

**St. Landry Parish
Emergency Operations Plan**

EMERGENCY CONTACT LIST

(AS OF 7/10/2013)

MUNICIPALITY / ORGANIZATION	NAME / TITLE	PRIMARY	SECONDARY	ESF RESPONSIBILITY
Office of Homeland Security and Emergency Preparedness	Lisa Vidrine, Director	337-948-7177		#: 5,15
St. Landry Parish Government	W.K. Bill Fontenot, Parish President	337-948-3688		
	Jessie Bellard, Director of Administration	337-948-3688		
St. Landry Sheriff's Office	Bobby J. Guidroz, Sheriff	337-948-6516		#: 9, 13
St. Landry Parish Dept. of Public Works	Tim Marks, Director	337-407-0950		#: 3, 7, 12
St. Landry School Board	William Thibodeaux, Supervisor of Transportation	337-948-3657		#:1
St. Landry E-911 Communications District	Jude Moreau, Executive Director	337-948-9079		#: 2
Community Action Agency	Heather Cormier, Kirsten Thomas, Director(s)	337-948-3651		#: 6
St. Landry Parish Community Health Center	Lisa Miller	337-662-5260 337-457-3444		#: 8
	Carol Broussard, OPH	337-262-1658		#:8
St. Landry Coroner's Office	Russell Pavich, Coroner	337-457-1599		#: 8
LSU Agricultural Extension Service	Vincent Deshotel, County Agent	337- 948-0561		#: 11
St. Landry Economic Development District	Bill Rodier, Executive Director	337-948-1391		#: 14
Opelousas General Health System	John Armand, ER Director	337- 594-3982		

**St. Landry Parish
Emergency Operations Plan**

St. Landry- Evangeline United Way	Ginger Lecompte	337-942-7815		#: 7
SLP Animal Control	Patricia Street	337-948-6184		
District Attorney's Office	Earl Taylor, (27th Judicial District)	337-948-3041		
City of Eunice	City Mayor	337-457-7389		
	Police Chief	337-457-6595		
	Fire Chief	337-457-6557		
	City Marshal	337-457-6580		
	Chamber of Commerce	337-457-2565		
City of Opelousas	Mayor	337-948-2520		
	City Marshal	377-948-2577		
	Fire Chief	337-948-5210		
	Police Chief	337-948-2513		
Town of Arnaudville	Mayor	337-754-5137		
	Police Chief	337-754-9188		
	Fire Chief	337-754-5152		
Town of Grand Coteau	Mayor	337-662-5246		
	Police Chief	337-662-3996		
	Fire Chief	337-381-4629		
Town of Krotz Springs	Mayor	337-566-2322		
	Police Chief	337-566-3784		
Town of Leonville	Mayor	337-879-2601		
	Fire Chief	337-879-2601		

**St. Landry Parish
Emergency Operations Plan**

	Police Chief	337-879-2601		
Town of Melville	Mayor	337-623-4226		
	Police Chief	337-623-5806		
	Fire Chief	337-623-5046		
Town of Port Barre	Mayor	337-585-7646		
	Police Chief	337-585-6212		
Town of Sunset	Mayor	337-662-5296		
	Police Chief	337-662-5555		
	Vol. Fire Chief	337-662-5576		
Town of Washington	Mayor	337-826-3626		
	Police Chief	337-826-3305		
Village of Cankton	Mayor	337-668-4456		
	Police Chief	337-668-4911		
Village of Palmetto	Mayor	337-623-4426		
	Police Chief	337-623-4999		
	Fire Chief	337-623-4999		
Atchafalaya Basin Levee District	POC	225-387-2249		
Red River, Atchafalaya & Bayou Boeuf Levee District	POC	318-443-9646		
Prairie Volunteer Fire Department	Fire Chief	337-261-4794		
Fire District # 1	Fire Chief	337-566-3900		
Fire District # 2	Fire Chief	337-585-6253		
Fire District #3	Fire Chief	337-948-3679		#'s: 4, 10

**St. Landry Parish
Emergency Operations Plan**

Fire District # 4	Fire Chief	337- 668-4477		
Fire District # 6	Fire Chief	337- 457-1137		
Fire District # 7	Fire Chief	(318)359-2333		
Maintenance Garage	POC	337-407-0950		
Acadian Ambulance	Operations Supervisor	337-948-9271		
Mercy Medical Center	Director of Plant Operations	337- 580-7590		
St. Landry EMS	Senior Operations Supervisor	337-948-8404		
Opelousas – St. Landry Parish Chamber of Commerce	Director	337-942-2683		#:14

VOLUNTEER AGENCY CONTACTS

AGENCY	POINT OF CONTACT	PRIMARY	SECONDARY
American Red Cross Acadiana Area Chapter	Executive Director	337-234-7371	
Salvation Army	POC	337-235-2407	
Civil Air Patrol (Jennings, LA)	POC	337-824-6744	

BASIC PLAN

**St. Landry Parish
Emergency Operations Plan**

This page is left intentionally blank

**St. Landry Parish
Emergency Operations Plan**

TABLE OF CONTENTS

<u>EMERGENCY CONTACT LIST</u>	1
<u>BASIC PLAN</u>	5
1. <u>APPROVALS</u>	13
2. <u>INTRODUCTORY MATERIALS</u>	15
2.1. Authority and Promulgation	15
2.2. Implementation	15
2.3. Record of Changes	15
A. Plan Updating Procedures	15
B. Change Procedures	16
C. Record of Changes	19
2.4. Record of Distribution	20
3. <u>PURPOSE, SCOPE, SITUATIONS, AND ASSUMPTIONS</u>	23
3.1. Preface	23
3.2. Purpose	24
3.3. Scope	24
3.4. Situation Overview	24
A. General	24
B. Population and Geography	25
C. Hazard Analysis	25
D. Critical Facilities and Vulnerable Populations	27
3.5. Planning Assumptions	28
A. General	28
B. Federal/ State Compliance	29

**St. Landry Parish
Emergency Operations Plan**

4.	<u>CONCEPT OF OPERATIONS</u>	31
4.1.	Introduction	31
4.2.	Phases of Emergency Management	31
	A. Definition	31
	B. Mitigation	32
	C. Preparedness	33
	D. Response	33
	E. Recovery	35
4.3.	Incident Assessment	36
	A. General	36
	B. Rapid Assessment	36
	C. Detailed Assessment	37
4.4.	Protective Actions	37
	A. Response Personnel Safety	37
	B. Protection of Citizens	38
4.5.	Requesting Assistance	40
	A. General	40
	B. Requirements	40
5.	<u>ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES</u>	43
5.1.	General	43
5.2.	Organization	43
	A. State	43
	B. Local	43
5.3.	Roles and Responsibilities	44
	A. Parish President	44
	B. SLPOHSEP Director	44
	C. St. Landry Sheriff	45
	D. Fire District Chief	46
	E. St. Landry School Board	46
	F. Dept. Of Public Works Director	47
	G. Public Information Officer	48
	H. American Red Cross	48
6.	<u>DIRECTION AND CONTROL</u>	49
6.1.	Command Responsibility	49
6.2.	Incident Management	49
	A. Incident Command System	49

**St. Landry Parish
Emergency Operations Plan**

6.3.	Role and Function of the EOC	50
	A. General	50
	B. Strategic Goals and Objectives	50
	C. Organizational Structure	51
	D. Operational Planning	54
6.4.	Incident and Emergency Response Levels	54
	A. Incident Levels	54
	B. EOC Activation Levels	55
6.5.	Emergency Support Functions	57
	A. General	57
	B. Emergency Support Function Matrix	58
6.4.	Continuity of Government	61
	A. General	61
	B. Succession of Command	61
	C. Successor's Power	63
	D. Relocation of Government	63
	E. Preservation of Records	64
7.	<u>TRAINING AND EXERCISE REQUIREMENTS</u>	66
7.1.	National Incident Management System (NIMS) Training	66
7.2.	NIMSCAST Requirements	68
7.3.	St. Landry Parish Multiyear Training and Exercise Plan	68
8.	<u>INFORMATION COLLECTION AND SHARING</u>	69
8.1.	Communication among Responders	69
	A. General Assumptions	69
	B. Guiding Principles	69
8.2.	Public Information/Community Relations	70
	A. General Assumptions	70
	B. Actions	70
9.	<u>ADMINISTRATION, FINANCE, LOGISTICS</u>	73
9.1.	Administration	73
	A. General	73
	B. Record and Reports	73
	C. Agreements and understanding	74
9.2.	Logistics Management	74
	A. General	74

**St. Landry Parish
Emergency Operations Plan**

B. Use of Local Firms	75
C. Relief Assistance	75
D. Preservation of Historic Properties	75
9.3. Financial Management	76
A. Expenditure of Funds	76
B. Financial Records	76
C. Role of the Parish President in Purchasing	76
D. Administration of Insurance Claims	77
E. Duplication of Benefits	77
F. Consumer Protection	77
G. Federal and State Funds	77
H. Cost Shares	78
10. <u>PLAN DEVELOPMENT AND MAINTENANCE</u>	80
10.1. Responsibility for the Plan	80
A. Office of Homeland Security and Emergency Preparedness	80
B. Emergency Response Agencies	80
10.2. Cycle of Testing, Reviewing and Updating the Plan	80
A. Plan Review	80
B. Plan Testing	80
C. Plan Updating	81
11. <u>AUTHORITIES AND REFERENCES</u>	82
11.1. Authorities	82
A. Federal	82
B. State	84
D. Local	85
E. Additional References	86
12. <u>DEFINITIONS AND ABBREVIATIONS</u>	86
12.1. Definitions	86
12.2. List of Acronyms	92

**St. Landry Parish
Emergency Operations Plan**

EMERGENCY SUPPORT FUNCTIONS

ESF #1 Transportation

- Appendix 1 - Checklist for ESF #1
- Appendix 2 - St. Landry Parish Evacuation Plan
- Appendix 3 - Support Vehicle Inventory

ESF #2 Communications

- Appendix 1 - Checklist for ESF #2
- Appendix 2 - EOC Communications Diagram
- Appendix 3 - Radio Codes
- Appendix 4 - All Hazards Radio Communications Interoperability Plan
- Appendix 5 - ICS Forms

ESF #3 Public Works and Engineering

- Appendix 1 - Checklist for ESF #3
- Appendix 2 - Damage Assessment and Estimate Report
- Appendix 3 - Debris Management Plan

ESF #4 Firefighting

- Appendix 1 - Checklist for ESF #4
- Appendix 2 - Fire District Map
- Appendix 3 - Agreement for Mutual Aid

ESF #5 Emergency Management

- Appendix 1 - Checklist for ESF #5
- Appendix 2 - EOC Activation Procedures
- Appendix 3 - EOC Shift Schedule

ESF #6 Mass Care / Sheltering

- Appendix 1 - Checklist for ESF #6
- Appendix 2 - Resources and Capabilities
- Appendix 3 - Letter of Intent to Provide Shelter
- Appendix 4 - Shelter Contract Agreement
- Appendix 5 - Shelter Facility Survey

ESF #7 Resource Support

- Appendix 1 - Checklist for ESF #7
- Appendix 2 - St. Landry Distribution Points
- Appendix 3 - Municipal Resource Inventory

ESF #8 Health and Medical Services

- Appendix 1 - Checklist for ESF #8
- Appendix 2 - Temporary Medical Facility Form
- Appendix 3 - Hospital Patient Category
- Appendix 4 - Mass Fatalities Plan

ESF #9 Search and Rescue

- Appendix 1 - Checklist for ESF #9

ESF #10 Oil Spill and Hazardous Materials

- Appendix 1 - Checklist for ESF #10
- Appendix 2 - Basic Scene Setup
- Appendix 3 - Resource Inventory

ESF #11 Agricultural Resources

- Appendix 1 - Checklist for ESF #11
- Appendix 2 - Pet Evacuation Plan

**St. Landry Parish
Emergency Operations Plan**

- ESF #13 Public Safety and Security**
Appendix 1 - Checklist for ESF #13
Appendix 2 - Crisis Relocation Checklist
Appendix 3 - Organizational Chart
Appendix 4 - Traffic Control Points
Appendix 5 - Memorandum of Understanding
- ESF #14 Community Disaster Recovery**
Appendix 1 - Checklist for ESF #14
Appendix 2 - Donations Management Flow Chart
- ESF #15 Public Information**
Appendix 1 - Checklist for ESF #15
Appendix 2 - Media Resource Contact List
Appendix 3 - Public Service Announcements from FEMA
Appendix 4 - Actual Broadcast Announcer Scripts

HAZARD ANNEXES

- Annex A** - Hazardous Materials
Annex B - Terrorism
Annex C - Flood
Annex D - Severe Weather
Annex E - Pandemic Flu
Annex F - Wildfires
Annex G - Hurricanes

ATTACHMENTS

- 1. Declaration of a State of Emergency**
How to Declare a Disaster/ State of Emergency
Sample Emergency Proclamations – Declaration of Emergency
- 2. Maps**
St. Landry Parish
- 3. Forms**
Log of Actions Taken
After Action Report

**St. Landry Parish
Emergency Operations Plan**

CHAPTER 1 – APPROVALS

Submitted By:

Director, SLPOHSEP

Date

Approved By:

President, St. Landry Parish

Date

Mayor, City of Eunice

Date

Mayor, City of Opelousas

Date

Mayor, Town of Arnaudville

Date

Mayor, Town of Grand Coteau

Date

Mayor, Town of Krotz Springs

Date

Mayor, Town of Leonville

Date

Mayor, Town of Melville

Date

**St. Landry Parish
Emergency Operations Plan**

Mayor, Town of Port Barre

Date

Mayor, Town of Sunset

Date

Mayor, Town of Washington

Date

Mayor, Village of Cankton

Date

Mayor, Village of Palmetto

Date

CHAPTER 2 – INTRODUCTORY MATERIALS

2.1. AUTHORITY AND PROMULGATION

- A. Authority for the St. Landry Parish Emergency Operations Plan (herein referred to as “EOP”) is contained in the Louisiana Disaster Act of 1992 and the various ordinances enacted by the St. Landry Parish Council, Public Law 93-288, and Louisiana Revised Statute 29:601-617; act 636 of 1974.
- B. This EOP is effective upon approval and signing by the Parish President and elected officials of the respective cities and towns within St. Landry Parish as shown.
- C. This plan supersedes the previous versions of the Parish’s emergency operations plan.

2.2. IMPLEMENTATION

- A. This EOP shall be activated and executed upon order of the Parish President, Director of the St. Landry Office of Homeland Security and Emergency Preparedness (SLPOHSEP), or an authorized representative.
- B. All participating entities are directed to cooperate with the implementation of the EOP as a guide for disaster response activities and the assignment of responsibilities for various departments, agencies and personnel to ensure the most effective and timely response to any emergency that will occur within the Parish.

