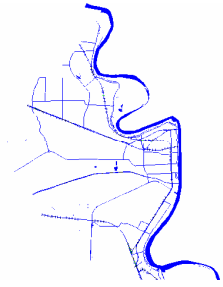


**WEST BATON ROUGE PARISH  
OFFICE OF HOMELAND SECURITY  
AND EMERGENCY PREPAREDNESS**



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## **EMERGENCY SUPPORT FUNCTION 1 TRANSPORTATION**

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### **I. PURPOSE:**

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

### **II. SITUATION AND ASSUMPTIONS**

#### **A. SITUATION**

1. The primary responsibility for ESF-1 rest with the Transportation Officer on the West Baton Rouge Parish EOC Staff. The Director of Transportation from the West Baton Rouge Parish School District will fill this position.
2. Due to the multiple hazards within West Baton Rouge Parish, every resident is within a risk area.
3. War Related / Terrorism Hazards / Homeland

## Security

A terrorism attack or attack by a foreign country is possible at any time and could take the form of a nuclear, chemical, biological, explosive or conventional incident. It is likely an attack would be preceded by a period of international tension. This would provide adequate time to prepare the public. It is possible, however, that the warning time may be as little as fifteen minutes. An accidental weapons launch is also a possibility. Warnings concerning terrorist activity could result from communications, with Federal, State and other Local agencies. The Department of Homeland Security will issue warnings and an overall threat level for the country, region, state or local area. These warnings include five levels, (normal to severe) Green, Blue, Yellow, Orange and Red.

4. The principal means of transportation in an emergency for persons living, working or traveling in risk areas of West Baton Rouge Parish is the private automobile, augmented by bus transportation.
5. According to the U.S. Census Bureau's "Profile of Selected Housing Characteristics 2000", 706 (9.2%) residents reported not having their own transportation within their household. 6,957 reported having at least one or more vehicles per household. Through Public Information strategies encouraging residence to assist their neighbors in a time of need and the number of vehicles that are available, West Baton Rouge Parish estimates its population without transportation in an emergency will be 3.5% of its total population or 600 persons.
6. In the event of an emergency requiring evacuation, transportation will be arranged for five groups of persons:
  - a. School students while school are in session.
  - b. Children in the custody of day care centers.
  - c. Institutionalized persons in hospitals,

nursing homes and prisons.

- d. Non-institutionalized disabled persons without means of transportation.
  - e. Persons without access to transportation.
7. West Baton Rouge Parish Schools has a contract for transportation with:
- First Student, Inc.  
3233 Rosedale Road  
Port Allen, Louisiana 70767  
Phone: 225-389-1345
8. West Baton Rouge Parish Council on Aging will provide transportation assistance as needed and able.
9. Baton Rouge Area Commuter Services Program will provide transportation assistance as needed and able.
10. West Baton Rouge Parish Sheriff's Office and Municipal Law Enforcement Departments will be the primary agencies for the removal of stalled vehicles. If the vehicle is unable to be pushed from the roadway local tow services may be requested through the 911 Center. If local tow services are unavailable Parish and Municipal Public Works equipment may be used to remove the vehicle. Impediments blocking state roads within West Baton Rouge Parish will be the primary responsibility of DOTD with the assistance of Parish and Municipal Public Works.
11. Pickup points have been established at local schools throughout the Parish to provide transportation for residents who do not have their own means. To supplement this process, bus routes may be establish in addition to pickup points on a per emergency basis.
12. Two rest areas have been identified (Loves Truck Stop, Lobdell [I-10] and Cajun Circus Casino Truck Stop [US 190] along evacuation routes within West Baton Rouge Parish. Each of these sites when activated will have emergency fuel (on-site or within a reasonable distance), water, medical aid, minor vehicle maintenance (on-site or within a reasonable distance),

information and comfort facilities. **(NIMS II-A-3-c-3)**

13. Traffic and Access control points will be established and manned by the Louisiana State Police, West Baton Rouge Parish Sheriff's Office and Municipal Police Departments.
14. Assistance from Regional transportation providers will be requested through the Parish EOC an in accordance with Mutual Aid Agreements and the Regional Emergency Operation Plan.

