



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6
EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

August 2006



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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ESF SUPPORT PLANS

Introduction:

This document supplements and is a supporting document for the Louisiana Emergency Operations Plan (EOP). The EOP is a comprehensive plan for the organization and functioning of state government in emergencies and disasters. The EOP is general in nature, organized into Emergency Support Functions (ESF) Annexes. Annexes have Appendices that break down functions into more detailed separate areas of action and responsibility. The purpose of this supplement is to organize the supporting details that take the planning another step further. State agencies will prepare further detailed plans, procedures, agreements, and arrangements that specify more of the individual steps that will be taken to implement planning down to the lowest operational level. Some ESF Support Plans may be too lengthy and detailed to include in this supplement. Such detailed plans will be maintained by the responsible state departments and agencies. This is a working document. State agencies are responsible for each ESF and will update their ESFs during the year as changes and additions are deemed necessary.

ESF Support Plans:

- ESF 1 – Transportation
- ESF 2 – Communications
- ESF 3 – Public Works and Engineering
- ESF 4 – Firefighting
- ESF 5 – Emergency Management
- ESF 6 – Mass Care, Housing and Human Services
- ESF 7 – Resource Support
- ESF 8 – Public Health and Medical Services
- ESF 9 – Search and Rescue
- ESF 10 – Oil Spill, Hazardous Materials and Radiological
- ESF 11 – Agriculture
- ESF 12 – Energy
- ESF 13 – Public Safety and Security
- ESF 14 – Community Recovery, Mitigation and Economic Stabilization
- ESF 15 – Emergency Public Information
- ESF 16 – Military Support to Civilian Affairs



**LOUISIANA EMERGENCY OPERATIONS PLAN
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EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

ESF-1 SUPPORT PLAN AND IMPLEMENTING PROCEDURES

PRIMARY AGENCY: Department of Transportation and Development (DOTD)

SUPPORT AGENCIES: Board of Regents (BOR)
Department of Corrections (DOC)
Department of Education (DOE)
Department of Health and Hospitals (DHH)
Department of Wildlife and Fisheries (DWLF)
Louisiana National Guard (LANG)
Louisiana State Police (LSP)
Public Service Commission (PSC)
Office of the Governor – Elderly Affairs
Voluntary Organizations

I. PURPOSE

The ESF-1 Support Plan and Implementing Procedures provides specific information about how transportation support will be provided for evacuation and the delivery of essential supplies in the event of an actual or impending disaster or emergency situation.

II. SCOPE

The State services provided under this ESF will include the identification, mobilization, and coordination of available state owned, private industry and volunteer transportation equipment, manpower and technical expertise to meet the requirements of providing essential emergency response in the event of an emergency or disaster. The ESF support plan and implementing procedures applies to primary and support agencies and contains details necessary to carry out specific tasks.

III. RESPONSIBILITIES

A. Preparedness

1. The ESF-1 Coordinator will be known as the Emergency Transportation Coordinator or ETC. The ETC is responsible for the development and maintenance of plans, procedures, and agreements with transportation resources to support emergency evacuation and delivery of critical supplies.



2. The ETC will develop and maintain information about transportation resources by mode, type, and location in the Transportation Directory (TD). The TD will also note the method by which resources can be acquired.

B. Response

1. The ESF-1 Support Plan and implementing procedures will go into effect when ESF-1 is activated by GOSHEP.
2. DOTD will activate the DOTD EOC located on the second floor of the Annex. Execution of mission assignments will take place at the DOTD EOC. Support agency representatives will be present at the DOTD EOC, if necessary. (See Attachment 5 for EOC activation procedures)
3. ESF-1 will acquire, allocate, and monitor transportation resources throughout the emergency using the Transportation Directory along with appropriate plans, procedures, checklists, status reports, and logs.
4. The missions assigned to ESF-1 are identified as either programmed or non-programmed. Programmed mission assignments are pre-identified and addressed in specific contingency plans and agreements. Non-programmed mission assignments are based on emergency needs.
5. ESF-1 agencies will alert personnel and mobilize resources in affected areas.
6. ESF-1 will utilize their association with transportation system representatives to assist the infrastructure branch in the collection of information pertaining to the operational status of airports, seaports, railroads, and highways following the occurrence of a major emergency incident or disaster. Information collected will be used for rapid impact assessment and to support emergency response and recovery operations.

IV. CONCEPT OF OPERATIONS

A. General

The steps below describe the general sequence of how transportation support to Parishes for evacuation will be conducted. (Note: The movement of the population needing state assisted transportation will be complete prior to the implementation of Contraflow.)

B. Increased Alert Phase

1. When an impending emergency or disaster situation is recognized, the need for State transportation support for evacuation will be analyzed.



2. ESF-1 will coordinate with public and private partners, including Federal ESF-1, to ensure operational readiness. In the case of hurricanes or other situations that have a period of increased alertness, resources will be placed on standby.
3. Parishes will communicate to the State the estimated number of the general population the state is expected to transport, the location of Parish Pickup Points (PPP) (See Attachment 7 for known PPP's), the number of drivers the state needs to provide for parish available buses and information about their potential evacuation decision. (Note: Through pre-planning, some missions are pre-programmed.)
4. ESF-1 will ensure the availability of pre-identified staging areas (See Attachment 6 for location of staging areas) and be ready to use alternate sites, if necessary.

C. Mobilization and Staging

1. Once the need for transportation support has been established and the decision has been made to provide these resources, Agreements and Memorandums of Understandings (See Attachments 2 and 3) will be activated. The resources acquired will be sent to a staging area. At the staging area, transportation resources will be checked-in and will receive their assignment.
2. Communication protocols will be established at the staging area. A Movement Control Center (MCC) (See Attachment 8) will be on-site at the staging area and will track the transportation resources once they check-in. In cases where a relatively small number of buses are required for a parish or region, the MCC may be located at the DOTD EOC.
3. Transportation resources will be sent from the staging area to a Parish Pickup Point (PPP) to receive passengers.
4. When a large number of transportation resources are not required, resources may be sent straight to a PPP or Parish staging area managed by the Parish.
5. Each parish is responsible for internal operations throughout their parish to collect the general population that needs transportation support for evacuation. The internal locations where parishes collect the general population will be known as Parish Collection Points (PCP) for the purposes of this plan. Each Parish is responsible for bringing the population to centralized locations for pickup by the State. If transportation assets and/or personnel are provided by the State for these internal operations, the parish will be required to provide a guide to assist the driver.



D. Parish Pickup Point to Shelter

1. Upon arrival at the PPP, the transportation resource will be temporarily placed under the control of the parish for loading purposes.
2. After each unit picks up their passenger load, they will revert to State control and be placed in convoys. Each bus and convoy will be given a unique identifier provided by the MCC for tracking purposes. Whenever possible and if necessary, each convoy will be accompanied by law enforcement personnel who will serve as the convoy leader for escort, security, and communication purposes. The convoy leader will communicate to the MCC that pickup is complete, the number of passengers on each bus, and request or verify their shelter assignment.
3. ESF-6 will provide ESF-1 with shelter destinations. ESF-1 will notify the DOTD EOC of the shelter destination, who in turn will notify the MCC. The MCC will forward the information to the convoy leader.
4. Convoys will be under the direction of the MCC. The MCC will coordinate with convoy leaders and track progress of each convoy as needed. Unless otherwise directed, the convoy leader will escort the convoy to the assigned shelter destination. The convoy leader should not initiate communications to the MCC until they drop off their passengers, unless they encounter unforeseen difficulty such as a convoy vehicle breaking down.
5. Upon arrival at their shelter, the convoy leader will confirm with shelter management that their passengers will be accepted. After the vehicles are unloaded, the convoy leader will communicate to the MCC the total number of passengers that have been unloaded.
6. The MCC will communicate to the convoy leader their new assignment, place them on stand-by, or release them.

V. COORDINATION WITH ESF-8

ESF-1 is a support agency for ESF-8. ESF-8 is responsible for public health and medical services in an emergency. This includes coordinating care and shelter for nursing homes, hospitals, and home health clients with acute care requirements. While nursing homes and hospitals are required by law to have evacuation plans, ESF-8 coordinates the development of state plans for these facilities in the event their plans fail. ESF-1 provides air conditioned coaches for ESF-8 if the state should assist with transportation for the evacuation of institutionalized and non-institutionalized special needs population.



VI. CONCEPT OF OPERATIONS FOR TRANSPORTATION SUPPORT FOR SPECIAL NEEDS POPULATIONS

The mobilization of coaches for ESF-8 support will follow the same timeline for the general population. ESF-8 may choose to co-locate ambulances at the same staging area. The concept of operations will be the same as for general population with the following differences:

A. Institutionalized

1. ESF-8 will task ESF-1 for transportation resources needed to assist nursing homes whose plans have failed. State provided coaches will travel from the staging area, escorted by ambulance, to the nursing home and then to a pre-arranged partner facility.
2. If plans for the partner facility fail, ESF-6 will provide a destination for nursing homes.

B. Non-Institutionalized

1. It will be a Parish responsibility to provide transportation to a PPP for the homebound special needs population.
2. State provided coaches will travel from the staging area, escorted by ambulance, to the PPP and then to the PMAC in Baton Rouge for triage by ESF-8. ESF-8 will determine if persons are to continue on to either a special needs shelter or a general population shelter. The destination for a special needs shelter will be provided by ESF-8. The destination for a general population shelter will be provided by ESF-6.

VII. TRANSPORTATION OF CRITICAL SUPPLIES

There are no pre-programmed missions for the movement of critical supplies. ESF-1 stands ready to provide transportation for the movement of critical supplies utilizing a pre-identified list of appropriate transportation assets and a mechanism for the activation of resources.

VIII. REFERENCES

1. Southeast Contra-flow Plan
2. Southwest Contra-flow Plan

IX. ATTACHMENTS

Attachment 1 Transportation Directory



LOUISIANA EMERGENCY OPERATIONS PLAN
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	Tab 1 Memorandum of Understanding with Zephyr Field (under development)
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ATTACHMENT 1 TRANSPORTATION DIRECTORY

Transportation Resource Directory 2006

(Kept on file in the DOTD EOC)



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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ATTACHMENT 2 AGREEMENT WITH LANDSTAR

TRANSPORTATION SERVICES AGREEMENT
BETWEEN
LANDSTAR EXPRESS AMERICA, INC.
AND
LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

The above agreement is kept on file at the Department of Transportation and Development's Emergency Operations Center.



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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**ATTACHMENT 3 MEMORANDUM OF UNDERSTANDING WITH THE
DEPARTMENT OF EDUCATION**

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
AND
THE LOUISIANA DEPARTMENT OF EDUCATION

The above Memorandum of Understanding is kept on file at the Department of
Transportation and Development's Emergency Operations Center



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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Tab 1 Emergency/Disaster Transportation Form – Equipment Summary Record

EMERGENCY / DISASTER TRANSPORTATION FORM
Equipment Summary Record

School District _____

Description of Route (include pickup location & destination)	Operator Name	Bus #	Date Used	Hours Used			Odometer Reading			Lease Rate	Lease Amount
				Beg Time	End Time	Diff	Beg	End	Diff		

I certify that the above information is correct.

Supervisor's signature Date

Director's signature Date



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Tab 2 Emergency/Disaster Transportation Form – Labor Summary Record

EMERGENCY / DISASTER TRANSPORTATION FORM
Labor Summary Record

School District _____

Driver's Name (Print) _____

Job	Rate of Pay	Dates and Hours Worked for the Week							Total
Description of Work Performed	Per Day or Per Hour								Days or Hours

I certify that the above information is correct.

Driver's signature Date

Supervisor's signature Date



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**ATTACHMENT 4 CONTACT INFORMATION FOR ESF-1 SUPPORT AGENCY
COORDINATORS**

EMERGENCY CONTACT INFORMATION FOR ESF-1 SUPPORT
AGENCY COORDINATORS

This information is kept on file at the Department of Transportation and Development
Emergency Operations Center.



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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ATTACHMENT 5 DOTD EOC ACTIVATION PROCEDURES

DOTD EOC ACTIVATION PROCEDURES

This information is kept on file at the Department of Transportation and Development
Emergency Operations Center.

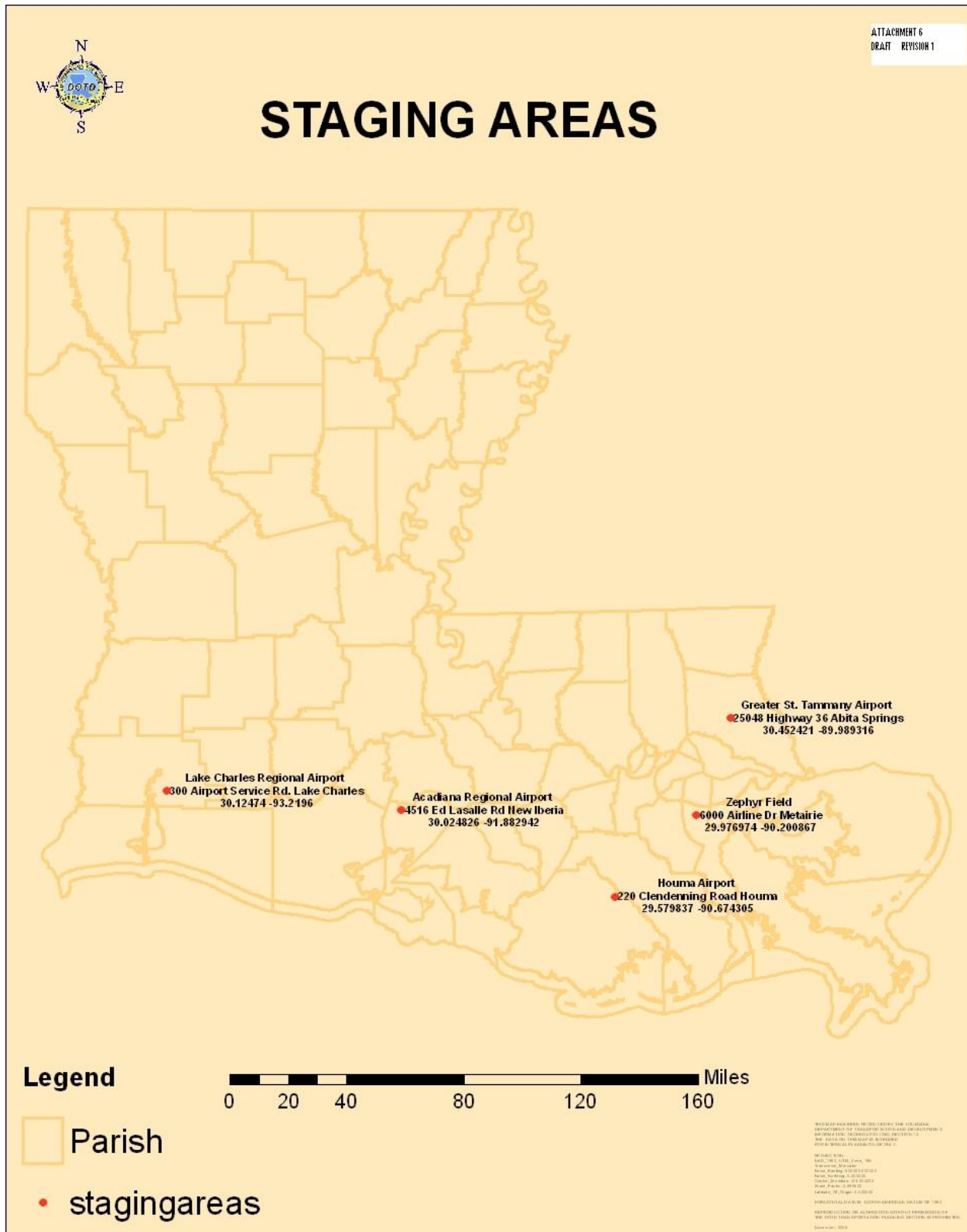


**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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ATTACHMENT 6 MAP OF TRANSPORTATION STAGING AREAS



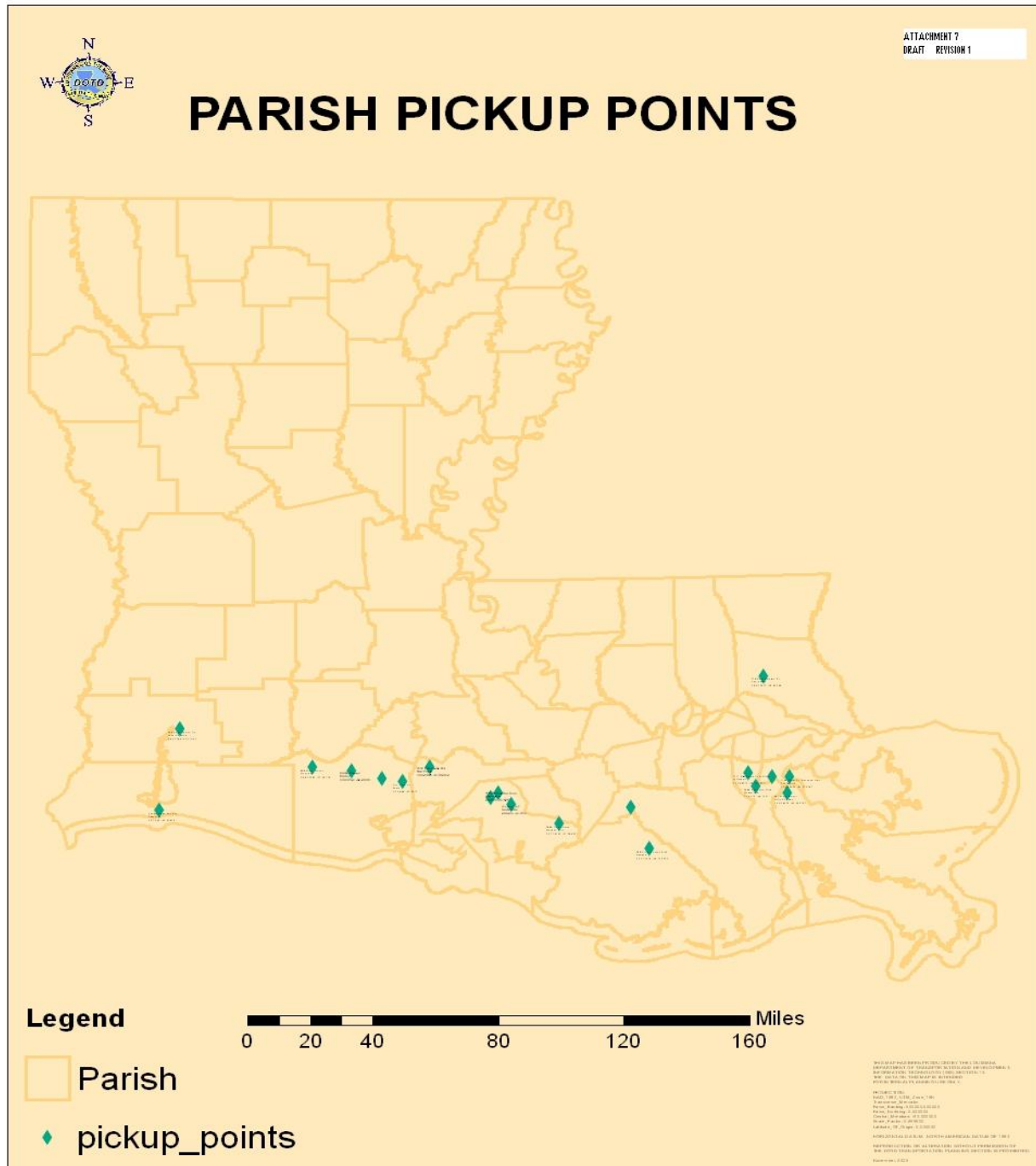


**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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ATTACHMENT 7 MAP OF PARISH PICKUP POINTS





**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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ATTACHMENT 8 STANDARD OPERATING PROCEDURES (SOPS) FOR STAGING AREA/MCC

Bus Staging and Movement Control Center (MCC) Operations

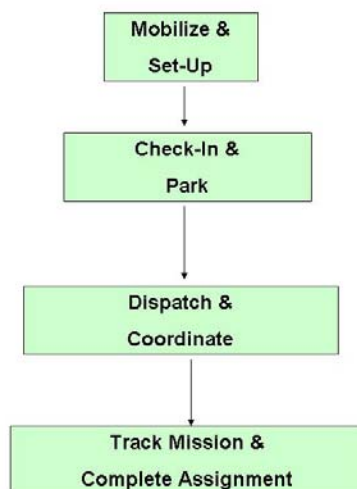
A. Purpose

This document provides a general framework for Bus Staging Operations/Movement Control Center for ESF-1. ESF-1 ground transportation assets will be available to assist in the pre-landfall evacuation of parishes that have exhausted all locally available transportation resources. The overall goal is to provide bus transportation for persons needing assistance evacuating from risk parishes, including special needs individuals to shelters/facilities in non-threatened areas.

B. Summary of Procedure

This procedure is designed to provide basic operational guidelines for managing a bus staging area. Initially, ESF-1 will activate the Bus Staging Area and Movement Control Center. After the Staging Area is set up staff on site will begin the check-in and parking of buses. Buses will be dispatched to move evacuees from parish pick-up points or health care facilities to shelter or host facility destinations. The tracking of buses and completion of their missions comprise the final phase. The diagram below illustrates the phases of bus staging and movement control.

Phases of Bus Staging and Movement Control





C. General Definitions

Staging Area The physical location where buses are checked in, staged and receive their assignment.

Parish Pickup Points The locations where ESF-1 buses are sent to pick up passengers and take them to shelter. These locations are identified by the parishes.

Movement Control Center (MCC) Area from which Movement Control personnel dispatch buses and communicate with DOTD EOC staff and/or parish officials. The MCC may be co-located at the staging area. For smaller operations, an MCC may not need to be co-located at the bus staging area and the MCC Coordinator (MCC-C) will operate from the DOTD EOC.

LSP Liaison- The Louisiana State Police will provide an officer to act as a liaison for coordination and supply of officers to escort bus convoys

Definition of Staging Area Positions

Staging Area Manager Individual responsible for overall command and control of the staging area and MCC if co-located at the staging area.

Movement Control Center Coordinator (MCC-C) Individual responsible for the overall operation of the Movement Control Center.

Security Coordinator Individual responsible for coordinating with Security Officers (e.g. Louisiana National Guard (LANG) and the Louisiana State Police (LSP)) to provide security for the bus staging area.

Logistics Coordinator Individual responsible for coordinating with the Staging Area Manager to provide food, water, fuel and other supplies as needed.

Check-In/Parking Coordinator Individual responsible for coordinating with Check-In/Out Staff and Parking Staff to check buses into the staging area and to park buses with the staging area.

Bus Dispatchers Individual responsible for dispatching buses, communicating status and location of buses to MCC-C.

Staging Area Transportation Coordinators Individual responsible for verifying need for transportation assistance with parish point of contact.

Security Officers Individual responsible for providing security for staging area including prohibiting unauthorized vehicles or persons from entering the staging area.



Logistics Officers Individuals who serve under the Logistics Coordinator to provide food, water, fuel and other supplies as needed.

Check-In/Out Staff Individuals responsible for checking in buses at the staging area and checking out buses prior to departure from staging area.

Parking Staff Individuals responsible for directing the buses to parking areas.

D. Roles and Responsibilities

Staging Area Manager

The Staging Area Manager is responsible for overall operations at a staging area. This includes directing and coordinating all DOTD operational units including the MCC, Logistics, Security and Check-In and Parking.

Movement Control Center Coordinator (MCC-C)

This individual is responsible for the operations of the Movement Control Center and reports directly to the Staging Area Manager. The Bus Dispatchers and the Staging Areas Transportation Coordinators report directly to the MCC-C. The MCC-C performs the following tasks:

- Receives communications from ESF-1 regarding the need for bus transportation to a PPP
- Coordinates with the Bus Dispatchers and Staging Area Transportation Coordinator to verify PPP information and to dispatch buses to the PPP
- Contacts ETC to determine final destination point (e.g. shelter or host facility) of buses that have been dispatched
- Communicates the final destination point to the Logistics Coordinator
- Receives communications from convoy leaders and relays the information to the proper entity
- Communicates and confirms with ETC the final destination of buses and the number of people arriving at shelters
- Communicates the disposition for buses to the convoy leader after buses arrive at final destination

Bus Dispatchers

- ✓ Receives communications from the MCC-C regarding the need for bus transportation
- ✓ Coordinates with the Check-In Staff to check buses out for departure
- ✓ Communicates dispatch information to the MCC-C once buses have departed staging area



Staging Area Transportation Coordinators

- Receives communications from MCC-C regarding the need for bus transportation
- Calls the parish point of contact to verify:
 - ❖ the need for bus transport
 - ❖ the location of PPP
 - ❖ the number of persons needing assistance including those with special needs.
- Obtain shelter destination from MCC-C
- Provide maps and/or driving direction to convoy leader
- Receives communication from convoy leader when buses arrive at final destination
- Calls ETC for a disposition determination for buses at shelters
- Communicates disposition determination to convoy leader (i.e. standby at shelter, mission completed, reassignment)

In the event that the Staging Area Transportation Coordinator cannot obtain destination information prior to buses departing for a PPP, the Coordinator will notify the convoy leader when that information becomes available. The Staging Area Transportation Coordinator is responsible for providing verbal shelter directions to the convoy leader.

Security Coordinator

This individual is responsible for the security operations of the Staging Area and reports directly to the Staging Area Manager. The Security Officers report directly to the Security Coordinator. The Security Coordinator performs the following tasks:

- Receives information from the Staging Area Manager and Security Officers
- Communicates security needs to Security Officers
- Maintains situational awareness of security issues at staging area

Security Officers

- ✓ Receive direct orders from the Security Coordinator
- ✓ Prevents the entry of unauthorized vehicles or persons entry into the staging area

Logistics Coordinator

This individual is responsible for coordinating with the Staging Area Manager to provide food, water, fuel and other supplies as needed. The Logistics Coordinator reports directly to the Staging Area Manager. The Logistics Officers reports directly to the Logistics Coordinator. The Logistics Coordinator performs the following tasks:

- Receives information from the Staging Area Manager about need for supplies
- Assigns duties to Logistics Officers



- Maintains tracking and control mechanism for logistics assets

Logistics Officers

- ✓ Receive orders from Logistics Coordinator
- ✓ Moves and stores supplies as requested

Check-in and Parking Coordinator

This individual is responsible for coordinating checking buses in and out of the staging area and reports directly to the Staging Area Manager. The Check-In/Out Staff and Parking Staff report to the Check-In/Parking Coordinator. The Check-In/Parking Coordinator performs the following tasks:

- Assigns duties for bus check-in and check-out to the Check-In/Out Staff
- Assigns duties to Parking Staff to coordinate bus parking at staging area

Check-In/Out Staff

- ✓ Check in buses at staging area using **Bus Log**
- ✓ Check out buses from staging area using **Bus Log**
- ✓ Maintain awareness of assets on hand and communicate that to the MCC

Parking Staff

- ✓ Coordinates the parking and movement of buses and other transportation assets at the staging area

E. Detailed Procedures for Evacuation of General Populations

When ESF-1 activates a staging area, the Staging Area Manager will notify staff to be deployed to the site and begin set up of the staging area. Concurrently, ESF-1 will contact the LANG and LSP to deploy to the staging area to provide logistics, security, and convoy escorts.

ESF-1 at the state EOC will communicate transportation needs to the DOTD EOC Emergency Transportation Coordinator (ETC). When the request for transportation assistance is received by the ETC, the request for assistance is communicated to the MCC-C.

The MCC-C will communicate the need for buses to be dispatched to a Parish Pickup Point (PPP) to the Bus Dispatchers, Staging Area Transportation Coordinators, and the Logistics Coordinator. Buses and convoy leader will be dispatched to the PPP and buses will be loaded by parish officials.



The MCC-C will contact the ETC when buses have been dispatched to a PPP to determine a final destination for the bus convoy. The ETC will contact ESF-6 to determine the final destination for the bus convoy. The ETC will communicate the final destination to the MCC-C who will relay the final destination to the convoy leader. The convoy leader will inform the bus drivers of the final destination.

When the convoy arrives at their destination the convoy leader will confirm with shelter management that their passengers will be accepted. After the vehicles are unloaded, the convoy leader will communicate to the MCC the total number of passengers that have been unloaded and request their next assignment. The MCC-C will contact the ETC to determine the follow on assignment for the convoy (e.g. new assignment, stand by or release from duty). The MCC-C will relay follow on assignment information to the convoy leader. Attachment A provides an organizational chart of the Incident Command System for a Bus Staging Area with a MCC.

F. Quality Assurance/Quality Control

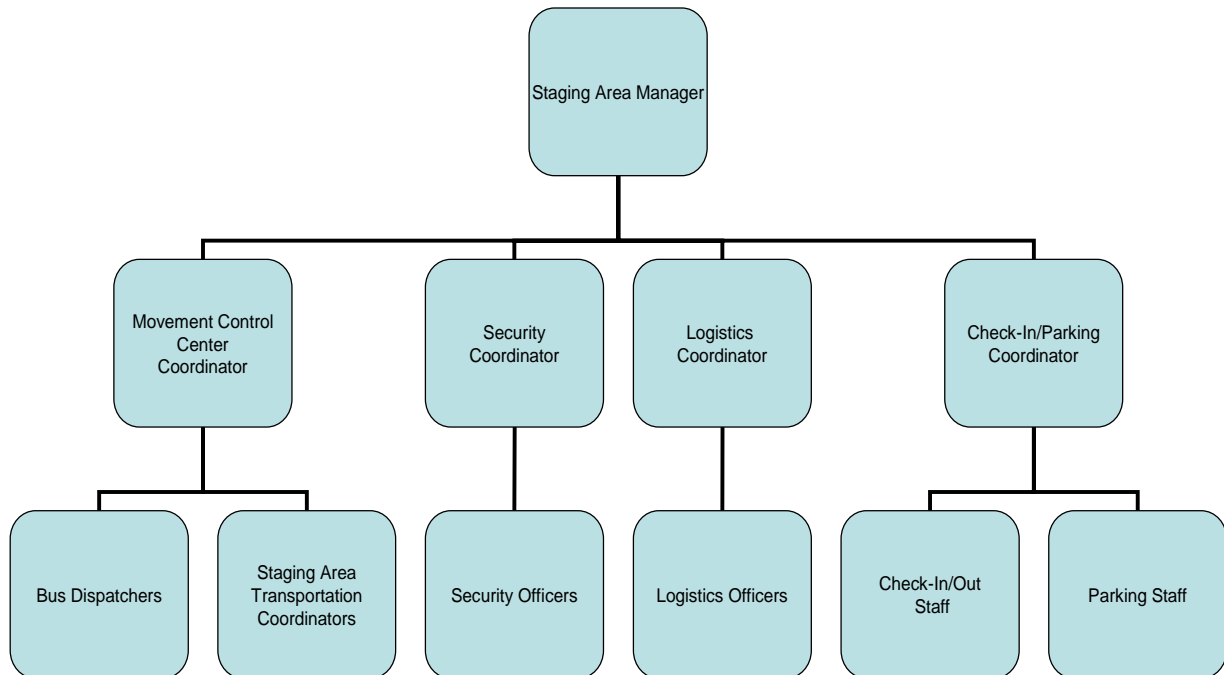
Quality control for this procedure will include evaluating the degree to which each of the specified components above met their goals. This would include administrative review of the procedure, field testing, collection, and evaluation of data gathered during exercises or an actual event and the revision and updating of procedure based on feedback from aforementioned activities.

G. Supporting Documents

- Tab 1 ICS Staging Area/MCC Organizational Chart
- Tab 2 Bus Log (under development)
- Tab 3 Set-up Checklist (under development)
- Tab 4 Resource List (under development)
- Tab 5 MCC Communication Diagram
- Tab 6 Convoy Log (under development)
- Tab 7 Staffing Requirements



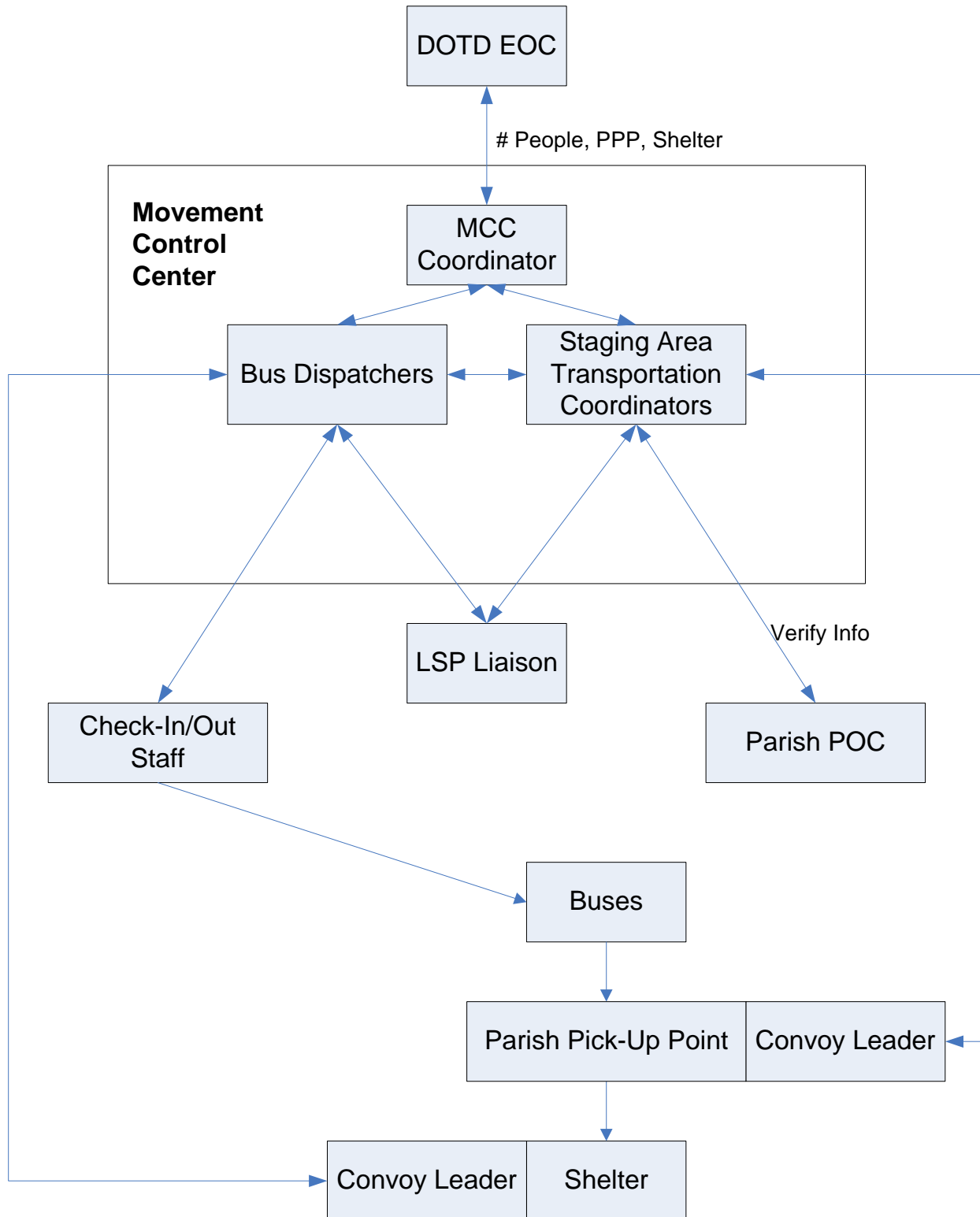
Incident Command System for a Bus Staging Area with a Movement Control Center



DRAFT REVISION 1 TAB 1

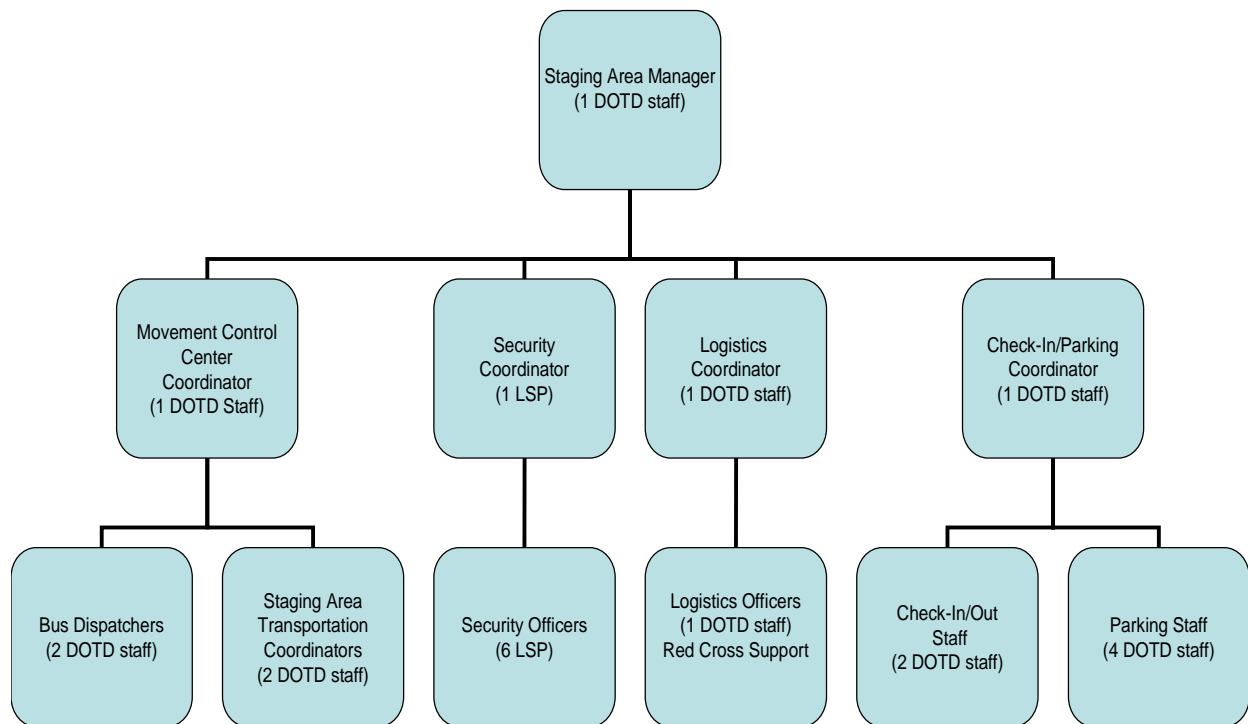


MCC Communication Diagram

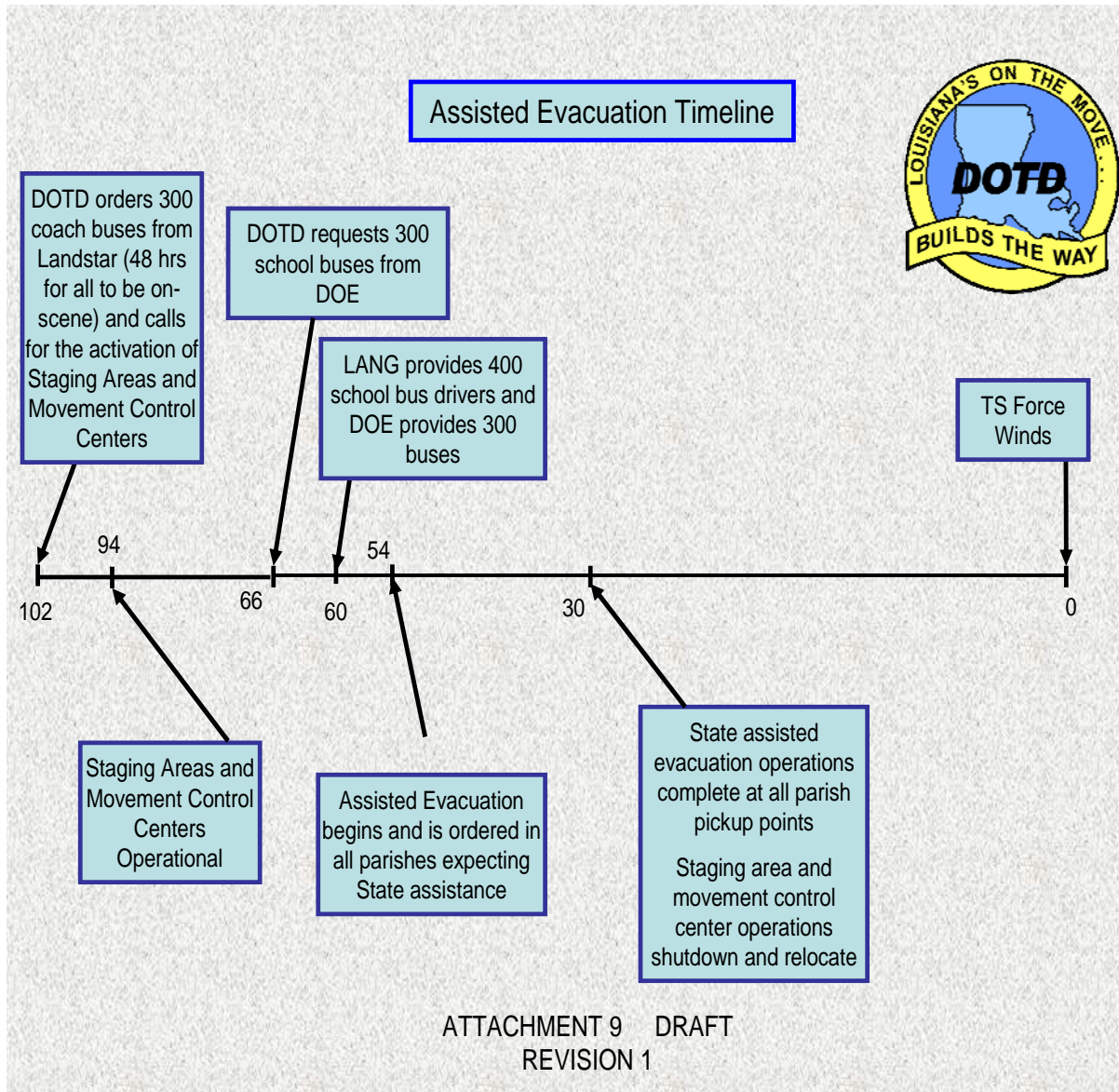




12 Hour Staffing Needs for Staging Area and MCC



DRAFT REVISION 1
ATTACHMENT 8 TAB 7





EMERGENCY SUPPORT FUNCTION 2 – SUPPORT PLAN

ELECTRONIC COMMUNICATIONS/INFORMATION SYSTEMS AND WARNING

PRIMARY AGENCIES

- Governor's Office of Homeland Security and Emergency Preparedness – IT/Communications Division
- Louisiana State Police, Telecommunication
- Louisiana National Guard

SUPPORT AGENCIES

- Louisiana Department of Agriculture and Forestry
- Louisiana Department of Corrections
- Louisiana Department of Culture, Recreation, and Tourism
- Louisiana Department of Economic Development
- Louisiana Department of Education
- Louisiana Department of Environmental Quality
- Louisiana Department of Health and Hospitals
- Louisiana Department of Justice
- Louisiana Department of Labor
- Louisiana Department of Natural Resources
- Louisiana Department of Revenue
- Louisiana Department of Social Services
- Louisiana Department of Transportation and Development
- Louisiana Department of Wildlife and Fisheries
- Louisiana Public Service Commission
- The Louisiana Board of Regents
- LSU Health Care Services Division
- Office of the Governor – Division of Administration
- Office of Telecommunications Management
- Office of Information Technology
- Office of the Governor – Elderly Affairs
- Office of the Governor – Oil Spills
- Electronic communications Service Providers
- LSU Agricultural Center
- Volunteer Organizations
- TERT – Telecommunications Emergency Response Taskforce



INTRODUCTION

Purpose

The purpose of this Emergency Support Function (ESF) is to:

1. Provides guidance and implementation of a system for the rapid alerting and warning key state and local jurisdictions officials and the general public of an impending or occurring natural or technological emergency or disaster.
2. Provides guidance and implementation of a system for organizing, establishing, and maintaining the electronic communications and information system capabilities necessary to meet the operational requirements of state and local jurisdictions in preparing for, responding to, and recovering from, emergencies and disasters.

Scope

1. State services under this ESF consist of the identification, mobilization, and coordination of available state 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 Federal assistance while re-establishing primary communication systems.
2. Support for this ESF includes: state government furnished electronic communications, commercially leased communications, and electronic communications services provided under the National Response Plan and the National Security Emergency Preparedness procedures for expediting service requirements covered under the Telecommunications Service Priority program.

Policies

1. The Louisiana Emergency Operations Plan (EOP) and this ESF attachment will govern all state electronic communications, information systems, and warning activities related to mitigating, preparing for, responding to, and recovering from emergencies or disasters.
2. Electronic communications, information systems, and warning support requirements which cannot be met at the lowest level of authority, will be escalated upward for resolution at the Governor's Office of Homeland Security and Emergency Preparedness, Operations Division, Emergency Operations Center (EOC). If needed, federal assistance will be requested.
3. Local jurisdictions should develop electronic communications/information systems and warning plans and systems commensurate with local jurisdiction emergency management



requirements and needs. Local jurisdiction plans should complement state plans and communications should be interoperable with the state system, when and where feasible.

4. State agencies shall develop electronic communications/information system contingency plans, disaster recovery/business resumption plans, and information system security plans commensurate with the agency's requirements and needs. Agency plans should complement the state EOP. Annual updates will be provided by agencies.
5. This plan shall incorporate Louisiana State Police, Louisiana National Guard, and Louisiana Office of Telecommunications Management polices and plans.
6. This plan shall incorporate plans and procedures from private industries.

SITUATION

Emergency/Disaster Conditions and Hazards

1. The state of Louisiana is at all times subject to a variety of emergency or disaster events requiring dissemination of warning and/or other emergency information to state or local jurisdiction officials.
2. Emergency or disaster warnings may originate from any level of government or other sources. Most forecasting resources are located within the federal government. This may include watches and warnings for: floods, hurricanes, severe weather, tornadoes, fixed nuclear facility incidents, hazardous material incidents, as well as terrorism related incidents.
3. The sudden and unexpected nature of a catastrophic event will result in numerous requests from all levels of government for services required to save lives, protect property, and preserve the environment.
4. Government authorities will require accurate and timely information on which to base their decisions and focus their response actions. Concurrently, widespread damage to commercial electronic communications facilities is likely. At a time when the need for real-time electronically processed information is greatest, the capability to produce it will be seriously restricted or nonexistent. All surviving electronic communications assets of the various levels of government, augmented by extra-regional assets, will be needed immediately to assure a proper response to the needs of the victims of the event.

Planning Assumptions

1. The state and local jurisdictions primary mission is coordinating lifesaving activities concurrent with reestablishing control of the affected area. The state, in conjunction with the electronic communications industry, will accomplish as much restoration of electronic communications facilities as the situation permits.



2. Initial reports of damage will be fragmented, providing an incomplete picture on the extent of damage to electronic communications facilities.
3. Weather and other environmental factors will restrict the ability to deploy mobile or transportable electronic communications equipment into the affected area.
4. Conditions following the event will necessitate the careful consideration of sites for establishing staging areas, shelters, assistance centers, alternate operations centers, the Joint Field Office (JFO), and communications to support.
5. A Governor's Proclamation of Emergency and/or a Presidential Disaster Declaration per Public Law (PL) 93-288, as amended, will be requested and announced, if the situation warrants.

CONCEPT OF OPERATIONS

General

1. Reliable electronic communications and information system capabilities are necessary at all levels of government for day-to-day communications, warning of impending events, response and recovery operations, search and rescue operations, and coordination with other state and public safety agencies. Such capabilities must be available to the state for operations from the primary or alternate EOC as well as any other location selected because of existing conditions at the time of the emergency or disaster.
2. Post-emergency or disaster routine modes of electronic communications and information systems that are operational will continue to be used after the occurrence of the event. Routine modes of electronic communications and information systems include commercial telephone and data systems, two-way radio systems, satellite resources, and dedicated leased lines, operated by the state and federal government, as well as, any other mode from private industry
3. The federal government, under the National Response Plan (NRP) and the National Security Emergency Preparedness procedures may, through the Federal Emergency Management Agency (FEMA), provide temporary emergency communications assistance to state and/or local jurisdictions prior to or during an emergency or disaster.
4. Emergency communication between local jurisdictions and the federal government, as well as, with other state agencies is provided through the state EOC communications facility.
5. The Emergency Alert System (EAS) operates through designated radio and television stations and is intended to provide federal, state, and local jurisdictions with the means to disseminate prompt alerting information concerning emergency or disaster type events.



6. Communications capabilities presently available to the state include systems at the primary EOC and the major systems belonging to various state agencies such as the statewide 700/800 MHz radio system managed by the Louisiana State Police, State Agencies, and Military Department - National Guard.
7. An ESF 2 Coordinating Team will advise state EOC on the availability, selection, and use of electronic communications and information system capabilities during all four phases of emergency management.
 - a. This team shall include representatives from selected state agencies and selected private vendors identified by the three primary agencies.
 - b. This team shall invite supporting state agencies and private vendors as needed.
8. The identification, acquisition, prioritization, and deployment of electronic communications and information system assets will be coordinated as appropriate within the EOC (other ESFs) to assure continuity and consistency of state response actions.

Actions to be Implemented

1. There will be continuous operation and maintenance of the local jurisdiction medical, fire, law enforcement, and public works radio networks, as appropriate at the local and state levels.
2. Activation of the state and local jurisdiction and private industry plans as appended, will occur, if available.

Organization

1. The ESF 2 Coordinating Team shall include representatives from selected state agencies and selected private vendors identified by the three primary agencies.
2. The ESF 2 Support Team consists of representatives from state agencies, the electronic communications providers, and the federal partners under the National Response Plan.

PREPAREDNESS ACTIVITIES

Primary Agencies

1. Prepare and maintain communications plans.
2. Establish and maintain communications capabilities and equipment at the state EOC to include a limited mobile capability utilized to accomplish assigned missions and continuity of government.



3. Coordinate, as applicable, with state, federal and local jurisdiction agencies on matters relating to communications plans, programs, systems, administration, and operations.
 - a. Encourage and promote interoperability among state systems, state and local jurisdiction systems, and local jurisdiction interagency systems.
 - b. Assist local jurisdiction emergency management organizations on matters relating to communications plans, programs, systems, and operations.
 - c. Promote the establishment and use of the Amateur Radio Emergency Services (ARES) to provide backup communications capabilities to local jurisdiction EOCs.
 - d. Coordinate with other state agencies, the Federal Emergency Management Agency (FEMA), television and radio broadcast stations, electronic communications service providers, manufacturers, and others to ensure that information is available. This information should cover all forms of communications that may be utilized by the state during an emergency or disaster, and to resolve problems arising from their use.
 - e. Provides training on ESF 2 as required.
 - f. Develops and maintains an inventory of state and local communications capabilities and resources as provided, noting availability and response criteria.
 - g. Coordinates with all appropriate state agencies to ensure each agency with communications capabilities has appropriate procedures to support their assigned emergency management mission.
 - h. Provides assistance and coordination to local jurisdictions in coordinating communications and warning.

Support Agencies

1. Develop and maintain an inventory of their agency communications capabilities and resources, noting the availability and response criteria.
2. Develop and maintain appropriate Standard Operating Procedures (SOPs) in support of this ESF.
3. Determine, identify, and inform agency senior management of deficiencies or limitations that prohibit support of this ESF.



4. Develop and maintain an agency communications plan and provide a copy to the ESF 2.
 - a. Electronic Communications Service Providers:
 - 1) Assure local exchange and inter-exchange electronic communications companies maintain updated emergency restoration plans.
 - 2) Maintain communications with the Louisiana State Public Services Commission.
 - b. Local Jurisdiction Emergency Management Organization:
 - 1) Maintain local jurisdiction operational communications in a high state of preparedness.
 - 2) Prepare and maintain local jurisdiction communications plans in accordance with state and federal criteria.

All Agencies

1. Periodically test and exercise disaster recovery/business resumption plans and security plans to ensure agency staff personnel are familiar and aware of agency roles and responsibilities.
2. Coordinate and conduct frequent tests and exercises of the state's communications capabilities and this plan, as required.

RESPONSE ACTIVITIES

Primary Agencies

1. Provide advice and coordination for the restoration of key communications networks needed for the response and recovery activities upon activation of the ESF 2.
2. Operate and maintain internal and external communications systems in support of the state EOC.
3. Establish radio and/or telephone communications with each parish EOC in the affected area.
4. Establish communications with the FEMA and/or adjacent states, as necessary.
5. Coordinate and direct assistance to local jurisdictions and other state agencies in support of their emergency communication needs.



6. Assess operational status of and impact on state, local jurisdiction, and commercial electronic communications systems and facilities.
7. Coordinate and monitor the status of the restoration of commercial services and facilities through interaction with Office of Telecommunications Management and Public Services Commission.
8. Coordinate and prioritize requests for federal and military electronic communications support and assistance.
9. Coordinate the allocation, deployment, and location of mobile/transportable communications systems.
10. Assure that adequate staff of trained communications personnel, including amateur radio operators, is identified and available to assist.
11. Ensure all agencies with communications capabilities are advised of conditions and are taking appropriate actions.
12. Disseminate warning information through State Warning System (NAWAS), Emergency Alert System, or if necessary through any and all other available communications systems, as required by the State EOC.

Louisiana State Police, Telecommunication Management

1. Provide information to the state EOC regarding damage and operational status to the statewide 700/800 MHz radio system.
2. Coordinate with vendors and electronic communications service supporting the 700/800 MHz radio system to restore services.
3. Support requests for programming of additional channels in state agency, parish governments, and other users on the 700/800 MHz radio system to support recovery operations, as needed.

Support Agencies

1. Office of the Governor, Division of Administration – Office of Telecommunications Management:
2. Provide a representative, on a 24-hour basis, to augment the state ESF 2 electronic communications staff in the coordination, implementation, and monitoring of the recovery of electronic communications services and information systems, upon request.



3. Provide information to the state EOC regarding damage and operational status of information technology systems and networks impacting the recovery and resumption of vital state services.
4. Provide trouble call center, on a 24-hour basis for reporting of telecommunication system problems from state agencies; coordinates with state and telecommunication service providers to restore services on an expedited basis, as needed for key state agencies with continuity of government responsibilities.

All Support Agencies

1. Provide a representative, on a 24-hour basis, to augment the state ESF 2 electronic communications staff in the coordination, implementation, and monitoring of the recovery of electronic communications services and information systems, upon request.
2. Be prepared to provide organizational communications equipments, as needed to provide communication support to affected areas.

RECOVERY ACTIVITIES

All Agencies

1. Activated electronic communications and information systems will continue to support recovery operations, as required.
2. Return to normal activities when no longer needed or when normal systems and facilities are restored.
3. Restore electronic communications and information system facilities and systems not used in response activities until full services are available to state and federal government, and local jurisdictions and the public at-large.
4. Conduct damage assessments of facilities and equipment, and initiate repairs and mitigation activities.