2.3. RECORD OF CHANGES

A. Plan Updating Procedure

To be most effective, this plan needs to be current. The emergency plan shall be updated at least annually, or whenever any of the following changes occur:

- Facility modifications with the Emergency Operations Center resulting in a change of any floor plans and/or operational procedures.
- Significant modifications of resources.
- The addition of any previously undisclosed hazardous material(s).
- The addition, deletion, relocation, or modification of any hazardous materials storage area.
- Pertinent changes in legislation.

To assure that this plan is kept ‘up-to-date’, St. Landry Parish Office of Emergency Homeland Security and Emergency Preparedness (SLPOHSEP) will maintain a record of changes and revisions to the EOP. It shall be the responsibility of the Parish to

St. Landry Parish Emergency Operations Plan

undertake an annual review of the EOP. All contact information and other pertinent data shall be reviewed, verified and updated as necessary. Any and all changes shall be documented on the attached Record of Changes. This record shall include:

- The sequential number of the change
- A brief description of the changes, updates and revisions to the plan
- The date the change was made
- The person(s) authorizing the change(s)

Each page of the plan is uniquely numbered and dated. Any superseded pages shall be removed from the plan and the newly revised pages shall be inserted in their place.

All significant changes are to be approved and authorized by the St. Landry Parish SLPOHSEP prior to insertion into the plan. To assure complete control of the plan's distribution, copies of the plan shall be uniquely numbered. In addition, a list of all parties holding a copy of the plan is attached and shall be maintained by the SLPOHSEP. This will facilitate recall and update of all copies of the plan.

B. Change Procedures

Any user of this plan is encouraged to recommend changes to this plan which the user feels might enhance or clarify a particular portion of the area being addressed. Suggested changes should be submitted to the SLPOHSEP for coordination, comment, concurrence, and approval. The format of suggested changes should be by Basic Plan or Annex, Section, Paragraph/Subparagraph and page number.

**St. Landry Parish
Emergency Operations Plan**

Review – SLPOHSEP Representative

Signature _____ Date _____ Type/Printed Name & Position _____

Signature _____ Date _____ Type/Printed Name & Position _____

Signature _____ Date _____ Type/Printed Name & Position _____

Signature _____ Date _____ Type/Printed Name & Position _____

Signature _____ Date _____ Type/Printed Name & Position _____

Signature _____ Date _____ Type/Printed Name & Position _____

Signature _____ Date _____ Type/Printed Name & Position _____

Signature _____ Date _____ Type/Printed Name & Position _____

**St. Landry Parish
Emergency Operations Plan**

PROPOSED CHANGE TO EMERGENCY OPERATIONS PLAN

Submitted By: _____ **Date:** _____

Department: _____

Phone: _____

EOP SECTION:

PROPOSED CHANGE:

REASON FOR CHANGE:

Send to: St. Landry Office of Homeland Security and Emergency Preparedness Director

**St. Landry Parish
Emergency Operations Plan**

2.4. RECORD OF DISTRIBUTION:

SLPOHSEP has determined the Basic Plan will be available for distribution to all of the persons and agencies listed below.

St. Landry Parish:

Parish President
Dept. Of Public Works
E-911 Communications District
Fire District Chiefs
Health Unit
Industrial & Economic Development District
School Board
Sheriff's Office
LSU Ag Center

Mayor, Fire Chief, Police Chief, Marshal's and Public Works/Utilities Department of:

City of Eunice
City of Opelousas
Town of Arnaudville
Town of Grand Coteau
Town of Krotz Springs
Town of Leonville
Town of Melville
Town of Port Barre
Town of Sunset
Town of Washington
Village of Cankton
Village of Palmetto
Prairie Volunteer Fire Department
Fire District # 7

Other Organizations:

United Way (St. Landry / Evangeline)
American Red Cross (local chapter)
Opelousas General Health System
EMS Providers
ALON Refinery
Region 4 DHH/OPH
Southwest Louisiana Primary Health Care

**St. Landry Parish
Emergency Operations Plan**

SLPOHSEP shall also ensure that all updates of this plan are promptly distributed to the agencies and organizations listed.

**St. Landry Parish
Emergency Operations Plan**

This page is left intentionally blank

CHAPTER 3 – PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

3.1. PREFACE

The Emergency Operations Plan (EOP) was developed through the St. Landry Parish Office of Homeland Security and Emergency Preparedness (SLPOHSEP) in coordination the cities of Eunice, Opelousas, towns of Arnaudville, Grand Coteau, Krotz Springs, Leonville, Melville, Port Barre, Sunset, Washington, and the villages of Cankton, Palmetto and Local Emergency Planning Committee (LEPC).

For the purpose of this EOP, each signatory community will be referred to as a participating entity. Each participating entity agrees to be National Incident Management System (NIMS) compliant, including but not limited to utilizing the Incident Command System (ICS), and agrees to timely notification to SLPOHSEP of local incidents that may escalate or require the activation of the EOC. In addition, St. Landry Parish and the combined participating entities will be referred to as the jurisdiction.

Each participating entity should establish its own local response plan. However, SLPOHSEP will also serve as the coordinating agency for each of the participating entities in the event of an emergency or disaster.

For the purpose of this EOP, each participating entity is responsible for the initial response to incidents that occur within its boundaries. The other participating entities not directly responsible for the incident may provide services through, but not limited to, the use of existing Joint Powers Agreements (JPAs), Memoranda of Understandings (MOUs), or Mutual Aid Agreements (MOA's) as appropriate. A list of agencies/organizations that St. Landry Parish have mutual aid agreements with is located at the Parish EOC.

The EOP is a starting point for use by public departments and agencies of the Parish, participating agencies, charitable organizations, and private companies willing to assist in disaster management. The Basic Plan provides broad guidelines for emergency management, and the Annexes address specific response functions. A resource list for the EOP includes known resources such as personnel and equipment availability within the Parish and neighboring communities.

**St. Landry Parish
Emergency Operations Plan**

3.2. PURPOSE

The purpose of the EOP is to guide management of resources and disaster response personnel tasked with emergency assignments before, during, and after a declared emergency. This plan details the overall responsibilities of the local government as well as guidelines and organizational priorities necessary to insure a coordinated federal, state, and local government response. This plan sets forth a detailed parish program for preparation against, operation during, and relief and recovery following disasters as provided by parish, state, and federal statutes, as well as other related or applicable emergency authorities or directives.

3.3. SCOPE

- A. The EOP was developed to cover emergency responses within the unincorporated portions of St. Landry Parish and the incorporated areas of the cities of Eunice, Opelousas, towns of Arnaudville, Grand Coteau, Krotz Springs, Leonville, Melville, Port Barre, Sunset, Washington, and the villages of Cankton, Palmetto.
- B. The EOP applies to all St. Landry Parish boards, commissions, and departments assigned emergency responsibilities, and to all elements of local governments.
- C. The EOP identifies roles and responsibilities of St. Landry Parish officials and provides them with a framework for mitigating, preparing and responding to natural or man-made disasters and emergencies including full recovery.
- D. The EOP incorporates all organizations, personnel and equipment which may be called upon to help facilitate a response to specific disasters and emergencies.
- E. The EOP will be activated upon the declaration of an emergency within St. Landry and will conclude when the danger to life, limb and property resulting from the emergency has ended and all issues relating from it are resolved, allowing for the resumption of normal everyday activities.

3.4. SITUATION OVERVIEW

A. General

- 1. The Parish has a Home-Rule Charter form of government with governing of day-to-day municipal operations to be the main responsibility of the Parish President. The Parish President serves as the Chief Executive Officer of the Parish and head of the Parish government's executive branch and a thirteen member, elected council.
- 2. The St. Landry Sheriff is the Chief Law Enforcement Officer in the Parish, pursuant to Article 5 Section 7 of the Louisiana State Constitution, 1976. Other law enforcement support is provided by various Municipal Police Departments, Town Marshals, and Constables.

St. Landry Parish Emergency Operations Plan

3. Fire protection is provided by 7 organized fire districts, made up of 15 paid or volunteer Fire Departments located throughout the Parish. There is no statutory authority for fire protection in unincorporated areas of the Parish beyond those established by fire departments.
4. Emergency Management activities are headed by the SLPOHSEP Director. Daily operations are conducted out of 780 Highway 742 Opelousas, LA.
5. Health responsibilities are provided by the St. Landry Health Unit and the medical centers located throughout the Parish.
6. St. Landry Parish has eight major highways (Interstate 49, U.S. Highway 71, 167, 190, and Louisiana highways 10, 13, 29, 31, 35) that are common routes used by many commercial haulers. During declared states of emergencies, many of these highways are used as evacuation routes for St. Landry as well as adjacent parishes.

B. Population and Geography

1. St. Landry Parish has an estimated population of 92,326. There are twelve incorporated communities within the Parish with City of Opelousas, the Parish seat, having a population of about 23,141. The other communities and their estimated populations are as follows: Arnaudville (1,401), Cankton (422), Eunice (11,451), Grand Coteau (1,049), Krotz Springs (1,288), Leonville (1,034), Melville (1,391), Palmetto (186), Port Barre (2,424), Sunset (2,629), and Washington (1,044). (*Estimates are based upon the 2009 U.S. Census Bureau Population Estimates Challenge Program.*)
2. The land area of St. Landry covers approximately 939 square miles. Much of that land is considered bayous, leaving 55% of the total land area located within FEMA's 100-year floodplain.

C. Hazard Analysis

1. Probability of Hazards

The potential exists in the Parish of St. Landry for many types of disasters and emergency situations to occur which could require the activation of the EOP. The Parish has had floods, severe weather, and hurricanes over the last ten years that have had human and financial tolls for the region resulting in the president declaring St. Landry Parish a federal major disaster zone. The Parish is also vulnerable to many man-made disasters including hazardous material incidents/accidents, and terrorism.

A list of the hazards dealt with in this plan and their general likelihood of occurring in St. Landry Parish are as follows:

St. Landry Parish Emergency Operations Plan

TABLE 1 – PROBABILITY OF HAZARDS

#	HAZARD	PROBABILITY	POTENTIAL HAZARDS GENERATED	PRIMARY RISK	PRIORITY
1	Flood	Highly Likely	5	Lives, property, crops are located inside of a 100 year FEMA floodplain, municipal infrastructure, utilities, medical services	High
2	Hurricane	Likely	1, 3, 4, 5	Lives, property, communications, infrastructure, weakly constructed or anchored buildings	High
3	Tornado	Highly Likely	5	Lives, property, municipal infrastructure, utilities,	High
4	Severe Weather	Highly likely	1,3,5	Lives, property, crops, reduced communications, municipal infrastructure, weakly constructed or anchored building	Medium
5	Release of Hazardous Materials	Possible		Lives, property, medical services	Medium
6	Terrorist attack (nuclear or conventional)	Possible	5	Lives, Communications, property, medical services	Medium
7	Wildfire	Possible	5	Lives, property, municipal infrastructure,	Low
8	Drought	Highly Likely		Agriculture	Low

Information taken from Hazard Mitigation Plan

**St. Landry Parish
Emergency Operations Plan**

D. Critical Facilities and Vulnerable Populations

1. Critical Facilities

Critical facilities are buildings and structures that provide essential services to a community that if damaged or destroyed would seriously impact the ability to respond and recover from a disaster. These include, but are not limited to, hospitals, fire and police departments, government offices, power stations, and waste water facilities. Different critical facilities are at a higher risk for specific hazards as a result of their location in the Parish. The following is a list of the type and number of identified critical facilities in St. Landry (*A complete list of critical facilities and their locations is kept at the St. Landry Office of Homeland Security and Emergency Preparedness*):

- Law enforcement – 16
- Fire Stations – 16
- Health Care – 6
- Emergency Shelters – 14
- Schools – 44
- Municipal Buildings – 18
- Utilities - 43

2. Vulnerable Populations

Some populations in the community share common characteristics that make them more susceptible to hazards. Two such groups are the elderly and low income populations. These groups are vulnerable because of financial constraints, a lack of available resources and services, and insufficient public awareness of their situations. Because of this, they often find it difficult to advocate for, or provide for all of their needs themselves, and so must rely on others for at least some support services. Location can also be a common characteristic that can make a population more susceptible to hazards than others.

FEMA has identified 42 structures within St. Landry Parish that appear on the National Flood Insurance Program (NFIP) repetitive loss list. Repetitive loss structures are those that have sustained flood damage twice or more. The following list identifies the location of these structures (all of which are residential):

- St. Landry Parish – 29
- Opelousas – 8
- Sunset – 3
- Cankton – 1
- Krotz Springs – 1

In addition to the 42 repetitive loss structures, FEMA has identified 6 Severe Repetitive Loss (SRL) property in St. Landry. A complete list identifying the vulnerable populations, as well as repetitive and severe repetitive loss structures, is kept at the St. Landry Office of Homeland Security and Emergency Preparedness.

**St. Landry Parish
Emergency Operations Plan**

3.5. PLANNING ASSUMPTIONS

A. General

1. Any number of hazards could create an emergency within St. Landry Parish necessitating the activation of this EOP.
2. Actions to mitigate the effects of disaster conditions will be conducted as soon as possible by the local participating entities.
3. The participating entities will be responsible for the initial response within their jurisdiction.
4. Emergencies that require multiple agencies to respond have the ability to quickly exhaust local jurisdiction resources.
5. Assistance from outside the affected jurisdiction will be needed for large-scale emergencies or disasters.
6. Predetermined evacuation route plans will be implemented based on the location of the disaster, wind direction, and other factors identified at the time of the disaster. Shelter in place plan will be implemented dependent on incident or circumstances.
7. Each department of the participating entities will respond as requested by their respective elected or appointed official to assist during emergencies and disasters. Individuals designated to be responsible for emergency response coordination or who may be assigned to the Parish EOC will be familiar with this EOP.
8. The respective participating entity is responsible for allocating equipment for emergency response within their jurisdiction.
9. The Parish Emergency Operations Center (EOC) is sufficiently organized and equipped to coordinate emergency resources (which include telecommunications equipment and computer based management information systems).
10. State assistance is expected to complement local efforts after all necessary measures have been taken on the local level.
11. Federal and State disaster assistance will supplement, not substitute, relief provided by the Parish and participating entities. Federal and State disaster assistance will be provided only when local resources are clearly insufficient to cope with the effects of the disaster.

**St. Landry Parish
Emergency Operations Plan**

12. All participating entities and emergency response organizations, including federal, state, local government and volunteer groups responding in the jurisdiction will be responsible for preparing and maintaining their own current Standard Operating Procedures (SOPs), resources lists, and checklists required for the operations of their organization.
13. Each participating entity and emergency response organization within the jurisdiction will be responsible for maintaining current training schedules and training requirements for their emergency response and medical personnel.

