



## BASIC PLAN

### I. PURPOSE & SCOPE

*This section provides an overview of the key functions and procedures that State or Local agencies will accomplish during an emergency, including the roles that local, State, Tribal, Federal, and private agencies will take to support local operations. Also it provides governance, oversight, and structure for all Emergency Support Functions (ESF) within East Baton Rouge Parish and surrounding areas. To achieve a high order of survival and preservation of life and property in East Baton Rouge Parish, in the event of a national security threat upon the United States, a natural disaster, or a human-caused disaster (i.e. fires, civil disorders, hazardous materials incidents, etc.) affecting the local area, by making maximum use of available manpower, equipment, communications, and other resources.*

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. East Baton Rouge Parish is bordered by two rivers. The Mississippi River borders the west side of the Parish and the Amite River borders the east.
2. Parishes surrounding East Baton Rouge are Ascension, East Feliciana, Iberville, Livingston, Pointe Coupee, West Baton Rouge, and West Feliciana.
3. There are four municipalities within the Parish. They are: Baton Rouge, Baker, Central and Zachary.
4. Located at latitude 30.32 north, longitude 91.8 west, it has an elevation level of 69 feet above Gulf level at Baton Rouge Metro Airport. Based on the 2010 Census East Baton Rouge Parish has an approximate population of 440,171 and covers 472.1 square miles of land.
5. East Baton Rouge Parish is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Possible natural hazards include hurricanes, floods, tornadoes, and earthquakes. There is also the threat of national security incidents such as a nuclear, biochemical, biological, conventional attack, or an act of terrorism.
6. Other disaster situations could develop from a hazardous materials accident, nuclear power plant accident, major transportation accident, terrorism, civil disorder, or conflagration.



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7. East Baton Rouge Parish has capabilities, which, if effectively used in the event of a disaster, would enhance the preservation of life and property. These capabilities include the following: manpower, equipment and skills of the governmental agencies, medical, health and allied professions and groups, and knowledge of survival actions possessed by the public.
8. The objective of this plan is to ensure effective use of these assets should a disaster affect East Baton Rouge Parish.

### B. Assumptions

1. It is impossible to predict the specific effects of a disaster upon East Baton Rouge Parish, or to be sure in advance that any specific hazard would or would not occur. However, the parish could be subjected to numerous disaster situations.
2. Under any circumstances, it would be incumbent upon the government to take the necessary steps to reduce the effects of a disaster upon the population.
3. In most cases, proper preparations and preventive measures could reduce damage and loss of life.
4. In the event of a natural or technological incident, sufficient capabilities exist to handle the situation but, should a national security emergency occur, our resources would be utilized to capacity or exhausted so outside assistance would be required.
5. In the event of a Catastrophic Incident as defined by the National Response Framework, our local resources would be utilized to capacity or exhausted, as well as, regional and state resources, so outside assistance would be critical.

## III. CONCEPT OF OPERATIONS

### A. General

1. Locally, under the Incident Command System (ICS) structure, the Mayor-President is responsible by law for emergency preparedness operations. The East Baton Rouge Parish Mayor's Office of Homeland Security & Emergency Preparedness Director (MOHSEP) acts as his Chief of Staff during such emergencies. Department and Agency Directors and agencies are responsible for functions as specified in this plan. Parish forces will conduct emergency operations until the emergency exceeds the local government's capability to respond, then assistance will be requested from the State Government. The Federal Government will provide assistance to the State, when appropriate. Operations shall be conducted from the City-Parish Emergency Operations Center (EOC) and all departments and agencies having an emergency function or capability will be represented.



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2. This plan is based upon the concept that emergency functions for various groups involved in emergency preparedness will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. It is generally true, however, that a disaster is a situation in which the usual way of doing things no longer suffices. It is desirable, and always attempted, to maintain organizational continuity and to assign familiar tasks to personnel.

In large-scale disasters, however, it may be necessary to draw on people's basic capabilities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task.

3. The special needs of handicapped and elderly people will be addressed in the appropriate section of this plan.
4. In keeping with the nationwide strategy of the National Response Framework (NRF), this guidance is concerned with all types of emergency situations that may develop. It also accounts for activities before, during, and after emergency operations.
5. The use of the National Incident Management System (NIMS) will be utilized by all emergency response agencies to manage an emergency incident/disaster. The nature and size of the incident will determine the level and complexity of the management structure. NIMS is designed to expand or be reduced as needed. As an incident escalates the span of control may become stretched. As the need arises, the other components of the Incident Management System may be staffed. Under the NIMS "Command Structure" the following sections will be established and expanded as dictated by the event.
  - a. Command or the Incident Commander – responsible for overall coordination and direction of all activities at the incident scene. The four (4) major responsibilities are:
    - Control the incident.
    - Provide safety & survival for emergency responders.
    - Protect, remove, and provide care for endangered civilians.
    - Conserve property during and after the incident control operation.
  - b. Command Staff – responsible for key activities, which are not part of the line organization. Command Staff answers directly to the Incident Commander.



