



WEBSTER PARISH



ALL-HAZARDS EMERGENCY OPERATIONS PLAN



REVISED JULY, 2021



Emergency Operations Plan

Introduction

PROMULGATION STATEMENT

Transmitted herewith is the new All-Hazards Emergency Operations Plan for Webster Parish. This plan supersedes any previous Emergency Operations Plan promulgated for this purpose. It provides a framework in which the parish and its political subdivisions can plan and perform their respective functions during a disaster or national emergency. The planning is integrated with community-wide comprehensive and hazard mitigation planning to capitalize on opportunities that minimize the risk to all hazards and strengthen the ability to withstand and recover from future disasters.

Authority and responsibility for direction and control of resources of Webster Parish, when operating as members of the Webster Parish Office of Homeland Security and Emergency Preparedness organization is an integral part of this basic plan. Well established pre-disaster partnerships at local, state, and federal levels, including the private sector and NGO's will drive a successful recovery.

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

Date _____

Jim Bonsall, President
Webster Parish Police Jury

Brian R. Williams, Director
Webster Parish OHSEP



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Concurrence to Webster Parish Signatories to All-Hazards Emergency Operations Plan

July, 2021

Jim Bonsall, President
Webster Parish Police Jury

Brian R. Williams, Director
Webster Parish OHSEP

Jason Parker, Sheriff
Webster Parish Sheriff's Office

Angie Chapman
911 Communications Director

Kip Mourad, Fire Chief
City of Minden

Teddy Holloway, Director
Webster Parish Public Works



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FOREWORD

Hazardous conditions and situations exist in all communities, and Webster Parish is no exception. Ordinary citizens give little thought to these potential hazards until they occur or threaten the community. The Webster Parish Office of Homeland Security and Emergency Preparedness (OHSEP) has the responsibility to identify real and potential hazards and, to the extent possible, prepare plans for the Parish response to include training and education.

Planning provides a methodical way to engage the whole community in thinking through the life cycle of a potential crisis, determining required capabilities, and establishing a framework for roles and responsibilities. Residents and all sectors of the community have a critical role and shared responsibility to take appropriate actions to protect themselves, their families and organizations, and their properties.

Webster Parish OHSEP supports community planning to effectively plan and implement disaster recovery activities, engaging the whole community to achieve their objectives and increase community resilience. Successful recovery promotes practices that minimize the community's risk to all hazards. This strengthens the community's ability to withstand and recover from future disasters.

This publication constitutes the basic All-Hazards Emergency Operations Plan (EOP) for Webster Parish and sets forth the appropriate actions to be taken in response to various types of hazards. The potential for change in the demographic makeup of the cities and the parish require that this plan be updated on a regular basis. The EOP consists of the following components:

Basic Plan: The Basic Plan describes a comprehensive, parish-wide, all-hazards approach to incident management across a spectrum of activities including prevention, mitigation, preparedness, response and recovery.

Emergency Support Functions (ESF) Annexes: ESF Annexes outline responsibilities, tasks, and operational actions that pertain to a particular emergency function.

The ESF Annex applies a functional approach that groups the capabilities of departments and agencies to provide the planning, support, resources, program implementation and emergency services that are most likely to be needed during a disaster or major emergency.

The ESFs serve as the coordination mechanism to provide assistance to municipal, parish, regional or state



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governments or to parish departments and agencies conducting missions of primary parish responsibility.

Incident-Specific Annexes: The Incident-Specific Annexes outline the responsibilities, tasks, and operative actions specific to a particular hazard.

The Incident-Specific Annex describes the policies, responsibilities and coordination processes that govern the interaction of public and private entities engaged in incident management and emergency response operations for the particular hazard.

Support Annexes: The Support Annexes describes the framework through which local departments and agencies, the private sector, volunteer organizations, and nongovernmental organizations coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient incident management.

Appendix: A plan element attached to an ESF Annex or an Incident Annex to provide special information or requirements.

Attachment: A supplementary part or accessory to a plan element or appendix.

Glossary: Includes Acronyms and Definitions of key terms that appear in this plan

The Emergency Operations Plan for Webster Parish generally conforms to the basic plan set forth in Federal Emergency Management Agency (FEMA) guidelines for the integrated emergency management system and the State Basic Parish Planning Guide of August, 2011. Emergency mitigation and response actions are designed for every person in the parish who might be affected by an emergency. These services will be provided regardless of race, color, national origin, religion, sex, age or handicap. In this plan the word "he" is used in a generic sense to refer to persons of either gender.

Brian R. Williams, Director
Webster Parish OHSEP



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RECORD OF CHANGES

Change Number:	Date of Change:	Part Affected:	Change Entered by:
#1 Updates and Revisions	July 12, 2005	Entire EOP (EOP was updated to reflect changes in State EOP, NRP, and NIMS mandates.)	S. Stanley, Adm. Assistant
#2 Updates and Revisions	March 30, 2006	Updated Plan to incorporate ESF	S. Stanley, Admin. Assistant
#3 Updates and Revisions	March 30, 2007	Entire Plan revised to match Pelican Crosswalk	S. Stanley, Admin. Assistant
#4 Updates and Revisions	July 31, 2008	Entire Plan revised to Net EOP format	S. Stanley, Admin Assistant
#5 Updates and Revisions	July, 2009	ESF #11 – Sex Offender Site	S. Stanley, Admin Assistant
#6 Updates and Revisions	September, 2009	ESF #8 Revised Mass Fatality Plan, Added Pandemic Plan	S. Stanley, Admin Assistant
#7 Entire Plan updated & revised to comply with Parish Planning Guide	completed February & March, 2012	Entire EOP	S. Stanley, Admin Assistant
#8 Updated Animal Facility Plan	March, 2014	ESF #11	S. Stanley, Admin Assistant
#9 Multiple updates & revision to ESF#10	April, 2015	(Sec IIIA-7, IV-C-9b, IX-F, & App#4	S. Stanley, Admin Assistant
#10 Updated contact info	April, 2015	ESF #15 App #8	S. Stanley, Admin Assistant
#11 Removed Ark-La-Tex Alliance from plan:	April, 2015	Basic Plan, ESF1, ESF 5, ESF 6, ESF 8, ESF10	S. Stanley, Admin Assistant
#12 Added LEPC Compliance App 5	April, 2015	ESF #10 App #5	S. Stanley, Admin Assistant
#13 Added Facilities w/Explosives App 6	April, 2015	ESF #10 App #6	S. Stanley, Admin Assistant
#14 Update Hospital Information	April, 2015	ESF #8 App #5 C&D	S. Stanley, Admin Assistant
#15 Remove Caddo-Bossier OHSEP	April, 2015	ESF #6 App #5 p.7, BP App #3,	S. Stanley, Admin Assistant



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		BP IX C-3, and ESF #5 App#8,p.2	
#16 Correct LOHSEP to GOHSEP	April, 2015	ESF #5 App#8 p.2 ESF #8 VIIA-3b ESF #6 App#5 p. 6&7 ESF #8 App#3 p.2	S. Stanley, Admin Assistant
#17 Change LSU-HSC to University Health	April, 2015	ESF #6 App #5 p. 2 & 8, ESF#8 App#6	S. Stanley, Admin Assistant
#18 Corrected Hwy Info	April, 2015	ESF #10 IIA4b	S. Stanley Admin Assistant
#19 Updated Introduction Section	April, 2015	Introduction	S. Stanley Admin Assistant
#20 Deleted App#9	May, 2015	ESF #2	S. Stanley Admin Assistant
#21 Deleted App#4, renumbered App#5,6, &7	May, 2015	ESF #15	S. Stanley Admin Assistant
#22 Deleted App #7, renumber App#8	May, 2015	ESF #5	S. Stanley Admin Assistant
#23 Added WOHSEP sign-in form	May, 2015	EOC Manual	S. Stanley Admin Assistant
#24 Removed Admin Asst from entire plan & ESF	Aug, 2015	BP and all ESFs	S. Stanley, Admin Assistant
#25 Corrected IIIA-5 ESF14 to ESF15	Aug, 2015	Basic Plan	S. Stanley, Admin Assistant
#26 Corrected grammar in definition of emergency response provider	Aug, 2015	Basic Plan App #1	S. Stanley, Admin Assistant
#27 Corrected II A-2 Title 55 Public Safety	Aug, 2015	ESF #1	S. Stanley, Admin Assistant
#28 Removed IVB-4 e, g, h, k and 5 h, l, and j (beyond scope)	Sep, 2015	ESF #5	S. Stanley, Admin Assistant
#29 Removed MMRS	Sep, 2015	ESF #8	S. Stanley, Admin Assistant



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#30 Removed DHH-Nursing home plan filed w/OHSEP	Sep, 2015	ESF #8	S. Stanley, Admin Assistant
#31 Removed contact info to Resource Directory	Sep, 2015	ESF #11 App #6	S. Stanley, Admin Assistant
#32 Updated online Reference sites IX F & G	Sep, 2015	Pandemic Influenza Plan	S. Stanley, Admin Assistant
#33 Add Appendix re: Core Capabilities	Sep, 2015	BP, all ESFs	S. Stanley, Admin Assistant
#34 Deleted Appendix re: target capabilities	Sep 2015	ESF #5 App #5 and #6 removed	S. Stanley, Admin Assistant
#34 Add Mutual Aid Agreement to EOC Manual	Sep, 2015	EOC Manual	S. Stanley, Admin Assistant
#35 Entire EOP redone w/new header, reprinted and distributed	Sep, 2015	Webster Parish All Hazards EOP	S. Stanley, Admin Assistant
#36 Entire EOP reviewed; updated pages to reflect new OHSEP Director	Sep, 2017	Webster Parish All Hazards EOP	J. Reynolds, OHSEP Director
#37 Updated all ESF1 and ESF5 content to reflect 911 and Dispatch as two different entities (per agency split in June 2018)	Sep, 2018	Webster Parish All Hazards EOP	J. Reynolds, OHSEP Director
#38 Updated Basic Plan to reflect census update	July, 2019	Basic Plan	B. Williams, OHSEP Director
#39 Updated Distribution List under Introduction to reflect Webster 911 Dispatch.	July, 2019	Introduction	B. Williams, OHSEP Director
#40 Corrected address of WPSO Dispatch	July, 2019	ESF #2 Communications	B. Williams, OHSEP Director



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#41 Corrected District # for Camp Minden	July, 2019	ESF #4 App #1	B. Williams, OHSEP Director
#42 Change University Health to Ochsner LSU Health Shreveport	July, 2019	ESF #6 App #5 p. 2 & 8, ESF#8 App #5 &6, ESF #8 pg. 2	B. Williams, OHSEP Director
#43 Changed 2012 ERG to 2016 ERG	July, 2019	ESF #10 App #4	B. Williams, OHSEP Director
#44 Changed cable company from Cox to Suddenlink	July, 2019	ESF #15 App #5	B. Williams, OHSEP Director
#45 Updated List of PIOs	July, 2019	ESF #15 App #7	B. Williams, OHSEP Director
#46 Added WPSB to Distribution List	Sept, 2019	Introduction	B. Williams, OHSEP Director
#47 Updated all ESF 2 and Appendices to reflect 911 as the Primary for Communications	July, 2021	Webster Parish All Hazards EOP	B. Williams, OHSEP Director
#48 Updated all ESF 5 and Appendices to reflect 911 as the Primary for Communications	July, 2021	Webster Parish All Hazards EOP	B. Williams, OHSEP Director
#49 Changed logo for Webster Parish in entire EOP	July, 2021	Entire Webster Parish All Hazards EOP	B. Williams, OHSEP Director
#50 Changed ESF #10 Coordinator from Webster Parish Sheriff to Webster Parish Hazmat Team Leader	July, 2021	Entire Webster Parish All Hazards EOP	B. Williams, OHSEP Director



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DISTRIBUTION

Office/Department	Number of Copies
Webster OHSEP	6
Webster Parish Police Jury President	1
Webster Parish Police Jury (each juror)	11
Webster Parish Police Jury Secretary & Treasurer	1
Webster Parish Sheriff's Department	4
Webster Parish Sheriff's Office HazMat Unit	2
Webster Parish Sheriff's Dispatch	2
Webster Parish 911 Communications District	1
Webster Parish 911 Dispatch	2
Webster Parish Public Works	2
Webster Parish School Board	3
Webster Parish Public Health Unit – Minden	1
Webster Parish Public Health Unit – Springhill	1
Webster Parish District Attorney	1
Webster Parish Police Jury Attorney	1
Webster Parish Office of Community Services	1
Webster Parish Clerk of Court	1
Webster Parish Tax Assessor	1
Webster Parish Office of Family Support	1
Webster Parish Council on Aging	1
Webster Parish County Agent	1



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Mayor of Springhill	1
Mayor of Cullen	1
Mayor of Cotton Valley	1
Mayor of Sarepta	1
Mayor of Dixie Inn	1
Mayor of Heflin	1
Mayor of Sibley	1
Mayor of Shongaloo	1
Mayor of Dubberly	1
Mayor of Doyline	1
Springhill Police Department	1
Minden Police Department	1
Cotton Valley Police Department	1
Sarepta Police Department	1
Sibley Police Department	1
Cullen Police Department	1
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Dubberly Police Department	1
Heflin Police Department	1
Dixie Inn Police Department	1



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Dixie Inn Fire District #7	1
Cotton Valley Fire District #8	1
Shongaloo Fire District #9	1
Fire District #10	1
Springhill Fire District #11	1
Heflin Fire District #12	1
City of Minden Fire Dept. District #13	1
Camp Minden Fire District # 14	1
Webster Parish Library – Minden	1
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I. PURPOSE AND SCOPE

The Webster Parish Emergency Operations Plan (EOP) is an all-hazards plan. The purpose of this plan is to provide guidance for the various departments within Webster Parish government, municipalities within Webster parish, where applicable, and all of those outside agencies within Webster Parish with an emergency assignment before, during and following any declared emergency. It assigns responsibilities for actions and tasks that the Parish will take to provide for the safety and welfare of its citizens against the threat of natural, technological, and national security emergencies and disasters.

This plan sets forth a detailed Parish program for preparation against, operation during, and relief and recovery following disasters as provided by Parish, State and Federal statutes, regulations, executive orders and ordinances, as well as other related or applicable emergency authorities or directives. The EOP is designed to coordinate closely with the National Response Framework (NRF) and with the State of Louisiana Emergency Operations Plans. This plan details the overall responsibilities of local government as well as guidelines and organizational priorities necessary to insure a coordinated Local, State, and Federal government response.

This Emergency Operations Plan (EOP) is a flexible document. It is recognized that changes from the contents of this plan can, and should, occur due to the unique nature of emergencies. This deviation, using initiative and common sense, is both authorized and encouraged in order to adapt to the specific emergency and to ensure public safety.

This plan is intended to provide a framework for ESFs (Emergency Service Functions) which are more specific functional annexes that describe in more detail who does what, when, and how. Incident-Specific Annexes, as supplementary documents, support this plan and provide specific guidance in particular situations. The Support Annexes describe the framework through which local departments and agencies, the private sector, volunteer organizations, and nongovernmental organizations coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient incident management.

When the Webster Parish Emergency Operations Plan is activated, all or parts of the plan may be implemented.

A. Mission

In times of emergency the mission of the Webster Parish government is:

1. To plan and prepare practicable response programs for the protection



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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 subdivision in the conduct of disaster operations to save lives, protect property, relieve human suffering, sustain survivors and repair essential facilities.
3. To coordinate and direct restoration and recovery operations in the disaster area subject to governmental authority.
4. To insure that each Webster Parish department will plan and provide for an emergency operations capability which conforms in principle with this plan.
5. To coordinate all disaster services with the Webster Parish Office of Homeland Security and Emergency Preparedness (OHSEP) Director.

B. Overview

1. Primary responsibility for disaster preparedness rests with elected heads of government, both Local and State, in accordance with RS 29:721-738. To fulfill this responsibility, maximum attention must be given to the coordination of all disaster relief efforts by Local, State, public and private organizations.
2. Existent organizational elements for emergency government response will be utilized to the fullest extent and augmented where necessary.
3. Assistance to overcome the effects of a disaster must be provided as soon as possible after its occurrence. Therefore, local response elements and state government will perform urgently needed emergency work immediately.

Note: Possible reimbursement by the Federal Government for emergency work, restoration or replacement is contingent only upon a Presidential Declaration implemented under Public Law 93-288, Part II. It is the purpose of this plan to cover all aspects of Local response only, not contingent on any extraordinary State or Federal assistance.

4. All Local response elements will include provisions for necessary documentation for financial accountability from the onset of any



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disaster occurrence. The fact that emergency conditions exist does not preclude the need for documentation required by current disaster assistance regulations and directives.

5. It shall be the responsibility of all Local response elements of government to:
 - a. control and use to the fullest extent all able manpower and material resources subject to the authority of the government entity, and
 - b. control and use to the fullest extent all manpower and material resources available in the general area of devastation by means of inter-city or inter-parish request, and
 - c. notify the Police Jury President of any deficiencies that exist
6. All response elements of local government will adhere to the above general principles.

II. SITUATION AND ASSUMPTIONS

A. Location

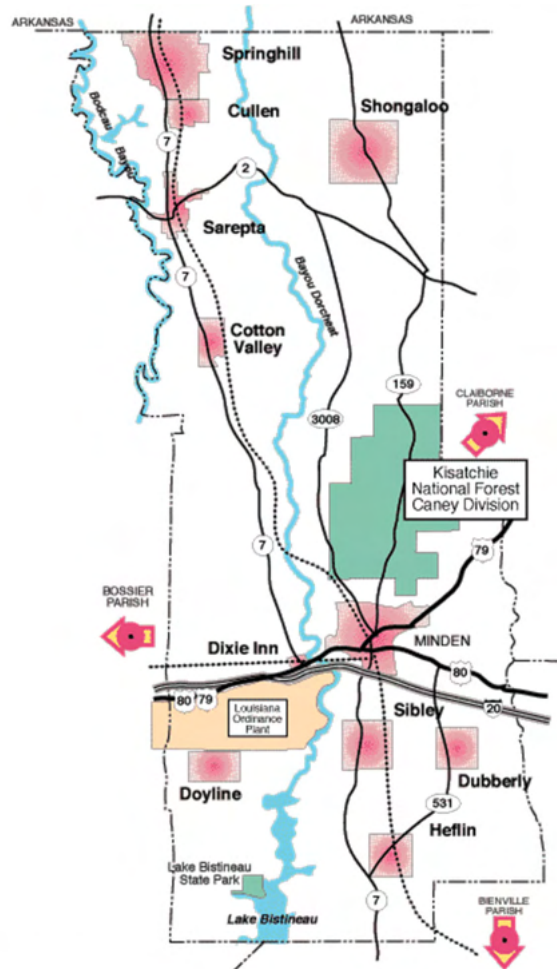
Webster Parish is a rural area in the rolling red clay hills of northwestern Louisiana. The northern border is on the Louisiana-Arkansas state line, lying between Bossier Parish on the west and Claiborne Parish on the east, with Bienville parish the southern border. The parish is approximately forty-two miles long north to south and twelve to sixteen miles wide east to west, covering an area of 595 square miles. The twin bayous of Dorcheat and Bodcau drain the central portion of the parish. Lake Bistineau protrudes into the southern quarter of the parish.

Webster parish has a population of approximately 39,710 (based on 2018 census updates, down from 40,333 in 2014 census) located in several communities: the cities of Minden and Springhill; the towns of Cullen, Sarepta, Cotton Valley and Sibley; and the villages of Shongaloo, Heflin, Dixie Inn, Dubberly, and Doyline. Webster Parish is governed by a police jury composed of jurors from 12 districts headed by a president. The cities, towns, and villages have a mayor-council or mayor-alderman governing body of elected officials.

The majority of the parish population lives in the southern half of the parish in or near Minden. Emergency planning has long been important because of the rural character of the parish and the predominance of volunteer first responders.



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WEBSTER PARISH

Webster Parish is in the State of Louisiana's Region VII. The other parishes in the region are Caddo, Bossier, Desoto, Red River, Bienville, and Claiborne.

B. Situation

1. Webster Parish faces a variety of risks that may pose a threat varying in size from local communities to statewide. Potential disasters include severe thunderstorms with wind damage and/or flash flooding, tornadoes, winter storms with freezing conditions, transportation and other hazardous materials incidents, industrial accidents, terrorist incidents or warfare.
2. The parish is primarily responsible for natural or technological emergency



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preparedness, but has a shared responsibility with the state and federal government for national security preparedness. The probability of a war-related or terrorist-related emergency or disaster that would involve mass casualties and major devastation is low, but does exist.

3. A long-term power outage could create havoc for the public. Home, as well as congregate care is immediately impacted, as is industry and business. Communications and emergency response could also be hampered. Disruption of either water supply or wastewater treatment could lead to severe health and sanitation issues.
4. A mass casualty event, such as a major explosion or fire in an industrial plant, tornado, or a school bus accident can create special problems and should be considered a possibility in the planning process.
5. Resource capabilities to combat disaster conditions exist at the local, state and federal levels.
6. There is a very low risk of terrorism or enemy attack in Webster Parish because of the absence of dense population or large industrial areas. Severe weather, utility outages, or transportation incidents involving hazardous materials are the disasters most likely to occur.

C. Assumptions

1. Webster Parish will continue to experience natural, technological, or man-caused incidents, emergencies, or disasters requiring a parish response.
2. Effective prediction and warning systems have been established that make it possible to anticipate certain disaster situations. Warning time for emergencies and disasters will vary from little or none, to days or weeks, depending on the type of hazard.
3. Emergencies or disasters could, individually or in combination, cause a grave emergency condition in any area of the Parish. Planning efforts are made as general as possible so that improvisations or modifications can be made for variations in scope and intensity, from an area in which the devastation is isolated and limited, to one which is wide-ranging and extremely devastating.
4. Actions to mitigate the effects of resultant disaster conditions will be conducted as soon as possible by the lowest political subdivision.
5. In the event of a local disaster, local government officials, both elected



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and appointed, will execute all responsibilities regarding public safety and protection of property, including continuity of government, within the framework and in the manner prescribed by all applicable law.

6. Parish resources may be requested to assist other local governments, parishes, or the State of Louisiana.
7. The Emergency Operations Center (EOC) will be partially or fully activated to support operations in the field during a disaster or emergency.
8. State and federal assistance, as well as volunteer and private organizations, will be available to supplement local government resources if needed. State assistance is expected to complement local efforts after all necessary measures have been taken on the local level and to alleviate unfulfilled local needs. Federal and state disaster assistance will supplement, not substitute for, relief provided by local governments. It is provided only when local resources are clearly insufficient to cope with the effects of the disaster.
9. Departments and organizations with emergency responsibilities will ensure that all personnel concerned are properly trained, are familiar with existing plans and procedures, and are prepared to execute them.

III. CONCEPT OF OPERATIONS

Webster Parish fully recognizes that a government-centric approach to emergency management is not enough to meet the challenges posed by a catastrophic incident. This larger collective emergency management team includes, not only FEMA and its partners at the federal level, but also local, tribal, state and territorial partners; non-governmental organizations like faith-based and non-profit groups and private sector industry; to individuals, families and communities, who continue to be the nation's most important assets as first responders during a disaster. Both the composition of the community and the individual needs of community members, regardless of age, economics, or accessibility requirements, must be accounted for when planning and implementing disaster strategies.

Webster Parish embraces the Whole Community approach to emergency management that reinforces the fact that FEMA is only one part of our nation's emergency management team. Webster believes that we must leverage all of the resources of our collective team in preparing for, protecting against, responding to, recovering from and mitigating against all hazards; and that collectively we must meet the needs of the entire community in each of these areas.

Three principles represent the foundation for Whole Community:



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- a. Understanding and meeting the true needs of the entire affected community.
- b. Engaging all aspects of the community (public, private, and civic) in both defining those needs and devising ways to meet them.
- c. Strengthening the assets, institutions, and social processes that work well in communities on a daily basis to improve resilience and emergency management outcomes.

It is critical that we work together to enable communities to develop collective, mutually supporting local capabilities to withstand the potential initial impacts of these events, respond quickly, and recover in a way that sustains or improves the community's overall well-being. Webster Parish has always exhibited the resilience required to adapt to changing conditions and withstand and rapidly recover from disruption due to emergencies.

A. General

1. It is the responsibility of parish government to organize, plan and undertake the comprehensive management of emergencies in order to protect life and property from the effects of hazardous events. To achieve these objectives, we have organized an emergency plan that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of preparedness activities and is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation.
2. This plan is based upon the concept that the emergency functions performed by various groups responding to an emergency, will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day tasks and operations that do not contribute directly to the emergency may be suspended or redirected for the duration of any emergency or disaster, and efforts that would normally be assigned to those tasks will be channeled toward emergency and disaster ESFs as assigned.
3. Any emergency that exceeds or is expected to exceed the normal capability of the parish to respond or requires the mobilization of local government other than those primarily involved in emergency services on a day-to-day basis will cause the activation of this plan.
4. When an emergency situation develops, the President of the Webster Parish Police Jury or the Mayor of the affected jurisdiction may declare a State of Emergency exists within the jurisdiction and begin implementing emergency measures declared by the same authority.



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5. Operations will be conducted from the Incident Command Post (ICP) or the Emergency Operations Center (EOC), as indicated. All parish departments and agencies having an emergency function or capability will be represented. Emergency Information will be disseminated through media outlets under the direction of the ESF #15 Coordinator.
6. Initially, emergency operations will be conducted utilizing local personnel, equipment, and facilities. Should local government resources prove to be inadequate during emergency operations, requests for assistance will be made to other jurisdictions or Region VII in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Requests for State and Federal resources must be made through the Webster Parish Office of Homeland Security and Emergency Preparedness (OHSEP).
7. The special needs of the handicapped and the elderly will be addressed by this plan. There are few non-English speaking persons in the parish, but this does not preclude the necessity of annual reassessments to address any change in the resident population.

B. Emergency Action Levels

1. Emergency Action Levels (EAL) have been established to provide a general indicator of the level of seriousness of an incident and related guidance for response and protective actions so that all emergency response forces have a common basis by which they can implement actions necessary to handle the situation. Procedures are on file in the EOC. The four EAL that shall be used are:

Level IV - Normal operations are ongoing.

Level III - Events involve a potential or actual threat to the safety and welfare of people in a threatened area. Director and staff operational and cooperating with selected ESFs by function.

Level II - Events in progress or have occurred which involve an imminent or actual major impact on the safety of people in a stricken area. EOC on limited activation with selected ESFs by function. This status will be maintained and the situation monitored until conditions escalate or de-escalate.



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Level I - Events in progress which continue previously declared action levels and require response activities. EOC fully activated. This status will be maintained until the threat is over and the emergency is terminated. As imminent danger is reduced, operations will be initiated for the return of the stricken area(s) to pre-disaster status.

2. For the purpose of integrated emergency management, the parishes in Louisiana use the same emergency situation terminology:
 - a. Natural Disaster – (National Weather Service)
 1. Watch
 2. Warning
 3. Impact
 4. Recovery
 - b. Homeland Security NTAS alerts:
 1. **Imminent Threat Alert:** Warns of a credible, specific, and impending terrorist threat against the United States.
 2. **Elevated Threat Alert:** Warns of a credible terrorist threat against the United States.

C. Phases of Emergency Management

This comprehensive plan is concerned with all types of hazards to which Webster parish and its citizens may be exposed to before, during, and after an occurrence. Five phases of emergency management resources are integrated to increase the level of emergency preparedness.

The five components of emergency management are interrelated, with action on one often calling for subsequent action on one or all of the others.

1. **Prevention:** Preventive actions are taken to avoid an incident or to intervene to stop an incident from occurring. Such actions are primarily applicable to terrorist incidents. Preventive measures include, but are not limited to:
 - a. Intelligence and other information utilized to deter and heighten security for potential targets.
 - b. Investigations to determine the nature and source of the threat.
 - c. Public health and agricultural surveillance and testing.
 - d. Public safety law enforcement operations aimed at preempting, interdicting or disrupting illegal activities and apprehending perpetrators.
2. **Mitigation:** Any action taken to eliminate or reduce the degree of long-



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term risk to human life and property from natural and manmade hazards. Mitigation assumes that society is exposed to risks whether or not an emergency occurs. Mitigation efforts include, but are not limited to the following:

- a. Webster Parish OHSEP has completed a hazard analysis indicating potential problems that could and have posed a danger in the jurisdiction.
 - b. Webster Parish has adopted the State of Louisiana Unified Building Codes.
 - c. Webster Parish participates in the Floodplain Management Program to mitigate actual/potential flooding hazards.
 - d. Webster Parish has a FEMA-approved Hazard Mitigation Plan.
 - e. Public education about hazards and protective measures.
- 3. Preparedness:** Activities that serve to develop the response capabilities needed in the event of an emergency. Any activity taken prior to an emergency that facilitates a coordinated response. Some elements of preparedness are as follows:
- a. All departments and agencies, as well as personnel, with emergency responsibilities have been identified and procedures have been developed to activate the same.
 - b. Prepare and maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.
 - c. Develop and maintain EOP with annexes and appendices.
 - d. The training of emergency management personnel and exercises of personnel and systems.
- 4. Response:** Emergency services are provided to help reduce casualties and damage and to speed recovery. Any action taken immediately before, during, or directly after an emergency occurs to save lives, minimize damage to property, and enhance recovery. Examples of response are:
- a. Activation of emergency alert system and public warning.
 - b. Notification of public officials including Director of OHSEP.
 - c. Activation of an ICP and or the EOC as warranted.
 - d. Provision of search and rescue, security, shelter and mass care.
 - e. The Director and appropriate personnel analyze available information, develop, refine and then implement a response and recovery strategy.
- 5. Recovery:** Includes both short-term activities to return vital life-support systems to minimum operating standards and long-term activities designed



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to restore the community to its normal or improved state of affairs. Examples of recovery activities are as follows:

- a. Preparations for recovery operations commence with the onset of the emergency or as soon as possible after emergency.
- b. Damage assessment is organized, including the collection and reporting of appropriate data.
- c. Supplemental assistance to individuals and public entities.
- d. Data collection of logs, forms, expenditures, equipment, materials and personnel is begun at the onset of the emergency or disaster.
- e. The EOC and field personnel are phased down to begin deactivation, but support recovery operations as necessary.
- f. Assessment of plans procedures, arrangements, and agreements, and the development of economic impact studies and methods to mitigate damages.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

Specific persons in departments/agencies are responsible for fulfilling their assignments and tasks as stated in this Basic Plan and the ESF annexes. Department Supervisors will retain control of their employees and equipment during response operations. Standard operating procedures (SOPs) are required of each department having responsibilities in this plan. These SOPs must include:

1. Recall of personnel during non-duty hours.
2. Prioritization of tasks to guide recovery work.
3. Procedures to be followed which deviate from normal.
4. Specific emergency authorities that may be assumed by the designated successor during emergency situations

B. Assignment of Responsibilities

The following tasks and responsibilities are assigned to the agencies, organization chief or individuals as listed in no particular order of importance.

1. President of Webster Parish Police Jury

- a. The President of the Webster Parish Police Jury is the ultimate authority for emergency response and management in Webster Parish.



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- b. The President of the Webster Parish Police Jury has delegated the responsibility for emergency response and management to the Director of Webster Parish Office of Homeland Security & Emergency Preparedness (OHSEP).

2. Director of Webster Parish OHSEP

- a. The Director of Webster OHSEP is responsible for developing and implementing emergency management programs to provide for rapid and effective action to direct, mobilize, staff, train, and coordinate the use of local resources.
- b. May assume Incident Command at the Incident Command Post and assumes Unified Command at the activated EOC.
- c. Coordinates resources and support of response and recovery efforts.

3. Webster Parish Sheriff

- a. The Webster Parish Sheriff is responsible for the management of law enforcement resources, evacuation operations, and search and rescue efforts within Webster Parish.
- b. Provides EOC representation and security.
- c. Provides resources and support of response and recovery efforts.

4. Fire Services

- a. The Fire Chief of the City of Minden Fire Department is responsible for the management of firefighting activities and support efforts during a disaster.
- b. The Fire Chief of the individual district manages fire department resources and directs firefighting operations along jurisdictional boundaries.
- c. Provide resources and support to evacuation, search and rescue, and response and recovery efforts.

5. 911 Dispatch

- a. The 911 Communications Director is responsible for managing the resources of the district to provide emergency communications and warnings to the public within the jurisdiction.
- b. The 911 Communications Director is responsible for overseeing and coordinating communications within the activated EOC.
- c. Provides resources and support to the response and recovery efforts.



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6. Webster Parish Public Works (WPPW)

- a. The Director of WPPW is responsible for the management of public works resources and the direction of public works operations within Webster Parish.
- b. The Director of WPPW is responsible for the management of debris post-event.
- c. Provides resources and support to the response and recovery efforts.

7. Pre-Hospital Emergency Medical Services (EMS)

- a. Manages resources and directs emergency response along established protocols.
- b. Provides resources and support to the response and recovery efforts.

8. Hospital and Medical Agencies

- a. Manages resources and activates disaster plans to respond to the emergency along established protocols.
- b. Provide resources and support to response and recovery efforts.

9. Elected Officials - Municipal Government

- a. Local municipal government agencies manage resources and implement emergency response within jurisdiction.
- b. Provide resources and support to response and recovery efforts.

10. Elected Officials – Parish Government

- a. Parish government agencies manage resources and implement emergency response within jurisdiction.
- b. Provide resources and support to response and recovery efforts.

11. Municipal Public Works

- a. Manages public works resources and directs public works operations within jurisdiction.
- b. Provides resources and support to response and recovery efforts.

12. Webster Parish Public Health

- a. Manages resources and directs operations to support emergency health and sanitation standards.
- b. Provides resources and support to response and recovery efforts.



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13. Webster Parish Coroner

- a. Manages resources and operations to recover, identify, register, and dispose of the dead.
- b. Provides resources and support to response and recovery efforts.

14. Municipal, Private, or Co-Op Power Systems

- a. Operates, maintains, and restores natural gas or electric services throughout the parish.
- b. Provides resources and support to response and recovery efforts.

15. Municipal Water and Sewer

- a. Maintains water supply and provides safe sewage disposal under emergency conditions.
- b. Provides resources and support to response and recovery efforts.

16. Private or Not-for-Profit Water Systems

- a. Maintains water supply under emergency conditions.
- b. Provides resources and support to response and recovery efforts.

17. Private Infrastructure

- a. Initiates restoration of infrastructure-related services.
- b. Provides resources and support to response and recovery efforts.

18. Webster Parish School Board

- a. Manages resources and operations to support evacuation efforts.
- b. Provides resources and support to response and recovery efforts.

19. Webster Parish District Attorney

- a. Provides legal advice to local officials and the activated EOC.
- b. Provides resources and support to response and recovery efforts.

20. Webster Parish Consulting Engineer

- a. Provides technical advice and planning assistance on emergency measures.
- b. Provides resources and support to response and recovery efforts.



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21. Webster Parish County Agent

- a. Provides advice and assistance on emergency measures.
- b. Provides resources and support to response and recovery efforts.

22. Webster Parish Community Services

- a. Manages resources and operations to support evacuation efforts.
- b. Provides resources and support to response and recovery efforts.

23. Webster Parish Office of Family Support

- a. Manages resources and operations to support mass care efforts.
- b. Provides resources and support to response and recovery efforts.

24. Faith-Based, NWLA Red Cross, Civic and Volunteer Organizations

- a. Manage resources and operations to support emergency measures.
- b. Provides resources and support to response and recovery efforts.

V. Direction and Control

A. Authority to Initiate Actions

1. The President of WPPJ is responsible for the coordinated delivery of all emergency services, public, quasi-volunteer, and private, during a natural, technological, and /or national security emergency/disaster situation. The WPPJ President has delegated the Webster Parish Office of Homeland Security and Emergency Preparedness Director the authority to implement this plan, and to direct Parish-level emergency operations through the regularly constituted governmental structure. The Director of Webster OHSEP acts as liaison with other local, parish, state and federal emergency management authorities.
2. The initial emergency management (response) will, to the maximum extent possible, be provided by the local authorities. Local governments are responsible under all applicable laws, executive orders, proclamations, rules, regulations, and ordinances for emergency management within their respective jurisdiction. Local emergency management organizations are subject to the direction and control of the executive heads of government, in coordination with the Governor and the GOHSEP Director.



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3. Government is not able to do everything that is required to protect the lives and property of our population. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.

B. Command Responsibility for Specific Actions

1. It is the responsibility of government to protect public health and safety and preserve property from the effects of hazardous events. We have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect our community.
2. The WPPJ President has the authority to declare a "State of Emergency" and to terminate same. When the Director of Webster Parish OHSEP and the WPPJ President determine that a "State of Emergency" no longer exists, the WPPJ President will issue an order terminating it, to include all specially-delegated emergency authorities and powers.
3. In multi-jurisdictional emergencies/disasters, direction and control will be managed by the activated Emergency Operation Center consisting of the Webster Parish OHSEP Director and the individual ESF Coordinators as well as the involved elected officials. The EOC will be staffed and operated as the situation dictates.
4. Upon activation of the Webster Parish EOC, Webster OHSEP staff and Parish departments shall insure that the necessary personnel and resources are available. Those agency representatives should bring or have pre-positioned plans, procedures, resource inventories, supplies, and notification lists needed to facilitate emergency/disaster operations.
5. Each Parish department shall be under the general control of its respective departmental director or through his designated emergency representative, if one is designated. The emergency representative shall be empowered to make decisions, and expend resources (personnel, materials, supplies, equipment, and funds) in providing operational and technical support to State and Local governments during any emergency/disaster incident.
6. General responsibilities for all departments are as follows:



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- a. Every department, agency or office that has a primary responsibility for an ESF will organize, supervise and coordinate all activities that take place in that functional area. Primary departments are responsible for specifying the actions of supporting departments and establishing clear coherent requirements that supporting departments can carry out effectively and efficiently.
 - b. Every department, agency or office that has a support responsibility for an ESF will respond as required to carry out the missions that are assigned.
 - c. Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed.
 - d. Departments and agencies are charged with insuring the training and equipment necessary for an appropriate response are in place.
7. Parish departments, agencies, and offices which do not have specific ESF responsibilities will serve as a reserve of material and manpower resources which may be required to perform previously unassigned tasks or supplement other response agencies. They will provide for resource management, direction and control of their personnel, continuity of government (COG), continuity of operations (COOP) and situation intelligence and reporting during emergency/disaster situations.
 8. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.
 9. Assistance needed will be requested by executing mutual-aid agreements with neighboring parishes, the private sector, the American Red Cross and other volunteer groups, Region VII, and then the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).
 10. If assistance beyond state capabilities is needed, GOHSEP will coordinate requests to the proper federal authorities, including a request to the Federal Emergency Management Agency (FEMA) for a "Presidential Declaration" of an emergency or major disaster to allow supplemental federal financial and technical assistance to be provided.



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C. Incident Command System / National Incident Management System

1. The Federal government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS.
2. The State of Louisiana, in turn, has the overall State of Louisiana Incident Management System (SLIMS). State operations that respond to specific incidents are organized in the Louisiana Unified Command System (LUCS).
3. The Incident Command System and the National Incident Management System (NIMS) have been formally adopted by the Webster Parish Police Jury in 2005 as the parish standard for incident management.

VI. CONTINUITY OF GOVERNMENT / OPERATIONS

- A. Disasters can interrupt, paralyze, and/or destroy the ability of local and state governments to carry out their executive, legislative, and judicial functions. Therefore, it is imperative that each level of government build this capability to preserve, maintain, and/or reconstitute its ability to function under the threat or occurrence of any emergency or disaster that could disrupt governmental operations and services.
- B. To have an effective comprehensive emergency management system operations depend upon Continuity of Government (COG) and continuity of Operations (COOP) from the highest to the lowest level:
 1. Lines of succession for officials; and
 2. The preservation of records which are essential to the effective functioning of government and for the protection of rights and interests of the State and its citizens under emergency conditions.
- C. The legislature has enacted Acts 111, 112, 113 and 114 of 1963, all which mandate the designation of no less than three nor more than seven emergency interim successors for the State Executive, Judicial, Legislative and Local Executive branches of government, respectively.



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- D.** Continuity of government will be maintained in Webster Parish by the utilization of all available resources and manpower and the preservation of vital records.
- 1.** Department and agency heads will have the authority to commit the resources of the organization represented and to make decisions on behalf of the organization.
 - 2.** Each department and agency of Webster Parish government is responsible for:
 - a.** designating lines of succession:
 - a primary and two alternate interim emergency successors shall be designated
 - successors shall be instructed on their order of succession, when they will assume these positions, and when they will be terminated
 - b.** delegating authorities for the successors:
 - successors shall be instructed on their responsibilities,
 - may assume leadership whenever the incumbent becomes unavailable to perform their functions or when requested to do so during periods of emergencies or disasters
 - shall hold these positions until relieved by the incumbent or the emergency or disaster has been brought to a successful conclusion
 - c.** making provisions for the preservation of records. Records which require safeguarding fall into three general types:
 - records that protect the rights and interests of individuals
 - records required for effective emergency operations
 - records required to re-establish normal governmental functions and protect the rights and interests of government
 - d.** key supervisory personnel and interim emergency successors will be informed as to the location and content of the dispersed records and/or documents. Procedures shall be formulated for the retrieval of those records and documents from the dispersed site during periods of catastrophic emergencies or disasters, should they be required.
 - e.** developing standard operating guidelines (SOGs) for the relocation of essential departments.
 - f.** developing SOGs to deploy essential personnel, equipment and supplies.



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VII. ADMINISTRATION AND LOGISTICS

- A.** During an emergency or disaster, some administrative procedures may be suspended, relaxed, or made optional. Such action will be carefully considered, and the consequences should be projected realistically. Departures from usual methods will be stated in the Parish President's State of Emergency order, and in emergency plans.
- B.** Parish response elements will include provisions for documenting all emergency or disaster related expenditures using generally accepted accounting procedures as outlined in the State's Administrative Plan. Receipts, invoices, purchase orders, rental agreement, etc., will serve as a basis for settlement of claims and will support the Parish's request for supplemental federal assistance.
- C.** When an emergency/disaster occurs, rapid steps will be undertaken to assess deaths and injury to persons and damage to private and public property. Webster Parish is a member of Region VII. After local and regional resources have been exhausted, assistance requests shall be submitted to the GOHSEP Director.
- D.** There exists a system of emergency communications between Local, State, Federal, and Private organizations for the coordination and direction of emergency/disaster relief efforts. This system is composed of internal, external or support communications located in the EOC in the basement of the courthouse, the 911 Communications Center and in the Region VII EOCs.
- E.** During increased readiness periods each emergency representative and local government shall ensure that property, personnel, supplies, equipment, and vehicles are accounted for and protected and, if necessary, dispersed to a designated area, and maintained in operational condition at all times.
- F.** All elements of local government agencies shall implement resource controls to determine the availability and accessibility of required resources. Further, they shall identify any additional requirements needed to support emergency or disaster operations.
- G.** Funding to meet the needs of emergencies and disasters may be available if appropriate Local, Parish, State and Federal Disaster Declarations are made. The first recourse shall be to use funds regularly appropriated to State agencies. If the demands exceed available funds, the Governor may make additional funds available with the concurrence of the Interim Emergency Board.



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- H. The State of Louisiana is a signatory to the Emergency Management Assistance Compact (EMAC), as stated in the Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993 as amended. If an emergency becomes too widespread or serious for parish and state resources, the Director GOHSEP may process a request for assistance through EMAC.
- I. If an emergency or disaster becomes too widespread or serious for parish, state and EMAC resources, the Director of GOHSEP may process a request for supplemental federal assistance from the Governor's office, through DHS/FEMA, for Presidential approval.
- J. Training of emergency operations staff will be conducted annually through in house sessions, exercises, actual operations, GOHSEP or DHS/FEMA sponsored classes.
- K. Neither the state nor any political subdivision thereof, shall be liable for the death of or any injury to persons, or damage to property, as a result of such activity. Compensation for property shall be paid only if the property was commandeered or otherwise used in coping with a disaster or emergency and its use, damage, or destruction was ordered by the governor or a member of the disaster emergency forces of this state.
- L. **Emergency Purchasing:** The parish president, or his delegate, has the authority to order any emergency purchases and/or authorize the contracting of any emergency services that might be required.
- M. **Mutual-Aid Agreements:** Since there is no provision in the parish budget to deal with a large emergency which might tax limited resources, mutual-aid agreements, and procedures for requests for assistance from state and federal authorities are critical to the planning effort. Webster Parish maintains mutual-aid agreements with neighboring parishes in Region 7.
- N. **Consumer Protection:** Consumer complaints pertaining to alleged unfair or illegal business practices (such as price gouging) will be referred to the parish district attorney's office.
- O. **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.



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- P. 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.
- Q. 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.
- R. Use of Local Firms:** When major disaster assistance activities are carried out by contract or agreement with private organizations, firms, or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms, and individuals residing or doing business primarily in the affected area.
- S. Preservation of Historic Properties:** In the event of a disaster involving known historic properties in Webster Parish, the Webster Parish OHSEP will request the assistance of the Dorcheat Historical Society and the Louisiana Division of Historic Preservation to identify said historic properties within the designated disaster area for public assistance purposes.

VIII. PLAN DEVELOPMENT, MAINTENANCE, AND EXECUTION

- A.** The Parish President under the Louisiana Emergency Assistance Disaster act of 1993, as amended, has directed the Director of Webster Parish OHSEP to develop the parish Emergency Operations Plan and assigned him overall responsibility for the planning effort.
- B.** All plans, annexes, appendices, implementing procedures and resource inventories (personnel, equipment, supplies, and facilities) shall be based on those potential hazards to which the parish is subject. Plans, annexes, appendices, and procedures will detail who, what, when, where and how emergency tasks and responsibilities will be conducted.
- C.** This EOP, its annexes and appendices, procedures, resource inventories and notification/recall lists shall be maintained and kept current by all parties in the following manner:
1. Review of EOP, its annexes and appendices at least every (4) years (any known change will be addressed as soon as possible and not wait



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until the review)

2. All agencies will be responsible for the development and maintenance of their respective segments of the plan.
3. Review of inventories and notification/recall lists yearly (the OHSEP will be notified of any changes by the appropriate department or agency when they occur).
4. Review procedures following critiques of actual emergency/disaster operations and/or exercises, where deficiencies were noted (revisions and/or updates will be made within forty-five days of critiques).
5. Responsible officials in state or local agencies should recommend changes at any time and provide information periodically as to changes of personnel and available resources.
6. The Director has the authority to revise and/or update changes. Revisions will be forwarded to those on the distribution list.
7. Departments, agencies and boards involved in emergency operations will be notified of all revisions and updates

IX. AUTHORITIES AND REFERENCES

A. Federal

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended by Public Law 106-390, Oct 30, 2000 and all amendments to date
2. National Response Plan, December, 2004; 2006; and National Response Framework, January, 2008
3. SLG 101 FEMA Guide for All-Hazard Emergency Operations Planning September, 1996
4. Emergency Management Assistance, 44 CFR
5. Emergency Planning and Community Right-to-Know Act, 42 USC 5101
6. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
7. Federal Radiological Emergency Response Plan
8. Presidential Homeland Security Directives 1 to 12
9. The Superfund Amendment and Reauthorization Act of 1986, (PL99-499), Title III (SARA)



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10. National Incident Management System (NIMS)
11. All public laws or Executive Orders enacted or to be enacted which pertain to emergencies or disaster.
12. National Disaster Recovery Framework (NDRF), 2011.
13. Comprehensive Preparedness Guide 101(CPG 101): Developing and Maintaining Emergency Operations Plans Version 2.0

B. State

1. Louisiana Emergency Assistance and Disaster Act of 1993, as amended.
2. Act 111, Emergency Interim State Executive Succession Act of 1963.
3. Act 112, Emergency Interim Judicial Succession Act of 1963.
4. Act 113 as amended, Emergency Interim Legislative Succession Act of 1963.
5. The Louisiana State Administrative Plan dated 1992, as amended.
6. State of Louisiana Emergency Operations Plan GOHSEP June, 2006; July, 2009
7. Louisiana Disaster Recovery manual, January, 2005.; rev: 2009
8. Louisiana DEQ Radiological Emergency Planning and Response Plan
9. Louisiana Parish Planning Series: Basic Parish Planning Guidance Volume I: EOP Development; August 2011

C. Local

1. Webster Parish Multi-Hazard Emergency Operations Plan, Rev. March, 2004.; Rev. July, 2005.; Rev. March, 2006; 2008; 2009; 2011;2012; 2014; 2015; 2017; 2019
2. Webster Parish Hazard Analysis
3. Region VII All-Hazards Emergency Preparedness Plan January, 2004; 2009

D. Volunteer

1. Act 58-4-1905 American Red Cross (ARC)
2. Mennonite Disaster Services/FEMA Agreement
3. Salvation Army Charter May 12, 1989
4. Memoranda of Understanding between State of Louisiana and the agencies above



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Glossary of Definitions and Acronyms

Definitions of Key Terms:

- Aerosol:** Fine liquid or solid particles suspended in a gas, for example, fog or smoke.
- Agency:** A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).
- Ambulance Service:** Those agencies responsible for transporting the sick and injured.
- Annex:** A plan element that is devoted to one component part of emergency operations and describes the jurisdiction's approach to functioning in that area of activity in response to emergencies caused by any hazard that might affect the community. Emergency Support Function Annexes outline responsibilities, tasks, and operational actions that pertain to a particular emergency function. Incident-Specific Annexes outline responsibilities, tasks, and operational actions specific to a particular hazard.
- Appendix:** A plan element attached to an emergency support function annex or incident-specific annex to provide special information or requirements.
- Assessment:** The evaluation and interpretation of measurements and other information to provide a basis for decision-making.
- Assignments:** Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the Incident Action Plan (IAP).
- Available Resources:** Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.



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Basic Plan:

Establishes general policies, responsibilities, and procedures for implementing comprehensive emergency management for a parish-wide all-hazard approach across a spectrum of activities including prevention, preparedness, response and recovery.

Biological Agents:

Living organisms or the materials derived from them that cause disease in or harm to humans, animals, or plants or cause deterioration of material. Biological agents may be used as liquid droplets, aerosols, or dry powders.

Casualty:

Any person who is declared dead or is missing, ill, or injured.

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

Chemical Agent:

A chemical substance that is intended to kill, seriously injure, or incapacitate people through physiological effects. Generally separated by severity of effect: lethal, blister, and incapacitating.

Communications:

Those communications systems that include, but are not limited to, established telephone, cellular phone, radio, computer and message.

Consequence Management: Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism.

Crisis Management: This is the law enforcement aspect of an incident that involves measures to identify, acquire, and plan the resources needed to anticipate, prevent, and/or resolve a threat of terrorism. The FBI is the lead agency for crisis management for such an incident. During crisis management, the FBI coordinates closely with local law enforcement authorities to provide successful law enforcement resolution to the incident. The FBI also coordinates with other Federal authorities, including FEMA.



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Decontamination: The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

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

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

Emergency: An occurrence or a situation that seriously threatens loss of life and damage to property. It usually develops suddenly and unexpectedly and demands immediate, coordinated, and effective response by government and private sector organizations to protect lives and limit damage to property. Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsible action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

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



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Emergency Alert System Plan.

Emergency Management: The control group in the Emergency Operations Center (EOC) during the emergency operation consists of the Director of Webster OHSEP, head official of the affected jurisdiction and designated coordinators for requested emergency services and support staff as deemed necessary.

Emergency Medical Disaster: Any incident that generates an emergency patient load that exceeds the expanded emergency patient treatment capability of any one or two of the parish's hospitals.

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

Emergency Operations Plan (EOP): A brief, clear and concise document that describes actions to be taken and provides instruction to all individuals and local government services, and states what will be done in the event of an anticipated emergency. The plan will state the methods for taking coordinated action to meet the needs of the situation. It will state what action to be taken, when, and where it is to take place, and who is responsible, based on pre-determined assumptions, objectives and capabilities. The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Preparedness: The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, mitigation, preparedness, response, and recovery for emergencies of any kind, whether from enemy attack, man-made or natural sources.



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

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

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

Emergency Support Function: A grouping of government and certain private-sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following an incident.

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

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

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

Fire Services: Those agencies responsible for preventing, suppressing, or controlling fire, performing search and rescuing of entrapped persons; and assisting in evacuation of affected areas.



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- First Responder:** Local and nongovernmental police, fire and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, local, tribal, or non-governmental organizations.
- Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
- Hazard Analysis:** A document, published separately from this plan, that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
- Hazard-Specific Annex:** A plan element that is devoted to hazard-specific operations and describes the jurisdiction's approach to functioning in response to an emergency caused by a specific-type of hazard.
- Hazardous Material (Hazmat):** Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economical crops, or property when released into the environment. There are four traditional classes: chemical, biological, radiological and explosive. (However, the US Department of Transportation lists fifteen different classes.)
- Health and Medical Coordinator:** The individual designated by the Webster OHSEP Director to serve as medical community coordinator for disaster/emergency operations.
- Hazard Mitigation:** Any cost-effective measure which will reduce the potential for damage to a facility from a disaster event.
- Homeland Security:** Homeland Security is a concerted national effort to prevent terrorist attacks within the United States, reduce America's vulnerability to terrorism, and



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minimize the damage and recover from attacks that do occur.

Homeland Security Advisory System: A color-coded system designed to disseminate information regarding the risk of terrorist acts to federal, state and local authorities and to the American people. There are five threat conditions, each identified by a description and corresponding color:

Green or Low - low risk of terrorist attacks;
Blue or guarded - general risk of terrorist attacks;
Yellow or Elevated - significant risk of terrorist attacks;
Orange or High - high risk of terrorist attacks;
Red or Severe - severe risk of terrorist attacks.

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

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

Incident Command Post: The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or



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multiple incidents, without being hindered by jurisdictional boundaries.

ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents.

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

Infrastructure: The man-made physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

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

Initial Response: Resources initially committed to an incident.

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

Local Government: (Political Subdivision) Any parish, city, town, village, district, or other legal political subdivision within the State of Louisiana.

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

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major



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

Mass Casualty Incident (MCI): An incident which produces multiple casualties such that emergency personnel and referral systems within the normal catchment area cannot provide adequate and timely response and care without acceptable mortality and or morbidity.

Mitigation: Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident.

Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards.

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

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

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-governmental organizations to work



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effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS, multiagency coordination systems, training, identification and management of resources (including systems for classifying types of resources), qualification and certification, and the collection, tracking, and reporting of incident information and incident resources.

National Response Framework (NRF): A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan for the management of domestic incidents. Using the template established by the NIMS, the NRP provides the structure and mechanisms to coordinate and integrate incident management activities and emergency support functions across Federal, State, local, and tribal government entities; the private sector; and non-governmental organizations.

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

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

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents.

Preparedness is a continuous process involving efforts at all levels of government and between government and private-



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sector and non-governmental organizations to identify threats, determine vulnerabilities, and identify required resources.

Prevention:

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

Private Sector:

Organizations and entities that are not part of any governmental structure. Includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations (PVO).

Public Health:

Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.

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

Public Works:

Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards



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typically include training, currency, experience, and physical and medical fitness.

Radiation: High-energy particles or gamma rays that are emitted by an atom as the substance undergoes radioactive decay. Particles can be either charged alpha or beta particles or neutral neutron or gamma rays.

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

Recovery: The development, coordination, and execution of service-and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

Resilience: Ability to adapt to changing conditions and withstand and rapidly recover from disruption due to emergencies.

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

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



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indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Resource Directory: A list that contains all resources (equipment, personnel, supplies, etc.) in the city/parish that can be used by emergency services in response to local disasters or agencies.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs.

Response also includes the execution of emergency designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

Search and Rescue: Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped.

Shelter: Public or private buildings in the reception areas that may be used to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person.

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

Special Needs: A subset of the medically dependent population in Louisiana eligible to receive care in pre-designated Special Needs Shelters provided that appropriate skill set can be provided at the shelter. Special Needs patients have difficulty evacuating, cannot



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arrange their own sheltering, have physical or mental conditions that limit their mobility and ability to function on their own, and have no other recourse to care.

Staging Area:

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

Strategy:

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

Standard Operating Procedures: Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level.

Terrorism:

Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat:

An indication of possible violence, harm, or danger.

Type:

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

Triage Team:

Qualified emergency medical service personnel who sort, prioritize and route casualties for distribution to medical treatment facilities.

Unified Command (UC): Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and



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equipment from a number of different agencies or jurisdictions are responding to it.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed.

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

Weapons-Grade Material: Nuclear material considered most suitable for a nuclear weapon. It usually connotes uranium enriched to above 90 percent uranium-235 or plutonium with greater

Weapon of Mass Destruction (WMD): As defined in Title 18, USC 2332a:

1. any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device;
2. any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors;
3. any weapon involving a disease organism; or
4. any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Whole Community: an approach to emergency management that reinforces the fact that FEMA is only one part of our nation's emergency management team that we must leverage all of the resources of our collective team in preparing for, protecting against, responding to, recovering from and mitigating against all hazards; and that collectively we must



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meet the needs of the entire community in each of these areas.

Acronyms:

ARC	American Red Cross
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CFR	Code of Federal Regulations
CPR	Cardiopulmonary Resuscitation
DOJ	Department of Justice
DHH	Department of Health and Hospitals
DSS	Department of Social Services
EAS	Early Alert System
EHS	Extremely Hazardous Substances
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning & Community Right-to-Know Act
EPI	Emergency Public Information
ESF	Emergency Support Function
FEMA	Federal Emergency Management Association
FRP	Federal Response Plan
GOHSEP	Governor's Office of Homeland Security Emergency Preparedness
Hazmat	Hazardous Material
HSP D-5	Homeland Security Presidential Directive-5
IAP	Incident Action Plan
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
METTAG	Medical Emergency Triage Tag
MCI	Mass Casualty Incident
NDRF	National Disaster Recovery Framework



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NIMS	National Incident Management System
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
NWS	National Weather Service
OHSEP	Office of Homeland Security & Emergency Preparedness
PVO	Private Voluntary Organization
SAIC	Special Agent in Charge
SN	Special Needs
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
START	Simple Triage and Rapid Transport
UC	Unified Command
WMD	Weapons of Mass Destruction
WPPJ	Webster Parish Police Jury
WPSO	Webster Parish Sheriff's Office

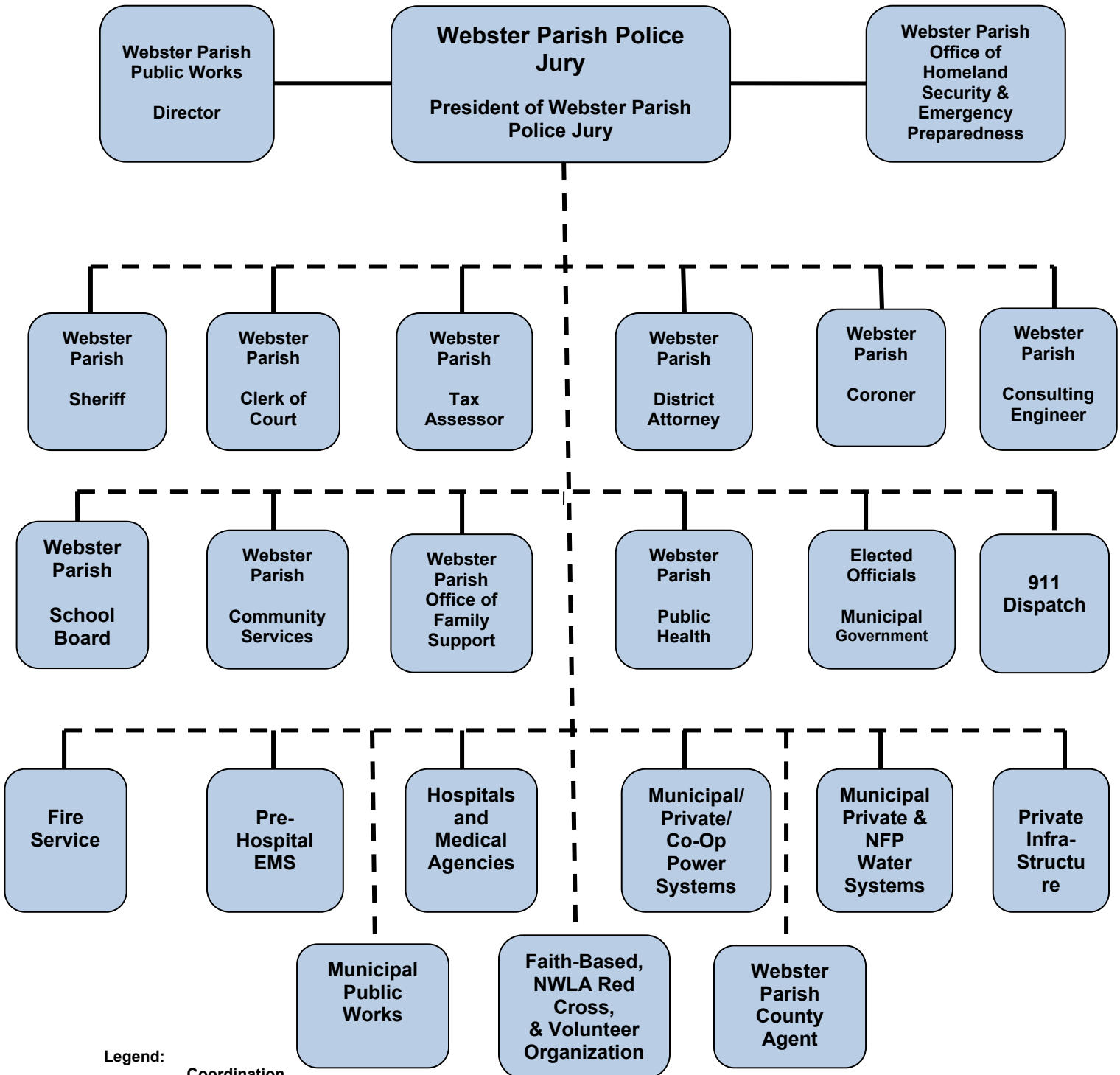


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ORGANIZATION CHART



Legend:
 - - - - - Coordination
 _____ Direct Control



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Webster Parish OHSEP Organization Chart



Legend:

- Direct
- Support



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Appendix #4

WEBSTER PARISH LINES OF SUCCESSION

Webster Parish Police Jury

1. President
2. Vice-President
3. Police Juror

Secretary-Treasurer

1. Secretary-Treasurer
2. Asst. Secretary-Treasurer
3. Executive Staff

Webster Parish Public Works

1. Director of Public Works
2. Asst. Director of Public Works
3. Foreman

Webster Parish Engineer

1. Contracted Consultant
2. Contracted Consultant
3. Contracted Consultant

Clerk of Court

1. Clerk
2. Assistant Clerk
3. Assistant Clerk #2

Webster Parish OHSEP

1. Director
- 2.
- 3.

Webster Parish Sheriff's Office

1. Sheriff
2. Chief Deputy
3. #3 Deputy

Webster Parish School Board

1. Superintendent
2. Assistant Superintendent
3. President of School Board

Webster Parish Legal

1. Attorney
2. Assistant Attorney
3. Assistant Attorney

Tax Assessor

1. Assessor
2. Deputy Assessor
3. Deputy Assessor #2



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Vital Facilities and Key Workers

A list of vital facilities and critical infrastructure is maintained at Webster OHSEP in hard copy and on computer database, along with the resource directory materials. The list is indexed in EOC resource manuals containing information for all available public and private sector sources in Webster Parish.

Emergency services and critical facilities will be kept in operation by a minimum number of key workers. Transportation of essential workers will be supported by the use of privately-owned vehicles and/or by the use of buses which will be provided with drivers for the purpose of transporting key workers from host areas to the risk area. Buses will remain in the risk area after unloading workers, then will relocate the workers back to the host area. Meals will be provided from the host area.



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CORE CAPABILITIES

Core capabilities are distinct critical elements necessary to achieve the National Preparedness Goal. The national preparedness goal is a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk. The Webster Parish EOP subscribes to and embraces core capabilities to prevent, protect against, mitigate the effects of, respond to and recover from those threats that pose the greatest risk to Webster Parish.

These are the core capabilities identified in the National Preparedness Plan.

Core Capability: Planning

- Mission Areas: All
- Description: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

Core Capability: Operational Coordination

- Mission Areas: All
- Description: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Core Capability: Public Information and Warning

- Mission Areas: All
- Description: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

Forensics and Attribution

- Mission Area: Prevention
- Description: Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack in an effort to prevent initial or follow-on acts and/or swiftly develop counter-options.

Intelligence and Information Sharing

- Mission Areas: Prevention, Protection



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- Description: Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by Federal, state, local, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among Federal, state, local, or private sector entities, as appropriate.

Interdiction and Disruption

- Mission Areas: Prevention, Protection
- Description: Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.

Screening, Search, and Detection

- Mission Areas: Prevention, Protection
- Description: Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, sensor technologies, or physical investigation and intelligence.

Access Control and Identity Verification

- Mission Area: Protection
- Description: Apply a broad range of physical, technological, and cyber measures to control admittance to critical locations and systems, limiting access to authorized individuals to carry out legitimate activities.

Cybersecurity

- Mission Area: Protection
- Description: Protect against damage to, the unauthorized use of, and/or the exploitation of (and, if needed, the restoration of) electronic communications systems and services (and the information contained therein).

Physical Protective Measures

- Mission Area: Protection
- Description: Reduce or mitigate risks, including actions targeted at threats, vulnerabilities, and/or consequences, by controlling movement and protecting borders, critical infrastructure, and the homeland.

Risk Management for Protection Programs and Activities

- Mission Area: Protection
- Description: Identify, assess, and prioritize risks to inform Protection activities and investments.



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Supply Chain Integrity and Security

- Mission Area: Protection
- Description: Strengthen the security and resilience of the supply chain.

Community Resilience

- Mission Area: Mitigation
- Description: Lead the integrated effort to recognize, understand, communicate, plan, and address risks so that the community can develop a set of actions to accomplish Mitigation and improve resilience.

Long-term Vulnerability Reduction

- Mission Area: Mitigation
- Description: Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused incidents by lessening the likelihood, severity, and duration of the adverse consequences related to these incidents.

Risk and Disaster Resilience Assessment

- Mission Area: Mitigation
- Description: Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience.

Threats and Hazard Identification

- Mission Area: Mitigation
- Description: Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.

Critical Transportation

- Mission Area: Response
- Description: Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.

Environmental Response/Health and Safety

- Mission Area: Response
- Description: Ensure the availability of guidance and resources to address all hazards including hazardous materials, acts of terrorism, and natural disasters in support of the responder operations and the affected communities.



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Fatality Management Services

- Mission Area: Response
- Description: Provide fatality management services, including body recovery and victim identification, working with state and local authorities to provide temporary mortuary solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.

Infrastructure Systems

- Mission Area: Response, Recovery
- Description: Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.

Mass Care Services

- Mission Area: Response
- Description: Provide life-sustaining services to the affected population with a focus on hydration, feeding, and sheltering to those who have the most need, as well as support for reunifying families.

Mass Search and Rescue Operations

- Mission Area: Response
- Description: Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.

On-scene Security and Protection

- Mission Area: Response
- Description: Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for all traditional and atypical response personnel engaged in lifesaving and life-sustaining operations.

Operational Communications

- Mission Area: Response
- Description: Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.

Public and Private Services and Resources

- Mission Area: Response



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- Description: Provide essential public and private services and resources to the affected population and surrounding communities, to include emergency power to critical facilities, fuel support for emergency responders, and access to community staples (e.g., grocery stores, pharmacies, and banks) and fire and other first response services.

Public Health and Medical Services

- Mission Area: Response
- Description: Provide lifesaving medical treatment via emergency medical services and related operations and avoid additional disease and injury by providing targeted public health and medical support and products to all people in need within the affected area.

Situational Assessment

- Mission Area: Response
- Description: Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

Economic Recovery

- Mission Area: Recovery
- Description: Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in a sustainable and economically viable community.

Health and Social Services

- Mission Area: Recovery
- Description: Restore and improve health and social services networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.

Housing

- Mission Area: Recovery
- Description: Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.

Natural and Cultural Resources

- Mission Area: Recovery
- Description: Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with appropriate environmental and historical preservation laws and executive orders.



Emergency Operations Plan

ESF #1 Transportation

Coordinator: Webster Parish Sheriff

Primary: Webster Parish Sheriff's Office

Support: Webster Parish Community Services
Webster Parish School Board Superintendent
Webster Parish Public Works
First Responders, Volunteers
Webster Parish OHSEP

I. PURPOSE AND SCOPE

ESF #1 provides for the acquisition, provision and coordination of transportation for people and materials for emergency and disaster situations. The services and activities provided under this ESF will include the identification, acquisition, arrangement, mobilization and coordination of available parish government, school board, transportation agency, private industry and voluntary transportation equipment, manpower and technical expertise to meet the requirements of providing essential transportation services before, during and after emergencies and disasters. The ESF also covers the actions that need to be taken to facilitate transportation and overcome impediments in emergencies and disasters. In the context of this annex, transportation refers to the infrastructure consisting of the means and equipment necessary to move goods and people from one location to another.

This annex endeavors to ensure a coordinated evacuation of all or any part of the population of Webster Parish if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation. In-Place-Sheltering is also considered a part of the evacuation process and is outlined in this annex.

This annex may be activated independently or in conjunction with other annexes, depending on the needs of the situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. A significant emergency or disaster may severely damage transportation infrastructure. The movement of people, equipment, and supplies may be



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ESF #1 Transportation

much less efficient than under normal circumstances. Many localized transportation activities may be disrupted or hindered by damaged surface transportation infrastructure.

2. In accordance with the provision of Title 55 Public Safety Part XXI Homeland Security and Emergency Preparedness (LAC 46: XLIX.713 Chapter 1-3), Webster Parish is by definition not within the high-risk area below Interstate 10 or Interstate 12 in the State of Louisiana. Webster Parish is not threatened or endangered by approaching hurricanes and the population is not subject to voluntary or mandatory evacuations due to imminent threat of a hurricane.
3. Residents of Webster Parish are more likely to be subjected to a limited evacuation in response to tornadoes, flooding, a hazardous material incident, or an industrial accident. Experience has shown that a mass evacuation of the parish is improbable and has yet to happen. A general evacuation would involve the relocation of a large portion of the public from a risk area, most likely in response to warfare or a terrorist incident, for which Webster Parish is an unlikely target.
4. Historically, Webster Parish has never required a staging area as most evacuees seek shelter with friends or family. The likelihood of having to temporarily evacuate more than 1,000 residents is almost non-existent.
5. The elderly, the disabled, children in school or day-care, nursing home residents, hospital inpatients, and prisoners will require special assistance.

B. Assumptions

1. The local transportation infrastructure will likely sustain damage. The damage, dependent upon the integrity of the transportation network, will determine the effectiveness and efficiency of response and recovery.
2. Disaster responses which require transportation routes will be difficult to coordinate effectively during the immediate post-disaster period. Clearing of access routes will permit a sustained flow of emergency relief, although localized distribution patterns may be disrupted for a significant period.
3. Most localized transportation activities may be hampered by lack of surface transportation infrastructure. Operations may require traffic control to divert traffic around damaged, isolated, or evacuated areas.



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4. The immediate use of transportation systems for emergency operational activities may exceed local capabilities, thus requiring assistance from neighboring jurisdictions and/or state and federal government.
5. Rapid damage assessments of impacted areas will assist in the determination of response priorities and transportation demands.
6. All government transportation resources not being used for the disaster will be available for use. There may be a need to utilize private transportation resources as well as the parish resources.
7. While some disaster events are slow moving providing ample reaction time, the worst-case assumption is that there will be little or no warning of the need to evacuate.
8. Highway and roadway evacuation capacities may be reduced significantly because of overload, accidents, stalled vehicles, damaged infrastructure and weather conditions.
9. Evacuation instructions will be based on known or assumed health risks associated with the hazard.
10. Most evacuees will use private transportation means. However, transportation may need to be provided for some evacuees.
11. Residents may try to re-enter a risk area before safe to do so.

III. CONCEPT OF OPERATIONS

A. General

1. Transportation support and field operations will be coordinated through the activated Emergency Operations Center (EOC). Priorities will be established for use of limited public transportation assets. Provision of transportation resource support includes coordinating transportation activities to supplement the efforts of emergency response agencies to protect the public.
2. Primary and support agencies will support the coordination and information collection of transportation damage assessments, which should be conducted as soon as possible, and reported to the EOC.
3. The ESF #1 Coordinator working with local government departments



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at either an Incident Command Post (ICP) or the EOC, will provide guidance for the coordination of transportation resources and the identification of emergency transportation routes for the movement of people, equipment, and materials.

4. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with transportation activities. The Parish and Municipal Public Works Directors are in charge of all municipal and parish roads and bridges in their respective jurisdictions. Depending on the nature and location of the emergency, state and federal highway officials may also become critical members of the activated EOC.
5. There will be many parish agencies involved in providing resources, individually dispatching and tracking and providing communication back to the ESF#1 Coordinator. Each agency will use its own transportation tools, equipment, supplies, and communication systems. They must provide immediate and frequent transportation activity updates to the ESF#1 Coordinator via conference calls, radio updates, Web EOC, etc.
6. In general, evacuation criteria will take into account variables such as the specific hazard; immediacy, seriousness & expected duration of the threat; vulnerable populations at risk; and adequacy/availability of evacuation routes and resources. General evacuation routes have been designated to include all major arteries within the parish.
7. Evacuation required as result of an emergency within a municipal jurisdiction will be directed and controlled at the municipal level and supported as necessary by parish government.
8. Evacuees will move to designated areas within the jurisdiction or a neighboring jurisdiction not impacted by the hazard that caused the evacuation.
9. Most of the public will act in its own interest and evacuate dangerous areas either spontaneously or when advised to do so by local government authorities.
 - a. Spontaneous evacuation will occur when there is sufficient warning of the threat. (Between 5 and 20% of the people at risk will evacuate before being directed to do so.)
 - b. Some people will refuse to evacuate, regardless of the threat.



Emergency Operations Plan

ESF #1 Transportation

- c. Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.
10. Limited evacuations may require the temporary sheltering of up to 100 persons. In the rare event of a general evacuation, roughly 20% of the population at risk will require shelter in a mass care facility. Many evacuees will seek shelter with relatives, friends, or motels rather than use government-provided mass care facilities.
11. There are an estimated 250 to 350 residents in Webster Parish who may require assistance in a mass evacuation, including 20 to 25 Home Health patients. Webster Parish has the resources to evacuate all residents who will require community transportation to evacuate.

B. Phases of Emergency Management

The following describe the four phases of emergency management associated with the transportation function.

1. **Mitigation:** The Director of Webster OHSEP designates an ESF #1 Coordinator to oversee and coordinate evacuation efforts.
 - a. Identify areas of potential evacuation (flood risk, hazardous materials facilities, etc.)
 - b. As appropriate identify opportunities to mitigate the impact of future incidents.
2. **Preparedness:** The ESF #1 Coordinator will develop plans and procedures to provide for orderly evacuation in an emergency situation.
 - a. Maintain standard operating procedures (SOPs) or standard operating guidelines (SOGs).
 - b. Participate in exercises and training to validate this annex and supporting SOPs/SOGs.
 - c. Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
 - d. Participate in training, drills and exercises.
3. **Response:** The ESF #1 Coordinator will process requests for transportation and arrange resources needed to implement evacuation activities to be allocated to the highest priority missions.



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ESF #1 Transportation

- a. Identify transportation needs required by the situation.
 - b. Identify, obtain, prioritize and allocate available transportation resources.
 - c. Conduct assessments of damage to transportation infrastructure and communicate this information to the EOC.
 - d. Assign transportation resources to move materials, personnel and supplies as requested by first responders.
 - e. Initiating traffic management operations and control strategies.
 - f. Provide transportation support mobilization sites, staging areas, evacuated area and distribution points, as indicated.
4. **Recovery:** Once it is determined that it is safe, recovery activities will support re-entry of evacuees and release of assets to their responsible owners and compile an after-action report on the operation.
- a. Provide for essential workers to commute to risk area.
 - b. Provide for the return of evacuees as indicated.
 - c. Scale back assignments and personnel requirements to normal and return borrowed resources.
 - d. Participate in after action meetings and prepare after action reports as requested.

IV. ORGANIZATION AND ASSIGNMENT RESPONSIBILITIES

The following tasks and responsibilities are assigned to the agencies or organization chief and individuals as listed:

A. President of the Webster Parish Police Jury

1. Issues evacuation instructions or an evacuation order when appropriate.
2. Issues a statement on the jurisdiction's policy on people that do not comply with evacuation instructions that addresses the consequences for not evacuating and the services (food, medical, utilities, sanitation, etc.) that will be discontinued or interrupted in the evacuation area.

B. Director of Webster OHSEP

1. Identifies those segments of the population that may require special assistance during an evacuation (handicapped, elderly, incarcerated, institutionalized, etc.).



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2. Ensures that functional coordinators are clear on location of mass care facilities outside of the risk area that will be used to house evacuees.
3. Activates the EOC, if warranted, in support of IC or the ICP.
4. Designates the Webster Parish Sheriff ESF #1 Coordinator.

C. Webster Parish Sheriff / Designee

1. Serves as ESF #1 Coordinator (Transportation) in the activated EOC. Supports EOC operations and coordinates ESF #1 activities.
2. Determines any scene(s) where IC(s) may have already evacuated. If so, identifies perimeters and verifies extent of abandonment.
3. Works with other agencies to designate transportation bases, staging areas, refueling and repair facilities. Coordinates all transportation resources.
4. Reviews known information about the emergency situation and makes recommendations on the appropriate evacuation options to implement.
5. Identifies evacuation routes.
 - a. Estimates the traffic capacity of each designated evacuation route.
 - b. Selects evacuation routes from risk area to designated mass care facilities.
 - c. Examines access to evacuation routes from each part of the risk area.
 - d. Coordinates with law enforcement officials.
6. Identifies assembly areas for picking up people that do not have their own transportation.
7. Assists, as appropriate, efforts to evacuate animals at risk during catastrophic emergency situations.
8. Coordinates with the ESF #5 Coordinator (Emergency Management).

D. Webster Parish Public Works

1. Establish priorities and/or allocation of transportation resources, process transportation requests, and determine priorities of road and highway repair.



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ESF #1 Transportation

2. Support the coordination and information collection of transportation damage assessments.
3. Assists with transportation support. Develop procedures/guidelines on how to assist with transportation-related needs. Ensure that personnel receive training in order to carry out their responsibilities.
4. Assist with evacuation efforts as needed to include: providing operators, traffic control assistance, communication assistance, barricades and other traffic related supplies and expertise, and assistance at staging areas.
5. Coordinates with the ESF #3 Coordinator.

E. Webster Parish Office of Community Services

1. Provides buses, vans and wheelchair-accessible vans for evacuation of people without transportation or with special needs.
2. Provides drivers as possible. All vehicles can be driven by volunteers, officers, or firemen.
3. Develops and maintain SOPs/SOGs for responding to requests for transportation support.
4. Assists in identifying personnel and resources to support this Annex.
5. Coordinates with ESF #1 Coordinator (Transportation).

F. Superintendent of Webster Parish School Board

1. Evacuate students from school buildings when the situation warrants or when directed to do so by appropriate authority.
2. Closes school facilities and releases students from school when directed to do so by appropriate authority.
3. Shelters students in school buildings when the situation warrants or when directed to do so by the appropriate authority.
4. Provides school buildings to use as staging areas.
5. Coordinates, where appropriate, the use of school buses/drivers to support the overall evacuation effort.



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6. Develops and maintains SOPs/SOGs for response to requests for transportation support.
7. Assists in identifying personnel and resources to support this Annex.
8. Coordinates with the ESF #1 Coordinator.

G. First Responders (fire, police) and Volunteers (NGO, faith-based, clerical or teaching staff)

1. First Responders who do not have firefighting/policing duties, as well as available clerical or teaching staff may assist in registering the population to be transported or evacuated with community transportation resources. (Minimal registration information is: name, address, date of birth and next of kin.)
2. First Responders (fire department, municipal police) and volunteers will assist in other assigned duties to facilitate evacuation activities.
3. Coordinates with the ESF #1 Coordinator.

V. DIRECTION AND CONTROL

A. Authority to Initiate Actions

1. The Parish and Municipal Public Works Directors are in charge of all roads and bridges in their respective jurisdictions.
2. The formal authority to order an evacuation during emergency situations rests with the Mayor or the Parish President of the affected jurisdiction. The Sheriff of Webster Parish as ESF #1 Coordinator has the authority to initiate this function.
3. Evacuation of people at risk for emergency situations that occur with little or no warning will be implemented on an ad hoc basis. The individual responsible for implementing it should be the Incident Commander through the Webster Parish Sheriff's office and the activated EOC as necessary. During immediate life-threatening conditions, this authority may be exercised locally by the Fire Chief, Police Chief, Sheriff, OHSEP Director, or their designated representative. First Responders (fire, police, EMS, rescue) will usually be able to recognize a situation requiring an evacuation and will



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initiate initial evacuation recommendations and procedures.

B. Command Responsibility for Specific Actions

1. Local government departments working at either an Incident Command Post (ICP) or the EOC, should provide guidance for the coordination of transportation resources and the identification of emergency transportation routes for the movement of people, equipment, and materials.
2. If local efforts are exhausted, assistance in evacuation operations will be requested from nearby jurisdictions, the Northwest Region VII, or the state or federal government. Requests to the region, state or federal government will be conducted through the Webster OHSEP.
3. Chief executives of jurisdictions being evacuated should be advised as soon as possible, according to established protocols (usually by 911 upon notification by emergency responders).

C. Incident Command System / National Incident Management System

See Basic Plan Section V-C.

VI. CONTINUITY OF GOVERNMENT / OPERATIONS

See Basic Plan Section VI.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. The ESF #1 Coordinator (Transportation) shall maintain in chronological order a listing of all public notices given related to the evacuation.
2. Realizing that only approximate numbers of evacuees can be documented, all tasked organizations should be aware and relay to the ESF #1 Coordinator any approximation of people evacuated.
3. The ESF #6 Mass Care Coordinator shall maintain the number of and information on evacuees in temporary shelter facilities.
4. Primary and alternative evacuation route maps will be maintained.



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5. Adequate records of all emergency-related expenses, including purchases, donations, supplies-in-hand and labor, including all regular time, overtime and volunteer hours will be provided to Webster OHSEP. Conventional accounting will be used.

B. Logistics

1. Provisions shall be made by all tasked organizations to move from the area being evacuated those essential supplies and equipment items that are needed to sustain operations and to meet the needs of evacuees.
 - a. food, water, medical supplies
 - b. food, carriers, leashes, etc. for animals
 - c. sanitation devices
 - d. portable generators and lighting devices
 - e. gas and diesel fuel
 - f. public works equipment and vehicles
 - g. police and fire fighting vehicles, etc.
2. Each municipal agency and the Webster Parish Sheriff's Department is responsible for signing mutual-aid agreements with neighboring jurisdictions. All agreements should be in writing and a copy forwarded to the Webster OHSEP.
3. Webster Parish Sheriff's Department has a mutual aid agreement through the Louisiana Sheriff's Association Task Force with neighboring parishes. Webster Parish OHSEP has mutual aid with neighboring parishes through Region VII.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Webster Parish Sheriff as ESF #1 Coordinator will be responsible for the Standard Operating Guidelines (SOGs) relating to evacuation procedures. The Webster Parish Public Works Director is responsible for all SOGs relating to transportation infrastructure restoration.
- B. The Webster Parish Sheriff will coordinate the planning of all evacuation operations related to emergency preparedness.
- C. The Webster Parish Sheriff will be responsible for periodically reviewing, updating, exercising, modifying, accepting and approving the ESF #1



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Transportation Annex.

- D. The Director of Webster OHSEP has responsibility for coordinating the revision of this annex.
- E. This annex will be reviewed, updated, and revised according to the policy outlined in the Basic Plan Section VIII.

IX. AUTHORITIES AND REFERENCES

- A. See Basic Plan Section IX.
-

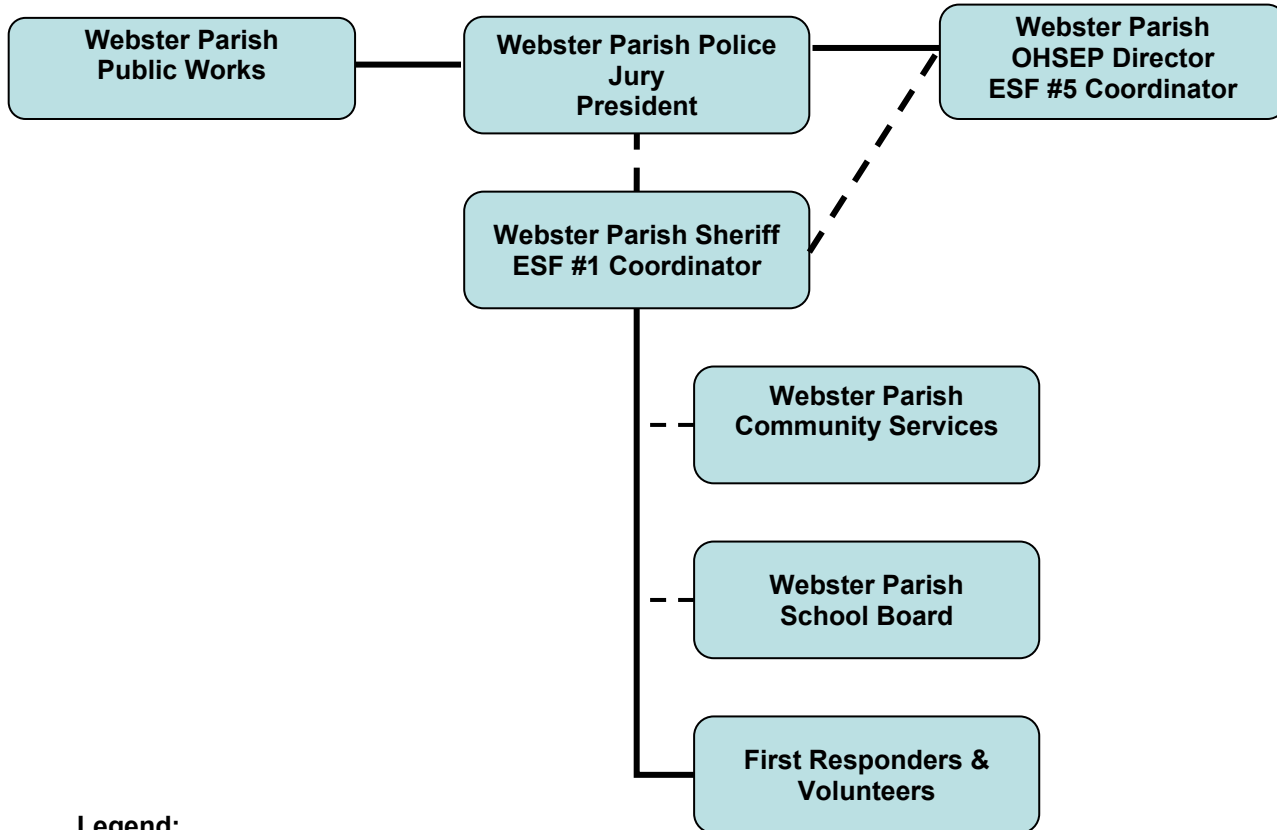


Emergency Operations Plan

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Appendix #1

Organization Chart



Legend:

_____ = direct control

- - - - - = coordination



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Appendix #2

Responsibility Chart

Transportation Responsibility	Authority - Policy	Damage Assessment	Transportation	Operators	Traffic Control & Routing	Mobile Communications	Staging Areas - Shelters	Registration
Webster Parish Sheriff	X	X			X	X		
Webster Parish Police Jury President	X	X						
Webster Parish OHSEP	X	X					X	
Webster Parish Public Works		X	X	X	X	X	X	
Webster Parish Community Services		X	X	X				
Superintendent Webster Parish School Board		X	X	X			X	
First Responders, Clerical or Teaching Staff		X						X



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Evacuation Guide

The following guidelines will be followed in the event of an evacuation, in addition to the Disaster and Evacuation Security guidelines (ESF #13 Appendix #4).

I. Authority

- A. The formal authority to order an evacuation during emergency situations rests with the Mayor of the affected jurisdiction or the President of the WPPJ according to procedures outlined in the Louisiana Emergency Assistance and Disaster Act of 1993 as amended.
- B. During immediate life-threatening conditions, this authority may be exercised locally by the Fire Chief, Police Chief, Sheriff, OHSEP Director, or their designated representative.
- C. The Mayor and/or WPPJ President should be immediately notified following a decision to evacuate a populated area.
- D. The OHSEP or activated EOC should also be notified of evacuations in the event that shelter operations are needed.

II. Direction and Control

- A. The ESF #1 Coordinator will exercise direction and control of evacuation efforts for the parish.
- B. If local efforts are exhausted, assistance in evacuation operations will be requested from nearby jurisdictions, the Northwest Region VII, or the state or federal government. Requests to the Region, State or Federal government will be conducted through the Webster OHSEP.
- C. Evacuation required within a municipal jurisdiction will be directed and controlled at the municipal level and supported as necessary by parish government.

III. General

- A. The following factors will be considered by the ESF #1 Coordinator (or emergency services if a limited evacuation) when planning an evacuation:
 - 1. characteristics of the hazard or threat



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2. magnitude, intensity, speed of onset, duration, and impact on local community will determine:
 - a. number of people to be evacuated
 - b. time available to affect the evacuation
 - c. time and distance of travel necessary to assure safety

- B. Designation of the area to be evacuated shall be determined by local emergency services as early into the emergency as possible. This identification should be as specific and logical as possible. If the event involves a hazardous materials incident, the Haz Mat Technician, possibly in conjunction with the Louisiana State Police will determine the area to be evacuated.

- C. The Webster OHSEP and 911/Dispatch should be informed of the evacuation ahead of time because persons not understanding the message will undoubtedly call to find out more information.

- D. Evacuees will use the designated evacuation routes which will allow emergency personnel to monitor and evaluate evacuation operations. Impediments to evacuation must be countered to ensure effective evacuation operations.
 1. It is possible to be out of Webster Parish, possibly out of state, within 45 - 60 minutes in several directions of departure. There are two major evacuation routes and numerous minor ones. The vehicular capacity rate is 1,000 vehicles per hour at 20 mph. Any evacuation route should be sufficient for an immediate limited evacuation. In the event of a mass, evacuation, Webster Parish could be evacuated (worse-case scenario) in approximately six (6) hours.
 2. All the evacuation routes are subject to the same hazards as the parish. The most likely scenario would be a transportation-related hazardous material incident that blocks an evacuation route. In that event, there are alternative routes for evacuation and the Webster Parish Sheriff's Department will determine the alternative routes to be used.
 3. The Webster Parish Sheriff's Department and local police departments will maintain checkpoints at intersections determined by the Transportation Coordinator to assure movement of traffic and reduction of potential impediments.
 4. If evacuation becomes blocked due to a physical barrier, traffic congestion, etc., action must be taken to either remove the barrier or to establish another evacuation route and reroute the traffic. The Webster Parish Sheriff's



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Department will determine the action to be taken. Inoperable vehicles will be moved to the side of the road or towed away to keep traffic moving.

5. There are fewer than 16,000 households to evacuate from Webster parish. The several directions in which to evacuate are all in rural areas with limited or no ready access to fuel, water, medical aid, vehicle maintenance, information nor comfort facilities. Within one hour most residents will be out of parish.
6. The Webster Parish Sheriff with the local municipal police agencies are responsible for overseeing and controlling evacuation routes and for providing traffic control. For major evacuations, the EOC will be activated. Decisions will be made at the EOC by the ESF #1 Transportation Coordinator and transmitted to Incident Command or the Incident Command Post.

IV. Public Information

- A. Radio and TV emergency alert messages will be the primary means of keeping the evacuees and the general public informed. Law enforcement and fire services may assist in disseminating public information and warnings through street-to-street or house-to-house.
- B. The broadcast announcements should furnish listeners with specifics about the area being evacuated, when people are to leave and where they are to go.
- C. The messages will reach people in the affected area, accelerating the evacuation process.
- D. The broadcasts will also help get the word to people from the area who are not presently at their affected home or business.

V. Transportation Assistance

- A. In the event transportation is required for evacuees, Webster Parish School Board buses and Community Action buses and wheelchair-accessible vans are available to be used as needed. If there is not enough time to acquire transportation for persons without their own mode of transportation, officials should request persons with vehicles who are evacuating, to give the persons without a vehicle a ride to the designated area. Able-bodied evacuees may be asked to walk to the nearest assembly point to await transportation.
- B. All household pets in cages or carriers that safely and securely confine such



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pets and are specifically designed for the containment and transport of such pets may utilize public transportation, when doing so does not endanger human life.

- C. Persons with disabilities who utilize service animals will be evacuated with those service animals on public transportation.
- D. Hotel and motel guests will be expected to use their own modes of transportation for evacuation.
- E. Hospitals are responsible for evacuating their patients and nursing homes are responsible for evacuating their residents.
- F. The Webster Parish Sheriff is responsible for evacuating the inmates of Bayou Dorcheat Correctional Center. Municipal law enforcement will be responsible for evacuating local jail inmates.
- G. Assistance from the private sector and local voluntary organizations may be requested by the activated EOC.

VI. Staging Area:

- A. In the event of a mass evacuation, a designated staging area will be determined and announcement of where people who are unable to provide their own transportation should gather.
- B. There are several sites designated as staging areas to be used in the event of a limited or mass evacuation. These will be used as staging areas and departure points.
- C. If school students are evacuated to a designated staging area, all students will be transported to the designated staging area and picked up by family at the staging area.
- D. A responsible volunteer, teacher, principal or reserve officer will be designated to provide direction at the staging area and respond to direction from the ESF #1 Coordinator.