B. Federal/ State Compliance

1. This EOP was prepared in accordance with, and to meet the legal responsibilities of the Louisiana Homeland Security and Emergency Assistance and Disaster Act Title 29; Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; and Homeland Security Presidential Directive-5: Management of Domestic Incidents (February 28, 2003) (NIMS); Homeland Security Presidential Directive-7: Critical Infrastructure Identification, Prioritization, and Protection (December 17, 2003); and Homeland Security Presidential Directive-8: National Preparedness (December 17, 2003).
2. This EOP is compliant with the guidelines set forth by the National Incident Management System (NIMS), the National Response Framework (NRF), the FEMA Planning Guidelines - Comprehensive Planning Guide (CPG) 101 Version 2.0 (November 2010), and the Parish Planning Guide.

**St. Landry Parish
Emergency Operations Plan**

This page is left intentionally blank

CHAPTER 4 – CONCEPT OF OPERATIONS

4.1. INTRODUCTION

Initial emergency response and management is the responsibility of local government. Louisiana legal authority is granted to the Parish President to plan for and respond to emergency situations. Pursuant to applicable Louisiana Law, the Parish President has the authority to declare and terminate a “State of Emergency.” The declaration of a State of Emergency allows Parish Officials the authority to enact specific actions to mitigate the impact of a disaster. A State of Emergency will allow for potential State Government level assistance requested through the Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP). The Governor may enact a State of Emergency to assist local governments in responding to and mitigating the effects of a disaster. The Governor may request the President of the United States to declare a “Federal Disaster” if the impact of a disaster overwhelms the resources of state and local governments. It should be noted that FEMA reimbursement is not guaranteed at the declaration of a local or state level emergency.

4.2. PHASES OF EMERGENCY MANAGEMENT

A. Definition

1. Comprehensive emergency management is divided into five phases: Prevention, Mitigation, Preparedness, Response and Recovery. The overall purpose of each phase is aimed at reducing the risk to human lives and property from emergencies and disasters. The differences among the phases relate more to time frame than to their end goal or the types of measures that are planned. The five phases of emergency management are defined as follows:
 - a. **Prevention** – Preventive actions are taken to avoid an incident or to intervene to stop an incident from occurring. Such actions are primarily applicable to terrorist incidents. They may include the application of intelligence and other information to a range of activities that may include deterrence, heightened security for potential targets, investigations to determine the nature and source of the threat, public health and agricultural surveillance and testing, and public safety law enforcement operations aimed at preempting, interdicting or disrupting illegal activities and apprehending perpetrators.
 - b. **Mitigation** – During this phase, actions are taken that are designed to reduce or minimize the effects of natural or man-made hazards. Mitigation efforts include long-term activities designed to minimize disruption to the community following a disaster.

St. Landry Parish Emergency Operations Plan

- c. Preparedness – This phase involves emergency managers developing a plan of action for when disasters strike and making preparations designed to save lives and help with the response and rescue operations. These include developing evacuation plans, stocking and pre-positioning water and medical supplies, and conducting disaster response exercises.
- d. Response – This phase is that period of time during which the emergency is occurring. Actions are taken immediately to evaluate the emergency, warn the population, and make use of all available personnel, equipment and resources to minimize the effects of the disaster on the community and speed recovery.
- e. Recovery – This phase is that period immediately following the emergency when actions can be taken to restore the community, to the greatest extent possible, to normal conditions. Recovery includes both short-term and long-term activities. Short-term recovery operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery efforts entail those operations or actions intended to assist a community or jurisdiction to regain its normal appearance and functionality. Recovery efforts are primarily concerned with actions that involve rebuilding destroyed property, repair of other essential infrastructure and services and assisting victims in obtaining disaster relief. Some Recovery actions may commence during the Response phase.

B. Mitigation

- 1. Carry out hazard mitigation activities appropriate to the respective functions of departments, agencies and offices.
- 2. Promote the establishment and enforcement of building codes.
- 3. Develop and enact flood plain management.
- 4. Restrict development in hazardous areas consistent with the degree of risk or, if possible, provide engineering and technology solutions to remove the hazard before development.
- 5. Develop wildfire mitigation activities and promote fire prevention. Partner with land management agencies to continue to protect the urban interface forest treatment.
- 6. Work with commerce and industry to improve hazardous materials storage, use, transportation and disposal.

**St. Landry Parish
Emergency Operations Plan**

C. Preparedness

1. Develop and maintain emergency plans and Standard Operating Procedures (SOP) to deal with specific emergencies and situations during emergencies to include:
 - Natural disasters
 - Hazardous Materials (HAZMAT) incidents
 - Terrorism
 - Evacuations
 - Shelter/mass care
 - Special needs populations
2. Establish, equip, and develop SOPs for an Emergency Operations Center (EOC) to act as the central location for monitoring potential emergencies and coordinating response activities.
3. Maintain mutual aid agreements with neighboring communities to share assistance and resources.
4. Promote professional development and training for emergency management and public safety personnel.
5. Develop and frequently conduct training and exercise programs dealing with emergency management and response.
6. Implement community outreach programs that will provide essential information to the public and encourage them to become involved in personal and community emergency preparedness.
7. Develop or promote volunteer organizations that are trained to assist emergency responders during disasters.
8. Assist facilities that provide care for special needs populations to develop a facility evacuation plan.
9. Ensure a robust and redundant emergency warning system to alert residents of emergencies and conduct frequent tests.

D. Response

1. Upon notification of an actual or potential emergency, the St. Landry Parish Office of Homeland Security and Emergency Preparedness (SLPOHSEP) Director will call together such Parish and Local officials, department heads and external agency representatives as deemed necessary and will brief them on the situation. The SLPOHSEP Director will activate this plan and/or order such steps to be taken as may be appropriate for the situation.

**St. Landry Parish
Emergency Operations Plan**

2. Following the briefing, all officials, representative and other persons involved in the response will review their responsibilities outlined in this Emergency Operations Plan and their respective Emergency Support Function (ESF) and/or SOPS (departmental, technical and emergency plans).
3. The Emergency Operations Center (EOC) will be activated to the necessary response level based upon incident type.
4. Ensure all appropriate ESF Coordinators and personnel are activated. Department heads will designate their representatives to report to the EOC.
5. Develop appropriate shift rotations commensurate with the incident. Take appropriate steps to ensure adequate water, food and sleeping facilities for EOC staff.
6. Personnel, equipment, and resources will be readied for dispersal and, where advisable, pre-staged at appropriate locations.
7. The Public Information Officer (PIO) will ensure that neighborhoods and communities are provided timely, detailed and accurate information concerning the event to alleviate fears and concerns, control rumors and prepare residents for any necessary protective actions. This messaging should include media forms, social media, internet and the community notification telephone system. Special attention should be given to special needs populations, elderly, and non-English speaking residents. (Specific information is provided in ESF #15, Public Information).
8. School officials, public and private, present at the briefing by the SLPOHSEP Director shall take all necessary steps to safeguard the school population. SLPOHSEP will alert institutions and agencies not represented at the briefing, if deemed necessary by the Parish.
9. If the incident has the capability of quickly overwhelming the Parish's resources, planning for evacuation of the population should be considered at this stage.
10. Declare "State of Emergency" if appropriate and necessary.
11. Establish communications with Incident Commander (IC) as well as other Parishes, Cities and towns with which mutual aid agreements are in effect.
12. Establish liaison with the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).
13. Coordinate overall response operations. Ensure that on scene operations are efficient and effective.
14. Ensure that needed resources are obtained in the most efficient and expeditious manner possible using all available manpower, equipment, fallout protection and other resources.

**St. Landry Parish
Emergency Operations Plan**

15. Implement protective measures based on protective action guides and other criteria consistent with the recommendations of the Environmental Protection Agency (EPA), the Nuclear Regulatory Commission (NRC), etc.

E. Recovery

1. Implement Short-Term Stabilization

- a. Continue rescue operations. If a radioactive environment exists, ensure monitoring and decontamination process is conducted when possible.
- b. Arrange for temporary housing, food and clothing.
- c. Provide transportation for people who are being relocated.
- d. Provide security for residents before, during, and after the evacuation, during transportation, and at the shelter.
- e. Provide security for evacuated areas to provide protection from looting and vandalism.
- f. Determine whether residents can temporarily return to their families for care. If so, outline the procedures for discharging these residents.
- g. Continue to monitor the situation and communicate with emergency personnel in developing re-entry plans.
- h. In coordination with GOHSEP, ensure Disaster Recovery Centers (DRC) are set up.
- i. Make evaluation of the situation, including damage assessment and plan for restoration. Determine restoration priorities.
- j. Certify buildings and/or areas as being safe for habitation.
- k. Provide emergency mortuary service.
- l. Conduct a public health assessment for potential short and long-term threats.
- m. Destroy contaminated food, drugs and other material.

2. Implement Long-Term Stabilization

- a. Maintain the EOC in operation until such time as the emergency and recovery operations no longer require it.
- b. Conduct full Damage assessment.
- c. Commence restoration of the Parish following established priorities.

**St. Landry Parish
Emergency Operations Plan**

- d. Assist public utilities with the restoration of service when requested.
- e. Restore all water, telephone lines, electric and gas services.
- f. Conduct debris removal.
- g. Restore water treatment facilities.
- h. Repairing roads, bridges and other critical facilities.
- i. Arrange for individual assistance (IA) to help residents and Parish government to recover from the disaster. This will be done in cooperation with State and Federal agencies.
- j. Help eligible victims apply for and receive relief assistance.

4.3. INCIDENT ASSESSMENT

A. General

In order to fully understand the impact of a disaster and how to appropriately respond and recover from it, there must be a systematic approach to evaluating the situation and the damage incurred. Incident assessments are key to this approach. However, due to the demands that are placed upon response organizations during and immediately after a disaster, a thorough incident assessment may not be feasible right away. Therefore, incident assessments are divided into two categories, rapid and detailed, which take into account the constraints of the immediate circumstances.

B. Rapid Assessments

1. Rapid assessments refer to assessments made within the first few hours of an incident. They involve quick evaluation of the on-scene situation and focus on collecting and organizing information that will help to prioritize immediate response activities, distribute essential resources and facilitate the decision to seek additional outside assistance.
2. The rapid assessment will include information regarding the:
 - Area or jurisdiction affected
 - Known injuries
 - Known fatalities
 - Critical facilities damaged or destroyed
 - Structural safety of affected buildings (public/private)
 - Evacuations
 - Parish emergency declared
 - Mutual aid activated
 - Resources required

**St. Landry Parish
Emergency Operations Plan**

3. As additional information becomes available, assessment teams will provide updates to the Parish EOC which will then pass the information on up to the GOHSEP.

C. Detailed Assessment

1. Detailed assessments involve thorough analysis of all aspects of the disaster or emergency and may take up to several days or weeks to complete. The primary focus is on collecting information that will help officials document the extent of the damage in order to substantiate the need for State or Federal aid for recovery activities. Detailed assessments are also critical to providing the public, local officials and media with vital information.
2. Detailed assessments will include information regarding the number of:
 - Persons affected in disaster area
 - Persons evacuated
 - Shelters open
 - Persons in shelter
 - Confirmed injured
 - Confirmed fatalities
 - Confirmed missing persons
 - Homes and businesses with damage

4.4. PROTECTIVE ACTIONS

A. Response Personnel Safety

1. General
 - a. Most disasters pose dangers not only to the general public but to emergency responders as well. Since responders are often the first line of defense during disasters, the importance of their safety must be made paramount.
 - b. Critical to the safety of response personnel is the accurate and sufficient knowledge concerning health and safety hazards that may be present at the incident.
 - c. Among the safety and health hazards emergency workers may encounter are:
 - Safety Problems: wet or uneven floors or carpets, broken walkways, or unlit parking lots; sharp edges, falling objects; blocked fire doors or emergency escape routes; lack of emergency lighting; electrical cables strung across floors or from ceilings; unprotected or underground electrical circuits; traffic safety issues (internal and external); construction and equipment hazards; field issues such as damaged structures, fire, flood, or winter storm conditions

**St. Landry Parish
Emergency Operations Plan**

- Health Problems: ergonomic issues; repetitive motion injuries; reactions to matter, chemicals, NBC contaminants; exposure to hazardous materials such as asbestos or PCB's; naturally occurring infectious diseases and vector caused illnesses; poor ventilation or air quality; exposure to weather extremes, etc.
- d. The emergency may call for the immediate deployment of protective clothing and equipment as well as chemical, biological and radiological detection, monitoring and decontamination equipment.

2. Safety Actions

- a. Public safety response personnel will be kept informed as to the status of dangers present during an incident and will take measures to protect themselves when such measures become necessary.
- b. State, Parish, and City response personnel will also adhere to their respective departmental personal protection guidelines and policies.
- c. Response agencies will insure that emergency workers are properly equipped and trained with appropriate and fitted Personal Protective Equipment (PPE) as necessary.
- d. Emergency response personnel will be trained in hazardous materials control and vehicles will be equipped with reference material guidebooks.
- e. Parish/City personnel will respond only at the level of training and certification they have achieved.
- f. Compliance with all State and Federal regulations concerning emergency responder's actions, training and equipment will be followed.

B. Protection of Citizens

1. Emergency Public Notification and Warning Systems

- a. Emergency public information activities will be undertaken to ensure the coordinated, timely and accurate release of a wide range of information to the news media and to the public about disaster related activities. Information intended for the news media and the public will be coordinated prior to release with affected jurisdictions' officials.
- b. Procedures regarding emergency public information are described in the ESF #15 - Public Information.

**St. Landry Parish
Emergency Operations Plan**

2. Implement Protective Actions

- a. Effective protection actions for the public mainly include evacuations or sheltering in place. The determination for the need to use either of these or other protective actions will be the responsibility of the Incident Commander (IC) with the help of the Emergency Support Function (ESF) Coordinators and other appropriate officials.

3. Evacuation Procedures

- a. Evacuation Coordinator will coordinate all evacuation planning activities with the SLPOHSEP in accordance with the *St. Landry Parish Evacuation Plan* (See ESF #1).
- b. Evacuation Coordinator identifies high hazard areas and determines population at risk; prepares time estimates for evacuation of the people in the different risk zones. Accomplishment of these tasks requires the preparation of a threat summary, based on the jurisdiction's hazard analysis. The summary addresses the evacuation needs that are applicable to the natural and man-made hazards that threaten the people living in the jurisdiction. Typical threats include:
 - Hazardous materials accidents involving the facilities that use, store, manufacture, or dispose of them and the transport modes (planes, boats, trucks, pipelines, etc.) used to move them.
 - Flooding as a result of torrential rains in flood-prone and/or low lying areas subject to flash floods and inland flooding.
 - Areas subject to wildfires.
 - Populations at risk to national security threats involving radiological, chemical, or biological weapons.
 - Any other situations involving terrorist activities.
- c. Identify transportation resources (e.g., public transit, school buses, etc.) likely to be needed for evacuation operations.
- d. Develop information for evacuees' use on the availability and location of Shelter/Mass Care facilities away from the threat of further hazard-induced problems.
- e. Assist, as appropriate, in the preparedness actions for the evacuation of animals during catastrophic emergencies.