MITIGATION ACTIVITIES

Primary Agencies

1. Coordinates EFS-2 Working Group activities for planning and procedures.
2. Facilitates development of resources available for disaster response activities.
3. Louisiana State Police, Telecommunication Management.



4. Manage statewide 700/800 MHz radio system and continued enhancement of system for interoperability.

Support Agencies

1. Participate with the ESF 2 membership to coordinate response and recovery activities, ensure communications resources are available to support emergency operations, and to encourage and promote interoperability and survivability when upgrading or implementing new systems, when requested.
2. Office of the Governor, Division of Administration, and Office of Telecommunication Management shall support state agency development of disaster recovery/business resumption plans and information system security plans and facilitate development of resources available for disaster response activities.
3. Local Jurisdiction Office of Homeland Security and Emergency Preparedness Organizations shall encourage and promote mutual aid and interoperability between local jurisdiction communications networks and private industries as needed.

All Agencies

1. Develop and periodically review Disaster Recovery/Business Resumption Plans developed for re-constitution of services.
2. Develop and periodically review Information Technology Security Plans.
3. Update and maintain risk assessment on electronic communication systems

RESPONSIBILITIES

Primary Agencies

1. Overall responsibility for coordinating the emergency electronic communications program within the state.
2. Overall responsibility for operating and maintaining the statewide 700/800 MHz radio system.

Support Agencies

1. Louisiana Office of the Governor, Division of Administration, and Office of Telecommunications Management maintains overall responsibility for coordinating the restoration of state owned information systems within the state.



2. All Support Agencies:
 - a. Provide electronic communications and information system staff and system/equipment assistance, as available and in accordance with the agencies primary mission.
 - b. Provide internal electronic communications and information system support to the organization to return the agency to its day-to-day activities following an emergency or disaster.
3. The Federal Emergency Management Agency provides a national electronic communications system capable of connecting state, federal, and commercial systems for appropriate emergency operations.
4. Electronic Communications Service Providers provide telecommunication services for state and local governments under regulation guidance of Public Services Commission and Louisiana Legislature, as applies.
5. Local Jurisdiction Emergency Management Organizations assure that local jurisdiction communications systems can be utilized from or to the local jurisdiction EOCs and mobile facilities, as applies.

RESOURCE REQUIREMENTS

Local jurisdictions, state, federal, and other supporting agencies should develop and make available, when necessary, the personnel and equipment to fulfill roles and responsibilities identified in this ESF. As a minimum, all agencies should expect to sustain immediate operations for 72 hours and have other resources programmed for use up to 14 days, or longer.



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 1 ESF 2 IMPLEMENTING PROCEDURES

1. National Warning System Operations Manual, dated March 30, 2001, with changes, and State NAWAS procedure, dated 3/14/03, maintained separately.
2. State of Louisiana Emergency Alert System Operations Plan, dated July 1999, and State EAS Procedures, dated November 2003, maintained separately.
3. State EOC Standard Operating Procedures, maintained separately.
4. OHSEP Communications Plan, maintained separately.
5. Memorandum of Agreement between National Oceanic and Atmospheric Administration and the Louisiana Office of Homeland Security, signed 4/13/04 and 2/23/04 respectively, and Emergency Messages via NOAA Weather Radio Procedures, dated 4/29/04, maintained separately.
6. State s Service Priority (TSP) Planning Guidance, dated July 1996, with changes, maintained separately.



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 2 STATE EOC COMMUNICATIONS CAPABILITIES AS OF MARCH 2006

The communications capabilities presently available to and coordinated by the state EOC include:

- a. Commercial telephone, i.e. private line, leased line, regular telephone, cellular telephone, satellite telephone, and facsimile.
- b. NAWAS (National Warning System, landline - voice, inter-state landline-voice.
- c. State NAWAS (State National Warning System, landline – voice, intra-state landline-voice.
- d. National Oceanic Atmospheric Association (NOAA), through Memorandum of Agreement to transmit non-weather related alerts via the Weather Radio System, landline – fax, e-mail.
- e. EAS (Emergency Alert System) Relay Network (Public radio and the broadcast industry).
- f. State 700/800 MHz two-way radio system for primary and back-up direction and control with State Agencies and local jurisdictions.
- g. RACES (Radio Amateur Civil Emergency Services) and ARES (Amateur Radio Emergency Services) (two-way radio and/or packet systems via ham frequency bands).
- h. FNARS (Federal Emergency Management Agency National Radio System), a high frequency radio system.
- i. Dedicated hotline circuits to River Bend Nuclear Plant in St. Francisville, LA, Waterford 3 Nuclear Plant in Taft, LA and Grand Gulf Nuclear Plant in Port Gibson, MS (Landline and voice - voice/facsimile).
- j. XpressAlert (Alert Notification) system to broadcast alert messages to local jurisdictions, state agencies, and Office of Homeland Security staff (internet data and voice).



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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**APPENDIX 3 GOVERNOR’S OFFICE OF HOMELAND SECURITY AND
EMERGENCY PREPAREDNESS ESF 2 SUPPORT ANNEX
(AS RECEIVED)**

**EMERGENCY SUPPORT FUNCTION 2
TELECOMMUNICATIONS/INFORMATION SYSTEMS AND WARNING**

I. PRIMARY AGENCY

Governor’s Office of Homeland Security and Emergency Preparedness

II. INTRODUCTION

A. Purpose. The purpose of this Emergency Support Function (ESF) is to:

1. Provide support for the rapid alerting and warning to key state and local jurisdictions officials and the general public of an impending or occurring natural or technological emergency or disaster.
2. Provide support for the State ESF 2 plan for organizing, establishing, and maintaining the telecommunications and information system capabilities necessary to meet the operational requirements of state and local jurisdictions in responding to, and recovering from, emergencies and disasters.

B. Scope

1. This ESF plan outlines the communication resources supporting the State Emergency Operation Center and the assets available within the Agency to support Agency and other state agency response.
2. Support includes: state government furnished telecommunications, commercially leased communications, and telecommunications services provided under the Federal Response Plan and the National Security Emergency Preparedness procedures for expediting service requirements covered under the Telecommunications Service Priority program.

III. CONCEPT OF OPERATIONS

A. General

1. Reliable telecommunications and information system capabilities are necessary at all levels of government for day-to-day communications, warning of impending events, response and recovery operations, search and rescue operations, and coordination with other state and public safety agencies. Such capabilities must be available to the state for operations from the primary or alternate EOC as well



as any other location selected because of existing conditions at the time of the emergency or disaster.

2. Post-emergency or disaster routine modes of telecommunications and information systems that are operational will continue to be used after the occurrence of the event. Routine modes of telecommunications and information systems include commercial telephone and data systems, two-way radio systems, and dedicated leased lines, operated by the state and federal government, as well as, any other mode from private industry
3. The federal government, under the National Response Plan (NRP) and the National Security Emergency Preparedness procedures may, through the Federal Emergency Management Agency (FEMA), provide temporary emergency communications assistance to state and/or local jurisdictions prior to or during an emergency or disaster.
4. Emergency communication between local jurisdictions and the federal government, as well as, with other state agencies is provided through the state EOC communications facility.
5. The Emergency Alert System (EAS) operates through designated radio and television stations and is intended to provide federal, state, and local jurisdictions with the means to disseminate prompt alerting information concerning emergency or disaster type events.
6. Agency staff supporting the Telecommunications Coordination Team, as requested by the EOP, may advise state EOC on the availability, selection, and use of telecommunications and information system capabilities during all four phases of emergency management.

B. Procedures

1. National Warning System Operations Manual, dated March 30, 2001, with changes, and State NAWAS procedure, dated 3/14/03, maintained separately.
2. State of Louisiana Emergency Alert System Operations Plan, dated July 1999, and State EAS Procedures, dated November 2003, maintained separately.
3. State EOC Standard Operating Procedures, maintained separately.
4. OHSEP Communications Plan, maintained separately.
5. Memorandum of Agreement between National Oceanic and Atmospheric Administration and the Louisiana Office of Homeland Security, signed 4/13/04 and 2/23/04 respectively, and Emergency Messages via NOAA Weather Radio Procedures, dated 4/29/04, maintained separately.



6. State Telecommunications Service Priority (TSP) Planning Guidance, dated July 1996, with changes, maintained separately.

IV. PREPAREDNESS ACTIVITIES

1. Develops and maintains an inventory of agency communications capabilities and resources, noting the availability and response criteria.
2. Develops and maintains appropriate Standard Operating Procedures (SOPs) in support of this ESF.
3. Determines, identifies, and informs agency senior management of deficiencies or limitations that may prohibit support of this ESF.
4. Periodically tests and exercise disaster recovery/business resumption plans and security plans to ensure agency staff personnel are familiar and aware of agency roles and responsibilities.

V. RESPONSE ACTIVITIES

1. Provide a representative, on a 24-hour basis, to augment the state ESF 2 telecommunications staff in the coordination, implementation, and monitoring of the recovery of telecommunications services and information systems, upon request.
2. Provide organizational communications equipments, as needed to provide communication support to affected areas.
3. Provide telecommunications and information system staff and system/equipment assistance, as available and in accordance with the agencies primary mission.
4. Provides internal telecommunications and information system support to the organization to return the agency to its day-to-day activities following an emergency or disaster.

VI. RECOVERY ACTIVITIES

1. Activated telecommunications and information systems will continue to support recovery operations, as required.
2. Return to normal activities when no longer needed or when normal systems and facilities are restored.



3. Restore telecommunications and information system facilities and systems not used in response activities until full services are available to state and federal government, and local jurisdictions and the public at-large.
4. Conduct damage assessments of facilities and equipment, and initiate repairs and mitigation activities.

VII. MITIGATION ACTIVITIES

1. Participates with the ESF 2 membership to coordinate response and recovery activities, ensure communications resources are available to support emergency operations, and to encourage and promote interoperability and survivability when upgrading or implementing new systems, when requested.
2. Develops and periodically reviews Disaster Recovery/Business Resumption Plans developed for re-constitution of services.
3. Develops and periodically reviews Information Technology Security Plans.

VIII. COMMUNICATIONS CAPABILITIES

1. The communications capabilities presently available to and coordinated by the state EOC include:
 - a. Commercial telephone, i.e. private line, leased line, regular telephone, cellular telephone, satellite telephone, and facsimile.
 - b. NAWAS (National Warning System, landline - voice, inter-state landline-voice.
 - c. State NAWAS (State National Warning System, landline – voice, intra-state landline-voice.
 - d. National Oceanic Atmospheric Association (NOAA), through Memorandum of Agreement to transmit non-weather related alerts via the Weather Radio System, landline – fax, e-mail.
 - e. EAS (Emergency Alert System) Relay Network (Public radio and the broadcast industry).
 - f. State 700/000 MHz two-way radio system for primary and back-up direction and control with State Agencies and local jurisdictions.
 - g. RACES (Radio Amateur Civil Emergency Services) and ARES (Amateur Radio Emergency Services) (two-way radio and/or packet systems via ham frequency bands).



- h. FNARS (Federal Emergency Management Agency National Radio System), a high frequency radio system.
- i. Dedicated hotline circuits to River Bend Nuclear Plant in St. Francisville, LA, Waterford 3 Nuclear Plant in Taft, LA and Grand Gulf Nuclear Plant in Port Gibson, MS (Landline and voice - voice/facsimile).
- j. XpressAlert (Alert Notification) system to broadcast alert messages to local jurisdictions, state agencies, and Office of Homeland Security staff (internet data and voice).

2. Agency Assets available

- | | | |
|----|------------------------------|-----|
| a. | 800 MHz Portable radios: | 36 |
| b. | 700 MHz Portable radios: | 100 |
| c. | 800 MHZ Mobile radios: | 6 |
| d. | 700 MHz Mobile radios: | 75 |
| e. | Mitsubishi Satellite phones: | 10 |
| f. | GlobalStar Satellite Phones: | 10 |
| g. | Iridium Satellite Phones: | 2 |



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 4 LOUISIANA NATIONAL GUARD ESF 2 SUPPORT ANNEX (AS RECEIVED)

PREPAREDNESS ACTIVITIES:

LANG:

- Maintains agency communication plans and equipment.
- Coordinates agency plans with other primary agencies and participates in joint planning activities.
- Advises primary agencies on military capabilities and CONOPS.
- Supports primary agencies and common development plans for the greater good of all agencies.
- Exercises with other primary agencies to ensure agency plans work with state plans.

RESPONSE ACTIVITIES:

LANG:

- Executes existing plans.
- Continues to coordinate, advise, and support as described in the preparedness section.
- Provides limited communication support in and around affected areas by collocating assets when possible to assist in providing residual benefits to other primary and support agencies.

RECOVERY ACTIVITIES:

LANG:

- Continue to coordinate, support and advise as needed.
- Continue to provide limited communication support.
- Assist other agencies with recovery activities when possible.

MITIGATION ACTIVITIES

(Same as Preparedness)



SUMMARY OF CAPABILITIES

The communication capabilities of the Louisiana National Guard presently available to and coordinated by the National Guard include:

- a. Commercial telephone, private and leased lines, cellular telephone, satellite phone, and facsimile. Plus, Defense Switched Network.
- b. Tactical VHF, HF, and satellite radios
- c. State 700/800MHz radio system for primary and back-up command and control and coordination with state agencies.
- d. Tactical satellite communications for back-up/emergency communications.

ESF 2 POINTS OF CONTACT

<u>Name</u>	<u>Primary Phone</u>	<u>Cell Phone</u>	<u>Email</u>
MAJ Freddie Morris	225-255-8445	504-214-0950	freddie.morris@us.army.mil
LTC Robert Fink	225-255-8027	504-289-3090	robert.fink@ua.army.mil
J6 Help Desk	318-641-5900 225-255-4848		_helpdesk-la@us.army.mil



APPENDIX 5 LOUISIANA STATE POLICE ESF 2 SUPPORT ANNEX (AS RECEIVED)

LOUISIANA STATE POLICE ESF 2 COMMUNICATIONS

A. Introduction

The Louisiana State Police (LSP) is a statutorily mandated, statewide law enforcement agency charged to ensure the safety and security of the people in the state through enforcement, education, and provision of other public safety services. Positioned within the Department of Public Safety (DPS), the Louisiana State Police is staffed with over 1,100 commissioned officers.

During an emergency or disaster, LSP will continue its commitment to provide for the protection of the people of the state through coordination of LSP assets with federal, state, and local resources.

B. Purpose/Scope

The purpose of this plan is to summarize the assets and capabilities of LSP / DPS. During a critical incident or emergency situation, the availability of LSP / DPS assets and capabilities will be dependent on existing priorities and demand.

C. Resources, Commodities, Personnel to Support ESF 2

In addition to more than 1,100 commissioned officers, LSP/DPS also employs a large civilian force, many of which are skilled in an array of disciplines.

The Radio Communications department is staffed with two supervisors, nine technicians in the Baton Rouge area, and three technicians in the Alexandria areas to support effective wireless communications throughout the state. The state's public safety communications network and related interoperability tools are critical to safeguard the state's officers and the citizens of Louisiana.

Resources that are used to implement, support, and establish communications and interoperability are the SmartZone 800 system, the developing P25 700 MHz digital system, a mobile communications tower with five trunked channels and three Mutual-Aid channels, 9 ACU-1000 devices, a mobile command post, and the LSP emergency operations center.

D. Preparedness Activities

The Department of Public Safety and the Louisiana State Police maintain a state of readiness through dependable equipment and highly trained personnel. The Department's communications infrastructure and equipment is frequently tested for reliability and maintained through regular



servicing. The Department's personnel receive current, comprehensive training and are required to participate in network testing through comprehensive policy mandates.

E. Response Activities

The Department of Public Safety employs personnel trained in a wide range of disciplines which enable the Department to quickly respond to emergency situations. These areas of expertise include 800 / 760 MHz communications infrastructure, 800 / 760 MHz subscriber units, internet protocol and satellite / microwave / T-1 connectivity.

The commissioned officers within the Department are all equipped with portable 800 MHz radios which are programmed for use on the state's system. In those areas covered by the new developing 760 MHz network, portable radios will have complete functionality on both systems.

LSP is able to provide security for DPS personnel responding to a loss of communications capability when a threat in the effected area is present. In certain circumstances, this level of security may be extended to response personnel of other state and local agencies and private industry.

The Department is equipped with a portable 800 MHz communications tower which can be deployed to an effected area. In addition, LSP maintains a mobile command post which is able to provide satellite internet connectivity and is equipped with computer and radio equipment.

LSP currently operates seven helicopters and five airplanes. During a critical incident, these aircraft may serve as observation platforms whereby damage assessments can be made. In addition, when the state's communications network suffers incident related damage, the helicopters may be utilized for the delivery of critical components necessary for repair.

F. Recovery Activities

DPS/LSP assets outlined in previous sections will support the Department's mission objectives during recovery activities.

G. Mitigation Activities

DPS/LSP assets outlined in previous sections will support the Department's mission objectives during mitigation activities.



**APPENDIX 6 LOUISIANA DEPARTMENT OF WILDLIFE AND FISHERIES ESF 2
SUPPORT ANNEX (AS RECEIVED)**

DRAFT

**LOUISIANA DEPARTMENT OF WILDLIFE AND FISHERIES
ESF 2 COMMUNICATIONS SUPPORT FUNCTION**

Primary Agencies:

- Governor's Office of Homeland Security and Emergency Preparedness
- Louisiana State Police, Telecommunication
- Louisiana National Guard

I. Support agency

Louisiana Wildlife and Fisheries

II. Introduction

- A. The Louisiana Department of Wildlife and Fisheries is the primary state agency for Search and Rescue (SAR) operations beyond the capabilities of the local governments during natural or man-made disasters as charged by the Governor's office of Homeland Security and Emergency Preparedness (GOHSEP).

B. Purpose/Scope

The purpose of this plan is to summarize the assets and capabilities of Louisiana Department of Wildlife and Fisheries. During a critical incident of emergency situation, the availability of (LDWF) assets and capabilities will be dependent of existing priorities and demand.

C. Resources, Commodities, Personnel to Support ESF 2

In addition to more that 200 plus commissioned officers, LDWF also employs a large civilian force, many of which are skilled in an array of disciplines.

The Radio Communications department is staffed with six full time dispatchers at LDWF HQ in Baton Rouge and is able to support wireless communications throughout the state.

Resources that are used to implement, support and establish communications and interoperability are the Smart Zone 800 system, the developing P25 700 MHz digital system, and one mobile command post with an ACU-1000 device. In addition officers have UHV and VHF handheld units available.



D. Preparedness Activities

The Department of Wildlife and Fisheries maintains a state of readiness through dependable equipment and highly trained personnel. The Department's communications infrastructure and equipment is frequently tested by LSP for reliability and maintained through regular servicing.

E. Response Activities

The commissioned officers along with most civilian field personal within the Department are equipped with portable 800 MHz radios which are programmed for use on the state system. In those areas covered by the new developing 760 MHz Network, portable radios have been issued as they come available.

F. Recovery Activities

LDWF assets outlined in ESF 9 supported by the Department's mission objectives during recovery activities.

G. Mitigation Activities

LDWF assets outlined in ESF 9 supported by the Departments mission objectives during mitigation activities.



APPENDIX 7 LOUISIANA PUBLIC SERVICE COMMISSION ESF 2 SUPPORT ANNEX (AS RECEIVED)

LOUISIANA PUBLIC SERVICE COMMISSION

A. Introduction

The Louisiana Public Service Commission (LPSC) is an independent regulatory agency dedicated to serving the public interest by assuring safe, reliable, and reasonably priced services for the public utilities and motor carriers. The LPSC consists of five elected Commissioners who serve overlapping terms of six years and a staff of 122, created by Article IV, Section 21 of the 1921 Constitution of the State of Louisiana. It succeeded the Railroad Commission of Louisiana that was created by the 1898 Constitution. The overall goals of the Commission are to ensure a regulatory balance that enables utilities to provide customers with safe, adequate and reliable service, at rates that are just and reasonable, equitable and economically efficient, and that allow utilities an opportunity to earn a fair rate of return on their investment. The Commission provides a thorough but efficient regulatory process that is fair, open, encourages public participation, and anticipates the demands of an evolving regulatory environment. The Commission has jurisdiction over publicly owned utilities providing electric, water, waste water, natural gas, and telecommunication services in addition to all the electric cooperatives in Louisiana. The LPSC also regulates intrastate transportation services including passenger carrier services, waste haulers, household goods carriers, non-consensual towing, and intrastate pipelines. The companies under the Commission's jurisdiction must obtain approval before instituting new rates, issuing stocks and bonds, transferring assets, and undertaking major construction projects such as additional power plants, transmission lines, etc. Municipally owned utilities are not under the jurisdiction of the Commission.

The Chief Executive Officer of the Commission, Lawrence C. St. Blanc, is the Executive Secretary. He is appointed by and responsible to the Commissioners for the Commission's day-to-day operations. The Commission Staff consists of administrative law judges, attorneys, auditors, economists, engineers, professional and clerical support, and rate analysts. All Divisions are headed by a Division Head who reports directly to the Executive Secretary.

The LPSC has sole jurisdiction for utility regulation on the state level, but several agencies on the federal level perform similar regulatory functions. These include the Federal Communications Commission (FCC), the Federal Energy Regulatory Commission (FERC), the Nuclear Regulatory Commission (NRC), and the Department of Energy. The LPSC routinely interacts with these agencies on a variety of issues.

B. Purpose/Scope

The Louisiana Public Service Commission has been designated as a support agency to Emergency Support Function 2. The PSC will assist and support the primary agencies assigned to manage the ESF 2 operations by monitoring and providing service outage and restorations activity of the regulated Telecommunications Service Providers operating within the State.



C. Resources, commodities, personnel to support ESF 2

- a. Discuss capabilities and support resources specific to ESF 2
 - i. Radio resources and support – NONE
 - ii. IT resources and support - 4 Personnel
 - iii. Other resources and support - The Commission Staff consists of administrative law judges, attorneys, auditors, economists, engineers, professional and clerical support, and rate analysts.
- b. Provide a primary and backup contact:
 - i. Primary Point of Contact:
Lawrence C. St. Blanc
Secretary
Louisiana Public Service Commission
Telephone No. (225) 342-4427 – Office
FAX No. (225) 342-4087
Mobile No. (225) 921-4688
602 North 5th Street
12th Floor Galvez Building
Baton Rouge, Louisiana 70821
 - ii. Alternate Point of Contact:
Arnold Chauviere
Utility Administrator
Louisiana Public Service Commission
Telephone No. (225) 342-1403 – Office
FAX No. (225) 342-4221
Mobile No. (225) 933-7954
602 North 5th Street
12th Floor Galvez Building
Baton Rouge, Louisiana 70821
 - iii. Alternate Point of Contact:
Johnny Snellgrove
Auditor
Louisiana Public Service Commission
Telephone No. (225) 342-3330 – Office
FAX No. (225) 342-4221
602 North 5th Street
12th Floor Galvez Building
Baton Rouge, Louisiana 70821



D. Preparedness Activities

Upon request provide a representative to assist and augment the State ESF 2 electronic communications staff in the coordination, implementation, and monitoring of the recovery of electronic communications services.

E. Response Activities

Assist the State ESF 2 based on the assets available.

F. Recovery Activities

- Conduct damage assessment and service availability of the regulated telecommunication utilities regulated by the LPSC.
- Return to normal activities when no longer needed or facilities are restored.

G. Mitigation Activities

- Assist the State ESF 2 membership to coordinate response and recovery activity.
- Encourage and promote mutual aid and interoperability between regulated telecommunication service providers regulated by the LPSC.
- Develop and periodically review Disaster Recovery/Business Resumption Plans developed to reconstitute agency services.
- Develop and periodically review Information Technology Security Plans.
- Update and maintain risk assessment on electronic communications systems with in the agency.



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 8 LOUISIANA BOARD OF REGENTS ESF 2 SUPPORT ANNEX (AS RECEIVED)

DRAFT

EMERGENCY SUPPORT FUNCTION PLAN ELECTRONIC COMMUNICATIONS/INFORMATION SYSTEMS AND WARNING

I. PRIMARY AGENCIES

- Governor's Office of Homeland Security and Emergency
- Preparedness
- Department of Agriculture and Forestry
- Department of Corrections
- Department of Economic Development
- LSU Health Care Services Division
- Department of Health and Hospitals
- Department of Justice
- Department of Social Services
- Department of Transportation and Development

II. SUPPORT AGENCY

Louisiana Board of Regents

III. INTRODUCTION

- A. **Purpose:** The Board of Regents is responsible for a wide range of planning, policy-making, and coordinating activities, touching on every aspect of higher education operations. To facilitate the handling of this broad spectrum of activities, the agency is organized into divisions – [Planning, Research and Performance](#), [Academic and Student Affairs](#), [Finance](#), and [Public Affairs](#).
- B. **Scope:** The Board of Regents is lead by the Commissioner of Higher Education, a signatory to the State Emergency Operations Plan (EOP). Therefore, the Board coordinates postsecondary ESF activities in collaboration with four (4)



postsecondary education systems - the Louisiana State University System, the Southern University System, the University of Louisiana System, and the Louisiana Community and Technical College System. Support activities and generic resources are:

1. Support activities under this ESF consist of providing postsecondary education resources as available and appropriate in order to facilitate the mobilization and coordination of available state owned, private industry and volunteer personnel and equipment essential to respond successfully before, during, and after an impending or actual disaster situation. In the event that Primary agencies become overburdened or rendered ineffective, postsecondary personnel shall assist state agencies, private industry, and Federal teams as appropriate to the mission.
2. Support for this ESF includes: state postsecondary education electronic communications networks(voice, video, data), equipment and personnel, and electronic communications services not being utilized to directly support postsecondary institutions during an emergency event as well as other pertinent and available personnel, facilities, and resources.

C. **Preparedness Activities:** The Board of Regents is addressing Preparedness through:

1. Completion of the Continuity of Operations Plan (COOP) document
2. Leading postsecondary education efforts to focus upon all-hazards preparation activities throughout the four college and university systems, and on a national scale through the Southern Regional Education Board
3. Producing a NIMS/ICS training program delivered via a series of web-based, interactive webinars for use as immediate and archived resources
4. Expanding statewide and nationwide communications capability through continued development of network infrastructure for academic and research purposes. Specific disaster preparedness infrastructure includes, but is not limited to the postsecondary interactive video network, the Louisiana Optical Network Initiative, and the ongoing development of courses, degree programs, and other academic resources designed to increase statewide situational awareness.
5. Providing training and relevant experience for over six hundred (600) IT personnel working on over 70 campuses statewide. All of these trained personnel can be considered deployable assets through a coordinated plan of action that does not compromise local campus safety and viability, and has full support of the chain of command at all levels.



6. Purchase of new communications equipment and training of operator personnel in order to prepare institutions to participate more effectively in the overall state response to any emergency event.

- D. **Response Activities:** Postsecondary expertise is geographically distributed across the state of Louisiana (Over 70 institutions). The campuses provide distributed points of access to a variety of networks and communications environments. All LAN/WAN resources are maintained for readiness, and are used daily for local, state, national, and international electronic communications activities. Land and fixed facilities are also available for command post (fixed or mobile) activities.
- E. **Recovery Activities:** Postsecondary institutions are well suited for recovery activities due the level of expertise, and location on major transportation routes. Each institution is a self-contained community, and enjoys a close working relationship between and among postsecondary education entities and their home communities nationwide.
- F. **Mitigation Activities:** Postsecondary institutions train the workforce, first responders, and the decision-makers at multiple levels of responsibility. In addition, colleges and universities carry out the research and engineering activities to update techniques and technology utilized in mitigation on a routine basis. The combination of a willing and able workforce, a self-contained living environment, and a mindset that values creation of new models makes postsecondary education a very important mitigation tool.

G. Points of Contact:

<u>Name</u>	<u>Phone</u>	<u>Email</u>
Mike Abbiatti	225.342.4253	abbiatti@regents.state.la.us
First alternate - Cedric Banks	225.342.4253	cbanks@regents.state.la.us
Second alternate – Harold Butte	225.342.4253	boutte@regents.state.la.us



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 9 LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY ESF 2 SUPPORT ANNEX (AS RECEIVED)

LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY AGENCY COMMUNICATIONS PLAN

MISSION

The Mission of the Office of Management and Finance, Information Systems Division is to provide technical tools, expertise, and service for data collection, information management and decision support to aid the Louisiana Department of Environmental Quality (LDEQ) in fulfilling its mission

BACKGROUND

The LDEQ currently utilizes a number of different methods of communication. When an emergency arises, the systems deployed by LDEQ must be able to maintain contact with other State agencies.

The Headquarters Building for LDEQ has an emergency generator, whose purpose is to supply minimal lighting in the case of an emergency. The data center in LDEQ Headquarters supplied with emergency power by an Uninterruptible Power Source (UPS) that will maintain it for about one hour. Additional Data Center equipment is housed in the IS Building (ISB) at 1300 3rd St, Baton Rouge. This center is central facility housing equipment for several agencies and has its own emergency planed backup systems.

PURPOSE/SCOPE

The purpose of this plan is to outline the primary and backup voice and data system deployed by this Agency for emergency communications.

For the purpose of this plan, this narrative outlines the means of communication with LDEQ Headquarters and its Regional Offices, and with other state, federal, and private agencies. This discussion will focus on voice, text communications, and video communications.

RESOURCES, COMMODITIES, PERSONNEL TO SUPPORT ESF 2 (Emergency Support Function 2)

1. Radio resources and support:
 - a. The Department has an operational statewide 700/800 MHz communications system (managed and maintained by the Louisiana State Police) that allows users to contact any other user, and is the State's primary radio system. This system is the LDEQ primary backup voice communications system. The Agency has



installed radios at each Regional Office and maintains over 500, base, mobile and handheld radios.

- i. The Agency currently has two satellite phones.
- ii. DEQ has Emergency radio communications with Grand Gulf Nuclear Plant, River Bend Nuclear Plant, and Waterford Nuclear Plant provided by Entergy.

2. IS Resources and support:

- a. DEQ IS resources consist of data communication networks supplied by OIT and OTM. The Agency supports the end points of the communications circuits to the Regional Offices. The Agency has an IS Technical Support Section with a staff of 14, at this time.
- b. The IS department maintains the Agency's Video Conferencing system. At this time video conferencing units are located in Baton Rouge (3), Mandeville, Lafayette, Lake Charles, Shreveport, and West Monroe. Plans are in place to add units in Harahan, Lockport, and Pineville.

3. Other Resources and Support:

- a. Voice communications via telephone remain DEQ's primary means of communications. Other means of communications consists of 700/800 MHZ statewide radio system, cell phones, blackberry devices, and pagers.
 - i. DEQ has Emergency hotline telephone communications with Grand Gulf Nuclear Plant, River Bend Nuclear Station, and Waterford Nuclear Plant provided by Entergy. Entergy has provided LDEQ with 800MHz radio on there system for notifications from River Bend Station. Also, each plant has a LDEQ 700/800 MHz Statewide Radio installed that can be utilized as backup communications to LDEQ
- b. Text communications consist of email, fax, cell phone, and blackberry.
 - i. There are fax machines on each floor of the headquarters building (Galvez Building), and at each regional office
 - ii. DEQ currently has 162 cell phones, 46 Blackberries, 11 Cingular Edge adapters, and 347 pagers.
 - iii. DEQ has Emergency text communications with River Bend Nuclear Plant.



4. Primary and Backup Contacts

- a. Primary
Stacy Richardson, IT Director
Phone 225-219-3312
Cell (225) 485-8035
stacy.richarson@la.gov
- b. Backup
Joni Devilbiss, Technical Support Manager
Phone 225-219-3334
Cell 225-281-6049
joni.devilbiss@la.gov

PREPAREDNESS ACTIVITIES

1. The Agency insures that all of its communications systems are operational on a continuing basis.
 - a. Emergency and Radiological Service Sections take part in emergency preparedness exercise throughout the year.
 - b. IS maintains a list of contacts in case of an emergency.

RESPONSE ACTIVITIES

1. The Agency alerts all personnel of the emergency.
 - a. Provide a representative, on a 24-hour basis, to augment the state ESF 2 staff, upon request
 - b. IS schedules personnel as needed for the emergency
 - c. IS personnel may be provided to support GOHLSEP when available
 - d. Notify GOHLSEP of possible equipment needed to support the Agency's mission.

RECOVERY ACTIVITIES

1. Immediately after an emergency, the agency will make a determination of what equipment and systems have been affected.
 - a. OTM will be contacted about any systems provided by them that need to be restored.



- b. OIT will be contacted about any systems provided by them that need to be restored.
- c. Other systems will be restored by the agency, and vendors.
- d. Notify GOHLSEP of extra equipment needed to support the Agency's mission.

MITIGATION ACTIVITIES

LDEQ, in concert, with two other Agencies is in the process of developing a comprehensive disaster recovery plan.



APPENDIX 10 LOUISIANA OIL SPILL COORDINATOR’S OFFICE (LOSCO) ESF 2 SUPPORT ANNEX (AS RECEIVED)

Agency Name:

Louisiana Oil Spill Coordinator’s Office/Office of the Governor

Introduction

The Louisiana Oil Spill Prevention and Response Act of 1991 (OSPRA) created the Louisiana Oil Spill Coordinator’s Office (LOSCO) within the Office of the Governor to provide a centralized authority for all matters related to oil spill response and prevention. The Act designated LOSCO as the lead State agency for the prevention of and response to unauthorized discharges of oil in the State of Louisiana. Standard operating procedures for oil spill response are defined in the State Contingency plan and the National Contingency Plans.

Purpose/Scope

Purpose

The purpose of this Emergency Support Function (ESF) is to:

- Provide guidance and implementation of a system for the rapid alerting and warning to key state and local jurisdictions officials and the general public of an impending or occurring natural or technological emergency or disaster.
- Provide guidance and implementation of a system for organizing, establishing, and maintaining the electronic communications and information system capabilities necessary to meet the operational requirements of state and local jurisdictions in preparing for, responding to, and recovering from, emergencies and disasters.

Scope

- State services under this ESF consist of the identification, mobilization, and coordination of available state 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 Federal assistance while re-establishing primary communication systems.
- Support for this ESF includes: state government furnished electronic communications, commercially leased communications, and electronic communications services provided under the National Response Plan and the National Security Emergency Preparedness



procedures for expediting service requirements covered under the Telecommunications Service Priority program.

Resources, commodities, personnel to support ESF 2

The Louisiana Oil Spill Coordinator's Office/Office of the Governor has no independent communications capabilities; LOSCO uses the statewide telephone and email communication system. Oil Spill notifications are received via email from the legally mandated notification to the State Police and National Response Center. Response activities are managed from the ESF10 Oil Spill Command Posts

- i. **Radio resources and support.** The Louisiana Oil Spill Coordinator's Office/Office of the Governor has no radio resources.
- ii. **IT resources and support.** The Louisiana Oil Spill Coordinator's Office/Office of the Governor has no IT resources.
- iii. **Other resources and support.** The Louisiana Oil Spill Coordinator's Office/Office of the Governor has a limited number of Blackberries and Cellular phones. In addition, LOSCO has a limited number of computers, laptops, and printers.

The following are primary and backup contacts:

Oil Spill Coordinator
225-219-5800 (O)
roland.guidry@la.gov
225 933 6809 (M)

Deputy Spill Coordinator
225-219-5800 (O)
karolien.debusschere@la.gov
225 938-2214 (M)

Oil Spill Response/Technical Specialist
225-219-5800 (O)
joey.moore@la.gov
225 921 0394 (M)

Preparedness Activities

- Develops, maintains the State Contingency Plan for oil spills
- Participates in joint federal, state, and industry exercises of state, federal, and industry contingency plans



Response Activities

- Notifies the EOC of the location and pertinent communication information of the ESF 10 Incident Command Post, if established
- Consistent with the standard operating procedures, a communications plan will be developed for the Command Post

Recovery Activities

- Activated telecommunications and information systems will continue to support recovery operations, as required.

Mitigation Activities

- Participate with the ESF 2 membership to coordinate response and recovery activities, ensure communications resources are available to support emergency operations, and to encourage and promote interoperability and survivability when upgrading or implementing new systems, when requested.



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EMERGENCY SUPPORT FUNCTION 3 – PUBLIC WORKS AND ENGINEERING

ESF-3 SUPPORT PLAN

PRIMARY AGENCY: Louisiana Department of Transportation and Development

SUPPORT AGENCIES: Department of Culture, Recreation and Tourism (Division of Historic Preservation)
Department of Health and Hospitals
Department of Natural Resources
Division of Administration
Louisiana National Guard

I. PURPOSE

This ESF-3 Support Plan provides information about how Public Works and Engineering support will be provided in emergencies/disasters.

II. SCOPE

The State services provided under this ESF will include the identification, mobilization and coordination of available state owned, private industry and volunteer public works and engineering equipment, manpower and technical expertise to meet the requirements of providing essential emergency response in the event of an emergency or disaster. The ESF support plan applies to primary and support agencies and serves as an overarching document that connects to other plans and procedures that contain the additional details necessary to carry out specific tasks.

III. RESPONSIBILITIES

A. Preparedness

1. The Secretary of the Department of Transportation and Development will appoint an ESF-3 Coordinator, who will oversee all activities in this category. The ESF-3 Coordinator will formulate and coordinate plans for the construction of works for the prevention and mitigation of future damages from emergencies and disasters.
2. The ESF-3 Coordinator will develop and maintain plans, procedures and agreements with public works and engineering organizations.
3. The ESF-3 Coordinator will maintain 24 hour contact information for support agency coordinators.



4. The ESF-3 Coordinator will maintain a directory of public works and engineering resources.

B. Response

1. The Louisiana Department of Transportation Emergency Coordinator will report to the State Emergency Operations Center if so advised or requested by GOHSEP as per the State EOP plan.
2. The Emergency Coordinator will maintain communication with the ESF-3 Coordinator who will be located in the DOTD EOC who in turn, will maintain communications with potentially impacted districts.
3. If the emergency is the result of an impending hurricane, the ESF-3 coordinator will instruct district personnel to pre-stage assets for the implementation of contra-flow.
4. When contra-flow ceases due to the closure of evacuation routes, district personnel will secure all equipment and seek safe shelter.
5. After damage assessments are complete, an assessment of the type of repairs needed for all critically damaged structures will be performed, and a priority established for repairs. All available assets, including contractors, will be used in order to repair these damages. Repairs to facilities will be assessed and coordinated by the Division of Administration (Facility Planning).
6. Damage assessment teams will be activated as soon as conditions are safe. These teams will be sent to the field as soon as the affected routes are cleared.
7. The ESF-3 Coordinator, in concert with the Incident Commander or Unified Commander, will initiate clearing of roads. Contracts for collection, sorting and disposal of debris cleared from roads and public property will be initiated.
8. The ESF-3 Coordinator will notify support agencies when personnel and resources need to be mobilized in the affected areas.
9. The ESF-3 Coordinator will track missions and assigned personnel and report status to the DOTD Emergency Coordinator.
10. Establish communication with levee districts. Obtain damage assessment reports and ensure any immediate repairs are initiated.



C. Coordination and Capabilities

All ESF-3 agencies will maintain a listing of their public works and engineering assets. All ESF-3 agencies will participate in preparedness activities and the development of response and recovery plans.

Available resources from ESF-3 Support Agencies will include human, technical, equipment, facility, and material resources available from within an agency and resources obtainable through agency contractors, vendors, suppliers, and known local, State, regional, or national government(s) and public or private associations and groups.

1. The Department of Culture, Recreation and Tourism, Division of Historic Preservation will coordinate personnel for the damage assessment and restoration of historic state properties.
2. The Department of Health and Hospitals will provide assistance in the removal and disposal of bio-hazard wastes.
3. The Department of Natural Resources will provide assistance with debris disposal, coastal restoration and watershed protection.
4. The Division of Administration, Facility and Planning will assist with the damage assessment and repair of state owned buildings. DOA processes claims for state insured assets through the Office of Risk Management.
5. The Louisiana National Guard will provide personnel and equipment for debris removal and disposal and assist with coastal restoration and watershed protection.

D. Recovery

1. Damage assessment, debris removal and disposal will continue, as needed. The ESF-3 Coordinator will release public works and engineering assets to their responsible owners and compile an after action report on the operation.

IV. ADMINISTRATION AND LOGISTICS

- A. If public works and engineering needs exceed available resources, the ESF-3 Coordinator will report the situation to the Operations Officer with the Governor's Office of Homeland Security and Emergency Preparedness, who will seek additional resources from EMAC and from the federal government.
- B. Every agency providing emergency public works and engineering support will maintain records of the operation, including cost records that can be used after the emergency to obtain reimbursement from state or federal sources.



V. ESF-3 SUPPORT PLAN MAINTENANCE

- A. This Support Plan along with the documents referenced will be reviewed and updated as necessary, annually at a minimum.
- B. The annual update to this Support Plan and related documents will occur prior to April 1, in preparation for hurricane season.
- C. Updates to the Public Works and Engineering Directory will occur on a continuing basis.

VI. ATTACHMENTS

- Appendix 1 Southeast Contra-flow Plan
- Appendix 2 Southwest Contra-flow Plan
- Appendix 3 Public Works and Engineering Resource Directory
- Appendix 4 Contact Information for Support Agency Coordinators
- Appendix 5 Task Matrix



ATTACHMENT 1 SOUTHEAST CONTRA-FLOW PLAN

The Southeast Contra-flow Plan is maintained on file at the DOTD EOC.



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ATTACHMENT 2 SOUTHWEST CONTRA-FLOW PLAN

The Southwest Contra-flow Plan is maintained on file at the DOTD EOC.



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ATTACHMENT 3 PUBLIC WORKS AND ENGINEERING RESOURCE DIRECTORY

The Public Works and Engineering Resource Directory is maintained on file at the DOTD EOC.



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ATTACHMENT 4 CONTACT INFORMATION FOR ESF-3 SUPPORT AGENCY COORDINATORS

Department of Culture, Recreation and Tourism

Emergency Coordinator: Gerald Ganey

Address:

E-mail: gganey@crt.state.la.us

Work: 219-9413

Cell:

Home:

Department of Health and Hospitals

Emergency Coordinator: Dr. Jimmy Guidry

Address:

E-mail: jguidry@dhh.la.gov

Work: 342-3417

Cell:

Home:

Department of Natural Resources

Emergency Coordinator: Robert Harper

Address:

E-mail: Bob.Harper@la.gov

Work: 342-4534

Cell:

Home:

Division of Administration, Facility and Planning

Emergency Coordinator:

Address:

E-mail:

Work:

Cell:

Home:

Louisiana National Guard

Emergency Coordinator: LTC James Knotts

Address:

E-mail: james.knotts@us.army.mil

Work:

Cell:

Home: 903-633-2805



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EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

STANDARDIZED OPERATING PROCEDURES FOR STATE RESPONSE PLAN ACTIVATIONS

Emergency Support Function #4, Firefighting Annex

July 19, 2006

Foreword

This guide describes Standardized Operating Procedures (SOP) when responding to disasters and emergencies under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. 5121, *et seq.*). This is consistent with, and supports the Louisiana State Response Plan (SRP).



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STANDARDIZED OPERATING PROCEDURES FOR STATE RESPONSE PLAN (SRP) ACTIVATIONS

Emergency Support Function #4 (ESF4), Firefighting Annex

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I. EMERGENCY SUPPORT MISSION

The Louisiana Department of Agriculture and Forestry (LDAF), and the Emergency Support Function #4 (ESF4) Support Agencies, participate in the State Response Plan (SRP) through the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) when there is a Gubernatorially declared emergency.

The Louisiana Department of Agriculture and Forestry (LDAF) is the Primary Agency for implementing ESF4, Firefighting, under the SRP. The Commissioner of Agriculture and Forestry has appointed Cyril LeJeune, Associate State Forester as the State ESF4 Coordinator. LDAF is also identified as a Support Agency to 13 of the 16 Emergency Support Functions (ESF's). LDAF may be sub-tasked by any of the 13 agencies to provide secondary support or GOHSEP can issue a direct Mission Assignment (MA) to provide needed support.

The purpose of ESF4, Firefighting is to detect and suppress wildland, rural, and urban fires.

The scope of ESF4, Firefighting is to manage and coordinate firefighting activities, and provide personnel, equipment, and supplies in support of State, local, and tribal agencies involved in rural and urban firefighting operations.

GOHSEP maintains a notification roster for each ESF. The National and Regional Fire Directors are responsible for designating a point of contact with their associated FEMA office(s). The notification processes are as follows:

- A. **Wildland Firefighting – (ESF4a).** LDAF will provide and update information to GOHSEP for the maintenance of this roster.
- B. **Structural Firefighting – (ESF4b).** State Fire Marshal's Office will provide and update information to GOHSEP for the maintenance of this roster.

II. STATE RESPONSIBILITIES AND DUTIES

A. The primary responsibilities of the State ESF4 Primary Contact - Coordinator: LDAF Associate State Forester

1. Upon GOHSEP notification of potential or actual event requiring ESF4 response the Coordinator will notify the following people:
 - Commissioner of Agriculture and Forestry;
 - State Fire Marshal;
 - State Forester;
 - Southeastern Area Coordination Center (SACC);



- Louisiana Interagency Coordination Center (LICC);
 - Louisiana Fire Service Emergency Response Committee (LFSERC);
2. Notify ESF4 Support Agencies when necessary:
- Louisiana Army National Guard (LANG);
 - Louisiana Department of Culture, Recreation and Tourism;
 - Louisiana Department of Environmental Quality;
 - Louisiana Department of Transportation and Development;
 - Louisiana Department of Wildlife and Fisheries.
3. Ensure the GOHSEP MAs are completed and approved (Appendix A). MAs must be signed by GOHSEP and accepted by ESF4 Coordinator. MAs issued by GOHSEP may be written or verbal. If the MA is verbal follow up with a written MA. Use and/or modify the Pre-Scripted Mission Assignment (PSMAs) when appropriate (Appendix B).
4. Coordinate with GOHSEP to ensure appropriate Fiscal procedures are established.
5. Ensure adequate staffing of the GOHSEP ESF4 desks at the SEOC. Will ensure that LDAF provides GOHSEP with a roster and staffing for ESF4a, and that the State Fire Marshal's Office will provide a roster and staffing for ESF4b. For effective and efficient operations the following ESF4 positions have been defined (See Draft 5109.17 / 310-1):

(a) **ESF4 Primary – LDAF**

This position functions as the lead ESF4 under the SRP. This position provides technical advice and support to GOHSEP as LDAF representative. This position is supervised by the Branch Chief of Disaster and Emergency Operations and works under the GOHSEP Operation Section.

(b) **ESF4a Support – Wildland – LDAF**

Supports the primary ESF4 in daily tasks. ESF4a Wildland will also recommend policies, procedures, or actions addressing incident issues, concerns, and opportunities. This position receives direction from the ESF4 Primary.



(c) ESF4b Support- Structure – State Fire Marshal

Supports the primary ESF4 in structure fire issues. Makes contacts with the Louisiana Fire Service Emergency Response Committee (LFSERC), local and regional fire administrators to help facilitate movement of structural fire resources. This position is coordinated by ESF4 Primary.

(d) ESF4 Support Administrative – LDAF, State Fire Marshal

Provides administrative support to the ESF4 function. Is responsible in helping with documentation, organization, and assisting in day to day needs. This position receives direction from the ESF4 Primary.

6. Serve as liaison for ESF4 between LDAF, and State Response Plan partners.
7. Issue written Delegation of Authority to the Primary ESF4. (Appendix I)
8. Perform all duties listed in Section III, part B until NRCC ESF4 desk is staffed.

B. The primary responsibilities of the ESF4 staffing the SEOC are as follows.

1. Receive initial briefing from the ESF4 Primary Contact or ESF4 Primary which should include:
 - Staffing requirements;
 - Reporting procedures and expectations;
 - Key contacts and phone numbers;
 - Safety procedures;
 - Sensitive issues and concerns;
 - Written Delegation of Authority;
 - Close-out procedures;
2. Ensure all GOHSEP Mission Assignments (Appendix A) are completed and approved.

MA must be signed by GOHSEP, and accepted by ESF4 Coordinator or delegate. Use the Pre-Scripted Mission Assignments (PSMAs) when appropriate (Appendix B).



3. Prepare situation reports as required by the SEOC Director, describing the activities and status of LDAF resources and other support agencies resources.
4. Provide input to planning and reporting processes of the SEOC as needed.
5. Prepare and present status reports of accomplishments at the daily SEOC meetings.
6. Provide daily information on ESF4 activities to:
 - Commissioner of Louisiana Department of Agriculture and Forestry;
 - State Fire Marshal;
 - Louisiana State Forester
 - Louisiana Interagency Coordination Center (LICC)
 - Southeastern Area Coordination Center;
 - Other individuals or organizations as identified by the SEOC such as support agencies, and Parish Emergency Operations Coordinators.
7. ESF4a Structural will have the following responsibilities:
 - Provide subject matter experts/expertise regarding structural/urban/suburban fire related activities;
 - Coordinate with Emergency Management Assistance Compact (EMAC) personnel on Governor to Governor request for structural fire resources;
 - Provide contact with Louisiana Fire Chief's Association (LFCA) and Louisiana Fire Service Emergency Response Committee (LFSERC) as outlined in the Louisiana Fire Service Emergency Response Plan. (LFSERP).
8. Coordinate closely with other ESFs at the SEOC whose organizations are involved in common missions. As the Primary ESF, prepare an ESF Mission Assignment Sub-tasking Request (Appendix C) when sub-tasking to another agency. Ensure sub-tasking MAs are completed and approved.
9. Identify resources available to support disaster response activities.
10. Monitor expenditures to ensure the MA dollar limitation is not exceeded. If it is anticipated that the dollar limitation set forth in the MA will be exceeded, submit an Action Request Form (ARF) to request additional funding (Appendix D).



11. Establish process for tracking MAs, costs and accruals. Forward MAs and daily costs to Albuquerque Service Center (ASC); Branch Chief for Incident Business Practices and cooperating agencies.
12. Maintain a spreadsheet that lists the MAs and fiscal codes. Supply this information to the Branch Chief of Disaster and Emergency Operations (Appendix L).
13. Maintain a daily shift log of events, chronology of significant events (Appendix G) and maintain files of pertinent correspondence, reports, and other information.
14. Develop After Action Reports as required by LDAF and GOHSEP.
15. Follow the responsibilities in the ESF4 Firefighter Annex listed in the State Response Plan.
16. When the SEOC closes operations, provide all documentation to the Branch Chief of Disaster and Emergency Operations in the Washington Office.

III. REFERENCE LIST

- A. The State Response Plan
- B. Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. 5121, *et seq.*)
- C. 44 CFR 206 subpart A, section 206.8 paragraph c
- D. Foundational Doctrine for All-Hazard Response
- E. National Interagency Mobilization Guide
- F. Interagency Incident Business Management Handbook
- G. Louisiana Fire Service Emergency Response Plan
- H. Louisiana ESF4 Responsibility Chart
- I. ESF4 State-Federal Crosswalk



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G. Useful Websites:

www.dhs.gov

www.fema.gov

www.fs.fed.us/fire/ibp (Forest Service incident business)

<http://fsweb.r3.fs.fed.us/asc/bfm/index.php> (Albuquerque Service Center)

FEDERAL EMERGENCY MANAGEMENT AGENCY Mission Assignment (MA)		See Reverse for Paperwork Burden Disclosure Notice		O.M.B. NO. 3067-0278 Expires February 29, 2004	
I. TRACKING INFORMATION (FEMA Use Only)					
State:				Action Request #:	
Program Code/Event #:				Date/Time Rec'd:	
II. ASSISTANCE REQUESTED				<input type="checkbox"/> See Attached	
Assistance Requested:					
Quantity:		Date/Time Required:		Internal Control #:	
Delivery Location:					
Initiator/Requestor Name:		24-hour Ph/Fax #s: 202-646-2430, fax 2484		Date:	
POC Name:		24-hour Ph/Fax #s:		Date:	
* State Approving Official (Required for DFA and TA):				Date:	
III. INITIAL FEDERAL COORDINATION (Operations Section)					
Action to:	ESF #: Other:	Date/Time:	Priority: 1 Lifesaving 2 Life sustaining	3 High 4 Medium	5 Normal
IV. DESCRIPTION (Assigned Agency Action Officer)				<input type="checkbox"/> See Attached	
Mission Statement: Your agency is responsible for submitting a Mission Assignment Monthly Progress Report to FEMA to include cost data when Mission Assignments take more than 60 days to complete, including billing. The Mission Assignment Monthly Progress Report can be accessed and submitted on-line at www.fema.gov/ofm/maprogress .					
Assigned Agency:			Projected Start Date:		Projected End Date:



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New or	Amendment to MA #:	Total Cost Estimate: \$	
Assigned Agency POC Name:		Phone and fax #s:	
V. COORDINATION (FEMA Use Only)			
Type of MA:	Direct Federal Assistance State Cost Share (0%, 10%, 25%)	Technical Assistance State Cost Share (0%)	Federal Operations Support State Cost Share (0%)
State Cost Share Percent: %		State Cost Share Amount: \$	
Fund Citation: 200__ - - __ __ __ __ __ __ - - -		Appropriation code: 58X0104	
Mission Assignment Coordinator (Preparer):			Date:
** FEMA Project Officer/Branch Chief (Program Approval):			Date:
** Comptroller/Funds Control (Funds Review):			Date:
VI. APPROVAL			
* State Approving Official (required for DFA and TA):			Date:
** Federal Approving Official (required for all):			Date:
VII. OBLIGATION (FEMA Use Only)			
Mission Assignment #:	Amt. This Action: \$	Date/Time Obligated:	
Amendment #:	Cumulative Amt. \$	Initials:	



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APPENDIX A MISSION ASSIGNMENT

APPENDIX B PRE-SCRIPTED MISSION ASSIGNMENTS

PURPOSE

The Federal Emergency Management Agency (FEMA) is responsible for coordinating Federal response to emergencies and disasters under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Stafford Act), 42 U.S.C. 5121-5206, and Executive Order 12148. One method for managing disasters is through the issuance of mission assignments to other Federal agencies under the provisions established in the Stafford Act and its implementing regulations, and the National Response Plan (NRP) (December 2004).

A mission assignment (MA) results from a State request for Federal assistance for unmet emergency needs, or from an internal Federal request to support overall Federal response operations. FEMA uses MAs to direct Federal agencies to perform certain tasks in anticipation of or in response to Presidentially declared disasters and emergencies. A MA is a response-oriented instrument that identifies a specific task to be performed by the assigned Federal agency. The Standardized Operating Procedures for National Response Plan Activations – Emergency Support Function #4 Firefighting (ESF4) explains the procedures for processing MAs. It is also important to review the NRP when dealing with MAs.

This document is intended to provide guidance and tools to expedite some MAs issued by FEMA to the U.S. Forest Service (USFS).

