

# LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE

GOVERNOR'S OFFICE



HOMELAND SECURITY &  
EMERGENCY PREPAREDNESS



**DEAR LOUISIANA ELECTED OFFICIAL,**

Louisiana is a **high-risk State** for natural disasters. We are also the home of **critical supply routes** and **energy production resources** that are attractive targets for man-made disruptions. As elected officials and government leaders, we have a **significant responsibility** to protect our State, citizens, property and assets in the event of an emergency.

I have been where you are. As someone who served as an elected official, I know what it means for you to have constant demands on your time and the resources within your communities.

As a Parish President, I worked closely with the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP). Directly, and through my local Office of Homeland Security and Emergency Preparedness (OHSEP), I saw the importance of GOHSEP's supportive role to Parish and local governments as we confront the challenges of preparedness, prevention, response, recovery and mitigation.

Not only is **GOHSEP a gateway** for many **grant-funding programs**, it also offers **technical assistance resources, professional development opportunities** and **community education** support to build awareness throughout the State – at every level – of what we must do and can do together to protect Louisiana citizens and property. For you, whether that means **training programs** for your first responders, assistance with **short- and long-term recovery** needs, **Internet-based data** resources, community **outreach** and **education**, ongoing support to your Parish OHSEP or activities that target **prevention of man-made threats** and support local law enforcement, there is much GOHSEP offers.

Our message is this: The more we know now, the **better prepared** we are to successfully, timely and efficiently **respond** to, **recover** from and **mitigate** against future disasters.

This *Louisiana Elected Officials Emergency Management Manual (Manual)* is a **high-level view** of important statutes, regulations, guidance and resources – including many within GOHSEP – that can help you **navigate** the **complexities** of the emergency management world. From **preparedness** and **planning** before an emergency through **long-term recovery** of disaster-impacted communities, this is information you need to know. We hope you find the Manual a helpful and valuable resource.

**The GOHSEP Team is here to help.** Look to the *Contact Directory* chapter to locate **important phone numbers** and **email addresses** for **GOHSEP staff** that have subject matter expertise for topics covered within the Manual. If I, or any member of our Team, can be of service to you, please do not hesitate to call on us.



Best regards,

Kevin Davis

Director

Governor's Officer of Homeland Security and Emergency Preparedness

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LOUISIANA ELECTED OFFICIALS  
EMERGENCY MANAGEMENT MANUAL



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### PURPOSE

This publication is created as a **desk reference** and **contact directory** for **local** and **Parish elected officials**. It is intended to increase awareness of **statutory responsibilities** and **requirements** of local elected officials in the preparation for, prevention of, response to, recovery from and mitigation against emergencies and disasters. It articulates **best practices** in emergency management and identifies **technical assistance** and other **resources**, including the availability of **grants** and other **funding** mechanisms offered by or accessed through the Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP).



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## LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

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# 1.1 Introduction to the Louisiana Elected Officials Emergency Management Manual

Louisiana is recovering from the Nation's most expensive natural disaster to date and several other Presidentially declared events. Our State is home to some of the Nation's most critical infrastructure that could be targets for man-made acts of terror. The State's history of hurricanes, tornadoes, floods, ice storms and hazardous materials (HazMat) incidents necessitates **forward thinking** and preparation for emergencies still to come.

To better protect our citizens, families and communities, as State and local leaders, we need to know all we can about disaster preparedness, prevention, response, recovery and mitigation.

The *Louisiana Elected Officials Emergency Management Manual* (Manual) is intended to help address that need. **It identifies important roles and responsibilities and introduces** elected officials to the work of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) and the resources we bring to disaster preparedness, prevention, response, recovery and mitigation.

**Local elected officials** and GOHSEP have **leadership** roles in emergency management.

## *Emergency Management Cycle*

### Mitigate

Mitigation efforts are attempts to prevent hazards from developing into disasters or to reduce the effects of disasters.

### Prepare/Prevent

Emergency managers develop plans of action to manage and counter their risks and take action to build the necessary capabilities needed to implement such plans.

### Respond

Response includes the mobilization of necessary emergency services and first responders in the disaster area.

### Recover

Recovery efforts are primarily concerned with actions that involve rebuilding destroyed property, re-employment and the repair of other essential infrastructure.



