- a. Emergency response plans have been developed and tested by St. Tammany Parish government and various industries within the parish. St. Tammany Parish intends to exercise this plan at least annually, with State and local support/participation solicited.
- b. St. Tammany Parish has HazMat response teams that are highly trained and equipped to meet most HazMat contingencies. These teams are strategically located within the parish and are assigned to Fire Districts #1 and #4 (see Appendix 1) to this HazMat Plan.
- c. Evacuation routes and guidelines have been established for the general population (see Appendix 2 and Appendix 5).

- d. State and Parish HazMat Response Team(s) are available and responsive to HazMat incidents/accidents on a 24/7 basis. Training of these teams is continuous and includes fire suppression, health and medical, law enforcement, and crisis training for monitoring teams. Sustainment and advanced training opportunities and information relating to first responder training will be offered and supported through OHSEP, and signed off on by the director attending training courses. Training is further discussed in the ESF-5: Emergency Management Annex to this emergency operations plan (EOP).
- e. The Local Emergency Planning Committee (LEPC) has been established for St. Tammany Parish, and meets monthly or on call by the chairperson. Adjunct to this committee is the creation of Subcommittee "H" which is specifically responsible for HazMat initiatives. Subcommittee "H" primary staff members consists of the fire director, St. Tammany Parish (chairperson), and fire chiefs: District 1 and 4. This subcommittee meets at the direction of the chairperson. The LEPC has the responsibilities of reporting and protecting the citizens right-to-know about HazMat and threats in their geographical area and not the activation of an emergency response to a chemical incident. The emergency response will be coordinated through 911 and the responding fire district.
- f. All fire departments assigned to the 12 fire districts will develop and implement a HazMat safety education programs for the public which they supports.

3. Response

All incidents involving the carrier of goods, materials, liquids, or freight of any kind are treated as a HazMat incident until proven otherwise.

- a. Fire Departments (See Basic Plan for district map)
 - i. In accordance with, and in compliance with mandates established by the National Incident Management System (NIMS), the first responder arriving on the scene will assume incident commander responsibilities and conduct a size-up the situation to determine if a HazMat disaster or potential disaster exists. If the first responder is not from the fire department, incident commander duties will be relinquished to the first fire department representative arriving on the scene. This incident commander is in command of the scene unless he/she is relieved by a more experienced member of the fire department. The incident commander for HazMat situations will usually be a member of the HazMat Response Team.

- ii. Upon the report of a HazMat accident or incident, the respective fire department/district will immediately dispatch its HazMat Team to the scene along with at least one engine and an officer. Additional equipment can be assigned as per departmental policy or Standard Operating Procedures (SOPs). Notification of a possible HazMat incident will be made to the parish OHSEP and State Police HazMat section by the most expeditious means. If notification is required to the affected public, this information will be coordinated and released through the public information office by use of the Emergency Alert Services (EAS), local radio, TV media, in-house DCC notification system or any means available.
- iii. HazMat Response Teams at the scene are responsible for establishing initial isolation and evacuation distances as per Departmental SOP or the Emergency Response Guide (ERG). (Use the 2008 guide which is the most current for determining initial distances).
- iv. In addition, the Fire Department/IC is responsible for:
 - 1) Establishment of an incident command post (ICP).
 - 2) Determination of life safety issues (Isolation or evacuation distances).
 - 3) Containment or removal of the HazMat threat.
 - 4) Coordination of multiple agencies that arrive at the scene.
 - 5) Determine if MAA between affected facilities and local jurisdictions for emergency response and notification responsibilities should be initiated.
- v. Stored monitoring equipment will be checked periodically and issued per organizational policies. (Fire Protection Districts #1 and #4.)

Note: Once activated, the ICP location will be sent to the parish OHSEP.

- b. Law Enforcement
 - i. Law enforcement is responsible for preservation of crime scene, evacuation, life safety, crowd and traffic control, establishing and controlling access into the incident site, protection/security of evacuation area and escorting specialized equipment and technical personnel into and from the scene. When appropriate, they will be the lead agency in search and rescue operations. Their duties and responsibilities under normal circumstances will commence

- when deemed safe by the incident commander from the responding fire district's HazMat team.
- ii. If first on the scene, the responding law enforcement department shall notify the fire department, and emergency medical services (EMS) of the situation. The communications should include "What, where, when, and How", and any additional information that would enhance incident response and first responder safety, i.e. preferred routing, need for specialized equipment, etc.
 - iii. Officer safety is always paramount in dealing with any HazMat situation. All law enforcement personnel should receive reoccurring safety briefings on rules relating to their response to these situations.
- c. Parish OHSEP
- i. Upon notification of a HazMat incident, the parish OHSEP will notify other parish departments of this status if appropriate, at least one representative from the parish OHSEP will report to the on-scene Command Post and report to the IC for the purpose of coordinating resources that may be needed.
 - ii. As determined by the situation, a decision to activate the Emergency Operations Center (EOC) will be made by the Director, OHS/EP. Once activated, all key EOC representatives will be requested to report to the EOC (See Basic Plan for "call-down" procedures). In addition, the State Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) and the Louisiana State Police (LSP) HazMat, will be notified of the incident and a request for support will be rendered, if needed.
 - iii. When it is determined by the IC that due to major safety concerns, that a full or partial evacuation of residents is warranted, the parish OHSEP personnel will be notified immediately. Parish OHSEP will coordinate evacuation efforts on a large scale utilizing all parish resources and activating existing MAA as required. Notification will be given to the Red Cross, schools boards, industry and other operational units at the parish and State level.
- d. Parish Department of Public Works (DPW).
- i. DPW is responsible for providing work force and special equipment such as bulldozers, dump trucks and other similar types of equipment if needed. In addition, DPW is responsible for controlling main water supply shutoffs, road

clearances, and other utilities that falls within their area of responsibility.

- e. Other Agencies
 - i. Other departments located within parish government may have additional assignments based on the situation (i.e., the Parish Environmental Services Department may be needed to provide technical assistance during recovery and cleanup procedures).
 - ii. State law requires that certain governmental agencies such as State Police, DEQ, and USCG respond to HazMat incidents. These agencies have various responsibilities according to State and departmental guidelines. However, and in consonance with the National Incident Management System (NIMS), these agencies are requested and required to coordinate any activities associated with the HazMat emergency with the IC at the scene.

4. Recovery

- a. The IC, in coordination with the on-scene HazMat Team, shall determine, in consonance with DEQ, EPA, DHH and LSP, when the respective incident has been stabilized and rendered safe. At such time, entry (or re-entry, if there was an evacuation) of residents or employees will be allowed access to the area. Traffic control teams, as well as other support elements, will be accounted for and released in an orderly manner through the on-scene command post.
- b. DEQ may be called upon to execute their authority and responsibility of over-seeing any clean-up operations.
- c. The Parish Environmental Services Department and other parish departments will work with DEQ and other agencies in clean-up operations and continue to monitor the situation.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Departments of St. Tammany Parish government and other agencies that provide response personnel shall ensure their personnel have received the type and level of emergency training required for their assignments to cover all phases of emergency operations. These departments and agencies will also maintain Standard Operating Procedures (SOP) or Standard Operating Guidelines (SOG) that include a description of how they will accomplish the tasks outlined in this plan.

A. Fire Districts/Departments

- 1. Upon receiving a report of a potential or actual HazMat incident/accident, the responding Fire District/department will dispatch its HazMat Team,

with at least one engine and an experienced officer to the scene. Additional equipment can be assigned as per the policy of the department or as needs at the scene dictate.

2. The first arriving unit on the scene will assess the situation or conduct a size-up to determine the extent of the problem. If the situation dictates, scene control will be assumed by the initial responding fire department officer (IC), until relieved by the appropriate HazMat Team Leader. The HazMat Team Leader (if acting as the IC) will coordinate the following activities:
 - a. Identify the HazMat involved.
 - b. Based on the situation, conduct appropriate fire-fighting and rescue operations.
 - c. Establish an Incident Command Post (if required).
 - d. Determine if protective actions such as shelter-in-place, evacuation, etc, are necessary for at risk public, if appropriate, Identify initial Isolation and protective action distances from point of incidence, etc.
 - e. Coordinate protective actions, to include protective action distances, with law enforcement personnel and other responding agencies.
 - f. Initiate other measures, as deemed appropriate, to include notification of pending actions with the parish EOC (if activated), and coordination with local media to notify or warn the public of on-going actions.
 - g. Ensure that Decontamination procedures are employed to address possible contaminated personnel and equipment. Ensure that EMS personnel are aware of possible contamination and that injured personnel are not transported without being properly decontaminated. In addition, ensure that receiving hospitals are aware of possible contamination.
3. The area to be evacuated can be determined through:
 - a. Guidance provided in the current U.S. Department of Transportation titled, "Emergency Response Guide Book".
 - b. Information obtained from any printed document of the carrier, such as Way Bill or Bill of Lading.
 - c. Information from labels on the containers.
 - d. Advice from CHEMTREC or other such agencies whose purpose is to supply such information.
 - e. Information or advice from an official representative of the shipper, manufacturer, user, or a fixed facility representative.