VII. Special Situations

- A. Emergency services should anticipate and be ready to handle special situations associated with public evacuations. If the area to be evacuated includes schools, hospitals, nursing homes, day care centers, or similar



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facilities, pre-planning efforts make the evacuation much more efficient. Close coordination with responsible officials at special locations is a necessity to ensure an orderly evacuation. The relocation of special populations to similar facilities or arrangement for pickup by family members can be accomplished with pre-planning.

- B.** Each school, day-care, nursing home and hospital has in place an evacuation plan that coordinates with the Webster EOP and provides for pickup by family members and or relocation to similar facilities.
- C.** A staging area will be announced in the event of a limited evacuation. This will allow family members to pick-up their relations at the staging area, not the site of evacuation.
- D.** The following provisions have been made for providing temporary sheltering to special needs populations: These groups will be transported to designated staging area and necessary arrangements for temporary sheltering will be addressed.
 - 1. School Children:** will be transported by school buses to designated staging area to be picked up by family. They will be accompanied by teachers and principal.
 - 2. Children in day-care center:** will be transported to designated staging area by van, bus or private vehicle to be picked up by family. They will be accompanied by staff.
 - 3. Nursing home residents:** will be transported to designated staging area by van or bus to designated staging area to be picked up by family members. Those who require special assistance, will be transported to another nursing home or to the nearest hospital. All nursing homes in Webster Parish have plans that address this need.
 - 4. Handicapped:** will be transported by wheelchair-accessible van to the designated staging area.
 - 5. Non-English speaking people:** will be assisted to the designated staging area.
 - 6. Hospitals:** Both hospitals will transport patients to staging area or another facility by ambulance, bus, wheelchair-accessible van or private vehicle.



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7. **Incarcerated residents:** The Bayou Dorcheat Correctional Center will be evacuated by bus and van to the Bossier Correctional facility. The residents in municipal jails will be evacuated by bus or van to a designated facility.
8. **Transients and people without transportation:** will be transported to the designated area by bus or van from Community Action.

VIII. Shelter

- A. Evacuees will move to designated areas within the jurisdiction or a neighboring jurisdiction not impacted by the hazard that caused the evacuation.
- B. Emergency services will coordinate with the Webster OHSEP or the activated EOC to coordinate support resources (including shelters) leaving field personnel free to concentrate on the movement of people.
- C. The Webster OHSEP and 911 Dispatch should be informed of the evacuation as soon as possible because persons not understanding the message will undoubtedly call to find out more information.
- D. Evacuees have to go somewhere. Many will go to the homes of friends or relatives. Others will need temporary housing in congregate shelters. If the duration of the evacuation is likely to be more than a short period, it will be necessary to consider selecting the most comfortable shelters (in preference to buildings that may not be appropriate for long-term use).
- E. Webster Parish has no buildings suitable for a long-term evacuation center. There are some sites within the Webster Parish suitable for temporary shelter (24 - 72 hours) for a small number of people depending upon availability.
- F. Anyone who presents to a temporary shelter in need of assistance, will be registered.
- G. In the event of a long-term evacuation, congregate housing will have to be arranged in the Northwest Region VII area or another part of the state.
- H. Volunteer, non-profit, charitable and religious organizations may provide assistance for registration, identification, medical assistance, shelter, mass feeding, collection of clothing, food commodities, furniture, bedding and cleaning supplies, as well as cleanup, restoration, temporary repairs and



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rehabilitation of housing, evacuation, and search and rescue. At time of warning, they may provide assistance in evacuation and search and rescue.

IX. Security

- A. Perimeter security shall be established by law enforcement. The purpose is to prohibit entry to the affected area. This will preclude people entering the area while emergency services are trying to get people out or continue essential operations. The Louisiana Department of Transportation can furnish barricades to assist with perimeter control. Emergency service vehicles with flashing lights can also block streets.
- B. The ESF #13 Coordinator is responsible for direction and control of security. (See ESF #13 Appendix #4).

X. Re-Entry Instructions

- A. Re-entry into an evacuated area will only be allowed after it is determined by the ESF #13 Public Safety & Security Coordinator and the ESF #5 Emergency Management Coordinator that it is safe to do so. Technical advice from state or federal officials may be necessary in some instances (radiological, hazardous materials type incidents, etc.)
 - B. Information regarding return to the area will be disseminated over radio and TV. Access to controlled areas will be handled by law enforcement.
 - C. Emergency services and public information advisories should warn people returning to the evacuated area as to any hazards, so people will be alert to changes in their environment.
 - 1. Residents should be advised how to turn utilities back on.
 - 2. Instructions for food and water safety should be disseminated.
 - 3. Information should be made available concerning available assistance and how to request it.
 - D. See ESF #13 Appendix #4.
-



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Appendix #4

WEBSTER PARISH AND OTHER TRANSPORTATION RESOURCES

A. Contact and resource information is maintained in the Webster OHSEP office including, but not limited to the following:

Public Works
School Board
Council on Aging
Fire Departments (also maintained at 911 dispatch)
Municipal Police Departments (also maintained at 911 dispatch)
Municipal Government (also maintained at 911 dispatch)
Community Services (buses, wheel chair-accessible vans)
Medical Transport (also maintained at 911 dispatch)
Wreckers and Tow Trucks (also maintained at 911 dispatch)

- Back-up Driver contact information is maintained by individual departments or private companies

- All buses and vans can be driven by volunteers

B. Buses, Lift Buses, Vans, Lift Vans within Webster Parish:

Community Services:

Lift Buses	14		
	Capacity:	188 passengers	28 wheelchair
Vans	6		
	Capacity	55 passengers	1 wheelchair
School Buses	9		
	Capacity:	266 passengers	1 wheelchair

Webster Parish School Board

Buses	91		
Drivers	87	(+substitutes)	
Lift Buses	10	wheelchair capacity 3 each bus	



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C. The following are estimates of the number and type of transportation assets needed to evacuate parish residents:

Maximum number requiring assistance: 500 would require 8 to 10 regular school buses.

20 – 25 Home Health patients requiring assistance: 25 would require 5 to 10 lift buses or vans.



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Appendix #5

SHELTERING IN PLACE

American Red Cross: Fact Sheet for Citizens

What Shelter-in-Place Means:

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions provided in this Fact Sheet.

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect you and your family. Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow instructions of local authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place

At Home:

- Close and lock all windows and exterior doors.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems.
- Close the fireplace damper.
- Get your family disaster supplies kit and make sure the radio is working.
- Go to an interior room without windows that's above ground level. In the case of a chemical threat, an aboveground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.
- Bring your pets with you, and be sure to bring additional food and water supplies for them.



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- It is ideal to have a hard-wired telephone in the room you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

At Work:

- Close the business.
- Bring everyone into the room(s). Shut and lock the door(s).
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary.
- Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.



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- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer.)
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

At School:

- Close the school. Activate the school's emergency plan. Follow reverse evacuation procedures/guidelines to bring students, faculty, and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone number available in the room selected to provide shelter for the school secretary, or person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the school.
- Ideally, provide for a way to make announcements over the school-wide public address system from the room where the top school official takes shelter.
- If children have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice, and that they are safe.
- If the school has voice mail or an automated attendant, change the recording to indicate that the school is closed, students and staff are remaining in the building until authorities advise that it is safe to leave.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.



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- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used.
- If there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will also work well.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room. Shut and lock the door.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call your schools' designated emergency contact to report who is in the room with you.
- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

In Your Vehicle:

If you are driving a vehicle and hear advice to —shelter-in-place on the radio, take these steps:

- If you are very close to home, your office, or a public building, go there immediately and go inside. Follow the shelter-in-place recommendations for the place you pick described above.
- If you are unable to get to a home or building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid being overheated.
- Turn off the engine. Close windows and vents.
- If possible, seal the heating/air conditioning vents with duct tape.
- Listen to the radio regularly for updated advice and instructions.
- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of law enforcement officials.



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Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and cleanup methods is your safest choice.

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

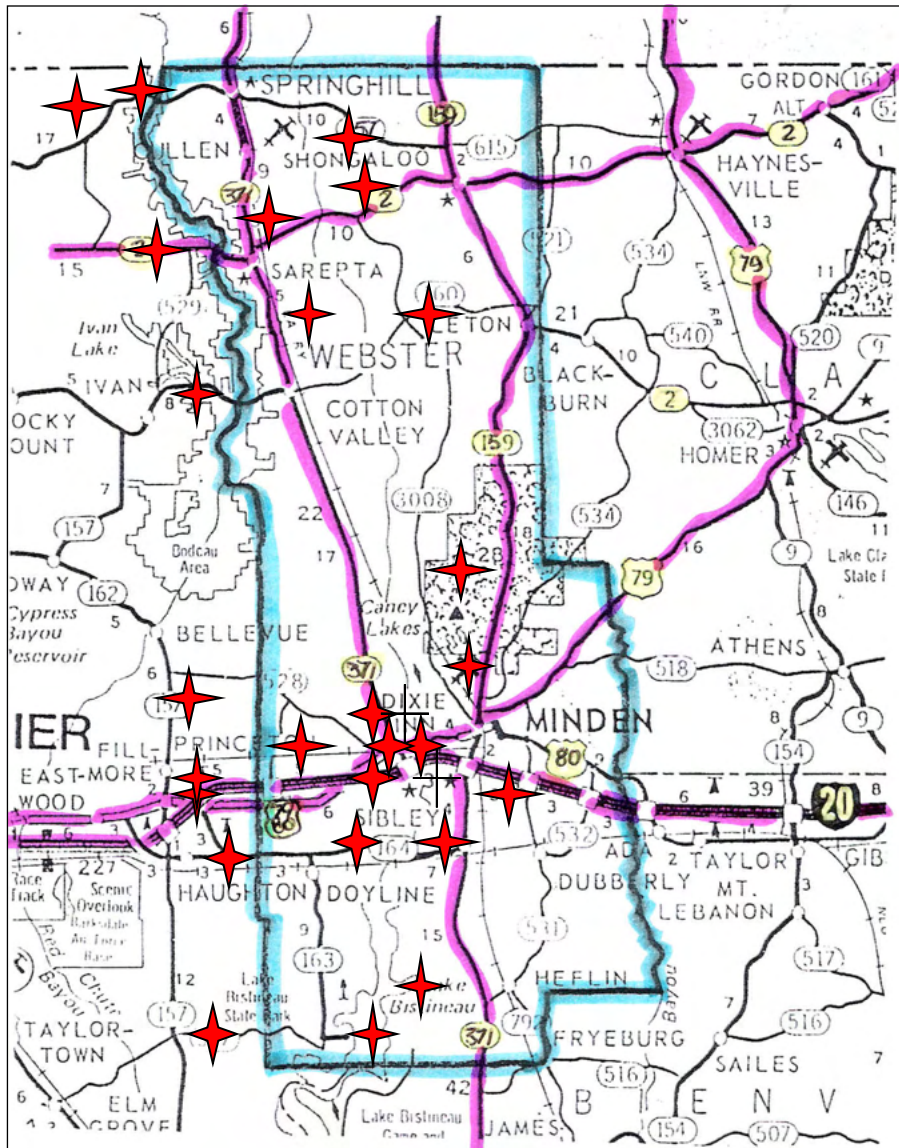


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Appendix #6

WEBSTER PARISH EVACUATION ROUTES



Denotes possible traffic control points.

The following highways in Webster Parish have been designated evacuation routes. There are numerous smaller arteries that traverse and/or exit the parish.

Interstate 20

East to West across the lower 1/3 of the parish.

Hwy 2

East to West across the lower 1/3 of the parish.

Hwy 371

North to South in western half of parish.

Hwy 79 and Hwy 80

East to West across lower 1/3 of the parish.

Hwy 159

North to South in eastern half of parish.

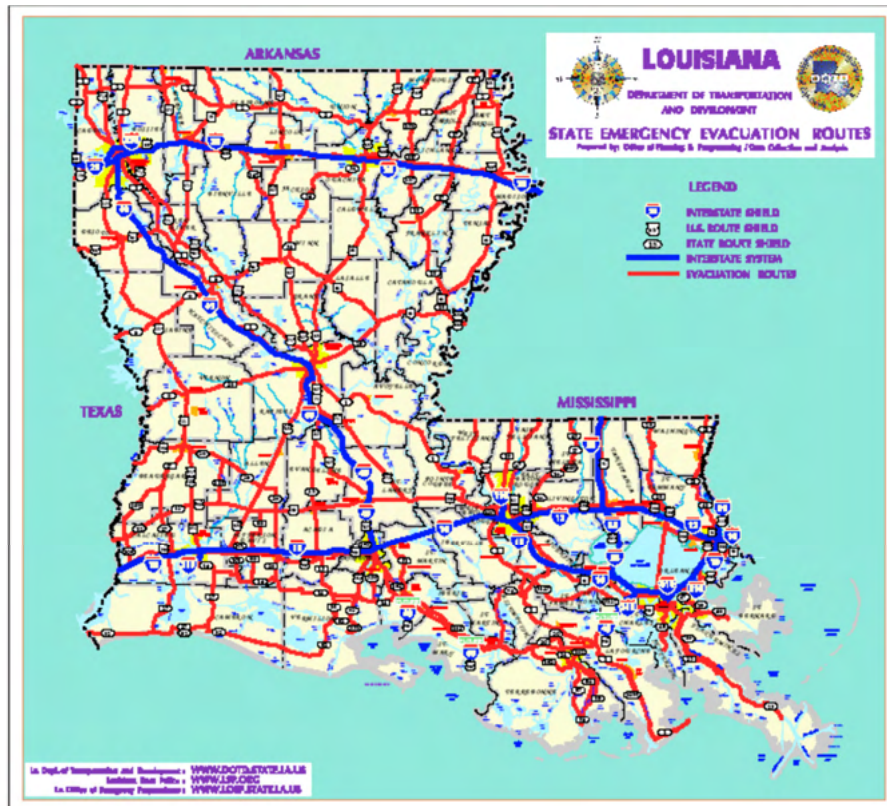


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The routes marked in red on the map below have been designated state emergency evacuation routes.



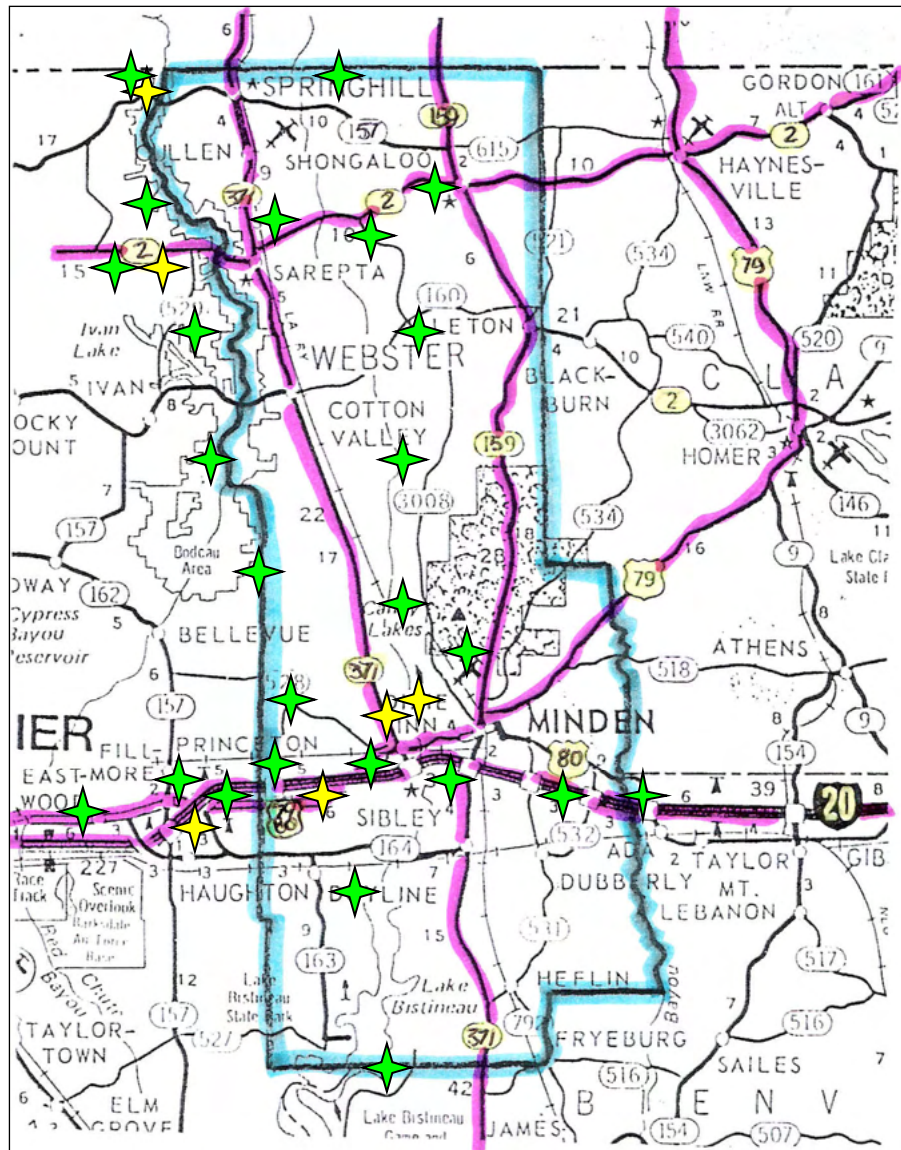


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KEY MATERIALS SUPPLY LOCATIONS AND KEY SUPPLY ROUTES



-  Denotes Key Material Supply Locations
-  Denotes Key Supply Routes

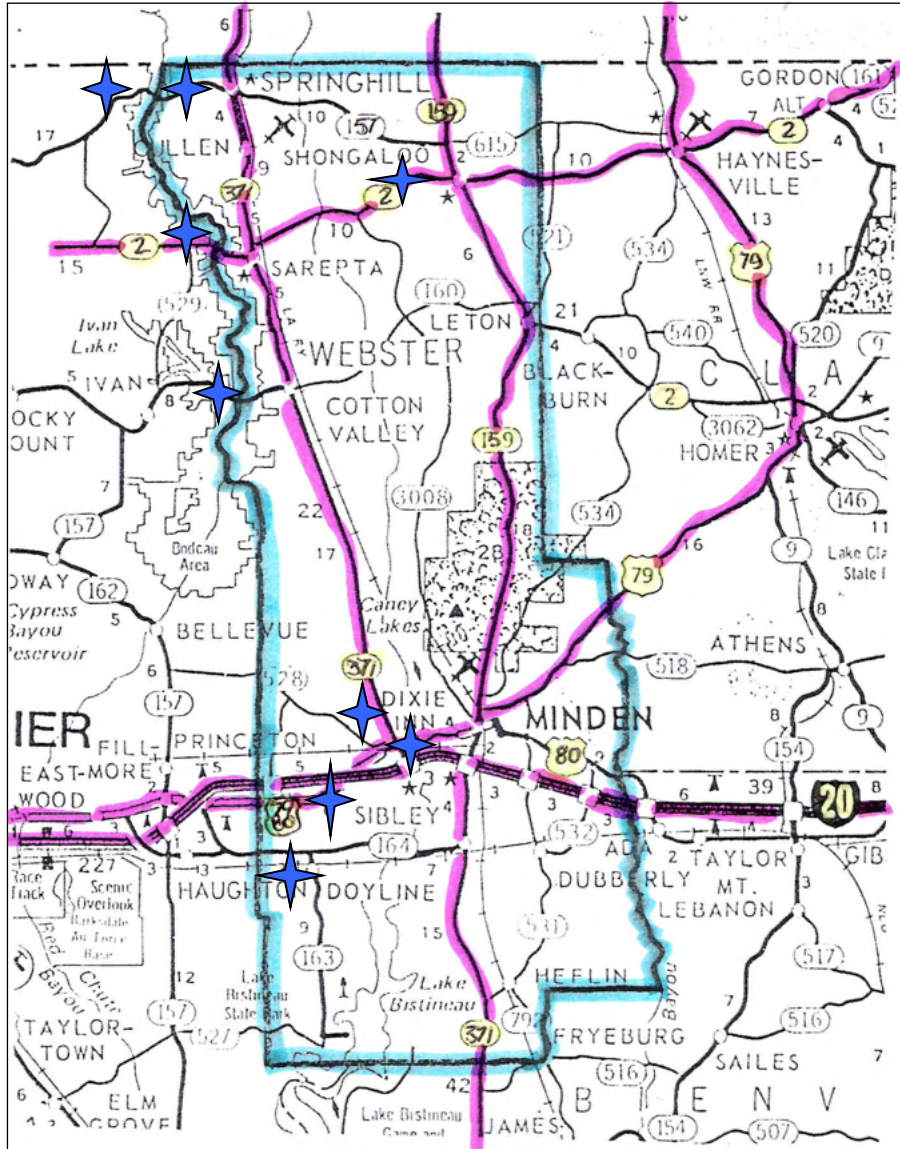


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Appendix #8

STAGING AREAS AND/OR PICK-UP POINTS



Denotes possible staging areas and pickup points.

N. Webster Upper Elementary	6245 Hwy 160	Cotton Valley, La.
Doyline High School	376 College St.	Doyline, La.
Lakeside High School	9090 Hwy 371	Sibley, La.
Minden High School	400 College St.	Minden, La.
N. Webster Jr High School	6041 Hwy 2	Sarepta, La.
N. Webster Lower Elementary	229 Hwy Alt 2	Shongaloo, La.
N. Webster High School	507 W. Church St.	Springhill, La.
Minden Recreation Center*	1001 Recreation Drive	Minden, La.
Springhill Civic Center*	101 Machen Drive	Springhill, La.

* denotes pick-up points for people who do not have transportation as well as those who have companion animals



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ESF #1 Transportation - ESF Role Aligned to Core Capabilities

All ESFs support the core capabilities of Planning, Operational Coordination, and Public Information and Warning.

Core Capability: Planning

- Mission Areas: All
- Description: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

Core Capability: Operational Coordination

- Mission Areas: All
- Description: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Core Capability: Public Information and Warning

- Mission Areas: All
- Description: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

Core Capability: Critical Transportation

- Mission Areas: All
- Description: Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.
- Monitor and report the status of and damage to the transportation system and infrastructure.
- Identify temporary alternative transportation solutions to be implemented when primary systems or routes are unavailable or overwhelmed.
- Implement appropriate air traffic and airspace management measures.
- Coordinate regulatory waivers and exemptions.
- Provide longer-term coordination of the restoration and recovery of the affected transportation systems and infrastructure if required.



Emergency Operations Plan

ESF #2 Communications

Coordinator: Webster Parish 911 Communications Director

Primary: Webster Parish 911 Communications Center

Support: Webster Parish 911 Communications District & Volunteers
Webster Parish Public Works, Fire Districts and Municipal
Police Departments, Webster Parish Sheriff's Office
Region VII Mobile Communications Team
Webster OHSEP

I. PURPOSE

Services under ESF #2 consist of the identification, mobilization and coordination of available Parish and local government-owned, private industry and volunteer personnel and equipment essential to gather, coordinate and disseminate information before, during and after an impending or actual disaster situation. In the event that normal means of communications become overburdened or destroyed, communications and information processing personnel shall use private industry, amateur radio teams and Regional, 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.

No guarantee of a perfect response system is expressed or implied by this ESF. Webster Parish can only endeavor to make reasonable efforts to respond based on the situation, information and resources available at the time of the emergency or disaster.

ESF-2 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The primary communication or warning site in Webster Parish is the Webster Parish 911 Communications Center (911) located in the basement of the courthouse. The Communications Center is the primary Public Safety Answering Point (PSAP) for the parish. It is located in the basement floor of the Courthouse (410 Main, Minden.) Emergency calls for service are



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ESF #2 Communications

received by 911 and dispatched to the appropriate public safety agencies. Generators provide backup power to the building for essential operations.

2. All emergency services interface through radio channels or leased telephone lines in 911, the Webster Parish Sheriff's Dispatch, EOC, or Incident Command Post, depending on the situation.
3. The following emergency conditions could require the activation of emergency warning and communication systems to support the jurisdiction's response to the situation.
 - Severe weather events are likely to require activation of the warning system.
 - Fires including wildfires (vegetation or forest fires) or conflagration affecting significant portion of parish could require activation of the warning system.
 - Serious hazardous material accidents can endanger the public and require warnings to be issued.
4. Other events that require public warning includes explosions, industry accidents, truck and train wrecks involving explosive or hazardous material, airplane crashes, pipeline ruptures, dam or levee breaks and utility failures. Many of these events can occur with little or no lead-time and may require immediate warning and possible neighborhood evacuation.
5. A terrorist-related emergency or war-related attack is possible, although the probability is low. An act of warfare would likely be preceded by a period of warning or increased alertness.
6. The existing parish communications consists of telephone, pager, cellular, facsimile, internet, and radio (portable and mobile) equipment to perform the initial and basic communications efforts for emergency operations. Land line circuits, when available, will serve as the primary means of communications with radio and cellular phones as back-ups.

B. Assumptions

1. Local jurisdictions will require accurate and timely information on which to base their decisions and focus their response actions. Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
2. The 911 Communications center will survive or withstand the impact of most



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ESF #2 Communications

hazards which may threaten the parish. Routine day-to-day modes of communication will continue to be utilized to the degree that they survive the disaster. The loss of some or all telephone service will reduce or eliminate the effectiveness of 911, Sheriff's Dispatch, the EOC, public information lines, and the majority of the parish and municipal departments.

3. A warning period will be available for most emergency situations, although the amount of lead-time will vary from hazard to hazard. Proper use of this lead-time will result in the saving of lives and protection of property.
4. Emergency Alert Systems (EAS) will be used to help spread warning information, as well as NOAA weather radio stations will disseminate watches and warnings issued by the NWS.
5. During certain emergency events, law enforcement and fire service personnel will be requested to assist in warning the public.
6. Citizen band, amateur radios, and two-way radio systems belonging to the various private utilities and industries will be used to back up the existing communications networks during emergency conditions that overwhelm the parish emergency communications system.
7. If the EOC is overburdened or destroyed, communications personnel will utilize mobile and portable radio communications available in all law enforcement vehicles and fire protection vehicles, voluntary ham radio operators and radio clubs, as well as private organizations with radio systems, to support emergency communications until state or federal support is available.
8. If the local system is overwhelmed or destroyed, the region, state and/or federal governing authorities will be available to supplement emergency communications while re-establishing primary communication systems in the parish.
9. At a time when the need for real time electronically processed information is greatest, the capability to produce it may be seriously restricted or nonexistent due to widespread damage to communications and power systems facilities. If electronic emergency information systems are not available, paper logs may be used to record events, communications & messages, damage assessments, situation reports, resources utilized, man hours expended, etc.



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III. CONCEPT OF OPERATIONS

A. General

1. The 911 Communications Supervisor is under the supervision of the Webster Parish Communications District, who is directly responsible for activities and establishment of facilities in the 911 Communications Center. All of the dispatchers are specially-trained call takers.
2. Communications in the field will normally be established by radio. Each department or agency having a radio system should designate personnel to operate their system and maintain communications with the EOC.
3. Communications with the state and federal government will be through landline telephone links, cellular telephones and/or radio contact.
4. Warning Point: The primary communication or warning site in Webster Parish is the 911 Communications Center located in the basement of the Courthouse in Minden. It is staffed 24-7 by specially trained call takers. There is sufficient equipment, including back-up generators to provide emergency communications during most emergencies. The primary dispatch center in Webster is the 911 Communications Center, located in the basement of the courthouse.
5. The primary means to spread warning information in Webster Parish are: NAWAS, NWS, NOAA radio, EAS, telephone, radio, and television stations and the internet. Additional public notification systems may be used to augment message sharing to the public.
 - a. National Warning System (NAWAS) is a nationwide dedicated telephone warning system located in key federal agencies and each state emergency operations center. NAWAS is used to disseminate both war and peacetime emergency information. The Director of Webster OHSEP can activate the FEMA Integrated Public Alert and Warning System (IPAWS) to disseminate information to the public via both landline and cellular telephones.
 - b. The primary source of forecasts and warning regarding weather-related hazards is the National Weather Service (NWS) which operates:
 - a system to analyze and forecast weather conditions.
 - a system to disseminate forecasts and warnings.
 - a system of continuously broadcasting weather radio stations providing weather forecasts and river level predictions.



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- c. The Emergency Alert System (EAS) provides a means for supplying emergency information to the public using commercial radio and television broadcast services which are provided on a voluntary and organized basis. The system can be activated by telephone or teletype on a parish, statewide or regional basis. The Director of Webster OHSEP can activate the EAS to disseminate emergency information to the public.
 - d. Webster Parish has a third-party vendor call system that allows notification of specific areas as indicated by telephone of pertinent warnings, such as impending tornados or hazardous materials incidents. Through the call system, the telephone is the primary means of providing warning to special locations, such as schools, hospitals, nursing homes, industries, institutions and places of public assembly.
 - e. Schools are notified by telephone from the office of the Superintendent of Webster Parish School Board and their in-house NOAA weather radios.
 - f. In some instances, additional warning may be provided to certain areas. Methods used may include vehicle-mounted public address and door-to-door warning by deputies and police officers.
6. All communications to the field from the EOC or the 911 Communications Center should support the Incident Command System and should be directed through the Incident Commander or, if established, the designated on-scene Communications Officer.
 7. During a multi-agency emergency response, the various code systems used for brevity should be discontinued. "Clear text" or "plain talk" will be used to ensure comprehension during transmission, particularly between units from different agencies.

B. The Four Phases of Emergency Management

The following describe the four phases of emergency management associated with the communication function.

1. **Mitigation:** The Webster OHSEP Director designates the ESF #2 Coordinator (Communications) to organize and coordinate the communications and warnings function.
 - a. Ensure workability of all equipment.
 - b. Maintain back-up systems, including back-up power ability.
 - c. Ensure methods are in place to protect communications equipment.



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- 2. Preparedness:** The ESF #2 Coordinator will develop and maintain plans and procedures to support emergency response operations in Webster Parish.
 - a. Identify potential sources of additional equipment and supplies.
 - b. Identify communications resources in local government and coordinate communications capabilities with neighboring jurisdictions.
 - c. Develop and maintain SOGs.
 - d. Develop written mutual aid agreements as needed to ensure regional coordination.
 - e. Conduct training and participate in exercises to improve all-hazard incident management capability for response communications.

- 3. Response:** In the event of an imminent or actual disaster, the ESF #2 Coordinator will make every effort to support local equipment systems until stable conditions return and to integrate local resources, when appropriate, to regional or statewide response organizations.
 - a. Implement communication interoperability plans and protocols when incident occurs.
 - b. Use established “plain talk” response communications language to ensure information dissemination is timely, clear, acknowledged, and understood by all receivers.
 - c. Establish and ensure radio connectivity between the ICP and the EOC. Keep the EOC informed of field operations as able.
 - d. Implement procedures/guidelines to inspect and protect communications equipment.

- 4. Recovery:** The ESF #2 Coordinator will ensure that all communication and warning systems have been restored to normal operations and file an after-action report on the operation with recommendations for future operations.
 - a. Continue to perform tasks necessary to expedite restoration and recovery operations.
 - b. Phase down operations, as appropriate.
 - c. Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
 - d. Conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons-learned and to make necessary changes to improve future operations.



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IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following tasks and responsibilities are assigned to the agencies or organization chiefs and individuals as listed in no particular order of importance.

A. President of the Police Jury

1. Delegates the responsibility for emergency management to the Director of Webster OHSEP.
2. Requires the Director of OHSEP to report to the activated EOC.

B. Director of Webster OHSEP

1. Activates the EOC, if warranted. Oversees activities at the activated EOC.
2. Designates the 911 Communications Director as ESF #2 Communications Coordinator.
3. Requires the ESF #2 Coordinator to report to the activated EOC.
4. Requires that all fire services, law enforcement, and public works departments will augment the jurisdiction's communication and warning capabilities in a manner suitable to the need.
5. Locates a command trailer with necessary communications equipment to respond to Incident Command Post.

C. 911 Communications Director

1. Designated the ESF #2 Coordinator and assigned responsibility for this ESF.
2. Reports to the activated EOC.
3. Ensures communications section of the activated EOC has the capability to sustain operations around the clock.
4. Manages the communication/warning sections in the activated EOC and supervises the personnel assigned to it.



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5. Ensures the emergency communications section is equipped with the appropriate communication gear.
6. Develops and maintains a phone and/or radio frequency list for notifying emergency response personnel, neighboring jurisdictions and the state EOC of an emergency situation.
7. Identifies public and private service agencies, personnel, equipment, and facilities that could be called upon to augment the jurisdiction's warning capabilities.
8. Maintains contact with the NWS office in Shreveport when severe weather threatens Webster Parish area. Monitors all watches or warnings issued by the NWS relevant to the local area.
9. Develops or arranges for training programs for all of the communications staff, including volunteers and repair personnel.
10. Implements communications during emergencies, including support by volunteer organizations.
11. Maintains emergency communications systems as long as necessary.
12. Prepare, revise, and implement current communications plans in accordance with parish, state and federal criteria. Periodically test the communications system by test and exercises.
13. Coordinates with the ESF #5 Emergency Management Coordinator.

D. 911 Communications Center and/or Webster Sheriff's Office Dispatch

1. Implements emergency communications and/or warning procedures.
2. Implements contingency plans to provide communications/warnings if established systems fail.
3. Maintains an inventory of existing radio frequencies and other communications resources available for local emergencies.
4. Coordinate and maintain the operation of the communication systems as needed to fulfill communications capabilities within the parish.
5. Address the following with Standard Operating Guidelines:



Emergency Operations Plan

ESF #2 Communications

- a. During a disaster that requires activation of the EOC, normal speech (“plain talk”) will be used for all communications to facilitate comprehension.
- b. During emergency operations, all parish departments will maintain their existing equipment and procedures for communications with their field operations. In addition, the ESF #2 Coordinator will stay in contact with parish departments, agencies, and organizations through pager and radio communications, including facsimile transmission and/or email.
- c. Develop and maintain standard operating guidelines for communications and warning functions in the 911 Communications Center, Sheriff’s Office Dispatch, and the activated EOC to include:
 1. Implementation of call-down rosters to alert emergency responders or provide situation updates.
 2. Procedures and protocol for voice transmissions and message handling.
 3. Procedures to screen, log and route incoming calls
 4. Develop checklists detailing the accomplishment of assigned functions.
 5. Backup equipment or alternate communication systems
 6. Measures to protect equipment against lightning strikes and electromagnetic pulse (EMP) effects. Cleaning, repair and maintenance on all equipment before returning to normal operations or to storage.
 7. Phasing down operations, as appropriate.
 8. Available resources and equipment will support the maintenance of communications for as long as possible.
 9. Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- d. If a 911 Call is about a hazardous materials incident:
 1. Obtain as much pertinent information as possible from citizens, common carriers, owners, operators, law enforcement personnel and/or fire department personnel who notify 911 of an actual or potential hazardous material incident.
 2. Notify Webster Parish Hazmat Unit, LSP Hazmat Hotline, and other appropriate response units (local police departments, the fire department with jurisdiction, emergency medical services, etc.).
 3. 911 will notify the Director of Webster OHSEP as soon as possible of any hazardous material incident that is beyond the scope of the normal capability of the parish to respond or requires the mobilization of local government other than those primarily involved in emergency



Emergency Operations Plan

ESF #2 Communications

services on a day-to-day basis. (In his absence, the President of Webster Parish Police Jury will be notified.)

- e. The Director of Webster OHSEP will be notified of the following events:
 1. Any situation or event that is beyond the scope of the normal capability of the parish to respond or requires the mobilization of local government other than those primarily involved in emergency services on a day-to-day basis.
 2. Any suspected or known terrorist/WMD incident (including any actual or potential bomb).
 3. Any event that causes the closure of the interstate highway.
6. Coordinates with the ESF #2 Coordinator.

E. 911 Communications Center Supervisor

1. Assists with communications, 24-hour duty, scheduling, etc. during a disaster.
2. Coordinates with the ESF #2 Coordinator.

F. Webster Parish Public Works, Fire Districts, Sheriff's Department, Municipal Police Departments

1. Assists with and augment the jurisdiction's communication and warning capabilities in a manner suitable to the need as required by the activated EOC such as:
 - a. door-to-door warning
 - b. using mobile radios to communicate if main system destroyed
 - c. providing communications between ICP and EOC if part/all of normal system is inactive
 - d. assisting with communications between departments, etc.
2. Coordinates with coordinator appropriate for primary ESF assignment. ESF Coordinators will coordinate with ESF #2 Coordinator.

G. Region VII Mobile Communications Team

1. The Region VII Mobile Communications Teams is available to respond with mobile communications equipment and trained staff to provide temporary restoration of emergency communications.
2. The team will coordinate with the ESF #2 Coordinator.



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ESF #2 Communications

V. DIRECTION AND CONTROL

A. Authority to initiate Actions

1. The 911 Communications Director is the ESF #2 Coordinator and has primary responsibility for the establishment and maintenance of the emergency communications system.
2. The Director of Webster OHSEP will notify 911 of EOC activations and request that representatives report to the EOC.

B. Command Responsibility for Specific Actions

1. 911 Communications Center and Webster Parish Sheriff's Office Dispatch are the designated Warning Points. Hazard-specific warning procedures include:
 - a. 911 verifies warning receipt, verification and dissemination for all severe weather.
 - b. Warnings regarding hazardous materials incidents and terrorist incidents are usually received through 911. Verification is done by the Webster Parish Sheriff's Office. After verification, dissemination of specific warnings is through the 911 system.
 - c. Incidents of fire are reported to 911, verified by firefighters within the appropriate jurisdiction and additional warnings disseminated through 911.
 - d. 911 is to notify the emergency response organizations.
 - e. The general public will be alerted in the manner prescribed.
 - f. The Director of Webster OHSEP and other key officials with jurisdictional responsibilities will be notified of any emergency that exceeds or is expected to exceed normal capability of emergency response personnel.
 - g. If the Director of Webster OHSEP is the first to be notified of an actual or potential threat, he will notify 911.
2. When day to day operations are insufficient to meet the increased communication or warning needs created by an emergency, various parish departments, agencies, organizations, ham radio clubs and business/industry providers will be asked to assist or expand in the



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communication capabilities. The Director of Webster OHSEP will ask for assistance from Region VII and, if necessary, GOHSEP.

C. ICS / NIMS

See Basic Plan Section V-C.

VI. CONTINUITY OF GOVERNMENT / OPERATIONS

See Basic Plan Section VI.

VII. ADMINISTRATION AND LOGISTICS

This section addresses management and administrative needs, general support requirements, and the availability of services.

A. Administration

1. A complete listing of communications and warning system equipment and capabilities will be maintained in the 911 Communications Center.
2. Each jurisdiction or organization is responsible for maintaining its communications systems.
3. Notification and/or recall lists with phone numbers and/or radio frequencies will be maintained to allow for notification of emergency personnel and organizations during emergency situations.
4. All records and logs generated during an emergency or disaster that required activation of the EOC will be maintained and copies forwarded to the director as soon as possible.
5. Once "a state of emergency" is declared, all expenditures incurred during that time will be documented using generally accepted accounting procedures and forwarded to the Director of OHSEP.

B. Logistics

1. Communications agreements with radio ham operators will be initiated as necessary.



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2. Mutual-aid agreements with other emergency response organizations, private industry, neighboring jurisdictions, and the Northwest Louisiana Region VII will be utilized to provide emergency communications.
3. Damaged equipment will be repaired or replaced as soon as possible after an emergency/disaster has ended.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Each agency with communication functions is responsible to ensure it's own operational capabilities.
- B. All agencies with communication functions will maintain Standard Operating Procedures or Standard Operating Guidelines. The ESF #2 Coordinator will be responsible for developing and maintaining the standard operating procedures for the activated EOC communications and keeping them current.
- C. The ESF #2 Coordinator will coordinate the planning of all communications operations related to emergency preparedness.
- D. The ESF #2 Coordinator will be responsible for periodically reviewing, updating, exercising, modifying, accepting and approving the ESF #2 Communications annex.
- E. The Director of Webster OHSEP has responsibility for coordinating revision of this annex.
- F. This annex will be reviewed, updated, and revised according to the policy outlined in the Basic Plan Section VIII.

IX. AUTHORITIES AND REFERENCES

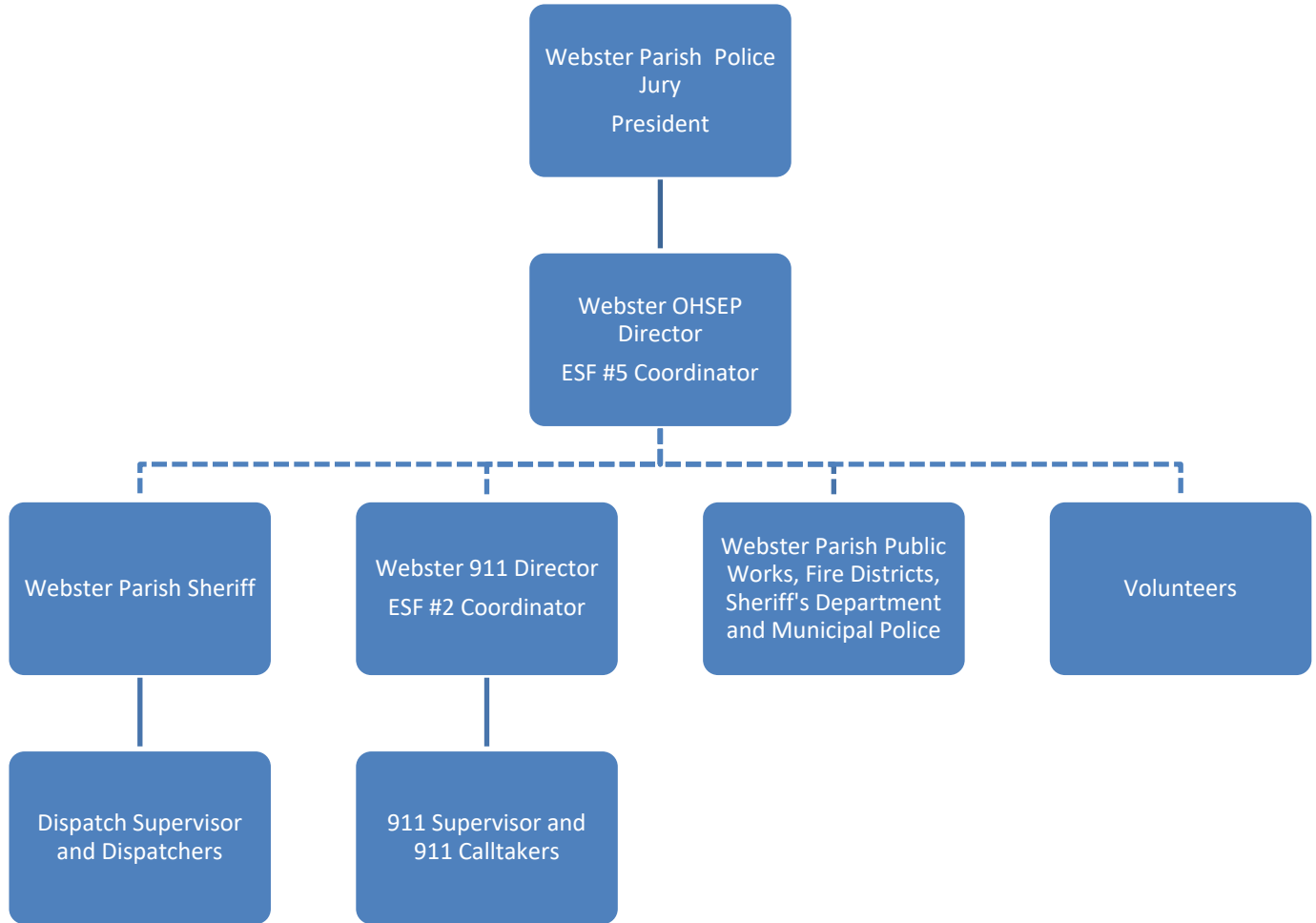
See Basic Plan Section IX.



Emergency Operations Plan

ESF #2 Communications Appendix #1

Communications Organization Chart



Legend:

----- Coordination
_____ Direct Control



Emergency Operations Plan

ESF #2 Communications

Appendix #2

Communications Responsibility Chart

Communications Responsibility	Authority / Policy	Coordination	EOC Operations	Analysis	Personnel	Fixed Sites	Mobile Sites
Webster Parish OHSEP Director	X	X		X			X
Webster Parish Sheriff	X						
Webster Parish Sheriff Dispatch Supervisor					X	X	
911 Communications Director			X		X	X	
911 Communications Center Supervisor					X	X	
Public Works, Fire Districts, Law Enforcement					X	X	X
Region VII Mobile Communication Unit					X		X



Emergency Operations Plan

ESF #2 Communications

Appendix #3

Webster Parish Communication Assets

Equipment Lists	on file in 911 Comm Center & EOC
Personnel Lists	on file in 911 Comm Center & EOC
Callout List	on file in 911 Comm Center & EOC
Communication procedures and instructions	on file in 911 Comm Center & EOC
Radio Frequency and operators List	on file in 911 Comm Center & EOC
Mutual Aid Agreements	on file in 911 Comm Center & EOC



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Appendix #4

Webster Parish Communications Network

Radio Network:



Telephone Network:



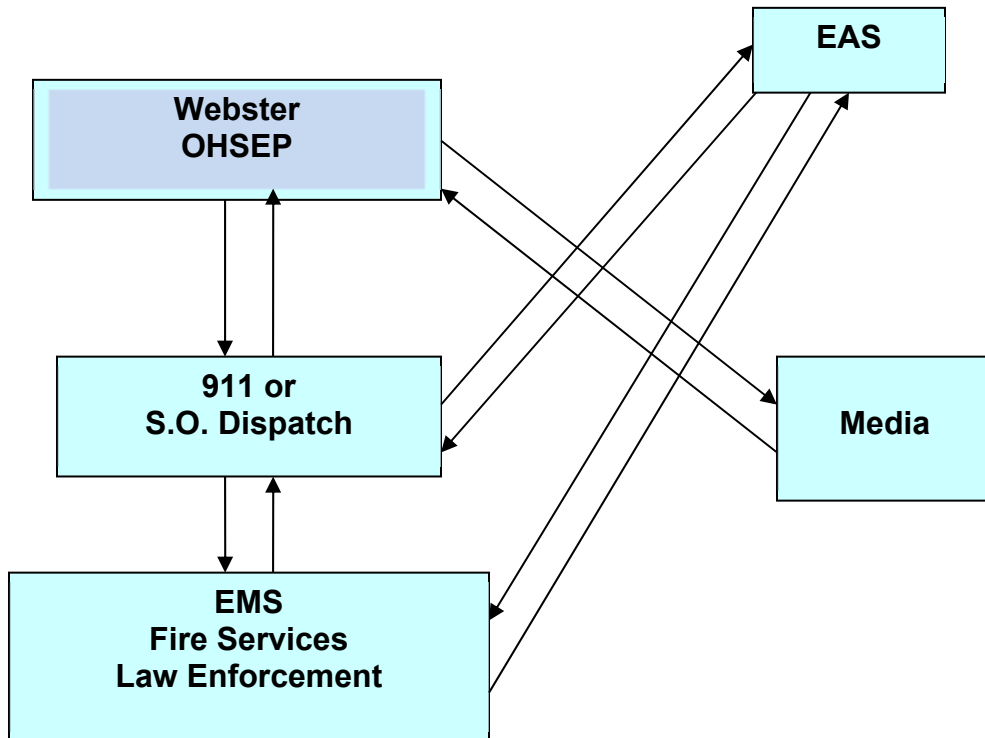


Emergency Operations Plan

ESF #2 Communications

Appendix #5

Warning Flow Chart





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ESF #2 Communications

Appendix #6

Radio and Telephone Communication Guidelines

I. General

Radio and telephone communications are extremely important to local government operations. There are various things that can disrupt communications systems: weather problems, fire, electrical outages or malfunctions, and acts of terrorism. Local capability can be damaged on a short-term or long-term basis.

II. Communications Protection

A. Radio

1. Restore Service

Operational capability should be reestablished as soon as possible. If the base station(s) is inoperative, mobile units can usually still communicate. A mobile unit parked near the base facility can be designated as the control or dispatch center. Additional personnel support may be necessary.

2. Repair/Replace Equipment

Repair or replacement of damaged components of the communications system should be dealt with immediately. Supervisors should have developed a list of emergency repair companies and contacts to call for immediate assistance. If the problem is outside local control, you may have to wait on the telephone company or power company, etc. to fulfill their responsibilities before repairs are completed.

3. 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 sources if an Attack Warning is issued. A portable radio will be used to maintain limited communications with field groups until an All Clear is announced.

4. Lightning

Standard lightning protection is used including surge protectors.



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ESF #2 Communications

Appendix #6

B. Telephones (common carrier)

1. Jammed Circuits

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

2. Emergency Service

- a. Telephone repair service is provided by AT&T.
- b. The 911 Communications Center and the EOC are on the priority service restoration list.

III. Communications Support

In the interim, emergency services may need to call upon the Region VII Mobile Communications Operators to provide additional support. Mobile operators can be stationed at a field site and relay information to the center.

IV. Standard Operating Procedures

Each department within the parish that dispatches emergency responders will develop and maintain Standard Operating Procedures (SOPs) that describe basic steps to be taken if a government radio outage occurs. Directions should be very clear, even to someone not familiar with normal response to this type of emergency. There should be no confusion about coordinating the initial response activities. Keep it simple. The primary concern is the initial reestablishment of radio service and those elements that should not be overlooked during the outage.



Emergency Operations Plan

ESF #2 Communications

Appendix #7

Emergency Alert System Instructions

A. Purpose

To explain and provide procedures for the use of the Emergency Alert System (EAS) to disseminate emergency information and instructions in threatened or actual emergencies.

B. Scope

The Louisiana EAS provides the means for the parish OHSEP Director to disseminate emergency information to the public in their area in the event of a natural or man-made emergency.

C. General

1. The listening and viewing habits of the public are inherent factors of considerations and are conducive to the positive effectiveness of the EAS. The instinctive reaction of the public is to turn on the radio or television in times of emergency.
2. The EAS provides the President with the capability to provide immediate communications and information to the general public at the National, State and Local area levels during periods of national emergency. The EAS is also used to provide the heads of state and local government, or their designated representatives, with a means of emergency communication with the public in their state or local area.
3. The EAS may be activated in response to emergencies such as power outages, tornadoes, floods, civil disorders, industrial emergencies, or any occurrence that poses a danger to life or property.
4. **EAS** designations:
 - a. **Local Primary (LP)** is a source of EAS Local Area messages. **KWKH is the NW Louisiana LP-1.** As the area LP-1, KWKH is responsible for coordinating the carriage of common emergency messages from sources such as the National Weather Service, the Webster OHSEP and other OHSEPs in NW Louisiana. These messages can originate from the Director of Webster OHSEP.
 - b. **State Primary (SP)** is a source of EAS state messages. These messages can originate from the Governor or a designated representative in the State Emergency Operating Center (EOC) or State Capital.



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ESF #2 Communications

Appendix #7

State Relay (SR) is a source of EAS State messages. It is part of the State Relay Network and relays National and State common emergency messages into Local Areas.

c. National Primary (NP) is a source of Presidential messages.

5. Key **EAS** sources:

(LP-1): 1130 AM KWKH

6341 Westport Avenue
Shreveport, La. 71129

688-1130 office

688-8766 fax

contact: John Lee

6. Local **EAS** emergency codes:

Originator Code (ORG):

EAS: Broadcast station or cable system

CIV: Civilian Authorities

EAN: Emergency Action Notification Network

WXR: National Weather Service

Nature of Activation (EEE):

ADR: Administrative Message

CEM: Civil Emergency Message

EVI: Evacuation Immediate

FFS: Flash Flood Statement

FFW: Flash Flood Warning

FFA: Flash Flood Watch

FLS: Flood Statement

FLW: Flood Warning

FLA: Flood Watch

HWW: High Wind Warning

HWA: High Wind Watch

HLS: Hurricane Statement

HUW: Hurricane Warning

HUA: Hurricane Watch

DMO: Practice/Demo Warning

SVR: Severe Thunderstorm Watch

SVS: Severe Thunderstorm Statement

TOR: Tornado Warning

TOA: Tornado Watch



Emergency Operations Plan

ESF #2 Communications

Appendix #7

WSW: Winter Storm Warning

WSA: Winter Storm Watch

D. Implementation Guidelines

1. Pre-arrangements for EAS messages to be broadcast by the National Weather Service office in Shreveport have been made with the NWS.
2. Webster OHSEP Director will phone the NWS Office to advise of the forthcoming message that will be faxed with the following data:
 - a. the emergency message or announcement
 - b. instructions to the public (length of message and instruction are limited to 2 minutes)
 - c. request must contain a call back number for the message to be confirmed or if there are questions on the material
 - d. the fax must be on letterhead paper or an agency fax form
3. Radio station or NWS will broadcast messages within Webster parish. The message or announcement is only good for a two-hour period or as otherwise requested. Continuation of the message can be requested at any time.
4. If the Director requires an EAS message to be broadcast outside of Webster parish, the Director must contact GOHSEP and request the message be broadcast on the statewide EAS system from their EOC in Baton Rouge, La.



Emergency Operations Plan

ESF #2 Communications

Appendix #8

School Dismissal Policy

A. Purpose

To provide for the coordination between school officials and Webster OHSEP on the implementation of school dismissal policies.

B. Scope

The Superintendent or school principal(s) might dismiss school early to clear the buildings during emergencies. The individual schools systems are responsible for school dismissal policy and practices, but should certainly include local emergency services on school dismissal implementation.

C. General

1. The motivation for school dismissal may be a bomb threat, fire, flood conditions, impending snow/ice storm, hazardous materials spill, or some other incident.
2. School officials should coordinate very closely with local government representatives in how the schools are closed and how the children are sent home or to shelters. Lacking full knowledge about the emergency, school authorities might actually be placing the students at greater risk by releasing them than by keeping them in their buildings.
3. Each school system is requested to coordinate the development of their emergency plans and policies with Webster OHSEP and local emergency services.



Emergency Operations Plan

ESF #2 Communications

Appendix #9

ESF #2 Communications - ESF Role Aligned to Core Capabilities

All ESFs support the core capabilities of Planning, Operational Coordination, and Public Information and Warning.

Core Capability: Planning

- Mission Areas: All
- Description: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

Core Capability: Operational Coordination

- Mission Areas: All
- Description: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Core Capability: Public Information and Warning

- Mission Areas: All
- Description: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

Core Capability: Operational Communications

- Mission Areas: All
- Description: Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.
- Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between local, state, tribal, territorial, insular area, and Federal first responders.
- Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities; provide basic human needs, including the needs of individuals with disabilities and others with access and functional needs; and transition to recovery.



Emergency Operations Plan

ESF #3 Public Works & Engineering

Coordinator: Director Webster Parish Public Works

Primary: Webster Parish Public Works

Support: Webster Parish Police Jury
City of Minden Department of Public Works
City of Springhill Department of Public Works
Debris Contractors
Volunteer Organizations
Webster OHSEP

I. PURPOSE

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

The scope of this ESF is to remove debris from streets, manage storm damage, provide rapid restoration of water/sewer services, repair essential services, immediately provide damage assessment information and cooperate with other emergency agencies. Activities within the scope of this ESF include providing technical evaluations, engineering services, construction management, emergency contracting, emergency repair of water and waste facilities, debris clearance, landfill and emergency power.

ESF #3 may be activated independently or in conjunction with other ESFs depending on the needs of the situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Property damages may be unprecedented in an emergency or disaster including weakened or destroyed structures, homes, public and critical facilities, roads, and bridges. Debris may make transportation routes impassible. Access may be restricted to damaged areas. Equipment used to repair or otherwise reinforce these structures may also be damaged. A large enough event may adversely affect the ability of local responders to perform their emergency duties.



Emergency Operations Plan

ESF #3 Public Works & Engineering

clear debris, perform damage assessments, structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and firefighting.

7. Significant numbers of personnel with engineering and construction skills along with construction equipment and materials may be required from outside the disaster area.

B. Assumptions

1. A major emergency or disaster will cause extensive damage to property and infrastructure. Structures will be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities will have to be reinforced or demolished to ensure safety. Debris will make streets and highways impassable. Public utilities will be damaged or be partially or fully inoperable. Water systems will be damaged or be partially or fully inoperable. Public and private sewage systems will be damaged or fully or partially inoperable.
2. Volunteers will be available and willing to assist with emergency debris movement for emergency vehicles.
3. Damage assessment of the disaster area will be required to determine potential work load.
4. Access to disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities. Critical facilities will receive priority in the restoration of essential services.
5. The parish and municipal governments have a limited capability and an immediate requirement to provide emergency services for debris removal and restitution of public works, utilities, and energy and will become quickly overwhelmed following a major disaster. The various agencies in the parish with public works capabilities will assist each other during an emergency or disaster.
6. The EOC will be activated, as appropriate, and staffed to the extent and duration required. Centralized coordination of the parish-wide response and recovery activities to include damage assessment, repairs, and requests for outside assistance will be necessary for an overall uniform and efficient joint effort.



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ESF #3 Public Works & Engineering

7. If necessary, private construction and industrial heavy equipment may be used for debris removal.
8. Large numbers of skilled personnel and laborers will be needed from outside the disaster area. Support services will be required for the personnel and equipment provided from outside the disaster area until repairs can be made. Crews will be encouraged to arrive fully self-contained so as not to tax the already drained local resources.
9. Assistance from volunteer agencies, other parishes, State, and Federal agencies will be available.
10. Public and private organizations will perform tasks on their own authority to restore their essential services to the jurisdiction and coordinate their activities with Webster OHSEP or the activated EOC.
11. Emergency environmental waivers and legal clearances will be needed for disposal of materials from debris clearance and demolition activities for the protection of threatened public and private improvements.

III. CONCEPT OF OPERATIONS

A. General

1. In accordance with the Webster Parish Basic Plan and this ESF, the Webster Parish Public Works is the primary agency responsible for coordinating restoration of transportation infrastructure. The Webster Parish Public Works is in charge of all parish roads and bridges in the jurisdiction. Depending on the nature and location of the emergency, state and federal highway officials may also become critical members of the activated EOC.
2. Webster Parish Public Works is in charge of debris management after a disaster. There is a designated debris temporary holding site and potential debris reduction sites.
3. In the event of a major emergency requiring the activation of public works services, all necessary equipment and personnel will be mobilized and dispatched to the scene and be part of the Operations Section.
4. Operations begin with support to law enforcement, emergency medical and fire services, and damage assessment teams. As information



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ESF #3 Public Works & Engineering

comes in from damage assessments, priorities for debris clearance and restoration of critical infrastructure such as roads, bridges, potable water, and sewer systems will be developed.

B. Phases of Emergency Preparedness

The following describe the four phases of emergency management associated with public works and engineering.

- 1. Mitigation:** The ESF #3 Coordinator (Public Works & Engineering) will conduct pre-and post-incident assessments of public works and infrastructure and develop plans and resources to meet identified needs.
- 2. Preparedness:** The ESF #3 Coordinator (Public Works & Engineering) will develop and maintain plans and agreements to ensure that activities of this function can be effectively carried out.
- 3. Response:** The ESF #3 Coordinator (Public Works & Engineering) will assess the situation, monitor the status of the infrastructure, and effect emergency repairs.
- 4. Recovery:** The ESF #3 Coordinator (Public Works & Engineering) will assess damages to critical infrastructure and initiate debris clearance and repairs.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Webster Parish Police Jury

1. Coordinates with municipal governments for the restoration of public works and infrastructure.
2. Coordinates with other political jurisdictions in obtaining required waivers and clearances related to support of this ESF and the inspection, designation and demolition of hazardous structures.
3. Maintains consulting engineering services to provide technical assistance, engineering expertise and construction management to include emergency engineering and maintenance of roads and bridges.
4. Prepare and/or recommends legislation to implement emergency



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powers, obtain waivers and legal clearances required for demolition activities.

5. Maintains legal services to provide advice on legal issues, the preparation of legislation to implement emergency powers, obtain waivers and legal clearances required for demolition activities.
6. Prepare procedures to provide for infrastructure and energy functions during emergencies.
7. Provide for the repair and restoration of essential services and vital facilities.
8. Maintains and updates the Debris Management Plan. Identifies temporary debris holding sites and potential debris reduction sites. Establish priorities and plans to incorporate outside assistance.
9. Designates usable roads and bridges.
10. Provide for the identification of private contractors and notification of emergency services contracting procedures.
11. Coordinates with the ESF #14 Coordinator (Community Recovery, Mitigation, & Economic Stabilization).

B. Director of Webster Parish OHSEP

1. Designates the Director of Webster Parish Public Works as ESF #3 Coordinator (Public Works & Engineering).
2. Requires ESF #3 Coordinator (Public Works & Engineering) to report to the activated EOC.
3. Prepare procedures to provide for infrastructure and energy functions during emergencies.
4. Coordinates public information and warnings with ESF #15 Coordinator (Public Information).
5. The Director of Webster OHSEP (ESF #5 Coordinator) will request outside assistance from Region VII, State and Federal agencies for debris removal once the ESF #3 Coordinator determines the need for assistance and establishes priorities and plans to incorporate assistance.



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C. Director of Webster Parish Public Works

1. Designated ESF #3 Coordinator (Public Works & Engineering) by Director of Webster OHSEP.
2. Maintain emergency plan for all public works departments, accounting for key personnel and their assignments, including lines of succession.
3. Maintain and update the Debris Management Plan. Identifies temporary debris holding sites and potential debris reduction sites. Establish priorities and plans to incorporate outside assistance.
4. Coordinates emergency activities with municipal, parish and private agencies to:
 - a. Develop and maintain a list of source, location, and availability of equipment, fuel, and operational personnel to support response or recovery operations.
 - b. Provide fuel arrangements for emergency vehicles.
5. Designates usable roads and bridges. Assists in the prioritizing of the restoration of essential parish roadways and bridges. Consult with Parish Engineer to provide emergency engineering and maintenance of roads and bridges.
6. Oversee damage assessment of public works and relays information to the activated EOC or Webster OHSEP, as indicated.
7. Maintain existing equipment and follow established procedures for communicating with personnel.
 - a. Assist with back-up communications as requested.
 - b. Maintain a communications link with the activated EOC and keep the EOC informed of operations.
 - c. Maintain emergency communications as long as necessary.
8. Manages public works resources and directs public works operations. Duties may include:
 - a. initiating and performing debris removal operations
 - b. assisting in search and rescue
 - c. conducting damage assessment activities (through the use of vehicles, remote video equipment, etc., as appropriate)
 - d. providing emergency fuel, lighting, sanitation to support



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ESF #3 Public Works & Engineering

- emergency responders at the emergency scene and at the EOC
- e. assisting in the evacuation of people at risk in and around the emergency scene
 - f. coordinating with utility companies on shutdown and service restoration
 - g. providing road maintenance or repair
9. Develop and maintain mutual-aid agreements as required.
- a. Will coordinate the call-up and deployment of mutual aid forces within the parish.
 - b. These agreements include utilization of personnel, equipment, temporary landfill sites, emergency services, and law enforcement.
 - c. Private companies exist that may be able to provide temporary equipment to assist in the provision of debris removal and disposal.
10. Coordinate the call-up and deployment of volunteer forces.
11. Assists Webster Parish Police Jury in overseeing debris removal contractors.
12. Participate in development and execution of emergency preparedness training and exercises.
13. Coordinates with the ESF #5 Coordinator (Emergency Management).
- D. Public Works (Parish and Municipal)**
1. Maintain all emergency equipment and facilities in good repair. Secure against damage to the degree possible. Require maintenance of essential facilities of sewerage, water and drainage; providing security against damage and identifying emergency power requirements for pumping and lifting stations.
 2. Coordinate emergency public works activities for their jurisdiction.
 3. Maintain all emergency equipment and facilities in good repair. Secure against damage to the degree possible.
 4. Provide for the repair and restoration of essential services and vital facilities.
 5. Maintain adequate supplies of sand and sand bags, and identify storage and distribution sites for public access.
 6. Provide assistance with emergency clean-up operations. Assist with



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damage assessment.

7. To the extent possible, assist in hazardous materials containment measures.
8. Maintain a detailed log of all department operations.
9. Maintain records of all financial expenditures and use of public works resources.
10. Coordinate with ESF #3 Coordinator (Public Works & Engineering).

E. Debris Contractors

1. WPPW may rely heavily on private contractors to remove, collect, and manage debris for reuse, resource recovery, reduction, and disposal because of the limited quantity of resources and service commitments following the disaster.
2. Coordinates with ESF #3 Coordinator (Public Works & Engineering).

F. Volunteer Organizations

1. Civic organizations and/or church groups may be available to assist locally.
2. The ESF #3 Coordinator (Public Works & Engineering) will handle the call-up and deployment of all volunteer forces.
3. Volunteer and auxiliary forces will work under the supervision of the senior public works official in the jurisdiction where they are deployed.
4. Coordinate with the ESF #3 Coordinator (Public Works & Engineering).

V. DIRECTION AND CONTROL

A. Authority to Initiate Actions

1. The ESF#3 Coordinator will direct and control public works and engineering activities with the assistance of the OHSEP Director and all other ESF Coordinators.
 - a. During or following a major disaster, the parish and municipal



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governments will take on a greater role in providing and coordinating resources, equipment, and personnel used to maintain or restore the infrastructure.

- b. Damage assessment will be required to determine potential workload.
 - c. The first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area.
 - d. The need and demand for critical services will be increased significantly following a disaster. Therefore, the second priority that debris removal resources will be assigned is providing access to critical facilities pre-identified by State and local governments.
 - e. The third priority for the debris removal teams to address will be the elimination of debris related threats to public health and safety. This will include such things as the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public. Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party. If access to the area can be controlled, the necessary actions can be deferred.
2. Only when a Declaration of a State of Emergency exists or when pre-approved and it is deemed in the public interest will WPPW remove debris from private property.

B. Command Responsibility for Specific Actions

1. The ESF #3 Coordinator (Public Works & Engineering) will coordinate available public and private resources to provide maximum response and recovery capabilities. The usual supervisors will exercise operational control of public works forces.
2. The ESF #3 Coordinator (Public Works & Engineering) will coordinate the call-up and deployment of mutual-aid and/or volunteer forces.
3. If there are still unmet needs, the Director of Webster OHSEP will request assistance from Region VII, then GOHSEP and appropriate personnel, facilities and equipment will be made available.
4. If assistance beyond the state's capabilities is required, GOHSEP will coordinate requests for aid with the proper Federal agencies, including a request to FEMA for a Presidential Declaration of an emergency or major disaster to allow supplemental Federal financial and technical assistance to be provided.



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C. ICS / NIMS

See Basic Plan Section V-C.

VI. CONTINUITY OF GOVERNMENT / OPERATIONS

See Basic Plan Section VI.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. The Director of Webster OHSEP will give priority to requests by the public works and public utilities directors for additional resources and personnel to support their activities.
2. The Webster Parish Police Jury will ensure that procedures for the emergency hiring of private contractors and individuals to assist in response and recovery efforts are developed.
3. All required records will be maintained. A detailed log of department operations will be maintained.
4. Adequate records of all emergency-related expenses, including purchases, donations, supplies-in-hand and labor, including all regular time, overtime and volunteer hours will be maintained by Webster Parish Police Jury. Conventional accounting will be used.

B. Logistics

1. A complete listing of all resources available in the respective jurisdiction will be maintained by each department. This listing will be forwarded to the Webster OHSEP yearly and available to the activated EOC.
2. Key facilities will be identified, needs determined and priorities established. This information will be forwarded to the Webster OHSEP yearly and available to the activated EOC.



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3. Emergency contact information for the agency will be prepared at least on a yearly basis and forwarded to the Webster OHSEP and available to the activated EOC.
4. Each agency is responsible for signing mutual-aid agreements with neighboring jurisdictions. All agreements should be in writing and a copy forwarded to the Webster OHSEP.
5. The Director of Webster OHSEP is responsible for requesting aid from GOHSEP. If assistance beyond the state's capabilities is required, GOHSEP will coordinate requests for aid with proper federal agencies.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Each public works, water, sewer, or solid waste collection or disposal agency is responsible to ensure its own operational capabilities.
- B. All agencies will maintain Standard Operating Procedures or Standard Operating Guidelines.
- C. The individual department heads will coordinate the planning for all operations related to emergency preparedness.
- D. The Director of Webster Parish Public works will be responsible for periodically reviewing, updating, exercising, modifying, accepting and approving the ESF #3 (Public Works and Engineering) annex.
- E. The Director of Webster OHSEP has the responsibility for coordinating revision of this annex.
- F. This annex will be reviewed, updated and revised according to the policy outlined in the Basic Plan Section VIII.

IX. AUTHORITIES AND REFERENCES

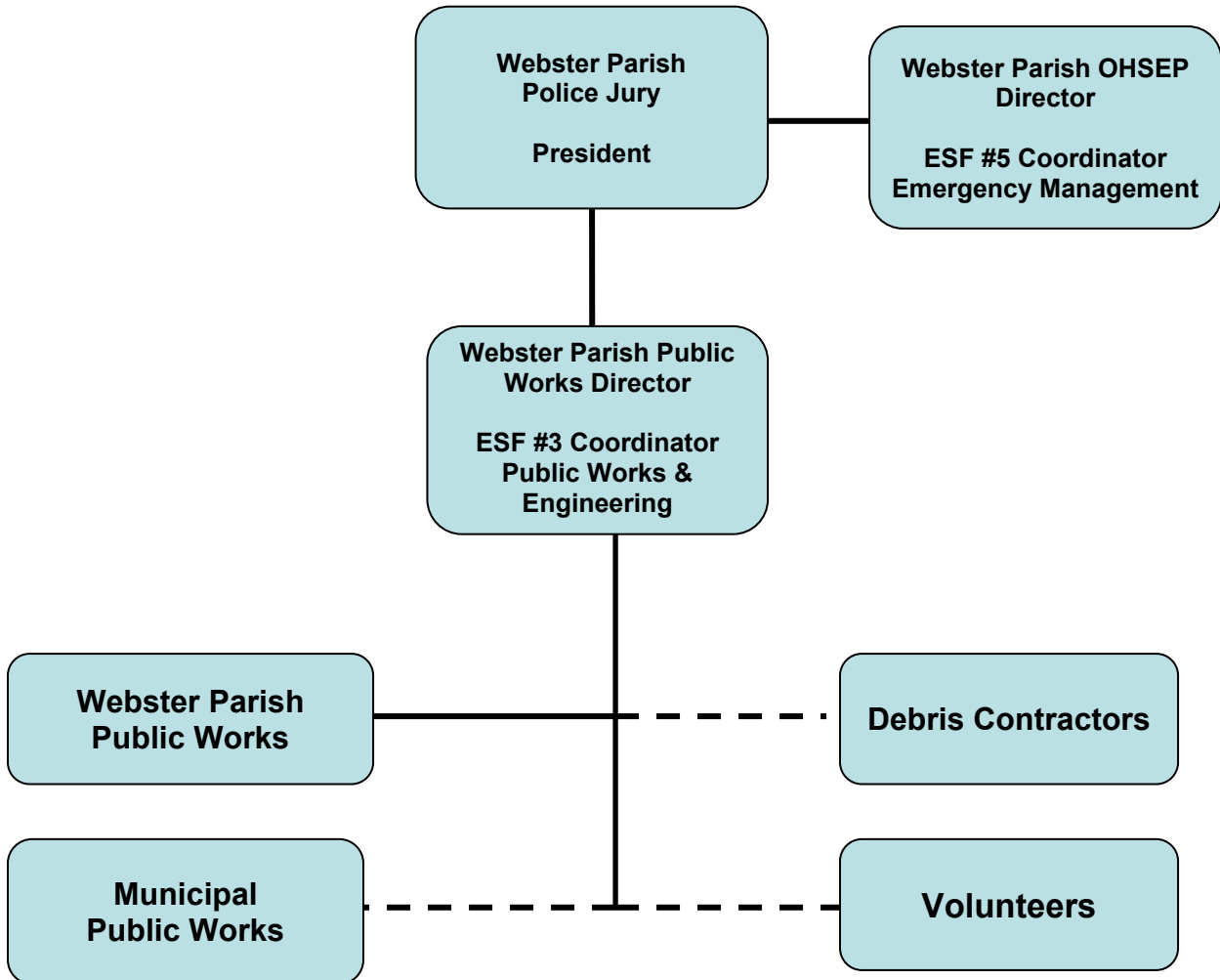
See Basic Plan Section IX.



Emergency Operations Plan

ESF #3 Public Works & Engineering Appendix #1

Public Works Organization Chart



Legend:

- Coordination
- _____ Direct control



Emergency Operations Plan

ESF #3 Public Works & Engineering Appendix #2

Public Works and Engineering Responsibility Chart

Public Works & Engineering Responsibility	Authority - Policy	Coordination	Call-up & deployment mutual aid	Technical Assistance	Legal Advice	Debris Removal	Debris Disposal
Webster Parish Police Jury	X			X	X		
Webster OHSEP		X					
Webster Parish Public Works			X			X	X
Debris Contractors						X	X
Municipal Public Works			X			X	X
Volunteer Organizations						X	X



Emergency Operations Plan

ESF #3 Public Works & Engineering Appendix #3

Webster Parish Public Works Resources

The following lists are maintained on file in the Webster Parish Police Jury:

- Resource List
- Utility Contact List
- List of Mutual Aid Agreements
- List of Contractors
- List of Equipment Suppliers
- List of Materials Suppliers



Emergency Operations Plan

ESF #3 Public Works & Engineering Appendix #4

ESF #3 Public Works and Engineering – ESF Role Aligned to Core Capabilities

All ESFs support the core capabilities of Planning, Operational Coordination, and Public Information and Warning.

Core Capability: Planning

- Mission Areas: All
- Description: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

Core Capability: Operational Coordination

- Mission Areas: All
- Description: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Core Capability: Public Information and Warning

- Mission Areas: All
- Description: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

Core Capability: Infrastructure Systems

- Mission Area: Response, Recovery
- Description: Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
- Prepares for potential public works and engineering requirements. Activities include providing public information, contributing to situational awareness, establishing response teams, leveraging technological tools, training and exercising with partners, establishing private sector contracts and agreements, and coordinating with volunteer organizations and other nongovernmental partners.
- Conducts pre-incident and post-incident assessments of public works and infrastructure.
- Executes emergency contract support for life-saving and life-sustaining services.



Emergency Operations Plan

ESF #3 Public Works & Engineering Appendix #4

- Provides emergency repair of damaged public infrastructure and critical facilities.
- Supports restoration of critical navigation, flood control, and other water infrastructure systems, including drinking water and wastewater utilities.
- Provides assessment and emergency response support for water, wastewater treatment facilities, levees, dams, buildings, bridges and other infrastructure.
- Provides temporary emergency power to critical facilities (e.g., hospitals, water treatment plants, shelters, fire/police stations).
- Constructs temporary critical public facilities to temporarily replace destroyed or damaged following a disaster (e.g., schools, local governments offices, fire stations, police stations, and medical facilities) in coordination with ESF #6.
- Provides assistance in the monitoring and stabilization of damaged structures and the demolition of structures designated as immediate hazards to public health and safety.
- Provides structural specialist expertise to support inspection of mass care facilities and urban search and rescue operations in coordination with ESF #9.
- Manages, monitors, and/or provides technical advice in the clearance, removal, and disposal of debris from public property and the reestablishment of ground and water routes into impacted areas. For the purposes of ESF #3, the term “debris” includes general construction debris that may contain inherent building material contaminants, such as asbestos or paint. Debris may also include livestock or poultry carcasses and/or plant materials.
- Provides technical assistance to include engineering expertise, construction management, contracting, real estate services, and inspection of private/commercial structures.
- Provides engineering and construction expertise, responders, supplies, and equipment to address flooding to include providing advance measures in anticipation of imminent severe flooding.

Core Capability: Critical Transportation

- Mission Areas: Response
- Description: Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.
- Provides coordination, response, and technical assistance to effect the rapid stabilization and reestablishment of critical waterways, channels, and ports to include vessel removal, significant marine debris removal, emergency dredging, and hydrographic surveys.
- Clears debris from roads to facilitate response operations.
- For incidents involving a blast or explosion associated with a chemical, biological, radiological, or nuclear (CBRN) threat agent resulting in a contaminated debris field, leads Federal actions to clear critical transportation



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ESF #3 Public Works & Engineering Appendix #4

routes of CBRN-contaminated debris, during the emergency phase, in consultation with ESF #10. ESF #10 assumes leadership for management of CBRN-contaminated debris after the emergency phase is over.

Core Capability: Environmental Response/Health and Safety

- Mission Area: Response
- Description: Ensure the availability of guidance and resources to address all hazards including hazardous materials, acts of terrorism, and natural disasters in support of the responder operations and the affected communities.
- Collects, segregates, and transports to an appropriate staging or disposal site(s) hazardous materials that are incidental to building demolition debris, such as household hazardous waste and oil and gas from small motorized equipment; removes and disposes of Freon from appliances; and removes, recycles, and disposes of electronic goods.
- For incidents involving a blast or explosion associated with a CBRN threat agent resulting in a contaminated debris field, ESF #3, in consultation with ESF #10 and FEMA: - Provides structural specialist expertise to support inspection of damaged CBRN-contaminated infrastructure and may employ temporary stabilization measures or take other actions as necessary to address structural instability concerns.
- Performs demolitions after a determination is made that a building is unstable and creates an imminent hazard to workers and/or after ESF #10, in conjunction with other appropriate Local, state, tribal, territorial, insular area, and Federal authorities, makes a determination that demolition is the desired cleanup approach.

Core Capability: Public and Private Services and Resources

- Mission Area: Response
- Description: Provide essential public and private services and resources to the affected population and surrounding communities, to include emergency power to critical facilities, fuel support for emergency responders, and access to community staples (e.g., grocery stores, pharmacies, and banks) and fire and other first response services.
- Executes emergency contracting support for infrastructure related to life-saving and life-sustaining services to include providing potable water, emergency power, and other emergency commodities and services.

Core Capability: Fatality Management

- Mission Area: Response



Emergency Operations Plan

ESF #3 Public Works & Engineering Appendix #4

- Description: Manages debris to facilitate fatality recovery efforts to include establishing a system for sorting debris and recovering human remains.
- Provides construction and engineering support for temporary morgues.

Core Capability: Mass Care Services

- Mission Area: Response
- Description: Provide life-sustaining services to the affected population with a focus on hydration, feeding, and sheltering to those who have the most need, as well as support for reunifying families.
- Provides construction, engineering, and project management expertise and support for temporary housing and sheltering, ensuring accessibility for those with disabilities and others with access and functional needs to include management of temporary roofing support following hurricane disasters.
- Inspects mass care shelter sites to ensure suitability and accessibility of facilities to safely shelter survivors.
- Constructs temporary shelter facilities, including accessible shelters, in the affected area, as required.

Core Capability: Search and Rescue

- Mission Area: Response
- Description: Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.
- Provides specially trained and equipped structural engineers to augment FEMA Urban Search and Rescue Task Forces, incident support teams, military technical rescue organizations, and general-purpose troops during structural collapse incidents and other disaster response missions.
- As required, provides debris removal equipment and expertise to support search and rescue operations.



Emergency Operations Plan

ESF #4 Fire Services

Coordinator: Fire Chief City of Minden Fire Department

Primary: All Fire Districts within Webster Parish

Support: Mutual-Aid Fire Departments
Webster OHSEP

I. PURPOSE

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

To provide an organizational framework that will effectively utilize all available firefighting apparatus and personnel within Webster Parish, control the dispatching of such equipment and manpower to locations where needed, and provide for effective operations at the scene during an emergency or disaster.

ESF #4 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. Wildland fires are common in Webster Parish. Human causes, both accidental and arson, and natural occurrences of lightning are the most common ignition sources.
2. Fire prevention, control, and suppression operations are daily problems faced by fire service personnel. These responsibilities become more significant during an emergency situation.
3. Webster Parish fire service is organized along jurisdictional lines with a total of 14 jurisdictions ranging from rural to municipal, consisting of



Emergency Operations Plan

ESF #4 Fire Services

primarily volunteer firemen (95%), responding along jurisdictional lines and providing mutual-assistance to one another. Some districts have mutual aid that crosses parish boundaries and state lines.

4. Each district has a Fire Chief and officers who have the authority for fire operations within their district. The elected Fire Chief of his jurisdiction or his designee serves as the jurisdiction representative at monthly Webster Parish Fire Chief Association meetings. The association is designed to share information and training resources.
5. It's the responsibility of Fire Chiefs to advise municipal, Parish, and State leaders on needed changes to fire and zoning codes.
6. The Louisiana Fire Marshal's office will be responsible for enforcing applicable fire codes.
7. A major disaster or catastrophic event may result in many fires. Ignition sources that would normally be of a lesser concern grow in their potential under a disaster condition. In disaster conditions, these fires could spread rapidly, cause great damage, and seriously threaten lives and property. Fire departments in the immediate vicinity of the disaster would most likely be totally committed to such an immediate area, and would probably be stretched beyond their response capacity. Their own and other firefighting resources would be difficult to obtain, manage, coordinate, and utilize due to the disruption of communication, transportation, utility, and water systems within disaster locales.
8. In addition to detection, control, and suppression of fires caused by natural or technological events, Webster Parish fire departments may be called upon to provide support for public alert notification, assist with search and rescue and assist with haz-mat incidents.
9. Fire units, with the use of their sirens and public address systems, are a valuable resource for disseminating warning and emergency information, and may do so when needed unless otherwise involved.
10. Webster Parish fire departments support each other with mutual aid through fire alarm dispatch.
11. Standard Operating Guidelines have been written and tested by government and industry and serve as the standard for fire services.



Emergency Operations Plan

ESF #4 Fire Services

B. Assumption

1. Existing fire service personnel and equipment will be able to handle most emergency situations through the use of existing mutual-aid agreements.
2. Coordination and direction of the local efforts, including volunteers, will be required.
3. Fire resources and personnel will be tasked with a variety of missions, many of which will not directly relate to fire suppression.
4. Damaged areas will be restricted and may not be readily accessible.
5. In a disaster some firefighting resources may become scarce or damaged. State and other resources may be called upon.
6. Secondary events or disasters will threaten lives and property as well as firefighting personnel.
7. When additional support is required, assistance from neighboring parishes, regional, state, and federal agencies will be available.

III. CONCEPT OF OPERATIONS

A. General

1. Local fire protection districts and municipal fire departments have the primary responsibility for the suppression and control of fires within their respective fire protection jurisdictions. For those incidents requiring additional support, mutual aid agreements are executed.
2. Firefighting personnel are assigned responsibility for the firefighting function if fire or the threat of fire is involved. Fire Services are initially notified by 911 Dispatch of the need to respond. Personnel and equipment will be deployed along fire district lines by the 911 dispatcher and/or the Incident Commander.
3. Fire response activities should operate under existing authorities and regulations. Resources at fire scenes should be organized and managed using the Incident Command System.
4. As much as possible, all agencies and organizations involved in the execution of this annex should be organized, equipped, and trained to



Emergency Operations Plan

ESF #4 Fire Services

perform all designated and implied responsibilities contained in this annex and its implementing instructions for both response and recovery operations.

5. All organizations are responsible for the development and maintenance of their own internal operating and notification procedures. No part of this annex is intended to supplant agency SOP/SOGs.
6. Fire units, with the use of their sirens and public address systems, are a valuable resource for disseminating warning and emergency information, and may do so when needed unless otherwise involved.
7. Personnel designated as on-scene responders or representatives to the EOC should make prior arrangements to ensure that their families are provided for in the event of an emergency, so to ensure a prompt, worry-free response and subsequent duty.
8. Mutual-aid operations will be coordinated by the on-site Incident Command. Mutual-aid forces will work under the immediate control of their supervisors.
9. The EOC may provide support to the Incident Commander(s) in such areas as evacuation, communications, transportation, shelter, and other resources required.
10. The individual fire districts will conduct fire safety and hazardous materials safety education programs for the public.

B. Phases of Emergency Preparedness

The following describe the four phases of emergency management associated with fire services.

1. **Mitigation:** The ESF #4 Coordinator, or his designee, will organize and coordinate fire service activities during a disaster at the activated EOC or through the Webster OHSEP.
 - a. The State Fire Marshall enforces fire codes within Webster Parish.
 - b. Each fire department within Webster Parish conducts fire prevention activities at least annually. Activities include programs in area schools.
 - c. Each Fire Department maintains fire pre-plans.
2. **Preparedness:** The individual jurisdictions will develop plans, procedures, and agreements with neighboring jurisdictions, parishes, and the region.



Emergency Operations Plan

ESF #4 Fire Services

- a. Maintain fire service resources, such as apparatus and personal protective equipment.
 - b. Training of personnel in fire service practices to include:
 1. Basic fire fighting
 2. Hazardous materials identification
 3. Incident Command utilizing the National Incident Management System
 - c. Coordinate disaster response training with the Emergency Operation Center.
- 3. Response:** When parish resources and authorities are unable to control a fire, the Director of Webster OHSEP will mobilize additional resources from the region, then from GOHSEP, or federal agencies through GOHSEP.
- a. Provide fire suppression for emergencies involving fire or potential fire to include public shelters.
 - b. Respond to hazardous materials incidents and provide a command post, along with incident command, until the arrival of the Webster Parish Haz-mat Team and/or the Louisiana State Police Haz-mat Unit.
 - c. Clear roads for access to emergency scenes.
 - d. Assist in the establishment of control zones for emergency scenes.
 - e. Support needed evacuations or shelter-in-place operations.
- 4. Recovery:** After the fire is contained and suppressed, after-action reports will be compiled and consolidated to develop mitigation measures.
- a. Relay damage information from the field to the EOC.
 - b. Assist in decontamination of emergency workers.
 - c. Assist in damage assessment.
 - d. Assist the Department of Public Works and the Police Jury with debris removal from roadways.
 - e. Assist in search and rescue and body recovery operations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following tasks are assigned to the agencies, organizations or individuals as indicated.

A. Webster OHSEP Director

1. Provides coordination of assistance and resources in support of firefighting activities during a disaster. Initiates requests for assistance



Emergency Operations Plan

ESF #4 Fire Services

from Region VII, then GOHSEP if needed.

2. Promotes training that supports potential disaster, hazardous material incident response or WMD activities.
3. Designates the Fire Chief of the City of Minden as ESF #4 Coordinator.
4. Requires the ESF #4 Coordinator or his designee to report to the activated EOC.

B. ESF #4 Fire Services Coordinator

1. Required to report to the activated EOC.
2. The Director of Webster Parish OHSEP designates the Fire Chief of the City of Minden the ESF #4 Fire Services Coordinator.
3. Coordinates all fire service activities at the activated EOC.
4. Maintains a directory of resource materials and agencies to support fire service activities. Forwards same to Webster OHSEP.
5. Responsible to activate auxiliary and volunteer support groups as needed.
6. Advises public officials on needed changes to fire and zoning codes and enforcement of fire codes in support of jurisdictional Fire Chiefs.
7. Participates in the development and implementation of annual drills and exercises.
8. Coordinates with the ESF #5 Coordinator (Emergency Management).

C. Webster Parish Fire Districts

1. The Fire Chief of each designated jurisdiction shall have complete authority for fire operations within his respective district and is responsible for the deployment of fire personnel and equipment in the event of an emergency.
2. Develop plans and train personnel for maximum use of available fire service resources. Recruit, train and exercise personnel for disaster operations.



Emergency Operations Plan

ESF #4 Fire Services

3. When notified of an emergency situation, individual districts send response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other location, as appropriate.
4. Establish mutual-aid agreements with surrounding fire service jurisdictions.
5. Conduct fire prevention programs. Analyze fire hazards. Cooperates with the State Fire Marshal in inspecting facilities.
6. Advise Webster Parish OHSEP and appropriate decision makers of potential hazardous materials dangers. Give recommendations for protective actions for the public at risk.
7. Provide the following emergency response services:
 - a. suppression of fires
 - b. support in operation of warning systems
 - c. support of communications as needed
 - d. assist with warning operations
 - e. assists with evacuation of people at risk
 - f. maintain fire security in evacuated area
 - g. assist with search and rescue operations
 - h. inspect shelters and key facilities for fire safety
8. Responds to and supports hazardous materials incidents. Avoid exposing any personnel to the hazard.
 - a. personnel are trained in the identification of hazardous materials and the use of reference materials
 - b. provide required protective clothing and breathing apparatus.
 - c. alerting support services to the dangers associated with Haz-Mat incidents and fire
 - d. support of radiological protection activities
 - e. assist with decontamination activities
 - f. ensure that no personnel or equipment leave the scene without being checked for contamination, and if contaminated, without being decontaminated
 - g. training in handling hazardous materials incidents will be on-going.
9. Standard Operating Guidelines have been written and tested by government and industry.
10. Provide first responder EMS in their respective jurisdictions.



Emergency Operations Plan

ESF #4 Fire Services

11. Conduct rescue operations in fire or threat of fire situation. Assist in other search and rescue operations with law enforcement agencies.
12. If the emergency is primarily a fire event, Fire Services shall establish Incident Command. If the event is of sufficient magnitude, an ICP will be established. The ranking on-scene fire official will serve as Incident Command unless command is passed to another agency (hazardous material incident, law-enforcement or terrorist incident).
13. The Incident Command shall recommend voluntary evacuation in the event of a fire, explosion, or hazardous material incident to be coordinated with law enforcement and Webster OHSEP.
14. It is the responsibility of the Fire Chief to maintain updated lists of resources (personnel and equipment with locations) and to establish and renew mutual-aid agreements. This information should be forwarded to the Webster OHSEP and available to the EOC.
15. Notifies 911 who informs Webster OHSEP if a situation is beyond normal day-to-day operations.
16. Alerts all emergency response of the dangers associated with technological hazards and fire during emergency conditions.
17. Phase down operations as coordinated with the activated EOC or Webster OHSEP.
18. Initiates debris clearance of roads. Assists in damage assessment activities. Monitors demolition operations as needed.
19. Cooperates with the State Fire Marshal in inspecting facilities.

D. Mutual-Aid Districts

1. Mutual Aid Fire Chief will support emergency operations and provide assistance and resources as defined in mutual aid agreement.
2. Mutual-aid forces will work under the immediate control of their supervisors.
3. Coordinates with the ESF #4 Coordinator.



Emergency Operations Plan

ESF #4 Fire Services

V. DIRECTION AND CONTROL

A. Authority to Initiate Actions

1. Each department's respective Fire Chief will be responsible for coordinating emergency fire services operations within its respective jurisdiction. Personnel and equipment will be deployed along fire district lines by the 911 dispatcher and/or the Incident Commander.
2. During an emergency which requires a number of emergency services (fire, law enforcement, emergency medical services, etc.) to respond, all units, regardless of service, will be coordinated by an Incident Commander at the ICP or the activated EOC.
3. During emergencies, the individual district fire services are prepared to support operations utilizing available expertise, equipment, and manpower.
4. Mutual-aid operations will be coordinated by the on-site Incident Command. Mutual-aid forces will work under the immediate control of their supervisors.

B. Command Responsibility for Specific Actions

1. The Fire Chief or designee of the district in which the fire or threat of fire has occurred is the Incident Commander and they will coordinate their activities with the activated EOC. (Exception: if the event is determined to be a criminal incident, a terrorist incident or a hazardous materials incident, appropriate Law Enforcement will serve as Incident Command.)
2. If an incident spreads into more than one jurisdiction or is occurring in multiple jurisdictions, a unified command system shall be utilized to include all Fire Chiefs' jurisdictions that are being affected.
3. The designated ESF #4 Coordinator (Fire Services) will coordinate support and resources from the activated EOC if the fire becomes a disaster.
4. If local efforts are exhausted, assistance in evacuation operations will be requested from nearby jurisdictions, the Northwest Region VII, or the state or federal government. Requests to the state or federal government will be conducted through the Webster OHSEP.

C. ICS / NIMS

See Basic Plan Section V-C.



Emergency Operations Plan

ESF #4 Fire Services

VI. CONTINUITY OF GOVERNMENT / OPERATIONS

See Basic Plan Section VI.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Respective fire departments are required to maintain standard operating guidelines for routine and emergency operations and set priorities on available resources.
2. Fire Service agencies will develop procedures for the timely submission of required reports and records as prescribed in department SOGs. Records are required to establish historical data and to substantiate reimbursement requests.
3. Situation reports from the scene should be forwarded to the activated EOC on a regular basis to include type and extent of emergency, casualties, extent of damage, danger to other area and other pertinent information as needed.
4. Field Status Reports will be made to the ESF #4 Coordinator on a frequent and regular basis. The ESF #4 Coordinator will share the results with the ESF #5 Coordinator (Emergency Management). Written documentation will be maintained.
5. If a state of emergency is declared, the fire district will maintain records of all financial expenditures and use of resources.
6. The Director of OHSEP is responsible for communicating situation reports to GOHSEP.

B. Logistics

1. A complete listing of all resources available in the respective jurisdiction will be prepared by each fire district on a yearly basis. This listing will be forwarded to Webster OHSEP and available to the activated EOC.
2. Key facilities will be identified, security needs determined and priorities established. This information will be forwarded to Webster OHSEP yearly and available to the activated EOC.