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- Safety Officer - assesses hazards and safety of the situation and develops measures for assuring personnel safety.
  - Public Information Officer (PIO) - develops accurate and complete information regarding incident cause, size, current situation, resources committed and other matters of general interest. The PIO is the point of contact for the media. The PIO coordinates and disseminates the government's calls for public actions such as evacuations or sheltering in place.
  - Liaison – serves as the point of contact for representatives from other agencies.
- c. Finance/Administration Section is established on incidents when there is a specific need for financial services.
- Procure services needed to terminate the incident and document the financial cost of the incident.
- d. Logistics Section provides services and support systems to all the organizational components involved in the incident.
- Provide medical aid for responders/rest and rehabilitation
  - Coordinate stress debriefing
  - Provide supplies and equipment
  - Secure needed facilities
- e. Operations Section will function in the command post. The Operations Chief is responsible for implementing the tactical objectives as defined by the strategic goals of the Incident Commander.
- Assign line crews
  - Keep command informed
- f. Planning Section is responsible for processing information needed for effective decision making.
- Evaluate and update the current strategic plan with Command and Operations
  - Evaluate past actions & strategies
  - Refine current & future plans & recommend any changes to Command and Operations
  - Forecast possible outcomes
  - Evaluate future resource needs with Operations



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6. The use and coordination of volunteer agencies, spontaneous volunteers, donations, etc. will be coordinated through the Louisiana Capital Area Volunteer Organizations Active in Disasters (LCAVOAD) as identified in Annex V, Donations Management.

### B. Emergency Action Levels

#### 1. Natural Disaster (National Weather Service)

- a. **WATCH** – All emergency personnel placed on standby. (Conditions are favorable for severe weather.
- b. **WARNING** – Partial activation of EOC by emergency preparedness personnel. (Actual sighting; actually occurring.)
- c. **IMPACT** – Full activation of EOC.
- d. **RECOVERY** – Continued response activities as needed.

#### 2. Fixed Nuclear Facility

- a. **UNUSUAL EVENT** - Essential emergency staff placed on standby. Events are in progress or have occurred which indicate a potential degradation of level of safety of the plant. No releases of radioactive material requiring off-site response or monitoring are expected unless further degradation of safety systems occurs.
- b. **ALERT** - Partial activation of EOC. Events are in progress or have occurred which involve an actual or potential substantial degradation of the level of safety of the plant. Any releases are expected to be limited to small fractions of the Environmental Protection Agency (EPA) Protective Action Guidelines exposure levels.
- c. **SITE AREA EMERGENCY** - Full activation of EOC. Events are in progress or have occurred which involve actual or likely major failures of plant functions needed for protection of the public. Any releases are not expected to exceed EPA Protective Action Guidelines exposure levels except near site boundary.
- d. **GENERAL EMERGENCY** - Fully mobilize all emergency resources and issue protective measures to public, including Emergency Alert System (EAS) messages. Events are in progress or have occurred which involve actual or imminent substantial core degradation or melting with potential for loss of containment integrity. Releases can reasonably be expected to



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exceed EPA Protective Action Guidelines exposure levels off-site for more than the immediate site area.

3. Hazardous Materials
  - a. **LEVEL I** - Unusual Event – Incident has occurred, may attract attention.
  - b. **LEVEL II** – Site Emergency–Incident has occurred, will attract attention.
  - c. **LEVEL III** – Incident has occurred, will impact surrounding areas.
4. National Terrorism Advisory System (NTAS)
  - a. **Imminent Threat Alert** – Warns of a credible, specific, and impending terrorist threat against the United States.
  - b. **Elevated Threat Alert** – Warns of a credible terrorist threat against the United States

### C. Phases of Emergency Management

Since this comprehensive plan is concerned with all types of hazards to which East Baton Rouge Parish is exposed before, during, and after an occurrence, five (5) phases of management are considered as follows:

#### 1. **PREVENTION**

Prevention activities are those that help avoid or intervene to stop an incident from occurring. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health; agricultural surveillance and testing processes; immunizations, isolations, or quarantine.