- f. Information obtained in computer air dispersion modules (e.g., CAMEO or ToxChem).
 - g. Final evacuation perimeters should be set up from air samplings conducted by HazMat, DEQ, LSP HazMat, EPA, USCG or local industry. (Note: if available, advice and/or assistance can also be solicited and obtained from representatives of the 62nd Civil Support Team, Louisiana National Guard).
4. When it is necessary, due to type of HazMat, weather or other consideration, to evacuate beyond the area of the immediate scene, the following actions shall be conducted:
- a. Notify the responding law enforcement agency that an additional evacuation of personnel is needed, and provide them with new isolation and protective action distances.
 - b. Notify the St. Tammany Parish Office of Homeland Security & Emergency Preparedness or EOC (if activated), who will support and facilitate operations in consonance with incident commander requirements. (See the following section for specific OHS/EP actions).

B. Parish OHSEP

1. Upon notification of a potential HazMat Incident, the St. Tammany Parish OHSEP will issue an "alert" status and notify other parish agencies as needed. The OHSEP will coordinate and facilitate the procurement of personnel and equipment requested by the incident commander. At the discretion of the Director, OHSEP, a skeleton crew may be placed on stand-by pending further development. The local Red Cross Chapter and appropriate School Boards will be notified.
2. Should the situation warrant and the likelihood of a significant HazMat incident exists, a decision to activate the EOC will be made, with notifications made to all participating agencies. An EOC representative will be immediately dispatched to the on-scene Command Post. A situation report requiring EOC activation will be rendered to the parish president and if appropriate, notification made to surrounding parishes.
3. Once briefed by the director, OHSEP and on his advice, the parish president will determine if a Declaration of Emergency is warranted. If a Declaration of Emergency is decreed, it will be communicated to the Office of the Governor and to the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).
4. If an evacuation or shelter in place is warranted, the on-scene incident commander will assume responsibility for issuing and executing the appropriate orders. In any case, the EOC will be notified immediately. If a

full evacuation is decreed, the EOC will be responsible for facilitating and coordinating the evacuation effort and for alerting other parish agencies. Notification will be given to the Red Cross Chapter, School Boards, and MAA considered for activation.

5. The EAS and other public warning systems will be activated, as required.
6. Apprise GOHSEP of significant needs to include specialized equipment and technical personnel.
7. Coordinate recovery operations and submission of appropriate incidents reports to the State HazMat Office in Baton Rouge.

C. Law Enforcement Agencies are responsible for:

1. Implementation of evacuation orders and coordination of the evacuation process.
2. Establish traffic and crowd control.
3. Dispatch a representative to the ICP.
4. Perimeter security and access control; control unauthorized entry into and out of the restricted area.
5. Escorting special equipment and technical personnel into and from the area.

D. HazMat Response Team(s) are responsible for:

1. Responding to all HazMat calls that fall under the minimum provisions as set forth by the director of fire services.
2. Coordinating with the following departments and agencies:
 - a. Office of the parish director of fire services.
 - b. Senior law enforcement officer of that jurisdiction.
 - c. Office of Emergency Preparedness.
 - d. Office of the director for the containment of hazardous chemicals, et al.
 - e. Coordination with other governmental and private response agencies.
3. Incident investigations and reports.
4. Having full authority to call for and/or extend the isolation and protective action distances.

- E. The Parish Department of Public Works is responsible for:
 - 1. Assisting first responders in identifying and operating public utilities, i.e. water mains, etc.
 - 2. Providing equipment and operators (i.e., dump trucks, backhoes, graders).
 - 3. Assisting the recovery and cleanup operations.
- F. EMS
 - 1. Once notified of a HazMat incident, EMS will respond and report to the Incident Command Post.
 - 2. Advise the incident commander on medical response capabilities and coordinate emergency medical care for injured personnel.
 - 3. Will remain at the scene until all hazards have been removed, or clean-up operations have been assumed by a private company.
 - 4. Advise local hospitals of the situation and assess their ability to accept injured personnel. Ensure that the hospital is aware of the HazMat situation and assess their ability to address contaminated patients. Inform the hospital that "walk-in" contaminated personnel may be arriving at their treatment facility.

V. DIRECTION AND CONTROL

- A. Organizational Chart (see Basic Plan).
- B. In accordance with the Homeland Security Presidential Directive (HSPD)-5, all parish departments, agencies, organizations, and its municipalities having responsibilities delineated in this EOP will use NIMS. This system will allow proper coordination between local, State, and Federal organizations. ICS, as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. St. Tammany Parish adopted NIMS by resolution on October 27, 2006.

VI. CONTINUITY OF GOVERNMENT

See Basic Plan.

VII. ADMINISTRATION AND LOGISTICS**A. Agreements and Understandings**

Should local government resources prove to be inadequate during emergency operations; the parish will seek 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. Only duly authorized officials shall enter into agreements. Copies of written agreements are on file at the EOC.

B. Records and Reports

1. Responsibility for submitting local government reports to the Louisiana GOHSEP rests with the St. Tammany Parish emergency preparedness director.
2. Parish and municipal officials shall provide requested records for their agency relating to actions taken and cost associated with assistance rendered during emergency operations to the St. Tammany Parish OHSEP.
3. Organizations and agencies operating under this plan will maintain logs and appropriate reports that document response actions. These documents will be provided to the St. Tammany OHSEP when requested.
4. The parish OHSEP will maintain logs and other records associated with EOC operations.

C. The EOC is designed and staffed to serve as the central point for planning, support coordination, administration, public affairs, and resource management/allocation for St. Tammany Parish. Decisions regarding any emergency situation or operational support requirement will be rendered by appropriate decision-makers assigned to the EOC.

D. An on-scene command post shall be established for all significant HazMat incidents and shall follow the administrative guidelines set forth in the mobile EOC operating guidelines (see Basic Plan).

E. The responding fire department or incident command staff will maintain all necessary records and reports on each HazMat incident, as appropriate.

F. All on-scene requests for logistical support will be forwarded through the EOC for review, approval, and coordination.

G. Cost data and other financial tracking and management related data will be recorded and reported to the EOC by the incident commander's administrative staff. In the event the incident commander is not supported by a financial and

administrative staff member, the EOC will assign a qualified person to fulfill this task.

- H. The St. Tammany Parish OHSEP, parish fire superintendent, and parish attorney's office, will review all HazMat incidents to determine responsibility and liability. The responsible party will be billed for all expenses that are beyond the normal operating costs incurred by the city/parish emergency response agencies as a result of each incident.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. A Record of Distribution is provided in the Basic Plan.
- B. The primary responsibility for the development, maintenance and record of changes of this appendix and operating guidelines rests with the St. Tammany Parish OHSEP.
- C. Annual testing and evaluation of this plan will be conducted annually and critiqued at the close of each exercise. Lessons learned will be evaluated and incorporated, if appropriate, into this plan and used to enhance first responder readiness in all areas related to HazMat preparedness and response. Additional detail on exercises is provided in the ESF-5: Emergency Management Annex to this EOP.

IX. AUTHORITIES AND REFERENCES

- A. Hazardous Materials Emergency Planning Guide (NRT-1), National Response Team, 1987
- B. Criteria for Review of Hazardous Materials Emergency Plans (NRT-1A), National Response Team, 1988
- C. Technical Guidance for Hazards Analysis
- D. North American Emergency Response Guidebook, 2008
- E. Fire Protection Guide on Hazardous Materials, 2010 Edition
- F. Planning Guide and Checklist for Hazardous Material Contingency Plans, Federal Emergency Management Agency (FEMA-10) 2001
- G. See Basic Plan for additional authorities and references

X. APPENDICES

- A. Appendix 1: HazMat Jurisdictional Map

- B. Appendix 2: HazMat Evacuation Routes
- C. Appendix 3: Response Levels
- D. Appendix 4: Parish Hospital Contact Numbers
- E. Appendix 5: Law Enforcement Agencies Contact Numbers
- F. Appendix 6: Parish Fire Department Contact Numbers
- G. Appendix 7: Emergency Response Numbers (Parish, State, and National)
- H. Appendix 8: Abbreviations and Definitions

EMERGENCY SUPPORT FUNCTION-11: AGRICULTURE, FOOD SAFETY, AND ANIMAL CARE

I. PURPOSE AND SCOPE

Emergency Support Function (ESF)-11 provides protection for the State's food supply to ensure that the population of the parish is provided adequate and healthy nutrition during and after natural and technological emergencies and disasters. It is also concerned with diseases and infestations that could affect plant, animal, and cultivated seafood species; and with animal evacuation, sheltering and health care. ESF-11 covers the whole range of nutritional assurance and plant, animal, and cultivated seafood health and safety in all types on natural and technological threats.

II. SITUATION AND ASSUMPTIONS

A. Situation

In many instances emergency and disaster situations will involve a wide range of health and medical problems. To respond adequately to a major incident in St. Tammany Parish, a well-planned health and medical support network is essential. An effective support network should address guidelines for responding to incidents involving mass casualty accidents, disease, sanitation problems, contamination of food and water, and community mental health problems.