#### B. ASSUMPTIONS

1. While all residents of West Baton Rouge Parish live within a risk area, it's unlikely that a parish wide evacuation order would be necessary with the exception of a Foreign Attack or Homeland Security Event.
2. For planning purposes, it is presumed the Emergency Operation Staff will be activated and the Emergency Operation Center is operational.
3. Residents will act in their own interest and evacuate the area when told to do so.
4. Spontaneous evacuation will occur when there is sufficient warning of the threat. For planning purposes, it is presumed a percentage of the people at risk will evacuate before being directed to do so.
5. GOHSEP will activate the state EOC and resources will be available as established in the State ESF-1.

### III. CONCEPT OF OPERATIONS:

#### A. MITIGATION:

1. West Baton Rouge Parish has established the position of Transportation Officer within the EOC and has developed Transportation Implementing Procedures to implement ESF-1. **(NIMS III-B-2-a-2)**
2. HSEP is continuously working with committees, taskforces, and other agencies to improve the efficiency of future evacuations. **(NIMS III-B-2-a)**
3. HSEP identifies potential evacuation areas through a hazard analysis.
4. Public education is being provided through the West Baton Rouge Parish Citizen Corp. Council.

#### B. PREPAREDNESS:

The West Baton Rouge Parish Emergency Operations Plan contains the following:

1. Appendices containing helpful information including the approximate number of people requiring special needs, shelter locations and shelter management teams. **(NIMS III-B-2-a-2)**
2. Provisions that have been made to control access to the evacuated area.
3. Support for essential operations and services in the risk area.
4. Provisions for rest areas along evacuation routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information and comfort facilities, as appropriate.
5. Mutual aid agreements may be initiated with other jurisdictions or Regional Parishes as necessary. **(NIMS III-B-1 / III-B-2-e)**
6. Provisions for vehicle security and parking in the reception area.

7. Plans for essential workers to commute to hazardous areas. **(NIMS II-A-3-c-3)**
8. Provisions that have been made to provide security for the protection of property in the area that has been evacuated.
9. Provisions that have been made for the return of people to their homes
10. Provisions for special needs populations.
11. Provisions for assistance to or emergency removal of vehicles with mechanical problems.
12. Policy and decision authority for reentry into evacuated area.

C. RESPONSE:

1. The Parish President has the ultimate authority to order an evacuation. Louisiana Revised Statutes 29:727 Section F-5 [Direct and compel the evacuation of all or part of the population from any stricken or threatened area within the boundaries of the parish if he deems this action necessary for mitigation, response, or recovery measures.] But in a case where there is not sufficient time, the incident commander with the cooperation of the HSEP Director is delegated to authorize an evacuation by authority of this plan.
2. The evacuees will be advised to move from the risk area via the safest available route.
3. The Emergency Alerting System (EAS), WJBO 1150AM radio, and media organizations in neighboring jurisdictions will be used to keep evacuees and the general public informed on evacuation activities and the specific actions they should take. The use of First Call Telephone Alerting will supplement these services.
4. The modes of transportation that will be used to move evacuees are as follows:
  - a. Personal vehicles

- b. School Buses
  - c. Handicapped equipped vans (Council on Aging)
  - d. Ambulance (Acadian)
  - e. Commercial Buses
5. Residents who do not have their own transportation should make arrangements to get to a local school or if unable, call the Emergency Operation Center to arrange for pick up.
6. There exist multiple designated shelters inside and outside the parish, which is discussed in further detail in ESF-6 along with the preparation thereof.

D. RECOVERY:

When the emergency is concluded, the Transportation Officer will release transportation assets to their responsible owners and compile an after action report on the operation.

IV. ORGANIZATION AND RESPONSIBILITIES:

- A. The Transportation Officer within the EOC has the Primary Responsibility for Emergency Transportation and is assisted by the HSEP Director. That responsibility includes coordinating with support agencies to make sure that they develop and maintain plans and procedures.
- B. Parish President
- 1. Requires the HSEP Director or designee to report to the Emergency Operation Center when notified of an emergency situation.
  - 2. Coordinates with the Sheriff a statement on the parish's policy on people that do not comply with evacuation instructions. The statement addresses the consequences for not evacuating and the services that will be discontinued or interrupted in the evacuation area.
  - 3. Determines evacuation instructions or an evacuation order when appropriate.