BACKGROUND

Working with other Federal agencies, including FEMA, the ESF4 has captured and refined MAs that are issued repeatedly. These pre-scripted mission assignments (PSMAs) were developed to facilitate rapid and appropriate response during disasters and emergencies. FEMA and the USFS have mutually agreed that the mission statements contained in this document represent language that would be used for issuing PSMAs. The use of the PSMAs are neither mandatory nor prescribed, however, when needed, timely issuance can contribute heavily to the success of the mission. These PSMAs are merely templates, and minor modifications to the statements of work may be necessary.

It is anticipated that future use of the PSMAs will reveal the need for additional improvements and revisions. These modifications will be made as necessary.

USE OF PRE-SCRIPTED MISSION ASSIGNMENTS

Most of the PSMAs and supporting notes contained in this document will not require modification. However, some PSMAs may require changes to meet the unique needs of a specific disaster or emergency. The assumptions for creating these PSMAs were based on a disaster which would require activation of the National Response Coordination Center (NRCC),



Regional Response Coordination Center (RRCC), Emergency Response Team - Advance Element (ERT-A), National Emergency Response Team (ERT-N), and subsequently a Joint Field Office (JFO), that includes ESF4.

IV. PRE-SCRIPTED MISSION ASSIGNMENTS

When you are evaluating a proposed mission assignment you need to consider the following:

Specify what needs to be accomplished (mission).

Are there specific ways to accomplish the mission (task).

Quantity or size of the mission to manage (size).

Duration of the mission, how long to plan for (time).

Who is the point of contact (contact).

Use of partners -DOI/USFA - Utilize USFS and Department of Interior (DOI) resources as appropriate.

General Example – Provide Personnel/ Equipment/Supplies to (mission) located at XXXX to (task). How much to manage (size), What is the anticipated duration of the assignment (time). Your point of contact will be XXX at phone ### (contact) Always include this statement: Utilize USFS and Department of Interior (DOI) resources as appropriate.

Specific Examples

The following PSMA's are for missions the Agency has agreed to under the NRP. Additional MA's received should be reviewed closely for Personnel Protective Equipment (PPE) requirements, safety issues, Agency mission and elevated as necessary.

National ESF4 Activation – Activate personnel to XXXX to perform functions of Emergency Support Function (ESF4) as directed by FEMA, to support the National Response Coordination Center (NRCC). The expected length of assignment is XXXX (days). Utilize USFS and Department of Interior (DOI) resources as appropriate.

Regional ESF4 Activation – Activate personnel to XXXX (location) to perform functions of Emergency Support Function #4 (ESF4), as directed by FEMA. This may include support to the FEMA Regional Response Coordination Center (RRCC), Emergency Response Team - Advance Element (ERT-A), Joint Field Office (JFO). The expected length of assignment is XXXX (days). Utilize USFS and Department of Interior (DOI) resources as appropriate.

Base Camps – Establish a base camp with a capacity for XXXX emergency responders at XXXX. Provide for housing, feeding, showering, fueling, laundry, and security. The camp supervisor will report to XXXX. The expected duration of this assignment is XXXX (days). The FEMA contact will be XXXX (name), XXXX (phone number). Utilize USFS and Department of Interior (DOI) resources as appropriate.

Mobilization Center – Provide ESF4 support members to a Mobilization Center located at XXXX to facilitate set-up, receiving, staging and distribution of an estimated XXXX truck/trailer



combinations. Provide assistance, as needed for accountability of commodities. Provide for housing, feeding, showering, fueling, and laundry. The expected duration of this assignment is XXXX (days). The FEMA contact will be XXXX (name), XXXX (phone number). Utilize USFS and Department of Interior (DOI) resources as appropriate.

Emergency Road Clearing – Chainsaw – Provide resources (personnel and equipment) necessary to clear fallen trees, brush and debris from XXXX miles of State, County and City roads to facilitate emergency access in disaster area. The expected duration of this assignment is XXXX (days). The FEMA contact will be XXXX (name) XXXX (phone number). Utilize USFS and Department of Interior (DOI) resources as appropriate.

Communications / Cache Support – provide resources (cots, blankets, sleeping bags, MREs, communications equipment, equipment support personnel, etc.) as directed by FEMA to support emergency disaster response in XXXX. The FEMA contact will be XXXX (name) XXXX (phone number). Utilize USFS, Department of Interior (DOI) and United States Fire Administration (USFA) resources as appropriate.

Wildfire Assistance and Suppression Planning – Provide personnel to complete wildfire assistance and/or suppression implementation planning for XXXX (location). Specific assistance requested is XXXX. The FEMA contact will be XXXX (name) XXXX (phone number). Utilize USFS and Department of Interior (DOI) resources as appropriate.

United States Fire Administration (USFA) Assistance – Request XXXX (number) US Fire Administration personnel to assist ESF4 staff located at XXXX (location). An Assistant ESF4 (Structure), from USFA will establish contact with local fire chiefs to assist with coordination of requests for assistance in structural or industrial fire operations. USFA staff will report to XXXX (ESF4 Primary). Expected length of assignment is XXXX (days).

ESF2 Radio Starter System-The National Interagency Incident Communications Division at the National Interagency Fire Center (NIFC) will provide telecommunications equipment and personnel to support FEMA incidents. Initial requirement is for an “ESF 2 Starter System” comprised of: 1 NFES 4312 Command Repeater; 1 NFES 4381 Command Tactical Radio Kit; 2 NFES 4330 Remote kits; 1 ea global Star , Satellite phone; Associated batteries to support the above equipment for one week. NIFC will provide qualified communications technician(s) to install, maintain and train users.

ESF 2/GSA will provide logistical support (housing, transportation) for the personnel and equipment while mobilized. Reporting location: XXXXX. POC at NIFC is the National Interagency Incident Communications Division. Utilize USFS and Department of Interior (DOI) resources as appropriate.

Note: Under each MA, the USFS may provide additional explanation for the mission assignment language and background for the funding estimates. The funding estimates are based on anticipated USFS / ESF4 personnel support and contracting requirements.



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Personnel cost estimates are based on a national average of resource types, (including overhead and overtime) working 12 hours/day, seven days a week, plus travel and per diem. The length of pre-declaration and post-declaration missions is estimated at seven and 21 days, respectively, unless otherwise noted.

With respect to contracting requirements, USFS has access to pre-awarded national contracts to support wildland fire operations. These contracts may be utilized to support mission assignments tasked to ESF#4 by FEMA under the National Response Plan if available. These national contracts include services such as caterers, showers, laundry, and aviation. Costs estimates for these PSMAs will be developed based on the resources available.



APPENDIX C ESF MA SUB-TASKING REQUEST FORM

Attachment 2 ESF Mission Assignment (Stafford Act Declarations) Subtasking Request Form

ESF MISSION ASSIGNMENT SUBTASKING REQUEST

FEMA-Assigned MA Number: _____	ESF Primary Agency _____
Subtasking Agency _____	State _____ Disaster No. _____

Tasking Statement/Statement of Work

Project Completion Date: _____ Authorized Funding: _____

Reimbursement Procedure: Upon completion of scope of work, the subtasking Federal agency will submit a SF 1081, or other approved Treasury form to request reimbursement, detailing expenditures and activities to:

_____ (ESF Primary Agency)

_____ (Address)

The ESF primary agency will:

- (1) Review the reimbursement request and recommend approval or disapproval within 10 workdays of receipt.
- (2) Return approved reimbursement requests to subtasking agencies that use the Intra-governmental Payment and Collection (IPAC) system for transaction processing and simultaneously forwarding supporting documentation to the DFC.
- (3) Forward approved reimbursement requests from non-IPAC agencies to the Disaster Finance Center. The Disaster Finance Center will send payment directly to the subtasking agency for non-IPAC agencies.

Statutory Authority: Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C 5121-5201.

Authorizing Officials:

The work described in the above tasking statement will be completed in support of the Federal Response Plan.

Authorizing Official, Subtasking Agency Date

Authorizing Official, ESF Primary Agency Date

Following signatures please provide information copy to FEMA MAC and Project Officer.



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APPENDIX D ACTION REQUEST FORM

ACTION REQUEST FORM		(Interim draft as of 1/03)
I. Who is Requesting Assistance? (Completed by Requestor)		
Requestor Name/Title/State:	Temporary Phone/Fax#:	
Permanent Phone:	FAX #:	
Requestor Organization:	E-mail:	
II. Requested Assistance (Completed by Requestor)	<input type="checkbox"/> See Attached	
Description of Assistance Requested:		
Quantity:	Priority: <input type="checkbox"/> 1 Lifesaving <input type="checkbox"/> 2 Life sustaining <input type="checkbox"/> 3 High <input type="checkbox"/> Medium <input type="checkbox"/> 5 Normal	Date/Time Needed:
Delivery Site Location:		
Site POC:	24 Hour Phone:	FAX #:
State Approving Official:		



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ACTION REQUEST FORM				(Interim draft as of 1/03)	
III. Sourcing the Request – Review / Coordination (Operations Section Only)					
<input type="checkbox"/> OPS Reviewed by:		<input type="checkbox"/> Donations		<input type="checkbox"/> Procurement	
<input type="checkbox"/> Log Reviewed by:		<input type="checkbox"/> Other (explain)		<input type="checkbox"/> Interagency Agreement	
<input type="checkbox"/> Other Coordination by:		<input type="checkbox"/> Requisition		<input type="checkbox"/> Mission Assignment	
<input type="checkbox"/> Other Coordination by:		Action request		<input type="checkbox"/> ESF #:	
<input type="checkbox"/> Other Coordination by:		Assigned to:		<input type="checkbox"/> Other:	
Immediate Action Required: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Date/time Assigned:					
IV. Statement of Work (Operations Section Only)					
OFA Action Officer:		24 Hour Phone:		FAX #:	
FEMA Project Officer:		24 Hour Phone:		FAX #:	
Justification/Statement of Work:					
Estimated Completion Date:		Cost Estimate:			
V. Action Taken (Operations Section Only)					
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected		<input type="checkbox"/> Accountable Property Coordinated with APO			
Disposition:					
TRACKING INFORMATION (FEMA USE ONLY)					
NEMIS Task ID:					
Action Request #:		Received by (Name and Organization):			
Program Cost / Event #:		State:		Date/time Submitted: <input type="checkbox"/> Originated as verbal	



APPENDIX E ESF4 BRIEFING PAPER TEMPLATE



Emergency Support Function #4 (ESF4) Briefing Paper

Date:

Topic:

Issue:

Background:

Key Point:



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APPENDIX F USE OF INCIDENT JOB CODES 2006

FY 2006 letter should be out by June 15, 2006

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APPENDIX G EXAMPLE OF CHRONOLOGY

Federal Emergency Management Agency
ESF4 USDA Forest Service Firefighting
Chronology of Events Hurricane Katrina/ Ophelia/Rita
August 25th, 2005 –

The Following chronology of events took place during the disaster response and recovery efforts for hurricanes Katrina, Ophelia, and Rita. Agencies involved in this response from Emergency Support Function 4 (ESF4) included the USDA Forest Service (FS), along with the following Dept of Interior (DOI) Agencies: Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA), U.S. Fish and Wildlife Service (FWS), and cooperators from State and Local governments. This chronology covers only activities which were tasked through ESF4 Mission Assignments (MA's), from the affiliated ESFs assigned to the Federal Emergency Management Agency (FEMA) under the National Response Plan (NRP).

August 25, 2005

Tropical Storm Katrina reached Hurricane Strength and made landfall on the eastern coast of Florida.

Southern Florida received extremely heavy rain (10 to 15 inches) with localized flooding and power outages.

ESF-4 activated on Surge MA for the National Response Coordination Center (NRCC), and Regional Response Coordination Center (RRCC) for Region 4.

Four Fatalities attributed to Hurricane Katrina.

August 26, 2005

Hurricane Katrina located off Southwest Florida developed into a Category 2 Hurricane in the Gulf of Mexico.

The projected track for Hurricane Katrina was due north toward the Florida Panhandle, and was predicted to reach landfall as a Category 3 Hurricane by Sunday 8/28/05.

ESF-4 staffed at the NRCC, RRCC Region 4, ERT-A in Orlando, Florida, and one ordered for the following day to staff in Alabama with the additional ERT-A.

Two Logistic Management Teams (LMT) activated for Lakeland and Palm Beach, Florida.

One Planning Team activated to the Long Term Recovery Center (LTRC) in Orlando, Florida.

August 27, 2005

Hurricane Katrina developed into a Category 3 hurricane in the Gulf of Mexico, southwest of Florida.

Projected prediction and track for Hurricane Katrina was to become a strong Category 4 by Sunday August 28th, and to make landfall in New Orleans, LA.



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APPENDIX H BILLING AND REIMBURSEMENT PROCEDURES FOR DOI/USFA

Will have information at a later date.

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APPENDIX I DELEGATION OF AUTHORITY EXAMPLE

File Code: 1230/1590

Date:

Subject: Delegation of Authority

To:

YOU ARE HEREBY DELEGATED AUTHORITY TO REPRESENT THE USDA FOREST SERVICE (FS) AT THE NATIONAL RESPONSE COORDINATION CENTER (NRCC) AS THE PRIMARY EMERGENCY SUPPORT FUNCTION #4. YOU ARE AUTHORIZED TO COORDINATE ACTIVITIES AND DIRECT FS RESPONSE TO ACTIVATIONS OF THE NATIONAL RESPONSE PLAN AS INDICATED IN FSM 1235.5.

COORDINATE FS PARTICIPATION IN IMPLEMENTING THE EMERGENCY SUPPORT FUNCTION #4, FIREFIGHTING (ESF4);
IMPLEMENT THE ESF4 STANDARD OPERATING PROCEDURES;
IDENTIFY THE PRIORITIES FOR INCIDENTS REQUIRING FS RESOURCES OR OTHER INCIDENTS REQUIRING STRATEGIC EMERGENCY RESPONSE;
COMMUNICATE AS NECESSARY WITH OTHER AGENCY LIAISONS AND/OR EXTERNAL PARTIES;
MANAGE ESF4 NRCC OPERATIONS IN AN EFFICIENT AND COST EFFECTIVE MANNER.

BE GUIDED BY THE FOLLOWING PRINCIPLES IN YOUR WORK:

PROVIDE FOR EMPLOYEE AND PUBLIC HEALTH AND SAFETY;
BRING TO BEAR THE FULL RESOURCES OF FS TO RESPOND TO THIS EFFORT;
ADMINISTER FEMA FUNDS THROUGH THE MISSION ASSIGNMENT IN A FISCALLY CORRECT MANNER;
ASSESS OUR EMERGENCY MANAGEMENT PERFORMANCE FOR STRENGTHENING THIS WORK IN FUTURE OPERATIONS.

THIS DELEGATION WILL BECOME EFFECTIVE ON THE DATE OF THIS DOCUMENT AND WILL CONTINUE UNTIL RELIEVED OF YOUR ASSIGNMENT. I ASK THAT YOU PROVIDE A DAILY SHIFT BRIEF TO THE BRANCH CHIEF OF DISASTER AND EMERGENCY OPERATIONS ON THE CURRENT SITUATION. SPECIFICALLY, BRING TO ATTENTION ISSUES REGARDING ADDITIONAL REQUESTS FOR RESOURCES, CHANGE IN PRIORITIES, OR CHANGE IN LENGTH OF COMMITMENT.

TOM HARBOUR
Director, Fire and Aviation Management



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APPENDIX J SAMPLE OF RESOURCE TRACKING FORM

NAME Position	Mob Date	Location	Motel Info w/Phone Numbers	Remarks	Demob Date



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APPENDIX K EXAMPLE OF MA LIST

Hurricane OPHELIA MA Listing

		Date/Time	MA Number	Incident Number	FS	Description	Amount	Status
1	SC	9/10/2005	7220SU-SC-GSA-03	SC-FEM-050005	F85200	SURGE	\$20,000	Closed
2	SC	9/10/2005	7220SU-SC-USFS-04	SACC HAS NO MA	F85201	SURGE - SC ESF4 RRCC	\$5,000	Closed
3	NC	9/10/2005	7220SU-NC-USFS-07	NONE	F85202	SURGE - NC ESF4 RRCC	\$5,000	Closed
4	SC	9/10/2005	7220SU-NC-GSA-06	NC-FEM-055023 SC-FEM-050006	F85203	Saw Crews	\$200,000	Closed
5	NC	9/15/2005	3254EM-NC-GSA-02	NONE	F85204	N Carolina RRCC, ERT-A, JFO	\$60,000	Closed
6	NC	9/16/2005	3254EM-NC-USFS-01	NONE	F85205	N. Carolina ESF-4, FEMA R-4	\$10,000	Closed



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XXXXXXX MA Listing

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APPENDIX M NATIONAL FINANCIAL/ADMINISTRATIVE CONTACT LIST

Per Sections III.B.12; IV.A.8 and VI.A.2 send copies of Mission Assignments to the following:

Name	Agency	Phone #	Fax #	e-mail
Debbie Klippenstein	Forest Service – ASC	505-563-7412	505-563-7985	dklippenstein@fs.fed.us
Mary Ann Szymoniak	Forest Service – NIFC	208-387-5944	208-387-5398	mszymoniak@fs.fed.us
Kris King	BLM – NIFC	208-387-5357	208-387-5663	Kristine_King@nifc.blm.gov
Mike Koontz	NPS – NIFC	208-387-5090	208-387-5250	Mark_Koontz@nps.gov
Maggie Moran	BIA – NIFC	208-387-5932	208-433-6424	Maggie_moran@nifc.gov
LeaAnne Thorne	FWS – VA	703-358-2226	703-358-2518	LeaAnne_Thorne@fws.gov
To Be Determined	US Fire Administration			

Financial Codes will be established following agency specific guidelines.

Forest Service: Each Region will have a block of job codes for Federal Emergency Management Agency (FEMA) missions; the Regional Incident Business Coordinator (or designated responsible person) will assign the job code(s) to the mission assignment and provide this information to the Geographic Area Coordination Center and the Albuquerque Service Center (ASC).

Bureau of Land Management (BLM): Each FEMA incident resource order will be issued a BLM reimbursable project number when a BLM resource is to be assigned to the incident. Prior to assigning the BLM reimbursable project number, the National Interagency Coordination Center (NICC) will require a copy of the appropriate FEMA Mission Assignment and the associated Forest Service Job code. For this purpose, the National Interagency Coordination Center (NICC) maintains a block of BLM reimbursable project numbers. The NICC Coordinator on Duty will provide the BLM NIFC Finance Office with a copy of the FEMA incident resource order with the issued BLM reimbursable project number and a copy of the FEMA Mission Assignment (fax number listed above for BLM is in the NICC).

Fish & Wildlife Service (FWS): The Region in which the FEMA incident occurs will be responsible for establishing the reimbursable code. All FWS employees assigned to the FEMA incident will charge to this reimbursable code using their own unique organization code identifier along with the reimbursable code. All FWS employees assigned to the FEMA incident will be required to immediately submit a copy of their time sheets, travel vouchers and other “source documents” to the Region establishing the reimbursable code

National Park Service (NPS): To Be Determined
Bureau of Indian Affairs (BIA): To Be Determined
US Fire Administration (USFA): To Be Determined
Appendix N: USDA Incident Situation Report
NIIC has electronic version



Event:

Date of report:

Initial: ☐ Follow-up: ☐

Time of report:

Agency:

Author:

Personnel:

Number of Personnel in the affected area:

Number of Personnel Accounted For:

Number of Personnel Missing/Not Contacted:

Percentage of Personnel Unaccounted for:

Number of Displaced Personnel:

USDA Facilities:

Number of USDA Facilities in the affected area:

Number of USDA Facilities Destroyed¹:

Number of USDA Facilities, Major Damage:

Number of USDA Facilities, Minor Damage:

*Details on specific locations and damage assessments or issues i.e. power loss, water loss, etc:

- 1.
- 2.

Regulated Facilities:

Number of Regulated Facilities in the affected area:

Number of Regulated Facilities Destroyed:

Number of Regulated Facilities, Major Damage:

Number of Regulated Facilities, Minor Damage:

*Details on specific locations and damage assessments or issues i.e. power loss, water loss, etc:

- 1.
- 2.

Regulations Waived:

¹ **Destroyed:** Indicates the dwelling is currently uninhabitable and cannot be made habitable without extensive repairs that would prove to be costly; **Major:** indicates that a dwelling is not currently habitable but can be made habitable with repairs; **Minor:** indicates the dwelling has sustained damage and will require repairs, but is currently habitable whether or not the occupants have chosen to remain in the dwelling following the incident



Direct Interaction with States: (include, type of interaction, direct requests for assistance or technical advice, and any details of assistance provide.

Response:

Total number of personnel deployed:

Number of Personnel	Location	Type of Response	Date of Deployment	Estimated Date of Return
---------------------	----------	------------------	--------------------	--------------------------

Resources Committed:

Type of Resource	Amount	Location	Point of Contact
------------------	--------	----------	------------------

Recovery Effort:

Example: Amount of Debris Removed...

Other Information:

☐ Cleared by your Public Affairs, Administrator's, and Under Secretary's Offices



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APPENDIX O USDA SPOT REPORT

NIIC has electronic version

(Agency Name) SPOTREP (DATE/TIME of Report)

Reporting Organization:

Type of Incident:

Date/Time of Incident:
(Local Time)

Source of Information:

SUMMARY

Who
What
When
Where How
Why/Significance:

Actions/Follow-Up:

Miscellaneous:

Prepared By and
Contact Information:

Telephone Bridge Number:
1-877-417-1891

Participant: 564070

☐

Cleared by your Public Affairs, Administrator's, and Under Secretary's Offices



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APPENDIX P USFS REGIONAL EMERGENCY OPERATIONS

Primary Contact List

R-1	Northern Region Cathy Scofield 406-329-3409 406-370-0000 ©	R-6	Pacific Northwest Region David Summer 503-808-2143 503-703-4334 ©
R-2	Rocky Mountain Region David Clement 303-275-5791 303-886-2173 ©	R-8	Southern Region Ron Herbster 404-347-7626 678-488-8870 ©
R-3	Southwest Region Ginger Brudevold-Black 505-842-3352	R-9	Eastern Region Wayne Bushnell 414-297-3682 612-713-7300 EACC (24 hrs)
R-4	Intermountain Region Ken Kiser 801-625-5264 801-726-9041 ©	R-10	Alaska Region Gary Lehnhausen 907-743-9458 907-230-4106 ©
R-5	Pacific Southwest Region Dennis Orbus Rusty Witwer 916-640-1051 916-640-1052 916-719-3854© 916-801-9259©	Northeast Area	Bob Hartlove 610-557-4161 610-742-7593 ©
WO	Disaster & Emergency Ops, Branch Chief: Dale Dague 202-205-1500 202.329.1873 ©	WO	Disaster & Emergency Ops. Specialist: Vacant
Fire and Aviation Management, Budget Analyst: Khon Viengkham 202-205-1486 202-236-7817 ©		Fire and Aviation Management, Assistant Director, Fire Operations, NIFC Karen Wood 208-387-5605 ©	



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APPENDIX Q LIST OF ACRONYMS USED IN THIS DOCUMENT

ARF	Action Request Form
DFC	Disaster Finance Center
DOI	Department of the Interior
EOC	Emergency Operations Center
ESF	Emergency Support Function
EMAC	Emergency Management Assistance Compact
FEMA	Federal Emergency Management Agency
GACC	Geographical Area Coordination Center
GAO	Government Accounting Office
GSA	General Services Administration
HQ	Headquarters
IMT	Interagency Incident Management Team
JFO	Joint Field Office (replaces the Disaster Field Office-ROC)
MA	Mission Assignment
MAC	Mission Assignment Coordinator
MCMT	Mobilization Center Management Team
NICC	National Interagency Coordination Center
NIFC	National Interagency Fire Center
NIIC	National Incident Information Center
NRCC	National Response Coordination Center (replaces the Emergency Support Team-EST)
NRP	National Response Plan (replaces the Federal Response Plan-FRP)
POC	Point of Contact
RRCC	Regional Response Coordination Center (replaces the Regional Operations Center-ROC)
SOP	Standard Operating Procedure
USFA	United States Fire Administration
USFS	United States Forest Service
USDA	U.S. Department of Agriculture

Additional acronyms can be found in the National Response Plan (NRP), National Incident Management System (NIMS), and the FEMA Acronyms, Abbreviations and Terms (FAAT) booklet. These documents are available on the FEMA web site at www.fema.gov.



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EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) Emergency Operations Center (EOC) Standard Operating Procedures (SOP) is maintained at GOHSEP.



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EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING, AND HUMAN SERVICES

I. PURPOSE

The Department of Social Services (DSS) and the Department of Public Safety and Corrections (DOC) are the two primary responsible agencies for Emergency Support Function (ESF)-6. DSS has the primary responsibility for coordinating mass care, housing and human services. DOC has the primary responsibility for coordinating mass feeding. The purpose of this plan is to describe the procedures and necessary coordination between GOHSEP, the ESF 6 primary and supporting agencies and parish and local governments in order to address the non medical mass care, housing and human services needs of victims of natural and technological disasters. The ESF 6 supporting annex includes the following agencies:

1. Department of Culture Recreation & Tourism
2. State Fire Marshal
3. Department of Health and Hospitals
4. LSU Health Care Services Division
5. Louisiana Board of Regents
6. Louisiana Volunteer Organizations Active in Disasters (LAVOAD)
7. Department of Revenue
8. Louisiana National Guard
9. Department of Corrections
10. Department of Agriculture and Forestry
11. Department of Labor
12. Governor's Office of Elderly Affairs
13. Governor's Office of Veterans Affairs
14. Department of Natural Resources
15. Department of Insurance



16. Louisiana Housing Finance Agency

II. SCOPE

Emergency Support Function (ESF) #6 – Mass Care, Housing, and Human Services, promotes the delivery of services and the implementation of programs to assist individuals, households, families and victims impacted by potential or actual natural and technological emergencies and disasters affecting the State of Louisiana.

- A. Mass Care. Mass Care involves the coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members and coordinating bulk distribution of emergency relief items.
- B. Housing. Housing requires the coordination of efforts to assist in meeting short- and long-term housing needs of victims utilizing emergency, extended, and transitional sheltering strategies.
- C. Human Services. Human Services include providing victim-related recovery such as counseling, case management, intervention and mental health services identifying support for persons with special needs, expediting processing of benefit claims, and income assistance. Human Services may be provided in evacuation shelters, DRCs or other appropriate venues.

III. MISSION

To coordinate and organize within the state, parish and local governments, private, volunteer and non-profit agencies the capability to meet basic human needs (shelter, food, clothing, inquiry and emergency social services) in disaster situations and to outline responsibility and policy established for Mass Care operations before, during and after a disaster.

IV. CONCEPT OF OPERATIONS

Government must be prepared to provide for the urgent basic needs of people displaced by emergencies/disasters. Initial response activities focus on meeting urgent mass care needs of victims including shelter, feeding, emergency first aid, access to the Human Services System and Disaster Welfare Information System (DWIS) tracking.

Recovery efforts initiate concurrently with response activities whenever possible. Recovery includes the delivery of an array of Housing and Human Services Support aimed at transitioning affected individuals toward self-sufficiency. Close coordination is required among those state agencies responsible for response operations and recovery activities, and other nongovernmental organizations providing assistance.



Parish and local governments, supported by private relief agencies, provide initial response to mass care requirements of emergency/disaster victims and parish governments request and facilitate the implementation of authorized outside government assistance (state and federal). State and federal agencies, when requested and authorized, support the activities of parish and local governments in providing mass care. The State, through ESF 6, may provide direct initial response including the establishment and operation of state run general population shelters to supplement the efforts of parish and local governments.

The Secretary of DSS will designate a DSS ESF 6 Mass Care, Housing and Human Services Coordinator (who will be the DSS Emergency Coordinator) and the Secretary of DOC will designate an ESF 6 Mass Feeding Coordinator.

Most incidents are generally handled by a single jurisdiction at the local level; therefore, requests for emergency assistance will be resolved at the lowest local level when feasible. Unresolved assistance requests will ascend from the local EOC level to the State EOC. There are important instances in which successful incident management operations depend on the involvement of multiple jurisdictions, functional agencies, and emergency responder disciplines. These instances require effective and efficient coordination across this broad spectrum of organizations and activities. ESF 6 Coordinators will report incident situational awareness to GOHSEP. ESF 6 will track the status of outstanding pending assistance requests and establish requirements to resolve and report documented information in status reports over the life cycle of a disaster.

All agencies supporting ESF 6 or providing emergency Mass Care, Housing and Human Services support are responsible for records maintenance for operations, including all agreements and MOUs entered into for the purchase, lease or the use of the facilities, equipment and services. All costs records eligible for use after the emergency/disaster must be reserved to obtain reimbursement from State and Federal Resources.

- A. Mass Care. The ESF 6 mass care function includes shelter, feeding, emergency first aid, bulk distribution, and overall coordination to support emergency needs of victims described below:
 - 1. Sheltering. Emergency shelter includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or the temporary construction of shelters, and use of similar facilities outside the incident area, should evacuation be necessary
 - a. Facilities. Emergency shelter includes the use of pre-identified shelter sites in existing structures including structures accessible to the physically challenged, creation of temporary facilities or the construction of temporary shelters, as well as the use of similar facilities outside the incident area. Pre-staging of these facilities will occur when emergencies/disasters are anticipated. Evacuees may be directed to a selected shelter facility.



- b. Comforts and Relief Supplies. Emergency relief items to meet urgent needs are distributed through sites established within the affected areas or from a central location. These sites are used to coordinate the mass care provisions of food, water, ice and other comfort item requirements to individuals in need. They may also be used to coordinate with the distribution systems of federal, state and local entities and private relief agencies. LAVOAD members may be relied upon to assume an active role in coordinating and managing donations and distribution of these items.
- 2. Parish & Regional Coordination. The parish and local governments will operate shelters within their jurisdictions and may be supplemented by the ESF 6 operation of State run general population shelters should the need arrive. Specific organizations within communities (i.e., local ARC chapters, school district superintendents, other local voluntary organization(s), etc) will be requested to assist with mass care, housing and human services.
 - a. Parish and local jurisdictions will coordinate the provisioning of sheltering or shelter logistical needs with the State. Included is coordination of local law enforcement for internal and external shelter security, local fire departments for fire protection and safety services to shelters, ensuring emergency medical support and health standards maintenance in shelters, and ensuring the sheltering needs are met for assisted care patients in private homes, persons with limited abilities and latchkey children.
 - b. ESF 6 will operate Regional Special Needs Shelters in coordination with ESF 8 to house the medically special needs evacuees and their caregivers.
 - c. ESF 6 may stand up and operate State run general population shelters on an as needed basis.
- 3. Feeding. Feeding is provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Feeding operations are to be based on sound nutritional standards to include meeting requirements of victims with special dietary needs to the extent possible.
 - a. Emergency donated food will be made available.
 - b. Food Stamp programs may be made available if the incident dictates the need.
 - c. Parent organizations of relief workers should plan to provide for those workers to be self-supporting for the first 72 hours after arrival in affected areas. Feeding for emergency workers will be provided by the workers parent organization.



4. Emergency First Aid. Emergency First Aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, will be available at mass care facilities and at designated sites. The provision of emergency first aid services will be coordinated through the traditional emergency medical system (EMS) managed by ESF 8.
 5. Disaster Welfare Information System. DWIS collects and provides information regarding individuals residing within the affected area to immediate family members outside the affected area. The system also aids in reunification of family members separated at the time of the disaster within the affected area.
 - a. DWIS consists of those persons identified on shelter lists, National Disaster Medical System (NDMS) casualty lists, and any other information made available by the state/parish/community EOC's and hospitals. An initial moratorium, not to exceed 48 hours, may be issued to allow activation of the system and determination of the affected areas. Information about persons injured and remaining within the affected area will be provided by local medical units' input to the NDMS system and incorporated through various sources to the DWIS. Information on casualties evacuated from the affected area to other medical facilities will be provided by the tracking system. The listing of disaster-related deaths will be limited to the number of officially confirmed fatalities. Missing persons will not be tracked by the DWIS, but the system may be used to assist in locating missing individuals. (See Full Sheltering Operations Plan in Appendix III)
- B. Human Services. Human services include providing access to victim-related recovery efforts such as counseling, identifying support for persons with special needs, expediting processing of benefits claims, case management, and other services. Access to these services may be provided at shelters in the initial response phase and can be extended into the communities when disaster recovery centers are opened as the event evolves to the recovery phase to provide ongoing human services support to victims and will through the case management process in order to aid their transitions to self-sustainment. ESF 6 will facilitate the opening and operation of disaster recovery centers at the parish and local level to the extent that they are needed.
- C. Housing. Housing involves the use of Emergency Shelter, Extended Shelter and Transitional Shelter strategies in the provision of assistance for short- and long-term housing needs of victims and may include the planning for and developing access to rental assistance, temporary housing, loans for repair or replacement and other related activities. As the primary State agency responsible for the coordination of this delivery system, ESF 6 will cultivate expertise in order to provide knowledgeable staffing for the function that will be implemented as detailed in attachment II to the ESF 6 Plan.



The purpose of this Emergency Support Function is to coordinate all state efforts involved with the emergency provision of temporary shelter, mass feeding, and other basic human needs to those citizens displaced by a significant disaster.

It is also the purpose of this Emergency Support Function to coordinate post-sheltering activities, transitional housing and support, and to work with ESF 14 as necessary.

This Emergency Support Function works in cooperation with the governmental and non-governmental organizations in the state that provide mass care and housing to disaster victims and disaster workers. The primary agency, in cooperation with the support agencies, provides trained staff to perform the State ESF 6 functions during the preparation, response, and recovery phases of a disaster.

When appropriate, a sufficient number of ESF 6 staff providing assigned post-sheltering responsibilities will be assigned to the FEMA Joint Field Office (JFO). The duties of the supporting agencies outlined in this plan are specific to ESF 6 and not connected to duties under any other Emergency Support Function. (See Full Housing Operations Plan in Appendix I)

V. ESF 6 ANNEX (SUPPORTING AGENCIES)

A. DSS Primary Responsibilities

a. Preparedness

The ESF 6 Coordinators will:

- i. Develop plans, procedures, arrangements, and agreements to identify, acquire and mobilize the organizations, individuals and resources that will be needed to carry out Mass Care, Housing and Human Services in emergencies and disasters.
- ii. Develop and maintain information and liaison with organizations and individuals, including local, parish, state and federal government, private industry and volunteer organizations, such as LAVOAD, who can play significant supportive roles in emergencies and disasters.
- iii. Give particular emphasis to maintaining and updating the statewide shelter inventory.
- iv. Be responsible for functional development, maintenance, and coordination of plans, procedures, arrangements, agreements and MOUs in support of ESF 6 functions. ESF 6 Emergency Preparedness Coordinator and team are responsible for conducting, coordinating all reviews and revision



efforts as well as incorporating lessons learned from exercises and actual events.

- v. Facilitate and participate in coordination and training session.
- vi. Maintain situational awareness regarding the readiness status of supporting agencies.
- vii. Provide training to personnel in NIMS, ICS and Red Cross Sheltering courses.

b. Response

The ESF 6 Coordinators will:

- i. Coordinate with local, parish and state entities to maintain lists, logs and inventories of available resources.
- ii. Maintain updated departmental policies and procedures governing practices to be employed in the operation of this assigned responsibility.
- iii. Support the DSS responsibility to administer programs in the Human Services arena for the citizens of Louisiana. Some of the major programs are: TANF, Food Stamps, Child Welfare, Rehabilitation Services, and Child Support Enforcement.
- iv. Assess the need for public sheltering, including Regional Special Needs Shelters, and initiate the opening, staffing and supplying of shelters in cooperation with local, parish and state government agencies, private industry and volunteer organizations and individuals.
- v. Initiate contacts and enter into close cooperation with local and parish shelter and feeding authorities and volunteer organizations to ensure the prompt and effective relief of immediate human needs.
- vi. Assess the needs for mass feeding support to shelters and to emergency workers outside shelters and coordinate the provision of feeding support to satisfy such needs.

c. Recovery

The ESF 6 Coordinators will:

- i. Continue to coordinate the operation of shelters, and will cooperate with federal and other authorities to move people into temporary housing as needed.



- ii. Cooperate with the Federal government to facilitate the set up and operation of Disaster Recovery Centers and other relief activities.

d. Continuity of Governmental Responsibilities

The Department of Social Services will:

- i. Name the Continuity of Operations Officer who will be responsible for assuring staffing levels are maintained at sufficiently to sustain normal operation. Plans will be developed to operate before, during and after the incident.
- ii. Replace DSS staff operating shelters with staff from supporting agencies as soon as possible to enable the effective delivery of human services initiatives administered by the department.
- iii. Maintain fiscal accountability and adjust as appropriate based on contingencies.
- iv. Continue Mass Care, Housing, and Human Services delivery as appropriate for as long as they are needed.

B. The ESF 6 Lead Agency Coordination Responsibilities

1. Department of Culture, Recreation, and Tourism

a. Preparedness

The Department of Culture, Recreation, and Tourism will:

- i. Maintain up to date information on availability of cabins and campsites within state parks. This information will be available to the public by calling 1-877-226-7652.
- ii. Provide, upon request, information regarding number and location of tourists in state. The Office from a variety of sources will obtain this information.
- iii. Appropriate personnel will be required to participate in NIMS and ICS training.
- iv. Maintain an inventory of campsites operating within the State.
- v. Maintain an inventory of convention sites, hotels, and motels operating within the State.



- vi. Provide updated inventory lists annually to be appended to the ESF 6 plan.
- vii. Provide outreach to and coordination of hospitality resources for the purpose of food preparation and distribution with LAVOAD to support the ESF 6 mass feeding function.
- viii. Engage the tourism industry in the planning and organizing of orderly evacuation of visiting tourists and the provision of current tourism data for evacuation planning purposes.

b. Response

- i. When the plan is activated, the Department of Culture, Recreation, and Tourism will assign personnel to maintain contact with ESF 6 primary agencies to execute mission by serving as the point of contact for outreach to and coordination with elements of the hospitality industry.

c. Recovery

- i. The Department of Culture Recreation and Tourism will distribute information to evacuees located within state parks and hospitality venues within the State and in other states regarding availability of Disaster Recovery Centers, including locations and hours of operation.

2. State Fire Marshal

a. Preparedness

Fire Marshal Staff will:

- i. Provide for the inspection of shelter facilities and compliance with minimum standards of fire watch requirements for state run general population and special needs shelters.
- ii. Prepare and distribute information regarding minimum standards for fire and life safety to the Shelter Task Force and Local OEPs to distribute to shelters operating in their jurisdictions.
- iii. Ensure appropriate personnel participate in NIMS and ICS training.

b. Response

Fire Marshal Staff will:



- i. Assign personnel to execute missions in support of ESF 6. This includes providing staff for critical inspections and upon request, advice and support to ensure the safe functioning of special needs and all other shelters.

c. Recovery

Fire Marshal Staff will:

- i. Provide inspection services before public facilities are returned to service and provide plan review and inspectional services for all applicable construction and reconstruction.
- ii. Coordinate with ESF 8 to facilitate return of evacuees to health care facilities and nursing homes.
- iii. Provide information regarding state mandated requirements and safety advice for distribution at Disaster Recovery Centers.

3. Department of Health and Hospitals and LSU Health Care Services Division

a. Preparedness

DHH/LSUHS will:

- i. Perform an annual review of location, availability, and suitability of special needs shelters prior to hurricane season in coordination with ESF 3, ESF 6, SDF-8, Fire Marshal, etc. (consider ADAG during shelter identification and shelter movement and relocation.)
- ii. Establish standards and procedures for assessment of shelter staff with regard to mental health issues. DHH/LSUHS will then provide counseling with regard to these issues.
- iii. Establish plans for wellness of shelter residents (prescriptions, medical benefits, triage, hygiene, behavioral health, first aid, and necessary care).
- iv. Coordinate with sister states and federal government to negotiate MOUs regarding the provisions of assistance required but beyond the capacity of the State.
- v. Participate with DSS in the establishment of registration and follow-up procedures to provide information in support of the ESF 6 DWIS about shelter residents.



- vi. Prepare special needs menus and coordinate with ESF 6 feeding coordinator.
- vii. Assist with developing communication guidelines in conjunction with ESF 2.
- viii. Coordinate with the Shelter Task Force and ESF 8 to ensure inclusion of infectious disease information, hygiene, quarantine procedures, etc. in shelter operation methodology.
- ix. Request the assistance of LAVOAD in providing emergency first aid kits to shelters.
- x. Develop standards and procedures for immunization of shelter staff, to include all ESF 6 staff that work shelters and ensure that ESF 6 staff is educated regarding the immunizations needed as well as availability of such immunizations through DHH.
- xi. Develop standards and procedures for discharge of special needs shelter residents with medical requirements in coordination with ESF 8 and LFRC.
- xii. Identify personnel to perform tasks and maintain a database of staff and their assignments. Ensure that these employees have transportation and receive appropriate training, including but not limited to NIMS, ICS and Red Cross shelter courses.
- viii. Develop MOUs for needed support.

b. Response

DHH/LSUHS will:

- i. Assist with evaluation, registration, and follow-up of shelter residents in support of the DWIS.
- ii. Coordinate medical assistance if requested from parishes and state.
- iv. Assist in coordination discharge of special needs shelter residents (people living at home with medical requirements). [ESF 1 coordinates transportation]
- v. Ensure that each shelter has general medical supplies, such as first aid kits, in the resource room for shelter employees.



- vi. Assign personnel to maintain contact with EOC to execute missions in support of ESF 6.

c. Recovery

DHH/LSUHS will:

- i. Coordinate mass immunizations as needed.
- ii. Coordinate health care in general population (oxygen, dialysis, medication.)
- iii. Coordinate access and delivery of Medicaid supported benefits and services as a support agency under ESF 6.
- iv. Maintain a database of the special needs population to assist with transitional and long-term housing and coordinate with housing resources.
- v. Ensure that procedures and special needs identified during response phase are transitioned to recovery.
- vi. Provide support in disaster recovery centers in regards to the provision of information, referral services, and/or assistance with applying for State and Federal aids.

4. LSU Health Care Services Division

a. Preparedness

LSUHS will:

- i. Stockpile medical resources and pharmaceuticals in support of mass care needs.
- ii. Formulate a plan for providing a telemedicine component at general population shelters as per the ESF 8 plan.
- iii. Identify personnel to perform tasks as specified by ESF 6 and insure that personnel have transportation (ESF 1).
- iv. Ensure that personnel receive appropriate training, including but not limited to NIMS, ICS and Red Cross shelter courses.
- v. Develop MOUs for needed support.



b. Response

LSUHS will:

- i. Provide a telemedicine component at general population shelters as per the ESF 8 plan.
- ii. Assign personnel to maintain contact with EOC to execute missions in support of ESF 6.
- iii. Provide support in disaster recovery centers by provisioning information, referral services, and/or assistance with applying for State and Federal aids.

c. Recovery

LSUHS will:

- i. Provide support in disaster recovery centers by provisioning information, referral services, and/or assistance with applying for State and Federal aids.

5. Louisiana Board of Regents

a. Preparedness

The Louisiana Board of Regents will:

- i. Develop and maintain an annual inventory of state assets for use during an emergency. Assets will include, but not be limited to: housing for emergency workers, special needs shelter sites, alternate shelter sites, equipment storage sites, emergency generators, etc.
- ii. Compile and maintain a database of volunteers for LAVOAD. This list shall include volunteers able to speak other languages, sign language, and other skills necessary to interpret for shelter residents who are hearing impaired, unable to speak English, illiterate, visually impaired, etc.
- iii. Participate in the creation of a computer tracking and maintenance system of evacuees in conjunction with ESF 6 partners.
- iv. Coordinate with ESF 6 & ESF 1 to develop a plan for transportation of faculty & students engaged in ESF 6 service provision in the event an evacuation is required.



- v. Develop training for staff for both emergency preparedness and shelter operations, including training in NIMS, ICS and Red Cross shelter courses and basic first aid.
- vi. Provide professional and technical staff to general population shelters. This shall include identification of personnel to perform specific tasks as well as general shelter work, insure that designated personnel have transportation (coordinate with ESF 1) and provide appropriate supplies.
- vii. Coordinate feeding capabilities in support of ESF 6 primary mass care function with DOC.
- viii. Plan long-term improvements for facilities used as shelters. Such improvements could include installation of emergency generators, designation of areas for stockpiling of equipment and supplies, etc.
- v. Develop MOUs for needed support.

b. Response

The Louisiana Board of Regents will:

- i. When an emergency develops, the Regents will activate and mobilize their personnel, facilities, and resources.
- ii. Upon request of the EOC and ESF 6, the Regents will provide facilities and staff as planned.
- iii. When the emergency plan is activated, the Regents will assign personnel to maintain contact with EOC to execute missions in support of ESF 6.

c. Recovery

The Louisiana Board of Regents will:

- i. In coordination with ESF 6, the Regents will educate the citizens for recovery by providing support in disaster recovery centers in regards to the provision of information, referral services, and/or assistance with applying for State and Federal aids.
- ii. The Regents will assist with after-action assessment and education as requested by ESF 6.



6. Louisiana Voluntary Organizations Active in Disasters (LAVOAD)

a. Preparedness

Louisiana Voluntary Organizations Active in Disasters (LAVOAD) will:

- i. Provide an inventory of member agencies identifying their functions and capabilities
- ii. Collaborate with other partners, volunteer and governmental agencies to define roles and responsibilities of each and depict each organizational capacity in the form of a matrix (attached as appendix I).
- iii. Obtain relief supplies, first aid kits, etc. to be used to establish resource rooms within shelters.
- iv. Develop procedures including the roles, responsibilities and tasks for coordination of agencies that emerge during emergency response.
- v. Develop plans and establish procedures for the management and processing of donated goods, including coordination with ESF 1 to provide for transportation of donations to different shelters as needed and to obtain back packs or tote bags for shelter residents.
- vi. Establish plans and procedures for the set-up and functioning of child play centers at shelters including plans for collection supplies for children such as games, activities, movies, etc.
- vii. Establishment of standards and methods for training volunteers.
- viii. Provision of updated information regarding availability of donated foods and services to the general public in coordination with 211 providers.

b. Response

Louisiana Voluntary Organizations Active in Disasters (LAVOAD) will:

- i. Coordinate recently emerged agencies.
- ii. Shelter, feed, supply emergency first aid, etc.
- iii. Provide information management (211).
- iv. Assign personnel to maintain contact with EOC to execute missions in support of ESF 6.



- v. Establish a centralized donation process.
- vi. Establish child play centers at shelters.
- vii. Establish resource rooms for shelter employees with relief supplies including staging of supplies including toiletries, linens, administrative supplies, etc.

c. Recovery

Louisiana Voluntary Organizations Active in Disasters (LAVOAD) will:

- i. Provide support with information management (211);
- ii. Provide support in Disaster Recovery Centers for the provision of information, referral services, and/or assistance with applying for state and Federal aids.

7. American Red Cross (ARC)

a. Preparedness

The Regional ARC will:

- i. Coordinate with LAVOAD to identify agency functions and capabilities.
- ii. Assist in development of LAVOAD organizational capacity matrix.
- iii. Provide information regarding the capacity of individual chapters operating within the state to assist in responding as requested via LAVOAD and parish OEPs.
- iv. Provide resources to expand the capacity of individual chapters within the state to respond as requested by LAVOAD and parish OEPs.

b. Response

The Regional ARC will:

- i. When plan activated, assign personnel to maintain contact with EOC to execute missions in support of ESF 6.
- ii. Maintain evacuee-tracking information for shelters operated under agreements with parish and local jurisdictions and coordinate inclusion of data into the DWIS.



- iii. Report to the ESF 6 lead at the state EOC regarding the status of services provided.

- c. Recovery

The Regional ARC will:

- i. Provide support in Disaster Recovery Centers for the provision of information, referral services, and/or assistance with applying for State and Federal aid.

8. Department of Revenue

- a. Preparedness

The Department of Revenue will:

- i. Identify personnel to be available to assist in sheltering operations duties during emergencies.
- ii. Ensure personnel have supervision and transportation.
- iii. Provide training to personnel in NIMS, ICS and Red Cross Sheltering courses.
- iv. Develop MOUs detailing the terms of agreement regarding the provision of emergency staffing support.

- b. Response

The Department of Revenue will:

- i. Provide staff to assist with operating shelters.
- ii. When plan is activated, assign personnel to maintain contact with EOC to execute missions in support of ESF 6.

- c. Recovery

The Department of Revenue will:

- i. Provide support in disaster recovery centers for the provision of information, referral services, and/or assistance with applying for State and Federal aid.



9. Louisiana National Guard

a. Preparedness

The Louisiana National Guard as a partner with the ESF 6 lead agency, agrees to:

- i. Evaluate the need for generators and make necessary arrangements to stage generators at Special Needs shelter sites.
- ii. Identify and prepare personnel to perform specific tasks to support shelters upon their activation.
- iii. Provide training for personnel tasked to shelter duty, personnel will complete NIMS, ICS, and Red Cross shelter training courses.
- iv. Develop an MOU outlining specifics of shelter support terms of agreement.

b. Response

The Louisiana National Guard will:

- i. Provide security for special needs shelters, general population shelters and shelter staff through ESF 13.
- ii. Provide logistical support such as MREs, ice, water, manpower, etc. to ESF 6.
- iii. Provide assistance with transportation in support of ESF 1.
- iv. Provide warehousing for and distribution of cots for special needs shelters and/or general population shelters.
- v. Provide medical strike-teams through ESF 8 to assist in special needs shelters.
- vi. Assign personnel to maintain contact with EOC to execute missions in support of ESF 6.

c. Recovery

The Louisiana National Guard will:

- i. Provide support in disaster recovery centers through the provision of information, referral services, and/or assistance with applying for State and Federal disaster aid.



10. Department of Corrections

a. Preparedness

The Department of Corrections will:

- i. Develop a plan for the sheltering of incarcerated individuals. This plan will include contingencies for the sheltering of incarcerated individuals in city and parish jails should this become necessary. DOC will promulgate policies/procedures to implement this plan and will distribute to all parties responsible for incarcerated individuals.
- ii. Develop a plan to carry out mass feeding of the general population as well as those individuals in special needs/and state run general population shelters. This plan will also incorporate any local plans already in place to accomplish mass feeding in parish run shelters. The plan will also incorporate memorandums of understanding and private party contracts with the military, USDA, La. Dept. of Agriculture & Forestry, volunteer organizations and any other entities that may assist with mass feeding. The plan will include personnel and transportation assignments. It will also address billing procedures to be followed. The entirety of this plan will be promulgated to the ESF 6 lead agency and all effected entities and organizations.
- iii. Provide training to their personnel in NIMS, ICS and Red Cross sheltering as deemed appropriate.

b. Response

The Department of Corrections will:

- i. Implement its plan for the care of incarcerated individuals.
- ii. Assign personnel in the EOC to execute the mass-feeding mission in support of ESF 6 during activation.

c. Recovery

The Department of Corrections will:

- i. Renegotiate agreements for feeding services to name DOC as the responsible party. However, DOC will process all invoices for expenses incurred in the delivery of ESF 6 Mass Feeding duties regardless as to the named contractual parties.



- ii. Implement recovery procedures for the care of incarcerated individuals.
- iii. Provide support in Disaster Recovery Centers for the provision of information and referral services and/or assistance to individuals applying for state and/or federal aid.

11. Department of Agriculture and Forestry (DAF)

a. Preparedness

The Department of Agriculture & Forestry will:

- i. Develop memorandums of understanding with the Dept. of Corrections to support ESF 6's responsibility for mass feeding.
- ii. Develop a plan for the care of animals. This plan will include what types of animals can be cared for (i.e. house pets, exotic animals, livestock), where animal shelters will be located (if possible, in close proximity to shelters caring for the pet owners), instructions on how to access animal care, transportation arrangements, animal health and safety requirements, discharge plans and any other instructions called for.
- iii. Coordinate with the ESF 6 lead agency on identifying pets and pet owners through the DWIS. DAF will develop memorandums of understanding with local, state, and national agencies, animal shelters, animal care societies/organizations, veterinary schools/clinics/societies, and any other individuals/organizations that may provide support to this function. DAF will promulgate this plan to the public when developed.
- iv. Provide training to their personnel in NIMS, ICS and Red Cross sheltering as deemed appropriate.

b. Response

The Department of Agriculture & Forestry will:

- i. Implement plan to support ESF 6 in mass feeding as called upon to do so.
- ii. Assign personnel in the EOC to execute the plans for mass feeding and animal care in support of ESF 6 during activation.

c. Recovery

The Department of Agriculture & Forestry will:

- i. Process all invoices for expenses incurred.



- ii. Ensure that all pets and pet owners are reunited or other appropriate arrangements are made.
- iii. Provide support in Disaster Recovery Centers for the provision of information and referral services and/or assistance to individuals applying for state and/or federal aid.

12. Department of Labor

a. Preparedness

The Department of Labor will:

- i. Identify personnel to perform tasks to support the mission of ESF 6. Training will be provided to these staff as required of LDOL staff to meet NIMS, ICS and Red Cross Shelter requirements.

b. Response

The Department of Labor will:

- i. Supply staff to maintain contact with the State EOC to support the LDOL's missions for the ESF 6.

c. Recovery

The Department of Labor will:

- i. Supply staff provides support in the Disaster Recovery Centers to evacuees regarding information on disaster unemployment benefits as well as to provide information and referral services on State and Federal programs.

13. Governor's Office of Elderly Affairs

a. Preparedness

The Governor's Office of Elderly Affairs will:

- i. Work with the Local Councils on Aging, 64 Parish Councils and the 37 Area Councils on Aging. As per of the contractual agreements with the Councils on Aging.
- ii. Identify shut-ins who may need assistance in the event of evacuation.



- iii. Identify facilities that have adequate space to allow for Disaster benefits applications, if needed, as well as preparing staff to assist in completing applications for disaster assistance;
- iv. Include in their plans any other disaster planning that is appropriate for their services.
- v. Work with LAVOAD to identify overlaps in services, and identify unmet needs. The Office of Elderly Affairs maintains a Web site, LouisianaAnswers.org, which provides information about services that they offer as well as resources available, which could be used to disseminate information during a disaster.
- vi. Works with the Council on Aging to deploy staff into shelters to assure that the needs of elderly evacuees are addressed. Council on Aging staff will be trained in NIMS, ICS and Red Cross shelter training and will wear identification badges.

b. Response

The Governor's Office of Elderly Affairs through the Councils on Aging will:

- i. Provide information on to local authorities regarding elderly residents who require assistance to evacuate and as needed assist with their evacuations.
- ii. Provide staff at the EOC to execute missions in support of ESF 6 operations.

c. Recovery

The Governor's Office of Elderly Affairs will:

- i. Coordinate with Councils on Aging to assure that they return to their areas and begin providing services such as Meals on Wheels, home healthcare, recreation, homemaking, etc. As soon as possible and will temporarily provide those services to evacuees who may still be staying in their service delivery area.
- ii. Coordinate with Councils on Aging to assure that they provide application assistance for Disaster Food Stamps, Red Cross or any other emergency benefit or assistance program as appropriate.
- iii. Wherever feasible, Councils on Aging will be asked to make space available in their offices to facilitate the delivery of disaster related services to the elderly population in their service areas.



