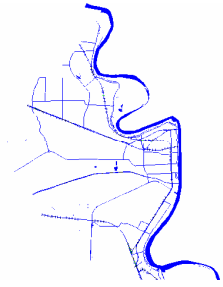


**WEST BATON ROUGE PARISH
OFFICE OF HOMELAND SECURITY
AND EMERGENCY PREPAREDNESS**



EMERGENCY SUPPORT FUNCTION 5

EMERGENCY MANGEMENT

EMERGENCY MANGEMENT

I. PURPOSE

ESF 5 Emergency Management encompasses all emergency activities conducted by parish and local governments, private industry and volunteer organizations before, during and after natural and technological emergencies and disasters. The ESF includes preparations for emergencies. It includes the analysis of parish potential hazards and capabilities, the development of plans, procedures, agreements and arrangements to deal with emergencies and disasters, training of parish government, local government and volunteer personnel and exercising of plans. When emergencies occur, ESF 5 will include activating the parish Emergency Operations Center (EOC), collecting, communicating and analyzing information about impending and impacting emergencies, assessing the impact and damages from emergencies, coordinating evacuation activities, setting all available resources into motion and restoring the affected people and property to their pre-disaster condition, wherever possible.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The HSEP is mandated by parish ordinances to direct and control the parish response to any emergency that may threaten the lives and property of it's residents;

2. Public officials designate the Emergency Operation Center as the interfacing point for decision-making, coordination, administration, emergency response, and resource management.
3. In the event that any emergency would threaten the lives and property of the people of West Baton Rouge Parish, the Emergency Operation Center would be activated providing local conditions permitted.
4. Any unmet needs of the parish may be resolved through terms established in letters of agreement with support parishes and through the efforts of GHSEP.
5. The West Baton Rouge Parish Emergency Operation Center is located within the West Baton Rouge Parish Courthouse.
6. The Secondary Emergency Operation Center is located at the East Baton Rouge Parish EOC.

B. Assumptions

1. The Emergency Operation Center or an alternate facility is available
2. All equipment needed to accomplish any task within the Emergency Operation Center is functional.
3. Hazards could individually or in combination cause a grave emergency situation in any area of the parish. It is also assumed that these risks will vary greatly in scope and intensity, ranging from small in area to encompassing the entire parish.
4. Actions to minimize the effects of any disaster will be conducted as soon as possible by parish officials and affected parish agencies after the response.
5. State agencies are expected to assist local efforts after local resources are deemed insufficient.
6. Federal and state disaster assistance will supplement not substitute for any relief provided by the parish.

III. CONCEPT OF OPERATIONS

- A. The Emergency Operation Center is used as a centralized management center to facilitate policy making, coordination, and overall direction of responding forces in large-scale emergency situations.
- B. The HSEP Director is also the primary EOC Director who has the responsibility for management of the Emergency Operation Center. In the absence of the HSEP Director, the designated on-call EOC Director will fulfill the responsibilities of the Director unless another individual is directed to do so by the Parish President.
- C. The Parish President has the ultimate authority. But in the absence of the Parish President, he delegates his emergency authority as authorized in the Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993 as amended in this order:
 - 1. Director of Administration
 - 2. Parish Council Chairman
 - 3. HSEP Director
- D. Phases of Emergency Management
 - 1. Mitigation
 - a. The West Baton Rouge Parish Emergency Operation Center is located within the West Baton Rouge Parish Courthouse.
 - b. The Secondary Emergency Operation Center is located at the East Baton Rouge Parish EOC.
 - c. The Primary Emergency Operation Center utilizes an electronic security and access control measures.
 - d. The HSEP has completed a hazard analysis of the Parish indicating a wide variety of potential problems that could and have threatened the

community in the past year. (A copy of this study is maintained in the HSEP)

- e. All parish departments and outside agencies, as well as, personnel with emergency responsibility in the Emergency Operation Center have been identified and procedures have been estimated to activate the same. These organizations will also identify alternate operations sites that can be used, if needed.
- f. Resources needed to sustain the activated Emergency Operation Center have been identified and their availability determined.
- g. Communications equipment, compatible with other departments and agencies, is kept updated and functional.
- h. Public awareness programs include:
 - 1. Tours of the Emergency Operation Center and an explanation of its purpose and functions.
 - 2. Printed educational materials are distributed throughout the parish. The Public Information Officer releases public information and educational information after review by the Parish President and the HSEP Director.
- i. The State of Louisiana has established building codes and the West Baton Rouge Parish Planning Department enforces them. The HSEP Director will review building codes periodically and make recommendations to the Parish Council and/or the Louisiana Emergency Preparedness Association.
- j. Appendix 5 of the West Baton Rouge Parish Basic Plan contains a current list of critical facilities and parish buildings and structures requiring priority assessment.

2. Preparedness

- a. The HSEP develops and maintains the Parish's Emergency Operations Plan with its annexes and appendices along with operational Procedures for Emergency Operation Center activation and staff duties. These procedures are maintained under separate cover at the Emergency Operation Center.
- b. Provisions will be made to protect personnel within the parish from exposure to hazardous substances. Procedures have been developed to protect personnel at the Emergency Operation Center from environmental hazards.
- c. The Emergency Operation Center is divided into three functional units, which are:
 1. Executive – includes the Parish President, HSEP Director and Parish Sheriff. The function of this group is to advise the Parish President on decisions made during an emergency or disaster and to organize the parish's response.
 2. Communications – 911 Operators. The function of this group is to transmit and receive communications from field units, citizens, Emergency Operation Center and other public and private agencies.
 3. Operations – refer to section IV of the Basic Plan.
- d. The Operations Room has the ability to place necessary maps and supplies needed to conduct direction and control activities by governmental officials and emergency staff during response and recovery.
- e. The Emergency Operation Center has adequate provisions for food, water, and housing for its assigned staff.