**St. Landry Parish
Emergency Operations Plan**

4. Shelter-in-Place

There may be circumstances that arise during emergencies that impair or prohibit an effective evacuation of citizens from affected areas. Shelter-in place is an effective protection strategy for many types of disasters to include the release of chemical, biological, radiological or nuclear material. In such cases, citizens may be directed to remain indoors wherever they are and seek to protect themselves from dangerous materials as best as possible.

The Incident Commander (IC) will work with the SLPOHSEP Director to determine when sheltering in place is appropriate and will direct the dissemination of the order, and any specific actions to be taken by citizens, through radio, public telephone and other media outlets.

4.5. REQUESTING ASSISTANCE

A. General

Local jurisdictions have primary response and recovery obligations, and the State and Federal Government provides supplemental support when requested. The Parish may determine that additional supplemental resources are needed and may request assistance from the State and Federal Government.

B. Requirements

1. A thorough assessment of damage will be conducted and the information will be analyzed to determine the immediate needs in affected communities. The Parish will determine whether to seek state and federal assistance. Comprehensive damage assessment information is essential as the basis for a request to the governor for disaster assistance.
2. State recovery assistance, both public and individual, is coordinated from GOHSEP.
3. Federal emergency financial assistance is also available to any applicant only if established criteria are met and only within the parameters established for each program and disaster event including the Memorandum of Agreements (MOA's) that have been developed.
4. Federal financial assistance is available through several grant programs, usually only after a declaration of emergency or major disaster by the President of the United States. Eligibility for a federally declared disaster is based on per capita impact within the state for public assistance with a minimum threshold of \$1,000,000 in public assistance damages. In addition, some Federal grant programs require administrative plans such as hazard mitigation plans, as one element of a Parish's eligibility. Federal eligibility can be referenced in 44 CFR Chapter1 206.48.

**St. Landry Parish
Emergency Operations Plan**

5. Some Federal disaster assistance (search and rescue, flood protection, wildfire suppression and support (including EOC operations), and loans for farmers and small businesses) are available without a presidential declaration.
6. Following a presidential declaration, a Disaster Field Office (DFO) will be established in the State and staffed with federal personnel assigned to manage the disposition of federal relief funds in cooperation with state personnel.
7. Disaster Recovery Centers (DRCs) may be established in the affected area to provide information and guidance to Parish staff and citizens affected by the emergency or disaster, which might include an individual's potential eligibility for assistance.

**St. Landry Parish
Emergency Operations Plan**

This page is left intentionally blank

CHAPTER 5 – ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

5.1. GENERAL

Most departments/agencies of government have emergency functions in addition to their normal day-to-day duties. Emergency functions usually parallel or complement normal functions. Each department/agency is responsible for developing and maintaining its own emergency management procedures. Specific primary and support functions are listed in 6.3 and in each individual ESF Annex. Departments/agencies of government that provide response personnel maintain Standard Operating Procedures (SOP) and proper Continuity of Operations Planning (COOP). These Plans should address the order of succession of authority within each agency, what positions or persons shall assume responsibility, identification of the necessary requirements for succession to occur, alternate locations to conduct businesses, and specific time frame that identifies the time or point at which the Plan is terminated.

5.2. ORGANIZATION

A. State

The Governor of Louisiana has the ultimate responsibility for direction and control over state activities related to emergencies and disasters. Upon delegation of authority by the Governor, the Director of GOHSEP acts on behalf of the Governor in coordinating and executing state activities to cope effectively with the situation.

B. Local

1. St. Landry Parish Emergency Preparedness Structure:
 - a. Parish President
 - b. SLPOHSEP Director
 - c. Sheriff
 - d. Mayors
 - e. Police Chiefs
 - f. Fire Chiefs
 - g. Superintendent of Schools
 - h. Department Directors

**St. Landry Parish
Emergency Operations Plan**

5.3 ROLES AND RESPONSIBILITIES

A. Parish President (ESF #5):

1. Act as the Chief Elected Official (CEO) official responsible for ensuring the public safety and welfare of the people through providing strategic guidance and resources.
2. Set policy for the emergency response organization and authorize specific functions to enact the policy.
3. Issue's a "Declaration of Emergency" as appropriate.
4. Confer with SLPOHSEP Director on the need for issuing evacuation orders.
5. Issue's evacuation orders (Orders should take in consideration people who do not comply with evacuation instructions.)
6. Requests assistance from adjacent communities and from the State of Louisiana.
7. Request State of Emergency Declaration from the Governor when it becomes apparent that Parish resources will be overwhelmed.
8. Authorize strategy for recovery operations.

B. SLPOHSEP Director (ESF #5):

1. Advises the Parish President and other local officials on emergency management matters and related laws, rules and regulations.
2. Plan, develop, organize, direct, and coordinate the Parish's Emergency Operations Plan.
3. Coordinates and conducts emergency planning, training and exercises. Involve State and Local government agencies as well as private sector and Non-Governmental Organizations (NGO's).
4. Develop mutual aid and assistance agreements.
5. Coordinates volunteer support efforts to include the activities of volunteers from outside the jurisdiction and the assistance offered by unorganized volunteer and neighborhood groups within the Parish.
6. Designates the individual to act as the Public Information Officer (PIO) during emergencies.
7. Develop and execute public awareness and education programs.

**St. Landry Parish
Emergency Operations Plan**

8. Track potential hazards and threats to St. Landry.
9. When situation permits, conduct briefing prior to emergency with Parish President and local officials to determine the need for activating the EOC and other possible emergency steps.
10. Activate EOC and appropriate ESF Coordinators and personnel.
11. Manage overall EOC activities.
12. Plan, provide and maintain primary EOC communication.
13. Activates public warning system and store messages for emergency alert system.
14. Establish and maintain liaison with Incident Commander, Local officials and GOHSEP.
15. Oversees recovery operations.
16. Deactivates EOC and ESF personnel.
17. Collect incident assessments, damage assessments, log of actions and after action reports from ESFs and response organizations.
18. Develop final After-Action Report and conduct meeting with all participating organizations to discuss strengths and weaknesses.
19. Implement corrective actions.

C. St. Landry Parish Sheriff (ESF #9 & #13):

1. Acts as the Chief Law Enforcement Officer in St. Landry Parish and advise the SLPOHSEP Director on all public safety and security and Search and Rescue operations.
2. Develop and activate mutual aid agreements for Public Safety and Security (ESF #13) and Search and Rescue (ESF #9).
3. Maintain updated lists of current law enforcement and Search and Rescue (SAR) resources.
4. Manages law enforcement resources, and direct traffic control and law enforcement operations.
5. Provides liaison and coordination with other Parish, State and Federal law enforcement groups.
6. Provide for and coordinate traffic control, crowd control, and restricted area control including patrolling evacuated areas.

**St. Landry Parish
Emergency Operations Plan**

7. Provide security to Critical Infrastructure and Facilities, including EOC and Mass Care Shelters.
8. Provide security for transportation, warehousing and distribution of medication and medical supplies.
9. Implement evacuation orders.
10. Direct and carry out evacuation and relocation of prisoners in jail facilities.
11. Coordinate SAR operations.
12. Regularly brief the Parish President and SLPOHSEP Director on all operations and status of Public Safety and Security and SAR.
13. Provide for the orderly re-entry of evacuated individuals.
14. Collect all incident reports, log of actions and after-action reports from law enforcement and SAR organizations and forward them to the SLPOHSEP Director.

D. Fire District Chief (ESF #4 & #10):

1. Advises the SLPOHSEP Director on all Firefighting and HAZMAT operations.
2. Coordinate firefighting and HAZMAT resources and operations.
3. Activate mutual aid agreements.
4. Provide radiological monitoring.
5. Coordinate mass decontamination of Parish residents, equipment and facilities as a result of possible chemical, biological or radiological contamination incidents.
6. Provide personnel and transportation assets to support evacuation efforts.
7. Collect all incident reports, log of actions and after-action reports from Firefighting and HAZMAT organizations and forward them to the SLPOHSEP Director.

E. St. Landry Parish School Board (ESF #1):

1. Advises SLPOHSEP Director on all transportation issues and operations.
2. Plan, provide and maintain sufficient transportation resources.
3. Prioritize allocation of transportation resources.

**St. Landry Parish
Emergency Operations Plan**

4. Preplan bus and transportation available with private and municipal transit services.
5. Activate appropriate mutual aid agreements as appropriate.
6. Coordinate transportation resources with Public Safety and Security (ESF #13) for evacuations.
7. Provide transportation for persons within the evacuation area that cannot self-evacuate, including "special needs" persons.
8. Ensures safety of routes, bridges, etc.
9. Collect all incident reports, log of actions and after-action reports from organizations responsible for emergency transportation operations and forward them to the SLPOHSEP Director.

F. Department of Public Works Director (ESF #3):

1. Sends a representative to EOC when activated.
2. Manage public works resources and direct public works and engineering operations.
3. Coordinate with private sector utilities and contractors for use of private sector resources in public works related operations.
4. Activates appropriate mutual aid agreements as necessary.
5. Coordinate comprehensive damage assessments.
6. Prioritize utilities restoration and debris management.
7. Provide for emergency stabilization of damaged critical facilities.
8. Provide debris clearance in support of emergency response activities, access to impacted areas and evacuation routes.
9. Coordinate the restoration of critical utilities.
10. Collect all incident reports, damage assessments, log of actions and after-action reports from organizations responsible for emergency public works and engineering operations and forward them to the SLPOHSEP Director.

**St. Landry Parish
Emergency Operations Plan**

G. Public Information Officer (ESF #15):

1. Acts as the primary spokesperson for the Parish to media.
2. Manage all aspects of emergency public information for Parish President.
3. Establish Joint Information Center (JIC) as necessary.
4. Disseminate emergency instructions and information to public and officials.
5. Disseminate instructions and information to evacuees.
6. Inform the public and evacuees on evacuation activities.
7. Announce availability, location and opening time of mass care facilities to public.
8. Provide information on protective action including caring for animals.
9. Provide SLPOHSEP Director with all incident reports, log of actions and after-action reports for Public Information operations.

H. America Red Cross (ESF #6):

1. Sends representative to EOC when activated.
2. Advise SLPOHSEP Director on all mass care facilities operations.
3. Recommend number and locations of mass care facilities to EOC.
4. Establish agreements with potential mass care facilities.
5. Manage mass care facilities.
6. Provide resources to;
 - Feed emergency medical personnel and patients as requested,
 - Track status of victims,
 - Supply blood,
 - Reinforce medical support, and
 - Aid disabled, elderly, and lost children.
7. Advise PIO on information available through the ARC.
8. Provides the SLPOHSEP Director with all reports, action logs, shelter registrations and inventory lists.

CHAPTER 6 – DIRECTION AND CONTROL

6.1. COMMAND RESPONSIBILITY

- A. The Parish President, under the authority provided by the Louisiana Homeland Security and Emergency Assistance and Disaster Act and various ordinances enacted by the St. Landry Parish Council, has the responsibility for responding to emergencies at the Parish. This authority shall include, but not be limited to, the declaration of an emergency condition within the political jurisdiction.
- B. The Director of SLPOHSEP (ESF #5) acts as the Chief Advisor to the Parish President during any declared emergency affecting the people and property of St. Landry Parish. All levels of local and parish government are placed under the direct control of the St. Landry Parish President and the SLPOHSEP.
- C. The Director of SLPOHSEP will be responsible for managing all emergency response operations under a declared Parish State of Emergency.
- D. State and federal officials will coordinate their operations through the Parish President or the Director of SLPOHSEP.

6.2. INCIDENT MANAGEMENT

A. Incident Command System

- 1. The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS.
- 2. St. Landry Parish adopted the NIMS guidance by the resolution: Proclamation Implementing the Nation Incident Management System – March 15, 2005.
- 3. It shall be the policy of all departments/ agencies within St. Landry Parish that are involved in emergency response efforts to utilize the Incident Command Systems (ICS), in conformance with the National Incident Management System (NIMS) during real world emergencies as well as training exercises.

**St. Landry Parish
Emergency Operations Plan**

6.3. ROLES AND FUNCTION OF EMERGENCY OPERATIONS CENTER (EOC)

A. General

1. The EOC serves as a central location for Emergency Management and local officials to oversee emergency operations. Within this specially organized venue, they are provided the means to jointly focus on issues requiring cross input and decisions by the jurisdiction's senior leadership and to make certain that the most effective use of all available resources is being applied (or redirected) to the highest priorities, as they emerge.
2. The EOC is activated during emergencies at the recommendation of the St. Landry Parish Office of Homeland Security and Emergency Preparedness (SLPOHSEP) Director. The EOC is a multiagency coordination center between St. Landry Parish and the cities, townships, and villages that comprise St. Landry Parish. It is comprised of fifteen Emergency Support Function (ESF) positions configured under the Incident Command organization.
3. Whenever an EOC is activated, it becomes the jurisdiction's central headquarters for coordinating efforts to deal with any major incident that imperils the safety and welfare of the public.
4. The following are the primary functions of the Emergency Operations Center (EOC):
 - Situational Assessment – Collection of all jurisdiction situation reports, maps, status boards to provide a common operation picture
 - Incident Priority Determination – establishing priorities among incident for scarce and limited resources
 - Provide Management policies and Interagency Activities- Provide policy level decisions relevant to incident management activities, strategies and priorities.
 - Coordination with State and Federal Operations Centers.
 - Manage the consequences of the Incident such as evacuation, sheltering, business continuity, disaster recovery
5. SLPOHSEP assumes direction and control responsibilities from the primary EOC. Should relocation of direction and control be necessary because of threat of being compromised in any fashion, the alternate EOC will be activated and all operations will be moved there. The following are the current locations of the primary and alternate EOC:
 - The Primary EOC - 780 Highway 742, Opelousas, Louisiana 70570.
 - The Alternate EOC - 118 South Court St. Opelousas, Louisiana 70570.

**St. Landry Parish
Emergency Operations Plan**

B. Strategic Goals and Objectives

1. Implementation of the jurisdiction's strategic goals will take into consideration the following:
 - a. Determining if there is a need to exercise one or more of jurisdiction's emergency powers;
 - b. Coordinating jurisdiction specific warning and emergency public information;
 - c. Coordinating jurisdiction damage assessment;
 - d. Calculating emergency cost for referral by the jurisdiction leadership to the State;
 - e. Coordinating continuity of government and continuity of operations;
 - f. Overseeing the effective use and allocation of available local resources;
 - g. Determining specific requirements that are vital but beyond the jurisdiction means to acquire, and referring such needs to the State EOC for supplemental assistance; and
 - h. Orchestrating recovery, including the development of a jurisdiction Disaster Recovery Plan.

C. Organizational Structure

1. Figure 6-2 identifies the roles of the individuals at the EOC. Individuals may be required to serve in more than one role. The EOC will communicate with the Incident Commander, through the Liaison Officer. The Incident Commander will update and report incident status on a regular basis, will request resources to manage the incident, and will provide necessary information to the EOC. Figure 6-3 illustrates the interface between the EOC and the on-scene response to the incident.