- iv. Through the Councils on Aging provide staffing and information for distribution at disaster recovery centers to the extent feasible.
- v. Through the Councils on Aging network and the LouisianaAnswers.org web site the Office of Elderly Affairs will assist ESF 6 in communicating information regarding assistance available through the Elderly Affairs programs.

14. Governor's Office of Veterans Affairs

a. Preparedness

The Office of Veterans Affairs will:

- i. Identify personnel to provide support services for evacuees who are eligible for veterans' assistance.
- ii. Provide the identified staff with NIMS, ICS and the Red Cross shelter-training courses.
- iii. Assure that assigned staff has transportation.
- iv. Develop any MOUs that are required to assure coordination and implementation of this plan.

b. Response

The Office of Veterans Affairs will:

- i. Assign trained personnel to maintain contact with EOC, and to exercise any missions assigned in support of EFS-6 during times of activation.

c. Recovery

The Office of Veterans Affairs will:

- i. Provide support services in Disaster Recovery Centers, shelters or other sites in regards to the Veterans Affairs programs.



15. Department of Natural Resources

a. Preparedness

The Department of Natural Resources will:

- i. Identify personnel to be available to assist in sheltering operations duties during emergencies.
- ii. Ensure personnel have supervision and transportation.
- iii. Provide training to personnel in NIMS, ICS and Red Cross Sheltering courses.
- iv. Develop MOUs detailing the terms of agreement regarding the provision of emergency staffing support.

b. Response

The Department of Natural Resources will:

- i. Provide staff to assist with operating shelters.
- ii. When plan is activated, assign personnel to maintain contact with EOC to execute missions in support of ESF 6.

c. Recovery

The Department of Natural Resources will:

- i. Provide support in disaster recovery centers for the provision of information, referral services, and/or assistance with applying for State and Federal aid.

16. Department of Insurance

a. Preparedness

The Department of Insurance will:

- i. Identify personnel to be available to assist in sheltering operations duties during emergencies.
- ii. Ensure personnel have supervision and transportation.



- iii. Provide training to personnel in NIMS, ICS and Red Cross Sheltering courses.
- iv. Develop MOUs detailing the terms of agreement regarding the provision of emergency staffing support.

b. Response

The Department of Insurance will:

- i. Provide staff to assist with operating shelters.
- ii. When plan is activated, assign personnel to maintain contact with EOC to execute missions in support of ESF 6.

c. Recovery

The Department of Insurance will:

- i. Provide support in disaster recovery centers for the provision of information, referral services, and/or assistance with applying for State and Federal aid.

17. Louisiana Housing Finance Agency

a. Preparedness

The Louisiana Housing Finance Agency will:

- i. Identify personnel to be available to assist in sheltering operations duties during emergencies.
- ii. Ensure personnel have supervision and transportation.
- iii. Provide training to personnel in NIMS, ICS and Red Cross sheltering courses.
- iv. Develop MOUs detailing the terms of agreement regarding the provision of emergency staffing support.

b. Response

The Louisiana Housing Finance Agency will:

- i. Provide staff to assist with operating shelters.



- ii. When plan is activated, assign personnel to maintain contact with EOC to execute missions in support of ESF 6.
- c. Recovery

The Louisiana Housing Finance Agency will:

 - i. Provide support in disaster recovery centers for the provision of information, referral services, and/or assistance with applying for State and Federal aid.

VI. SUPPORTED FUNCTIONS

A. ESF 2 Communications

1. Introduction

The Department of Social Services is a cabinet level organization with responsibilities for administering programs in the Human Services arena for the citizens of Louisiana. Some of the major programs are TANF, Food Stamps, Child Welfare, Rehabilitation Services, and Child Support Enforcement. The Department maintains offices or a presence in every parish of the state. The Department maintains a larger and robust data communications network to nearly 200 locations statewide in support of the program offerings.

Within its responsibilities during an emergency or disaster, DSS shares the lead role in the ESF 6 function as well as supporting other ESFs.

2. Resources in Support of ESF 2

The Department maintains two separate Data Center locations within East Baton Rouge Parish complete with redundant data communications access. The statewide data network is not redundant and is designed as a spoke and wheel set up with individual offices terminating in a central location and those locations are networked back to the Data Centers. Our critical application in support of a disaster is the Food Stamps program. We have purchased a mobile satellite system (one) allowing us to gain access to the system via the Internet using a satellite link.

In the mission supporting the Shelter operations 10 (ten) 800 MHz radios have been purchased and issued to lead managers in each of the regions as back up, in communications. We have also issued cell phones to the managers and are in the process of equipping them with Blackberries for text communications.



From a staff support arrangement, I.T support staff is positioned in four locations within the state and a contractual arrangement exist with Northrop Grumman for resources in support of the extensive network.

B. ESF 5 Emergency Management

1. Introduction

The Department of Social Services is a cabinet level organization with responsibilities for administering programs in the Human Services arena for the citizens of Louisiana. Some of the major programs are TANF, Food Stamps, Child Welfare, Rehabilitation Services, and Child Support Enforcement. The Department maintains offices or a presence in every parish of the state.

Within its responsibilities during an emergency or disaster, DSS shares the lead role in the ESF 6 function as well as supporting other ESFs.

2. Mobilize ESF 6

Under the Unified Command Structure ESF 5 is the Operations component of the org structure. DSS in its role as the ESF 6 primary lead agency is a part of the Human Services branch. In the event of an emergency ESF 5 will utilize a notification system to the leads within ESF 6 for alerts and activation as a response to the emergency.

Upon activation, ESF 6 (DSS) will staff the GOSEHP EOC and the DSS EOC in preparation to support the emergency. This staff is pre-defined and trained in the NIMS, ICS and the ESF 6 plan of operation and will man the positions on a rotating shift basis 24 hours per day until the operation is ordered to stand down.

3. Maintain Documentation

ESF 6 is responsible for the creation and maintenance of documentation and reports regarding the situation and issues, as well as reports on the shelter population. These will be included in the required daily briefings. ESF 6 will to the extent feasible, maintain inventory lists and readiness reports on pre-identified resources managed by this support function.

4. Planning and Coordination

Under the direction of ESF 5, DSS in its role as ESF 6 will develop and maintain operational plans defining its role within the State Emergency Operations plan. On a periodic basis we will review, train personnel, and participate in drills and other preparedness activities as directed by ESF 5.



C. ESF 7 Resource Support

1. Introduction

The Department of Social Services is a cabinet level organization with responsibilities for administering programs in the Human Services arena for the citizens of Louisiana. Some of the major programs are TANF, Food Stamps, Child Welfare, Rehabilitation Services, and Child Support Enforcement. The Department maintains offices or a presence in every parish of the state.

Within its responsibilities during an emergency or disaster, DSS shares the lead role in the ESF 6 function as well as supporting other ESFs.

2. Resource Lists

The Department will maintain an inventory of shelter locations for Special Needs Shelters and State run general population shelters. The inventory of other general population shelters will be updated from the parish inventory list on a periodic basis. Staff has been identified in each region for the coordination of shelter operations. In the event of a longer incident, the Department will maintain a contract for additional manpower resources that will supplement Department personnel.

Equipment needed to sustain ESF 6 operations will be included in our inventory. This will include communications and computer equipment as well as other items such as cots, forms, vests, etc.

3. Mutual Aid Agreements

The Department in its role as a coordinator of Human Services will create and maintain MOUs as needed with various state and local agencies as well as non-profit organizations that provide services. Additionally, the department may contract or pre-contract for needed resources as appropriate. As these are completed, they will be listed in the Appendices.

D. ESF 14 Recovery, Mitigation, Stabilization

1. Introduction

The Department of Social Services is a cabinet level organization with responsibilities for administering programs in the Human Services arena for the citizens of Louisiana. Some of the major programs are TANF, Food Stamps, Child Welfare, Rehabilitation Services, and Child Support Enforcement. The Department maintains offices or a presence in every parish of the state.



Within its responsibilities during an emergency or disaster, DSS shares the lead role in the ESF 6 function as well as supporting other ESFs.

2. Response

The Department, in its role as ESF 6, will, according to plan, assist in the recovery and stabilization of impact communities thru the Department of Social Services' Food Stamps program and Department of Labor's Disaster Unemployment Benefits initiative. This provides needed financial resources to impacted areas, which assists in restarting the local economy. Through our role as coordinator of housing, temporary, and long term, we can assist in getting communities repopulated as needed.

E. ESF 15 Public Information

1. Introduction

The Department of Social Services is a cabinet level organization with responsibilities for administering programs in the Human Services arena for the citizens of Louisiana. Some of the major programs are TANF, Food Stamps, Child Welfare, Rehabilitation Services, and Child Support Enforcement. The Department maintains offices or a presence in every parish of the state.

Within its responsibilities during an emergency or disaster, DSS shares the lead role in the ESF 6 function as well as supporting other ESFs.

2. Spokesperson

The Department PIO who will be a part of the staffing at the JIC will carry out this role. This person will provide as needed information on the response to the emergency by the Department and to educate the public on accessing vital services.

3. Staffing Support

On an as needed basis the Department will provide staffing support to this ESF in order to provide support at the JIC as well as meeting the needs to communicate with various media outlets.

4. Information and Data Coordination

In order to provide clarity in communications all releases of information to the public concerning statistics and reports from ESF 6 will be done thru the Department spokesperson. We will be responsible for the collection and the format for such information dissemination.



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Appendices:

- I. ESF 6 Resource Support Responsibility Chart
- II. Operations Plan for Housing
- III. Sheltering Operations Plan
- IV. General Population Shelter Inventory
- V. Special Needs Shelter Inventory

Memorandums of Understanding:

1. Department of Culture Recreation & Tourism
2. State Fire Marshal
3. Department of Health and Hospitals
4. LSU Health Care Services Division
5. Louisiana Board of Regents
6. Louisiana Volunteer Organizations Active in Disasters (LAVOAD)
7. Department of Revenue
8. Louisiana National Guard
9. Department of Corrections
10. Department of Agriculture and Forestry
11. Department of Labor
12. Governor's Office of Elderly Affairs
13. Governor's Office of Veterans Affairs
14. Department of Natural Resources
15. Department of Insurance
16. Louisiana Housing Finance Agency



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX I ESF 6 RESOURCE SUPPORT RESPONSIBILITY CHART

Agency support to the Louisiana Department of Social Services and the Department of Public Safety and Corrections	Shelter	Mass Feeding	Housing	Individual Assistance	Community Action
Office of Homeland Security and Emergency Preparedness	X		X	X	X
Louisiana National Guard		X			
Department of Agriculture & Forestry		X			
Department of Culture, Recreations and Tourism	X				
Louisiana State Fire Marshal	X				X
Governor's – Office of Elderly Affairs	X			X	X
Governor's – Office of Veterans Affairs				X	
LSU – Health Care Services Division	X			X	
Department of Health and Hospitals	X			X	
Department of Labor				X	
Louisiana Board of Regents	X	X	X		X
Department of Revenue				X	
Department of Insurance	X				
Louisiana Housing Finance Agency			X		
Volunteer Agencies Active in Disasters (and other Volunteer Organizations) *	X	X	X	X	X

* To include private relief organization (i.e. American Red Cross, Salvation Army, Mennonite disaster Service, etc.); private industry; professional associations and participants in mutual aid agreements, etc.



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX II ESF 6 OPERATIONS PLAN FOR HOUSING

I. Mission

The purpose of this Emergency Support Function is to work with governmental and non-governmental organizations that provide mass care and housing to disaster victims and disaster workers. The primary agency, in cooperation with supporting agencies, provides trained staff to perform the state's ESF 6 functions during the preparation, response, and recovery phases of a disaster. When appropriate, a sufficient number of ESF 6 staff executing assigned post-sheltering responsibilities will be assigned to the FEMA Joint Field Office (JFO). The duties of the supporting agencies outlined in this plan are specific to ESF 6 and not connected to duties under any other Emergency Support Function.

II. Scope

A. Operations

1. If FEMA establishes a joint field office (JFO) is activated, the Governor will designate a state coordinating officer (SCO) to act as principal officer in the coordination and supervision of the disaster assistance program and to act in cooperation with the federal coordinating officer (FCO) for the purpose of coordinating federal disaster assistance.
2. The primary and support agencies will make available a sufficient number of employees to execute the role of the supporting agencies in the mission.
3. The primary agency will:
 - a. Designate and assign a lead housing official to work on preparation, when appropriate, but prior to when the GOHSEP operation command center is activated.
 - b. The lead housing official and the SCO will notify all supporting agencies to activate employees designated to work at the JFO.
 - c. Produce a Standard Operating Procedure that standardizes recurring tasks.
4. Voluntary Organizations After Disaster (VOAD) and other voluntary agencies will provide liaisons to support the mission to ensure maximization of resources and coordination of all efforts during the mission.



B. Interagency Collaboration

Although DSS is the primary agency responsible for executing the housing function, ongoing collaboration with other agencies is imperative.

1. Preparedness

- a. Participating agencies must be identified. Those agencies include:
 - 1) FEMA
 - 2) Department of Transportation & Development
 - 3) Office of Mental Health
 - 4) Office of Addictive Disorders
 - 5) Department of Labor
 - 6) Department of Education
 - 7) Office of Elderly Affairs
 - 8) Office of Disability Affairs
 - 9) Department of Corrections
 - 10) Louisiana Housing Finance Authority (LHFA)
 - 11) Louisiana Shelter Task Force
 - 12) US Department of Housing and Urban Development (HUD)
 - 13) US Department of Agriculture (USDA)
 - 14) Department of Culture, Recreation & Tourism
 - 15) Department of Economic Development
 - 16) Department of Agriculture and Forestry
 - 17) VOAD
- b. Prior to any disaster, all agencies must identify knowledgeable representatives who will be housed at the center of response and at the center of recovery operations. Those representatives should be prepared to work at their assigned location on a full-time basis during the response and recovery phase.
- c. A pre-disaster oversight committee that includes representatives from the primary agency, supporting agencies, volunteer organizations, parish governmental agencies, non-profit groups, community, faith-based organizations, and the business and private sectors will meet prior to the disaster to discuss post-emergency sheltering issues.
- d. A single system for the electronic storage and use of information relative to all information needs during preparation, recovery, and response operations must be developed, tested and taught to all agencies for immediate use when necessary.



2. Response

- a. All agencies must have electronic access to the information system that contains all necessary information to support operations, and will contain information about displaced citizens gathered at shelters.
- b. To respond to housing inquiries from the public, Office of the Governor, and state agencies, a single point of contact with access to all FEMA information systems must be identified.
- c. The agency representative assigned to the center of operations is responsible for setting up a process or utilizing established processes to manage referrals from FEMA, VOLAG, and other agencies for human services provided by that agency.

3. Recovery

- a. All agencies designated to provide case management must continue to provide services to displaced citizens as they navigate the phases of housing.
- b. Volunteer organizations, in collaboration with FEMA, will implement the plan to identify and manage volunteers. Volunteer organizations will coordinate the requests for base camps, beds, food and transportation needed for volunteers housed while assisting with the recovery in devastated areas.

C. Movement of Displaced Citizens Through Phases of Housing

1. Phases of Housing

- a. Emergency Shelters – 0 to 60 days, depending on the magnitude of the evacuation. Consists of schools, churches, camp barracks, government buildings, etc. (See the “Shelter” section of ESF 6.)
- b. Extended Shelters – up to 18 months based on FEMA housing program regulations. Consists of travel trailers, hotels, base camps, etc.
- c. Transitional Housing – greater than 18 months, depending on the magnitude of the disaster. Consists of mobile homes, HUD units, USDA Rural Development units, apartments, etc.
- d. Permanent Housing – see ESF 14.



2. Preparedness

- a. The Louisiana Shelter Task Force should determine in advance the number of days that each shelter will remain open so that a staggered plan for transition of the shelter population to a transitional or permanent housing solution can be developed.
- b. The primary agency will set the priority categories by which individuals are housed. That priority list is attached as Attachment A.
- c. The number of ADA accessible units to be made available in each FEMA trailer and/or mobile home community will be established to ensure appropriate placement.
- d. All available options for extended shelters and transitional housing should be considered, including but not limited to the following:
 - 1) HUD units
 - 2) State properties
 - 3) Hotels
 - 4) Dept. of Agriculture properties
 - 5) FEMA units
- e. ESF 6 must work to develop plans and agreements defining how decisions will be made in coordination with FEMA, parish/local government and other supporting agencies.
- f. The primary agency reserves the right to determine the array of appropriate housing options for any particular event as it unfolds based upon the circumstances.
- g. The primary agency will work to develop plans and agreements defining how decisions will be made in coordination with FEMA, parish/local governments, and other supporting agencies.
- h. In coordination with local and parish leaders, the location of available land to be used as group and commercial sites must be identified. When a potential site is identified, local emergency services providers must be consulted to determine if they have the resources to guarantee the safety of the citizens in that location in addition to the resources necessary to carry out disaster-related responsibilities.
- i. When a potential site is identified, that is outside the jurisdiction of the nearest fire department, adequate fire hydrants must be



available and a contract must exist to provide emergency services to that location.

- j. ESF 6 must review commercial, group/EGS, industrial, state agency, and private site process flow documents with all necessary participants and interested parties in process. See Attachments B, C, D, E, and F. Plan in advance for site layout, essential services, and essential facilities.
- k. An inventory of available apartment units managed and/or owned by HUD or other landowners must be obtained.
- l. An inventory of available homes managed by the Department of Agriculture must be obtained.
- m. An inventory list of state housing assets, including parks, must be made.
- n. Memoranda of Understanding with local and parish governments must be executed to ensure that FEMA trailer and/or mobile home communities will receive priority for all necessary inspections and permitting.
- o. A proposed budget for costs associated with short-term housing must be prepared and submitted.

3. Response

- a. Shelter residents should be registered using software made accessible to all local, state, and volunteer agencies involved in human services delivery and the residents' location must be updated on a continual basis. This registration must include information regarding a person's mental and physical disabilities to ensure appropriate placement in short-term housing. The registration must also include information about the composition of the family and needs relative to housing.
- b. Simplified communication with displaced citizens regarding the placement process, accommodations, and amenities at short-term housing site, expected length of stay, recovery efforts and any other information important to citizens in making informed decisions must be provided when they are in shelters. Communication should continue at regular intervals and be delivered, whenever possible, by state and elected officials and others knowledgeable about issues about which the citizens will likely be concerned.



- c. A sufficient number of knowledgeable governmental, non-governmental, private, contract, and local staff members must be utilized for successful implementation of commercial, group/EGS, industrial, state agency, and private site process flow charts.
- d. Appropriate placement should take into account the following factors:
 - 1) Financial means
 - 2) Educational needs and resources
 - 3) Accessibility to transportation
 - 4) Physical impairment
 - 5) Mental impairment
 - 6) Employment status
 - 7) Household composition
- e. Those citizens with physical or mental impairment should not be placed in a emergency shelters and should be carefully screened for placement in transitional housing until a case manager is provided to that citizen, or it is confirmed that the citizen has an existing support structure.
- f. Transportation from emergency shelter to the next housing phase must be coordinated and provided by the Department of Transportation.
- g. The Governor's Declaration of Emergency must make it mandatory for local and parish leaders to allow evacuees to be housed in all areas of the state.
- h. The primary agency and representatives from supporting agencies should attend all FEMA senior staff, housing, site development, individual assistance and other meetings deemed important to their missions and/or supportive to the overall recovery.
- i. Coordination with the Departments of Education and Transportation must exist for all matters relating to schools for displaced citizens.
- j. Maintain coordination with FEMA, the American Red Cross, and VOAD to ensure living kits and other items to be provided to displaced citizens in short-term housing units are ready before citizens are moved from shelters into those units.



- k. Maintain coordination with Department of Corrections to ensure that all issues relating specifically to the registry of convicted felons are addressed.
- l. Ensure that “essential” services are provided to transitional trailer community residents. Essential services are those services necessary to all displaced citizens to live comfortably, facilitate their integration into the community in which they are residing, and enable them to return to work and school. State ESF 6 staff must work in partnership with FEMA and others to ensure that warranted essential services are provided appropriately. The following services have been identified as essential to commercial and group FEMA trailer communities.
 - 1) Commercial
 - a) Security
 - b) Street lights
 - c) ADA stairs and ramps
 - d) Skirting, storm tie-downs/straps
 - e) Utilities
 - (1) On-going provision of electricity
 - (2) On-going provision of propane
 - (3) Water
 - (4) Trash collection
 - (5) Telephone line accessibility
 - f) Transportation
 - (1) On-site
 - (2) Off-site
 - (3) School
 - (4) Healthcare entities
 - (5) Emergency
 - (6) Bus stops
 - g) Other Services
 - (1) Job training
 - (2) Case management
 - 2) Group
 - a) Security buildings
 - b) Laundry facility
 - c) Community center/meeting room
 - d) Playground
 - e) Recreation/sports field
 - f) Streets
 - g) Street lights
 - h) Postal facilities
 - i) Parking



- j) ADA distribution
- k) ADA paving
- l) ADA stairs and ramps
- m) On-site accessibility/sidewalk
- n) Steps
- o) Skirting/storm tie-downs/straps
- p) Signs
- q) Fencing
- r) Sediment
- s) Food services facilities
- t) Utilities
- u) Site operations
 - (1) Site management
 - (2) Trailer maintenance
 - (3) Trash collection
 - (4) Facilities maintenance
 - (5) Utilities maintenance
- v) Utilities
 - (1) Master electric meters
 - (2) Water meters
 - (3) Propane
 - (4) High voltage lines
 - (5) P-traps
 - (6) PVC pipe size
 - (7) Freeze protection
 - (8) Telephone cable
 - (9) TV cable
- w) Security
 - (1) On-site service
 - (2) Off-site service/local law enforcement
 - (3) Security lighting
- x) Transportation
 - (1) On-site
 - (2) Off-site
 - (3) School
 - (4) Healthcare
 - (5) Emergency
 - (6) Bus stop
- y) Other Services
 - (1) Job training
 - (2) Office of Family Support assistance
 - (3) Case management
 - (4) Meals for first 90 days



4. Recovery

- a. Coordinate efforts with state ESF 15 to ensure information relating to long-term housing and any other information important to citizens making informed decisions is shared with displaced citizens. Communication should continue at regular intervals and be delivered, whenever possible, by state and elected officials and others knowledgeable about issues about which the citizens will likely be concerned.
- b. Lead organizations, such as Louisiana Association of Non-Profits (LANO) and state and national Voluntary Organizations After Disaster (VOAD) should identify and engage national, state and local non- profit groups (public and private) and faith- and community-based organizations to support displaced residents. Organizations should assist in connecting temporary neighborhoods with the broader community for the purpose of:
 - 1) Providing community support and developing neighborhood and community partners;
 - 2) Collaboratively developing short- term neighborhood projects based upon the needs and priorities identified by displaced residents;
 - 3) Committing to on-going donations of goods and services;
 - 4) Providing outreach and services to seniors, children, and/or special needs individuals;
 - 5) Providing after school academic support, tutorial and homework assistance programs to support displaced youth;
 - 6) Providing assistance and support in identifying summer recreational programs and activities for children and youth;
 - 7) Providing clerical, legal, business and other support services that will assist displaced residents in carrying out family, financial and business obligations that are necessary to enhance their recovery;
 - 8) Building cultural bridges to eliminate interracial and inter-ethnic tension;
 - 9) Empowering displaced residents by assisting them in building grassroots coalitions and or neighborhood associations;
 - 10) Assisting in permanent housing placement of displaced residents by identifying property in the Community that is available for rent or sale;
 - 11) Involving displaced residents in crime prevention or neighborhood watch programs; and
 - 12) Assisting displaced residents to focus on evacuation drills and exercises.



- c. Coordinate housing for individuals and families deemed ineligible to receive housing assistance funds from FEMA.
- d. Coordinate the housing of homeless individuals and families.
- e. Monitor the provision of essential services at group/EGS and commercial sites.
- f. Case management work will continue as long as necessary and until the citizen has a definitive plan for permanent housing. Case management will be coordinated with federal agencies and national VOAD groups to ensure proper integration.
- g. ESF 6 will support the efforts to implement and coordinate the long-term community recovery plans that focus on permanent restoration of infrastructure, housing for displaced citizens, and the restoration of the local economy.
- h. ESF 6 will assist in informing displaced citizens about program application processes and planning requirements to streamline assistance, and to better understand housing recovery policies.
- i. ESF 6 must meet regularly with FEMA and long-term recovery teams to ensure procedures and program/contact information are up-to-date, to be informed about lessons learned from public forums, and to learn ways to leverage available resources available to rebuild or restore homes in the affected areas.

D. Human Services

1. Preparedness

- a. Identify a statewide lead agency and a lead agency for each parish to serve as coordinator of human service delivery.
- b. Develop a plan to coordinate human service delivery, relying on best practices and tools developed by Louisiana Family Recovery Corps and other national organizations.
- c. The statewide lead agency should convene a human services planning group to review the comprehensive inventory of services prepared by the 211 agencies.
- d. A human services matrix for essential services should be developed.



2. Response

- a. Coordinate with service providers statewide, as well as identifying and resolving gaps anticipated in service delivery.
- b. In each parish either affected by the disaster or a parish receiving evacuees, the designated parish lead social service organization should assist in the development of the comprehensive services plan, create an updated inventory of appropriate service providers and determine priority services needed.
- c. Collaborate with other partners, volunteer and governmental agencies to define roles and responsibilities of each and depict each organizational capacity.

3. Recovery

- a. The designated statewide lead agency in conjunction with LANO, Louisiana Voluntary Organizations Active in Disasters (LAVOAD) and other local providers will provide the leadership and direction for a comprehensive human services plan to be based on the current information available through the statewide 211 system.
- b. Case Management
 - 1) A comprehensive case management program will be implemented to identify and coordinate services for affected citizens.
 - 2) Relying on information about citizens from the data system utilized in shelter registration, identify, and secure case managers for citizens.
 - 3) Develop an integrated case management plan to coordinate providers, data, and tracking of services for families.
 - 4) Develop procedures including the roles, responsibilities, and tasks for coordination of agencies and services, reporting on timeliness of services, service demand and service gaps.
- c. Human Services Coordination at Congregate Housing Sites
 - 1) In each parish, a lead social service organization will be designated to work with the ESF 6 staff to review the site, locations and services.



- 2) The lead social service agency will complete the site essential services checklist and complete a timeline and task specification for essential services to be provided.
- 3) The lead social service organization will be tasked with:
 - a) Identifying collaborating organizations;
 - b) Supporting the identification and development of essential services;
 - c) Working with appropriate governmental officials on the development and opening of the site;
 - d) Connecting with designated case management agency to facilitate the placement of families; and
 - e) Develop procedures including the roles, responsibilities and tasks for coordination of agencies.



APPENDIX III ESF 6 SHELTERING OPERATIONS PLAN

This Appendix is under development at this time.



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX IV GENERAL POPULATION SHELTER INVENTORY

This Appendix is kept on file at DSS.



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX V SPECIAL NEEDS SHELTER INVENTORY

This Appendix is kept on file at DSS.



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SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

ESF-7 SUPPORT PLAN

I. PURPOSE

GOHSEP and the Louisiana National Guard (LANG) are the primary GOHSEP agencies for ESF 7 (Resource Support). The purpose of this plan is to describe how LANG and ESF 7 supporting agencies will accomplish the assigned responsibilities as set forth in the Emergency Operations Plan (EOP). The supporting agencies include: Department of Agriculture and Forestry, Department of Culture, Recreation and Tourism, Department of Economic Development, Division of Administration, LSU Health Care Services Division, Department of Health and Hospitals, Department of Labor, Department of Natural Resources, Board of Regents, Department of Social Services, Louisiana State Police, Department of Transportation and Development, Department of Treasury, and Volunteer Organizations.

II. SCOPE

This ESF Support Plan applies to the primary and all supporting agencies of ESF 7.

III. RESPONSIBILITIES

A. Preparedness

1. Louisiana National Guard
 - a. The Commander of LANG will designate an ESF 7 Resource Support Coordinator (also known as the Unified Logistics Element Chief) to organize and administer the ESF through an appointment letter and a copy will be sent to GOHSEP to be maintained in the Planning Section and Louisiana National Guard Joint Forces Headquarters.
2. GOHSEP
 - a. The Director of GOHSEP will designate an ESF 7 Resource Support Deputy Coordinator to organize and administer the ESF and represent the Governor's interests through an appointment letter and a copy will be maintained at GOHSEP in the Planning Section and the Director's Office.
3. The ESF 7 Coordinators will use this ESF Support Plan to incorporate all other plans, procedures, arrangements and agreements to identify, acquires and mobilize resources for emergencies and disasters.



4. The ESF Coordinators will use this ESF Support Plan to incorporate information and liaison with agencies and organizations at local, parish, state, federal government, private industry and volunteer organizations that could furnish assistance in an emergency or disaster.
5. Supporting Agencies
 - a. All Supporting Agencies will participate in planning and exercising activities to ensure their preparedness in case ESF 7 is activated.
 - b. All Supporting Agencies will develop and maintain plans, procedures, arrangements, and agreements to identify, acquire and mobilize resources for emergencies and disasters to support ESF 7.

B. Response

1. LANG
 - a.
2. GOHSEP
 - a.
3. Department of Agriculture and Forestry
 - a. Coordinates the delivery of fuel and lubricant for life saving, life supporting, life sustaining emergency response missions as it pertains to a particular event or incident through the Bulk Fuel Coordinator. The Bulk Fuel Coordinator utilizes existing fueling assets, contracts, and agreements.
4. Department of Culture, Recreation, and Tourism
 - a. Provides access and use of state parks, welcome centers, manpower, and equipment through the CRT ESF 7 Liaison.
5. Department of Economic Development
 - a. Provide access to and coordination of the Louisiana business community for resources and facilities from the private sector that may be needed for an effective emergency response through the DED ESF 7 Liaison.



6. Department of Environmental Quality
 - a. Provides environmental information and technical support through ESF 10.
7. Division of Administration
 - a. Provide a list of all state vehicles and equipment from the State's asset management database through the Office of General Services ESF 7 Liaison when requested. Administrative support may also be provided to assist in the identification of specific resources within the asset management database.
 - b. Provide immediate access to the state and federal surplus property through the Office of General Services ESF 7 Liaison to be used in response to the emergency situation.
 - c. Provide pre-negotiated and ad-hoc contract support through the Office of State Purchasing and Travel ESF 7 Liaison.
8. LSU – Health Care Services Center
 - a. Provide medical assistance when available through ESF 8.
9. Department of Health and Hospitals
 - a. Provides access to and coordinates the provision of public health/medical staffing, medical supplies and medical equipment and coordinates with other health care providers that may be needed for an effective emergency through ESF 8.
 - b. Provides potable water testing to ensure safety and quality through the Office of Public Health.
 - c. Provides information on the status of each water district through the Office of Public Health.
10. Department of Labor
 - a. Provides specific labor and employment technical expertise and manpower in response to the emergency situation through the EOC DOL Representative.



11. Department of Natural Resources
 - a. Provides specific equipment including boats and personnel services through the DNR Assistant Emergency Coordinator.
12. Board of Regents
 - a. Provides access and use of higher education facilities, manpower and equipment through the Board of Regents ESF 7 Liaison.
13. Department of Social Services
 - a. May provide human services including crisis counselors, family services through the DSS ESF 7 Liaison.
 - b. Provide a link to ESF 6 Mass Care to ensure resource shortfalls are identified and an action is being taken to fulfill the shortfalls.
14. Louisiana State Police
 - a. Provide transportation security for the delivery and distribute of commodities to affected areas through the State Police ESF 7 Liaison.
15. Department of Transportation and Development
 - a. Provides transportation assets to support regional staging areas, points of distribution and other missions through ESF 1.
16. Department of Treasury
 - a. Provide financial expertise and track expenditure of funds through the Louisiana Department of Treasury ESF 7 Liaison.
 - b. Provide a link to banks and financial industries through the Louisiana Department of Treasury ESF 7 Liaison.
17. Volunteer Organizations
 - a.

C. Recovery

1. Agency 1 name
 - a.



2. Agency 2 name

a.

IV. ADMINISTRATION AND LOGISTICS

- A. Mutual aid and EMAC.
- B. Develop procedures for maintaining records of operations, to include cost records and personnel time and attendance.

V. PLAN MAINTENANCE

The ESF 7 Resource Support Coordinators are responsible for developing, maintaining and coordinating plans, procedures, arrangements, and agreements in support of this ESF.

APPENDICES:

- (1) Resource Support
- (2) List of Agency Resources
- (3) Vendor list
- (4) SOP for acquiring and mobilizing resources
- (5) Procedures for activating staging areas
- (6) Procedures for activating distribution sites
- (7) Mutual aid agreements
- (8) Procedure for requesting EMAC assistance
- (9) Procedures for maintaining records of operations
- (10) Contact Lists
- (11) ESF 7 Responsibility Chart
- (12) State-Federal Crosswalk
- (13) Donations Management and Volunteer Coordination Plan
- (14) Regional Staging Areas Map
- (15) Department of Agriculture and Forestry Fuel Plan – Under Development



**LOUISIANA EMERGENCY OPERATIONS PLAN
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APPENDIX 1 RESOURCE SUPPORT

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**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 2 LIST OF AGENCY RESOURCES

This Appendix is kept on file at LANG Headquarters.



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 3 VENDOR LIST

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**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 4 SOP FOR ACQUIRING AND MOBILIZING RESOURCES

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**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 5 PROCEDURES FOR ACTIVATING STAGING AREAS

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**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 6 PROCEDURES FOR ACTIVATING DISTRIBUTION SITES

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SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 7 MUTUAL AID AGREEMENTS

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**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 8 PROCEDURE FOR REQUESTING EMAC ASSISTANCE

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**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 9 PROCEDURES FOR MAINTAINING RECORDS OF OPERATIONS

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**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 10 CONTACT LISTS

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**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 11 ESF 7 RESPONSIBILITY CHART

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**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 12 STATE-FEDERAL CROSSWALK

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**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 13 DONATIONS MANAGEMENT AND VOLUNTEER COORDINATION PLAN

This Appendix is kept on file at LANG Headquarters.



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 14 REGIONAL STAGING AREAS MAP

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**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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**APPENDIX 15 DEPARTMENT OF AGRICULTURE AND FORESTRY FUEL PLAN –
UNDER DEVELOPMENT**

This Appendix is kept on file at LANG Headquarters.



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

Portions of ESF 8 dealing with public health, mobilization of emergency health and medical resources, and dealing with mass casualties are kept on file at the Department of Health and Hospitals.

MEDICAL INSTITUTION EVACUATION: TRANSPORTATION REQUIREMENTS

REGION 1 INSTITUTIONS

April 19, 2006

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3. A Model of Transportation Needs: Region I
 - 3.1 Bed counts for hospitals, nursing home, and special needs facilities
 - 3.2 Transportation planning assumptions
4. Evacuation Assumptions
 - 4.1 Two types of evacuation
 - 4.2 Triggers and resulting actions

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Table 2: Evacuation requirements per 100 patients in three types of facilities

Table 3: Total number of evacuation transportation assets needed for Region I

Table 4: Triggers, actions and responsibilities for the evacuation decision matrix

Figure 1: Two types of evacuation: Relay and Point-to-Point

1. Introduction

Hurricane season 2005 was one of the most active in history. Louisiana was hit by one tropical storm, and four hurricanes: Cindy, Dennis, Katrina, and Rita. Hurricane Katrina and Hurricane



Rita ranked as the first and fourth (respectively) most destructive hurricanes in United States history. Louisiana hospital evacuation plans were put to the test. As a result of Hurricane Katrina, which struck the coast on August 29, 2005, 37 hospitals were forced to evacuate (18 of which remain closed to this date). That evacuation involved the transportation of more than 12,000 hospital patients, staff and visitors. Hurricane Rita, less than a month later, forced 21 hospitals to evacuate, affecting more than 3,000 patients, staff and visitors.

2. Hurricane season 2006: Medical Evacuation Transportation Plan

In preparation for the 2006 hurricane season, many after action meeting were conducted. These meetings covered a wide range of topics, including questions surrounding the transportation resources needed for large-scale medical evacuations. With these concerns in mind, DHH has created a plan which outlines transportation needs for Region I.

All institutions, hospitals and nursing homes are responsible for their own disaster evacuation plan, including accounting for the transportation to carry it out. It is hoped that during a weather-related emergency, hospitals will remain in control of all aspects of the evacuation, and will use pre-identified resources as planned. However, DHH must simultaneously plan for the worse case scenario: *What transportation assets would be needed if ALL hospitals and nursing homes in Louisiana's largest metropolitan area had to be evacuated by the State?*

In beginning to answer this question, a set of assumptions were made:

- The largest metro area is Region I, containing four parishes (Orleans, Jefferson, Plaquemines, and St. Bernard)
- The plan would only come into effect if the evacuation plans for individual facilities had already been tried and failed
- Hospitals and nursing homes will not be forced to evacuate on a "maybe event"
- The state will require federal assistance to implement the evacuation of medical institutions given limited resources of the state (i.e. HS, HHS, NDMS, and DOD assets)

3. A Model of Transportation Needs: Region I

The first step in assessing the Region I transportation needs given a major evacuation was to count the numbers and types of medical facilities in the Region I metropolitan area. As seen in Table 1, there are a total of 15 hospitals, 32 nursing homes, and 8 specialty facilities in the four parishes that make up Region I.



Table 1: Lists of Hospitals, Nursing homes, and Specialty Facilities in Orleans Parish

Parish	Hospitals	Nursing homes	Specialty
Orleans	Touro	Covenant Home	Community Care
	Children's	Good Samaritan Rehab & Nursing Center	Adult and Adolescent
	Tulane	Jo Ellen Smith Convalescent Ctr.	
	Kindred	Lambeth	
	University (July?)	New Orleans Home & Rehab	
	Memorial (Fall?)	Our Lady of Wisdom Health Care Center	
		Poydras Home	
		St Anna's Residence	
		St Charles Health Care	
		Willow Wood at Woldenberg Village	
		Woodland Village Health Care	
		Expected	
		Expected	
		Expected	
Jefferson	East Jefferson Hospital	Bayside Healthcare Center	RiverOaks Specialty
	Elmwood	Chateau Living Center	Omega
	Kenner	Colonial Oaks (expected)	
	Meadowcrest	East Jefferson SNF	
	Ochsner Hospital	Jefferson Healthcare Center	
	West Jefferson	Maison DeVille Nursing Home of Harvey	
	Tulane-Lakeside	Marrero Healthcare Center	
	St John's Specialty Hospital SNF	Metairie (expected)	
	Health West Rehab Hospital (SNF)	St Anthony's Nursing Home	
		St Joseph Nursing & Rehab Center	
		Waldon Health Care Center	
		West Jefferson Health Care Center	
		Wynhoven Health Care Center	
Plaquemines	Padua House	Riverbend	
			Belle Chase Comp Care Ctr
St. Bernard			Chalmette CompCare Center

The next step was to assess the transportation needs for medical evacuation of these facilities. Through information gathered during years hurricanes, plus independent research, a standard transportation package was created for each type of facility: hospitals, nursing homes, and specialty facilities. The planning unit was 100 patients, and the patient ratios for type (ambulatory or non-ambulatory) determined. For hospitals, all evacuees would be planned for as non-ambulatory. For nursing homes, 35% of evacuees would be considered non-ambulatory and the remaining 65% ambulatory. In specialty facilities, all evacuees would be considered ambulatory.

Using these parameters, the transportation requirements per 100 patients was calculated, and is show in the table below.



Table 2: Evacuation requirements per 100 patients in three types of facilities

	Hospitals	Nursing Homes	Specialty facilities
Land Ambulances	25	2	0
Medevac Helicopters	5	0	0
Buses (with mission-specific medical equipment included)	2	6	6
Buses (Coach)	2	0	0
Airplanes (i.e. C-130's, etc)			

Capacity:

Land ambulances have the capacity to transport 1 patient per trip; Medevac helicopters can transport on average about 2 patients per trip; Buses with mission-specific medical equipments such as Air conditioning capabilities and chair lift capacity has the capability of transporting up to 60 individuals. However, given the logistics of moving stretcher bound patients or fragile patients with medical equipment needs, the following assumptions were also made:

Hospital buses:

For planning purposes it was felt that 20 patients with 4 caregivers could be transported on an AC bus with chair lift capacity. Again, the more critical patients would be taken by ambulance to a collection point.

Nursing home buses:

For nursing home patients it was felt that a similar bus with AC and chair lift capacity could transport 6 stretcher bound patients with caregivers.

Assuming all institutionalized plans failed and NDMS assets were requested to evacuate medical institutions, these air assets should have the capacity to evacuate up to 1000 frail/ critical patients from the collection point to NDMS sites.

Assumptions:

1. BH patients require 5 caregivers/ 20 patients. Aggressive patients require a 1 caregiver/ 2 patient ratio.
2. Nursing Home assumptions: Approximately 25% are ambulatory (750); 40% are wheel-chair bound (1200); and 35% are non-ambulatory (1050)

The next step was to count the number of patients in each of the facilities in Table 1. It was determined that the total numbers of patients in Region I is as follows:

- Hospitals: 800 patients (8 units of 100)
- Nursing homes: 3000 patients (30 units of 100)



- Specialty facilities: 200 patients (2 units of 100)

Finally, the total number of transportation assets needed to move all hospital, nursing home, and special facilities was calculated. This was done by multiplying the assets needed for each unit of 100 by the units of 100 per facility. The total evacuation transportation requirements for Region I were calculated, resulting in the totals seen in Table 3.

Table 3: Total number of evacuation transportation assets needed for Region 1

	Hospitals	Nursing Homes	Specialty Facilities	Totals
Land Ambulances	200	60	0	260
Medevac Helicopters	40	0	0	40
Buses (with mission-specific medical equipment included, i.e. AC)	16	180	8	204
Buses (Coach)	16	0	0	16
Airplanes (i.e. C-130's, etc)				

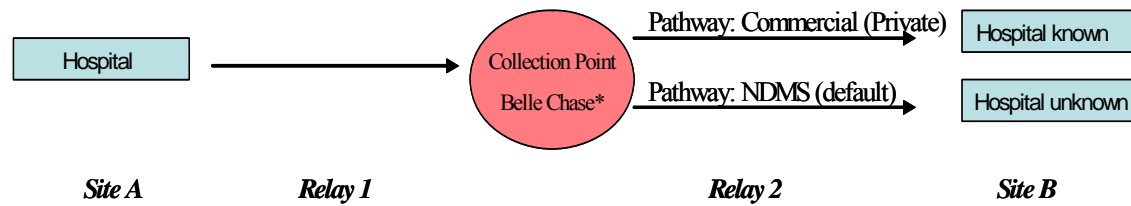
4. How and When to Evacuate: Evacuation Paths, Triggers, and Actions

Once the transportation needs are addressed and the total numbers of patients calculated, the next step is to ask “to where” and “when” to evacuate. This sections discusses how the evacuation process will occur, addressing the two types of evacuation paths and where they will leave patients. It also covers the process of deciding when to evacuate, using a system of triggers and actions.

Evacuation paths

As observed during Hurricane Katrina, there are two types of evacuation paths that might be taken. The first (top section of Figure 1) can be referred to as “Relay Evacuation,” and would be the most likely type for evacuating hospitals. Evacuees would first be taken to a single collection point, where they would gather before being evacuated out further by either NDMS or commercial airlines. If commercial airlines are used, than destinations can be predetermined and communicated. Commercial pathway is used if the hospital’s contracts for transportation and receiving site is viable. If the hospital’s transport/receiving site contract is not viable then NDMS assets are required. If NDMS is running the evacuation, then the destination will not necessarily be known at the time of departure. Relay 1 speaks to the transport from the home site to a collection point. Relay 2 speaks to the transport from the collection point to a known receiving site (hospital plan in place) or an unknown site (hospital plan not secured and NDMS site is used and identified at the time of evacuation).

The second type, referred to as “Point to Point” is more direct, as seen on the bottom of Figure 2. In these evacuations, such as might take place in a nursing home, the evacuees are collected at the home site, and brought directly to their evacuation facility, where they will remain until it is safe to return to their receiving facility. Their destination will be predetermined and communicated.



**Belle Chase is the proposed site for institutional evacuations; this site was chosen because of logistical issues with activating DOD and National Guard assets*



Figure 1: Two types of evacuation: Relay and Point-to-Point

Triggers and actions

Deciding when a hospital should evacuate is difficult. There are risks inherent in the evacuation process, and it should be avoided if at all possible. However, late evacuation can also be risky to all those involved, including patients, staff, families of patients and emergency personnel.

The Louisiana Department of Health and Hospitals and support agencies have come up with a system of triggers and actions to assist in this process. They have broken down the triggers into five phases:

1. NOAA predicts a storm in the Gulf
2. The storm enters the Gulf
3. There is a precautionary/voluntary general evacuation called
4. There is a recommended general evacuation called
5. There is a mandatory evacuation called

At each phase, there is a checklist of actions to be taken by the hospitals, DHH, LHA, GOHSEP, and the regional infrastructure of ESF 8 (see Table 4). Some actions – like assessing the condition of the hospital – must be determined at the hospital level. Other information – like who is in the most dire condition – must be determined at the regional level.



Table 4: Triggers, actions and responsibilities for the evacuation decision matrix

TRIGGER	ESF-8 ACTION	RESPONSIBLE ENTITY
NOAA predicts storm in Gulf - and/or LA is in the cone of error	1. Evaluate threat matrix - hospitals and nursing homes cannot evacuate on a "maybe" event	Each hospital
	2. Verify transport assets and relocation site	Each hospital
	3. Recommended: Cancel elective surgeries and/or procedures	Regions
	4. Recommended: Discharge patients	Regions
	5. Put HHS Region 6/NDMS on alert	DHH
STORM ENTERS GULF	When Storm enters gulf, the Governor (through GOHSEP) declares a state of emergency	GOHSEP
	1. Evaluate threat matrix - hospitals and nursing homes cannot evacuate on a "maybe" event	Each hospital
	2. Verify transport assets and relocation site	Each hospital
	3. Recommended: Cancel elective surgeries and/or procedures	Regions
	4. Recommended: Discharge patients	Regions
Precautionary/ Voluntary Evacuations in some areas	5. Put HHS Region 6/NDMS on alert	DHH
	1. Evaluate threat matrix - hospitals and nursing homes cannot evacuate on a "maybe" event	Each hospital
	2. Canvas facilities - Options: A) shelter in place B) full evacuation C) partial evacuation	DRC
	If B or C, then Pathway Commercial or Pathway NDMS (for all patients leaving on these pathways: the following information be provided on the patient (Disaster Packet: name, H&P, MAR, medical condition, etc - - on a electronic and hard copy format)	DRC/ LHA
	3. Medical Que - established by Regional Unified Command (DRC, OPH, EMS, LNHA)	DRC
Recommended Evacuation	4. Identified Que provided to DOTD	LHA
	1. Evaluate threat matrix	Each hospital
	2. Canvas facilities - Options: A) shelter in place B) full evacuation C) partial evacuation	DRC
	If B or C, then Pathway Commercial or Pathway NDMS	
	3. Medical Que - established by Regional Unified Command (DRC, OPH, EMS, LNHA)	
Mandatory Evacuation	4. Identified Que provided to DOTD	LHA
	1. Evaluate threat matrix	Each hospital
	2. Canvas facilities - Options: A) shelter in place B) full evacuation C) partial evacuation	
	If B or C, then Pathway Commercial or Pathway NDMS	
	3. Pathway Commercial or Pathway NDMS	
	4. Medical Que - established by Regional Unified Command (DRC, OPH, EMS, LNHA)	
	5. Identified Que provided to DOTD	

As hospitals request assistance to evacuate particular units or entire buildings, the regional unified command center will be asked to identifying the medical queue. The Regional Unified command consists of the Office of Public Health Medical Director, the Designated Regional Hospital Coordinator, the EMS Regional Coordinator, the Nursing Home Regional Coordinator



and the Regional Office of Emergency preparedness coordinator. This medical queue will list which medical institutions will evacuate in what order (based on weather conditions, flooding, condition of patients, etc), and will be handed over to those assisting with the transportation assets (DOTD). The same process will be followed for nursing homes and special facilities throughout the region.

Appendix A: Checklist for Responsible Entities

Appendix B: Regional ESF 8 Network

Appendix C: Hospital Information
Points of Contact
Physical Address and Coordinates
Generator Specifications

Appendix D: Nursing Home Physical Addresses and Coordinates
Points of Contact
Physical Address and Coordinates
Generator Specifications
Evacuation Site
Transportation Company

All Appendices can be found on file at DHH.



MEDICAL INSTITUTION EVACUATION: TRANSPORTATION REQUIREMENTS

REGION 3 INSTITUTIONS

April 19, 2006

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1. Introduction
2. Hurricane season 2006: Medical Evacuation Plan
3. A Model of Transportation Needs: Region 3
 - 3.1 Bed counts for hospitals, nursing home, and special needs facilities
 - 3.2 Transportation planning assumptions
4. Evacuation assumptions
 - 4.1 Two types of evacuation
 - 4.2 Triggers and resulting actions

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Table 1: Lists of Hospitals, Nursing homes, and Specialty facilities in Orleans Parish

Table 2: Evacuation requirements per 100 patients in three types of facilities

Table 3: Total number of evacuation transportation assets needed for Region I

Table 4: Triggers, actions and responsibilities for the evacuation decision matrix

Figure 1: Two types of evacuation: Relay and Point-to-Point

1. Introduction

Hurricane season 2005 was one of the most active in history. Louisiana was hit by one tropical storm, and four hurricanes: Cindy, Dennis, Katrina, and Rita. Hurricane Katrina and Hurricane Rita ranked as the first and fourth (respectively) most destructive hurricanes in United States history.

Louisiana hospital evacuation plans were put to the test. As a result of Hurricane Katrina, which struck the coast on August 29, 2005, 37 hospitals were forced to evacuate (18 of which remain closed to this date). That evacuation involved the transportation of more than 12,000 hospital patients, staff and visitors. Hurricane Rita, less than a month later, forced 21 hospitals to evacuate, affecting more than 3,000 patients, staff, and visitors.



2. Hurricane Season 2006: Medical Evacuation Transportation Plan

In preparation for the 2006 hurricane season, many after action meeting were conducted. These meetings covered a wide range of topics, including questions surrounding the transportation resources needed for large-scale medical evacuations. With these concerns in mind, DHH has created a plan which outlines transportation needs for Region 3.

All institutions, hospitals and nursing homes are responsible for their own disaster evacuation plan, including accounting for the transportation to carry it out. It is hoped that during a weather-related emergency, hospitals will remain in control of all aspects of the evacuation, and will use pre-identified resources as planned. However, DHH must simultaneously plan for the worse case scenario: *What transportation assets would be needed if ALL hospitals and nursing homes in Louisiana's largest metropolitan area had to be evacuated by the State?*

In beginning to answer this question, a set of assumptions were made:

- The largest metro area is Region 3, containing seven parishes (Assumption, Lafourche, St. James, St. John, St. Mary, and Terrebonne).
- The plan would only come into effect if the evacuation plans for individual facilities had already been tried and failed
- Hospitals and nursing homes will not be forced to evacuate on a "maybe event"
- The state will require federal assistance to implement the evacuation of medical institutions given limited resources of the state (i.e. HS, HHS, NDMS, and DOD assets)

3. A Model of Transportation Needs: Region 3

The first step in assessing the Region 3 transportation needs given a major evacuation was to count the numbers and types of medical facilities in the Region 3 area. As seen in Table 1, there are a total of 11 hospitals, 17 nursing homes, and 6 specialty facilities in the seven parishes that make up Region 3.



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

Table 1: Lists of Hospitals, Nursing homes, and Specialty facilities

ASSUMPTION		
Hospitals	Nursing Homes	Specialty Facilities
Assumption Community Hospital	Heritage Manor of Napoleonville	
1	1	0
LAFOURCHE		
Hospitals	Nursing Homes	Specialty Facilities
Lady of the Sea General Hospital	Audubon Guest House	St. Anne Rehabilitation Hospital
St. Anne General Hospital	Lafourche Home For Aged & Infirm	
Thibodaux Regional Medical Center	Raceland Manor Nursing Home, Inc.	
	South Lafourche Nursing Center	
	Thibodaux Healthcare Center	
3	5	1
ST. CHARLES		
Hospitals	Nursing Homes	Specialty Facilities
St. Charles Parish Hospital	Luling Living Center	Luling Rehabilitation Hospital
	Ormond Nursing and Care Center	
1	1	1
ST. JOHN		
Hospitals	Nursing Homes	Specialty Facilities
River Parishes Hospital	Twin Oaks Nursing Home	LaPlace Rehabilitation Hospital
1	1	1
ST. MARY		
Hospitals	Nursing Homes	Specialty Facilities
Franklin Foundation Hospital	Franklin Health Care Center	Louisiana Rehab Hospital of Morgan City
Teche Regional Medical Center	Morgan City Health Care Center	
	Patterson Healthcare Center	
2	3	1
TERREBONNE		
Hospitals	Nursing Homes	Specialty Facilities
LSU-Leonard J. Chabert Medical Cen	Chateau Terrebonne Health Care	Physicians Surgical Specialty Hospital
Terrebonne General Medical Center	Heritage Manor of Houma	
	Maison DeVille Nursing Home-Houma, Inc.	
	Oaks of Houma (The)	
	Terrebone General Medical Center - SNF	
2	5	1
ST. JAMES		
Hospitals	Nursing Homes	Specialty Facilities
St. James Parish Hospital	Riverlands Health Care Center	Behavioral Hospital of Lutchter
1	1	1

The next step was to assess the transportation needs for medical evacuation of these facilities. Through information gathered during years hurricanes, plus independent research, a standard transportation package was created for each type of facility: hospitals, nursing homes, and specialty facilities. The planning unit was 100 patients, and the patient ratios for type (ambulatory or non-ambulatory) determined. For hospitals, all evacuees would be planned for as non-ambulatory. For nursing homes, 35% of evacuees would be considered non-ambulatory and



the remaining 65% ambulatory. In specialty facilities, all evacuees would be considered ambulatory.

Using these parameters, the transportation requirements per 100 patients was calculated, and is shown in the table below.