- f. A preventative maintenance program is adhered to for all equipment, fixed or mobile, and regularly scheduled testing of this equipment is performed.
 - g. Training sessions and briefings are conducted for emergency staff assigned to the Emergency Operation Center. Exercises in the Emergency Operation Center, and in the field are also conducted and critique with the entire staff.
 - h. The degree of activation of the Emergency Operation Center may vary depending upon the emergency.
 - i. Communications equipment is tested with field representatives on a regular basis.
3. Response
- a. The Emergency Operation Center is activated according to the degree or level of the emergency and as directed by the HSEP Director
 - b. Request to activate the Emergency Operation Center should be directed to the HSEP Director.
 - c. In the event of Emergency Operation Center activation, operational materials for each emergency function will be placed at designated locations in the Operations Room for use by operations staff officers. The operational materials contain the needed supplies, message and reporting forms and the implementing procedures for that department or emergency function.
 - d. Briefing sessions are held for all Emergency Operation Center Staff Officers, the Parish President, and administrative staff in a timely manner.
 - e. Outside support agencies that may have to lend assistance are contacted.
 - f. Initial contact is made with the public through the Emergency Operation Center.

- g. All operations will be coordinated through the Emergency Operation Center.
- h. Incident Command System - NIMS
 - 1. The Incident Command System is “scene specific.” The Incident Commander in coordination with the Emergency Operation Center will develop a management structure based on the needs of the incident. As the incident grows in size and complexity so will the management structure.
 - 2. The function of Incident Command is to provide overall management at the incident site.
 - 3. The Incident Commander is responsible for activation of the on-scene command post in which he directs, controls and orders resources, including people and equipment.
 - 4. All actions taken by any incident commander will be in accordance with federal, state and local law and with the benefit of the lives and property of the citizens of West Baton Rouge Parish in mind.
 - 5. Some examples of who may become an Incident Commander include:
 - a. Fire Department chief
 - b. Law Enforcement officer
 - c. Public Works official
- i. Information Processing
 - 1. A significant events log is begun at the onset of the emergency and maintained for the duration. The log contains records of key disaster-related data. A copy of all logs of this type will be retained and kept on file.

2. 911 Operators will keep event logs. These will include disaster-related information, which will be reported from the field.
 3. The HSEP analyzes disaster-related information.
 4. The HSEP employees will do the disaster condition reporting and retaining.
- j. The West Baton Rouge Parish Sheriff's Office and / or Municipal Police will provide security for the EOC.
 - k. Communications equipment is tested with field representatives.
 - l. The Parish President, Sheriff, Mayors and Police Chiefs of municipalities within West Baton Rouge Parish are briefed on the situation as conditions warrant.
 - m. The standard operating procedures for a particular type of emergency are followed through using a previously proposed checklist for the determined emergency.
 - n. The HSEP Director or Incident Commander through the HSEP Director may implement protective actions for the public upon authorization of the Parish President.
 - o. Emergency workers will be allowed into the risk area(s) if conditions are safe and/or appropriate personal protective equipment is available.
 - p. Motor vehicles, tractors, utility vehicle and other means will be used to transport emergency workers as necessary and authorized by the on scene commander.
4. Recovery
 - a. Recovery operations commence as soon as possible after the emergency; debris clearance

from roadways should be the first priority to allow assistance into the affected area(s).

- b. Damage assessment report forms and digital cameras are disseminated to assigned damage assessment teams once emergency conditions have terminated.
- c. The Public Works officer organizes damage assessment, including the collection and reporting of appropriate data to include hazardous facilities, bridges, roads, etc. and advise on priority repairs and unsafe structures and report the information to the HSEP Director.
- d. All Emergency Operation Center and field personnel are phased down to begin a deactivation.
- e. The Emergency Operation Center is brought back to its pre-emergency conditions along with the needed equipment and supplies.
- f. Data collection of logs, forms, expenditures, equipment, materials and personnel is begun at onset of emergency.
- g. It will be the policy of HSEP to review and have available the Louisiana Disaster Recovery Manual.
- h. Upon the recommendation from the HSEP Director and Incident Command the Parish President will authorize re-entry.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. All organizations tasked by this All Hazards Plan are responsible for:
 - 1. Activating a control center to support and facilitate the organization's response activities, which may include:
 - a. Dispatching and managing personnel and resources.
 - b. Maintaining a significant events log.

- c. Reporting information to the Emergency Operation Center.
 - d. Coordinating with organizational personnel at the emergency scene or the Emergency Operation Center.
2. If appropriate send a representative to the Emergency Operation Center
 3. Ensures that organization staff member(s) tasked to work in the Emergency Operation Center during emergencies has authority to commit resources and set policies.
 4. Provides support to the Incident Command if needed.
 5. If appropriate establish a protocol for interfacing with State/Federal responders.
 6. Coordinate with the Public Information Officer and clear press releases with the Parish President before releasing information to the media for public consumption.
 7. Document all emergency work performed by parish and local resources, to include photographs and videotape.
 8. Compile damage reports for appropriate agencies and prepare documentation for submission to state and federal agency representatives.

B. Emergency Operations Staff Officers

Assigned to the Emergency Operation Center.

1. Parish President
 - a. When notified, reports to the Emergency Operation Center.
 - b. Person in charge of each disaster situation
 - c. As appropriate directs implementation of protective actions for public safety.

- d. If necessary, directs Emergency Operation Center staff to relocate to the alternate Emergency Operation Center to continue operations.
 - e. When appropriate, terminates response operations and releases personnel.
2. HSEP Director / Active EOC Director
- a. When notified, reports to the Emergency Operation Center.
 - b. Immediately notifies the parish president of significant emergency situations that could affect the parish.
 - c. Manages the Emergency Operation Center during emergencies
 - d. When directed by the Parish President or when circumstances dictate, directs the Emergency Operation Center staff to contact all tasked organizations, and inform them of the situation and direct them to take the actions appropriate for the situation.
 - e. Activates the Emergency Operation Center when situations warrant or when directed to do so by the Parish President.
 - f. Advising and briefing the Parish President and other key members of the emergency response organization on the emergency situation.
 - g. Recommending to the Parish President actions to protect the public from the life threatening consequences associated with the emergency situations.
 - h. When directed by Parish President or when conditions warrant such action relocating staff to alternate Emergency Operation Center in order to continue response operations.