B. Assumptions

In St. Tammany Parish there is an adequate health and medical response capability in place to meet the demands of most major accidents and disaster situations. However, should additional support resources be needed, the parish will request such assistance from neighboring parishes. State and Federal agencies will also be contacted should health and medical service support be unavailable locally.

III. CONCEPT OF OPERATIONS

A. General

1. St. Tammany Parish is responsible for coordinating animal response activities, such as medical care, sheltering, evacuation, rescue, temporary confinement, procuring food and water, animal identification, carcass disposal, and returning animals to owners related to disasters.
2. Additional responsibilities shall also include safety and security of food, feed, seed, fertilizer, and pesticides.

B. Phases of Emergency Management

1. Mitigation

- a. Conduct a community assessment of hazard/vulnerability analysis to identify likely disaster scenarios.
- b. Review current status of drinking water supplies, garbage, and waste disposal facilities.
- c. Develop the following plans for critical industry, utilities, and population:
 - i. Shelter inspection and shelter medical support.
 - ii. Food inspection.
 - iii. Vector control, snake bite, and emergency inoculation support.
 - iv. Garbage and waste disposal inspections.

2. Preparedness

- a. Plan inspection guidelines for shelter areas, water and sewage systems, garbage disposal, and disposition of pet animals.
- b. Determine current status of communicable diseases in the area; plan for increased surveillance during relocation.
- c. In accordance with Act 615 Regular Session 2006, develop plans for the humane evacuation, transport, and temporary sheltering of service animals and household pets in times of emergency or disaster and submit to the State of Louisiana Department of Agriculture and Forestry for annual review prior to March 1 (see Appendix 7).
- d. Develop plan to monitor the safety of the parish's food supply during times of disaster (see Appendix 8).
- e. Identify daily fuel requirements and capacity from local first responders departments that would be used in response to this ESF.
- f. Identify fuel burn rate for generators in parish and determine if there is a requirement or need for ultra-low sulfur diesel that would be used in support of this ESF.
- g. Provide details on fuel planning (contract/vendor) with the parish that would be used in support if this ESF.
- h. Recruit and train volunteers and medical auxiliaries for service during an emergency; assist in first-aid instructions to the public.
- i. The ESF coordinator shall ensure that primary and support agency personnel designated for ESF implementation have received all of the necessary and required training, and are appropriately

credentialed and certified in accordance with guidelines issued by the National Incident Management System (NIMS) Integration Center.

- j. In accordance with the St. Tammany Parish multi-year training and exercise program developed pursuant to the Homeland Security Exercise and Evaluation Program (HSEEP), participate in planning, implementation, and evaluation of training and exercise programs.

3. Response

- a. Initiate triage, treatment, and transportation activities; make provisions for a field command post.
- b. Set up staging areas for mutual aid forces.
- c. Notify appropriate State and Federal agencies.
- d. Conduct crowd and traffic control at disaster perimeter.
- e. Continue public health inspections and surveillance of:
 - i. Food handling and storage.
 - ii. Sewage disposal systems.
- f. Assist in veterinary service, as needed.
- g. Veterinarian services will be coordinated through the parish's Department of Animal Services.
- h. Coordinate with supply service to obtain materials or equipment unavailable through health/medical channels.
- i. When appropriate, conduct animal depopulation activities to stop the spread of animal diseases.
 - i. These activities are conducted as humanely as possible and efforts will be made to limit the number of animals that must be euthanized.
 - ii. Disposal methods are chosen for their effectiveness in stopping pathogen spread and for their minimal impact on the environment.
- j. Provide assistance and care for livestock and animals affected by the disaster.
- k. Track the activities of all available animal shelter facilities
- l. Manage and direct the evacuation of animals from risk areas and provide technical assistance to prevent animal injury and disease dissemination.
- m. Coordinate public information with ESF-6 on the location and availability of shelter space, food, and water for animals.

- n. Coordinate with ESF-13: Public Safety and Security and ESF-1: Transportation on the delivery of feed and water to livestock affected by the disaster. Ensure travel routes are available and that access will be granted.
 - o. Coordinate with supporting agencies and voluntary organizations active in disaster (VOAD) for additional emergency sheltering and stabling for both large and small animals.
 - p. Coordinate the animal medical services needed for animal shelter and confinement areas.
 - q. Assist support agencies for long-term maintenance, placement, or disposition of animals that cannot be returned to their normal habitat or that have been separated from their owners.
4. Recovery
- a. Continue response and treatment activities, as necessary, including crisis counseling for emergency workers.
 - b. Compile reports for State and Federal agencies; compilation of reports for critique and review.
 - c. Inspect disaster areas to insure sanitary conditions are safe for re-entry of population.
 - d. Determine the schedule and data needs for the after-action assessment of operations and development of corrective actions and lessons learned; advise primary and support agency representatives accordingly.
 - e. The ESF coordinator is responsible for ESF development and maintenance, which is to be completed through assistance and cooperation of the designated support agencies.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

The parish health/medical officer is responsible for coordinating emergency health/medical service operations.

Departments of St. Tammany Parish government and other agencies that provide response personnel shall ensure their personnel have received the type and level of emergency training required for their assignments to cover all phases of emergency operations. These departments and agencies will also maintain Standard Operating Procedures (SOP) or Standard Operating Guidelines (SOG) that include a description of how they will accomplish the tasks outlined in this plan.

B. Task Assignments

1. Parish Office of Homeland Security and Emergency Preparedness (OHSEP)
 - a. Coordinate with other agencies to provide transportation, communications, non-health supplies, and supporting manpower.
 - b. Issue health and sanitation instructions to the general public.
2. Parish Department of Health and Human Services
 - a. Conduct or coordinate environmental health activities in regard to waste disposal, refuse, food, water control, and vector/vermin control.
 - b. Prevent and control communicable disease of livestock by evaluation, prevention, detection, and inoculation.
 - c. Conduct laboratory activities, including diagnostic tests, to determine the presence or absence of food and water contamination.
 - d. Monitor vector/vermin conditions in preparedness phase and take appropriate action.
 - e. Monitor stray animal conditions and take appropriate measures.
 - f. Monitor and take appropriate action to minimize animal and pest control problems in response and recovery phases of an emergency.
3. Louisiana State Department of Health and Hospitals (LA DHH) will provide assistance in all areas of public health services.
4. The Federal Government will provide assistance as needed.

V. DIRECTION AND CONTROL

- A. The emergency preparedness director is responsible for coordinating all emergency health/medical activities from the EOC. Routine operations will be handled using the current operating guidelines of departments or agencies concerned. State and Federal support will be requested as needed.
- B. In accordance with the Homeland Security Presidential Directive (HSPD)-5, all parish departments, agencies, organizations, and its municipalities having responsibilities delineated in this EOP will use the NIMS. This system will allow proper coordination between local, State, and Federal organizations. The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. St. Tammany Parish adopted the NIMS by resolution on October 27, 2006.

VI. CONTINUITY OF GOVERNMENT

See Basic Plan.

VII. ADMINISTRATION AND LOGISTICS**A. Agreements and Understandings**

Should local government resources prove to be inadequate during emergency operations; the parish will seek 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. Only duly authorized officials shall enter into agreements. Copies of written agreements are on file at the EOC.

B. Records and Reports

1. Responsibility for submitting local government reports to the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) rests with the St. Tammany Parish emergency preparedness director.
2. Parish and municipal officials shall provide requested records for their agency relating to actions taken and cost associated with assistance rendered during emergency operations to the St. Tammany OHSEP.
3. Organizations and agencies operating under this plan will maintain logs and appropriate reports that document response actions. These documents will be provided to the St. Tammany OHSEP when requested.
4. The parish OHSEP will maintain logs and other records associated with EOC operations.

C. ESF-11 is responsible for managing financial matters related to resources that are procured and used during an incident. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, a reimbursement formula is established by the Federal Emergency Management Agency (FEMA) that may be as much as 100 percent but usually does not exceed 75 percent.**D. For reporting purposes, support entities will be document their expenditures and submit them directly to the ESF coordinator or a designated finance service officer as soon as possible.**

- E. Identify ESF systems, equipment, or supplies damaged or depleted during ESF operations and assign responsibility for repair or restoration. Compilation of systems, supplies damage or deleted shall be forwarded to the ESF coordinator.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The emergency preparedness director will be responsible for the development and updating of this annex. Periodic testing and review will be conducted with associated health/medical providers. Operating guidelines will be developed and maintained by the emergency preparedness director.

IX. AUTHORITIES AND REFERENCES

See Basic Plan.