Emergency Operations Plan

ESF #4 Fire Services

3. Emergency Contact Information for the fire district will be prepared at least yearly and available to the activated EOC.
4. Each fire district is responsible for signing mutual-aid agreements with neighboring jurisdictions. All agreements should be in writing and a copy forwarded to Webster OHSEP.
5. The Director of Webster OHSEP is responsible for requesting aid from GOHSEP. If assistance beyond the state's capabilities is required, GOHSEP will coordinate requests for aid with proper federal agencies.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Each fire district is responsible to ensure its own operational capabilities.
- B. The ESF #4 Coordinator will coordinate the planning of firefighting operations related to emergency preparedness.
- C. The ESF #4 Coordinator will be responsible for periodically reviewing, updating, exercising, modifying, accepting and approving the firefighting ESF.
- D. The Director of Webster OHSEP has responsibility for coordinating revision of this ESF.
- E. This annex will be reviewed, updated and revised according to the policy outlined in the Basic Plan Section VIII.

IX. AUTHORITIES AND REFERENCES

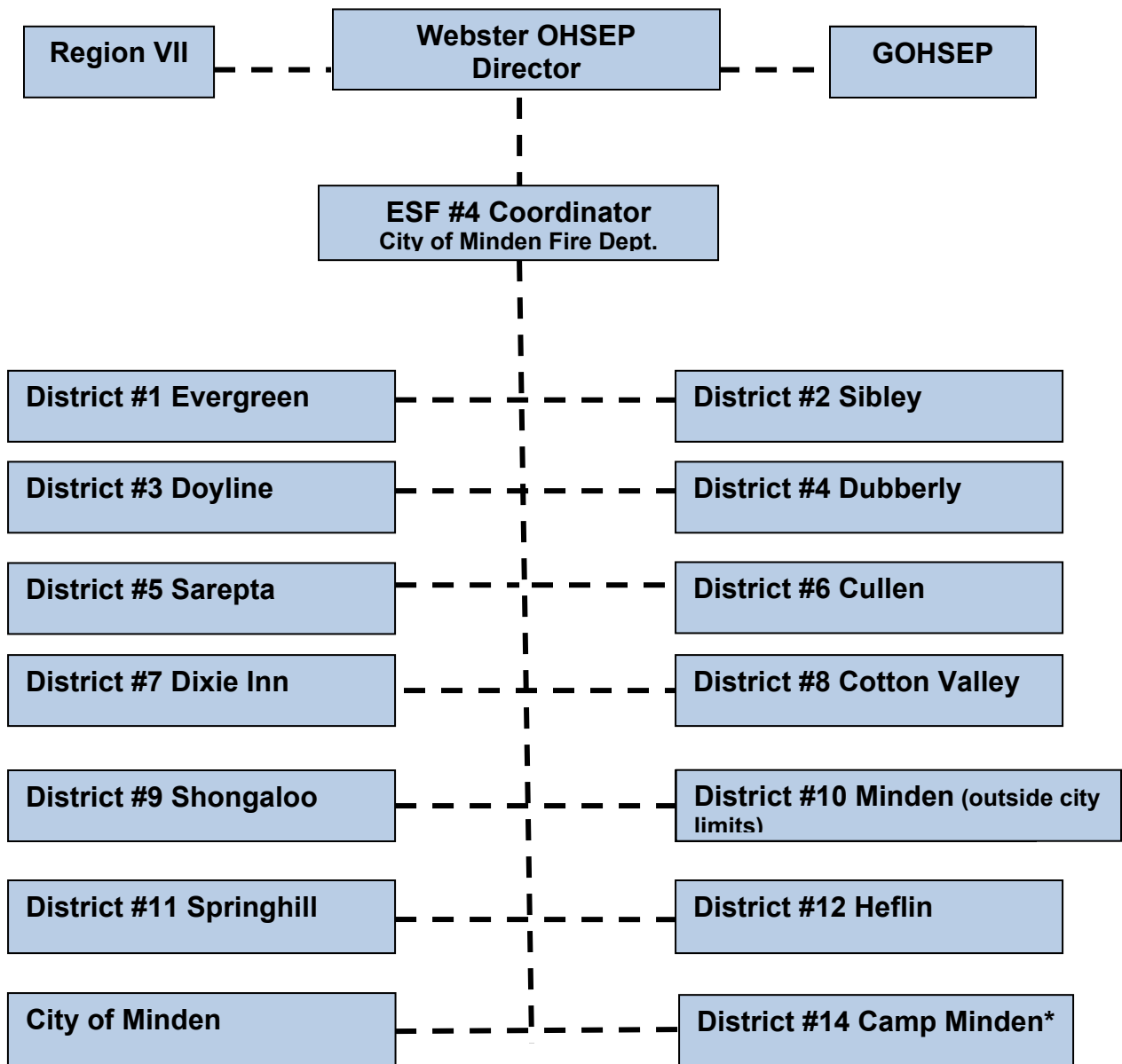
See Basic Plan Section IX.



Emergency Operations Plan

ESF #4 Fire Services Appendix #1

Organization Chart



*Camp Minden has contracted with East-Central Bossier Parish Fire District #1 for the provision of fire services to Camp Minden.

Legend:

----- Coordination
_____ Direct



Emergency Operations Plan

ESF #4 Fire Services Appendix #2

Responsibility Chart

Firefighting Responsibility	Authority / Policy	Equipment & Personnel	Coordination	Fuel	Training
Webster Parish OHSEP Director	X		X		X
Webster Parish Fire Services Coordinator	X		X		X
Fire Chief each Individual District		X	X	X	X
Mutual Aid Fire Districts		X		X	X



Emergency Operations Plan

ESF #4 Fire Services Appendix #3

Fire Services Resources within Webster Parish

The following resources are on file in Webster OHSEP and 911 Communications:

- Fire Trucks for each Fire District (including # pumpers, #tankers, #rescue vehicles)
- Main Station Location
- Contact Information
- # Personnel

The following resources are on file in the individual Fire Districts:

- Fire Stations
- Personnel
- Call Out Lists
- Equipment
- Mutual-Aid Agreements



Emergency Operations Plan

ESF #4 Fire Services Appendix #4

ESF #4 Fire Services - ESF Role Aligned to Core Capabilities

All ESFs support the core capabilities of Planning, Operational Coordination, and Public Information and Warning.

Core Capability: Planning

- Mission Areas: All
- Description: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

Core Capability: Operational Coordination

- Mission Areas: All
- Description: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Core Capability: Public Information and Warning

- Mission Areas: All
- Description: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

Core Capability: Operational Communications

- Provides radio communications systems to support firefighters, law enforcement officers, and incident response operations.
- Provides engineers, technicians, and liaison staff to assist Department of Homeland Security, FEMA, and Office of Emergency Communications managers.
- Provides National Interagency Radio Support systems for use by damage reconnaissance teams and other applications.
- Provides appropriate communications personnel to accompany radio systems for user training and operator maintenance indoctrination.



Emergency Operations Plan

ESF #4 Fire Services Appendix #4

Core Capability: On-Scene Security and Protection

- Mission Areas: Response
- Description: Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for all traditional and atypical response personnel engaged in lifesaving and life-sustaining operations.
- May provide trained public safety, law enforcement, investigations, and security resources if appropriate authority is provided.

Core Capability: Mass Search and Rescue

- Mission Areas: Response
- Description: Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.
- Provides equipment and supplies from the Interagency Cache System and use of Interagency Fire Center contract aircraft during incidents, based on standby agreements and contingency plans.

Core Capability: Mass Care

- Mission Areas: Response
- Description: Provide life-sustaining services to the affected population with a focus on hydration, feeding, and sheltering to those who have the most need, as well as support for reunifying families.
- Provides appropriate resources (e.g., cots, blankets, sleeping bags, personnel) for shelters.



Emergency Operations Plan

ESF #5 Emergency Management

Coordinator: Director Webster Parish OHSEP

Primary: Webster OHSEP

**Support: President Webster Parish Police Jury
Webster Parish Sheriff
Director Webster Parish Public Works
Webster Parish 911 Communications Director
Fire Chief City of Minden Fire Department
All Agencies, Departments and Organizations Tasked in the
Basic Plan**

I. PURPOSE

ESF #5 Emergency Management encompasses all emergency activities conducted by parish and local governments, private industry and volunteer organizations before, during and after natural and technological emergencies and disasters. ESF #5 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.

This ESF is most applicable to the local governmental departments and private and volunteer organizations that commonly report to the EOC during an activation. These agencies are found above as support agencies. It is applicable to all other agencies and jurisdictions in that they have a requirement to provide situation reports when their organization has been affected by an event.

ESF #5 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.



Emergency Operations Plan

ESF #5 Emergency Management

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Emergencies or disasters may occur in a local jurisdiction at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, economic hardship to businesses, families, individuals, and disruption of local government.
2. Emergency situations vary markedly in speed of onset and in their potential for escalation to disaster proportions. Any emergency that exceeds or is expected to exceed the normal capability of the parish to respond or requires the mobilization of local government other than those primarily involved in emergency services on a day-to-day basis will cause the activation of this plan
3. Most emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.
4. Most emergency situations are handled routinely by the emergency response organizations in the parish using the Incident Command System.
5. The Webster Parish EOC is located in the basement of the Webster Parish Courthouse in Minden and provides a secure and protected headquarters for the direction and control of emergency and disaster operations in the parish. In the event that the EOC is compromised, it will be re-located to a site to be determined by the Director.

B. Assumptions

1. In "extreme" emergency situations, emergency management activities will be best accomplished through coordination at the activated EOC, thus allowing field forces to concentrate on essential on-scene tasks (Incident Command specific).
2. During the early stages of the event little information will be available and the information received may be vague and inaccurate, verification of this information and caution can delay response to inquiries.



Emergency Operations Plan

ESF #5 Emergency Management

3. Reporting from the local government to the EOC will improve as the event matures.
4. Reporting of information may be delayed due to damaged telecommunications infrastructure.
5. Assessment of damage impacts and EOC operations may be delayed due to minimal staffing.
6. There will be an immediate and continuing need to collect, process and disseminate situational information, to identify urgent response requirements during a disaster (or the threat of one) and to plan for continuing response, recovery and mitigation activities.
7. In large-scale disaster situations, centralized direction and control, provided by activation of the emergency management organization and the EOC will be the most effective approach to emergency operations (centralized). The EOC will be operational around the clock if warranted. All other components of the emergency response system will be operational from their routine facilities.
8. Region VII Northwest Louisiana will be available to provide mutual-aid within the seven parishes of Bienville, Bossier, Caddo, Claiborne, Desoto, Red River, and Webster. State assistance will complement the local and regional efforts. Federal assistance will be provided when the other resources are clearly insufficient to cope with the effects of the disaster.

III. CONCEPT OF OPERATIONS

A. General

1. The purpose of ESF #5 is to collect, analyze, and share information about a potential or actual emergency or disaster to enhance the response and recovery activities of the local governments.
2. Emergency Management supports overall activities for incident management and to maintain the Emergency Operations Center (EOC) in a state of readiness.
3. This ESF is most applicable to the local governmental departments and private and volunteer organizations that commonly report to the EOC during an activation. It is applicable to all other agencies and jurisdictions in that they have a requirement to provide situation reports when their organization



Emergency Operations Plan

ESF #5 Emergency Management

has been affected by an event.

4. On-scene control will be used for emergencies or disasters that remain within the capability of emergency response organizations to coordinate from the field.
5. The extent to which the EOC is activated and when it assumes command of emergency operations depends on the type of emergency situation, escalation potential, the geographical extent, and any other pertinent factors.

B. Phases of Emergency Management

The following describe the four phases of emergency management.

1. **Mitigation:** The Webster Parish Police Jury President has designated the Director of Webster OHSEP to organize and administer the ESF #5 and maintain the operational readiness of the activated EOC.
2. **Preparedness:** The Director of Webster OHSEP will develop and maintain the EOP along with operational procedures for the activated EOC to deal with potential and actual emergencies or disasters.
3. **Response:** The EOC will be activated, as appropriate, and staffed to the extent and duration required in response to an emergency that exceeds or is expected to exceed the normal capability of the parish to respond. If the parish has unmet needs, mutual-aid agreements will be utilized and if necessary assistance from GOHSEP requested.
4. **Recovery:** Once emergency response activities are completed and the EOC deactivated, damage assessment and recovery activities will begin. Recovery activities will be continued as long as necessary.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

All departments, agencies, and organizations involved in the execution of this plan will be organized, equipped, and trained to perform all designated responsibilities contained in this plan and its implementing instructions for both response and recovery operations.



Emergency Operations Plan

ESF #5 Emergency Management

All departments, agencies, and organizations are responsible for the development maintenance of their own internal operating and notification procedures. Unless directed otherwise, existing organization or agency communications systems and or frequencies will be employed.

The following tasks and responsibilities are assigned to the agencies or organization chiefs, and individuals as listed, in no order of importance:

A. President of the Webster Parish Police Jury

1. Delegates to the Director of Webster OHSEP as ESF #5 Coordinator the responsibility for all emergency management.
2. Designated the ESF #14 Coordinator (Community Recovery, Mitigation & Economic Stabilization).
3. Requires the ESF #5 Coordinator report to the activated EOC.
4. Coordinates with the ESF #5 Coordinator.

B. Director of Webster Parish Homeland Security-Emergency Preparedness (OHSEP)

1. Shall be appointed by the parish president and shall serve at the pleasure of the parish president and shall be commissioned by the Director of GOHSEP.
2. Shall have direct responsibility for the organization, administration, and operation of such local organization for homeland security and emergency preparedness subject to the direction and control of the governor and the Governor's Office of Homeland Security and Emergency Preparedness.
3. Unless directed otherwise, the release of information to the public or media will be handled through the Director of OHSEP or the Parish President.
4. Shall prepare and maintain an all hazard emergency operations plan and keep it current. The plan may include any of the following:
 - a. prevention and minimization of injury and damage caused by disaster or emergency
 - b. prompt and effective response to disaster or emergency
 - c. emergency relief
 - d. identification of areas particularly vulnerable to disasters or emergency



Emergency Operations Plan

ESF #5 Emergency Management

- e. assistance to local officials in designing local homeland security and emergency action plans
 - f. organization of manpower and chains of command
 - g. coordination of federal, state, and local disaster or homeland security and emergency activities
 - h. Other necessary matters
5. Shall take an integral part in the development and revision of local and inter-jurisdictional homeland security and emergency plans.
6. In preparing and revising the plan, shall seek the advice and assistance of government, business, labor, industry, agriculture, civic and volunteer organizations and community leaders.
7. The Director of Webster OHSEP shall:
- a. determine requirement of the parish and its political subdivisions for food, clothing, and other necessities in the event of an emergency
 - b. procure and pre-position supplies, medicines, materials, and equipment
 - c. promulgate standards and requirements for local and inter-jurisdictional disaster plans
 - d. periodically review local and inter-jurisdictional disaster plans
 - e. provide for mobile support units
 - f. assist political subdivisions, their homeland security and emergency preparedness agencies and inter-jurisdictional homeland security and emergency
 - g. make surveys of industries, resources, and facilities within the parish, both public and private, as are necessary to carry out these purposes
 - h. prepare, for issuance by the parish president, executive orders, proclamations, and regulations as necessary or appropriate in coping with disasters or emergencies
 - i. cooperate with the state and federal government and any public or private agency or entity in achieving any of these purposes and in implementing programs for disaster emergency mitigation, preparation, response, and recovery
 - m. formulate emergency operation plans for the humane evacuation, transport, and temporary sheltering of service animals and household pets in times of emergency or disaster
 - n. do other things necessary, incidental, or appropriate for the implementation of RS 29:729
8. Immediately notify the parish president of significant emergency situations that could affect the jurisdiction.



Emergency Operations Plan

ESF #5 Emergency Management

9. When circumstances dictate, notifies all tasked organizations, informs them of the situation, and directs them to take the action appropriate for the situation.
 - a. provides overall direction of emergency response operations that are outside the scope of day-to-day operations
 - b. directs implementation of protective actions for public safety
 - c. activates EOC when the situation warrants such an action
 - d. coordinates efforts for debris removal with Director of WPPW.
 - e. oversees and coordinates the inspection of hazardous facilities, bridges, roads, etc., and advises authorities on priority repairs and unsafe structures (serves as a Damage Assessment Officer)
 - f. provides instructional and educational materials for the general public

10. Manages EOC resources and directs EOC operations. Duties include ensuring the following activities or actions are done:
 - a. information processing: involves the collection, evaluation, display, and dissemination of information about the emergency situation to support the jurisdiction's response operations
 - b. manages logistical support for response personnel and disaster victims (if indicated, designates a Resource Coordinator)
 - c. oversees the health and medical treatment activities of all response organizations involved in providing medical assistance to disaster victims (if indicated, designates a Health & Medical Coordinator)
 - d. implements mass care activities for the public with the appropriate tasked organizations and may designate an ESF #6 Coordinator (Mass Care).
 - e. ensures appropriate staff members report to the EOC
 - f. manages implementation of evacuation actions with the appropriate tasked organizations
 - g. advises or briefs the parish president and other key members of emergency response organization
 - h. handles inquiries and informs the public about disaster damage
 - i. when appropriate, terminates response operations and release of personnel.
 - j. continues assessment surveys and monitors restoration activities.

11. Organizes the emergency management program and identifies personnel, equipment, and facility needs.



Emergency Operations Plan

ESF #5 Emergency Management

- a. assigns emergency tasks to departments and agencies, including the designation of each ESF Coordinator
 - b. ensures that departments and agencies participate in emergency planning, training, and exercise activities
12. The Director of OHSEP will be familiar with the Louisiana Disaster Recovery Manual, the Webster Parish Hazard Mitigation Plan and will review building codes and land use regulations for possible improvements. The Director of OHSEP is designated the authorized agent to represent the parish on joint parish/state/federal assessment teams and for fiscal matters.
13. The Webster OHSEP maintains a current list of critical facilities and parish buildings and structures requiring priority assessment.
14. Designated the ESF #5 Coordinator (Emergency Management).

C. Webster Parish Sheriff

1. Designated ESF # 13 Coordinator (Public Safety & Security) by Director of Webster OHSEP. May delegate these responsibilities.
2. Designated ESF #1 Coordinator (Transportation) by Director of Webster OHSEP. May delegate these responsibilities.
3. Designated ESF #9 Coordinator (Search & Rescue). May delegate these responsibilities.
4. Responsible for management of emergency response to terrorist incidents within the parish.
5. Manages resources and directs parish-wide law enforcement operations.
6. Provides security for the activated EOC.
7. Provides weather spotters during severe weather.
8. Works with the Webster OHSEP to develop and maintain a workable emergency management function.
9. Develop and maintain SOP/SOGs for response to requests for support.
10. Attends Local Emergency Planning Committee (LEPC) meetings.



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11. Participate in the post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures or guidelines and formats to document any crucial lessons learned.
12. Assists in identifying personnel and resources to support this Annex.
13. Works with Webster OHSEP to keep this Annex up-to-date.
14. Coordinates with the ESF #5 Coordinator (Emergency Management).

D. Fire Chief City of Minden

1. Designated the ESF #4 Coordinator by the Director of Webster OHSEP.
2. Works with Webster OHSEP to develop and maintain a workable emergency management function.
3. Develop and maintain SOPs/SOGs for response to requests for support.
4. Attend Local Emergency Planning Committee (LEPC) meetings.
5. Participates in the post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons-learned.
6. Assists in identifying personnel and resources to support this Annex.
7. Work with Webster OHSEP to keep this Annex up-to-date.
8. Alerts all emergency response organizations of the dangers associated with technological hazards and fire during emergency operations.
9. Notifies the Director of Webster OHSEP when the emergency or disaster is beyond normal day-to-day operations.
10. Required to report to the activated EOC.
11. Coordinates with the ESF #5 Coordinator.



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ESF #5 Emergency Management

E. 911 Communications Director

1. The 911 Communications Director is designated ESF #2 Coordinator (Communications) by the Director of Webster OHSEP.
2. The 911 Communications Director is responsible for the management of all warning and communications systems.
3. Works with the Webster OHSEP and Webster Parish Sheriff's Office Dispatch to develop and maintain a workable emergency management function.
4. Develops and maintains SOPs/SOGs for response to requests for support.
5. Participate in the post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures or guidelines and formats to document any crucial lessons-learned.
6. Assists in identifying personnel and resources to support this Annex.
7. Works with Webster OHSEP to keep this Annex up-to-date.
8. Works with representatives of other emergency responders to develop communications procedures that will be responsive to local needs and compatible with local procedures and equipment.
9. Develops and maintains a phone and/or radio frequency list for notifying emergency response personnel, neighboring jurisdictions and the state EOC of an emergency situation.
10. Develops and maintains a phone list or other means for warning special locations, such as schools, hospitals, nursing homes, major industrial sites, institutions, and places of public assembly.
11. Identifies public and private service agencies, personnel, equipment, and facilities that could be called upon to augment the jurisdiction's warning capabilities.
12. Implements contingency plans to provide warnings if established warning system fails to work.



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13. Ensures the emergency communications section is equipped with the appropriate communication gear.
14. Develops or arranges for training programs for all of the communications staff, including volunteers and repair personnel.
15. Implements communications during emergencies, including support by volunteer organizations.
16. Coordinates with the ESF #5 Coordinator (Emergency Management).

F. Director of Webster Parish Public Works

1. The Director of Webster Parish Public Works is designated ESF #3 Coordinator by Director of Webster OHSEP.
2. When notified of an emergency situation, sends response teams or personnel, equipment and vehicles to the emergency scene as appropriate.
3. Works with the Webster OHSEP to develop and maintain a workable emergency management function.
4. Develop and maintain SOP/SOGs for response to requests for support.
5. Participates in the post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures or guidelines and formats to document any crucial lessons-learned.
6. Assists in identifying personnel and resources to support this Annex.
7. Performs IC duties at the emergency scene if appropriate.
8. Manages public works resources and directs public works operations. Duties may include:
 - a. initiating and performing debris removal operations
 - b. assisting in search and rescue
 - c. conducting damage assessment activities (through the use of vehicles, remote video equipment, etc., as appropriate)
 - d. providing emergency fuel, lighting, sanitation to support



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ESF #5 Emergency Management

- emergency responders at the emergency scene and at the EOC
- e. assisting in the evacuation of people at risk in and around the emergency scene
 - f. coordinating with utility companies on shutdown and service restoration
 - g. providing road maintenance or repair
9. Works with Webster OHSEP to keep this Annex up-to-date.
10. Coordinates with the ESF #5 Coordinator (Emergency Management).

V. DIRECTION AND CONTROL

A. Authority to Initiate Actions

1. The President of the WPPJ has the authority to declare a “State of Emergency” and the authority to order an evacuation.
2. The Mayor of a municipality may declare a “State of Emergency” for his jurisdiction and may order an evacuation of his jurisdiction.
3. During immediate life-threatening conditions, the authority to order an evacuation may be exercised locally by the Fire Chief, Police Chief, Sheriff, OHSEP Director, or their designated representative.
4. The first emergency responder will assume incident Command of an incident until replaced by an official with the legal authority to do so.

B. Command Responsibility for Specific Actions

1. The Director of Webster Parish Office of Homeland Security & Emergency Preparedness has command responsibility for:
 - a. The final responsibility for all emergency management belongs to the President of the Webster Parish Police Jury by Louisiana law. The President has delegated this responsibility to the Director of Webster Parish Office of Homeland Security and Emergency Preparedness (Webster OHSEP).
 - b. The Director of Webster OHSEP, under the parish president, shall be responsible for homeland security and emergency preparedness in the parish and is responsible for coordinating the efforts of municipal, parish, state, federal and private organizations providing



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emergency response in the parish.

- c. During any emergency that exceeds normal capabilities, the Director will advise or direct the activities of the response organizations from an Incident Command Post or the activated EOC, if warranted. The Director is responsible for the proper functioning of the EOC and its staff.
 - d. Mutual-aid agreements with neighboring parishes, the Northwest Louisiana Region VII and neighboring parishes will be executed on an as-needed basis. If there are still unmet needs, the Director of OHSEP will request assistance from GOHSEP and appropriate personnel, facilities and equipment will be made available.
2. On-scene control will be used for emergencies or disasters that remain within the capability of emergency response organizations to coordinate from the field.
 3. The extent to which the EOC is activated and when it assumes command of emergency operations depends on the type of emergency situation, escalation potential, the geographical extent, and any other pertinent factors.

C. ICS / NIMS

1. The Incident Command System and the National Incident Management System (NIMS) have been formally adopted by the Webster Parish Police Jury as the parish standard for incident management. NIMS and ICS provide for effective and efficient management of facilities, equipment, personnel, and communications operating with a common organizational structure.
2. In most cases, an officer from the first fire department dispatched to an emergency situation will be the on-scene Incident Commander (IC). IC responsibility may change as higher-level personnel arrive on the scene. In certain circumstances, such as a hostage or terrorist situation, law enforcement officials would take that role. In the event of hazardous material incident, the on-scene IC may relinquish command to the HAZMAT team (or the Louisiana State Police) upon the agreement of both parties. The initial on-scene IC may be relieved by an official who has the legal authority to do so.
3. The communications center will be notified of any change of command so that it may be properly documented.
4. The function of the IC is to provide overall management at the incident



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site, including public safety and public information actions. The IC directs, controls and orders resources, including people and equipment.

5. When more than one scene is involved, the individual IC's coordinate activities with the Director as needed.
6. An Incident Command Post (ICP) represents the on-scene direction and control point for an Incident Commander. The ICP may be located as close to the scene of the incident as safety permits and will be equipped with informational and operational materials, communications and any additional supplies and equipment as needed.
7. Although direction and control in most emergency situations will be exercised by the on-scene Incident Commander, emergencies of wide scope may require that direction and control be assumed by the Director of OHSEP. In any emergency situation of such magnitude as to require emergency service personnel to establish an Incident Command Post (ICP), some activities, such as communications, alert and warning, transportation, evacuation, shelter and additional resources, may be carried on at the EOC in support of the ICP.
8. The decision to activate the EOC is typically made on the basis of information from on-scene personnel and/or warnings or information received from outside sources.
9. The EOC ordinarily will be fully activated and the OHSEP Director will assume control of emergency operations in any emergency situation that requires mobilization of elements of local government other than those primarily involved in emergency services on a day-to-day basis.
10. The EOC will be activated, as appropriate, and staffed to the extent and duration required. The decision to activate the EOC may be made at the direction of the Director of Webster OHSEP or his designee. Upon full activation of the EOC, security measures will be established in order to ensure a smooth and orderly operating environment.
11. Once the EOC has been activated, organizational and agency representatives will:
 - a. Initially, sign in on the security log and report to the ESF #5 Coordinator (Director of Webster OHSEP) for an update on the



Emergency Operations Plan

ESF #5 Emergency Management

situation and to confirm assignments. (A WPSO Deputy will be designated security officer and will be responsible for maintaining the security log. Visitors are not allowed access to any other section of the building without clearance from the ESF #5 Coordinator or the ESF #15 Coordinator (External Affairs.)

- b. The ESF #5 Coordinator will arrange for regularly scheduled briefings to ensure organizations or agencies are kept constantly informed of the situation, including major developments, decisions and requirements including Field Status Report results.
 - c. Maintain coordination with appropriate organizations or agencies.
 - d. Thoroughly brief incoming relief personnel and inform the ESF #5 Coordinator of the changeover prior to departing.
 - e. Each staff member is required to maintain an Events Log of all activity.
12. The safety of both the affected population and response or recovery personnel will be of the utmost consideration throughout an emergency. All actions contemplated will take safety into consideration prior to any implementing decision, and safety will be constantly monitored during the operation itself.
13. See Basic Plan Section V-C.

VI. CONTINUITY OF GOVERNMENT / OPERATIONS

See Basic Plan Section VI.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Once a "State of Emergency" has been declared, all response elements, departments, and municipalities involved will document expenditures and obligations and report these to the Director for Webster Parish on a daily or weekly basis as determined to be appropriate to the situation by the Director.
2. The Director will submit daily situation reports to the state OHSEP during the "State of Emergency".
3. Daily resource consumption and shortfall reports will be made to



Emergency Operations Plan

ESF #5 Emergency Management

the state by the Director, if indicated by the situation.

4. The Director for Webster Parish will provide a daily report on the status of mass care services being provided by volunteer agencies and other nongovernmental organizations.
5. The Director for Webster Parish is responsible for submitting all records or requests for assistance to the GOHSEP.
6. The following forms and records will be maintained:
 - a. **Security Log:** a record of all persons entering and exiting the EOC.
 - b. **Message Form:** all requests for assistance and general messages are received and transmitted on this form.
 - c. **Events Log (Message & Chronological Events):** log of all activities, messages taken and given to include contacts and notes, reports received or given, and/or occurrence of events. Each staff member is responsible for maintaining a log of his activities.
 - d. **Incident Report:** summary of the event in condensed form.
 - e. **Field Status Report:** conditions reported from the field to the EOC will be processed on a scheduled basis to be determined by the Director. The reports will include present conditions, disposition (evacuation, sheltered, injured, killed), needs identified, assistance requested and action plan.
 - f. **Declaration of Emergency:** declaration proclaiming a local “State of Emergency” exists.
 - g. **Presidential Declaration:** disaster notification and documentation required to obtain federal disaster assistance through the State. (Once the emergency has ended, a proclamation shall be issued by the parish president declaring the end of the “State of Emergency”).



Emergency Operations Plan

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Otherwise, the declaration automatically expires after 30 days.)

h. After-Action Report: summary of the evaluations and findings of participants in the disaster with resultant recommendations for change

7. Once the emergency has ended, a proclamation shall be issued by the parish president declaring the end of the "State of Emergency".

B. Logistics

1. A complete listing of all resources (including manpower) available in the tasked organizations will be prepared by each agency on a yearly basis. This listing will be forwarded to Webster OHSEP and available to the activated EOC.
2. Key facilities will be identified, security needs determined and priorities established. This information will be forwarded to Webster OHSEP yearly and available to the activated EOC.
3. Emergency Contact Information for the tasked organizations will be prepared at least on a yearly basis and forwarded to Webster OHSEP and available to the activated EOC.
4. Each organization is responsible for signing mutual-aid agreements with neighboring jurisdictions. All mutual-aid agreements should be in writing and a copy forwarded to Webster OHSEP.
5. The Director of Webster OHSEP is responsible for requesting aid from GOHSEP. If assistance beyond the state's capabilities is required, GOHSEP will coordinate requests for aid with proper Federal agencies.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A.** Each tasked organization is responsible to ensure its own operational capabilities.
- B.** All tasked organizations will maintain Standard Operating Procedures or Standard Operating Guidelines.



Emergency Operations Plan

ESF #5 Emergency Management

- C. The individual department or agency head will coordinate the planning of all emergency management operations related to emergency preparedness.
- D. The individual department or agency head will be responsible for periodically reviewing, updating, exercising, modifying, accepting and approving the Emergency Management annex.
- E. The Director of Webster OHSEP has the responsibility for maintaining and coordinating revision of this annex.
- F. This annex will be reviewed, updated and revised according to the policy outlined in the Basic Plan Section VIII.

IX. AUTHORITIES AND REFERENCES

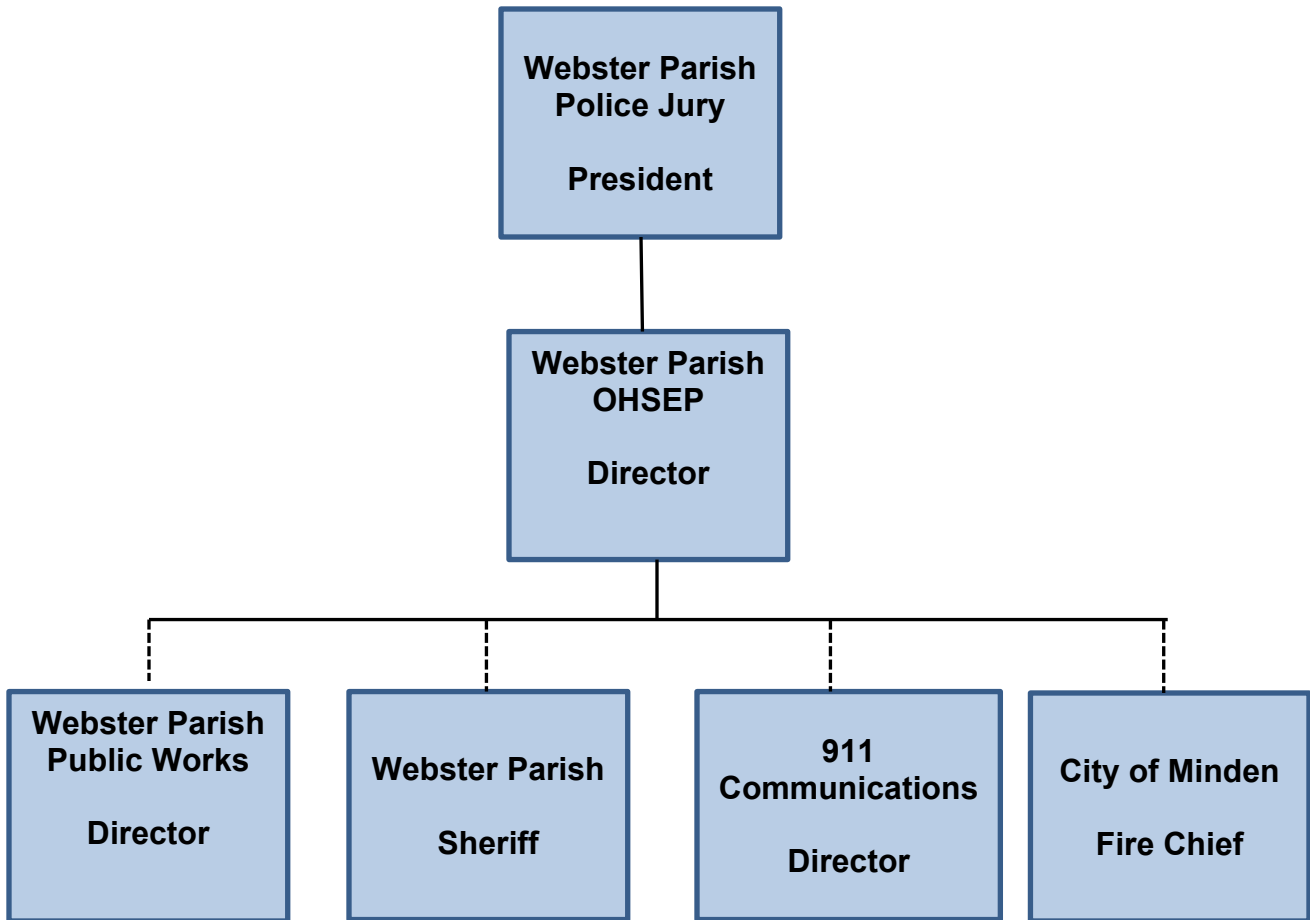
See Basic Plan Section IX.



Emergency Operations Plan

ESF #5 Emergency Management Appendix #1

Organization Chart



Legend:

----- Coordination
_____ Direct



Emergency Operations Plan

ESF #5 Emergency Management Appendix #2

Emergency Management Responsibility Chart

Webster Parish Responsibility	Authority / Policy	Coordination	EOC Operations	Analysis	Damage Assessment	Damage Reporting	Economic Analysis
Webster Parish Police Jury President	X	X	X	X	X	X	X
Webster Parish OHSEP Director	X	X	X	X	X	X	X
Webster Parish Sheriff	X	X		X	X	X	X
Webster Parish Public Works Director	X	X			X	X	X
911 Communications Director	X	X				X	
Fire Chief City of Minden	X	X			X	X	X



Emergency Operations Plan

ESF #5 Emergency Management Appendix #3

Emergency Function Responsibility & Support Legend: R= Responsibility S= Support	Emergency Support Function:	ESF 1 Transportation	ESF 2 Communications	ESF 3 Public Works & Eng.	ESF 4 Fire Services	ESF 5 Emergency Mgmt.	ESF 6 Mass Care	ESF 7 Resource Support	ESF 8 Health & Medical	ESF 9 Search & Rescue	ESF 10 Haz Mat & Radiological	ESF 11 Agricultural	ESF 12 Energy	ESF 13 Public Safety & Security	ESF 14 Comm Recovery & Mitigation	ESF 15 Public Information
Agency/Dept/Individual:																
WP Police Jury President		S	S	S	S	S	S	S	S	S	S	S	S	S	R	S
WP Police Jury		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
WP Director of OHSEP		S	S	S	S	R	R	R	R	S	S	R	R	S	S	R
WP Sheriff		R				S		S		R	S	S		R		
911 Communications Director			R			S		S								
WP Public Works Director				R		S		S								
Fire Chief City of Minden					R	S		S								
WP Sheriff Dispatch			S			S		S								
Individual Fire Districts					S			S								
Municipal Government								S							S	
Municipal Police Depts.								S				S		S		
WP School Board Supt.		S						S								
Community Services		S						S								
Office of Family Support							S	S								
WP Haz Mat Unit								S			R					
Private Industry w/ EHS								S							S	
Mutual Aid/Auxiliary								S		S				S		
Faith-Based Org.							S	S								
Volunteers		S		S				S		S				S		S
Municipal/Private/Co-Op Energy								S					S			
Municipal Water Systems								S					S			
Private Sector Infrastructure								S								
WP Consulting Engineer								S							S	
WP Police Jury Attorney								S							S	
EAS Stations / all Media								S								S
Pre-Hospital EMS								S	S							
Hospitals & Medical Facilities								S	S							
WP Public Health								S	S							
WP Coroner								S	S							
Mortuary Services (private)								S	S							
Mental Health Providers								S	S							
Economic Development Org.								S							S	
WP County Agent								S				S				
Veterinarians								S				S				
Animal rescue/shelter volunteers								S				S				
Debris Contractors				S				S								
Volunteer Organizations				S			S					S				
NWLA American Red Cross							S									



Emergency Operations Plan

ESF #5 Emergency Management Appendix #4

ESF Coordinators with Assignment of Primary & Support Agencies

ESF #1 Transportation **Evacuation**
Coordinator: Sheriff of Webster / designee
Primary: Webster Parish Sheriff's Office
Support: Community Services
Webster Parish School Board
Volunteers (1st Responders, Staff)

ESF #2 Communications **Communications**
Coordinator: 911 Communications Director
Primary: 911 Communications Center
Support: WP Sheriff's Dispatch,
Region VII Mobile Comm. Unit

ESF #3 Public Works & Engineering **Debris Removal**
Coordinator: Director of WPPW
Primary: Webster Parish Public Works
Support: Debris Contractors
Municipal Public Works
Volunteer Organizations

ESF #4 Fire Services **Fire Fighting**
Coordinator: Fire Chief City of Minden
Primary: Individual Fire Districts
Support: Individual Fire Districts

ESF #5 Emergency Management **Mgmt.**
Coordinator: Director of OHSEP
Primary: OHSEP
Support: Sheriff of Webster Parish
Director WPPW
Director 911
Fire Services Coordinator

ESF #6 Mass Care **Sheltering & Feeding**
Coordinator: Director of OHSEP / designee
Primary: OHSEP
Support: Office of Family Support
Faith-Based Organizations
Municipal Facilities
Volunteer Organizations
NWLA American Red Cross

ESF #7 Resource Support **Supplies & Logistics**
Coordinator: Director of OHSEP / designee
Primary: OHSEP
Support: All tasked organizations in Basic Plan

ESF #8 Health & Medical **Medical Care**
Coordinator: Director of OHSEP / designee
Primary: OHSEP
Support: Pre-hospital EMS
Hospitals & Medical Facilities
Webster Parish Public Health
Mortuary Services (private)
Coroner
Mental Health Providers

ESF #9 Search & Rescue **Search & Rescue**
Coordinator: Sheriff of Webster / designee
Primary: Webster Parish Sheriff's Office
Support: Mutual-Aid /Auxiliary/Volunteers

ESF #10 Haz Mat & Radiological **Haz Mat Incidents**
Coordinator: Webster Parish Hazmat Team Leader
Primary: WPSO Hazmat Team
Support: Private Industry w/EHS (fixed / transporter)
Fire Service, LA State Police Hazmat Unit

ESF #11 Agricultural **Plant & Animal Safety**
Coordinator: Director of OHSEP / designee
Primary: Director of OHSEP
Support: County Agent
Veterinarians
Volunteers (animal rescue/shelter)

ESF #12 Energy **Restoration of Utilities & Water**
Coordinator: Director of OHSEP / designee
Primary: OHSEP
Support: Energy (Municipal)
Energy (Private/Co-Op)
Water Systems/Sewer Systems (Municipal)

ESF #13 Public Safety & Security **Law Enforcement**
Coordinator: Sheriff of Webster / designee
Primary: WP Sheriff's Office
Support: Municipal PD
Mutual-Aid/Auxiliary/Volunteers

ESF #14 Comm Recovery, Mitigation **Restoration**
Coordinator: President of WPPJ / designee
Primary: Webster Parish Police Jury
Support: Municipal & Parish Government
Private Sector Infrastructure
WP Consulting Engineer
WPPJ Attorney
Webster Parish Tax Assessor
Economic Development Org

ESF #15 Public Information **Emergency Public Info**
Coordinator: Director of OHSEP / designee
Primary: OHSEP
Support: EAS Stations
All Media
Volunteers

ESF #16 Military Support **Resources, Evacuation,
Debris Removal from Highways, Security Assistance**
Obtained by Director of Webster OHSEP through
GOHSEP



Emergency Operations Plan

ESF #5 Emergency Management Appendix #5

Training and Education Plan

A. Purpose

To address the need for and establish procedures to provide emergency preparedness and operations training for Webster OHSEP/EOC staff, volunteers and emergency services personnel.

B. Scope

Emergencies of all types will subject citizens to undo hardships. Untrained personnel would seriously handicap the entire preparatory, response, and recovery process and would certainly compound the problems created by such circumstances. A comprehensive training and education program is essential to satisfy ongoing requirements. Effective training programs, scheduled on a regular basis, will enhance the skills needed to effectively respond during an emergency. Exercises and drills will provide the training for responders during emergency situations and test the All-hazard EOP.

C. Concept of Operations

1. Training for local emergency personnel should be continuous. The type and degree of training will vary with tasks to be accomplished during preparedness, response or recovery phases.
2. The operation of the training and education program through the Four Phases of Emergency Management:
 - a. **Mitigation:** Webster OHSEP will arrange for the training of individuals, groups and functional teams in disaster and emergency subjects, skills and techniques.
 - b. **Preparedness:** Utilize instructors from government agencies and the private sector to conduct, or assist in conducting, all phases of training.
 - c. **Response:** Test the EOP by exercises or drills to determine the effectiveness of trained personnel.
 - d. **Recovery:** Observe and note deficiencies and future needs for training programs.

D. Implementation

1. The Director of Webster OHSEP, serving as the training officer, will implement procedures to fulfill the following tasks:
 - a. Maintain close contact with regional and state OHSEP offices to promote



Emergency Operations Plan

ESF #5 Emergency Management Appendix #5

- and provide training courses for emergency response personnel.
- b.** Maintain contact with emergency response personnel, agencies, departments and organizations to inform them of educational opportunities available, as well as the required skills to carry out their emergency support functions per plans and procedures.
 - c.** Coordinate details of classes, schedules and individuals to attend.
 - d.** Maintain records of educational courses completed by Webster OHSEP staff.
 - e.** Schedule and participate in exercises and drills as training tools.
 - f.** Provide emergency instruction or education for the general public through talks or presentations with community groups or associations, at business meetings, or any opportunity.
 - g.** Determine the type and level of training required for emergency operations assignments and brief department heads and agencies on plans, procedures and training for their personnel
- 2.** Department heads and emergency service organizations will be responsible for training their own personnel in their respective area of primary functions.
 - 3.** The Director of Webster OHSEP will be responsible for maintaining this training plan.
 - 4.** Courses are offered for local officials, fire service, law enforcement, public works, business and industry, related private sector volunteer organizations, and others with responsibilities for emergency preparedness activities. Some sources of courses are:
 - a.** State and Federal training funded by FEMA
 - b.** FEMA Independent Study Courses offered by catalog or online
 - c.** GOHSEP scheduled courses
 - d.** Region VII courses
 - e.** LSU FETI (Fire and Emergency Training Institute) courses
 - f.** POST certifications for Law Enforcement
 - g.** LSP training courses for law enforcement and/or hazardous material response
 - h.** LSP SARTA training
 - i.** NOAA / NWS training



Emergency Operations Plan

ESF #5 Emergency Management Appendix #6

ESF #5 Emergency Management - ESF Role Aligned to Core Capabilities

All ESFs support the core capabilities of Planning, Operational Coordination, and Public Information and Warning.

Core Capability: Planning

- Mission Areas: All
- Description: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.
- During an actual or potential incident, coordinates and conducts planning activities.

Core Capability: Operational Coordination

- Mission Areas: All
- Description: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Core Capability: Public Information and Warning

- Mission Areas: All
- Description: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.
- Provides information for the development of credible, culturally appropriate, and accessible messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions and facilitates the transition to recovery.

Core capability: Situational Assessment

- Maintains situational awareness of an incident.
- Provides an informational link to members of the whole community.
- Serves as the centralized conduit for situation reports, geospatial data, and other decision support tools.
- Provides decision relevant information regarding the nature and extent of an incident, as well as, cascading effects in support of a potential or actual coordinated Federal response.



Emergency Operations Plan

ESF #6 Mass Care, Housing & Human Services

Coordinator: Director of Webster OHSEP or designee

Primary: Webster OHSEP

Support: Webster Parish Office of Family Support
Faith-Based, Municipal and Other Volunteer Organizations
NWLA Red Cross

I. PURPOSE

ESF #6 coordinates the delivery of Mass Care, Emergency Assistance, Housing and Human Services to provide support for victims of natural and technological emergencies and disasters:

Mass Care: Includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members. 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 (no longer than 60 days) of occupancy due to the emergency nature of the activity and the requirements for mass feeding, distribution of comfort and relief supplies and emergency first aid. Shelter will include the mass feeding of victims and emergency workers through a combination of fixed sites, mobile feeding units and bulk distribution of food. Mass Care will coordinate with the appropriate Public Health representatives 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.

Emergency Assistance: Assistance required by 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. Mass Care will collect and provide information about individuals in the emergency area through an emergency registration system. Such information will be used to aid reunion of families and individuals separated by the emergency or disaster.



Emergency Operations Plan

ESF #6 Mass Care, Housing & Human Services

Housing: Includes housing options such as rental assistance, repair, loan assistance, replacement, factory-built housing, semi-permanent and permanent construction, referrals, identification and provision of accessible housing, and access to other sources of housing assistance. Housing activities will provide for short and long-term housing needs of emergency and disaster victims.

Human Services: Includes the 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. Human services include all government and relief organization actions to provide immediate assistance to victims of emergencies and disasters without regards to race, color, religion, nationality, sex, age, disability, limited English proficiency, or economic status. Human services may include, as appropriate, crisis counseling and supportive mental health services. Human services will include the provision and expedited processing of federal benefits claims, such as Social Security, disaster unemployment assistance, disaster food stamp distribution, Veterans benefits and tax refunds.

Within Webster Parish, this ESF addresses temporary short-term needs during a major emergency or disaster. This ESF #6 is developed to coordinate efforts to provide sheltering, feeding, and emergency first aid following an emergency or disaster requiring response assistance, to operate a system to collect, receive, and report information about the status of victims and assist with family reunification within the affected area, and to coordinate bulk distribution of emergency relief supplies vital to the delivery of services, to victims following the event.

ESF #6 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

II. SITUATIONS AND ASSUMPTION

A. Situation

1. Webster Parish could experience disaster conditions that would require the temporary emergency sheltering of evacuated residents. Disaster conditions requiring sheltering would most likely be caused by severe weather or a hazardous material incident.



Emergency Operations Plan

ESF #6 Mass Care, Housing & Human Services

2. Historically, Webster Parish has only rarely required a staging area as most evacuees seek shelter with friends or family. The likelihood of having to temporarily evacuate more than 1,000 residents is almost non-existent.
3. Webster Parish does not have any facilities suitable for accepting large numbers of evacuees from another area. Small numbers have been accepted on a temporary basis and supported by some faith-based organizations.
4. There is no ARC-approved facility for sheltering in Webster Parish, nor is there a facility suitable to establish a shelter for mega-sheltering.
5. Individuals and families can be deprived of normal means of obtaining food, clothing, shelter and medical needs. Family members may become separated and unable to locate each other. Individuals may develop serious physical or psychological problems requiring specialized medical services.
6. As a result of a public health threat, quarantine and/or isolation may be necessary. If quarantine is implemented due to a public health threat, it may require special considerations and alter individual and community responses.

B. Assumptions

1. Emergencies and disasters may occur without warning at any time of day or night, and may cause mass casualties. Widespread damages will necessitate the relocation of victims and the need for mass care operations.
2. The ultimate responsibility for mass care services for citizens rests with local government. Webster OHSEP and/or the activated EOC will provide support and assistance to obtain necessary temporary sheltering for evacuees.
3. Most evacuees will seek shelter with friends or family. Some may stay with or near their damaged homes.
4. Essential public and private services will be continued during mass care operations. However, for a major evacuation that generates a large-scale shelter and mass care operation, normal activities at



Emergency Operations Plan

ESF #6 Mass Care, Housing & Human Services

schools, community centers, churches, and other facilities used as shelters may have to be curtailed.

5. Emergency operations for most human services organizations (mass care, individual assistance, sheltering, special medical needs and special needs) will be an extension of normal programs and services.
6. Region VII Northwest Louisiana can provide mass care for evacuees from Webster Parish.

III. CONCEPT OF OPERATIONS

A. General

1. As needed, sheltering, feeding and emergency first aid activities will begin immediately after the emergency/disaster. Staging of these facilities may occur before the disaster when the emergency/disaster is anticipated.
2. Webster OHSEP will use the EAS system and other media sources to keep evacuees and the general public informed on activities. Information about persons identified on shelter lists, casualty lists, hospital admission, etc., will be made available to family members to the extent allowable under confidentiality regulations. Efforts will be made to coordinate among agencies providing information to minimize the number of inquiry points for families. Contact information will be provided by Webster OHSEP or the Sheriff to allow inquiries from family members of disaster victims.
3. The following provisions have been made for providing temporary sheltering to special needs populations: These groups will be transported to designated staging area and necessary arrangements for temporary sheltering will be addressed. (See Appendix #5 Special Needs and Evacuation & Sheltering Plan.)
 - a. School Children: will be transported by school buses to designated staging area to be picked up by family. They will be accompanied by teachers and principal.
 - b. Children in day-care center: will be transported to designated staging area by van, bus or private vehicle to be picked up by family. They will be accompanied by staff.



Emergency Operations Plan

ESF #6 Mass Care, Housing & Human Services

- c. Nursing home residents: will be transported to designated staging area by van or bus to be picked up by family members. Those who require special assistance, will be transported to another nursing home or another facility.
 - d. Handicapped: will be transported by wheelchair-accessible van to the designated staging area.
 - e. Non-English-speaking people will be assisted to the designated staging area.
 - f. Hospitals: Both hospitals will transport patients to staging area or another facility by ambulance, bus, wheelchair-accessible van or private vehicle.
 - g. Incarcerated residents: The Bayou Dorcheat Correctional Center will be evacuated by bus and van to a designated facility.
 - h. Transients and people without transportation will be transported to the designated area by bus or van from Community Services.
4. Emergency first aid services should be provided to victims and workers at mass care facilities and at designated sites within the affected area as available. This emergency first aid service should be supplementary to emergency health and medical services established to meet the needs of the victims.
5. In addition to the provision of shelter and mass care services, evacuees may need assistance with clothing, basic medical attention, prescription medicines, disaster mental health services, temporary housing, and other support services. Some of these services may be provided by the same volunteer organizations that are operating shelters. In other cases, the ESF #6 Coordinator may have to identify the needs of those in public shelters to the appropriate agency, who may be able to arrange for assistance from other volunteer organizations and agencies. Many human services programs also serve disaster victims that have not been evacuated from their homes.
6. Human Service programs assess the situation and implement an appropriate plan of action based on the resources available and the capability to assist victims.



Emergency Operations Plan

ESF #6 Mass Care, Housing & Human Services

- a. Crisis intervention supports the immediate short-term assistance for individuals, families, and groups dealing with the anxieties, stress, and trauma associated with a natural or human-caused emergency or disaster, including incidents of terrorism, mass criminal violence, and civil unrest. Crisis intervention is performed by qualified counselors of the public and private sectors of the counseling profession.
 - b. Human Service programs identify special populations within the event area. Individuals such as the elderly, people with disabilities, those who communicate in languages other than English, and others, may have special needs that must be addressed. Agencies providing services to individual clientele, and group care facilities, such as group homes for children, nursing homes, and assisted living facilities should ensure that emergency commodities provided are delivered to their clientele and facilities.
 - c. Human service agencies coordinate victims' incident-related support services in the form of referrals to appropriate facilities and organizations, or through direct support to individuals. They can also assist by identifying special needs populations in order to notify and move individuals from harm's way to safe shelter.
7. Region VII has designated mass care facilities in Bossier City and Shreveport.
 8. Intra-state assistance is available through GOHSEP.

B. Phases of Emergency Management

The following describe the four phases of emergency management associated with mass care and some activities associated with each phase.

1. **Mitigation:** The Director of Webster OHSEP will designate an ESF #6 Coordinator.
 - a. The ESF #6 Coordinator will determine requirements for adequate sheltering.
 - b. Participate in the hazard identification process and take steps to correct deficiencies in the mass care, housing and human services function.



Emergency Operations Plan

ESF #6 Mass Care, Housing & Human Services

2. Preparedness:

- a. The ESF# 6 Coordinator will develop plans, procedures, and agreements to identify, acquire and mobilize the organizations, individuals and resources that will be needed to carry out mass care, emergency assistance, housing and human services in emergencies and disasters.
- b. The ESF #6 Coordinator will cooperate with organizations and individuals, including local, parish, state and federal government, private industry and Non-governmental Organizations (NGO) that have significant roles in emergencies and disasters.

3. Response: Designated staging areas and/or temporary shelters will be selected according to hazard, location, and services available.

- a. The ESF #6 Coordinator will identify needs and temporary housing resources.
- b. The ESF #6 Coordinator will work within the EOC structure to meet mass care, housing and human services needs for all populations.

4. Recovery: Temporary shelters will be opened, evacuees will be returned home or transported to long-term shelters and then temporary shelters deactivated.

- a. Provide public information regarding safe re-entry to damaged areas.
- b. Participate in after action critiques and reports. Make changes in standard operating procedures and this ESF Annex to improve future operations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following tasks and responsibilities are assigned to the agency, organization chief, or individual as listed:

A. Director of Webster OHSEP

1. Serves as or designates an ESF #6 Mass Care Coordinator.



Emergency Operations Plan

ESF #6 Mass Care, Housing & Human Services

2. Issues an order designating staging area or temporary shelter.
3. Requires the ESF #6 Coordinator to report to the activated EOC.
4. Coordinates with the ESF #5 Coordinator.

B. ESF #6 Coordinator

1. Reports to the activated EOC, if indicated.
2. Notifies persons and organizations identified in the shelter resource list about possible need for services and facilities.
3. When directed, coordinates necessary actions to ensure temporary facilities are opened and staffed, as needed.
4. Collects information from temporary shelters to support the jurisdiction's efforts to respond to inquiries from family members about the status of loved ones (name, home address, phone, next of kin, etc.)
5. Has designated Points of Distribution (PODs) for the distribution of ice, water, food, and tarps.
6. Assists with efforts to provide crisis counseling for disaster victims.
7. Upon termination of emergency, submits a temporary shelter expenditure statement to appropriate authorities for reimbursement.
8. Coordinates with the Office of Family Support to assure welfare services are made available to the public during a disaster.
9. Coordinates with the ESF #5 Coordinator.

C. Webster Parish Office of Family Support

1. Coordinates emergency-oriented welfare assistance and services to individuals and families. Assists in rental assistance, temporary housing, loans, benefit claims, and/or unemployment assistance.
2. Develops specific requirements and details for implementing the welfare plans for Webster Parish.



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ESF #6 Mass Care, Housing & Human Services

3. Assists in analysis of future risks.
4. Coordinates with the ESF #6 Coordinator.

D. Faith-Based, Municipal & Other Volunteer Organizations

1. If appropriate, provides personnel to manage and staff temporary shelter facilities.
2. Implements registration procedures for all evacuees that enter a temporary facility.
3. Each day reports the following to the Director of Webster OHSEP: number of people staying at the facility, status of supplies, condition of the facility and any problem areas, requests for specific types of support.
4. When appropriate, terminates operations and closes the facility. Cleans facility and returns it to original condition.
5. Coordinates with the ESF #6 Coordinator.

E. NWLA American Red Cross

1. The ARC of NWLA provides assistance to Webster Parish in a localized evacuation to include feeding workers and temporary evacuees. In the event of a mass evacuation from Webster Parish, the ARC of NWLA will assist Webster OHSEP and Region VII in arranging mass care facilities outside of Webster Parish.
2. Coordinates with the ESF #6 Coordinator.

V. DIRECTION AND CONTROL

A. Authority to Initiate Actions

1. The President of the Police Jury or the local mayor has the authority to order an evacuation.
2. The Director of Webster OHSEP, the Sheriff of Webster Parish or the Incident Commander on scene may recommend a temporary evacuation.
3. In the event of a limited, temporary evacuation, an appropriate staging



Emergency Operations Plan

ESF #6 Mass Care, Housing & Human Services

area will be designated by the Director of OHSEP or the Webster Parish Sheriff (designated ESF #1 Coordinator).

B. Command Responsibility for Specific Actions

1. The ESF#6 Coordinator will direct and control mass care, housing and human care activities with the assistance of the OHSEP Director and/or all other ESF Coordinators in the activated EOC.
2. Shelter managers will be responsible for the operation of their individual shelters.
3. All local departments and agencies will support shelter operations, as needed.
4. If there are still unmet needs, the Director of Webster OHSEP will request assistance from Region VII, then GOHSEP and appropriate personnel, facilities and equipment will be made available.
5. If assistance beyond the state's capabilities is required, GOHSEP will coordinate requests for aid with the proper Federal agencies, including a request to FEMA for a Presidential Declaration of an emergency or major disaster to allow supplemental Federal financial and technical assistance to be provided.

C. ICS / NIMS

See Basic Plan Section V-C.

VI. Continuity of Government / Operations

See Basic Plan Section VI.

VII. ADMINISTRATION AND LOGISTICS

- A.** Anyone who presents to a temporary shelter in need of assistance, will be registered.
- B.** The Director of Webster OHSEP or the Sheriff of Webster Parish will designate a contact for family members to inquire about evacuees.



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- C. The telephone will be the primary means of communication to each shelter. When telephones cannot be used, two-way radio communications will be used.
- D. Adequate records of all emergency-related expenses, including purchases, donations, supplies-in-hand and labor, including all regular time, overtime and volunteer hours will be provided to Webster OHSEP. Conventional accounting will be used.
- E. Upon termination of emergency, Webster OHSEP will submit mass care expenditures to appropriate authorities for reimbursement.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The ESF #6 Coordinator will be responsible for periodically reviewing, updating, exercising, modifying, accepting and approving this ESF.
- B. This annex will be reviewed, updated, and revised according to the policy outlined in the Basic Plan Section VI.
- C. The Director of Webster OHSEP has responsibility for coordinating the revision of this annex.

IX. AUTHORITIES AND REFERENCES

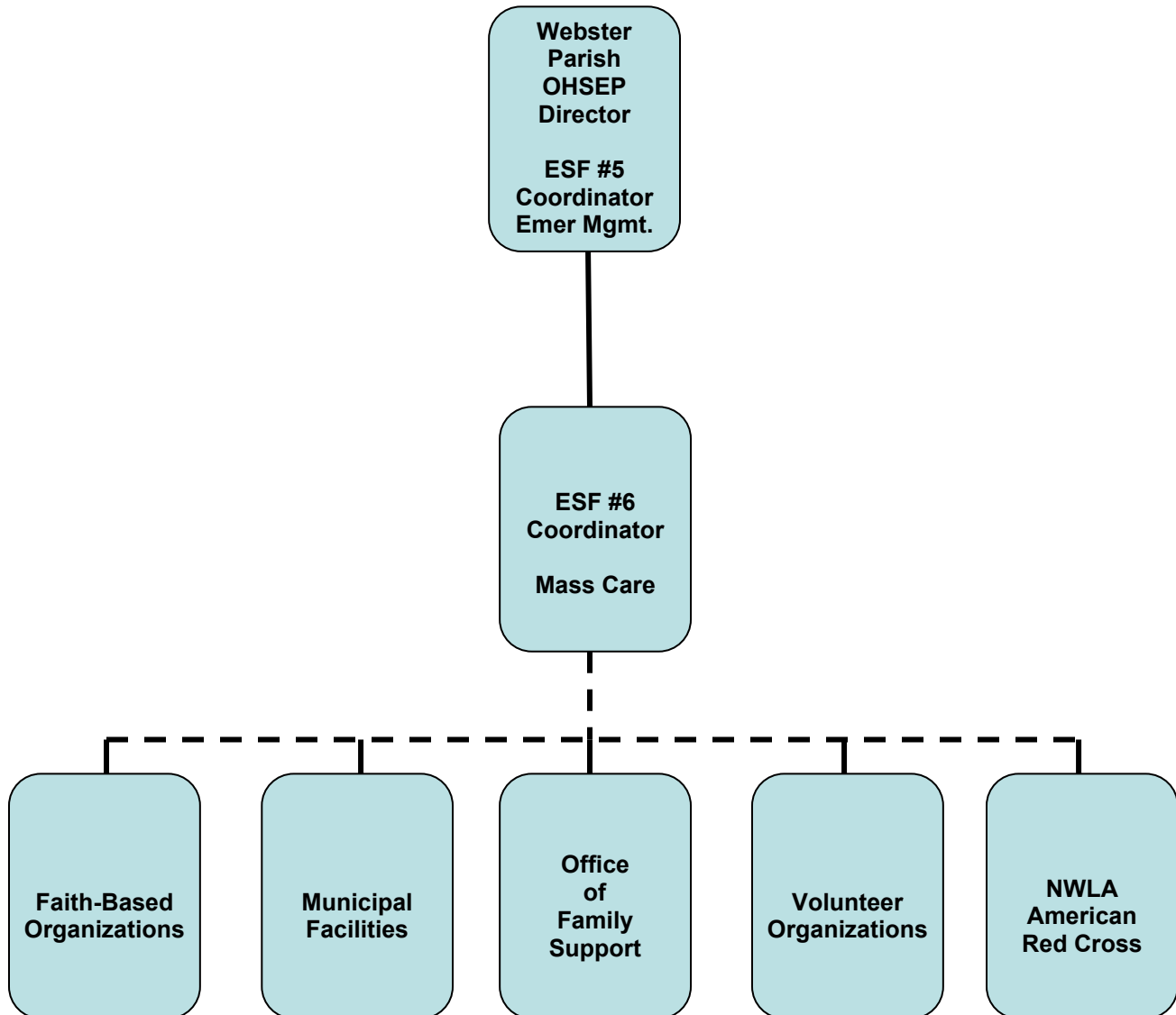
- A. See Basic Plan Section IX.
-



Emergency Operations Plan

ESF #6 Mass Care Appendix #1

Mass Care Organization Chart



Legend:

_____ Direct
----- Coordination



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ESF #6 Mass Care Appendix #2

Responsibility Chart

Mass Care, Housing & Human Services Responsibility	Authority / Policy	Staging Areas	Temporary Shelter	Feeding	Welfare Assistance	Long-term Sheltering
ESF #6 Coordinator	X	X	X	X	X	X
Municipal Facilities		X	X			
Office of Family Support			X		X	
Faith-Based/Municipal/ Volunteer Organizations			X	X		
NWLA American Red Cross				X		X



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Webster Parish Shelter Directory

Webster Parish does not have the ability to provide mega-sheltering. The parish will support Region VII's sheltering effort and provide "spill-over" sheltering when the Region mega-shelters are at capacity, if possible. Individual facilities within Webster Parish may decide to provide shelter to evacuees who present to the area.

There are within Webster Parish two facilities with capabilities of providing long-term occupancy contingent upon availability:

Caney Lake Conference Center: (faith-based facility)

1163 Methodist Camp Road
Minden, La. 71055

Maximum Occupancy 100

Lake Bistineau State Park (state facility)

103 State Park Rd
Doyline, La. 71023

Maximum Occupancy 700

There are within Webster Parish two facilities with short-term sheltering capabilities for approximately 3 days contingent upon availability.

Minden Recreation Center (municipal facility)

1001 Recreation Drive
Minden, La. 71055

Maximum Occupancy: 200
(can be used as staging area)

Community Activity Center (municipal facility)

301 West Church St
Springhill, La. 71075

Maximum Occupancy: 200
(can be used as staging area)

Trinity Worship Center (faith-based facility)

148 Academy Lane
Springhill, La. 71075

Maximum Occupancy: 100

*These short-term shelters are not ARC-approved.

The following is a list of possible staging and registration areas to be used in the event of a local disaster.

N. Webster Upper Elementary	6245 Hwy 160	Cotton Valley, La.
Doyline High School	376 College St.	Doyline, La.



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Lakeside High School	9090 Hwy 371	Sibley, La.
Minden High School	400 College St.	Minden, La.
N. Webster Junior High	6041 Hwy 2	Sarepta, La.
N. Webster Lower Elementary	229 Hwy Alt 2	Shongaloo, La.
N. Webster High School	507 W. Church St.	Springhill, La.
Springhill Civic Center	101 Machen Drive	Springhill, La.
Community Activity Center	301 West Church	Springhill, La.



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Mass Care, Housing and Human Services Call out List

The following contact information is maintained in Webster OHSEP and the EOC:

- Temporary Shelter and Staging Area contact information
- Faith-Based and volunteer organizations who may support temporary sheltering
- First Responders who may provide first-aid (Call 911)
- Crisis counselors and mental health providers who may provide counseling
- Human Services Providers (government and relief organizations)
- Hotels and motels in the area
- Churches in the area



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ESF #6 Mass Care Appendix #5

Special Needs Evacuation and Shelter Plan

A. Purpose

To provide a framework for special needs sheltering within which Webster Parish, state government agencies, private industries, non-profit organizations, and volunteer groups can coordinate their actions to deal with the problems and situations associated with special needs people during a disaster within Webster Parish.

B. Scope

The Special Needs patient is a subset of the medically-dependent population eligible to receive care in pre-designated Special Needs Shelters. Special Needs patients have difficulty evacuating, cannot arrange their own sheltering, have physical or mental conditions that limit their mobility and ability to function on their own and have no other recourse to care.

Special Needs (SN) agencies are required to make every effort to secure emergency shelter for their patients. SN agencies are expected to arrange for shelter in nursing homes, other health care facilities, lodging facilities, business facilities, or other facilities that can support SN patients with a minimum deterioration in the patients' condition.

All parish and state government agencies, private, and non-profit organizations, and volunteer groups will cooperate to ensure that the most effective and efficient assistance possible is provided to the vulnerable populations in times of emergency.

C. General

1. Healthcare facilities and agencies, such as nursing homes, group homes, home health, assisted living and others will have emergency plans with provisions equaling or exceeding the provisions prescribed in the Louisiana Nursing Home Model Emergency Plan. Plans will provide for professional staff and staff families to accompany evacuating special needs people whenever possible, so that care will continue to be provided by customary caregivers.
2. In an emergency, parish and state government authorities will encourage the evacuation of vulnerable patients with their families well before calling for mandatory evacuation of the general population.



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3. Although parish government has overall responsibility for special needs shelters in their jurisdiction, the nine (9) State Regional Special Needs Shelters provide support depending on the circumstances. The Department of Social Services (DSS), the Department of Health and Hospitals (DHH), the Ochsner LSU Health Shreveport hospital system, public and private hospitals, other state agencies, volunteer organizations, as well as other public and private entities, will be called upon to support the Parish and Regional SN Concept as required.

D. Implementation

Nursing Homes:

1. Nursing Home patients are lodged in and cared for on a permanent basis in their respective nursing homes. The Nursing Home has a custodial responsibility for their patients. In the normal course of events, patients are not expected to leave the Nursing Home unless their condition deteriorates so much that it requires them to be admitted to a hospital or other serious care facility.
2. Nursing Homes are expected to make all arrangements to evacuate and shelter their patients in emergencies. Nursing Home patients are not to be admitted to public Special Needs Shelters unless the homes' prearrangements have utterly failed. DHH maintains a directory of nursing homes and the number of beds for which they are licensed. Nursing Homes generally run at 80% capacity or higher. Nursing Homes have facilities, on-site staff and some transportation.
3. Nursing Homes are required to write and maintain plans, which specify their emergency actions. The Louisiana Model Nursing Home Plan requires Nursing Homes to evaluate their patients' condition and separate them in to Category I Hospital Admit, Category I Hospital Shelter, and Category II.
 - a. Category I Hospital Admit patients have serious physical and/or medical conditions. If they are evacuated in an emergency, their condition could deteriorate and become life threatening unless they receive hospital care as admit patients.
 - b. Category I Hospital Shelter patients have physical and/or medical conditions which are not yet serious enough to require admittance to a hospital, but could deteriorate to that level. They should be sheltered in a hospital-type setting so they can be admitted immediately if their condition does deteriorate.
 - c. Category II patients' conditions are less serious and less likely to undergo a severe deterioration if the patients are placed in SN or conventional shelters.



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4. Nursing homes have some transportation of their own. They may not, however, have sufficient transportation to move all their patients, staff, and staff families at one time to a location outside the parish in an evacuation.
5. Nursing Homes will contract in advance with commercial carriers for emergency transportation for patients, staff and staff families. Ambulance companies may be consulted, but nursing home officials must be aware that, in an emergency, ambulances will be sought after by other nursing homes and health care agencies, as well as hospitals and clinics. Evacuation traffic accidents could produce enough injuries to tie up all of an area's ambulances.
6. Parish and State government authorities will instruct Nursing Homes and similar congregate care facilities to evacuate early in an emergency, well before they instruct the general population to evacuate. This will be done in order that the nursing homes will have ample time to confirm transportation arrangements and put their patients on the roads before road travel is slowed by congestion. This action will minimize the potential for physical and mental discomfort that would be caused by lengthy traffic jams.
7. The Nursing Homes may not have enough transportation for all patients for all emergencies and will arrange for supplemental transportation. If their prearrangements fail, so that they cannot arrange for transportation, the agencies will report their shortfalls to the Webster OHSEP for those who reside in Webster Parish.
8. Webster OHSEP will take in collate, and report transportation needs in excess of their community capacity to GOHSEP.
9. GOHSEP will consolidate transportation needs and report them to the state agency responsible for transportation: the Louisiana National Guard (LANG). The LANG will compare the lists of transportation needs with organic assets, and if the needs exceed assets, the LANG will arrange for supplemental transportation assistance from other state agencies, the Federal Government, private businesses, other organizations, and volunteer groups.

Home Health:

1. Home Health patients receive treatment in their homes on a regular schedule from health care professionals and therapists. The patients may have mild or serious conditions. They may receive treatment or therapy on a short-term basis after being released from a hospital stay caused by an illness or operation, or they may have a continuing physical condition.



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2. Home Health agencies do not have facilities, numerous staff, or other physical resources, such as transport. Professional staff may treat people in several different parishes.
3. Home Health agencies are required to evaluate the condition of each patient. Based on the patient's condition, they will be put in Category I Hospital-Admit, Category I Hospital-Shelter, or Category II as specified in the Model Emergency Plan for Home Health Agencies, July, 1997.
4. The agencies are required to report only those special needs patients, who reside in Webster parish, without resources (such as family, friends, neighbors, caregivers, and transportation), who would require public assistance in an emergency to the Webster OHSEP. The reports are due yearly in May. Webster OHSEP will use the reports of people who need community assistance to develop transportation and sheltering requirements. The information of individual patients' physical condition may change, but the reports will give the OHSEP a rough estimate of the numbers of Home Health Patients needing public assistance in an emergency.
5. When an emergency arises, agencies are required to send updated lists of only those patients (as described in paragraph four) who need assistance from the community to the Webster OHSEP.
6. Home Health agencies will evaluate all patients they receive and put them into a Patient Emergency Category in accordance with Tab A of the Model Emergency Plan for Home Health Agencies.
7. The people who are responsible for the patient (family, caregivers, friends, or neighbors) will be informed of the need for transportation in emergencies. Home Health agencies will assist the patient or the patient's responsible people in making transportation arrangements.
8. In cases in which there is nobody available to give transportation assistance to the patient, the patient will be put on a list of people who need community assistance in an emergency.
9. Each week, on Friday, the at WatchPoint AtRisk Registry will inform the Webster OHSEP of the location and condition of people who need community assistance for evacuation within Webster Parish.
10. When an emergency arises, Home Health agencies will give Webster OHSEP an updated list of any patients in the parish. The list will consist of only those patients who cannot get assistance from any other source.



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11. Webster Parish and the State Government authorities will instruct home health agencies, their patients, and their caregivers, to evacuate early in an emergency, well before they instruct the general population to evacuate. This will be done in order that Home health agencies, patients, and their caregivers will have ample time to confirm transportation arrangements and get the patients on the roads before road travel is slowed by congestion. This action will minimize the potential for physical and mental discomfort that would be caused by lengthy traffic jams.
12. If the prearrangements for supplemental transportation fail so that the Home Health agency cannot arrange for transportation, the agencies will report their shortfalls to the Webster OHSEP.
13. Webster OHSEP will take in, collate, and report transportation needs in excess of their community capacity to GOHSEP.
14. GOHSEP will consolidate transportation needs and report them to the state agency responsible for transportation, the Louisiana National Guard (LANG). The LANG will compare the lists of transportation needs with organic assets, and, if the needs exceed assets, the LANG will arrange for supplemental transportation assistance from other state agencies, the Federal government, private businesses, other organizations and volunteer groups.

SPECIAL NEEDS SHELTERING NETWORK:

There are three types of shelters: general shelters, special needs shelters and hospital shelters. These types of shelters provide a triage network of shelter care for vulnerable patients. Depending upon the acuity of the patient, potential patients can be triaged to a general shelter, special needs shelter or a hospital shelter.

Special Needs agencies are required to make every effort to secure emergency shelter for their patients for two types of emergencies, parish and regional. SN agencies are expected to arrange for shelter in nursing homes, other health care facilities, lodging facilities, business facilities, or other facilities that can support SN patients with a minimum deterioration in the patients' conditions.

Parish emergencies, such as severe weather events or hazardous materials incidents, may require an evacuation of a few miles, possibly within the same city or parish. Regional emergencies may require an evacuation of fifty or a hundred miles.

1. General Shelter

There is need to have both general shelters opened as well as hospitals identified in those areas that have activated a Special Needs Shelter. The



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underlying purpose is for triage: for those individuals that are too critical, hospital placement may be necessary. For those that are not critical, general shelters are appropriate.

Having hospitals available and regular shelters available will decrease some of the volume of individuals seeking shelter and allow access to appropriate level of care.

- DSS will provide administrative control and support personnel
- American Red Cross, other state agencies, private industries, non-profit organizations and volunteer groups will be tasked by GOHSEP to assist in setting up and running the shelters as needed.

2. Special Needs Shelter

Special Needs Shelters are shelters pre-designated by state and local OHSEPs to house individuals who have difficulties evacuating, cannot arrange their own sheltering, have physical or mental conditions that limit their mobility and ability to function on their own and have no other recourse to care.

All parish and state government agencies, private, and non-profit organizations, and volunteer groups will cooperate to ensure that the most effective and efficient assistance possible is provided to the vulnerable populations in times of emergency.

In an emergency, parish and state government authorities will encourage the evacuation of vulnerable patients with their families well before calling for mandatory evacuation of the general population.

a. Parish Special Needs Concept

When emergencies are localized and require an evacuation within one parish, or, at most, to an adjoining parish, Special Needs people in hospitals, nursing homes, other health care organizations, and home health situations in that parish will only need local evacuation to hospitals and shelters.

Webster Parish will have minimal facilities for Special Needs Shelter operated and controlled in accordance with the Webster Parish All-Hazards Emergency Operations Plan. The shelter will not be a general population shelter, but will be operated only for those SN people who cannot go anyplace else. The two nursing homes and two hospitals in the parish have agreed to accept special needs patients in the event of a limited evacuation. In the event of a mass



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evacuation, special needs patients will have to be evacuated to the Shreveport-Bossier City area.

The Special Needs Shelter will be the primary responsibility of the local Director and will be supported by the state if state assistance is requested and coordinated before the emergency.

If the parish capacity or resources are exhausted, arrangements should be made with GOHSEP to expand and support parish operations. The state may initiate Regional Special Need Shelters if other approaches are not adequate.

b. Regional Special Needs Shelter

Regional Special Needs Shelters may be activated by GOHSEP at the request of Webster OHSEP Director, as it becomes evident that all parish resources will become exhausted. Regional Special Needs Shelters will be under the direction and control of the state.

Regional sites have been pre-designated and consist of state hospitals, state universities, and other facilities.

Regional Special Needs Shelters will receive support from state agencies:

- DSS will provide administrative control and support personnel
- DHH will provide medical coordination and staffing
- Other state agencies, private industries, non-profit organizations, and volunteer groups will be tasked by GOHSEP to assist in setting up and running the shelters as needed.

3. Hospital Shelters

Hospitals play the major role in Special Needs sheltering for Category I patients, which include Category I Hospital-Admit and Category I Hospital-Shelter patients.

Category I Hospital-Admit: Patients have serious physical and/or medical conditions. If they are evacuated in an emergency, their condition could deteriorate and become life-threatening unless they receive hospital care as admit patients.

Category I Hospital-Shelter: Patients have physical and/or medical conditions which are not yet serious enough to require admittance to a hospital, but could



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deteriorate to that level. They should be sheltered in a hospital-type setting so they can be admitted immediately if their condition does deteriorate.

Category II: Patients' conditions are less serious and less likely to undergo a severe deterioration if the patients are placed in SN or conventional shelters.

Organizations providing care for SN people will evaluate the needs of those people in advance according to the above criteria. Every SN patient who is designated as a potential Category I Hospital Admit patient will have an admit order prepared and coordinated with the host hospital designated for evacuation. Every SN patient who is designated as a potential Category I Hospital-Shelter patient will be put on a list of such patients, and the host hospital designated for evacuation will be informed. Changes in a patient's condition which would result in changes in the patient's evacuation category will be noted, admit orders and shelter patient lists will be changed as needed, and hospitals will be informed and coordinated.

Ochsner LSU Health Shreveport will be the core hospital providing support to Category I Hospital-Admit and Category I Hospital-Shelter patients for Region VII who cannot be accommodated elsewhere when Webster Parish resources are exhausted or overwhelmed.

Ochsner LSU Health Shreveport will take the lead role in coordinating hospital response with other hospitals in Region VII so that the SN patient load will not fall unevenly on a few hospitals.



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Public Welfare Plan

A. Purpose

To ensure that assistance and services will be made available to victims of a natural or man-made disaster.

B. Scope

Potential disasters are capable of destroying the property of individuals, their means of making a living, and the physical environment that makes modern society workable. Emergency public welfare services are critical to relieving suffering and making the basic necessities of life available to persons affected by such disasters.

C. Concept of Operations

1. The Webster Parish Offices of Family support, as the welfare arm of the government, will assume its responsibilities in coordination with other emergency-oriented activities. The State Department of Social Services provides overall direction, planning and policy guidance in order to meet human needs caused by a disaster.
2. The local Office of Family Support is responsible for developing the specific requirements and details for implementing the welfare plan for Webster Parish. Major functions are related to Public Assistance programs, Food Stamp and Medical Assistance Programs, Child Support and establishment of Paternity Programs and other disability and eligibility programs.
3. All departments and agencies providing direct social services or related activities under emergency conditions will retain operational control of their staff and facilities. They must coordinate their activities through the Webster Office of Family Support.
4. The Webster Office of Family Support will develop pertinent contingency social service SOPs.
5. The Webster OHSEP will give priority to requests by the Social Services Coordinator for additional personnel to support social services.
6. The Webster Office of Family Support will develop and maintain procedures for the emergency registration of disaster victims, for processing inquiries



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concerning disaster victims, the coordination of sheltering, feeding, clothing, and other services.

7. In any disaster/emergency, it is the responsibility of Webster OHSEP and the Webster Office of Family Support to coordinate all welfare assistance and services to individuals and families administered by public and private welfare or welfare-related agencies, and civic and church groups to fully use all public and private welfare resources within Webster parish and to assure the availability of welfare assistance and services to victims of any disaster or emergency.
8. The Director of Webster Office of Family Support and his/her alternates may administer emergency welfare services from an off-site center or the Office of Family Support. The Northwest Louisiana Vocational-Technical School has been designated as an off-site center in the event of a disaster.
9. The Director of Webster OHSEP, along with the Director of the Office of Family Support in Webster parish, will be responsible for developing and updating this annex.

D. Phases of Emergency Management

1. **Mitigation:** Webster OHSEP will coordinate with the Office of Family Support to assure services are made available to the public during a disaster.
2. **Preparedness:** The Webster Parish Office of Family support will anticipate probable extent of human need, notify officials of related public and private welfare agencies, and be prepared to implement the emergency Welfare Plan.
3. **Response:** Upon notification that a disaster has occurred, the Office of Family support will activate the emergency plan to include analysis of the situation, mobilization of resources, coordination of services provided by public, private, welfare-related agencies, VOAD, etc. in cooperation with Webster OHSEP.
4. **Recovery:** Assess needs, coordinate services, inform public of available services, and continue assistance as circumstance dictates and policies allow.

F. Organization and Assignment of Responsibilities

The following tasks are assigned to the designated agencies or individual:

1. Director of Webster OHSEP

- a. Coordinates with Office of Family Support to assure services are made available to public during a disaster.



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2. Webster Office of Family Support

- a. Develop a roster of essential employees who must be available during emergencies.
- b. Coordinate emergency plans with Webster OHSEP and appropriate state and federal agencies.
- c. Develop mutual-aid agreement with volunteer social service agencies.
- d. Establish emergency training program for staff.
- e. Coordinate emergency activities of volunteer agencies and support groups.
- f. Coordinate with Webster OHSEP to maintain a roster of persons in the parish who will require special assistance under evacuation conditions.

3. American Red Cross

- a. Coordinate with Webster OHSEP and Office of Family Support concerning social services assistance in shelters.
- b. Include Office of Family Support workers in all shelter training and exercises.

4. Louisiana State Department of Social Services

- a. Will provide technical assistance, manpower, supplies, and office space to support Webster Parish operations as appropriate.



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Shelter for Sex Offenders

Suspicious activity or reported past history will be forwarded to local Chief of Police or to the Webster Parish Sheriff's Office. Every person registered shall be required to give name, birthday, and driver's license number.

- a. Each emergency shelter opened or operating in the state of Louisiana shall either access the current sex offender information posted on the State Police Sex Offender and Child Predator Internet Registry or request that the Bureau of Criminal Identification and Information provide the shelter with a copy of the most recent central registry of sex offenders registered under provisions of RS 15:542 and 542.1.
- b. No registered sex offender shall knowingly be housed or sheltered in the same area with other evacuees.
- c. A registered sexual offender, if possible, shall be provided shelter or housing in an alternative shelter separate and apart from the general population of evacuees.
- d. Any person who becomes aware of the fact that there is a registered sex offender being housed in any shelter facility shall be required to notify and disclose to the sheriff and the chief of police the identity of any registered sex offender housed, even in a separate area, in the shelter facility.
- e. Any person reporting in good faith the name of a registered sex offender housed in any facility shall be immune from any civil or criminal liability which might otherwise result by reason of such action.
- f. In the event of a Category 3 or greater hurricane, DSS has established a separate site on state-owned property. Registered sex offenders who are evacuated when a hurricane threatens will be housed on the grounds of Wade Prison in Claiborne Parish. The shelter will be known as a "Shelter for Unique Population" (SUP) for adults only with males and females housed separately.



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ESF #6 Mass Care - ESF Role Aligned to Core Capabilities

All ESFs support the core capabilities of Planning, Operational Coordination, and Public Information and Warning.

Core Capability: Planning

- Mission Areas: All
- Description: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

Core Capability: Operational Coordination

- Mission Areas: All
- Description: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Core Capability: Public Information and Warning

- Mission Areas: All
- Description: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

Core Capability: Mass Care Services

- Supports local, tribal, territorial, and insular area governments and NGOs in the coordination and provision of mass care, emergency assistance, temporary housing, and human services resources, programs, and services.
- Provides life-sustaining services to the affected population, including hydration, feeding, and sheltering, as well as support for reunifying families.
- Supports the establishment, management, and operation of congregate and non-congregate care facilities.
- Coordinates with local, tribal, territorial, and insular area governments and NGOs to facilitate the return of evacuees to their pre-disaster or alternate locations.
- Develops an initial temporary housing strategy to transition survivors from congregate to non-congregate care alternatives and provides relocation assistance or interim housing solutions for households unable to return to their pre-disaster residence.



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- Anticipates and identifies current and future ESF #6 requirements in coordination with local, state, tribal, territorial, insular area, and Federal governments, NGOs, and private sector partners.
- Activates Federal ESF #6 data systems.
- Acquires, transports, and delivers ESF #6 resources and services to meet the needs of disaster survivors, including children and individuals with disabilities and others with access and functional needs.
- Provides general care for separated/unaccompanied minors until they are placed in the care of appropriate authorities.
- Supports nontraditional congregate care facilities.
- Provides technical assistance for the development of local, state, tribal, territorial, insular area, Federal, NGO, and private sector operational plans for mass care, emergency assistance, temporary housing, and human services.

- **Sheltering:** Provides life-sustaining services in congregate facilities that provide a safe, sanitary, and secure environment for individuals and households displaced by disasters. Also includes support to survivors sheltering in place and in ESF #8 medical shelters.
- **Feeding:** Provides feeding services at fixed sites and distribution sites and through mobile feeding units. Feeding services may include hot or shelf-stable meals, infant formula, baby food, snacks, beverages, and food packages, as well as diverse dietary meals (e.g., low sodium, low fat, vegetarian/vegan, halal, kosher). ESF #6 works in concert with ESF #11 and local, state, and tribal governments; NGOs; and the private sector to acquire, prepare, cook and/or distribute food and food supplies. Additional support the provision of technical assistance for the development of state feeding programs.
- **Distribution of Emergency Supplies:** Acquires and delivers life-sustaining resources, hygiene items, and clean-up items to meet the urgent needs of disaster survivors. Additional support includes transportation, warehousing, equipment, technical assistance, and other mission-critical services.
- **Reunification:** Provides facilitated assistance for children separated from their parent(s)/legal guardian(s), as well as adults from their families, due to disaster. Supports reunification efforts at the local, state, territorial, and/or tribal levels with technical assistance.
- **Emergency Assistance:** ESF #6 coordinates resources and emergency assistance in support of local, state, tribal, territorial, and insular area governments, NGOs, and the private sector.
- **Voluntary Agency Coordination:** Facilitates the coordination of NGOs, places of worship, and the private sector to ensure that capabilities, resources, and services are integrated into local, state, tribal, territorial, and insular area response.
- **Volunteer and Donation Management:** Coordinates unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support all ESFs.



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- **Essential Community Relief Services:** Coordinates and delivers debris removal from disaster survivor residences; sandbagging; mud-out; tear-out; chainsaw work; warehouse management; transportation and distribution coordination; childcare services; emotional and spiritual care and counseling; financial assistance; financial counseling; disaster-related case work and case management; and other essential services.
- **Mass Evacuation:** Supports affected and host jurisdiction mass evacuation activities, including provision of mass care services and tracking the movement of evacuees, their household pets, service animals, and medical equipment. Deploys resources to support affected and host jurisdiction evacuation operations to include mass evacuation tracking system kits and staff to provide technical assistance. In coordination with ESF #8, provides mass care services to medical patient evacuees. (Note: Evacuees who have chronic medical conditions may be evacuated with the general population. For evacuation of patients, refer to ESF #8.
- **Disability and Other Access and Functional Needs Support:** Coordinates and provides equipment, supplies, and services required to assist children and adults with disabilities and others with access and functional needs to maintain their independence.
- **Household Pets and Service Animals:** Coordinates and provides rescue, transportation, shelter, reunification, care and essential needs of household pets and service animals during response operations to ensure their safety and well-being. Service animals are not pets and may not be separated from the individual with a disability or other access and functional need; service animals should be permitted anywhere the public goes.
- **Nonconventional/Transitional Sheltering:** Provides resources and technical assistance in support of local, state, tribal, affected and host territory, and insular area governments and NGOs when traditional sheltering is not available or feasible or when the impact of the disaster is of such magnitude that extended shelter operations are required.
- **Temporary Roof Repair:** Quick repairs to damaged roofs on private homes that allow residents to return to and remain in their own homes while making permanent repairs.
- **Repair Programs:** Provides financial assistance to homeowners or landlords for the repair of their primary residence, utilities, and residential infrastructure.
- **Replacement Program:** Provides financial assistance to homeowners to assist with the replacement of their destroyed primary residence.
- **Housing Resource Database:** Identifies housing resources from the private sector and other Federal agencies available to disaster survivors, including physically accessible housing options.
- **Rental Assistance:** Provides financial assistance to eligible disaster survivors for the rental of a housing resource.



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- **Transportation to Other Locations:** Assists individuals and families relocating outside of the disaster area to locations where short- or long-term housing resources are available. Transportation services may also include returning survivors to their pre-disaster location.
- **Direct Financial Housing:** Makes payments directly to landlords for a rental resource on behalf of disaster survivors.
- **Hotel/Motel Program:** Provides temporary accommodations for eligible displaced survivors unable to return to their pre-disaster primary residence.
- **Direct Housing Operations:** Provides temporary housing units to survivors when other housing resources are not available. Units provided are appropriate to the needs of the community and include units accessible to those with disabilities and others with access and functional needs.
- **Mortgage Relief:** Issues moratoriums on foreclosures of federally insured loans. Loan servicers provide special forbearances, loan modifications, refinancing, and waivers of late charges.
- **Human Services:** Human services provides assistance to address the non-housing needs of individuals and families.
- **Crisis Counseling:** Provides crisis counseling, mental health services, and other similar immediate, short-term psychological assistance to disaster survivors.
- **Disaster Case Management:** Assists eligible survivors with developing and carrying out a disaster recovery plan. Streamlines assistance, prevents duplication of benefits, and provides an efficient referral system.
- **Legal Services:** Provides low-income survivors with free legal advice.
- **Unmet Needs:** Helps disaster survivors with medical, dental, funeral, personal property, transportation, moving/storage, and other expenses.
- **Supplemental Nutrition Assistance:** Provides eligible households with supplemental nutrition assistance through established programs when income is lost due to a declared disaster.
- **Tax Relief:** State, territorial, and Federal governments provide reimbursement or tax relief to survivors with substantial verified disaster-caused losses.
- **Unemployment Assistance:** Provides survivors who have lost their jobs due to a disaster with unemployment benefits.

Core Capability: Public and Private Services and Resources

- Assesses the need for and coordinates the provision of life-sustaining ESF #6 services, resources, and supplies from government agencies, NGOs, and the private sector.
- Gathers, assesses, prioritizes, coordinates, and communicates resource requirements.
- Provides subject matter expertise to identify resource requirements to meet the life-sustaining needs of disaster survivors and their household pets and service animals.



Emergency Operations Plan

ESF #6 Mass Care

Appendix #8

- Gathers, assesses, prioritizes, and communicates relevant information.
- Communicates plans, requirements and strategies to core capability providers.
- Acquires and manages resources, supplies, and services from core capability providers via contracts, mission assignments, inter-agency agreements, and donations.

Core Capability: Public Health and Medical Services

- Identifies and communicates requirements for life-saving and life-sustaining needs of disaster survivors and household pets and service animals.
- Coordinates with core capability service providers to ensure that ESF #6 service delivery locations are appropriately provisioned and operated in a safe, sanitary, secure, and timely manner.
- Gathers, assesses, prioritizes, coordinates, and communicates public health and medical requirements of survivors and their household pets and service animals in congregate care facilities to core capability providers.
- Gathers, assesses, prioritizes, and communicates relevant public health and medical needs information to survivors in facilities where mass care services are provided.
- Communicates plans, requirements, and strategies to core capability service providers.
- Acquires and manages resources, supplies, and services from core capability service providers via contracts, mission assignments, interagency agreements, and donations.

Core Capability: Critical Transportation

- Supports the collection, analysis, dissemination, and reporting of transportation infrastructure damage from ESF #6 service delivery sites.
- Identifies, requests, and acquires transportation resources for the delivery of life-sustaining supplies and services to the affected area(s).
- Identifies and provides critical transportation for survivors with disabilities and others with access and functional needs.
- Supports mobilization and implementation of mechanisms to track the movement of evacuees, resources, household pets, individuals with disabilities or other access and functional needs with their service animals, medical equipment, and luggage.
- Provides mass care support to survivors at embarkation, debarkation, and reception centers; evacuation transportation hubs; and post-decontamination areas to make sure that basic needs are met, including hydration, feeding, tracking, medical needs, and information.



Emergency Operations Plan

ESF #6 Mass Care

Appendix #8

- Provides resources, subject matter expertise, and coordination with other FEMA components and ESF #6 partners to support mass evacuation activities and ensure the safe evacuation of household pets and service animals. (Note: Evacuees who have chronic medical conditions may be evacuated with the general population. For evacuation of patients, refer to ESF #8.)
- Provides resources for the care of survivors evacuating from the affected area.
- Communicates plans, requirements, and strategies to core capability service providers.
- Acquires and manages resources, supplies, and services from core capability service providers via contracts, mission assignments, interagency agreements, and donations.