Table 2: Evacuation requirements per 100 patients in three types of facilities

	Hospitals	Nursing Homes	Specialty facilities
Land Ambulances	25	2	0
Medevac Helicopters	5	0	0
Buses (with mission-specific medical equipment included)	2	6	4
Buses (Coach)	2	0	0
Airplanes (i.e. C-130's, etc)			

Capacity:

Land ambulances have the capacity to transport 1-2 patient(s) per trip; Medevac helicopters can transport on average about 2 patients per trip; Buses with mission-specific medical equipments such as Air conditioning capabilities and chair lift capacity has the capability of transporting up to 60 individuals. However, given the logistics of moving stretcher bound patients or fragile patients with medical equipment needs, the following assumptions were also made:

Hospital buses:

For planning purposes it was felt that 20 patients with 4 caregivers could be transported on an AC bus with chair lift capacity. Again, the more critical patients would be taken by ambulance to a collection point.

Nursing home buses:

For nursing home patients it was felt that a similar bus with AC and chair lift capacity could transport 6 stretcher bound patients with caregivers.

Assuming all institutionalized plans failed and NDMS assets were requested to evacuate medical institutions, these air assets should have the capacity to evacuate up to 1000 frail/ critical patients from the collection point to NDMS sites.

The next step was to count the number of patients in each of the facilities in Table 1. It was determined that the total numbers of patients in Region 3 is as follows:

- Hospitals: 547 patients (6 units of 100); 250 will be critical patients
- Nursing homes: 1093 patients (11 units of 100)
- Specialty facilities: 415 patients (5 units of 100)



These estimates are based on 50% of available licensed beds in the region.

Finally, the total number of transportation assets needed to move all hospital, nursing home, and specialty facilities was calculated. This was done by multiplying the assets needed for each unit of 100 by the units of 100 per facility. The total evacuation transportation requirements for Region 3 were calculated, resulting in the totals seen in Table 3.

Table 3: Total number of evacuation transportation assets needed for Region 3

	Hospitals	Nursing Homes	Specialty Facilities	Totals
Land Ambulances	150	22	0	172
Medevac Helicopters	30	0	0	30
Buses (with mission-specific medical equipment included, i.e. AC)	12	66	20	98
Buses (Coach)	12	0	0	12
Airplanes (i.e. C-130's, etc)				

**Critical patients expected = 250.

4. How and When to Evacuate: Evacuation Paths, Triggers, and Actions

Once the transportation needs are addressed and the total numbers of patients calculated, the next step is to ask “to where” and “when” to evacuate. This section discusses how the evacuation process will occur, addressing the two types of evacuation paths and where they will leave patients. It also covers the process of deciding when to evacuate, using a system of triggers and actions.

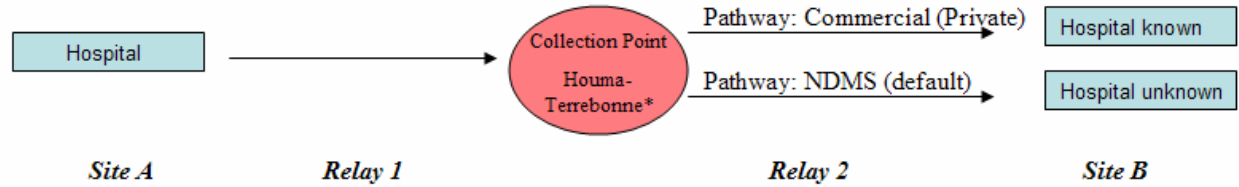
Evacuation paths

As observed during Hurricane Katrina, there are two types of evacuation paths that might be taken. The first (top section of Figure 1) can be referred to as “Relay Evacuation,” and would be the most likely type for evacuating hospitals. Evacuees would first be taken to a single collection point, where they would gather before being evacuated out further by either NDMS or commercial airlines. If commercial airlines are used, then destinations can be predetermined and communicated. Commercial pathway is used if the hospital’s contracts for transportation and receiving site is viable. If the hospital’s transport/receiving site contract is not viable then NDMS assets are required. If NDMS is running the evacuation, then the destination will not necessarily be known at the time of departure. Relay 1 speaks to the transport from the home site to a collection point. Relay 2 speaks to the transport from the collection point to a known receiving site (hospital plan in place) or an unknown site (hospital plan not secured and NDMS site is used and identified at the time of evacuation).

The second type, referred to as “Point to Point” is more direct, as seen on the bottom of Figure 2. In these evacuations, such as might take place in a nursing home, the evacuees are collected at the home site, and brought directly to their evacuation facility, where they will remain until it is



safe to return to their receiving facility. Their destination will be predetermined and communicated.



**Houma-Terrebonne Airport is the proposed site for institutional evacuations.*

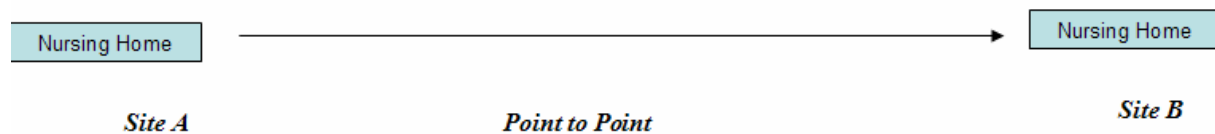


Figure 1: Two types of evacuation: Relay and Point-to-Point

Triggers and actions

Deciding when a hospital should evacuate is difficult. There are risks inherent in the evacuation process, and it should be avoided if at all possible. However, late evacuation can also be risky to all those involved, including patients, staff, families of patients and emergency personnel.

The Louisiana Department of Health and Hospitals and support agencies have come up with a system of triggers and actions to assist in this process. They have broken down the triggers into five phases:

1. NOAA predicts a storm in the Gulf
2. The storm enters the Gulf
3. There is a precautionary/voluntary general evacuation called
4. There is a recommended general evacuation called
5. There is a mandatory evacuation called

At each phase, there is a checklist of actions to be taken by the hospitals, DHH, LHA, GOHSEP, and the regional infrastructure of ESF 8 (see Table 4). Some actions – like assessing the



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

condition of the hospital – must be determined at the hospital level. Other information – like who is in the most dire condition – must be determined at the regional level.

Table 4: Triggers, actions and responsibilities for the evacuation decision matrix

TRIGGER	ESF-8 ACTION	RESPONSIBLE ENTITY
NOAA predicts storm in Gulf - and/or LA is in the cone of error	1. Evaluate threat matrix - hospitals and nursing homes cannot evacuate on a "maybe" event	Each hospital
	2. Verify transport assets and relocation site	Each hospital
	3. Recommended: Cancel elective surgeries and/or procedures	Regions
	4. Recommended: Discharge patients	Regions
	5. Put HHS Region 6/NDMS on alert	DHH
STORM ENTERS GULF	When Storm enters gulf, the Governor (through GOHSEP) declares a state of emergency	GOHSEP
	1. Evaluate threat matrix - hospitals and nursing homes cannot evacuate on a "maybe" event	Each hospital
	2. Verify transport assets and relocation site	Each hospital
	3. Recommended: Cancel elective surgeries and/or procedures	Regions
	4. Recommended: Discharge patients	Regions
Precautionary/ Voluntary Evacuations in some areas	5. Put HHS Region 6/NDMS on alert	DHH
	1. Evaluate threat matrix - hospitals and nursing homes cannot evacuate on a "maybe" event	Each hospital
	2. Canvas facilities - Options: A) shelter in place B) full evacuation C) partial evacuation	DRC
	If B or C, then Pathway Commercial or Pathway NDMS (for all patients leaving on these pathways: the following information be provided on the patient (Disaster Packet: name, H&P, MAR, medical condition, etc - - on a electronic and hard copy format)	DRC/ LHA
	3. Medical Que - established by Regional Unified Command (DRC, OPH, EMS, LNHA)	DRC
Recommended Evacuation	4. Identified Que provided to DOTD	LHA
	1. Evaluate threat matrix	Each hospital
	2. Canvas facilities - Options: A) shelter in place B) full evacuation C) partial evacuation	DRC
	If B or C, then Pathway Commercial or Pathway NDMS	
	3. Medical Que - established by Regional Unified Command (DRC, OPH, EMS, LNHA)	
Mandatory Evacuation	4. Identified Que provided to DOTD	LHA
	1. Evaluate threat matrix	Each hospital
	2. Canvas facilities - Options: A) shelter in place B) full evacuation C) partial evacuation	
	If B or C, then Pathway Commercial or Pathway NDMS	
	3. Pathway Commercial or Pathway NDMS	
	4. Medical Que - established by Regional Unified Command (DRC, OPH, EMS, LNHA)	
	5. Identified Que provided to DOTD	



As hospitals request assistance to evacuate particular units or entire buildings, the Regional Unified Command will be asked to identify the medical queue. The Regional Unified Command consists of the Office of Public Health Medical Director, the Designated Regional Hospital Coordinator, the EMS Regional Coordinator, the Nursing Home Regional Coordinator and the Regional Office of Emergency preparedness coordinator. This medical queue will list which medical institutions will evacuate in what order (based on weather conditions, flooding, condition of patients, etc), and will be handed over to those assisting with the transportation assets (DOTD). The same process will be followed for nursing homes and special facilities throughout the region.

Appendix A: Checklist for Responsible Entities

Appendix B: Regional ESF 8 Network

Appendix C: Hospital Information
Points of Contact
Physical Address and Coordinates
Generator Specifications

Appendix D: Nursing Home Physical Addresses and Coordinates
Points of Contact
Physical Address and Coordinates
Generator Specifications
Evacuation Site
Transportation Company

All Appendices can be found on file at DHH.



MEDICAL INSTITUTION EVACUATION: TRANSPORTATION REQUIREMENTS

REGION 4 INSTITUTIONS

April 15, 2006

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Table 3: Total number of evacuation transportation assets needed for Region I

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Figure 1: Two types of evacuation: Relay and Point-to-Point

1. Introduction

Hurricane season 2005 was one of the most active in history. Louisiana was hit by one tropical storm, and four hurricanes: Cindy, Dennis, Katrina, and Rita. Hurricane Katrina and Hurricane Rita ranked as the first and fourth (respectively) most destructive hurricanes in United States history.

Louisiana hospital evacuation plans were put to the test. As a result of Hurricane Katrina, which struck the coast on August 29, 2005, 37 hospitals were forced to evacuate (18 of which remain closed to this date). That evacuation involved the transportation of more than 12,000 hospital patients, staff and visitors. Hurricane Rita, less than a month later, forced 21 hospitals to evacuate, affecting more than 3,000 patients, staff, and visitors.



2. Hurricane Season 2006: Medical Evacuation Transportation Plan

In preparation for the 2006 hurricane season, many after action meeting were conducted. These meetings covered a wide range of topics, including questions surrounding the transportation resources needed for large-scale medical evacuations. With these concerns in mind, DHH has created a plan which outlines transportation needs for Region 4.

All institutions, hospitals, and nursing homes are responsible for their own disaster evacuation plan, including accounting for the transportation to carry it out. It is hoped that during a weather-related emergency, hospitals will remain in control of all aspects of the evacuation, and will use pre-identified resources as planned. However, DHH must simultaneously plan for the worse case scenario: *What transportation assets would be needed if ALL hospitals and nursing homes in Louisiana's largest metropolitan area had to be evacuated by the State?*

In beginning to answer this question, a set of assumptions were made:

- The largest metro area is Region 4, containing of seven parishes (Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, and Vermillion)
- The plan would only come into effect if the evacuation plans for individual facilities had already been tried and failed
- Hospitals and nursing homes will not be forced to evacuate on a “maybe event”
- The state will require federal assistance to implement the evacuation of medical institutions given limited resources of the state (i.e. HS, HHS, NDMS, and DOD assets)

3. A Model of Transportation Needs: Region 4

The first step in assessing the Region 4 transportation needs given a major evacuation was to count the numbers and types of medical facilities in the Region 4 area. As seen in Table 1, there are a total of 20 hospitals, 36 nursing homes, and 20 specialty facilities in the seven parishes that make up Region 4.



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

Table 1: Lists of Hospitals, Nursing homes, and Specialty facilities in Orleans Parish.

ACADIA		
Hospitals	Nursing Homes	Specialty Facilities
Acadia-St. Landry Hospital American Legion Hospital	Acadia St. Landry Guest Home, Inc. Christian Villa Nursing Home Crowley Guest House Rayne Guest Home, Inc. Southwind Nursing & Rehab Center	Acadia Rehabilitation Hospital Crowley Rehabilitation Hospital LLC
2	5	2
EVANGELINE		
Hospitals	Nursing Homes	Specialty Facilities
Savoy Medical Center Ville Platte Medical Center	Basile Care Center Heritage Manor of Ville Platte Prairie Manor Nursing Home Savoy Cate Center	Evangeline Extended Care Hospital-Mamou
2	4	1
IBERIA		
Hospitals	Nursing Homes	Specialty Facilities
Dauterive Hospital Iberia Medical Center	Azalea Villa Nursing & Rehab Ctr, LLC Belle Teche Nursing and Rehab Consolata Home Maison Teche Nursing Center New Iberia Manor North New Iberia Manor South	Iberia Extended Care Hospital Iberia Rehabilitation Hospital
2	6	2
LAFAYETTE		
Hospitals	Nursing Homes	Specialty Facilities
Heart Hospital of Lafayette Lafayette General Medical Center LSU-University Medical Center Our Lady of Lourdes Regional Medical Center Southwest Medical Center Vermilion Hospital Women's & Children's Hospital	Amelia Manor Nursing Home Bethany MHS Health Care Center Cornerstone Retirement North Cornerstone Village Infirmary South Courtyard Manor Nurse Care Ctr & Assisted Living Evangeline Oaks Guest House Lady of the Oaks Retirement Manor Lafayette Care Center Lafayette West Nursing & Rehabilitation Magnolia Estates Maison de Lafayette Our Lady of Lourdes Medical Center SNF River Oaks Retirement Manor	Community Rehabilitation Hospital of Lafayette Eunice Extended Care Hospital Grand Oaks Rehab Hospital Lafayette General Surgical Hospital Lafayette Surgical Specialty Hospital Louisiana Extended Care Hospital of Lafayette LSU-University Medical Center - Psychiatric Unit MeadowBrook Specialty Hospital of Lafayette Oceans Behavioral Hospital of Lafayette Optima Specialty Hospital Park Place Surgery Center Rehabilitation Hospital of Acadiana St. Luke's Rehabilitation Hospital of Lafayette
7	13	13
ST LANDRY		
Hospitals	Nursing Homes	Specialty Facilities
Doctors' Hospital of Opelousas Eunice Community Medical Center Opelousas General Health System		St. Landry Extended Care Hospital, LLC
3	0	1
ST MARTIN		
Hospitals	Nursing Homes	Specialty Facilities
St. Martin Hospital	St Agnes Healthcare and Rehab Ctr. St Martinville Rehab & Nursing Ctr.	
1	2	0
VERMILLION		
Hospitals	Nursing Homes	Specialty Facilities
Abbeville General Hospital Abbeville General Hospital Abrom Kaplan Memorial Hospital	Eastridge Nursing Center Gueydan Memorial Guest Home Heritage Manor Care & Rehab. Ctr of Abbeville Kaplan Healthcare Center Morris Lahasky Nursing Center Vermilion Health Care Center	Vermilion Rehabilitation Hospital
3	6	1



The next step was to assess the transportation needs for medical evacuation of these facilities. Through information gathered during years hurricanes, plus independent research, a standard transportation package was created for each type of facility: hospitals, nursing homes, and specialty facilities. The planning unit was 100 patients, and the patient ratios for type (ambulatory or non-ambulatory) determined. For hospitals, all evacuees would be planned for as non-ambulatory. For nursing homes, 35% of evacuees would be considered non-ambulatory and the remaining 65% ambulatory. In specialty facilities, all evacuees would be considered ambulatory.

Using these parameters, the transportation requirements per 100 patients was calculated, and is show in the table below.

Table 2: Evacuation requirements per 100 patients in three types of facilities

	Hospitals	Nursing Homes	Specialty facilities
Land Ambulances	25	2	0
Medevac Helicopters	5	0	0
Buses (with mission-specific medical equipment included)	2	6	4
Buses (Coach)	2	0	0
Airplanes (i.e. C-130's, etc)			

Capacity:

Land ambulances have the capacity to transport 1 patient per trip; Medevac helicopters can transport on average about 2 patients per trip; Buses with mission-specific medical equipments such as Air conditioning capabilities and chair lift capacity has the capability of transporting up to 60 individuals. However, given the logistics of moving stretcher bound patients or fragile patients with medical equipment needs, the following assumptions were also made:

Hospital buses:

For planning purposes it was felt that 20 patients with 4 caregivers could be transported on an AC bus with chair lift capacity. Again, the more critical patients would be taken by ambulance to a collection point.

Nursing home buses:

For nursing home patients it was felt that a similar bus with AC and chair lift capacity could transport 6 stretcher bound patients with caregivers.

Assuming all institutionalized plans failed and NDMS assets were requested to evacuate medical institutions, these air assets should have the capacity to evacuate up to 1000 frail/ critical patients from the collection point to NDMS sites.

The next step was to count the number of patients in each of the facilities in Table 1. It was determined that the total numbers of patients in Region 4 is as follows:



- Hospitals: xxx patients (x units of 100)
- Nursing homes: xxx patients (x units of 100)
- Specialty facilities: xxx patients (x units of 100)

Finally, the total number of transportation assets needed to move all hospital, nursing home, and special facilities was calculated. This was done by multiplying the assets needed for each unit of 100 by the units of 100 per facility. The total evacuation transportation requirements for Region 4 were calculated, resulting in the totals seen in Table 3.

Table 3: Total number of evacuation transportation assets needed for Region 4

	Hospitals	Nursing Homes	Specialty Facilities	Totals
Land Ambulances				260
Medevac Helicopters				40
Buses (with mission-specific medical equipment included, i.e. AC)				204
Buses (Coach)				16
Airplanes (i.e. C-130's, etc)				

4. How and When to Evacuate: Evacuation Paths, Triggers, and Actions

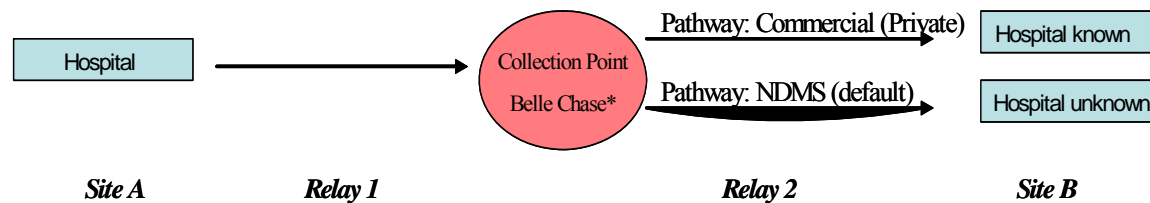
Once the transportation needs are addressed and the total numbers of patients calculated, the next step is to ask “to where” and “when” to evacuate. This sections discusses how the evacuation process will occur, addressing the two types of evacuation paths and where they will leave patients. It also covers the process of deciding when to evacuate, using a system of triggers and actions.

Evacuation paths

As observed during Hurricane Katrina, there are two types of evacuation paths that might be taken. The first (top section of Figure 1) can be referred to as “Relay Evacuation,” and would be the most likely type for evacuating hospitals. Evacuees would first be taken to a single collection point, where they would gather before being evacuated out further by either NDMS or commercial airlines. If commercial airlines are used, than destinations can be predetermined and communicated. Commercial pathway is used if the hospital’s contracts for transportation and receiving site is viable. If the hospital’s transport/receiving site contract is not viable then NDMS assets are required. If NDMS is running the evacuation, then the destination will not necessarily be known at the time of departure. Relay 1 speaks to the transport from the home site to a collection point. Relay 2 speaks to the transport from the collection point to a known receiving site (hospital plan in place) or an unknown site (hospital plan not secured and NDMS site is used and identified at the time of evacuation).



The second type, referred to as “Point to Point” is more direct, as seen on the bottom of Figure 2. In these evacuations, such as might take place in a nursing home, the evacuees are collected at the home site, and brought directly to their evacuation facility, where they will remain until it is safe to return to their receiving facility. Their destination will be predetermined and communicated.



**Belle Chase is the proposed site for institutional evacuations; this site was chosen because of logistical issues with activating DOD an National Guard assets*



Figure 1: Two types of evacuation: Relay and Point-to-Point

Triggers and actions

Deciding when a hospital should evacuate is difficult. There are risks inherent in the evacuation process, and it should be avoided if at all possible. However, late evacuation can also be risky to all those involved, including patients, staff, families of patients and emergency personnel.

The Louisiana Department of Health and Hospitals and support agencies have come up with a system of triggers and actions to assist in this process. They have broken down the triggers into five phases:

1. NOAA predicts a storm in the Gulf
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3. There is a precautionary/voluntary general evacuation called
4. There is a recommended general evacuation called
5. There is a mandatory evacuation called



At each phase, there is a checklist of actions to be taken by the hospitals, DHH, LHA, GOHSEP, and the regional infrastructure of ESF 8 (see Table 4). Some actions – like assessing the condition of the hospital – must be determined at the hospital level. Other information – like who is in the most dire condition – must be determined at the regional level.

Table 4: Triggers, actions and responsibilities for the evacuation decision matrix

TRIGGER	ESF-8 ACTION	RESPONSIBLE ENTITY
NOAA predicts storm in Gulf - and/or LA is in the cone of error	1. Evaluate threat matrix - hospitals and nursing homes cannot evacuate on a "maybe" event	Each hospital
	2. Verify transport assets and relocation site	Each hospital
	3. Recommended: Cancel elective surgeries and/or procedures	Regions
	4. Recommended: Discharge patients	Regions
	5. Put HHS Region 6/NDMS on alert	DHH
STORM ENTERS GULF	When Storm enters gulf, the Governor (through GOHSEP) declares a state of emergency	GOHSEP
	1. Evaluate threat matrix - hospitals and nursing homes cannot evacuate on a "maybe" event	Each hospital
	2. Verify transport assets and relocation site	Each hospital
	3. Recommended: Cancel elective surgeries and/or procedures	Regions
	4. Recommended: Discharge patients	Regions
Precautionary/ Voluntary Evacuations in some areas	5. Put HHS Region 6/NDMS on alert	DHH
	1. Evaluate threat matrix - hospitals and nursing homes cannot evacuate on a "maybe" event	Each hospital
	2. Canvas facilities - Options: A) shelter in place B) full evacuation C) partial evacuation	DRC
	If B or C, then Pathway Commercial or Pathway NDMS (for all patients leaving on these pathways: the following information be provided on the patient (Disaster Packet: name, H&P, MAR, medical condition, etc - - on a electronic and hard copy format)	DRC/ LHA
	3. Medical Que - established by Regional Unified Command (DRC, OPH, EMS, LNHA)	DRC
Recommended Evacuation	4. Identified Que provided to DOTD	LHA
	1. Evaluate threat matrix	Each hospital
	2. Canvas facilities - Options: A) shelter in place B) full evacuation C) partial evacuation	DRC
	If B or C, then Pathway Commercial or Pathway NDMS	
	3. Medical Que - established by Regional Unified Command (DRC, OPH, EMS, LNHA)	
Mandatory Evacuation	4. Identified Que provided to DOTD	LHA
	1. Evaluate threat matrix	Each hospital
	2. Canvas facilities - Options: A) shelter in place B) full evacuation C) partial evacuation	
	If B or C, then Pathway Commercial or Pathway NDMS	
	3. Pathway Commercial or Pathway NDMS	
	4. Medical Que - established by Regional Unified Command (DRC, OPH, EMS, LNHA)	
	5. Identified Que provided to DOTD	



As hospitals request assistance to evacuate particular units or entire buildings, the Regional Unified Command will be asked to identify the medical queue. The Regional Unified Command consists of the Office of Public Health Medical Director, the Designated Regional Hospital Coordinator, the EMS Regional Coordinator, the Nursing Home Regional Coordinator and the Regional Office of Emergency preparedness coordinator. This medical queue will list which medical institutions will evacuate in what order (based on weather conditions, flooding, condition of patients, etc), and will be handed over to those assisting with the transportation assets (DOTD). The same process will be followed for nursing homes and special facilities throughout the region.

Appendix A: Checklist for Responsible Entities

Appendix B: Regional ESF 8 Network

Appendix C: Hospital Information
Points of Contact
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Generator Specifications

Appendix D: Nursing Home Physical Addresses and Coordinates
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MEDICAL INSTITUTION EVACUATION: TRANSPORTATION REQUIREMENTS

REGION 5 INSTITUTIONS

DRAFT: April 19, 2006

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 - 3.2 Transportation planning assumptions
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 - 4.1 Two types of evacuation
 - 4.2 Triggers and resulting actions
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Table 1: Lists of Hospitals, Nursing homes, and Specialty facilities in Orleans Parish

Table 2: Evacuation requirements per 100 patients in three types of facilities

Table 3: Total number of evacuation transportation assets needed for Region I

Table 4: Triggers, actions and responsibilities for the evacuation decision matrix

Figure 1: Two types of evacuation: Relay and Point-to-Point

1. Introduction

Hurricane season 2005 was one of the most active in history. Louisiana was hit by one tropical storm, and four hurricanes: Cindy, Dennis, Katrina, and Rita. Hurricane Katrina and Hurricane Rita ranked as the first and fourth (respectively) most destructive hurricanes in United States history.

Louisiana hospital evacuation plans were put to the test. As a result of Hurricane Katrina, which struck the coast on August 29, 2005, 37 hospitals were forced to evacuate (18 of which remain closed to this date). That evacuation involved the transportation of more than 12,000 hospital patients, staff and visitors. Hurricane Rita, less than a month later, forced 21 hospitals to evacuate, affecting more than 3,000 patients, staff, and visitors.



2. Hurricane Season 2006: Medical Evacuation Transportation Plan

In preparation for the 2006 hurricane season, many after action meeting were conducted. These meetings covered a wide range of topics, including questions surrounding the transportation resources needed for large-scale medical evacuations. With these concerns in mind, DHH has created a plan which outlines transportation needs for Region 5.

All institutions, hospitals, and nursing homes are responsible for their own disaster evacuation plan, including accounting for the transportation to carry it out. It is hoped that during a weather-related emergency, hospitals will remain in control of all aspects of the evacuation, and will use pre-identified resources as planned. However, DHH must simultaneously plan for the worse case scenario: *What transportation assets would be needed if ALL hospitals and nursing homes in Louisiana's largest metropolitan area had to be evacuated by the State?*

In beginning to answer this question, a set of assumptions were made:

- Region 5 is composed of five parishes (Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis)
- The plan would only come into effect if the evacuation plans for individual facilities had already been tried and failed
- Hospitals and nursing homes will not be forced to evacuate on a “maybe event”
- The state will require federal assistance to implement the evacuation of medical institutions given limited resources of the state (i.e. HS, HHS, NDMS, and DOD assets)

3. A Model of Transportation Needs: Region 5

The first step in assessing the Region 5 transportation needs given a major evacuation was to count the numbers and types of medical facilities in the Region 5 area. As seen in Table 1, there are a total of 10 hospitals, 23 nursing homes, and 7 specialty facilities in the seven parishes that make up Region 5.



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

Table 1: Lists of Hospitals, Nursing homes, and Specialty facilities

ALLEN		
Hospitals	Nursing Homes	Specialty Facilities
Allen Parish Hospital Oakdale Community Hospital	Allen Oaks Nursing Home Kinder Retirement & Rehabilitation Ctr. St Frances Nursing & Rehab. Center	
2	3	0
BEAUREGARD		
Hospitals	Nursing Homes	Specialty Facilities
Beauregard Memorial Hospital	DeRidder Retirement & Rehab Center Merryville Nursing Center Westwood Manor Nursing Home, Inc.	
1	3	0
CALCASIEU		
Hospitals	Nursing Homes	Specialty Facilities
CHRISTUS St. Patrick Hospital of Lake Charles DeQuincy Memorial Hospital Lake Charles Memorial Hospital LSU-Walter Olin Moss Regional Medical Center West Calcasieu-Cameron Hospital Women & Children's Hospital	Care Center of DeQuincy Grand Cove Nursing & Rehab. Center The Gardens Living Facility High Hope Care Center Holly Hill House Lake Charles Care Center Lake Charles Memorial Hospital SNF Villa Marria Kingsley Place Oak Park Healthcare Center Resthaven Nursing & Rehab Ctr, LLC Rosewood Nursing Center	Extended Care of Southwest Louisiana Rehabilitation Hospital of DeQuincy Cornerstone Hospital of Southwest Louisi Dubuis Hospital of Lake Charles Calcasieu Oaks
6	12	5
CAMERON		
Hospitals	Nursing Homes	Specialty Facilities
0	0	0
JEFFERSON DAVIS		
Hospitals	Nursing Homes	Specialty Facilities
Jennings American Legion Hospital	Golden Age of Welsh, LLC Jeff Davis Living Center, LLC Jennings Guest House Southwest Louisiana War Veterans Home	Jennings Senior Care Hospital WestEnd Hospital
1	4	2

The next step was to assess the transportation needs for medical evacuation of these facilities. Through information gathered during years hurricanes, plus independent research, a standard transportation package was created for each type of facility: hospitals, nursing homes, and specialty facilities. The planning unit was 100 patients, and the patient ratios for type (ambulatory or non-ambulatory) determined. For hospitals, all evacuees would be planned for as non-ambulatory. For nursing homes, 35% of evacuees would be considered non-ambulatory and the remaining 65% ambulatory.

Using these parameters, the transportation requirements per 100 patients was calculated, and is show in the table below.



Table 2: Evacuation requirements per 100 patients in three types of facilities

	Hospitals	Nursing Homes	Specialty facilities
Land Ambulances	25	2	0
Medevac Helicopters	5	0	0
Buses (with mission-specific medical equipment included)	2	6	4
Buses (Coach)	2	0	0
Airplanes (i.e. C-130's, etc)			

Capacity:

Land ambulances have the capacity to transport 1 patient per trip; Medevac helicopters can transport on average about 2 patients per trip; Buses with mission-specific medical equipments such as Air conditioning capabilities and chair lift capacity has the capability of transporting up to 60 individuals. However, given the logistics of moving stretcher bound patients or fragile patients with medical equipment needs, the following assumptions were also made:

Hospital buses:

For planning purposes it was felt that 20 patients with 4 caregivers could be transported on an AC bus with chair lift capacity. Again, the more critical patients would be taken by ambulance to a collection point.

Nursing home buses:

For nursing home patients it was felt that a similar bus with AC and chair lift capacity could transport 6 stretcher bound patients with caregivers.

Assuming all institutionalized plans failed and NDMS assets were requested to evacuate medical institutions, these air assets should have the capacity to evacuate up to 300 frail/ critical patients from the collection point to NDMS sites.

The next step was to count the number of patients in each of the facilities in Table 1. It was determined that the total numbers of patients in Region 5 is as follows:

- Hospitals: 600 patients (6 units of 100)
- Nursing homes: 1650 patients (16.5 units of 100)
- Specialty facilities: Included with hospital patients

Finally, the total number of transportation assets needed to move all hospital, nursing home, and special facilities was calculated. This was done by multiplying the assets needed for each unit of 100 by the units of 100 per facility. The total evacuation transportation requirements for Region 5 were calculated, resulting in the totals seen in Table 3.



Table 3: Total number of evacuation transportation assets needed for Region 4

	Hospitals	Nursing Homes	Specialty Facilities	Totals
Land Ambulances				260
Medevac Helicopters				40
Buses (with mission-specific medical equipment included, i.e. AC)				204
Buses (Coach)				16
Airplanes (i.e. C-130's, etc)				

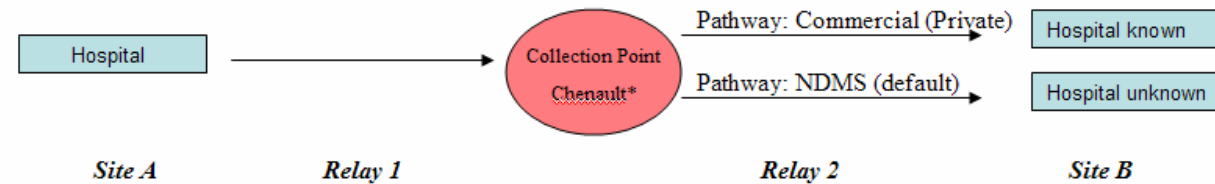
4. How and When to Evacuate: Evacuation Paths, Triggers, and Actions

Once the transportation needs are addressed and the total numbers of patients calculated, the next step is to ask “to where” and “when” to evacuate. This sections discusses how the evacuation process will occur, addressing the two types of evacuation paths and where they will leave patients. It also covers the process of deciding when to evacuate, using a system of triggers and actions.

Evacuation paths

As observed during Hurricane Katrina, there are two types of evacuation paths that might be taken. The first (top section of Figure 1) can be referred to as “Relay Evacuation,” and would be the most likely type for evacuating hospitals. Evacuees would first be taken to a single collection point, where they would gather before being evacuated out further by either NDMS or commercial airlines. If commercial airlines are used, than destinations can be predetermined and communicated. Commercial pathway is used if the hospital’s contracts for transportation and receiving site is viable. If the hospital’s transport/receiving site contract is not viable then NDMS assets are required. If NDMS is running the evacuation, then the destination will not necessarily be known at the time of departure. Relay 1 speaks to the transport from the home site to a collection point. Relay 2 speaks to the transport from the collection point to a known receiving site (hospital plan in place) or an unknown site (hospital plan not secured and NDMS site is used and identified at the time of evacuation).

The second type, referred to as “Point to Point” is more direct, as seen on the bottom of Figure 2. In these evacuations, such as might take place in a nursing home, the evacuees are collected at the home site, and brought directly to their evacuation facility, where they will remain until it is safe to return to their receiving facility. Their destination will be predetermined and communicated.



**Chenault Airbase is the proposed site for institutional evacuations.*

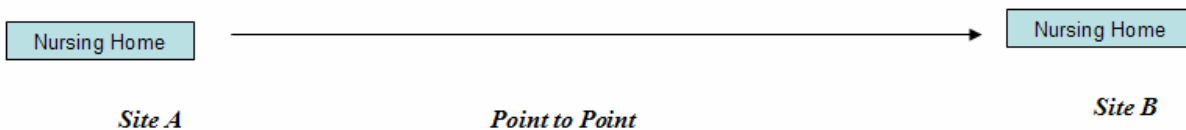


Figure 1: Two types of evacuation: Relay and Point-to-Point

Evacuation Process:

In the event of implementation of a medical institution evacuation, requested ambulances are to be sent to the marshalling area – Chenault Air Park – and from there forward command for transportation will disburse these ambulances to serve in either function #1 or function #2.

- Function 1: Sending Hospitals – via ground transport – receiving hospital (within state)
- Function 2: Sending Hospital – via ground transport – Chenault – receiving hospital (out of state) using the Evacuation Pathway process described above.

Triggers and actions

Deciding when a hospital should evacuate is difficult. There are risks inherent in the evacuation process, and it should be avoided if at all possible. However, late evacuation can also be risky to all those involved, including patients, staff, families of patients and emergency personnel.

The Louisiana Department of Health and Hospitals and support agencies have come up with a system of triggers and actions to assist in this process. They have broken down the triggers into five phases:

1. NOAA predicts a storm in the Gulf
2. The storm enters the Gulf
3. There is a precautionary/voluntary general evacuation called



4. There is a recommended general evacuation called
5. There is a mandatory evacuation called

At each phase, there is a checklist of actions to be taken by the hospitals, DHH, LHA, GOHSEP, and the regional infrastructure of ESF 8 (see Table 4). Some actions – like assessing the condition of the hospital – must be determined at the hospital level. Other information – like who is in the most dire condition – must be determined at the regional level.

As hospitals request assistance to evacuate particular units or entire buildings, the Regional Unified Command will be asked to identify the medical queue. The Regional Unified command consists of the Office of Public Health Medical Director, the Designated Regional Hospital Coordinator, the EMS Regional Coordinator, the Nursing Home Regional Coordinator, the Regional Office of Emergency preparedness coordinator, Calcasieu Parish Medical Society and Disaster Sub-Committee Chair. This medical queue will list which medical institutions will evacuate in what order (based on weather conditions, flooding, condition of patients, etc), and will be handed over to those assisting with the transportation assets (DOTD). The same process will be followed for nursing homes and special facilities throughout the region.

Appendix A: Checklist for Responsible Entities

Appendix B: Regional ESF 8 Network

Appendix C: Hospital Information
Points of Contact
Physical Address and Coordinates
Generator Specifications

Appendix D: Nursing Home Physical Addresses and Coordinates
Points of Contact
Physical Address and Coordinates
Generator Specifications
Evacuation Site
Transportation Company

All Appendices can be found on file at DHH.



Table 4: Triggers, actions and responsibilities for the evacuation decision matrix



EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE ANNEX



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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STATE OF LOUISIANA EMERGENCY OPERATIONS PLAN

Search And Rescue ESF-9 Annex



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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Louisiana Emergency Support Function # 9

Search and Rescue Annex

State Primary Agency

Louisiana Department of Wildlife and Fisheries (LDWF)

State Supporting Agencies

Louisiana National Guard
Louisiana Department of Agriculture and Forestry
Louisiana Department of Corrections
Louisiana Department of Culture, Recreation and Tourism
Louisiana Department of Health and Hospitals
Louisiana State Fire Marshall
Louisiana State Police
Louisiana Department of Transportation and Development
Louisiana State University

Federal Primary Agency

Department of Homeland Security / Federal Emergency Management Agency (FEMA)
Department of Homeland Security / United States Coast Guard
Department of Interior / National Park Service & US Fish and Wildlife Service
Department of Defense / United States Air Force/Air Force Rescue Coordination Center

Federal Supporting Agencies

Department of Agriculture
Department of Commerce
Department of Health and Human Services
Department of Homeland Security
Department of Justice
Department of Labor
Department of Transportation
National Aeronautics and Space Administration



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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1. AUTHORITIES

- A. The Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993 as amended...
- B. Act 111, Emergency Interim State Executive Succession Act of 1963.
- C. Act 112, Emergency Interim Judicial Succession Act of 1963.
- D. Act 113 as amended, Emergency Interim Legislative Succession of 1963.
- E. The Louisiana State Administrative Plan dated 1992, as amended.
- F. Louisiana Significant/High Hazard Dam Safety Plan 1989.

2. PURPOSE

The purpose of this document is to define the organizational concepts for conducting search and rescue (SAR) that have overwhelmed the local capability to manage and support them. It also clarifies the roles and responsibilities of the Primary and Supporting Agencies for coordinating the personnel, equipment and other appropriate resources for assisting local governments in search and rescue efforts. This Annex will also address some pre-incident planning considerations to improve coordination and integration of response and mitigation efforts.

This plan includes provisions for flexibility of operational details that will allow the Primary and Supporting Agencies to manage their responsibilities and actions in accomplishing the incident(s) operational objectives.

3. SITUATION AND ASSUMPTIONS

A. Situation

- I. The State of Louisiana has identified several types of occurrences that may overwhelm the ability of local governments to effectively provide search and rescue resources sufficient to save lives and recover victims. The types of incidents include but are not limited to;
 - Natural hazards such as hurricanes, floods, tornados, earthquakes, drought, wild fires and ice storms.
 - Terrorist threats an/or incidents by foreign or domestic terrorists that may include the use of weapons of mass destruction including chemical, biological, nuclear and radiological weapons.



- Technological hazards such as industrial incident fires and explosions, oil spills, hazardous material releases and spills, major transportation accidents and nuclear facility accidents.
- When local government's capability to provide search and rescue services has been depleted they have called the state for assistance.
- The ability of the State of Louisiana to effectively provide the requested assistance is contingent upon the Louisiana Dept. of Wildlife and Fisheries capability to identify and request the appropriate state and federal agencies to support the search and rescue efforts. It is also contingent upon the effective planning, coordination and management of those search and rescue resources.
- Although the local and state government have appropriate search and rescue resources for normal day to day operations, the LDWF may need to call for assistance from other state, federal and non-government agencies to provide additional resources during catastrophic incidents.

B. Assumptions

- I. It is assumed that the local Incident Commander will maintain overall all command and control (C2) of the incident within their respective jurisdiction(s). This will include establishing and communicating the strategic goals and operational objectives to all responding agencies and personnel.
- II. As the lead state agency responsible for search and rescue, the LDWF will establish a SAR Branch within the Operations Section of the recognized and established Incident Command System (ICS). All state and federal SAR agencies will operate under the C2 of the LDWF unless a delegation of authority is given to another agency such as the Incident Support Team (IST) of the National Urban Search and Rescue Response System.
- III. All state and federal agencies responsible for supporting ESF-9 will communicate resource capability at initial check-in and operate within the identified ICS structure established by the IC and/or SAR Branch Director. Each Supporting Agency will maintain administrative C2 of their own resources and any others assigned to them.
- IV. SAR Branch planning and operations will be consistent with the Incident Action Plan (IAP) established by the Incident Commander.
- V. It is assumed that an incident severe enough to trigger a Defense Support of Civil Authorities (DSCA) response may occur with little (notice) to no warning (no notice). If/when this occurs the Secretary of Defense (SecDef) will approve civilian agency requests for DSCA and DOD will respond under the current



policies and procedures. At the request of civil authorities, DOD forces may respond to the DSCA incident under Immediate Response authority. If those forces remain at the incident site, they will fall under USNORTHCOM Command and Control. Title 10 military personnel shall not be employed to enforce or execute civil law in violation of United States Code, Title 18, Section 1385 (Posse Comitatus Act), except as otherwise provided by law. Under extraordinary circumstances, the President may direct DOD to lead the federal response.

- VI. National Guard forces will be involved in nearly all DSCA operations. Normally, National Guard forces deployed to the affected state, or in response to an Emergency Management Assistance Compact request, will operate under the control of State authorities.

4. ROLES AND RESPONSIBILITIES

A. Expectations

- I. Local governments will organize, train and properly equip SAR teams and personnel for all SAR operations within their identified jurisdictions.
- II. Local governments are expected to conduct periodic evaluations of SAR capabilities and identify trigger points at which time SAR assistance from the state will be requested.
- III. Local governments will respond to and manage SAR incidents within their capability and call for assistance from the state when the incident overwhelms local capability.
- IV. The local Incident Commander will be the senior SAR official during the local incident. The IC will have a plan for coordinating state SAR resources into the Incident Action Plan (IAP) after a request for assistance has been made to the state.

B. State SAR Support

I. Primary Agency Support

Local governments have the primary responsibility for search and rescue operations within their legally established jurisdictions. If and when additional SAR capability is necessary the local government is expected to request additional assistance from the State of Louisiana. When the request has been made, and approval given, the Louisiana Dept. of Wildlife and Fisheries (LDWF) will assume the lead for managing all state SAR operations and resources. This may include all resources assigned to the LDWF as well as additional resources provided by other state agencies. The LDWF will work close with the local IC to



ensure the most appropriate use of SAR resources to meet the operational objectives established by the local IC.

II. Supporting Agency Support

Several state agencies have been identified and designated as supporting agencies to ESF-9 and the LDWF during state declared disasters that require search and rescue. When those agencies are activated they will communicate directly with GOHSEP and LDWF to provide a list of available resources to support the SAR efforts. Resources assigned to those supporting agencies will remain under the C2 of their agency unless specifically assigned to another agency for operational C2. Supporting state agencies will manage those assigned resources according to the established policies and procedures of the agency. Responding support agencies will support the established operational goals and objectives.

III. Emergency Management Assistance Compact (EMAC) Support

Currently all 50 states belong to the EMAC system. These state to state agreements provide resources to the requesting state for support of disaster operations. If a disaster overwhelms the state's ability to manage it with identified state SAR resources, the LDWF, through the Governor's Office of Homeland Security Emergency preparedness (GOHSEP), may request SAR resources through the EMAC system. This may include Urban Search and Rescue (US&R) teams from participating states and/or other ESF-9 Supporting Agencies. EMAC resources will be coordinated through GOHSEP and assigned appropriately. State EMAC US&R teams will be assigned to the SAR Branch under the C2 of the LDWF. The SAR Branch Director may assign EMAC US&R teams to another agency within the SAR Branch such as the IST of the National Urban Search and Rescue Response System for operational C2. The administrative C2 of the state EMAC US&R teams will remain with their Sponsoring Agency.

C. Federal Agency Support

I. United States Dept. of Homeland Security/FEMA

The Federal Emergency Management Agency provides various support resources to states requesting assistance. FEMA is the Primary Agency responsible for ESF-9, Urban Search and Rescue. When local and state SAR resources have been exhausted the state is expected to call for federal assistance. Based on the requirements the Response Division will fill the request with SAR resources through the US&R Section.

There are currently 28 US&R teams within the National US&R System. The National US&R System also provides Incident Support Teams (IST) to support the local and state SAR objectives and manages the assigned US&R teams.



US&R teams are typed in two different configurations with similar but different capabilities. A Type III US&R team is staffed by 28 persons and a support staff of 6. The primary capability of a Type III US&R team is conducting wide area search and rescue operations in light frame construction such as residential units. A Type I US&R team consists of 70 members and 10 support personnel with appropriate resources to conduct search and rescue operations in heavy floor and heavy wall type structures. The primary mission of these US&R teams is to locate, extricate and provide initial medical care to victims of collapsed structures.

For incidents such as hurricanes, the National US&R Response Systems has pre-scripted mission assignments for deploying and staging US&R teams and IST(s). These stated resources will be immediately available to the state, through the Federal Emergency Response Team (ERT-A), located at the FEMA Joint Field Office (JFO). If and when the SAR Branch Director needs federal SAR assistance the request will be made through GOHSEP and the ERT. Once the request has been approved, the ERT will direct the FEMA ESF-9 Leader to move US&R teams into the assigned operational theater. The IST Leader will work directly with the SAR Branch Director. Based on operational needs of the incident the state SAR Branch Director and state SAR Coordinator may assign all incoming EMAC and Federal US&R teams to the FEMA ESF-9 Leader for C2 of all SAR planning and operations. The FEMA ESF-9 Leader will then be responsible for logistical support of all state and federal US&R assets as well as meeting the operational SAR objectives of the IAP.

DHS/FEMA also provides Rapid Needs Assessment (RNA) teams to areas affected by large scale disasters. The teams consist of representatives from the National US&R Response System, National Disaster Medical System, US Army Corps of Engineers, communications specialist and the appropriate management support. The RNA responsibilities include immediate post disaster reconnaissance of the affected area with specific responsibilities to identify areas and facilities that require immediate SAR support. Infrastructure impact is also evaluated with emphasis on transportation corridors including bridges and highways, energy transmission and distribution systems as well as impact and needs for continuity of operations for hospitals. RNA teams have ground and rotor wing transport capability for assessment and quick reporting.

II. United States Dept. of Defense

DoD is a Support Agency for ESF #9. It serves as primary source of fixed-wing and/or rotary-wing transportation for US&R Incident Support Team(s). U.S. Northern Command (USNORTHCOM) was established Oct. 1, 2002 to provide command and control of Department of Defense (DoD) homeland defense efforts and to coordinate military assistance to civil authorities. USNORTHCOM defends America's homeland — protecting our people, national power, and freedom of action. USNORTHCOM's specific mission: 1) Conduct operations to deter, prevent, and defeat threats and aggression aimed at the United States, its



territories and interests within the assigned area of responsibility (AOR); and 2) As directed by the president or secretary of defense, provide military assistance to civil authorities including consequence management operations.

USNORTHCOM's civil support mission includes domestic disaster relief operations that occur during fires, hurricanes, floods and earthquakes. Support also includes counter-drug operations and managing the consequences of a terrorist event employing a weapon of mass destruction. The command provides assistance to a Primary Agency when tasked by DoD. Per the Posse Comitatus Act, military forces can provide civil support, but cannot become directly involved in law enforcement.

In providing civil support, USNORTHCOM generally operates through established Joint Task Forces subordinate to the command. An emergency must exceed the capabilities of local, state and federal agencies before USNORTHCOM becomes involved. In most cases, support will be limited, localized and specific. When the scope of the disaster is reduced to the point that the Primary Agency can again assume full control and management without military assistance, USNORTHCOM will exit, leaving the on-scene experts to finish the job.

The National Guard Bureau (NGB) is DoD's official channel of communications for all Army National Guard and Air National Guard matters. As such, USNORTHCOM fosters close and continuous coordination with the NGB, leveraging its capabilities to facilitate situational awareness, planning and execution of military support within the States and territories. In this capacity, NGB will: Advise USNORTHCOM staff regarding NG capabilities and activities impacting USNORTHCOM support to catastrophic incident rapid response Assist USNORTHCOM with planning and coordination of multi-state, regional or national-scale military operations involving employment of NG capabilities, and determining whether NG forces are employed in SAD, Title 32 or Title 10 status.

III. United States Coast Guard

Operations include waterborne search and rescue operations for hurricane, dam break, and other natural disasters such as the flooding incident in New Orleans following Hurricane Katrina which primarily require USCG air, ship, and boat force operations. The National S&R Response System integrates USCG assets, USCG Area/District/Sector Command Centers and Rescue Coordination Centers (RCCs), Rescue Sub-Centers (RSCs), and Joint Rescue Coordination Centers (JRCCs) supporting SAR operations conducted in accordance with the National Search and Rescue Plan (NSP).

The USCG develops, maintains, and operates rescue facilities for the promotion of safety on, under, and over waters subject to U.S. jurisdiction and has been designated as the lead agency for waterborne (i.e. maritime) SAR under the NSP.



USCG personnel are highly trained and experienced in waterborne search and rescue operations and possess specialized expertise, facilities, and equipment for carrying out responses to maritime distress situations. Additionally, USCG staffing at Area/District/Sector Command Centers promotes effective localized interaction, coordination, and communications with State, local, and tribal emergency managers during Incidents of National Significance in which waterborne search and rescue resource allocation is required.

IV. United States Dept. of Interior

Operations include search and rescue operations conducted in backcountry, remote or undeveloped or rural or roadless areas which primarily require operations necessitating the use of specialized equipment to access the area and may require the responders would travel over the land by foot, horse, skis, snowshoes, snowmobile, or mountain bike. Access may be acquired by aircraft. These resources (Park Rangers) are located on all geographic areas of the 50 states but especially in the Rocky, Sierra and Alaskan areas. The Southeast region and Northeast Region also have SAR teams. These teams are trained to use the Incident Command System in an All Hazard environment.

DOI serves as the primary agency for ESF #9 during inland search and rescue operations in a declared Incident of National Significance for backcountry, remote, or rural or roadless area SAR operations, as well as response to incidents within the specified agency regions such as National Parks, as outlined in the NSP.

V. USDA

United States Dept. of Agriculture has primary responsibility for issues pertaining to livestock and pets. As their responsibilities apply to support ESF-9 USDA personnel, working closely with their state counterparts, will coordinate the rescue, tracking, treatment and transporting pets of rescued persons. Through the office of the Louisiana Animal Control and the local SPCA, ESF-11 personnel will work closely with SAR personnel to ensure that rescued persons pets are removed from danger and transported to the appropriately identified facility.

VI. National Disaster Medical System

The National Disaster Medical System provides a robust capability to assist local and state agencies during disaster operations with personnel and equipment to manage large numbers of victims and casualties. Specifically the NDMS can/will provide DMAT & DMORT teams as well as the Management Support Teams (MST) to provide C2 of those resources.



1. Disaster Medical Assistance Teams (DMAT)

DMAT teams are comprised of 35 members with various specialties including doctors, nurses, physician's assistants, emergency medical technicians, pharmacists, communications specialists and logistics specialist to support the needs of the team. These teams of medical professionals can provide medical care to victims of disaster including victim triage, treatment and transportation services. DMATs teams can be structured to provide smaller organizational units called Strike Teams. These teams are staffed by five (5) medical professionals that can be utilized at locations that do not need the services of a full DMAT. C2 of a Strike Team is the responsibility of the DMAT Leader.

2. Disaster Mortuary Assistance Teams (DMORT)

DMORTS are a specialized resource that is designed to assist with the identification of deceased victims of the disaster. Their specific responsibilities include assisting with the collection, identification and documenting of deceased victims.

3. VMAT

Veterinary Medical Assistance Teams are teams of professionals that have responsibility for triage, treatment and transportation of the sick and injured pets and SAR canines.

VII. National Geospatial-Intelligence Agency (NGA)

The NGA provides geospatial intelligence of all forms from what ever source is necessary to acquire it including imagery, imagery intelligence, geospatial data and info to ensure the knowledge foundation for incident planning, decisions and action. They provide agency specific analytical services and solutions as well as map products with image based background including pre and post incident damage assessment, population density and search progression documentation. The NGA is a Supporting Agency to ESF-9 and is for large scale SAR operations through the ERT.

D. Non Government Organization (NGO) Support

There are a wide variety of NGOs that provide a various services in support of disaster operations. Those NGOs in support of SAR operations can/will provide individuals and resources to assist with the search and subsequent rescue of disaster victims. Properly trained and equipped Technical Rescue Teams (TRT) may be available for assisting the SAR Branch Director. There are currently a few groups that specialize in technical animal rescue. These Technical Animal Rescue Teams (TART) provide properly trained and equipped personnel capable of assisting SAR personnel with the rescue and control



of household pets, including difficult to access animals, aggressive animals and non-typical pets such as snakes. In most cases these individuals and non government organizations will need logistics support to sustain multi-day operations.

E. Staffing Requirements

Based on the requirements of the disaster response all Primary and Supporting Agencies are expected to provide the appropriate level of staffing for meeting the needs of the incident. This may require agencies to deploy personnel to the State Emergency Operations Center in Baton Rouge and/or forward command post(s) near the operational theater. Agency representatives must be knowledgeable about the resource capability of the agency they represent, procedures for acquiring those resources and have the authority to commit those resources to assist with the SAR effort.

5. CONCEPT OF OPERATIONS

A. Pre-incident Operations

Pre-incident operations include a wide variety of functions to ensure safe and efficient SAR operations after a disaster occurs. It is expected that specific functions and responsibilities of all Primary and Supporting Agencies will be identified and written into their disaster response annex. These identified roles and responsibilities should be communicated to all other affected agencies and organizations.

I. Planning Functions

Each agency that is identified as a Primary or Support Agency to the ESF-9 functions is expected to plan their roles and responsibilities to ensure safe, efficient and continuous operations during extended disaster operations. This includes the development of policies and procedures to ensure appropriate staffing and logistical support is provided for their assigned personnel.

Specific staffing requirements will be based on the scope of the disaster, roles and responsibilities of the agency and the number of personnel required at each of the identified locations detailed in the planning documents. Staffing may require 24 hour operations with continuous personnel staffing. Agencies should plan for contingencies when staffing shortages may occur due to illness, vacations or other reasons.

Logistics planning functions to support assigned personnel will vary depending on the specific agency and their assigned roles and responsibilities. Agencies are expected to provide the necessary transportation, communications equipment and base of operations support to include sleeping and feeding requirements to ensure the health and welfare of their assigned personnel.



II. Training

Based on the roles and responsibilities of agencies supporting SAR operations, agency managers are expected to ensure that deployed personnel are properly trained to perform their assigned functions. It is expected that those agencies will maintain training records of those deployed personnel and provide the appropriate continuing education requirements to maintain the knowledge, skills and abilities of their assigned and deployed personnel. If technical skills based training is required to maintain proficiency at the assigned position, agency managers will ensure that training is provided in an appropriate and timely manner.