**St. Landry Parish
Emergency Operations Plan**

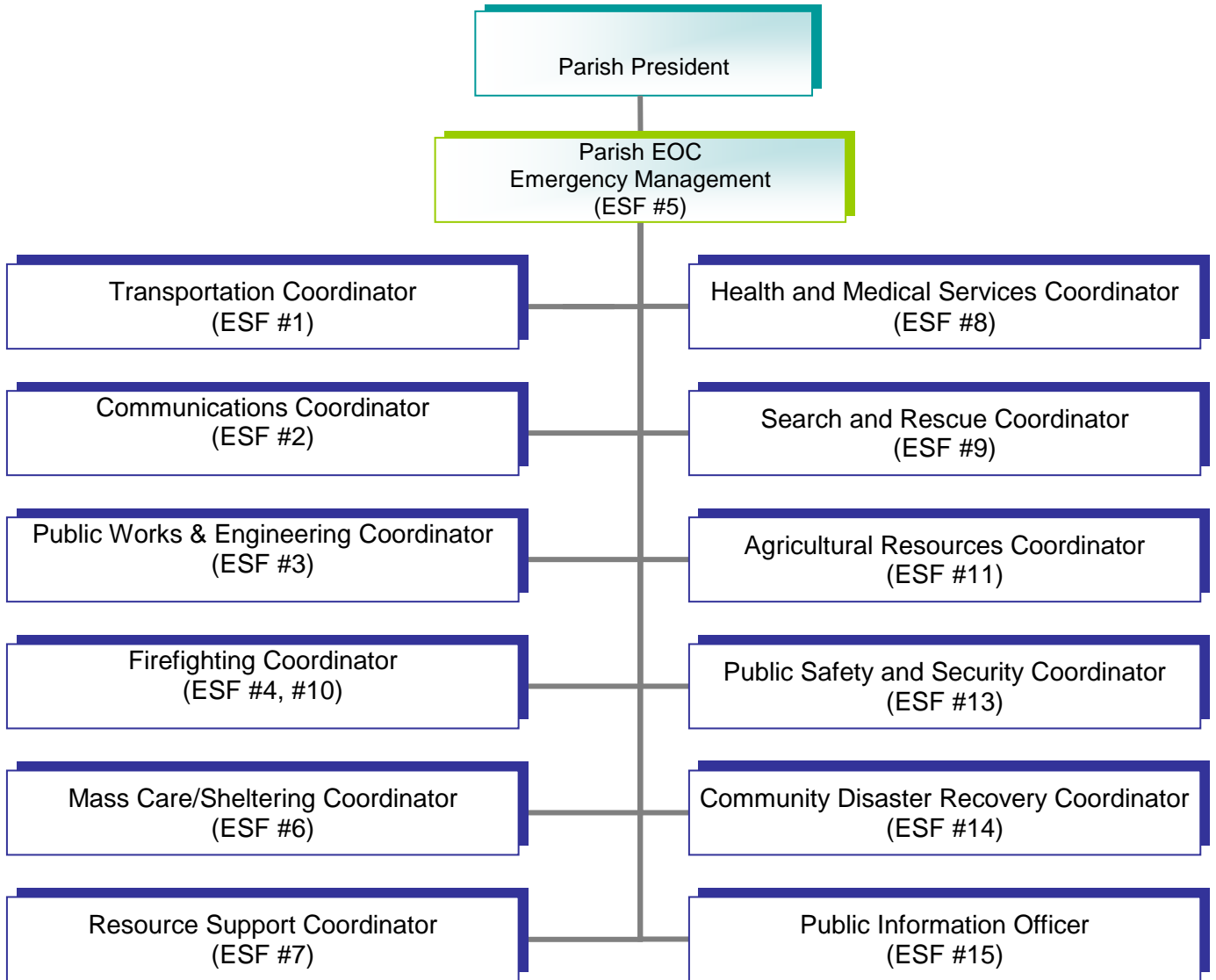


Figure 6-2
Centralized Response Coordination (EOC)
Command Structure

St. Landry Parish Emergency Operations Plan

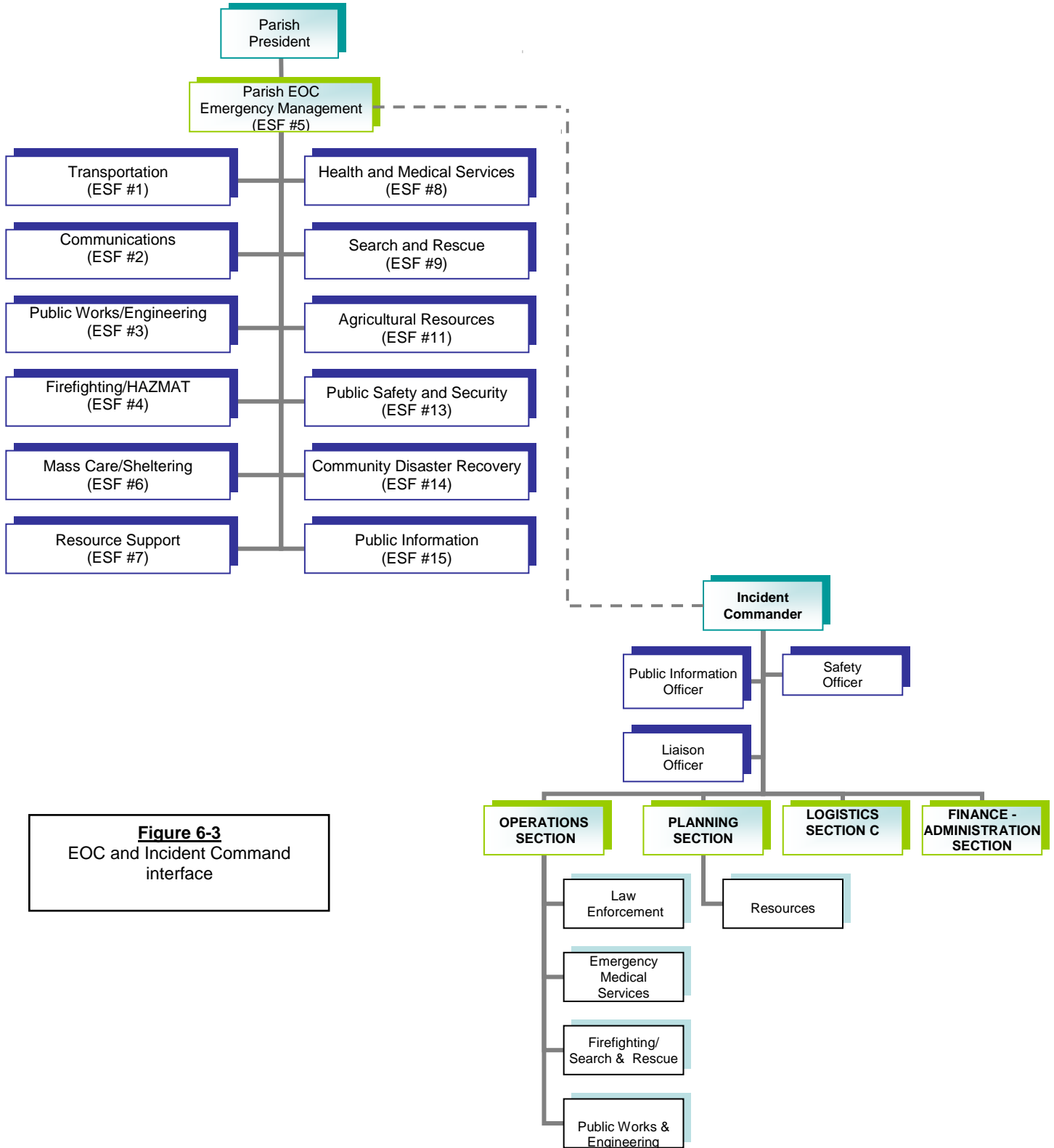


Figure 6-3
EOC and Incident Command interface

**St. Landry Parish
Emergency Operations Plan**

D. Operational Planning

1. In the EOC, reports will be collaboratively analyzed and evaluated by the responsible ESF. The aim is to form a Parish wide picture of how departments and interdepartmental actions occurring at incident sites, in or among control/communication centers, or in areas of the Parish more distant from or untouched by the crisis need to be supported by EOC goals and objectives.

6.4. EMERGENCY RESPONSE LEVELS

A. Emergency Activation Levels

1. Emergency Action Levels (EAL) have been established to provide a general indicator of the level of seriousness of an incident and related guidance for response and protective actions so that all emergency response forces have a common basis by which they can implement actions necessary to handle the situation. Procedures are on file in the State EOC. The four EAL that shall be used are:
 - a. LEVEL IV – Normal operations are ongoing. GOHSEP staffing is in accordance with authorized agency manning levels.
 - b. LEVEL III – Events involve a potential or actual threat to the safety and welfare of the people in a threatened area(s).
 - c. LEVEL II – Events are in progress or have occurred which involve an imminent or actual major impact on the safety of the people in a stricken area(s). The EOC is activated for 24-hour operations and staffed by OHSEP personnel. The EOC activation may include selected staffing from local, state, ESF's, federal, and volunteer agencies. This status will be maintained and the situation monitored closely until conditions escalate or de-escalate.
 - d. LEVEL I – Events are in progress which continue previously declared action levels and require response activities. The EOC is fully activated. All local, state, ESF's, federal, and volunteer agencies report to the EOC as requested for 24-hour operations. This status will be maintained until the threat is over and the emergency is terminated. As imminent danger is reduced, operations will be initiated for the return of the stricken area(s) to pre-disaster status.
2. For the purpose of incident management, state and local government will use the same emergency situation terminology used by federal agencies:
 - a. Natural Disaster (National Weather Service)
 - (1) Watch
 - (2) Warning
 - (3) Impact

**St. Landry Parish
Emergency Operations Plan**

(4) Recovery

b. Fixed Nuclear Facility (NRC/FEMA Joint Guidance NUREG-0654, FEMA-REP-1, REV.1.)

- (1) Unusual event
- (2) Alert
- (3) Site area emergency
- (4) General emergency

c. Homeland Security Threat Conditions

- (1) Green – Low Risk
- (2) Blue – Guarded Risk
- (3) Yellow – Elevated Risk
- (4) Orange – High Risk
- (5) Red – Severe Risk

B. EOC Deactivation

The EOC will be deactivated or the activation level will be lowered when events or State support of an incident have lessened.

**St. Landry Parish
Emergency Operations Plan**

TABLE 2 – EOC ACTION STAGE MATRIX				
DISASTER STAGE	STAGE 1	STAGE 2	STAGE 3	STAGE 4
INCIDENT LEVEL	Level 4	Level 3	Level 2	Level 1
SCOPE OF EMERGENCY	Local area affected	Local/Multi-site emergency	Wide area disaster	Wide area disaster
HAZARDOUS MATERIALS	Spills, leaks, or fires of small amounts of fuel, oil, or other material that can be managed locally- as defined in the Hazard Mitigation Plan	Hazardous chemicals that require the use of any kind of specialized protective equipment beyond use of SCBA and/or Structural Fire-Fighters Protective Clothing (SFPC), special tools or knowledge beyond the normal scope of a First Responder.		
RESOURCES NEEDED	Local	Regional/Local	State	Federal
JURISDICTIONS	One	One or Two	Two or More	Two or More
PARISH EOC ACTIVATION LEVEL	Level 4	Level 3 or 2	Level 1	Level 1
STATE EOC ACTIVATED	No	Possible	Yes	Yes
FEDERAL EOC ACTIVATED	No	No	No	Yes
EVACUATION	No	Possible (limited)	Possible (large area)	Yes (wide area)
MASS CARE	No	Possible	Possible	Yes
LOCAL WARNING	Possible	Yes	Yes	Yes
MASS WARNING	No	No	Yes	Yes

**St. Landry Parish
Emergency Operations Plan**

6.5. EMERGENCY SUPPORT FUNCTIONS

A. General

1. Emergency Support Functions (ESF) are the primary means through which the Federal and State government provides assistance to municipal governments. The ESF structure follows the Incident Command System (ICS) and unites various agencies and focuses their efforts on a specific function necessary to respond to an emergency.
2. The St. Landry Parish EOP consists of the Basic Plan and 15 Emergency Support Functions (ESFs). Each ESF contains:
 - A list of the primary and supporting agencies/departments
 - The purpose of the ESF
 - Assumptions about their main role
 - Actions taken during each phase of Emergency Management
 - Specific roles and responsibilities for the primary and supporting agencies
 - General information on organization and direction and control
3. The following Matrix details the relationship between the ESFs and departments and agencies responsible for carrying out emergency tasks. Departments listed as the Primary agency for the ESF shall be responsible for overall coordination of the ESF. Support agencies shall lend assistance as needed.