- i. When directed by Parish President terminating operations and de-activating the Emergency Operation Center.
3. Sheriff
 - a. When notified, reports to the Emergency Operation Center.
 - b. Responsible for identifying an Incident Commander, establishing a Command Post, and assigning appropriate personnel to the Incident Command staff if any or all is applicable.
 - c. Notifies the Emergency Operation Center of the situation if the original notification did not come from the Emergency Operation Center.
 - d. Responsible for sending a senior representative (Law Enforcement Officer) to the Emergency Operation Center, when the Emergency Operation Center has been activated during an emergency.
 - e. Manages law enforcement resources and directs law enforcement operations.
4. 911 Communications Operators
 - a. When notified, reports to the Emergency Operation Center.
 - b. Responsible for continuous 24-hour coverage of Emergency Operation Center.
 - c. Monitors all communications equipment.
 - d. Responsible for prompt notification of the Emergency Operation Center Staff, Emergency Operation Center personnel and other agencies as directed in the event of an emergency.
 - e. Maintain significant logs
 - f. Message handling
 - g. Preparing summaries on status of damage

- h. Displaying appropriate info in Emergency Operation Center
- 5. Public Information Officer
 - a. When notified, reports to the Emergency Operation Center.
 - b. Person responsible for serving as a Parish liaison with news organizations and the public to insure accurate and consistent emergency reporting.
- 6. Law Enforcement Officer
 - a. When notified, reports to the Emergency Operation Center.
 - b. Responsible for the communication link between the Sheriff's Office field operations and the Emergency Operation Center.
- 7. Transportation Officer
 - a. When notified, reports to the Emergency Operation Center.
 - b. People responsible for coordinating and obtaining transportation resources to ensure the movement of people whom need assistance in evacuating the risk area.
- 8. School Services Officers
 - a. When notified, reports to the Emergency Operation Center.
 - b. Coordinates protective action measures for schools within West Baton Rouge Parish to include private schools.
 - c. Evacuates students if appropriate.
 - d. When directed by appropriate authority, makes schools available for use as mass care facilities.

- e. Conducts damage assessment of school facilities.
9. Health & Medical Officer
- a. When notified, reports to the Emergency Operation Center.
 - b. Coordinates the health and medical treatment activities of all response organizations involved in providing medical assistance to disaster victims.
 - c. Coordinates with the Coroner's Office necessary mortuary services, to include operations of temporary morgues, and identification of victims.
 - d. Collects information and reports damage/status of health and medical facilities and equipment to the Emergency Operation Center.
10. Fire Services Officer
- a. When notified, reports to the Emergency Operation Center.
 - b. Responsible for the communication link between Fire Departments field operations and the Emergency Operation Center.
11. Public Works Officer
- a. When notified, reports to the Emergency Operation Center.
 - b. Responsible for the communication link between Public Works field operations and the Emergency Operation Center.
12. State Police Representative
- a. When notified, reports to the Emergency Operation Center.
 - b. Responsible for coordinating support law enforcement services to the Parish.
13. National Guard Liaison

- a. When notified, reports to the Emergency Operation Center.
 - b. Coordinates resource request between the Parish, the Louisiana National Guard and GOHSEP.
- 14. Technical Advisor

Responsible for explaining and advising technical issues pertaining to his industrial facility.
- 15. Radiological Officer

Person responsible for gathering radiological information pertaining to an accident that involves radioactive hazards.
- C. Emergency Operations Support Staff
 - 1. Parish Purchasing
 - a. Handles all procurement requests initiated by response organizations.
 - b. Coordinates the messaging service within the EOC.
 - b. Coordinates implementation of resource management activities with parish tasked organizations.
 - 2. Council on Aging Director

Responsible for assisting in the maintenance of the non-institutionalized disabled persons without transportation listing, and for providing resources to the Parish from his or her agency.
 - 3. Health Unit Director

Responsible for assisting in the maintenance of the non-institutionalized disabled persons without transportation listing, and for providing resources to the Parish from his or her agency.
 - 4. Animal Control Organization (Supported by the LSU-AG Center)

- a. Manages public and private sector efforts to meet the animal services needs that arise including:
 - i. Rescue and capture of animals that have escaped confinement and displaced wildlife.
 - ii. Evacuation of animals if applicable.
 - iii. Sheltering if applicable.
 - iv. Care of injured, sick, and stray.
- b. Activates emergency response teams (evacuation, shelter, medical treatment, search and rescue, etc.) as needed.
- c. Prepares a resource list that identifies the agencies/organizations that are responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large-scale emergencies and disasters.
- d. Coordinates response activities with the appropriate representative in the Emergency Operation Center.
- e. Coordinates the rescue of injured or endangered animals with fish and game departments, wildlife organizations, veterinarians, etc.

5. West Baton Rouge Parish Coroner's Office

Has primary responsibility for Mass Fatalities events, to include establishing of temporary morgues, coordination of body removal and notification of family members.

6. United States Department of Agriculture, West Baton Rouge Parish, Emergency Board Chairperson

Responsible for the dissemination of agricultural advisors to affected Parish Farms and other agribusiness concerns.

7. Auxiliary Operators

Responsible for assisting Communications Operators

D. Field Operations and On-Scene Incident Command Structure

1. The type of emergency situation will determine which department and/or agency will provide the Incident Commander.
2. The Incident Commander may change as individuals with more authority arrive on the scene.
3. The Incident Commanders are responsible for maintaining records of expenditures during response.
4. The most common local departments and/or agencies who may serve as Incident Command are:
 - a. Fire Department
 - i. When notified of an emergency situation, the fire department shall send response teams/personnel, equipment and vehicles to the emergency site, staging areas, or other locations as appropriate.
 - ii. The fire department will manage fire/rescue resources, direct fire operations, rescue injured people during emergency operations and assist in determining the need for evacuation in and around the emergency scene.
 - iii. The fire department will assist as appropriate in the alerting or evacuation of people at risk in and around the emergency scene.
 - b. Sheriff's Department or Law Enforcement Agency
 - i. When notified of an emergency situation, the Sheriff's Department shall send response teams/personnel, equipment and vehicles to the emergency site, staging areas, or other locations as appropriate.