GOHSEP staff is heavily involved in pre-event planning and offers **technical assistance to local governing authorities** in support of their planning efforts. We organize **supply chains** and resources. We support State and local **preparedness, prevention, response, recovery** and **hazard mitigation** efforts through **training** and **exercises**. We play a significant role in grant administration, assuring that Louisiana grant Applicants receiving disaster-related grants made possible through the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Stafford Act) and/or preparedness (non-disaster) grants are in **compliance** with Federal and State laws and regulations. All Federal Emergency Management Agency (FEMA) Public Assistance (PA), Hazard Mitigation Grant Program (HMGP) funding and homeland security grants are **administered** through GOHSEP to Louisiana grant Applicants. Our job is to see that Louisiana Applicants get the **funding** for which they are **eligible** and **follow Federal rules for the implementation of the grants they receive**. The FEMA Individual Assistance (IA) grant program is managed through FEMA and assisted by GOHSEP. This Manual discusses these activities and much, much more.

## HOW TO USE THIS MANUAL

The *Louisiana Homeland Security and Emergency Assistance and Disaster Act* (Disaster Act), found in the Appendix creates the structure for the work we do. This Manual is organized in the below chapters to provide guidance on resources found within GOHSEP to meet our responsibilities under the Disaster Act. Each chapter provides an overview of important topics and references specific resources where **additional detailed information** can be found.

- Prepare
- Prevent

- Respond
- Recover
- Hazard Mitigation

The Manual also includes chapters on important *Resources + Tools*, and a *Contact Directory*.

**Yellow boxes appear throughout this Manual to call attention to important information + Best Practices.**

The GOHSEP Team is here to support the efforts of local communities and assist with your needs.

Comprised of subject matter experts (often referred to as SMEs), our staff has been tested through the most difficult of challenges and has a wealth of information, experience and knowledge to share. The *Contact Directory* makes it easy to connect when you need assistance or information.

We look forward to our continued work together in helping to make Louisiana a stronger, safer, more resilient State.

*The GOHSEP  
LEADERSHIP TEAM*



GOHSEP

## LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

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# Acronyms

**A/E** – Architecture and Engineering

**AAR** – After Action Review

**ACHP** – Advisory Council on Historic Preservation

**AFG** – Assistance to Firefighters Grants

**APCO** – Association of Public-Safety Communications Officials

**ARC** – American Red Cross

**ATF** – U.S. Department of Justice, Bureau of Alcohol, Tobacco, Firearms and Explosives

**BOLO** – Be-on-the-look-out

**CAP** – Compliance Assurance Program

**CAT** – Crisis Action Team

**CBRNE** – Chemical, Biological, Radiological, Nuclear and Explosives

**CDBG** – Community Development Block Grants

**CDP** – Center for Domestic Preparedness

**CEQ** – Council on Environmental Quality

**CERCLA** – *Comprehensive Environmental Response, Compensation, and Liability Act*

**CES** – Critical Emergency Supplies

**CFR** – *Code of Federal Regulations*

**CI/KR** – Critical Infrastructure/Key Resources

**CNCS** – Corporation for National and Community Service

**COG** – Continuity Of Government

**COOP** – Continuity Of Operations Plan

**CPCB** – Community Planning and Capacity Building

**CPG** – Comprehensive Preparedness Guide

**CRCL** – Civil Rights and Civil Liberties

**CTOS** – Center for Radiological/Nuclear Training at the Nevada Security Site

**DEQ** – Louisiana Department of Environmental Quality

**DFA** – Direct Federal Assistance

**DHH** – Louisiana Department of Health and Hospitals

**DHH-OPH** – Louisiana Department of Health and Hospitals, Office of Public Health

**DHS** – U.S. Department of Homeland Security

**DIS** – Daily Information Summary

**Disaster Act** – *Louisiana Homeland Security and Emergency Assistance and Disaster Act*

**DMA** – *Disaster Mitigation Act of 2000*

**DNR** – Louisiana Department of Natural Resources

**DOA** – Louisiana Division of Administration

**DOC** – U.S. Department of Commerce

**DOD** – U.S. Department of Defense

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**DOE** – U.S. Department of Energy