III. Exercises

Periodically, and whenever appropriate, supporting agencies to the SAR plan should exercise the elements of the plan within their own agency and with other supporting agencies. This may include tabletop exercises (TTX) designed to work through the specific activities that may be encountered during a SAR operations. Whenever possible full field exercises (FFX) should be conducted to provide Primary and Supporting Agencies with an opportunity to test the elements of the plan in real time. Exercise objectives should include previously encountered challenges that need to be improved upon to ensure safe and efficient SAR operations.

Post exercise debriefings and after action reviews of these exercises should be conducted and documented in an attempt to identify shortfalls with the SAR Plan. The after action reports (AAR) should identify specific corrective action plans with assigned responsibilities for corrective measures.

IV. Pre-incident Deployment

For potential impending threats of disaster such as incoming hurricanes, Primary and Supporting Agencies of the SAR Plan should be prepared to pre-deploy assets for immediate response should a disaster that requires SAR occur. The level of pre-deployed assets should be based upon the potential threat and a pre-scripted plan of action. Agencies should take advantage of the time immediately preceding an expected event by checking equipment, reviewing expectations and gathering intelligence about the extent and location of the disaster. This may include direct communications with other supporting agencies to ensure a coordinated response in the event that SAR resources are needed.

A. Incident Operations

Once the local IC has requested SAR assistance from the state through the GOHSEP, LDWF officials will be activated for response. LDWF will immediately begin the implementation of their SAR response plan based on the request for assistance. Disaster response often depends on the type and scope of the disaster. Generally speaking each



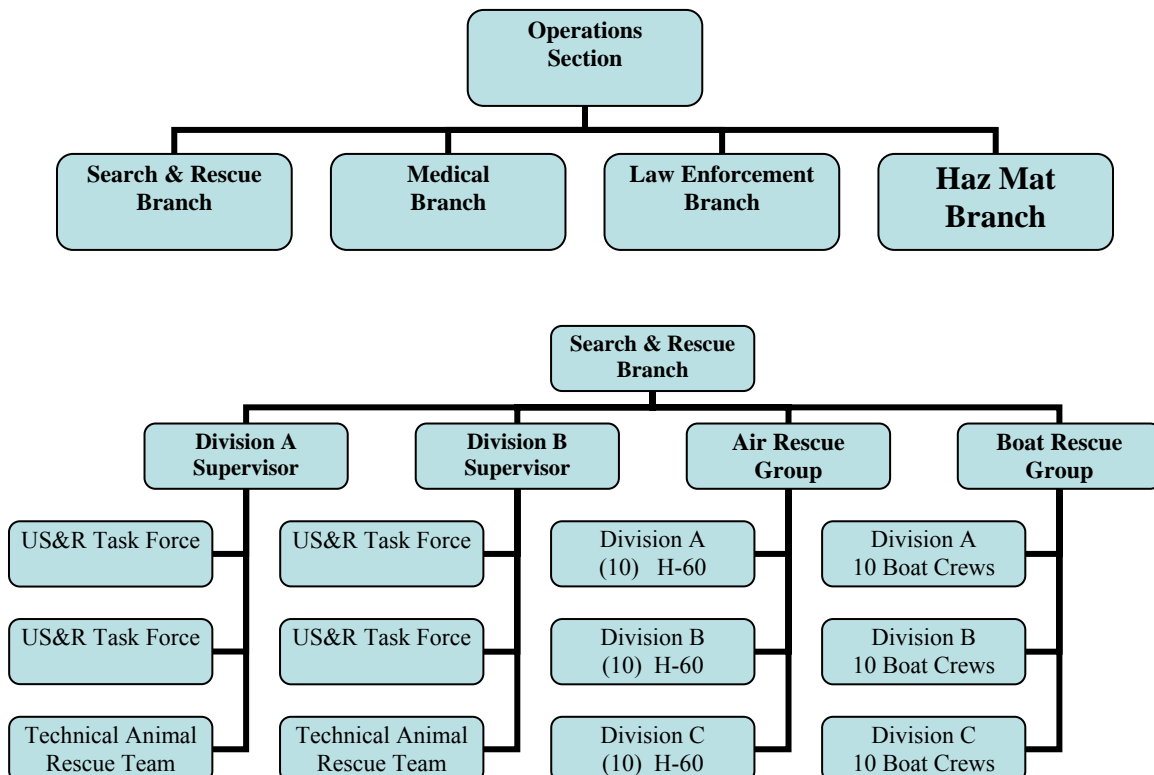
Primary and Supporting Agency to the SAR Plan will perform the same roles and responsibilities as regardless of the type of disaster. Disaster response should be scalable to meet the needs of the incident. Agencies should have surge capacity plans should the magnitude of the disaster become overwhelming. Agencies should also have specific continuity of operations (COOP) plans to ensure the appropriate level of day to day service is delivered base on the agencies primary mission.

I. Incident Management System

As required under HSPD-5, incidents of national significance will be managed using the National Incident Management System (NIMS) and the Incident Command System (ICS). NIMS and ICS provide flexibility to incident commanders in the structure and implementation of the management system.

In most cases the state activated SAR operations will be conducted under the C2 of a SAR Branch Director that reports directly to the Operations Section Chief. The SAR Branch Director can develop the organizational support necessary to provide the appropriate resources to meet the operational search and rescue objectives of the Incident Commander.

This may include the use of specifically designated and assigned groups and/or divisions to meet tactical objectives and provide the appropriate span of control to ensure safe and efficient operations.





II. Search and Rescue Operations

Search and rescue operations should begin as soon as possible after assembly of state activated resources have been assembled. The initial state SAR representative on the scene will coordinate with the local IC and/or his/her designee to establish lines of authority, operational objectives, reporting requirements and local base of operations support capabilities.

- a. LDWF will establish a Forward Command Post (FCP) as soon as possible after arrival of state SAR resources into the effected area. Simultaneously, LDWF will begin coordination of on scene SAR operations at the Command Center in Baton Rouge. Subsequent actions and activation of supporting ESF Supporting Agencies will depend on the type and scope of the disaster. If not already started, a Rapid Needs Assessment (RNA) team should be deployed for the purpose of conducting initial reconnaissance and reporting critical needs to the designated officials.
- b. The senior SAR official from LDWF will determine the scope of the incident and determine the appropriate number and type of SAR resources needed to accomplish the assigned objectives. The senior official from LDWF will relay the information to the Command Center as soon as possible after arrival. That information will be relayed to the Operations Section Chief at GOHSEP and attempts will be made to identify and activate available SAR resources to assist. Generally speaking, the following will be used as a guide to determine the “trigger points” for determining if Federal and/or EMAC SAR resources will be needed to assist with accomplishing operational objectives in a timely manner.
- c. If pre-identified SMART searches cannot be completed within the first 24 hours after the disaster strikes with the on scene or responding SAR resources. SMART searches are defined as a search involving a specific facility or location, such as a nursing home or hospital, which is known to contain persons that did not evacuate prior to the disaster occurring.
- d. If HASTY searches of the entire impacted area cannot be completed within the first 24 hours after the disaster strikes with the on scene or responding SAR resources. HASTY searches are defined as a fast paced visual inspection of the area to be searched accompanied by vocal or audio hailing.
- e. If a PRIMARY search of the entire impacted area cannot be completed within 48 hours after the disaster strikes with the on scene or responding SAR resources. A PRIMARY search is defined as a search that involves walking completely around every building in the impact area and looking into windows and doors accompanied by hailing for victims. Primary searches may include entry into buildings if approved by local authorities.



- f. If a SECONDARY search of the entire impacted area cannot be completed within 72 hours after the disaster strikes with the on scene or responding SAR resources. A SECONDARY search is defined as the highest standard of search and involves a thorough and systematic search of every room of every building within the impacted area. Forced entry of structures will be done only after authority is given by local authorities. An appropriate search marking system will be left at the obvious entrance to the structure indicating entry has been made and the results of the search.
- g. Based on the operational objectives established by the Incident Commander, the orders given and the resources available the senior LDWF official on the scene will begin conducting SAR operations with available resources. The initial SAR plan should include completion of SMART and HASTY searches as soon as possible. This may include the use of rescue aircraft, rescue boats and ground SAR resources. While conducting searches, SAR personnel will make every attempt possible to locate and extricate victims needing and/or requesting assistance. This will include the rescue/removal of victim's household pets if requested by the victims. SAR personnel will immediately begin the process of accounting for and tracking victims and pets. The location of pets that cannot be removed with the victims will be documented for follow up extrication/evacuation and tracking. All rescued persons (RP), including their household pets, will be delivered to the pre-identified lilypads for tracking, triage and initial medical care.
- h. If the initial reports indicate a need to activate Federal and/or EMAC SAR resources, the senior LDWF official will begin making preparations to support and manage incoming SAR resources through GOHSEP the local Incident Commander. This will include the development of the organizational structure to be used to accomplish the operational objectives. Based on the scope of the disaster the senior LDWF may consider assigning the FEMA/US&R Incident Support Team to facilitate the planning, logistics and operations to support the SAR objectives of the IAP established by the local IC.
- i. If SAR operations will require more then one operational period a regular planning cycle will be established for the purpose of establishing objectives, identifying and acquiring necessary resources and deploying SAR resources in an organized and methodical manner. The planning cycle with meeting and briefing times will be established by the SAR Branch Director in coordination with local, state and federal officials. The meeting and briefing times will be communicated to all concerned entities and personnel.



- j. After the SAR objectives established by the local IC have been accomplished, the senior LDWF official in coordination with the SAR Branch Director will begin to demobilize SAR resources. Based on the incident progress made, the demobilization of SAR resources may be done in a time phased manner as operations get close to completion. Prior to demobilizing SAR resources a debriefing will be conducted for the purpose of continuity of operations and/or after action concerns.

III. Communications and Reporting Requirements

- a. SAR Groups are responsible for pre-programming frequencies for each function into their own radios to enable interoperability across functions. In some cases SAR Groups will need to exchange radios with other SAR Groups or acquire a second radio to achieve interoperability.
- b. In an effort to ensure maximum interoperability, the ACP (Air Space Control Plan) must provide frequencies for use by air assets in the area of operation (AO). The ACP must also be cognizant of the frequencies utilized by SAR personnel on the surface so that communications can be conducted between surface and air assets. The suggested frequencies for communications requirements in the AO are as follows:

In the sample communications plan provided in Table D-1, air rescue assets communicate with the Air Rescue Group via VHF-FM Channel 83A (157.175 MHz marine band) and surface rescue assets communicate with each other via VHF-FM Channel 21A (157.05 MHz marine band). Given that air rescue assets and surface rescue assets have limited radio capability and will likely not monitor both frequencies at all times, air rescue assets should switch to the surface rescue asset operating frequency to initiate contact and vice versa. Once initial contact is established, the two assets are free to shift to another, less congested, VHF-FM frequency.

Table D-1. Communications Plan.	
SAR Platforms	Frequency
Incident Command Network	419.8375 MHz (transmit) 410.8375 MHz (receive)
Air Rescue Group and C3 air platform	345.0 MHz
C3 air platform and air rescue assets	345.0 MHz (military) 123.1 MHz (civilian)
Air Rescue Group and air rescue assets	157.175 MHz (83A)
Air rescue assets and air rescue assets (deconfliction)	As charted on standard air chart – or – 122.9 MHz (east sector) 123.1 MHz (west sector)
Land Rescue Group and ground rescue personnel	155.16 MHz



Table D-1. Communications Plan.	
SAR Platforms	Frequency
Ground rescue personnel and ground rescue personnel	155.16 MHz 700 MHz 800 MHz
Maritime Rescue Group and surface rescue assets	157.075 MHz (83A)
Surface rescue assets and surface rescue assets	157.05 MHz (21A)
Air rescue assets and ground rescue personnel	123.45 MHz
Air rescue assets and surface rescue assets	Air to surface (21A) Surface to air (83A)
Surface rescue assets and ground rescue personnel	21A
EMS Group and EMS field units	155.34 MHz
Medical Support (facility to facility)	155.34 MHz

- c. To facilitate overall search and rescue command and control (C2) and situational awareness, SAR groups should maintain communications with the SAR Branch Director on a regular basis. The SAR Branch Director will provide regular situation reports (SitRep) to the state EOC and the JFO Operations Section. Individual units within the SAR Branch will be responsible for maintaining their own internal communications to ensure the safety of all personnel assigned to them and meet the reporting requirements established by the SAR Branch Director.
- d. As per the reporting requirements established by the Operations Section Chief and SAR Branch Director, Division and Group Supervisors will ensure that SitReps are provided to the Branch Director in a timely manner. Doing so will provide necessary information for logistics and planning of the next operational period. All SAR personnel will be required to report any exceptions, such as serious injury or death to any SAR personnel. All this information will in turn be relayed to the state EOC and the Operations Section at the JFO.
- e. All units assigned to the SAR Branch will be required to document all expenditures and other pertinent records to ensure reimbursement of expenses by the state and/or federal government.

6. DEVELOPMENT AND MAINTENANCE

- A. The Director of the Louisiana Department of Wildlife and Fisheries is the approving authority for this annex and is responsible for the approval and implementation of its content.
- B. The designated Search and Rescue Coordinator from Louisiana Department of Wildlife and Fisheries is responsible for the development, maintenance and distribution of this annex.



- C. The Director of LDWF and/or his designee is responsible for conducting an annual review of this document, in conjunction with GOHSEP and all Supporting Agencies to this plan, and updating the plan based on lessons learned from exercises and actual events.

7. APPENDIX A. DHS ACRONYM LIST

AAR	After-Action Report
AC/IC	Area Command/Incident Command
ACP	Air Space Control Plan
Air Ops	Air Operations Branch Director
AO	Area of Operations
CBRNE	Chemical/Biological/Radiological/Nuclear/Explosive
C2	Command and Control
CONOPS	Concept of Operations
DFO	Disaster Field Office
DHS	Department of Homeland Security
DOI	Department of Interior
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Assistance Team
DOD	Department of Defense
DSCA	Defense Support of Civilian Authorities
EOC	Emergency Operations Center
EMAC	Emergency Management Assistance Compact
ERT	Emergency Response Team
ESF	Emergency Support Function
FCP	Forward Command Post
GOHSEP	Governor's Office of Homeland Security and Emergency Preparedness
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IST	Incident Support Team (US&R)
JFO	Joint Field Office
LDWF	Louisiana Department of Wildlife and Fisheries
MST	Management Support Team (NDMS)
NDMS	National Disaster Medical System
NGA	National Geospatial-Intelligence Agency
NGB	National Guard Bureau
NIMS	National Incident Management System
RNA	Rapid Needs Assessment



LOUISIANA EMERGENCY OPERATIONS PLAN
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RP	Rescued Persons
SAR	Search and Rescue
SecDef	Secretary of Defense
SitRep	Situation Report
US&R	Urban Search and Rescue



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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EMERGENCY SUPPORT FUNCTIONS 10 – OIL SPILL, HAZARDOUS MATERIALS AND RADIOLOGICAL

I. PURPOSE

ESF 10 provides for an effective and efficient response to and recovery from Oil Spill, Radiation, and Hazardous Materials (HAZMAT) incidents that threaten the lives and property of the citizens of Louisiana and the environment of the state.

II. SCOPE

State action in this function can range from the detection of a release or spill, through the provision of assistance to local government and support of response actions, to procurement of a contractor, to coordination of joint local, parish, state and federal operations, to the final inspection and approval of remedial and restoration work.

III. CONCEPT OF OPERATIONS

ESF 10 has three Primary Responsible agencies. The Governor's Louisiana Oil Spill Coordinator (LOSCO) is responsible for Oil Spill response and recovery. The Louisiana State Police (LSP) is responsible for hazardous materials crisis management incident, which is the Louisiana State Police Hazardous Materials/Explosives Units statutory and regulatory authority. The Louisiana Department of Environmental Quality (DEQ) is responsible for recovery and mitigation portion of incidents which is their statutory and regulatory authority. The Department of Environmental Quality is responsible for incidents involving radioactive substances.

If ESF 10 is activated, the primary agencies will establish a unified command to address all ESF 10 operations.

A. Mitigation

The Governor's Oil Spill Coordinator, Deputy Secretary, LSP, and Secretary, DEQ, will designate ESF 10 Oil Spill, HAZMAT, and Radiation Coordinators to organize and administer the ESF.

B. Preparedness

The ESF 10 Coordinators will develop plans, procedures, arrangements and agreements to identify, mobilize and coordinate Oil Spill, Radiation and HAZMAT expertise and resources.



ESF 10 Coordinators will develop and maintain information and liaison with public and private agencies and organizations that could furnish expertise and assistance to ensure smooth working relationships in case of emergency or disaster.

1. In addition to specific responsibilities assigned to each organization, all support agencies that have been tasked within this ESF, are responsible for the following:
 - a. Developing and maintaining internal policies and procedures in support of this plan.
 - b. Providing 24/7 emergency contact information to the Primary agencies.
 - c. Providing available equipment and personnel in support of ESF 10 activities as requested by the ESF 10 coordinator.
 - d. Ensuring personnel are familiar with the incident command structure, NIMS, the principles of the “unified command,” and contingency plans relevant to ESF10.
 - e. Identifying, procuring and storing equipment and materials required to perform assigned functions.
 - f. Maintaining current alerting procedures for mobilizing emergency response personnel.
 - g. Training response personnel and validating the plan through participation in training, drills and exercises when requested.
 - h. Developing and maintaining internal policies and procedures concerning personal protective measures to be taken during hazardous material operations (commensurate with the level of response offered).
2. In accordance with assignment of responsibilities in the EOP, each supporting state agency identified under this ESF will, contribute to overall response but retain full control over its own resources and personnel.
3. Each ESF 10 agency assigned to the EOC during a disaster or major incident, will have:
 - a. Knowledge of their respective agencies capabilities and resources.
 - b. Access to appropriate authority for committing such resources.
 - c. An appropriate technical and professional background.



- d. Knowledge of incident command structure and principals, operation of the EOC and this ESF.

C. Response

1. The owners, processors, transporters, and custodians of oil and petroleum products, radiological 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.
2. When an oil spill is detected, the Oil Spill Coordinator will alert, activate, and mobilize resources to assess the spill's impact and determine the extent of the needed response. When a spill is in coastal or navigable waters, the Coordinator will ensure that the U.S. Coast Guard or United States Environmental Protection Agency, as appropriate, is notified and cooperating.
3. When a Hazardous Crisis event occurs, the LSP Coordinator will ensure that any people who might be affected by the incident are alerted to take appropriate protective action. The Coordinator will alert, activate, and mobilize resources to assess the event's impact and determine the extent of the needed response. The LSP Coordinator will ensure that the initial crisis management phase is controlled and on scene actions are taken to ensure public safety. When an event is in coastal or navigable waters, the Coordinator will ensure that the U.S. Coast Guard is notified and cooperating.
4. Following initial hazardous materials response, LSP will consult with DEQ. DEQ will, with the support of ESF 10 operations, assume the primary role for the recovery phase of HAZMAT incidents.
5. When a radiological leak, spill, or release is detected, the DEQ Coordinator will ensure that any people who might be affected by the incident are alerted to take appropriate protective action. The Coordinator will alert, activate, and mobilize resources to assess the release or spill's impact and determine the extent of the needed response.
6. Coordinators may establish Incident Command Posts as needed.

D. Recovery

- 1 Oil Spill/HAZMAT/radiological operations will continue until the leak, spill or release has been stopped, contained and cleaned up and the area has been restored.



2. All ESF 10 primary and support agencies are responsible for basic activities associated with recovery efforts:
 - a. Attend briefing, coordinate activities with other participating organizations.
 - b. Set up work area(s), report needs to ESF Operations officer, and initiate response/recovery activities as dictated by the situation.
 - c. Maintain logs of activities, messages, recommendations, and significant events.
 - d. Initiate internal notification recall actions.
 - e. Given an identified threat, notify field personnel of appropriate protective actions.
 - f. Maintain records of individual employees exposed to chemical/ biological/ radiological material at incident sites and provide for follow-up monitoring and/or treatment.

IV ORGANIZATION AND RESPONSIBILITIES

- A. The Louisiana Oil Spill Coordinator has the Primary Responsibility for Oil Spill operations. (Contact Info: 1-800-538-5388, Pin# 129-340)
 1. The Louisiana Oil Spill Coordinator will coordinate oil spill operations in accordance with the State Contingency Plan and the ESF 10 Plan.
- B. The Louisiana State Police have the Primary Responsibility for hazardous materials crisis management. (Contact Info: 225-925-6595)
 1. LSP will provide personnel to support technical/safety requirements during ESF 10 operations, including but not limited to, hazardous materials crisis management, traffic control, perimeter security, evacuation, etc.
 2. Provide Incident Command (IC) personnel for ESF 10 operations.
 3. Develop policies and procedures for deploying personnel and equipment to assist state and local response personnel during ESF 10 operations.
 4. Encourage the development of mutual-aid agreements with other HAZMAT trained organizations throughout the state.



5. LSP technician level hazmat teams should train and have knowledge in the area of evidence collection and preservation for a large-scale ESF 10 operation.
 6. Request assistance when necessary from GOHSEP or support agencies.
 7. Ensure the escort of Hazardous Materials when an escort is required or requested.
 8. Respond to, regulate, investigate, and render safe explosive material incidents.
 9. The Louisiana State Police will serve in support to Louisiana Oil Spill Coordinator for Oil Spill operations.
 10. The Louisiana State Police will serve in support to the Department of Environmental Quality for Radiation operations.
- C. The Department of Environmental Quality has Primary Responsibility for Radiation operations and hazardous materials clean-up and recovery. (Contact Info: 225-342-1234)
1. LDEQ will respond to and advise ESF 10 on protective actions for any incident at a nuclear power plant and any incident involving an actual or suspected release of radiological material.
 2. The Department of Environmental Quality will serve in support to LSP for HAZMAT operations.
 3. The Department of Environmental Quality will serve in support to Louisiana Oil Spill Coordinator for oil spill operations.
 4. The Department of Environmental Quality will:
 - a. Serve as a monitoring organization to provide technical advice and assistance on matters concerning the public health and the environment.
 - b. Provide technical advice and support to local and state hazmat teams with respect to the potential effects of released materials and proper methods of remediation.
 - c. Conduct an evaluation on-scene and in areas outside the hot zone of the following:
 - 1) Air, water, and soil contamination.
 - 2) Toxicological and human health risks.
 - 3) Environmental and remedial actions.



- 4) Communicate and coordinate with local public health agencies and officials.
- 5) Request federal assistance when necessary.
- 6) Recommend emergency hazardous material disposal options and actions.

D. The Support Agencies for Oil Spill, HAZMAT and radiological operations are responsible for developing and maintaining plans, procedures, and asset inventories to support the ESF 10 Coordinators. Support Agencies include, but are not limited to:

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

Contact Info: GOHSEP, 225-925-7500

- a. Maintain the State Emergency Operations Center for use during natural disasters or significant emergency operations.
- b. Provide logistics support in the establishment of ESF10 Command Post(s).
- c. Establish and maintain direct communication and coordination with local government units and/or citizens affected by a major discharge, natural disaster, or pollution operations.
- d. Coordinate assistance from other State, Federal, public, and private organizations as requested by the ESF 10.

2. Louisiana National Guard.

Contact Info: LTC Jim Knotts, 318-290-5260

- a. Provide transportation resources to move emergency response personnel and equipment resources to declared disasters or major incidents involving ESF 10 operations, when required or requested by GOHSEP or ESF 10 Coordinators.
- b. Provide HAZMAT responders, technical advice and resources as requested by the ESF 10 coordinators.
- c. Provide personnel and equipment resources to assist with mitigation operations during a disaster or major incident involving ESF 10 operations.



3. Department of Agriculture and Forestry.

Contact Info: LDAF HQ, 225-952-8181

- a. Provide response, general oversight, technical assistance and cleanup oversight for pesticide and fertilizer related ESF 10 operations.
- b. Provide for the proper disposal or removal of dead animals.
- c. Provide laboratory support for analyzing incident samples obtained during ESF 10 operations
- d. Coordinate, clean up, dispose of food crops, water supply, animal feed and animal produces contaminated by radiation
- e. Technical support

4. Department of Health and Hospitals.

Contact Info: Glenn Cambre, 225-931-1311

- a. Develop procedures for responding to scenes of ESF 10 operations to assist local officials assessment activities, remediation support, and other technical advice and support as required in the areas of medical, biological, infectious waste
- b. Provide assistance with sampling private and public water supplies when suspected of being contaminated by a pollutant or hazardous material.
- c. Provide 24-hour Single-Point-Of-Contact (SPOC) for LDHH emergency response activities related to oil spills, hazardous substances, and radiological events. SPOC will contact LDHH personnel, including the State Health Officer (SHO) as appropriate.
- d. Provide on-site emergency response personnel for situational assessment and public health recommendations as needed and/or requested. Personnel may include LDHH/Office of Public Health (OPH) Regional Medical Directors/Administrators, Public Health Emergency Response Coordinators, and Public Health Emergency Response Support Teams
- e. Provide consultation and coordination with the following U. S. Public Health Service agencies: Centers for Disease Control (CDC), National Center for Environmental Health (NCEH), and/or the Agency for Toxic Substances and Disease Registry (ATSDR)



- f. Provide hospital notifications of the event in the affected area(s) through ESF 8 – Public Health and Medical Services
 - g. Provide laboratory analysis upon request as available and appropriate.
- 5. Louisiana State University Health Care Services Center.

Contact Info: LSU HCSD, New Orleans: Ronnie Smith, 225-937-1814

LSU HCSD Division HQ: Bob Plaisance, 279-6708 or 769-2009

LSU HSC, Shreveport: Dr. Roy Clay, 318-675-5000 or 318-348-7812
 - a. Assist the Department of Agriculture and Forestry with the disposal of agriculture products and animals contaminated by radiation.
 - b. Provide assistance in the sampling and evaluation of contaminant impacts, including radiological impacts on crops, food stuffs and animals.
- 6. Department of Natural Resources.

Contact Info: Richard Stanek, 225-505-5935
 - a. Assist with identifying resources at risk and developing protection, response, and cleanup strategies during a hazardous material or oil spill incident.
 - b. Provide technical assistance and investigation of reported pollution releases.
 - c. Provide personnel to assist with damage assessment activities
 - d. Provide GIS assistance
- 7. Department of Transportation and Development.

Contact Info: Cindy Montz, 225-362-9732
 - a. Provide personnel and heavy equipment to assist with diking operations and other scene control measures including evacuation during an ESF 10 operation.
 - b. Provide personnel and equipment to assist with traffic control and scene access and egress.



- c. Provide personnel to assist with damage assessment as it relates to access to hazardous materials reconnaissance or removal.
 - d. Provide personnel and equipment to obtain aerial imagery of impacted areas.
 - e. Provide GIS assistance.
 - f. Communications (two-way radio system and portable radios)
 - g. Remediation (dumping sand on spills)
8. Department of Wildlife and Fisheries.

Contact Info: Terry Romaine, 225-765-2441

- a. Assist with identifying resources at risk and developing protection, response, and cleanup strategies during a hazardous material or oil spill incident
 - b. Provide personnel and equipment to assist with traffic control and scene access and egress.
 - c. Assist with damage assessment activities.
 - d. Provide personnel to address wildlife issues during a hazardous material or oil spill incident.
 - 1) 58 Biologists
 - 2) 8 Technicians
 - 3) 10 Digital cameras
 - 4) 25 Boats
 - 5) 33 Vehicle/Trucks
9. Volunteer Organizations
- a. Provide HAZMAT responders, technical advice and resources as requested by the ESF 10 coordinators.
 - b. Trained HAZMAT personnel
 - c. Trained fire personnel (oil and chemical)



- d. Trained rescue personnel (confined spaces)
- e. Trained Monitoring personnel (air and water)
- f. Railcar / tank truck specialists /pipeline
- g. Provide foam supplies and foam pumpers
- h. Oil Spill personnel
- i. Radiation Safety Officers
- j. Remediation cleanup / disposal
- k. Drills can involve state agencies who need experience
- l. Louisiana Fire Chief's Association

Contact Info: Jude Savoie, 337-884-2899 or 337-439-9911

- 1) Provide state level coordination with fire and emergency service agencies
- 2) Provide assistance with locating fire and emergency service resources in support of state and local emergency response agencies.
- 3) Provide HAZMAT responders, technical advice and resources as requested by the ESF 10 coordinators.

V. COMMAND AND CONTROL

Command and Control will be exercised as provided in the Basic Plan.

VI. CONTINUITY OF GOVERNMENT

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

VII. ADMINISTRATION AND LOGISTICS

- A. If State resources are inadequate to the tasks assigned, the ESF 10 Coordinators will report the situation to the LOHSEP, which will seek additional resources from EMAC and from the federal government pursuant to a Presidential Disaster Declaration.



- B. ESF Coordinators may find it necessary to contract with Private Industry for specialized remedial action to stop the release or leak and restore the area to its previous condition.
- C. Every agency providing Oil Spill/HAZMAT/Radiation support will maintain records of the operations, including cost records that can be used after the emergency to recover costs from the responsible party or from state or federal sources.

VIII. PLAN MAINTENANCE

The ESF 10 Oil Spill/HAZMAT/Radiation Coordinators are responsible for developing, maintaining and coordinating plans, procedures, arrangements and agreements in support of this ESF.

IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.

X. APPENDICES

- 1. ESF 10 Responsibility Chart



**LOUISIANA EMERGENCY OPERATIONS PLAN
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APPENDIX 1 OIL SPILL, HAZARDOUS MATERIALS AND RADIOLOGICAL RESPONSIBILITY CHART

Agency support to the Louisiana Oil Spill Coordinators Office, the Louisiana State Police, and the Louisiana Department of Environmental Quality	Coordination	Analysis Support	Personnel	Equipment	Communications	Remediation
Louisiana Office of Homeland Security and Emergency Preparedness	X				X	
Louisiana National Guard			X	X	X	
Department of Agriculture and Forestry		X	X	X	X	X
LSU Health Care Services Division		X	X			
Department of Health and Hospitals		X	X			
Department of Natural Resources		X	X			X
Department of Transportation and Development		X	X	X	X	X
Department of Wildlife & Fisheries			X	X	X	X
Volunteer Organizations *		X	X	X	X	

* To include private relief organizations (i.e. American Red Cross, Salvation Army, Mennonite Disaster Service, etc.); private industry; professional associations and participants in mutual aid agreements, etc.



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EMERGENCY SUPPORT FUNCTIONS 11 – AGRICULTURE

EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE ANNEX

I. PURPOSE

ESF 11 provides protection for the state's food supply (sampling, testing and quality control) to ensure that victims of natural and technological emergencies and disasters are provided adequate and healthy nutrition. It is also concerned with diseases and infestations that could affect plant and animal species, and with animal evacuation, sheltering and health care.

II. SCOPE

ESF 11 covers the whole range of nutritional assurance and plant and animal health and safety in all types of natural and technological threats.

III. CONCEPT OF OPERATIONS

The Department of Agriculture and Forestry has the Primary Responsibility for Agriculture related emergencies and disasters.

A. Mitigation

The Commissioner of Agriculture will designate an ESF 11 Agriculture Coordinator to organize and administer the ESF.

B. Preparedness

1. The ESF 11 Coordinator will develop plans, procedures, arrangements and agreements to identify, acquire and mobilize agricultural, nutritional and animal related resources for emergencies and disasters.
2. The ESF 11 Coordinator will develop and maintain information and liaison with agriculture, nutritional and animal related resources in local, parish, state government, federal government, private industry and volunteer organizations that could furnish assistance in an emergency or disaster.

C. Response

1. When an emergency arises, the ESF 11 Coordinator will activate and mobilize agricultural personnel, facilities and material resources.



2. The ESF 11 Coordinator will assess the status of plant and animal health in the state and determine whether any diseases, infestations or infections threaten the state's food supply and domestic and wild animal life. In the event that the food supply is threatened, the Coordinator will direct all available resources to deal with the threat.
3. The ESF 11 Coordinator will work with ESF 6 Coordinators to ascertain and meet the nutritional needs of people in shelters and temporary housing, and of emergency workers in all areas.
4. When mass evacuations occur, the ESF 11 Coordinator will work with animal planning authorities to arrange for the best available shelter and care for evacuated animals of all kinds.

D. Recovery

Agriculture activities will continue as long as necessary after the conclusion of the emergency or disaster. The ESF 11 Coordinator will continue to gather information on the restoration of the health and abundance of plant and animal life to acceptable limits.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Department of Agriculture and Forestry has the Primary Responsibility for providing and coordinating nutritional and plant and animal health and sufficiency.
- B. The Support Agencies for ESF 11 Agriculture are responsible for developing and maintaining plans, procedures and asset inventories to support the Primary Coordinator. Support Agencies include, but are not limited to:
- C. Support Agencies:
 1. The Louisiana National Guard:
 - a. Provide assistance with quarantine, disposal and live animal movement in order to prevent the spread of contagious disease.
 - b. Provide emergency responders and emergency equipment to assist with security and traffic control issues.
 2. The Department of Culture, Recreation and Tourism:
 - a. Allow use of the Welcome Center as a staging area and information center for people evacuating with animals.



- b. Provide emergency responders (90 officers at present) and vehicles (ATV's, boats etc.) to assist with the disaster response.
 - c. House and coordinate relocation of evacuees in the CRT facility if needed.
- 3. The Department of Environmental Quality:
 - a. Provide technical assistance in determining acceptable locations for carcass disposal, cleaning and disinfection stations and waste treatment sites.
 - b. Assist with air quality monitoring during burning of carcasses.
 - c. Report any radiological contamination of food, water or soil, and recommend procedures for handling contamination.
 - d. Provide public education with regard to environmental rules and regulations.
- 4. Department of Health and Hospitals:
 - a. Coordinate human evacuation shelter numbers with evacuating pet numbers to allow proper movement and shelter of animals
- 5. The Department of Natural Resources:
 - a. Assist with carcass removal and disposal.
 - i. Coordinate with NRCS and LDAF for proper methods that meet emergency and environmental standards
 - b. Assist in water channel cleanup and assessment via Damage Survey Teams.
- 6. The Board of Regents:
 - a. Assist with livestock assessment, staging area setup, and basic husbandry concepts as needed.
 - b. Assist in coordination of out of state resources for livestock management (feed, hay etc.)
 - c. Develop an education plan to inform animal owners about disaster preparedness.
 - d. Assist in assessing agricultural losses garnered during the disaster.



7. Department of Transportation and Development:
 - a. Provide transportation needs as required by Act 615
8. Department of Wildlife and Fisheries:
 - a. Assist with disease surveillance and detection via migratory bird and wildlife observation.
 - b. Activate officers statewide to assist in the disaster relief plan.
 - c. Assist in animal evacuation and disposal of carcasses with their vehicle resources.
 - d. Assist with state and federal urban search and rescue efforts as they involve animal issues
9. Additional Government Agencies:
 - a. USDA Farm Service Agency:
 - i. Assist with debris removal from affected farm land.
 - ii. Assist with re-fencing of affected farm land.
 - iii. Provide a list of contacts (complete with GIS mapping in the future) that will allow for ease of contacting agricultural producers.
 - b. National Agricultural Statistics Services (NASS):
 - i. Provide maps that outline animal concentrations in the parishes. This list excludes exotic birds.
 - ii. Assist with post disaster assessments
10. Volunteer Organizations Active in Disasters (VOAD):
 - a. Louisiana Veterinary Medical Association & LA State Animal Rescue Team (LSART):
 - i. Educate volunteers on protocols for shelter maintenance and animal care.
 - ii. Coordinate the activities involved in maintaining animal friendly shelters for evacuees with pets.



- iii. Rescue and care for animals affected by the disaster.
- b. Louisiana Cattlemen's Association
 - i. Coordinate with farmers and ranchers on disaster education and preparation
 - ii. Work with LSU and Southern Agricultural Extension Agents to coordinate education and disaster relief
 - iii. Coordinate cattle transportation methods.
 - iv. Coordinate post emergency care, including feeding, fencing and other animal husbandry needs of farm animals

V. COMMAND AND CONTROL

Command and control will be exercised as provide in the Basic Plan.

VI. CONTINUITY OF GOVERNMENT

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

VII. ADMINISTRATION AND LOGISTICS

- A. If state resources are inadequate to the tasks assigned, the ESF 11 Coordinator will report the situation and the needs to GOHSEP, which will seek additional resources from EMAC and from the federal government pursuant to a Presidential Disaster Declaration.
- B. Every agency providing Agriculture support will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal sources.

VIII. PLAN MAINTENANCE

The ESF 11 Coordinator is responsible for developing, maintaining and coordinating plans, procedures, arrangements and agreements in support of this ESF.

IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.



X. APPENDICIES

1. ESF 11 Responsibility Chart
2. State-Federal Crosswalk
3. Animal Management in Disasters-LSART Manual
4. Management of Foreign Animal Disease and Bioterrorism in Livestock
5. Plant Management in Disasters and Plant Bioterrorism
6. Forestry Management in Disasters
7. Fuel Plan



APPENDIX 1 ESF – AGRICULTURE RESPONSIBILITY CHART

Agency support to the LDAF

	Animal Health	Animal Evacuation & Sheltering	Animal Disease, Detection & Control	Safety of Food and Safety of Food Supply	Forestry	Soils	Water	Education	Security	Agriculture Environmental Services Pesticides, AgChemistry, Horticulture & Seed
State Police/Hazmat		x	x	x				x	x	
LA National Guard	x	x	x	x						x
Sheriff Departments			x						x	
DEQ			x	x		x	x	x		x
DHH		x								x
Culture, Recreation & Tourism	x	x								x
DNR						x	x			x
Board of Regents (LSU and Southern Ag Center and LSU SVM)	x	x	x	x	x	x	x	x		x
DOTD		x						x	x	x
WLF	x	x	x	x	x	x	x		x	x
VOAD (LVMA SART)	x	x	x					x		
Federal Aviation Administration									x	x
EPA										x
Local Governmental Authority										x
Private HAZMAT Teams										x
Private Contractors										x
Private Industries										x
USDA APHIS VS	x	x	x					x		x
USDA NASS				x						
USDA PPQ						x	x			x



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APPENDIX 1 ESF 11 – AGRICULTURE RESPONSIBILITY CHART

Agency support to the Louisiana Department of Agriculture	Food Safety	Animal Health	Animal Evacuation & Sheltering	Animal Disease Detection and Control	Food Supply
Louisiana National Guard					x
Department of Culture, Recreation & Tourism		x	x		
Department of Environmental Quality	x			x	
Department of Health and Hospitals	x			x	
Department of Natural Resources	x				
Board of Regents	x	x	x	x	x
Department of Transportation and Development					
Department of Wildlife & Fisheries	x	x	x	x	
Volunteer Organizations *	x	x	x	x	x

* To include private relief organizations (i.e. American Red Cross, Salvation Army, Mennonite Disaster Service, etc.); private industry; professional associations and participants in mutual aid agreements, etc.

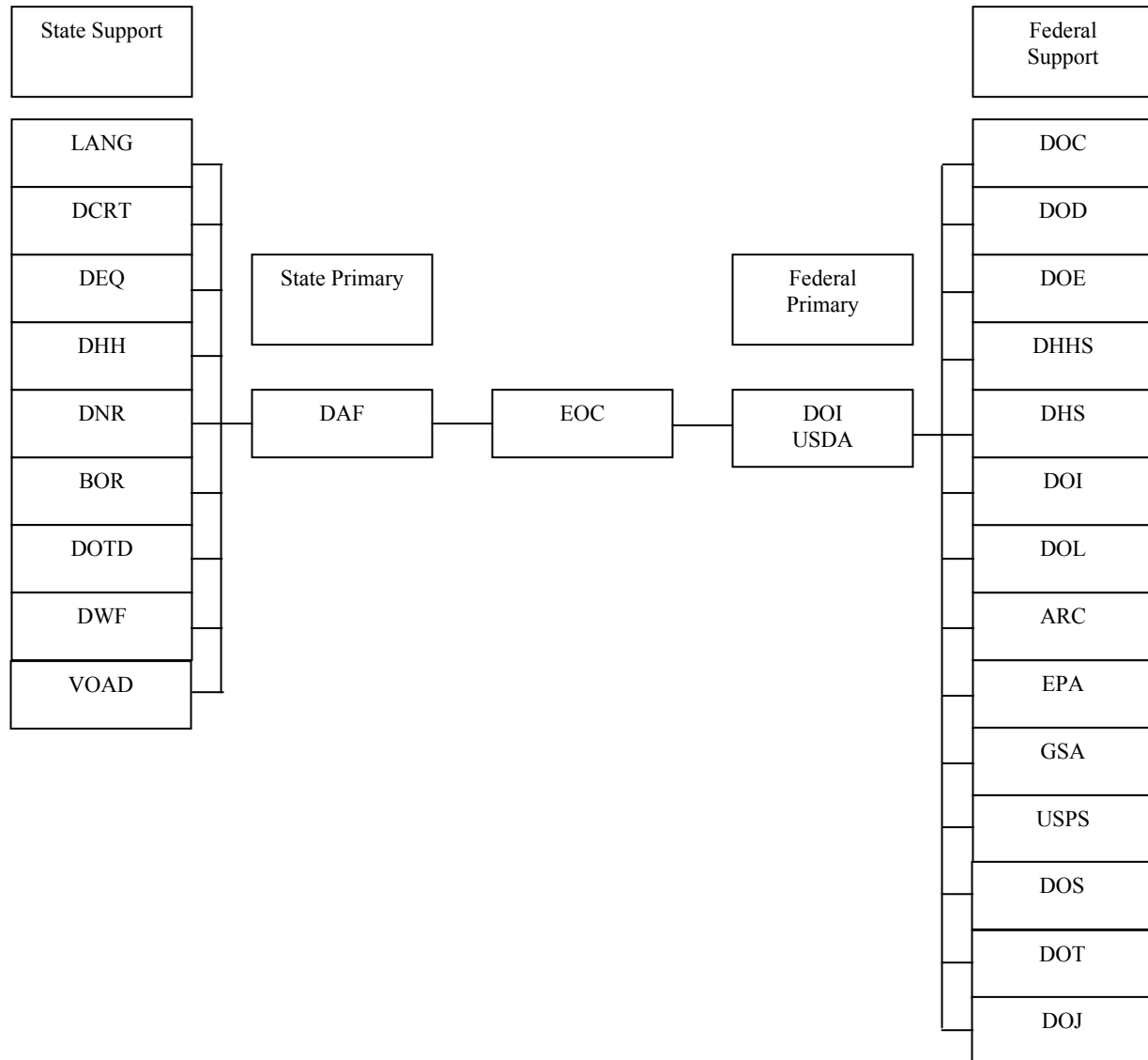


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APPENDIX 2 ESF 11 – AGRICULTURE STATE-FEDERAL CROSSWALK





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APPENDIX 3 ESF 11 – ANIMAL MANAGEMENT IN DISASTERS

I. PURPOSE

The purpose of this supplement is to provide guidelines for rapid response to disasters affecting the health, safety, and welfare of human beings and animals. Veterinary medicine and animal care resources in emergency preparedness, response, and recovery include, but are not limited to, small and large animal care, facility usage, and displaced companion animals/livestock assistance.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The State of Louisiana may be subject to severe damage as a result of hurricanes, tornadoes, floods, fires, winter storms, drought, explosions, nuclear accidents, hazardous material spills, structure collapse, riots, terrorism, transportation accidents, and outbreaks of contagious disease.
2. Public health during disasters is directly related to the safety of animals. Owners may fail to evacuate because they cannot take their animals with them, or owners who left their animals behind will later try to reenter the disaster area to rescue them. The human-animal bond extends to livestock and equine owners.
3. Deceased animals may create a threat to the public health and safety.
4. It is not unusual for pet owners to suffer grief and other psychological trauma including guilt feelings if pets must be abandoned during disasters. Availability of proper shelter, food, and water for companion animals and livestock is important to the well being of human refugees.

B. Assumptions

1. Through public education, animal owners will know how to prepare their animals for a disaster situation.
2. By providing shelters for animals, human lives will be saved.
3. Veterinarians and LSU and Southern AgCenter Extension personnel residing in each parish are the first responders to emergencies involving animals or animal food products in their communities. Animal control personnel and humane society volunteers augment their services.
4. If an emergency incapacitates local veterinary and animal care resources or if such resources are found to be insufficient to meet animal care needs, resources



will be requested from adjoining areas. When area resources have been exhausted, assistance can be requested from the State. If the disaster or emergency is of such magnitude to cause a federal response of activating the National Disaster Medical System, the Veterinary Medical Assistance Team (VMAT) and other resources will augment local resources.

III. CONCEPT OF OPERATIONS

A. Mitigation

1. All animal related entities, whether federal, state or local should maintain a program aimed at educating the public on reducing disaster impacts on animals.
2. Animal control shelters, humane society groups, the LSU School of Veterinary Medicine, laboratory animal research facilities, zoological and wildlife parks, and marine animal aquariums will be encouraged to develop emergency procedures and evacuation plans for the animals in their care.

B. Preparedness

1. Develop an organizational structure, chain of command, and outline of duties and responsibilities of veterinarians in Louisiana involved in implementation of the response to a disaster or major emergency.
2. Maintain a current directory of veterinarians by parish and survey the veterinary community for those willing to help in a disaster or major emergency.
3. Veterinary disaster services and animal care disaster activities will be incorporated into emergency operations plans.
4. Mutual aid agreements will be reviewed annually. Any new agreements will be disseminated to the appropriate parties.
5. Maintain a list of structures available for use to house animals.
6. Encourage participation in exercises and training. Levels of training and certification for inclusion on emergency response teams will be maintained.

C. Response

1. Major Disaster (natural or technological)

Veterinarians, animal control personnel and humane society volunteers will:

- a. Coordinate with the State Veterinarian and local government



- b. Coordinate with animal related organizations and individuals to provide assistance to jurisdictions in need
 - c. Coordinate with the Louisiana Shelter Task Force on the sheltering of companion animals
2. Animal Disease Outbreak

In the event of a disease outbreak in the livestock of horse community, LDAF will follow pre-established guidelines, i.e., identification of disease, quarantine, etc.

D. Recovery

1. Injuries and death of animals will be documented.
2. Deceased, diseased or contaminated animals will be dispensed.
3. Documentation of all expenses incurred will be maintained.
4. Continue response activities as needed.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Louisiana Department of Agriculture & Forestry, Office of Animal Health Services, State Veterinarian
 1. The State Veterinarian will be the primary state official for coordinating veterinary and voluntary services needed in animal emergencies.
 2. Coordinate with the GOHSEP Public Information Officer on all press releases and public service announcements concerning animal issues. It is understood that this means the LDAF Public Information Officer.
 3. The State Veterinarian with help from the USDA Natural Resources Conservation Services will determine the disposition of dead, diseased or contaminated animals. Other agencies may assist by providing necessary information or resources.
 4. Communicate with and coordinate recognized animal health care responders.
 5. Coordinate shelter issues with the Louisiana Shelter Task Force in the event of a large scale evacuation.
 6. In the event of a disease outbreak, the State Veterinarian and the Federal counterpart, the USDA:APHIS:VS Area Veterinarian in Charge (AVIC), will be Incident Commanders using the Incident Command System.



7. Be the primary credentialing agency for all people concerned or involved in working any type of agricultural and/or animal emergency or disaster.

B. Louisiana Veterinary Medical Association

1. Organize State Animal Response Teams (SART).
2. Coordinate press releases with the state veterinarian's office and GOHSEP.
3. Maintain list of volunteer veterinarians who are willing to assist in emergency response situations.
4. Coordinate emergency and disaster training for veterinarians, animal control personnel and humane association volunteers.

C. Louisiana Department of Health and Hospitals (DHH)

The State Veterinary Epidemiologist will act as liaison between DHH, the State Veterinarian and all other agencies involved in animal care emergency response in a disaster when human health is at risk.

D. Louisiana Department of Environmental Quality

The Department of Environmental Quality will coordinate with representatives of LDAF, U.S.D.A.'s Natural Resources Conservation Services, and DHH in determining the disposition of dead, diseased or contaminated animals.

E. U. S. Department of Agriculture (USDA)

1. The Area Veterinarian in Charge or his/her designate of the U. S. Department of Agriculture:Animal Plant Health Inspection Service:Veterinary Services will coordinate with the State Veterinarian in the decision making process involving livestock and poultry during an animal related emergency.
2. In the event that a federal response to an animal disaster occurs, the Area Veterinarian in Charge coordinates all actions within the State with the Federal response teams.

F. Louisiana Animal Control Association

1. Appoints or serves as liaison between Louisiana Animal Control Association, Louisiana Veterinary Medical Association and the Louisiana humane associations.
2. Coordinates all rescue and relief efforts for animals currently under their care.



G. Louisiana Humane Associations and other humane groups

Coordinates any animal rescue/relief efforts with the State Veterinarian.

H. Louisiana Department of Wildlife and Fisheries

1. Manages and regulates the indigenous wildlife and fish resources of Louisiana. This authority may extend to extraordinary management and regulatory measures as may be needed during times of emergency or disaster.
2. Aids in pet rescue as it involves urban search and rescue activities post disaster or emergency.

I. Board of Regents

Both LSU and Southern AgCenters coordinate animal activities with the State Veterinarian. The people of the state look to the AgCenters as a principle educator for the public in planning for and during an emergency or disaster. The School of Veterinary Medicine functions primarily as an emergency hospital for animal care.

V. DIRECTION AND CONTROL

The Louisiana Department of Agriculture and Forestry is the primary organization for coordination and direction and control of veterinary services in emergencies.

- A. The State Veterinarian will contact the President of the Louisiana Veterinary Medical Association or its Executive Director and request the activation of the State Animal Response Team.
- B. The State Veterinarian will alert the USDA:APHIS:VS Area Veterinarian in Charge (AVIC) that the Team has been activated.

VI. CONTINUITY OF GOVERNMENT

Line of succession for EOC representation will be determined by the Louisiana Department of Agriculture and Forestry.

VII. ADMINISTRATION AND LOGISTICS

The effectiveness of this plan will rely heavily on the volunteer community. Therefore, Memorandums of Understanding will be developed, maintained, and updated.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The review and update of this appendix is the responsibility of the Louisiana Department of Agriculture and Forestry in coordination with the veterinary community as well as animal related



organizations. This plan will be exercised annually in conjunction with the annual hurricane exercise held by the Governor's Office of Homeland Security and Emergency Preparedness.

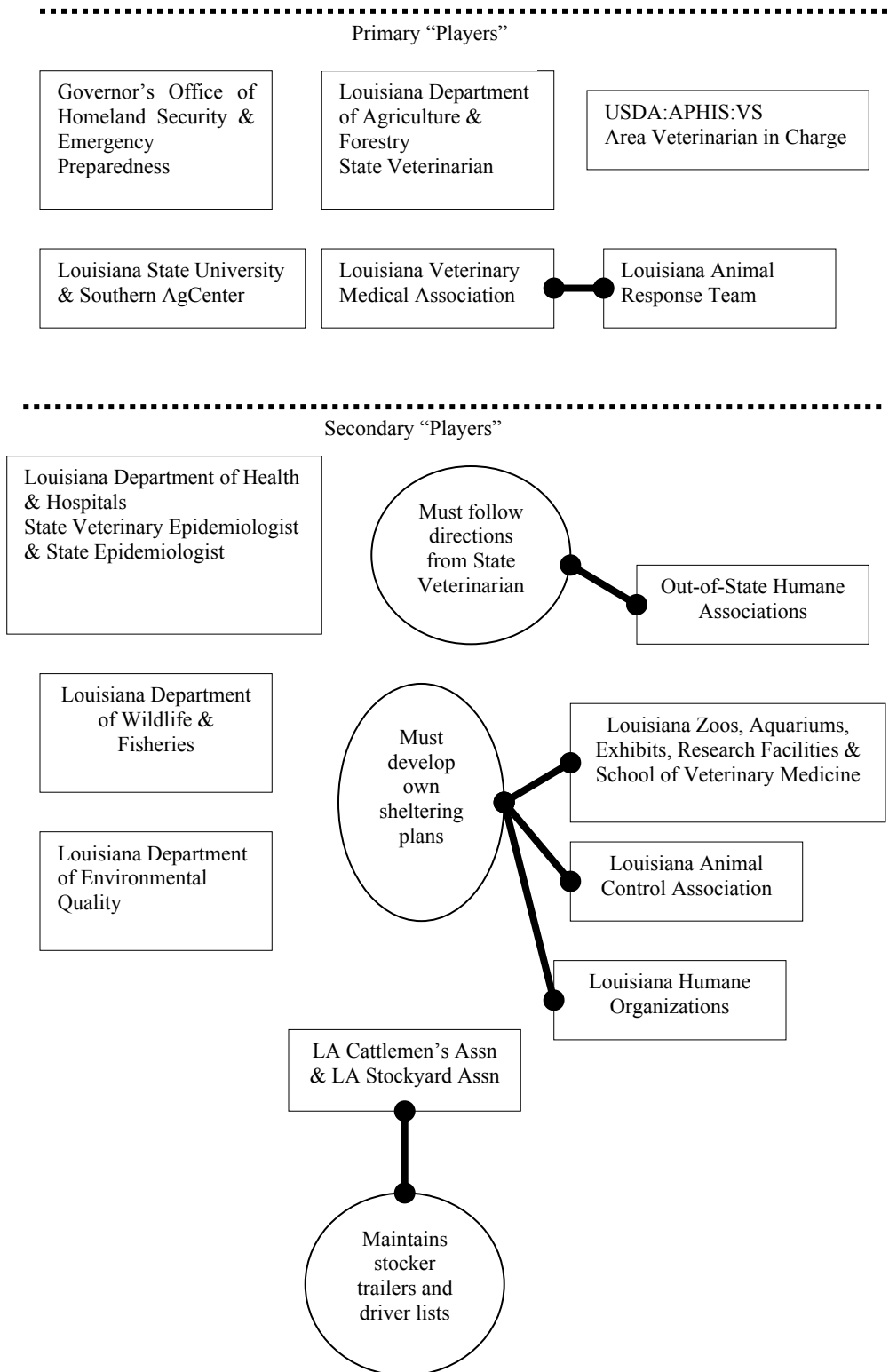
IX. TABS

- A. Response Chart
- B. Louisiana Pet Evacuation Plan



TAB A – Response Chart

Louisiana Animal Emergency Response Chart





**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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TAB B – Louisiana Pet Evacuation Plan

Louisiana Pet Evacuation Plan

DEPARTMENT OF
AGRICULTURE & FORESTRY
BOB ODOM, COMMISSIONER



OFFICE OF ANIMAL HEALTH
SERVICES



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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State Evacuation Plan for 7,500 dogs & cats.