X. APPENDICES

- A. Appendix 1: Agriculture Organizational Chart
- B. Appendix 2: Agriculture Responsibility Chart
- C. Appendix 3: List of Food and Animal Health and Safety Organizations
- D. Appendix 4: List of Major Food Items Produced in the Parish
- E. Appendix 5: List of Animal Shelters
- F. Appendix 6: List of Animal Health Caregivers
- G. Appendix 7: Pet Evacuation Plan
- H. Appendix 8: Food Safety Monitoring Plan

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EMERGENCY SUPPORT FUNCTION-12: ENERGY

I. PURPOSE AND SCOPE

The purpose of this annex is to provide a coordinated response to maintain or re-establish natural gas, electric, and water and sewer utility services within a disaster area of St. Tammany Parish to best serve the needs of the parish's population. Services under this ESF include and encompass the restoration of natural gas, electric and water and sewer utilities subjected to interruption or destruction by emergencies and disasters on a priority basis.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The requirement for emergency utilities and engineering services expands directly in proportion to the magnitude of disaster.
2. In all major emergencies the utilities function requirements will include, but not be limited to providing water, electricity, natural gas, telephone services, sanitation, sewerage, street maintenance/repair, drainage and debris removal, bridge repair, and other infrastructure repair.
3. The parish has utilities companies with trained staff, employees, and equipment located within the parish.

B. Assumptions

1. Any utilities related emergency in St. Tammany Parish can and will be handled by local governments; public works departments and private utility company.
2. If local utility companies exceeded their capabilities, support will be requested from State, Federal agencies, and other private industry.

III. CONCEPT OF OPERATIONS

A. General

1. The day-to-day utilities' organizational structures will remain intact during a major emergency.
2. The parish and local governments will use all local manpower, equipment, and material available to carry out their tasks and assist utility companies as needed.

3. Utilities activities and updates will be available to the emergency operations center (EOC) staff through the utility company liaison assigned to the EOC.

B. Phases of Emergency Management

1. Mitigation

- a. Keep roster of key personnel updated.
- b. Identify resources and keep resource list updated.
- c. Conduct necessary training.
- d. Establish guidelines to use private resources.
- e. Identify problematic utility areas that may need to be address early during an emergency.

2. Preparedness

- a. Maintain readiness of equipment and supplies.
- b. Maintain a network with other utility companies that may be useful during an emergency.
- c. Maintain mutual aid agreement with other peer related companies in the region.
- d. Establish priority re-establishment of utilities to critical facilities.

3. Response

- a. Conduct emergency repairs as necessary.
- b. Execute priority re-connection of services to critical facilities.
- c. Initiate damage assessment and make appropriate recommendations.
- d. In conjunction with the parish engineering department, determine the safety of the EOC, shelters and reception and care centers in a post disaster situation.
- e. Maintain communications with the EOC and provide support when requested.
- f. Provide a liaison to be stationed at the EOC when activated.

4. Recovery

- a. Continue damage assessment.
- b. Provide updates to the EOC staff on utilities statuses around the parish after a disaster.
- c. Provide support through normal operations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The public utilities organizational chart is shown as Appendix 1 of this annex.
2. The head of each department, the parish president, and the municipal mayors will retain control of their assigned personnel and equipment.
3. Departments of St. Tammany Parish government and other agencies that provide response personnel shall ensure their personnel have received the type and level of emergency training required for their assignments to cover all phases of emergency operations. These departments and agencies will also maintain Standard Operating Procedures (SOP) or Standard Operating Guidelines (SOG) that include a description of how they will accomplish the tasks outlined in this plan.

B. Responsibilities

1. St. Tammany Parish Office of Homeland Security and Emergency Preparedness (OHSEP) is responsible for:
 - a. Coordination of emergency public works/utilities activities with the appropriate coordinators.
 - b. Development of mutual aid agreements.
 - c. Identification of private contractors.
 - d. Development of a resource list.
 - e. Review and update of emergency plans.
 - f. Development of emergency preparedness exercises.
2. The Parish Department of Public Works may coordinate:
 - a. Maintenance of emergency operations plans (EOP) for all public works departments, accounting for key personnel and their assignments.
 - b. Emergency engineering and maintenance of roads and bridges.
 - c. Situation reporting.
 - d. Maintenance of traffic movement and control (i.e., barricades, caution signs) through coordination with Sheriff's Office and EOC personnel.
 - e. Assistance to other departments with rescue support.
 - f. Assistance in providing emergency transportation.

- g. Assistance to other departments with emergency clean-up operations.
 - h. Maintenance of detailed log of all department operations.
 - i. Assistance with damage assessment and development of a complete log for Damage Assessment Officer.
 - j. Maintenance of updated parish maps and public works status board in EOC.
 - k. Maintenance of emergency equipment (i.e. sandbagger machines) and assistance to ensure that all equipment is in good working condition.
 - l. Assistance in providing shelter and food, if needed during the emergency, for Public Works employees.
 - m. Maintenance of essential departmental facilities and assistance in securing them against damage.
 - n. Assistance in damage assessment operations as part of survey teams.
 - o. Assist utility companies with debris removal and traffic control when needed.
 - p. Maintenance of adequate supply of sand and sand bags.
3. Public utilities departments/companies may coordinate:
- a. Maintenance of emergency operations plan for all public utilities departments, accounting for key personnel and their assignments.
 - b. Provide for the acquisition, mobilization, and employment of resources to restore service to affected public.
 - c. Maintenance of essential facilities of sewerage-water-drainage, and securing against damage.
 - d. Maintenance of public utilities status board and public utilities map in the EOC.
 - e. Assistance in providing radio operators and the necessary radio equipment at the EOC.
 - f. Maintenance of emergency equipment and ensuring that all equipment is in good working condition.
 - g. Assistance to other departments with emergency clean-up operations.
 - h. Situation reporting.
 - i. Maintenance of detailed log for all department operations.

- j. Assistance with damage assessment and development of a complete log for the damage assessment officer.
- k. Assistance in providing emergency transportation.
- l. Assistance in providing shelter and food for public utilities workers if needed during the emergency.
- m. Maintenance of adequate supply of sand and sand bags for damage assessment officer.
- n. Maintenance of a potable water supply during an emergency.
- o. Set priority reconnect and establishment of services to critical facilities that had disrupted utilities.
- p. Provide in-put at planning meetings to develop the Incident Action Plan (IAP).
- q. Participant in and provide status of service doing damage assessment.

V. DIRECTION AND CONTROL

- A. Representatives of public utilities, operating from the EOC and the parish president will retain control of assigned personnel and equipment. The utilities representatives, along with the emergency preparedness director, will set priorities for resources and coordinate activities of the various forces.
- B. Mutual aid forces will operate under the direct supervision of their own supervisors. The emergency preparedness director will coordinate the call-up and deployment of mutual aid forces.
- C. Volunteer and auxiliary forces will work under the supervision of the senior utility representative in jurisdiction where they are deployed.
- D. Assisting military forces will work under the direct supervision of their own superiors, but will serve under the direction of the senior public works official or the utility company representative where they are deployed.
- E. In accordance with the Homeland Security Presidential Directive (HSPD)-5, all parish departments, agencies, organizations, and its municipalities having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination between local, State, and Federal organizations. The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. St. Tammany Parish adopted the NIMS by resolution on October 27, 2006.

VI. CONTINUITY OF GOVERNMENT

See Basic Plan.

VII. ADMINISTRATION AND LOGISTICS**A. Agreements and Understandings**

Should local government resources prove to be inadequate during emergency operations; the parish will seek 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. Only duly authorized officials shall enter into agreements. Copies of written agreements are on file at the EOC.

B. Records and Reports

1. Responsibility for submitting local government reports to the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) rests with the St. Tammany Parish emergency preparedness director.
2. Parish and municipal officials shall provide requested records for their agency relating to actions taken and cost associated with assistance rendered during emergency operations to the St. Tammany Parish OHSEP.
3. Organizations and agencies operating under this plan will maintain logs and appropriate reports that document response actions. These documents will be provided to the St. Tammany OHSEP when requested. These documents will be provided to the St. Tammany OHSEP when requested.
4. The parish OHSEP will maintain logs and other records associated with EOC operations.

C. Administration

1. There is a tremendous need for public utilities companies during emergencies. The utility company's representative coordinator will ensure that their activities are administered in an orderly and efficient manner. The emergency preparedness director will give priority to requests given by the public utilities directors for additional resources and personnel to support activities.
2. The public utilities directors will ensure that guidelines for emergency hiring of private contractors and individuals to assist in response and recovery efforts are developed.

D. Logistics

1. Obtaining emergency supplies will be coordinated with the resource manager in the EOC.
2. Logs of all activities and records of all purchases will be maintained by each department.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The public works director and the public utilities directors, along with the emergency preparedness director, will review, exercise, and update this annex on an annual basis. Each utility company will maintain their operating guidelines to support the parish's efforts. Additionally, the emergency preparedness director will be responsible for the coordination of exercise design teams and the training of team members, controllers, simulators and evaluators. The emergency preparedness director will also require the scheduling, design, and evaluation of exercises to support plan maintenance.

IX. AUTHORITIES AND REFERENCES

See Basic Plan.

X. TRAINING REQUIREMENTS

Refer to the Training Requirements section of the Basic Plan.