B. HSEP Director

1. Makes a recommendation to the Parish President on the appropriate evacuation option to implement.
2. Identifies evacuation routes.
3. Estimates the traffic capacity of each designated evacuation route.
4. Selects evacuation routes from risk area to designated mass care facilities.
5. Examines access to evacuation routes from each part of the risk area.
6. Oversees the implementation of the evacuation movement control plan.
7. Coordinates with Law Enforcement officials.
8. Ensures that the Shelter Management Teams are clear on location of mass care facilities outside of the risk area that will be used to house evacuees.
9. Reviews known information about the emergency situation and makes recommendations to the Parish President on the appropriate evacuation option to implement.
10. Coordinates the opening of routes and shelter areas with neighboring parishes.
11. Assists, as appropriate, the animal care and control agency's efforts to evacuate animals at risk during catastrophic emergency situation.

C. The Transportation Officer is responsible for the following:

1. Coordinates where appropriate, the use of school buses and drivers to support the overall evacuation effort.
2. Identifying central assembly area for picking up people without transportation.

3. Development of plans and procedures for the coordination of transportation during an emergency.
  4. Development and maintenance of agreements with parish transportation providers for the use of vehicles in the event of an emergency.
  5. Coordinating the movement of persons requiring transportation at the time of an emergency.
  6. Satisfying transportation requests from other Emergency Operation Center staff officers during an emergency.
  7. School students while school are in session.
  8. Children in custody of Day Care Centers.
  9. Institutionalized persons.
  10. Non-institutionalized disabled persons without means of transportation.
  11. Serve as liaison between parish government and rail, river, and air transportation systems.
  12. Recruit backup emergency vehicle drivers.
  13. Prepare status charts and maps with pickup points and routing.
- D. The Law Enforcement Officer is responsible for the following:
1. Providing traffic control during evacuation operations. Operation considerations include:
    - a. Route assignment, departure scheduling.
    - b. Road capacity expansion.
    - c. Entry control for outbound routes.
    - d. Perimeters for inbound routes.
    - e. Traffic flow, including dealing with breakdowns.

2. Secures, protects, and houses prisoners that must be evacuated.
  3. Assists in the evacuation of the risk area, as necessary
  4. Protects property in the evacuated area.
  5. Limits access to the evacuated area.
  6. Coordinates with the Transportation Officer.
- E. The Public Information Officer is responsible for the following:
1. Disseminating the following types of instructional materials and information to evacuees:
    - a. Identification of the specific area to be evacuated.
    - b. List of items that evacuees should take with them.
    - c. Departure times.
    - d. Pick Up Points for people requiring transportation assistance.
    - e. Evacuation routes.
    - f. Locations of shelters or mass care facilities outside of the evacuation area.
  2. Keeps evacuees and the general public informed on evacuation activities and the specific actions they should take.
  3. Disseminating information on appropriate actions to protect and care for companion and farm animals that are to be evacuated or left behind.
- F. Public Works Officer
1. Responsible for verifying the structural safety of routes that will be used to evacuate people.
  2. Coordinates the removal of debris and stall vehicles when necessary to clear an evacuation route.

G. Health and Medical Officer

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

H. School Services Officer

1. Evacuates students from school buildings when the situation warrants or when directed to do so by appropriate authority.
2. Closes school facilities and releases students from school when directed to do so by appropriate authority.
3. Coordinates where appropriate, the use of school buses and drivers to support the overall evacuation effort.

I. Animal Control

1. Makes an initial estimate of the numbers and types of animals that may need to be evacuated.
2. Coordinates with the Transportation Officer to arrange travel routes and to schedule the timing for evacuation of farm animals, animals in kennels, veterinary hospitals, pet stores, animal shelters, and wildlife from the risk area.
3. As appropriate, mobilizes transportation vehicles that may be used to evacuate the animals.
4. Implement evacuation by sending evacuation teams to load and transport the animals being evacuated.
5. As appropriate, dispatches search and rescue to look for animals left behind their owners, stray animals, and other needing transport to a safe location.

