

# ANNEX A

## Direction and Control

### I. PURPOSE

The purpose of this annex is to establish a workable procedure for the control center or headquarters for any emergency operation. The center will be used when the threat of a disaster is imminent within, or near the boundaries of East Baton Rouge Parish. This applies to all types of disasters.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Reference II, A. Basic Plan
2. During the period of increased readiness or extreme emergency, in which loss of life or property damage has occurred or appears imminent, the Emergency Operations Center (EOC) will be activated to the level dictated by the gravity of the situation. All appropriate governmental agencies having emergency responsibilities will be advised when the EOC is activated.

#### B. Assumptions

1. Reference II, B. Basic Plan
2. East Baton Rouge Parish is vulnerable to numerous natural phenomena as well as numerous types of man-made occurrences. The operational procedures and staffing of the EOC have taken into consideration these various types and degrees of emergency conditions that could confront the parish and planning for adequate direction and control has been made for such degrees of activation that will cope with a given magnitude of an emergency situation.

### III. CONCEPT OF OPERATIONS

#### A. Reference III, Basic Plan

#### B. General

The EOC is the primary site for the direction and control emergency operations for all Departments and outside agencies within East Baton Rouge Parish having emergency duties. The East Baton Rouge Parish Mayor's Office of Homeland Security & Emergency Preparedness (MOHSEP) assumes the responsibility of coordinating all emergency functions

and responses to assure that proper action is taken, all resources and personnel are utilized to their fullest potential, and essential government services are maintained as much as possible.

C. Phases of Emergency Management

1. Prevention

- a. Ensure that the MOHSEP EOC is prepared to become operational in case of an emergency.
- b. Ensure that all plans and procedures are up-to-date.
- c. Ensure communications equipment purchased is compatible with other departments and agencies.

2. Mitigation

- a. East Baton Rouge Parish has an EOC that can be activated promptly and is capable of operating on a continuous 24-hour basis.
- b. MOHSEP has a Mobile Command Post and an alternate EOC that will be activated should relocation of the primary EOC be required. 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 7667 Independence Boulevard, Baton Rouge, LA.
- c. MOHSEP has completed a hazard analysis of the Parish indicating the wide variety of potential problems that could and have posed danger in the community.
- d. All Parish departments and outside agencies as well as personnel with emergency responsibilities in the EOC, alternate EOC or field command that have been identified, and procedures have been developed to activate same. These organizations will also identify alternate operations sites that they will be able to work out of.
- e. Needed resources to sustain the activated EOC have been identified and their availability determined.
- f. Communications equipment, compatible with other departments and agencies, is kept updated and functional.
- g. Provisions will be made to protect personnel, within the jurisdiction, from exposure of hazardous substances.
- h. The EOC has an approximate protection factor of 300.

- i. Public awareness programs such as Red Stick Ready T.V., Ready T.V., Community Emergency Response Team (CERT) training, etc... include tours and functions of the EOC, MOHSEP, and the Communications Division for the Fire Department, Police Department, Sheriff's Office, Emergency Medical Services (EMS), and the 911 system. Programs also provide all hazards preparedness tips for individuals and communities.
3. Preparedness
- a. MOHSEP develops and maintains the Parish's Emergency Operations Plan with its annexes and appendices along with operation guidelines for EOC activations and staff duties.
  - b. The EOC has appropriate space for emergency operations, furnishings and equipment, and an adequate stock of administrative supplies.
  - c. The EOC has necessary maps, electronic status boards, equipment, and supplies needed to conduct direction and control activities by governmental officials and emergency staff.
  - d. The EOC has adequate provisions for food, water, and housing of its assigned staff.
  - e. A preventive maintenance program is adhered to for all equipment, fixed or mobile, and regularly scheduled testing of same.
  - f. Training sessions and briefings are conducted for all emergency staff assigned to the EOC. Exercises in the EOC and in the field are also conducted and critiqued with the entire staff.
  - g. The Public Information Officer (PIO) releases public information and educational information after review by the Mayor-President and the Director of MOHSEP. (Reference Annex N).
  - h. The degree of activation of the EOC and its assigned staff is categorized into emergency action levels. (Reference Basic Plan, Part III)
4. Response
- a. The EOC is activated according to the degree or level of the emergency.
  - b. The EOC staff and other emergency personnel are alerted by first responder either by telephone or radio. The call-down list is kept in the EOC.
  - c. Briefing sessions are held for all EOC personnel, the Mayor-President and his administrative staff.