**DOI** – U.S. Department of the Interior

**DOJ** – U.S. Department of Justice

**DOL** – U.S. Department of Labor

**DOLR** – *Disaster Operations Legal Reference*

**DOT** – U.S. Department of Transportation

**DPS** – Louisiana Department of Public Safety and Corrections

**DRA** – Delta Regional Authority

**DRC** – Disaster Recovery Center

**DRD** – Disaster Recovery Division

**DRS** – Disaster Recovery Specialist

**DRU** – Disaster Recovery Unit

**EAL** – Emergency Action Level

**ED** – U.S. Department of Education

**EMA** – Emergency Management Agency

**EMAC** – Emergency Management Assistance Compact

**EMAP** – Emergency Management Accreditation Program

**EMI** – Emergency Management Institute

**EMPG** – Emergency Management Performance Grant

**EMRTC** – Energetic Materials Research and Testing Center

**EMS** – Emergency Medical Services

**EOC** – Emergency Operations Center

**EOC OPS** – EOC Operations

**EOP** – Emergency Operations Plan

**EPA** – U.S. Environmental Protection Agency

**EPCRA** – *Emergency Planning and Community Right-to-Know Act*

**EPZ** – Emergency Planning Zones

**ESF** – Emergency Support Function

**FAQ** – Frequently Asked Questions

**FBI** – Federal Bureau of Investigation

**FCC** – Federal Communications Commission

**FCO** – Federal Coordinating Officer

**FDRC** – Federal Disaster Recovery Coordinator

**FE** – Functional Exercise

**FEMA** – Federal Emergency Management Agency

**FHWA** – Federal Highway Administration

**FLO** – Fusion Liaison Officer

**FMA** – Flood Mitigation Assistance

**FNF** – Fixed Nuclear Facility

**FOA** – Funding Opportunity Announcement

**FP&C** – Louisiana Office of Facility Planning and Control

**FS** – Fire Service

**FSA** – Farm Service Agency

**FSE** – Full-Scale Exercise

**GA** – Government Administration

**GOHSEP** – Governor’s Office of Homeland Security and Emergency Preparedness

**GOIA** – Governor’s Office of Indian Affairs

**GSA** – General Services Administration

**HazMat** – Hazardous Materials

**HC** – Healthcare

**HHS** – U.S. Department of Health and Human Services

**HIDTA** – High Intensity Drug-Trafficking Areas

**HLS** – Homeland Security

**HM** – Hazard Mitigation



- HMA** – Hazard Mitigation Assistance
- HMGP** – Hazard Mitigation Grant Program
- HMP** – Hazard Mitigation Plan
- HOME** – HOME Investment Partnerships Program
- HSA** – Homeland Security Advisor
- HSEEP** – Homeland Security Exercise Evaluation Program
- HSGP** – Federal Homeland Security Grant Program
- HSIN** – Homeland Security Information Network
- HSPD** – Homeland Security Presidential Directive
- HUD** – U.S. Department of Housing and Urban Development
- IA** – FEMA Individual Assistance
- ICC** – Insurance Commissioner’s Certification
- ICS** – Incident Command System
- IEB** – Louisiana Interim Emergency Board
- IHP** – FEMA Individuals and Households Program
- IJ** – Investment Justification
- IMAC** – Intrastate Mutual Aid Compact
- IMLS** – Institute of Museum and Library Services
- IP** – Internet Protocol
- IRMS** – Inventory and Resource Management System
- IS** – Independent Study
- JFO** – Joint Field Office
- LA BEOC** – Louisiana Business Emergency Operations Center
- LA-SAFE** – Louisiana State Analytical and Fusion Exchange
- LAA** – Louisiana Ambulance Alliance
- LACP** – Louisiana Association of Chiefs of Police
- LDAF** – Louisiana Department of Agriculture and Forestry
- LAHEEP** – Louisiana Homeland Security and Emergency Preparedness Practitioner
- LANG** – Louisiana National Guard
- LAPA** – Louisiana Public Assistance website
- LAVA** – Louisiana Volunteers in Action
- LAVOAD** – Louisiana Voluntary Organizations Active in Disasters
- LCAT** – Logistics Capability Assessment Tool
- LDI** – Louisiana Department of Insurance
- LDRM** – Local Disaster Recovery Manager
- LDWF** – Louisiana Department of Wildlife and Fisheries
- LE** – Law Enforcement
- LEAD** – Louisiana Emergency Assessment Data
- LED** – Louisiana Economic Development
- LEPA** – Louisiana Emergency Preparedness Association
- LEPC** – Local Emergency Planning Committee
- LERC** – Louisiana Emergency Response Commission
- LFCA** – Louisiana Fire Chiefs Association
- LLA** – Louisiana Legislative Auditor
- LMA** – Louisiana Municipal Association
- LOC** – Library of Congress
- LOSCO** – Louisiana Oil Spill Coordinator
- LRS** – Louisiana Revised Statute
- LSA** – Louisiana Sheriffs’ Association
- LSP** – Louisiana State Police
- LSU** – Louisiana State University
- LWIN** – Louisiana Wireless Information Network
- MAA** – Mutual Aid Agreement