XI. APPENDICES

- A. Appendix 1: Energy Organizational Chart
- B. Appendix 2: Energy Responsibility Chart
- C. Appendix 3: List of Government Utilities in St. Tammany Parish
- D. Appendix 4: List of Private Utilities in St. Tammany Parish
 1. Tab A: Electric
 2. Tab B: Natural Gas
 3. Tab C: Water and Sewage
- E. Appendix 5: Agreement of Priorities for Utility Restoration

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EMERGENCY SUPPORT FUNCTION-13: PUBLIC SAFETY AND SECURITY

I. PURPOSE AND SCOPE

ESF-13 encompasses law enforcement, public safety services, security capabilities, and legal authorities in an emergency or disaster. Services under this ESF include the identification, mobilization, and coordination of available Parish, municipal, and other public safety and legal manpower, expertise, and equipment to minimize the adverse impact of an emergency or disaster on life and property in the affected area. Routine and emergency law enforcement, investigation, bomb disposal, traffic and crowd control, area access control, security, assistance with communications and transportation, determination of legal ramifications and related functions are included.

II. SITUATION AND ASSUMPTIONS

A. Situation

During times of emergency, law enforcement agencies will be called upon to expand their operations. State and Federal agencies are available to provide support to local agencies as needed.

B. Assumptions

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

III. CONCEPT OF OPERATIONS

A. General

1. The Sheriff is the chief law enforcement officer for the parish. Emergency operations for law enforcement agencies will simply be an expansion of their normal daily responsibilities. These responsibilities include maintenance of law and order, traffic control, and crowd control. Local agencies will have the responsibility for routine law enforcement and support groups will assist in traffic and crowd control.
2. When an emergency is declared and this plan is implemented and the Emergency Operations Center (EOC) is activated, the Sheriff or his designated representative will report to the EOC. Other supervisors will operate from their normally assigned duty areas. The alternate site for Sheriff's operations will be in the 9-1-1 Building located on Champagne Street in Covington.

3. During the threat of a nuclear attack or other emergency and/or disaster, the Sheriff or his designated representative will coordinate Sheriff's department activity with other Parish agencies from the EOC. The preservation of manpower resources will be paramount in pre-disaster and post-attack planning. Provision of necessary law enforcement services is dependent upon the safety of law enforcement personnel. On-call personnel should seek the nearest shelter at the outset of the emergency for their own safety. They will report their location to their command, if possible, and proceed to their normal duty area as soon as safety conditions permit.
4. The call-up of law enforcement personnel will be in accordance with prescribed departmental/agency policy. The operational priorities for personnel will be assigned by the Sheriff. All personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in response time.
5. Law enforcement agencies will establish inner and outer perimeters to secure a disaster scene. A strict policy of limited access to the disaster area will be rigidly enforced to ensure the safety and well-being of the community. All movement into and out of the area will be requested through the established command posts.

B. Phases of Emergency Management

1. Mitigation
 - a. Continuous plan review and updating.
 - b. Negotiation of mutual aid agreements with other jurisdictions.
 - c. Maintaining a law enforcement presence throughout the parish, offering the citizens a sense of comfort in public safety.
2. Preparedness
 - a. Develop and update traffic control plans.
 - b. Develop and maintain a communications system capable of communicating with other law enforcement and responding agencies.
 - c. All agencies should train primary and auxiliary personnel in their day-to-day duties as well as in additional duties they are assigned during the onset of an emergency on an ongoing basis.
 - d. Ensure all first responders and other personnel assigned duties during an emergency are National Incident Management System (NIMS)-certified.

3. Response
 - a. Maintain law and order.
 - b. Provide mobile units for warning purposes.
 - c. Provide security for critical facilities and resources.
 - d. Provide for security in disaster and evacuated areas, to include credentialing for people to enter restricted areas when needed.
 - e. Provide back-up communications for shelter operations.
 - f. Provide for law enforcement in reception centers, shelters, and other areas.
 - g. Support other public safety operations.
 - h. Provide traffic, crowd, and riot control during an emergency.
 - i. Issue credentials for access to restricted areas.
 - j. Secure and protect prisoners in custody.
 - k. Assist in disseminating warnings to the public as needed.
 - l. Assist in the evacuation of disaster areas and movement to shelters.
 4. Recovery
 - a. Continue response operations.
 - b. Assist in damage assessment.
- C. Execution
1. When EOC is activated, the Law Enforcement Coordinator will ensure that a law enforcement representative is present in the EOC to coordinate field operations with other EOC representatives/agencies.
 2. Overall law enforcement responsibilities are outlined in section III, B: Phases of Management.
 3. Coordination among law enforcement agencies is necessary to ensure emergency operational readiness. Each department/agency in the parish with emergency management responsibilities 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 the agencies' respective jurisdictions.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

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

Departments of St. Tammany Parish government and other agencies that provide response personnel shall ensure their personnel have received the type and level of emergency training required for their assignments to cover all phases of emergency operations. These departments and agencies will also maintain Standard Operating Procedures (SOP) or Standard Operating Guidelines (SOG) that include a description of how they will accomplish the tasks outlined in this plan.

B. Task Assignments

During times of widespread disaster or emergencies, activation of regular and auxiliary personnel will be exercised. When an emergency declaration is filed and martial law is established, auxiliary personnel and private security officers utilized by law enforcement agencies will be authorized to exercise law enforcement authority.

1. Sheriff's Office

- a. Coordinate all law enforcement activities in the parish.
- b. Maintain law and order.
- c. Operate and maintain law enforcement communications systems.
- d. Provide mobile units for warning operations.
- e. Provide security for vital facilities, reception/staging areas, lodging and feeding facilities, and emergency shelters.
- f. Assist in traffic control to include traffic control on supply routes.
- g. Provide crowd control.
- h. Provide support for other public safety activities.
- i. Provide security for re-entry into disaster areas after the disaster utilizing the Louisiana State Police Statewide Credentialing Access Program.
- j. Provide marine units for other operations, as available.
- k. Assist in staffing the EOC Communications Center on a 24-hour basis.
- l. Transfer prisoners if jail facilities cannot be used.

- m. Assist in evacuating the disaster area.
 - n. Search and rescue.
 - o. Review all jurisdiction emergency plans for law enforcement-related information.
 - p. Maintain emergency plans for the St. Tammany Parish Jail to include evacuation and shelter in place.
2. Local Police Departments
- a. Maintain law and order.
 - b. Provide mobile units for warning operations.
 - c. Provide security for vital facilities, reception/staging areas, lodging and feeding facilities, and emergency shelters.
 - d. Assist in traffic control to include traffic control on supply routes.
 - e. Provide crowd control.
 - f. Provide security for re-entry into disaster areas after a disaster.
 - g. Support other public safety activities.
3. Louisiana State Police
- a. Monitor the National Warning System (NAWAS) as the secondary warning point.
 - b. Provide traffic control on state roads.
 - c. Perform normal law enforcement activities.
 - d. Provide support to local operations as needed.
4. Louisiana Department of Wildlife and Fisheries
- a. Perform normal law enforcement activities.
 - b. Provide support for local operations.
5. Louisiana National Guard
- a. Provide support for local operations when authorized.
6. Sheriff's Office—Search and Rescue
- a. In charge of all search and rescue operations.

V. DIRECTION AND CONTROL

- A. The St. Tammany Parish Sheriff's Office is responsible for coordinating all emergency law enforcement activities. The Sheriff is the chief law enforcement officer in the parish and also serves as the chief coordinator between the

responding law enforcement agencies during emergency preparedness situation occurrences. Each police force will maintain authority within its own jurisdiction.

- B. All law enforcement operations will be directed from the EOC by the Sheriff or his/her designated representative. Routine operations will be handled by standard procedures. State and Federal support will be called upon as needed.
- C. In accordance with the Homeland Security Presidential Directive (HSPD)-5, all parish departments, agencies, organizations, and its municipalities having responsibilities delineated in this emergency operations plan (EOP) will use NIMS. This system will allow proper coordination between local, State, and Federal organizations. The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. St. Tammany Parish adopted NIMS by resolution on October 27, 2006.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head follow the operating guidelines established by each department.

VII. ADMINISTRATION AND LOGISTICS

A. Agreements and Understandings

Should local government resources prove to be inadequate during emergency operations, the parish will seek 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. Only duly authorized officials shall enter into agreements. Copies of written agreements are on file at the EOC.

B. Records and Reports

1. Responsibility for submitting local government reports to the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) rests with the St. Tammany Parish Office of Homeland Security and Emergency Preparedness (OHSEP) Director.
2. Parish and municipal officials shall provide requested records for their agency relating to actions taken and cost associated with assistance rendered during emergency operations to the St. Tammany Parish OHSEP.

3. Organizations and agencies operating under this plan will maintain logs and appropriate reports that document response actions. These documents will be provided to the St. Tammany Parish OHSEP when requested.
4. The Parish OHSEP will maintain logs and other records associated with EOC operations.

C. Emergency Authority

See Basic Plan.