- d. Communications equipment is tested with field representatives.
  - e. The Mayor-President, his administrative staff, and the Mayors of municipalities within East Baton Rouge Parish are briefed of the situation if conditions warrant.
  - f. Outside support agencies that may have to lend assistance are contacted.
  - g. Initial contact is made with the public through the media if conditions warrant.
  - h. The Standard Operating Guidelines (SOGs) for a particular type of emergency are followed through using a previously proposed checklist for the determined emergency.
  - i. All operations will be coordinated through the EOC.
5. Recovery
- a. Preparations for recovery operations commence with the onset of the emergency and as soon as possible after the emergency.
  - b. Data collection of logs, forms, expenditures, equipment, materials, and personnel is begun at onset.
  - c. Damage assessment, including the collection and reporting of appropriate data, is organized by damage assessment officer (Reference Basic Plan, Disaster Recovery Section IV and Annex K).
  - d. The EOC and field personnel are phased down to begin deactivation.
  - e. The EOC is brought back to its pre-emergency conditions along with the needed equipment and supplies.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- A. Reference IV., Basic Plan.
- B. The responsibilities of each individual assigned to the EOC and the alternate EOC are outlined in Appendix 2 of this annex.

#### **V. DIRECTION AND CONTROL**

The EOC and staff may be activated by the Mayor-President or the Director of MOHSEP when it appears the threat of disaster is imminent. The EOC staff shall consist of the Mayor-President and

his principal assistants (department heads or their representatives) as well as all available MOHSEP staff, volunteers, representatives of the major utility companies, welfare organizations, etc. Each individual having emergency responsibilities will immediately report to the EOC to coordinate their agency's or department's responsibilities when the EOC is activated. The EOC staffing is divided into six (6) groupings. (Appendices 1 and 2 of this annex list individuals by groupings).

A. Executive

This group is responsible for policy matters and the overall operations, including the basic plan of action and the overall deployment of personnel and equipment to carry out the plan. It is also responsible for authenticating and acknowledging reports.

B. Operation

This group is responsible for conducting the emergency operations throughout the Parish.

C. Disaster Analysis

This section is responsible for the collection, analysis, and reporting of damage assessments both public and private. Included in this section are the Radiological Officer and the Environmental Recovery Officer, both responsible for monitoring adverse effects upon the Parish's environment caused from hazardous chemicals or radiation.

D. Communications

This section is responsible for the manning of telephones and radio equipment and radio maintenance.

E. Support

This group provides those necessary household duties to keep the EOC facility functional.

F. Resource Groups

This section includes those individuals or agencies that lend support to the emergency preparedness effort.

**VI. CONTINUITY OF GOVERNMENT**

A. Reference VI., Basic Plan.

**VII. ADMINISTRATION AND LOGISTICS**

A. Reference VII., Basic Plan.

B. Emergency Operations Centers

1. Primary Emergency Operations Center
  - a. Location: East Baton Rouge Parish  
3773 Harding Boulevard  
Baton Rouge, Louisiana 70807
2. Alternate Emergency Operations Center
  - a. Location: 7667 Independence Blvd.  
Baton Rouge, LA 70806
  - b. The alternate EOC will be activated when the relocation of the primary EOC becomes necessary, and will then serve as the site for primary direction and control.
3. Mobile Command Post
  - a. Depending upon the type of emergency, it may become necessary for MOHSEP to establish an on-scene Command Post or be a part of an already established one by the agency in charge of the incident.

C. Reports and Records

The need for the forms listed below will vary with the type and magnitude of each incident. Hardcopy and/or electronic copies are retained as part of the event record.

1. Message Form  

All requests for assistance and general messages are received and transmitted on this form.
2. Message Log  

All messages taken or distributed by each member of the EOC staff are recorded in chronological order. Each staff member is responsible for maintaining an electronic log of his or her activities in the EOC incident database.
3. Incident Report  

Summary of events in condensed form
4. Field Status Report  

Conditions being reported from the field

5. Disaster Notification, Disaster Documentation, and Presidential Disaster Declaration forms needed for disaster assistance.

6. Security Log

A record of all persons entering and exiting the EOC is maintained.

7. Other

A multitude of inter-parish forms are used depending on the type of emergency. Such forms are not included in this annex.

D. Security

A security officer is stationed at the main entrance of the EOC and is responsible for maintaining the security log. Visitors and media are not allowed access to any other section of the building without clearance from the Director of MOHSEP or Public Information Officer. Access badges are issued by the Director of MOHSEP. The badges limit access to sections of the building dependent upon the badge holder's roles and responsibilities.

## **VIII. PLANS DEVELOPMENT AND MAINTENANCE**

A. The Director of MOHSEP will be responsible for the development and implementation of this annex. He/She will maintain same through periodic review, testing, and updating. He/She will instruct all EOC staff in the contents and use of this annex. The Director of MOHSEP is the Custodian for the EOC/Direction and Control and Standard Operating Guidelines.

## **IX. AUTHORITIES AND REFERENCES**

A. Reference IX., Basic Plan.

### **APPENDICES TO ANNEX A:**

1. Organizational Chart
2. EOC Staff Organization and Assignment
3. Message Handling Guidelines
4. Reporting Forms