The total number of pets in the 3 regions, Southeast, Southcentral and Southwest Louisiana, is based on the total human population that **requires** sheltering, figuring in the households, 70% households having pets, 1.5 pets per household (~11% of the households will require assistance evacuating). Parish assisted evacuation is defined as “Parish arranges transportation for their people and pets to a specific point (Parish Pick up Point (PPP)) and the state moves those people and their animals from that point to a shelter.” Special needs citizens in the population requiring transportation in the 12 coastal parishes are addressed at the end of this plan. Our goal is to provide evacuation and sheltering resources for a maximum of 7,500 pets using ESF-11 and our partnering emergency support function agencies. While this is primarily focused on hurricane emergencies, the components of this State Evacuation Plan can be modified for any region of the State.

Southeast Louisiana

1. Assumptions:
 - a. Orleans-10,220 pets
 - b. Jefferson-31,752 pets
 - c. Plaquemines-1,145 pets
 - d. St. Benard-799 pets
 - e. St. Tammany-11,914 pets
 - f. Total pets in Southeast Louisiana that need evacuation: 55,830 pets
 - g. Total pets in Southeast Louisiana that can be transported and sheltered: 7,500 pets
 - h. Parish assisted evacuation sheltering deficient (gap): 48,330 pets

Southcentral Louisiana

1. Assumptions
 - a. Lafourche-4,957 pets
 - b. Terrebone-5,138 pets
 - c. St. Mary-2,405 pets
 - d. Iberia-3,313 pets
 - e. Vermillion-2,328
 - f. Total pets in Southcentral Louisiana that need evacuation: 18,141 pets
 - g. Total pets in Southcentral Louisiana that can be transported and sheltered: 7,500 pets
 - h. Parish assisted evacuation sheltering deficient (gap): 10,641pets

Southwest Louisiana

1. Assumptions
 - a. Chitamacha-18 pets
 - b. Iberia-3,313 pets
 - c. Vermillion-2,228 pets



- d. Cameron-504 pets
- e. Calcasieu-8,845 pets
- f. Total pets in Southwest Louisiana that need evacuation: 14,908 pets
- g. Total pets in Southwest Louisiana that can be transported and sheltered: 7,500 pets
- h. Parish assisted evacuation sheltering deficient (gap): 7408 pets

Parish Responsibilities

It will be the parish's responsibility to identify those people and pets that will require parish assisted transportation prior to June 1. They must also identify parish pick up points (PPP) before June 1. The Parish will establish the following rules for animal evacuation from the PPP.

1. All animals must arrive with a hard sided, identified crate. This crate will be used to store food and medicine after the dog/cat is transferred to the truck for evacuation.
2. Pet owners will be responsible to provide 3 days worth of food and any medicine that the pet requires. All items must be labeled with the full owner's name and LA ID or driver's license number. According to the 2006 State Legislative Session Act 615, the state will not be held liable for any lost items. However, proper labeling will ensure that the pet and its belongings stay together.
3. All pet owners will be required to provide both identification for them and proof of ownership for each pet (rabies vaccination record and the owner's drivers license, for example).
4. Each animal should be microchipped and/or digitally photographed before presenting at the PPP.
 - a. Time and motion studies show that this should not be done at the PPPs. If the animal is registered and will required parish assisted transportation, it is highly recommended that the owner complete the microchipping and pre-identification before the event.
 - b. If the animal does not present with the above requirements, some pre-designed parish plan must be implemented to match the pet to the correct owner: bar coded neck and wrist bands, hand-written bands, color coded bands, etc.
 - c. If the animal is not microchipped or photographed, than proper identification as stated in 2 will be used.
5. The parish will have people to process the owner with the pet and organize the placement of the animal on the vehicle.
 - a. Parish Representatives will receive the animals and all necessary belongings from the owners and load them on to the trucks.



- b. The Parish may be required to provide catch poles, gloves and other safety equipment. All personnel involved in handling these pets should be trained to read Canine and feline body postures to decrease the risk of injury to themselves or others (pamphlets supplied by the American Society for the Prevention of Cruelty to Animals, www.asPCA.org)
- c. Parish representatives will fill all water bowls just prior to each truck leaving. It is suggested that plant water cans may be used for ease of watering

Once the truck is loaded, all water bowls are filled, and the doors are closed, the parish's responsibilities are considered complete.

State Responsibilities

1. The state will provide transportation of people and their pets (in separate vehicles) from PPPs to evacuation shelters in other parts of the state. The state will continue to assist with the animal's welfare at various designated shelters. Truck and cage preparation will begin at H-96 hours of landfall through agreements with DOC and LSART according to the disaster time line.
 - a. SART shelters listed as approved pet evacuation shelters shall include:
 - i. MOUs with each shelter and LDAF
 - ii. MOUs with SART and LDAF
 - iii. MOUs with all in and out of state shelter management teams and LDAF
 - iv. MOUs with DOC and LDAF for cage set up
 - v. Prior to and during the evacuation, pre-staging areas, fuel locations, and other resources shall be identified. It has been determined that USDA Animal Care Requirements for animal movement during a declared emergency may be lifted. Those policies, even if lifted, should be adhered to as closely as possible (realizing that an emergency situation exists) include but are not limited to
 1. Transporting animals at temperatures not to exceed 85° F.
 2. That an animal must be checked by a veterinarian
 3. That the type of crates and signage be approved prior to transport.
 4. That animals should be cared for and checked on by those transporting them at least every four hours.



- b. Upon departure, pet owner buses and pet transport vehicles should coordinate to a pre-identified, agreed upon SART evacuation shelter.
 - i. Communication should be made every 4 hours (or time designated) through the (human) Shelter Task Force or other major source of reporting. This will assist with providing capacity limits of these shelters.
- c. Upon emergency declaration, truck capacity for 7500 animals should be calculated to have one animal per cage to transport between the PPPs and the evacuation shelters. It is understood that multiple pets, such as those raised in a single family and will comfortably stay in the extra large crates are acceptable. Extra large crates are recommended because they can all house large dogs and also be available for these “family-type” situations. There shall be water available to fill water bowls during transport in instances where they need to be refilled at a 4 hour check point.

Two types of trucks have been identified to participate in the pet evacuation:

- 1. **53 foot truck.** This size truck is capable of carrying 100 extra large crates that measure 2 feet across. If trucks of this size are utilized for evacuation, then 75 trucks, 75 drivers, and 75 water bowls would be required to evacuate 7500 pets.
- 2. **24 foot truck.** This vehicle is capable of carrying 50 extra large crates that measure 2 feet across. If trucks of this size are used, then 150 trucks, 150 drivers, 150 water bowls would be required to evacuate 7500 pets. These smaller trucks may be useful in evacuating smaller parishes. Cleaning time and turn around time must be considered in any situation.

Assumptions:

Extra large crates can carry more than one family pet or one big dog. However, having a variety of sizes decreases configuration arrangements.

DOC prisoners will be setting up and pre configuring trucks and cages. They will be trained by the LA SPCA as to the specific method of retaining the cages into the trucks depending on the truck configuration. They will need sample trucks and cages to conduct disaster exercise training.

Trucks must meet USDA Animal Care requirements, unless there is a declared emergency.

- 1. The State must have pet evacuation shelters set up by H-96 hours of landfall and preferably near a human population evacuation shelter. (see SART Shelter Manual)



- a. Proposed shelters for pet evacuation are located in Shreveport, Bossier, Monroe, and Alexandria. These are only hand shake deals to date and are in need of MOUs.
 - b. There are only 1000 wire cages available in the state. We still need to purchase 6500 cages in order to provide shelter for 7500 animals. Possible shelter capacities are as follows:
 - i. Shreveport: 6,000 cages total (200 are there, stored in a connex container)
 - ii. Bossier: 400 cages total (200 are there, stored in a connex container)
 - iii. Monroe: 1000 cages total (some cages are there, but they are not inventoried or owned by the state and cannot be relied on for numbers)
 - iv. Alexandria: 250 cages total (100 are there, stored in a connex container)
 - v. Alexandria Ag: 6000 cages total (no cages as of date)
 - c. Man power: each volunteer group comes with an undetermined number of workers. Volunteers from the community will be requested. Owners are responsible for taking care of their own pets twice daily.
 - d. State must provide electricity at the shelter.
 - e. State must provide amenities (food, water, comfort) for both pets and shelter personnel.
2. NOTE: All pets of evacuees being sheltered in a medical special needs shelter, along with any animals that may become separated from owners during the response, and abandoned pets will be housed at DCI so the #2 will also have to occur there.
3. The State must have a method to receive, process and track (identification) of all animals-see SART manual.
- a. 3 page intake form for each animal
 - b. Animal care sheet for each animal
 - c. Office supplies, including binders, computers
 - d. Neckbands and wrist bands
4. State and associated humane group(s) must have a demobilization plan including flea and tick and waste control from the transportation vehicles.



5. The State must provide sheltering management ability.
 - a. See out of state groups: arrangements being handled by SART, MOUs—see above
 - i. Groups to date include: Noah’s Wish, HSUS, AHA, UAN/EARS, Humane Society of Louisiana (based in MS), Connecticut SART and North Carolina SART
6. Check in/out, visitation, and abandonment protocols must be established.—See SART manual.
7. State must provide veterinary service
 - a. Veterinary service initially can be provided by local veterinarians and other LVMA veterinarians, but VMAT, US Public Health or US Army will be needed ASAP.
8. Security must be provided.
 - a. LDAF Brand Officers can provide some security but other security will be needed.
9. Safety methods must be documented. (bite protocols)—see SART manual
10. State must have credentialing of volunteers and identification pet owners.
 - a. Credentialing-LDAF Office of Health Services will be credentialing the volunteer groups (including the shelter workers), volunteers, and others.
 - b. The credentialing plan has been attached as a appendix to the State Credentialing Plan.
 - c. Owner identification-see SART manual-neck bands for pets and wrist bands for owners.
11. The State must have method of breaking down and storing components of shelter.
 - a. MOU with DOC (DOC labor)
12. State will implement a demobilization plan including flea and tick and waste control for the post storm empty (or emptying) pet shelter.
 - a. Must be included in MOU with shelters



Problems/gaps identified

1. Legal problems:
 - a. Corporal moveable property—ownership of animals, movement of animals out of state. This is within the civil code.

Synopsis:

Shelters will begin to be set up after it is recognized that people and their pets will be moving out of harm's way. Animals in each parish should be pre-registered if there is a need for City Assisted Evacuation Transportation. Animals will be loaded at a specified site. Registration and owner/pet matching will be done by the parish. The loading will be done by the parish. Vehicles and drivers will be provided by ESF-1, as by tasking by GOHSEP. Animals will be transported to pre-designated shelters with people following. Animals will be unloaded and kenneled by animal groups (animal control, humane organizations). Owners will be responsible for taking care of their own pets. Following the LSART manual, arrangements have been made for displaced, lost, or abandoned animals.

If people show up at the shelters by methods of their own transportation, they will be sheltered as above. All animals in the evacuation shelter shall be cared for by the owner. The LSART manual addresses abandoned and un-owned animals.



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 4 ESF 11 – MANAGEMENT OF FOREIGN ANIMAL DISEASE AND BIOTERRORISM IN LIVESTOCK

I. PURPOSE

To provide guidance for coordinated communication as well as ongoing activities of state and federal agencies, and private organizations in response to and recovery from an outbreak (intentional or non-intentional) of a Foreign or Emerging Animal Disease within Louisiana. Preparedness and response to a Foreign Animal Disease (FAD) outbreak include prevention of introduction, disease surveillance, rapid identification, initiation of steps to reduce the further spread of the disease, and disposal of infected, exposed, and dead animals during an outbreak.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Louisiana farmers, foresters, fishermen and ranchers produced almost \$4.4 billion in agricultural commodities at the farm gate price. When these products were processed, the value added brought another \$4.5 billion, for a total contribution of almost \$9 billion. (LSU AgCenter's 2003 Ag Summary Source of Fiscal Information) In Louisiana, the major row crops are sugarcane, cotton, soybeans, rice, sorghum and corn. Our most valuable livestock commodity is poultry and our most valuable plant commodity is forestry/timber.

2. In October 2002, Exotic Newcastle Disease was diagnosed in Southern California. The disease rapidly moved to Arizona and Nevada. Another outbreak was quick stopped just inside the west Texas border. Containing this deadly chicken disease cost taxpayers millions of dollars in lost world trade and birds and bird products.

In 2003, Southeast Asia began to notice an increase in Highly Pathogenic Avian Influenza. Thailand, until the poultry trade was stopped, was the fourth highest exporter. World authorities are extremely concerned about the pandemic potential of this particular strain of avian influenza.

Bovine spongiform encephalopathy has recently been found in a few cows. The implication of BSE within a country has an intense effect on the economy and the public's trust in the food supply. Other diseases such as Foot and Mouth Disease in Great Britain, African Swine Fever in Tanzania, Nipah virus in Bangladesh have had severe animal and human disease impacts in recent months and years.

3. Even though concerns about animal diseases are increasing, the public gives it relatively low priority.
4. The World Organization for Animal Health (OIE) provides worldwide disease reporting services to 167 member countries, including the United States, on the



occurrence of certain animal diseases, and establishes guidelines for trade in animals and animal products.

B. Assumptions

1. Acts of terrorism may be directed at the nation's food supply.
2. All veterinarians licensed in the State of Louisiana will report to the State Veterinarian, within 24 hours after diagnosis or tentative diagnoses, the occurrence or suspected occurrence of the following contagious diseases: anthrax, Avian Influenza, brucellosis, equine encephalomyelitis, equine infectious anemia, hog cholera, Infectious Encephalomyelitis, Infectious Laryngotracheitis (other than vaccine induced), Newcastle, Ornithosis (Chlamydiosis), Paramyxovirus (other than Newcastle Disease), pseudorabies, pullorum/typhoid, scabies, scrapie, transmissible spongiform encephalopathies, tuberculosis, vesicular condition or any other disease condition which may seriously threaten the welfare of the livestock and poultry industry.
3. Reports of disease outbreaks shall not be released to the press until after they have been reported to the State Veterinarian.
4. Livestock owners who suspect the occurrence of contagious disease will immediately contact the local practicing veterinarian, area veterinarian or county agent who, in turn, will report to the State Veterinarian.

III. CONCEPT OF OPERATIONS

A. General

The State Veterinarian of the Louisiana Department of Agriculture & Forestry, through its Office of Animal Health Services maintains a working relationship with Louisiana's animal control centers, humane groups and zoological parks. State level partners are the Livestock Market Association, Louisiana Cattlemen's Association, The Racing Commission, the Louisiana State University AgCenter, Louisiana State University School of Veterinary Medicine, Farm Bureau and the Louisiana Veterinary Medical Association. The State Veterinarian has established an excellent working relationship with the United State Department of Agriculture, Animal Plan Health Inspection Service, Veterinary Services (USDA:APHIS:VS).

B. Phases of Management

1. Prevention
 - a. Development and maintenance of surveillance network
 - b. Random testing for disease at stockyards and auctions



2. Mitigation
 - a. Development of mutual aid agreements
 - b. Specialized training and education
 - c. Prevention of disease
3. Preparedness
 - a. Planning, training, and exercises
 - b. Updating and revising plans
 - c. Develop media strategy
4. Response
 - a. Identification of disease
 - b. Disposal of infected, exposed, and dead animals
 - c. Control and eradicate disease
 - d. Maintain records of activities and expenditures
5. Recovery
 - a. Restore equipment and supplies to normal state of readiness
 - b. Continuation of response activities as needed
 - c. Compilation of reports and records

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

Most agencies have emergency functions which parallel or complement normal day-to-day functions. Each agency is responsible for developing, maintaining and coordinating its own emergency management procedures.



B. Assignment of Responsibilities

1. Louisiana Department of Agriculture & Forestry (LDAF)
 - a. The Commissioner of LDAF will assign an emergency coordinator.
 - b. LDAF may request activation of the state emergency operations plan in support of an animal health emergency.
 - c. LDAF issues quarantines or hold orders, and oversees the implementation and enforcement of restricted or quarantined areas. (R.S. §3.2095)
 - d. LDAF coordinates with state veterinarians in surrounding states.
 - e. LDAF maintains close contact with USDA:APHIS:VS, the Livestock Market Association, Louisiana Cattlemen's Association, The Racing Commission, the Louisiana State University School of Veterinary Medicine, Farm Bureau, Louisiana Veterinary Medical Association, animal control centers, humane groups and zoological parks.
2. Department of Health & Hospitals (DHH) will:
 - a. Determine if a FAD will affect public health
 - b. Notify the U.S. Centers for Disease Control and Prevention that an outbreak of a FAD has occurred within the boundaries of the state of Louisiana, inform them of the nature of the disease, its primary animal host, and if it is considered to be a health hazard to humans
 - c. Assess the public health risk associated with burial or burning of dead and affected animals
 - d. Maintain close communication between the Public Health Veterinarian and the State Veterinarian.
3. Department of Environmental Quality (DEQ) will:

Advise and assist with the safe disposal of diseased materials. This may include carcasses, medical wastes and protective measures for personnel.
4. Department of Transportation and Development (DOTD) will:
 - a. Assist with road closures
 - b. Assist with safe transport of diseased materials



V. DIRECTION AND CONTROL

LDAF and APHIS will work together in a unified command using State authorities or USDA authorities (CFR 9 § 53.1) as needed to take appropriate actions to minimize the consequences of an outbreak or other emergency. Such a response will be organized using the Incident Command System and will be consistent with the National Incident Management System.

VI. CONTINUITY OF GOVERNMENT

See Basic Plan

VII. ADMINISTRATION AND LOGISTICS

All agencies and organizations will be responsible for maintaining a log of events and expenses. This log and a record of expenses will be made available to GOHSEP.

Resource needs will be requested through GOHSEP. If state resources are expended, additional assistance will be requested through the Emergency Management Assistance Compact (EMAC) or other State to State mutual aid agreement.

VIII. PLAN MAINTENANCE AND DEVELOPMENT

The review and update of this appendix is the responsibility of the Louisiana Department of Agriculture and Forestry in coordination with the veterinary community as well as animal related organizations.



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 5 ESF 11 – MANAGEMENT OF EXOTIC PLANTS AND BIOTERRORISM IN PLANTS

I. PURPOSE

- A. To provide for coordinated measures and procedures designed to detect, control, and eradicate plant pests and diseases as quickly as possible within the State of Louisiana.
- B. To generate immediate, appropriate local, state and federal measures to eliminate the crisis and minimize the consequences in order to return the State of Louisiana to contagion free status.

II. SITUATION

- A. For 2005, the gross farm income from plant, animal, fisheries and wildlife commodities produced in Louisiana totaled \$4.69 billion. The economic value added through further processing, marketing and transportation of those commodities totaled \$5.05 billion – bringing the estimate of Louisiana’s total economic value of agriculture to \$9.74 billion last year. The total value of all plant enterprises was \$2.656 billion in 2005. Value added was \$3.885 billion. Total value of all crop enterprises to the Louisiana economy was \$6.542 billion. The major plant commodities in Louisiana are forestry, sugarcane, cotton, rice, soybeans, feed grains, and nursery crops. In addition, many other crops are grown within the state. These crops are all vulnerable and potential targets of pests or diseases either through natural, accidental, or intentional introduction.
- B. Louisiana agricultural industries are critical to the economic well being of the state’s economy. A major pest or disease outbreak could negatively affect production agriculture and those businesses that depend on it. Export of agricultural products would decrease. Businesses would fail. Tax revenue generated directly and indirectly would diminish dramatically. If the pest or disease spread to other states, it could have a devastating impact on the United States’ ability to compete in the global marketplace.
- C. Response to plant related incidents may involve local, state, federal and other entities. No single local or state agency has the expertise to act unilaterally, nor do they have the resources necessary to deal with a large-scale situation.

III. ASSUMPTIONS

- A. The identification of incidents or activities impacting plants or crop production within the United States would affect the State of Louisiana.
- B. Positive detection of a pest or disease elsewhere will prompt state officials to employ additional precautions to prevent or mitigate the possibility of an occurrence locally.



- C. There is a potential for the farming community, as well as local and state officials, to receive a threat of a pest or disease as a mechanism of terrorism. They may also witness or be a victim of an event. Any such suspected act or event shall be reported to the Louisiana Department of Agriculture and Forestry, Office of Agricultural and Environmental Sciences.
- D. Numerous local, state and federal agencies will play a role in mitigating an agricultural event. Operations regarding remediation and recovery have the potential to involve a massive amount of resources, due to the sheer volume potential.
- E. Several to numerous associations may play a role. These associations, and their local and national counterparts, have the ability to communicate rapidly with individual members, providing two-way communication regarding pre-planning through emergency response and recovery.
- F. Large quantities of crops and rangeland may need to be destroyed or controlled to prevent the spread of pests or diseases after it has been confirmed within the State.
- G. Vector control may be necessary. Vector-borne diseases can spread very quickly, necessitating quick response over a potentially wide area.
- H. Immediate quarantine areas may be required where suspect or confirmed cases may have originated, and may require special operational procedures.
- I. Eradication of the causative agent will require proper sanitary and disposal procedures for plant materials and/or food and feed. Suspect infected locations and transport vehicles may need to be cleaned and disinfected. Biosecurity guidelines may need to be established.
- J. Environmental protection regulations or procedures may need to be temporarily suspended to allow timely and efficient disposal of food and plant materials.
- K. There are several scenarios under which plant related incidents could affect the State of Louisiana. This could result in the creation and enforcement of movement controls of people, livestock, products, and other property. Possible major scenarios are:
 - 1. Introduction of a non-indigenous plant pest or pathogen. Non-indigenous plant pests or pathogens are those plant pests or diseases not currently found in our state or in the U.S. which might be introduced either intentionally or naturally. Specific pathogens of concern have been identified by USDA/APHIS.
 - 2. Invasive Species. Invasive species are those economically damaging species that have already been found in the United States. Control programs have been established for many of these species. However, the geographic area infested with an invasive species may experience either a natural or intentional escape in areas



not presently experiencing infestation. Invasive species include indigenous plant pathogens, noxious weeds, insects, or animals.

3. Genetically Modified (GM) Crops. There are two concerns with GM crops. First, there is the potential that an individual or group would manage to create a GM crop which impacts human or animal health, or the environment. Second, the introduction of a GM crop on a non-GM crop area will potentially contaminate the non-GM crop, making it unmarketable.

IV. CONCEPT OF OPERATIONS

- A. In the planning stage for Emergency Support Function 11 (ESF-11), it is recognized that under some agriculture disaster scenarios, especially those encompassing multiple (hundreds of) sites, the need for resources is tremendous.
- B. Before, during, and immediately following a Governor's emergency proclamation, ESF-11 will be followed when requests for agriculture related assistance are made. When ESF-11 is activated, LDAF, the ESF-11 Coordinator Agency, will provide a representative to serve as the designated ESF Coordinator (ESFC).
- C. Federal agencies may provide support during emergency events. The United States Department of Agriculture has the power, in certain circumstances, to declare an emergency.
- D. Upon State Emergency Operations Center (SEOC) request, the ESFC will be available to respond to requests. The ESFC will identify which participating departments/agencies/associations are needed, and take steps to ensure that the departments/agencies/associations are activated or on alert as appropriate.
- E. The level of response to an event depends on the extent and severity of that event. The introduction of a major plant or crop pest or highly contagious plant or crop disease could initiate a response from multiple sectors in multiple jurisdictions.

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

- A. Louisiana Department of Agriculture and Forestry (LDAF).
 1. LDAF is the Coordinator Agency for ESF-11. In the planning stages for ESF-11, LDAF will do the following:
 - a. Develop and maintain a listing of principle contacts of all departments/agencies and association assets available to support a response and/or recovery mission. Volunteer and local agencies may be requested to contribute assets to the response effort.



- b. Position resources in advance, or when it becomes apparent that resources will be required.
 - c. Develop a preparation/response/recovery plan which includes the logistical requirements necessary to obtain needed equipment.
 - d. Prioritize and develop strategies for a coordinated response.
 - e. Coordinate with support departments/agencies to prioritize and develop strategies for a coordinated response.
2. When ESF-11 is activated, the following operational requests may be made of the ESFC and/or other LDAF personnel. The extent of the response will vary depending on the scope of the disaster or emergency incident and the resources that are available with which to respond. Generally, LDAF will do the following:
- a. The LDAF Assistant Commissioner of Agricultural and Environmental Sciences, or designated alternate, will serve as the Emergency Support Function Coordinator (ESFC) at the Emergency Operation Center (EOC).
 - b. Provide overall leadership, coordination, assessment, and technical assistance in response to highly contagious plant diseases and crop contamination.
 - c. Provide support departments/agencies/associations with current information concerning locations of outbreaks, and extent of involvement, and available diagnostic information.
 - d. The ESFC will identify which participating departments, agencies, and/or associations are needed, and take steps to ensure that they are activated or on alert, as appropriate.
 - e. Collect samples and forward to appropriate laboratory.
 - f. Provide communication through LDAF Public Information Officer (PIO), including information that may be coming through federal counterparts. Also, the PIO will be the primary contact with other states, through the "Emergency Communications Plan" developed by the Communication Officers of State Departments of Agriculture (COSDA). The purpose of this communications plan is to share critical information with all participating states in a timely manner, in order to better manage the public message in an emergency situation that is regional or national in scope.
 - g. Establish communications with appropriate field personnel and ensure that they are ready to respond in a timely manner.



- h. Provide information of local agricultural conditions, resources, and producers.
 - i. Accumulate pest/disease information obtained from assessment teams, local emergency operations, and other local, state, and federal agencies.
 - j. Prepare and process reports using established procedures.
 - k. Continually reassess priorities to address the most critical needs.
 - l. Track resources which are committed to specific missions.
 - m. Re-deploy and re-stage resources as appropriate.
 - n. Coordinate movement of any resource that may be needed in order to mitigate an event, and in recovery, from the potential disaster area to the nearest staging area, including evacuation and re-entry of a designated area.
3. LDAF, through the Office of Agricultural and Environmental Sciences, has regulatory authority over crops, plants, feeds, fertilizers, pesticides, weeds, and insect control. Responses are as specified for the major scenarios described above in "Assumptions."
- a. Introduction of a non-indigenous plant pest or pathogen.
 - 1) Contact/coordinate with USDA/APHIS. Establish command and control, and determine Plant Protection and Quarantine (PPQ) protocol.
 - 2) Contact State Emergency Operations or other agencies as appropriate. Other agencies may include Board of Regents, DEQ, Industry Associations, etc.
 - 3) Contact and activate agency staff and resources as needed. Quarantine zones may need to be established, traffic monitored or inspected, samples collected and transported to a laboratory or laboratories.
 - 4) Contact laboratory.
 - 5) Work through LDAF, PIO and alert public as needed.



b. Invasive Species.

- 1) Contact/coordinate with USDA/APHIS. Establish command and control, and determine if Plant Protection and Quarantine (PPQ) is required.
- 2) Contact State Emergency Operations or other agencies as appropriate. This may be on alert status rather than an activation status.
- 3) Determine spread rate and establish control procedures.
- 4) Contact laboratory as needed.
- 5) Work through LDAF, PIO and alert public as needed.

c. Genetically Modified (GM) Crops.

- 1) Contact/coordinate with USDA/APHIS. Establish command and control, and determine Plant Protection and Quarantine (PPQ) or Biotechnology Regulatory Services (BRS) protocol.
- 2) Immediate crop quarantine and destruction may be essential in this scenario, so rapid activation of staff, and rapid establishment of a transport quarantine is essential. Rapid contact with LDAF staff and other agency resources is important. Determination of scale of incident needs to happen quickly, and transportation restrictions may need to be made, if needed, to control spread of problem.
- 3) Contact with LDAF, PIO to establish what information is available, since misinformation is more damaging to economy than no information.
- 4) Contact laboratory to alert them of analytical needs.
- 5) Establish control zones and implement crop destruction protocol if warranted.

B. Louisiana Department of Environmental Quality (DEQ).

1. Provide technical assistance in the disaster planning stage to provide necessary disposal practices and procedures.
2. Provide on-site assistance regarding possible environmental issues stemming from disposal and decontamination activities.



- C. Louisiana Department of Transportation and Development (DOTD).
1. Provide guidance for re-routing of traffic in and around the affected area.
 2. Identify potential traffic control issues and/or needs.
 3. Assist with the transport of soil and/or debris.
 4. Identify potential sources of outside assistance (i.e., contractors, equipment sources, etc.)
- D. Board of Regents.
1. Provide technical assistance in planning stages.
 2. Provide surveillance and monitoring assistance in prevention/response/recovery stages.
 3. Provide expertise and laboratory services for plant and crop related analytical, diagnostic, and identification needs.
- E. United States Department of Agriculture (USDA).
1. Provide technical assistance in planning stages.
 2. Provide technical resources and surveillance and monitoring assistance during prevention/response/recovery stages.
 3. Provide laboratory services and assistance for plant and crop related analytical, diagnostic, and identification needs.
 4. Provide “Emergency Declaration” where necessary.
 5. Provide the indemnification process, if available, for costs associated with an incident.
- F. Industry Associations (includes Agricultural Consultants, Producer/Professional Associations or Boards, Farm Bureau, etc.)
- Industry associations, and their national and local components, are an invaluable resource for emergency prevention, preparation, response, and recovery.

Responsibilities under ESF-11 include:

1. Maintain lists of members, and other significant stakeholders, including lists of potential resources (i.e., transportation equipment; pre-positioning).



2. Provide guidance and advice on site/plant security, potential response activity, and other appropriate information to members, based on industry and LDAF recommendations.
3. Provide information to LDAF regarding technological advances in the industry which may have an impact on handling emergencies.
4. Provide information to LDAF regarding activities which might affect emergency response, including information about specific sites.

VI. AUTHORITY

A. Federal Government.

1. Legal authority for the United States Department of Agriculture for response procedures for plant events, as identified in this Appendix, may be found in The Plant Protection Act of 2000, 7 USC § 7701 et seq.

B. State Government (LDAF).

1. Legal authority for the Louisiana Department of Agriculture and Forestry's response procedures as identified in this Appendix may be found in the Crop Pests and Diseases Law, LRS 3:1621 et seq; and Louisiana Administrative Code, Title 7, Agriculture and Animals, Plant Protection and Quarantine, LAC 7:XV.101 et seq.

VII. PLAN DEVELOPMENT AND MAINTENANCE

The Review and update of this appendix is the responsibility of the Louisiana Department of Agriculture and Forestry.



APPENDIX 6 ESF 11 – FORESTRY MANAGEMENT IN DISASTERS

Refer to ESF 4- Firefighting Annex



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 7 ESF 11 – FUEL PLAN

ESF 11 Louisiana Department of Agriculture and Forestry Fuel Plan

I. Purpose

This support plan establishes consistent policies, and procedures for the use of the Louisiana Department of Agriculture and Forestry (LDAF) personnel and resources as the primary responsible agency for the distribution of emergency fuel.

II. Scope

This plan will cover procedures for the preparedness and response phases of emergency management. It includes the coordination with the support agencies involved as well as the responsibilities of LDAF covering the whole range of resource management as pertaining to the deliveries of bulk fuel to essential locations in regards to an emergency, event, or incident.

III. Responsibilities

A. Preparedness

1. LDAF will identify and maintain a detailed list of key resources, personnel and equipment so that these can be requested at short notice.
2. LDAF will participate in training and planning and exercising in regards to all hazard events as it pertains to Emergency Bulk Fuel deliveries.

B. Response

1. The Louisiana Department of Agriculture and Forestry will coordinate the delivery of fuel and lubricant as well as necessary storage and dispensing resources for life saving, life supporting, life sustaining emergency response missions as it pertains to a particular declared event, incident or emergency through the State Bulk Fuel Coordinator. The Bulk Fuel Coordinator will utilize existing fueling assets, contracts, and agreements.
2. When requested by GOHSEP, LDAF will mobilize its assets as well as personnel to the required facility (GOHSEP EOC) to facilitate to fulfilling of requested assets and verified locations deemed as one of the aforementioned emergency response needs.
3. Coordinate with LDAF personnel as well as contracted vendor to ensure timely response to an emergency or disaster.
4. Provide Bulk Fuel Coordinator.



5. Coordinate with fuel vendor and support agencies to ascertain most accessible routes for the safe transport of fuels and lubricants.
6. Accept, validate, and respond to fueling needs and ensure that requests follow proper protocol as designated by GOHSEP.
7. Implement fuel tracking and strategic planning activities in conjunction with local, state, and federal entities.

IV. Administration and Logistics

- A. Requests will be forwarded through E-Team.
- B. Records of daily operations will be maintained and reported as required.



H-96

-Fuel to Zephyr Field
(6000 Airline Hwy.)

Diesel

2 Tankers, 1 Bobtail to wet hose the buses. Or mobile unit
POC Erik Smith DOTD 225-636-0321

-Frac tank to Carville (Support Federal Buses)

Diesel

5981 Highway 75, Carville, LA 70712

H-96 -72

H-72

TRANSPORTATION ASSETS ARRIVE AT STAGING AREAS

-Fuel Special Needs Shelters (SNS) generators

-Diesel to contain Anti-Gel fuel conditioner

-All SNS fuel sites accessible by tanker with 1-1.5" spigot

SNS and FEMA SITES

FEMA-AFO Sulphur

901 Prater Rd., Sulphur, LA 70663

Sam Daruvalla 281-691-3203

208kW 150 Gallons

380kW 250 Gallons

FEMA-JFO Baton Rouge

1500 Main Street., Baton Rouge, LA 70802

Kurtis Melnick 917-337-8621

1825kW 1250 Gallons

1250kW 1250 Gallons



FEMA-COOP Site Baton Rouge
LA School for the Visually Impaired
1120 Government Street, Baton Rouge, LA 70802
Janet Ford 225-335-1058 TBD

FEMA-Warehouse, Harahan
1420 Sam's Ave, Harahan, LA 70123
Suzanne Babcock 817-759-4750
150kW 150 Gallons

FEMA-TRO NOLA
1 Seine Ct., New Orleans LA 70114
Jason Wind 504-202-4690
1825kW 1250 Gallons

FEMA DMORT- Carville
5981 Highway 75, Carville, LA 70712
Renald M Wells 504-202-4838
40kW 100 Gallons
350 Kw 500 Gallons
1250kW 1250 Gallons

Nicholls State University (Betsey Ayo Hall)
200 Ardoyne Rd., Thibodaux, LA 70301
Mike Duvas 985-447-0882
800kW 500 Gallons

Heymann Convention Center
1373 S. College Rd., Lafayette, LA 70503
Brent Villemarette 337-943-6386
500kW 500 Gallons

Southeastern Louisiana University Kinesiology Bldg
400 Tennessee Ave., Hammond, LA 70402
Robert Couvillion/Paul Marek 985-549-3333 985-215-4042
400kW 500 Gallons



Louisiana State University Fitness Center
8100 Hwy 71 South (Grady Britt Drive), Alexandria, LA 71302
Christine McGraw 318-623-3808 318-473-6444
800kW 500 Gallons

Bossier Civic Center
620 Benton Road, Bossier City, LA 71111
Richard Dubios 318-741-8360 318-465-5856
1825kW 1250 Gallons

Assumption Community Hospital
135 Highway 402, Napoleonville, LA 70390
Michael Pooley 985-859-4420
400kW 500 Gallons

University of Louisiana Ewing Coliseum
4201 Bon Aire Dr., Monroe, LA 71209
Danney Sledge 318-237-7340 318-366-0431
1500kW 1250 Gallons

Louisiana State University Pete Maravich Assembly Center
N. Stadium Drive, Baton Rouge, LA 70803
Mike Hook 225-578-6540 225-303-2711
1825kW 1250 Gallons

H-60-54

H-54 ASSISTED EVACUATION BEGINS

City of New Orleans

-NOCC (New Orleans Convention Center)

Bobtail with ability to wet hose city assisted evacuation busses/RTA

Diesel

Need POC

Behind or beside NOCC



- UPT (Union Passenger Terminal)
Bobtail with ability to wet hose city assisted evacuation busses / RTA
Diesel
Need POC

Fuel to secondary evacuation bus fueling points

- I-49 Exit 35 Grand Prairie Rest Stop
Need skid tank or wet hose capabilities for buses and Mogas capabilities

- Mega Shelter Shreveport
Hirsch Coliseum
3701 Hudson St. Shreveport
Need skid tank or wet hose capabilities for buses and Mogas capabilities

- Mega Shelter Monroe
State Farm Bldg.
22 State Farm Dr. Monroe
Need skid tank or wet hose capabilities for buses and Mogas capabilities

H-50

Phased evacuation begins

H-48

- Place call to DHH to ensure fueling top off has occurred at health care facilities within the projected landfall area.

LDWF

2000 gallons Mogas for SAR Alpha Teams (8 x 250 gallon)
- aton Rouge
-Woodworth



National Guard

FMS 8

Baton Rouge Airport

Chief Matthews

10,000 gallons Diesel

2500 gallons + skid Mogas

Camp Villere

Grantham College Rd. Slidell

Sgt Major Bartlett

10,000 gallons Diesel

2500 gallons Mogas (possible skid needed for Mogas)

Hammond Airport

Cptn. Smith 204th Aviation

20,000 gallon Frac tank diesel

2500/5000 gallon Mogas + skid

PRE DETERMINED FUELING LOCATIONS

Buses-

I 49 Exit 35 Grand Prairie

Mega Shelter Monroe

Mega Shelter Shreveport

Zephyr Field Staging area

Bulk stations to be identified as landfall H hour is reduced (closer)

Emergency Responders with proper credentials and official vehicles

I 49 Exit 35 Grand Prairie

Zephyr Field Staging area

Bulk stations to be identified as landfall H hour is reduced (closer)

LDAF locations with fueling capabilities

1. Hammond
2. Woodworth
3. Baton Rouge
4. Haughton
5. Monroe

To utilize the LDAF facilities, the driver must be in an official vehicle, have proper identification and sign the log book to assist in asset tracking.



Log Book information

Date

Name

Agency

License Plate #

Drivers License #

Gallons acquired

Fuel Type

Signature



EMERGENCY SUPPORT FUNCTIONS 12 – ENERGY

DEPARTMENT OF NATURAL RESOURCES

Administrative Policy No: 11
Effective Date: September 8, 2003
Subject: Staffing Plan for Emergency Preparedness
Authorization: KBB 2005-18

I. Policy

It is the policy of the Department to provide trained, qualified employees to staff the Department's station at the Louisiana Office of Homeland Security and Emergency Preparedness ("LOHSEP") and provide support for the Department of Social Services or other Departments, as assigned, during a declared emergency.

II. Purpose

To Establish a process for staffing the Department's station under the State's Emergency Operations Plan ("EOP") and providing support to the Department of Social Services or other departments, as assigned, during a declared emergency.

III. Applicability

This policy applies to all Offices within the Department of Natural Resources in the event of a declared emergency.

IV. Procedures

The Secretary of the Department of Natural Resources shall delineate, in coordination with the Governor and the Office of Homeland Security and Emergency Preparedness, the Department's role under the EOP, designate the Department's Emergency Coordinator, and shall have overall authority for establishing the procedures to implement the Department's functions under the EOP.

A. Emergency Coordinator

The Commissioner of Conservation is designated as the Primary Emergency Coordinator for implementation of the Department's EOP Procedures, and the Commissioner shall designate an Assistant Emergency Coordinator for Oil and Gas Infrastructure (Brent Campbell) from his staff who is qualified and trained to be responsible for onsite implementation at LOHSEP Emergency Operations Headquarters and to schedule staff, if the EOP is activated, responsible for the primary ESF 5 and 12. The Deputy



Undersecretary (Verlie Wims) will be designated as Assistant Emergency7 Coordinator responsible for coordinating all other support functions (3,6,7,10,14,15.)

The Department is responsible for following primary and support functions:

1. The department is the primary agency for Emergency Support Function (ESF 5 & 12) Emergency Management and Energy-Intrastate Natural Gas and Oil and Gas Infrastructure. State service under this ESF include and encompass the restoration of natural gas.
2. In order to prepare for this responsibility, the DNR Emergency Coordinator will develop and maintain information about and liaison with offshore petroleum and natural gas producers and intrastate natural gas producers and distributors.
3. The responses for this ESF are:
 - a. As the Department becomes aware of an emergency that could cause an interruption of petroleum or natural gas production in the offshore areas within State waters, such as an approaching tropical system, the Coordinator will gather and report information on the extent of production reduction;
 - b. Compile and report information on the location and capacities of natural gas transmission and distribution pipeline systems.
 - c. In the event of an emergency which results in a natural gas Shortages declared by the Governor as prescribed by R.S.30:571 et seq. the Commissioner of Conservation will implement and enforce the priorities for the allocation of natural gas in accordance with the provisions stipulated in R.S.30:572.
 - d. Coordinate with the Louisiana State Police and Parish Officials to allow access to oil and gas infrastructure in the storm affected areas.

The Department will provide a liaison for seven Emergency Support Functions. Listed below are those functions and the Department's responsibility for each:

1. ESF 3 (Public Works & Engineering) (DOTD)
 - a. Debris Disposal
 - b. Coastal Restoration
 - c. Watershed Protection



2. ESF 5 & 12 (Emergency Management/Energy)
 - a. EOC Operations
 - b. Analysis
 - c. Damage Assessment
 - d. Damage Reporting
 - e. Economic Analysis
3. ESF 6 (Mass Care, Housing & Human Services) (DSS)
 - a. Shelter
 - b. Mass Feeding
 - c. Housing
 - d. Individual Assistance
 - e. Community Action
4. ESF 7 (Resource Support) (OHS&EP)
 - a. Resource Listing
 - b. Mutual Aid Agreements
 - c. Manpower
5. ESF 10 (Oil Spill, Hazardous Materials, & Radiological) (GOSP)
 - a. Coordination
 - b. Analysis Support
 - c. Remediation
6. ESF 14 (Community Recovery, Mitigation and Economic Stabilization) (OHS&EP)
 - a. Analysis
 - b. Coastal & Watershed Restoration



7. ESF 15 (Emergency Public Information (OHS&EP))

- a. Spokespersons
- b. Coordination

B. Staffing/Action Plan

1. Primary ESF 5 & 12 (ResourceE & Energy): In the event of activation of the Department under the EOP, the Department shall staff its station at the LOHSEP Headquarters with core team or support team members to support as follows:
 - a. The Office of Mineral Resources and the Office of Coastal Restoration and Management shall each maintain in readiness five (5) employees trained and qualified as support team members. The Office of Conservation shall maintain in readiness five (5) employees qualified and trained as core team members. The Offices of the Secretary and Management and Finance shall provide support functions as specified in these procedures. Every year, prior to June 1st, each Assistant Secretary shall update their list of team members and provide it to the Commission of Conservation.
 - b. The core tam members shall be on-call and available to support and maintain the Department’s station at LOHSEP 24 hours before the emergency is expected to have impact on Louisiana and 24 hours after this impact occurs.
 - c. The support team members shall be on-call and available to support and maintain the Department’s station at the LOHSEP Headquarters, at the request of LOHSEP, for the period of up to 24 hours prior to the anticipated occurrence and reassume this responsibility the period beginning 24 hours after the occurrence.
 - d. When the Department is placed on notice that it may be activated, the Emergency Coordinator shall immediately notify the Secretary, Deputy Secretary, Undersecretary, each Assistant Secretary, Public Information Officer and each person designated to supply support under this Section, and the core and support teams. The Assistant Emergency Coordinator will prepare and keep current a staffing schedule in accordance with this policy. If necessary, the Assistant Secretaries or Commission shall take action to assign staff, including night or weekend shifts, as follows:
 - 1) **Level IV Activation:** Events that are in progress or which have occurred which indicate a degradation to the level of welfare and



safety of the populace in potential risk area(s) and has the potential of escalating.

Department's Response: The appropriate Appointing Authorities will review and assess the Department's readiness to respond. IT staff will be assigned on-call for SONRIS maintenance.

- 2) **Level III Activation:** Events that are in progress or that have occurred which involve actual or imminent degradation and impact to the level of welfare and safety of the populace in a threatened area(s) and has the potential of escalating.

Department's Response: The appropriate Appointing Authorities will verify support team members on-call status and assure adequate transportation (a four wheel drive vehicle with home storage authorization) is made available for each core and support team member on call. IT personnel will visit the LOHSEP command center and verify online access to SONRIS.

- 3) **Level II Activation:** Any occasion or instance for which, in the determination of the Governor, state assistance is needed to supplement 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 state.

Department's Response: Assign team members in accordance with this policy as requested by LOHSEP.

- 4) **Level I Activation:** Events that are in progress which continue previously declared action levels and to initiate those actions that begin to lead the return of stricken area(s) back to a state of normalcy and pre-disaster design and use.

Department's Response: Assure a continuously available staff ready to respond to LOHSEP's request for assistance.

2. Support ESF

All requests for manpower or other resources of the Department must be through the emergency support function. The DNR ESF Liaison will be responsible for evaluating and responding to the request for resources. If the event other employees are contacted, that employee should direct the requesting person to the appropriate ESF liaison.



a. ESF 3 (Public Works & Engineering)

DNR Liaison: Chris Knotts
Telephone: 225-342-6871
Email: Chris.Knotts@La.Gov

DOTD Liaison:
Telephone:
Email:

b. ESF 6 (Mass Care, Housing & Human Services)

DNR Liaison: Verlie Wims
Telephone: 225-342-1835
Email: Verlie.Wims@La.Gov

DSS Liaison:
Telephone:
Email:

DNR may be called upon to provide support for other state departments during a declared emergency.

Activation: Request for supplemental staffing by the Department of Social Services.

Department's Response: Upon request by the Department of Social Services' Secretary, DNR will provide supplemental staffing at DSS facilities. When this occurs, the DSS Regional Leaders will contact the DNR Deputy Undersecretary with notification of the physical locations of the needed assistance. The DNR Deputy Undersecretary will be responsible for maintaining a pool of available employees for each facility.

c. ESF 7: (Resource Support)

DNR Liaison: Verlie Wims
Telephone: 225-342-1835
Email: Verlie.Wims@La.Gov

OHS&EP Liaison:
Telephone:
Email:



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

d. ESF 10: (Oil Spill, Hazardous Materials, Radiological)

DNR Liaison: Richard Stanek
Telephone: 225-342-7946
Email: Richard.Stanek@La.Gov



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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ESF 12 ENERGY ANNEX

Primary Responsible Agencies

Louisiana Public Service Commission

Louisiana Department of Natural Resources

Support Agency

Louisiana National Guard

Secretary

Louisiana Public Service Commission

Mr. Lawrence C. St. Blanc
602 N. 5th Street, 12th Floor
Galvez Building
Baton Rouge, Louisiana 70802
(225) 342-4427 office
(225) 342-4087 fax
(225) 921-4688 cell

Primary Emergency Coordinators

Mr. Arnold C. Chauviere, Jr., Utilities Administrator
Louisiana Public Service Commission
602 N. 5th Street, 12th Floor
Galvez Building
Baton Rouge, Louisiana 70802
(225) 342-1403 office
(225) 342-4221 fax
(225) 933-7954 cell
Arnold.C Chauviere@la.gov

Mr. James H. "Jim" Welsh, Commissioner of Conservation
Louisiana Department of Natural Resources
617 N. 3rd Street, 6th Floor
LaSalle Building
Baton Rouge, Louisiana 70802
(225) 342-5500 office
(225) 342-3705 fax
Jim.Welsh@la.gov



To the Governor's Office of Homeland Security and Emergency Preparedness March 20, 2006

Foreword

The "Implementing Procedures" as outlined herein have been established through the cooperation of the Louisiana Public Service Commission ("LPSC"), Louisiana Department of Natural Resources ("LDNR") and the Louisiana National Guard ("LNG"). These Procedures are designed to support the State of Louisiana Emergency Operations Plan as adopted in 2005, and more specifically identify and outline the responsibilities, roles and resources of the primary responsible agencies, the LPSC and LDNR, with the support of the LNG, as emergency coordinators under Emergency Support Function 12 ("ESF 12"), "Energy Annex."

During the disastrous hurricane season of 2005 in which Hurricanes Katrina and Rita left millions of South Louisiana residents without power, telecommunications services and shelter, never before seen impediments to timely restoration of utility, telecommunications and other critical infrastructure elements were experienced. It is the sincere hope of the ESF 12 emergency coordinating agencies that the lessons learned in 2005 will result in a more efficient, effective and well-organized Emergency Operations Plan in which responsible agencies are correctly identified and guidelines for the carrying out of each agency's duties are clear and understandable.

Certainly, not every challenge that may arise during an emergency can be anticipated and addressed herein. However, well-trained agency emergency personnel working cooperatively in the best interest of the public can lessen the delays in utility service restoration and more rapidly return a sense of normalcy to citizens following disasters.



LOUISIANA PUBLIC SERVICE COMMISSION

I. Policy

It is the policy of the LPSC to provide trained, qualified employees to staff the Agency's station at the Governors Office of Homeland Security and Emergency Preparedness ("GOHSEP") and provide support for the Departments, as assigned, during a declared emergency.

II. Purpose

Establish detailed implementing procedures for all primary functions associated with the maintenance and restoration of telecommunication, natural gas and electric utility service during and after a disaster. Includes the roles and responsibilities of the Louisiana Public Service Commission, Primary Agency, in coordination with the Louisiana Department of Natural Resources, Primary Agency, ("LDNR"), and that of support agencies including, but not limited to, the Louisiana National Guard ("LNG").

III. Applicability

This policy applies to all Offices within the Louisiana Public Service Commission in the event of a declared emergency.

IV. Procedures

The Secretary of the Louisiana Public Service Commission shall delineate, in coordination with the Governor and the Office of Homeland Security and Emergency Preparedness, the Agency's role under the State's EOP, designates the Agency's Emergency Coordinator, and shall have overall authority for establishing the procedures to implement the Agency's functions under the EOP. The Secretary shall designate a Primary Emergency Coordinator from his staff who is qualified and trained to be responsible for on site implementation or LPSC operations at the GOHSEP Emergency Operations Headquarters.

A. Primary Emergency Coordinator

The Primary Emergency Coordinator (PEC), as designated by the Secretary, shall be responsible for Agency's operations during times of declared emergencies at the States EOC. The duties of the PEC shall include but not necessarily be limited to the training of LPSC personnel regarding EOC procedures, the LPSC staffing of the Governor's Office of Homeland Security and Emergency Operations Headquarters, and the overall coordination between the LPSC staff, the utilities regulated by the LPSC, and those other agencies or functional areas working in support of the State's emergency operation efforts during time of declared state emergencies. He shall have the overall onsite responsibility for managing the LPSC operations at the EOC.



B. Primary Agency Responsibilities

The Louisiana Public Service Commission in conjunction with the Louisiana Department of Natural Resources has been identified as the Primary Agencies responsible for management of ESF 12. The responsibilities of the LPSC upon activation of the EOC for declared emergencies will include the following:

1. The LPSC will maintain a current contact list of jurisdictional utility emergency personnel who will be able to provide regular service outage reports and restoration information twice daily following a disaster; this representative of the utility must be a decision maker with the necessary power to allocate resources and prioritize restoration goals at the direction of the LPSC acting Coordinator. The listing will be updated periodically and or by June 1st of each calendar year.
2. The Agency will maintain a roster of LPSC personnel who will participate in emergency operations under ESF 12 during and after a disaster.
3. The LPSC will arrange for assignment and placement of its staff at the EOC upon notification of a declared emergency by the GOHSEP.
4. The LPSC will maintain a listing of support agency emergency contacts that have been assigned by their agencies to support the efforts of the ESF 12 primary responsible agencies.
5. The LPSC will coordinate with other State Agencies and Emergency Support Functional areas, as needed, in preparation of and during a state of emergency.
6. Notify the regulated utilities upon activation of the EOC.
7. The LPSC, during a state of emergency, will contact and coordinate with the regulated utilities to obtain the status of utility services in the state. The information obtained from the utilities will be reported to the GOHSEP. Reports will be forwarded twice daily and have tentatively been scheduled for the beginning (around 1000 HRS) and end (1800 HRS) of each day. Reporting procedures will be established and modified as needed in order to provide the best available information on utility infrastructure damages and the status of customer service outages in the affected areas within the State.
8. The LPSC will maintain Electric Emergency Operating and Restoration Plans.
9. The LPSC will assist the GOHSEP in identifying critical infrastructure needs with respect to restoration of utility services.
10. The LPSC will assist the GOHSEP to identify and prioritize the allocation of state resources in the restoration of utility services.



11. The LPSC will assist the GOHSEP in the coordination and allocation of emergency power equipment through procedures established by the GOHSEP.
12. The LPSC will participate in training exercises with the GOHSEP.
13. The LPSC will meet with and coordinate with the GOHSEP regarding emergency preparation when notified.
14. The LPSC will assist the GOHSEP and help facilitate the distribution of permits and passes for utility restoration crews to enter the affected areas in order to restore utility services.
15. The LPSC will maintain an ESF 12 Log denoting the activity of the LPSC during the Emergency

C. Staffing/Action Plan

1. When the Agency is placed on notice that it may be activated, the Emergency Coordinator or his alternate shall immediately notify the Secretary and each person designated to provide support under this Section, that preparations should begin to activate and support the ESF 12 function at the EOC.
2. At the discretion of the Coordinator, when an impending disaster such as a hurricane landfall or ice storm is predicted, all assigned personnel will be put on alert status including initiation of 24-hour duty at the Emergency Operations Center ("EOC"). Staffing of the EOC shall occur no later than immediately following an official declaration of a State of Emergency by the State or Federal government or upon a direct request for support from the EOC.

In the event of activation of the LPSC under the State's EOP, the Agency shall staff its station at the GOHSEP Headquarters with core team or support team members.

3. The Louisiana Public Service Commission shall maintain a team of employees trained and qualified in the operations of the Emergency Operations Center. The Offices of the Secretary and the Management and Finance Office shall provide support functions as specified in these procedures.
4. Every year, prior to June 1st the agency shall update its list of team members.
5. The personnel assigned as LPSC emergency responders shall be on-call and available to support and maintain the Agency's station at GOHSEP on a 24 hours basis once the Emergency Operations Center has been activated.



D. Emergency Support Functions

All requests for manpower or other resources of the Agency must be made through the Secretary of the LPSC. Should the Secretary not be available request should be made to the Primary Emergency Coordinator or the LPSC ESF Liaison. the emergency support function. The LPSC will evaluate all request for personnel and resources and respond to these request based on the information and resources available. ESF Liaison will be responsible for evaluating and responding to the request for resources. In the event other LPSC staff members are contacted for LPSC assistance that individual should direct the person making the request to the appropriate ESF liaison. For the purposed of the section the LPSC liaison will be the person on staff performing duty for the LPSC at the EOC.