D. Credentials

Experience has shown that credentials may be needed for entry into a disaster area in some cases. However, if discretion and common sense are not used, a community can become paralyzed with over-enforcement and disaster relief action can be seriously hampered with under-enforcement. Only under extraordinary circumstances will credentials be required after a disaster. Law enforcement agencies will be responsible for issuing credentials upon the direction of the EOC.

The following vehicles and their occupants are exempt from credentialing requirements:

1. Marked utility company vehicles (e.g., electrical power, phones, gas companies).
2. Military and government vehicles.
3. Marked city and parish vehicles (e.g., water, sewer, trucks, cars).
4. Relief agencies (e.g., Red Cross, Salvation Army).

Common sense dictates that many emergency credentials are already in existence (e.g., placards, press cards, medical personnel). However, during time of widespread disaster when the parish is officially closed, only placards issued by the Parish OHSEP will be honored. All questions should be routed to the EOC.

E. Communications

The Sheriff's Office will operate a base station in the EOC Communications Center during response and recovery operations.

F. Key Facilities

A listing of key facilities during an emergency is included in Appendix 5 to the Basic Plan.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

It is the responsibility of each law enforcement agency to ensure its own operational capabilities. The Sheriff's Office will continue the planning of all law enforcement operations related to emergency preparedness operations. Operating guidelines for law enforcement will be maintained by the Sheriff or his designee.

The OHSEP Director will be responsible for the coordination of exercise design teams and the training of team members, controllers, simulators, and evaluators. The Director will also require the scheduling, design, and evaluation of exercises to support plan maintenance.

IX. AUTHORITIES AND REFERENCES

See Basic Plan.

X. APPENDICES

- A. Appendix 1: Public Safety and Security Organizational Chart
- B. Appendix 2: Public Safety and Security Responsibility Chart
- C. Appendix 3: Counterterrorism Plan
 - 1. Tab A: Crisis Management Component (CRIMCO) Organizational Chart
 - 2. Tab B: Consequence Management Component (COMCO) Organization Chart
 - 3. Tab C: Incident Flow Organizational Chart
 - 4. Tab D: Incident Command System
 - 5. Tab E: Emergency Response Protocols for Assistance with Suspected "Terrorist" Type Calls
 - 6. Tab F: Homeland Security Advisory System Guidance for Department and Agencies
 - 7. Tab G: Homeland Security Advisory System Guidance for Citizens
- D. Appendix 4: Parish Public Safety Resources
 - 1. Tab A: Sheriff's Department Facilities
 - 2. Tab B: Sheriff's Department Personnel
 - 3. Tab C: Sheriff's Department Equipment

4. Tab D: Sheriff's Department Auxiliary List
- E. Appendix 5: Municipal Public Safety Resources
 1. Tab A: Police Department Facilities
 2. Tab B: Police Department Personnel
 3. Tab C: Police Department Equipment
 4. Tab D: Police Department Auxiliary List
- F. Appendix 6: Private Security Organizations
 1. Tab A: Facilities
 2. Tab B: Personnel
 3. Tab C: Equipment
- G. Appendix 7: Traffic Control Points for Evacuation

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EMERGENCY SUPPORT FUNCTION-14: COMMUNITY RECOVERY AND MITIGATION

I. PURPOSE AND SCOPE

This annex establishes guidelines for the accurate assessment and reporting of damage to public and private property resulting from a disaster in order to restore the affected community to its natural order. It covers 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. ESF-14 addresses the stabilization of the parish and local economies and measures taken to reduce or eliminate risk from future emergencies and disasters, wherever possible.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. During the recovery phase of a disaster, the parish will conduct a systematic analysis of the nature of the damage to public and private property to estimate the extent of such damage based upon actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage.
2. When a disaster occurs of such magnitude that it could result in a Presidential Declaration, a damage assessment of public and private property is required for the parish and all of its political subdivisions to determine the extent of damage. This information will provide a basis for the determination of actions needed, the establishment of priorities, the allocation of local government resources in the disaster area during the early stages of the recovery effort, and what, if any, outside assistance will be required.

B. Assumptions

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

III. CONCEPT OF OPERATIONS

A. General

The ultimate responsibility for damage assessment lies with the local governing authority. The Director the Office of Homeland Security and Emergency Preparedness (OHSEP) or his/her designee will be responsible for damage surveys, collection of data, and the preparation of damage assessment reports. OHSEP, acting on behalf of the St. Tammany Parish Government and the Parish President, will submit the needed reports to the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP). Damage assessment will be conducted by qualified, trained local teams.

The Parish Departments of Public Works and Engineering will be responsible for the immediate damage assessment and incident reports on all parish property and parish rights-of-way. Other agencies within St. Tammany Parish will also assist in formulating damage assessment reports as specified as part of their agency's duties and responsibilities.

B. Phases of Emergency Management

1. Mitigation

- a. Develop a damage assessment training program with teams of qualified local personnel.
- b. Designate a damage assessment officer (DAO).
- c. Develop public awareness programs of building codes, ordinances, and the flood insurance program.
- d. Form a damage assessment team of qualified local personnel.

2. Preparedness

- a. Identify resources to support and assist with damage assessment activities.
- b. Select and train personnel in damage assessment techniques.
- c. Review procedures for damage reporting and accounting (see Louisiana Disaster Recovery Manual).
- d. List all critical facilities and all parish buildings requiring priority assessment.
- e. Establish post-disaster zoning and land use ordinances and regulations.
- f. A member of the OHSEP staff will be designated by the Director of OHSEP as the training officer, who is responsible for training and exercises.

3. Response
 - a. Activate the damage assessment staff in the EOC.
 - b. Assign disaster assessment teams and begin collecting data at the onset of the event.
 - c. Document all emergency work performed by local resources, including appropriate photographs.
 - d. Compile damage reports for appropriate agencies.
 - e. Inform officials of hazardous facilities, bridges, roads, etc.
 - f. Provide for the acquisition, mobilization, and employment of resources to stabilize and restore services to the affected public.

4. Recovery
 - a. Continue damage assessment surveys.
 - b. Advise on priority repairs and unsafe structures.
 - c. Monitor restoration activities.
 - d. Prepare documentation for submission to State and Federal governments.
 - e. Review building codes and land use regulations for possible improvements
 - f. Immediately following a disaster that is widespread in nature, post-disaster mitigation plans should be developed to ensure all future mitigation efforts are capitalized on.
 - g. Appoint an authorized agent to represent St. Tammany Parish on recovery efforts and mitigation programs.
 - h. Make recommendations to the legislative body about changes in planning, zoning, and building code ordinances to mitigate the impact of future disasters.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Departments of St. Tammany Parish government and other agencies that provide response personnel shall ensure their personnel have received the type and level of emergency training required for their assignments to cover all phases of emergency operations. These departments and agencies will also maintain Standard Operating Procedures (SOP) or Standard Operating Guidelines (SOG) that include a description of how they will accomplish the tasks outlined in this plan.

- A. Parish Office of Homeland Security and Emergency Preparedness (OHSEP)
OHSEP is responsible for the overall direction and control of damage assessment for the parish and its municipalities, to include:

1. Assembling a team for developing a damage assessment plan.
2. Appointing a DAO.
3. Developing public information and education programs.

B. Damage Assessment Officer (DAO)

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

1. Assist the Director of OHSEP and those from other agencies who are involved in recovery operations in establishing a sequence of repairs and priorities for restoration of the affected area.
2. Coordinate disaster teams conducting field surveys and maintain sufficient quantities of needed forms and reports.
3. Collect and compile incoming damage reports from teams in the field, and from other operations directors such as parish department directors, health and medical coordinator, and others with outside agencies such as the Red Cross, school systems, utility companies, and others.
4. Collect, report, and maintain estimates of expenditures and obligations as required.
5. Correlate and consolidate all expenditures and damage assessment for submission to GOHSEP.
6. Be available to escort State and Federal damage survey officials on inspections of damaged areas and have damage sites located on area maps before State and Federal inspectors arrive.
7. Solicit cooperation from local companies (e.g., appraisers, contractors, utilities) and local representatives of support agencies such as the Red Cross and fire departments to serve as members of damage assessment teams.
8. Conduct damage assessment training programs.
9. Maintain a list of critical facilities (e.g., public buildings, streets, bridges) requiring priority repairs if damaged.

C. Municipalities

1. Conduct damage assessment survey of public facilities and private property within the political subdivision with assistance as required from parish resources.

2. Maintain accurate records of funds, materials, and man-hours expended as a direct result of the disaster.
3. Receive, record, and consolidate all damage reports made by private citizens within the political subdivisions.
4. Provide the St. Tammany Parish DAO with a consolidated report of all public and private damages incurred within 24 hours of the disaster. Periodic radio and/or telephone reports should be made as information becomes available or is requested from the EOC. Telephone reports are acceptable to meet the time requirements; however, written confirmation must be furnished within 72 hours.