#### 2. **MITIGATION**

Mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. Also included are those long-term activities that lessen the undesirable effects of unavoidable hazards. Some examples include: establishment of building codes, flood plain management, insurance, elevating buildings, and public education programs.



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### 3. PREPAREDNESS

Preparedness activities serve to develop the response capabilities needed in the event of an emergency. Planning, exercising, training, and developing public information programs and warning systems are among the activities conducted under this phase.

### 4. RESPONSE

Response activities help to reduce casualties and damage and speed recovery. These include warning, evacuation, rescue, and other similar operations addressed in this plan.

During the response phase, emergency services are provided.

### 5. RECOVERY

Recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

When the Chief Executive and his advisors determine that a State of Emergency no longer exists, he will issue an order terminating it including all specially delegated emergency authorities and powers.

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section provides an overview of the key functions and procedures that State or Local agencies will accomplish during an emergency, including the roles that local, State, Tribal, Federal, and private agencies will take to support local operations.

Mutual Aid agreements for activation and the sharing of resources during an emergency (See Basic Plan). Also the linkages with the Fusion center during an emergency will be addressed in Annex T.

The following is the assignment of emergency functions to departments and agencies of the East Baton Rouge City-Parish Government. The function applies to all parts of the Plan when a specific part is not designated. Each department is responsible for developing and maintaining its own Standard Operating Guidelines (SOGs), which must address the following responsibilities:



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A. MOHSEP (See Attachment X for ESF Crosswalk).

- \_\_\_\_ 1. EOC staffing and function.
- \_\_\_\_ 2. Communications.
- \_\_\_\_ 3. Radiological defense and disaster analysis.
- \_\_\_\_ 4. Operations of the shelter system, with the American Red Cross.
- \_\_\_\_ 5. Coordinate the care and shelter of animals with Animal Control Agency.
- \_\_\_\_ 6. Emergency public information.
- \_\_\_\_ 7. Warning system.
- \_\_\_\_ 8. Coordination of military and other outside assistance.
- \_\_\_\_ 9. Coordinating emergency control and use of resources.
- \_\_\_\_ 10. Damage assessment.
- \_\_\_\_ 11. Comprehensive emergency planning.
- \_\_\_\_ 12. Coordination of crisis relocation.
- \_\_\_\_ 13. Coordination of the activation and distribution of the National Pharmaceutical Stockpile (NPS).
- \_\_\_\_ 14. Appoint a Louisiana Capital Area Volunteer Organizations Active in Disasters (LCAVOAD) Coordinator.

B. Law Enforcement

- \_\_\_\_ 1. Augmentation of fixed-warning siren system.
- \_\_\_\_ 2. Maintenance of law and order including shelter occupancy.
- \_\_\_\_ 3. Traffic control including movement to shelter.
- \_\_\_\_ 4. Protection of vital installations.
- \_\_\_\_ 5. Controlling access to disaster scene.



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- \_\_\_\_ 6. Alternate or standby for receipt of attack warning.
- \_\_\_\_ 7. Assist in rescue operations.
- \_\_\_\_ 8. Search and rescue.
- \_\_\_\_ 9. Supplementing communications.
- \_\_\_\_ 10. Assisting with evacuation efforts.
- \_\_\_\_ 11. Assist MOHSEP with the coordination of animal care with Animal Control.

### C. Fire Department

- \_\_\_\_ 1. Activation of warning sirens.
- \_\_\_\_ 2. Radiological monitoring and reporting.
- \_\_\_\_ 3. Containment of fires.
- \_\_\_\_ 4. Coordination of rescue activities.
- \_\_\_\_ 5. Assist law enforcement in traffic control.
- \_\_\_\_ 6. Decontamination of vital facilities and thoroughfares.
- \_\_\_\_ 7. On-scene coordination of hazardous materials incidents operations.

### D. Department of Public Works

- \_\_\_\_ 1. Restoration of vital facilities and public utilities.
- \_\_\_\_ 2. Assist in traffic control.
- \_\_\_\_ 3. Assist in rescue.
- \_\_\_\_ 4. Maintenance of sewerage system and disposal services.
- \_\_\_\_ 5. Assist in control of vital resources.
- \_\_\_\_ 6. Debris clearance and road maintenance.
- \_\_\_\_ 7. Damage assessment and other engineering assistance.
- \_\_\_\_ 8. Operation of salvage depot.



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\_\_\_\_9. Assist in decontamination.

### E. Information Services

\_\_\_\_1. Technical support for city/parish government operations.