**St. Landry Parish
Emergency Operations Plan**

B. Emergency Support Function Matrix

	Transportation	Communications	Public Works & Engineering	Firefighting	Emergency Management	Mass Care / Housing	Resource Support	Health and Medical	Search and Rescue	Oil & Hazardous Materials	Agricultural	Public Safety & Security	Community Disaster Recovery	Public Information
ESF #	1	2	3	4	5	6	7	8	9	10	11	13	14	15
St. Landry Parish Dept.														
Agricultural Extension Service											P			
Attorney's Office					S							S		
Coroner's Office						S		S						
Community Action Agency	S					S					S		S	
Dept. of Public Works	S		P		S		S						S	
E-911 Communications District		P												
Government					S		P						S	
Community Health Center					S			P			S		P	
Industrial & Economic Development													S	
Office of Homeland Security & Emergency Preparedness	S	S	S	S	P	S	S		S	S			S	P
School Board	P		S		S	S					S		S	S
Sheriff's Office		S		S	S	S		S	P			P		S

P—PRIMARY DEPARTMENT
S—SUPPORT DEPARTMENT

St. Landry Parish Emergency Operations Plan

	Transportation	Communications	Public Works & Engineering	Firefighting	Emergency Management	Mass Care / Housing	Resource Support	Health and Medical	Search and Rescue	Oil & Hazardous Materials	Agricultural	Public Safety & Security	Community Disaster Recovery	Public Information	
ESF #	1	2	3	4	5	6	7	8	9	10	11	13	14	15	
City/Town Depts															
Atchafalaya Levee District			S												
RRABB Levee District			S												
Fire District #3				P					S	P					
Local Chamber of Commerce							S						S		
Local Government	S	S	S	S	S	S	S						S	S	
Police Department		S				S			S			S			
Paid and Volunteer Fire Dept.				S					S	S					
NGO's															
Acadian Ambulance Service	S					S		S							
American Red Cross						P		S							
Local Churches						S									
St. Landry Evangeline United Way							S						S		
MED Express Ambulance	S					S		S							
RACES/ARES		S													
Volunteer Organizations	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
St. Landry EMS	S					S		S							
Opelousas General								S							
Mercy Medical Center								S							

St. Landry Parish Emergency Operations Plan

	Transportation	Communications	Public Works & Engineering	Firefighting	Emergency Management	Mass Care / Housing	Resource Support	Health and Medical	Search and Rescue	Oil & Hazardous Materials	Agricultural	Public Safety & Security	Community Disaster Recovery	Public Information
ESF #	1	2	3	4	5	6	7	8	9	10	11	13	14	15

**St. Landry Parish
Emergency Operations Plan**

6.6. CONTINUITY OF GOVERNMENT (COG) / CONTINUITY OF GOVERNMENT (COOP)

A. General

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

B. Succession of Command

1. State Government Succession

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

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

2. Local Government Succession

The Emergency Interim Local Executive Succession Act references government succession on a local level. In order to ensure continuity in operations of local government during a period of emergency resulting from a declared disaster (natural, man-made or national security), the following lines of succession shall prevail:

a. St. Landry Parish:

- Parish President
- Director of Finance
- Director of Public Works

b. Office of Homeland Security and Emergency Preparedness:

- Director
- No Provision

**St. Landry Parish
Emergency Operations Plan**

- c. City of Eunice
 - Mayor
 - Mayor Pro Tem
 - City Manager

- d. City of Opelousas
 - Mayor
 - Mayor Pro Tem
 - City Manager

- e. Town of Arnaudville
 - Mayor
 - Mayor Pro Tem
 - Town Clerk

- f. Town of Grand Coteau
 - Mayor
 - Mayor Pro Tem
 - Town Clerk

- g. Town of Krotz Springs
 - Mayor
 - Mayor Pro Tem
 - Town Clerk

- h. Town of Leonville
 - Mayor
 - Mayor Pro Tem
 - Town Manager

- i. Town of Melville
 - Mayor
 - Mayor Pro tem
 - Town Clerk

- j. Town of Port Barre
 - Mayor
 - Mayor Pro Tem
 - Town Clerk

**St. Landry Parish
Emergency Operations Plan**

k. Town of Sunset

- Mayor
- Mayor Pro Tem
- Town Clerk

l. Town of Washington

- Mayor
- Mayor Pro Tem
- Town Clerk

m. Village of Cankton

- Mayor
- Mayor Pro Tem
- Town Clerk

n. Village of Palmetto

- Mayor
- Mayor Pro Tem
- Town Clerk

C. Successor's Power

During any period the Parish President is unable to fulfill the duties outlined in this plan because of absence or disability, the person who assumes the position will have all of the powers and responsibilities (as outlined in this plan) as the Chief Executive Officer of the Parish. The successor's powers and responsibilities shall terminate upon the return of the Parish President.

D. Relocation of Government

St. Landry Parish provides relocation of the center of parish government to the EOC, located at 780 Highway 742, Opelousas, Louisiana 70570, during times of emergency. If the primary EOC is determined inoperable, the center of St. Landry Parish Government will relocate to the alternate EOC at 118 South Court St. Opelousas, Louisiana 70570

**St. Landry Parish
Emergency Operations Plan**

E. Preservation of Records

1. State Level:

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

2. Local Level:

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

It is the responsibility of the manager or supervisor of each department to establish procedures for the preservation of important records during and after emergencies. A copy of said records will be furnished to the Finance Director for record keeping procedures and record retention procedures.

**St. Landry Parish
Emergency Operations Plan**

This page is left intentionally blank

**CHAPTER 7 – TRAINING AND EXERCISE
REQUIREMENTS**

7.1. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) TRAINING

- A. In Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, the President directed the Secretary of Homeland Security to develop and administer a unified, national system for managing incidents. The NIMS provides a consistent nationwide approach for Federal, State, local, and tribal governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
- B. In order to satisfy NIMS requirements, St. Landry Parish should continue to have local officials and local responders complete ICS-100 and IS-700. In addition, local officials and local responders (first line supervisors) should take ICS-200 and IS-800.
- C. Higher-level ICS Management officials and local responders responsible for managing the response are recommended to complete ICS-300 and ICS-400 as necessary. Links to these materials are available from the Emergency Management Institute.
- D. The following page summarizes NIMS training requirements for the Parish, City and NGO personnel. It lists the audience for the courses and the training needed for each of those individuals. *This training is not annual training for these individuals - they only need to take the course once.*
- E. Additional higher level training is listed in each ESF Annex.

**St. Landry Parish
Emergency Operations Plan**

TABLE 5 – NIMS TRAINING GUIDELINES	
AUDIENCE	INITIAL TRAINING
<p>Parish, City & Non-governmental personnel to include:</p> <p>Entry level first responders and disaster workers</p> <ul style="list-style-type: none"> • Emergency Medical Service personnel • Firefighters • Hospital Staff • Law Enforcement personnel • Public Health personnel • Public Works/Utility personnel • Skilled Support Personnel • Other emergency management response, support, volunteer personnel at all levels 	<p>FEMA IS-700: NIMS, An Introduction</p> <p>ICS-100: Introduction to ICS or equivalent</p>
<p>Parish, City & Non-governmental personnel to include:</p> <ul style="list-style-type: none"> • First Line Supervisors • Single resource leaders • Field Supervisors • Emergency Mgt. & response personnel that require a higher level of ICS/NIMS Training 	<p>FEMA IS-700: NIMS, An Introduction</p> <p>ICS-100: Introduction to ICS or equivalent</p> <p>ICS-200: Basic ICS or equivalent</p>
<p>Parish, City & Non-governmental personnel to include:</p> <ul style="list-style-type: none"> • Middle Management • Strike and Task Force and Unit Team Leaders • Division/group supervisors • Branch directors • Multi-agency coordination system/emergency operations center (EOC) staff 	<p>FEMA IS-700: NIMS, An Introduction</p> <p>FEMA IS-800: National Response Framework</p> <p>ICS-100: Introduction to ICS or equivalent</p> <p>ICS-200: Basic ICS or equivalent</p> <p>ICS-300: Intermediate ICS or equivalent</p>
<p>Parish, City & Non-governmental personnel to include:</p> <ul style="list-style-type: none"> • Command and General Staff • Select Dept. Heads with multi-agency coordination system responsibilities • Area commanders • Emergency Managers • Multi-agency coordination system/emergency operations center (EOC) managers 	<p>FEMA IS-700: NIMS, An Introduction</p> <p>FEMA IS-800: National Response Framework</p> <p>ICS-100: Introduction to ICS or equivalent</p> <p>ICS-200: Basic ICS or equivalent</p> <p>ICS-300: Intermediate ICS or equivalent</p> <p>ICS-400: Advanced ICS or equivalent</p>

**St. Landry Parish
Emergency Operations Plan**

7.2. NIMSCAST REQUIREMENTS

- A. The NIMS Compliance Assistance Tool (NIMSCAST) is a self assessment instrument for Parish, tribal, local, private sector, and non-governmental organizations to evaluate and report their jurisdiction's achievement of all NIMS implementation activities.
- B. All agencies will complete NIMSCAST assessments.

7.3. PARISH TRAINING AND EXERCISE PLAN

- A. The SLPOHSEP Director is responsible for preparing the schedule to exercise the EOP.
- B. All exercises should follow HSEEP and basic components of the EOP will be exercised.

CHAPTER 8 – INFORMATION COLLECTION AND SHARING

8.1. COMMUNICATIONS AMONG RESPONDERS

A. General Assumptions

1. First responders must have timely communications with each other to respond effectively to emergencies and provide public safety.
2. The Parish has a wide variety of emergency communications equipment including: radios (fixed, mobile and handheld), pagers, telephones (including mobile and cellular), fax machines, etc.
3. Which communication medium is used will vary with each incident depending on location, equipment interoperability, reliability, timeliness and what is being communicated. However, communications in the field will normally be established by radio.
4. During a major disaster, the telephone system may become inoperative and cell phone systems may become overused. Certain radio frequencies may also be overused if a large number of emergency responders are attempting to communicate on the few radio frequencies that are available.
5. Communication Interoperability must be part of each responder's operations plan. In response, communication interoperability must be maintained by all first responders.

B. Guiding Principles

1. Utilize Parish-wide communication systems that will ensure reliability and interoperability between emergency responders during any disaster incident.
2. Ensure that responders are sufficiently trained on the use and capabilities of the system so as to maximize their value.
3. Institute policies and procedures that ensure all responders have access to the various communications devices in the system as needed.
4. Identify specific vulnerabilities that would affect communications (i.e., power outages, high wind, flooding, etc.) that are most likely to occur in the Parish and provide resources to overcome them.
5. Ensure redundant/back-up communications for each.

**St. Landry Parish
Emergency Operations Plan**

6. Perform periodic testing of systems to ensure they will work in an emergency.
7. Ensure the availability of technicians during an emergency to test and fix equipment in the event that communications suffer technical malfunctions.

8.2. PUBLIC INFORMATION/ COMMUNITY RELATIONS

A. General Assumptions

1. An effective public information program which combines both education and emergency information will significantly reduce disaster casualties and property damage. It is recognized, however, that people are generally unconcerned about hazards until affected, despite educational programs. Thus, special emphasis must be placed on the effectiveness of the emergency information program at the policy-making level of government.
2. During emergencies and disasters the public needs detailed information regarding protective actions which need to be taken to minimize the loss of life and property. Every effort should be made to provide emergency information through conventional news media sources as well as a community outreach program of public education for responding to, recovering from and mitigating hazards that pose a threat to a community to ensure necessary protective measures can be employed.

B. Actions

1. Notification

- Pre-incident and ongoing activities will be monitored by SLPOHSEP
- SLPOHSEP will notify the ESF #15 - Public Information Officer

2. Response Actions:

- Establish an initial press briefing
- Establish Call Center
- Designate assignments of the Public Information staff and equipment

3. Continuing Actions:

- Continue to provide updates to the news media concerning disaster conditions and actions taken
- Continue to provide trained public information staff in support roles to assist in recovery operations
- Continue to staff the citizen's Call Centers as needed

**St. Landry Parish
Emergency Operations Plan**

- Continue to coordinate with other ESFs to provide public information pertinent to the disaster (For a comprehensive public information plan please refer to ESF #15 Annex)

**St. Landry Parish
Emergency Operations Plan**

This page is left intentionally blank

**CHAPTER 9 – ADMINISTRATION, LOGISTICS
AND FINANCE**

9.1. ADMINISTRATION

A. General

1. Each Parish department or agency will delegate emergency management responsibilities to a senior manager of sufficient stature that the representative can coordinate the operations of personnel and resources from the emergency operations center on behalf of the department or agency.
2. Each Parish department or agency may designate a subordinate employee to perform emergency work even though the assigned duties are not precisely within the scope of the employee's usual responsibilities.
3. Each Parish department or agency may designate a subordinate employee to perform emergency work at any place in the Parish or jurisdiction and for periods of time other than those normally designated as regular work hours.
4. Employees assigned to emergency duties shall be reimbursed for reasonable and necessary expenses and shall receive appropriate overtime or compensatory time in accordance with Parish laws, regulations, and policies.
5. Each department or agency will provide for the continual safekeeping of important documents or essential records and the safeguarding of resources, facilities, and personnel of their respective organization.
6. Before, during and after an emergency, it is essential that all incidents be documented. Each ESF Coordinator completes the report for a permanent record of key emergency events and activities. The individual government entities of St. Landry Parish must maintain their own records.
7. There will be no discrimination on grounds of race, color, religion, nationality, sex, age, handicap, or economic status in the execution of disaster preparedness or disaster relief and assistance functions.

B. Records and Reports

1. Responsibility for submitting local government reports to GOHSEP rests with the SLPOHSEP Director (ESF #5).

**St. Landry Parish
Emergency Operations Plan**

2. Records of expenditures and obligations in emergency operations are maintained by the Emergency Preparedness Director through the Parish Administration. Local municipalities and other governmental agencies are required to maintain records of expenditures and obligations.
3. Narrative and log-type records of response actions to all emergencies are maintained.

C. Agreements and Understanding

Should local government resources prove inadequate during emergency operations, requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings. This assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understanding are entered into by duly authorized officials. Copies of written agreements are on file at the EOC.

9.2. LOGISTICS MANAGEMENT

A. General

1. In the event of an emergency or disaster, the Parish/City may rely on assistance from outside the Parish. These supplies and resources can be privately owned or from neighboring jurisdictions.
2. Comprehensive resource management for coordinating and recording resources for field responses is critical to all aspects of emergency response efforts.
3. Local governments shall implement established resource controls and determine resource availability. This includes source and quantity of available resources. Further, they shall keep the Parish EOC advised of any anticipated shortfalls in required resources needed to support a given emergency or disaster operation.
4. Local jurisdictions shall develop and maintain a current database of locally available resources and their locations. The database should include available public and private equipment, and personnel with special technical skills, pertinent to the anticipated needs of the local jurisdiction. The local jurisdictions shall provide on an annual basis a current resource list.
5. Points of Distribution (PODs) have been established for delivery of commodities, i.e. water, ice, MRE's. SLPOHSEP shall activate PODs as necessary. (See ESF # 7, Appendix 2)

St. Landry Parish Emergency Operations Plan

6. Accurate records must be maintained of services and resources rendered and obtained during emergencies in accordance with State and Federal regulations.
7. Detailed documentation of any assistance given to or received from mutual aid jurisdictions must be maintained and delivered to the proper authorities for disposition of future claims in accordance with State and Federal regulations. Coordination with Parish EOC and the Finance Officer should be implemented as soon as possible.
8. Problems encountered during the disaster as well as their solutions should be noted for discussion in the After-Action Report.
9. EOC coordinators are responsible for the management and coordination of all resources regardless of origin, which support their assigned function. All responding agencies will manage and coordinate their own people, equipment, facilities, and supplies to accomplish their tasks assigned by their EOC (function) coordinator.
10. Emergency response agencies shall be prepared to sustain themselves during the first 24 hours of an emergency.

B. Use of Local Firms

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

C. Relief Assistance (Volunteer Coordination and Donation Management)

Volunteer management and donation management are important to an emergency response. In the event of a disaster, SLPOHSEP will coordinate and support the responsible agencies through its identified ESF #7 Resource Coordinator. The Resource Coordinator is responsible for developing a Volunteer and Donation Management Plan (See ESF #7 Annex).

D. Preservation of Historic Properties

In the event of a disaster involving known historic properties in St. Landry Parish, SLPOHSEP will request the assistance of the State Historical Preservation Officer to identify said historic properties within designated disaster area for public assistance purposes.

**St. Landry Parish
Emergency Operations Plan**

9.3. FINANCIAL MANAGEMENT

A. Expenditure of Funds

1. Expenditures by Parish departments or agencies that are necessitated by an emergency or disaster must exhaust regularly appropriated funds before any supplemental financial assistance can be sought from the State or Federal government.
2. Emergency procurement may be attempted when a condition arises in which a Parish department or agency has resource requirements critical to response and recovery operations that cannot be met through regular or expedited methods. Each jurisdiction shall follow their emergency procurement procedures.