- J. All organizations tasked by the Emergency Operations Plan
  - 1. Make provisions to protect and secure facilities and equipment not taken out of the area to be evacuated.
  - 2. Identify and make provisions to relocate the organizational equipment and supplies that will be moved from the evacuation area.
- K. In a catastrophic event, some support agencies would contribute little or no support because they would be overwhelmed carrying out their primary responsibilities.

V. DIRECTION AND CONTROL:

The Transportation Officer is responsible for the implementation of ESF -1 with the assistance of the HSEP Director and all other EOC Staff Officers

VI. CONTINUITY OF GOVERNMENT:

Continuity of government will be as provided in the basic plan.

VII. ADMINISTRATION AND LOGISTICS:

- A. If transportation needs exceed available resources, the Transportation Officer will report the situation to the HSEP Director, who will seek additional resources from Region 6 Parishes and from the state and federal government.
- B. Every agency providing emergency transportation 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:

This HSEP Director in coordination with the Transportation Officer is responsible for developing, maintaining and coordinating plans, procedures, arrangements and agreements in support of this ESF.

IX. AUTHORITIES AND REFERENCES:

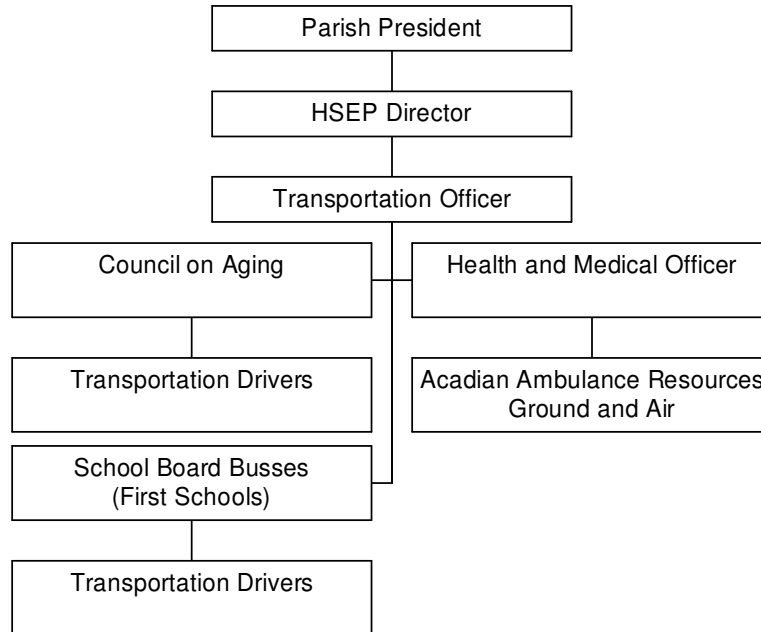
Pelican Parish Planning Guidance And Crosswalk For Parish Multi-Hazard Emergency Operations Plans, Louisiana's Governor's Office

of Homeland Security and Emergency Preparedness, Plans Branch,  
March 2006.

APPENDICIES:

1. Organizational Chart
2. Responsibility Chart
3. Parish and Other Transportation Resources
  - a. TAB A Public Works: (On file in EOC)
  - b. TAB B School Board:
  - c. TAB C Council on Aging:
  - d. TAB D Bus Companies:
  - e. TAB E Medical Transport:
  - f. TAB F Wreckers and Tow Trucks: (On File at 911 Center)
  - g. TAB G Back-up Driver Contact Roster: (On file at School Board)
4. Staging Ares and Pick-up Points for evacuation
5. Evacuation Routes with Check Points
6. Key Materials Supply Locations
7. Key Supply Routes