\_\_\_\_2. Maintenance of data network, data bases, 911 system, phone, and integrated communications systems.

\_\_\_\_3. Operates and maintains website.

\_\_\_\_4. Responsible for the redundant data repository.

\_\_\_\_5. Maintains the fiber optic system for the City/Parish government.

### F. Office of Public Health

\_\_\_\_1. Coordinate emergency health care.

\_\_\_\_2. Medical support to shelterees.

\_\_\_\_3. Pest and rodent control.

\_\_\_\_4. Contamination assessment of food and water.

\_\_\_\_5. Public health information and advice.

\_\_\_\_6. Assistance of medical administration, i.e., emergency immunization or administering potassium iodine (KI).

\_\_\_\_7. Coordination of mortuary services.

\_\_\_\_8. Inoculation for disease prevention.

\_\_\_\_9. Provide health care for EOC staff.

\_\_\_\_10. Sanitation.

\_\_\_\_11. Epidemiological Support.

\_\_\_\_12. Laboratory Support.



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### G. Office of Family Support

- \_\_\_\_ 1. Support of shelter managers.
- \_\_\_\_ 2. Coordination of emergency, social, and welfare activities.
- \_\_\_\_ 3. Coordination of religious services.
- \_\_\_\_ 4. Emergency clothing, feeding, and lodging.
- \_\_\_\_ 5. Emergency registration and inquiry.
- \_\_\_\_ 6. Coordination of private welfare organizations.

### H. Parish Attorney

- \_\_\_\_ 1. Preparation of emergency legislation authorizing emergency purchases and expenditures.
- \_\_\_\_ 2. Providing legal advice as required.

### I. Finance Department

- \_\_\_\_ 1. Procurement, distribution, and accountability of emergency supplies and equipment.
- \_\_\_\_ 2. Assist in inventory and control of post-event resources.

### J. Department of Human Resources

- \_\_\_\_ 1. Coordinate with the Louisiana Workforce Commission -Baton Rouge Job Service Office in procuring additional manpower.
- \_\_\_\_ 2. Coordinate activation of Special Assistance Team program upon request of MOHSEP.
- \_\_\_\_ 3. Provide assistance with hiring of emergency workers when requested by MOHSEP.

### K. Transportation Department

- \_\_\_\_ 1. Provide for movement of people and supplies by coordinating with government and private agencies for needed transportation equipment.



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### L. GOHSEP

- \_\_\_\_\_1. Provide coordination between areas of the state and with higher echelons of government, including the Louisiana National Guard (LANG).

### M. American Red Cross

- \_\_\_\_\_1. Provide such services as sheltering, feeding, clothing and other essential emergency needs to disaster victims.
- \_\_\_\_\_2. Assist in emergency registration and inquiry.
- \_\_\_\_\_3. Damage survey.
- \_\_\_\_\_4. Coordination of Mental Health services.

### N. Council on Aging

- \_\_\_\_\_1. Assist with the elderly and certain handicapped people.

### O. Emergency Medical Services (EMS)

- \_\_\_\_\_1. Emergency medical care.
- \_\_\_\_\_2. Emergency medical response to established shelters for an unanticipated medical emergency/condition of evacuee and transport to a functional hospital.
- \_\_\_\_\_3. Supplying and using medical and health items.

### P. Public Information

- \_\_\_\_\_1. Rumor control.
- \_\_\_\_\_2. Coordination of joint information center activities and public information.
- \_\_\_\_\_3. Coordinate emergency media releases.

### Q. East Baton Rouge Parish Animal Control Center

- \_\_\_\_\_1. Deliver animal control services based on sound law enforcement principles and protect the public health and safety of the citizens of East Baton Rouge



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Parish through enforcement of both Title 14 of the City Parish Code of Ordinances and the state animal cruelty laws.

- \_\_\_\_2. Provide Shelter and Care for pets of evacuees during a disaster.
- \_\_\_\_3. Provide aid and Veterinarian care for K-9 and search and rescue dogs.

### R. Parish School Board

- \_\_\_\_1. Maintain list of shelters.
- \_\_\_\_2. Transportation assistance.

### S. Support Functions

- \_\_\_\_1. Military units may be requested through GOHSEP. Military assistance will compliment and not be a substitute for local participation in emergency operations. Military forces, if made available, will at all times remain under military control while supporting and assisting local forces, primarily on a mission type basis.
- \_\_\_\_2. Civil government forces may be made available from surrounding jurisdictions through mutual agreements with certain parish governments and with GOHSEP.
- \_\_\_\_3. Local resources may be sent to the aid of other, provided the Parish has sufficient resources.
- \_\_\_\_4. Volunteer agencies, such as the American Red Cross and Salvation Army, are available to give assistance with sheltering, feeding, etc., as necessary.