The Emergency Support Functions for ESF 12 are:

1. ESF 2 Telecommunications (Dept. of Trans. & Development)
2. ESF 5 Emergency Management
3. ESF 14 Community Recovery Mitigation and Economic Stabilization (Department of Economic Development)
4. ESF 15 Emergency Public Information

The following Louisiana Public Service Commission staff members are designated as the point of contact for each of the ESFs referenced above:

ESF 2 Telecommunications

Point of Contact: Arnold Chauviere
Location: Louisiana Public Service Commission
602 North Street
Galvex Bldg.
Baton Rouge, Louisiana 70821
Telephone: 225-342-1403
e-mail: arnoldc@lpsc.org

ESF 5 Emergency Management

Point of Contact: Donnie Marks
Location: Louisiana Public Service Commission
602 North Street
Galvex Bldg.
Baton Rouge, Louisiana 70821
Telephone: 225-342-1413
e-mail: mailto:donniem@lpsc.org



ESF 14 Community Recovery Mitigation and Econ. Stabilization

Point of Contact: Johnny Snellgrove
Location: Louisiana Public Service Commission
602 North Street
Galvex Bldg.
Baton Rouge, Louisiana 70821
Telephone: 225-342-3330
e-mail: johnnys@lpsc.org

ESF 15 Emergency Public Information

Point of Contact: Buddy Stricker
Location: Louisiana Public Service Commission
602 North Street
Galvex Bldg.
Baton Rouge, Louisiana 70821
Telephone: 225-342-5710
e-mail: buddys@lpsc.org

ESF 12 Energy

Team Members: Brian McManus
Jessica Kayuha
Ann Hill
Melissa Watson
Eve Gonzales

Location: Louisiana Public Service Commission
602 North Street
Galvex Bldg.
Baton Rouge, Louisiana 70821
Telephone: 225-342-5710

Employees assigned to work at the State Command Center will be present for duty as assigned by the Emergency Coordinator or his designee. The Secretary or his designee will establish whether and under what conditions compensation will be made to employees who staff the Agency's duty station and provide support to the operations at the State EOC. Compensation for work performed will be in accordance with Civil Service Rules and Regulations. The Agency's Office of Management and Finance under the direction of the Secretary will request reimbursement for overtime worked by its employees from the appropriate Federal Agency or State source when such request are appropriate.



V. Exclusions

It will be may be necessary, based on the mission of the LPSC at the EOC, to modify the procedures as set forth in this document. When the situation requires such change(s) be made, the Secretary of the Public Service Commission should be informed. Where variations to this policy are not time sensitive, there will be no variations to this policy, except with the permission of the Secretary of the Public Service Commission.

VI. Department of Natural Resources

The procedures for the Louisiana Department of Natural Resources are outlined in their Administrative Policy No. 11 dated September 8, 2003.

Lawrence C. St. Blanc
Secretary

March 20, 2006

Attachments: Duty Log
Service Outage Report
Emergency Contact Listings



EMERGENCY SUPPORT FUNCTION 13 – PUBLIC SAFETY AND SECURITY

**Prepared by the Louisiana State Police
April 28, 2006**



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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Primary Agencies: Louisiana State Police (LSP)
Department of Justice (DOJ)

Support Agencies: Louisiana National Guard (LANG)
Louisiana Department of Agriculture and Forestry (LDAF)
Louisiana Department of Corrections (DOC)
Louisiana Department of Culture, Recreation and Tourism (CRT)
Office of the Governor – Division of Administration
Louisiana Board of Regents
Louisiana Department of Revenue
Louisiana Department of Transportation and Development (DOTD)
Louisiana Department of Wildlife and Fisheries (LDWF)
Louisiana Youth Services

I. PURPOSE

Emergency Support Function-13 (ESF 13) provides for the provision of law enforcement, emergency response, public safety services and legal authority during an emergency or disaster.

II. SCOPE

State services under this ESF shall include the identification, mobilization and coordination of available state government and other public safety and legal personnel, expertise and equipment to minimize the adverse impact of an emergency or disaster on life and property in the affected area. These actions taken before, during and after such an occurrence, and in cooperation with appropriate jurisdiction authorities, shall assure the continuity of law enforcement and public safety during periods of disasters, mitigation and recovery.

Duties and responsibilities associated with ESF 13 include:

- Routine and Emergency Law Enforcement
 - Crowd Control
 - Security
 - Shelters
 - Evacuation Staging Areas
 - Communications Infrastructure
 - Critical Infrastructure
 - Force Protection
 - Strategic National Stockpile
 - Patrols
 - Public Assistance
 - Looting
 - Civil Disobedience
 - Investigations
 - Special Weapons and Tactics (SWAT) Support



- Assessments
- Detention Facilities
 - Establishment of Temporary Detention Facilities
 - Transportation
 - Security
 - Assessments
- Traffic Routing and Control
 - Evacuations
 - Contra-Flow
- Control Access to Assigned Areas
 - Intersection Point Duty
- Courier Services
 - Law Enforcement Support for Humanitarian Aid
- Escorts
 - Security
 - Resources
 - Assessments
- Communications
 - Equipment
 - Repairs
 - Technical Assistance
 - Assessments
- Air Transportation Resources
 - Equipment
 - Personnel
 - Technical Assistance
 - Assessments
- Water Transportation Resources
 - Equipment
 - Personnel
 - Technical Assistance
 - Assessments
- Land Transportation Resources
 - Equipment
 - Specialized Vehicles
 - Personnel
 - Technical Assistance



- Assessments
- Vehicle Repair Facilities
- Legal Research and Analysis
 - Law Enforcement Support

III. CONCEPT OF OPERATIONS

ESF 13 includes actions taken to provide for the protection of the state's citizens and visitors during an emergency or disaster and ensures that the actions taken conform to applicable state laws, rules and regulations. ESF 13 has two primary responsible agencies – the Louisiana State Police (LSP) and the Department of Justice (DOJ).

Louisiana State Police Primary Functions:

Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if needed.

Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to insure that they are aware of their roles and prepared to take necessary action.

Department of Justice Primary Functions:

Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if needed.

Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to insure that they are aware of their roles and prepared to take necessary action.

A. Mitigation

The protection of the public requires the timely and coordinated efforts of all law enforcement personnel. The LSP Superintendent and the Attorney General will designate Coordinators for ESF 13. These Designees will be responsible for the coordination of the agencies and assets necessary to carry out the responsibilities outlined in ESF 13.

B. Preparedness

1. The ESF 13 DOJ Coordinator will review existing legislation, rules and regulations to ensure that the authorities will be able to take action to protect people and property in emergencies and disasters, and recommend corrective legislation as appropriate.



2. The LSP ESF 13 Coordinator will develop plans, procedures, arrangements and agreements to mobilize law enforcement personnel and equipment to provide the maximum level of public safety and security.
3. Both ESF 13 Coordinators will initiate contacts and liaisons with supporting state agencies and local and federal authorities to ensure productive working relationships.
4. In some cases, law enforcement authorities may have advance notice of a potential emergency, such as a terrorist or criminal act, or a slow-moving hurricane or severe weather system. In such cases, law enforcement authorities may be able to pre-position some of their forces in order to prevent and/or apprehend the persons attempting to commit an act, expedite evacuations and limit the potential injuries and damages that could result from the act or storm.
5. The LSP Coordinator will initiate contacts as needed with federal, state and local law enforcement authorities in order to anticipate law enforcement and public safety threats and problems. The Coordinator may arrange for the set up of a Joint Operations Center with federal, state and local authorities.

C. Response

1. Based on the type of emergency situation, the ESF Coordinators will activate all the personnel and equipment resources required. In addition, ESF Coordinators should notify reserve and auxiliary resources to monitor the emergency situation and prepare for activation as well.
2. When appropriate, response efforts will be in accordance with the National Incident Management System guidelines and recommendations.
3. The LSP Coordinator will relay requests for additional support to the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) as the need(s) become apparent, and deploy the resources as they become available.
4. The DOJ will issue expedited opinions as the emergency or disaster progresses and legal questions arise.
5. The LSP Coordinator may set up a law enforcement Emergency Operations Center (EOC) or Command Post (CP) as required by the situation. The LSP Coordinator will initiate contact with federal law enforcement authorities to ensure that public safety operations are organized and cooperative. Representatives from the Louisiana Sheriff's Association (LSA), the Louisiana Association of Chiefs of Police (LACP), the Joint Terrorism Task Force, regional local and parish law enforcement agencies and out-of-state law enforcement and federal agencies may be included as conditions merit.



6. Support by the sheriff's and chiefs of police will be in accordance with the agreements set forth in existing Mutual Aid agreements.
7. Private security agencies, auxiliary police or volunteers will only be used if they are sworn in.

D. Recovery

Law enforcement and public safety operations will be continued as long as necessary following an emergency or disaster. Particular attention will be paid to securing the disaster area from looting and criminal mischief and controlling the orderly re-entry of evacuees.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The LSP has the Primary Responsibility for Public Safety and Security operations.
- B. The Attorney General has the Primary Responsibility for validating the legal authority for Public Safety and Security operations.
 1. The Support Agencies for Public Safety and Security operations are responsible for developing and maintaining plans, procedures and asset inventories to support the ESF 13 Coordinators.

V. COMMAND AND CONTROL

Command and control will be exercised as provided in the Louisiana Emergency Operations Plan.

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be as provided in the Louisiana Emergency Operations Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. If state Public Safety and Security resources are inadequate to complete the assigned tasks, the ESF 13 Coordinators will report the situation to GOHSEP, which will seek additional resources through the Emergency Management Assistance Compact (EMAC) and from the federal government pursuant to a Presidential Disaster Declaration.
- B. Every agency providing emergency Public Safety and Security support will maintain records of operations, including expense records that can be used after the emergency to obtain reimbursement from state or federal sources.



VIII. PLAN MAINTENANCE

The ESF 13 Coordinators are responsible for developing, maintaining and coordinating plans, procedures, arrangements and agreements in support of this ESF.

IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Louisiana Emergency Operations Plan.

X. APPENDICES

1. ESF 13 Responsibility Chart
2. Louisiana National Guard Support Plan
3. Louisiana Department of Agriculture and Forestry Support Plan
4. Louisiana Department of Corrections Support Plan
5. Louisiana Department of Culture, Recreation and Tourism Support Plan
6. Office of the Governor – Division of Administration Support Plan
7. Louisiana Board of Regents Support Plan
8. Louisiana Department of Revenue Support Plan
9. Louisiana Department of Transportation and Development Support Plan
10. Louisiana Department of Wildlife and Fisheries Support Plan
11. Louisiana Youth Services Support Plan
12. State-Federal Crosswalk



APPENDIX 1 ESF 13 – PUBLIC SAFETY AND SECURITY RESPONSIBILITY CHART

Agency support to the Louisiana Department of Justice, and the Louisiana State Police	Law Enforcement	Detention – Facilities	Detention – Transportation	Traffic Routing & Control	Control Access to Assigned Areas	Courier Service	Escorts	Communications – Equipment	Communications – Repair	Air Transportation Resources	Water Transportation Resources	Land Transportation Resources	Vehicle Repair Facilities	Legal Research and Analysis
Louisiana National Guard	X			X	X	X	X	X	X	X	X	X		X
Department of Agriculture and Forestry	X		X	X	X	X		X		X	X	X		
Department of Corrections	X	X	X	X	X			X				X		
Department of Culture, Recreation & Tourism	X			X	X		X	X			X			
Division of Administration														X
Board of Regents	X	X		X	X					X		X	X	X
Department of Revenue	X													
Department of Transportation and Development	X		X	X	X	X	X	X			X	X	X	
Department of Wildlife and Fisheries	X			X	X	X		X			X	X		
Youth Services	X	X		X	X			X					X	



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 2 LOUISIANA NATIONAL GUARD ESF 13 SUPPORT PLAN

On file at LSP



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 3 LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY ESF 13 SUPPORT PLAN

I. Summary

The Louisiana Department of Agriculture & Forestry (LDAF) is responsible for administering many of the programs and enforcing the regulations that impact every aspect of the state's agriculture and forestry. During an emergency or disaster, LDAF will continue its commitment to provide for the protection of the people of the state through coordination of LDAF assets with federal, state and local resources.

LDAF is one of 9 Support Agencies for ESF 13 and has nine areas of responsibility: Law Enforcement, Detention Transportation, Traffic Routing and Control, Control Access to Assigned Areas, Courier Service, Communications Equipment, Transportation-Air, Transportation-Water, Transportation-Land.

LDAF is committed to provide available personnel and resources in support of ESF 13; however, the continually changing events of a disaster make it impossible for LDAF to specify the exact number of resources this agency can commit.

II. Responsibility Summary

1. Law Enforcement:

LDAF currently has 20 fully equipped P.O.S.T. certified and commissioned officers on staff. These personnel are equipped with vehicles, which could be used in detention transportation if the need arises. All of our personnel are to be utilized by LDAF in performing duties essential to those ESF's in which the agency is primary lead agency. Any resources used will be solely at the discretion of LDAF.

2. Detention Transportation:

All LDAF commissioned officers are assigned a vehicle to be utilized in the performance of their assigned duty. LDAF can support land transportation in a limited capacity with these vehicles; however, it is not feasible because of the extensive amount of in-vehicle equipment. If manpower allows, LDAF can best support land transportation in the way of traffic management through enforcement, surveillance, assessments, reconnaissance, escorts and security.

3. Traffic Control and Routing:

During an emergency or disaster, LDAF can work in conjunction with various state agencies and local law enforcement personnel to control traffic on state and



local roadways. If manpower allows, LDAF can support this responsibility with personnel, vehicles, and a limited amount of equipment.

4. Courier Service:

Courier service will be available if manpower constraints allow.

5. Communications Equipment:

LDAF currently has remote repeater towers and 150 MHz radios that are in use by LDAF employees during events or incidents. These systems may be made available if equipment is not used to perform our primary function or other departmental uses.

6. Transportation-Air

LDAF air transportation is obligated to use in performing ESF 4 and ESF 11 activities. Use of this equipment will be under the discretion of LDAF.

7. Transportation-Water

LDAF water transportation is obligated to use in performing ESF 4 and ESF 11 activities. Use of this equipment will be under the discretion of LDAF.

8. Transportation-Land

LDAF land transportation is obligated to use in performing ESF 4 and ESF 11 activities. Use of this equipment will be under the discretion of LDAF.

All personnel and equipment involved in emergency operations will be utilized to perform duties in which LDAF is the Primary Agency. Use of personnel and equipment is under the discretion of the Commissioner of Agriculture.



APPENDIX 4 DEPARTMENT OF CORRECTIONS ESF 13 SUPPORT PLAN

I. Brief Summary

The primary mission of Corrections Services is to ensure the public safety and security of the people of the state through providing the wide range of services relating to correctional functions as ordered by the courts as well as the executive and legislative branches. During an emergency or disaster, Corrections will continue its commitment to provide for the protection of the people of the state through coordination of Corrections assets with federal, state and local resources.

Corrections Services as a support agency for ESF 13 has 7 areas of responsibility. Corrections is committed to provide available personnel and resources in support of ESF 13; however the changing nature of emergency incidents combined with Corrections other 7 primary and support ESF functions make it impossible to specify the exact number of resources available for Corrections to commit to.

II. Responsibility Summary

1. Law Enforcement

- Corrections currently has approximately 350 P.O.S.T. Certified Commissioned Officers.
- Corrections has 125 unmarked units of which 105 are equipped with emergency lights (portable). Additionally, 20 of these units are equipped with a screen or cage separating the driver from the rear passenger compartment.

2. Detention Facilities

- Corrections operates 13 secure correctional facilities statewide.

3. Detention Transportation

- Corrections has transportation resources specifically equipped to transport prisoners.

4. Traffic Routing and Control

- If manpower allows, Corrections commissioned personnel may be available to assist with traffic control and routing. Corrections however has no barricades or other traffic control equipment.



5. Control Access to Assigned Areas

- If manpower allows, Corrections commissioned personnel may be available to assist with this function.

6. Communications – Equipment

- Corrections has sufficient 800 radios to provide communication for its deployed personnel. Corrections has no portable towers/ repeaters or other support equipment.

7. Transportation – Land

- Corrections has 125 unmarked sedan type units for utilization of assigned duties.
- Corrections also has the prisoner transportation capacity noted earlier. During major emergencies this resource is totally consumed and has to be augmented with federal assets.

8. Briefly Explain Procedures for Activation of Personnel

- Department personnel are activated by orders / instructions issued by the Corrections Incident Management Center (IMC) located at Corrections Headquarters. Department Facilities and Divisions individually maintain call out rosters and systems.

9. List of Primary and Alternate Contacts

Corrections Incident Management Center (IMC) Contact Numbers:

Primary: 800.317.3117;

Secondary: 225.219.0355, 0356, and 0357

IMC E-mail: [hq_command @ corrections.state.la.us](mailto:hq_command@corrections.state.la.us)

IMC Command: Col. Eric Sivula, office: 225.342.1178; pager: 887.790.3813; cell: 225.933.0313; e-mail: [esivula @ corrections.state.la.us](mailto:esivula@corrections.state.la.us)



**APPENDIX 5 DEPARTMENT OF CULTURE, RECREATION AND TOURISM ESF
13 SUPPORT PLAN**

On file at LSP



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 6 DIVISION OF ADMINISTRATION ESF 13 SUPPORT PLAN

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**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 7 LOUISIANA BOARD OF REGENTS ESF 13 SUPPORT PLAN

Primary Agencies: Louisiana State Police
Department of Justice

Support Agency: Louisiana Board of Regents

I. Introduction

- A. **Purpose.** The Board of Regents is responsible for a wide range of planning, policy-making, and coordinating activities, touching on every aspect of higher education operations. To facilitate the handling of this broad spectrum of activities, the agency is organized into divisions—[Planning, Research and Performance](#), [Academic and Student Affairs](#), [Finance](#), and [Public Affairs](#).
- B. **Scope.** The Board of Regents is lead by the Commissioner of Higher Education, a signatory to the State Emergency Operations Plan(EOP). Therefore, the Board coordinates postsecondary ESF activities in collaboration with four (4) postsecondary education systems – the Louisiana State University System, the Southern University System, the University of Louisiana System, and the Louisiana Community and Technical College System. Support activities and generic resources are:
1. Support activities under this ESF consist of providing postsecondary education resources as available and appropriate in order to facilitate the mobilization and coordination of available state owned, private industry and volunteer personnel and equipment essential to respond successfully before, during and after an impending or actual disaster situation. In the event that Primary agencies become overburdened or rendered ineffective, postsecondary personnel shall assist state agencies, private industry, and Federal teams as appropriate to the mission.
 2. Support for this ESF includes: state postsecondary education communications networks (voice, video, and data), equipment and personnel, as well as other pertinent and available personnel, facilities, and resources not being utilized to directly support postsecondary institutions during an emergency event.
- C. **Preparedness Activities.** The Board of Regents is addressing preparedness through:
1. Completion of the Continuity of Operations Plan (COOP) document.
 2. Leading postsecondary education efforts to focus upon all-hazards preparation activities throughout the four college and university systems, and on a national scale through the Southern Regional Education Board.
 3. Producing a NIMS/ICS training program delivered via a series of web-based, interactive webinars for use as immediate and archived resources.



4. Expanding statewide and nationwide communications capability continued development of network infrastructure for academic and research purposes. Specific disaster preparedness infrastructure includes, but is not limited to the postsecondary interactive video network, the Louisiana Optical Network Initiative, and the ongoing development of courses, degree programs, and other academic resources designed to increase statewide situational awareness.
 5. Providing training and relevant experience for personnel working on over 70 campuses statewide. All of these trained personnel can be considered deployable assets through a coordinated plan of action that does not compromise local campus safety and viability, and has full support of the chain of command at all levels.
 6. Purchase of new emergency equipment and training of operator personnel in order to prepare institutions to participate more effectively in the overall state response to any emergency event.
- D. **Response Activities.** Postsecondary expertise is geographically distributed across the state of Louisiana (over 70 institutions). The campuses provide distributed points of access to a variety of networks and communications environments. All resources are maintained and trained for readiness, and are used daily for local, state, national, and international activities.
- E. **Recovery Activities.** Postsecondary institutions are well suited for recovery activities due the level of expertise, and location on major transportation routes. Each institution is a self-contained community, and enjoys a close working relationship between and among postsecondary education entities and their home communities nationwide.
- F. **Mitigation Activities.** Postsecondary institutions train the workforce, first responders, and the decision-makers at multiple levels of responsibility. In addition, colleges and universities carry out the research and engineering activities to update techniques and technology utilized in mitigation on a routine basis. The combination of a willing and able workforce, a self-contained living environment, and a mindset that values creation of new models makes postsecondary education a very important mitigation tool.
- G. Points of Contact:
- Mike Abbiatti – 225.342.4253, abbiatti@regents.state.la.us
First alternate: Cedric Banks – 225.342.4253, cbanks@regents.state.la.us
Second alternate: Harold Butte – 225.342.4253, boutte@regents.state.la.us



APPENDIX 8 DEPARTMENT OF REVENUE ESF 13 SUPPORT PLAN

On file at LSP



**LOUISIANA EMERGENCY OPERATIONS PLAN
SUPPLEMENT 6 – EMERGENCY SUPPORT FUNCTIONS SUPPORT PLANS**

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APPENDIX 9 DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT ESF 13 SUPPORT PLAN

Primary Agencies: Louisiana State Police (LSP)
Department of Justice (DOJ)

Support Agency: Louisiana Department of Transportation and Development (DOTD)

I. Purpose

This support plan establishes consistent policies, organizational structures, and procedures for the use of DOTD personnel and resources as support to the primary agencies, Louisiana State Police and Department of Justice, in an emergency or disaster.

II. Scope

This plan will cover procedures for the preparedness and response phases of emergency management. It includes coordination with LSP and DOJ who have primary responsibility for law enforcement, emergency police, public safety services and legal authority in an emergency or disaster.

III. Responsibilities

DOTD's responsibilities will include providing the following: equipment and personnel to facilitate traffic routing and control, courier services if manpower is available, communications equipment support along with personnel for repair and programming, water transportation resources (ferries) for local movement only, and vehicle repair facilities as available.

A. Preparedness

DOTD will:

1. Identify and maintain information about the State highways and Interstates in each District. This includes identifying the vulnerable bridges and roadways that may be rendered unusable due to the event.
2. Maintain information on designated evacuation routes used in an emergency or disaster.
3. Coordinate with its District Administrators to pre-identify potential congestion points/intersections on evacuation routes.
4. Maintain listing of key resources, personnel and equipment for deployment to support traffic control activities.



5. Establish communication protocol with LSP to report road conditions.
6. Maintain an inventory of communication equipment (2-way radio system, portable radios, etc.).
7. Maintain roster of personnel with programming and communication equipment repair capabilities.
8. Develop listing of DOTD repair facilities. Information will include, but not be limited to:
 - a. Specific address of the facility
 - b. Emergency contact information of employees at the facility.
 - c. Capacity and accommodation capabilities.

B. Response

1. When requested by the DOTD Emergency Coordinator, resources, personnel and equipment will be mobilized to assist in evacuee traffic routing and traffic control activities. If resources of any District are overwhelmed, support will be sought directly from adjacent Districts.
2. DOTD will route emergency vehicle repair requests to appropriate districts, as available.
3. Courier service will be provided as requested if resources are available.
4. Communications resources – equipment, programmers, and repair personnel – will be provided as requested, if available.
5. If available, DOTD ferries can support the movement of people for short distances.

IV. Administration and Logistics

- A. DOTD District Administrators will operate out of the District offices. Procedures have been developed to ensure the proper flow of information between the districts and the DOTD EOC which will enable the establishment of a common operating picture during the unfolding of events.
- B. Requests for resource support will be forwarded through E-Team.
- C. Records of daily operations will be maintained and reported as required.



V. Attachments

Attachment 1 DOTD Emergency Contact

Attachment 2 DOTD District Administrators

Attachment 3 DOTD Maintenance and Repair Facilities



**LOUISIANA EMERGENCY OPERATIONS PLAN
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APPENDIX 10 DEPARTMENT OF WILDLIFE AND FISHERIES ESF 13 SUPPORT PLAN

Primary Agency: Louisiana State Police (LSP)

Support Agency: Louisiana Department of Wildlife and Fisheries (LDWF)

I. Purpose

This support plan establishes consistent policies, organizational structures and procedures for the use of LDWF personnel and resources as support to the primary responsible agency, Louisiana State Police, for public safety and security operations in the event of emergencies/disasters in the state of Louisiana

II. Scope

This plan will cover procedures for the preparedness and response phases of emergency management. It includes coordination with the department, agency or office having the primary responsibility for public safety and security operations.

III. Responsibilities

LDWF is responsible for ESF 9, Search and Rescue and serves as the primary agency in that function. LDWF will assist LSP and ESF 13, when possible, in Law Enforcement, Traffic Routing and Control, Control Access to Assigned Areas, Courier Service, Communications Equipment, Transportation – Water, and Transportation – Land.

A. Preparedness

1. LDWF has approximately 235 P.O.S.T. certified law enforcement officers that are fully equipped and functional for statewide law enforcement.
2. LDWF has approximately 245 police vehicles, including approximately 225 4X4 pickups equipped with emergency lights and sirens.
3. LDWF has approximately 240 boats of various sizes ranging from 12 to 30 feet in length.
4. LDWF agents are all equipped with portable radios that can access the statewide 800MHz two-way radio system.
5. Procedures are in place to activate up to 200 agents with law enforcement powers and equipment within a 10-hour window. Agents can be pre-staged at locations that allow for rapid deployment.



6. LDWF will participate in planning, training and exercising with LSP, GOHSEP and other agencies, as needed and requested.

B. Response

1. LDWF will assign an officer with decision-making authority to the LSP Emergency Operations Center, as needed and when requested.
2. LDWF assets will be mobilized from staging areas, as needed.
3. LDWF will deploy its mobile command unit during an emergency or disaster.
4. Boats, vehicles and officers not utilized in ESF 9 will be made available in a support role to assist in ESF 13 responsibilities.

IV. Administration and Logistics

- A. LDWF is a paramilitary organization that works within a rank structure. Decisions for activation and deployment should be addressed through E-Team to the primary or secondary ESF 13 contacts.
- B. LDWF staff will operate at the GOHSEP EOC, LDWF EOC and LSP EOC, as needed.
- C. LDWF will maintain daily records of all activities and will provide reporting as required.



Attachment 1 LDWF ESF 13 Primary and Secondary Contact Information

LDWF ESF 13 Primary Contact:

Lieutenant Colonel Brian L. Spillman
Assistant Chief of Law Enforcement
bspillman@wlf.louisiana.gov
Work – (225) 765-2987
Cell – (225) 721-1144
Home (225) 634-7474
WLF Communications [24x7x365] (225) 765-2441

LDWF ESF 13 Secondary Contact:

Sergeant Rachel Zechenelly
rzechenelly@wlf.louisiana.gov
Work – (225) 765-2984
Cell – (225) 603-0092
WLF Communications [24x7x365] (225) 765-2441



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APPENDIX 11 LOUISIANA YOUTH SERVICES DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS ESF 13 SUPPORT PLAN

I. Summary

Youth Services (YS) core responsibility involves delivery of services to youth who have been adjudicated by a court of juvenile jurisdiction either as a delinquent or as a Family in Need of Services (status offenses). YS also funds prevention and diversion activities within the community.

YS assets can support, with qualification, up to seven areas of responsibility for ESF 13. The availability of the exact level of human and other assets for a given event will depend upon the particular circumstances that exist at a given time.

Generally, immediately before (in the case of a hurricane) and during a major event, agency assets will be deployed within the scope of agency services and will not be available. The descriptions below should be interpreted as best case, post-event availability unless stated otherwise.

II. Responsibility Summary

1. Law Enforcement

- a. Up to 12 P.O.S.T. certified commissioned officers at a given time with a total of 50 individuals total involved in rotations will be available. These officers are qualified with side-arms.
- b. Optimal assignment would include control access. These officers could also be paired with other officers for similar duties.
- c. Unmarked vehicles can be provided for each officer. A maximum of six vehicles would have a security-screen.

2. Detention Facilities/Transportation

- a. Up to three facilities may be utilized, each with a maximum of 50 beds. The numbers may be further limited depending upon where the event occurs and assumes that the two northern most facilities are fully operational.
- b. Continuing operations for non custody (legal custody) youth would require additional personnel. On-site dormitory housing can be provided for additional staff, but not dependents.



- c. Internal transportation assets will be utilized for post admission movement/transportation. Transportation “to” detention from the community in secure buses is not available. YS buses are not equipped with security screens.
3. **Traffic Routing and Control.** Officers listed in Item 1 above could assist with traffic routing and control. However, the agency does not have any signs, barricades, cones or other related materials.
4. **Control Access to Assigned Areas.** Officers listed in Item 1 above could assist with control access.
5. **Communications – Equipment.** Agency radio equipment (800 MHz) is available for YS officers assigned to ESF 13 duties.
6. **Vehicle Repair.** Three facilities can offer areas for preventative maintenance activities such as oil/filter and tire changes for cars and pickups.
7. **Briefly Explain Procedures for Activation of Personnel.** Activation of agency staff will take place through designated chain-of-command contacts. In addition, communication is maintained through the DOC Incident Management Center via common WAN/LAN Network.

List of Primary and Alternate Contacts:

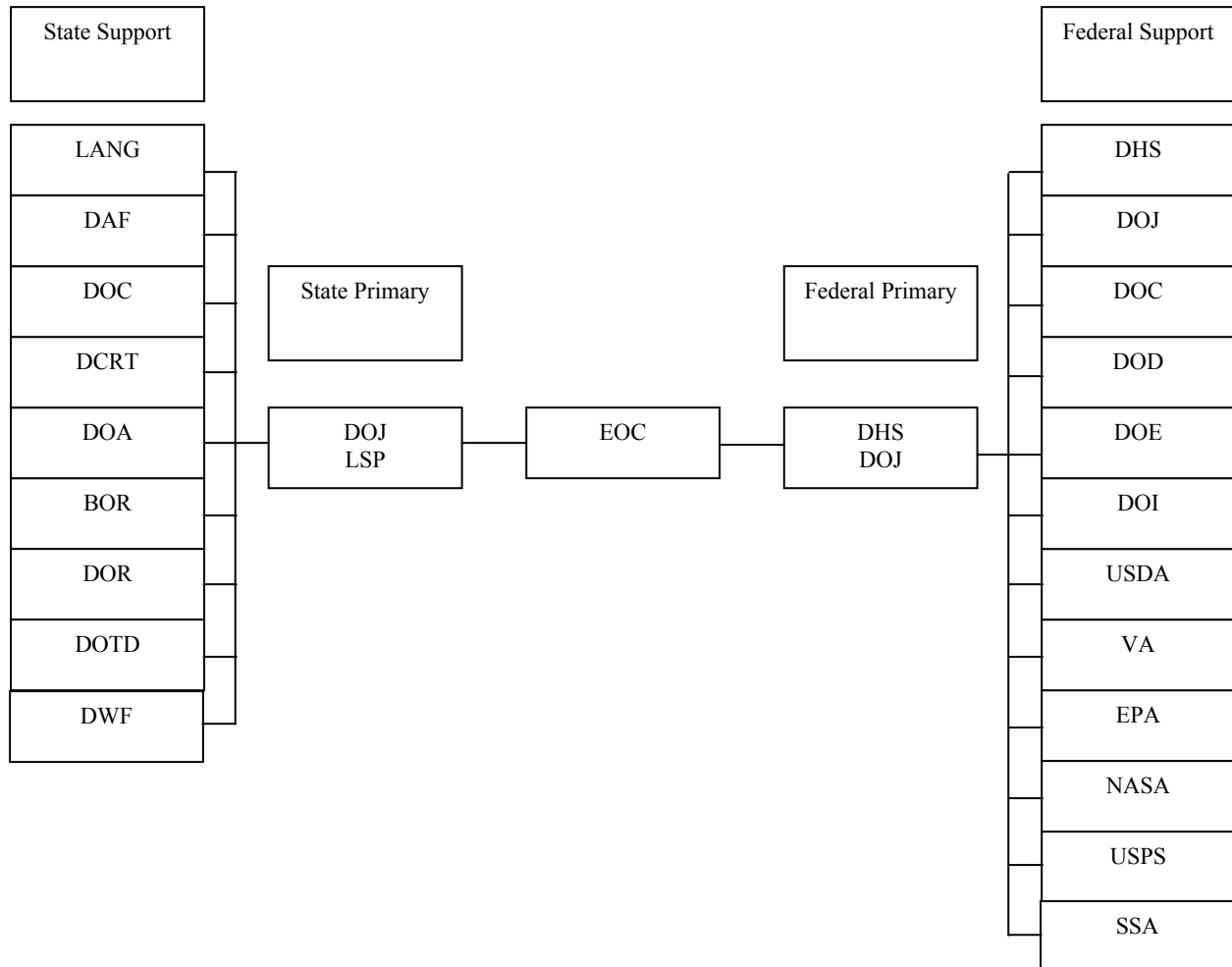
Primary Contact: George White, Deputy Assistant Secretary
gwhite@oyd.louisiana.gov
office phone 225 287-7962
cell phone 225 324-8652

Alternate Contact: Paul Chastant, Y.S. Facility Services
pchastant@oyd.louisiana.gov
office phone 225 287-7955
cell phone 225 324-8756

Alternate Contact: Dawson Andrews, I.T. Director
dandrews@oyd.louisiana.gov
office phone 225 287-7994
cell phone 225 341-0696



APPENDIX 12 ESF 13 – SAFETY AND SECURITY STATE-FEDERAL CROSSWALK





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EMERGENCY SUPPORT FUNCTION 14 – COMMUNITY RECOVERY, MITIGATION AND ECONOMIC STABILIZATION

The ESF 14 Support Plan is the Louisiana Disaster Recovery Manual (The Red Book).



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EMERGENCY SUPPORT FUNCTION 15 – PUBLIC AFFAIRS ANNEX STANDARD OPERATING PROCEDURES

I. PURPOSE

This SOP is a living document that will be updated as necessary. The following SOP establishes procedures and protocols for Emergency Support Function (ESF) 15 Public Affairs Annex to support the Louisiana Emergency Operations Plan and the Unified Command for the State of Louisiana during a gubernatorially declared emergency, either man-made or natural. ESF 15 integrates public affairs at the state, local federal and tribal levels.

This SOP will be used to operate the State of Louisiana's ESF 15 operations to help save the lives and protect the health and safety of the public, responders and recovery workers. It will also be used as a framework to guide messaging to protect property, to mitigate damages and impacts to individuals, communities, and the environment, and to propagate recovery information for individuals, families, businesses, governments and the media.

II. SCOPE

Upon activation of ESF 15 by the Unified Commander or the Governor, state external affairs resources will be employed to conduct sustained operations in support of the Unified Commander, the Governor, the State Coordinating Office and the Emergency Operations Center during any man-made or natural disaster incident or incident requiring a coordinated State and Federal response in order to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector and the local populace.

III. CONCEPT OF OPERATIONS

Through coordination with all state, local, and tribal and federal partners, Louisiana ESF 15 will establish and conduct supporting external affairs activities. These activities and supporting organization will be *flexible* with respect to the incident situation. The effort will be fully synchronized and integrated with all participating counterparts, from whatever authority. The ESF 15 team will develop and execute an external affairs strategy to support the Unified Command. The ESF 15 team will utilize this SOP as procedural guidance for activating, establishing, and operating the external affairs operation. A central feature of this concept, consistent with the incident command system, is a unified planning component bringing unity of effort to all strategic communications planning and product development.

IV. SUPPORTING AGENCIES

- A. The Office of the Governor
- B. Louisiana National Guard



- C. The Department of Agriculture and Forestry
- D. The Department of Corrections
- E. The Department of Economic Development
- F. The Department of Environmental Quality
- G. Louisiana State University - Health Sciences Center
- H. The Department of Health and Hospitals
- I. The Department of Justice
- J. The Department of Labor
- K. The Department of Natural Resources
- L. The Board of Regents
- M. The Department of Social Services
- N. The Louisiana State Police
- O. The Department of Transportation and Development
- P. The Department of Wildlife and Fisheries
- Q. American Red Cross

V. INTENT

Louisiana's external communications strategy, based upon the concept of *one voice*, must be rapidly implemented, with forces deployed in advance of an incident wherever and whenever possible, and fully integrated with our state, local, federal, tribal and private sector partners.

VI. ESF 15 COMPONENTS

- A. Joint Information Center
- B. Forward Deployed Go Teams
- C. Unified Command Liaison
- D. Product Development and Writing



- E. Media Room Liaison
- F. Media Monitoring/Rumor Control

VII. ROLES AND RESPONSIBILITIES

ESF 15 is a unification of the state external affairs supported by all state agencies with a role in the Joint Information Center and the Unified Command. The following positions cover the key roles and responsibilities for ESF 15.

A. ESF 15 Coordinator

1. ESF 15 Coordinator is the senior public information officer of the Governor's Office of Homeland Security and Emergency Preparedness or in the absence or forward deployment of the GOHSEP PIO, the Governor's Director of Communications (GDC) or designee will assume the role.
2. The coordinator will carry the overall responsibility of implementing the ESF 15 plan and the current SOP.
3. The Coordinator will liaise with the federal ESF 15 team and external affairs in the affected areas to integrate messaging to provide the public one voice. The concept of "one voice" is critical to the ESF 15 mission to increase the public's confidence in the local, state and federal governments' ability to render prompt, effective assistance in a crisis.

B. Assistant ESF 15 Coordinator/Unified Command Liaison

1. The Assistant Coordinator will be the GOHSEP Assistant PIO and will be assigned to act as the coordinator for night shift coordination and/or duties assigned by the GOHSEP Director and/or Coordinator.
2. As the Unified Command Liaison, the Assistant will provide the Coordinator and JIC Director with insight into the decisions and plans of the Unified Command as they occur.

C. Joint Information Center Director

1. The JIC Director will be assigned by the Coordinator and the GDC.
2. The Director will be the in house administrator for the JIC and will be charged with oversight of all JIC operations, including but not limited to overall management of the product development, JIC personnel, scheduling, administration and logistics.



3. The director will be supported by the Coordinator, Assistant Coordinator and the Governor's Communication staff.
4. The JIC Director will be assigned from the ranks of senior State communicators from agencies that do not have a primary role in the initial response to a catastrophic event.

D. Assistant JIC Director(s)

1. The Assistant JIC Director (AJD) will be named by the Coordinator, the GDC and the JIC Director.
2. The AJD will provide back up and relief to the JIC Director and will serve in the same capacity when the JIC Director is rotating back to his/her parent agency.
3. The AJD will be assigned from the ranks of senior State communicators from agencies that do not have a primary role in the initial response to a catastrophic event.

E. Media Liaison

1. The Media Liaison will be assigned by the JIC Coordinator and the GDC.
2. The Liaison will appoint assistants from within his or her own agency if possible or from other state agency communicators who do not have a primary role in the initial response and recovery from a man made or natural disaster.
3. This group will act as a direct conduit from the JIC leadership to the onsite media, will maintain the media center, prepare the briefing area, relay media requests to the JIC Director and communicate the needs of the onsite press to JIC leadership.
4. The Media Liaison is responsible for distributing Public Situation Reports, press releases and other information to the Media Center.

F. JIC Public Information Officers

1. Serve as his or her department's official spokesperson, knowing the department's role in the state's emergency response plan, its primary and secondary emergency support functions, and its deployment of personnel and assets in preparation for and response to the emergency.
2. Serve as a primary source for disseminating public information to the media, fielding calls from the media in the JIC as well as fielding inquiries in the Media Briefing Center.



3. Coordinate the release of public information or emergency warnings with ESF 15 Coordinator or JIC Director.
4. Act as a liaison between their representative in the emergency operations center and the media.
5. Inform department Secretaries and executive level staff about media access procedures and protocol.
6. Provide timely, accurate information to the JIC Director for Public Situation Reports, press releases and briefings.
7. Work with state and federal public information officers.
8. Maintain and continue contact with local emergency operation centers' public information officers or directors.
9. Develop print, broadcast, and Internet stories, as well as public service announcements for distribution.
10. Contribute information to support GOSHEP Web site.
11. Maintain a public record of events.
12. Secure photos and video documentation of the emergency situation and the state's response.
13. Inform the media where the public can receive assistance. This includes but is not limited to information about missing relatives, emergency services, volunteer agencies, shelters, and pet shelters.

G. Media Monitoring/Rumor Control

1. The JIC Director will appoint the Media Monitoring/Rumor Controller (MMRC) from the roles of the supporting agencies.
2. This person's primary role will be monitoring the local and national television, internet and print media. This person will also be responsible for spotting inaccuracies and rumor in the press.
3. The MMRC will further spot trends in media coverage and produce a report for JIC leadership daily to assist in the crafting of the Unified Commands messaging.



H. Product Development and Writing Lead

1. The Product Development and Writing Lead (PDWL) will be assigned by the ESF 15 Coordinator and the JIC Director from the state agencies' communication staff supporting the JIC.
2. The PDWL will be responsible for producing and distributing written messaging to the media. This will include seeking the approval from the appropriate ESF agencies involved.

VIII. APPENDICES

In the event of an impending or actual disaster, either man-made or natural, the Joint Information Center / Media Center (Appendix A) will be activated in accordance with the ESF 15 Timeline (Appendix B).

- A. Joint Information Center/Media Center
- B. Timeline
- C. Go Team SOP
- D. ESF 15 Organization Chart



APPENDIX A JOINT INFORMATION CENTER

I. ACTIVATION

- A. The JIC will be activated as determined by the ESF 15 Coordinator, GOHSEP Director and the Governor's Director of Communications. Upon activation, JIC personnel will have six hours to physically report to the JIC with their supplies prepared to perform their assigned duties. The ESF 15 activation may include all or part of the JIC depending on the size and scope of the emergency.
- B. Upon arrival at the JIC, PIOs should sign-in with the JIC Director and indicate who will be working for his or her agency. The PIO should also report back to his or her agency to provide them with the JIC landline phone number assigned for their use.

II. SHIFTS

- A. Shifts in the JIC will run from 6 a.m. until 11 p.m. Each agency represented in the JIC is expected to provide a representative during those hours.
- B. If an agency is not able to cover its shift in the JIC, the Emergency Management Assistance Contract (EMAC) can be utilized to request support from other states.
- C. If an agency plans to use EMAC, when possible a request form should be completed prior to an event and put on file with the GOHSEP communications staff.

III. SUPPLIES

All Public Information Officers in the JIC are expected to provide the following supplies:

- A. Laptop & power cords
- B. Cell phone & charger
- C. Agency letterhead
- D. Office supplies (legal pads, pens, pencils, stapler, paper clips, etc.)
- E. 2 reams of paper
- F. Change of clothing
- G. Toiletries



IV. PUBLIC SITUATION REPORTS

- A. Public Situation Reports will be disseminated to the media and the general public and will include information and facts from each relevant Emergency Support Function.
- B. In cooperation with the ESF 15 Coordinator, the JIC Director will coordinate the collection of information and the distribution of Public Situation Reports.
- C. State PIOs are expected to contribute information for Public Situation Reports twice each day, or as determined by the JIC Director.

V. MEDIA BRIEFINGS

- A. Media Briefings will be held in the Media Center two or three times each day, as determined by the ESF 15 Coordinator.
- B. The primary briefing will be held at 2 p.m. and will include members of the Unified Command.
- C. The Media Center Liaison will notify members of the media of scheduled briefing times and give the media a ten (10) minute warning before the briefing begins.
- D. If a briefing must be delayed, the Media Center Liaison will inform the media and provide the best estimated time when the briefing will begin. The Liaison will still give the media a five minute warning.



APPENDIX B TIMELINE

Prior to the Governor declaring a State of Emergency, the Governor’s Office of Homeland Security and Emergency Preparedness Public Information department and other state agencies will disseminate press releases and hold press conferences under the direction of the ESF 15 Coordinator.

I. Governor declares State of Emergency

- A. ESF 15 Coordinator discusses activating a Joint Information Center (JIC) with GOSHEP Director and Governor’s Director of Communications or designee.
- B. ESF 15 Coordinator distributes press release: “State of Emergency: Be Prepared. Make a Plan.”
- C. ESF 15 Coordinator activates Emergency Alert System (EAS) with the message that the Governor has declared a State of Emergency.

II. Joint Information Center Activation

- A. Upon activation of the Joint Information Center (JIC), the ESF 15 Coordinator, in agreement with the Governor’s Communications Director, will appoint a JIC Director.
- B. ESF 15 Coordinator and JIC Director will alert supporting agencies’ public information officers of the following information:
 - 1. The Governor has issued a State of Emergency
 - 2. The JIC has been activated. Report to the JIC within six (6) hours.
- C. ESF 15 Coordinator will issue a press release: “Joint Information Center Activated.” The press release will contain the following information:
 - 1. The JIC been activated as the primary information center during emergency situations.
 - 2. How the JIC functions and operates in a State of Emergency and how the media can contact public information officers in the JIC.

III. Preparedness

- A. ESF 15 Coordinator, JIC or their designee will disseminate public information from GOSHEP as events progress, particularly on pre-staging personnel and assets to be deployed after and during the emergency.



- B. The ESF 15 Coordinator will appoint five (5) media analysts to monitor broadcast and print media and Internet sites, ensuring the accurate reporting of facts so the public is not confused or misled in times of emergency.

IV. Voluntary Evacuation

- A. The ESF 15 Coordinator issues Emergency Alert System (EAS) message: “Voluntary Evacuation.” The message will include parishes involved and where citizens can find assistance with evacuating.
- B. ESF 15 Coordinator distributes press release: “Parishes evacuating: Execute your plan.”
- C. JIC PIOs, namely those from DOTD, LSP, LANG, DSS and DHH, will coordinate all agency information through the ESF 15 Coordinator and JIC Director for a press release: “Voluntary Evacuation.” The press release will contain the following information:
 - 1. Special needs and general population shelters opened.
 - 2. Status of roadways
 - 3. Organizations facilitating evacuation and pre-positioning supplies.
 - 4. If and when contra flow will be activated.

V. Mandatory Evacuation

- A. The ESF 15 Coordinator issues EAS message: “Mandatory Evacuation.” The message will include parishes involved and where citizens can find assistance with evacuating.
- B. ESF 15 Coordinator distributes press releases: “Parishes evacuating: Execute your plan” and “Parishes under mandatory evacuation: How to get transportation assistance.”
- C. JIC PIOs, namely those from DOTD, LSP, LANG, DSS and DHH, will coordinate all agency information through the ESF 15 Coordinator and JIC Director for a press release: “Voluntary Evacuation.” The press release will contain the following information:
 - 1. Special needs and general population shelters opened.
 - 2. Status of roadways
 - 3. Organizations facilitating evacuation and pre-positioning supplies.
 - 4. If and when contra flow will be activated.



VI. Contra Flow

- A. ESF 15 Coordinator issues EAS message: “Contra Flow.” The message will include details about the contra flow activation in the respective parishes. If under a mandatory evacuation order, the message will include parishes involved and where citizens can find assistance with evacuating.
- B. JIC PIOs, namely those from DOTD, LSP, LANG, DSS and DHH, will coordinate all agency information through the ESF 15 Coordinator and JIC Director for a press release: “Contra Flow.”

VII. Recovery

- A. The ESF 15 Coordinator and JIC staff will continue public information efforts through press releases, media briefings and Public Situation Reports to inform the public on recovery efforts.
- B. The ESF 15 Coordinator will work with relevant agencies to process and disseminate disaster welfare and family reunification information.



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APPENDIX C GO TEAM STANDARD OPERATING PROCEDURES

I. PURPOSE

The purpose of the ESF-15 Go Team is to provide forward deployed media liaisons to provide accurate, timely and concise information to media in the field during a man-made or natural disaster, to coordinate messaging with the Joint Information Center (JIC), to provide a rapid reaction force to correct rumor and innuendo, to provide coordination between state, local and federal forward deployed communication assets and to provide information to the Unified Command, JIC, parish, state and federal partners.

II. CONCEPT OF OPERATIONS

- A. Go Teams under the supervision of the ESF-15 Coordinator and the Go Team Leader (GTL) will be comprised of up to five (5) senior media spokespersons working in state government who will be pre-approved to speak for the Unified Command. Senior GOHSEP will serve as GTL.
- B. Each team member will be self-sustaining in that each will have transportation, food, water, redundant communications and contacts to perform their mission for up to five (5) days.
- C. Before, during or after a man-made or natural disaster expected to garner broad media attention, the Go Teams will deploy to the expected area of impact as rapidly as possible, ideally in advance of the media.
- D. As the national media moves into the area, the Go Teams will provide them with accurate information, situation reports and updated information from the Unified Command at the State Emergency Operations Center (EOC).
- E. The GTL will work in conjunction with forward deployed federal assets including but not limited to Federal Emergency Management Agency First Teams and United States Department of Homeland Security Situational Awareness Teams (DSAT) to provide joint state, local and federal messaging, to speak with “one voice” to bolster the citizens understanding through the media what each level of government is doing to combat the crisis.
- F. Typically, the Go Teams will coordinate with the ESF-15 Coordinator embedded with the Unified Command to rapidly respond to media inaccuracies, rumor and speculation.
- G. Go Teams will also have the ability to direct media toward stories and projects identified by the Unified Command and/or ESF-15 Coordinator that are seen as critical to the states mission or messaging.
- H. Go Teams will respond to inaccuracies in reporting found by state and federal ESF-15 media monitors and reported to the ESF-15 Coordinator. The Coordinator will call GTL



who will dispatch the appropriate Team member to properly respond to the on-ground situation.

III. Administration and Logistics

- A. The administration of the Go Teams will be a function of ESF-15. Logistics.
- B. Individual team member agencies will provide personnel and supplies for their assigned team member as listed in the Go Team Supply Annex (Attachment 1) for the initial deployment.
- C. Specialized equipment will be supplied through ESF-15 through the Governor's Office of Homeland Security and Emergency Preparedness logistics. (Attachment 1)
- D. Re-supply in the field, equipment repair and maintenance, food, water, fuel etc. will be provided by the Louisiana National Guard.

IV. Plan Development and Maintenance

The ESF-15 Coordinator will be responsible for plan development and maintenance.



ATTACHMENT 1 GO TEAM SUPPLY ANNEX

- 5 4-wheel-drive SUVs (GOHSEP)
- 2 boats (GOHSEP)
- 5 Satellite phones w/extra batteries or satellite Voice over IP for five individuals (FEMA)
- 5 700/800 MHz Radios (GOHSEP)
- 5 Wireless laptops w/extra battery (Individual Agency)
- 10 Wireless Air cards (5 Cingular, 5 Nextel) (GOHSEP)
- 5 Digital cameras (still) (ESF-15)
- 2 Digital cameras (video) with night vision (LANG)
- 1 Printer/Fax/Scanner w/extra paper and toner (LANG)
- 5 Media contact books (OG)
- 5 Agency contact books (ESF-15)
- External flash card picture downloader (LANG)
- Extra picture flash cards (IA)
- Writeable DVDs (GOHSEP)
- Cell phones (IA)
- Nextel phones for direct-connect feature (GOHSEP)
- 5 Maps of the area (DOTD)
- Memory stick/jump drives (IA)
- Digital voice recorder (GOHSEP)
- 5 sets of Rain gear w/hip waders (GOHSEP)
- First aid kit
- Duct tape
- Large trash bags
- Dust mask
- Extra clothing
- Towel
- Gauze pads & rolls
- Blankets
- Scissors
- Water
- Tissues
- Work Gloves
- Tool kit (GOHSEP)
- MRE's (GOHSEP)
- 12 hr light sticks
- Wet wipes
- Candles
- Utility knife
- Whistle
- Aspirin
- Waterproof backpacks for cameras, laptops, Medic kit and equipment (GOHSEP)
- 300 GB external hard drive (GOHSEP)
- 5 car powered ac/dc adaptor (GOHSEP)
- Pens and paper
- 5 AM/FM radios w/batteries (GOHSEP)
- Nylon rope (GOHSEP)
- Diarrhea tablets
- Water purification tablets
- Rubbing alcohol
- Tweezers
- Waterproof matches
- Flashlight w/batteries

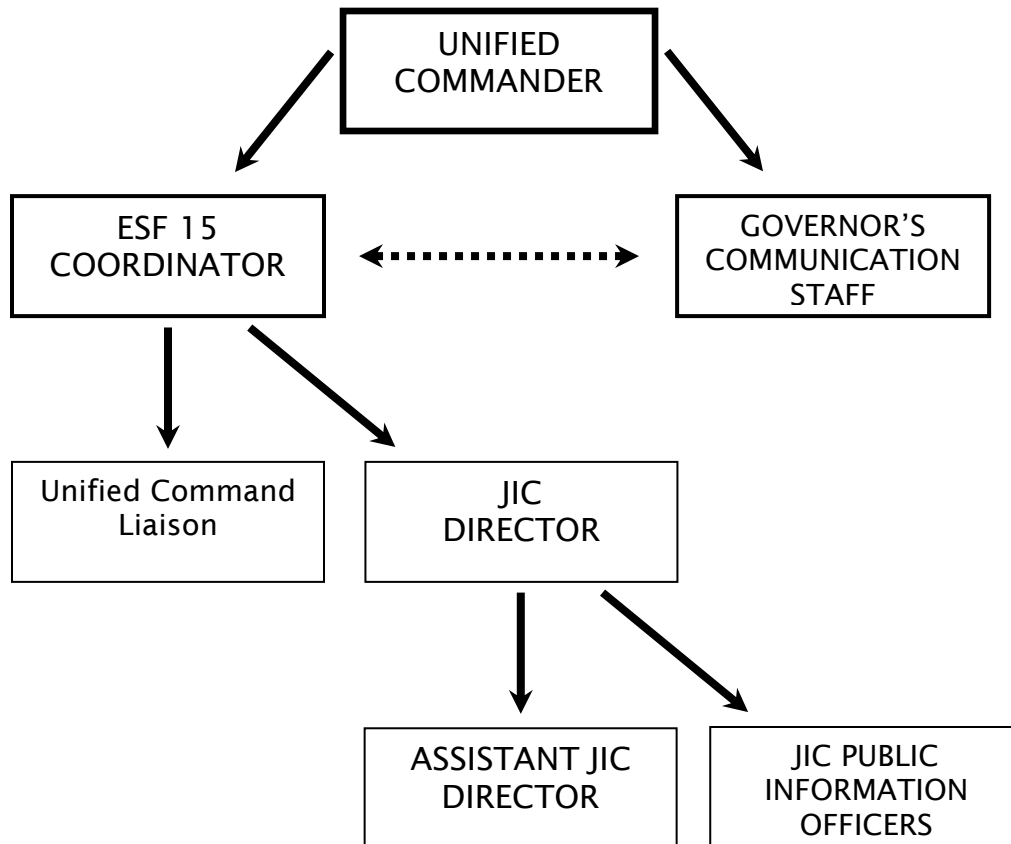


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APPENDIX D ESF 15 ORGANIZATION CHART





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EMERGENCY SUPPORT FUNCTION 16 – MILITARY SUPPORT TO CIVIL AFFAIRS

ESF 16 Support Plan is The Louisiana Department of Military Affairs Operations Order 17 (Operation Louisiana) dated 1 May 2006, which is adopted by reference.



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