B. Financial Records

1. All Parish departments, agencies, jurisdictions, etc. participating in emergency operations must maintain detailed records of their time, materials, equipment, and contractual costs throughout the response and recovery period to be eligible for reimbursement of those expenses.
2. Financial reports and records relating to claims made by applicant for assistance shall be retained for no less than five years and shall be made available for inspection and audit by GOHSEP and the Auditor General.
3. Purchase prices and contract costs shall be established during emergency planning.
4. Records of expenditures shall be maintained on all purchases to serve as documentation for reimbursement purposes.

C. Role of the Parish President in Purchasing

1. Pursuant to applicable state law, the Parish President has the authority to order any emergency purchases and/or authorize contracting any emergency services that might be required to mitigate the circumstances of an emergency situation.
2. Purchasing should be conducted in a manner consistent with accepted rules and regulations pertaining to the purchase of equipment and/or professional services while operating under a State of Emergency.
3. Because the parish budget has no provision to deal with a large emergency that might occur to tax limited resources, mutual aid agreements and procedures for requests for assistance from state and federal authorities are critical to the planning effort.

**St. Landry Parish
Emergency Operations Plan**

D. Administration of Insurance Claims

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

E. Duplication of Benefits

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

F. Consumer Protection

1. Consumer protection pertaining to alleged unfair or illegal business practices will be referred to the Parish District Attorney's Office.
2. The mechanisms set up for specific violations by St. Landry Parish such as price gouging rest within ESF #13 (Public Safety and Security).
3. Reports of price gouging should be forwarded to the appropriate law enforcement agency and the District Attorney's Office for investigation and possible prosecution.

G. Federal and State Funds

1. State recovery assistance, both public and individual, is coordinated from the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP). Assistance to individuals, households, families and businesses may be delivered by both government and non-government organizations.
2. Administration of state and federal disaster assistance will be in accordance with the following laws and regulations:
 - Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by
 - Public Law 100-707 (The Stafford Act)
 - Post-Katrina Emergency Management Reform Act of 2006-10-04, Title VI – National Emergency
 - Management (HR5441)
 - 44 CFR Emergency Management and Assistance

**St. Landry Parish
Emergency Operations Plan**

- OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments
 - National Flood Insurance Act (NFIA) of 1968, Section 1323, 42 USC 4030, as amended by the Bunning-
 - Bereuter-Blumenauer Flood Insurance Reform Act of 2004, Public Law 108-264
 - National Flood Insurance Reform Act (NFIRA) of 1994, 42 USC. 4101
3. Jurisdictions responsible for Federal and State emergency funds must adhere to generally accepted accounting principles, practices, and regulations.
 4. Reimbursements from Federal and State funds to Parish or local departments or agencies will be made consistent with provisions of pertinent Federal and State legislation and regulations.
 5. Financial awards accepted by Parish or local departments or agencies must comply with the policies and procedures of that jurisdiction.

H. Cost Shares

1. The federal cost share for eligible disaster assistance is no less than 75 percent. The remaining 25 percent of costs is derived from non-Federal sources.

**St. Landry Parish
Emergency Operations Plan**

This page is left intentionally blank

**CHAPTER 10 – PLAN DEVELOPMENT
AND MAINTENANCE**

10.1. RESPONSIBILITY FOR PLANNING

A. Office of Homeland Security and Emergency Preparedness

1. SLPOHSEP is responsible for updating and maintaining the EOP, in coordination with those departments, agencies, organizations, and other jurisdictions within the Parish that have been assigned emergency duties or responsibilities.
2. The SLPOHSEP Director is responsible for briefing the Parish President, Parish Council, departmental directors, and other appropriate officials in emergency management on this plan.

B. Emergency Response Agencies

1. Departments, agencies and offices having primary Emergency Support Function (ESF's) assignments are required to assist the SLPOHSEP Director in developing and maintaining Annexes to the EOP specific to their assigned responsibility.
2. Each department, agency, organization, or jurisdiction within the Parish responsible for emergency functions outlined in the EOP will develop and maintain internal plans, SOP's, and resource data that support and are consistent with the principles and premises espoused in the EOP.

10.2. CYCLE OF TESTING, REVIEWING AND UPDATING THE PLAN

A. Plan Review

1. The EOP shall be reviewed and tested annually for the purpose of correcting deficiencies identified through actual emergency response operations, drills and exercises, changes in local government structure, technological changes, etc.
2. The SLPOHSEP Director shall conduct an annual review of the Plan.

B. Plan Testing

1. This Plan should be activated at least once a year in the form of a simulated or actual emergency, in order to provide operations experience to those with EOC responsibilities.

**St. Landry Parish
Emergency Operations Plan**

2. The Director may determine that the activation of this Plan in response to an actual emergency may count as an exercise of the Plan.

C. Plan Updating

1. Upon execution of the Plan, whether as a result of an exercise or actual emergency, the Director shall conduct an After-Action-Review (AAR) of the EOP and its implementation.
2. All emergency response agencies involved shall submit revisions to SLPOHSEP. Agencies shall refrain from revisions to their plans until approval is obtained from SLPOHSEP.
3. The SLPOHSEP director is responsible for updating the EOP according to submitted revisions.
4. Pursuant to the United States Department of Homeland Security (DHS) guidance, the SLPOHSEP Director shall conduct an AAR and update the EOP within 90 days of any exercise
5. SLPOHSEP shall provide updates to all plan holders.

CHAPTER 11 – AUTHORITIES AND REFERENCES

11.1. Authorities and References

A. Federal

1. Federal Laws and Rules

- Public Law 78-410, Public Health Service Act Section 216; 42 U.S.C. 217, Section 311; 42 U.S.C. 243, and Section 319
- Public Law 81-920, "Federal Civil Defense Act of 1950", as amended

- Public Law 93-2347, Flood Disaster Protection Act, 1973.
- Public Law 93-288, as amended by Public Law 100-707, "Robert T. Stafford Disaster Relief and Emergency Assistance Act" (November 23, 1988)
- Public Law 95-313, "Cooperative Forestry Assistance Act of 1978"
- Public Law 96-510, "Comprehensive Environmental Response, Compensation, and Liability Act of 1980" Section 104(i); 42 U.S.C. 9604(i)
- Public Law 99-499, of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III), otherwise known as the Emergency Planning and Community Right-to-Know Act (EPCRA).
- Public Law 101-640, "Water Resources Development Act of 1990" Title III, Section 302, 5(a) (1) (November 1990)
- United States Congress Act of January 5, 1905, as amended; 36 U.S.C. (American National Red Cross Congressional Charter)
- Communications Act of 1934, as amended
- Older Americans Act of 1965, as amended, Section 310; 42 U.S.C. 3030
- Interstate Commerce Act, Emergency Rates; 49 U.S.C. 10724 and 11121 to 11128
- 7 CFR Part 250.1(b) (10) & (11) - Food Commodity Funding
- 10 CFR Part 50, NRC - Emergency Planning and Preparedness
- 28 CFR Part 65 - Emergency Federal Law Enforcement Assistance
- 40 CFR Part 300 - National Oil and Hazardous Substances Pollution Contingency Plan
- 44 CFR Part 322 - Defense Production: Priorities and Allocation Authority
- 44 CFR Part 350 - Review and approval of State and Local Radiological Emergency Plans and Preparedness
- Public Law 106-390 – Amendment to Robert T. Stafford Disaster Relief and Emergency Assistance Act (October 2000)
- Public Law 107-296 Homeland Security Act of 2002 (October 2002)
Authorities and References November 2008 AR-3

St. Landry Parish Emergency Operations Plan

2. Orders

- Executive Order 10480, "Further Providing For The Administration of the Defense Mobilization Program" as amended (August 1953)
- Executive Order 12148, "Federal Emergency Management" (July 20, 1979)
- Executive Order 12472, "Assignment of National Security and Emergency Preparedness Telecommunications Functions" (April 1984)
- Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities" (November 1988)
- Executive Order 12657, "FEMA Assistance in Emergency Preparedness Planning at Commercial Nuclear Power Plants" (November 1988)
- Executive Order 12777, "Implementation of Section 311 of the Federal Water Pollution Act of October 18, 1972, as amended, and the Oil Pollution Act of 1990" (October 1991).
- Executive Order 10310, Critical Infrastructure Protection (July 1996), as amended – E.O. 13231 (October 2001).
- Executive Order 13228, Establishing the Office of Homeland Security and the Homeland Security Council (October 2001); as amended – E.O. 13284, January 2003; E.O. 13286, February 2003.
- Executive Order 13231 on Critical Infrastructure Protection (October 2001), as amended – E.O. 13284, January 2003; E.O. 13286, February 2003.
- Executive Order 13286 Amendment of Executive Orders, and Other Actions, in Connection with the Transfer of Certain Functions to the Secretary of Homeland Security (February 2003).

3. Directives

- Homeland Security Presidential Directive – 3, Advisory System Implementation (March 2002)
- Homeland Security Presidential Directive – 5, Domestic Incident Management (February 2003)
- Homeland Security Presidential Directive – 7, Critical Infrastructure Identification, Prioritization, and Protection (December 2003)
- Homeland Security Presidential Directive – 8, National Preparedness (December 2003) Authorities and References November 2008 AR-4\

4. Plans and Agreements

- National Response Framework (January 2008)
- National Incident Management System (March 2004)
- Federal Communications Commission Report and Order of August 4, 1981
- National Plan for Telecommunications Support in Non-Wartime Emergencies (January 1992)
- Department of Defense Directive 3025.1, "Military Support to Civil Authorities" (1992)
- Federal Preparedness Circular 8, "Public Affairs in Emergencies"

St. Landry Parish Emergency Operations Plan

- NUREG - 0654/FEMA-REP-1: Criteria for the Preparedness and Evaluation of Radiological Emergency Response Plans and Preparedness in support of Nuclear Power Plants
- NUREG - BR0230: (RCM-96) Response Coordination Manual
- American Red Cross Disaster Services Regulations and Procedures, ARC 3003 (January 1984)
- American National Red Cross Mass Care Preparedness and Operation Procedures and Regulations, ARC 3031 (February 1998)
- American National Red Cross National Board of Governors Disaster Services Policy Statement (July 1, 1977) - BOG Disaster Services Policy, Section 2.6, Revised (February 2003)
- Statement of Understanding between the Federal Emergency Management Agency and the American National Red Cross (Jan. 22, 1982)
- CPG 1-14, Principals of Warning and Criteria Governing Eligibility of National Warning Systems (NAWAS) Terminals
- CPG 1-16, National Warning Systems (NAWAS) Operations Manual
- DOD Directive 6010.17 - National Disaster Medical Service
- CONPLAN 7300-91, Commander, Western Defense Command Integrated CONUS Regional Medical Mobilization Plan
- Prevention and Control of Stress Among Emergency Workers, U.S. Department of Health and Human Services (ADM) 88-1496
- Disaster Work and Mental Health: Prevention and Control of Stress among Workers, U.S. Department of Health and Human Services, (ADM) 87-1422
- Critical Incident Stress Debriefing: (CISD) - An Operations Manual for the Prevention of Traumatic Stress Among Emergency Services and Disaster Workers. Jeffrey T. Mitchell & George S. Everly, Jr. Plus various other works by Jeffrey T. Mitchell.
- Chemical/Biological (C/B) Health and Medical Services Support Plan (June 1996)
- USDA "National Response to A Highly Contagious Animal Disease Plan" (March, 2001)
- USDA "Bovine Spongiform Encephalopathy (Mad Cow Disease) Response Plan (October 1998) Statement of Understanding between the Federal Emergency Management Agency and the American National Red Cross (October 1, 1997)

B. State:

- The Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993 – Act 800.
- Act 111, Emergency Interim State Executive Succession Act of 1963
- Act 112, Emergency Interim Judicial Succession Act of 1963
- Act 113 as amended, Emergency Interim Legislative Succession of 1963
- The Louisiana State Administrative Plan dated 1992, as amended
- Louisiana Significant/High Hazard Dam Safety Plan 1989
- State Executive Order included in the preface to this plan

St. Landry Parish Emergency Operations Plan

- Louisiana Disaster Recovery Manual dated January 2005, as amended
- Other Acts, Executive Orders, Proclamations, Compacts, Agreements, and Plans pertaining to emergencies and/or disasters that has been or will be developed or enacted

C. Local:

- St. Landry Parish Multi-Hazard Emergency Operations Plan dated 2005.
- St. Landry Parish Emergency Operations Plan Approval dated November 7, 2001
- St. Landry Parish Charter, dated March 1, 1981, as amended.

D. Additional References:

- Louisiana State University All Hazards Emergency Operations Plan, 2010.
- Guide for Emergency Operations Planning, State and Local Guide, (SLG-101), FEMA, September 1996.
- Emergency Response to Terrorism; Self Study, FEMA/USFA/NFA, August 1997.
- Louisiana Hazardous Materials Emergency Response Plan, La DPS, 2010.
- Louisiana Homeland Security and Emergency Assistance and Disaster Act (2006 update) Louisiana Revised Statutes, Title 29, Chapter 6
- Louisiana State Mitigation Plan – Interim 2008.
- Louisiana State Emergency Operations Plan – 2009
- Salvation Army Charter-May12, 1974
- Act 58-4-1905 American National Red Cross Statement of Understanding, date 1985.
- Mennonite Disaster Services – Agreement with FDAA 1974.
- Salvation Army Charter – May 12, 1974.

A copy of all references and plans, including those of other local educational facilities, are located at the Parish EOC.

CHAPTER 12 – DEFINITIONS AND ABBREVIATIONS

12.1. DEFINITIONS

Words, phrases, abbreviations, and acronyms relevant to emergency management should be defined. Many terms in emergency management have special meanings, so it is important to establish precise definitions. Such definitions allow the users of the EOP to share an understanding of the EOP.

ALERT: An incident that currently does not affect the local or general population but has the potential to escalate to a more serious emergency. The situation is unresolved and should be monitored closely. Some limited protective actions may be implemented and additional assistance requested from the Office of Homeland Security and Emergency Preparedness.

AMERICAN RED CROSS: The American Red Cross is a humanitarian organization, led by Volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

ANNEX: An additional document attached to the main plan designed to supplement it or address specific information relating to the plan.

CHIEF ELECTED OFFICIAL (CEO): The official of the community who is charged with authority to implement and administer laws, ordinances, and regulations for the community. He or she may be a mayor, city manager, etc.

COORDINATING AGENCY / DEPARTMENT: The Parish or State department or agency assigned primary responsibility to facilitate and coordinate a specific ESF.

CRISIS MANAGEMENT: As described in PDD-39, crisis management is the law enforcement response, and focuses on the criminal aspects of the incident. The Federal Bureau of Investigation (FBI) has the lead in crisis management.