### T. Louisiana Capital Area Volunteer Agencies Active in Disasters (LCAVOAD)

- \_\_\_\_1. Coordinate the efforts of volunteer groups and local governments to manage donations of goods and services.
- \_\_\_\_2. Assist citizens with the timely delivery of needed supplies and services.
- \_\_\_\_3. Coordinate the donations management functions pre and post disaster.
- \_\_\_\_4. Locate volunteers to work in the donations management functions and other disaster response functions.
- \_\_\_\_5. During activation prepare and submit daily summary of donation management and volunteer activities to the EOC.



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### U. Coroner's Office

- \_\_\_\_ 1. Recovery and evacuation of remains.
- \_\_\_\_ 2. Body identification.
- \_\_\_\_ 3. Disposition of human remains.
- \_\_\_\_ 4. Preservation or embalming.
- \_\_\_\_ 5. Notification of next of kin or representative.
- \_\_\_\_ 6. Grief counseling.
- \_\_\_\_ 7. Family assistance.
- \_\_\_\_ 8. Documentation on each victim.
- \_\_\_\_ 9. Prepare and file death certificates.
- \_\_\_\_ 10. Resource listing for coroner operations.
- \_\_\_\_ 11. Safeguarding of personal effects of victims
- \_\_\_\_ 12. Identification of morgue site.
- \_\_\_\_ 13. Establishment of staging area for coroner operations.

### V. Unaffiliated Volunteers (See Annex L)

### W. Critical Infrastructure

## V. DIRECTION AND CONTROL

### A. Authority to Initiate Action

All emergency operations will be under the authority of Civil Defense Ordinance No. 262 for the Parish of East Baton Rouge dated August 12, 1953, as well as Louisiana R.S. § 727 B and C, 728 and 729.

### B. Command Responsibility for Specific Action



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1. The Mayor-President of East Baton Rouge Parish is responsible for emergency preparedness within his political boundaries.
2. The Director of MOHSEP, under the supervision of the Mayor-President, will be responsible for the coordination of all planning and emergency operations within East Baton Rouge Parish. This will include inter-agency or departmental coordination as well as coordination of civic groups, clubs, and organizations within East Baton Rouge Parish.
3. The Mayor-President and the Director of MOHSEP are responsible for determining the need to evacuate and have the authority to issue evacuation orders that will be enforced by law enforcement personnel. In situations where immediate threat to life and property is imminent, the local law enforcement or fire department has the authority to begin evacuation procedures while the evacuation orders go through the proper channel (i.e., hazardous materials incidents or civil disorders).

### C. Emergency Operation Center (EOC)

1. The EOC is located in the Advanced Traffic Management/Emergency Operations Center (ATM/EOC), located at 3773 Harding Boulevard, Baton Rouge, LA 70807.
2. If the relocation of the primary EOC becomes necessary, MOHSEP has a Mobile Command Post and an alternate EOC that may be activated. The Mobile Command Post will serve as the site for primary direction and control. If the Mobile Command Post cannot be utilized, operations will move to the alternate EOC at 1100 Laurel Street, Baton Rouge, LA 70802. The alternate EOC facility is the Baton Rouge Junior High. It is fully equipped and ready for emergency operations.

## VI. CONTINUITY OF GOVERNMENT

Effective comprehensive emergency preparedness 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 directors/authorized personnel; and (2) preservation of records.

### A. 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. Article IV, Section 5(J) and Louisiana Revised Statute 29 Section 724 (RS 29:724) further established the emergency preparedness powers of the Governor. Article IV, Section 14 of the Constitution of Louisiana provides for the line of succession to the Governor as follows:

##### a. Governor



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

The successor shall serve the remainder of the term for which the governor was elected.

### 2. Local Government Succession

The Emergency Interim Local Executive Succession Act (RS 33:1404-1408) references government succession on a local level.

The line of succession of East Baton Rouge Parish Government is provided for in Section 4.05 and 4.06 in the Plan of Government. Section 4.05 states, "if the Mayor-President is absent from the Parish and City or unable to perform his duties the President Pro-Tempore shall act as Mayor-President and in the case of a vacancy in the office of Mayor-President shall serve as such until the vacancy is filled as hereinafter provided. Section 4.06 states that vacancy in the office of Mayor-President, from whatever cause arising, occurring within one year of the expiration of his term shall be filled by appointment by majority vote of all members of the Metropolitan Council, but if the vacancy occurs more than one year prior to the expiration of his term, it shall be filled by vote of the qualified voters of the Parish at a special election called and held pursuant to the Louisiana Election Code, Louisiana Revised Statutes, Title 18."