- ii. The Sheriff's Office is also responsible for:
 - aa. Directing and controlling traffic during emergency operations.
 - bb. Controlling access to the Emergency Operation Center and scene of the emergency or the area that has been evacuated.
 - cc. Assisting in alerting and evacuating people in and around the emergency scene.
 - dd. Provide security in the Emergency Operation Center and the area affected by the emergency to protect public and private property. Assisting in the evacuation of people at risk in and around the emergency scene.
 - ee. Conducting damage assessment activity.

a. Public Works

- i. When notified of an emergency situation, and directed to do so, shall send response teams/personnel, equipment and vehicles to the emergency site, staging areas, or other locations as appropriate.
- ii. The Public Works will manage public works resources and direct public works operations.
The duties may include:
 - aa. Performing debris removal operations.
 - bb. Assisting in urban search and rescue efforts.
 - cc. Providing emergency generators, fuel, lighting, and sanitation to support emergency responders at the scene.

- dd. Assisting in the evacuation of people at risk in and around the emergency scene.

- ee. Coordinating with utility companies to restore power to disaster victims.

E. In addition to the principal emergency response assignments indicated previously, assignment of support emergency functions might also be required.

V. DIRECTION AND CONTROL

The HSEP Director, under direction of the West Baton Rouge Parish President, is the principle authority for the overall response to an emergency situation.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are made in accordance with standard operating procedures established by each department.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. All parish agencies are required to submit reports to the Emergency Operation Center relating to their agency's expenditures and obligations during emergency conditions.
2. Responsibility for submitting local government reports to the Louisiana Office of Homeland Security and Emergency Preparedness rests with the HSEP. They include:
 - a. Daily situation
 - b. Resource consumption
 - c. Resource shortfalls
3. The HSEP is responsible to report on the status of the mass care services being provided by volunteer agencies and other non-governmental organizations.

4. The format for submission of reports or requests for assistance are established by the Louisiana Office of Homeland Security and Emergency Preparedness.

B. Logistics

1. Each organization tasked in this All Hazard Plan is expected to provide its own logistical support during the initial phase of response operations. Additional support should be obtained through the Emergency Operation Center or the Incident Command, as appropriate.
2. When the parish's resources prove to be inadequate during emergency operations, requests should be made to obtain assistance from other local jurisdictions, higher levels of government, and other agencies.
3. The HSEP has entered into mutual aid agreements with other officials in Central Louisiana to share resources during emergencies. Copies of written agreements are kept on file in the Emergency Operation Center.

VIII. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION

- A. The HSEP Director has the responsibility for coordinating revision of this annex, keeping attachments current.
- B. Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.
- C. All other agencies given responsibility in this plan, in coordination with the HSEP are responsible for maintenance of their respective annexes or appendices.

IX. AUTHORITIES AND REFERENCES:

- A. Authorities
(See Basic Plan, Section IX)
- B. References
 1. Handbook for Applicants Pursuant to Public Law 93-288, Federal Emergency Management Agency, 3-81
 2. Federal Disaster Assistance Programs: Eligibility

Handbook, Federal Emergency Management Agency, 1981

3. Disaster Reporting and Accounting Procedures Guide, State of Louisiana
4. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency
5. Louisiana Pelican Plan, Governors Office of Homeland Security, State of Louisiana, March 2006

APPENDICES

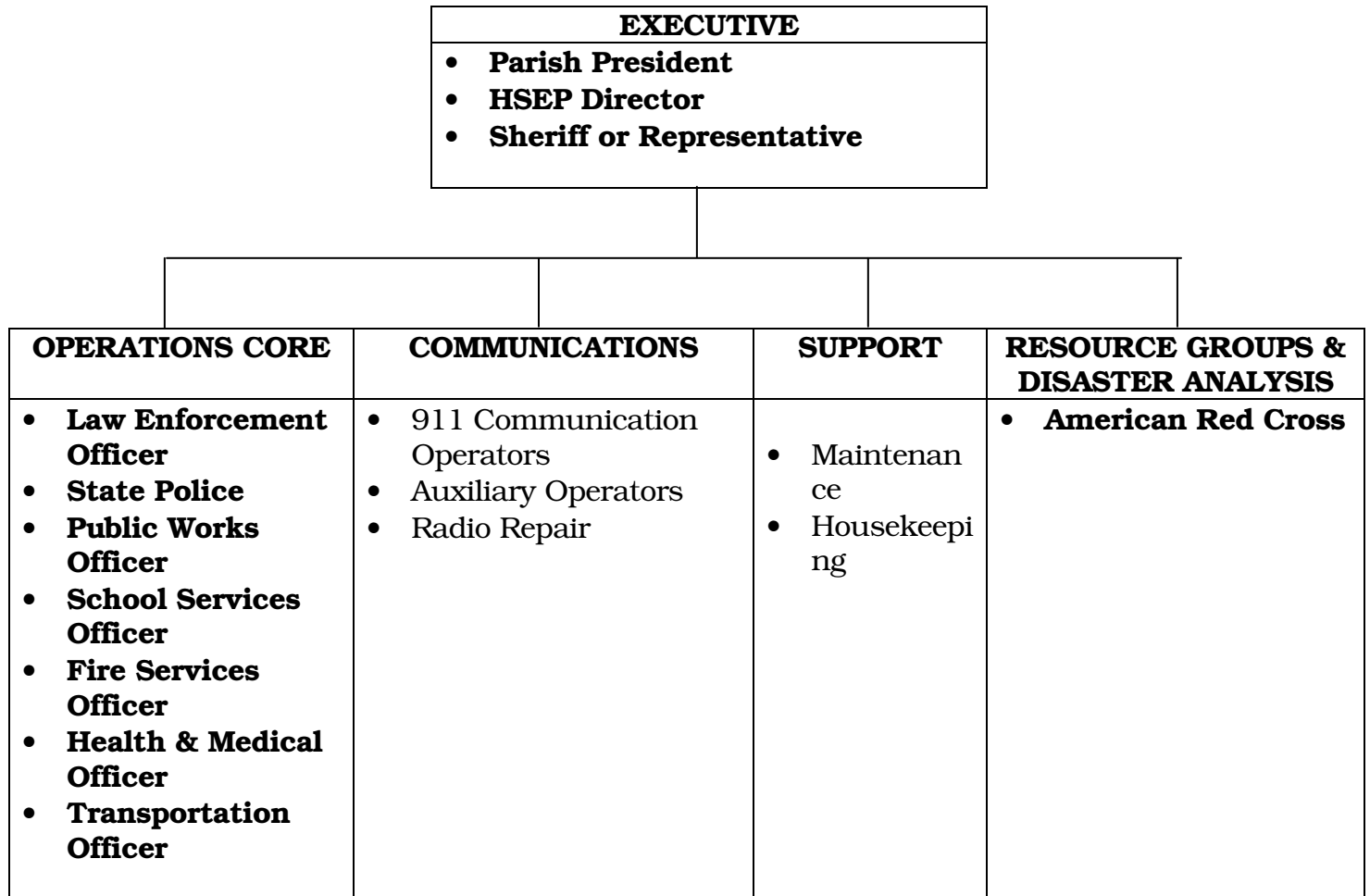
- (1) Organization Chart
- (2) Responsibility Chart
- (3) Emergency Operations Center