Core Capability: Fatality Management Services

- Provides mechanisms to support notification/transportation of family members to make appropriate arrangements for deceased relatives.
- Provides support and funding for crisis counseling services to the bereaved, as well as for local, state, tribal, territorial, and insular area crisis counseling programs.
- Provides transportation and mass care services for survivors reuniting with deceased family members.
- Communicates plans, requirements, and strategies, to core capability service providers.
- Acquires and manages resources, supplies, and services, from core capability service providers via contracts, mission assignments, interagency agreements, and donations.



Emergency Operations Plan

ESF #7 Resource Support

Coordinator: Director of Webster OHSEP or Designee

Primary: Webster OHSEP

Support: All Agencies, Organizations, or Individuals Tasked in the Basic Plan
Private Sector Organizations
Faith-Based, NWLA Red Cross, Civic and Volunteer Organizations

I. PURPOSE AND SCOPE

ESF #7 provides the resource support activities needed in emergencies and disasters. Resource support addresses the personnel, services, facilities, equipment, transportation, supply audit, commodity management, materiel and supplies needed for emergency and disaster operations, whether from government, private or volunteer source.

ESF #7 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. A significant emergency or disaster will severely damage, or limit access to the local resource infrastructure.
2. Several emergency and disaster scenarios could require extensive resource management and coordination. Potential situations could occur during a disaster situation that would isolate the parish or specific areas of the parish and restrict available resource support.
3. Another situation might be a lack of specific resources necessary for emergency response activities.
4. An extreme situation could also develop that might require the elected officials of the parish to invoke local resource restrictions or economic controls to assure an acceptable level of recovery and response.



Emergency Operations Plan

ESF #7 Resource Support

B. Assumptions

1. Normal methods of communication will be overloaded or interrupted during the early phases of an emergency or disaster.
2. Transportation to, and within the affected area, will be impaired or disrupted due to blocked or damaged roads, bridges, airports, or railways.
3. Each responding organization has established a system for managing agency resources.
4. Initially, there may be sufficient local and mutual aid resources necessary for emergency operations. In a large emergency or disaster situation, request for and utilization of outside resources will often become necessary.
5. Following an emergency or disaster, there will be a need to provide a variety of resources and services to the affected area.
6. The management and logistics of resource support will require extensive coordination and personnel. A system will need to be established to record and utilize donated goods and services, and for the management and support of spontaneous volunteers.
7. The free market economy and existing systems will be maintained when possible.
8. Evacuees being cared for will be willing to assist as needed if they are able.
9. Resources and support will be available through Regional, State and Federal agencies.

III. CONCEPT OF OPERATIONS

A. General

1. This ESF will be implemented upon notification of a potential or actual major emergency or disaster. Implementing this ESF will be the mechanism for providing support activity to other ESFs.
2. Ultimate responsibility for mobilizing a community's resources to cope



Emergency Operations Plan

ESF #7 Resource Support

with an emergency rests with local government.

3. The community will commit all resources necessary to protect lives and property and to relieve suffering and hardship.
4. Pre-emergency planning will include identification of personnel, equipment, materials, and other resources that are under the control of or available to the community in time of emergency.
5. Each department that is assigned a responsibility in the Basic Plan will identify all personnel and material resources they may require and how to access or procure those resources.
6. During initial emergency operations, each entity will be responsible for managing its own resources. Local resources will be utilized before requesting assistance from the state.
7. Upon request ESF #7 provides the operational support needed to establish the response capacity of local government. Resource management consists of local government departments providing assistance to each other as well as NGO and private response efforts in the form of:
 - Emergency relief supplies.
 - Facility space.
 - Office equipment & supplies.
 - Telecommunications support.
 - Contracting assistance.
 - Transportation services.
 - Personnel required to support immediate response activities.
 - Support for requirements not specifically identified in other ESFs, including excess and surplus property
8. Equipment and supplies are provided from current stocks, or, if necessary, from commercial sources using local availability. ESF #7 does not stockpile supplies. Normal supply procedures/guidelines of parish government should be used whenever possible unless the severity of the disaster dictates additional supplies and equipment must be procured from outside sources.
9. During response operations, acquisition of these resources should be supported by preexisting memorandums of understanding (MOUs), memorandums of agreement (MOAs).
10. Parish department heads should utilize their personnel to the maximum extent possible during emergencies or disasters, this may include



Emergency Operations Plan

ESF #7 Resource Support

re-assignments, such as staffing the Emergency Operations Center (EOC) and/or participating in other response and recovery activities.

11. When volunteers are used, initial coordination and supervision should be handled from the EOC or from a field incident command post (ICP).
12. Each agency should establish emergency procurement procedures or guidelines to ensure that resources required during an emergency or disaster situation may be rapidly obtained. Local resources must be exhausted before State or Federal assistance is available through a Governor's or Presidential Declaration.
13. The requesting agency is responsible for the payment of requested resources. If funds are not available, purchases should be made in accordance with emergency purchasing policies.

B. Phases of Emergency Management

1. **Mitigation:** ESF #7 Coordinator develops a plan for internal and external resources to include, but not limited to:
 - a. Identify essential personnel and staffing for internal and external support requirements.
 - b. Identify emergency supplies needed for personnel.
 - c. Identify essential records, equipment, and office supply needs.
 - d. Identify essential office space requirements.
 - e. Identify additional transportation requirements in support of an emergency or disaster.
2. **Preparedness:** The ESF #7 Coordinator will develop plans, procedures/guidelines, and protocols for resource management in accordance with the NIMS, and include pre-positioning of resources to efficiently and effectively respond to an event. Establish plans and procedures/guidelines for coordinating with non-governmental and private sector organizations for obtaining resources
3. **Response:** The ESF #7 Coordinator will assess the impact, activate, and mobilize those resources which are required for response to the emergency or disaster. Identify existing internal, jurisdiction-specific resources available to support response and recovery operations. Make a determination regarding the need for additional external resources and the implementation of a critical resource logistics and distribution plan.
4. **Recovery:** Resource management activities will continue as long as they are



Emergency Operations Plan

ESF #7 Resource Support

needed after the conclusion of the emergency or disaster in support of recovery activities. Conduct post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons learned and to make revisions to plans as needed for future events.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following tasks and responsibilities are assigned to the agency, organization chief, or individual as listed.

A. Director Webster OHSEP

1. During an emergency or disaster, the Director can authorize the utilization of any and all physical resources within the parish that are required to mitigate the effects of the incident.
2. The Director of Webster OHSEP may designate an ESF #7 Coordinator (Resource Support) who assumes responsibility for resource management.
3. Initiates requests for assistance from Region VII, then GOHSEP if needed.
4. Requires the ESF #4 Coordinator or his designee to report to the activated EOC.

B. ESF #7 Coordinator (Resource Support)

1. Required to report to the activated EOC.
2. Ensures that resource surveys are conducted and maintained. Identifies potential resource providers by major category (food, fuel, heavy equipment, transportation, etc.).
3. Establishes emergency purchasing procedures.
4. Resolves resource priority issues. Institutes resource controls. Designates distribution sites (PODS) for the general public to pick up needed emergency items.
5. Coordinates with other jurisdictions and private commerce for use of required resources.



Emergency Operations Plan

ESF #7 Resource Support

6. Institutes procedures to maintain records of emergency use of goods, services, and personnel including all volunteer hours worked.
7. Institutes measures to be cognizant of current inventories of resources from tasked organizations and others.
8. Develops mutual-aid agreements.
9. Additional coordinators responsible for individual resources may be designated as needed, (i.e., food, fuel, transportation, construction and labor, etc.) These designates will coordinate with the ESF #7 Coordinator.
10. Coordinates with the ESF #5 Coordinator.

C. All Agencies, Organizations, or Individuals Tasked in the Basic Plan

1. Inventory personnel, equipment and supplies as requested by Webster OHSEP and forward updated list to OHSEP at least every year.
2. Coordinate resource use under emergency conditions with the Webster OHSEP.
3. Identify specific or critical resources needed and how to access or procure those resources.
4. Make provisions for the relocation of essential resources outside of the risk area.
5. Maintain records of emergency expenditures to include personnel and volunteer labor costs.
6. Develop mutual-aid agreements with neighboring jurisdictions.
7. Coordinate with the ESF #7 Coordinator.

D. Private Sector Organizations

1. Provide resource support services, personnel, equipment, technical support services, information, and advisory assistance to local agencies, as requested.
2. Keep records of emergency expenditures, personnel, and volunteer labor.
3. Coordinates with the ESF #7 Coordinator.



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ESF #7 Resource Support

E. Faith-Based, NWLA Red Cross, Civic and Volunteer Organizations

1. Provide resource support services, personnel, equipment, technical support services, information, and advisory assistance to local agencies, as requested.
2. Keep records of emergency expenditures, personnel, and volunteer labor.
3. Coordinate with the ESF #7 Coordinator.

V. DIRECTION AND CONTROL

A. Authority to initiate Actions

1. This ESF will be implemented upon notification of a potential or actual major emergency or disaster. Implementation of this ESF should be the mechanism through which it provides support activity to all other ESFs.
2. The Director of Webster OHSEP or the ESF #6 Coordinator of activated EOC will initiate the resource support function.
3. Webster OHSEP should request that the President of the WPPJ proclaim a declaration of emergency when existing resources or budgeted capacities are nearing depletion, or when it is evident that the resource demands are greater than the existing capabilities.

B. Command Responsibility for Specific Actions

1. Local governments will expend resources under their own authorities, including implementation of mutual aid agreements.
2. Emergency Management should operate under existing authorities and regulations. When there has been a Declaration of emergency or disaster, the parish and/or city governments may invoke temporary controls on local resources and establish priorities. These resources may include, but not be limited to, fuel, food, shelter and other resources necessary for human needs. Any controls established should be in coordination with other jurisdictions.
3. The parish agency or department that has day-to-day control of a resource needed to respond to the disaster will continue to have operational control of the resource and those resources available through mutual-aid agreements during an emergency period.



Emergency Operations Plan

ESF #7 Resource Support

4. The ESF #6 Coordinator will identify staging area(s) for incoming resources in accessible areas.
5. Each ESF will coordinate the need for additional personnel, equipment and/or relocation of supplies.
6. If donated goods and services are provided, Emergency Management should be responsible for managing these as part of ESF #7. (See Appendix #3 Donations Management.)
7. If there are still unmet needs, the Director of Webster OHSEP will request assistance from Region VII, then GOHSEP and appropriate personnel, facilities and equipment will be made available.

C. ICS / NIMS

See Basic Plan Section V-C.

VI. Continuity of Government

See Basic Plan Section VI.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. All required records will be maintained.
2. Adequate records of all emergency related expenses, including purchases, donations, supplies-on-hand, and labor, including all regular time, overtime, and volunteer hours. Conventional accounting will be used.

B. Logistics

1. A complete listing of all resources available in the respective jurisdiction will be prepared by each department. This listing will be forwarded to the Webster OHSEP on a yearly basis and available to the activated EOC.
2. Key facilities will be identified, security needs determined and priorities established. This information will be forwarded to Webster OHSEP yearly and available to the activated EOC.



Emergency Operations Plan

ESF #7 Resource Support

3. Emergency Contact Information for the agency will be prepared at least on a yearly basis and forwarded to the Webster OHSEP and available to the activated EOC.
4. Each agency is responsible for signing mutual-aid agreements with neighboring jurisdictions. All agreements should be in writing and a copy forwarded to the Webster OHSEP.
5. The Director of Webster OHSEP is responsible for requesting aid from neighboring parishes, Region VII and or GOHSEP. If assistance beyond the state's capabilities is required, GOHSEP will coordinate requests for aid with proper federal agencies.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Each department, agency, or organization is responsible to ensure its own operational capabilities.
- B. All agencies will maintain Standard Operating Procedures or Standard Operating Guidelines.
- C. The individual department heads will coordinate the planning for all operations related to emergency preparedness.
- D. The Director of Webster OHSEP will be responsible for periodically reviewing, updating, exercising, modifying, accepting and approving the ESF #7 Resource Support Annex.
- E. This annex will be reviewed, updated, and revised according to the policy outlined in the Basic Plan Section VI.

IX. AUTHORITIES AND REFERENCES

See Basic Plan Section IX.

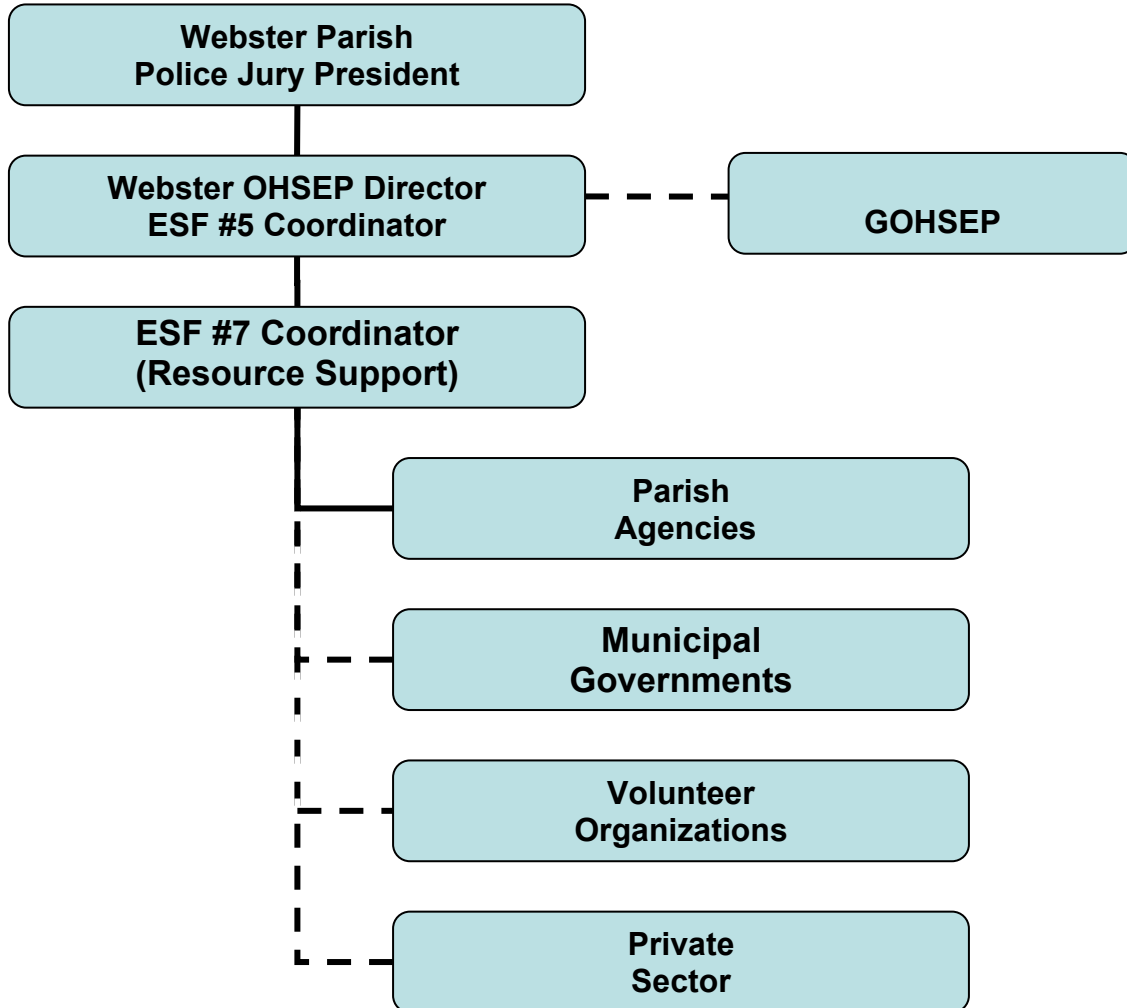


Emergency Operations Plan

ESF #7 Resource Support

Appendix #1

Organization Chart



Legend:

_____ Direct
- - - - - Coordination



Emergency Operations Plan

ESF #7 Resource Support

Appendix #2

Responsibility Chart

Resource Support Responsibility	Authority / Policy	Resource Listing	Mutual Aid Agreements	Points of Distribution	Additional Resource
Webster Parish OHSEP Director	X	X	X	X	X
All Organizations Tasked in Basic Plan	X	X	X		
Private Sector Organizations				X	X
Faith-Based, NWLA Red Cross, Vol Organizations				X	X



Emergency Operations Plan

ESF #7 Resource Support

Appendix #3

Donations Management and Volunteer Coordination

A. Purpose

To provide guidance for the operation of a donations management system wherein preferred goods and spontaneous volunteers are directed to designated staging areas or reception centers outside the disaster area.

B. Scope

Should a major disaster occur, many individuals may want to donate money, goods, and/or services to assist the victims or participate in the recovery process. Many individuals donate goods that are not needed by disaster victims or offer services that are not needed in the recovery process. Receiving and storing unneeded goods or hosting volunteers who do not have needed skills waste valuable resources. Disposing of large quantities of unneeded goods can also be a lengthy and very costly process.

The objectives of the Webster OHSEP Donation Management and Volunteer Coordination Plan are:

1. Determine the needs of disaster victims and inform potential donors of those needs through the media and a variety of other means.
2. Receive, process, and distribute goods and cash donations to victims to recover from a disaster.
3. Accept offers of volunteers and donated services that will contribute to the recovery process.
4. Discourage donations of goods and services that are not needed so that such donations do not become a major problem.

C. General

1. Webster OHSEP does not wish to operate a system to collect, process, and distribute donations to disaster victims. A system for donations management is best operated by community-based organizations and other volunteer organizations that have successfully handled donations in the past.
2. It is assumed that not every disaster incident will generate donated goods and services. However, when circumstances warrant, a united and cooperative



Emergency Operations Plan

ESF #7 Resource Support

Appendix #3

effort by state and local governments, private volunteer organizations, the private sector, and donor community is necessary for successful management.

3. The Louisiana GOHSEP in the State EOP has developed a plan to coordinate efforts of donated goods and services through private volunteer organizations that have operational networks set up to receive, process and deliver needed goods and services to disaster victims.
4. The GOHSEP, through its Donations Coordination Team (DCT) and its Volunteer Coordination Team (VCT), will work closely with volunteer organizations who have agreed to operate in accordance with this plan. The state's role is to support local government.
5. The State Donations Coordinating Officer or Volunteer Coordinating Officer will be seated in the EOC and will stay in close contact with the DCT. Liaison personnel from participating organizations will be in all other donations/volunteer operations facilities, i.e. staging areas, distribution centers.
6. Local, state, and federal government news releases should be coordinated prior to release so that only carefully stated, factual information is disseminated.
7. If state and/or local governments determine there is no need for a donations warehouse, and a voluntary organization issues a press release soliciting for donations, that organization will be solely responsible for managing those donations generated by the press release.
8. If indicated, the Director of Webster OHSEP will designate a Donations/Volunteer Coordinator to coordinate activities and operations between the ESF #7 Coordinator and the GOHSEP DCT and VCT.



Emergency Operations Plan

ESF #7 Resource Support

Appendix #4

Resource Directory Guidelines

Category listing in the EOC Resource Manuals include:

Airport
All Terrain / 4-Wheel drive Vehicles
Ambulances

Barricades
Blood Supply
Boats
Buses

Cellular Telephone Service
Chemical Facility - EHS Information
City Administration, Departments, Agencies
Communications
Crisis Counseling

Disaster Support Service

Education, Food Safety
Emergency Management
Environmental Remediation
Equipment, heavy

Federal Agencies
Fire Service
Forensics/Medical Examiner/Victim Identification

Fuel
Funeral Homes

Generators

HAZMAT Response
Health & Medical Care
Hospitals

Ice/Dry Ice

K-9 Unit

Law Enforcement
Lights, portable

Maps
Meeting / Training Rooms
Military Assistance

Oxygen

Parish Administration, Departments, Agencies
Personal Protective Equipment
Pipeline Companies
Portable Toilets
Public Assistance / Welfare
Pumps

Rental Supplies
Respiratory Protection Equipment

Sand Bags and Supplies
Self-Contained Breathing Apparatus & Accessories
Shelters
Specialized Rescue Teams and Equipment
State Agencies

Tents
Transportation

Vehicles (cars, trucks, vans)
Volunteer Organizations

Water
Weather Forecast and Information
Webster Parish Sheriff Office



Emergency Operations Plan

ESF #7 Resource Support

Appendix #5

Points of Distribution (PODs)

The following two sites have been designated suitable sites for Type III PODs in our rural area:

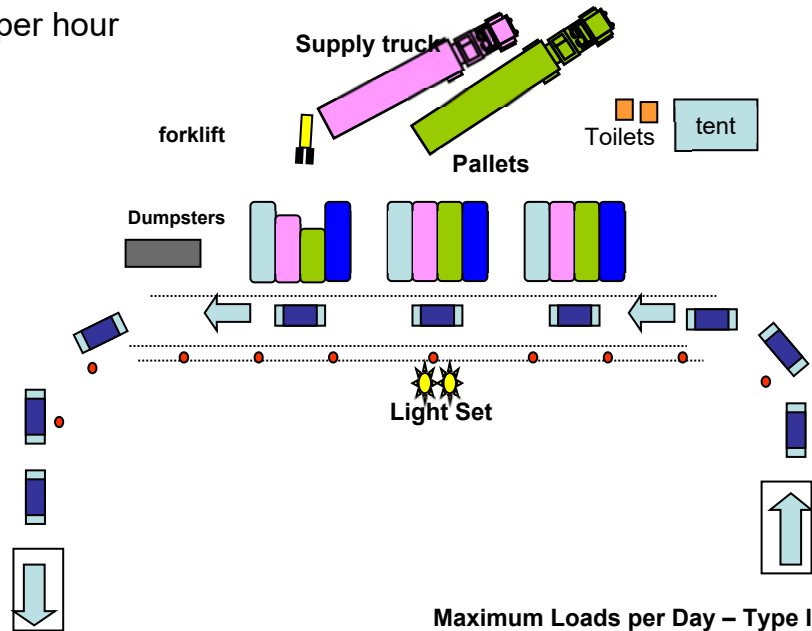
Wal-Mart Supercenter
 1379 Homer Road
 Minden, Louisiana 71055

Wal-Mart Supercenter
 1920 South Arkansas St.
 Springhill, Louisiana 71075

Traffic Plan

TYPE III - DISTRIBUTION POINT

Serves 5,000 persons per day
 3 loading Points
 140 vehicles per hour



Maximum Loads per Day – Type III

Water	1
Ice	1
MRE	1/2
Taro	1/2

Note: Individual vehicles drive through and ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.



Emergency Operations Plan

ESF #7 Resource Support

Appendix #6

Mutual-Aid Agreements

Mutual-aid agreements will be maintained in the Webster OHSEP and available to the activated EOC.



Emergency Operations Plan

ESF #7 Resource Support

Appendix #7

ESF #7 Resources - ESF Role Aligned to Core Capabilities

All ESFs support the core capabilities of Planning, Operational Coordination, and Public Information and Warning.

Core Capability: Planning

- Mission Areas: All
- Description: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

Core Capability: Operational Coordination

- Mission Areas: All
- Description: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Core Capability: Public Information and Warning

- Mission Areas: All
- Description: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

Core Capability: Mass Care Services

- Mission Area: Response
- Description: Provide life-sustaining services to the affected population with a focus on hydration, feeding, and sheltering to those who have the most need, as well as support for reunifying families.
- Acquires and manages resources, supplies, and services from core capability providers via contracts, mission agreements, interagency agreements, and donations.
- Supports the prioritization, coordination, and communication of mass care resource requirements.
- Communicates plans, requirements, and strategies to core capability providers.
- Support of requirements for physically accessible sheltering, feeding, and related activities to support survivors of disasters, including individuals with disabilities.



Emergency Operations Plan

ESF #7 Resource Support

Appendix #7

Core Capability: Critical Transportation

- Management of transportation that includes equipment and procedures for moving material from storage facilities and vendors to incident victims, particularly with emphasis on the surge and sustainment portions of response.
- Transportation management also includes providing services to include fulfilling requests from other Federal organizations.

Core Capability: Infrastructure Systems

- Mission Area: Response, Recovery
- Description: Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
- Provision of logistical support to fire and other first response services.

Core Capability: Operational Communications

- Mission Area: Response
- Description: Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.
- Coordination of the procurement of communications equipment and services.

Core Capability: Public and Private Services and Resources

- Mission Area: Response
- Description: Provide essential public and private services and resources to the affected population and surrounding communities, to include emergency power to critical facilities, fuel support for emergency responders, and access to community staples (e.g., grocery stores, pharmacies, and banks) and fire and other first response services.
- Coordination of resource support for survivors.
- Resource management that includes determining requirements, sourcing, ordering and replenishment, storage, and issuing of supplies and equipment.
- Facilities management that includes locating, selection, and acquisition of incident facilities, such as Joint Field Offices (JFO), as well as storage and distribution facilities.
- Establishment and operation of logistics support facilities to include the management of services related to lodging and feeding of incident support personnel.



Emergency Operations Plan

ESF #7 Resource Support

Appendix #7

- Personal property management to include policy and procedures guidance for maintaining accountability of material and identification and reutilization of property acquired to support a Federal response operation.
 - Management of electronic data interchanges to provide end-to-end visibility of response resources.
 - Plan for transitional support to recovery operations concurrent with response operations.
-



Emergency Operations Plan

ESF #8 Public Health & Medical Services

Coordinator: Director of Webster OHSEP or Designee

Primary: Webster OHSEP

Support: Webster Parish Public Health
Webster Parish Coroner
Pre-Hospital Emergency Services
Hospitals and Medical Agencies
Nursing Homes
Home Health Agencies
Mortuary Services / Funeral Homes
Mental Health Agencies

I. PURPOSE

ESF #8 provides public health and sanitation, emergency medical, dental and hospital services, crisis counseling and mental health services to disaster victims and workers, to supplement and support disrupted or overburdened local medical personnel and facilities 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.

The purpose of this annex is to outline the local organization, operational concepts, responsibilities, and procedures/guidelines to accomplish coordinated public health and medical services to reduce death and injury during emergency situations and restore essential health and medical services within a disaster area.

ESF #8 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.



Emergency Operations Plan

ESF #8 Public Health & Medical Services

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Webster Parish does not have the population count nor the resources to deal with a mass casualty incident nor a mass fatality incident.
2. As outlined in Section II-A of the Basic Plan, Webster Parish is vulnerable to a host of natural, manmade, and technological hazards.
3. These hazards could result in mass casualties or fatalities, disruption of food and/or water distribution and utility services, the loss of water supply, wastewater, and solid waste disposal services, and other situations that could create potential health hazards or serious health risks.
4. One of the primary concerns of public health officials is disease control. This involves the prevention, detection and control of disease causing agents, maintaining safe water, and food sources, and continuation of wastewater disposal under disaster conditions.
5. Disaster and mass-casualty incidents take many forms. Proper emergency medical response must be structured to provide optimum resource application without total abandonment of day-to-day responsibilities.
6. There are two hospitals in Webster Parish: Minden Medical Center in Minden in the south end of the parish and Springhill Medical Center in Springhill in the north end of the parish. Either facility has the capability to provide emergency care during day-to-day emergency situations and, with normal procedures, a significant emergency. Normally, major trauma patients are shipped to Ochsner LSU Health in Shreveport and patients who require specialty care are transferred to a facility in Shreveport or Bossier City.
7. Webster Parish does not have morgue storage capabilities.
8. Webster Parish does not have a designated "Special Needs" Shelter.

B. Assumptions

1. Webster Parish is capable of dealing with the likely scenarios associated with the parish's vulnerability.
2. This annex applies primarily to large-scale emergencies and disaster



Emergency Operations Plan

ESF #8 Public Health & Medical Services

events that would cause casualties and fatalities sufficient to overwhelm local, medical, health, and mortuary service capabilities, thus requiring maximum coordination and efficient use of resources.

3. There may be complete or partial loss of utilities, disruption of sewer disposal systems, and disruption of public and private water supplies.
4. Health and medical facilities that survive emergency situations with little or no damage may be unable to operate normally because of a lack of utilities or because staff are unable to report for duty as a result of personal injuries or damage to communications and transportation systems.
5. Medical and health care facilities that remain in operation and have the necessary utilities and staff could be overwhelmed by the “walking wounded” and seriously injured victims transported to facilities in the aftermath of a disaster.
6. Uninjured persons who require frequent medications such as insulin and anti-hypertensive drugs, or regular medical treatment, such as dialysis, will have difficulty in obtaining these medications and treatments in the aftermath of an emergency situation due to damage to pharmacies and treatment facilities and disruptions caused by loss of utilities and damage to transportation systems.
7. In a major catastrophic event (including but not limited to epidemics, pandemics, and bioterrorism attacks), medical resources may be insufficient to meet demand, specialized equipment and/or treatment materials may be unavailable, and transportation assets may also be restricted due to contamination. No emergency plan can ensure the provision of adequate resources in such circumstances.
8. Disruption of sanitation services and facilities, loss of power, and the concentration of people in shelters may increase the potential for disease and injury.
9. Public and private medical, health, and mortuary services resources located in the jurisdiction may be available for use during disaster situations.
10. Emergency measures to protect life and health during the first 12 or 24 hours after the disaster will, in all likelihood, be exclusively dependent on local and area resources.



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11. Resources available through area and regional medical, health, and mortuary services mutual aid agreements will be provided for use during the disaster situation.
12. Volunteers will come forward to help perform essential tasks; their efforts must be anticipated and coordinated.

III. CONCEPT OF OPERATIONS

A. General

1. Pre-hospital emergency services will respond to the emergency or disaster.
2. Hospitals will provide care within the confines of their capability in the event of an emergency or disaster.
3. Nursing Homes and Home Health care providers will institute their plans to provide for the care of their patients in the event of an emergency or disaster.

B. Phases of Emergency Management

1. **Mitigation:** The Director of Webster OHSEP will serve as or designate an ESF #8 Coordinator (Public Health & Medical). Personnel should be provided with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.
2. **Preparedness:** The ESF #8 Coordinator will develop plans, procedures, and agreements to identify, acquire, and mobilize resources and develop and maintain liaison with health and medical resources in local, parish, region, private industry and volunteer organizations that could furnish assistance in an emergency. Identify population groups requiring special assistance during an emergency (i.e., senior citizens, special needs, etc.) and ensure that preparations are made to provide assistance.
3. **Response:** Activate emergency plans and mobilize emergency health personnel. Conduct rapid assessments for immediate response objectives. As an emergency develops, the ESF #8 Emergency Coordinator will activate and mobilize personnel, facility and material resources.
4. **Recovery:** Public Health and Medical services and activities will continue



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as long as necessary after the conclusion of the emergency or disaster. The ESF #8 Coordinator will continue to gather information on the restoration of health, medical and sanitation facilities and assets to acceptable levels. Participate in after action critiques and reports. Updates plans and procedures/guidelines based on critiques and lessons learned during an actual event.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following tasks are assigned to the agencies, individuals, and organizations as indicated:

A. Director of Webster OHSEP

1. Serves as or designates an ESF #8 Coordinator (Public Health & Medical).
2. Activates the EOC in support of the ICP, as indicated.
3. Requires ESF #8 Coordinator to report to the activated EOC.

B. ESF #8 Public Health & Medical Coordinator

1. The ESF #8 Coordinator will ensure that the necessary planning and coordination is accomplished prior to the occurrence of a disaster and to facilitate the management of health and medical services during the disaster and the recovery period.
2. Provide leadership in directing, coordinating and integrating overall efforts to provide health and medical assistance to affected areas and populations.
3. Evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.
4. Support EOC operations and coordinates support for ESF #8 activities. Requests support from other local governments or the State if local resources are insufficient.
5. Reports to the activated EOC.
6. Coordinates with the ESF #5 Coordinator (Emergency Management).

B. Pre-Hospital Emergency Services



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1. Respond to the disaster scene with emergency medical personnel and equipment. Assume appropriate role in the ICS upon arrival at the scene.
2. Triage, stabilize, treat, and transport the injured. Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities.
3. Assume appropriate role in the ICS upon arrival at the scene.
4. Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.), and radio or telephone communications with hospitals, as appropriate.
5. If hazardous materials are involved, effects of spill or release could harm uninformed responding personnel. EMS should not be dispatched to scene without guidance from hazardous materials response team. Avoid exposing any personnel to hazard.
6. While on scene, EMS will monitor emergency response personnel to insure no exposure to hazardous materials has occurred and that personnel working in protective clothing maintain appropriate vital signs.
7. Provide standby emergency care for workers in hazardous areas in the event of an evacuation.
8. Direct the activities of private, volunteer, and other emergency medical units, and of bystander volunteers as needed.
9. Assist in the evacuation of patients from affected hospitals and nursing homes if necessary.
10. Coordinate with the ESF #8 Coordinator (Public Health & Medical).

C. Hospitals and Medical Agencies

1. Implement internal and/or external hospital disaster plan.
2. Advise the ESF #8 Coordinator (Public Health and Medical) of conditions of the hospital and number and type of available beds.
3. Establish and maintain field and inter-hospital medical communications.
4. Provide medical guidance as needed to EMS.



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5. Coordinate with EMS, other hospitals, and any medical response personnel at scene to ensure that casualties are transported to the appropriate medical facility.
 - a. Distribute patients to and among hospitals both inside and outside the area based on severity and bed capacity.
 - b. Take into account special designations such as trauma centers and burn centers.
 - c. Consider the use of clinics to treat less than acute illnesses and injuries.
6. Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or bacterial agents to other patients and staff.
7. Coordinate with other hospitals and with EMS on the evacuation of patients from affected hospitals, if necessary.
8. Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.
9. Coordinate with the ESF #8 Coordinator (Public Health & Medical).

D. Webster Parish Public Health

1. Coordinates public health service in the jurisdiction.
2. Serves as the primary liaison with public and private agencies, the State and the Federal Government in the protection of public health to provide:
 - a. inspection for purity and usability of foodstuffs, water, drugs, and other consumables that were exposed to the hazard
 - b. epidemiological surveillance, case investigating, and follow-up.
 - c. laboratory services for identification required to support emergency health and medical services.
 - d. evaluating problems on public water systems, testing of wells and water supplies
 - e. working with privately owned water systems to assure provision of safe drinking water
 - f. provide assistance and information to the public on actions to take to assure safety of potable water
3. Coordinates operations for immunizations or quarantine procedures,



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if required.

4. Coordinates inspections of septic systems:
 - a. work with municipal and parish government to prevent a threat to the public health which may be caused by drinking water contaminated by sewer or septic systems
 - b. assures that the public is made aware of public health risks associated with failure of sewer operations
5. Assists in analysis of community risks and development of preventive measures to reduce or eliminate future risk.
6. Coordinates with the ESF #8 Coordinator (Public Health & Medical).

E. Nursing Homes

1. Nursing Homes are required to develop and maintain an emergency plan to include transportation in the event of an evacuation, support equipment and supplies and support personnel. Webster Parish nursing homes are not required to conform to the standards of Act 540. These plans are submitted to the Webster OHSEP for review annually.
2. Conduct training and drills in disaster operations.
3. Required to provide for the evacuation of patients without taxing local ambulance services whose services will be required during an emergency or disaster.
4. May be required to provide temporary care for home health patients that require special skills in the event of a limited evacuation.
5. Coordinates with the ESF #8 Coordinator.

F. Home Health Agencies

1. Each year on the 1st of May, any agency who provides care to a resident of Webster Parish shall send a copy of Tab B Annual Communication Tool for Emergency Assistance to Webster OHSEP. The census will include only those patients in each parish who need community assistance with evacuation and transportation because they have no family, caregiver, friends, neighbors or other assistance for evacuating.
2. For emergency purposes, each patient shall have a Disaster Plan



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Identification Form as shown at Tab C. One copy of the form will be kept with the patient's medical records and one copy will be given to the patient. It is especially important that a copy be kept with those patients who require community assistance (patients who have no other care provider). The copy given to the patient is intended to be immediately available for the use of emergency personnel in the event of an emergency.

3. The agency will develop mutual aid or other agreements with other organizations as appropriate to insure the care of evacuated patients.
4. In a major emergency, hospitals may be able to admit only those patients who need immediate life-saving treatment. Hence, the hospital makes the final determination of which patients will be admitted or sheltered. It is in the best interest of Home Health Agency to make pre-arrangements with hospitals if the agency has patients who fit into Category I, HA or HS.
5. In an emergency, the usual utilities and services could be unavailable for several days. Patients on mechanical ventilation devices powered electrically should be registered with the local utility company supplying electricity to the patient's home.
6. The agency shall instruct each patient/caregiver on the emergency plan upon admission. The patient/caregiver will be given instruction regarding the risks of disasters and the importance of emergency planning. The agency will stress the necessity for patient/caregiver to take responsibility for his or her actions in an emergency, as in his or her daily life. Patients or parents(s) or guardian(s) have ultimate responsibility for planning appropriately.
7. Coordinates with the ESF #8 Coordinator.

G. Webster Parish Coroner

1. Responsible by Louisiana Law to take control even if only one fatality. (See Mass Fatality Plan.)
 - a. The Parish Coroner's Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects.
 - b. Designates and supervises permanent and temporary morgues, supervises the collection, identifications, release and/or interment of the dead.
 - c. Takes charge of all bodies or parts of bodies, and provides for the identification and disposition of the deceased.



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d. Ensures that supplies, equipment and resources necessary to deal with the deceased are available, to include mass casualty situations.

2. Coordinates with the ESF #8 Coordinator (Public Health & Medical).

H. Mortuary Services / Funeral Homes (private)

1. Assists with the collection, identification, and care of human remains, determining the cause of death, inventorying and protecting deceased's personal effects, and locating and notifying the next of kin.

2. Assists with establishing temporary morgue sites.

3. Coordinates with the Coroner who coordinates with the ESF #8 Coordinator (Public Health & Medical).

I. Mental Health Agencies

1. Provide for crisis counseling for victims and workers.

2. Coordinates with the ESF #8 Coordinator (Public Health & Medical).

V. DIRECTION AND CONTROL

A. Authority to initiate Actions

1. The ESF #8 Coordinator has the responsibility to initiate the activities associated with this function.

2. The ESF #8 Coordinator will coordinate the call-up and deployment of mutual-aid and/or volunteer forces. Mutual-aid agreements allow Webster Parish to seek aid from neighboring parishes, Region VII as well as the State of Louisiana and Federal agencies. Assistance from Region VII or GOHSEP will be requested by the Director of Webster OHSEP.

B. Command Responsibility for Specific Actions

1. 911 Dispatch will initiate warnings consistent with the event.

2. Pre-hospital emergency services are privately owned in Webster Parish and provide the lead in emergency or disaster triage, treatment and transport. The EMS will provide emergent care with established protocols and



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coordinate with the Director of Webster OHSEP or the designated ESF #8 Coordinator (Public Health & Medical) to address emergency services and medical transport.

3. Nursing Homes and Hospitals are all privately-owned in Webster Parish and will coordinate with each other, the pre-hospital EMS and the ESF#8 Coordinator (Public Health & Medical) to provide shelter support for nursing home and home health patients as well as the casualties of emergencies and disasters.
4. The Webster Parish Health Unit is the primary agency responsible for public health and sanitation within Webster Parish.
5. If local efforts are exhausted, assistance will be requested from nearby jurisdictions, the Northwest Region VII, or the state or federal government. Requests to the state or federal government will be conducted through the Webster OHSEP.

C. ICS / NIMS

See Basic Plan Section V-C.

VI. CONTINUITY OF GOVERNMENT / OPERATIONS

See Basic Plan Section VI.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. All required records will be maintained.
2. Adequate records of all emergency related expenses, including purchases, donations, supplies-on-hand, and labor, including all regular time, overtime, and volunteer hours. Conventional accounting will be used.
3. In the event of a large-scale disaster with an overwhelming number of casualties, the Director of Webster OHSEP may seek mutual-aid assistance through Region VII OHSEP.



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- a. Region VII OHSEP Director may contact the Director of GOHSEP who in turn shall contact the Secretary of DHH and the Chief Executive Office of the University Health Center who shall initiate action through their designated Emergency Coordinators.
- b. GOHSEP can request further assistance from the Federal government through a Presidential Declaration.
4. A listing of resources available in the jurisdiction will be prepared by each agency. This listing will be forwarded to the Webster OHSEP on a yearly basis and available to the activated EOC.
5. Emergency contact information for the agency will be prepared at least on a yearly basis and forwarded to the Webster OHSEP and available to the activated EOC.
6. All response agencies will establish, renew and initiate mutual aid agreements.
7. Each tasked organization or response organization is responsible for signing mutual-aid agreements with neighboring jurisdictions. All agreements should be in writing and a copy forwarded to the Webster OHSEP.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Each health and medical agency and pre-hospital EMS agency is responsible to ensure its own operational capabilities.
- B. All Health and Medical agencies will maintain Standard Operating Procedures or SOGs.
- C. The individual Health and Medical agency or pre-hospital EMS directors or administrators will coordinate the planning of all operations related to emergency preparedness.
- D. The Director of Webster OHSEP will be responsible for reviewing, updating, exercising, modifying, accepting and approving this annex.
- E. This annex will be reviewed, updated, and revised according to the policy outlined in the Basic Plan Section VI.



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IX. AUTHORITIES AND REFERENCES

A. Authority and References

1. See Basic Plan Section IX.
2. State of Louisiana DHH/OPH and OHSEP Public health Preparedness & Response for Bioterrorism Regional Plan for Region VII NW Louisiana
3. Regional Public Health Plan Region VII
4. "Knowing What to Do at A Mass Casualty Incident" by Julie Aberger, The Gold Cross and Leonard Publications
5. "Prehospital Triage" by Matthew R. Streger, VA, NREMT-P, EMS The Journal of Emergency Care, Rescue and Transportation

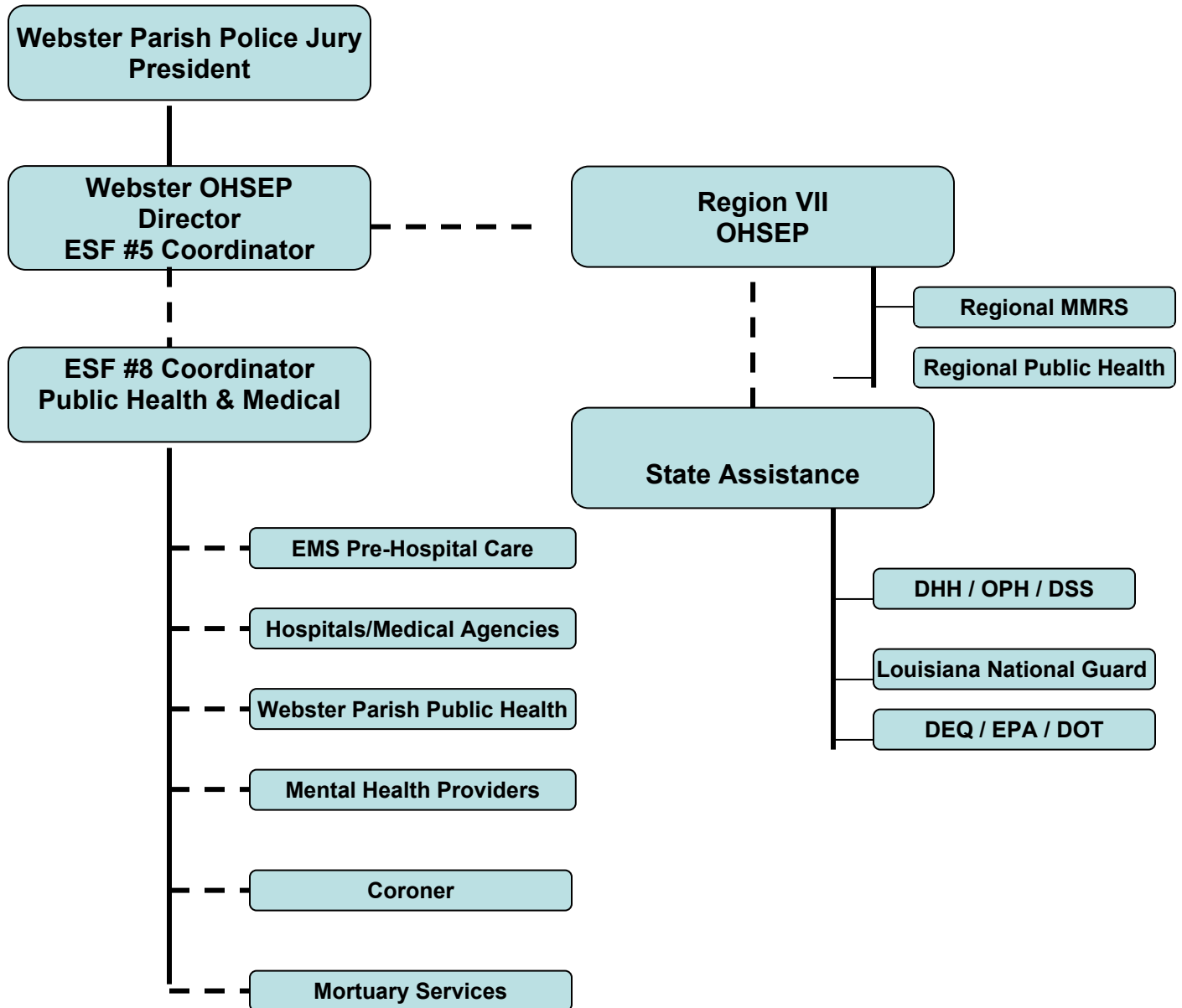


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Appendix #1

Webster Parish Health and Medical Organization Chart





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Webster Parish Health and Medical Responsibility Chart

Health & Medical Services Responsibility	Authority / Policy	Coordination	Resources	Management of Medical Care	Pre-Hospital Care	Food & Water Quality	Sewage Treatment	Inoculation or Quarantine	Provide care of human remains	Crisis Counseling
Webster Parish Director OHSEP	X	X	X							
Hospitals / Medical Centers				X						
Pre-Hospital EMS					X					
Webster Parish Public Health						X	X	X		
Webster Parish Coroner									X	
Mortuary Services									X	
Mental Health Providers										X



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Mass Casualty Incident (MCI) Guidelines

Mass Casualty Incident: An incident which produces multiple casualties such that emergency services, medical personnel and referral systems within the normal catchment area cannot provide adequate and timely response and care without unacceptable mortality and/or morbidity.

A. Purpose

To outline the chain-of-command at the scene of a mass casualty incident (MCI) in Webster Parish if there is fire, the presence of hazardous materials, police activity or EMS required and to provide guidelines to do what is practically possible for the greatest number of victims.

B. Scope

If the incident involves hostages or hazardous materials, law enforcement is ultimately in charge. If there is fire involved, the fire department is in charge. EMS operations are responsible for the triage, initial treatment and transportation of victims under the direction of the local ranking supervisor. The first responder on scene becomes Incident Command until relieved by the appropriate authority. Webster OHSEP will provide coordination and support through the activated EOC.

An MCI in Webster Parish is probably going to involve more than 12 critically injured patients and 30 or more seriously injured plus walking wounded. A mass casualty incident has hundreds of variables; no two incidents are alike. It is constantly changing and must be readjusted during the event. This guideline was developed to provide a general framework of operations that will be flexible enough to meet any mass casualty situation that may affect the parish.

C. General

1. The first responding unit (EMS, fire, hazmat, or police) will make a preliminary survey and immediately report the type of incident, location, and approximate number of casualties involved to 911 dispatch.
2. The initial officer or team can be replaced or supported by more qualified personnel as they become available on-site and Incident Command is established.



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3. The ambulance services are responsible for the triage, initial treatment, and transportation of casualties as directed by the triage team.
 - a. Webster Parish is served by two private ambulance companies that provide emergency response, as well as medically-indicated transportation services.
 - b. All ambulance services in Webster Parish will be equipped with METTAGs (medical Emergency Triage Tag) furnished by their respective departments and/or Webster OHSEP.
 - c. Ambulance services shall designate and train individuals to serve as a Triage Officer.
4. Hospitals will begin increased readiness measures as outlined in their respective SOPs and initiate their disaster response plan.
 - a. Normal procedures for transferring patients who require specialty-care to medical facilities in Shreveport or Bossier City will be followed.
 - b. In the event of an MCI with a tremendous number of casualties that exhaust local resources, Webster OHSEP will request assistance from Region VII and GOHSEP.
5. Fire services are responsible for the containment or removal of a fire or hazardous agent, establishment of the forward command post, the initial extraction of trapped victims, and determination if an evacuation is necessary.
6. Law enforcement is responsible for dispatching a communications unit to support the forward command post, controlling access to the disaster area, crowd control, assisting in removal of victims (if properly trained) from hazard areas, hazardous materials incident response, determination if an evacuation indicated, coordination of evacuations.
7. The management of MCIs is concerned with separation of tasks. Each team should restrict its activities to fulfilling its specific mission not crossing over to assume someone else's responsibilities.
8. All agencies assigned responsibilities are responsible for developing or updating internal action plans that will ensure a continuing acceptable degree of operational readiness to carry out their responsibilities. Essential to any internal plan is a current listing of responsible individuals and alternates who may be contacted at any time in any emergency.



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9. A full-scale disaster drill will be held annually using a sufficient number of mock casualties to ensure calling a full emergency medical disaster.

D. Implementation

EMS Responsibilities

There are more victims than crew and the objective is to move all patients to a medical facility as soon as possible. EMS is responsible for the triage, initial treatment and transportation of victims.

1. If EMS first on scene:
 - a. Be aware of scene safety (the larger the incident, the greater the risk to your safety).
 - b. The initial organization of this incident is dependent on you and your crew.
 - c. What you witness is overwhelming, keep your tasks clearly in mind. **Note:** As first on scene, you are not to become involved in patient care. You must organize the operation and begin triage.
2. Separate your crew members for the following immediate duties:
 - a. **Set-Up**
 1. Senior crew member becomes Incident Command. This person will be in charge until relieved by a higher authority (fire service or law enforcement).
 2. Crew must make an initial one- or two-minute sweep of the area: sizing up the situation, estimating the number of victims and how many additional resources are needed.
 3. Incident Command should then radio 911 Dispatch and inform them of the magnitude of the situation, estimated number of victims and requests for additional resources.
 - a. Tell 911 where you are and where you intend to set-up the IC Post. (The Post will eventually include representatives from all agencies participating in the incident.)
 - b. Also, advise incoming units how to communicate and where to stage.



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b. Triage

The triage function involves the actual medical sorting of victims, based on the critical nature of injuries, including the need for treatment and the survival expectancy.

1. Remaining crew members are immediately designated to do triage.
2. Person with the greatest amount of medical experience, either the senior EMT or paramedic, becomes the triage officer.
3. Each victim should be assessed in 30 seconds or less using the START method of triage.
4. Limited treatment such as positioning the neck for airway maintenance putting the patient in shock position or controlling severe hemorrhaging may be initiated, but don't take a lot of time with these maneuvers.

START System:

- First collect anyone who can walk at the incident, tag them Green and have them walk to a safe place.
- Next, rapidly assess each patient. If the patient is not breathing, open the airway manually. If they remain apneic, tag them Black. If they begin breathing, they are tagged Red.
- Patients who are breathing and have a respiratory rate above 30 should be tagged Red.
- If their respirations are below 30, assess their circulatory status. If capillary refill takes more than 2 seconds, tag them Red. If it is below 2 seconds, assess mental status. The presence of a radial pulse is more accurate and represents a systolic blood pressure of 90 MM Hg.
- Patients who can follow simple commands such as hand grips are tagged as Yellow. Patients who cannot follow simple commands are tagged Red.

Note: The mistake is sometimes made of not collecting and treating all of the Green-tagged walking wounded. Patient accountability is very important.

5. Patients are sorted into four groups which identify the need for transport. They are "tagged" with color coded METTAGs so that their status is easily visible to the treatment units.



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RED

Highest Priority (red flap on triage tag)

These patients are in critical condition and in immediate need of treatment and transport.

- a. airway and breathing difficulties
- b. cardiac arrest
- c. uncontrolled or suspected severe bleeding
- d. shock
- e. open chest or abdominal wounds
- f. severe head injuries
- g. severe medical problems: poisoning, diabetes with complications, cardiac disease

YELLOW

Second Priority (yellow flap on triage tag)

These patients have lacerations, fractures, blunt trauma and moderate burns. Treatment and transport may be delayed for a few hours (if necessary) without jeopardizing their conditions.

- a. burns
- b. major or multiple fractures
- c. back injuries with or without spinal damage
- d. severe lacerations, severe soft tissue injury without shock or uncontrolled bleeding, etc.

GREEN

Third Priority (green flap on triage tag)

“Walking Wounded” these patients are conscious and oriented and may have minor injuries. Thus, they can tolerate a longer waiting time for transport and treatment.

- a. minor fractures
- b. injuries of a minor nature
- c. obvious mortal wounds where death appears certain and sufficient resources are not available to treat them
- d. cardiac arrest where sufficient resources are not available to treat them

BLACK

Lowest Priority (black flap on triage tag)

Dead or near dead and unsalvageable.
To be transported or treated last.



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c. Treatment

Indicated first aid treatment to stabilize the condition of the victim is provided after the initial triage phase is completed. Treatment may continue in the ambulance enroute to the hospital

1. Establish treatment areas if you have a lot of patients in a small area. If you need protection from the elements or if there are hazards such as fire or spilled fuel, you will want to remove the victims as soon as safely possible.
2. Every time a patient is moved from one area to another, he is re-triaged. Once resources are available, patients are continually re-triaged to make certain their conditions have not deteriorated.
3. Treatment area is divided into red, yellow and green sections. Colored tarps or flags should be used to mark these areas making their locations readily visible.
4. The RED treatment area has the highest medical priority: The most severely injured, salvageable patients are moved here. This area should be staffed with paramedics, if possible. Patients in shock need to be stabilized with intravenous fluids, and sometimes, drugs. EMTs are assigned to take vital signs, provide oxygen, suction, cervical spine immobilization, splinting, etc. Supply needs are the heaviest in this area: backboards, defibrillators, oxygen, suction, trauma dressings. All care given to patients should be documented on the METTAG.

Note: It is important to remember that although CPR, defibrillation and cervical spine immobilization may not occur in the initial triage phase, these treatment procedures should be done as soon as enough EMS resources and equipment are available. This usually occurs once the operation has been well established.
5. The YELLOW treatment area contains patients whose conditions are not life threatening and can tolerate a delay in transport. They may, however, have lacerations (without excessive bleeding), fractures, blunt trauma, and moderate burns. These patients should be immediately reassessed, any airway problems corrected, bleeding controlled, fractures stabilized and perhaps given oxygen. You want to prevent this type of patient from becoming critical. YELLOW patients go directly from that area to transport after the RED patients have been transported; if circumstances permit, they may be transported together.



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6. The GREEN treatment area is designated for the “walking wounded”. Again, all patients should immediately be reassessed and re-triaged if necessary. Anyone showing signs of changes in mental status, for instance, should be immediately upgraded to red. GREEN patients who are in stable condition may be requested to hold cervical spinal immobilization or assist moving RED or YELLOW patients.
7. The morgue should be placed out of sight from the other areas. Use a building, truck or trailer if available. Victims should always be re-triaged and thoroughly examined before being moved into the morgue.
8. The person providing the treatment may or may not be associated with the ambulance that provides the transportation of the victim.

d. Transport

The objective is to move all patients to hospitals as soon as safely possible, not to move them unnecessarily between areas.

1. Patients should be moved without delay from the treatment area to the transport area, with RED patients proceeding first, YELLOWs second. It is here that patients will be loaded into ambulances for transport to medical facilities. Bottlenecks and backlogs often occur at this stage. Transport officers must keep an accurate record of patients, their METTAG numbers and their destinations.
2. EMS Command coordinates the flow of patients from one area to the next, being in constant radio communication with Treatment Officer and Transport Officer. A Transport Officer will tell your crew which medical facility to take your patient(s) to, and give you directions, if necessary.

e. Staging

1. Ambulance Staging: This area is separate from Transport. Report There First. Both areas should have access to roadways.
2. When you arrive at an MCI, wait at Staging until Staging Area Manager directs you to Transport to receive your patient(s).

2. Arriving on Scene of a “Mature” Incident:

First and Foremost: Never respond to an MCI without being requested by the proper authority!



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a. Dispatch

1. You will be dispatched by 911 and they will direct you to contact either Incident Command or the communications center directing the MCI. Do this and inform them of your impending arrival.
2. You will be given a contact radio frequency assignment at this time and instructed to report either to Staging and/or possible Triage, Treatment or Transport to drop off equipment or crew.
3. Your ambulance and its driver, however, will finally report to Staging to wait for assignment.
4. You and your crew should monitor the assigned frequency to keep updated. Use that frequency to speak with Command, if necessary. Do not, however, clutter the airway with unnecessary talk. Listen -- don't transmit.

b. Triage

1. You have been assigned to Triage. Sort victims using START; carry your own METTAGs, pencils and grease pens. Affix tags to patients/victims. Perform limited maneuvers to control bleeding, open the airway, or put the patient into the shock position.
2. You might also be asked to carry patients to the treatment area.

c. Treatment

1. You have been assigned to Treatment. Re-triage patients as they arrive in this area; group them into red, yellow, green and black.
2. You will also assist with emergency medical treatment and carrying patients to the ambulance loading area.
3. You need to bring your own personal equipment such as gloves, blood pressure cuff, stethoscope, penlight, and pens/pencils. Other equipment such as oxygen, masks, backboards, etc. will be provided.

d. Transport

1. You have been assigned to Transport. You crew may transport the patient or you may remain at the area and assist with the job. You are then responsible for prioritizing patients for transportation: red/yellow/green.



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2. You are also responsible for tracking patients and their destinations, i.e., documenting where each one is sent. Patients should be evenly-distributed among medical facilities to avoid overloading. Use the regional EMS communication centers to assist with bed status and patient routing. Know the system for our region.
3. If you are driving an ambulance, you will be told the patient's destination, e.g., hospital, trauma center, burn center, landing zone, etc. You should also receive instructions on how best to get there. Keep an accurate record of the patients you are transporting and what their destinations are.

e. Staging

1. You have been assigned to Staging. This is the location where ambulances wait before being summoned to the transport areas to pick-up patients.
2. The Staging Area Manager records all incoming rigs, keeping Command informed of his resources.
3. The driver of the ambulance will remain with the vehicle at all times and keep the ambulance running. "Never separate driver, vehicle and stretcher."

Remember: No matter what your assignment, never leave the scene unless authorized to do so.

3. Tracking the Action (documentation)

When it is all said and done, some official is going to ask you for a record of what you did. What patients did you triage? How were they treated? Where did you take them? They want the information in writing.

- a. It is essential that squads who assume Incident Command, Triage, Staging, and Transport positions account for patients not only with METTAGs, but also written documentation in a notebook or log.
- b. Incident Command records the organization of the event, i.e., resources requested and received, where they were assigned, and radio frequencies used. Incoming and outgoing ambulances are tracked by time.
- c. The triage log lists patient numbers and identifies the area where they were sent.



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- d. The staging log lists ambulances and equipment and where it was appropriated.
- e. The patient destination log lists patients by number and identifies the medical facility to which they were sent.

Incident Command:

1. Site management is a management function, not a medical function. The Incident Commander will usually be a ranking fire officer or law enforcement officer depending on the scope of the incident.
2. The Incident Commander must be able to give orders and understand scene management.
3. The IC can give directions on the radio or relay them through operators reporting to him. Communications capabilities will need to address interaction between;
 - a. the scene and the hospital(s)
 - b. ambulances and the transportation officer
 - c. ambulances and the hospital(s)
 - d. on-site and mutual-aid agencies
 - e. the Director of Webster OHSEP (or the activated EOC) and the on-site Incident Command Post
 - f. Amateur radio operators can be utilized as a supplemental communications resource (independent of normal frequencies).
4. Site Management is concerned with:
 - a. Establish and maintain ambulance staging areas.
 - b. Establish and maintain patient staging areas.
 - c. Establish and maintain traffic patterns for emergency medical functions on site (requires police support).
 - d. Direct departing ambulances to specific hospitals.
 - e. Designate an emergency morgue area in coordination with the Coroner's Office.
 - f. Coordinate mutual-aid assistance and resource management on site.
 - g. Coordinate with fire and other specialized response personnel to most effectively manage the entire incident with minimal conflict and risk to all concerned.
5. An Incident Command Post should be established at the scene as a top priority. All coordination and management of the comprehensive incident will be controlled from this location. Included in the ICP should be:



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- a. The Incident Commander
- b. Ranking law enforcement officer to assure full support in matters of traffic control, perimeter management, and personnel assistance as needed and available.
- c. Fire department officers to assure close coordination between victim handling (including rescue) and any fire suppression or hazard reduction efforts.
- d. Sufficient support personnel to operate radios and telephones and to provide needed clerical support.

6. Incident Command will coordinate with the Webster OHSEP Director.

Fire Services:

1. Responsible for the emergency function of firefighting.
2. If the disaster with mass casualties is primarily a fire event, the ranking fire officer will assume Incident Command.
3. Provide or assist with rescue operations.
4. Provide supportive manpower.
5. Assist with warning or communications.

Law Enforcement:

1. Responsible for the emergency function of hazardous material incident response and law enforcement.
2. If the MCI is primarily a hazardous materials incident, a hostage situation, or a terrorist incident, the Sheriff of Webster Parish or his designee will assume Incident Command.
3. Provide supportive manpower.
4. Assist with warning or communications.
5. Establish perimeter and provide traffic control.
6. Support traffic patterns for emergency medical functions on site.
7. Provide or assist with rescue operations.



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Appendix #4

METTAG Use Guidelines

The METTAG makes the triage process fairly easy: There are four perforated color tabs on the lower portion of the tag: black, red, yellow and green. All four tabs have the same number printed on them. When you tag a “red” or “yellow” patient, you attach the METTAG to the patient, tearing off the tab(s), leaving the appropriate color tab last. When you tag a “green” patient, you tear off the top corner edge only. You put all the torn tabs and edges in your pocket.

When you finish the initial triage, you will then be able to inform Command how many “reds”, “yellows”, and “greens” you have (the number of patients based upon the tag edges and tabs in your pocket). The METTAG also has space for assessment findings as well as a number for each patient/victim which allows for a full accounting afterwards. Some METTAGs have a tear corner to fill-out which identifies the place the victim was initially found.

A. Stabilize Most Seriously Injured Patients First, if possible.

1. Enter time of triage (+date, if advisable) on tag.
2. *Enter name if patient is conscious and coherent.
3. *Enter home address if practical.
4. *Enter home city and state if practical.
5. Enter other pertinent information on blank lines.
6. Enter name of person doing triage on bottom line.
7. On reverse side indicate injuries on body diagrams.
8. Enter as appropriate: time, blood pressure, pulse, and respiration (breaths per minute) in vital signs chart.
9. Enter intravenous (IV), intramuscular (IM), with time.
10. Tear off all colored tabs BELOW determined priority and retain. (These tear-offs may be used to identify personal effects, for records, etc.)
11. Attach tag securely to clothing or body (arm, leg, around neck, etc.) so that it is clearly visible.

* These steps may be delayed or accomplished by others while awaiting transport or during transport.

B. Transport victims to best available hospitals strictly by priority:

I **RED** (critical, in need of immediate care)

II **YELLOW** (serious, but hospitalization can be delayed to after priority I)



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III **GREEN** (emergency transportation not considered necessary)

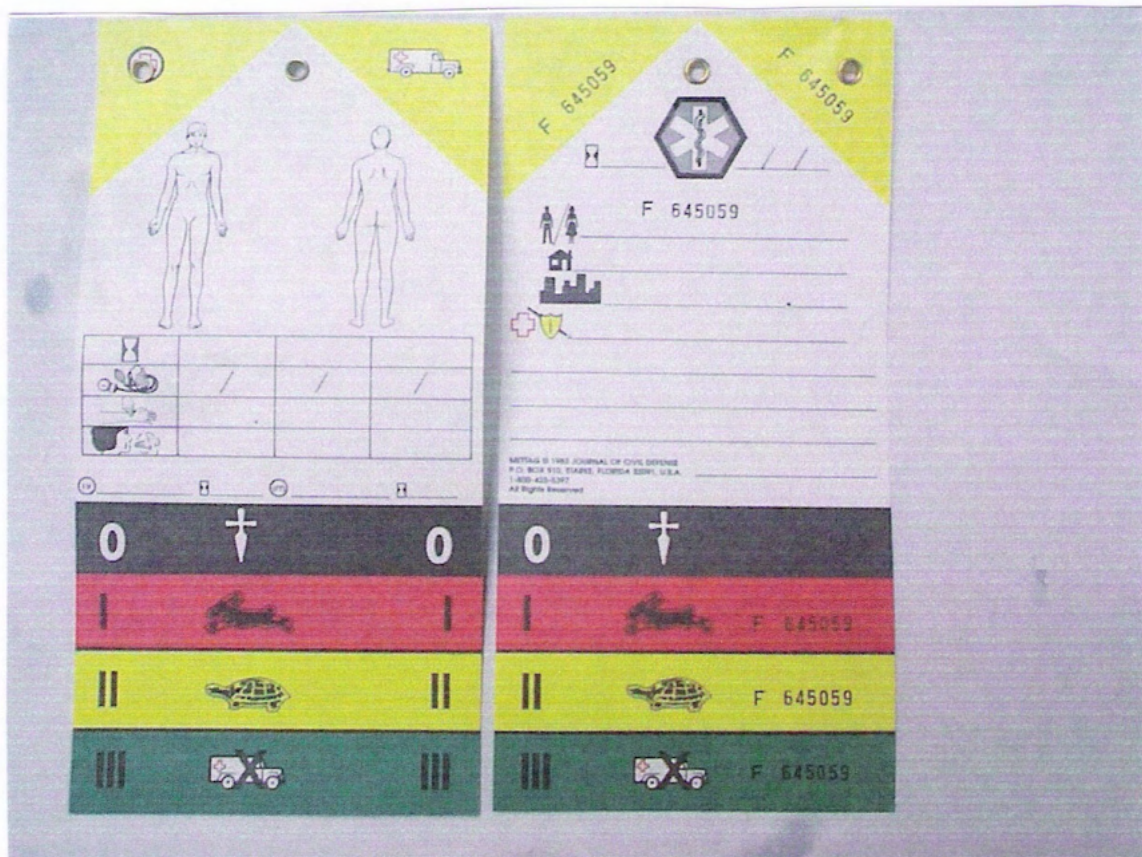
IV **BLACK** (dead, move to morgue)

C. Key Hospital Admission and Medical Records to patient's Tag Serial Number

NOTE: Briefing before use is recommended. A policy of METTAG use in day-to-day emergencies will automatically establish familiarity and provide faster and more effective disaster triage.

FRONT

BACK





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Appendix #5

Health & Medical Facility Patient Category and Directory

A. General

1. For planning purposes hospital patients can be divided into three categories:
 - a. Discharge
 - b. Non-relocate
 - c. Relocate
2. Discharge patients are those people in hospitals for elective procedures such as treatment of non-life-threatening conditions or illness. These individuals can be discharged immediately or within three days.
3. Non-relocate patients include those patients that cannot be relocated for one or more of the following reasons:
 - a. Because of their serious conditions, a move of more than a few miles would probably result in their death.
 - b. Because transportation equipped with sophisticated life support systems is not available.
 - c. Because an inordinate demand on already short supply of host-area resources would be committed to caring for a few patients that may have poor prognosis.
 - d. Because the necessary hospital and personnel is not available elsewhere.
4. Relocate patients are those patients who require hospitalization but do not present the limiting factors described above for non-relocate patients. Thus, they can be relocated.
5. The approximate percentages of general hospital patients that are discharge, non-relocate, or relocate are as follows:

a. Discharge	75%
b. Non-Relocate	15%
c. Relocate	15%



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B. Medical Facilities in Webster Parish:

Minden Medical Center

#1 Medical Plaza
Minden, LA 71055
Bed Capacity: 125
ER Capacity: 6
Phone: (318) 377-2321
ER: (318) 371-5655

Springhill Medical Center

2001 Doctors Drive
Springhill, LA 71075
Bed Capacity: 60
ER Capacity: 4
Phone: (318) 539-1005
ER: (318) 539-1000

C. Nursing Homes / Rehab Centers in Webster Parish:

Community Rehab Hospital of Minden

100 Meadow Brook Drive
Minden, LA 71055
(318) 377-5552

Town & Country Health & Rehabilitation

614 Weston St.
Minden, LA 71055
(318) 377-5148

Meadowview Health & Rehabilitation

400 Meadowview
Minden, LA 71055
(318) 377-1011

Carrington Place of Springhill

215 1st St. NE
Springhill, La. 71075
(318) 539-3527

D. Medical Facilities in Caddo or Bossier to which patients are routinely transferred for specialty care:

Christus Schumpert - Highland

1453 E. Bert Kouns Industrial Loop
Shreveport, LA 71115
Bed Capacity: 156
ER Capacity: 13
Phone: (318) 798-4300
ER: (318) 798-4343



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Ochsner LSU Health Shreveport

1541 Kings Hwy
Shreveport, LA 71130
Bed Capacity: 452
ER Capacity: 23
Pediatric: 8
Phone: (318) 675-5000
ER: (318) 675-6883

North Caddo Medical Center

1000 S. Spruce St.
Vivian, LA 71082
Bed Capacity: 26
ER Capacity: 4
Phone: (318) 375-3235
ER: (318) 375-3235 ext.200

Willis-Knighton Medical Center

2600 Greenwood Road
Shreveport, LA 71103
Bed Capacity: 310
ER Capacity: 18
Phone: (318) 212-4000
ER: (318) 212-4500

Willis-Knighton - Pierremont

8001 Youree Drive
Shreveport, LA 71115
Bed Capacity: 170
ER Capacity: 12
Phone: (318) 212-3000
ER: (318) 212-3500

Overton Brooks VAMC

510 E. Stoner Avenue
Shreveport, LA 71101
Bed Capacity: 112
ER Capacity: 7
Phone: (318) 221-8411
ER: (318) 424-6115

Willis-Knighton MC - Bossier

2400 Hospital Drive
Bossier City, LA 71111
Bed Capacity: 104
ER Capacity: 15
Phone: (318) 212-7000
ER: (318) 212-7500

Willis-Knighton - South

2510 Bert Kouns Industrial Drive
Shreveport, LA 71118
Bed Capacity: 140
ER Capacity: 12
Phone: (318) 212-5000
ER: (318) 212-5500



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Appendix #6

Special Needs Shelters

Webster Parish does not have a Special Needs Shelter. Webster Parish residents in need of such a shelter will require admission to a hospital, rehab facility or nursing home or seek shelter at Ochsner LSU Health in Shreveport.



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Webster Parish Health and Medical Resources

The following lists are maintained in Webster OHSEP and available to the EOC:

- Hospitals in Parish
- Rehab Facilities in Parish
- Nursing Homes in Parish
- Physicians
- Medical Transportation
- Ministerial Contacts
- Mental Health providers

Coroner Contact Info:

Contact information for the parish coroner, the deputy coroner and funeral directors located in the parish is maintained in the EOC.

Mental Health Resources

A list of mental health resources for the parish is maintained in the EOC.



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ESF #8 Public Health - ESF Role Aligned to Core Capabilities

All ESFs support the core capabilities of Planning, Operational Coordination, and Public Information and Warning.

Core Capability: Planning

- Mission Areas: All
- Description: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

Core Capability: Operational Coordination

- Mission Areas: All
- Description: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Core Capability: Public Information and Warning

- Mission Areas: All
- Description: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

Core Capability: Public Health and Medical Services

- Identifies and communicates requirements for life-saving and life-sustaining needs of disaster survivors and household pets and service animals.
- Coordinates with core capability service providers to ensure that ESF #6 service delivery locations are appropriately provisioned and operated in a safe, sanitary, secure, and timely manner.
- Gathers, assesses, prioritizes, coordinates, and communicates public health and medical requirements of survivors and their household pets and service animals in congregate care facilities to core capability providers.
- Gathers, assesses, prioritizes, and communicates relevant public health and medical needs information to survivors in facilities where mass care services are provided.
- Communicates plans, requirements, and strategies to core capability service providers.



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- Acquires and manages resources, supplies, and services from core capability service providers via contracts, mission assignments, interagency agreements, and donations.

Core Capability: Critical Transportation

- Supports the collection, analysis, dissemination, and reporting of transportation infrastructure damage from ESF #6 service delivery sites.
- Identifies, requests, and acquires transportation resources for the delivery of life-sustaining supplies and services to the affected area(s).
- Identifies and provides critical transportation for survivors with disabilities and others with access and functional needs.
- Supports mobilization and implementation of mechanisms to track the movement of evacuees, resources, household pets, individuals with disabilities or other access and functional needs with their service animals, medical equipment, and luggage.
- Provides mass care support to survivors at embarkation, debarkation, and reception centers; evacuation transportation hubs; and post-decontamination areas to make sure that basic needs are met, including hydration, feeding, tracking, medical needs, and information.
- Provides resources, subject matter expertise, and coordination with other FEMA components and ESF #6 partners to support mass evacuation activities and ensure the safe evacuation of household pets and service animals. (Note: Evacuees who have chronic medical conditions may be evacuated with the general population. For evacuation of patients, refer to ESF #8.)
- Provides resources for the care of survivors evacuating from the affected area.
- Communicates plans, requirements, and strategies to core capability service providers.
- Acquires and manages resources, supplies, and services from core capability service providers via contracts, mission assignments, interagency agreements, and donations.

Core Capability: Fatality Management Services

- Provides mechanisms to support notification/transportation of family members to make appropriate arrangements for deceased relatives.
- Provides support and funding for crisis counseling services to the bereaved, as well as for local, state, tribal, territorial, and insular area crisis counseling programs.
- Provides transportation and mass care services for survivors reuniting with deceased family members.



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- Communicates plans, requirements, and strategies, to core capability service providers.
 - Acquires and manages resources, supplies, and services, from core capability service providers via contracts, mission assignments, interagency agreements, and donations.
-



Emergency Operations Plan

ESF #9 Search & Rescue

Coordinator: Webster Parish Sheriff

Primary: Webster Parish Sheriff's Office

Support: Webster Parish OHSEP
Mutual Aid, Auxiliary/Reserve & Volunteer Organizations
(includes firemen in non-fire SAR & municipal PD outside jurisdiction)
LA Dept of Wildlife & Fisheries

I. PURPOSE

ESF #9 provides for a trained and equipped emergency rescue response force with the capability to conduct lifesaving search and rescue operations during extraordinary conditions. The goal of Search and Rescue (SAR) operations is to save the lives of people who are unable to ensure their own survival without assistance. Search activities include locating individuals missing or reported missing, in jeopardy, or possible jeopardy, of life and limb. 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.

This ESF is applicable to situations within the parish when it will be necessary to provide Search and Rescue missions for emergencies or disasters. Urban Search and Rescue is a specialty performance the parish is not capable of at this time. Search and Rescue (SAR) is the employment of private, municipal, corporate, parish, state and federal resources to locate and bring to safety persons who have become lost, injured, stranded, trapped or who have died. This ESF serves as a guideline for those in command of SAR operations and should not be used as a prescribed action plan.

ESF #9 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Search, rescue and recovery operations may have to be carried out underground, on or under water, and in man-made structures. When the person is deceased, search and rescue then becomes a recovery effort.



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ESF #9 Search & Rescue

2. Search and rescue capability in Webster Parish may be needed in the event of a disaster with people trapped, missing, injured, or dead. Locating and assisting these persons becomes more significant during large-scale emergency situations.
3. Terrorist/WMD and violent activity may result in search and rescue emergencies, as well as environmental incidents such as floods or tornadoes. Civil disturbances frequently result in injuries to persons and property damage, with rescue resources likely to be mobilized. Search and rescue operations may be required as a result of an accidental chemical release from a facility or transporter.
4. The Sheriff of Webster Parish is responsible for all search and rescue in the parish.
5. Search and rescue incidents may become crime scenes and, at that time, all precautions to protect evidence must be taken.
6. Search and rescue emergencies may reach such magnitude as to require resources from adjacent jurisdictions, the state, private organizations or the federal government.

B. Assumptions

1. The Webster Parish Sheriff's Office will be able to handle most emergency situations through the use of existing mutual-aid agreements.
2. Rescue operations will be a team effort of law enforcement, fire service, trained search and rescue (SAR) personnel, and other agencies as appropriate under the Incident Command of the appropriate response agency.
3. Large numbers of local residents and volunteers will initiate activities to assist in SAR operations and will require coordination and direction.
4. In the event of catastrophic incidents within the parish, or adjacent jurisdictions, rescue resources within the state and the exchange of resources between states via mutual aid/EMAC will be available.

III. Concept of Operations

A. General



Emergency Operations Plan

ESF #9 Search & Rescue

1. The ESF#9 Coordinator will work with the activated EOC to ensure necessary search and rescue tasks are accomplished.
2. The support agencies provide resources and personnel to assist in accomplishing ESF #9 search and rescue activities as required by the size and demands of the event.
3. When an event requires a specific type or response mode, search and rescue technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.
4. Prior to deployment, essential information is gathered to better prepare responders for the search. Necessary resources are identified such as K-9 units, extrication equipment, vehicles, and maps.
5. After an SAR mission is completed, there will be an after action review where the mission is analyzed to determine what improvements, if any, could be made for similar missions in the future.

B. Phases of Emergency Management

The following describes the Four Phases of Emergency Management in search and rescue missions:

1. **Mitigation:** The ESF #9 Coordinator will review the hazards most likely to affect the parish and identify potential vulnerabilities in the SAR function. Develop plans to overcome identified vulnerabilities (i.e. new equipment, training, mutual aid procedures/guidelines).
2. **Preparedness:** Encourage active participation of inter-agency preparedness organizations, which collaborate in SAR activities on a regular basis. Coordinate and participate in the development and presentation of training courses and exercises for ESF#9 personnel.
3. **Response:** The ESF #9 Coordinator or his designee will plan and coordinate SAR operations at incident site and determine resource needs to support incident response and operations.
4. **Recovery:** Continue to render support when and where required as long as emergency conditions exist. Participate in after-action briefings, develop after-action reports, and make necessary changes in



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this ESF Annex and supporting plans and procedures/guidelines.

IV. Organization and Assignment of Responsibilities

A. Director of Webster OHSEP

1. Designates the Sheriff of Webster Parish, or his designee, as ESF #9 Coordinator (Search and Rescue).
2. Upon notification of an emergency or disaster, the Director of Webster OHSEP may provide coordination of resources in support of search and rescue activities, including activation of the EOC.
3. Promotes training that supports potential search and rescue activities.
4. Requires the ESF #9 Coordinator to report to the activated EOC.

B. Webster Parish Sheriff

1. Assemble a team of representatives from all departments and organizations to be involved in disaster search and rescue activities.
2. Activates auxiliary and volunteer support groups as needed.
3. Identify search and rescue requirements. Initiates and maintains mutual-aid agreements with other departments, volunteers and organizations.
4. Coordinates with other levels of government for search and rescue support and mutual-aid assistance.
5. Develop or participate in disaster operations search and rescue programs and training.
6. Establishes Incident Command and/or Unified Command as indicated. Requires all responding units to use an in-house chain-of-command to maintain operational control throughout the operation.
7. Designated the ESF #9 Coordinator in the activated EOC and assigned responsibility for search and rescue function. (Exception: search and rescue in a fire or threat of fire situation.)
8. Coordinates all search and rescue activities including all reserve,



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ESF #9 Search & Rescue

auxiliary and/or volunteer forces' search and rescue activities.

9. Coordinates with the ESF #5 Coordinator (Emergency Management).

C. Webster Parish Sheriff Department

1. Serves as IC or ICP and initiates search and rescue activities.
2. Participates in disaster operations search and rescue programs and training.
3. Coordinates with the ESF #9 Coordinator.

D. Mutual-Aid Forces, Auxiliary/Reserve, and Volunteer Organizations

(includes firemen in non-fire search and rescue and municipal police outside jurisdiction)

1. Assists with search and rescue operations when activated or called-up.
2. Work under their own supervisors. Uses chain-of-command for group.
3. Coordinates with ESF #9 Coordinator.

E. LA Dept of Wildlife & Fisheries

1. Tasked by State to assist with search and rescue operations upon request.
2. Work under their own supervisors. Provide multiple resources.
3. Coordinates with ESF #9 Coordinator.

V. DIRECTION AND CONTROL

A. Authority to initiate Actions

1. The Webster Parish Sheriff as ESF #9 Coordinator is responsible for search and rescue response prior to, during and following a disaster.
2. All management decisions regarding parish and/or regional resource allocations are made at the Emergency Operations Center by the ESF #9 Coordinator during emergency activations.
3. Each support organization assisting in an ESF #9 assignment will



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ESF #9 Search & Rescue

retain administrative control over its own resources and personnel but will be under the operational control of ESF #9 Coordinator (Search and Rescue).

4. The Louisiana Department of Wildlife and Fisheries is delegated the responsibility to provide assistance in all activities associated with search and rescue.

B. Command Responsibility for Specific Actions

1. The WPSO is supported by the fire service personnel of the respective jurisdictions and the municipal police departments as indicated. The WPSO defers firefighting and associated rescue operations responsibilities to the individual fire jurisdictions.
2. In the event of a downed aircraft, the Federal Aviation Administration is responsible for locating the downed aircraft. The WPSO will coordinate the ground rescue and/or recovery operations of victims.
3. In the event local resources are exhausted or overwhelmed, assistance can be requested from Region VII, then GOHSEP by the Director of Webster OHSEP.

C. ICS / NIMS

See Basic Plan Section V-C.

VI. CONTINUITY OF GOVERNMENT / OPERATIONS

See Basic Plan Section VI.

VII. ADMINISTRATION AND LOGISTICS

- A. The Webster Parish Sheriff's Office is responsible to ensure its own operational capabilities.
- B. The Webster Parish Sheriff's Office will develop procedures for the timely submission of required reports and records as prescribed in departmental standard operating guidelines (SOGs). Records are required to establish historical data and to substantiate reimbursement requests.
- C. Field Status Reports will be made to the ESF #9 Coordinator (Search &



Emergency Operations Plan

ESF #9 Search & Rescue

Rescue) on a frequent and regular basis. The ESF #9 Coordinator will share the results with the ESF #5 Coordinator (Emergency Management). Written documentation will be maintained.

- D. The Director of Webster OHSEP is responsible for requesting aid from GOHSEP. If assistance beyond the state's capabilities is required, OHSEP will coordinate requests for aid with proper federal agencies.
- E. The Director of Webster OHSEP is responsible for communicating situation reports to the Director of GOHSEP.
- F. Each department or organization with search and rescue responsibilities shall develop standard operating guidelines, revised and updated regularly and participate in training and exercises.
- G. Webster OHSEP will develop and maintain resource files for equipment, support, volunteers, etc., addressing special resource requests and identified needs. These lists are available in OHSEP and the EOC.
- H. Each agency, organization or emergency response service with search and rescue responsibilities should develop resource listings to support this plan.
- I. Reports of all search and rescue operations should be retained at Webster OHSEP to support reimbursement and damage claims. All financial costs will be maintained and forwarded to Webster OHSEP.
- J. Mutual-aid response units will be coordinated by the on-site Incident Command. Mutual-aid forces will work under the immediate control of their supervisors.
- K. Volunteer groups will work under the immediate control of their own supervisors. Individual volunteers will work under supervision as assigned by the ESF #9 Coordinator (Search & Rescue).
- L. Other parish or municipal agencies or departments will provide support to the lead agencies with equipment, manpower and materials or supplies as required.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Sheriff of Webster Parish will coordinate the planning of all search and rescue operations related to emergency preparedness.



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ESF #9 Search & Rescue

- B. The Sheriff of Webster Parish will be responsible for periodically reviewing, updating, exercising, modifying, accepting and approving this ESF.
- C. The Director of Webster OHSEP has responsibility for coordinating the revision of this annex.
- D. This annex will be reviewed, updated and revised according to the policy outlined in the Basic Plan Section VI.

IX. AUTHORITIES AND REFERENCES

See Basic Plan Section IX.

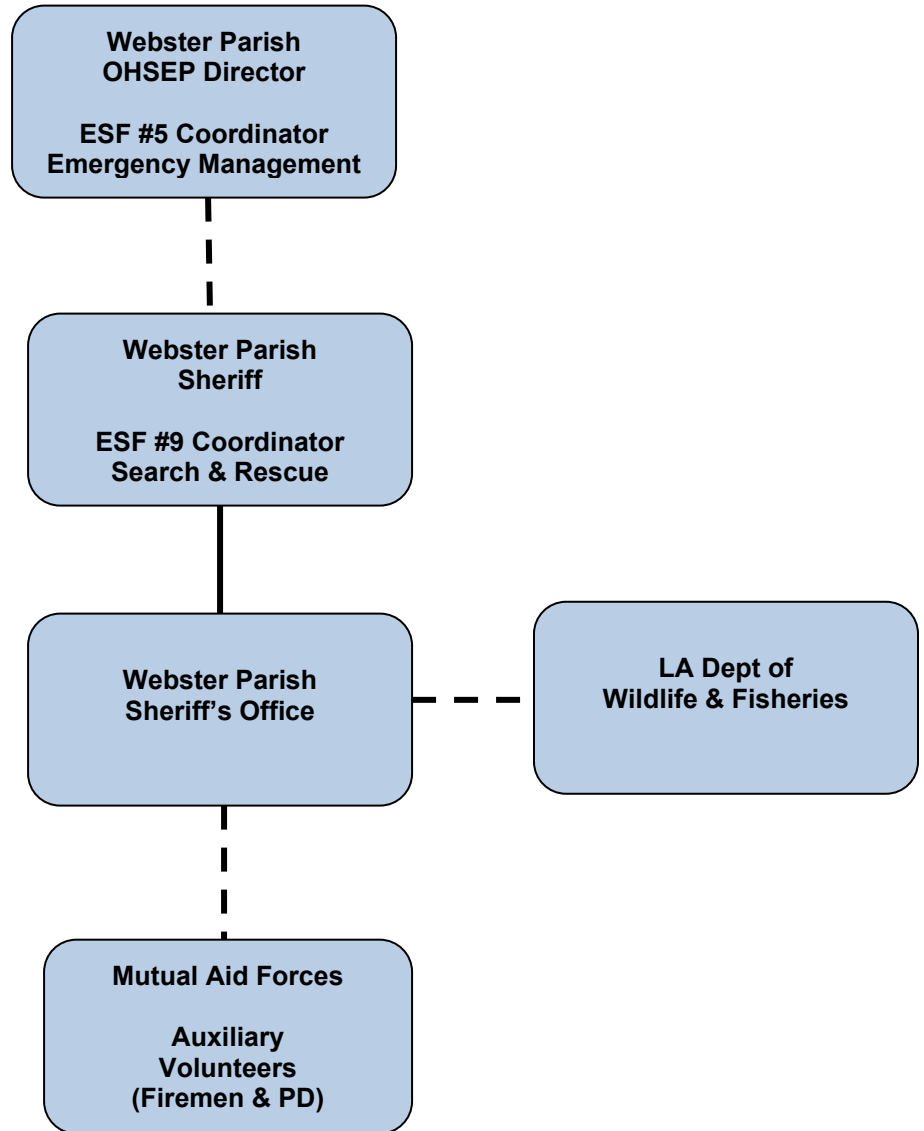


Emergency Operations Plan

ESF #9 Search & Rescue

Appendix #1

Organization Chart



Legend:

_____ Direct
- - - - - Coordination



Emergency Operations Plan

ESF #9 Search & Rescue

Appendix #2

Responsibility Chart

Search & Rescue Responsibility	Authority / Policy	Coordination	Responsible for operational activities	Personnel & Equipment	Activates auxiliary/volunteers
Webster Parish OHSEP Director	X	X			
Webster Parish Sheriff	X	X	X	X	X
Mutual Aid Forces, Auxiliary, Volunteer Organizations (includes firemen & municipal PD)				X	
LA Dept of Wildlife & Fisheries				X	



Emergency Operations Plan

ESF #9 Search & Rescue

Appendix #3

Mutual-Aid Agreements

Mutual-aid agreements will be maintained by the Webster Parish Sheriff's Office and a copy forwarded to the Webster OHSEP to be made available to the activated EOC



Emergency Operations Plan

ESF #9 Search & Rescue

Appendix #4

ESF #9 Search & Rescue - ESF Role Aligned to Core Capabilities

All ESFs support the core capabilities of Planning, Operational Coordination, and Public Information and Warning.

Core Capability: Planning

- Mission Areas: All
- Description: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

Core Capability: Operational Coordination

- Mission Areas: All
- Description: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Core Capability: Public Information and Warning

- Mission Areas: All
- Description: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

Core Capability: Mass Search and Rescue Operations

- Mission Area: Response
- Description: Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.
- ESF #9 is activated when an incident is anticipated or occurs that may result in a request for a unified SAR response to an affected area.
- Federal SAR responders assist and support local, state, tribal, territorial, and insular area SAR capabilities in incidents requiring a coordinated Federal response. No provision of this annex is to be construed as an obstruction to prompt and effective action by any agency to assist persons in distress.



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ESF #9 Search & Rescue

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- The ESF #9 response is scalable to meet the specific needs of each incident, based upon the nature and magnitude of the event, the suddenness of onset, and the capability of local SAR resources. Response resources are drawn from ESF #9 primary and support agencies.
- ESF #9 SAR operations are conducted following the National Response Framework (NRF) and National Search and Rescue Plan (NSP), U.S. National SAR Supplement (NSS), Catastrophic Incident SAR (CISAR) Addendum, and other addenda that define SAR responsibilities and provide guidance to the Federal departments and agencies with civil SAR mandates.
 - National Search and Rescue Plan (NSP): The NSP is the policy guidance of the signatory Federal departments and agencies for coordinating SAR services to meet domestic needs and international commitments.
 - National SAR Supplement (NSS): This document provides implementation guidance on the International Aeronautical and Maritime Search and Rescue Manual and the NSP.
 - Catastrophic Incident SAR (CISAR) Addendum to the NSS: This document provides a description of the unified SAR response to catastrophic incidents, guides Federal authorities involved in the response, and informs local, state, tribal, territorial, and insular area authorities on what to expect of/from Federal SAR responders.
- ESF #9 may operate under the Economy Act¹ when there is no Stafford Act declaration.
- For every incident, the ESF #9 coordinator assesses the specific SAR requirements and assigns one of the four primary agencies as the overall primary agency for SAR for that particular incident. Designation is dependent upon incident circumstances and the type of response required.
- When assigned as the overall primary agency for a particular incident, that organization conducts the following actions:
 - Coordinates planning and operations between primary and support agencies.
 - Coordinates resolution of conflicting operational demands for SAR response resources.
 - Provides representation to appropriate incident facilities (i.e., National Response Coordination Center (NRCC), Regional Response Coordination Center, Joint Field Office (JFO), emergency operations centers (EOCs)).
- All ESF #9 primary agencies provide support to the designated overall primary agency as required.



Emergency Operations Plan

ESF #10 Hazardous Materials

Coordinator: Webster Parish Hazmat Team Leader

Primary: Webster Parish Hazmat Team

**Support: Webster OHSEP
Louisiana State Police Haz Mat Unit
Fire Services
Private Industry with Extremely Hazardous Substances
(fixed facility and transporter)**

I. PURPOSE

ESF #10 provides for an effective and efficient response to and recovery from hazardous materials (HAZMAT) and radiological incidents that threaten the environment of the parish and the lives and property of its citizens. Hazardous materials include oil spills. This ESF coordinates parish, local government and private resources responding to and remedying oil spills, HAZMAT incidents and radiological releases. Actions in this function can range from the detection of a release of spill, through the provision of initial response actions, to the request of state assistance and procurement of a contractor, to coordination of joint local, parish, state and federal operations under the Incident Command System, to the final inspection and approval of remedial and restoration work.

In the context of this plan, hazardous materials (HazMat) refer to any CBRNE (chemical, biological, radiological, nuclear, explosive) material, regardless of source, that poses a threat to life safety, the environment, and/or property. This ESF provides for a coordinated response to actual or potential discharges and/or releases of hazardous materials within Webster Parish. The majority of actions taken at a HazMat incident should be defensive in nature and should be within the capabilities of the personnel on scene.

ESF #10 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Hazardous materials include explosive, flammable, combustible, corrosive, oxidizing, toxic, infectious, or radioactive materials that, when involved in an accident and released in sufficient quantities, put some portion of the public in immediate danger from exposure, contact, inhalation, or ingestion.



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A hazardous materials incident is a release of such material into the the atmosphere. The material may be a solid, liquid, or gas, and the release may be accidental or intentional.

Hazardous materials are classified in this appendix as:

- a. **Chemical:** Toxic, corrosive, or injurious substances because of inherent chemical properties.
 - b. **Biological:** Micro-organisms or associated products which may cause disease in humans, animals or economic crops and includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, and the like.
 - c. **Radiological:** Any radioactive substance emitting ionizing radiation at a level to produce a health hazard.
 - d. **Nuclear:** A nuclear weapon is an explosive device that derives its destructive force from nuclear reactions, either fission or a combination of fission and fusion.
 - e. **Explosive:** Material capable of releasing energy with blast effect in a split second upon activation. The released energy usually damages or destroys objects in close proximity to the blast.
2. Webster Parish has been designated as an Emergency Planning District by the State Emergency Response Commission.
 3. Many substances, which fall into the hazardous materials category, are being used, manufactured, stored, or transported across Webster Parish. Hazardous materials incidents may occur at any time as the result of natural disasters, human error, or accident. It is noted, that hazardous materials incidents, historically, are not frequent, nor of large scale, within the parish.
 4. All modes of transportation have the potential to carry hazardous materials. Transportation routes within Webster Parish include:
 - a. **Highways:** The main transportation arteries through Webster Parish are state Hwy 371, which runs the entire north-to-south length of the parish and Interstate 20, which runs through the central part of the parish east-to-west. US Hwy 80 parallels Interstate 20 and US Hwy 79 cuts a diagonal through the parish in a northeast and southwest orientation. There are also state highways 3008, 531, 157 and 159, as well as numerous parish roads.