The line of succession of MOHSEP is from the Director to the Assistant Director to the Chief of Operations.

Each department, according to the standard operating guidelines, establishes the line of succession to each Department Head.

### B. Relocation of Government

East Baton Rouge Parish provides for the relocation of the center of Parish Government to the EOC located in the Advanced Traffic Management/Emergency Operations Center (ATM/EOC) at 3773 Harding Boulevard, Baton Rouge, LA 70807 during times of



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emergency. If the primary EOC is determined inoperable, the center of East Baton Rouge City/Parish Government will relocate to the MOHSEP Mobile Command Center. The Mobile Command Center will serve as the site for primary direction and control. If the Mobile Command Center cannot be utilized, operations will move to the alternate EOC at 7667 Independence Boulevard, Baton Rouge, LA. The alternate EOC facility is the Louisiana State Police Emergency Operations Center. It is fully equipped and ready for emergency operations.

### C. Preservation of Records

#### 1. State Level

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

#### 2. Local Level

It is the responsibility of the Clerk of Court to ensure that all legal documents of both a 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.

## VII. ADMINISTRATION AND LOGISTICS

- A. **Agreements and Understandings:** Should local government resources prove to be 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 negotiated emergency mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings are entered into by duly authorized officials. East Baton Rouge Parish has agreements to lend and accept assistance between municipalities and neighboring parishes. It is understood that written agreements are not necessary with state or federal agencies since these groups have a legal responsibility to provide assistance when called upon to do so.
- B. The Mayor-President has the authority to order any emergency purchases and/or authorize the contracting of any emergency services which might be required.

An emergency event may exhaust limited resources. There is no provision in the Parish budget to fund response to and recovery from a large emergency event. Mutual aid



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agreements and procedures for requests for assistance from state and federal authorities are critical to the planning effort.

### C. Records and Reports

1. Responsibility for submitting local government reports to the GOHSEP rests with the Director of MOHSEP.
2. Records of expenditures and obligations in emergency operations are maintained by MOHSEP.
3. Narrative and log-type records of response actions to all emergencies are maintained.
4. All Parish departments must maintain complete records of all expenses including overtime incurred as a result of response to a disaster.

### D. Emergency Operations Center (EOC)

The MOHSEP EOC is the primary site for coordination of all emergency operations. In the event the EOC should become unusable, the MOHSEP Mobile Command Post will serve as the site for primary direction and control. If the Mobile Command Post cannot be utilized, operations will move to the alternate EOC at 1100 Laurel Street, Baton Rouge, LA 70802. The alternate EOC facility is the Baton Rouge Junior High. It is fully equipped and ready for emergency operations.

### E. Relief Assistance

In the event of a disaster, MOHSEP coordinates and supports the responsible agencies for relief assistance.

### F. Consumer Protection

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the Baton Rouge Better Business Bureau, or East Baton Rouge District Attorney's Office. The mechanics set up for specific violations by East Baton Rouge Parish, such as price gouging, are noted in Annex N: Public Information and Education.

### G. Nondiscrimination

There will be no discrimination on grounds of race, religion, nationality, sex, age, handicap, sexual orientation, or economic status in the execution of disaster preparedness or disaster relief and assistance functions.



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### H. Administration of Insurance Claims

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

### I. Duplication of Benefits

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

### J. 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 practical, to those organizations, firms, and individuals residing or doing business primarily in the affected area.

### K. Preservation of Historic Properties

In the event of a disaster involving known historic properties in East Baton Rouge Parish, MOHSEP will request the assistance of the East Baton Rouge Downtown Development District to identify said historic properties within the designated disaster area for public assistance purposes.

### L. Information Collection and Dissemination

The purpose of this section is to provide the effective collection, control, dissemination of emergency public information, and for the minimization of confusion, misinformation, and rumors during times of emergency. Long-term public educational efforts related to hazard awareness and family disaster preparedness planning is also outlined in this annex.

During periods of emergency the public needs, and generally desires, detailed information regarding protective actions to be taken to minimize loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that prior to the occurrence of an emergency, the public should be made aware of potential hazards and the protective measures that can be deployed. We will use our notification system called 21<sup>st</sup> Century to disseminate of emergency information to the public. For more information see the Annex N.