D. Damage Assessment Teams

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

1. Permits department.
2. Inspection and code enforcement.
3. Maintenance departments (e.g., public works and engineering, street divisions).
4. Public utilities: Assist with engineering.
5. Photographer: Record damage photos.
6. OHSEP: Manage assessment.
7. Animal and pest control: Provide drivers and vehicles, maintain animal control of misplaced animals.
8. American Red Cross: Provide feeding and sheltering support.
9. County agent (State Extension Office): Determine economic status.
10. Utility companies: Conduct damage assessments and re-con for recovery efforts.
11. Tax assessment offices: Determine reassessment of tax base.
12. Contractors: Conduct damage assessments and structure inspections; determine priority for recovery.

13. Real estate agents and appraisers: Conduct damage assessments and estimate property value lost.
14. Insurance agents: Conduct damage assessment, provide financial assistance.

Damage assessment team training will be conducted throughout the calendar year during each EOC quarterly training session.

V. DIRECTION AND CONTROL

- A. The St. Tammany Parish OHSEP is responsible for developing a damage assessment program. The DAO is a member of the EOC staff and is responsible for the training of the damage assessment teams. Direction and Control of the assessment effort will be from the EOC. All parish departments will provide personnel and resources to support the damage assessment effort, as requested. Personnel from operating departments assigned to damage assessment responsibilities will remain under the control of their own departments but will function under the technical supervision of the DAO.
- B. In accordance with the Homeland Security Presidential Directive (HSPD)-5, all parish departments, agencies, organizations, and its municipalities having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination between local, State, and Federal organizations. The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. St. Tammany Parish adopted NIMS by resolution on October 27, 2006.

VI. CONTINUITY OF GOVERNMENT

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

VII. ADMINISTRATION AND LOGISTICS

- A. Agreements and Understandings

Should local government resources prove to be inadequate during emergency operations, the parish will seek 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. Only duly authorized officials shall enter into agreements. Copies of written agreements are on file at the EOC.

B. Records and Reports

1. Responsibility for submitting local government reports to GOHSEP rests with the St. Tammany Parish OHSEP Director.
2. Parish and municipal officials shall provide requested records for their agency relating to actions taken and cost associated with assistance rendered during emergency operations to the St. Tammany Parish OHSEP.
3. Organizations and agencies operating under this plan will maintain logs and appropriate reports that document response actions. These documents will be provided to the St. Tammany OHSEP when requested. These documents will be provided to the St. Tammany OHSEP when requested.
4. The Parish OHSEP will maintain logs and other records associated with EOC operations.
5. Field reporting forms and all necessary Federal disaster reporting forms and guidance are located in the EOC and distributed when necessary. Copies of all documentation are retained for record purposes.

C. Survey Teams

Survey teams will primarily consist of local government employees. When available and/or necessary, personnel from non-profit organizations and other non-governmental personnel will supplement these teams. Radiological and/or hazardous materials specialists will be added to teams when the need arises.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

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

The Director of OHSEP will be responsible for the coordination of exercise design teams and the training of team members, controllers, simulators and evaluators. The Director will also require the scheduling, design, and evaluation of exercises to support plan maintenance.

IX. AUTHORITIES AND REFERENCES

A. Authorities

See Basic Plan.

B. References

1. Parish Multi-Jurisdictional Natural Hazards Mitigation Plan, Dated March 2004

2. Handbook for Applicants Pursuant to P.L. 93-288, FEMA, 1994.
3. State of Louisiana, Disaster Recovery Manual, April 1995 (Red Book).

X. APPENDICES

- A. Appendix 1: Community Recovery, Mitigation, and Economic Stabilization Organizational Chart
- B. Appendix 2: Community Recovery, Mitigation, and Economic Stabilization Responsibility Chart
- C. Appendix 3: List of Economic Development Organizations

EMERGENCY SUPPORT FUNCTION-15: PUBLIC INFORMATION

I. PURPOSE AND SCOPE

ESF-15 provides information and external communications using all available methods and media to inform people about the threats from natural and technological emergencies and disasters and the precautions and response measures that the Parish and local governments are taking to protect and preserve life and property. ESF-15 will also advise people of actions they need to take before, during, and after emergencies and disasters. ESF-15 will provide clear, concise and accurate information on the existing situation in the disaster area. Every effort shall be made to minimize and counter rumors, hearsay, and half-truths.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. It is the general public's perception that the news media are the principal source of information. Therefore, it is essential that guidelines are clearly established to serve this purpose.
2. Agencies responsible for disseminating information to the public during times of emergency must agree upon the need to inform them of events in a timely and efficient manner.
3. It should also be recognized that educating the public on all of the possible hazards that they could be confronted with should be an ongoing project between the emergency service delivery system and the media.
4. Public information should be addressed to all segments of society.

B. Assumptions

1. Guidelines will be reviewed on a regular basis with the working media, since working media personnel are constantly relocating. Making the media an integral part of the emergency operations plan (EOP) and guidelines is also an ongoing project. Provisions for other than local media will be arranged for and space provided at the emergency operations center (EOC). The need for the public to be truly and accurately informed will be the basic guideline of all efforts in the area of emergency public information.
2. The Local Emergency Planning Committee recognizes that each affected agency will disseminate its own emergency information as appropriate. The purpose of this document is to coordinate information among agencies to better serve the public.

3. Guidelines will be reviewed annually.

III. CONCEPT OF OPERATIONS

A. General

1. Emergency public information efforts before, during, and after a specific event will focus on the particular situation and will not deviate from the event at hand or otherwise include information that is not pertinent.
2. When possible, emergency information will begin with as much educational background material as time and the event will permit. Otherwise, information will be of an instructional and operational nature such as warnings, evacuations, and shelter information.
3. During crisis periods, the public both needs and wants to know detailed information. Every effort will be made to keep the public informed of the general progress of events.
4. Every possible effort will be made to report positive information regarding emergency response to maintain confidence in government and to reassure citizens that the situation is being addressed. Accurate and timely information reduces unsubstantiated rumors.
5. Public education prior to emergency events is an essential responsibility of the emergency preparedness office and other related agencies.

B. Phases of Emergency Management

1. Mitigation

- a. Utilize trained staff personnel for the development and production of hazard awareness programs within the community with schools, civic groups, and others.
- b. Maintain an active program with the media in all phases of emergency management in education, instructions, and action plans.
- c. Maintain a well-equipped and supplied media room within the EOC, including broadcasting capabilities.
- d. Develop the Emergency Alerting System (EAS) and exercise it regularly. Have written agreements and guidelines for the activation and use of EAS.
- e. Identify a resource person(s) to assist in communicating with people with special needs, including handicapped, blind, elderly, non-English speaking, and hearing-impaired individuals who may be in St. Tammany Parish during an emergency. Maintain a

resource list in EOC. The St. Tammany Parish School Board will serve as the initial contact for such assistance; Southeastern Louisiana University in Hammond will serve as an additional resource should further assistance be required.

2. Preparedness
 - a. Develop a public education program for consideration of hazards, with particular emphasis on seasonal hazards such as tornadoes, flooding, and hurricanes.
 - b. Test EAS.
 - c. Prepare emergency public information material for public outreach based the Parish's risk vulnerability assessment.
3. Response
 - a. Distribute press releases and emergency information packets.
 - b. Coordinate rumor control through aggressive public relations activities.
 - c. Schedule news conferences on a regular basis.
 - d. In times of emergency the Public Information Officer (PIO) will be authorized by the Parish President to speak in his behalf in the event a representative from the emergency management staff is not present.
4. Recovery
 - a. Continue emergency public information programs.
 - b. Assess the effectiveness of information and education programs.
 - c. Compile a chronological record of events.
 - d. All departments and agencies will coordinate with the PIO for the release of information to the public.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Departments of St. Tammany Parish government and other agencies that provide response personnel shall ensure their personnel have received the type and level of emergency training required for their assignments to cover all phases of emergency operations. These departments and agencies will also maintain Standard Operating Procedures (SOP) or Standard Operating Guidelines (SOG) that include a description of how they will accomplish the tasks outlined in this plan.

A. Organization

1. When the EOC is activated, emergency information from the Parish Office of Emergency Preparedness and Homeland Security (OHSEP) is to be released under the direction of the Parish President or his/her designee.
2. The Parish President shall appoint a PIO to work with the Office of Emergency Preparedness in the event of an emergency.
3. The PIO is the official point of contact for all media information during an emergency.

B. Responsibilities

1. Director, Office of Homeland Security and Emergency Preparedness (OHSEP)
 - a. Provides an equipped media room in the EOC.
 - b. Coordinates a rumor control network as necessary.
 - c. Advises the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) as necessary.
 - d. Provides information to the PIO for dissemination to the public.
 - e. Coordinates with other agencies including St. Tammany Parish School Board and emergency responding agencies to communicate with non-English speaking and hearing-impaired individuals in the parish.
 - f. Maintains all records necessary for GOHSEP, FEMA, and other assisting agencies.
2. Public Information Officer (PIO)

The PIO assigned to the EOC shall work in tandem with the PIOs of other responding agencies to develop clear and accurate public information using the guidelines for the coordination of the dissemination of public information cited above.