DAMAGE ASSESMENT: The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a man-made or natural disaster.

DECONTAMINATION: The reduction or removal of a chemical, biological, or radiological material from the surface of a structure, area, object, or person.

St. Landry Parish Emergency Operations Plan

DISASTER: A dangerous event that causes significant human and/or economic loss and demands a crisis response beyond the scope of any single agency or service, such as the fire or police department. Disasters are distinguished from emergencies by the greater level of response required. Disasters may require resources beyond those available locally.

DISASTER FIELD OFFICE (DFO): The office established in or near the designated area of a Presidential-declared major disaster to support federal and state response and recovery operations. The DFO houses the FCO and ERT, and where possible, the SCO and support staff.

DISASTER - MAN-MADE: A disaster caused by acts of man including, but not limited to, an act of war, terrorism, chemical spill or release, or power shortages that require assistance from outside the local political subdivision.

DISASTER RECOVERY CENTER (DRC): Places established in the area of a Presidential-declared major disaster, as soon as practicable, to provide victims the opportunity to apply in person for assistance and/or obtain information relating to that assistance. DRCs are staffed by local, state and federal agency representatives, as well as staff from volunteer organizations (e.g., the American Red Cross.)

DISASTER – NATURAL: Any natural catastrophe, including, but not limited to, a tornado, severe storm, high water, flood waters, wind-driven water, earthquake, landslide, mudslide, snowstorm, or drought which causes damage of sufficient severity and magnitude to warrant hazard mitigation or the use of resources of the federal government, or the state and political subdivisions thereof to alleviate the damage, loss, hardship or suffering caused thereby.

EMERGENCY: A dangerous event that usually developing suddenly and unexpectedly, that demands immediate, coordinated and effective response by government and private-sector organizations to protect lives and limit damage to property.

EMERGENCY ALERT SYSTEM (EAS): A digital technology (voice/text) communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communication Commission. The system provides the President and other national, state, and local officials the means to broadcast emergency information to the public before, during, and after disasters.

EMERGENCY MEDICAL SERVICES (EMS): Services, including personnel, facilities and equipment required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition, including medical disposition within a hospital, temporary medical facility, or special care facility, release from site, or declared dead. Further, emergency medical services specifically include those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.

EMERGENCY OPERATIONS CENTER (EOC): A centralized facility to be utilized by civilian government for direction, control and coordination of operations during an emergency or disaster.

EMERGENCY OPERATIONS PLAN (EOP): An EOP is a document that: (1) assigns responsibility to organizations and individuals for carrying out specific actions at projected times

St. Landry Parish Emergency Operations Plan

and places in an emergency that exceeds the capability or routine responsibility of any one agency; (2) sets forth lines of authority and organizational relationships, and shows all actions will be coordinated; (3) describes how people and property will be protected in emergencies and disasters; (4) identifies personnel, equipment, facilities, supplies, and other resources available for use during response and recovery operations; and (5) identifies steps to address mitigation concerns during response and recovery activities.

EMERGENCY PERIOD: The period of time immediately before, and/or immediately after the impact of a catastrophe when severe threats exist to human life, animals, other private and public property and/or the environment.

EMERGENCY SUPPORT FUNCTION (ESF): A functional area of response activity established to facilitate the delivery of Federal and State assistance required to the Parish during the immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety.

EOP: Emergency Operations Plan

FEDERAL COORDINATING OFFICER (FCO): The person appointed by the President of the United States to operate under the Director, Region VI Federal Emergency Management Agency to coordinate federal assistance in a declared major disaster area under the provisions of Public Law 93-288.

FIELD ASSESSMENT TEAM (FAST): A small team of pre-identified technical experts that conduct an assessment of response need (not a PDA) immediately following a disaster. The experts are drawn from FEMA, other agencies and organizations—such as the U.S. Public Health Service, U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, and the American Red Cross—and the affected States(s). All FAST operations are joint federal/state efforts.

FLASH FLOOD: Follows a situation in which rainfall is so intense and severe and runoff so rapid that it precludes recording and relating it to a stream stages and other information in time to forecast a flood condition.

FLOODPLAIN: The area adjoining a river, stream, watercourse, ocean, lake or other body of standing water that has been or may be covered by flood water.

GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR): The person appointed by the Governor of Louisiana in the Federal/State Disaster Assistance Agreement as his authorized representative to act in cooperation with the Federal Coordinating Officer.

GOHSEP: Governor's Office of Homeland Security & Emergency Preparedness

HAZARDOUS MATERIAL: Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

St. Landry Parish Emergency Operations Plan

HAZARD MITIGATION: Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

HIGH-HAZARD AREAS: Geographic locations that for planning purposes have been determined through historical experience and vulnerability analysis to be likely to experience the effects of a specific hazard (e.g., hurricane, earthquake, hazardous materials accident, etc.) resulting in vast property damage and loss of life.

INCENDIARY DEVICE: Any mechanical, electrical, or chemical device used intentionally to initiate combustion and start a fire.

INCIDENT COMMAND SYSTEM (ICS): A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, and integrated communication, unified command structure, consolidated action plan manageable span of control, designated incident facilities, and comprehensive resource management.

INDIVIDUAL ASSISTANCE: Disaster assistance available for affected individuals, families and businesses following a Presidential disaster declaration. Assistance may be provided in the form of low-interest loans, cash grants, housing assistance, unemployment benefits and other forms.

JOINT FIELD OFFICE (JFO): The office established in or near the designated area to support Federal and State response and recovery operations. The JFO houses the FCO and the Emergency Response Team (ERT), and where possible, the State Coordinating Officer (SCO) and support staff.

JOINT INFORMATION CENTER (JIC): The primary field location for the coordination of Federal, State and local media relations, located in or near the JFO.

JOINT INFORMATION SYSTEM (JIS): Under the Federal Response Framework, connection of public affairs personnel, decision-makers, and news centers by electronic mail, fax, and telephone when a single federal-state-local JIC is not a viable option.

MASS CARE: The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their homes because of a disaster or threatened disaster.

MASS CARE CENTER: A place selected locally by the private volunteer groups to provide care for individuals dislocated during the emergency period. Services provided are lodging, feeding, registration, first aid and other social services.

MAJOR DISASTER: Any hurricane, tornado, storm, flood, high water, wind-driven water, earthquake, volcanic eruption, landslide, snow storm, explosion, or other catastrophe in any part of the United States that, in the determination of the United States, causes damage of sufficient

St. Landry Parish Emergency Operations Plan

severity and magnitude as to warrant major disaster assistance under Public Law 93-288 above and beyond emergency services by the federal government, to supplement the efforts and available resources of the state, local governments and disaster relief organizations in alleviation of the damage, loss, hardship, or suffering caused thereby.

PRELIMINARY DAMAGE ASSESSMENT (PDA): A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by the state as a basis for the Governor's request for a Presidential declaration, and by FEMA to document the recommendation made to the President in response to the Governor's request. PDA's are made by at least one state and one federal representative. A local government representative familiar with the extent and location of damage in the community often participates; other state and federal agencies and volunteer relief organizations also may be asked to participate, as need.

PRESIDENTIAL DECISION DIRECTIVE 39 (PDD-39, JUNE 1995): U.S. Policy on Counterterrorism, directed a number of measures to reduce the Nation's vulnerability to terrorism, to deter and respond to terrorist acts, and to strengthen capabilities to prevent and manage the consequences of terrorist use of nuclear, biological, and chemical weapons.

PUBLIC ASSISTANCE: Disaster relief from a Presidential Declare Disaster through which the federal government supplements the efforts of state and local governments to return the disaster area to pre-disaster conditions. These efforts primarily address the repair and restoration of public facilities, infrastructure, or services which have been damaged or destroyed.

PUBLIC INFORMATION OFFICER (PIO): A federal, state, or local government official responsible for preparing and coordinating the dissemination of emergency public information.

RECOVERY PERIOD: That period of time subsequent to an emergency when economic recovery from disaster damage takes place, including the use of any available Parish, state, federal government and private resources.

RECEPTION AREA: A specified area relatively unlikely to undergo the direct effects of a particular disaster, and designated for the reception, care, and logistical support of the hazard area evacuees.

RESOURCE MANAGEMENT: Those actions taken by a government to: identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used.

RESPONSE: Activities to address the immediate and short-term effects of an emergency or disaster.

ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT: Authorizes the federal government to respond to disasters and emergencies in order to help state and local governments save lives, and to protect public health, safety, and property.

St. Landry Parish Emergency Operations Plan

SHELTER IN PLACE: Remaining inside a protected area and out of danger during an emergency or disaster.

SHELTER MANAGER: A pre-trained individual who provides for internal organization, administration, and operation of a mass care shelter facility.

SLOSH (MODEL): Sea, Lake, and Overland Surge from a hurricane.

STAGING AREA: An identified location having large parking areas and cover for equipment, vehicle operators, and other personnel (i.e., a major shopping area, schools, etc.). The Staging Area provides a base for coordinated emergency operations, assembly of persons to be moved by public transportation to Reception jurisdictions, a rally point for mutual aid, and a debarking area for returning evacuees. Several of these areas should be designated in each Evacuating/Hazard and Reception jurisdiction.

STANDARD OPERATING PROCEDURE (SOP): A set of specific instructions developed for individual organizations which constitute a directive for implementation of specific operational objectives in a defined step-by-step process of implementation. SOPs supplement all hazard emergency operations plans by detailing and specifying how responsibilities assigned by the EOP are to be carried out

STATE COORDINATING OFFICER (SCO): The state official designated by the Governor to act as his principal assistant in the coordination and supervision of the State Disaster Assistance Program and to act in cooperation with the Federal Coordinating Officer for the purpose of coordinating state and local assistance efforts with those of the Federal Government.

STATE LIAISON: A FEMA official assigned to a particular state, who handles initial coordination with the state in the early stages of an emergency.

SUPPORT AGENCY: A state or volunteer agency designated to assist a specific state coordinating agency with available resources, capabilities, or expertise in support of ESF response operations.

TERRORISM: Defined by the Federal Bureau of Investigation (FBI) as “the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.” This definition includes three elements: (1) terrorist activities are illegal and involve the use of force; (2) the actions are intended to intimidate or coerce; and (3) the actions are committed in support of political or social objectives. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people (as opposed to political assassination or hijacking, which may also be considered “terrorism”).

TERRORISM INCIDENT: Defined as the act associated with Terrorism. Categories include Chemical (including explosive devices), Biological (including infectious and noninfectious organisms), Nuclear (including contamination and weapons) and Electronic (including interference with telephone systems, computers, etc.).

TRAFFIC CONTROL POINTS: Places along evacuation routes that are manned by law enforcement.

**St. Landry Parish
Emergency Operations Plan**

WARNING: The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the National Weather Service (e.g., severe storm warning, tornado warning, tropical storm warning) for a defined area indicates that the particular type of severe weather is imminent in that area.

WATCH: Indication by the National Weather Service is that, in a defined area, conditions are favorable for the specified type of severe weather (e.g., flash flood watch, severe thunderstorm watch, tornado watch, tropical storm watch).

WEAPONS OF MASS DESTRUCTION (WMD): A) Any destructive device as defined I section 921 of this title, (which reads) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or device similar to the above; B) poison gas; C) any weapon involving a disease organism; or D) any weapon that is designed to release radiation or radioactivity at a level dangerous to human live (18 U.S.C., Section 2332a).

12.2. LIST OF ACRONYMS:

ACP	Access Control Point
EOP	Emergency Operations Plan
ALERT	Automated Local Evaluation in Real Time
ANS	Alert and Notification System
APHIS	Animal Plan Health Inspection Services
ARES	Amateur Radio Emergency Service
ARC	American Red Cross
CAP	Civil Air Patrol
CAR	Capability Assessment for Readiness
CAT	Crisis Action Team
CDC	Centers for Disease Control & Prevention
CEO	Chief Elected Official
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
CHEMTREC	Chemical Manufacturer's Association Chemical Transportation Emergency Center
CISM	Critical Incident Stress Management
CMT	Crisis Management Team
COE	Corps of Engineers
CPG	Civil Preparedness Guide
CSPP	Chemical Stockpile Emergency Preparedness Program
CST	Civil Support Team
DCC	Donations Coordination Center
DEQ	Department of Environmental Quality
DFO	Disaster Field Office
DHS	Department of Human Services
DMAT	Disaster Medical Assistance

**St. Landry Parish
Emergency Operations Plan**

DMORT	Disaster Mortuary Team
DOA	Department of Agriculture
DOC	Department of Corrections
DOD	Department of Defense
DOE	Department of Energy
DOEd	Department of Education
DOH	Department of Health
DOL	Department of Labor
DOT	Department of Transportation
DPS	Department of Public Safety
DRC	Disaster Recovery Center
DR&R	Disaster Response and Recovery
EAS	Emergency Alert System
ELT	Emergency Locator Transmitter
EM	Emergency Manager (Management)
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute
EMS	Emergency Medical Service
EMSA	Emergency Medical Service Authority
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right to Know Act
EPI	Emergency Public Information
ERT	Emergency Response Team
ESF	Emergency Support Function
EST	Emergency Support Team
FAA	Federal Aviation Administration
FAST	Field Assessment Team
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FIA	Flood Insurance Administration
FIRM	Flood Insurance Rate Map
FRP	Federal Response Plan
GAR	Governor's Authorized Representative
GIS	Geographic Information system
HAZMAT	Hazardous Material
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
IAO	Individual Assistance Officer
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
JIC	Joint Information Center
LEPC	Local Emergency Planning Committee
MAA	Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding

**St. Landry Parish
Emergency Operations Plan**

MRC	Medical Reserve Corps
MSDS	Material Safety Data Sheet
NAWAS	National Warning System
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NGO	Non Governmental Organization
NIMS	National Incident Management System
NIMSCAST	National Incident Management System Compliance Assistance Tool
LADA	Louisiana Department of Agriculture
LSP	Louisiana State Police
NOAA	National Oceanic & Atmospheric Administration
NRC	Nuclear Regulatory Commission; National Response Center
NRCS	National Resources Conservation Service
NRF	National Response Framework
NWR	NOAA Weather Radio
NWS	National Weather Service
NWWS	NOAA Weather Wire Service
OEM	Office of Emergency Management
OSHA	Occupational Safety and Health Administration
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
PPE	Personal Protective Equipment
PSAP	Public Safety Answering Point
RACES	Radio Amateur Civil Emergency Service
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SBA	Small Business Administration
SCO	State Coordinating Officer
SITREP	Situation Report
SOP	Standard Operation Procedure
USACE	United States Corps of Engineers
USAF	United States Air Force
USDHS	Department of Homeland Security
USPS	United States Postal Service
USDA	United States Department of Agriculture
US&R	Urban Search and Rescue
USFS	United States Forest Service
VOAD	Voluntary Organizations Active in Disasters

**St. Landry Parish
Emergency Operations Plan**

This page is intentionally left blank