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- b. Railroads:** Webster Parish is intersected by the Kansas City Southern LA-ARK Railway and the East Camden & Highland Railroad near Minden.
 - c. Waterways:** There are no practical navigable waterways in Webster Parish.
 - d. Airports:** There are no major airports within the jurisdiction. Minden and Springhill each maintain airports with at least 5,000 ft. heavy impact runways.
 - e. Pipelines:** Numerous pipelines from a multitude of oil and gas pipeline companies radiate throughout Webster Parish. Pipeline maps are on file in the Webster OHSEP.
- 5.** Hazardous material accidents at facility sites could adversely affect the public. Key facilities containing hazardous substances are listed in databases and reports maintained in the OHSEP, including facilities with Extremely Hazardous Substances (EHS). In Webster Parish there are no facilities that contribute to or are at greater risk due to their proximity to EHS facilities.
- 6.** The latest Hazard Analysis reveals the following:
 - a.** Webster Parish is increasingly vulnerable to transportation-related hazardous material incidents.
 - b.** The City of Minden is the most vulnerable area of the parish to a hazardous materials disaster because of the population, the proximity of the interstate, and the fact that several of the major highways of the parish pass through the city.
 - c.** Any town or city in Webster Parish is subject to a transportation-related hazardous material incident because all routes have truck traffic.
 - d.** The Town of Sibley is vulnerable to hazardous materials incidents because of increased railroad activity and storage of railcars.
 - e.** The Town of Doyline is subject to explosive or fire incidents because of Camp Minden.
 - f.** The refinery at Cotton Valley has a buffer safe zone around it that protects the residents.
- 7.** Often the threat presented by hazardous material incidents is to both public health and safety and the environment. While most



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hazardous material incidents involve smaller volumes of material, they do require specific approaches to different types of chemical and waste releases. It is important to assess the characteristics of the hazard, acquire the necessary resources and develop a site-specific emergency response plan.

8. The commencement of emergency response operations of hazardous material incidents may require multiagency and multi-disciplinary responses. Disciplines involved may include fire responders, law enforcement, environmental containment and cleanup specialists, fish and wildlife experts, emergency medical services, environmental health and other agencies.

B. Assumptions

1. The greatest danger to the public is presented by the transportation of hazardous materials.
2. Webster Parish will have the capability to make protective responses in the event of a hazardous material incident.
 - a. The local response will be basically the same no matter where the incident occurs.
 - b. The amount of time available to determine the scope and magnitude of the incident may impact on the protective action recommended.
 - c. Hazardous materials entering the sewage or drainage systems may necessitate the shutdown of sewage plants which may result in the release of untreated sewage.
 - d. A hazardous materials incident may require the evacuation of residents at any location within Webster Parish.
 - e. Wind shifts may occur that result in re-designating protective action measures.
3. Experience has taught most officials dealing with hazardous material accidents that extreme caution must be exercised. Normal procedures utilized in emergencies may not be effective. For these reasons special knowledge through training must be acquired to effectively manage the operations.
4. Resources of industry, local, state or federal government, separately or in combination, may be required to cope with the situation. The Louisiana State Police, Louisiana DOT, DEQ/EPA, and other federal agencies will be available to assist in their area of expertise.



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5. Incidents involving hazardous materials occur on a regular and ever increasing basis.
6. A natural or technological disaster could result in a single or numerous situations in which hazardous materials are released into the environment.
7. Hazardous materials that are transported may be involved in railroad accidents, highway collisions, or airline incidents.

III. CONCEPT OF OPERATIONS

A. General

1. Webster Parish has been designated as an Emergency Planning District by the State Emergency Response Commission.
2. All incidents involving the carrier of goods, material liquids, or freight of any kind should be regarded as incidents involving hazardous materials until proven or verified otherwise.
3. Procedures providing reliable, effective, and timely notification by the facility emergency coordinator, transporter or other regulated agencies to local, state and federal emergency personnel that a release has occurred shall be based upon procedures established in each facility or transporter emergency plans. These notification systems include telephone, radio, or in-person immediately after determining that a release has occurred and meets EPCRA reporting requirements or if emergency assistance is needed.
4. Methods for determining that a release of an extremely hazardous substance (EHS) has occurred and the area of population to be affected shall be according to the facility's SOG's and Risk Management Plans. Facility leak detection devices range from automated leak detection sensors, audible alarms, computer notification, camera monitoring, first-on-scene, etc.
5. Depending on the seriousness of the incident, protective responses could include in-place sheltering, evacuation, or notification of appropriate agencies of possible contaminated water.



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6. The methods and procedures to be followed by medical personnel to a release of hazardous substances are outlined in each emergency service's SOGs.
7. The procedures for conducting health assessments upon which to base protective action decisions are outlined in each emergency service's SOGs. Additional health and protective action information may be obtained by obtained from the current Emergency Response Guide or by contacting the CHEMM site of the US DHH. (<http://chemm.nlm.nih.gov/index.html>).
8. Mutual-aid agreements between the affected facilities and local jurisdictions for emergency response will be negotiated and maintained by the involved jurisdiction and a copy forwarded to the Webster OHSEP.
9. The role of the affected facility in the decision-making process is to consult with emergency response agencies at the scene and the activated EOC or Webster OHSEP regarding product safety measures. Facility representatives may serve as product technical experts since they deal with the material on a daily basis and can provide valuable information to first responders and emergency coordinators. For an extended incident at a location, a Facility representative should report to the activated EOC to aid in the public information and decision-making process.
10. State assistance under this function may begin at the first response to an incident. The Louisiana State Police (LSP) have the primary responsibility at the state level for hazmat incidents. When the LSP are notified of a hazmat emergency that requires their assistance, they will respond as soon as possible with the resources required by the situation.
11. The nature, extent, and location of the emergency will determine conditions under which local governments will coordinate response with other parishes. For example, an incident occurring along a parish boundary may require emergency response and coordination efforts from both jurisdictions. In addition, there may be instances when special equipment, technical expertise, or resource sharing may be requested from or by surrounding parishes or counties.
12. Certain governmental agencies are required to respond to hazardous materials incidents. These agencies have responsibilities according to departmental guidelines. Their activities will be coordinated with the WPSO, the fire service with jurisdiction, the LSP, and other agencies through the Webster OHSEP or the activated EOC.



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B. Phases of Emergency Management

The following describe the four phases of emergency management associated with the hazardous materials and radiological function.

- 1. Mitigation:** The Director of Webster OHSEP designates the Webster Parish Hazmat Team Leader as ESF #10 Coordinator (Hazardous Materials & Radiological) to organize and implement this ESF. Identify deficiencies or areas to be improved and seek funds to enhance protective measures to lessen the impact on vulnerable populations and/or minimize damage to critical facilities.
- 2. Preparedness:** The ESF #10 Coordinator will develop plans, procedures, arrangements and agreements to identify, liaison, mobilize and coordinate logistical requirements (e.g. personnel, supplies and equipment, facilities, and communications) during the planning process and through exercises.
- 3. Response:** The owners, processors, transporters and custodians of oil and petroleum products and hazardous materials have the first responsibility for reporting releases and spills, activating response and remediation activities and paying for the cost of such activities incurred by governmental or private organizations. When a HAZMAT leak, spill or release is detected, the Haz Mat Tech will ensure that any people who might be affected by the incident are alerted to take appropriate protective action. Coordinate with other ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies. Once all local resources have been utilized and expended, support resources.
- 4. Recovery:** Hazardous Materials and Radiological operations will continue until the leak, spill or release has been stopped, contained and cleaned up and the area has been restored to its previous condition. Participate in after-action briefings and develop after-action reports. Revise this ESF Annex and supporting plans and procedures or guidelines based on lessons learned to improve future operations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following tasks are assigned to the agencies, organizations and individuals as listed:

A. Director of Webster OHSEP

1. The Director of Webster OHSEP is the SERC designated Chairman of



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the LEPC for Webster Parish.

2. The Director of Webster OHSEP designates the Webster Parish Hazmat Team Leader as the ESF #10 Coordinator (Hazardous Materials & Radiological).
3. Advises local government of potential hazardous materials dangers and gives protective action recommendations for the public at risk.
4. Upon notification of a hazardous materials incident which could be or is a disaster, the Director of Webster OHSEP will provide coordination of resources and support including activation of the EOC, if warranted.
5. Fixed site operators will make appropriate notifications of any incident having the potential for an on-site release (SARA Title III requirements) to Webster OHSEP.
6. The Director of OHSEP will ensure that the event is documented, liability determined and reimbursement procedures initiated.

B. Webster Parish Hazmat Team Leader

1. Designated ESF #10 Coordinator by the Director of Webster OHSEP.
2. Reports to the activated EOC. Responsible for the implementation of this ESF.
3. Identify major transportation routes for potentially dangerous materials.
4. Coordinates with the ESF #5 Coordinator (Emergency Management).

C. Webster Parish Hazmat Unit

1. If first on the scene, the responding officer will survey the situation and determine if a hazardous materials incident exists. The hazardous material involved should be identified. --OR-- Upon report of a hazardous material incident or accident, 911 will dispatch a HazMat Tech to the scene.
2. Notify 911 Communications of the threat giving the information on the Hazardous Material Incident Report form.
3. Initiate appropriate action to control or eliminate the hazard.



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4. Determine a safe route into the area and relay this to 911 Dispatch.
5. Establish Incident Command, if first on scene, until command is passed to an appropriate agency.
6. Incident Command will determine if protective actions (shelter-in-place or evacuation) are necessary. If so, coordinate protective action procedures with the local law enforcement agency immediately. Determine the area to be included in the protective action recommendation to ensure the safety of the general populace and the safety of those members of the emergency services involved in the hazardous material operation.
7. The Webster Parish Hazmat Unit will notify the Director of Webster OHSEP of:
 - a. Every incident: documented with a written report submitted to the Director of OHSEP in a timely manner.
 - b. Any incident that may require public relations.
 - c. Any event or situation that appears to be beyond the scope of normal day-to-day operations or has the potential of developing into a disaster.
8. Initiate other measures which may be required for the specific situation at hand. All or some of the warning methods of notifying the public may be used.
9. The population affected or the area to be evacuated will be determined through:
 - a. Use of monitoring equipment
 - b. Information given in the publication of the Office of Hazardous material, U.S. Department of Transportation titled, "Emergency Response Guide Book" or online at E-Plan (<https://erplan.net>)
 - c. Information from any printed document of the carrier, such as Way Bill or Bill of Lading.
 - d. Information on the label of the containers.
 - e. Advice from CHEMTREC or other such agencies whose purpose is to supply such information.
 - f. Information or advice from an official representative of the shipper, manufacturer, user or a fixed facility representative
 - g. Haz-Guide software program on laptop computer in each Haz Mat vehicle can determine area of population to be affected.
10. When deemed necessary to evacuate beyond the area of the immediate scene due to the type of hazardous material, the amount of material, weather



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conditions, location of incident, exposure, type of carrier, fire present or probability, then the following shall be carried out:

- a. Notify the law enforcement agency that has jurisdiction in that area and will be responsible for the following:
 - evacuate the populace.
 - establish traffic control.
 - secure the area from unauthorized entry and protect from looting.
 - b. Notify Webster OHSEP to coordinate additional resources or supplies and for activation of the EOC, if warranted.
 - c. ESF #10 Coordinator or Webster OHSEP Director will provide instructions to 911 to disseminate appropriate information and instructions to the public via the media, First Call, etc.
11. The HazMat Tech is responsible for responding to any calls that may involve materials which pose a threat to life or property and which cannot be extinguished or contained by conventional means. They coordinate responding departments at hazardous materials incidents.
 12. The Hazmat Team may request assistance from the Louisiana State Police.
 13. The on-site lead agency, either the Hazmat Team or the Louisiana State Police (LSP), shall determine when the situation has been controlled and clean-up operations should commence.
 14. Ensure that no personnel, victim or equipment leave the scene without being checked for contamination, and if contaminated, without being decontaminated. If necessary, appropriate decontamination of facilities will be instituted.
 15. Personnel are trained in the identification of hazardous materials and the use of reference materials. Avoid exposing any personnel to the hazard. Provide required protective clothing and breathing apparatus.
 16. Training in handling hazardous materials incidents will be on-going.
 17. Advise Webster OHSEP and appropriate decision makers of potential hazardous materials dangers. Give recommendations for protective actions for the public at risk.
 18. Conducts fire safety and hazardous material safety education programs for the public.



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19. Standard Operating Guidelines will have been written and tested by government and industry.
20. Coordinates with the ESF #10 Coordinator.

D. Fire Services

1. Responds to and supports hazardous materials incidents. Avoid exposing any personnel to the hazard.
 - a. personnel are trained in the identification of hazardous materials and the use of reference materials
 - b. provide required protective clothing and breathing apparatus.
 - c. alerting support services to the dangers associated with Haz-Mat incidents and fire
 - d. support of radiological protection activities
 - e. assist with decontamination activities
 - f. ensure that no personnel or equipment leave the scene without being checked for contamination, and if contaminated, without being decontaminated
 - g. training in handling hazardous materials incidents will be on-going.
2. Coordinates with the ESF #4 Coordinator.

E. Louisiana State Police (LSP) HazMat Response

1. The LSP will assume control of the Incident Command and establish an integrated Incident Command Post.
2. If the LSP is the on-site lead agency, they shall determine when the situation has been controlled and clean-up operations should commence.
3. Coordinates with ESF #10 Coordinator.

F. Private Industry with Extremely Hazardous Substances (fixed facility and transporter)

1. Designate a facility emergency coordinator.
2. Develop and implement an on-site contingency plan which specifies notification and emergency response responsibilities, procedures and methods.



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3. Provide technical support for the development of off-site risk assessment.
4. Provide planning support for off-site release contingency planning to include vulnerable zone identification.
5. Provide emergency response liaison to the Incident Command Post or to the activated EOC, including evacuation decision-making processes, as appropriate.
6. Provide maintenance support, participate in exercises and drills, and adhere to procedures for the Webster Parish emergency notification system.
7. Coordinate on-site emergency plans with the ESF #10 Coordinator.
8. Provide emergency notification and written follow-up as outlined in Section 304 of SARA Title III:
 - a. a fixed site report of the incident including time, cause of spill, material and quantity released, location, and response actions.
 - b. a chronological log that details a minute-by-minute account of spill spill response activities, such as emergency response team activation, notification of off-site authorities, significant changes in the situation, and times of recommendations to off-site authorities.
9. Coordinates with the ESF #10 Coordinator.

V. DIRECTION AND CONTROL

A. Authority to initiate Actions

1. The ESF #10 Coordinator is responsible for the implementation of this ESF.
2. The joint responsibility for dealing with hazardous materials incidents (on the local level) is shared by the Webster Parish Hazmat Team, the Fire Service for the affected jurisdiction, Webster OHSEP and the responsible facility or transporter.
3. The initial emergency response organization on site of the incident or the facility or transporter reporting a spill or release will notify 911 Communications and provide the necessary information. Incident Command will be established.



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4. If the incident appears to be of disaster proportions, the Director of OHSEP will be notified and will assist with coordination of support and resources through the activated EOC.

B. Command Responsibility for Specific Actions

1. Persons arriving at the scene of a hazardous materials incident are to immediately call 911 for containment and eventual removal of the threat.
 - a. This applies to citizens, common carriers, owners, operators, law enforcement personnel, and fire department personnel.
 - b. 911 is responsible for notifying the Hazmat Unit and other appropriate response agencies.
 - c. The Director of Webster OHSEP will be notified of releases from major transportation-related accidents or fixed facility incidents by the Hazmat Unit after initial assessment by the Unit.
 - d. Procedures for warning the public that a release has occurred shall be according to procedures outlined in ESF #2 Communications.
2. Initial incident assessment at a fixed facility is the responsibility of the facility owner or manager.
3. When an emergency or potential emergency exists, facilities should notify emergency service departments for immediate assistance --- Call 911. Facilities detecting a release and are subject to EPCRA Section 304 release requirements should immediately contact 911 and the SERC via Office of State Police Hotline at a minimum. Other state and federal agencies may also need to be notified depending on the nature and amount of the release such as the LA DEQ and the NRC.
4. The Director of OHSEP will request mutual-aid through Region VII if local resources are overwhelmed. If additional assistance is required, Webster OHSEP will request assistance from GOHSEP.

C. ICS / NIMS

See Basic Plan Section V-C.

VI. CONTINUITY OF GOVERNMENT / OPERATIONS

See Basic Plan Section VI.



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VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. The following required elements for EPCRA are maintained under separate cover in the Webster Parish Hazards Analysis Survey and on file at Webster OHSEP:
 - a. Scenarios that might develop from accidents at affected facilities or along transportation routes.
 - b. Facilities that possess extremely hazardous substances and the transportation routes along which such substances may move within Webster Parish.
 - c. Facilities that may contribute additional risks by virtue of their proximity to the above-mentioned facilities.
 - d. Facilities that are subject to additional risks due to their proximity to facilities with extremely hazardous substances (EHSs), such as health care facilities. (Presently, there are no facilities at risk due to proximity.)
 - e. Major findings from the hazards analysis and RMPs consisting of “worse case scenarios” of fixed facilities, transportation incidents and other potentially dangerous situations that may occur as a result of a hazardous materials release.
2. All records and reports associated with an incident will be maintained:
 - a. **Hazmat Release Reporting Form:** documentation of incident information received or observed by Webster OHSEP.
 - b. **Hazardous Materials Incident Report:** The Webster Parish Hazmat Unit reporting form used by the Hazmat Team to document all incidents occurring in Webster Parish. This record is maintained by the unit and a completed copy forwarded to the Webster OHSEP.
 - c. **Materials Incident Reports:** All written reports of accidental and intentional releases within Webster parish are reported to the Director of Webster OHSEP per LEPC requirements and said documents maintained in the Webster OHSEP.



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3. The 911 Communications Officer is responsible for preparing a report detailing the communications between the parish and the fixed site facility to include initial specifics of the spill: time, location, material and quantity spilled, and the identification of the spiller, the source of the spill, public health hazards, agencies contacted and any other relevant comments.
4. The Director of Webster OHSEP is responsible for preparing a report that summarizes the incident, to include cause, critique, damage assessment, expenditures, and conclusions.
5. The District Attorney is responsible for preparing an investigative report that includes who, what, why, when, where, how, witness statements, photographs, and any other relevant information. He will also make a preliminary evaluation of liability for use by the Webster Parish Police Jury.

B. Logistics

1. Webster OHSEP maintains a listing of equipment and emergency contacts on Critical Data Forms. This resource information, including data from EHS facilities, is compiled in resource manuals in hard copy and in computer database at the Webster OHSEP. Emergency response capabilities and expertise in the private sector that may be available to assist local responders, facility managers and transportation companies during emergencies is catalogued on resource forms and in computer database. This information can be assessed and provided to emergency responders, facility managers or transportation companies. In addition, Region VII maintains contact, resource and technical assistance information for an expanded area available to Webster OHSEP through mutual-aid assistance, as well as State resources available through GOHSEP and Federal resources through FEMA.
2. A complete listing of all resources (including manpower) available in the respective jurisdiction will be prepared by the Hazmat Unit on a yearly basis. This listing will be forwarded to Webster OHSEP and available to the activated EOC.
3. Key facilities will be identified, security needs determined and priorities established. This information will be forwarded to Webster OHSEP yearly and available to the activated EOC.



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4. Each organization (local government or private industry) with emergency responsibilities is responsible for ensuring emergency responders receive specialized Hazmat training and are equipped with personal protective equipment (PPE) appropriate for their responsibilities.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Facility plans should be submitted to the LEPC and the fire district with jurisdiction over the facility for reference before and/or during emergency situations.
- B. The Hazmat Unit and all emergency response are responsible to ensure their own operational capabilities.
- C. The Hazmat Unit will maintain Standard Operating Guidelines.
- D. The Webster Parish Hazmat Unit will coordinate the planning of all hazardous materials operations related to emergency preparedness.
- E. The Director of Webster OHSEP will be responsible for periodically reviewing, updating, exercising, modifying, accepting, and approving the Hazardous Material Incident Annex.
- F. The Director of Webster OHSEP has responsibility for coordinating the revision of this annex.
- G. This annex will be reviewed, updated and revised according to the policy outlined in the Basic Plan Section VIII.

IX. AUTHORITIES AND REFERENCES:

- A. See Basic Plan Section IX.
- B. Code of Federal Regulations (CFR) 1910.120 Hazardous Waste Operations and Emergency Response, Subpart H, Subpart Title-Hazardous Materials
- C. Louisiana Hazardous Materials Information Development, Preparedness and Response Act (HMIDPRA) as amended 2001 (LAC 33: V, Chapter 101)



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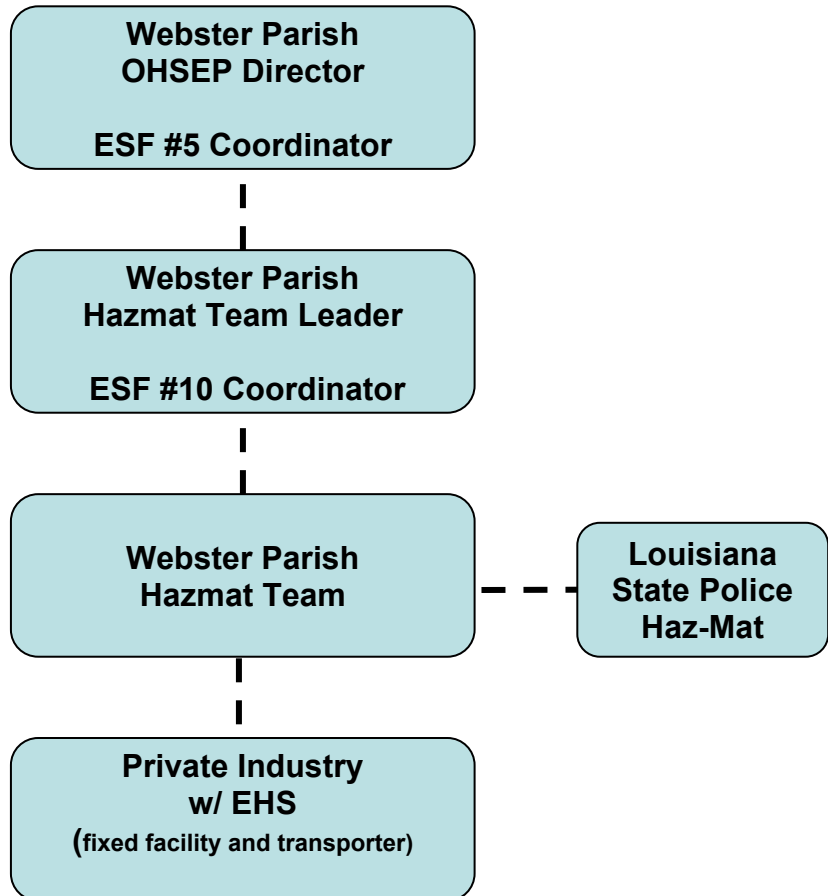
- D. Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III.
 - E. NRT-1 Hazardous Materials Emergency Planning Guide, updated 2001.
 - F. Emergency Response Guidebook, 2012.
-



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ESF #10 Hazardous Materials Appendix #1

Organization Chart



Legend:

----- Coordination



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ESF #10 Hazardous Materials Appendix #2

Responsibility Chart

Hazardous Materials & Radiological Responsibility	Authority / Policy	Coordination	Analysis Support	Personnel	Equipment	Communications / Warnings
Webster Parish OHSEP	X	X				
Webster Parish Hazmat Team Leader	X	X	X	X	X	
Webster Parish Hazmat Unit			X	X	X	
Fixed Facility			X	X	X	X
Transporter			X			X



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ESF #10 Hazardous Materials Appendix #3

Oil Spill, Hazardous Materials and Radiological Response Resources

The following information is on file in Webster OHSEP and available to the activated EOC.

Pipeline Maps, procedures and 24-hour contact information
National Pipeline Mapping System <https://www.npms.phmsa.dot.gov/>

Oil Spill Response Agencies with 24-hour contact information

Fixed facilities locations with 24-hour contact information
E-Plan <https://erplan.net/>

Transportation routes with map

Hazardous Materials Response Agencies with 24-hour contact information

Radiological Response Agencies with 24-hour contact information

Railroad Agencies
Federal Railroad Administration <http://fragis.fra.dot.gov/GISFRASafety/>



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ESF #10 Hazardous Materials Appendix #4

Hazardous Materials, Oil Spills and Radiological Incident Procedures

The following procedures have been implemented by Webster OHSEP in support of ESF #10

1. Tier II information is maintained in Webster OHSEP and available to the activated EOC. This information lists all facilities with any EHS and 24-hour contact information for the facility.
Information also available at E-plan <https://erplan.net/>
2. Pipeline information is maintained in Webster OHSEP and available to the activated EOC. This information lists all pipelines in Webster Parish and 24-hour contact information for the companies.
Information also available at
National Pipeline Mapping System <https://www.npms.phmsa.dot.gov/>

911 contacts the pipeline companies by having a deputy provide the identifying marker information.
3. 2016 Emergency Response Guidebooks have been provided in quantity sufficient to place a book in every response vehicle for the fire districts and for all Webster Parish Sheriff Office patrol vehicles.
4. There are no nuclear facilities within Webster Parish. The Webster Parish Hazmat Team is equipped with a Geiger counter for which Webster OHSEP secures recalibration on a yearly basis.
5. The Hazmat Team works closely with the LSP Hazardous Response Team who are responsible for the response to all incidents.
6. The overall goal of response is to contain it, protect public safety, clean it up and report it. The Hazmat Team, law enforcement and individual fire districts are responsible for their own procedures in response to a hazardous material, oil spill or radiological incident.
7. A map of Webster Parish is maintained at Webster OHSEP with roads, waterways and rails delineated. There is no waterway commerce in Webster Parish.
8. Webster OHSEP maintains an active role in notifying responders of education or training available, new regulations and/or recommendations.



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ESF #10 Hazardous Materials Appendix #5

LEPC Compliance

I. Facilities and transportation routes of Extremely Hazardous Substances (EHS):

A. Facilities

In Webster Parish there are no facilities that contribute to or are at greater risk due to their proximity to EHS facilities. There are seven (7) facilities within the parish which store Threshold Planning Quantities (TPQ) OF EHS. The physical addresses and risks are as noted:

1. Aeropress Corp – Cotton Valley

165 Marathon Tank Road
Cotton Valley, LA

TPQ of EHS present or stored pose the risk of: fire, explosion and toxic vapors. There are no facilities within the recommended 1-mile radius recommended for evacuation.

2. Aeropress Corp - Sibley

773 North Main
Sibley, LA

TPQ of EHS present or stored pose the risk of: fire, explosion and toxic vapors. There are no facilities within the recommended 1-mile radius recommended for evacuation.

3. Black Lake Facility of Regency Energy Partners

16584 Hwy 80
Minden, LA

TPQ of EHS present or stored pose the risk of: fire, explosion and toxic vapors. There are no facilities within the recommended 1-mile radius recommended for evacuation.

4. Cotton Valley Gas Plant of XTO

1256 Marathon Road
Cotton Valley, LA

TPQ of EHS present or stored pose the risk of: fire, explosion and toxic vapors. There are no facilities within the recommended 1-mile radius recommended for evacuation.

5. Cotton Valley Refinery of Calumet Specialty Products

1756 Old Hwy 7
Cotton Valley, LA



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TPQ of EHS present or stored pose the risk of: fire, explosion and toxic vapors. There are no facilities within the recommended 1-mile radius recommended for evacuation.

6. Dubberly Gas Plant of Regency Energy Partners

Sand Plant Road
Dubberly, LA

TPQ of EHS present or stored pose the risk of: fire, explosion and toxic vapors. There are no facilities within the recommended 1-mile radius recommended for evacuation.

7. Minden Plant of DCP Midstream

323 Angi Road
Minden, LA

TPQ of EHS present or stored pose the risk of: fire, explosion and toxic vapors. There are no facilities within the recommended 1-mile radius recommended for evacuation.

Note: Additional information on facilities and Tier 2 storage as well as emergency response is available at E-Plan (<https://erplan.net>).

B. Roads, highways, pipelines, airports, waterways, and railroads likely to be used for the transport of EHS

All modes of transportation have the potential to carry hazardous materials. Transportation routes within Webster Parish as identified in ESF#10 Section II.A.4 include:

1. Highways: The main transportation arteries through Webster Parish are state Hwy 371, which runs the entire north-to-south length of the parish and Interstate 20, which runs through the central part of the parish east-to-west. U.S. Hwy 80 parallels Interstate 20 and U.S. Hwy 79 cuts a diagonal through the parish in a northeast and southwest orientation. There are also state highways 3008, 531, 157 and 159, as well as numerous parish roads.

2. Railroads: Webster Parish is intersected by the Kansas City Southern LA-ARK Railway and the East Camden & Highland Railroad near Minden.

Note: Additional information is available at the Federal Railroad Administration (<http://fragis.fra.dot.gov/GISFRASafety/>)

3. Waterways: There are no practical navigable waterways in Webster Parish.

4. Airports: There are no major airports within the jurisdiction. Minden and Springhill each maintain airports with at least 5,000 ft. heavy impact



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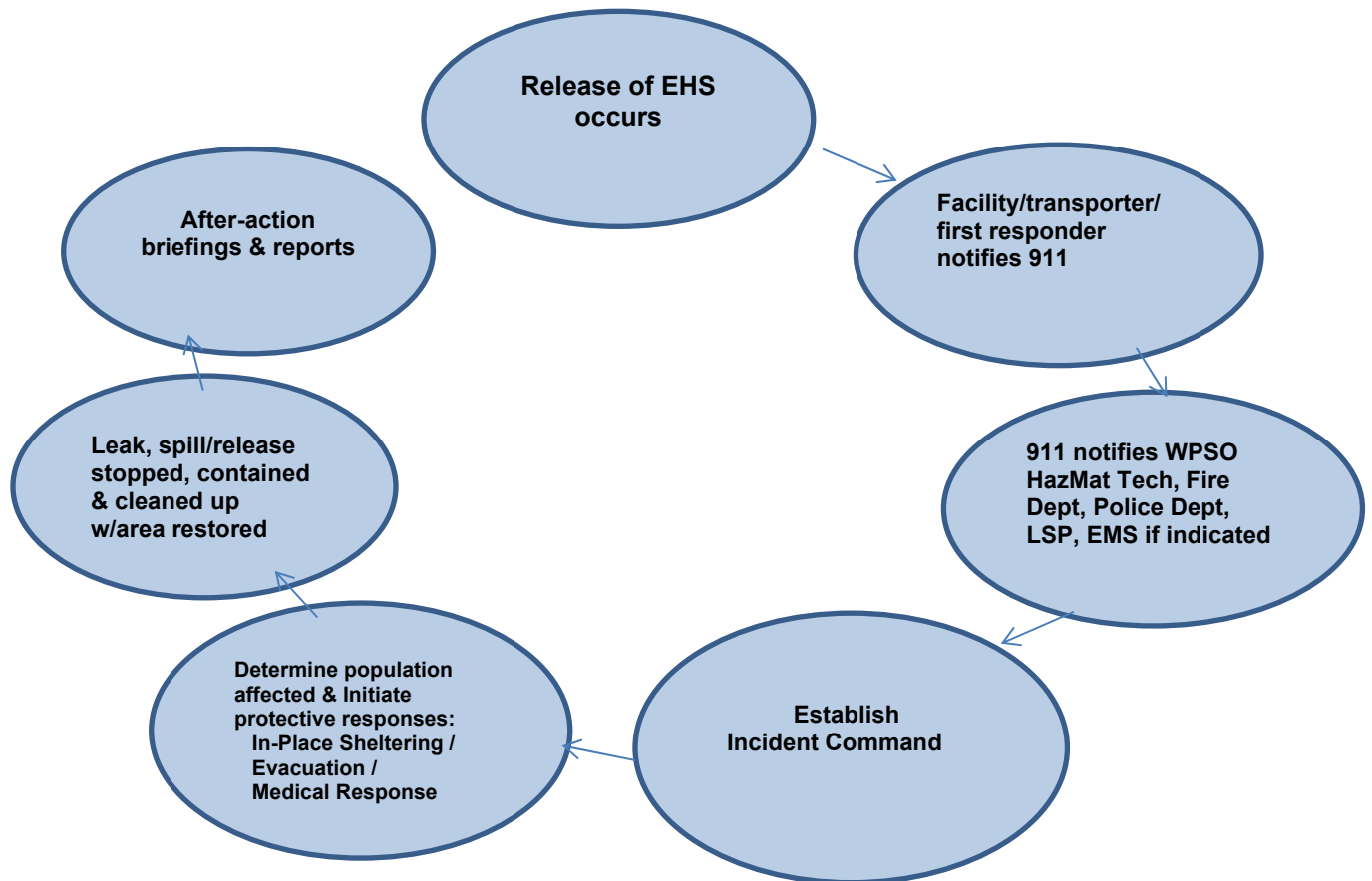
ESF #10 Hazardous Materials Appendix #5

runways used by private pilots.

- 5. Pipelines:** Numerous pipelines from a multitude of oil and gas pipeline companies radiate throughout Webster Parish. Pipeline maps are on file in the Webster OHSEP.

Note: Additional information is available from the National Pipeline Mapping System (<https://www.npms.phmsa.dot.gov/>).

II. Methods and procedures to be followed by local emergency and medical personnel to respond to an EHS release:



The following are outlined in ESF #10 Section III-A:

- Webster Parish has been designated as an Emergency Planning District by the State Emergency Response Commission.
- All incidents involving the carrier of goods, material liquids, or freight of any kind should be regarded as incidents involving hazardous materials until



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proven or verified otherwise.

- C. Procedures providing reliable, effective, and timely notification by the facility emergency coordinator, transporter or other regulated agencies to local, state and federal emergency personnel that a release has occurred shall be based upon procedures established in each facility or transporter emergency plans. These notification systems include telephone, radio, or in-person immediately after determining that a release has occurred and meets EPCRA reporting requirements or if emergency assistance is needed.
- D. Methods for determining that a release of an extremely hazardous substance (EHS) has occurred and the area of population to be affected shall be according to the facility's SOG's and Risk Management Plans. Facility leak detection devices range from automated leak detection sensors, audible alarms, computer notification, camera monitoring, first-on-scene, etc.
- E. Depending on the seriousness of the incident, protective responses could include in-place sheltering, evacuation, or notification of appropriate agencies of possible contaminated water.
- F. The methods and procedures to be followed by medical personnel to a release of hazardous substances are outlined in each emergency service's SOGs.
- G. The procedures for conducting health assessments upon which to base protective action decisions are outlined in each emergency service's SOGs. Additional health and protective action information may be obtained from the current Emergency Response Guide or by contacting the CHEMM site of the US DHH (<http://chemm.nlm.nih.gov/index.html>).
- H. Mutual-aid agreements between the affected facilities and local jurisdictions for emergency response will be negotiated and maintained by the involved jurisdiction and a copy forwarded to the Webster OHSEP.
- I. The role of the affected facility in the decision-making process is to consult with emergency response agencies at the scene and the activated EOC or Webster OHSEP regarding product safety measures. Facility representatives may serve as product technical experts since they deal with the material on a daily basis and can provide valuable information to first responders and emergency coordinators. For an extended incident at a location, a Facility representative should report to the activated EOC to aid in the public information and decision-making process.
- J. State assistance under this function may begin at the first response to an incident. The Louisiana State Police (LSP) have the primary responsibility



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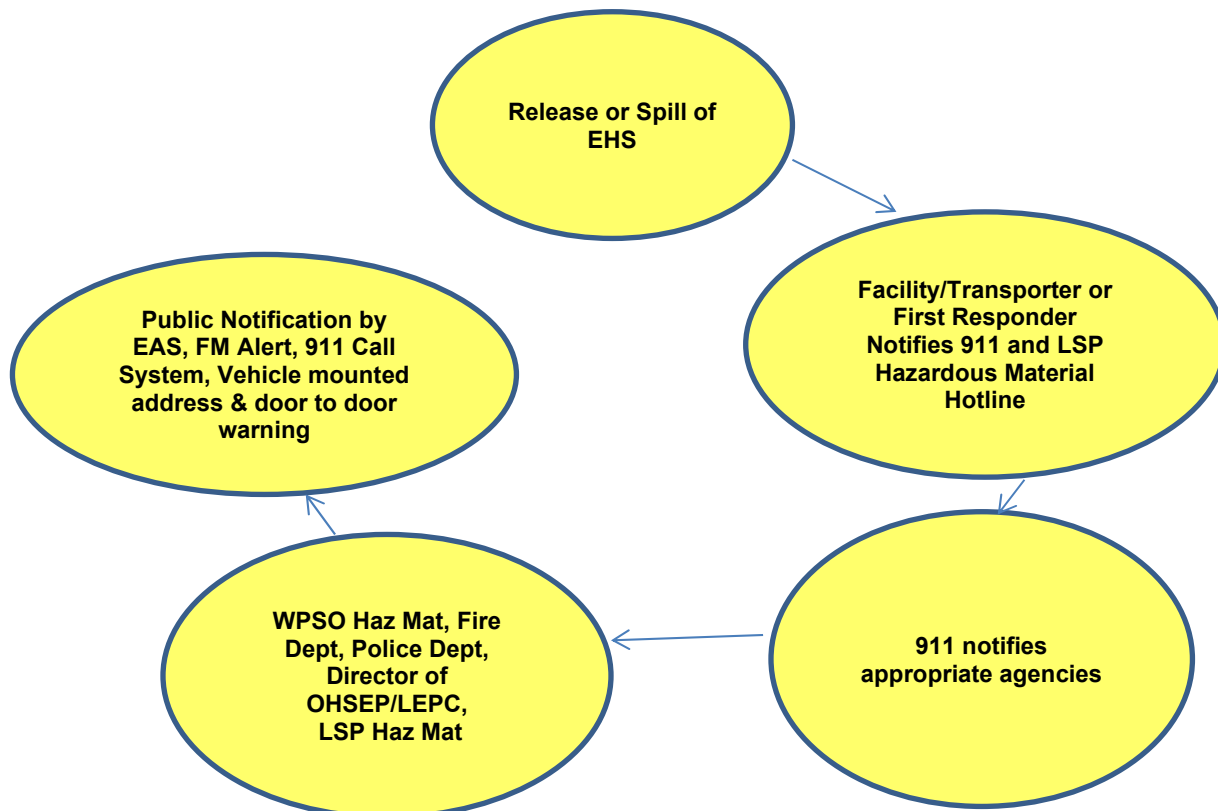
ESF #10 Hazardous Materials Appendix #5

at the state level for hazmat incidents. When the LSP are notified of a hazmat emergency that requires their assistance, they will respond as soon as possible with the resources required by the situation.

III. Facility Emergency Coordinators for each EHS facility

Current contact information for each EHS facility is maintained at 911 Dispatch, in the Resource Directory of Webster OHSEP and is available online at E-Plan (<https://erplan.net>).

IV. Emergency Notification Procedures



V. Methods for determining the occurrence of a release of an EHS and the area or population likely to be affected

ESF #10 Section III A-4: Methods for determining that a release of an extremely hazardous substance (EHS) has occurred and the area of population to be affected shall be according to the facility's SOG's and Risk Management Plans. Facility leak detection devices range from automated leak detection



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sensors, audible alarms, computer notification, camera monitoring, first-on-scene, etc.

ESF #10 Section IV-C-9: The population affected or the area to be evacuated will be determined through:

- a. Use of monitoring equipment
- b. Information given in the publication of the Office of Hazardous material, U.S. Department of Transportation titled, "Emergency Response Guide Book" or online at E-Plan (<https://erplan.net>)
- c. Information from any printed document of the carrier, such as Way Bill or Bill of Lading.
- d. Information on the label of the containers.
- e. Advice from CHEMTREC or other such agencies whose purpose is to supply such information.
- f. Information or advice from an official representative of the shipper, manufacturer, user or a fixed facility representative per Risk Management Plan

Additional resources are:

Emergency Response Guide (<http://phmsa.dot.gov/hazmat/library/erg>) and
Computer-Aided Management of Emergency Operations (CAMEO)
(<http://www2.epa.gov/cameo>)

VI. Local emergency equipment, facilities, and the persons responsible for them

All resource organizations and contact information are maintained in a Resource Directory in digital and printed form in Webster OHSEP including fire departments, EMS, hospitals, law enforcement, public works, governing officials, etc. Resources available from each organization are listed as appropriate.

VII. Evacuation Plans

All pertinent information for evacuation is included in ESF #1 and ESF #5.

VIII. Training Programs and Methods for exercising the Emergency Plan

ESF #5 Appendix #8: The emergency plan is exercised on a yearly basis through co-operative exercises with fixed facilities with EHS, fire departments and law enforcement. Webster OHSEP also participates in state exercise programs. Training and exercise records are maintained in the EOC.



Emergency Operations Plan

ESF #10 Hazardous Materials Appendix #6

Facilities with Explosives

Camp Minden is a 15,000-acre compound maintained under the authority of the Louisiana Military Department. There are several Louisiana National Guard units stationed there. The Louisiana Military Department (LMD) is responsible for the protection and security of Camp Minden.

Several industries have facilities on the compound and operate as tenants of the Louisiana Military Department (LMD). Some of these facilities manufacture explosives and explosive devices. Extremely Hazardous Substances (EHS) are present that will not be identified under the Right to Know Act (i.e., the substances will not appear on Tier II information, nor will the presence of Threshold Planning Quantities (TPQs) initiate the requirement to provide a Risk Management Plan (RMP).

The town of Doyline is the nearest municipality to Camp Minden. Camp Minden has contracted fire protection services with East-Central Bossier Parish Fire District #1 and maintains equipment on the grounds.

All hazardous materials incidents are the responsibility of the Louisiana State Police. Webster Parish OHSEP provides resource support and emergency management assistance as needed.



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ESF #10 Hazardous Materials Appendix #7

Fuel Plan

Both bulk plants in Webster Parish maintain back-up generators to allow first responders to fuel up during periods of electricity outage.

Smith's South Central

1802 South Arkansas
Springhill, LA. 71072
800-551-8259

Waller Petroleum Inc. Bulk Plant

419 Bayou Avenue
Minden, LA 71055
377-0148



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ESF #10 Hazardous Materials Appendix #8

ESF #10 Hazardous Materials - ESF Role Aligned to Core Capabilities

All ESFs support the core capabilities of Planning, Operational Coordination, and Public Information and Warning.

Core Capability: Planning

- Mission Areas: All
- Description: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

Core Capability: Operational Coordination

- Mission Areas: All
- Description: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Core Capability: Public Information and Warning

- Mission Areas: All
- Description: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.
- Provide the technical expertise to support the preparation of Federal public information related to the environmental response in support of ESF #15.
- It is recognized, however, that in some cases it may be necessary for responding EPA and DHS/USCG OCSs to communicate with the media/public on tactical operations and matters affecting public health and safety directly from the scene, particularly during the early stages of the emergency response.

Core Capability: Environmental Response/Health and Safety

- Mission Area: Response
- Description: Ensure the availability of guidance and resources to address all hazards including hazardous materials, acts of terrorism, and natural disasters in support of the responder operations and the affected communities.
- Conduct actions to detect and assess the nature and extent of oil and hazardous materials releases.



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- Take actions as appropriate to stabilize the release and prevent the spread of contamination; conduct environmental clean-up actions and decontaminate buildings and structures; and manage wastes.
- Follow applicable health and safety requirements for ESF #10 responders and coordinate, as needed, with Worker Health and Safety Support Annex response activities.

Core Capability: Critical Transportation

- Mission Area: Response
- Description: Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.
- For incidents where transportation infrastructure or routes are contaminated by oil or hazardous materials: Help to identify safe evacuation and ingress routes; assess the nature and extent of contamination; and clean up and/or decontaminate infrastructure and routes.
- For incidents involving a blast or explosion associated with a chemical, biological, radiological, or nuclear (CBRN) threat agent resulting in a contaminated debris field: ESF #3 leads Federal actions to clear critical transportation routes of CBRN-contaminated debris during the emergency phase, in consultation with ESF #10. ESF #10 assumes leadership for management of CBRN-contaminated debris after the emergency phase is over.

Core Capability: Infrastructure Systems

- Mission Area: Response, Recovery
- Description: Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
- For incidents where infrastructure is contaminated by oil or hazardous materials: Assess the nature and extent of contamination and clean up and/or decontaminate infrastructure.



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Coordinator: Director of Webster OHSEP

Primary: Webster OHSEP

Support: Webster Parish County Agent
Webster Parish Public Health / Louisiana DHH
Webster Parish Public Works
Veterinarians (volunteer)
Webster Parish Sheriff's Office and Municipal Police Dept.
Animal Care / Shelter Volunteer Organizations

I. PURPOSE

ESF #11 provides protection for the parish'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 fish 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 of natural and technological threats.

This Annex will be activated when notification of a natural or manmade disaster requiring a coordinated response and support to help ensure the availability and delivery of food products, food safety, or the appropriate response to a plant disease or pest, or in the case of a Foreign Animal Disease (FAD) outbreak. The annex includes coordinating animal evacuation, sheltering, and health care and will be used to respond to animal health events for all hazards. Unless extremely unique circumstances exist, the provision of food and water should be accomplished through the mass care function and activities of ESF #6.

ESF # 11 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Webster Parish encompasses approximately 381,395 acres of land distributed between private, state and federal ownership. The major agricultural products for Webster Parish are: livestock, crop production,



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and timber.

2. The Louisiana Department of Agriculture & Forestry is the lead agent in managing any plant or animal health emergency in Louisiana. The Louisiana State University system has nationally recognized labs and experts and experts in both plant and animal disease that can support the parish's identification, isolation, control, and eradication efforts.
3. Any disaster may have adverse effects on the jurisdiction's animal population, or the public health and welfare of its citizens. A significant emergency may deprive substantial numbers of local residents from access to safe and reliable supplies of food and water.
4. Numerous plant and animal diseases exist that could impact the parish through natural, accidental, or intentional introduction. An emergency may be caused by or cause the spread of a contagious disease through the food and water supply systems or from animals to people.

Plant and Food Related:

5. Some plant diseases are very infectious to other plants and can be very difficult to identify, isolate, control and eradicate. An event involving multiple crops and the commercial food supply will impact the economy of Webster Parish.
6. A significant emergency or disaster will deprive growers of adequate income due to the loss of crops and plants and may impact the commercial food supply. The commercial food supply may also be impacted by a separate means, such as regular food distribution.
7. A disaster involving infestation and/or disease which may spread from crop to crop or to humans may necessitate the need for a large scale response in order to protect life and property. The disease or infestation may be a result of contact with a source, whether intentional acts (terrorism) or unintentional and otherwise natural processes.
8. If the commercial food supply is affected, people may become fatally ill from food poisoning or other adulteration factors.

Animal Related:

9. The Parish has significant numbers of animals ranging from household pets to commercial livestock operations. The vulnerability of these animals



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in the event of a disaster or emergency is not only a personal issue, but a commercial issue with the potential for long-range effects on the local economy.

10. Some animal diseases are very contagious and would be very difficult to identify, isolate, control, and eradicate. In addition, many agents are zoonotic, affecting animals and people.
11. Webster Parish could be vulnerable to a hazard that requires the evacuation of the public and their pets, service animals, and livestock to safe areas. Any displacement or evacuation of people from their homes may cause household pets and livestock to be placed at risk for food, shelter, and care.
12. There is no parish animal control shelter in Webster Parish. There is no local animal control official in Webster Parish. There is one veterinarian that takes in stray cats and dogs for spaying, neutering and adoption with financial support from the parish.
13. A significant emergency could overwhelm resources and capabilities in providing animal care, regulation and veterinary services:
 - a. Any large disaster or emergency may cause substantial suffering to the human and animal populations in the area.
 - b. Such a disaster would pose nuisance and public health and threats, injured and displaced animals, dead animals, rabies and other animal related diseases, and care and shelter issues.
 - c. Animal hospitals, kennels, private homes, pasturage and livestock facilities may be severely damaged or destroyed.
14. A disaster involving infestation and/or disease which may spread from animal to animal or animal to humans (zoonotic) may require the need for a large-scale animal response in order to protect life, property, and the agricultural industry. The disease may be a result of contact with a source, whether intentional acts (terrorism) or unintentional and otherwise natural processes.
15. Foreign animal disease can be used as a method of mass destruction, causing enormous economic damage, but may also pose as a vehicle or reservoir for zoonotic disease that may threaten human life and the ability to feed the nation.
16. Companion animal owners, livestock owners, defenders of animal



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rights, and other citizens may attempt to provide assistance in an uncoordinated fashion, hindering the capacity of responders to provide the most effective support.

17. Disaster conditions may also result in injured, lost, and/or displaced animals, dead animals, and animals with diseases.
18. Animal disposal may be required.

B. Assumptions

1. Livestock, wildlife, birds, plants and/or crops will be affected. Plants and/or animals will die of the insect/disease and/or need to be destroyed or depopulated.
2. Production capability and/or value will become severely limited. Such an event could greatly impact the economic stability and viability of the parish or state. The parish's resources will be rapidly depleted if the outbreak involved multiple premises or large areas.
3. The time between the reporting of a disease and its identification as an emergency is critical. A highly contagious disease could spread rapidly through a parish and state via markets, product movement, and fomites (people, vehicles, etc.).
4. Positive and prompt actions by local, state, and (possibly) federal authorities will be required in order to stop a highly contagious disease. Control and eradication of such a disease will involve many parish, state and federal agencies, not just those involved with agricultural activities.
5. Some land owners, individuals or groups may strenuously object to depopulation of animals or destroying of plants. Some people may not consider the threat of the disease spread valid and may take actions counterproductive to control and eradication efforts.
6. First responders may not be familiar with the special conditions of an animal or plant health emergency. These include quarantine, bio-security precautions, personal protection equipment, decontamination, etc.
7. Land (truck) delivery of bulk supplies may be cut off. Distribution of non-local donated goods may not be possible.



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8. If residents evacuate, they will take their pets with them. Emergency shelters will not have the facilities to care for household pets.
9. Volunteers will want to help and can make a significant contribution to the effort.

Plant and Food Related:

10. Requests from local jurisdictions or disaster relief organizations for crop response supplies, equipment and transport will be received at the EOC.
11. The following conditions will exist within the event area:
 - a. Impacted crops, plants, and commercial food will be inspected by the appropriate staff from a primary agency or in conjunction with another resource.
 - b. Pre-designated facilities should be identified for crops, plants or food that cannot be burned, buried or otherwise disposed of on site.
 - c. Areas which have been or are suspected to have been subjected to infestation, disease, or other events affecting the safety and security of crops, plants or the commercial food supply will have limited access. Only staff from a primary or other approved agencies will have access.
 - d. Affected crops will be transported by an authorized mode of transportation. Vehicle operators will be briefed on the event and provided personal protective equipment (PPE) as needed.
 - e. Crop, plant, and commercial food specialists will serve as the agents for crops and/or food needing treatment; however, they may designate one or more qualified person to fulfill similar duties at his or her discretion.

Animal Related:

12. The sheltering and protection of domestic and non-domestic animals (including livestock) will be the responsibility of the owner. The owners of pets or livestock, when notified of an upcoming emergency, will take reasonable steps to shelter and provide for animals under their care and/or control.
13. The most efficient and effective method of minimizing the impacts of disasters on animals and their caregivers, is to promote the disaster



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preparedness of animal caregivers. Caregivers will be prepared to provide for the needs of their animals, without assistance, for at least three days following a disaster. This includes being prepared to evacuate animals.

14. Companion animal owners, livestock owners, defenders of animal rights, and other citizens may attempt to provide assistance in an uncoordinated fashion, hindering the capacity of responders to provide the most effective support.
15. Access to areas which have been subjected to infestation, disease, or other events affecting the health of animals will be controlled. Only personnel from the appropriate response agencies will be allowed in the affected area.
16. Webster Parish Public Works will be called upon to provide large trucks for transportation for live and dead animals.

III. Concept of Operations

A. General

1. In disasters, the first priority is the protection of life, property and the environment:
 - a. Detection of the event will occur through the reporting of illness, disease/pest surveillance, routine testing, consumer complaints, and/or environmental monitoring.
 - b. The source of the incident or outbreak will be determined.
 - c. Distribution of the affected source will be controlled and contained.
 - d. At-risk population will be identified and protected.
 - e. Public health, food, agriculture, and law enforcement implications will be assessed.
 - f. The extent of residual biological, chemical, or radiological contamination will be assessed, then decontaminated and disposed of as necessary.
2. The response to and management of plant disease events develop conversely to traditional disasters or large-scale emergencies. Response to natural or man-made disasters normally develop from point of incident through the different layers of response entities, i.e. city to parish, parish to state, state to federal. Foreign animal/plant



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and highly contagious diseases are usually discovered locally, with initial response decisions made at the state and federal level and then coordinated with the local jurisdictions. If a possible foreign insect or disease is confirmed on a premise, LDAF would coordinate the response with local, other state and federal agencies. Operations would be carried out under state and federal authority and supervision, but with local assistance.

3. Local law enforcement entities will be notified by local, state or federal respondents to assist in containment, control and management operations.
4. If the situation occurs where a severe lack of available food for residents does exist, local government and Webster OHSEP may work with the local commercial food distribution system to provide an acceptable supply and distribution system. The EOC will coordinate with local agencies, commercial facilities, volunteer organizations and appropriate purveyors for the supply and distribution of food and water to the affected population.
5. Human safety shall outweigh any animal evacuation effort. Proper preparation and effective coordination of animal issues enhance the ability of emergency personnel to protect both human and animal health and safety.
6. Most animal and pet owners have transportation and can take their animals out of harm's way. If residents must evacuate, it is advisable that they take their pets with them. Pet owners should have a plan for the evacuation of household pets. For those who do not have transportation, the community will assist them within the limits of community capability. (See Appendix #4 Pet Evacuation Guide).
7. Animal response agencies and private veterinarians will use their existing procedures for the care and medical treatment of animals. All operations will be coordinated through the activated EOC.
8. Veterinarians that regularly provide sheltering services to animals must create an evacuation plan for the animals that shall be made available to the public upon request and filed with the Louisiana Department of Agriculture and Forestry and Webster OHSEP.
9. There may be a need to dispose of contaminated carcasses and other materials using expedient burial operations. The land used for such



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burials must meet environmental requirements and should be as close as possible to the exposed area. If needed, land purchases may be made to secure adequate disposal. Such activities will be approved by the LDAF as required.

- a. Depopulation of animals will be conducted in the most humane and expeditious manner, to stop the spread of the disease and limit the number of animals affected.
- b. Accumulation of animal carcasses throughout Webster Parish will necessitate removal to solid waste landfills and/or cremation sites.
- c. Carcass disposal sites will be rapidly identified and established by the LDAF and the Louisiana DEQ. Potential disposal methods include:

- on-site burial
- rendering
- incineration
- sanitary landfill
- composting

NOTE: A single method of disposal may not be the most effective method of rapid disposal. A combination of the above methods may be utilized to increase the disposal time and effectiveness.

B. Phases of Emergency Management

The following describe the four phases of emergency management associated with the agriculture function.

1. **Mitigation:** Promote public education for awareness of emergency or disaster preparedness and support those organizations that have preparedness as a program goal. Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health. Conduct and support public education for emergency and disaster preparedness associated with actual and potential animal needs.
2. **Preparedness:** Identify sources to augment food & water supplies activities. Establish plans and procedures/guidelines and mutual aid agreements for coordinating with non-governmental and private sector organizations for obtaining resources. Identify and schedule disaster response training for personnel to include, but not be limited to, response protocol, ICS, bio-security, personal protection, quarantine, access control, depopulation, disposal, decontamination, and potential human impacts.



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- 3. Response:** Restrict movement, detain or move animals, equipment, products and personnel as necessary to control and eradicate animal or plant disease. Issue quarantines, establish movement control procedures/guidelines. Initiate actions as appropriate to event to include, but not limited to, the following functions: bio-security and decontamination, movement control and quarantine, depopulation and disposal, surveillance and epidemiology, personnel safety, demobilization and recovery, inter/intra agency communications and all other situations that may arise.
- 4. Recovery:** Agriculture recovery activities will continue as long as necessary after the conclusion of the emergency or disaster. Participate in after action reports and meetings and make changes to plans and procedures based on lessons learned. Restore equipment and restock supplies to normal state of readiness.
- 5. Prevention:** Identify the law enforcement implications / assessment of the threat or incident and whether it is intentional.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following tasks and responsibilities are assigned to the agencies or organization chiefs, and individuals as listed, in no order of importance:

A. Director of Webster OHSEP

1. Serves as or designates an ESF #11 Agriculture Coordinator.
2. Develops information, procedures and resources to support this ESF.
3. The Director of Webster OHSEP will not be responsible for the sheltering of animals.
4. Requires the designated ESF #11 Coordinator to report to the activated EOC.

B. ESF #11 Coordinator

1. Organizes and coordinates the capabilities and resources of local government, municipalities, private organizations, and the private sector to facilitate the delivery of services, technical assistance, expertise, and other support for emergency operations within this ESF.



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2. Ensures continued contact and communicates with recognized crop, plant and food providers, agencies and agricultural associations.
3. Coordinates donations and volunteers wishing to assist in operations.
4. Responds to protestors who desire to interfere or stop operations.
5. Reports to the activated EOC.
6. Coordinates with the ESF #5 Coordinator.

C. Webster Parish County Agent

1. Notify Webster OHSEP or the activated EOC of actual or potential dangers of identified disease or infestations that affect plant or animal health and safety during or after an emergency or disaster.
2. Provides the guidance for immediate protective actions within Webster Parish and reports and maintains liaison with the Louisiana Department of Agriculture and Forestry.
3. Assists with determination of the locally affected geopolitical boundary(s).
4. Assist in educational efforts to notify livestock industries of preparedness and response procedures.
5. Determine high-density animal populations at high risk in the event of an emergency.
6. Act as liaison to State LSU-AG specialists as needed.
7. Coordinates with ESF #11 Coordinator.

D. Webster Parish Public Health / Louisiana Dept of Health & Hospitals

1. Advises local government officials of health hazards.
2. Provides assistance to agricultural teams.



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3. Drafts health advisories for affected area(s).
4. Investigates cases of food borne illness.
5. Catalogs findings in adulterated food.
6. Provides the guidance for immediate protective actions within Webster Parish.
7. Coordinates with the ESF #8 Coordinator.

E. Webster Parish Public Works

1. Support transportation services to include but not limited to the transportation of affected crops, plants and commercial food.
2. Implements barricades and road blocks in conjunction with local law enforcement for quarantine and other designated areas.
3. Coordinates with the ESF #3 Coordinator.

F. Veterinarians (Volunteer)

1. Local veterinarians, the local Veterinary Medical Association and/or the Humane Society will participate in emergency operations on a voluntary basis.
2. Veterinarians will serve as the primary medical care agents for animals needing treatment; however, they may designate one or more qualified persons to fulfill similar duties at his or her discretion. Animal response agencies and private veterinarians will use their existing procedures for the care and medical treatment of animals.
3. May assist with the emergency sheltering of animals.
4. Coordinates with the ESF #11 Coordinator.

G. Webster Parish Sheriff's Office and Municipal Police Departments

1. In some cases, there may be contamination due to man-made or terrorist type activities that will require law enforcement investigations. Local law enforcement and the State of Louisiana



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are notified of suspected or determined crimes related to food safety and security.

2. If an agency suspects a threat involving biological, chemical, or radiological agents or indications that instances of disease may not be the result of natural causes, the Department of Justice (DOJ) must be notified through the DOJ/Federal Bureau of Investigation (FBI) Weapons of Mass Destruction Operations Unit. The FBI, in turn, immediately notifies the National Operations Center (NOC) and the National Counterterrorism Center.
3. Provide personnel and equipment resources as available and, only after human health and safety issues have been fully addressed, to:
 - a. assist in quarantine procedures or movement or detainment operations.
 - b. provide law enforcement support for road closures, operating isolation facilities, decontamination operations, animal depopulation actions, and closing chicken houses.
 - c. coordinate with other animal rescue responders in the management of animal search, rescue, and evacuation operations.
 - d. assist local veterinarians if the decision is made to employ euthanasia for critically injured animals.
4. Coordinates with ESF #13 Coordinator.

H. Animal Care / Shelter Volunteer Organizations

1. There are no organizations with sheltering facilities within Webster Parish. There are a few individuals with very limited resources who shelter for adoption.
2. The parish may rely upon volunteers to assist in the care and identification of animals separated from their owners.
3. Any volunteers will coordinate with the ESF #11 Coordinator (Agriculture).
4. Trained volunteers and equipment may support large animal or livestock handling, transportation, placement, shelter, and care.
5. Volunteers may assist in animal search and rescue operations.



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6. Coordinates with ESF #11 Coordinator.

V. DIRECTION AND CONTROL

A. Authority to initiate Actions

1. ESF #11 Coordinator will activate this plan upon notification of a potential or actual incident that requires a coordinated response and support to help ensure one or more of the following:
 - a. the availability and delivery of food products
 - b. food safety
 - c. appropriate response to a plant disease or pest
 - d. emergency or disaster that threatens the safety or the health of animals or livestock.
2. The ESF #11 Coordinator organizes and coordinates the capabilities and resources of local government and private agencies and organizations through the activated EOC.
3. The primary point of contact for activation of this plan is the Director of Webster OHSEP or the designated ESF #11 Coordinator.
4. If the situation requires that a parish emergency be declared, the Director of Webster OHSEP will contact the President of WPPJ who has the discretion to make the declaration.
5. Initial response decisions are made at the state and federal level and then coordinated with the local jurisdictions. Operations will be carried out under state and federal authority and supervision, but with local assistance.

B. Command Responsibility for Specific Actions

1. The owners of pets or livestock, when notified of an upcoming emergency, will take reasonable steps to shelter and provide for animals under their care and/or control. The sheltering and protection of domestic and non-domestic animals (including livestock) is the responsibility of the owner. Pet owners are encouraged to plan for emergency pet care to include, food and water supplies, medicines, and travel cages.



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2. The ESF #11 Coordinator implements ESF #11 to ensure the safety and security of Webster Parish's commercial supply of food products following a potential or actual incident affecting Webster Parish.
3. The activated EOC supports a liaison role for State and/or Federal government. Should the situation necessitate such actions, as may occur if the situation is an Incident of National Significance or impacts the State of Louisiana.

C. ICS / NIMS

See Basic Plan Section V-C.

VI. CONTINUITY OF GOVERNMENT / OPERATIONS

See Basic Plan Section VI.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. The Director for Webster Parish is responsible for submitting all records or requests for assistance to GOHSEP.
2. The Director for Webster Parish will provide a daily report on the status of services being provided by volunteer agencies and other nongovernmental organizations.

B. Logistics

1. Emergency contact information for the tasked organizations will be prepared at least on a yearly basis and forwarded to Webster OHSEP and available to the activated EOC.
2. Each organization is responsible for signing mutual-aid agreements with neighboring jurisdictions. All mutual-aid agreements should be in writing and a copy forwarded to Webster OHSEP.



Emergency Operations Plan

ESF #11 Agriculture

3. The Director of Webster OHSEP is responsible for requesting aid from GOHSEP. If assistance beyond the state's capabilities is required, GOHSEP will coordinate requests for aid with proper federal agencies.
4. See Basic Plan Section VII-B.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Each tasked organization is responsible to ensure its own operational capabilities.
- B. All tasked organizations will maintain Standard Operating Guidelines.
- C. The individual department or agency head will coordinate the planning of all emergency management operations related to emergency preparedness.
- D. The ESF #11 Coordinator will be responsible for periodically reviewing, updating, exercising, modifying, accepting and approving this ESF.
- E. The Director of Webster OHSEP has responsibility for coordinating the revision of this annex.
- F. This annex will be reviewed, updated and revised according to the policy outlined in the Basic Plan Section VIII.

IX. AUTHORITIES AND REFERENCES

See Basic Plan Section IX.

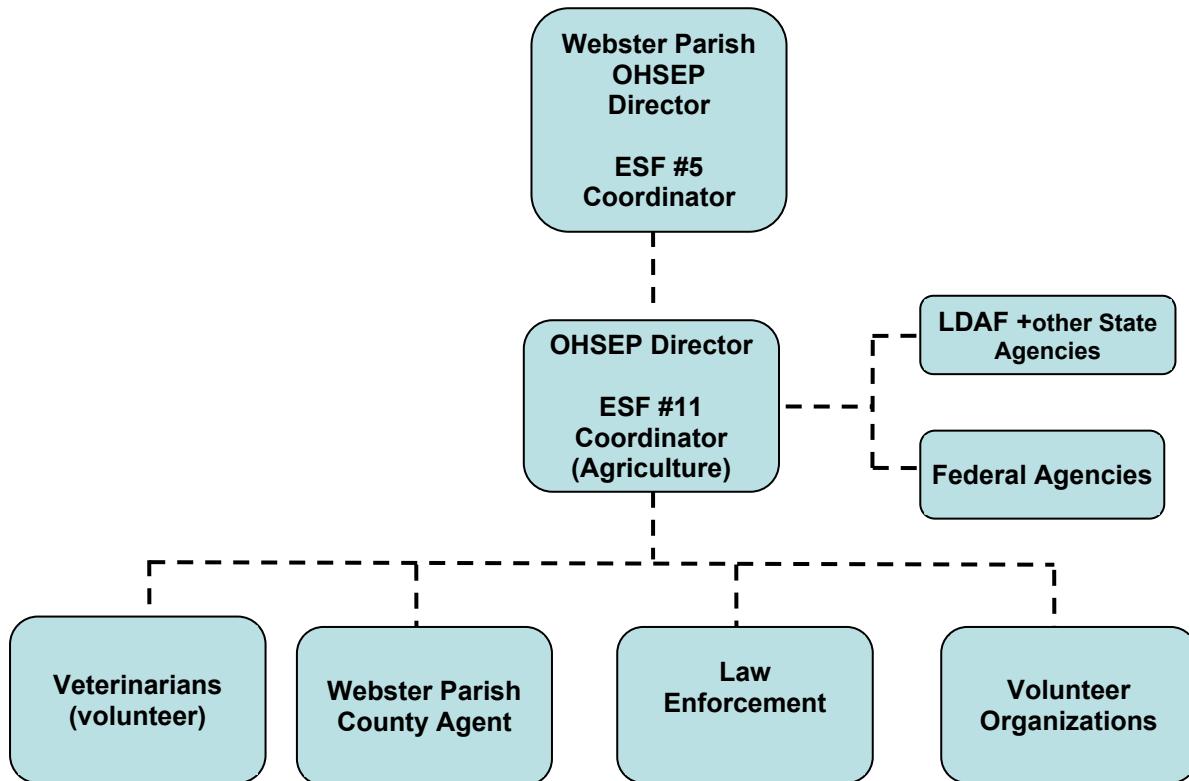


Emergency Operations Plan

ESF #11 Agriculture

Appendix #1

Organization Chart





Emergency Operations Plan

ESF #11 Agriculture Appendix #2

Responsibility Chart

Agriculture Responsibility	Authority / Policy	Food Safety	Animal Health	Animal Disease Detection	Food Supply	Animal Evacuation	Animal Sheltering
Webster Parish OHSEP Director	X					X	
Webster Parish County Agent		X	X	X	X	X	
Veterinarians (volunteer)			X			X	X
Webster Parish Sheriff's Office and Municipal Police Depts.	X					X	
Animal Rescue/Shelter Volunteer Org						X	X



Emergency Operations Plan

ESF #11 Agriculture

Appendix #3

Animal Facility Evacuation Plan

The following information will be submitted to Louisiana Department of Agriculture & Forestry animal Health & Food safety by March 1st of each year.

(*See next page)



Emergency Operations Plan

ESF #11 Agriculture Appendix #3

LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY
 MIKE STRAIN DVM, COMMISSIONER
 Animal Health & Food Safety, P.O. Box 1951, Baton Rouge, LA 70821-1951, (225) 925-3980



ANIMAL FACILITY EVACUATION PLAN INFORMATION*

Date _____ of Submission: _____

Name of Facility:			
Mailing Address:		City:	State: Zip:
Physical Address:		City:	State: Zip:
Owner's Name:			
Mailing Address:		City:	State: Zip:
Manager's Name:			
Facility Phone:		Facility Fax:	
Type of Facility:	<input type="checkbox"/> Animal Shelter <input type="checkbox"/> Humane Society <input type="checkbox"/> Veterinary Office <input type="checkbox"/> Boarding Kennel <input type="checkbox"/> Breeder <input type="checkbox"/> Grooming Facility <input type="checkbox"/> Human Hospital <input type="checkbox"/> Nursing Hospital <input type="checkbox"/> Assisted Living <input type="checkbox"/> School <input type="checkbox"/> Animal Testing Facility <input type="checkbox"/> Other Identify:		
Types of Animals at Facility: (Select all that apply)			Approximate Number at any given Time
	<input type="checkbox"/> Dog		
	<input type="checkbox"/> Cat		
	<input type="checkbox"/> Horse		
	<input type="checkbox"/> Birds		
	<input type="checkbox"/> Hoof Stock		
	<input type="checkbox"/> Exotic Animals (list below with number in next column)		
	<input type="checkbox"/> Research Animals (list below with number in next column)		
<input type="checkbox"/> Other (list below with number in next column)			
General Plan for Emergency: (attach additional sheets as needed)			
How are Animals Identified:			
How are Animals Handled:			
Parish Pick Up Point:			
How are Animals Transported out of Emergency Situation:			
Destination of Evacuated Animals:			
Once Transported, How are they Sheltered:			
Person Completing this Form:			
Date of this Completed Form:			

*This evacuation plan must be submitted **annually by March 1st of each year** to the Louisiana Department of Agriculture & Forestry, in accordance to Act 615 (SB607) 2006 Louisiana Legislature Regular Session.

Please mail to: Louisiana Department of Agriculture & Forestry
 Animal Health & Food Safety
 P.O. Box 1951
 Baton Rouge, LA 70821-1951 E-Mail to: animalplan@ldaf.louisiana.gov



Emergency Operations Plan

ESF #11 Agriculture

Appendix #4

Pet Evacuation Guide

I. Purpose

To provide insight and guidance to residents who have pets and may be forced to evacuate their homes.

II. Authority

In accordance with the provision of Title 55 Public Safety Part XXI Homeland Security and Emergency Preparedness Chapter 1-3, Webster Parish is by definition not within the high-risk area below Interstate 10 or Interstate 123 in the State of Louisiana. Webster Parish is not threatened or endangered by approaching hurricanes and the population is not subject to voluntary or mandatory evacuations due to imminent threat of a hurricane.

Residents of Webster Parish are more likely to be subjected to a limited evacuation in response to tornadoes, flooding, a hazardous material incident, or an industrial accident. The potential for an evacuation secondary to an agriculture-related incident is likewise low, but it is possible.

III. Evacuation

In any event, pet owners need to be prepared to take their pets with them in the event of an evacuation. Animals left behind will most likely become victims of environmental exposure, starvation, predators, contaminated food and water, or accidents. People returning to the area after a disaster may also fend for their property by shooting animals.

The following guidelines or suggestions should be considered by all pet owners in developing an emergency plan for evacuation of their pets as well as their family.

Self-Evacuation:

1. Check with friends or family who live some distance from Webster Parish to determine if your pets would be welcome if you evacuated to their home.
2. Select a location or area that you would prefer to evacuate to and locate pet friendly hotels and motels. Calling ahead of time for kenneling, if it will be required, is also a good idea. Make a list of the numbers and keep it handy.
3. Prepare a kit in case of evacuation:



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Appendix #4

- a. You should have a leash for your pet.
 - b. A pet carrier is recommended because it provides a safe place for your pet.
 - c. Your pet should be wearing a rabies tag.
 - d. Medications, medical records, and a photograph of your pet should be in your "kit" in case you must be separated.
 - e. Food and water for at least 3 days for each pet.
 - f. Cat litter and a cat box for your cat.
 - g. Manual can opener.
 - h. Information on feeding schedules, behavior problems and name and number of pet's veterinarian.
 - i. Pet beds and toys to reduce stress.
 - j. Plastic trash bags, grooming items, bleach, paper towels, old newspaper.
5. If you have no other alternative but to leave your pet at home when evacuating, you are advised to do the following:
- a. Allow your pet to freely roam the house; do not kennel or close off rooms.
 - b. Leave dry pet food and leave plenty of water (i.e., bathtub full of water or the toilet seat up).
 - c. Do not leave dogs and cats to co-mingle, no matter how friendly they are.
 - d. Let officials know that your pet will be sheltered at your home
6. If you cannot travel home right away and if you pet needs to be rescued, please call the emergency notification number provided by the activated EOC and leave your name, address, phone number, etc. An attempt may be made to rescue your pet.
7. After the disaster, do not allow your animals to roam loose. Make sure your pets are restrained or confined at all times. Be patient with your pet. They may become disoriented which leads to stress. If behavioral problems persist, call your veterinarian.
8. If your pet is lost at any time, please call the local Police Dept, Sheriff's Office, or the national lost pet hotline, 1-900-535-1515.

Transportation Assisted Evacuation

1. If you require transportation assistance, you will be notified where to be picked up.



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2. Bring your pet with you to the evacuation point. All household pets in cages or carriers that safely and securely confine such pets and are specifically designed for the containment and transport of such pets may utilize public transportation, when doing so does not endanger human life.
 3. Persons with disabilities who utilize service animals will be evacuated with those service animals on public transportation.
 4. If the evacuation effort requires activation of the state's transportation assistance evacuation plan, the following will apply:
 - a. Bring your pet with you to the evacuation point in a carrier.
 - b. Your pet will be registered and identified with a temporary collar bearing your initials and your driver's license or LA ID number.
 - c. Pets will be transported to a pet evacuation shelter via animal transport.
 - d. You should bring a one-week supply of special food or medication that your pet needs and copies of medical records.
 - e. There is no guarantee that you and your pet will be at the same location.
-



Emergency Operations Plan

ESF #11 Agriculture Appendix #5

Agriculture Resource List

The following contact information is maintained at Webster OHSEP and is available to the activated EOC:

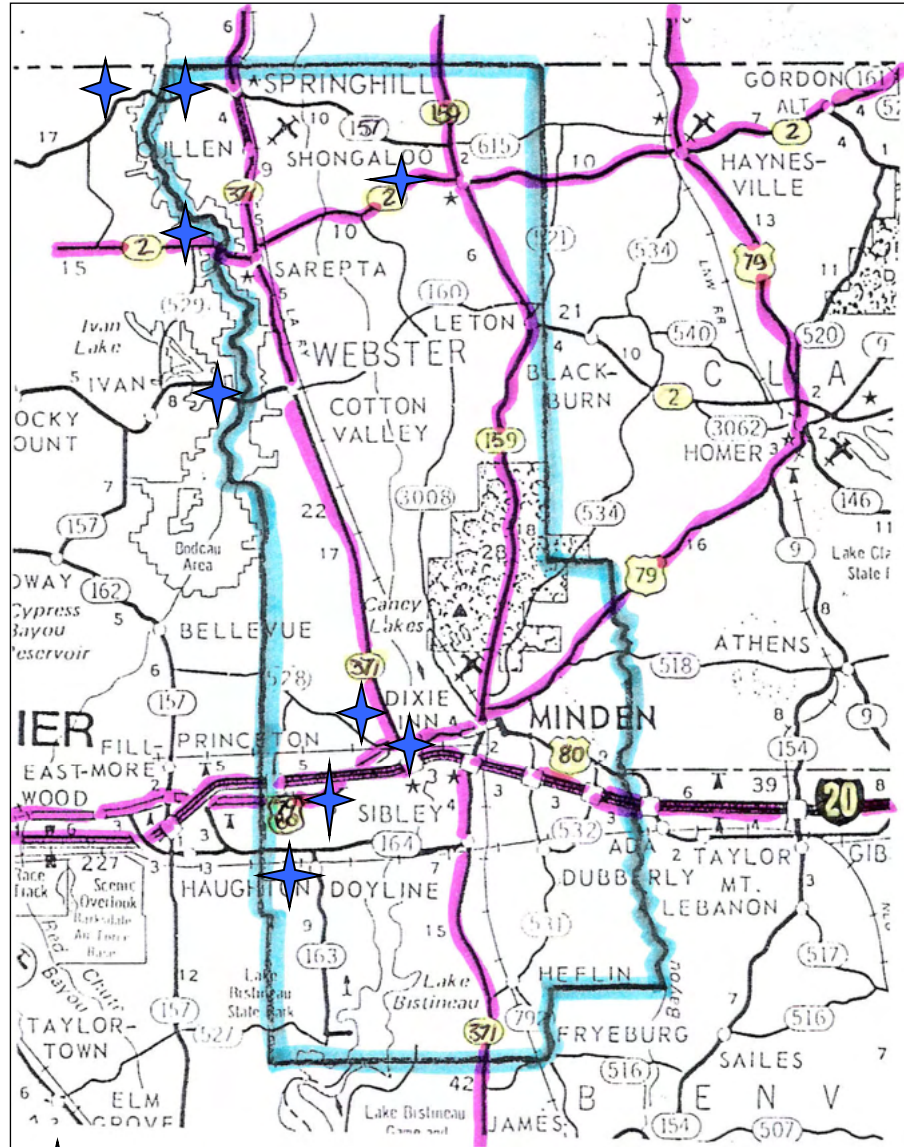
Webster Parish County Agent
Veterinarians in parish
Humane Society contact info
Animal Shelters and Rescue Shelters
Food and Animal Health & Safety Organizations



Emergency Operations Plan

ESF #11 Agriculture Appendix #6

Parish Pick-Up Points



Denotes possible staging areas and pickup points.

North Webster Upper Elementary	6245 Hwy 160	Cotton Valley, La.
Doyline High School	376 College St.	Doyline, La.
Lakeside High School	9090 Hwy 371	Sibley, La.
Minden High School	400 College St.	Minden, La.
North Webster Jr. High School	6041 Hwy 2	Sarepta, La.
North Webster Lower Elementary	229 Hwy Alt 2	Shongaloo, La.
North Webster High School	507 W. Church St.	Springhill, La.
Minden Recreation Center*	1001 Recreation Drive	Minden, La.
Springhill Civic Center*	101 Machen Drive	Springhill, La.

* Denotes pick-up points for people who do not have transportation, as well as, those who have companion animals.



Emergency Operations Plan

ESF #11 Agriculture

Appendix #7

Fuel Plan

Both bulk plants in Webster Parish maintain back-up generators to allow first responders to fuel up during periods of electricity outage.

Smith's South Central

1802 South Arkansas
Springhill, LA. 71072
800-551-8259

Waller Petroleum Inc. Bulk Plant

419 Bayou Avenue
Minden, LA 71055
377-0148



Emergency Operations Plan

ESF #11 Agriculture Appendix #8

ESF #11 Agriculture - ESF Role Aligned to Core Capabilities

All ESFs support the core capabilities of Planning, Operational Coordination, and Public Information and Warning.

Core Capability: Planning

- Mission Areas: All
- Description: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

Core Capability: Operational Coordination

- Mission Areas: All
- Description: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Core Capability: Public Information and Warning

- Mission Areas: All
- Description: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

Core capability: Public and Private Services and Resources

- Mission Area: Response
- Description: Provide essential public and private services and resources to the affected population and surrounding communities, to include emergency power to critical facilities, fuel support for emergency responders, and access to community staples (e.g., grocery stores, pharmacies, and banks) and fire and other first response services.

Nutrition and Food Assistance

- Determines nutrition assistance needs.
- Identifies and obtains appropriate food supplies.
- Arranges transportation for food supplies.
- Authorizes the Disaster Supplemental Nutrition Assistance Program.



Emergency Operations Plan

ESF #11 Agriculture Appendix #8

NCH Resources Protection

- Coordinates NCH resources identification and vulnerability assessments.
- Facilitates development and application of measures and strategies to protect, preserve, conserve, rehabilitate, stabilize, and guide the recovery of NCH resources.
- Assists in emergency compliance with relevant Federal environmental laws, such as emergency permits/consultation for natural resources use or consumption, during emergency response activities.
- Manages, monitors, and assists in or conducts response actions to minimize damage to NCH resources.
- Shares best practices and assists in development of programmatic approaches to address and expedite NCH-related requirements for all Federal actions/initiatives taken to respond to or recover from an incident requiring a coordinated Federal response.
- Provides assistance and expertise in addressing impacts to properties of traditional religious and cultural importance.
- Provides up-to-date geospatial data related to impacted NCH resources and develops and provides standard operating procedures for collecting NCH digital data, conducting GIS analyses, and disseminating geospatial products, such as maps, related to NCH resources.
- Provides incident management teams, such as the National Park Service Museum Emergency Response Team, to assist in NCH resource response actions.

Core capability: Mass Care Services

- Mission Area: Response
- Description: Provide life-sustaining services to the affected population with a focus on hydration, feeding, and sheltering to those who have the most need, as well as, support for reunifying families.

Nutrition Assistance

- Determines nutrition assistance needs.
- Identifies and obtains appropriate food supplies.
- Arranges transportation for food supplies.
- Authorizes the Disaster Supplemental Nutrition Assistance Program.

NCH Resources Protection

- Assists in data collection and information analysis to inform decisions on placement of temporary housing sites and staging areas and mitigate possible damage to natural and cultural resources.
- Conducts surveys of wetlands, archeological sites, and biological assessments to assist with evaluating sites to inform planning and operational decisions.



Emergency Operations Plan

ESF#12 Energy

Coordinator: Director of Webster OHSEP or designee

Primary: Webster OHSEP

Support: Energy Systems (Co-Op)
Energy Systems (Municipal)
Energy Systems (Private Infrastructure)
Water & Sewer Systems (Municipal)
Water Systems (Private, Not-for-Profit)

I. PURPOSE

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

ESF #12 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Emergencies, both natural and manmade can have profound effects on the public and privately-owned utilities in Webster Parish. The ability to quickly restore damaged water, power, natural gas, telephone and sewer systems will be essential to maximizing the life safety, health, and minimizing the economic impact of a disaster.
2. As a result of a major disaster or emergency situation the following conditions could exist with Webster Parish:
 - a. Severe damage may be caused to homes, businesses, public buildings, bridges, and other infrastructure.
 - b. Streets and major transportation routes may be obstructed with large amounts of debris and impassable for long periods. Access may be restricted to damaged areas.
 - c. Public and private utilities, water and sewer systems usage may



Emergency Operations Plan

ESF#12 Energy

be curtailed or otherwise cease to operate due to damage or other emergency conditions.

- d. Electric outages and capacity shortages may be caused by the disruption of transmission and distribution of power, unexpected high usage rates, power plant outages, or a region-wide power shortage.
 - e. Delays in the productions, refining, and delivery of petroleum based products may occur as a result of transportation infrastructure problems and loss of commercial power.
3. Water supply systems within the parish are either publicly or privately owned and are organized at municipal, district, private or not for profit levels. Since these systems are not normally interconnected, emergency planning for water utilities is concerned with restoration efforts.
 4. There may be panic hoarding of fuel in areas served by severed pipelines or by individuals from neighboring jurisdictions where shortages have occurred.

B. Assumptions

1. Widespread and possibly prolonged electric power failures will occur in a major disaster. There will be extensive distribution failure in water, wastewater, and gas utilities. These may take hours, days, or even weeks to repair.
2. The transportation, media and telecommunications infrastructures will be affected. Both communications and surface movement may be impaired, if not impossible. Loss of these services gravely affects public health and safety services by hampering, or in some cases completely disrupting firefighting, emergency medical and law enforcement efforts.
3. The parish and municipal governments will have a limited capability and an immediate requirement to provide emergency services for debris removal and restitution of public works, utilities, and energy and may become quickly overwhelmed following a major disaster.
4. Critical facilities will receive priority in the restoration of essential services.
5. Public and private utility and energy organizations will perform tasks on their own authority to restore their essential services to the jurisdiction and coordinate their activities with Webster OHSEP or the activated EOC.



Emergency Operations Plan

ESF#12 Energy

6. Natural gas lines may break causing fire, danger of explosion, or health (inhalation) hazards. Municipal and Parish Public Works departments, under an emergency proclamation, will require the authority to go on private property to evaluate and shut-off utilities that jeopardize public and private property or threaten public health, safety, or the environment.
7. Centralized coordination of the parish-wide response and recovery activities to include damage assessment, repairs, and requests for outside assistance may be necessary for an overall uniform and efficient joint effort.
- 8 Assistance from volunteer agencies, other parishes, State, and Federal agencies will be available.

III. CONCEPT OF OPERATIONS

A. General

1. This ESF should be implemented upon notification of a potential or actual major emergency or disaster. Implementation of this ESF should be the mechanism through which it provides support activity to all other ESFs.
2. Normal energy and utility resources should be used to meet immediate local needs. If shortages exist, requests should be submitted through normal emergency management channels. Actions may be taken or directed to curtail use of energy, water or other utilities until normal levels of service can be restored or supplemented. These resources, when curtailed, should be used to meet immediate and essential emergency needs (e.g. hospitals, shelters, emergency operations, food storage, etc.).
3. The EOC will collect information on damaged utility and energy resources and assist with identifying requirements to repair those systems as needed.
4. The various agencies in the parish with public works capabilities will assist each other during an emergency or disaster.
5. Large numbers of skilled personnel, utility personnel, and laborers may be needed from outside the disaster area. Support service will be required for the personnel and equipment provided from outside the disaster area until repairs can be made. Crews will be encouraged to arrive fully self-contained so as not to tax the already drained local resources.
6. If necessary, private construction and industrial heavy equipment may be used for debris removal.



Emergency Operations Plan

ESF#12 Energy

7. The usual supervisors will exercise operational control of public works forces.
8. Volunteer and auxiliary forces will work under the supervision of the senior public works official in the jurisdiction where they are deployed.

B. Phases of Emergency Preparedness

The following describe the four phases of emergency management associated with the energy function.

1. **Mitigation:** Based on known hazards, identify and correct vulnerabilities in the energy and utilities function. When repairing damages, every attempt should be made to reduce the likelihood and severity of future damages. Implement a public awareness campaign regarding energy and utilities safety in emergencies.
2. **Preparedness:** The ESF #12 Coordinator will develop and maintain plans and agreements to ensure that activities of this function can be effectively carried out. Develop and maintain a complete directory of all utility services and products associated with this ESF. Participate in exercises to validate this annex and supporting annexes.
3. **Response:** The ESF #12 Coordinator will assess the affected areas to determine operational priorities and emergency repair procedures with utility field personnel. Participate in prioritizing utility rebuilding processes to restore utilities in the affected areas. Provide emergency information, education and conservation guidance to the public in coordination with ESF #15.
4. **Recovery:** Continue recovery operations as long as necessary after the conclusion of the emergency or disaster. Participate in after-action briefings and develop after action reports. Make changes in this Annex and supporting plans and procedures/guidelines according to lessons learned.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Webster OHSEP Director

1. Serves as or designates an ESF #12 Coordinator (Energy).



Emergency Operations Plan

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2. Requires designated ESF #12 Coordinator (Energy) to report to the activated EOC.
3. Requests outside assistance from surrounding Parish, State and Federal agencies once the need for assistance has been determined.
4. Oversees damage assessment operations and relays information to GOHSEP as indicated.

B. ESF #12 Coordinator (Director of Webster OHSEP or designee)

1. Coordinates emergency activities with municipal, parish and private agencies to:
 - a. Develop and maintain a list of source, location, and availability of equipment, fuel, and operational personnel to support response or recovery operations.
 - b. Maintain emergency power, water, and sanitation resources at vital facilities in the parish during emergencies.
 - c. Develop and maintain mutual-aid agreements.
2. Works with support agencies to establish and review departmental roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases of an emergency or disaster.
3. Coordinates fuel needs for transportation, communications, emergency operations, and other critical facilities.
4. Maintain liaison with local utilities, including the ability to contact representatives on a 24-hour a day basis.
5. Maintain accurate logs and other records to include damage assessment.
6. Coordinate the call-up and deployment of mutual aid forces and volunteer forces.
7. Coordinate and disseminate public information concerning resource availability through the PIO for distribution.
8. The designated ESF #12 Coordinator (Energy) coordinates with the ESF #5 Coordinator (Emergency Management).

C. Energy Systems (Municipal)



Emergency Operations Plan

ESF#12 Energy

1. Maintain an emergency plan for all public utilities departments, accounting for key personnel and their assignments, including lines of succession.
2. Monitor energy-related issues to preclude a surprise energy shortage.
3. Work closely with Webster OHSEP and GOHSEP on pipeline and railroad issues that may affect energy status.
4. Inform Webster OHSEP of any development during an emergency or disaster that may affect energy status.
5. Assist other departments with emergency clean-up operations.
6. Provide situation reporting to the EOC. Provide representation in the activated EOC, if indicated.
7. Maintain detailed log for all department activities during duration of emergency.
8. Assist with damage assessment.
9. Maintain records of all financial expenditures.
10. Mutual-aid forces will work under their supervisors.
11. Utilities will be restored on a priority basis and, if indicated, conservation of utilities due to shortages will be implemented.
12. Coordinates with the ESF #12 Coordinator (Energy).

D. Energy Systems (Co-Op)

1. Restoration of normal operations at energy facilities is the responsibility of the facility owners. Co-Op energy organizations will perform tasks on their own authority to restore their essential services to the jurisdiction.
2. Monitor energy-related issues to preclude a surprise energy shortage.
3. Work closely with Webster OHSEP and GOHSEP on pipeline and railroad issues that may affect energy status.



Emergency Operations Plan

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4. Inform Webster OHSEP of any development during an emergency or disaster that may affect energy status.
5. Maintain an emergency plan accounting for key personnel and their assignments, including line of succession.
6. Assist with damage assessment.
7. Maintain records of all financial expenditures.
8. Utilities will be restored on a priority basis and, if indicated, conservation of utilities due to shortages will be implemented.
9. Provide situation reporting to the EOC. Provide representation in the activated EOC, if indicated.
10. Coordinates with the ESF #12 Coordinator (Energy).

E. Energy Systems (Private infrastructure)

1. Restoration of normal operations at energy facilities is the responsibility of the facility owners. Private energy organizations will perform tasks on their own authority to restore their essential services to the jurisdiction.
2. Monitor energy-related issues to preclude a surprise energy shortage.
3. Work closely with Webster OHSEP and GOHSEP on pipeline and railroad issues that may affect energy status.
4. Inform Webster OHSEP of any development during an emergency or disaster that may affect energy status.
5. Utilities will be restored on a priority basis and, if indicated, conservation of utilities due to shortages will be implemented.
6. Provide situation reporting to the EOC. Provide representation in the activated EOC, if indicated.
7. Coordinate with the ESF #12 Coordinator (Energy).



Emergency Operations Plan

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F. Water & Sewer Systems (Municipal)

1. Maintain an emergency plan for department accounting for key personnel and their assignments, including line of succession.
2. Maintain essential facilities of sewer-water-drainage and secure against damage.
3. Perform damage assessment on systems and identify problems or shortfalls in water supply.
4. Coordinate with health department on water testing.
5. Decontaminate water system, if necessary. Provide potable water as needed.
6. Provide situation reporting to the EOC. Provide representation in the activated EOC, if indicated.
7. Maintain detailed log for all department activities during duration of emergency.
8. Maintain records of all financial expenditures and use of water/sewer/solid waste resources.
9. Utilities will be restored on a priority basis and, if indicated, conservation of utilities due to shortages will be implemented.
10. Coordinates with the ESF #12 Coordinator (Energy).

G. Water Systems (Private, Not-for-Profit)

1. Restoration of normal operations at water facilities is the responsibility of the facility owners. Private water systems and Not-For-Profit water organizations will perform tasks on their own authority to restore their essential services to the jurisdiction.
2. Coordinate with health department on water testing.
3. Perform damage assessment on systems and identify problems or shortfalls in water supply.
4. Decontaminate water system, if necessary. Provide potable water as needed.



Emergency Operations Plan

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5. Within available resources, protect existing water supplies and restore damaged systems.
6. Utilities will be restored on a priority basis and, if indicated, conservation of utilities due to shortages will be implemented.
7. Coordinates with the ESF #12 Coordinator (Energy).

V. DIRECTION AND CONTROL

A. Authority to initiate Actions

1. The ESF #12 Coordinator shall coordinate available public and private resources to provide maximum response and recovery capabilities in support of the ESF #12 activities including setting priorities for resources and coordination of activities of the various forces.
2. During or following a major disaster, the parish and municipal governments will take on a greater role in providing and coordinating resources, equipment, and personnel used to maintain or restore the infrastructure.

B. Command Responsibility for Specific Actions

1. Restoration of normal operations at energy facilities is the responsibility of the owners.
 - a. Electrical service in Webster Parish is provided by the City of Minden, Entergy, and Claiborne Electric. Alternate sources for generating equipment may be provided by agreements with neighboring parishes, municipalities, and state agencies.
 - b. Natural gas utilities in Webster Parish are supplied by CenterPoint.
2. The ESF #12 Coordinator (Energy) will coordinate the call-up and deployment of mutual-aid forces.
3. If assistance from Region VII or GOHSEP is required, the Director of Webster OHSEP will make the request.



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C. ICS / NIMS

See Basic Plan Section V-C.