TAB A	EOC layout, floor plans
TAB B	EOC equipment list
TAB C	EOC staffing and callout list
TAB D	EOC security procedures

- (4) Status reporting formats and schedules: on file in EOC
- (5) Damage Assessment and Reporting Plan
- (6) Parish Training and Exercise Plan:

TAB A	List of instructors
TAB B	Training schedule
TAB C	Exercise schedule

EMERGENCY OPERATION CENTER ORGANIZATIONAL CHART



*** Note: Bold print indicates Emergency Operation Center Staff Officer**

Responsibility Chart

Emergency Operation Center Staff Officers	Authority / Policy	Coordination	EOC Operations	Analysis	Damage Assessment	Damage Reporting	Economic Analysis
West Baton Rouge Parish President	X		X				
West Baton Rouge Parish Sheriff	X		X				
West Baton Rouge HSEP	X	X	X	X	X	X	X
911 Center		X	X				
Public Information			X				
Law Enforcement	X	X	X	X	X	X	
Transportation		X	X				
School Services		X	X				
Health and Medical		X	X				
Fire Services		X	X				
Public Works		X	X	X			
State Police	X	X	X	X	X	X	
National Guard	X	X	X	X	X	X	
Municipal Water Operators		X	X	X	X	X	
DOTD	X	X	X	X	X	X	X
Red Cross	X	X	X	X	X	X	X

EMERGENCY OPERATION CENTER LAYOUT

APPENDIX 3 – TAB A

EOC Equipment Listing

Each EOC staff officer will be provided the following updated emergency materials at the EOC.

- i. Copy of their implementing procedure.
- ii. Name place for station in the Operations Room.
- iii. Tablet and pencils.
- iv. Parish Map
- v. Message Forms
- vi. Station Logs
- vii. Other pertinent reference materials or aids.
- viii. Any other items that permit the Staff Officer to perform the duties as stated in the Staff Officer Implementing Procedure.

EOC Maps and Charts available for Emergency Response.

Operations Room

1. West Baton Rouge Parish map of streets showing pick up points, schools, resource receiving points, and population in each municipality.
2. West Baton Rouge Parish map of streets in the Parish showing evacuation routes.
3. Regional Homeland Security map showing reception centers, shelters and vulnerable facilities.
4. Computer loaded with the CAMEO Software Suite to include all TIGER Maps for Region.
5. Status boards
 - a. One “Problem” board
 - b. Message Board

Communications Room

Listing of EOC Staff Telephone Numbers and/or extensions.

EOC STAFF CALL OUT

I. Operations Staff

The following operations staff will report to the EOC upon activation.

- HSEP Director
- Parish President
- Sheriff
- Law Enforcement
- Health and Medical Officer
- National Guard State Rep
- Fire Service
- School Service
- State Police
- DOTD
- Transportation Officer

II. Resource Staff

The following resource staff will be requested as needed.

- Council on Aging Director
- Health Unit Director
- Animal Control Organization (Supported by the LSU-AG Center)
- West Baton Rouge Parish Coroner's Office
- United States Department of Agriculture, West Baton Rouge Parish, Emergency Board Chairperson

EOC SECURITY PROCEDURES

I. PURPOSE

To establish procedures necessary to provide security at the West Baton Rouge Parish Emergency Operations Center (EOC) during activation.

II. DEFINITIONS

The definitions provided in the West Baton Rouge Parish Emergency Operation Plan – Basic Plan apply.

III. SITUATION

A. In the event of EOC activation, West Baton Rouge Parish officials may activate the Parish EOC.

B. Upon EOC activation, only authorized personnel will be able to enter the EOC to carry out their missions without the threat of distractions from intruders.

IV. RESPONSIBILITIES

A. The HSEP Director is responsible for:

1. Activating the EOC Security Team.
2. Preparing and updating all materials needed by security personnel to permit access to the EOC by authorized persons.

B. The Parish Law Enforcement Officer has the overall responsibility for security matters including the providing of trained, briefed and equipped personnel at the time the EOC is activated.

C. Security personnel are responsible upon activation for the following:

1. Maintain lists of persons authorized to enter the EOC.
2. Maintaining logs of all persons entering or leaving the EOC.
3. Surveying for the contamination of persons authorized to enter the EOC who may have entered an area of potential contamination.
4. Ensuring that all appropriate security measures are carried out.