The Planning Branch is supported by three units that act together to collect, process, analyze and communicate incident information. The number of activated Planning Branch Units and personnel within those Units may be increased or decreased depending upon



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the requirements of the particular incident. Planning Branch personnel operate out of the State EOC and out of the federal Joint Field Office (JFO). Generally, the four Units of the Planning Branch will have the following responsibilities:

1. Situation Unit
  - a. Collects, updates, integrates and analyzes information regarding an incident for actual and potential situations that may impact the incident and develops action plans.
  - b. Collects, updates and disseminates information about the status of missions assigned to state agencies throughout the EOC activation process.
  - c. Collects and updates current and potential incident-specific needs on a regular basis and works to fulfill proposed incident needs.
  - d. Maintains, collects and analyzes information to be used in Situation Reports (Sitreps), Status Briefings, and from other responders.
  - e. Provides technical input into the operational, planning, recovery functions coordinated by the EOC and provides advice on actual and potential incident related impacts.
  - f. Collects information necessary to develop After Action Reports (AAR).
2. Documentation Unit
  - a. Develops appropriate media for displaying information in the Operations, Assessment and Executive rooms of the EOC.
  - b. Logs major events, significant activities and impacts of the event.
  - c. Collects all reports into a master document binder for later analysis, reporting and other actions.
3. Demobilization Unit
  - a. Coordinates the identification of needs for each operational period for input into the action plan.
  - b. Coordinates demobilization of field resources and personnel
4. Response Actions – The Planning Branch may begin response operations at the occurrence of the event/incident, or prior to the event/incident, where information indicates that an event may be imminent. These operations normally will occur in the Assessment Room of the EOC, will primarily be situation assessment activities; but may also be in support of the pre-deployment of field personnel, or in support of Emergency Management Assistance Compact requests and deployment.
5. Continuing Actions – Planning Branch actions continue as long as they are necessary. Over time, disaster operations will transition from response to recovery



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as part of demobilization activities. Transition will not change the mission of the Planning Branch, nor will it affect the basic functions of information gathering, analysis, dissemination and planning. As the tempo of disaster operations slows, Planning Branch staffing will be reduced.

### VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Director of MOHSEP, under the supervision of the Mayor-President, has the overall responsibility for emergency planning, coordination of resources, and provision of direction of disaster operations.
- B. The Director of MOHSEP will provide guidance and direction for conduct of disaster assistance and recovery activities.
- C. Directors of supporting agencies have the responsibility for maintaining internal continuity of operations plans (COOP), Standard Operating Guidelines (SOGs), and resource data to ensure prompt and effective response to disaster to ensure the survivability of its senior management.
- D. If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The Director will brief the Mayor-President, East Baton Rouge Parish Metropolitan Council, departmental directors, and other appropriate officials in emergency preparedness and in this plan in particular.
- E. All agencies will be responsible for the development and maintenance of their respective segments of the plan as set forth earlier in Section IV, "Organization and Assignment of Responsibilities."
- F. The Director of MOHSEP will maintain and update this plan as required. Responsible officials in state/local agencies should recommend changes at any time and provide information periodically as to changes of personnel and available resources. The Director will coordinate an annual review and revision effort as necessary.
- G. This plan will be executed upon order of the East Baton Rouge City/Parish Mayor-President, Director of MOHSEP, or an authorized representative.
- H. This plan applies to all East Baton Rouge Parish boards, commissions, and departments assigned emergency responsibilities and to all elements of local government.
- I. For training purposes and exercises, the Director may activate this plan as necessary to ensure a readiness posture.



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- J. This plan can be activated at least once a year in the form of a simulated emergency, regardless of actual events, in order to provide practical controlled operations experience to those who have EOC responsibilities.

### IX. AUTHORITIES AND REFERENCES

A. Legal Authority

1. Federal

- a. Robert T Stafford Disaster Relief and Emergency Assistance Act
- b. Americans with Disabilities Act of 1990
- c. Architectural Barriers Act of 1968
- d. Civil Rights Act of 1964, Title VI, Public Law 88-352
- e. CFR, Title 44, Chapter 1
- f. Consolidated Appropriations Act, 2008, Public Law 110-161
- g. Disaster Mitigation Act of 2000, Public Law 106-161
- h. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, August 11, 2000
- i. Executive Order 13347, Individuals with Disabilities in Emergency Preparedness, July 26, 2004
- j. Fair Housing Act as amended in 1988, 42 U.S.C. 3601
- k. Homeland Security Act of 2002, 6 U.S.C. 101, as amended
- l. Homeland Security Presidential Directive 5, Management of Domestic Incidents
- m. Homeland Security Presidential Directive 7, Critical Infrastructure Identification, Prioritization and Protection
- n. Homeland Security Presidential Directive 8, 2011, National Preparedness
- o. Homeland Security Presidential Directive 8, Annex I National Planning