VI. CONTINUITY OF GOVERNMENT / OPERATIONS

See Basic Plan Section VI.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. The ESF #12 Coordinator (Energy) will give priority to requests by the public works and public utilities directors for additional resources and personnel to support their activities.
2. The public works and public utilities directors will ensure that procedures for the emergency hiring of private contractors and individuals to assist in response and recovery efforts are developed.
3. All required records will be maintained.
4. Adequate records of all emergency-related expenses, including purchases, donations, supplies-in-hand and labor, including all regular time, overtime and volunteer hours will be provided to Webster OHSEP. Conventional accounting will be used.

B. Logistics

1. A complete listing of all resources available in the respective jurisdiction will be prepared by each department. This listing will be forwarded to the Webster OHSEP and available to the activated EOC.
2. Key facilities will be identified, security needs determined and priorities established. This information will be forwarded to Webster OHSEP yearly and available to the activated EOC.
3. Emergency contact information for the agency will be prepared at least on a yearly basis and forwarded to the Webster OHSEP and available to the activated EOC.



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4. Each agency is responsible for signing mutual-aid agreements with neighboring jurisdictions. All agreements should be in writing and a copy forwarded to the Webster OHSEP.
5. The Director of Webster OHSEP is responsible for requesting aid from GOHSEP. If assistance beyond the state's capabilities is required, GOHSEP will coordinate requests for aid with proper federal agencies.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Each utility company or agency is responsible to ensure its own operational capabilities.
- B. All agencies will maintain Standard Operating Procedures or Standard Operating Guidelines.
- C. The individual department heads will coordinate the planning for all operations related to emergency preparedness.
- D. The ESF #12 Coordinator (Energy) in cooperation with the individual department heads will be responsible for periodically reviewing, updating, exercising, modifying, accepting and approving this ESF.
- E. The Director of Webster OHSEP has responsibility for coordinating the revision of this annex.
- F. This ESF will be reviewed, updated and revised according to the policy outlined in the Basic Plan Section VI.

IX. AUTHORITIES AND REFERENCES

- A. See Basic Plan Section IX.

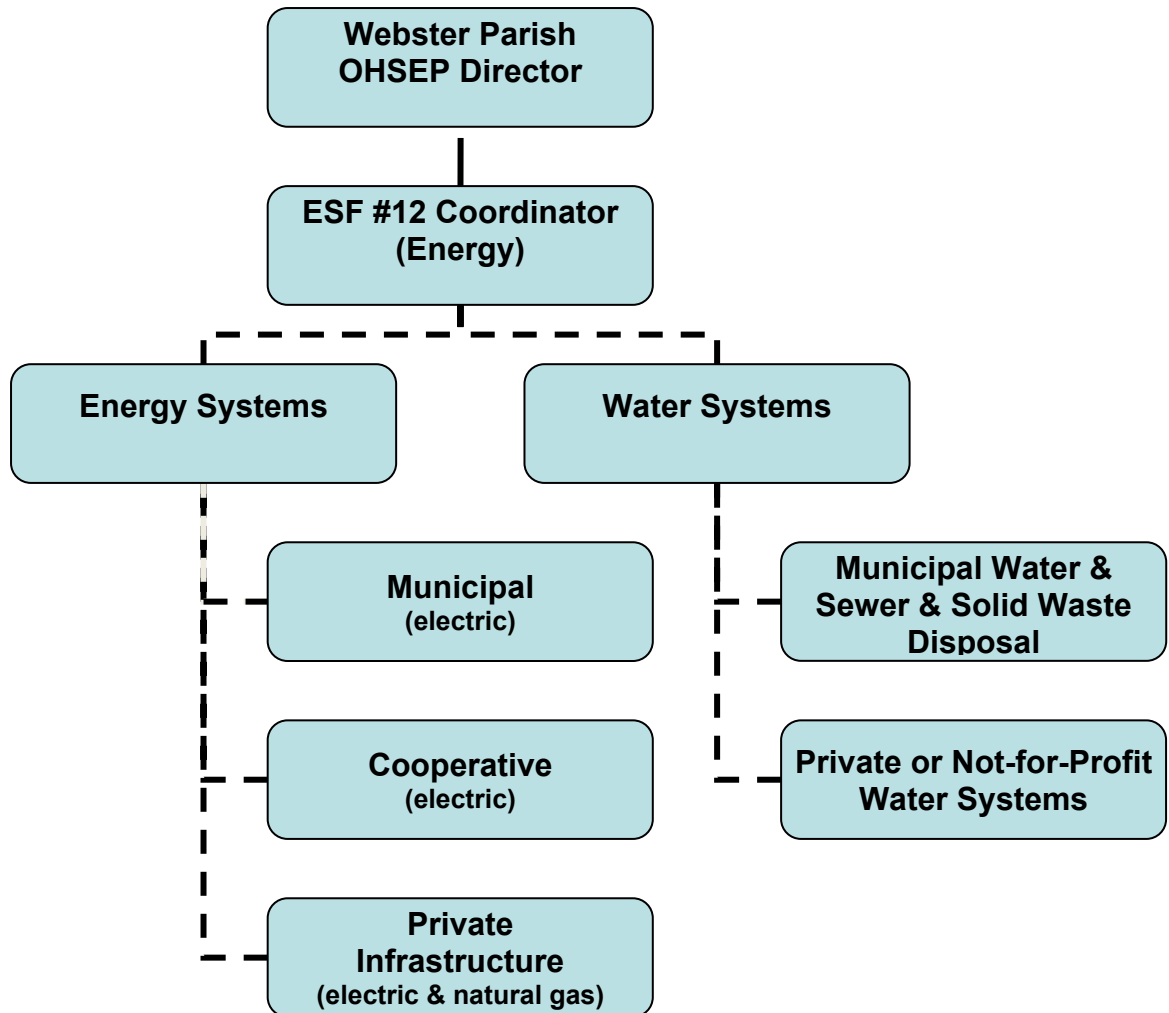


Emergency Operations Plan

ESF#12 Energy

Appendix #1

Organization Chart





Emergency Operations Plan

ESF#12 Energy

Appendix #2

RESPONSIBILITY CHART

Energy Responsibility	Authority	Coordination	Fuel, Equipment & Personnel	Construction & Repairs	
Webster Parish OHSEP	X	X			
Energy Coordinator		X			
Energy (Municipal, Co-Op, Private)			X	X	
Water (Municipal, Private, Not-for-Profit)			X	X	
Sewer (Municipal)			X	X	



Emergency Operations Plan

ESF#12 Energy

Appendix #3

Energy Resource List

The following 24 hour contact information is maintained at Webster OHSEP and is available to the EOC.

Government Utilities (municipal)

- Electric
- Water and Sewer

Private Utilities

- Electric
- Natural Gas
- Water

Cooperative Energy

- Electric



Emergency Operations Plan

ESF#12 Energy

Appendix #4

ESF #12 Energy - ESF Role Aligned to Core Capabilities

All ESFs support the core capabilities of Planning, Operational Coordination, and Public Information and Warning.

Core Capability: Planning

- Mission Areas: All
- Description: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

Core Capability: Operational Coordination

- Mission Areas: All
- Description: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Core Capability: Public Information and Warning

- Mission Areas: All
- Description: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

Core Capability: Infrastructure Systems

- Mission Area: Response, Recovery
- Description: Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
- Assists energy asset owners and operators and local, state, tribal, and territorial authorities with requests for emergency response actions as required to meet the Nation's energy demands.
- Identifies supporting resources needed to stabilize and reestablish energy systems.
- Assists Federal departments and agencies by locating fuel for transportation, communications, emergency operations, and national defense, pursuant to the authorities available to the agency providing assistance.



Emergency Operations Plan

ESF#12 Energy

Appendix #4

- In coordination with the Energy Sector-Specific Agency (DOE), addresses significant disruptions in energy supplies for any reason, whether caused by physical disruption of energy transmission and distribution systems, unexpected operational failure of such systems, acts of terrorism or sabotage, or unusual economic, international, or political events.
- In coordination with the Energy Sector-Specific Agency (DOE), addresses the impact that damage to an energy system in one geographic region may have on energy supplies, systems, and components in other regions relying on the same system.
- In consultation with energy asset owners and operators and the Energy Sector-Specific Agency (DOE), advises local, state, tribal, territorial, insular area, and Federal authorities on priorities for energy system reestablishment, assistance, and supply during response operations.

Core Capability: Public and Private Services and Resources

- Mission Area: Response
- Description: Provide essential public and private services and resources to the affected population and surrounding communities, to include emergency power to critical facilities, fuel support for emergency responders, and access to community staples (e.g., grocery stores, pharmacies, and banks) and fire and other first response services.
- Provides subject-matter expertise to the private sector as requested to assist in stabilization and reestablishment efforts.
- Through coordination with DOE, (refer to Primary Agency Functions), serves as a Federal point of contact with the energy industry for information sharing and requests for assistance from private and public sector owners and operators.

Core Capability: Situational Assessment

- Mission Area: Response
- Description: Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.
- Works with the DHS/FEMA Regions, the private sector, local, state, tribal, territorial, and insular area authorities to develop procedures and products that improve situational awareness to effectively respond to a disruption of the energy sector.
- Coordinates preliminary damage assessments in the energy sector.
- Identifies requirements to repair energy systems and monitors repair work.
- Through coordination with DOE, ESF #12:



Emergency Operations Plan

ESF#12 Energy

Appendix #4

- Serves as a source for reporting of critical energy infrastructure damage and operating status for the energy systems within an impacted area, as well as on regional and national energy systems.
 - Assesses the energy impacts of the incident and provides analysis of the extent and duration of energy shortfalls.
 - Analyzes and models the potential impacts to the electric power, oil, natural gas, and coal infrastructures, and determines the effect a disruption has on other critical infrastructure.
-



Emergency Operations Plan

ESF#13 Public Safety & Security

Coordinator: Webster Parish Sheriff

Primary: Webster Parish Sheriff's Office

Support: Webster OHSEP
Municipal Police Departments
Municipal Aid, Auxiliary, Reserves or Volunteers

I. PURPOSE

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

It is not the intent of this plan, however to provide assistance for the parish at the expense of the local jurisdictions. Each agency has the authority and responsibility to determine whether activation outside of normal jurisdictional lines would present a threat to local needs.

ESF #13 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Webster Parish is susceptible to a multitude of natural and man-made disasters. These disasters, depending on their magnitude, have the ability to damage infrastructure, structures and lifelines that may rapidly overwhelm the capacity of parish agencies to assess the disaster and respond effectively to basic and emergency human needs.



Emergency Operations Plan

ESF#13 Public Safety & Security

2. In an incident, law enforcement resources may be directly impacted and potentially degraded.
3. In an incident many events will occur which will necessitate law enforcement and the institution of other safety measures for the protection of life and property.
4. During any type of disaster or large-scale emergency, law enforcement officers may be faced with a tremendous challenge of overwhelming demands of providing help and assistance to the public. The stress of high emergency call volume with physical constraints, such as fatigue, sight of death and destruction, impassible roadways from flooding, angry citizens, looting, rescue needs and a multitude of injured victims often appear to be an endless battle with the disaster. The law enforcement services may have increased demands placed on their agencies and with high expectations of success.
5. The Webster Parish Sheriff's Office is responsible for law enforcement at the parish level to include the identification, mobilization, and coordination of available government and other public safety and legal manpower and parish expertise and equipment to minimize the adverse impact of an emergency or disaster on life and property in the parish.
6. There are ten municipal police departments in Webster Parish.
7. Numerous state and federal law enforcement agencies are available to support local law enforcement agencies. In the event of a national security crisis, law enforcement resources from the federal or even the state level may not be available to provide support.
8. Local law enforcement organizations must be prepared to support each other during emergency situations using available expertise, equipment, and manpower, to ensure efficient and effective emergency law enforcement operations.

B. Assumptions

1. During large-scale emergency situations, some normal law enforcement activities will be temporarily reduced in order to provide resources to respond to the emergency situation. Activities of local law enforcement agencies will increase significantly during emergency operations.



Emergency Operations Plan

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2. General law enforcement problems will be compounded by disaster related community disruption, restriction of movement, impacted communications and facilities, and a shortage of law-enforcement resources.
3. During large-scale evacuations, law enforcement support may be needed to control traffic. In the aftermath of an evacuation, security must be provided for areas that have been evacuated to protect property and deter theft.
4. The capabilities of local law enforcement agencies may be quickly exceeded. Supplemental assistance will be requested through local and state emergency management channels and the operation of mutual aid agreements. The availability of resources will have a profound effect on the ability to perform tasked activities.
5. In the aftermath of a disaster, it may be necessary to control access to damaged areas to protect public health and safety and deter theft.
6. If there is a threat of terrorism or civil disturbance, key local facilities that house government operations or provide essential services to the public may require protection.
7. Adequate law enforcement resources and services will often be available through existing mutual-aid agreements. If local capabilities are overtaxed, support will be obtained from state and federal law enforcement agencies.

III. CONCEPT OF OPERATIONS

A. General

1. Actions taken to provide for the protection of the parish will conform to applicable parish and state law rules and regulations.
2. In time of an emergency or disaster, law enforcement agencies are called upon to perform a wide range of functions. These include, but are not limited to, warning and evacuation, search and rescue, communications access, traffic control and enforcement of emergency traffic regulations.
3. Routine law enforcement activities will be conducted according to standard operating guideline (SOGs) from usual locations when possible.



Emergency Operations Plan

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4. Law enforcement units provided by other levels of government will remain under the administrative control of the parent agency while they may be under the operational control of the requesting agency.
5. The Incident Commander, regardless of rank, has the authority to request support and assistance from mutual aid partners and the Parish EOC.
6. The Primary agency will usually notify support agencies through 911 dispatch if they need on-scene assistance.

B. Phases of Emergency Management

1. **Mitigation:** Law enforcement agencies should conduct special planning activities with other agencies, facilities or community events that require special security. To assist in the prevention of crime and other civil disobedience, local law enforcement agencies maintain high visibility to discourage would-be criminals, including terrorist activities.
2. **Planning:** The ESF #13 Coordinator will develop plans, procedures, and mutual-aid agreements to mobilize law enforcement personnel and equipment to provide the maximum level of public safety and security to include evacuation activities, hazardous material incident response, search and rescue activities, and terrorist incident response. Coordinate and maintain liaison with support agencies and state and federal law enforcement agencies. Participate in emergency management training and exercises.
3. **Response:** Respond as required on a priority basis. Activate mutual aid if needed. Support damage assessment activities. Coordinate activities with other responding agencies. Conduct other specific response actions as dictated by the situation.
4. **Recovery:** Recovery operations will be continued as long as necessary after the conclusion of the emergency or disaster. Phase down operations as indicated and provide for the return of borrowed resources as soon as possible. Participate in after-action briefings and develop after-action reports. Review plans and procedures/guidelines with key personnel and make revisions and changes.
5. **Prevention:** Intelligence and other information gathered will be utilized to deter and heighten security for potential targets. Investigations will be made to determine the nature and source of the



Emergency Operations Plan

ESF#13 Public Safety & Security

threat. Public safety law enforcement operations will be aimed at preempting, interdicting or disrupting illegal activities and apprehending perpetrators.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following tasks are assigned to the agencies, organizations, or individuals as indicated.

A. Director of Webster OHSEP

1. Designates the Sheriff of Webster Parish ESF #13 Coordinator.
2. Provides coordination of personnel and resources in support of public safety and security activities.
3. Requires the ESF #13 Coordinator to report to the activated EOC.

B. Webster Parish Sheriff

1. The Webster Parish Sheriff is designated ESF #13 Coordinator by the Director of Webster OHSEP and acknowledged as the chief law enforcement officer of the parish.
2. The ESF #13 Coordinator reports to or sends his designee to the activated EOC.
3. Oversees and coordinates all law enforcement activities at the parish level.
4. Assists in damage assessment activities.
5. Identifies agencies, organizations, military, and local citizens capable of providing support services and initiates mutual-aid agreements for assistance.
6. Coordinates evacuation and/or movement to staging areas or temporary shelters.
7. Arranges training programs for law enforcement staff, including reserve, auxiliary and/or volunteer personnel concerning emergency situation duties and responsibilities on a continuing basis.
8. Analyze hazards and determine law enforcement requirements.



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Identify key and critical facilities requiring special security during an emergency and make appropriate provisions.

9. Prepare plans to care for families of law enforcement personnel during emergency conditions while personnel are on duty.
10. Provide for relocating and housing of prisoners from jails and prisons in emergency.
11. Maintain records of all financial expenditures and use of law enforcement resources.
12. Coordinates with ESF #5 Coordinator (Emergency Management).

C. Webster Parish Sheriff Department

1. Serves as Incident Command when appropriate.
2. Initiates evacuation and/or movement to staging areas or temporary shelters.
3. Provides traffic control during evacuation operations and along supply routes.
4. Assists in disseminating public information and warnings.
5. Maintain existing equipment and follow established procedures for communicating with personnel performing field operations.
6. Provide backup communications and warnings, as needed, through the use of mobile and portable radio units as well as door-to-door warnings.
7. Maintain a communications link with the activated EOC and keep the EOC informed of operations at all times.
8. Secures, protects, and houses those prisoners that must be evacuated.
9. Assists in the evacuation of the risk area, as necessary.
10. Limits access and protects property in the evacuated area.
11. Provides assistance to or emergency removal of a vehicle with



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mechanical problems on the evacuation routes.

12. Report observed damage and or weather developments.
13. Provide security and traffic control:
 - a. for the activated EOC
 - b. for critical facilities and resources
 - c. for staging areas, temporary shelters and other areas
 - d. during evacuee movement to designated staging areas or temporary shelters, or supply routes
 - e. for the disaster area and evacuated areas
 - f. for re-entry into disaster areas including issuing passes to personnel authorized to enter restricted area if needed
 - g. for crowds and riot control as indicated
14. Coordinates with the ESF #13 Coordinator.

D. Municipal Police Departments

1. Maintain law and order within jurisdiction.
2. Serves as IC and initiates evacuation and/or movement to staging areas or temporary shelters.
3. Coordinate emergency responses with WPSO and the activated EOC.
4. Provide mobile units and man-power to assist with warning operations.
5. Provide security for vital facilities, reception/staging areas, lodging and feeding facilities, emergency shelters, and EOC.
6. Provide traffic control and crowd control as needed.
7. Coordinates with ESF #13 Coordinator.

E. Mutual Aid, Auxiliary, Reserve or Volunteers

1. Participate in training programs concerning emergency situation duties and responsibilities.
2. Perform emergency responsibilities as assigned.
3. Coordinates with the ESF #13 Coordinator.



Emergency Operations Plan

ESF#13 Public Safety & Security

V. DIRECTION AND CONTROL

A. Authority to initiate Actions

1. The Sheriff or his designated representative will serve as the ESF#13 Coordinator. The ESF#13 Coordinator is responsible for the activities associated with this ESF and will set priorities for resources and coordinate activities of the various law enforcement forces.
2. Local municipal governments are responsible for coordinating law enforcement activities within their jurisdictions and coordinating activities with the WPSO.

B. Command Responsibility for Specific Actions

1. During technological, natural, civil disturbance, or a national security emergency or disaster, the ESF #13 Coordinator will coordinate law enforcement activities with other parish agencies from the activated EOC.
2. The Webster Parish District Attorney's office will provide legal assistance and advice to the Sheriff of Webster Parish, the Director of Webster OHSEP and to the activated EOC and ensures that operations are taken in accordance with the legal authority of the parish and that persons acting in good faith to protect people and property are not penalized or subjected to liability.
3. Mutual-aid forces will function under the supervision of their supervisors. Coordination of their use will be directed by the ESF#13 Coordinator at the EOC.
4. Auxiliary, reserve and volunteer forces will work under the supervision of the chief law enforcement official in the jurisdiction to which they are sent or activated.

C. ICS / NIMS

1. If an officer is the first on the scene, he will assume Incident Command duties until replaced or supported by more qualified personnel.
2. See Basic Plan Section V-C.



Emergency Operations Plan

ESF#13 Public Safety & Security

VI. CONTINUITY OF GOVERNMENT / OPERATIONS

- A. Lines of succession to all key positions within the law enforcement chain of command will follow pertinent state and local laws and departmental standard operating guidelines (SOGs).
- B. See Basic Plan Section VI.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Law enforcement agencies will develop procedures for the timely submission of required reports and records as prescribed in departmental standard operating guidelines (SOGs). Records are required to establish historical data and to substantiate reimbursement requests.
2. Emergency authority granted to law enforcement officials will be as prescribed in the Louisiana Emergency Assistance and Disaster Act of 1993 and local ordinances.
3. Law enforcement agencies are responsible for developing and issuing badges and passes for restricted disaster areas as necessary at the direction of the EOC.
4. Field Status Reports will be made to the ESF #13 Coordinator on a frequent and regular basis. The Coordinator will share the results with the ESF#5 Coordinator (Emergency Management) and the activated EOC. Written documentation will be maintained.
5. The Director of Webster OHSEP is responsible for communicating situation reports to GOHSEP.

B. Logistics

1. A complete listing of all resources available in the respective jurisdiction will be prepared by each law enforcement agency on a yearly basis. This listing will be forwarded to Webster OHSEP and available to the activated EOC.
2. Emergency Contact Information for the law enforcement agency will be prepared at least on a yearly basis and forwarded to Webster OHSEP



Emergency Operations Plan

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and available to the activated EOC.

3. Key facilities will be identified, security needs determined and priorities established. This information will be forwarded to Webster OHSEP yearly and available to the activated EOC.
4. Each law enforcement jurisdiction is responsible for signing mutual-aid agreements with neighboring jurisdictions. All agreements should be in writing and a copy forwarded to Webster OHSEP.
5. The Director of Webster OHSEP is responsible for requesting aid from GOHSEP. If assistance beyond the state's capabilities is required, GOHSEP will coordinate requests for aid with proper federal agencies. If the disaster involves hazardous materials, the Louisiana State Police HazMat Unit will respond immediately upon request for assistance.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Each law enforcement agency is responsible to ensure its own operational capabilities.
- B. All law enforcement agencies will maintain Standard Operating Procedures or Standard Operating Guidelines.
- C. The ESF #13 Coordinator (Public Safety & Security) will coordinate the planning of all law enforcement operations related to emergency preparedness.
- D. The ESF #13 Coordinator will be responsible for periodically reviewing, updating, exercising, modifying, accepting and approving the ESF #13 annex and coordinating all jurisdiction emergency operations plans for law enforcement related information.
- E. The Director of Webster OHSEP has responsibility for coordinating the revision of this annex.
- F. This ESF will be reviewed, updated and revised according to the policy outlined in the Basic Plan Section VIII.

IX. AUTHORITIES AND REFERENCES

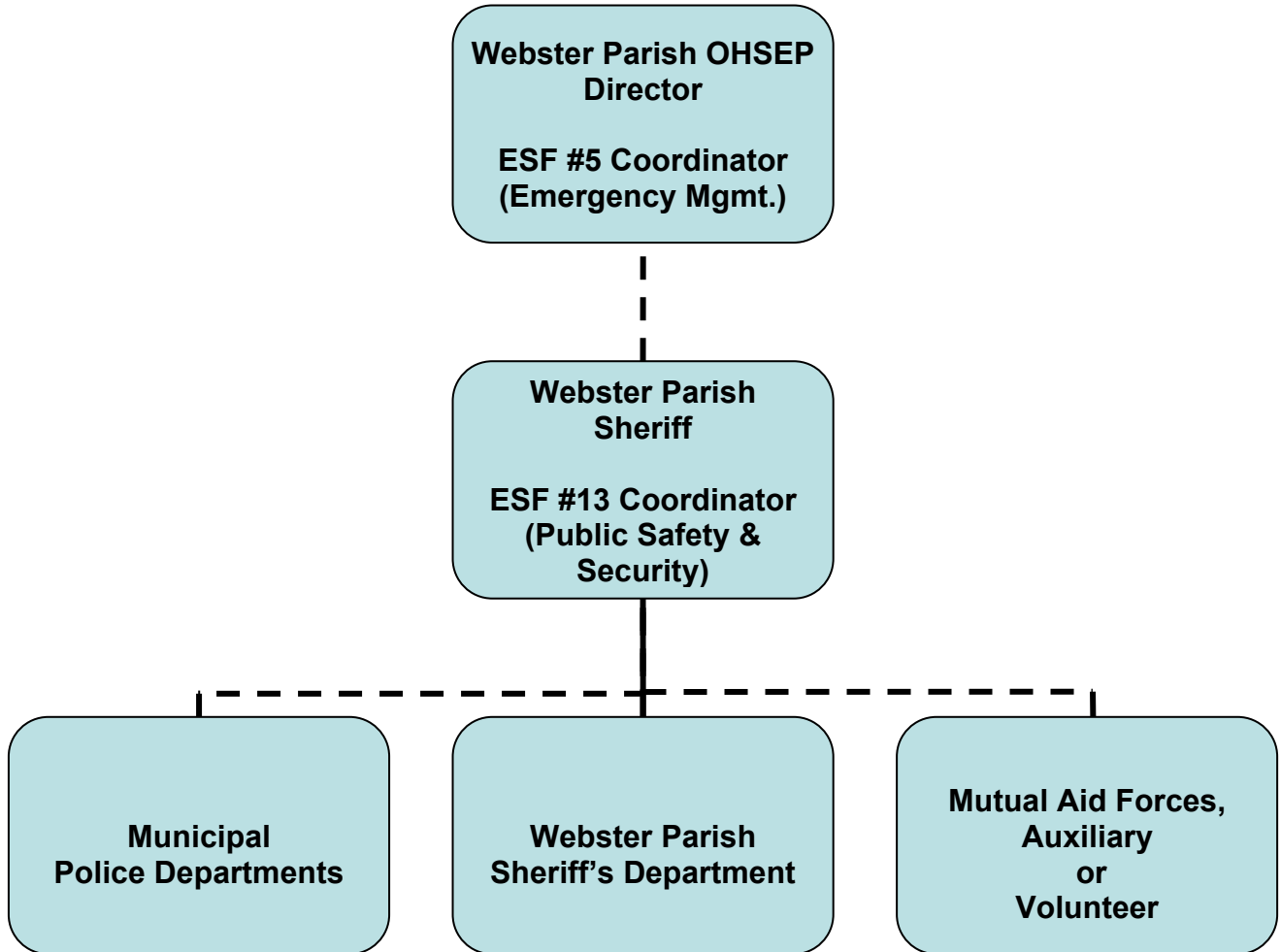
See Basic Plan Section IX



Emergency Operations Plan

ESF#13 Public Safety & Security Appendix #1

Public Safety and Security Organization Chart





Emergency Operations Plan

ESF#13 Public Safety & Security Appendix #2

Webster Parish Public Safety & Security Responsibility Chart

Public Safety & Security Responsibility	Authority / Policy	Law Enforcement	Detention Facilities	Detention Transportation	Traffic Routing	Control Access to Areas	Haz Mat Response	Communications
Webster Parish OHSEP	X							
Webster Parish Sheriff	X	X	X	X	X	X	X	X
Webster Parish Sheriff's Department		X	X	X	X	X	X	X
Municipal Police Departments		X	X	X	X	X	X	X
Auxiliary, Reserve or Volunteers					X	X		X



Emergency Operations Plan

ESF#13 Public Safety & Security Appendix #3

Public Safety Resources

The following information is maintained on file in Webster OHSEP and available to the EOC:

Sheriff's Department:

Sheriff's Department facilities
Sheriff's Department personnel
Sheriff's Department equipment

Municipal Resources:

Police Department facilities
Police Department personnel
Police Department Equipment



Emergency Operations Plan

ESF#13 Public Safety & Security Appendix #4

Disaster and Evacuation Security Standard Operating Guidelines

Incident Scene Control:

In response to a request from the Incident Commander, the Sheriff's Office/Police Department will provide traffic control and perimeter control at incident scenes, including hazmat spills, major fires and explosions, and other types of incidents.

Evacuation:

During evacuations, law enforcement will:

1. Determine preferred evacuation routes, based on the status of preplanned primary and alternate routes and the current situation.
2. Provide information on evacuation routes to the Public Information Officer (PIO) for dissemination to the public through the media.
3. Alert those in the affected area who have not been warned by other means.
4. Deploy units to direct and control traffic.
5. If the evacuation of correctional facilities becomes necessary, provide security support for such operations.
6. If time permits, alter traffic signal timing and request that Public Works deploy signs and other traffic control devices to expedite the flow of traffic.
7. Notify adjacent jurisdictions that may be affected by the evacuation, preferably before the evacuation commences.

Damaged Area and/or Evacuated Area Security:

In areas that have suffered damage, access must be controlled to protect health and safety, as well as to protect property. When a local Mayor or the Parish president has issued a local disaster declaration, he or she may take action to control re-entry into a stricken area and the movement of people and occupancy of buildings within a disaster area. In the event of a localized emergency within a municipality without the activation of the EOC, re-entry will be on the authority of the Mayor with the agreement of the discipline of that jurisdiction that instituted the evacuation.

Law enforcement agencies will control access to such areas with roadblocks and, where appropriate, barricades. Access controls should be supplemented by periodic roving patrols, particularly within areas that are readily accessible by persons on foot.



Emergency Operations Plan

ESF#13 Public Safety & Security Appendix #4

Re-entry to damaged or evacuated areas:

Reentry will occur in a tiered approach, based on key roles, in restoring normal operations after a disaster. Admittance will be granted based on the immediate needs and requirements of the locally affected area through the Webster Parish EOC. Reentry shall occur using a phased or 'tiered' approach. It is understood that events that may occur within specific jurisdictions will dictate, based on local needs and factors, what personnel will need access into the affected area. Safety, with regard to public health, travel accessibility and rescue operations will be paramount and of crucial importance in determining any access.

Re-entry to damaged areas will generally be conducted in the three phases outlined below:

Phase1 (Emergency):

Immediate and unrestricted access will be granted to initial emergency responders.

- Law Enforcement
- Fire Department personnel
- EMS personnel
- Search and rescue agents
- Office of Homeland Security & Emergency Preparedness personnel
- Emergency response personnel associated with providing support to critical infrastructure or key resources (at the discretion of local authorities)

Phase 2: Emergency Workers

- Infrastructure and utilities repair personnel
- Official Damage Assessment Teams
- Other personnel at the discretion of the Local, Parish, and State jurisdictions (banking, insurance and businesses deemed essential to the recovery effort)
- Limited media
- Emergency management personnel
- State and federal response agencies

Phase 3: Concerned Parties



Emergency Operations Plan

ESF#13 Public Safety & Security Appendix #4

- Homeowners
- Business owners
- Insurance agents
- Media
- Contractors making temporary repairs

The following conditions should prevail before these individuals are authorized to enter the damaged area:

1. The threat that caused the evacuation has been resolved.
2. Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
3. Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired or rendered safe; and other significant safety hazards have been eliminated.
4. Structures have been inspected and those unsafe to enter are so marked.
5. Some means of fire protection is available.

Key Facilities Security:

There are a number of public and private facilities that must remain in operation during and after an emergency situation to provide essential services to the public. These include selected government direction and control facilities, operating locations for emergency response units, utilities, medical facilities, food suppliers, and key communications services. When there is a credible threat to these facilities that threatens to disrupt continuity of government or provision of essential services to the public, law enforcement may be requested to provide security for these key facilities.

Identification / Credentialing:

The following process for access to incident scene, activated EOC, restricted or evacuated area is in force in Webster Parish:

1. All law enforcement personnel have badges with photo ID.
2. All emergency management personnel have badges with photo ID.
3. All EMS have ID and ambulances.
4. Firefighters are virtually all volunteers and arrive with pumpers and tankers or rescue vehicles and may or may not have badge identification.
5. All utility company workers arrive with marked trucks and company identification.
6. All medical workers have photo ID.
7. Media workers have special ID.



Emergency Operations Plan

ESF#13 Public Safety & Security Appendix #4

In the event of a need to restrict entry into an area, the Webster Parish Sheriff's Office will determine who may or may not enter the area with the assistance of the Webster Parish OHSEP and the EOC.

Common sense suggests that identification cards issued by government, utilities, medical facilities, insurance companies, the media, etc. to their employees be honored as passes or permits for those individuals, unless questions arise regarding their authenticity. If their authenticity is questioned, they should be routed to the nearest law enforcement agency and their authority verified and or a pass issued.

The decision to require passes rests upon the executive branch of local government, and law enforcement agencies will be responsible for issuing passes upon the direction of the activated EOC.

These passes will be honored, unless a reasonable question arises as to their authenticity. If such questions should arise, the party should be routed to the nearest law enforcement agency and considered for a temporary pass.

Access Control Points:

To ensure consistent treatment, personnel staffing access control points shall be provided with clear written guidance on who may be admitted to damaged areas in each phase or reentry. This guidance should be formulated by the ESF#13 Public Safety & Security Coordinator and approved by the activated EOC. In the event that a pass or permit system must be implemented, passes or permits and appropriate written instructions should be developed by the ESF#13 Coordinator, the activated EOC and local government jurisdiction. Copies should be provided to all personnel staffing access control points.

Deployment of Personnel to Another Jurisdiction:

Any personnel or unit that is deployed to another area in time of an emergency, must have the following:

- current driver's license
- marked vehicle (company name, agency name, etc.)
- written authorization from the Director of Webster OHSEP (all deployment must go through the parish Director)



Emergency Operations Plan

ESF#13 Public Safety & Security Appendix #5

ESF #13 Public Safety & Security - ESF Role Aligned to Core Capabilities

All ESFs support the core capabilities of Planning, Operational Coordination, and Public Information and Warning.

Core Capability: Planning

- Mission Areas: All
- Description: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

Core Capability: Operational Coordination

- Mission Areas: All
- Description: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Core Capability: Public Information and Warning

- Mission Areas: All
- Description: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

Core Capability: On-Scene Security and Protection

- Mission Area: Response
- Description: Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for all traditional and atypical response personnel engaged in lifesaving and life-sustaining operations.
- Provide general and specialized Federal law enforcement resources to support local, state, tribal, territorial, insular area, and Federal law enforcement departments and agencies overwhelmed by disasters or acts of terrorism. These ESF #13 FLEOs can perform a wide array of missions as defined through the DHS/FEMA mission assignment process.
- Protect critical infrastructure during prevention activities or disaster response, when requested.



Emergency Operations Plan

ESF#13 Public Safety & Security Appendix #5

- Protect emergency responders.
 - Determine the role, if any, of private sector/nongovernmental organizations in the overall public safety and security response.
 - Assist state law enforcement and government officials in determining the methodology by which FLEOs will be granted state law enforcement authority during ESF #13 responses.
 - Manage the development of pre-scripted mission assignments to address known and anticipated disaster response public safety and security short falls.
 - Give priority to life safety missions first, followed by missions that address security and the protection of infrastructure/property.
 - Consider the availability of safety and security resources within the requesting Federal department or agency when providing ESF #13 support to other Federal ESFs.
-



Emergency Operations Plan

ESF #14 Community Recovery, Mitigation & Economic Stabilization

Coordinator: President of Webster Parish Police Jury

Primary: Webster Parish Police Jury

**Support: Webster Parish OHSEP Director
Elected Officials Parish and Municipal Government
Webster Parish Public Works
Webster Parish Public Health
Webster Parish District Attorney
Webster Parish Consulting Engineer
Webster Parish Tax Assessor
Economic Development Organizations**

I. PURPOSE AND SCOPE

ESF #14 is concerned with long-term policies and programs for community recovery, mitigation and economic stabilization. This ESF provides for the recovery of the parish from the long-term impacts and consequences of emergencies and disasters. The ESF addresses the stabilization of the parish and local economies and measures taken to reduce or eliminate risk from future emergencies and disasters, wherever possible.

Pre- and post-disaster planning are critical for successful and timely recovery. This annex promotes community planning to implement disaster recovery activities involving the whole community in order to achieve identified community objectives and increase parish resilience. ESF #14 encourages effective economic recovery by promoting pre-disaster community planning which includes mitigation actions that will also increase the resilience of the parish. The ability to restore infrastructure and services will improve resilience and increases protection from future hazards.

ESF #14 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation. ESF #14 will likely be activated for large scale events that require local government assistance to address impacts in areas such as housing, business, employment, and infrastructure. This ESF may also be activated for smaller scale events when necessary.



Emergency Operations Plan

ESF #14 Community Recovery, Mitigation & Economic Stabilization

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Webster Parish is vulnerable to disasters that could cause public and private property loss and damage, death and injury, damage to the environment, and prolonged disruption of commercial activity.
2. In the event that such damage occurs, planned damage assessment and recovery procedures/guidelines are essential for returning the community to normal after a major emergency or disaster.
3. Disaster recovery typically lasts much longer and costs significantly more than preparedness and response activities.
4. The Stafford Act authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of assistance that may be made available. The majority of federal disaster assistance programs are administered by state agencies.
5. The State of Louisiana GOHSEP may assist with both individual assistance and public assistance programs.

B. Assumptions

1. All appropriate disaster declarations will be made in a timely manner.
2. Given Webster Parish's limited resources to accomplish recovery operations, the State and Federal governments will play a major role, substantially supplementing the parish efforts.
3. Depending on the type and scope of the incident, federal resources and/or funds may be available for public and/or private (individual and businesses) assistance.
4. A long-term recovery plan will be developed based on the impacts of the specific disaster or emergency. Long-term recovery planning and activities could include mitigation efforts to reduce the potential hazard of similar disasters in the future.
5. Many types of public, private, and volunteer assistance will be offered following an extreme emergency that will involve unique management



Emergency Operations Plan

ESF #14 Community Recovery, Mitigation & Economic Stabilization

challenges and further test parish sheltering and feeding capacities.

6. Depending on the incident, it may be more appropriate for some recovery functions to be tasked to a specific parish department rather than an EOC section. Specially qualified persons/agencies from the public and private sectors may be appointed to perform functions unique to large-scale recovery operations.
7. When an emergency or disaster has occurred and caused significant damage, the lessons learned from the event can provide guidance for new mitigation strategies to be implemented in the Webster Parish All-Hazards Mitigation Plan.

III. CONCEPT OF OPERATIONS

A. General

1. Immediately after any emergency/disaster, response activities to save lives and protect property should have the highest priority. However, recovery activities can be conducted concurrently with response and should commence as soon as possible.
2. Recovery and restoration actions following any emergency or disaster should be determined by the specific event. Recovery plans are based on the damage assessment; an awareness of what shape the recovery should take in the rebuilding of infrastructure; the environment and the economy; and the resources available for that rebuilding.
3. ESF #14 provides the coordination methods for local government to:
 - a. Conduct preliminary and post event damage assessments, provide documentation, do loss analysis, and coordinate efforts to address long-term community recovery and mitigation issues.
 - b. Determine responsibilities for recovery activities and provide continuity of government and other involved organizations to ensure the follow through of recovery and hazard mitigation efforts.

B. Phases of Emergency Management

The following describe the four phases of emergency management associated with community recovery and mitigation.

1. **Mitigation:** The Webster Parish All-Hazards Mitigation Plan serves



Emergency Operations Plan

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as the official mitigation plan of Webster Parish and provides many strategies to reduce the risks to hazards associated with disasters. The Webster Parish OHSEP maintains this plan, which is available for use by the primary and support agencies and the general public. After a federally declared disaster, a mitigation grant program is usually available. Local entities should investigate possible projects for reducing future disaster damage and losses. Parish EOC and GOHSEP EOC will assist local entities with the process.

- 2. Preparedness:** In coordination with other ESFs, coordinating, primary, and support agencies ascertain vulnerable critical facilities as a basis for identifying recovery priorities. The ESF #14 Coordinator will develop and maintain information and liaison with agencies and organizations at local, parish, state and federal government, private industry and volunteer organizations that could furnish assistance in and after an emergency or disaster.
- 3. Response:** Webster Parish Police Jury gathers information from parish departments and agencies to assess the scope and magnitude of social and economic impacts from the affected area. It enables the ESF #14 Coordinator to facilitate hazard mitigation and recovery planning efforts. The department also encourages information sharing among agencies to coordinate early resolution of issues. The Webster Parish Police Jury through the Webster OHSEP Director maintains liaison with GOHSEP which identifies the appropriate State programs to support implementation of long-term community recovery plans and to cover gaps within the local authority's funding where feasible.
- 4. Recovery:** Recovery and restoration operations begin at the EOC. Those operations are based on situation and Preliminary Damage Assessments (PDAs). If the assessments identify significant damage has occurred, the Director of Webster OHSEP will request that the President of the WPPJ make a declaration and request for emergency assistance. The ESF #14 Coordinator will assess the long-term consequences of emergencies and disasters, particularly those disasters that have a catastrophic impact on the economic infrastructure and viability of communities and regions. The ESF #14 Coordinator will work with local, parish, state and federal authorities to develop plans, programs and initiatives aimed at long-term recovery. Priority will be given to programs and projects that reduce or eliminate risk from future emergencies and disasters, wherever possible.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES



Emergency Operations Plan

ESF #14 Community Recovery, Mitigation & Economic Stabilization

The following responsibilities are assigned to individuals, agencies or organizations in no particular order of importance.

A. Director of Webster OHSEP

1. Designates the Webster Parish Police Jury President ESF #14 Coordinator.
2. The Webster Parish OHSEP ensures procedures, programs, and contact information is up to date; discusses lessons learned from events and exercises with other coordinating agencies; and develops plans identifying agency participation based on the nature and size of the incident.
3. The Webster Parish OHSEP maintains a directory of facilities in Webster Parish which includes relevant information such as facility location and contact information.
4. Serves as ESF #5 Coordinator (Emergency Management).

B. President of Webster Parish Police Jury

1. Serves as or designates an ESF #14 Coordinator.
2. Works to establish a partnership with business and industry to help ensure all available programs are implemented to assist with economic stabilization and recovery.
3. Serves as liaison to state, federal, volunteer and private agencies providing assistance and implementing recovery programs. Depending on the type, scope and duration of the event, these agency representatives may become critical members of the parish's recovery team.
4. Works with state and federal officials to ensure that mitigation initiatives are considered in rebuilding and redevelopment when feasible and practical.
5. Coordinates with neighborhood groups and volunteer agencies to ensure community needs related to the disaster have been identified and appropriate local, state and federal assistance is made available to address important community issues.
6. Prioritizes restoration of essential parish facilities. Addresses the stabilization of the parish and local economies and measures taken to reduce or eliminate future risk.



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ESF #14 Community Recovery, Mitigation & Economic Stabilization

7. Initiates, organizes and coordinates long-term policies and programs for community recovery, mitigation and economic stabilization.
8. Coordinates with the ESF #5 Coordinator (Emergency Management).

C. Webster Parish Police Jury

1. Analyze, develop and enact policies and programs for integrated community recovery, mitigation and economic stabilization to capitalize on opportunities that minimize the risk to all hazards.
2. Local and state government activities are integrated and when activated to respond, primary agencies will develop work priorities in cooperation with State and Local government and in coordination with federal government.
3. When repairing and restoring services and facilities, is encouraged to investigate alternative plans and activities to potentially reduce future damages and impacts and strengthen the ability to withstand and recover from future disasters.
4. Coordinates with the ESF #14 Coordinator.

D. Parish and Municipal Government

1. Local government (municipal and parish) is responsible for their own public works and infrastructure and have the primary responsibility for incident prevention, preparedness, response and recovery and strengthening the ability to withstand and recover from future disasters.
2. When repairing and restoring services and facilities, each entity is encouraged to investigate alternative plans and activities to potentially reduce future damages and impacts.
3. Local and state government activities are integrated and when activated to respond, primary agencies will develop work priorities in cooperation with State and Local government and in coordination with federal government.
4. Local authorities are responsible for obtaining required waivers and clearances related to support of this ESF and the inspection, designation and demolition of hazardous structures.
5. Develop and maintain plans, policies and programs for community



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recovery, mitigation and economic stabilization.

6. Coordinates with the ESF #14 Coordinator.

E. Private Sector Infrastructure

1. The private sector is a partner and/or lead for the rapid restoration of infrastructure-related services and initiates tasks on their own for restoration of infrastructure.
2. Appropriate private-sector entities are integrated into the planning and decision-making processes as necessary.
3. It is critical that close coordination occur during an emergency to assure that the most appropriate emergency response activities are undertaken to protect the health and safety of the citizens.
4. Private companies exist that may be able to provide temporary equipment to assist in the provision of utility services.
5. Private sector should participate in planning long-term community recovery measures to reduce or eliminate future risk.
6. Coordinates with the ESF #14 Coordinator.

F. Economic Development Organizations

1. Develop and maintain plans and procedures to support this ESF.
2. Addresses the stabilization of local and regional economies and formulates measures taken to recover from long term impacts and consequences.
3. May play a key role in economic damage assessment and evaluation of recovering facilities.
4. Coordinates with the ESF #14 Coordinator.

G. Webster Parish Consulting Engineer

1. Provides technical advice, recommendations and coordination for planning projects.



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ESF #14 Community Recovery, Mitigation & Economic Stabilization

2. Coordinates with ESF #14 Coordinator.

H. District Attorney

1. Assists with legal activities associated with response and recovery.
2. Coordinates with the ESF #14 Coordinator.

I. Webster Parish Tax Assessor

1. The Webster Parish Tax Assessor's Office keeps updated information on estimated property values, which can be readily accessed electronically or manually through the departmental records.
2. Coordinates with the ESF #14 Coordinator

V. DIRECTION AND CONTROL

A. Authority to Initiate Actions

1. The Webster Parish Police Jury is responsible for the recovery, mitigation and economic stabilization of Webster Parish.
2. Individual municipal governments are responsible for efforts within their jurisdictions.
3. Parish and municipal government, as well as health agencies, social services, and public and private industry will participate in the recovery, mitigation and economic stabilization of Webster Parish after a disaster.

B. Command Responsibility for Specific Actions

1. The activated EOC Staff is responsible for ensuring that appropriate disaster recovery activities are accomplished as a part of the Parish's Emergency Operations Plan (EOP).
2. Overall coordination of the disaster recovery process will be exercised from the EOC when activated. When the EOC is deactivated, on-going disaster recovery for Webster Parish will be handled throughout the individual agencies.
3. The Webster Parish Hazard Mitigation Plan is incorporated by reference for this ESF. Zoning and land use ordinances and regulations will be developed



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in the post-disaster period. Appropriate post-disaster mitigation plans will be developed to reduce future risk.

C. ICS / NIMS

See Basic Plan Section V-C.

VI. CONTINUITY OF GOVERNMENT

See Basic Plan Section VI.

VII. ADMINISTRATION AND LOGISTICS

See Basic Plan Section VII.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Webster Parish Police Jury is responsible for the maintenance of this annex as well as the Hazard Mitigation Plan.
- B. Each tasked organization is responsible to ensure its own operational capabilities.
- C. All tasked organizations will maintain Standard Operating Guidelines.
- D. The ESF #14 Coordinator will be responsible for periodically reviewing, updating, exercising, modifying, accepting and approving this ESF.
- E. The Director of Webster OHSEP has responsibility for coordinating the revision of this annex.
- F. This annex will be reviewed, updated and revised according to the policy outlined in the Basic Plan Section VIII.

IX. AUTHORITIES AND REFERENCES

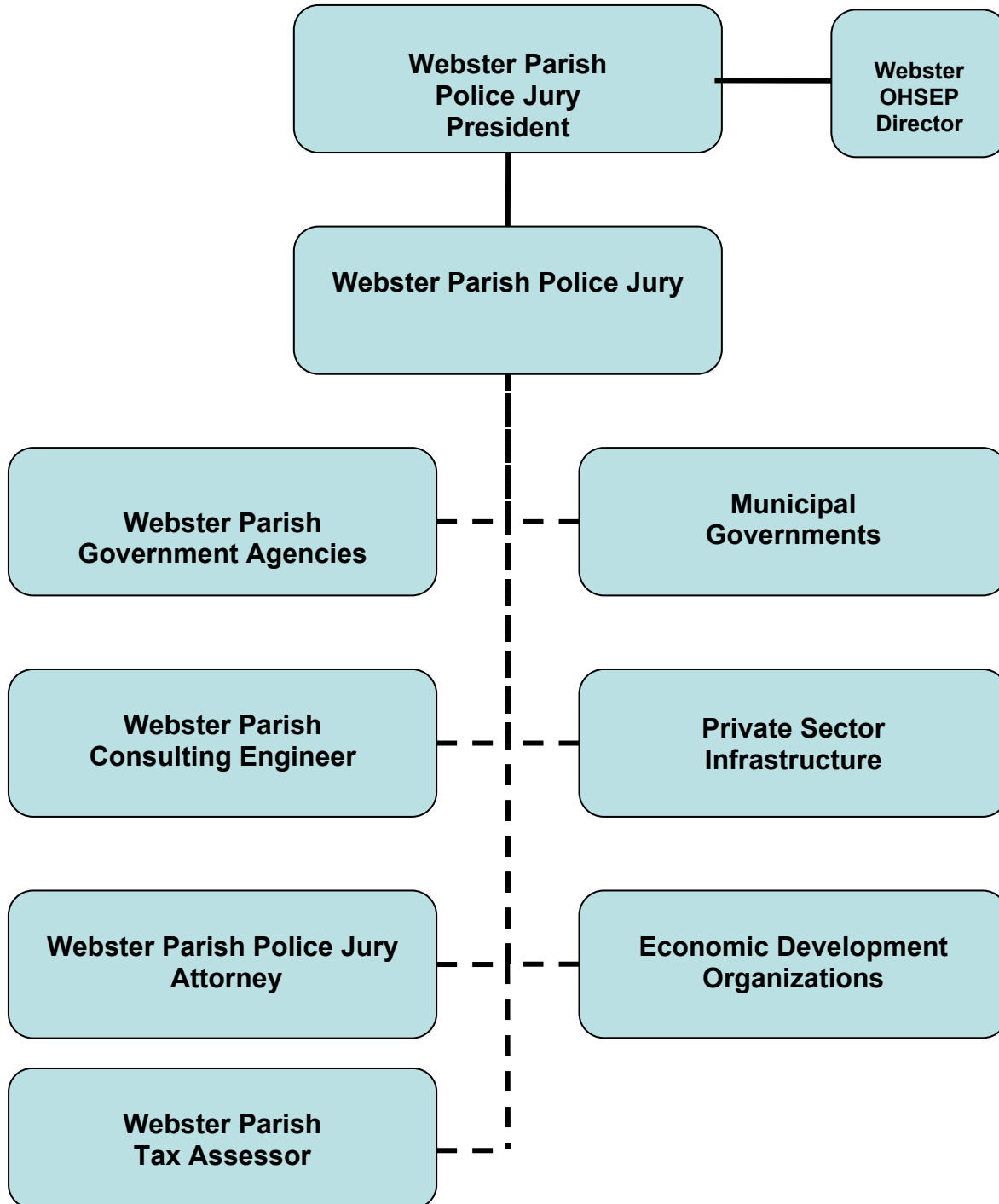
See Basic Plan Section IX.



Emergency Operations Plan

ESF #14 Community Recovery Appendix #1

Webster Parish Community Recovery, Mitigation and Economic Stabilization Organization Chart



Legend:
—— Direct
- - - - Coordination



Emergency Operations Plan

ESF #14 Community Recovery Appendix #2

Webster Parish Community Recovery, Mitigation and Economic Stabilization Responsibility Chart

Community Recovery, Mitigation, and Economic Stabilization Responsibility	Authority / Policy	Coordination	Analysis	Advice on legal issues	Technical advice	Community Actions	Infrastructure Restoration
Webster Parish Police Jury President	X	X	X			X	X
Webster Parish Police Jury	X	X	X			X	X
Webster OHSEP Director		X	X				
Elected Officials Parish Government	X	X	X			X	X
Elected Officials Municipal Government	X	X	X			X	X
Private Sector Infrastructure			X			X	X
Economic Development Organizations			X			X	X
Webster Parish District Attorney			X	X		X	
Webster Parish Tax Assessor			X			X	X
Webster Parish Consulting Engineer			X		X		X



Emergency Operations Plan

ESF #14 Community Recovery Appendix #3

Economic Development Organizations

A list of economic development organizations for the area is maintained at Webster OHSEP and available to the activated EOC.



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ESF #14 Community Recovery Appendix #4

Critical Infrastructure

Critical infrastructure (as defined by DHS) includes any system or asset that, if disabled or disrupted in any significant way, would result in catastrophic loss of life or catastrophic economic loss.

Some examples of critical infrastructure include the following:

Public water systems serving large population centers.

Primary data storage and processing facilities, stock exchanges, or major banking centers.

Chemical facilities located in close proximity to large population centers.

Major power generation facilities that exceed 2,000 MW and support the regional electric grid.

Hydroelectric facilities and dams that produce power in excess of 2,000 MW or could cause catastrophic loss of life if breached.

Nuclear power plants.

Major underground gas, water, phone and electrical supplies that, if cut off, would affect a large population.

Local Critical Infrastructure: includes any system or asset that, if disabled or disrupted in any significant way, would result in catastrophic loss of life or catastrophic economic loss to Webster Parish.

***GOHSEP** and the State of Louisiana has designated the Webster Parish Courthouse as the only critical infrastructure within Webster Parish.

Webster Parish OHSEP has identified the following systems or assets that, if disabled or disrupted in any significant way, would result in catastrophic loss of life or catastrophic economic loss to Webster Parish.

City of Minden City Hall
City of Springhill City Hall
Minden Medical Center
Springhill Medical Center
Webster Parish Tax Assessor's Office
Any School that is in session



Emergency Operations Plan

ESF #14 Community Recovery Appendix #5

Pre and Post Disaster Planning

A. Local Government Pre-Disaster Planning Activities

Local governments examine community-wide issues as part of pre-disaster planning. Local governments are encouraged to:

- Understand key hazards, risks and vulnerabilities that cause systemic and major disruptions and challenges for disaster recovery, reconstruction and revitalization.
- Communicate risks and vulnerabilities to the exposed community in an accessible and effective manner.
- Include businesses and the nonprofit sector as partners in planning.
- Pre-identify hazard mitigation goals, objectives and actions and incorporate them into ongoing pre-disaster recovery planning.
- Incorporate hazard mitigation in design and construction and promote hazard mitigation to community members through measures including, but not limited to, the adoption and enforcement of appropriate building codes and standards.
- Predetermine local recovery functions, roles, structures and funding for post-disaster recovery efforts to expedite the recovery process.
- Determine how local disaster support functions work with State and Federal resources, to include Recovery Support Functions (RSFs).
- Define critical infrastructure and key services that must be restored immediately post-disaster.
- Maintain capability to expeditiously and effectively address recovery challenges, such as implementing building moratoriums, conducting damage assessments and issuing variances necessary to assist early recovery.
- Plan for the needs of individuals with disabilities and others with access and functional needs, children and seniors as a fundamental aspect of the recovery plan rather than as a supplement or special plan.
- Work with government agencies to articulate and solidify collaborations between local, State and Tribal governments, particularly when multiple jurisdictions are involved and affected.



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ESF #14 Community Recovery Appendix #5

- Identify community organizations with pre-established strategies in place to reach their stakeholders and coordinate information sharing with these organizations regarding planning activities and meetings.
- Plan for the needs of individuals and families that have been displaced by the disaster.
- Plan the coordination and outreach and awareness efforts to individuals with disabilities, individuals with limited English proficiency, seniors, children and other members of underserved populations.

B. Local Government Post Disaster Planning Activities

Recovery planning within a community is dependent on an active local government. Local governments are encouraged to:

- Provide leadership in recovery planning and prioritization of goals.
- Determine need and deploy a Local Disaster Recovery Manager (LDRM) or equivalent.
- Incorporate principles of post-disaster planning into the recovery process.
- Coordinate with relevant regional planning organizations that provide resources and/or planning expertise.
- Promote partnerships between nonprofit organizations, faith-based organizations, the private sector or other relevant organizations and nontraditional and underserved populations throughout the recovery process.
- Review pre-existing plans and cross-check against post-disaster planning priorities.
- Implement a transparent, accountable system to manage recovery resources.
- Manage overall recovery coordination at the local level.
- Communicate post-disaster planning as well as organizational and operational needs to the State.
- Lead an inclusive and accessible planning process, facilitating practices that comply with applicable laws, including civil rights mandates.
- Enforce all applicable Federal worker protection laws for workers who are employed to rebuild the impacted community. These Federal laws include the *Fair Labor Standards Act*, *Occupational Safety and Health Regulations*, *National Labor*



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ESF #14 Community Recovery Appendix #5

Relations Act and the laws administered by the Equal Employment Opportunity Commission (EEOC).

*from the National Disaster Recovery Framework



Emergency Operations Plan

ESF #14 Community Recovery Appendix #6

ESF #14 Community Recovery - ESF Role Aligned to Core Capabilities

All ESFs support the core capabilities of Planning, Operational Coordination, and Public Information and Warning.

Core Capability: Planning

- Mission Areas: All
- Description: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

Core Capability: Operational Coordination

- Mission Areas: All
- Description: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Core Capability: Public Information and Warning

- Mission Areas: All
- Description: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

Core Capability: Economic Recovery

- Mission Area: Recovery
- Description: Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in a sustainable and economically viable community.

Core Capability: Health and Social Services

- Mission Area: Recovery
- Description: Restore and improve health and social services networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.



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ESF #14 Community Recovery Appendix #6

Core Capability: Housing

- Mission Area: Recovery
- Description: Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.

Core Capability: Infrastructure Systems

- Mission Areas: Response, Recovery
- Description: Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
- Prepares for potential public works and engineering requirements. Activities include providing public information, contributing to situational awareness, establishing response teams, leveraging technological tools, training and exercising with partners, establishing private sector contracts and agreements, and coordinating with volunteer organizations and other nongovernmental partners.
- Conducts pre-incident and post-incident assessments of public works and infrastructure.
- Executes emergency contract support for life-saving and life-sustaining services.
- Provides emergency repair of damaged public infrastructure and critical facilities.
- Supports restoration of critical navigation, flood control, and other water infrastructure systems, including drinking water and wastewater utilities.
- Provides assessment and emergency response for support for water, wastewater treatment facilities, levees, dams, buildings, bridges and other infrastructure.
- Provides temporary emergency power to critical facilities (e.g., hospitals, water treatment plants, shelters, fire/police stations).
- Constructs temporary critical public facilities to temporarily replace destroyed or damaged following a disaster (e.g., schools, local government offices, fire stations, police stations, and medical facilities) in coordination with ESF #6.
- Provides assistance in the monitoring and stabilization of damaged structures and the demolition of structures designated as immediate hazards to public health and safety.
- Provides structural specialist expertise to support inspection of mass care facilities and urban search and rescue operations in coordination with ESF #9.
- Manages, monitors, and/or provides technical advice in the clearance, removal, and disposal of debris from public property and the reestablishment of ground and water routes into impacted areas. For the purposes of ESF #3, the term "debris" includes general construction debris that may contain inherent building



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ESF #14 Community Recovery Appendix #6

material contaminants, such as asbestos or paint. Debris may also include livestock or poultry carcasses and/or plant materials.

- Provides technical assistance to include engineering expertise, construction management, contracting, real estate services, and inspection of private/commercial structures.
- Provides engineering and construction expertise, responders, supplies, and equipment to address flooding to include providing advance measures in anticipation of imminent severe flooding.

Core Capability: Natural and Cultural Resources

- Mission Area: Recovery
 - Description: Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with appropriate environmental and historical preservation laws and executive orders.
-



Emergency Operations Plan

ESF #15 Public Information

Coordinator: Director of Webster OHSEP

Primary: Webster Parish OHSEP

Support: Webster Parish Police Jury
Municipal / Agency PIOs
EAS Stations
Media
Volunteers

I. PURPOSE

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

Many agencies have designated Public Information Officers (PIOs) and existing departmental emergency public information plans and procedures/guidelines. ESF #15 is not designed to take the place of these plans, rather it is designed to compliment and support the departmental staffing and procedures/guidelines already in place.

ESF #15 may be activated independently or in conjunction with other ESFs depending on the needs of the situation.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. A natural or human-caused emergency or disaster may occur at any time. Any emergency or disaster requires activation of the emergency public information (EPI) response organization.
2. During periods of major emergency, the public needs detailed information regarding protective action to be taken for minimizing loss of life and property.



Emergency Operations Plan

ESF #15 Public Information

3. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that prior to the occurrence of an emergency, the public be made aware of potential hazards and the protective measures that should be employed.
4. The primary means by which EPI will be disseminated are: direct contact with the media and by use of the Emergency Alert System (EAS), television, radio, newspapers and specially printed material. In the Webster Parish area, all radio and television stations participate in the EAS and will simulcast emergency announcements.
5. In the event of power failure, door-to-door sweeps and vehicle-mounted public address systems will be used to notify the public of warnings or information pertinent to the emergency or disaster.
6. The TV broadcast stations are in Shreveport, Louisiana, and cover the Ark-La-Tex area which includes Webster Parish. There are no local TV stations. Most households receive a newspaper and have TV or cable access, as well as radio reception. There are local newspapers in Minden (Monday to Friday) and Springhill (weekly) as well as the daily newspaper in Shreveport. Most people also have internet access.

B. Assumptions

1. In an emergency situation, the public will demand information about the emergency and the protective actions to be taken
2. Public education and information program will help save lives and property during emergencies and disasters if the public knows how to prepare for them.
3. Normal means of communications in the affected areas may be either destroyed or largely incapacitated.
4. Responding agencies will provide information to reduce public concerns about the incident and response activities.
5. Sufficient trained support personnel will be available to help coordinate public information and interface with the media and other agencies.
6. Demands for information from media outside the jurisdiction will be significantly increased in a disaster.



Emergency Operations Plan

ESF #15 Public Information

7. Rumor control procedures directed by the designated PIO will prevent incorrect information from affecting emergency response activities.
8. State-level news releases should be coordinated with the parish ESF #15 Coordinator and not conflict with local level releases.
9. During terrorist events, the FBI will take the lead for external communications activities and work closely with local officials to release consistent emergency public information messages.
10. When special populations are affected by major events, specifically tailored messages will be required to effectively provide notification and communicate information to special populations.

III. CONCEPT OF OPERATIONS

A. General

1. The local agencies of Webster Parish are committed to a proactive public information program before, during and after a disaster or emergency.
2. The timely preparation and release of public emergency information to the news media and public are the responsibility of the ESF #15 Coordinator working under the general direction of the WPPJ and Webster OHSEP if the EOC is activated.
3. Life-safety information and instructions to the public have first priority for release.
4. Webster Parish will endeavor to release timely and accurate emergency information to the public concerning emergency preparedness, response and recovery.
5. The EOC PIO maintains listings of media contacts and Emergency Alert System (EAS) networks and relies on those contacts and networks for the dissemination of Emergency Public Information.
6. During a parish-wide or large disaster, a Joint Information Center (JIC) may be established to coordinate the dissemination of information about all parish, state and federal disaster response and recovery programs.



Emergency Operations Plan

ESF #15 Public Information

B. Phases of Emergency Management

The following describe the four phases of emergency management associated with the public information function.

- 1. Mitigation:** Emergency Management conducts public education and disseminates public information as part of regular business. Much of this information is based on all-hazards planning and specific information is made available which offers insight and suggestions for reducing risks associated with those hazards. Webster OHSEP in conjunction with incorporated municipalities and special purpose districts, conducts vulnerability assessments and logs critical facilities through the Webster Parish All-Hazards Mitigation Plan. This plan is published separately and identifies significant hazard occurrences of the past as well as offering strategy to mitigate potential losses to life and property. The plan is available to the public for review.
- 2. Preparedness:** Elected Officials and the ESF #15 Coordinator should participate in exercises to practice public affairs responsibilities. Press releases from exercises are reviewed to ensure that appropriate protective actions have been recommended for the public. All pertinent agencies are encouraged to train appropriate staff to implement public information responsibilities and to prepare resource materials to be used for an emergency or disaster. The ESF #15 Coordinator will develop effective working relationships with the news media, will develop plans and agreements with other agencies and the media to have responsive channels for the dissemination of emergency information.
- 3. Response:** In coordination with the activated EOC disseminate emergency instructions and critical information to the public, including health or safety concerns, ways to reduce associated dangers, evacuation instructions and shelter locations. Provide the public (through the media) with accurate information regarding the event. Resolve any conflicting information & dispel rumors. If the situation dictates, activate and staff the Joint Information Center (JIC).
- 4. Recovery:** Emergency public information activities will continue as long as they are needed. The ESF 15 Coordinator will monitor information needs to determine when activities can be turned to recovery. As soon as possible after the emergency has passed, all agencies will conduct assessments to be used to define the need for resources and strategies for future operations. Prepare reports and provide input for an after-action report.



Emergency Operations Plan

ESF #15 Public Information

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILTIES

The following tasks are assigned to the agencies, organizations, chiefs, or individuals as listed:

A. Webster Parish Police Jury and President of WPPJ

1. Local jurisdictions are responsible for providing its citizens with information on the event and what immediate protective actions they should take, such as taking shelter or evacuating. Local government is responsible for providing the public with information and intermediate protective actions designed to further save lives, protect property, economy and the environment, and long-term recovery actions to restore the affected community, as nearly as possible, to its pre-incident condition.
2. The President of WPPJ delegates public information responsibilities to the Director of Webster OHSEP.

B. Director of Webster OHSEP

1. The Director of OHSEP has the responsibility to serve as or appoint a staff member to the position of ESF #15 Coordinator (Public Information).
2. Serves as official spokesperson before media, or designates an ESF #15 Coordinator.
3. Reviews and approves emergency public information messages and press releases prior to public delivery through broadcast media.
4. Requires the ESF #15 Coordinator to report to the activated EOC.

C. ESF #15 Coordinator (Public Information)

1. The primary role of the ESF #15 Coordinator is to gather, verify, coordinate, and disseminate emergency instructions and critical information through the media to the public.
2. Provide the public accurate and complete information regarding incident cause, size, status, resources committed and potential short or long-term impacts, if known, and to address important inaccuracies before they are reported incorrectly a second time.
3. Will utilize local agencies to distribute emergency information to the public



Emergency Operations Plan

ESF #15 Public Information

and special populations.

4. Develops messages in conjunction with other primary agencies to be distributed through the Emergency Alert System (EAS).
5. Establishes an information center to provide instructions and information to the public about emergencies or disasters.
6. The PIO must get approval on all messages prior to their delivery from the Director of Webster OHSEP or President of WPPJ.
7. Any releases prepared by the EOC which quote or mention another jurisdiction should be coordinated with the respective jurisdiction before being released.
8. In cases where Incident Command has been established, provides policy guidance on the transfer of authority to release information from the ICP to the EOC should the incident exceed a predetermined level.
9. Designates location for media briefings. Schedules news conferences, interviews, and other media access (subject to any special media convergence provisions). Approves implementation of any special provisions for media convergence. In the event of a convergence of media, some duties may be transferred to an outside person with experience dealing with out of town media.
10. Coordinates rumor control activity. Ensures that the public is able to obtain additional information and provide feedback (e.g., with hotline for public inquiries).
11. Coordinates with appropriate officials to obtain necessary information and timely preparation of news releases. Briefs public affairs officers who go to the incident site.
12. Reviews all print and other media reports for accuracy.
13. Maintains a chronological record of disaster events.
14. Coordinates with the ESF #5 Coordinator (Emergency Management).

D. Municipal or Agency PIOs

1. All Parish departments and agencies shall gather, share, manage, and



Emergency Operations Plan

ESF #15 Public Information

coordinate with the ESF #15 Coordinator in releasing information to the public, unless directed otherwise by the WPPJ.

2. All public affairs officers for individual agencies will coordinate with the ESF #15 Coordinator (Public Information) through briefings and through regular contact thereafter.
3. Webster OHSEP will coordinate with other local governments the use of parish sources. If the disaster is primarily within a municipal jurisdiction, the Mayor may appoint their own PIO who should coordinate with the ESF #15 Coordinator through the activated EOC.
4. Incorporated cities and towns are entitled to release information concerning their emergency actions. Any releases prepared by the EOC, city, or town which quote or mention another jurisdiction should be coordinated with the respective jurisdiction before being released.
5. The on-shift PIO is provided public affairs resources from EOC representatives and Emergency Management staff to include items such as situation reports, notes, and protective actions recommendations, and contact information for pertinent community organizations and individuals.
6. Coordinates with the ESF #15 Coordinator.

E. EAS Stations

1. Store “canned” EPI messages (other than warnings) and disseminate this information at the Public Information Coordinator’s request.
2. Disseminates information when requested to do so by the ESF #15 Coordinator.
3. Coordinates with the ESF #15 Coordinator.

F. Media

1. Verify field reports of emergency development with Public Information Officers of city or parish government.
2. The broadcast media is responsible for disseminating warning messages provided by authorized sources to the general public as rapidly as possible in the event of an impending or actual disaster.



Emergency Operations Plan

ESF #15 Public Information

3. Cooperate in public education efforts and with dissemination of information.
4. The media will be responsible for maintaining a constant state of readiness to implement the dissemination of critical information during periods of increased readiness, response, and recovery from a disaster.
5. The broadcast media is responsible for the activation of the Emergency Alert system (EAS). **Note:** KWKH serves as the Local Primary (LP) EAS station for northwest Louisiana.
6. The media provides public awareness programs concerning life-saving measures to be taken during major disasters.
7. Coordinates with ESF #15 Coordinator.

E. Volunteers

1. Provide support to public inquiry telephone lines, as requested by ESF #15 Coordinator.
2. Provide support in disseminating printed EPI material, as requested by ESF #15 Coordinator.
3. Coordinates with the ESF #15 Coordinator.

V. DIRECTION AND CONTROL

A. Authority to Initiate Actions

1. The President of the Webster Parish Police Jury (WPPJ) has delegated to the Director of Webster OHSEP the authority to speak on behalf of the parish in times of emergency. The Director of Webster OHSEP will initiate the dissemination of emergency information. The activated EOC coordinates messages with public information officer(s) from all involved departments and agencies.
2. Organizations participating in incident management retain their autonomy. The departments, local governments, organizations, or jurisdictions that contribute to the Joint Information System (JIS) do not lose their identities or responsibility for their own programs or policies.
3. All relevant information will be verified through Incident Command on scene and authenticated by the ESF #5 Emergency Management Coordinator



Emergency Operations Plan

ESF #15 Public Information

Director, or his designated PIO, prior to release to the media or the public.

B. Command Responsibility for Specific Actions

1. The ESF #15 Coordinator will coordinate all emergency public information in order to “speak with one voice”. There will only be one ESF #15 Coordinator (Public Information Coordinator), either the Director of Webster OHSEP or his designee to disseminate official information and instructions through the media to the public from the activated EOC. The Director will keep the President of WPPJ informed and clear all information with the President of WPPJ before release.
2. Local jurisdictions which have a designated PIO will coordinate information through Director of Webster OHSEP or the activated EOC. Webster Parish assumes lead responsibility unless the event occurs in the incorporated community and the jurisdiction chooses to accept the lead role as PIO.
3. In emergency situations posing an immediate threat to life any Incident Commander, or any other authorized public official may issue emergency public information. Such officials shall notify Webster OHSEP as soon as possible to facilitate further notifications and actions, as required.
4. In an event involving fatalities, the names of the victims or the cause of death shall not be released without authorization from the Coroner’s office.
5. The state maintains a close working relationship with all state media sources and federal government. Requests for state assistance are coordinated through the Webster OHSEP. The state can provide EPI and or support staff. All assistance should be coordinated through the Director of Webster OHSEP.

C. ICS / NIMS

See Basic Plan Section V-C.

VI. CONTINUITY OF GOVERNMENT

See Basic Plan Section VI.

VII. ADMINISTRATION AND LOGISTICS

A. Administration



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ESF #15 Public Information

Accurate, timely, and useful information is integral to the EPI function whether the information is being reported to the OHSEP or being disseminated to the public.

1. **Field Status Report:** primary source of current information during a disaster.
2. **Public Reaction and Concern / Inquiry:** Log of public requests or inquiries: provide feedback to gauge degree of public knowledge as well as compliance.
3. **Media Coverage File:** collection of press coverage summaries.
4. **Final Chronology of Events:** compilation of sequence of all events.

B. Logistics

1. Webster OHSEP staff will be augmented by 911 Communications staff, deputies, and volunteers, as indicated, to handle any surge in public or media demand for information.
2. The activated EOC will be used for EPI functions. Additional space is available in the Webster Parish Police Jury Meeting Room for media.
3. In the event that a Joint Information Center must be established, the Civic Center in Minden or the Civic Center in Springhill may be used (depending on the location of the disaster.)
4. The ESF #15 Coordinator will coordinate with involved agencies to obtain facilities and provide special equipment needs.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The ESF #15 Coordinator is responsible for the development and implementation of this annex.
- B. This ESF will be reviewed, updated, and revised according to the policy outlined in the Basic Plan Section VIII.



Emergency Operations Plan

ESF #15 Public Information

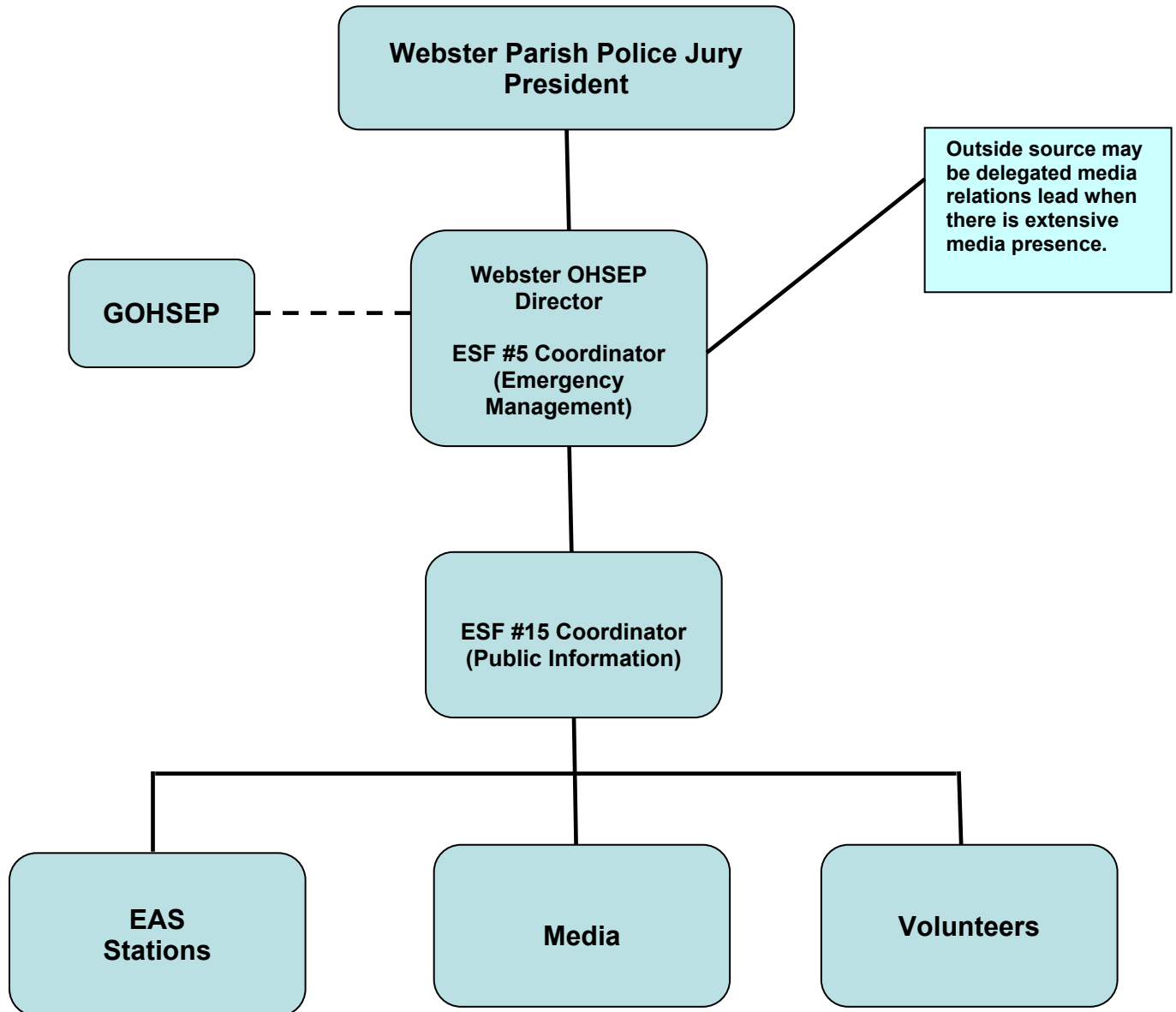
IX. AUTHORITIES AND REFERENCES

- A. See Basic Plan Section IX.
-



Emergency Operations Plan

ESF #15 Public Information Appendix #1



Legend:

- _____ Direct
- Coordination



Emergency Operations Plan

ESF #15 Public Information Appendix #2

Responsibility Chart

Public Information Responsibility	Authority / Policy	Spokesperson	Coordination	Designates media briefing location	Authorizes information to disseminate	Disseminates EPI
Webster Parish Police Jury President	X	X			X	
Webster Parish OHSEP Director	X	X	X	X	X	X
ESF #15 Coordinator	X	X	X	X	X	X
EAS Stations						X
Media						X
Volunteers						X



Emergency Operations Plan

ESF #15 Public Information Appendix #3

Webster Parish Public Information Standard Operating Guidelines

A. General

An incident has occurred and public perception is such that people believe they have been placed in danger by a natural or human-caused emergency or disaster. An effective program combining both education and emergency information will significantly reduce disaster related casualties and property damage. Despite educational programs, it is recognized that people are generally unconcerned about hazards until affected. Thus, special emphasis must be placed on the effectiveness of the emergency information program for the public.

1. Jurisdictions will work to develop alternate means of communicating emergency information to the public for use when incidents create major power failures and disrupt normal methods of disseminating information.
2. Both the media and the public will expect and demand that information about an emergency be provided in a timely manner. The Emergency Alert System (EAS) may be used to give urgent information to the general populations. The local media, particularly radio and television, will perform an essential role in providing emergency instructions and status information to the public, both through news bulletins and the Emergency Alert System (EAS) broadcasts.
3. Webster Parish public information and education programs should endeavor to:
 - a. Provide support during the four phases of emergency management: mitigation, preparedness, response, and recovery operations
 - b. Provide the public with accurate, timely, and easily understood event-related information concerning protective actions, route restrictions, health notices, and emergency assistance information.
 - c. Instructional information will be aimed at increasing the public's awareness of potential hazards they can or will encounter one day and the possible means of dealing with them.
 - d. Dissemination of this vital information relies heavily on the cooperation of commercial media.
4. Public information functions must be coordinated and integrated across jurisdictions and across functional agencies; among local, regional, state and federal partners and with private sector and nongovernmental organizations.



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ESF #15 Public Information Appendix #3

5. Where possible, emergency information will begin with as much educational background as time and the event will permit. Otherwise, the information given will be of an instructional and operational nature on such things as warnings, evacuation, protective actions, and shelter precautions and or locations. During crisis periods, members of the public need and want to know detailed information and every effort will be made to keep them informed of the general progress of events.
6. The needs of the handicapped citizens such as the blind, deaf, and non-institutionalized elderly and disabled, will be addressed through the media, specialized telephone and/or door-to-door public address, as well as the cooperative efforts of the Council on Aging, Office of Family Services, home health agencies, and volunteer organizations.
7. A special effort will be made to report positive information regarding emergency response in order to reassure the community that the situation is under control.

B. Public Information Officer (ESF #15 Coordinator)

The PIO is responsible for communicating with the public, media, and/or coordinating with other agencies, as necessary, with incident related information requirements. The PIO is responsible for developing and releasing information about the incident to the news media, incident personnel, and other appropriate agencies and organizations.

1. PIOs should participate in ongoing training related to emergency management. This should include basic public information, ICS courses, and courses on writing media releases, conducting media interviews, and understanding the role of a JIC.
2. The PIO gathers, verifies, coordinates, and disseminates accurate, accessible, and timely information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external use. All information in the field must be cleared by the Incident Command (IC) prior to release.
3. The ESF #15 Coordinator will coordinate the emergency public information response through all phases of natural or human-caused incidents, regardless of the size or extent of the incident. This will be accomplished in collaboration with the President of the WPPJ, the WPPJ, the Director of Webster OHSEP, the Incident Commander, and the state PIO.
4. Local jurisdictions should establish a Public Information Officer (PIO) to provide



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public information before an emergency or disaster. Webster OHSEP has established the ESF #15 Coordinator position and is available to support any jurisdiction upon request.

C. Notifications

During an incident, communication is critical to effectively help the community through the incident. Methods of communicating with the public may include the use of the Emergency Alert System (EAS), TV, radio, print media, web sites, social media, hotlines, amateur radio, and any other alerting messaging systems.

1. Emergency notification to citizens should be made as soon as possible via the automated Emergency Alert System (EAS), target notifications, mobile PA systems, and local radio/TV broadcasts.
2. PIOs should have direct involvement in public warnings and instructions for personal safety. In major emergencies or disasters, the PIO should work closely with the warning or communications staff in issuing lifesaving or emergency information on the EAS or other means of alerting the public.

D. EOC

1. Emergency public information will be coordinated through the EOC.
2. Demand for information during a disaster will be overwhelming if sufficient trained staff is not available.
3. Local jurisdictions and other response organizations can be notified by Webster OHSEP when an incident has occurred that may require an emergency public information response to support activities at the parish EOC.
4. Upon request of President of WPPJ, PIOs and the Director of Webster OHSEP arrange incident site visits for state and federal government officials and local media, as well as respond to government inquiries about the event.

E. Public Inquiry & Rumor Control

Information is one of the first casualties of a disaster. Rumors often abound and information is usually sketchy at best. It may be hours before officials know the facts. The lack of information or contradictory information may cause confusion. Public awareness campaigns will not be 100% effective. The public will want more information and will call to get it, if possible. The public may accept as valid rumors, hearsay and inaccurate information which may cause unnecessary fear and confusion.



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1. Rumor control will be addressed and every possible effort to report positive information regarding emergency response will be made in order to maintain confidence in government and reassure citizens that the situation is under control. Rumor control will be a major aspect of the information program. Sensitive or critical information must be authorized and verified before release. Unconfirmed rumors or information from unauthorized sources may be responded to in the following manner:

“We will not confirm until we have been able to check out the information through authorized sources. Once we have confirmed information, we will release it to all members of the press at the same time.”

2. Public feedback will be used as a measure of the informational program’s effectiveness. Education efforts will be directed toward increasing public awareness about potential hazards and how people should deal with them. All education efforts will rely heavily on the cooperation of volunteer and commercial media organizations.
3. Verify that the public and officials are getting accurate and complete information through the media in a timely manner. Inaccuracies and rumors that affect health and safety should be addressed immediately with the media and correct information distributed through the media or other means.
4. If a JIC is not operational, a Public Inquiry Center (PIC) may be established to provide a single point of contact for the general public to call and receive current, accurate information regarding a specific event or threat. The EOC determines the need for a public inquiry operation in a disaster or emergency situation and initiates activation of the PIC based on that need.
 - a. The PIC serves a dual purpose. It **disseminates** information by responding to requests from the public and **gathers** information by identifying trends, inaccurate information, misunderstandings, or misperceptions reported by the public or reflected by their inquiries.
 - b. If the misunderstanding indicates an isolated concern, the PIC staff should address the matter directly with the caller. If a pattern of confusion emerges, they should notify the JIC (*if operational*), which then addresses the situation through the news media using traditional tools. If the JIC is not operational, the operator should notify the PIO to take action.

F. Specialized Information Protocols

Necessary and pertinent information will continue to be disseminated after the emergency to keep the public informed about restricted areas, re-entry, locator



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activities and government and private relief activities and services. This will continue as long as necessary.

- 1. Restricted Areas & Reentry:** Information on restricted areas, as well as the process for reentry into an area after it has been declared safe, will be obtained from the appropriate executive officials in coordination with the Incident Commander and disseminated immediately to the media and the public
- 2. Emergency Assistance Information:** Information on any federal, state or local disaster assistance that might be available will be obtained from the agency offering the assistance. In some cases, this information may be given directly to the media and the public. In others cases, a telephone number will be provided for obtaining additional information.
- 3. Casualties:** Information on the number of fatalities, injured and missing will be obtained from the Webster Parish Coroner, Webster Parish Sheriff or local law enforcement and disseminated immediately to the media and the public. The identity of victims will be released only after confirmation of proper next-of-kin notification. Cause of death should not be released without authorization from the Coroner
- 4. Confidential Information:**
 - a. Home phone numbers of city/parish personnel and volunteer emergency workers, and unpublished city/parish numbers
 - b. Do not release information that might hinder emergency response, prejudice the outcome of an investigation, or pose a further threat to public safety. Examples include:
 - Personal conjecture about the course of the emergency or the conduct of response
 - Speculation.
 - Demeaning information/statements.
 - Information that might compromise the effectiveness of response and recovery.

G. Media

1. Working relationships with media will help during an incident. The PIO should establish media contacts.
2. Local media will be expected to cooperate in placing the community's need for EPI ahead of the need for news coverage, at least in the initial warning and response phase of an emergency. The local media remains after the



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emergency and shares concern for the community's welfare. They also answer to the community for the service they provide and are sensitive to the communications needs of the community.

3. Every effort should be made to allow the media access to the disaster area, consistent with safety.
 - a. In cooperation with the EOC and on-scene personnel, the Incident Commander may allow media representatives restricted access to the scene, accompanied by a member of the Public Information staff. This should be done with regard to the safety of media personnel, the impact on response, and the wishes and concerns of the victims.
 - b. The Public Information Officer should not allow media access to the EOC except under limited, controlled circumstances, and only with prior approval of the Director of Webster OHSEP. Before being admitted to the EOC, media representatives should display appropriate identification and should be escorted by a member of the Public Information staff.
 - c. If it is not safe or practical to admit all media representatives to the scene, a media "pool" may be created, where media representatives select one camera crew to take video footage for all. If even such controlled access is impractical, a "staged" photo opportunity to tape response vehicles or support activities may satisfy the media's need for video footage.
 - d. Response personnel must be protected from unwanted media intrusion. Off-shift personnel should be provided uninterrupted rest. It may be necessary to provide security to facilities where response personnel are housed and disconnect the telephones to ensure privacy.
 - e. Victims and families should have access to public officials without having to face media. Try to provide a secure entrance to the administrative offices, or arrange a briefing/interview room away from the media.
 - f. Response personnel should not comment on the incident without the knowledge and consent of the Public Information Officer or IC.
4. Some events, or even forecast events, will bring many reporters, photographers, and camera crews to an area, creating heavy demands on the EPI organization. External media will be interested in spectacle and "human interest" stories of universal appeal and quick impact and less interested in details. Relations become a challenge when demands for coverage overwhelm the EPI's ability to perform its basic mission.



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H. Joint Information System (JIS)

The Joint Information System (JIS) describes all public information activities being conducted regarding the event, including those outside the EOC and the JIC (i.e., public information functions being carried out at the scene and from departmental offices or other remote offices and locations). The JIS integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations.

1. The mission of the JIS is to provide a structure and system for:
 - a. developing and delivering coordinated interagency messages
 - b. developing, recommending, and executing public information plans and strategies on behalf of the IC
 - c. advising the IC concerning public affairs issues that could affect a response effort
 - d. controlling rumors and inaccurate information that could undermine public confidence in the incident response effort
2. The ESF #15 Coordinator should work to establish communications with all JIS components to facilitate the exchange of information. The use of an organized JIS should help to ensure interagency communication and the release of consistent information.
3. As part of the JIS, the on-scene agency PIO should address media representatives at the incident site and keep the EOC and the JIC informed of these briefings. Contact with JIS components will be maintained primarily by telephone and radio.
4. The ESF #15 Coordinator with assistance from activated EOC coordinators will coordinate public information actions with the state PIO. Messages will be coordinated through the establishment of a JIS, where agency representatives share information throughout the event. This enables local agencies to share information at the state and federal levels if necessary.

I. Joint Information Center (JIC)

The JIC is a central location that facilitates operation of the JIS. It is a location where personnel with public information responsibilities perform critical emergency information functions and crisis communications.

1. In the event of a major disaster, a Joint Information Center (JIC) may be established for the following purposes:



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ESF #15 Public Information Appendix #3

- a. gather and coordinate information and serve as the “hub” for the release of timely, accurate, consistent and useful disaster related information.
 - b. allow all involved organizations to speak with “one voice” providing consistent messages to the public.
 - c. enable the EOC team to concentrate on emergency decision-making and refer all media and public inquires to the JIC.
 - d. ensure the ability exists to answer direct inquiries from the public.
 - e. monitor media coverage to verify the accuracy of information being disseminated.
 - f. be proactive in responding to the disaster related information needs of all audiences.
 - g. develop and implement a comprehensive public information strategy to gain and maintain public trust and confidence.
2. If possible, it is advised to have location(s) identified that could be used as a JIC before an incident occurs; ideally, in close proximity to the EOC. It is important that these locations meet the working needs of the PIO function and allow easy access for the media.
3. The JIC is designed to be flexible to accommodate the unique requirements of any emergency or disaster situation and its structure and staffing should be customized for each response. For example, a major event would require JIC activation and full staffing, while a smaller event might only require one or two people performing all of the necessary tasks. At a minimum, the following functions must be performed regardless of these variables:
- a. establish and maintain contact with local radio, television and print media.
 - b. develop and disseminate written information such as news releases, fact sheets and other reports as needed.
 - c. schedule news conferences or interviews with department heads and other officials; brief them if appropriate.
 - d. provide interview opportunities that meet the unique needs of each medium (television, radio, print).
 - e. establish and maintain a communications link or a JIS with field PIOs and all remote sites performing public information activities.
 - f. monitor the information being released by the media to ensure appropriate information is being released and take steps to correct any inaccurate information.
 - g. exchange information with elected officials, voluntary organizations, industry representatives, State and Federal PIOs and all other involved agencies as the situation dictates.
 - h. provide ongoing information to and coordination with Parish, City, State and Federal elected officials.
4. PIOs working in the JIC retain the autonomy to represent the public information



Emergency Operations Plan

ESF #15 Public Information Appendix #3

needs of their respective agencies, while working closely with the EOC team and/or JIC to ensure consistent information is being disseminated in a timely manner by all departments. The PIOs working in the JIC have two primary functions:

- a. carry out the public information activities of their respective departments and agencies
 - b. provide support to and assist with the overall JIC mission
5. If a Joint Information Center (JIC) is established, state emergency public information will be provided to the media and the public through the state EOC. The state PIO will coordinate the management of this information through all phases of the incident. This is accomplished in collaboration with the GOHSEP ESF #15 Coordinator.
6. If the event is an Incident of National Significance, public affairs may be coordinated through a Joint Field Office (JFO), which is a coordinating center for Federal officials, officers, and resource coordinators.

J. Exercises

Exercises provide opportunities to practice and test public information capabilities and to improve and maintain proficiency in a controlled environment. Exercises assess and validate policies, plans, and procedures, and clarify and familiarize personnel with roles and responsibilities. Exercises improve interagency coordination and communication, highlight gaps, and identify opportunities for improvement.

K. Contact Lists

Review and update all contact lists (e.g., media, PIO, and other agencies) at least every year. Include basic information such as telephone numbers (e.g., office, home, cell), fax numbers, e-mail addresses, and Web sites.



Emergency Operations Plan

ESF #15 Public Information Appendix #4

List of Media

A. Television Stations Serving Webster Parish: (There are no TV stations within Webster Parish)

KMSS TV 33 (FOX)

3519 Jewella Avenue
Shreveport, La. 71102.
631-5677 (Office)
631-4195 (Fax)

KTAL TV 6 (NBC)

3150 N. Market
Shreveport, La. 71102
425-2422 (Office)
424-0698 (24 Hour)
629-7171 (Fax)

KSLA TV 12 (CBS)

1812 Fairfield Avenue
Shreveport, La. 71102
222-1212 Office
677-6713 24 Hour
677-6705 Fax

KTBS TV 3 (ABC) -

KPXJ TV 21 (UPN)
312 E. Kings Hwy
Shreveport, La. 71102
861-5800 Office
861-5880 24 Hour
862-9431 Fax

KLTS TV 24 (PBS)

7733 Perkins Road
Baton Rouge, La. 70821
800-272-8169

KSHV TV 45 (WB)

3519 Jewella
Shreveport, La. 71102
631-4545

B. Cable Companies Serving Webster Parish:

Suddenlink

726 Broadway
Minden, Louisiana 71055
(844) 874-7558 Office

C. Radio Stations Serving Webster Parish:

KTKC FM 92.9 -**KBSF AM 1460**

541 S. Main
Springhill, La. 71075
539-4616 Office

KBEF FM 104.5 -**KASO AM 1240**

410 Lakeshore Drive
Minden, La. 71058
377-4619 Office



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**KWDO FM 99.1-
KVMA AM 630**
131 So. Jackson
Magnolia, Ark 71753
870-234-1079

KEEL AM 710B
6341 Westport Avenue
Shreveport, La 71102
688-1130 Office
687-8574 Fax

KOKA AM 980
208 N. Thomas Dr.
Shreveport, La. 71102
424-7951 Office

KDAQ FM 89.9
One University Place
Shreveport, La. 71102
797-5150 Office

**KRMD AM 1340
KRMD FM 101.1**
3109 Alexander Ave
Shreveport, La. 71102
320-5763

**KWKH AM 1130
KVKI FM 96.5**
6341 Westport Ave
Shreveport, La. 71102
688-1130 office
688-8766 Fax

KRUF FM 94.5
3109 Alexander Ave
Shreveport, La 71102
310-9436

KTAL FM 98.1
3150 North Market St
Shreveport, La. 71102
425-2422

D. Newspapers in the Area:

Springhill Press-News Journal
127 Main St.
Springhill, La. 71075
539-3511 Office
published weekly

Minden Press-Herald
203 Gleason
Minden, La. 71055
377-1866
published Monday - Friday

The Times
222 Lake St.
Shreveport, La. 71101
459-3322 Office
published daily



Emergency Operations Plan

ESF #15 Public Information Appendix #5

Webster Parish Public Information Special Needs Communications Resources

The following contact information is maintained at 911 Dispatch and available to the activated EOC:

Special Needs communications experts
Foreign language interpreters



Emergency Operations Plan

ESF #15 Public Information Appendix #6

List of Public Information Officers Webster Parish

Webster OHSEP

Brian R. Williams, Director
410 Main St.
Minden, La. 71058
Cell: 318-464-7806

Emergency Operations Center (EOC)

EOC: 371-1180
Director: 371-1128 Fax: 371-1788

Due to the rural nature of Webster Parish, local mayors, police chiefs, and fire chiefs of individual emergency response units serve as the Public Information Officer (PIO) for their jurisdictions. Current contact information for all jurisdictions is maintained in the Resource Directory on file in Webster OHSEP and the EOC.