V. PROCEDURES

A. Administrative

1. The HSEP Director will develop and update semiannually the following:
 - a. Lists for persons authorized to enter the Parish EOC
 - b. Passes for persons whose names appear on the EOC Security List
 - c. A briefing for EOC Security Team personnel

B. Operational

EOC ACTIVATION

1. Notify EOC Security Team personnel, and request they report to the EOC.
2. Brief security personnel and assign to security posts upon arrival.
3. Secure and establish a security post at the entrance of the EOC.
4. Distribute security log and appropriate updated security list to the security post.
5. Establish communications between security post and the EOC.
6. Limit admittance into secure areas.
 - a. Admit only authorized persons.
 - i. Persons having a valid EOC ID card
 - ii. Those whose name appears on the security list.
7. Those not named on the security list, but given at the moment authorization specifically from:
 - a. Parish President
 - b. HSEP Director
8. Permit normal 911 Center business, except at secured area.

Status Reporting Schedule / Forms

1. EOC Staff Officers will report when requested to do so by the EOC Director.
2. Each Staff Officer will prepare message forms and keep a station log.

Routine_____

Urgent_____

Internal Message Form

To:

From:

Time	Message

Time	Response

DAMAGE ASSESSMENT

PURPOSE

It is the purpose of this annex to provide procedures for response in the event of an emergency or disaster to perform services that facilitate recovery in West Baton Rouge Parish.

SITUATION AND ASSUMPTIONS

A. Situation

1. During the recovery phase of a disaster, the parish will conduct a systematic analysis of the nature of the damage to public and private property that estimates the extent of such damage based upon actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage.
2. When a disaster occurs of such magnitude that it could result in a Presidential Declaration, a damage assessment of public and private property is required for the parish and all of its political subdivisions to determine the extent of damage. This information will provide a basis for the determination of actions needed, the establishment of priorities, the allocation of local government resources in the disaster area during the early stages of the recovery effort, and what, if any, outside assistance will be required.
3. The primary agency for Damage Assessment will be the HSEP with assistance from other agencies.
4. The HSEP Director will designate a Damage Assessment Officer at the on-set of any disaster.
5. Damage Assessment Teams will be divided as follows:
 - a. Public Assistance
 - Lead Impact Assessment Teams
 - o EOC Staff
 - Impact Assessment Teams

- Agency Staff

b. Individual Assistance

- Lead Impact Assessment Teams: Responsible for the calculations of all damage assessments and the criteria for State and Federal disaster assistance. (Annual Training)
 - HSEP Director
 - Assessor Rep
 - Red Cross
- Impact Assessment Teams: (Possible Team Representatives)
 - Red Cross
 - Law Enforcement
 - Fire Service
 - Community Development

B. Assumptions

1. Fast and accurate damage assessment is vital to effective disaster response.
2. Pre-arranged teams of local resource personnel will assess damage. (Sheriff's Deputies and Municipal Law Enforcement Personnel)
3. If promptly implemented, this plan can expedite relief and assistance for those adversely affected.

CONCEPT OF OPERATIONS

A. General

The ultimate responsibility of damage assessment lies with the local governing authority. The HSEP Director with assistance of the West Baton Rouge Sheriff's Office will be responsible for collecting damage surveys, collection of data and the preparation of damage assessment reports. The HSEP, acting on behalf of West Baton Rouge Parish, will submit the needed report to the Governor's Office of Homeland Security and Emergency Preparedness. Trained local teams will conduct damage assessment.

B. Phases of Management

1. Mitigation
 - a. Develop a Damage and Impact Assessment-training program.
 - b. Identify a damage impact assessment team of qualified local personnel.
 - c. Public Awareness Programs of Building Codes, Ordinances and the Flood Insurance Program.
 - d. Development of a Hazard Mitigation Plan.
2. Preparedness
 - a. American Red Cross will make available at least annually training for Damage Assessment Teams.
 - b. The HSEP Director shall designate persons to serve as Damage Assessment Officer and provide training in damage assessment techniques.
 - c. The HSEP Director shall review procedures for damage reporting and Louisiana Disaster Reporting Manual.
 - d. List all critical facilities and all parish buildings requiring priority assessment. (Appendix 1 Basic Plan)
3. Response
 - a. HSEP Director will activate the damage assessment staff in the Emergency Operation Center.
 - b. Damage Assessment Teams will obtain, report, analyze and retain assessment information.
 - c. All agencies will begin collection of data and record keeping at onset of the event.
 - d. HSEP Director will assign disaster assessment teams for Public Assistance and Individual Assistance.

- e. Document all emergency work performed by local resources, including appropriate photographs and video- tape.
 - f. The Emergency Operation Center will compile damage reports for appropriate agencies.
 - g. The Parish Assessor's Office will be responsible for a system to determine dollar amount of losses.
 - h. Damage Assessment Teams will inform officials of hazardous facilities, bridges, roads etc.; advise on priority repairs and unsafe structures.
 - i. The Parish President shall appoint an Authorized Agent to represent West Baton Rouge Parish on joint local/state/federal assessment teams and for fiscal matters.
4. Recovery
- a. As needed establish a Disaster Recovery Office in West Baton Rouge Parish.
 - b. The American Red Cross may establish an Assistance Center.
 - c. Continue damage assessment surveys.
 - d. Advise on priority repairs and unsafe structures.
 - e. Monitor restoration activities.
 - f. Prepare documentation for submission to state and federal government.
 - g. Review building codes and land use regulations for possible improvement.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. HSEP

1. Responsible for the over-all direction and control of damage assessment for the parish.
2. Assemble a team for developing a damage assessment plan.
3. Appoint a Damage Assessment Officer.
4. Develop public information and education programs.
5. Maintain accurate records of funds, materials, and man-hours expended as a direct result of the disaster.
6. Be prepared to receive, record and consolidate all damage reports made by private citizens within your political subdivision.