Organizational Chart



ESF-1 APPEDIX 2

Responsibility Chart

Agency support to the Transportation Officer (Bold: Local Sources)	Transportation – Air	Transportation – Land	Transportation – Water	Transportation – Operators	Traffic Control & Routing	Mobile Communications	Fuel Supply
Louisiana National Guard	X	X	X	X	X	X	
Department of Agriculture and Forestry						X	X
Department of Corrections (West Baton Rouge Correctional)		X		X		X	
Governor – Office of Elderly Affairs		X		X			
Department of Education		X					
Department of Health and Hospitals		X					
Public Service Commission		X					
Louisiana Board of Regents	X	X		X			
Louisiana State Police	X	X			X	X	
Department of Wildlife & Fisheries			X	X	X	X	
Volunteer Organizations *	X	X	X	X			
<b>West Baton Rouge Council On Aging</b>		X					
<b>West Baton Rouge School District Transportation Contractor</b>		X					
<b>Acadian Ambulance Service</b>	X	X					
<b>West Baton Rouge Parish Sheriff’s Office</b>		X			X	X	
<b>Municipal Police</b>					X	X	
<b>Fire Departments</b>					X	X	

ESF-1 APPENDIX 3

Parish and Other Transportation Resources

- a. TAB A Public Works: (On file in EOC)
- b. TAB B School Board:
- c. TAB C Council on Aging:
- d. TAB D Bus Companies:
- e. TAB E Medical Transport:
- f. TAB F Wreckers and Tow Trucks: (On File at 911 Center)
- g. TAB G Back-up Driver Contact Roster: (On file at School Board)

ESF-1 APPENDIX 2 – TAB A

Public Works – On File at EOC

ESF-1 APPENDIX 2 TAB B

School Board Resources

<b>Number</b>	<b>Driver</b>
S1	Marie Richard
S2	Jane Trabeau
S3	Sandra Guillory
3	Ruth Schofield
4	Gayle Byrd
5	Joyce Jones
6	Ellen Crockett
7	Shelia Ellis
8	Mary Fowler
9	Tom Goins
10	Cheryl Moses
11	Frances Boudreaux
12	Stephanie Breaux
13	Janet Amond
14	Beverly Blanchard
15	Sue Keith
16	Mike Gros
17	Wanda LeDuff
18	Myran Sellars
19	Lonnie Clayton
20	Felton Lawrence
21	Margaret Sterling
22	Myra Alexander
23	Michelle Ruffin
24	Carolyn Stewart
25	April Smith
26	Clarence McClain
27	Substitute
28	Kathy Allen
29	Donald Hardesty

ESF-1 APPENDIX 3 TAB C

Council on Aging / BRAC

## Bus Companies

### **Louisiana Coaches**

**Features:** 23, 43, 47 & 55 Passenger Seating Capacity, Dual Climate Controlled Interior, Restroom Equipped (47, 43 & 55 Only), Public Address System with Easy Access Microphone

504-348-1177\_  
5056 Taravella Rd  
Marrero, LA 70072

### **Alexandria **Bus** & Travel**

Toll Free: **866-740-6000**

**Heading:** Buses-Charter & Rental

#### **About Us:**

- Mini **Buses** 14-24 To 57 Passengers
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- Competitive Rates - Excellent Service
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- Day Trip - School Trips - City Tours
- Special Occasions - Conventions
- Certified Drivers - Two Way Radios - Air Conditioned
- Restroom Equipped - TV / VCR / DVD - Stereo

Medical Transport



**COMPANY OVERVIEW & STATISTICS\***

- Employees - 1930
- NREMT-Paramedic - 884
- NREMT-Intermediate - 25
- NREMT-Basic - 552
- Registered Nurses - 74
- LPN - 2
- Support Staff - 393
- Ground Ambulances - 205
- Air Ambulance Helicopters - 7
- Fixed Wing Airplanes - 4
- Van / Bus Transports - 18
- Stations - 106
- Parishes & Counties - 35
- Square Mileage Served - 23,402
- Offshore Contract Medic Projects - 86
- Population Served - 3.4 million
- 2003 Ambulance Travel - 10.9 million miles

ESF-1 APPENDIX 2 TAB F

Wrecker and Tow Trucks

ON FILE AT 911 CENTER

ESF-1 APPENDIX 2 TAB G

Back-up Driver Contact Roster

On file at School Board Office

ESF-1 APPENDIX 2

Staging Areas and Pick-up Points for Evacuation

ESF-1 APPENDIX 2

Evacuation Routes with Check Points

ESF-1 APPENDIX 2

Key Materials Supply Locations

Key Supply Routes