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- p. National Security Presidential Directive 51 /Homeland Security Presidential Directive 20, National Continuity Policy May 4, 2007
  - q. Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308
  - r. Post Katrina Emergency Management Reform Act of 2006, Public Law 109-295
  - s. Rehabilitation Act of 1973, Public Law 93- 112
  - t. Superfund Amendments and Reauthorization Act of 1986, Public Law 99-149
  - u. FEMA – 64, Emergency Action Planning Guidelines for Dams, 1985
  - v. Other executive orders and acts pertaining to disasters enacted or to be enacted
  - w. Implementing Recommendations of the 9/11 Commission Act of 2007 – Public Law 110-53 – August 3, 2007
  - x. National Dam Safety Program Act of 1996 – Public Law 104 – 303 – October 12, 1996
  - y. OMB Circular A – 133; OMB Circular A – 87
  - z. Oil Pollution Act of 1990
  - aa. Maritime Transportation Security Act of 2002
  - bb. Pandemic and All-Hazards Preparedness Act – Public Law 109 – 417 – December 19, 2006
2. State
- a. Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993 as amended.
  - b. State Executive Order No. EWE93-22, August 9, 1993.
  - c. State Executive Order No. KBB 2004-36 (8/20/04) & 2005-07 (11/4/05), KBB 2007-14 (5/31/07), and KBB 2007-28 (11/1/07).
  - d. Louisiana Disaster Recovery Manual dated January 2005, as amended



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- e. Act 111, Emergency Interim State Executive Succession Act of 1963
  - f. Act 112, Emergency Interim Judicial Succession Act of 1963
  - g. Act 113 as amended, Emergency Interim Legislative Succession of 1963
  - h. The Louisiana State Administrative Plan dated 1992, as amended
  - i. Louisiana Significant/High Hazard Dam Safety Plan 1989
  - j. Emergency Regulation, Louisiana Administrative Code: Title 55, Part XXI Homeland Security and Emergency Preparedness (LA Admin Code April 2007)
  - k. Louisiana Health Emergency Powers Act (LRS 29:760-772)
  - l. Other State executive orders and acts pertaining to disasters enacted or to be enacted.
3. Local
- a. East Baton Rouge Parish Plan of Government dated August 12, 1947 effective January 1, 1949, as amended.
  - b. Title 14 of the City Parish Code of Ordinances.
  - c. Act 114, Emergency Interim Local Executive Succession Act of 1963
  - d. Other local ordinances pertaining to disasters enacted or to be enacted.
4. Volunteer, Quasi-governmental
- a. Act 58-4-1905, American Red Cross (ARC). Mennonite Disaster Services/FEMA Agreement. Salvation Army Charter, May 12, 1974 and Memorandums of Understanding between Louisiana and the agencies above.
  - b. Mennonite Disaster Services - Agreement with FDAA 1974.
  - c. Salvation Army Charter - May 12, 1974.
  - d. Public Law 93-288.



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- e. Statements of Understanding between the State of Louisiana and the agencies above.

### B. References

#### 1. Federal

- a. National Response Framework – replaces National Response Plan
- b. CPG 101 Version 2.0
- c. National Preparedness Goal
- d. National Disaster Recovery Framework
- e. Emergency Management Accreditation Program, 2007. Emergency Management Accreditation Program Standard Lexington, KY EMAP

#### 2. State

- a. Louisiana Parish Planning Guidance
- b. 2011 Louisiana Unified Shelter Plan
- c. Louisiana Emergency Operation Plan (EOP) 2009

#### 3. Local

- a. East Baton Rouge Parish Hazard Mitigation Plan

## X. DEFINITIONS

The list of definitions appears in Appendix 4. Definitions relevant to Hazardous Materials appear in Annex H. Neither list is intended to be all-inclusive.

## XI. APPENDICES TO BASIC PLAN

- 1.) East Baton Rouge Parish Organizational Chart
- 2.) MOHSEP Organizational Chart
- 3.) Lines of Succession
- 4.) Definitions



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- 5.) Key Facilities
- 6.) Key Workers
- 7.) Disaster Recovery Guide