 - a. Obtains authorization for all information released to the public and the media from the Parish President or his/her designee.
 - b. Advises the Parish President and the emergency preparedness director on all matters pertaining to public information and education during an emergency.
 - c. Assists with the implementation of reverse 9-1-1 as necessary.
 - d. Activates EAS under the direction of the Parish President.
 - e. Prepares and distributes press releases to the media and the PIOs of all other affected agencies.
 - f. Receives press releases from PIOs of other affected agencies and distributes them to all affected PIOs.

- g. Receives and compiles for dissemination to the media authoritative information that has been authenticated through all possible sources.
 - h. Monitors news releases for accuracy.
 - i. Coordinates disaster information with other local and State agencies and parish departments.
 - j. Provides for the continued dissemination of information after the emergency for such situations as restricted areas, re-entry, locator activities, and government and private relief activities and services.
 - k. Assists with rumor control through aggressive public relations activities.
 - l. Coordinates all St. Tammany Parish news conferences.
 - m. Coordinates media access to Parish elected officials.
 - n. Maintains current contact information for all regional media.
 - o. Coordinates media information including verification of field reports.
 - p. Ensures special communication means are available for people with special needs, including handicapped, blind, hearing-impaired, the elderly, and non-English speaking residents when providing emergency public information.
3. Media
- a. Designates a representative or representatives to work with the Director of OHSEP to review and become familiar with the emergency operations plan for St. Tammany Parish where practical.
 - b. Cooperates in coverage of public education programs including the use of pre-planned emergency educational packets that address all types of hazards.

V. DIRECTION AND CONTROL

A. General

The Director of OHSEP is responsible for the development and implementation of all public education programs in St. Tammany regarding preparation for emergencies. The Director of OHSEP shall utilize all available resources for public education including the Local Emergency Planning Committee and other related agencies including FEMA and GOHSEP.

The Parish President or his/her designee must approve all public education activities and publications.

B. Educational Programs

The educational programs for St. Tammany are multifaceted. They include, but are not limited to, the following:

1. Educational programs in local schools.
2. Presentations to interested civic organizations.
3. Distribution of publications with emergency preparedness instructions for various incidents.
4. Distribution of hurricane evacuation maps and instructions.
5. Provide educational videos on emergency preparedness for Access St. Tammany.

C. Public Information Programs

1. A copy of the Multi-hazard Emergency Public Information packet (FEMA, Region VI, December 1985) is maintained at the St. Tammany Parish EOC. Informational activities will complement educational activities where possible and will warn the public of the given situation(s), instruct, and give possible action plans.
2. The public needs to be informed of their options and given guidance on preparations. Since there might be more than one option for shelter, every family or individual needs to give special attention to a shelter plan and decide, in advance of any emergency, whether they will seek private shelter at home, public shelter in their community, or evacuate their community to seek shelter in a less dangerous area.

D. National Incident Management System (NIMS)

In accordance with the Homeland Security Presidential Directive (HSPD)-5, all parish departments, agencies, organizations, and its municipalities having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination between local, State, and Federal organizations. The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. St. Tammany Parish adopted NIMS by resolution on October 27, 2006.

VI. CONTINUITY OF GOVERNMENT

See Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

A. Agreements and Understandings

Should local government resources prove to be inadequate during emergency operations, the parish will seek 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. Only duly authorized officials shall enter into agreements. Copies of written agreements are on file at the EOC.

B. Films and Publications

Films and publications dealing with various aspects of emergency management are available from the EOC, GOHSEP, and FEMA.

C. Records and Reports

1. Records of all activities will be maintained at the EOC by the Director of OHSEP.
2. A chronological record of the emergency event will be kept in WebEOC (a task management tool), which will have a sufficient amount of information that can be used to reconstruct activities during an event.
3. Responsibility for submitting local government reports to GOHSEP rests with the St. Tammany Parish OHSEP Director.
4. Parish and municipal officials shall provide requested records for their agency relating to actions taken and cost associated with assistance rendered during emergency operations to the St. Tammany Parish OHSEP.
5. Organizations and agencies operating under this plan will maintain logs and appropriate reports that document response actions. These documents will be provided to the St. Tammany OHSEP when requested.

D. Needs and Deficiencies

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

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Director of OHSEP is responsible for the development and implementation of this plan. He/she maintains the plan through periodic review, testing, and updating. He/she also designates a staff person under his/her direction to maintain an inventory of essential emergency public information and educational materials, and is responsible for the

coordination of exercise design teams and the training of team members, controllers, simulators and evaluators. The Director will also require the scheduling, design, and evaluation of exercises to support plan maintenance.

IX. AUTHORITIES AND REFERENCES

See Basic Plan.

X. APPENDICES

- A. Appendix 1: Public Information Organizational Chart
- B. Appendix 2: Public Information Responsibility Chart
- C. Appendix 3: Special Needs Communication Experts
- D. Appendix 4: Foreign Language Assets
- E. Appendix 5: Parish Media (e.g., TV stations, radio, newspapers)
- F. Appendix 6: Public Information Call Down Providers

EMERGENCY SUPPORT FUNCTION-16: MILITARY SUPPORT TO CIVIL AFFAIRS

I. PURPOSE AND SCOPE

ESF-16: Military Support to Civil Affairs provides a framework for the utilization of mobilized and deployed State and Federal military personnel, equipment, and resources to protect and preserve life and property during emergencies and disasters when local and State civilian resources are not sufficient to meet the parish's needs.

II. SITUATION AND ASSUMPTIONS

A. Situation

St. Tammany Parish's sheriff's office, 8 municipalities, and 14 fire districts have sufficient personnel to handle the day-to-day mission when providing services to residents. During times of emergency and disasters when the Parish President issues an emergency declaration, it may be necessary to augment local law enforcement and fire personnel with military personnel supplied by the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) to support their efforts.

B. Assumptions

1. Ample military personnel will be available when needed during any disaster that is widespread in nature.
2. Life safety and security and the well-being of all affected residents will take priority after a disaster.

III. CONCEPT OF OPERATIONS

A. Mitigation

GOHSEP will designate a National Guard EOC liaison to work in the Parish Emergency Operations Center (EOC) during activation.

B. Preparedness

1. The Military EOC liaison will coordinate activities with the Parish Director of OHSEP on a regular basis to develop plans, procedures, agreements, and arrangements for deployment of military troops into the parish.

2. EOC training will be planned to ensure that military personnel will be used for their intended purpose and that their utilization time is not wasted during their military support to an emergency operation.
3. The Director of OHSEP will compile a list of the necessary military support requirements to assist the parish during an emergency.

C. Response

1. The EOC liaison serves as the primary point of contact for managing the influx of military personnel into the parish during an emergency.
2. When the event is of such a magnitude that catastrophic effects can be expected, the military liaison will advise the EOC management staff on whether it would be advisable to request additional military assets from GOHSEP.

D. Recovery

1. Military support activities will continue as long as they are needed. The EOC liaison will continue to monitor information needs to determine when activities can be turned to recovery.
2. As soon as possible after the emergency has passed, all units involved in the emergency will conduct assessments, which will be used to define the need for resources and strategies needed for future operations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Parish OHSEP has primary responsibility for initiating, organizing, and coordinating all aspects of Military Support to Civil Affairs in the Parish.

Departments of St. Tammany Parish government and other agencies that provide response personnel shall ensure their personnel have received the type and level of emergency training required for their assignments to cover all phases of emergency operations. These departments and agencies will also maintain Standard Operating Procedures (SOP) or Standard Operating Guidelines (SOG) that include a description of how they will accomplish the tasks outlined in this plan.

V. DIRECTION AND CONTROL

- A. Command and Control will be exercised as provided in the Basic Plan.
- B. In accordance with the Homeland Security Presidential Directive (HSPD)-5, all parish departments, agencies, organizations, and its municipalities having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination between local, State, and Federal organizations. The Incident Command System (ICS), as a part of

NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. St Tammany Parish adopted NIMS by resolution on October 27, 2006.

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be as provided in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

A. Agreements and Understandings

Should local government resources prove to be inadequate during emergency operations, the parish will seek 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. Only duly authorized officials shall enter into agreements. Copies of written agreements are on file at the EOC.

B. Record and Reports

1. Responsibility for submitting local government reports to GOHSEP rests with the St. Tammany Parish OHSEP Director.
2. Parish and municipal officials shall provide requested records for their agency relating to actions taken and cost associated with assistance rendered during emergency operations to the St. Tammany Parish OHSEP.
3. Organizations and agencies operating under this plan will maintain logs and appropriate reports that document response actions. These documents will be provided to the St. Tammany OHSEP when requested. These documents will be provided to the St. Tammany OHSEP when requested.
4. The Parish OHSEP will maintain logs and other records associated with EOC operations.

- C. If Parish resources are inadequate to the tasks assigned, the EOC liaison will advise the Director of OHSEP to seek additional resources from GOHSEP through EMAC and from the Federal government, pursuant to a Presidential Disaster Declaration.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Director of OHSEP is responsible for developing, maintaining, and coordinating all plans, procedures, arrangements, and agreements in support of this ESF.

IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.

X. APPENDICES

A. Appendix 1: List of Military Personnel Required by Agency