B. Damage Assessment Officer

1. Will locate in the Emergency Operation Center and direct damage assessment operations. Will be responsible to the HSEP Director for the operation of the teams, collection of data, and reporting.
2. Assist the HSEP Director and other recovery operations in establishing a sequence of repairs and priorities for restoration of affected area.
3. Coordinate disaster teams conducting field surveys.
4. Maintain sufficient quantities of needed forms for damage assessment teams and other departments/agencies assisting with assessments/recovery operations.
5. Collect and compile incoming damage reports from teams in the field, and from other operations coordinators such as parish department directors, health and medical coordinator, and outside agencies such as American Red Cross, school system, utility companies, etc.
6. Collect, report and maintain estimates of expenditures and obligations as required.

7. Correlate and consolidate all expenditures and damage assessment for submission to Governor's Office of Homeland Security/Emergency Preparedness.
8. Be available to escort state and federal damage survey officials on inspections of damaged areas. Have damage sites located on area maps before state and federal inspectors arrive.
9. Solicit cooperation from local companies (appraisers, contractors, utilities, etc.) and local representatives of support agencies such as American Red Cross, fire departments, etc. to serve as members of damage assessment teams.
10. Conduct damage assessment training programs.
11. Maintain a list of critical facilities (streets, highways, bridges) requiring priorities.

C. Damage Impact Assessment Teams

During the post-emergency phase of a disaster, it will be of utmost importance to have organized and sufficient numbers of damage impact assessment teams. Teams for West Baton Rouge Parish will be made up of parish department representatives; support agencies and/or individuals from the private sector. Representatives may include:

1. American Red Cross – Responsible for the needs of the people and the reporting thereof.
2. County Agent – Responsible for the needs of the land, animals and crops and the reporting of thereof.
3. Utility Companies – Responsible for restoration of utilities and reporting thereof.
4. Tax Assessor's Office – Responsible for a system to determine the dollar amount of the losses.
5. Contractors – Responsible for the reporting of buildings damaged.
6. Real Estate Agents – Responsible for the reporting of buildings damaged.

7. Insurance Agents – Responsible for the reporting of insured persons and property.
8. Parish Public Works Departments – Responsible for the reporting of damaged government buildings, streets, highways, bridges, etc.
9. City Maintenance Department – Responsible for the reporting of damaged city buildings, streets, etc.
10. Code Enforcement – Responsible for inspection and reporting of damaged buildings.

D. Municipalities

1. Provide damage assessment of public and private facilities and property within the political subdivision. Parish resources will be provided if assistance is requested.
2. Maintain all records and reports of materials, man-hours, and funds expended as it pertains to the response and recovery from the disaster.
3. Provide the West Baton Rouge Damage Assessment Officer with a detailed report of all damage to public and private property as recorded by Damage Assessment Teams.

DIRECTION AND CONTROL

The HSEP is responsible for coordinating damage assessment activities in West Baton Rouge Parish.

CONTINUITY OF GOVERNMENT

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

ADMINISTRATION AND LOGISTICS

A. Forms and Record Retention

Field reporting forms and all necessary federal disaster reporting and guidance are located in the Emergency Operation Center and distributed when necessary. Copies of all documentation are retained for record purposes at the Assessor's Office. American Red Cross Disaster Survey sheets will be used to record damage assessment results.

B. Survey Teams

Teams for the most part will consist of local government employees. When available and/or necessary, non-profit organizations and non-government personnel will supplement the teams. Radiological and/or hazardous materials specialists will be added to teams when necessary.

PLAN DEVELOPMENT AND MAINTENANCE

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

AUTHORITIES AND REFERENCES

A. Authorities

(See Basic Plan)

B. References

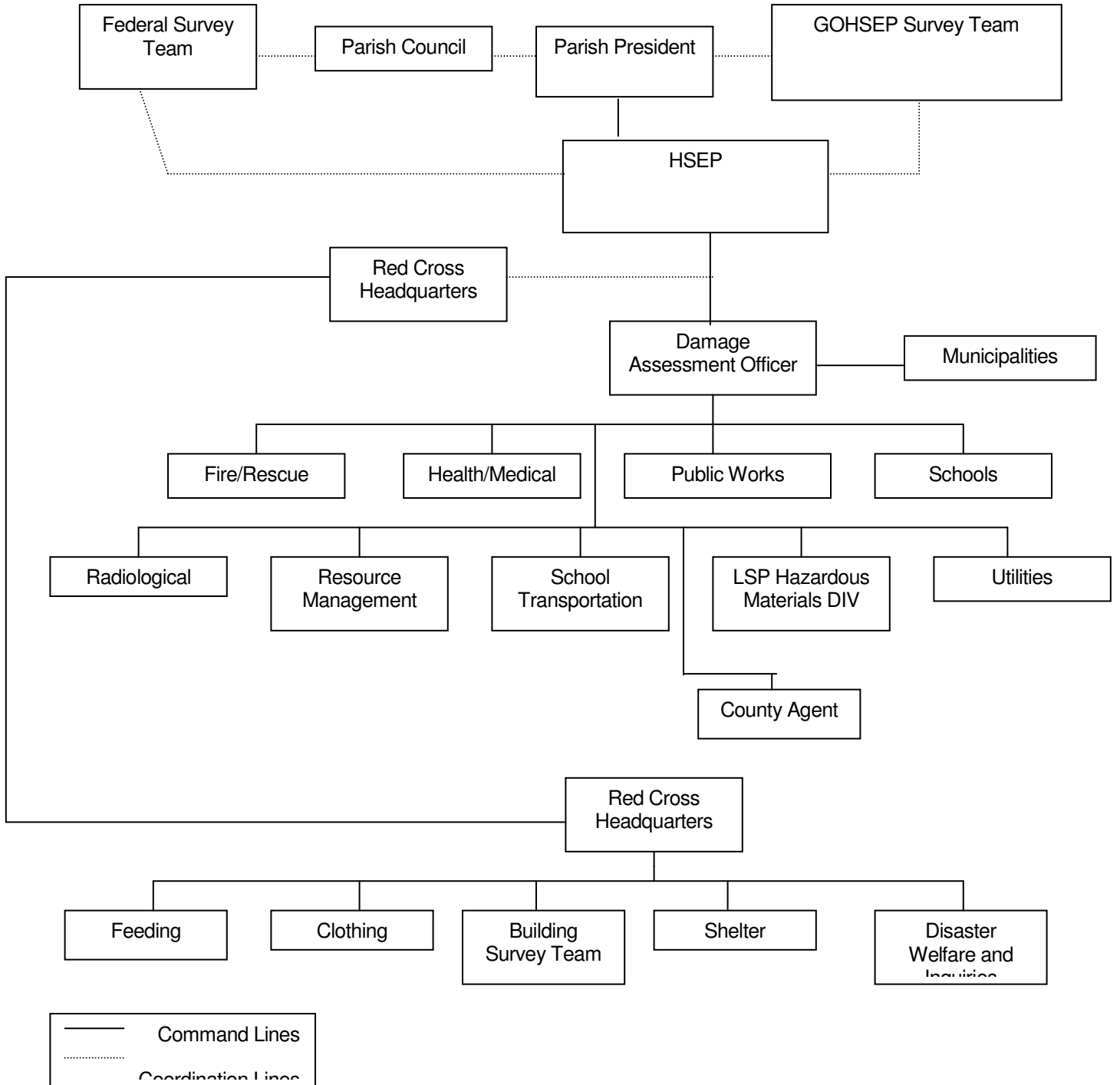
1. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency
2. Handbook for Applicants Pursuant to P.L. 93-288, FEMA, 3-81
3. Federal Disaster Assistance Program: Eligibility Handbook, FEMA 1981