Emergency Operations Plan

ESF #15 Public Information Appendix #7

ESF #15 Public Information - ESF Role Aligned to Core Capabilities

All ESFs support the core capabilities of Planning, Operational Coordination, and Public Information and Warning.

Core Capability: Planning

- Mission Areas: All
- Description: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

Core Capability: Operational Coordination

- Mission Areas: All
- Description: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Core Capability: Public Information and Warning

- Mission Areas: All
- Description: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

External Affairs

- Provides accurate, coordinated, and timely information to affected audiences during incidents requiring a Federal response.
- Provides communications support and advice to the leaders during an incident.
- Conducts communications planning.



Emergency Operations Plan

Severe Weather Incident Plan

I. PURPOSE

To define roles & responsibilities and organizational relationships in response to a severe weather event that exceeds the normal capability of the parish to respond or requires mobilization of local government other than those primarily involved in emergency service.

Emergency functions will be organized and operate under ICS as outlined in the Basic Plan and Functional Annexes. This Hazard-Specific Annex will address unique activities corresponding to a particular hazardous weather event.

Severe Weather Hazards:

Ice Storm: A storm with damaging accumulations of ice during freezing rain situations. The ice coating is heavy enough to damage trees, overhead wires, and similar objects and produce widespread power outages.

Winter Storm A storm involving extreme levels of cold temperature, precipitation, and wind.

Tornado: Tornadoes are rapidly rotating funnels of wind extending from storm clouds to the ground created during severe weather events such as thunderstorms and hurricanes.

Thunderstorm: A storm with lightning and thunder produced by a cumulonimbus cloud, usually producing gusty winds, heavy rain and sometimes hail.

Severe Thunderstorm: A strong thunderstorm with wind gusts = or > 58 mph and/or hail with a diameter = or $\frac{3}{4}$ ". A thunderstorm with winds >39 mph and/or hail > an inch is defined as approaching severe.

Flash Flood: Rapid flooding of low-lying areas, rivers, and creeks that is caused by the intense rainfall associated with a thunderstorm when the ground under a storm becomes saturated with water so quickly that it cannot be absorbed.

Straight-Line Winds: Thunderstorm winds most often found with the gust front. they originate from downdrafts and can cause damage which occurs in a "straight line", as opposed to tornado wind damage which has circular characteristics.



Emergency Operations Plan

Severe Weather Incident Plan

High Winds: Sustained winds $>$ or $=$ to 40 mph or gusts $>$ or $=$ to 58 mph frequently associated with tropical storm activity.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Historically, severe weather events are the hazard that Webster Parish is subjected to most frequently.
2. These events include severe thunderstorms with wind damage and/or flash flooding, tornadoes, or winter ice storms.
 - a. Spring is a season of pronounced storminess and the potential for violent weather. It is the peak season for severe thunderstorms which may produce heavy rains, high winds, large hail, and tornadoes.
 - b. Summer marks the start of hurricane season which lasts until the first of December and Webster Parish is subject to possible tropical weather activity if a hurricane goes ashore in the gulf of Mexico. This activity frequently results in heavy rains with possible flash flooding and/or tornadoes.
 - c. In the winter, freezing temperatures are relatively common and can remain below freezing for several days at a time. Freezing rain and ice storms can create significant problems within the parish and extended conditions such as these can have seriously detrimental effects on electric-power delivery to customers as a result of the downing of power lines and utility poles, as well as the loss of water supply to individuals and businesses.
 - d. Tornadoes can occur at any time of year. Locally, there is a primary and secondary tornado season in the Ark-La-Tex. The primary tornado season runs March-April-May and the secondary tornado season is November and December. Webster Parish is in Zone IV, an area prone to strong tornadoes.

B. Assumptions

1. The National Weather Service (NWS) will provide Watches and Warnings on alerting and status condition of weather activity. These will not necessarily reflect the severity or impact location.



Emergency Operations Plan

Severe Weather Incident Plan

2. A significant number of severe weather casualties may occur.
3. Significant property damage is likely.
4. Response and recovery activities may be hampered by blocked roads, damaged bridges or roads, or downed trees and utility poles.
5. Electric power will be most susceptible to damage.
6. Water shortages may be widespread because of loss of electricity.
7. Effective communications may be a major concern due to disruption of telephone service.
8. Destruction to public buildings or facilities may hinder delivery of essential services.
9. Demand for resources may be critical.
10. Advance preparation by health care facilities, businesses, industries, and utilities is essential to maintain needed services during response and recovery operations.
11. Assistance will be available from neighboring jurisdictions, state, and federal agencies.

III. CONCEPT OF OPERATIONS

A. General

1. Data from the NWS and local TV radar systems will be used to assist in making appropriate emergency decisions (closing schools/businesses, shelter-in-place, evacuation, etc.).
2. The National Weather Service (NWS) in Shreveport will issue warning and watch information over NOAA Weather Radio, the Emergency Alert System (EAS), The Weather Channel, and weather teletype. In addition, local warning systems including the television cable override system and use of local news media will be implemented. Area television affiliates do an excellent job of notifying the public when severe weather threatens the area. through the area TV stations and their Doppler radar systems will provide warnings of severe weather events.



Emergency Operations Plan

Severe Weather Incident Plan

- a. **Severe Thunderstorm Watch:** The conditions are favorable for the development of thunderstorms that will contain hail = or > than $\frac{3}{4}$ " in diameter or convective wind gusts = or > than 58 mph. Severe thunderstorms are also capable of producing a tornado.

Severe Thunderstorm Warning: A severe thunderstorm has been spotted by a valid storm spotter or there is strong evidence from radar data that a severe thunderstorm is occurring.

- b. **Tornado Watch:** The conditions are favorable for the development of storms with tornados.

Tornado Warning: A tornado has been spotted by a valid storm spotter or there is strong evidence from radar data that a tornado is occurring.

- c. **Winter Storm Watch:** There may be hazardous winter weather due to various elements such as heavy snow, sleet, or ice accumulation from freezing rain.

Winter Storm Warning: When the storm becomes imminent, or has a high probability of occurring, the watch will be upgraded to a "warning".

Ice Storm Warning: Significant, possibly damaging, ice accumulation is expected. Freezing rain or drizzle means precipitation is expected to freeze when it hits exposed surfaces.

- d. **Special Statements:** A special statement may be issued if a thunderstorm has characteristics that pose a danger to the public (even if the storm is not officially severe). Special weather statements could be issued for vivid cloud-to-ground lightning and localized flooding. (With respect to loss of human life, flash flooding along with lightning are the two greatest killers.)

7. The 911 Dispatch will implement emergency notification procedures to alert or warn emergency response departments and local officials of impending weather events.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following tasks or responsibilities are assigned to the agency or organizational chief or individuals as listed.



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A. Webster OHSEP Director

1. Provide public education on an on-going basis. (The best way to save lives is for the public to know what actions to take when severe weather threatens.)
 - a. Possible consequences of the weather event
 - b. Safety actions to be taken before, during and after the event
2. When a **Watch** is issued by NWS:
 - a. Review operating plans and procedures to ensure prompt and efficient response.
 - b. Continue to monitor NAWAS, NOAA Weather Radio, commercial radio, and TV Weather updates.
3. Participate in weather and storm-related conference calls.
4. Provide information on assistance available to people with property loss.

B. NWS and Area Media

1. The NWS activates and broadcasts a **Warning** message over the NOAA Weather Radio and NAWAS.
2. The area media will receive verbal information and retransmit to the public via the EAS over radio, commercial television and the Weather Channel.
3. Will issue specific information statements pertinent to the situation.
4. Will issue public information statements per the request of the Webster OHSEP Director.

C. 911 Dispatch

1. Request all personnel be on the alert for signs of threatening weather and that they report this information back to 911 Dispatch.
2. Relay any signs of severe weather to the NWS.
3. Activate NOAA Weather radio by calling the NWS office in Shreveport.
4. Confirm report that a tornado has touched down resulting in damage/injuries.
5. Notify NWS office in Shreveport to confirm a tornado touching down with resulting damage.



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D. All Departments, Agencies, Response Organizations

1. When a **Watch** is issued by the NWS:
 - a. Request all personnel be on the alert for signs of threatening weather and that they relay this information back to 911 Dispatch.
 - b. Review operating procedures for steps to be taken as severe weather approaches.
 - c. Ensure that on-duty personnel are notified of the **Watch** and are alert for signs of severe weather, especially if it is a Tornado Watch.
2. When a **Warning** is issued by the NWS:
 - a. Ensure that the **Warning** message is given to on-duty personnel.
 - b. Ensure that personnel take appropriate protective measures if it is a Tornado Warning.
3. Once the warning of a credible event occurs, all departments, agencies, etc. should review their plans, stockpile needed supplies, “top-off” vehicles, etc. if necessary, disperse equipment out of harm’s way.
4. When the danger has passed, check presence/status of all personnel.

V. DIRECTION AND CONTROL

A. Authority to Initiate Actions

1. Groups and individuals responsible for responding to severe weather emergencies will do so generally using procedures parallel to their normal day-to-day operations.
2. Responsibility for debris removal rests with local government.
3. As conditions allow for debris clearance and power restoration, workers may begin operations.
4. The Director of Webster OHSEP will activate the EOC to the appropriate level and will provide support to the Incident Commander.



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B. Command Responsibility for Specific Actions

1. Emergency road clearance is done by the volunteer firemen in their respective jurisdictions when they determine that it is safe.
2. Webster Parish Public Works is responsible for road clearance and debris management in the parish.
3. The Incident Commander will establish an Incident command Post for his area of responsibility; the agencies and/or departments represented at the ICP will be at the discretion of the Incident Commander.
4. All decisions relating to operations at the scene will normally be issued from the Incident Command Post.

C. NIMS / ICS

See Basic Plan Section V-C.

VI. CONTINUITY OF GOVERNMENT

See Basic Plan Section VI.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. All required records will be maintained.
2. Adequate records of emergency-related expenses, including purchases, donations, supplies-in-hand and labor, including all regular time, overtime and volunteer hours will be provided to Webster OHSEP. Conventional accounting will be used.

B. Logistics

1. 911 Dispatch monitors the NWS and weather channels constantly, as well as NWS weather alerts, to provide weather information
2. A complete listing of all resources available in the respective jurisdiction will be prepared by each department. This listing will be forwarded to the Webster OHSEP and available to the activated EOC.



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3. Key facilities will be identified, security needs determined and priorities established. This information will be forwarded to Webster OHSEP yearly and available to the activated EOC.
4. Emergency contact information for the involved agencies will be maintained at Webster OHSEP, updated at least yearly and available to the activated EOC.
5. Each agency is responsible for signing mutual-aid agreements with neighboring jurisdictions. All agreements should be in writing and a copy forwarded to the Webster OHSEP.
6. The Director of Webster OHSEP is responsible for requesting aid from GOHSEP. If assistance beyond the state's capabilities is required, GOHSEP will coordinate requests for aid with proper federal agencies.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Each agency, department, and organization with primary or support responsibilities is responsible to ensure its own operational capabilities.
- B. All agencies will maintain Standard Operating Procedures or Standard Operating Guidelines.
- C. The individual department heads will coordinate the planning for all operations related to emergency preparedness.
- D. The Director of Webster OHSEP, in cooperation with the individual department heads, will be responsible for periodically reviewing, updating, exercising, modifying, accepting, and approving the Severe Weather Incident Annex.
- E. This annex will be reviewed, updated, and revised according to the policy outlined in the Basic Plan Section VI.

IX. AUTHORITIES AND REFERENCES

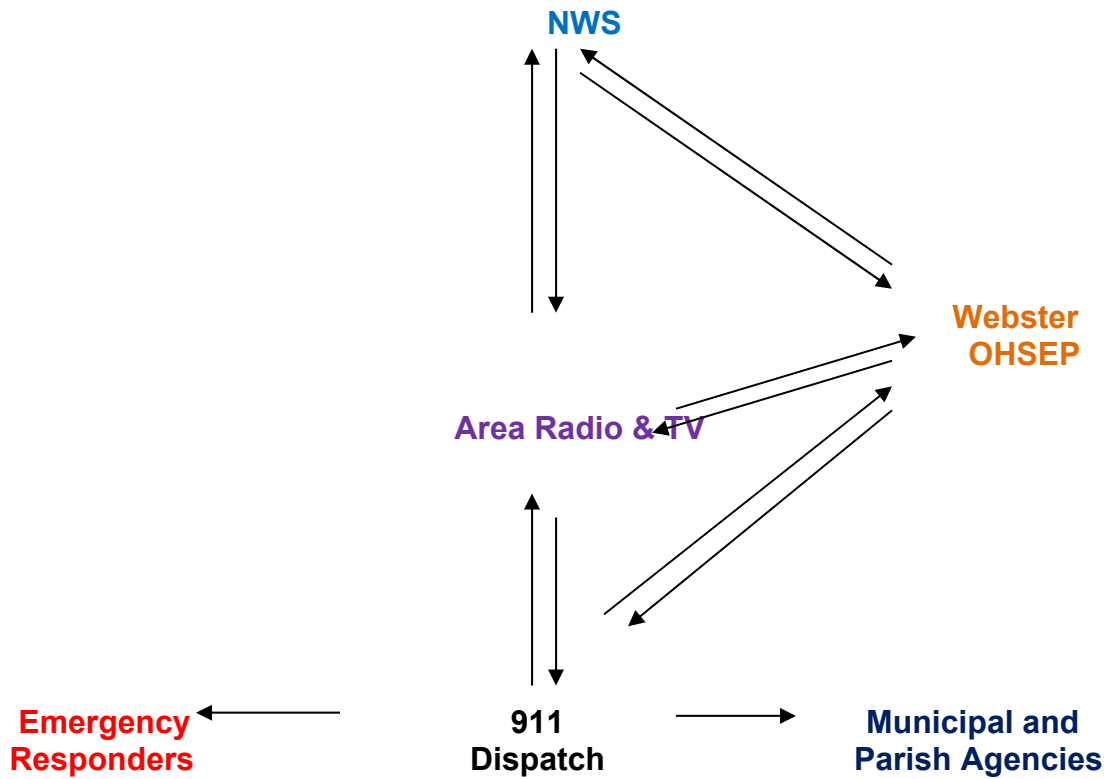
- A. See Basic Plan Section VII.
-



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Severe Weather Incident Plan Appendix #1

Organization Chart





Emergency Operations Plan

Severe Weather Incident Plan Appendix #2

Severe Weather Information Guidelines

A. Tornadoes

Facts:

Tornadoes travel at an average speed of 20 mph but may reach speeds up to 70 mph. Most tornadoes move from southwest to northeast, but direction of travel may be erratic and suddenly change. Winds within a tornado which are the cause of destruction has been classified as light, moderate, considerable, severe, devastating, or incredible.

Hail may or may not be associated with a tornado, but the portion of a thunderstorm adjacent to large hail is often where the most violent tornadoes occur. While most tornado damage is caused by winds, most tornado injuries and deaths result from flying debris. Tornadoes form when cool, dry air sits on top of warm, moist air.

A tornado is a violent rotating column of air in contact with the ground. They vary in size, intensity, and appearance. About one out of every three tornadoes is classified as 'strong', with wind speeds reaching about 200 miles per hour with an average path width of 200 yards and average length of nine miles. Strong tornadoes account for about 30 percent of all tornado deaths each year. The other 70 percent of tornado fatalities result from "violent" tornadoes (about 2 percent of the total number that occur). The violent tornadoes are the extreme. They can last for hours. Their average path width is 425 yards and average path length is 26 miles. Wind speeds can approach 300 miles per hour.

For every community, the best way to save lives in the face of a tornado is for people to know how to protect themselves as a result of a strong public education program. The public needs to know what actions to take when a tornado threatens and what local warning systems may alert them to severe weather.

Once the public has been educated and warned of an approaching tornado, there is little else that can be done. At this point the wisest approach is to protect local government and equipment.... and wait. Tornadoes pass quickly – a few minutes and it's all over. Warning: There are a number of instances where communities have been struck by more than one tornado in one day. Tornadoes are created from turbulent thunderstorms. If the conditions were right for the formation of one tornado, chances are good that more tornadoes could be formed in the same area. After the first tornado has gone through, check all warning all warnings systems to determine if they are still operational in case they are needed again.



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Severe Thunderstorm or Tornado Watch:

The major problem in responding to tornadoes once detected is the short time that it takes for them to develop, and the tremendous forces they contain. The National Severe Storms Forecast Center in Kansas City operated by the National Weather Service uses a combination of surface observations, radar information, satellite photography, weather data, and pilot reports to determine the state of the atmosphere.

A **Watch** is issued when severe thunderstorms and/or tornadoes are most likely to occur. This implies that large hail (3/4 inch or >) and/or damaging winds are likely and the presence of tornadoes are always possible. **Watches** usually apply to a geographic area about 140 miles wide and 200 miles long. All persons in or near the **Watch** area should be alert for signs of threatening weather and make preliminary plans for action including listening to NWS or commercial radio and television broadcasts.

Tornado Warning:

A **Warning** is issued by NWS offices when tornadoes are indicated by radar or reported by trained spotters or other reliable sources. **Skywarn** is a network of trained spotters such as amateur radio CB users, or emergency personnel. Skywarn is the backbone of the warning service and can be credited with saving many lives each year. Should weather conditions warrant, the National Weather Service in Shreveport will announce a tornado **Warning** covering a specified time and area. The **Warning** message will explain the location of the tornado sighting, the time, the direction and speed of travel. Even if the identified tornado is not an immediate threat to the local area, recognize that the tornado is part of a powerful, turbulent storm system that could spawn another tornado at any time in the local community.

This is a time for maximum alert. If the local community is threatened, the public must be told to take cover immediately. This notification is the responsibility of the NWS, but local government can support these efforts with announcements from the news media and cable interrupt systems. The more people who are warned and take steps to protect themselves, the fewer injuries and deaths will occur.

Fujita Tornado Scale:

The Fujita Tornado Scale was developed by T. Theodore Fujita of the University of Chicago and is commonly used to define the severity of tornadoes. There are six categories (F0 - F5) of identifiable wind speed and damage characteristics.

F0 Light Damage 40 - 72 mph



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Some damage to chimneys; break twigs and branches off trees; push over shallow-rooted trees; damage signboards; some windows broken; hurricane wind speed begins at 73 mph.

F1 Moderate Damage 73-112 mph

Peel surface off roofs; mobile homes pushed off foundations or overturned; outbuildings demolished; moving autos pushed off the roads; trees snapped or broken.

F2 Considerable Damage 113-157

Roofs torn off frame houses; mobile homes demolished; frame houses with weak foundations lifted and moved; large trees snapped or uprooted; light-object missiles generated.

F3 Severe Damage 158-206 mph

Roofs and some walls torn off well-constructed houses; trains overturned; most trees in forest uprooted; heavy cars lifted off the ground and thrown; weak pavement blown off the roads.

F4 Devastating Damage 207-260 mph

Well-constructed houses leveled; structures with weak foundations blown off some distance; cars thrown and disintegrated; trees in forest uprooted and carried some distance away.

F5 Incredible Damage 261-318 mph

Strong frame houses lifted off foundations and carried considerable distance to disintegrate; automobile sized missiles fly through the air in excess of 300 feet; trees debarked; incredible phenomena will occur.

Most (37.3%) tornadoes are in the F1 category with less than 3% in the F4 or above. The path length of a tornado will increase with its severity from F0 through F5.

B. Winter Storm / Ice Storms

Facts:

A winter storm can involve extreme levels of temperature, precipitation and wind. The cold weather hazard from a winter storm can produce snow, ice, sleet, and extreme temperatures that result in:

1. Collapse of structures from the weight of snow and ice.
2. Downed trees or large branches.
3. Water damage from freezing pipes that burst. Water damage from freezing pipes that burst.



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4. Power outages.
5. Flooding.
6. Auto accidents.

Snowfall, ice storms and extreme cold can immobilize an entire region. Even areas that normally experience mild winters can be hit with a major snowfall, ice storm or extreme cold. The results can range from isolation due to blocked roads and downed power lines to the havoc of cars and trucks sliding on icy highways. Winter storms vary in intensity, size, and impact. Generally, wide areas are affected similarly, so mutual-aid is not usually available from neighboring communities.

Public information is a key element in directing citizens where to receive proper assistance. By knowing what to do ahead of time, lives will be saved and property loss minimized.

Winter Storm Watch:

This means there may be hazardous winter weather due to various elements such as heavy snow, sleet, or ice accumulation from freezing rain. A **Watch** is a long-range prediction. They are issued at least 12 hours before the hazardous winter weather is expected to begin.

Winter Storm Warning / Ice Storm Warning:

When a dangerous combination of heavy snow, with sleet and/or freezing rain, will occur or has a high probability of occurring within the next 12 hours. Storm becomes imminent, or has a high probability of occurring, the **Watch** will be upgraded to a **Warning**.

C. Flash Floods

Facts:

Sudden flooding is known as a “flash flood.” Flash Floods can happen anywhere, and cause different problems than gradual flooding. If conditions are right, flash flooding can develop very quickly in heavy rainstorms even before the rain stops falling (from minutes to less than 6 hours). There is usually very little time between the detection of flood conditions and the arrival of the flood crest. Immediate action is necessary to protect life and property. Flash Floods can build tremendous velocity -- enough to sweep cars (with their occupants) off roads, demolish buildings and bridges, roll boulders, fell trees and rip out whole new channels.

Flash floods are the number one weather-related killer in the U.S. Nearly half of all flash-flood fatalities are auto-related. Causative events include heavy rains from slow moving thunderstorms, dam or levee failure or the sudden release of water



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from the breakup of a jam. Intense, short-duration rainfall on impervious areas, such as urban areas or certain soils, also causes flash floods.

Rainfall intensity and duration affect the potential for flash floods. Other factors that could affect an area's ability to absorb water include the topography, soil condition, and ground cover. Some soils can absorb runoff more effectively and reduce runoff. Soils covered with vegetation tend to retard runoff. Wet soils have limited capability to absorb runoff.

Local response should be matched to the gradual rising water level. The impact of flooding in the community will determine the degree of involvement by emergency and non-emergency services.

Flash Flood Watch:

The NWS uses the term **Watch** to indicate that conditions are favorable for storm conditions to occur. Heavy rains may result in flash flooding in the specified area.

Flash Flood Warning:

The word **Warning** is used to convey that the dangerous conditions are actually occurring or are imminent. Thus, the term flash flood warning means flash flooding is occurring or is imminent in the specified areas.



Emergency Operations Plan

Pandemic Influenza Plan

I. PURPOSE AND SCOPE

Influenza pandemic is the outbreak of a novel influenza virus that has worldwide consequences. Influenza pandemics present special requirements for disease surveillance, public communications, rapid delivery of available vaccines and antiviral drugs, allocation of limited medical resources, and expansion of healthcare services to meet a surge in demand for care.

The intent of this Pandemic Flu Annex to the Webster Parish Emergency Operations Plan is to provide general guidance to Parish and Municipal governments for preparations specific to a pandemic flu response. The specific purposes of this document are as follows:

- A. Limit illness and/or mortality within the parish during an influenza pandemic
- B. Preserve the continuity of essential government functions within the parish.
- C. Minimize economic loss within the parish.
- D. Minimize social disruption within the parish.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Webster Parish and the municipal governments have the primary responsibility to provide public health information and emergency management services within their jurisdictions.
2. Certain public health measures (e.g., closing schools, quarantining of household contacts of infected individuals, "Stay Home Days") are likely to increase rates of absenteeism.
3. The closure of schools and childcare facilities will impact the workforce that requires childcare, as will providing care to ill family members or quarantining household contacts of infected individuals. Any impact upon the workforce will have a corresponding influence on local, regional, and State economic communities.
4. Schools may be needed during a pandemic for other purposes such as vaccine distribution sites, or even medical triage centers.
5. The number of hospitalizations and deaths will depend on the virulence and communicability of the pandemic virus in Louisiana.



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B. Assumptions

1. The primary mechanism of influenza control will always be a coordinated, consistent, and thorough public information campaign focusing on:
 - a. disease prevention
 - b. home-care
 - c. treatment
 - d. risk-groups
 - e. recovery
2. At a point of transition into a pandemic, Louisiana may activate the Strategic National Stockpile (SNS) Plan upon declaration by the state of Louisiana, Public Health declaration or upon GOHSEP and DHH consultation/agreement.
3. State government may provide and/or augment public health and emergency management services that exceed the capabilities of local governments.
4. New influenza strains may prove sensitive or resistant to antiviral medications.
5. An effective licensed vaccine to the pandemic strain will eventually be produced, and made available to high-risk groups followed by the general public, coordinated by DHH/OPH.
6. Critical infrastructure systems and operations, while intact, may be significantly impacted due to shortages of personnel.

III. CONCEPT OF OPERATIONS

A. General

Pandemics occur in the following six phases defined by the World Health Organization and the Centers for Disease Control and Prevention:

1. **Interpandemic Period (Phases 1 and 2):** The distinction between phases 1 and 2 is based on the risk of human infection or disease resulting from circulating strains in animals.



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2. **Pandemic Alert Period (Phases 3, 4, and 5):** The distinction among phases 3, 4, and 5 is based on an assessment of the risk of a pandemic.
3. **Pandemic Period (Phase 6):** Pandemic is worldwide. The CDC Pandemic Severity Index (PSI) focuses less on how likely a disease will spread worldwide—that is, become a pandemic, and more upon how severe the epidemic actually is. The main criterion used to measure pandemic severity will be case-fatality ratio (CFR), the percentage of deaths out of the total reported cases of the disease.

The actual implementation of PSI alerts is expected to occur after the World Health Organization (WHO) announces phase 6 influenza transmission immediate announcement of a PSI level 3-4 situation.

CDC Pandemic Severity Index chart

Category	CFR	Example(s)
1	less than 0.1%	Seasonal Flu
2	0.1% to 0.5%	Asian Flu & Hong Kong Flu
3	0.5% to 1%	
4	1% to 2%	Swine Flu
5	2% or higher	Spanish flu

The report recommends four primary measures for slowing down a pandemic:

- Isolation and treatment of people who have suspected or confirmed cases of pandemic influenza
- Voluntary home quarantine of household contacts of those with suspected or confirmed pandemic influenza
- Dismissing school classes and closing daycare centers, changing work schedules and canceling large public gatherings
- Changing work schedules and canceling large public gatherings

These actions, when implemented, can have an overall effect of reducing the number of new cases of the disease; but they can carry potentially adverse consequences in terms of community and social disruption. The measures should have the most noticeable impact if implemented uniformly by organizations and governments across the US.



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B. Phases of Emergency Management

- 1. Preparedness (Interpandemic Period):** Develop a pandemic influenza plan. Train and exercise the plan. Assessment of cross-sector resources and workforce. Pre-identify essential workforce positions. Pre-train volunteers and cross-sector employees in anticipation of 30-40% reduction in workforce. Use local media during pre-outbreak for public education. Plan for higher than normal death rate in community. Plan for higher than normal death rate in community. Anticipate multiple waves, each lasting up to 90 days.

Preparedness involves establishing authorities and responsibilities for emergency actions and garnering the resources to support them. A key element of preparedness is the development of plans that link the many aspects of a community's commitment to emergency management. These activities help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent or hits.

- 2. Response (Pandemic Alert Period):** Support critical infrastructure / key resource sectors and nonprofit organizations in their responses to a pandemic event including containment of pandemic influenza where possible. Ensure continuity of operations of parish agencies and parish government. Provide resource coordination of parish response and recovery operations as required. Enforce infectious disease control practices and protocols. Prioritize prophylaxis for first responders and health care workers. Analyze interruption in supply chain for food, fuel, and other essential items.

Response covers the period during and immediately following a disaster. During this phase, public officials provide emergency assistance to victims of the event and try to reduce the likelihood of further damage. Examples of response activities include: Implementing each ESF as needed to address the emergency. Providing support to the public service sectors. Providing an integrated incident management system for the community that incorporates, coordinates, and manages all supporting functions and capabilities with a common operating framework and structure.

- 3. Recovery (Pandemic Over and Interpandemic):** Identify those trained employees that have recovered and can backfill vacant essential services during recurrent pandemic waves. Determine status of first responder PPE inventory and distribution and restock in preparation for recurrent pandemic waves. Conduct after-action evaluation of each wave to identify strengths or weaknesses during execution of the plan.

Recovery is the restoration of a community to its previous state and continues until all systems return to normal or near-normal operation. Short-term



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recovery restores vital life-support systems to minimum operating conditions. Long-term recovery may go on for months or years until the community returns to its previous condition or undergoes improvement with new protective features. Examples of recovery activities include: Identify those trained employees that have recovered and can backfill vacant essential services during recurrent pandemic waves. Restocking essential supplies in preparation for recurrent pandemic waves. Conduct a 'hot-wash' of each wave to identify strengths/weaknesses during execution of the plan.

- 4. Mitigation:** Develop a pandemic influenza plan, train and exercise. Assess local and state laws and protocols regarding quarantine, isolation and cancelling public events.

Mitigation efforts prevent hazards or emergencies from developing into disasters or reduce the effect of a disaster or pandemic outbreak through risk management. Mitigation actions involve lasting, often permanent, reduction of exposure to, probability of, or potential loss from hazard events. Mitigation can also involve educating businesses and the public on simple measures they can take to reduce loss or injury.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The following tasks and responsibilities are assigned to all parish and municipal agencies, departments, offices and private infrastructure entities within Webster Parish:

1. Plan for 30-40% absentee rate during the peak of the pandemic for 2 to 3 weeks of a community outbreak with lower rates during the weeks before and after the peak. (This includes 30% of the population anticipated to be ill and 10% additional population who are not ill but will remain home to care for those who are ill, to self-isolate with a household that is ill, or to reduce risk by social distancing.)
2. Identify essential services, tasks or responsibilities. Update or develop a Continuity of Operations Plan (COOP).
3. Develop a plan to cross-train staff/employees for essential roles/tasks. Consider training volunteers.
4. Develop a plan to implement social distancing and telecommuting measures.
5. Develop Memos of Understanding (MOUs) with similar agencies or



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Pandemic Influenza Plan

services to provide critical/essential services with similar staff/employees.

- B.** The following tasks and responsibilities are assigned to the agencies, organization chief or individuals as listed in no particular order of importance.

1. President of Webster Parish Police Jury

- a. Webster Parish Police Jury President is the ultimate authority for initiating recommended actions and/or protocols and COOP plans for management of local parish agencies, boards, and commissions during an influenza pandemic.
- b. The President of the Webster Parish Police Jury has delegated the responsibility for emergency response and management to the Director of Webster OHSEP as ESF #5 Coordinator.

2. Director of Webster Parish OHSEP

- a. Assumes Incident Command at the activated EOC.
- b. Anticipate limited access to mutual aid or State/Federal support during an outbreak.
- c. Serves as or delegates an ESF #8 Coordinator.

3. ESF #8 Coordinator (Public Health)

- a. The ESF #8 Coordinator is responsible for developing and implementing emergency plans to provide for effective actions to mitigate and respond to a pandemic influenza event.
- b. Monitor the following examples of critical information needed to make operational decisions in the event of a pandemic in Webster Parish:
 1. Estimate infection rate in Webster Parish, preferably by area or municipality
 2. The number of confirmed cases of influenza by classroom and school as reported by the Webster Parish School Board to Webster OHSEP
 3. Report on student absenteeism by Webster Parish School Board
 4. Closure decisions regarding schools, school-related activities, and childcare facilities; coordinated with the Webster Parish School Board
 5. Available health care resources by hospital
 6. Overall reports of businesses, or local or state government closures within Webster Parish
 7. Status report of any major closures of public gatherings/events
 8. Parish agency workforce status by department, and where applicable, by agency if that agency's personnel are essential personnel and



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critical to ESF work

9. Status of first responder PPE inventory and distribution
10. Status of COOP plan implementation by Parish agencies
11. Command staff status and COOP planning
12. Public information campaigns (media distribution sources) and news conferences

- c. Coordinates resources and support of response and recovery efforts.
- d. Reports to the activated EOC.
- e. Coordinates with ESF #5 Coordinator.

4. Sheriff of Webster Parish

- a. The Sheriff is responsible for providing for the public safety in the face of a significant decrease in the law enforcement staff with the potential for increased need for law enforcement.
- b. Identify core department functions that must be maintained during an emergency.
- c. The Sheriff will report absentee rate from influenza to Webster OHSEP or the activated EOC.
- d. Serves as ESF #13 Coordinator.
- e. Coordinates with ESF #5 Coordinator.

5. Municipal Government

- a. Municipal government is responsible to provide essential services in the face of significant decrease in staffing.
- b. Reports absenteeism and any major closures of public gatherings or events to Webster OHSEP or the activated EOC.
- c. Practice employee screening and social distancing procedures to minimize the spread of disease.
- d. Coordinates with the ESF #14 Coordinator.

6. Fire Services

- a. Fire Services are responsible to provide essential service of firefighting in the face of significant decrease in staffing and volunteer firefighters.
- b. Reports absenteeism and status of first responder PPE inventory and distribution to Webster OHSEP or the activated EOC.
- c. Coordinates with the ESF #4 Coordinator.

7. Webster Parish Public Works



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- a. Responsible to continue essential services in the face of significant decrease in staffing with the potential increased need for services.
- b. Reports absenteeism to Webster OHSEP or the activated EOC.
- c. Coordinates with ESF #3 Coordinator.

8. Webster Parish Public Health

- a. The Louisiana Office of Public Health and DHH will develop guidelines for businesses and public agencies for limiting the spread of influenza.
- b. The Regional Office of Public Health in cooperation with local OPH Units will establish vaccination centers and medication distribution centers as necessary, guided by the SNS distribution plan.
- c. Coordinates with ESF #8 Coordinator.

9. Hospitals

- a. Timely and accurate information and communications to in-patients, out-patients, patient families, and facility visitors will help limit potential viral transmission, reduce potential increased volume of individuals seeking unnecessary assistance at facilities, and help reduce or alleviate anxiety among the general public.
- b. Louisiana's public messaging regarding personal healthcare will emphasize self-diagnosis and voluntary self-isolation of persons who are ill and their related household.
- c. Procedures to advise patients if elective surgeries are cancelled and to advise patient families if a patient is moved from one medical facility to another must be implemented.
- d. Coordinates with the ESF #8 Coordinator.

10. EMS

- a. Provide essential EMS services in the face of significant decrease in staff with the potential for increased need of services.
- b. Develop procedures for prioritizing services.
- c. Implement infection control measures.
- d. Coordinates with ESF #8 Coordinator.

11. Webster Parish School Board

- a. Monitor number of pandemic influenza cases by classroom and school.
- b. All school closures within Webster Parish will be reported to Webster OHSEP by the Webster Parish School Board. All school closures



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and dismissals will be reported by DOE to DHH and GOHSEP.

- c. With a rampant spread, absenteeism may force a school to close. If schools are not closed, protective measures should be implemented
- d. Coordinates with ESF #8 Coordinator.

12. Coroner's Office

- a. The Webster Parish coroner should work together with the Public Health units at the parish level to issue death certificates, and with parish and state authorities to ensure that the deceased are properly identified and handled.
- b. Coroners should prepare for a temporary increase in deaths that would create a need for their services.
- c. Coordinates with ESF #8 Coordinator.

11. Private Business / Faith-Based Organizations

- a. Plan for the shortages of and disruptions to basic commodities, personnel and municipal infrastructure that may cause localized challenges for businesses, organizations and communities.
- b. A business may have to close for 3 to 5 days for lack of staff or product. Gatherings, events, and/or church services may have to be cancelled.
- c. Coordinates with ESF #14 Coordinator.

12. Webster Parish Police Jury Attorney

- a. Contract and authorize use of parish employees and volunteers to drive parish vehicles or school buses.
- b. Coordinates with ESF #14 Coordinator.

V. DIRECTION AND CONTROL

It is difficult to plan in detail for a threat whose dimensions, timing and effects are unknown, but it is possible to deduce the consequences of a massive public health emergency and focus on a series of logical preparations that can mitigate and reduce the effects of a pandemic on the community.

A. Authority to Initiate Actions

1. The initial emergency management (response) will, to the maximum extent possible, be provided by the local authorities. Local emergency management organizations are subject to the direction and control of the executive heads of government, in coordination with the Governor and the



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OHSEP Director.

2. The Webster Parish President of the Police Jury has the authority to declare a "State of Emergency" and to terminate same. The President of Webster Parish Police Jury has delegated to the Director of the Webster Parish Office of Homeland Security-Emergency Preparedness (Webster OHSEP) the responsibility for implementation of this plan.

B. Command Responsibility for Specific Actions

1. Each parish department or agency shall be under the general control of its respective department head or supervisor or designated emergency representative. Specific persons in all departments or agencies are responsible for fulfilling their responsibilities as stated in this Pandemic Influenza Plan and the individual Emergency Support Functions.
2. Decision points leading to the school closure recommendations will require multi-agency coordination and epidemiological data. The Louisiana Department of Health & Hospitals (DHH) and the Office of Public Health (OPH) and the Governor's Office of Homeland Security & Preparedness (GOHSEP) will coordinate monitoring of the number of flu cases, as well as morbidity and mortality, and issue protocols and directives to be enacted by local government.
3. The Webster Parish School Board Superintendent has the authority to close the parish schools.
4. Webster OHSEP will provide requested information to GOHSEP to effectively communicate conditions within Webster Parish. If state assistance is required, the Director of Webster OHSEP will request aid from Region VII and then from GOHSEP.

C. NIMS / ICS

See Basic Plan Section V-C.

VI. CONTINUITY OF GOVERNMENT / OPERATIONS

- A. Critical infrastructure systems and operations, while intact, may be significantly impacted due to shortages of personnel.



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- B. Supply chain and delivery networks, just-in-time delivery, warehousing, logistics, and the domestic and international flow of goods could be substantially restricted.
- C. The normal COOP paradigm of moving all personnel to an alternate location must be changed to personnel working in a decentralized fashion to comply with social distancing recommendations.
- D. Social distancing and telecommuting measures may be encouraged and/or implemented where policies and capability exists; however when enacted, these measures will decrease the on-site availability of the parish workforce.

VII. ADMINISTRATION AND LOGISTICS

- A. See Basic Plan Section VII and ESF #8 Section VII.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. See Basic Plan Section VIII and ESF #8 Section VIII.

IX. AUTHORITIES AND REFERENCES

- A. The **State Health Officer** and the **Department of Health and Hospitals** (DHH) (See RS 40, the State Sanitary Code) have authority for the health of the State's population. Their authority includes:
 - 1. To "...execute the sanitary laws of the state and to carry out the rules, ordinances and regulations as contained in the state sanitary code. He may issue warrants only to arrest or prevent epidemics or to abate any imminent menace to the public health."
 - 2. General powers to authorize isolation and/or quarantine and to take action as necessary for the subsistence and suppression of diseases.
 - 3. Protect and promote health and ensure access to medical, preventive, and rehabilitative services for all citizens of the State of Louisiana.
 - 4. Coordinate activation of the response and recovery aspects of any and all applicable State and parish health emergency response plans.
 - 5. Coordinate Emergency Medical Services (EMS) and the Office of Public Health (OPH).



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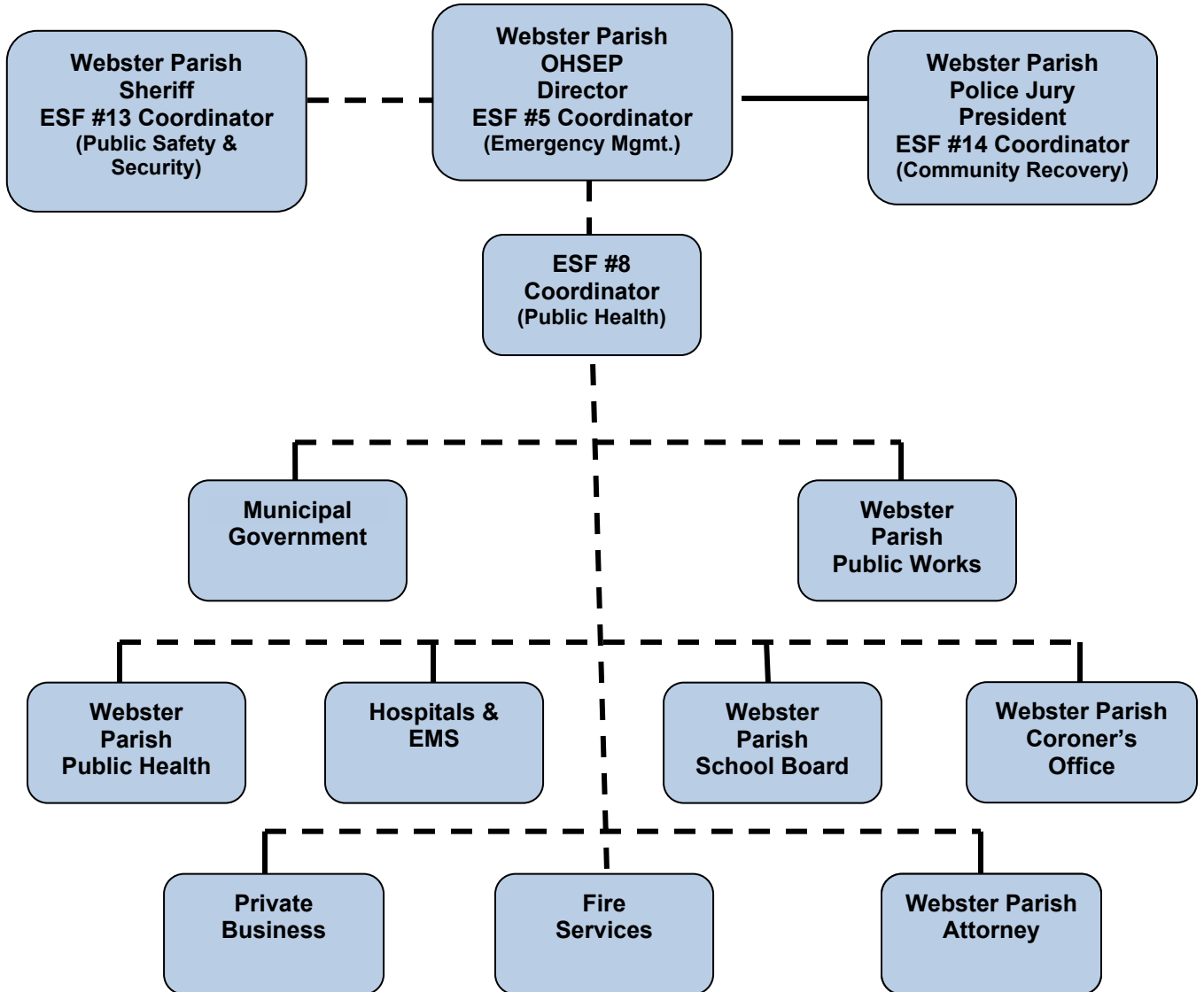
- B. Supplement 7 State of Louisiana EOP 2009.
 - C. See Basic Plan Section IX.
 - D. World Health Organization
 - E. Center for Disease Control and Prevention
 - F. Louisiana Department of Health & Hospitals and <http://www.flu.gov/>
 - G. Online Resource Center for Pandemic Influenza
www.cdc.gov/flu/pandemic-resources
-



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Organization Chart



Legend:

- - - - - Coordination
_____ Direct Control



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Considerations for Individual ESFs

ESF #1 Transportation

- A.** In a public health emergency transportation of people who are ill and need hospital or clinic care, and who do not have their own transportation may require assistance.

Webster Parish Community Services provides this service presently.

1. Since 25-40% of vehicle owners or drivers could be affected, it will be necessary to recruit and instruct at least two backup drivers for each vehicle.
 2. Volunteers and parish employees who are in non-essential jobs could be put into pools and assigned time periods during the day or week they would be available for the mission.
 3. Any use of parish employees and volunteers to drive parish vehicles or school buses has to be contracted and authorized by the Webster Parish Attorney to forestall possible lawsuits.
- B.** The transportation of critical goods may become a necessary mission. The parish may have to designate parish and other trucks and vans for the transportation of critical goods and supplies. Two back-up drivers should be designated for each vehicle.
- C.** Evacuation planning would necessitate consideration of the following:
1. Mild Flu (Severity Index 1 or 2): may require standard infection control procedures at parish pickup points, on modes of transportation, and at shelters.
 2. Severe Pandemic Flu (Severity Index 3 or higher): will require extraordinary infection control procedures at Parish Pick up Points, on modes of transportation and at shelters.
- D.** During a pandemic event, transportation assets used to support evacuation may require specific disinfection procedures prior to use.
- E.** A severe pandemic will negatively affect the availability of Webster Parish Community Services and school bus personnel to assist in evacuations.



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ESF #2 Communications

Effective communications leading into, during, and after a pandemic are necessary to mitigate public fear and concerns and disseminate educational material, and advisories.

A. Communications will be critical during an emergency of this kind, and a number of the communications personnel may be affected. As in all other areas, at least two back-up communicators must be designated and instructed so that they will be ready to fill in for the regulars who have become ill.

B. 911 Dispatch

1. Dispatchers should question callers to ascertain if there is anyone at the incident location who is possibly afflicted by the pandemic influenza A (H1N1) virus, to communicate the possible risk to EMS personnel prior to arrival, and to assign the appropriate EMS resources.

a. Call takers should screen all callers for any symptoms of acute febrile respiratory illness. Callers should be asked if they, or someone at the incident location, has had nasal congestion, cough, fever or other flu-like symptoms.

b. If the dispatcher suspects a caller is noting symptoms of acute febrile respiratory illness, they should make sure any first responders and EMS personnel are aware of the potential for “acute febrile respiratory illness” before the responders arrive on scene.

2. Altered response may become necessary during a pandemic.

a. Local EMS (private ambulance services) will determine when altered response is necessary and which specific call types will receive an altered response.

b. Local EMS should address with their medical director when limited response, severely restricted response or no response occurs.

c. There may be no ambulances immediately available to be sent and the dispatcher may be unable to pass the call on to another resource

3. 911 will likely get calls from family members about the deceased as well as for general information. Plans should take this likelihood into account, with a coordinated effort with alternate call centers and resources. The goal is to identify and divert these non-emergency calls to a more appropriate alternate source.



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ESF #3 Public Works

The main effect of a pandemic on ESF 3 will be on the deteriorating level of services that results from personnel absences.

- A. Public Works departments may need contingency plans to clear roads or make repairs.
- B. Water and sewer systems require a high priority. Treatment of influenza includes a requirement for a lot of liquids for its victims. If water and sewer systems are disrupted because employees are ill, a life-threatening condition could result.
 - a. Municipal water and/or sewer systems should designate and train back-up operators or cross-train staff for emergencies.
 - b. Private or not-for-profit water systems should develop contingency plans to provide back-up personnel.

ESF #4 Fire Services

The provision of firefighting is critical for the community. Plans to provide sufficient firefighting services in the event of reduced staff or volunteers should be developed. Mutual Aid agreements may need to be expanded to include first response to a different district if that district is unable to respond due to excessive illness.

Medical First Responders are at a very high risk of contracting influenza because they are the initial contact with patients prior to diagnosis. Medical first responder calls comprise a large portion of response calls. There are a number of best practice strategies that firefighter first responders should put in place during a potential influenza epidemic or pandemic.

- A. Request more information from dispatchers when sent to respiratory, sick person and fever related calls if limited initial information is provided upon dispatch.
- B. Contact Assessment Considerations:

If there HAS NOT been pandemic influenza reported in the geographic area, First Responders should assess all patients as follows:

1. First Responder personnel should stay more than 6 feet away from patients and bystanders with symptoms and exercise appropriate routine respiratory droplet precautions while assessing all patients for suspected cases of pandemic influenza.
2. Assess all patients for symptoms of acute febrile respiratory illness (fever



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plus one or more of the following: nasal congestion/ runny nose, sore throat, or cough).

- a. If no acute febrile respiratory illness, proceed with normal EMS care.
- b. If symptoms of acute febrile respiratory illness, then assess all patients for travel to a geographic area with confirmed cases of pandemic influenza within the last 7 days or close contact with someone with travel to these areas.
 - If travel exposure, don appropriate PPE for suspected case of pandemic influenza.
 - If no travel exposure, place a standard surgical mask on the patient (if tolerated) and use appropriate PPE for cases of acute febrile respiratory illness without suspicion of pandemic influenza (as described in PPE section).

If the CDC has confirmed influenza in the geographic area:

1. Address scene safety:
 - a. If dispatch advises potential for acute febrile respiratory illness symptoms on scene, personnel should don PPE for suspected cases of influenza prior to entering scene.
 - b. If dispatch has not identified individuals with symptoms of acute febrile respiratory illness on scene, First Responders should stay more than 6 feet away from patient and bystanders with symptoms and exercise appropriate routine respiratory droplet precautions while assessing all patients for suspected cases of influenza.
 2. Assess all patients for symptoms of acute febrile respiratory illness (fever plus one or more of the following: nasal congestion or runny nose, sore throat, or cough).
 - a. If no symptoms of acute respiratory illness, provide routine emergency care.
 - b. If symptoms of acute respiratory illness, don appropriate PPE for suspected case of influenza if not already on.
- B.** Recommended PPE for taking care of ill/potentially infected patients in areas or communities where the pandemic influenza has been detected includes: disposable gowns, gloves, goggles/face shields
- C.** Perform a thorough cleaning of all items which have come in contact with or been within 6 feet of the victim.



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ESF #5 Emergency Management

- A. The Webster Parish Police Jury and President should make provision for continuity of government to maintain authority during an emergency. The necessity for designating and training leadership succession back-up is critical.
- B. The Webster OHSEP will make provision for decreased staff.
- C. The Director of Webster OHSEP coordinate and manage the emergency situation to include:
 - 1. Monitor Webster Parish School Board report on student absenteeism.
 - 2. Webster OHSEP will partnership with Webster Parish School Board and both hospitals to keep parents, teachers, school officials and the public informed.
 - 3. Implement process for closures of schools and childcare facilities, and cancellation of school-related activities as determined necessary by the Department of Health and Hospitals (DHH) and the Louisiana Department of Education (DOE).
 - 4. Implement process to support voluntary and/or involuntary isolation and/or quarantine as recommended by Office of Public Health (OPH) and Department of health and Hospitals (DHH).
 - 5. Monitor, collect, and prepare reports on number of confirmed versus suspected cases of influenza.
 - 6. Monitor, collect, and prepare reports on number of hospital admissions and deaths related to influenza.
 - 7. Estimate of infection rate in Webster Parish, preferably by area or municipality.
 - 8. Number of cases reported in a locality, virulence of the influenza strain, and severity of the disease spread.

ESF #6 Mass Care

A pandemic may increase demand on governmental or non-governmental social services and decrease available social service workforce, thus the availability of social services may be impacted.



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The pandemic situation is the exact opposite of a mass care situation involving sheltering of evacuees, because large groups of people in close quarters would spread infection more rapidly. If shelters are needed, they should be as small as possible, and as many as needed.

- A.** Provide for continuation of provision of core social services.
- B.** The parish social services agencies will have to do outreach work to make sure that nobody is neglected or overlooked. Elderly people, persons who have chronic illnesses or are homebound, and families with large numbers of children will be easy targets for infection and serious illness. The social services agencies in the parish must review their lists of at-risk people and make sure those people are checked regularly to determine if they need assistance.
- C.** It may be advisable to cancel or postpone large gatherings and/or school temporarily. The Louisiana Office of Public Health will issue regulations and guidance through the State Health Officer to minimize the risk of infection.
- D.** During a severe influenza pandemic, in combination with another disaster such as a tornado, neighboring parishes will probably not absorb evacuated Webster Parish residents.
 - 1.** During a pandemic, out-of-parish resources through Region 7 or GOHSEP may not be available to support Webster Parish evacuation and sheltering.
 - 2.** During a pandemic, up to 40% of the evacuated population may be affected by influenza creating difficulty in the separation of populations.
 - 3.** A pandemic event will negatively affect the ability of Webster Parish to shelter evacuees in the event of a projected landfall of a Category 3 or higher hurricane anywhere on the coastline of Louisiana during a pandemic, Webster Parish will probably not be able to shelter evacuees.
- E.** It may become necessary to provide mental or behavioral health support to the workforce and/or the public.

ESF #7 Resource Support

The type of resource that will be affected immediately by a pandemic will be the manpower resources of government and service organizations.

- A.** The parish must maintain contact with employment agencies, volunteer organizations, professional organizations and civic organizations that have



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the potential of offering services in time of need.

- B. If the business community is affected by 25-40% absenteeism, businesses will be functioning less efficiently, and smaller businesses may shut down for a time. If that happens, critical supplies, such as medicine and comfort commodities could become scarce. Contingency plans should be developed so that supplies can be obtained.
- C. Status of first responder PPE (personal protective equipment) inventory and distribution of PPE must be maintained. Prepare and distribute personal protective equipment to first responders.

ESF #8 Health & Medical

A pandemic can be and usually is described as a health and medical problem first and foremost. Although a pandemic does affect all fifteen ESF's in one way or another, the primary impact of such an event would be on the health of the people. ESF# 8 will have the primary responsibility for developing the policies and tactics to fight the spread of the illness.

A. Public Health

1. The educational system of Louisiana will be a primary pandemic communication channel for all health and educational related materials, with ability to reach principals, teachers, parents and students through the DOE in coordination with DHH.
2. Absenteeism will be monitored through a system of "trigger" points, and/or a sentinel system through DOE, and reported to DHH for consultation.
 - a. All suspected and confirmed cases will be reported to Webster OHSEP by the Webster Parish School Board.
 - b. All school closures within Webster Parish will be reported to Webster OHSEP by the Webster Parish School Board.
3. The best way to limit the number of cases of an infectious disease is to limit the spread of the disease. Since the virus spreads by human contact, and can spread through the airborne route, this is a difficult task.
 - a. The Louisiana Office of Public Health will develop guidelines for businesses and public agencies for limiting the spread of influenza.
 - b. DHH/OPH in cooperation with Webster OHSEP will establish vaccination



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centers and medication distribution centers as necessary, guided by the SNS distribution plan.

- c. DHH/OPH and GOHSEP will study the problems associated with proclaiming and enforcing quarantine regulations and draft workable quarantine plans applicable to a pandemic. These will most likely involve self-isolation of sick individuals at home, closure of schools and prohibition of large public meetings and gatherings.

B. Hospitals

1. Develop and implement a plan for responding to pandemic influenza to include, but not limited to:
 - a. disease surveillance
 - Implement infection control practices to prevent influenza transmission.
 - Establish a plan for detecting signs and symptoms of influenza in healthcare personnel before they report for duty.
 - b. hospital communications, education and training
 - c. triage and clinical evaluation
 - Triage at the door: Anyone with respiratory symptoms should be asked to wear a surgical mask as soon as they enter a health care facility.
 - Promote cough etiquette.
 - Cover cough and sneeze
 - Use tissues, dispose safely
 - Spatial separation of 3 ft
 - Promote hand hygiene:
 - Use hand sanitizers
 - Wash hands when soiled
 - Avoid touching your eyes, nose, or mouth.
 - Protect yourself: Droplet and contact precautions
 - Wear surgical or N95 mask* when closer than 3ft from a symptomatic
 - Wear gloves when touching a patient or patient's area
 - Know what is clean, what is contaminated, keep them apart
 - d. facility access
 - e. use and administration of vaccines and antiviral meds
 - f. surge capacity
 - Consider assigning staff who are recovering from influenza to care for influenza patients
 - Healthcare facilities should plan ahead to address emergency staffing needs
 - g. supply chain and access to critical inventory needs for consumable and



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- h. durable medical supplies
 - h. mortuary issues (anticipate higher than usual death rate and lack of storage for bodies)
2. Exercise the plan and incorporate lessons learned.
 3. Activate pandemic influenza plans in accordance with defined "triggers".
 4. Develop criteria for temporarily canceling elective surgical procedures and determining what and where emergency procedures will be performed during a pandemic.

C. Pre-hospital Emergency Services

EMS will inevitably have contact with people who are known or suspected to be infected with the pandemic virus; there are important practices to reduce the risk of infection and to protect responders.

1. Develop and implement policies that reduce exposures.
 - a. For those who work closely (within 6 feet) with people known or suspected to be infected with pandemic influenza:
 - Use basic surgical masks for routine contact.
 - However, for extended exposure or when both fluid protection (e.g., blood splashes) and respiratory protection are needed, use a "surgical N95" mask that has been certified by NIOSH.
 - b. Use gloves made of latex, vinyl, nitrile, or other synthetic materials as appropriate, when there is contact with blood and other bodily fluids, including respiratory secretions.
 - c. Wear an isolation gown when it is anticipated that soiling of clothes or uniform with blood or other bodily fluids, including respiratory secretions, may occur.
 - d. Use eye and face protection if sprays or splatters of infectious
2. Request more information from dispatchers when sent to respiratory, sick person and fever related calls if limited initial information is provided upon dispatch.
3. Contact assessment considerations:

If there HAS NOT been pandemic influenza reported in the geographic area, First Responders should assess all patients as follows:



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- a. EMS personnel should stay more than 6 feet away from patients and bystanders with symptoms and exercise appropriate routine respiratory droplet precautions while assessing all patients for suspected cases of pandemic influenza.
- b. Assess all patients for symptoms of acute febrile respiratory illness (fever plus one or more of the following: nasal congestion/ runny nose, sore throat, or cough).
 - If no acute febrile respiratory illness, proceed with normal EMS care.
 - If symptoms of acute febrile respiratory illness, then assess all patients for travel to a geographic area with confirmed cases of pandemic influenza within the last 7 days or close contact with someone with travel to these areas.
 - If travel exposure, don appropriate PPE for suspected case of pandemic influenza.
 - If no travel exposure, place a standard surgical mask on the patient (if tolerated) and use appropriate PPE for cases of acute febrile respiratory illness without suspicion of pandemic influenza (as described in PPE section).

If the CDC has confirmed influenza in the geographic area:

- a. Address scene safety:
 - If dispatch advises potential for acute febrile respiratory illness symptoms on scene, personnel should don PPE for suspected cases of influenza prior to entering scene.
 - If dispatch has not identified individuals with symptoms of acute febrile respiratory illness on scene, First Responders should stay more than 6 feet away from patient and bystanders with symptoms and exercise appropriate routine respiratory droplet precautions while assessing all patients for suspected cases of influenza.
 - b. Assess all patients for symptoms of acute febrile respiratory illness (fever plus one or more of the following: nasal congestion or runny nose, sore throat, or cough).
 - If no symptoms of acute respiratory illness, provide routine emergency care.
 - If symptoms of acute respiratory illness, don appropriate PPE for suspected case of influenza if not already on.
4. Recommended PPE for taking care of ill/potentially infected patients in areas or communities where the pandemic influenza has been detected includes: disposable gowns, gloves, goggles/face shields



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5. Perform a thorough cleaning of all items which have come in contact with or been within 6 feet of the patient or victim with an approved disinfectant upon completion of the call.

ESF #9 Search & Rescue

- A. Assess all victims from at least 6 feet away to determine if personal protective equipment precautions are necessary. Ask immediately about cough and fever.
- B. Institute the same PPE precautions as recommended for law enforcement.
- C. Assess all victims for symptoms of acute febrile respiratory illness fever plus one or more of the following: nasal congestion or runny nose, sore throat, or cough).

ESF #10 Haz Mat & Radiological

- A. Haz Mat techs should conduct the initial interview of callers, drivers or bystanders from at least 6 feet away to determine if personal protective equipment precautions are necessary. Ask immediately about cough and fever.
- B. Institute the same PPE precautions as recommended for law enforcement.

ESF #11 Agricultural

- A. The county agent and other agricultural agents will observe and detect the presence of diseases in animals, including birds and swine.
- B. Agricultural professionals will keep Webster OHSEP and parish government updated on the status and spread of influenza and other animal illnesses.
- C. The Louisiana Department of Agriculture will monitor the potential for pets and service animals to contract any kind of associated illness and draw up regulations to safeguard the animal population from infection, and treat or dispose of infected animals in a safe and sanitary way. They will Webster OHSEP and parish government informed.

ESF #12 Energy

- A. The ESF #12 Coordinator will maintain contact with all electric and natural gas utilities in the parish and promote development of a Continuity of Operations Plan to include reduced staffing and social distancing.
- B. The customary priorities for utility restoration already stated in the Parish EOP will be enforced.



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ESF #13 Public Safety & Security

- A.** A significant decrease in the law enforcement and emergency response workforce will overtax available staff. Develop contingency plans to provide for 30 – 40% employee absences. The potential spread of disease and illness within correctional institutions is high due to the congregate nature of these facilities.
- B.** Develop, implement, train and exercise a Pandemic Influenza Plan to include, but not limited to:
1. Identify essential tasks and personnel. Plan for cross-training employees, use of auxiliary personnel and recent retirees, recruiting temporary personnel during a crisis, or establishing flexible worksite options (e.g., telecommuting) and flexible work hours.
 2. Develop a reporting mechanism for employees to immediately report their own possible influenza illness during a pandemic. During a pandemic, employees with influenza-like symptoms (such as fever accompanied by sore throat, muscle aches and cough) should not enter the worksite to keep from infecting other workers. Employees who have been exposed to someone with influenza, particularly ill members of their household, may also be asked to stay home and monitor their symptoms.
 3. Identify employees who may need to stay home if schools dismiss students and childcare programs close for a prolonged period of time (up to 12 weeks) during a severe pandemic.
 4. Develop policies that focus on preventing the spread of respiratory infections in the workplace. This policy might include social distancing practices, the promotion of respiratory hygiene/cough etiquette, the creation of screening mechanisms for use during a pandemic to examine employees for fever or influenza symptoms, using the full range of available leave policies to facilitate staying home when ill or a household member is ill, and appropriate attention to environmental hygiene and cleaning.
 5. Stock recommended personal protective equipment (PPE) and environmental infection control supplies and make plans to distribute to employees, contractors, and others (including detainees) as needed. These supplies should include tissues, waste receptacles, single-use disinfection wipes, and alcohol-based hand cleaner (containing at least 60% alcohol). EPA registered disinfectants labeled for human influenza A virus may be used for cleaning offices, waiting rooms, bathrooms, examination rooms, and detention facilities.
 6. PPE may include gloves, surgical masks and respirators (disposable N95s or higher respirators or reusable respirators), eye protection, disposable gowns.



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7. Collaborate with local and/or State public health agencies to assist with the possible investigation of contacts within a suspected outbreak, the enforcement of public health orders, as well as the provision of security, protection, and possibly, critical supplies to quarantined persons.
8. Institute a system to monitor and internally review transmission of pandemic influenza among inmates and staff in the facility. Information from this monitoring system is used to implement containment measures (e.g., isolation, cohorting).
 - a. Assign responsibility for communication with inmates, staff, and the community regarding the status and impact of pandemic influenza in the facility.
 - b. Assign responsibility for communication with public health authorities and within the corrections system for planning and response.
 - c. Design an infection control policy for the use of recommended personal protective equipment and infection control measures for staff.
 - d. Develop procedures for implementing respiratory hygiene/cough etiquette for staff and inmates throughout the facility.
 - e. Specify criteria and protocols for appropriately closing the facility to new admissions, including notification of feeder jails.
 - f. Develop criteria and procedures for transfer of inmates with known or suspected pandemic influenza to hospitals, if it becomes necessary. Policies and procedures for clinical management of inmates who need hospitalization but must remain in the facility due to limited hospital beds.
 - g. Plan for discharging released inmates with known or suspected pandemic influenza
 - h. Develop criteria and protocols for limiting non-essential visitors, especially those traveling long distances. Include policies and procedures for pandemic influenza screening of all persons coming into the facility.
- B.** Secondary effects such as public demonstrations, looting, and civil unrest during a pandemic event or a concurrent disaster may lead to an increased need for law enforcement.
- C.** All operational actions taken will be in accordance with applicable State and local laws, statutory authorities, and regulations.
- D.** Some law enforcement activities that may occur outside of normal duties may include situations of quarantine and/or isolation enforcement and support at sites of distribution of vaccinations and medications.
- E.** If the news media and rumors on the streets do spark some type of a



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spontaneous evacuation, as in people thinking that they are escaping a plague, the Sheriff or his designee will direct all available resources to traffic control.

- F. Officers should consider conducting initial interviews from at least 6 feet away to determine if personal protective equipment precautions are necessary. Ask immediately about cough and fever. Masks and gloves are recommended if cough, fever, nasal congestion or difficulty breathing.

ESF #14 Community Recovery, Mitigation

- A. A pandemic that results in the debilitation of 25-40% of the total population for a month or two is likely to produce widespread unemployment, small business failures and other economic dislocations. The Emergency Management professionals must work with business, labor and civic groups in the Parish to spread the word of possible consequences in order to get the attention of those organizations. Once the organizations' attention is obtained, they can be educated on the virtues of Business Continuity Planning and Continuity of Operations Planning. The Parish government should make a substantial outreach effort to involve all these groups in precautionary planning.
- B. If a pandemic occurs the Parish should encourage cooperation among all organizations to maintain reduced operations while minimizing risks to their employees and customers.
- C. Implement process for closure and/or cancellation of public events and other large gatherings as determined necessary by DHH with support from law enforcement as needed.
- D. When the pandemic has passed, the Parish will survey the damage to the community and engage in the Disaster Recovery process.

ESF #15 Public Information

One of the most important aspects of Emergency Management is public information. If information is not available in a complete, correct, comprehensive and timely, the public will be ill served and the problems of the pandemic will expand beyond all recognition.

- A. Provide information prior to an event and continually during an event to key organizations regarding pandemic influenza and the parish's pandemic response plan.
- B. Convey and coordinate public outreach, media engagement, and strategic



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messaging with partners at the local, state, tribal, and federal levels.

- C. The ESF #15 Coordinator will continually update the public on emergency measures, such as quarantines and curfews and sanitation measures that are developed to reduce the possibility of infection.
- D. The American culture have strong beliefs and traditions regarding handling decedents with dignity. A pandemic influenza event may change the final destination of remains. Funerals will not happen. Public announcements must be made regarding how fatalities will be handled with focus on dignity in death and protection of public health. If this is not properly handled, there will be public distrust of government and accusations of hindered individual civil liberties.
- E. The State of Louisiana has established a website to serve as a centralized point of public information. Parish governments are encouraged to include and use this website as part of the jurisdiction's communications strategy. Updated information specific to Louisiana can be found at <http://www.flu.gov/>. GOHSEP has an account with Twitter which is used as a means of distributing public information. GOHSEP can be reached at www.twitter.com/GOHSEP.



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Guidance for Developing a Continuity of Operations Plan (COOP) with Emphasis on Pandemic Planning

I. INTRODUCTION

Continuity of Operations (COOP) is a critical portion of emergency planning. Continuity programs and operations are simply good business practices that ensure government functions and services will be available to our citizens under all conditions. In general, a COOP plan describes how an organization will continue to function when impacted by a catastrophic emergency. While development of a COOP plan may seem to be specific to a jurisdiction's emergency management agency, all governmental organizations should develop/maintain a COOP plan; the emergency management agency may provide assistance and direction, but all agencies must maintain the capability to continue their operations in an emergency.

In the past, traditional COOP planning has focused on how to respond to an emergency that impacts the physical "things" that are needed to function, such as buildings and computer systems. With the current emphasis on Pandemic Influenza, that focus must expand to include additional human capital issues. The information below can be used to develop a functional Continuity of Operations plan or evaluate an existing plan. The information includes two components that will expand the traditional planning to include planning for operations when impacted by a Pandemic Influenza event.

II. ELEMENTS OF A VIABLE CONTINUITY CAPABILITY

The following items are all important for a base Continuity of Operations plan. Each item is followed by a brief description and examples of specific requirements that will lead to developing the capability.

A. Essential Functions

The limited set of organization level functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities. For example, these functions enable the organization to provide vital services, exercise civil authority, maintain the safety of the general public, and sustain the industrial/economic base during any emergency.

Determine what requirements are placed on the organization by laws and statutory authorities. Analyze your business process to aid in identifying essential functions.



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Document the requirements and procedures needed to perform essential functions.

Examples:

- Maintain an operational law enforcement force.
- Maintain the capability to hold elections.
- Provide emergency management and response capability.
-

B. Orders of Succession

Provisions for the assumption of senior agency offices during an emergency in the event that any of those officials are unavailable to execute their legal duties.

1. Identify key positions within the organization.
2. Identify the chain of succession for those positions to include at least three levels.

C. Delegations of Authority

Specify who is authorized to act on behalf of the organization's chief, chairman, elected leader, director, secretary, etc. Generally, pre-determined delegations of authority will take effect when normal channels of direction have been disrupted and will lapse when these channels have been reestablished.

1. Identify who is authorized to act on behalf of head of the organization.
2. Ensure that authority is explicitly granted to the identified successors.

D. Continuity Facilities

Continuity facilities are locations from which leadership and critical positions may operate during an event that disrupts the use of the organization's day-to-day facility. These may include one or many facilities or virtual offices from which to continue essential operations.

1. Determine a location which can be used on a long-term basis in the event the main facility cannot be used.
2. Determine a location which can be used on a short-term basis in the event the main facility cannot be used. (This may be the same as the long-term facility.)



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3. Develop the infrastructure at these facilities to enable work to be performed (workspaces, computer equipment, communications equipment, etc.)

E. Continuity Communications

Continuity communications are the systems that support full connectivity among leadership, internal elements, and other organizations to perform essential functions during a continuity event.

1. Develop redundant/secondary communication systems that will be used in the event the main communication system ceases to function.

Examples:

- Cell phones
- Satellite phones
- Statewide 700/800 MHz radio system

F. Vital Records Management

Vital records management is the identification, protection, and availability of information systems and applications, electronic and hardcopy documents, references, and records needed to support Essential Functions during a continuity event.

1. Identify vital records.
2. Ensure vital records are accessible from alternate work locations.

Examples:

- Plans and procedures
- Voter registration rolls
- Human Resources records
- Legal documents such as contracts
- Property ownership records

G. Human Capital

Human capital involves policies, plans, and procedures that address human capital needs during a continuity event, such as guidance on pay, leave, work scheduling, benefits, telework, hiring, authorities, and flexibilities.

1. Identify key positions that are critical to performing essential functions.



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H. Test, Training, and Exercise (TT&E) Program

An effective TT&E program identifies, trains, and prepares personnel capable of performing their continuity responsibilities and implementing procedures to support the continuation of essential functions. Training provides the skills and familiarizes personnel with procedures and tasks. Tests and exercises serve to assess and validate all the components of continuity plans, policies, procedures, systems, and facilities.

1. Develop training for personnel to ensure essential functions are performed correctly.
2. Test the systems and procedures through regular exercises.

I. Devolution of Control and Direction

Devolution is the capability to transfer statutory authority and responsibility for essential functions from primary operating staff and facilities to other employees and facilities. It also provides the means to sustain that operational capability for an extended period.

1. Identify who and where authority will be transferred in the event primary operating staff is not able to function.

J. Reconstitution Operations

Reconstitution planning is the process by which organizations/personnel resume normal operations from the original or a replacement primary operating facility.

1. Develop procedures for transitioning from emergency operations to normal operations.

III. PANDEMIC INFLUENZA COOP CONSIDERATIONS

A Pandemic Influenza outbreak is different from a “typical” emergency event. In a “typical” event, physical systems are typically impacted. For example, during a building can be severely impacted. During a Pandemic event, though, people are impacted.

Federal planning assumptions indicate that 40% of the workforce will be unavailable to work at any given time over a 2-3-month period. And of the people that are available, it is possible that social distancing will be implemented meaning that large groups of people will be discouraged – this impacts the capability to operate in standard office or Emergency Operations Center settings. So, for a



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Pandemic event the following two considerations are added to the basic COOP elements.

A. Lack of Human Capital

In the event of a Pandemic, plan for a reduction in your staff of up to 40%.

1. Cross-train staff in performing essential functions.
2. Develop policies that will allow personnel to work from an alternate work location.

B. Technology

Most work environments revolve around computers. A standard computer security strategy is to prevent access to the computer network from outside the office. This impacts the capability to use alternate work locations.

1. Enable employees to remotely access organization's computer networks.
2. Provide capabilities for selected personnel to participate in video teleconferences.

IV. REFERENCES

- A. Further information regarding Continuity of Operations planning can be found on the FEMA website.
- B. Federal Continuity Directive 1 (FCD 1) – FCD 1 is issued by FEMA to provide direction to Federal agencies to develop and implement a Continuity of Operations program. It contains material that may be useful to State and local organizations as reference. It can be found online at <http://www.fema.gov/pdf/about/offices/fcd1.pdf>.
- C. Federal Continuity Directive 2 (FCD 2) – FCD 2 is issued by FEMA to provide direction and guidance to Federal organizations to identify their essential functions. As with FCD 1, it may be useful to State and local organizations as a reference. It can be found online <http://www.fema.gov/pdf/about/org/ncp/fcd2.pdf>.
- D. Continuity Guidance Circular 1 (CGC 1), Continuity Guidance for Non-Federal Entities – CGC-1 was issued by FEMA to provide direction for the development of continuity plans and programs for non-federal entities. It can be found online at http://www.fema.gov/pdf/about/org/ncp/cont_guidance1.pdf.



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- E. Continuity Assistance Tool (CAT)– The CAT was developed by FEMA as guidance for developing and a tool for evaluating a Continuity of Operations program. It can be found online at <http://www.fema.gov/pdf/about/org/ncp/cat.pdf>
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Acronyms

CDC	Center for Disease Control and Prevention
COOP	Continuity of Operations Plan: a plan that details how essential functions will be handled during any emergency or situation that may disrupt normal operations
DHH	Department of Health and Hospitals (State of Louisiana)
DOE	Department of Education (State of Louisiana)
EMS	Emergency Medical Services
EOC	Emergency Operations Center: a central command and control facility with staff responsible for carrying out the principles of emergency preparedness and emergency management
GOHSEP	Governor's Office of Homeland Security & Emergency Preparedness
MOU	Memo of Understanding: a statement specifying agreement relative to responsibilities and authorities on matters on common interest
NIMS	National Incident Management Systems: provides the template for the management of incidents
NRF	National Response Framework: a guide to how the Nation conducts all-hazard response
OPH	Office of Public Health (State of Louisiana)
OHSEP	Office of Homeland Security & Emergency Preparedness
PPE	Personal Protective Equipment: gloves, disposable masks, N95 masks, face shields, isolation gowns
SNS	Strategic National Stockpile: large quantities of medicine and medical supplies to protect the American public if there is a public health emergency (terrorist attack, flu outbreak, earthquake) severe enough to cause local supplies to run out.
WHO	World Health Organization



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Terrorist Incident Plan

I. PURPOSE

To develop a consequence management plan for responding to and recovering from a terrorist-initiated incident, particularly one involving weapons of mass destruction (WMD).

Terrorist Hazards:

Weapons of Mass Destruction (WMD): WMD defined as any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, disease organisms, radiation, or radioactivity. In the case of chemical, biological, and radioactive agents, their presence may not be immediately obvious, making it difficult to determine:

- when and where they have been released.
- who has been exposed.
- what danger is present for first responders and medical technicians.

1. **Chemical Agents:** Chemical agents are intended to kill, seriously injure, or incapacitate people through physiologic effects.
2. **Biological:** Recognition of a biological hazard can occur through several methods, including identification of a credible threat, discovery of bioterrorism evidence, diagnosis, and detection.
3. **Nuclear / Radiological:** In an explosion, the fact that radioactive material was involved may/may not be obvious, depending upon the nature of the explosive device used.
4. **Explosives / Incendiaries:** The easiest to obtain and use of all weapons is still a conventional explosive device, or improvised bomb, which may be used to cause massive local destruction, or to disperse chemical, biological, or radiological agents.
5. **Combined Hazards:** WMD agents can be combined to achieve a synergistic effect. They may be combined to achieve both immediate and delayed consequences.

Other Terrorism Hazards: Unusual or unique types of terrorist attacks previously not considered likely.

1. **Low-Tech Devices and Delivery:** Explosives can be delivered by a variety of methods.



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- 2. Infrastructure Attacks:** Destruction of or incapacitating damage to networks and systems that serve society.
- 3. Cyber Terrorism:** The malicious use of electronic technology to commit or threaten to commit acts dangerous to human life or against a nation's critical infrastructures in order to intimidate or coerce a government or civilian population to further political or social objectives.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

The probability of war-related or terrorist-related emergency or disaster that would involve mass casualties and or major devastation is low in Webster Parish, but does exist. In the face of current political events, even a rural area with a low risk of a terrorist or weapons of mass destruction incident should be aware of potential hazards since the consequences of a major terrorist incident could be catastrophic.

1. A terrorist threat or incident may occur at any time of day with little or no warning, may involve single or multiple geographic areas, and may result in mass casualties
2. Local first responders will provide the initial assessment or scene surveillance of a hazard caused by an act of WMD.
3. Emergency response groups should be aware of the threat of possible secondary devices in all instances.
4. Biological incidents may not be apparent until widespread cases appear and are identified by the hospital/public health system.
5. The proper local, State and Federal authorities capable of dealing with and containing the hazard will be alerted to a suspected WMD attack as soon as first responders recognize the occurrence of symptoms that are highly unusual or of an unknown cause.
6. Local and State emergency responders must be able to assess the situation and request assistance as quickly as possible.

B. Assumptions



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1. A terrorism incident may not be immediately recognized as an act of terrorism.
2. A terrorism incident could rapidly overwhelm local resources in or around the affected area.
3. Local first responders or health and medical personnel will in most cases initially detect and evaluate the potential or actual incident, assess casualties, and determine whether assistance is required.
4. If assistance is required, state support will be provided.
5. The incident may require Federal support. FEMA will coordinate federal assistance requested through State authorities.
6. Federal response will include experts in the identification, containment, recovery of WMD (chemical, biological, nuclear or radiological, or explosive).
7. Federal consequence management will entail the involvement of FEMA, additional FRF departments and agencies, and the American Red Cross as required.
8. Jurisdictional areas of responsibility and working perimeters defined by local, State and Federal departments and agencies may overlap, which will impede the overall response if adequate coordination is not established.
9. Response activities may continue for an extended period of days or weeks and regional and Federal resources may be needed.

III. CONCEPT OF OPERATIONS

A. General

1. Upon notification that a terrorism incident may, or has occurred departments and agencies:
 - a. Take immediate actions to protect life, property, and critical infrastructure under their jurisdiction, and provide assistance within the affected area;
 - b. Immediately commence functional activities and responsibilities established under the ESF Annexes.
 - c. Notify the FBI.



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2. Maximum protection must be provided to all emergency response groups until the nature of the incident has been identified and a tactical response plan formulated.
3. If appropriate personal protective equipment and capabilities are not available and the area is contaminated with CBRNE or other hazardous materials, it is possible that response actions into a contaminated area may be delayed until the material has dissipated to a level that is safe for emergency response personnel to operate or until appropriate personal protective equipment and capabilities arrive, whichever is sooner.
4. The response to terrorism includes two major functions, crisis management and consequence management, which may be carried out consecutively or concurrently in the case of an incident that occurs without warning.

a. Crisis Management

1. Pre-incident crisis management activities include efforts to define the threat, identify terrorists, and prevent terrorist acts. Post-incident crisis management activities include efforts to resolve the terrorist incident, investigate it, and apprehend those responsible. Law enforcement agencies have the lead in terrorism crisis management activities.
2. The Webster Parish Sheriff's Office has the lead local role in terrorism crisis management. The Louisiana State Police (LSP) is the lead state agency for terrorism incident response. LSP will coordinate the state law enforcement response to a potential terrorist incident and use of state resources to support crisis management activities. The Federal Bureau of Investigation (FBI) is the lead federal agency and will manage the federal crisis management response.

b. Consequence Management

1. Consequence management activities undertaken to deal with the effects of a terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post-incident crisis management activities, such as investigation, evidence gathering, and pursuit of suspects may continue during consequence management.
2. The Webster Parish Sheriff shall normally have the lead role in terrorism consequence management for terrorist incidents. GOHSEP is the lead state agency in consequence



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management and will coordinate state resource support for local terrorism consequence management operations. FEMA is the lead federal agency for consequence management operations and shall coordinate federal resource support for such operations.

3. The agencies responsible for terrorism consequence management operations shall coordinate their efforts with law enforcement authorities conducting crisis management operations.
 - a. Law enforcement agencies involved in crisis management shall keep those responsible for consequence management informed of decisions made that may have implications for consequence management so that resources may be properly postured for emergency response and recovery should consequence management become necessary.
 - b. It may be necessary to restrict dissemination of some information to selected emergency management and public health officials who have a need to know. Those individuals may have to carry out some preparedness activities surreptitiously.
 - c. Law enforcement personnel shall participate in incident command or EOC operations to advise those carrying out consequence management operations with respect to protection of the crime scene, evidence collection, and investigative results that may have bearing on emergency operations until crisis management activities have been concluded. LPS and FBI will normally provide personnel to participate in a unified command operation to coordinate state and federal law enforcement assistance.
 - d. A Joint Information Center (JIC), staffed by local, state, and federal public affairs personnel, may be established as part of the unified command organization to collect, process, and disseminate information to the public.

B. Phases of Emergency Management

The following describe the five phases of emergency management associated with terrorism.

1. **Prevention:** The Sheriff of Webster Parish will coordinate intelligence gathering, investigations of actual or potential threats and operations



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aimed at preempting, interdicting or disrupting activities and apprehending perpetrators.

2. **Mitigation:** Webster OHSEP will coordinate continuing educational programs to carry out anti-terrorist activities: circulate awareness materials to key people, for government, business, and concerned citizens to enhance awareness of potential terrorist activities.
3. **Preparedness:** Webster OHSEP will ensure that plans and agreements exist to direct any knowledge of terrorist incidents to law enforcement channels in order that actions may be taken to prevent the incident and apprehend the terrorist(s). Arrange terrorism awareness training and periodic refresher training for law enforcement, fire service, and EMS personnel and for emergency management staff. Arrange training for other agencies such as public works, utilities, and hospitals.
4. **Response:** The Sheriff of Webster Parish with delegated responsibility for the law enforcement function will activate personnel and equipment in response to the incident to reduce overall response time and associated vulnerabilities. Webster OHSEP will coordinate support and resources and request outside assistance as indicated.
5. **Recovery:** Law enforcement activities will be continued as long as necessary after the conclusion of the emergency or disaster and in support of damage assessment and recovery activities. EOC operations will be continued until it is determined that EOC coordination is no longer necessary.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following tasks and responsibilities are assigned to the agencies or organizational chiefs, and individuals as listed, in no order of importance.

A. Webster OHSEP Director

1. Upon notification of WMD/terrorist incident, activates EOC, if warranted.
2. Coordinates support and resources with ICP, GOHSEP, and FEMA.
3. In coordination with other local officials, recommend appropriate terrorism awareness training for emergency responders, emergency management personnel, and other local officials.
4. Develop and conduct terrorism awareness programs for the public and



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for businesses dealing in weapons or materials that may be used by terrorists to produce weapons.

5. Develop common communication procedures.

B. Webster Parish Sheriff / Incident Command

1. Assumes IC in WMD/terrorist incident.
2. Provides an initial incident assessment, requests additional resources, if needed, notifies, and provides periodic updates to the Director of Webster OHSEP.
3. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
4. Make notifications of terrorist incidents to LPS, the FBI, and other law enforcement agencies. Notify the Director of Webster OHSEP.
5. Transition the Incident Command operation to a Unified Command operation when significant external resources arrive.
6. Brief emergency response personnel on crime scene protection.
7. Conduct reconnaissance in vicinity of the incident site to identify threats from delayed action and secondary weapons.
8. In coordination with state and federal authorities, investigate incident and identify and apprehend suspects.
9. Coordinate handling of potential evidence that may include contaminated materials and/or victims who may be contaminated.
10. Enforce quarantine controls, if applicable.
11. Conduct terrorism response training programs for the law enforcement personnel and support public education and awareness activities.
12. Coordinates activities with the ESF #5 Coordinator.

D. Fire Services

1. Consider and preserve the integrity of the crime scene as possible.
2. Coordinate all firefighting operations during terrorist incidents.



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3. Set up decontamination area for emergency responders and victims, if needed.
4. Carry out initial decontamination of victims, if required.
5. Participate in terrorism awareness training, drills, and exercises.
6. Coordinates with the ESF #4 Coordinator.

E. EMS

1. Be aware of secondary devices at the scene.
2. Participate in terrorism awareness training, drills, and exercises.
3. Coordinates with the ESF #8 Coordinator.

F. Public Information Officer

1. Observe constraints on release of information imposed by IC.
2. Coordinates with the ESF #5 Coordinator.

G. FBI (Special Agent in Charge)

1. Assumes direction and control of Unified Command.
2. Issues protective action directives.
3. Designates a PIO knowledgeable in type of incident, agent, or operation.
4. Coordinates with the ESF #13 Coordinator.

V. DIRECTION AND CONTROL

A. Authority to Initiate Actions

1. Upon receipt of a threat of terrorism within Webster Parish, the FBI conducts a formal threat credibility assessment in support of operations with assistance from select interagency experts.
2. If the threat is credible, the situation requires the tailoring of response actions to use resources needed to anticipate, prevent, and/or resolve



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the situation. The response focuses on law enforcement or investigative actions taken in the interest of public safety and welfare, and is predominantly concerned with preventing and resolving the threat.

3. If there is a local incident site, an incident command post (ICP) should be established to manage emergency operations at that incident site. The Incident Commander should direct and control responding resources and designate emergency operating areas.
4. Protective actions should be taken by citizens in the risk areas to include in-place sheltering, evacuation, and possibly quarantine or isolation.

B. Command Responsibility for Specific Actions

1. Maximum protection must be provided to all emergency response groups until the nature of the incident has been identified and a tactical response plan formulated.
2. If appropriate personal protective equipment and capabilities are not available and the area is contaminated with CBRNE or other hazardous materials, it is possible that response actions into a contaminated area may be delayed until the material has dissipated to a level that is safe for emergency response personnel to operate or until appropriate personal protective equipment and capabilities arrive, whichever is sooner.
3. The Sheriff's Office/Police Department has the lead local role in terrorism crisis management, and should coordinate its efforts with state and federal law enforcement agencies as appropriate.
4. The Director of Webster OHSEP, Law Enforcement, and Elected Officials should normally have the lead local roles in terrorism consequence management for most types of terrorist incidents, but the Public Health may be assigned the lead local role in terrorism consequence management for incidents involving biological agents.
5. When an incident occurs and an ICP is established on-scene, the FBI carries out its mandated mission. Three specific positions within an ICP are provided. The first FBI Special Agent (SA) or Joint Terrorism Task Force (JTTF) member responding receives an initial briefing from the Incident Commander or his/her designee and works closely with the Incident Commander as a member of the Unified Command. The FBI representative then informs the local Field Office of the current situation and, if necessary, requests additional assets.
6. As the medical response to an incident involving biological agents must include the local medical community as a group, the local and



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state health departments and federal health agencies directing the response should undertake to coordinate the efforts of local medical providers to ensure that a consistent approach to health issues is taken. Hence, concise information on the threat, recommendations on what should be done to combat it, and instructions on handling victims must be provided to all hospitals, clinics, nursing homes, home health care agencies, individual physicians, pharmacies, school nursing staffs, and other medical providers. The local health department or state public health region field office, that are normally most familiar with community health providers, will typically take the lead in coordinating the local medical response. They may request assistance from local professional organizations in providing information to all members of the local medical community.

C. NIMS / ICS

1. Local emergency response organizations will respond to the incident scene(s). First responders or Incident Command determines potential WMD and/or terrorist involvement.
2. The WPSO will assume IC, if not already in command. WPSO will make appropriate and rapid notifications to Webster OHSEP and Louisiana State Police and request notification of the FBI.
3. The Incident Commander will direct and control responding resources and designate emergency operating areas.

D. ICS - EOC Interface

1. Either in response to the disaster or when it has been determined that a WMD or terrorist incident has occurred, Webster OHSEP will activate the EOC. The WPPJ President will declare a "State of Emergency".
2. The Incident Commander will manage field operations at the incident site and in adjacent areas, including the establishment of an on-scene Incident Command Center and Joint Operations Centers.
3. The Incident Commander and the EOC should agree upon on a division of responsibilities. The Incident Commander will normally manage field operations at the incident site and in adjacent areas. The EOC will normally mobilize and provide local resources, disseminate emergency public information, organize and implement large-scale evacuation, coordinate care for casualties, coordinate shelter and mass care for evacuees, arrange mortuary support, and, if local resources are insufficient or inappropriate, request assistance from other jurisdictions or the State.



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4. As state and federal responders arrive, expect to transition from an incident command operation to a unified command arrangement.
5. LSP will respond to WPSO notification of WMD or terrorist incident.
 - a. LSP will notify FBI of probable WMD/terrorist incident occurrence.
 - b. FBI Special Agent in Charge (SAIC) determines WMD/terrorist incident occurrence. FBI Special Agent in Charge (SIAC) acts as Federal on-scene manager for the U.S. government while the FBI is the head Federal agency.
 - c. The FBI will notify FEMA, which triggers FEMA actions. (FEMA may initiate Federal Response Plan (FRP) prior to FBI notification.
6. GOHSEP will support local crisis management and consequence management.
 - a. GOHSEP will brief the Governor and the Governor will declare a "State of Emergency".
 - b. GOHSEP will develop or coordinate requests for Federal assistance through FEMA Region VI.
7. The activated EOC will coordinate consequence management activities with local, state, and federal agencies.
8. As state and federal responders arrive, the Incident Command operations will transition to a Unified Command (UC) arrangement.
 - a. The FBI will manage the criminal investigation.
 - b. A Joint Information Center (JIC) may be established to collect, process, and disseminate information to the public.
9. If there is no local incident site, which may be the case in incidents involving biological agents, consequence management activities will be directed and controlled from the activated EOC.

VI. CONTINUITY OF GOVERNMENT / OPERATIONS

See Basic Plan Section VI.



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VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. All required records will be maintained.
2. Adequate records of all emergency-related expenses, including purchases, donations, supplies-on-hand, and labor, including all regular time, overtime and volunteer hours. Conventional accounting will be used.
3. The following administration-associated considerations should be considered by each tasked organizations:
 - a. Incidents can quickly escalate from one scene to multiple locations and jurisdictions.
 - b. All planning should address protocols to ensure that duplicate purchases are avoided.
 - c. It should be determined if there are regional warehouses with supplies or equipment in the event transportation is halted or severely slowed.
 - d. The ICP may need to be established "further away" from the incident or terrorist activity.
 - e. Unsolicited influx of volunteers and donated goods can cause logistical problems.
 - f. Site and perimeter control very important to avoid responder casualties and to prevent emergency operations from being disrupted by controlled movement of volunteers.
 - g. Need to coordinate volunteer activities and storage of donated goods. Consider early public information messages requesting volunteers to stay home unless requested and encouraging cash donations rather than unsolicited goods.
 - h. Inventory of available warehouse space and potential staging areas would assist in response to large-scale and/or prolonged consequence management response and recovery effort.

B. Logistics

1. A complete listing of all resources available in the respective jurisdiction will be prepared by each department. This listing will be forwarded to the Webster OHSEP on a yearly basis and available to the activated EOC.
2. Key facilities will be identified, security needs determined and priorities established. This information will be forwarded to Webster OHSEP yearly and available to the activated EOC.



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3. Emergency Contact Information for the agency will be prepared at least on a yearly basis and forwarded to the Webster OHSEP and available to the activated EOC.
4. Each agency is responsible for signing mutual-aid agreements with neighboring jurisdictions. All agreements should be in writing and a copy forwarded to the Webster OHSEP.
5. The Director of Webster OHSEP is responsible for requesting aid from GOHSEP. If assistance beyond the state's capabilities is required, GOHSEP will coordinate requests for aid with proper federal agencies.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Webster OHSEP Director and the Webster Parish Sheriff are responsible for maintaining and updating this annex.
- B. Law enforcement agencies will develop, coordinate, and maintain SOPs and mutual-aid agreements to support this annex.
- C. The individual department heads will coordinate emergency planning operations related to terrorist incidents.
- D. The Director of Webster OHSEP has delegated the responsibility for coordinating revision of this annex to the Administrative Assistant.
- E. This annex will be reviewed, updated, and revised according to the policy outlined in the Basic Plan Section VI.

IX. AUTHORITIES AND REFERENCES

- A. See Basic Plan Section VII
- B. "Managing the Emergency Consequences of Terrorist Incidents", FEMA, July, 2002.
- C. Terrorism Annex to NRF
- D. State of Louisiana Emergency Operations Plan Supplement 5: Terrorist Incident Plan, October, 2001.

