



BOBBY JINDAL  
GOVERNOR

State of Louisiana  
Governor's Office of Homeland Security  
and  
Emergency Preparedness

MARK A. COOPER  
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**Security and Access Policy  
During Activation of the Emergency Operations Center  
Policy Number: GEN-0007**

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**Issue Date:** August 24, 2009

**Effective Date:** August 31, 2009

**Revised Date:**

**Approval:**



Mark A. Cooper, Director

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**I. POLICY**

It is the policy of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) to assure that the security and access of the GOHSEP facility during the activation of the Emergency Operations Center (EOC) is conducted in a systematic approach which assures for the security, safety and welfare of the occupants and the facility and provides for the overall efficiency of operations conducted in response to an emergency/disaster.

**II. PURPOSE:**

To set forth those procedures which support the stated policy.

**III. APPLICABILITY:**

This policy applies to all individuals who are assigned to the GOHSEP facility during all times the EOC is activated in response to an event.

#### **IV. GENERAL RULES**

- A. All the GOHSEP identifications badges currently held by non-GOHSEP personnel have been deactivated. Badge holders are requested to surrender their badges to the GOHSEP receptionist as soon as possible. This provision shall not apply to the governor's staff, department/agency heads, ESF leads and the parish Office of Emergency Preparedness directors. These individuals shall retain their current GOHSEP identification cards and may be issued additional identification cards as outlined in Section V herein, in accordance with their assignment during EOC activation.
- B. Personnel assigned to GOHSEP during activation will be required to be issued a badge for the event.
- C. All badges must be visibly displayed above the waist while personnel are in the facility.
- D. Personnel assigned to GOHSEP are required to report any suspected or actual violation of this policy or of any unsafe act to a GOHSEP employee or Department of Public Safety officer assigned to the facility.
- E. Personnel assigned to or visiting GOHSEP are required to follow the orders and directives of the Facilities Manager and the Department of Public Safety officers assigned to the facility as those directions pertain to facility accessibility and security.
- F. Badges issued to incident participants will be used at the cafeteria as a means to obtain meals during activation. Participants are not allowed more than three meals per 24 hours. The participant's respective agency will be billed for the meals consumed.

#### **V. BADGES AND ACCESS**

- A. There will be four types of badges issued: Red, Green, Yellow and Visitors badges.
  - 1. Red badge
    - a. Issued to members of the UCG and to the support staff member(s) of the UCG member that is allowed a seat in the Overwatch during activation. It will be the responsibility of the UCG member to issue badges to their respective staff member(s).
    - b. Red badge holders will have access to all areas of GOHSEP during activation.

2. Green badge
  - a. Assigned to personnel who will be working in the Emergency Operations Center (EOC) as part of an Emergency Support Function (ESF).
  - b. Badge holders will have access to the EOC and to the outside offices.
  
3. Yellow badge
  - a. Assigned to other support staff members other than those assigned to the UCG or the EOC but require access to the peripheral offices within GOHSEP.
  - b. Badge holders will not have access to other areas in GOHSEP.
  
4. Visitor's badge
  - a. Visitors badge will be assigned to all other non-GOHSEP employees who have a need to be present at GOHSEP during activation.
  - b. Visitors must be escorted by the GOHSEP employee whom they are visiting or whom has been assigned responsibility for the visitor.
  - c. This policy has no effect on the GOHSEP employees who shall retain access to GOHSEP via their identification badge.

## **VI. ISSUANCE AND SURRENDER OF BADGES**

- A. Red badges will be issued to UCG members as soon as possible. The member will be allowed to retain permanent custody of this badge and use it to access the facility at any time.
- B. All ESF agencies will provide the GOHSEP Facilities Manager with a list of names for those personnel that will be assigned to the agency's ESF desk inside the EOC and a list of the individuals who will need access to the outside offices.
- C. Upon activation of the EOC, yellow and green badges will be issued by the Facilities Manager to the personnel listed on the access roster at the time the personnel report for duty at GOHSEP.
- D. Upon notice of deactivation of the EOC, all UCG support staff red badge holders and green and yellow badge holders shall surrender their badges to the GOHSEP Facilities Manager within 24 hours of the notice of deactivation.
- E. Steps B through D shall be followed for every activation/deactivation of the EOC.

## **VII. PROCEDURES IN THE EOC DURING ACTIVATION**

- A. The number of personnel allowed for each ESF inside the EOC shall be limited to the actual number of seats available at the ESF desk per shift.
- B. Unless specifically authorized by the Director of GOHSEP, Deputy Director of GOHSEP, Assistant Deputy Director for Emergency Management, the Operations Section Chief or the Assistant Operations Section Chief, no individual will be allowed in the EOC without a red or green badge. Those individuals so allowed shall conduct their business as quickly as possible and exit the area.

## **VIII. ACCESS TO THE OVERWATCH**

- A. THERE WILL BE NO ADDITIONAL RED BADGES ISSUED. ONLY THOSE INDIVIDUALS POSSESSING A RED BADGE WILL BE ALLOWED ACCESS TO THE OVERWATCH DURING UCG MEETINGS.
- B. Exception to the above: On occasion there will be a need to augment the UCG with subject matter experts, i.e. medical, weather, logistical. Those augmented individuals will be identified either by the Governor's Chief of Staff or the Director of GOHSEP and will be issued a visitor badge and escorted by the Overwatch Manager or Facilities Manager for that particular meeting in the Overwatch.
- C. Attached is a seating chart which indicates the seating arrangements for those UCG members and staff which are allowed in the Overwatch during UCG meetings. The seats will be clearly marked during meetings and it is requested that each member adhere to the defined seating arrangement.

## **IX. GOHSEP Point of Contact**

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# APPENDIX TO POLICY GEN-0007 – Security and Access Policy During Activation of the Emergency Operation Center

## UCG Seating Chart