4. Disaster Reporting and Accounting Procedures Guide, State of LA

APPENDICES

1. Damage Assessment and Red Cross Organizational Chart

DAMAGE ASSESSMENT AND RED CROSS-
ORGANIZATIONAL CHART



TRAINING, EXERCISE, AND EDUCATION

I. PURPOSE

It is the purpose of this annex to provide an explanation of the provisions that have been made for emergency preparedness, and operations training for Emergency Preparedness staff members, essential volunteers, and emergency services personnel.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. It is fact that at some point during any person's lifetime an emergency will occur serious enough to warrant assistance from local government. Untrained personnel would seriously hinder any assistance that would be given; therefore it is essential that a well-developed training program exist to assure the residents of West Baton Rouge Parish are as comfortable as possible.
2. To address the needs of Planning, Training and Exercises the HSEP has established a full time position of Plans, Training and Exercise Officer.

B. Assumptions

1. Effective training programs will be scheduled on a regular basis. In order to provide the emergency operations staff with the skills needed to respond to any incident.
2. Exercises and drills to test the Emergency Operating Plan and procedures should provide the training necessary to meet emergency situations that may occur.

III. CONCEPT OF OPERATIONS

A. General

Training of local personnel is a continuous process. Type and degree of training will vary with the strengths and weaknesses of the Parish's Emergency Responders.

B. Phases of Management

1. Mitigation

- a. Establish policies pertaining to the training of individuals, groups and functional teams in the subject of emergency response.
- b. Establish acceptable standard skill levels for emergency response workers.
- c. Arrange for qualified instructors, equipment and related material for the FEMA selected course of instruction for emergency managers.
- d. Maintain updated reference files for acquiring training aids (films, visual aids, etc.) and available training literature.

2. Preparedness

Utilize instructors available from government agencies and the private sector to conduct, or assist in conducting, all phases of training.

3. Response

- a. Ensure that training is provided for all aspects of emergency preparedness and emergency operations. Classes will include, but not be limited to, all at home study courses provided by the Federal Emergency Management Agency.
- b. Commence increased readiness training in all aspects and assignments as needed to implement and maintain an Integrated Emergency Preparedness System.
- c. Sponsor emergency response exercises to test the effectiveness of the West Baton Rouge Parish Emergency Operations Plan.

4. Recovery

- a. Maintain response operations as needed.
- b. Evaluate emergency response exercises.

- c. Evaluate and change the training program in order to eliminate any deficiencies observed during any emergency response activity.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

HSEP Director and Plans, Training and Exercise Officer

1. Responsible for the overall training effort.
2. Briefs all department heads and agencies on plans, procedures and training courses for their personnel.
3. Recruits and screens instructors and participants in all phases of emergency operations needs for classroom instruction and required courses.
4. Determine type and level of training required for all emergency-operating assignments.
5. Keep updated on training requirements to assure that personnel who carry out emergency functions obtain necessary skills.
6. Schedules, designs, and evaluates exercises as training tools.
7. Coordinates exercise design team; train design team members, evaluators, controllers and simulators.
8. Ensure all key operational staff personnel are trained in all phases of emergency operations.
9. Responsible for employing a Training and Exercise Coordinator.
10. Assists the PIO in providing instructional and educational materials for the general public.

V. DIRECTION AND CONTROL

Department heads having emergency response assignments and key Emergency Operation Center staff officers will be responsible for ensuring that their own personnel having emergency response duties

are adequately trained. Any special response training shall be coordinated through the HSEP Director.

VI. CONTINUITY OF GOVERNMENT

In the event that an individual training instructor is unable to carry out scheduled training, an Emergency Operation Center staff member will be responsible for notifying participants of the cancellation and rescheduling the training for a later date.

VII. ADMINISTRATION AND LOGISTICS

The HSEP Director will be responsible for selecting individuals to attend classes, and making sure the details of classes and schedules are coordinated. Training materials will be available and on hand for training needs. Additional materials will be ordered as needed. Personnel to conduct classes will be identified and made available to administer said training.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The HSEP Director will be responsible for the development and updating of this annex.

IX. AUTHORITIES AND REFERENCES

A. (See Basic Plan, Section IX)

B. References

Guide for All Hazard Emergency Operations Planning, (SLG)
101, 1996, Federal Emergency Preparedness Agency

X. APPENDICES

1. Organizational Chart

APPENDIX 1

TRAINING, EXERCISE, AND EDUCATION

ORGANIZATIONAL CHART