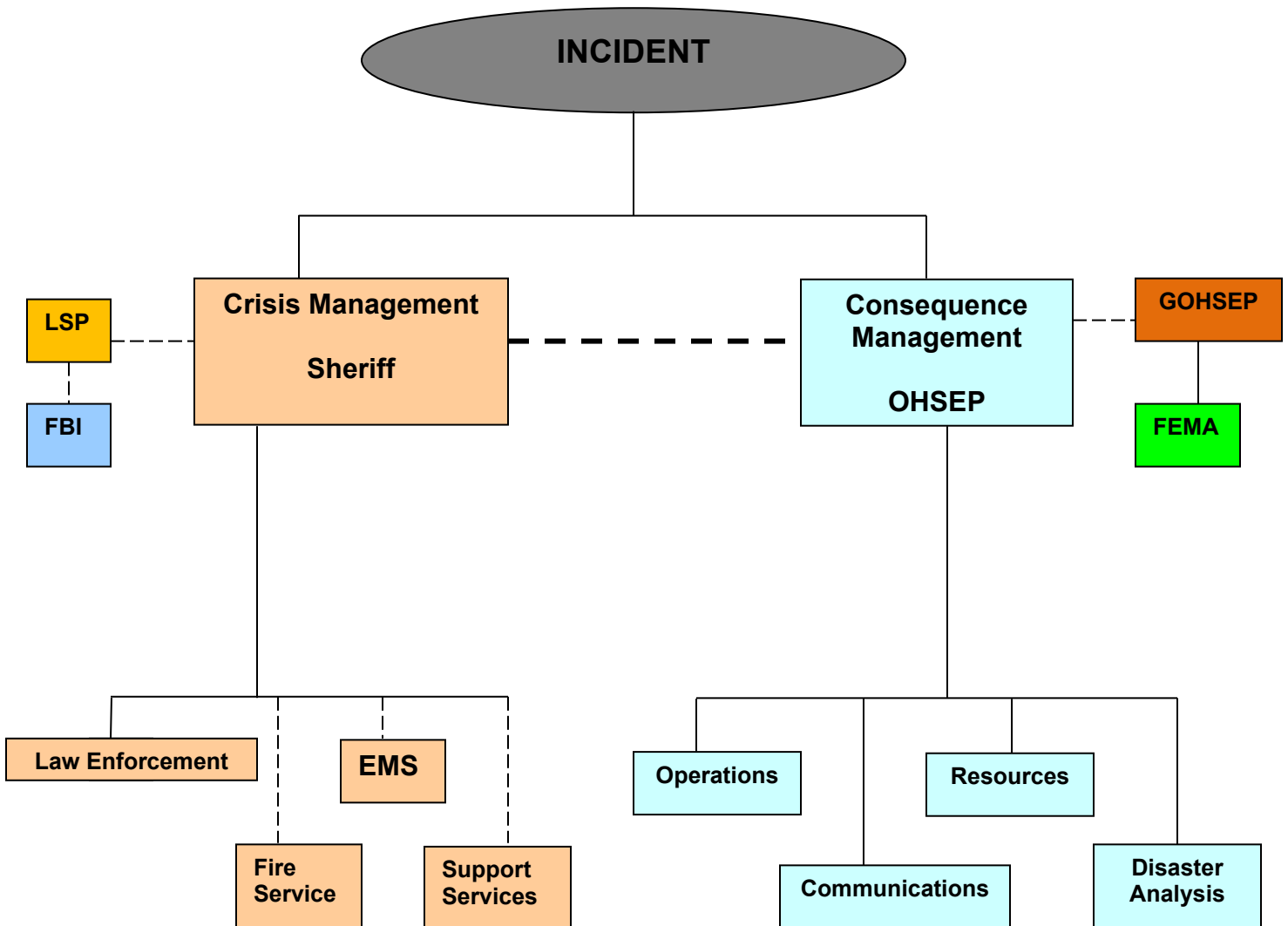


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Appendix #1

ORGANIZATION CHART





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Appendix #2

Terrorist Weapons, Effects, and Emergency Needs

1. Conventional Weapons, Explosives, and Incendiary Devices

A. Weapon Types

1. Conventional Weapons & Explosives: Conventional weapons include guns, rocket-propelled grenades, and similar weapons. Explosives include military and commercial explosives, such as RDX, Tritonol, dynamite, and ammonium nitrate-fuel oil (ANFO). The casualty potential of conventional explosive devices may be increased by packing metallic materials such as bolts or nails around the explosive to generate lethal fragments that can inflict casualties at considerable distances.
2. Incendiary Devices: Incendiary devices are designed to ignite fires. They may use liquids, such as gasoline or kerosene, or gases, such as propane, as their fuel. Incendiary devices have been a favorite weapon of terrorists due to the ready availability of materials needed to build such devices.
3. Combination Devices: Conventional explosive and incendiary materials may be used in combination to produce blast damage and fires.

B. Weapons Effects

1. Conventional Explosives
 - a. Significant blast damage to structures, including building and wall collapse, and blast casualties.
 - b. Fragmentation casualties from bomb fragments, debris, and broken glass.
 - c. Fires are possible.
2. Incendiary Devices
 - a. Fires.
 - b. Secondary explosions are possible.
 - c. Burn casualties.
3. Combination Devices
 - a. Significant blast damage to structures, including building and wall collapse, and blast casualties.



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- b. Fires.
- c. Fragmentation casualties from bomb fragments, debris, and broken glass.

C. Indications of Use

- 1. Conventional Explosives
 - a. Prior warning or threat.
 - b. Presence of triggering devices, such as blasting caps or timers.
 - c. Explosive residue at scene or results from detection instruments.
 - d. Indications of deliberately introduced fragmentation materials.
- 2. Incendiary Devices
 - a. Prior warning or threat.
 - b. Multiple fire locations.
 - c. Signs of accelerants or results from detection instruments.
 - d. Presence of propane/butane cylinders in other than typical locations.
 - e. Presence of containers for flammable liquids.

D. Emergency Response Guidance

If hazardous materials are encountered in the response to an attack with conventional explosives or incendiary devices, consult the US Department of Transportation Emergency Response Guidebook (ERG).

E. Response Needs

- 1. Personal protective equipment for emergency responders.
- 2. Medical evacuation and treatment for mass casualties.
- 3. Search and rescue teams for collapsed structures.
- 4. Firefighting.
- 5. Hazmat response team.
- 6. Mortuary support for mass fatalities.
- 7. Evacuation assistance.
- 8. Access control for incident site.
- 9. Shelter and mass care for evacuees.
- 10. Investigative resources.

2. Nuclear Devices & Materials

A. Weapons Types

- 1. Radiation Dispersal Device: Radioactive materials in powder form are



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packed around conventional explosives. When the explosive device detonates, it disperses the radioactive material over a wide area. Such devices do not require weapons grade radioactive materials; they may be constructed from materials obtained from medical or industrial equipment in common use.

2. Improvised Nuclear Device (nuclear bomb): Use of this type of device is considered unlikely. It would be extremely difficult for terrorists to build or acquire such a device because a substantial quantity of weapons-grade fissionable materials, extensive equipment, and technical expertise would be needed. It would be extremely difficult to obtain the weapons grade fissionable material required to construct such a device.
3. Nuclear Weapon: It is considered very unlikely that terrorists would use military nuclear weapons because such weapons are normally secured, strictly controlled, and frequently incorporate safety features to prohibit unauthorized use.

B. Weapons Effects

All of the weapons listed could spread radioactive materials if detonated, which could post immediate danger to life at high levels and long term adverse health effects at lower levels. In addition, each of these weapons can product both immediate radiological effects and residual radioactive contamination.

1. Radiological Dispersal Device
 - a. Some blast damage to structures.
 - b. Some blast casualties.
 - c. Some fragmentation damage to structures and casualties among people.
 - d. Localized radiological contamination.
 - e. Fires are possible.
2. Improvised Nuclear Device or Nuclear Weapon
 - a. Extensive blast damage to structures, including building and wall collapse.
 - b. Significant blast casualties.
 - c. Significant fragmentation casualties from debris, broken glass, and other materials.
 - d. Extensive radiological contamination.
 - e. Extensive fire effects.



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C. Indications of Use

1. Prior warning or threat.
2. Reports of stolen radiological sources or nuclear materials.
3. Use of these weapons may produce damage and casualties similar to that produced by a conventional high explosive bomb. Radiological detection equipment will be needed to confirm the presence of radioactive materials.

D. Emergency Response Guidance

1. Personal protective equipment for emergency responders.
2. Mass personal decontamination.
3. Medical evacuation and treatment for mass casualties.
4. Urban search and rescue teams for collapsed structures.
5. Firefighting.
6. Radiological monitoring and assessment teams.
7. Mortuary support for mass fatalities.
8. Evacuation assistance.
9. Access control for incident site and contaminated areas.
10. Shelter and mass care for evacuees.

3. Chemical Weapons

A. **Weapon Types** (Letters in parenthesis are military designators for these agents.)

1. Nerve Agents: Nerve agents are some of the most toxic chemicals in the world; they are designed to cause death within minutes of exposure. Lethal doses may be obtained by inhaling the agent in aerosol or vapor form or having the agent deposited on the skin in liquid form. Examples include Sarin (GB), Soman (GD), and V agent (VX).
2. Blister Agents: Blister agents cause blisters, skin irritation, damage to the the eyes, respiratory damage, and gastrointestinal effects. Their effect on exposed tissue is somewhat similar to that of a corrosive chemical like lye or a strong acid. Examples include Mustard (H) and Lewisite (L).
3. Blood Agents: Blood agents disrupt the blood's ability to carry oxygen and cause rapid respiratory arrest and death. Examples include potassium cyanide and hydrogen cyanide (AC).
4. Choking Agents: Choking agents cause eye and airway irritation, chest



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tightness, and damage to the lungs. These agents include industrial chemicals such as chlorine (CL) and phosgene (CG).

5. Hallucinogens, Vomiting Agents, and Irritants: These materials cause temporary symptoms such as hallucinations, vomiting, and burning and pain on exposed mucous membranes and skin, eye pain and tearing, and respiratory discomfort. The effects of these agents are typically short-lived; they are generally designed to incapacitate people and typically do not pose a threat to life.

B. Other Emergency Response Considerations

1. Agent Form

Some nerve and blister agents are normally in liquid form. When used as weapons, most chemical agents are delivered in aerosol form to maximize the area covered, although some may be delivered as a liquid. An aerosol is designed as a suspension or dispersion of small particles (solid or liquids) in a gaseous medium. Dissemination methods range from spray bottles and backpack pesticide sprayers to sophisticated large-scale aerosol generators or spray systems.

2. Persistency

Chemical agents may be either persistent or non-persistent. Non-persistent agents evaporate relatively quickly. Persistent agents remain for longer periods of time. Hazards from both vapor and liquid may exist for hours, days, or in exceptional cases, weeks, or months after dissemination of the agent.

C. Weapons Effects

The primary effects of chemical agents are to incapacitate and kill people.

1. Minute doses of nerve agents cause pinpointing of the pupils (miosis), runny nose, and mild difficulty breathing. Larger doses cause nausea, vomiting, uncontrolled movement, loss of consciousness, breathing stoppage, paralysis, and death in a matter of minutes. G-agents are non-persistent, while V agents are persistent.
2. Blister agents cause eye irritation and reddening of the skin in low doses. Larger doses produce eye and skin blisters, airway damage, and lung damage, causing respiratory failure. Some blister agents, such as mustards, are persistent in soil, while other blister agents are considered non-persistent.



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3. Blood agents inhibit the transfer of oxygen in the body and produce intense irritation of the eyes, nose, and throat, breathing tightness, convulsions and respiratory arrest, causing death. Blood agents are considered non-persistent.
4. Choking agents produce eye and airway irritation and lung damage, which may lead to death. Choking agents are generally non-persistent.
5. Vomiting agents and irritants have relative short-term incapacitating effects. These symptoms seldom persist more than a few minutes after exposure and the agents are considered non-persistent.

D. Indications of Use

1. Prior warning or threat.
2. Explosions that disperse mists, gases, or oily film.
3. Presence of spray devices or pesticide/chemical containers.
4. Unexplained mass casualties without obvious trauma.
5. Casualties exhibit nausea, breathing difficulty, and/or convulsions.
6. Odors of bleach, new mown grass, bitter almonds, or other unexplained odors.
7. Dead birds, fish, or other animals and lack of insects at the incident site and areas downwind.
8. Alarms by chemical detection systems.

E. Emergency Response Guidance

1. Nerve Agents: Use ERG Guide 153. Antidotes to nerve agents, including atropine and 2-PAM Chloride, must be given shortly after exposure to be effective.
2. Blister Agents: Use ERG Guide 153.
3. Blood Agents:
 - a. If the agent is positively identified as Cyanogen Chloride, use ERG Guide 125.
 - b. If the agent is positively identified as Hydrogen Cyanide, use ERG Guide 117.
 - c. If you suspect a blood agent has been used, but have not positively identified it, use ERG Guide 123.
4. Choking Agents:
 - a. If the agent is positively identified as Chlorine, use ERG Guide 124.



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- b. If the agent is positively identified as phosgene, use ERG Guide 125.
- c. If you suspect a choking agent has been used, but have not positively identified it, use ERG Guide 123.

5. Irritants:

- a. For tear gas or pepper spray, use ERG Guide 159.
- b. For mace, use ERG Guide 153.

F. Response Needs

1. Personal protective equipment (PPE) for emergency responders.
2. Mass decontamination capability.
3. Medical evacuation and treatment for mass casualties.
4. Hazmat response teams.
5. Mortuary support for mass fatalities.
6. Evacuation assistance.
7. Access control for incident site and contaminated areas.
8. Shelter and mass care for evacuees.

4. Biological Weapons

A. Weapon Types

Biological agents are intended to disable or kill people by infecting them with diseases or introducing toxic substances into their bodies. Such agents are generally classified in three groups.

1. Bacteria and Rickettsia: Bacteria and rickettsia are single-celled organisms which cause a variety of diseases in animals, plants and humans. Bacteria are capable of reproducing outside of living cells, while rickettsia requires a living host. Both may produce extremely potent toxins inside the human body. Among the bacteria and rickettsia that have been or could be used as weapons are:
 - a. Anthrax
 - b. Plague
 - c. Tularemia or Rabbit Fever
 - d. Q Fever
2. Viruses: Viruses are much smaller than bacteria and can only reproduce inside living cells. Among the viruses that could be used as weapons are:
 - a. Smallpox
 - b. Venezuelan Equine Encephalitis (VEE)



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- c. Viral hemorrhagic Fever (VHF)
3. Toxins: Toxins are potent poisons produced by a variety of living organisms including bacteria, plants, and animals. Biological toxins are some of the most toxic substances known. Among the toxins that have been or could be used as weapons are:
 - a. Botulism toxins
 - b. Staphylococcal Enterotoxins
 - c. Ricin
 - d. Mycotoxins

B. Other Emergency Response Considerations

1. Means of Dissemination

- a. Inhalation of agent in aerosol form: An inhalation hazard may be created by spraying a biological agent. Many biological agents, such as viruses, may also be readily transmitted from an affected person to other in aerosol form by coughing and sneezing. This can result in the rapid spread of disease-causing agents.
- b. Ingestion: Ingestion in food, water, or other products that have been contaminated with agents.
- c. Skin contact or injection: Some agents may be transmitted by simple contact with the skin or by injection.

2. Unique Aspects of a Biological Agent Attack

- a. As there are few detection systems for biological agents available, an attack with biological agents may not be discovered until public health authorities or medical facilities observe people becoming sick unusual illnesses. Casualties may occur hours, days, or weeks after exposure. Medical investigators will normally undertake to determine the source and cause of such illnesses and how it is spread.
- b. In the aftermath of an attack with biological agents, public health agencies will normally take the lead in determining actions that must be taken to protect the public, although state and local governments may implement those actions.
- c. There may be no local crime scene or incident site; the initial dissemination of the agent may have occurred in another city or another country and affected travelers may bring disease into the local area.



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- d. As people affected by some biological agents, such as viruses, are capable of spreading disease to others, the emergency response to a biological attack may have to include medical isolation of affected patients and quarantines or other restrictions on movement of people or animals. It may also be necessary to restrict opportunities for person-to-person transmission by closing schools and businesses or curtailing mass gatherings such as sporting events.

C. Weapon Effects

Biological agents are used to both incapacitate and to kill. Some agents make people seriously ill, but rarely kill those affected; these may create a public health emergency. Others, such as anthrax and many toxins, kill those affected and may create both a public health emergency and a mass fatality situation.

D. Indications of Use

If there is a local incident site, the following may be indicators of the use of biological weapons:

1. Advance warning or threat
 2. Unusual dead or dying animals
 3. Unusual casualties - pattern inconsistent with natural disease or disease that does not typically occur in the local area.
 4. Aerosol containers or spray devices found in other than typical locations of use.
 5. Presence of laboratory glassware or specialized containers
 6. Biohazard labels on containers
 7. Evidence of tampering with foodstuffs and water distribution systems
 8. Indications of tampering with heating/air conditioning systems
-



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NTAS Alerts

Imminent Threat Alert: Warns of a credible, specific, and impending terrorist threat against the United States.

Elevated Threat Alert: Warns of a credible terrorist threat against the United States.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued. NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or elevated **threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

Sunset Provision: An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a **sunset provision** indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.



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Protective Actions

Responders: Emergency personnel responding to a terrorist incident must be protected from the various hazards that a terrorist incident can produce. These include: blast effects, penetrating and fragmenting weapons, fire, asphyxiation, hazardous chemicals, toxic substances, radioactive materials, and disease-causing material. Though the type of protection required varies depending on the hazard, there are three basic principles of protection that apply to all hazards: time, distance, and shielding.

- ◆ **Time.** Emergency workers should spend the shortest time possible in the hazard area or exposed to the hazard. Use techniques such as rapid entries to execute reconnaissance or rescue and rotate personnel in the hazard area.
- ◆ **Distance.** Maximize the distance between hazards and emergency responders and the public. For chemical, radiological, and explosive hazards, recommended isolation and protective action distances are included in the *Emergency Response Guidebook* (ERG).
- ◆ **Shielding.** Use appropriate shielding to address specific hazards. Shielding can include vehicles, buildings, protective clothing, and personnel protective equipment.

The Public: Protective actions for the public must be selected and implemented based on the hazards present and appropriate instructions and information provided to the public through usual means of warning and public information. Protective actions for the public may include:

- ◆ **Evacuation**
- ◆ **Shelter-in-place**
- ◆ **Access control** to deny entry into contaminated areas.
- ◆ **Restrictions on the use** of contaminated foodstuffs, normally imposed by the Louisiana Department of Agriculture and/or Louisiana DHS.
- ◆ **For incidents involving biological agents**, protective actions taken to prevent the spread of disease may include:
 - Isolation of diseased victims within medical facilities.
 - Quarantines to restrict movement of people and livestock in specific geographic areas.
 - Closure of schools and businesses.
 - Restrictions on mass gatherings, such as sporting events.
 - Such measures are normally recommended and imposed by public health authorities.



Emergency Operations Plan

Debris Management Plan

I. PURPOSE AND SCOPE

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster, to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, and expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Natural and man-made disasters precipitate a variety of debris that includes, but is not limited to, such things as trees, soil, gravel, building/construction materials, vehicles, personal property, etc.
2. The quantity and type of debris generated from any particular disaster is a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.
3. The quantity and type of debris generated, its location, and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods used to address the debris problem, associated costs incurred, and the speed with which the problem can be addressed.
4. In a major or catastrophic disaster, Webster Parish will have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short as well as long term.

B. Assumptions

1. A natural disaster that requires the removal of debris from public or private lands or waters could occur at any time.
2. The amount of debris resulting from an event or disaster could exceed the parish's ability to dispose of it.
3. Private contractors will play a significant role in the debris removal, collection, reduction, and disposal process.

III. CONCEPT OF OPERATIONS

A. General



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1. The Webster Parish Police Jury (WPPJ) and the Webster Parish Public Works (WPPW) are responsible for the debris removal function.
2. The WPPW will work in conjunction with designated support agencies, utility companies, waste management firms, and trucking companies to facilitate the debris clearance, collection, reduction, and disposal needs following a disaster.
3. Debris management for a large-scale debris removal operation divides the operation into two phases:
 - a. **Phase I:** Consists of the clearance of the debris that hinders immediate life-saving actions being taken within the disaster area and the clearance of that debris which poses an immediate threat to public health and safety.
 - b. **Phase II:** Operations consist of the removal and disposal of that debris which is determined necessary to ensure the orderly recovery of the community and to eliminate less immediate threats to public health and safety.

B. Execution and Implementation

1. The Director of Webster OHSEP in cooperation with the Director of Webster Parish Public Works, the Police Jury and other appropriate representatives will conduct a “windshield” survey to determine the extent of damage and resulting debris.
2. Once the area has been assessed, actions can be taken to implement debris clearing procedures and institute requests for additional Regional, State or Federal assistance.
3. WPPW will be responsible for removing debris from the public right-of-way.
4. When a local Declaration of a State of Emergency exists, WPPW may remove debris from private property.
5. WPPW will stage equipment in strategic locations locally, as well as regionally, if necessary, to protect the equipment from damage, preserve the decision maker’s flexibility for employment of the equipment, and allow for the clearing crews to begin work immediately after the disaster.
6. Because of the limited quantity of resources and service commitments following the disaster, WPPW will be relying on private contractors to remove, collect, and manage debris for reuse, resource recovery, reduction, and



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disposal.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Webster Parish Police Jury

1. The Webster Parish Police Jury is responsible for developing a Debris Management Plan.
2. The WPPJ will develop and approve the necessary contracts and hold harmless agreements indemnifying all levels of government against any potential claims. The WPPJ will enact ordinances to handle emergency condemnation procedures. These contracts and ordinances will be developed prior to the disaster to expedite their implementation.
 - a. **Time and Materials Contract:** Time and Materials Contracts may be used for short periods of time immediately after the disaster to mobilize contractors for emergency removal efforts. They must have a dollar ceiling or a not-to-exceed limit for hours (or both), and should be terminated immediately when this limit is reached. For FEMA reimbursement, such contracts should be limited to 70 hours of actual work.

The contract should state that:

- the price for equipment applies only when equipment is operating,
 - the hourly rate includes operator, fuel, maintenance, and repair,
 - the community reserves the right to terminate the contract at its convenience, and
 - the community does not guarantee a minimum number of hours.
- b. **Lump Sum Contract:** Lump Sum Contracts establishes the total contract price using a one-item bid from the contractor. They should be used only when the scope of work is clearly defined, with areas of work and quantities of material clearly identified.

Lump-sum contracts can be defined in one of two ways:

- area method, where the scope of work is based on a one-time clearance of a specified area; and
- pass method, where the scope of work is based on a certain number of passes through a specified area, such as a given distance along a right-of-way.



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remain because of the lack of insurance, absentee landlords, or understaffed and under-equipped municipal governments.)

9. The WPPJ must develop a plan to handle Household Hazardous Wastes (HHW). These items will be mixed into the debris stream and will require close attention throughout the debris removal and disposal process. Emergency response HHW contractors will probably be needed to accomplish removal of hazardous waste.
10. Establish a proactive information management plan. Emphasis should be placed on actions that the public can perform to expedite the cleanup process:
 - a. separating burnable and non-burnable debris
 - b. segregating HHW
 - c. placing debris at the curbside
 - d. keeping debris piles away from fire hydrants and valves
 - e. reporting locations of illegal dump sites or incidents of illegal dumping
 - f. segregating recyclable materials
11. The public should be kept informed of debris pick-up schedules, disposal methods and ongoing actions to comply with State and Federal Environmental Protection Agency (EPA) regulations, disposal procedures for self-help and independent contractors, and restrictions and penalties for creating illegal dumps. The Public Information Officer should be prepared to respond to questions pertaining to debris removal from the press and local residents.
12. Upon completion of the debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site restoration actions.
13. Perform necessary audits of operation and submit claim for Federal assistance.

B. Director of Webster Parish Public Works

1. Identify critical routes that are essential to emergency operations to expedite the:
 - a. movement of emergency vehicles
 - b. law enforcement activities
 - c. resumption of critical services and
 - d. assessment of damage to key public facilities and utilities such as schools, hospitals, government buildings, and municipal owned utilities



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2. The Director of WPPW will assist in damage assessment to estimate the amount of debris.
3. The Director of WPPW will initiate and supervise Phase I actions (immediate debris clearing) using all available resources. The objective is to provide for the safe movement of emergency and support vehicles into and out of the disaster area.
4. The Director of WPPW will maintain detailed information pertaining to each temporary debris holding site and potential debris reduction sites and review and recommend updates to the list periodically.
5. Coordinate with local law enforcement and State DOT to ensure that traffic control measures expedite debris removal activities.
6. Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs.

C. Director of Webster Parish OHSEP

1. The Director of Webster OHSEP will initiate preliminary damage assessment through “windshield” assessment.
2. The Director of Webster OHSEP will request assistance from Regional, State or Federal authorities if Parish resources are overwhelmed.
3. The Director of Webster OHSEP will coordinate the activation of debris management sites with the other recovery efforts and the Director of Webster Parish Public Works.

D. Webster Parish Attorney

1. Develop the necessary right of entry and hold harmless agreements indemnifying all levels of government against any potential claims.
2. Review with WPPJ pre-established sample contracts and emergency bidding procedures.
3. Coordinate with FEMA staff person on site to work with the local government staff to ensure that all required legal actions are taken.
4. Coordinate with WPPJ if land acquisition necessary for temporary staging and reduction site or land acquisition for disposal sites.



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V. DIRECTION AND CONTROL

See ESF #3 Public Works & Engineering Section V.

VI. CONTINUITY OF GOVERNMENT

See Basic Plan Section VI.

VII. ADMINISTRATION AND LOGISTICS

See ESF #3 Public Works & Engineering Section VII and Basic Plan Section VII.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

See ESF #3 Public Works & Engineering Section VI II and Basic Plan Section VIII.

IX. AUTHORITIES AND REFERENCES

See ESF #3 Public Works & Engineering Section IX and Basic Plan Section IX.



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MUTUAL-AID AGREEMENT

This agreement made and entered into by and between those departments and agencies signatory hereto.

WHEREAS, the parties have an interest in providing disaster response, relief and recovery capabilities to jurisdictions in order to manage the effects of natural and/or technological disasters which may confront the parties;

WHEREAS, each of the jurisdictions own and maintain equipment and employ trained personnel or provide volunteer personnel and;

WHEREAS, one or more parties to this agreement may find it necessary to utilize all of their own resources to cope with an emergency or disaster caused by natural and/or technological hazards, and may require the assistance of another party or parties to provide supplemental equipment or personnel and;

WHEREAS, each of the parties may have the necessary equipment and personnel to enable it to provide such services to another in accordance with this agreement in the event such an emergency or disaster should occur and;

WHEREAS, it is desirable that each of the parties should **voluntarily aid and assist each other, as needed, in the event that an emergency or disaster should occur** and;

WHEREAS, the geographical locations of each party are located in such a manner, as to enable each party to render mutual assistance to each other;

NOW, THEREFORE, it is hereby agreed by and between each and all of the parties hereto as follows:

1. Effective date: This agreement becomes effective as to each party when approved by the party, and shall remain effective as between each and every party that has heretofore or hereinafter approved this agreement, until participation in this agreement is terminated by the party as provided herein.

2. Request for Assistance: The official or department who is party to this agreement, or his or her agent, is authorized to request assistance from any party or parties to this agreement if confronted with an emergency or disaster situation, during which the requesting party has need for equipment and/or personnel in excess of their own resources. Requests should specify what resources are needed and the estimated period of time mutual aid shall be required. When requesting assistance from other agencies/jurisdictions, consideration shall be given to, and preferences made based



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WEBSTER PARISH MUTUAL AID AGREEMENT

upon the geographical proximity of other jurisdictions with that of the jurisdiction requiring assistance.

3. Response to Request: The responding agency should make every effort to bring whatever equipment necessary to complete the work in the requesting jurisdiction. In all instances, the responding agency shall render such equipment and/or personnel as it can provide consistent with its own service needs at the time, taking into consideration the responding agency's existing commitments within its own service area. The responding agency shall be the sole judge of what resources or personnel it has available to furnish pursuant to this agreement.

4. Command: The responsible local official in whose jurisdiction an emergency or disaster requiring mutual aid has occurred shall remain in charge at such incident including the direction of all personnel and equipment provided through the operation of this mutual aid agreement.

5. Compensation, Insurance and Workers Compensation: The mutual aid extended under this agreement, and any operational plans adopted pursuant to it, shall be without reimbursement for personnel or supplies unless otherwise expressly provided for by the parties to this agreement. Both the agency requesting assistance, and the responding agencies shall be responsible for all compensation and insurance coverage of their respective employees and equipment. Each party shall be responsible for injuries to their own personnel during the course of rendering mutual aid pursuant to this agreement. Each party shall be deemed the primary employer and shall have sole responsibility for the payment of workers compensation benefits to their respective employees. It is expressly understood that this agreement and operational plans pursuant to it shall not supplant existing agreements between some of the parties which do provide for the exchange or furnishing of certain types of services on a compensated basis.

6. Liability: Each party to this agreement agrees to indemnify and hold harmless all other parties from any and all claims, liabilities, expenses or lawsuits as a result of the negligent act or omission of any employee or agent of the indemnifying party.

7. Personnel Accommodations: When warranted by geographical locations of the parties involved, the party receiving aid shall to the best of their ability provide accommodations for food and lodging to personnel providing assistance.

8. Return of Resources: Upon completion of the work, all equipment and personnel used under the terms of this agreement shall be returned to the lending party upon



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WEBSTER PARISH MUTUAL-AID AGREEMENT

being released by the requesting party or on demand being made by the lending party for the return of said equipment or personnel.

9. Agreement not Exclusive: This agreement is not intended to be exclusive between the parties hereto. Any of the parties hereto may enter into separate mutual aid agreements with any other party or parties. Entry into such separate agreement shall not, unless specifically stated therein, affect any relationship or covenant herein contained.

10. Termination: Termination of participation in this agreement may be effected by any party as follows:

- written notice shall be served by any party hereto upon all other parties of its intention to terminate this agreement. such notice shall be served no less than thirty (30) days prior to the termination date set therein, and a copy shall be forwarded to each party signatory hereto.

- termination of the agreement between the parties effected by such notification shall not affect the continuation of the agreement as to any party hereto not indicating intention to withdraw as provided herein. Termination of the relationship effected by this agreement shall not preclude future agreements for mutual aid between the parties terminated.

The parties hereto have executed this agreement as of the day, month and year set forth hereinafter at each parties' signature line.

_____ **Date** _____
Webster Parish

_____ **Date** _____
(Agency, Organization, or Jurisdiction)



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TIME AND MATERIAL CONTRACT FOR DEBRIS REMOVAL

ARTICLE 1: Agreement Between Parties

This contract is made and entered into on this the ____ day of ____ 20__ by and between the city/parish of _____ hereinafter called the ENTITY and _____ hereinafter called the CONTRACTOR.

ARTICLE 2: Scope of Work

This contract is issued pursuant to the Solicitation and Procurement on _____ 20__ for the removal of debris caused by the sudden natural or man-made disaster of _____ to _____ 20__. It is the intent of this contract to provide equipment and manpower to remove all hazards to life and property in the affected communities. Clean-up, demolition, and removal will be limited to 1) that which is determined to be in the interest of public safety and 2) that which is considered essential to the economic recovery of the affected area. The Work shall consist of the provision of equipment and labor to clean-up and remove debris as directed by the ENTITY.

ARTICLE 3: Schedule of Work

Time is of the essence for this debris removal contract. Notice to proceed with the Work: The Work under this contract will commence on _____ 20__. The equipment shall be used for ____ hours, unless the ENTITY initiates additions or deletions by written change order. Based upon unit prices of equipment and labor, no minimum or maximum number of hours is guaranteed.

ARTICLE 4: Contract Price

The hourly rates for performing the work stipulated in the contract documents, which have been transposed from the low bidder's bid schedule, are as follows:

Equipment/Machine/Operator _____

Mobilization Hourly Rate _____

Demobilization Cost _____

Manufacturer, Model _____

Total unit rate shall be given which includes maintenance, fuel, overhead, profit, and any other costs associated with the equipment.

Estimated Cost per unit of material. Only actual invoice amounts will be paid.

Labor Man-hours _____



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Protective clothing, fringe benefits, hand tools, supervision, transportation and any other costs

ARTICLE 5: Payment

The ENTITY shall pay the Contractor for mobilization and demobilization if the Notice to Proceed is issued and will pay for only the Time that the equipment and manpower is actually being used in accomplishing the work. The Contractor shall be paid within 30 days of the receipt of a pay estimate and verification of work by the inspector.

ARTICLE 6: Claims

Not Applicable

ARTICLE 7: Contractor's Obligations

The Contractor shall supervise accomplishment of the work effort directed by labor and proper equipment for all tasks. Safety of the Contractors personnel and equipment is the responsibility of the Contractor. Additionally, the Contractor shall pay for all materials, personnel, taxes, and fees necessary to perform under the terms of the contract.

Caution and care must be exercised by the Contractor not to cause any additional damage to sidewalks, roads, buildings, and other permanent fixtures.

ARTICLE 8: Entity's Obligations

The Entity's representative(s) shall furnish all information necessary for commencement of the Work and direct the Work effort. Costs of construction permits, disposal sites and authority approvals will be borne by the Entity. A representative will be designated by the Entity for inspecting the work and answering on-site questions. This representative shall furnish the Contractor daily inspection reports including work accomplished and certification of hours worked.

The Entity shall designate the public and private property areas where the work is to be performed.

Copies of complete "Right of Entry" forms, where they are required by State or local law for private property, shall be furnished to the Contractor by the Entity. The Entity shall hold-harmless and indemnify the Contractor and his employees against any liability for any and all claims, suits, judgments, and awards alleged to have been caused by services rendered under this contract for disaster relief work unless such claims are the result of negligence on the part of the Contractor.



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ARTICLE 9: Insurance and Bonds

The Contractor shall furnish proof of Worker's Compensation Coverage. Automobile Liability Coverage, and Comprehensive General Liability Insurance (Premises-Operations. Personal Injury. etc. as deemed necessary by the Entity).

ARTICLE 10: Insurance and Bonds

The Contractor shall furnish proof of Worker's Compensation Coverage. Automobile Liability Coverage, and Comprehensive General Liability Insurance (Premises-Operations. Personal Injury, etc. as deemed necessary by the Entity).

Surety: The Contractor shall deliver to the Entity fully executed Performance and Payment Bonds in the amount of 100% of the contract amount, if required by the specifications, general or special conditions of the contract. The Entity will reimburse the Contractor for the costs of the bonds, the costs of which will be included in the base bid.

ARTICLE 11: Contractor Qualifications

The Contractor must be duly licensed in the State per statutory requirements.

ARTICLE 12: Termination of Contract

"This contract may be terminated at any time for the convenience of Webster Parish. If this clause is executed, Webster Parish agrees to pay the contractor for all work completed through the termination date, as well as any demobilization costs that were a part of the original contract."
THIS CONTRACT IS DULY SIGNED BY ALL PARTIES HERETO:

Entity _____
(City. County. Town. Etc.)

Seal Contractor (Include Address. City. State) by _____
the Principal of the Firm



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LUMP SUM CONTRACT FOR DEBRIS REMOVAL

ARTICLE 1: Agreement Between Parties

This contract is made and entered into on this the ____ day of _____ 20__ by and between the
city/parish of _____ hereinafter called the ENTITY and
_____ hereinafter called the CONTRACTOR.

ARTICLE 2: Scope of Work

This contract is issued pursuant to the Solicitation and Procurement on _____
20__ , for the removal of debris caused by the sudden natural or man-made disaster of
_____ to _____ 20__.

It is the intent of this contract to provide equipment and manpower to remove all hazards to life and property in the affected communities. Clean-up, demolition, and removal will be limited to 1) that which is determined to be in the interest of public safety and 2) that which is considered essential to the economic recovery of the affected area.

The Work shall consist of clean-up, or demolition and removal as outlined in the specifications, on drawings and on block sector maps attached to the invitation for bid number _____

ARTICLE 3: Schedule of Work

Time is of the essence for this debris removal contract.

Notice to proceed with the Work: The Work under this contract will commence on _____ 20__. Maximum allowable time for completion will be _____ calendar days, unless the Entity initiates additions or deletions b' written change order. If the Contractor does not complete the work within the allotted time, liquidated damages will be assessed in the amount of _____ per day.

ARTICLE 4: Contract Price

The lump sum price for performing the work stipulated in the contract documents is _____.

ARTICLE 5: Payment

The Contractor shall submit certified pay requests for completed work. The Entity shall have 10 calendar days to approve or disapprove the pay request. The Entity shall pay the Contractor for his performance under the contract within 20 days of approval of the pay estimate. On contracts over 30 days in duration, the Entity shall pay the Contractor a



Emergency Operations Plan

Debris Management Plan Appendix #3

pro-rata percentage of the contract amount on a monthly basis, based on the amount of work completed and approved in that month. The Entity will remunerate the Contractor within 30 days of the approved application for payment, after which interest will be added at a rate of _____ per annum. Payments shall be subject to a retainer of _____ on each payment. Retainer shall be released upon substantial completion of the work.

Funding for this contract is authorized pursuant to Public Law of the State of Louisiana and _____ local statute or ordinance

ARTICLE 6: Change Orders

If the scope of work is changed by the Entity. The change in price and contract time will be promptly negotiated by the parties, prior to commencement of work.

ARTICLE 7: Contractors Obligations

The Contractor shall supervise and direct the Work, using skillful labor and proper equipment for all tasks. Safety of the Contractor's personnel and equipment is the responsibility of the Contractor. Additionally, the Contractor shall pay for all materials, equipment, personnel. Taxes, and fees necessary to perform under the terms of the contract. Any unusual, concealed, or changed conditions are to be immediately reported to the Entity. The Contractor shall be responsible for the protection of existing utilities, sidewalks, roads, building, and other permanent fixtures. Any unnecessary damage will be repaired at the Contractor's expense.

ARTICLE 8: Entity's Obligations

The Entity's representative(s) shall furnish all information, documents and utility locations necessary for commencement of Work. Costs of construction permits and authority approvals will be borne by the Entity. A representative will be designated by the Entity for inspecting the work and answering on-site questions.

THIS CONTRACT IS DULY SIGNED BY ALL PARTIES HERETO:

Entity (City. County. Town. Etc.)

Seal Contractor (Include Address. City. State

by _____

the Principal of the Firm



Emergency Operations Plan

Debris Management Plan Appendix #4

UNIT PRICE CONTRACT FOR DEBRIS REMOVAL

ARTICLE 1: Agreement Between Parties

This contract is made and entered into on this the ____ day of _____ 20____, by and between the city/parish of _____ hereinafter called the ENTITY and _____ hereinafter called the CONTRACTOR.

ARTICLE 2: Scope of Work

This contract is issued pursuant to the Solicitation and Procurement on _____ 20____. for the removal of debris caused by the sudden natural or man-made disaster of _____ to _____ 20____. It is the intent of this contract to provide equipment and manpower to remove all hazards to life and property in the affected communities. Clean-up, demolition, and removal will be limited to 1) that which is determined to be in the interest of public safety and 2) that which is considered essential to the economic recovery of the affected area. The Work shall consist of clean-up, or demolition and removal as outlined in the specifications, on drawings and on block sector maps attached to the invitation for bid number _____

ARTICLE 3: Schedule of Work

Time is of the essence for this debris removal contract. Notice to proceed with the Work: The Work under this contract will commence on _____ 20____. Maximum allowable time for completion will be _____ calendar days, unless the Entity initiates additions or deletions by written change order. Subsequent changes in cost and completion time will be equitably negotiated by both parties pursuant to applicable State law. Liquidated damages shall be assessed at \$ _____/calendar day for any days over the approved contract amount.

ARTICLE 4: Contract Price

The unit prices for performing the work stipulated in the contract documents, which have been transposed from the low bidder's bid schedule, are as follows:

Quantity _____ Unit of Measure _____ Description _____
Unit Cost _____

Subtotal _____

Cost of Bonds _____

Grand Total _____



Emergency Operations Plan

Debris Management Plan Appendix #4

Debris shall be classified as one of the following units: cubic yards, each, square foot. Lineal foot. Gallon. Or an approved unit measure applicable to the specific material to be removed.

ARTICLE 5: Payment

The Contractor shall submit certified pay requests for completed work. The Entity shall have 10 calendar days to approve or disapprove the pay request. The Entity shall pay the Contractor for his performance under the contract within 20 days of approval of the pay estimate. On contracts over 30 days in duration. The Entity shall pay the Contractor a pro-rata percentage of the contract amount on a monthly basis, based on the amount of work completed and approved in that month. The Entity will remunerate the Contractor within 30 days of the approved application for payment. After which interest will be added at a rate of _____ per annum. Payments shall be subject to a retainage of _____ on each payment. Retainage shall be released upon substantial completion of the work.

Funding for this contract is authorized pursuant to Public Law of the State of _____
local statute or ordinance

ARTICLE 6: Claims

If the Contractor wishes to make a claim for additional compensation. For work or materials not clearly covered in the contract, or not ordered by the Entity as a modification to the contract, he shall notify the Entity in writing. The Contractor and the Entity will negotiate the amount of adjustment promptly; however, if no agreement is reached. A binding settlement will be determined by a third party acceptable to both Entity and Contractor under the auspices of applicable State law.

ARTICLE 7: Contractor's Obligations

The Contractor shall supervise and direct the Work, using skillful labor and proper equipment for all tasks. Safety of the Contractor's personnel and equipment is the responsibility of the Contractor. Additionally, the Contractor shall pay for all materials, equipment. Personnel. Taxes. And fees necessary to perform under the terms of the contract.

Any unusual, concealed, or changed conditions are to be immediately reported to the Entity. The Contractor shall be responsible for the protection of existing utilities, sidewalks, roads, building. And other permanent fixtures. Any unnecessary damage will be repaired at the Contractor's expense.

ARTICLE 8: Entity's Obligations

The Entity's representative(s) shall furnish all information, documents and utility locations necessary for commencement of Work. Costs of construction permits and authority approvals will be borne by the Entity. A representative will be designated by the Entity for inspecting the work and answering and on-site questions.



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Debris Management Plan Appendix #4

The Entity shall designate the public and private property areas where the disaster mitigation work is to be performed. Copies of complete "Right of Entry" forms, where they are required by State or local law for private property, shall be furnished to the Contractor by the Entity. The Entity shall hold harmless and indemnify the Contractor judgments and awards alleged to have been caused by services rendered under this contract for disaster relief work unless such claims are caused by the gross negligence of the Contractor, his subcontractors, or his employees.

The Entity will terminate the contract for failure to perform as specified. or for default by the Contractor.

ARTICLE 9: Insurance and Bonds

The contractor shall furnish proof of Worker's Compensation Coverage. Automobile Liability Coverage, and Comprehensive General Liability Insurance (Premises-Operations. Personal Injury. etc., as deemed necessary by the Entity).

Surety: The Contractor shall deliver to the Entity fully executed Performance and Payment Bonds in the amount of 100% of the contract amount, if required by the specifications. or general or special conditions of the contract. The Entity will reimburse the Contractor for the costs of the bonds, the costs of which will be included in the base bid.

ARTICLE 10: Termination of Contract

This contract may be terminated at any time for the convenience of Webster Parish. If this clause is executed, Webster Parish agrees to pay the contractor for all work completed through the termination date, as well as any demobilization costs that were a part of the original contract.

THIS CONTRACT IS DULY SIGNED BY ALL PARTIES HERETO:

Entity (City. County. Town. Etc.)

Seal Contractor (Include Address. City. State

by _____ the Principal of the
Firm



Emergency Operations Plan

Debris Management Plan Appendix #5

RIGHT OF ENTRY AGREEMENT

I / We the owner(s) of the property commonly identified as

(street) _____

(city/town) _____

(parish) _____

State of _____

do hereby grant and give freely and without coercion, the right of access and entry to said property to the Parish of _____ its agencies, contractors, and subcontractors thereof, for the purpose of removing and clearing any or all storm-generated debris of whatever nature from the above described property. It is fully understood that this permit is not an obligation to perform debris clearance. The undersigned agrees and warrants to hold harmless the Parish of Webster State of Louisiana, its agencies, contractors, and subcontractors, for damage of any type, whatsoever, either to the above described property or persons situated thereon and hereby release, discharge, and waive any action, either legal or equitable that might arise out of any activities on the above described property. The property owner(s) will mark any storm damaged sewer lines, water lines, and other utility lines located on the described property. I/We (have / have not) (will / will not) receive (d) any compensation for debris removal from any other source including SBA, ASCS, private insurance, individual and family grant program or any other public assistance program. I will report for this property any insurance settlements to me or my family for debris removal that has been performed at government expense. I am fully aware that an individual who fraudulently or willfully misstates any fact in connection with this agreement shall be subject to a fine of not more than \$10,000 or imprisoned for not more than one year or both. For the considerations and purposes set forth herein. I hereby set my hand this _____ day of 20____.

Owner _____

Telephone No. and Address _____

Witness _____

Telephone No. and Address _____



Emergency Operations Plan

Debris Management Plan Appendix #6

Debris Types and Estimate Calculations

Tornado Debris: Damage from tornadoes is caused by high velocity rotating winds. The severity of the damage depends on the size of the tornado funnel and the length of time the funnel touches the ground. Damage is generally confined to a narrow path extending up to half a mile wide and from a hundred yards to several miles long. Tornado debris includes damaged and destroyed structures, green waste, and personal property.

Flood Debris: Debris from floods is caused by structural inundation and high-velocity water flow. As soon as flood waters recede, people begin to dispose of flood-damaged household items. Mud, sediment, sandbags, and other reinforcing materials also add to the volume of debris needing management, as do materials from demolished and dismantled houses.

Fire Debris: While fires leave less debris than other types of disasters, they still generate waste. For example, demolished houses contribute noncombustible debris. Burned out cars and other metal objects, as well as ash and charred wood waste, also must be managed. In addition, large-scale loss of plants serving as ground cover can lead to mud slides, adding debris to the waste stream.

Formulas commonly used to compute debris estimates:

$$\text{Debris Pile: } \frac{L' \times W' \times H'}{27} = \text{_____ cubic yards}$$

Tons to Cubic Yards for Construction and Demolition Debris:

$$\text{Tons} \times 2 = \text{_____ cubic yards}$$

Tons to Cubic Yards for Woody Debris:

$$\text{Tons} \times 4 = \text{_____ cubic yards}$$

Cubic Yards to Tons for Construction and Demolition Debris:

$$\frac{\text{Cubic Yards}}{2} = \text{_____ T}$$

Cubic Yards to Tons for Woody Debris:

$$\frac{\text{Cubic Yards}}{4} = \text{_____ T}$$



Emergency Operations Plan

Debris Management Plan Appendix #6

TABLES FOR ROADSIDE DEBRIS

LENGTH	WIDTH	HEIGHT	VOLUME
10'	10'	4'	30 CY
20'	10'	4'	40 CY
30'	10'	4'	45 CY
40'	10'	4'	60 CY
50'	10'	4'	75 CY

Other Useful Measurements:

- 27 cubic feet = 1 cubic yard
- Average pace = 2' 6"
- Mobile home = 80 cubic yards
- House (1800-200 sq. ft) = approximately 300 cubic yards
- Fifteen eight inch diameter trees = 40 cubic yards
- Root systems 8-10' in diameter require one flatbed truck to move

Debris classifications developed and used by the Corps of Engineers in Hurricane Andrew recovery:

Estimating Debris Quantities:

The formula for estimating debris quantity is: **Q=H(C)(V)(B)(S)**

- H** (Households)=Population/3 (3 persons per household)
- C** (Category of Storm) = Factor (See table below)
- V** (Vegetation Multiplier) = Factor (See table below)
- B** (Commercial Density Multiplier) = Factor (See table below)
- S** (Precipitation Multiplier) = Factor (See table below)

Hurricane Category	Value of "C" Factor
1	2 CY
2	8 CY
3	26 CY
4	50 CY
5	80 CY
Vegetative Cover	Value of "V" Multiplier
Light	1.1
Medium	1.3
Heavy	1.5



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Debris Management Plan Appendix #6

Commercial Density	Value of "B" Multiplier
Light	1.0
Medium	1.2
Heavy	1.3
Precipitation	Value of "S" Multiplier
None to Light	1.0
Medium to Heavy	1.3

Once the amount of debris has been estimated, the Parish will require temporary storage sites the size of which can be determined by taking the following factors into consideration:

1. The debris pile shall be stacked to a height of no more than 10 feet.
2. 60% usage of the land area will be devoted to roads, safety buffers, burn pits, household hazardous waste, etc.
3. 10 foot stack height = 3.33 yards
4. 1 acre = 4,840 square yards (sq. yd)
5. Total volume per acre = 4,840 sq. ac x 3.33y = 16,133 cy/ac.

Using the above assumptions, the estimate of total debris from any damage will be within 30% plus or minus of the actual amount of debris accumulated. The State has estimated that under the worst scenario, e. g., is a Category 5 hurricane, heavy vegetation cover, heavy commercial density, and heavy precipitation, the number of acres needed for a temporary landfill is 3,352 acres. The calculation (assuming a population of 500,000) is as follows:

$$Q = H(C)(V)(B)(S)$$

$$Q = 166,667 \times 80 \times 1.5 \times 1.3 \times 1.3$$

$$Q = 33,800,068 \text{ cy of debris.}$$

$$33,800,068 \text{ (cy of debris / 16,133 (cy/ac))} = 2,095 \text{ acres of debris.}$$

$$2,095 \text{ acres} \times 1.66 \text{ (60\% more area needed for roads, etc.)} = 3,352 \text{ acres.}$$

Note: To help visualize what 33,800,068 cy of debris looks like, picture a building occupying 1 acre. 1,000,000 cy of debris would create a stack 62' high on one acre. That building would be 2,046 feet high or approximately 200 stories high.



Emergency Operations Plan

Mass Fatality Plan

I. PURPOSE AND SCOPE

The overall goals of mass fatality management are to recover, identify and effect final disposition of human remains in a dignified and respectful manner; preserve the scene and collect evidence (as needed); and provide family assistance to victims' relatives and loved ones.

Mass fatality management during a pandemic influenza refers to the local and statewide management and identification of human remains during the weeks of the waves of a pandemic that will overwhelm local and regional resources.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Tornadoes, a hazardous materials incident or a pandemic influenza event could result in multiple death response requirements that would overwhelm the capabilities of Webster Parish.
2. A mass fatality incident, by definition, is any situation where more deaths occur than can be handled by local coroner resources.
3. During any mass-fatality event, a surge in deaths will overwhelm the resources, personnel, funds, and planning efforts of the medical care community, law enforcement investigations units, and the funeral and disposition care community, as well as the coroner system.
4. Regardless of the size of the mass fatality incident, the Coroner is the legal authority to conduct victim identification (or augment the lead investigative agencies to complete victim identification), determine the cause and manner of death, manage death certification, and notification of next of kin.
5. Depending upon the natural or manmade disaster that engenders the mass fatality incident, the Parish's infrastructure may be severely impacted causing significant delays and progress in recovering and managing the dead.
6. Mass fatality incidents due to chemical, biological, radiological, or nuclear factors will present an added difficult dimension to the mass fatality response, recovery, identification, and final disposition of deceased victims.



Emergency Operations Plan

Mass Fatality Plan

7. There are no morgue facilities within Webster Parish. There are no temporary morgues within Webster Parish. Presently all bodies that require an autopsy are transported to a facility in Arkansas.
8. **Pandemic Influenza Specific:**
 - a. services will need to be delivered differently in order to minimize the spread of the disease.
 - b. Susceptibility to pandemic influenza will be universal.
 - c. Case fatality rates could be in the range of 5% in addition to the average rate of deaths from other causes.
 - d. Up to 40% of the workforce could be absent from work during peak periods.
 - e. Mutual aid resources from state or federal agencies to support local response efforts may not be available.
 - f. There will be a large number of deaths. 50 – 70% of deaths will occur outside of hospital or treatment facility.
 - g. Most bodies will have complete integrity and be identified readily.
 - h. The death care industry could expect to handle about six months work within a six to eight-week period.
 - i. The number of bodies needing storage will exceed capability.
 - j. Limited storage and other factors will require the creation of non-traditional methods of temporary storage.
 - k. The time to complete fatality management of a pandemic influenza event may exceed six months to a year.

B. Assumptions

1. A single incident event (tornado or haz-mat incident) is acute and time specific and occurs within a specific geographical region.
 - a. Should local capabilities be exceeded, support will be available from neighboring parishes, state agencies, and federal agencies.
 - b. The Louisiana Mass Fatalities Task Force will be available to aid the Webster Parish coroner in the necessary acts of recovery, evacuation, identification, sanitation, preservation or embalming (as authorized), notification of next of kin, counseling, and facilitating the release of identified human remains to the next of kin or their representative.
2. A mass fatality incident may or may not be caused by criminal activity; however, all mass casualty or mass fatality scenes will be handled as crime scenes to facilitate the identification of victims and to aid in determining the cause of the incident. Exceptions may be made in the case of natural disasters.



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3. Federal Disaster Mortuary Operations Teams (DMORTs) will be available to provide guidance, technical assistance and personnel to recover, identify and process deceased victims (unless it is a pandemic event). Federal DMORT teams consist of medical examiners, coroners, pathologists, anthropologists, medical records technicians, finger print technicians, forensic odontologists, x-ray technicians, funeral directors, mental health professionals and support personnel.
4. Because of the time involved in making positive identification of the victims, bodies may require appropriate storage for days or even weeks.
5. Under certain circumstances (e.g., commercial airline accident or terrorist act) select federal agencies will have critical on-scene responsibilities, thus requiring close and ongoing coordination with the Coroner's Office, local and state agencies.
6. A mass fatality plan will be activated in concert with a mass casualty plan to ensure care for survivors.
7. A Pandemic Influenza event is ongoing and chronic.
 - a. Every jurisdiction will require similar types of critical resources.
 - b. It is likely that during a Pandemic Influenza event the number of fatalities needing storage will exceed local capability.
 - c. Assistance from state or federal agencies will not be available. This includes D-Mort (Disaster Mortuary Operational Response Team).
 - d. Limited storage and other factors will create non-traditional methods of temporary storage.
 - e. The State of Louisiana has designated sites for temporary interment in each Region and arranged for contract labor.

III. CONCEPT OF OPERATIONS

A. General

1. Mass fatalities incident response is separate from and secondary to search and rescue operations. Response activities should occur only after all survivors of the incident are moved to safety.
2. When a mass casualty incident occurs in the parish, emergency



Emergency Operations Plan

Mass Fatality Plan

responders will take appropriate action to save lives, secure the scene, and assure prompt notification of the necessary response agencies.

3. Care should be taken to limit disturbance of the scene to those activities critical to the removal of living victims for transport to medical facilities. Once viable patients are removed, no action should be taken on remains or personal effects until the Coroner's arrival.
4. Primary concerns of a mass fatality incident response are recovery, identification of human remains and assistance to affected families.
5. The following considerations must be addressed as soon as the event is identified as a mass fatality incident:
 - a. Site must be identified for temporary morgue.
 - b. Refrigerated storage must be obtained as soon as possible. (Refrigerated trucker unit until a Temporary Morgue Unit is available.)
 - c. If is a Pandemic event, then a central collection point must be identified.
 - d. A system must be initiated to track supplies requested, loaned and used for human remain recovery. (Simple tracking and accounting practices will be acceptable.)
6. After action review will be conducted and lessons learned will be incorporated into plan review.
7. Consideration for long term mental health counseling for first responders will be determined.

B. Phases of Emergency Management

1. **Mitigation:** Identify the personnel, training, and equipment needed to deliver capabilities when needed for an incident.
2. **Preparedness:** Develop a mass fatality plan, train and exercise the plan to improve operational capabilities.
3. **Response:** Immediate actions to save lives, protect property and the environment, meet basic human needs, and execute emergency plans and actions to support short-term recovery.
4. **Recovery:** The development, coordination and execution of service and site restoration plans. Measures for social, political,



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Mass Fatality Plan

environmental and economic restoration.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Director of Webster OHSEP

1. The Director of Webster OHSEP will provide coordination for activities and resources in multi-death disaster situations as ESF#5 Emergency Management Coordinator through the activated EOC.
2. Recommend declaration of emergency and request additional resources from state and/or federal agencies.
3. Serves as or designates an ESF #8 Coordinator.

B. Coroner

Single Incident Event, Time Limited, Acute:

1. As soon as it is realized that even one fatality is involved, the Coroner must be immediately notified. The coroner will take control of the scene in many instances, at least the aspect dealing with dead bodies.
 - a. Establish and coordinate the activities of survey and recovery teams used to locate, catalog, and recover human remains and property.
 - b. Determine the need for and request additional or specialized resources, personnel, and equipment.
 - c. Establish, staff, and equip supplemental or temporary morgue operations either in concert with existing morgue facilities or at a remote location.
 - d. Coordinate with local law enforcement on the custody of remains and security of personal effects, to assure proper disposition.
 - e. Identify, in consultation with Disaster Medical Assistance Team, and/or HAZMAT teams, procedures for handling contaminated bodies and limiting further contamination.
 - f. Determine the need for forensic pathologists to provide technical expertise, depending on the nature of the incident.
 - g. Coordinate, working in conjunction with local law enforcement, the Northwest Louisiana Crime Laboratory, forensic teams, DHH, and others, the positive identification of victims.



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2. Collection of deceased victims on scene, from hospitals, and other designated collection points shall be accomplished through the use of enclosed vehicles.
3. Victims will be taken to a designated identification point as established by the coroner's office. Identification of victims shall be made by use of accepted forensic methods by the coroner's office as supplemented by (if necessary):
 - a. Louisiana Mass Fatalities Task Force
 - b. Law enforcement fingerprint identification teams
 - c. Funeral home personnel
 - d. Special agents of the FBI
4. Upon positive identification of victims, bodies will be released to funeral homes specified by the deceased's family. If no preference is noted, bodies will be released to local funeral homes on a rotation basis.
5. The Louisiana Mass Fatalities Task force will assist at the request of the Coroner, and as coordinated through the Director of Webster OHSEP, identification, sanitation, reservation or embalming (as authorized), identified human remains to next of kin or their representative.
6. Coordinates with the ESF #8 Public Health & Medical Coordinator.

Pandemic Influenza, Ongoing, Chronic Event:

1. In the event of a pandemic influenza, deaths will fall into two categories:
 - a. Attended and known identity: signed death certificate relatively straight forward (emergency room doctor or family doctor)
 - b. Unattended and required verification of identity: issuing death certificate and notifying the next of kin will be labor intensive
2. Delays in the issuance of death certificates for both attended and unattended will place substantial pressure on the coroner's offices. The next of kin will need death certificate to manage descendants estate.
3. The transport of human remains from homes cannot be the responsibility of EMS (emergency medical services).



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4. **In Extremis Plan:** When the death processing capacity of a parish has exceeded surge limits, victim collection points may need to be established. Volunteers will have to be organized, just-in-time training and PPE provided. Temporary interment may have to be implemented to supplant storage of bodies.
5. Coordinates with the ESF #8 Public Health & Medical Coordinator.

C. Sheriff of Webster Parish

1. The Sheriff in his role of ESF #13 Public Safety & Security Coordinator will be responsible for ensuring security at the incident site and limiting access. In the event of a pandemic event, he will be responsible for indicated security.
2. Manage search and rescue activities.
3. Assist in activities to document, reconstruct, and investigate the incident.
4. Assist County Coroner with notification of next of kin or representative.
5. Coordinates with the ESF#5 Emergency Management Coordinator.

D. EMS

1. Provide aid to viable patients including rescue, triage, treatment, and transportation.
2. Coordinate medical rehab for first responders.
3. Coordinate with ESF #8 Coordinator.

V. DIRECTION AND CONTROL

A. Authority to Initiate Actions

1. The Webster Parish Coroner's Office will be notified of any mass fatality incident through 911 Dispatch.
2. The Coroner's Office will assess the scope of the event and anticipate levels of additional resources that might be needed.



Emergency Operations Plan

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B. Command Responsibility for Specific Actions

1. The responsibility for collection, identification, storage and dispatch of deceased victims lies with the parish coroner as set forth by law in the State of Louisiana.
 - a. Webster Parish has an elected coroner.
 - b. The Coroner appoints a Chief Deputy coroner.
 - c. There are several Deputy Coroners.
2. The “trigger points” for activation of the Mass Fatality Plan can include:
 - the number of increased deaths
 - limited storage space
 - absenteeism

The trigger point for Webster Parish will likely be limited storage space. There is no refrigerated morgue in Webster Parish.

3. Incident site operations will be performed according to professional protocols to ensure accurate identification of human remains and, under certain circumstances (e.g., commercial airline accident and criminal or terrorist act), to preserve the scene and collect evidence.

C. NIMS / ICS

VI. Continuity of Government / Operations

- A. See Webster Parish Pandemic Influenza Plan Section VI.
- B. See Basic Plan Section VI.

VII. Administration and Logistics

- A. The Director of Webster OHSEP is responsible for requesting aid from neighboring parishes, Region VII and or GOHSEP (Governor’s Office of homeland Security & Emergency Preparedness). If assistance beyond the state’s capabilities is required, GOHSEP will coordinate requests for aid with proper federal agencies.
- B. See Basic Plan Section VII.



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VIII. Plan Development and Maintenance

- A. The Director of Webster OHSEP and the Webster Parish Coroner will be responsible for the development, review, and maintenance of this annex.
- B. See Basic Plan Section VIII.

IX. Authorities and References

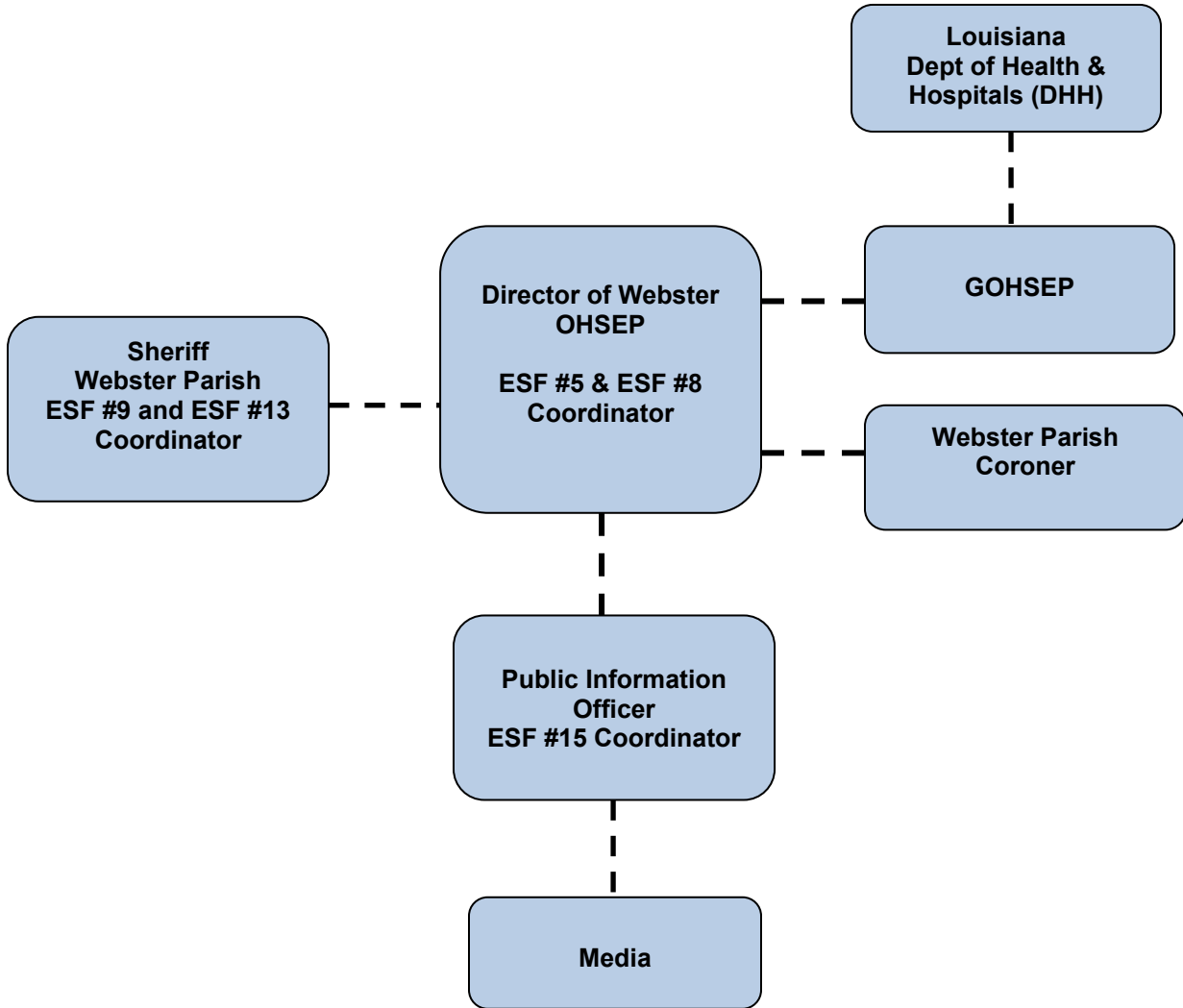
- A. 2009 Louisiana Pandemic Influenza Annex Appendix C
 - B. Online Resource Center for Mass Fatality Plan
 - C. Advanced Practice Center: Managing Mass Fatalities
 - D. Management of Dead Bodies after Disasters: A Field Manual for First Responders (A publication of the Area on Emergency Preparedness and Disaster Relief of the Pan American Health Organization, the World Health Organization, and the International Committee of the Red Cross).
 - E. LA DHH Mass Fatality Framework, April, 2010.
 - F. See Basic Plan Section IX.
-



Emergency Operations Plan

Mass Fatality Plan Appendix #1

Organization Chart



Legend:

- - - - Coordination
- _____ Direct



Emergency Operations Plan

Mass Fatality Plan Appendix #2

Management of Human Remains

Management of the dead is one of the most difficult aspects of disaster response, and natural disasters, in particular, can cause a large number of deaths. The following recommendations will be used to promote the proper and dignified management of dead bodies and to maximize their identification.

Following these principles will aid the work of forensic specialists when they arrive at the scene. These recommendations will help Webster Parish for whom forensic expertise is unavailable to collect basic information that may aid identification of the deceased. Nevertheless, these guidelines do not replace the need for specialist forensic identification of victims.

A. INFECTIOUS DISEASE RISKS:

1. Overview

Dead bodies do not cause epidemics after natural disasters. The fear that dead bodies will cause epidemics after a natural disaster is wrongly promoted by the media as well as some medical and disaster professionals. The surviving population is much more likely to spread disease.

The political pressure brought about by these rumors causes authorities to use unnecessary measures such as rapid mass burials and spraying so-called “disinfectants.” The consequences of mismanagement of the dead include mental distress and legal problems for relatives of the victims.

2. Infections and Dead Bodies

Victims of natural disasters are normally killed by injury, drowning, or fire—not by disease. At the time of death, victims are not likely to be sick with epidemic-causing infections (i.e., plague, cholera, typhoid, and anthrax). A few victims will have chronic blood infections (hepatitis or HIV), tuberculosis, or diarrheal disease. (Most infectious organisms do not survive beyond 48 hours in a dead body. An exception is HIV, which has been found six days postmortem.)

3. Risk to the Public

The risk to the public is negligible because they do not touch dead bodies. There is the potential (but as yet undocumented) risk of drinking water supplies contaminated by fecal material released from dead bodies.



Emergency Operations Plan

Mass Fatality Plan Appendix #2

4. Risk to Body Handlers

Individuals handling human remains have a small risk through contact with blood and feces (bodies often leak feces after death) from the following:

- Hepatitis B and C
- HIV
- Tuberculosis
- Diarrheal disease

Body recovery teams work in hazardous environments (e.g., collapsed buildings and debris) and may also be at risk of injury and tetanus (transmitted via soil).

5. Safety Precautions for Body Handlers

Basic hygiene protects workers from exposure to diseases spread by blood and certain body fluids. Workers should use the following precautions:

- a. Use gloves and boots, if available.
- b. Wash hands with soap and water after handling bodies and before eating.
- c. Avoid wiping face or mouth with hands.
- d. Wash and disinfect all equipment, clothes, and vehicles used for transportation of bodies.
- e. Face masks are unnecessary, but should be provided if requested to avoid anxiety.
- f. The recovery of bodies from confined, unventilated spaces should be approached with caution. After several days of decomposition, potentially hazardous toxic gases can build-up. Time should be allowed for fresh air to ventilate confined spaces.

B. BODY RECOVERY:

Body recovery is the first step in managing dead bodies and is usually chaotic and disorganized. Many different people or groups are involved in body recovery. Communication and coordination with them is often difficult. Body recovery only lasts a few days or weeks, but may be prolonged following very large disasters.

1. The aim of body recovery

- a. Rapid retrieval is a priority because it aids identification and reduces the psychological burden on survivors.
- b. Recovery of bodies should not interrupt other interventions aimed at helping



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survivors.

- c. Body recovery is often done spontaneously by a large number of individuals:
 - Surviving community members
 - Volunteers
 - Search and rescue teams
 - Military, police or civil defense personnel

2. Methods and Procedures

- a. Bodies should be placed in body bags. If these are unavailable, use plastic sheets, shrouds, bed sheets, or other locally available material.
- b. Body parts (e.g., limbs) should be treated as individual bodies. Recovery teams should not attempt to match the body parts at the disaster scene.
- c. Body recovery teams work most effectively in two groups: one to take bodies to a nearby collection point and a second to take them to identification or storage areas.
- d. Noting the place and date where the body was found helps identification.
- e. Personal belongings, jewelry, and documents should not be separated from the corresponding remains during recovery, but only during the identification phase.
- f. Stretchers, body bags, and flatbed trucks or tractor-trailers can be used to transport bodies. Ambulances should not be used for this purpose as they are best used to help the living.

3. Health and Safety

- a. Body recovery teams should wear protective equipment (heavy-duty gloves and boots) and wash their hands with soap and water after handling dead bodies.
- b. Recovery teams often work among debris or collapsed buildings. First-aid and medical treatment should be available in case of injury.
- c. Tetanus may be a particular problem in unvaccinated workers. Local medical teams should be on the alert for tetanus prone injuries.

C. STORAGE OF DEAD BODIES

Without cold storage decomposition advances rapidly. Within 12 to 48 hours in hot climates, decomposition will be too advanced to allow facial recognition. Cold storage slows the rate of decomposition and preserves the body for identification.

Whichever storage option is used, each body or body part should be kept in a body bag or wrapped in a sheet before storage. Waterproof labels (e.g., paper in sealed



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plastic) with a unique identification number should be used. Do not write identification numbers on bodies or body bags/sheets as they are erased easily during storage.

1. Refrigeration

- a. Refrigeration between 2°C and 4°C is the best option.
- b. Refrigerated transport containers used by commercial shipping companies can be used to store up to 50 bodies.
- c. Enough containers are seldom available at the disaster site and alternative storage options should be used until refrigeration becomes available.

2. Temporary Burial

- a. Temporary burial provides a good option for immediate storage where no other method is available, or where longer term temporary storage is needed.
- b. Temperature underground is lower than at the surface, thereby providing natural refrigeration.
- c. Temporary burial sites should be constructed in the following way to help ensure future location and recovery of bodies:
 1. Use individual burials for a small number of bodies and trench burial for larger numbers.
 2. Burial should be 5 feet deep and at least 650 feet from drinking water sources.
 3. Leave 1 ½ feet between bodies.
 4. Lay bodies in one layer only (not on top of each other).
 5. Clearly mark each body and mark their positions at ground level.

3. Dry Ice

Dry ice may be suitable for short-term storage.

- a. Dry ice should not be placed on top of the bodies, even when wrapped, because it damages the body.
- b. Build a low wall of dry ice (i.e. 20" high) around groups of about 20 bodies and cover with a plastic sheet, tarpaulin, or tent.
- c. About 10 kg (4 ½ lbs.) of dry ice per body, per day is needed, depending on outside temperature.
- d. Dry ice must be handled carefully as it causes "cold burns" if touched without proper gloves.
- e. When dry ice melts it produces carbon dioxide gas, which is toxic. Closed



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rooms or buildings should be avoided when using dry ice in preference to areas with good natural ventilation.

4. Ice

The use of ice (frozen water) should be avoided where possible because:

- a. In hot climates ice melts quickly and large quantities are needed.
- b. Melting ice produces large quantities of dirty waste water that may cause concern about diarrheal disease. Disposal of this waste water creates additional management issues.
- c. The water may damage bodies and personal belongings (e.g., identity cards).

D. IDENTIFICATION OF DEAD BODIES

Identification of dead bodies is done by matching information from the deceased (physical features, clothes, etc.) with information from individuals who are missing or presumed dead. Mobilizing forensic resources may take several days. This means that early opportunities to help identify bodies may be lost as the bodies decompose.

Visual recognition of cadavers or their photographs by acquaintances of the deceased is the simplest form of identification, but this is prone to errors. Therefore, whenever possible, it should be complemented with other means of forensic identification, albeit at a later stage. Forensic procedures (autopsies, fingerprinting, dental examinations, DNA) can be used after visual identification of bodies or photographs become impossible.

The early work of non-specialists in managing the dead (especially proper recovery, documentation and storage methods) will determine much of the success of future identifications by forensic specialists.

1. General Principles

- a. Sooner is better for victim identification. Decomposed bodies are much more difficult to identify and require forensic expertise.
- b. The key steps to identification as described below are: Unique reference number, Label, Photograph, Record, and Secure.
- c. It should be appreciated that visual recognition, while simple, can result in mistaken identifications causing serious embarrassment, distress to the bereaved and legal difficulties. It is always preferable to ensure that accurate



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identification is achieved by evaluating a combination of criteria and not solely on visual recognition.

- d. Injuries to the deceased, or the presence of blood, fluids, or dirt, especially around the head, will increase the chance of mistaken visual recognition.
- e. Any separate body part which proves that a person is dead can aid in the identification and should therefore be managed as though it is a whole body (i.e., using a unique reference number).

2. Unique reference (mandatory)

- a. Assign a sequential, unique reference number to each body or body part. Reference numbers must not be duplicated.

3. Label (mandatory)

- a. Write the unique reference number on a waterproof label (e.g., paper sealed in plastic) then securely attach it to the body or body part.
- b. A waterproof label with the same unique reference number must also be attached to the container for the body or body part (e.g., body bag, cover sheet or bag for the body part).

4. Photograph (mandatory – if photographic equipment is available)

- a. The unique reference number must be visible in all photographs.
- b. If available, digital cameras allow for easier storage and distribution of photographs.
- c. Clean the body sufficiently to allow facial features and clothing to be properly represented in the photographs.
- d. In addition to the unique reference number, the photographs should include at least:
 - A full length of the body, front view
 - Whole face
 - Any obvious distinguishing features
- e. If circumstances permit, or at a later time, additional photographs can be included with the unique reference number of the following:
 - Upper and lower part of the body;
 - All clothing, personal effects, and distinguishing features
- f. When taking photographs, the following should be considered:
 - Blurred photographs will not be useful.



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- Photographs must be taken close to the dead body; when photographing the face, it should fill the entire picture.
- The photographer should stand at the middle of the body when taking the picture, not at the head or feet.
- The photograph must include the visible unique reference number, to ensure that identification made using the photograph matches the correct body, and a scale, to calculate the size of features in the photo.

5. Record (mandatory)

- a. If photographs have been taken, record the following data together with the unique reference number:
 - Gender (confirmed by looking at the genital organs).
 - Approximate age range (infant, child, adolescent, adult, or elderly).
 - Personal belongings (jewelry, clothes, identity card, driver's license, etc.).
 - Obvious specific marks on the skin (e.g., tattoos, scars, birthmarks) or any obvious deformity.
- b. If no photographs have been taken, also record:
 - Race
 - Height
 - Color and length of hair
 - Color of eyes

6. Secure

- a. Personal belongings should be securely packaged, labeled with the same unique reference number, and stored with the body or body part. **This is mandatory.**
- b. Clothing should be left on the body.

E. IDENTIFICATION AND RELEASE OF BODY TO RELATIVES

1. To increase reliability of visual recognition, viewing conditions should minimize emotional stress to bereaved relatives.
2. Although there may be no alternative following large disasters, the psychological impact of viewing dozens or hundreds of dead bodies may further reduce the validity of visual recognition.
3. Viewing photographs of the highest possible quality may be a better approach.
4. Release of a body:
5. A dead body should only be released when identification is certain.



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6. Visual recognition should be confirmed by other information such as identification of clothing or personal effects.
7. Information collected about missing people can be used to cross-check visual recognition.
8. A body should only be released by the responsible authority, which must also provide documentation of the release (a letter or death certificate).
9. Record the name and contact details of the person or relatives who claimed the body together with the body's unique reference number.

Each body or body part **must** have a unique reference number. The following is recommended.

PLACE + RECOVERY TEAM/PERSON + BODY COUNT

For example: Colonia San Juan- Team A-001

or

Chaing Mai Hospital - P. Sribanditmongkol-001

PLACE: Where possible, all bodies should be assigned a unique reference number indicating place of recovery. If recovery place is unknown, use instead the place where the body was taken for identification / storage.

RECOVERY TEAM / PERSON: Person or team numbering the body.

BODY COUNT: A sequential count of bodies at each site (e.g., 001 = body number one) from a list of sequential numbers.

10. Bodies that cannot be recognized by visual means, should be properly stored until forensic specialists can investigate.
11. Care should be taken before releasing bodies that are not whole, as this may complicate subsequent management of body parts.

F. INFORMATION MANAGEMENT

State authorities bear primary responsibility for the proper handling of information about the dead and missing in disasters. A large amount of information is collected about the dead and missing, even after relatively small disasters. Necessary resources (human, technical, and financial) for information management must be provided. Management of information is a key role for coordination.

1. Organizational Arrangements

- a. Information centers should be established at regional and/or local levels.



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- b. Local centers act as focal points for collection and consolidation of information on the dead and for attending to the public. They are particularly necessary for receiving tracing requests, leaving photographs and information about the missing, and for the release of information on persons found or identified.
- c. A national system for management and coordination of information should centralize all information on the dead and missing in disasters. Tracing services of the International Committee of the Red Cross and National Red Cross/Red Crescent Societies may assist in this task.
- d. Data should flow in both directions between the national and local level.

2. Information for the Public

- a. The population should be promptly and clearly informed about the response and procedures adopted for:
 - Searching for the missing
 - Recovery and identification of dead bodies
 - Collection and release of information
 - Support for concerned families and communities.
 - Information can be provided through the local or regional centers.
 - A wide range of media can be used:
 - The Internet.
 - Notice boards.
 - Newspapers, television, radio, etc.

3. Information About Dead Bodies

- a. Basic information must be collected about all dead bodies when possible.
- b. Early data collection may use paper forms and this information may be entered into an electronic database at a later stage.
- c. Information is likely to include valuable personal items and photographs.
- d. A chain of custody is required to avoid misplacement of information and ensure the availability of evidence.
- e. Centralization and consolidation of information about the dead and missing is essential for increasing the possibility of finding a match between tracing requests for missing persons and available/known information of dead bodies.

G. LONG-TERM STORAGE AND DISPOSAL OF DEAD BODIES

All identified dead bodies should be released to relatives or their communities for disposal according to local custom and practice. Long-term storage will be required



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for remaining unidentified bodies.

1. Method of Disposal / Long-Term Storage

- a. Burial is the most practical method as it preserves evidence for future forensic investigation, if required.
- b. Cremation of unidentified bodies should be avoided for several reasons:
 - Cremation will destroy evidence for any future identification.
 - Large amounts of fuel are needed (usually wood).
 - Achieving complete incineration is difficult, often resulting in partially incinerated remains that have to be buried.
 - It is logistically difficult to arrange for the cremation of a large number of dead bodies.

2. Location of Burial Sites

- a. Careful thought must be given to the location of any burial site.
- b. Soil conditions, highest water table level, and available space must be considered.
- c. The site should be acceptable to communities living near the burial site.
- d. The site should be close enough for the affected community to visit.
- e. The burial site should be clearly marked and surrounded by a buffer zone that is at least 10m wide to allow planting of deep-rooted vegetation and to separate the site from inhabited areas.

3. Distance from Water Sources

- a. Burial sites should be at least 200m away from water sources such as streams, lakes, springs, waterfalls, beaches, and the shoreline.
- b. Suggested burial distance from drinking-water wells are provided in the following table. Distances may have to be increased based on local topography and soil conditions.

Recommended Distance of Graves from Drinking Water Wells

Number of bodies	Distance from drinking water well
4 or less	660 ft
5 to 60	820 ft
60 or more	1,150 ft
120 bodies or more per 330 sq. ft	1,150 ft



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4. Grave Construction

- a. If possible, human remains should be buried in clearly marked, individual graves.
- b. For very large disasters, communal graves may be unavoidable.
- c. Prevailing religious practices may indicate preference for the orientation of the bodies.
- d. Communal graves should consist of a trench holding a single row of bodies each placed parallel to the other 4 ½ ft apart.
- e. Each body must be buried with its unique reference number on a waterproof label.
- f. This number must be clearly marked at ground level and mapped for future reference.
- g. Although there are no standard recommendations for grave depth, it is suggested that:
 - Graves should be between 5 ft and 10 ft deep.
 - Graves with fewer than five people should allow for at least 4 ft (5 ft if the burials are in sand) between the bottom of the grave and the water table, or any level to which ground water rises.
 - For communal graves there should be at least 6 ½ ft between the bottom of the grave and water table, or any level to which groundwater rises.
 - These distances may have to be increased depending on soil conditions.

H. COMMUNICATIONS AND THE MEDIA

Good public communication contributes to a successful victim recovery and identification process. Accurate, clear, timely, and up-dated information can reduce the stress experienced by Webster Parish, defuse rumors, and clarify incorrect information. The news media (TV and radio, newspapers and the Internet) are vital channels of communication with the public during mass disasters. Journalists, both local and national, often arrive soon after the disaster.

1. Working with The Media

- a. Generally, most journalists want to report responsibly and accurately. Keeping them informed will minimize the likelihood of inaccurate reporting.
- b. Engage proactively and creatively with the media:
 - A Public Information Officer should be assigned both locally.
 - Establish an information center (as near as possible to the affected area).
 - Cooperate proactively (prepare regular briefings, facilitate interviews,



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etc.).

2. Working with The Public

- a. An information center for relatives of the missing and the dead should be set up as soon as possible.
- b. A list of confirmed dead and survivors should be made available, and details of missing individuals recorded by official staff.
- c. Information should be provided about the processes of recovery, identification, storage, and disposal of dead bodies.
- d. Arrangements for death certification may also need to be explained.

3. Working with Relief Agencies

- a. Humanitarian workers and relief agencies have direct contact with affected communities and may act as a source of local information.
- b. Aid workers are not always well informed and may give conflicting information, especially about the infectious risks of dead bodies.
- c. Providing correct information to aid agencies on management of the dead will further help to reduce rumors and to avoid incorrect information.

4. Information Management

- a. Care is needed to respect the privacy of victims and relatives.
- b. Journalists should not be allowed direct access to photographs, individual records, or the names of victims. However, authorities may decide to release this information in a managed way to help with the identification process.
- c. Soon after the disaster, a decision must be taken whether or not to provide information about the number of victims. The disadvantage of this is that these estimates will undoubtedly be wrong. The advantage is that official statistics may prevent exaggerated reporting by the media.

I. SUPPORT TO FAMILIES AND RELATIVES

The dead and the bereaved should be respected at all times. The priority for affected families is to know the fate of their missing loved ones. Honest and accurate information should be provided at all times and at every stage of the recovery and identification process. A sympathetic and caring approach is owed to the families throughout the process. Mistaken identification should be avoided. Psycho-social support for families and relatives should be considered. Cultural and religious needs should be respected.

1. Identification of Victims



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- a. A family liaison focal point should be established to support relatives.
- b. Families should be informed about findings and the identification of their loved ones before anyone else.
- c. Families of the dead and missing must be given realistic expectations of the process, including the methods used and timeframes for recovery and identification of remains.
- d. Families should be allowed to report a missing relative and provide additional information.
- e. Identification should be conducted as speedily as possible.
- f. Children should not be expected to aid in the visual recognition of dead bodies.
- g. The need for relatives to view the bodies of their loved ones as part of the grieving process should be respected.
- h. Once identified, bodies should be released as swiftly as possible to their next of kin.

2. Cultural and Religious Aspects

- a. The overwhelming desire of relatives from all religions and cultures is to identify their loved ones.
- b. Advice and assistance from religious and community leaders should be sought to improve understanding and acceptance of the recovery, management, and identification of the dead bodies.
- c. Undignified handling and disposal of dead bodies may further traumatize relatives and should be avoided at all times. Careful and ethical management of dead bodies, including disposal, should be ensured, including respect for religious and cultural sensitivities.

3. Providing Support

- a. Psycho-social support should be adapted to needs, culture, and context and should consider local coping mechanisms.
- b. Local organizations such as the Red Cross, NGOs, and faith groups can often provide emergency psycho-social care for those affected.
- c. Priority care should be given to unaccompanied minors and other vulnerable groups. Where possible, they should be reunited and cared for by members of their extended family or community.
- d. Material support may be necessary for funeral rituals, such as burial shrouds, coffins, etc.
- e. Special legal provisions for those affected (i.e., rapid processing of death certificates) should be considered and publicized within the affected communities.
- f. Once identified, bodies should be released as swiftly as possible to their next



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Reference: Pan American Health Organization, 2006, 2009. Management of Dead Bodies after Disasters: A Field Manual for First Responders. A publication of the Area on Emergency Preparedness and Disaster Relief of the Pan American Health Organization, the World Health Organization, and the International Committee of the Red Cross.



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Louisiana DHH Support

DHH Mass Fatality Plan

The implementation of parish and regional plans formulated on this Framework rests on the following progressive steps:

1. A disease outbreak, intentional release event, accidental incident, or natural disaster overwhelms the local coroner's ability to handle the mass fatality events – including any resources available through mutual aid or memorandums of understanding. The parish coroner is accountable and responsible for activating the mass fatality framework.
2. Notification by the coroner through the parish Office of Homeland Security and Emergency Preparedness will occur with the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) establishes Emergency Operations Centers (EOC) at the state level, to support local-level operations.
3. GOHSEP notifies the Governor, and a determination is made for an emergency declaration – for the event and for which parishes within the State.
4. GOHSEP notifies the Department of Health and Hospitals (DHH) of such an event and the nature of the catastrophe – if it has been identified. DHH is a member of the over-watch team at GOHSEP's EOC.
5. When resources are requested locally through OHSEPs because local-level supplies and resources are exhausted, DHH will respond with items requested by partners or facilitate the request to the federal level.
6. Once a disease outbreak has occurred or a chemical incident/natural disaster has overwhelmed the local ability to respond, the State will identify key hospitals in each region (pre-identified) will be designated as Institutional Collection Points (ICP), to assist local coroner's offices and pre-established partnerships they have already instituted. Further, Louisiana DHH Mass Fatality Framework Page 6 April 19, 2010 Regional Collection Points (RCP) may be established to collect ICP remains as these resources are consumed and to transition to a temporary interment site.
7. Only in the case of last resort – when military hermetically-sealed containers are unavailable – will temporary interment locations be considered and/or utilized. DHH has completed a Memorandum of Understanding with the Department of Corrections for the use of land, inmate labor and prison equipment for the temporary interment task



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8. There will be a severe shortage of personnel at all levels of the private and public sector that will hamper and significantly impede the deployment of resources for victim recovery.

Roles and Responsibilities

1. Department of Health & Hospitals (DHH)

- a. The DHH will provide medical intelligence from the State Health Officer, State Epidemiologist, Regional Medical Directors and other public health professionals to the Coroner's offices.
- b. The DHH will provide – if requested – via the state cache, any items needed by the parish coroners. This may range from office supplies such as pens/paper to personnel, office staff, or other support services.
- c. The DHH will also make available, if public supplies falter or the episode overwhelms supply chain mechanisms, appropriate personal protective equipment supplies, including such items as gloves, face masks, body bags, refer units (trailers or room-cooling devices), waterproof tagging systems, and other incident-specific items.
- d. The DHH will coordinate, with GOHSEP, the identification and tasking of tractor drivers with tractors (for 18-wheelers) to assist in the movement of locally-owned assets, for the deployment and location of temporary morgue vehicles. It is anticipated and expected by local coroners that the remains and personal property moved in these trailers will be totally decontaminated, just as is the anticipation with contaminated patients in an ambulance; therefore, the tractor driver does not need special HAZMAT endorsement.

2. Department of Corrections (Corrections)

- a. The DHH has entered into a Memorandum of Understanding for land use for temporary internment sites, which is recognized as a last-resort for mass fatality caseload.
- b. Corrections will provide inmate labor and prison equipment to assist and complete temporary internment, if last-resort is necessary.
- c. The DHH will provide the equivalent level of support for inmate labor (education, personal protective equipment, etc. as appropriate to the tasks being completed) as received by other DHH support personnel, including those activated through



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the State volunteer medical teams.

3. DHH Office of Public Health (DHH OPH)

- a. DHH OPH will ensure that educational reminders are distributed to all DHH staff regarding appropriate hygiene/infection control measures, absences from work, and expectations for the disaster response and recovery.
- b. DHH OPH will activate healthcare providers (most probably through the State volunteer program controlled by the Center for Community Preparedness) to supplement public resources, should the medical surge capacity be overrun and unable to safely manage patient volume.

4. DHH OPH Infectious Disease Epidemiology (ID Epi)

- a. OPH Infectious Disease Epidemiology will continue to conduct disease surveillance and epidemiological investigation.
- b. ID Epi will provide ongoing information with respect to mortality rates, outbreak and severity of illness, in order to assist in the distribution of the State and federal cache (if the federal supplies are shipped from the CDC to Louisiana).

5. DHH OPH Laboratory (Lab)

- a. The Office of Public Health Laboratory is a functional member of the Laboratory Response Network (a national surveillance lab network) and will assist in the identification of the agent causing mass fatalities if it is not readily apparent (such as drowning).
- b. The State OPH Laboratory Director or designee will coordinate communication with the State Epidemiologist or designee and the Center for Community Preparedness Director or designee.

6. DHH Bureau of Media and Communications (BMAC)

- a. The DHH Bureau of Media and Communications (BMAC) will actively work a media campaign throughout the State for educating the general public as well as special partners/interest groups (such as regional/parish government staff, first responders, and media outlet talking points). These topics will include decedent remains contamination, safety methods, temporary internment processes, as well as personal hygiene information specific to the public health emergency.

7. DHH Office of Mental Health (OMH)



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- a. The Office of Mental Health will provide message support to the Bureau of Media and Communications regarding fatality psychological support.
- b. OMH will support BMAC in developing communications concepts, messaging copy, and general stress management information – for public information as well as employee education.

8. DHH OPH Center for Preventative Health-Immunizations (CPH-I)

- a. CPH-I is responsible for issuing vaccination procedures for countering the causal agent, when such an inoculation is available.
- b. CPH-I will provide the framework for any mass vaccination events, endeavoring to include Coroner's office coordination for their field assignees.

9. DHH OPH Center for Community Preparedness (CCP)

- a. CCP will ensure that the Health Alert Network (HAN) has been updated and confirm receipt of HAN messages for staff as well as distribution groups.
- b. CCP will coordinate volunteer communications through LAVA, recruiting new volunteers and directing existing personnel to appropriate locations throughout the State for additional support – including hospitals or other health care providers, critical infrastructure businesses, or supplementing government ops.
- c. CCP will manage the warehouse where supplies are stored (confidential "Receiving, Staging, and Storing" or RSS location), and will maintain accurate data in the inventory management system (IRMS).
- d. CCP will coordinate and execute the distribution of medications via the RSS site (or contingency contracted partners) and the contracted courier.
- e. CCP will tabulate and report necessary documentation to the CDC as well as request asset resupply, if necessary.

10. DHH OPH Pharmacy

- a. The DHH OPH Pharmacy will work with partners, such as retail pharmacies or "Point of Dispensing" (POD), to establish a mechanism of medication delivery for the uninsured and/or underinsured, pursuant to the Emergency Use Authorization and Standing Orders issued by the SHO, if the causal agent has a known and effective countermeasure. This may also include educational material dissemination.



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11. DHH Office of Vital Statistics (Statistics)

- a. Statistics will add surge capacity to facilitate the registration of deaths and issuance of final disposition permits.

12. Parish Coroner's Office

- a. The Coroner's Office capacity for managing a mass fatality event determines the first activation level. Local capacity is a combination of morgue storage capacity, available personnel, and available equipment and supplies. Thresholds for levels of activation are based upon local capacity and are at the discretion of the parish Coroner.
- b. The level of activation will depend on the anticipated number of deaths, the scope of destruction/level of difficulty in recovery, and whether or not there are possible biological, chemical, physical, or radiological hazards.

13. Additional Support

- a. The local funeral homes and ministerial alliance will add surge capacity to provide for timely mortuary, crematory and burial services.
- b. Any hospitals or other medical facilities in the State that have mortuaries will provide decedent storage as available. This may also include appropriate storage at locations within the 'death care' industry, in privately-held/owned locations.
- c. Local, state and federal resources assistance will be requested as needed based on the nature and complexity of the incident.

- Key federal resources that may be requested include, but are not limited to:

Department of Homeland Security (DHS)
Federal Emergency Management Agency (FEMA)
Federal Bureau of Investigation (FBI)
Disaster Mortuary Operations Response Team (DMORT)
Disaster Medical Assistance Team (DMATS)