**MACS** – Multi-agency Coordination Systems

**MIEP** – Louisiana Medical Institution Evacuation Plan

**MOU** – Memorandum of Understanding

**MRE** – Meals Ready to Eat

**MRP** – Mission Ready Packages

**MSDS** – Material Safety Data Sheet

**NCBRT** – National Center for Biomedical Research and Training

**NCPIP** – National Continuity Policy Implementation Plan

**NDPC** – National Domestic Preparedness Consortium

**NDPTC** – National Disaster Preparedness Training Center

**NDRF** – National Disaster Recovery Framework

**NEA** – National Endowment for the Arts

**NEH** – National Endowment for the Humanities

**NETC** – National Emergency Training Center

**NFIP** – National Flood Insurance Program

**NGO** – Nongovernmental Organizations

**NIC** – National Integration Center

**NIMS** – National Incident Management System

**NIMSAT** – National Incident Management Systems and Advanced Technologies

**NIMSCAST** – NIMS Compliance Assistance Support Tool

**NPPD** – DHS National Protection Programs Directorate

**NRC** – Nuclear Regulatory Commission

**NRF** – National Response Framework

**NSPD** – National Security Presidential Directive

**NTED** – National Training and Education Division

**NVOAD** – National Voluntary Organizations Active in Disaster

**O & M** – Obtain and Maintain

**OCD** – Louisiana Office of Community Development

**OHSEP** – Office of Homeland Security and Emergency Preparedness

**OMB** – Office of Management and Budget

**ONA** – Other Needs Assistance

**OPSG** – Operation Stonegarden

**OSFM** – Louisiana Office of State Fire Marshal

**OSP** – Louisiana Office of State Purchasing

**PA** – FEMA Public Assistance

**PAC** – FEMA Public Assistance Coordinator

**PDA** – Preliminary Damage Assessment

**PDM** – Pre-Disaster Mitigation

**PEMAC** – Parish Emergency Management Advisory Committee

**PH** – Public Health

**PJAL** – Police Jury Association of Louisiana

**P.L.** – Public Law

**PNP** – Private Nonprofit

**POC** – Point of Contact

**POD** – Points of Distribution

**PSC** – Public Safety Communications

**PTT** – Push-To-Talk

**PW (also DPW)** – Public Works

**PW** – Project Worksheet

**RA** – FEMA Regional Administrator

**RC** – GOHSEP Regional Coordinator

**RDPC** – Rural Domestic Preparedness Consortium



**Regional Directors Subcommittee** – Regional Parish OHSEP Parish Directors Subcommittee

**RFC** – Repetitive Flood Claims

**RFI** – Request for Information

**RFP** – Request For Proposal

**RFQ** – Request For Qualifications

**RFS** – Request For Support

**RP** – Recovery Policy

**RPA** – Request for Public Assistance

**RSA** – Regional Staging Area

**RSF** – Recovery Support Function

**SAA** – State Administrative Agent

**SAFER** – Staffing for Adequate Fire and Emergency Response

**SAL** – GOHSEP State Applicant Liaison

**SARA** – *Superfund Amendments and Reauthorization Act*

**SBA** – U.S. Small Business Administration

**SCG** – Firefighters Station Construction Grant

**SCO** – State Coordinating Officer

**SCP** – State Cooperative Purchase

**SDMI** – Stephenson Disaster Management Institute

**SDRC** – State Disaster Recovery Coordinator

**SEOC** – State Emergency Operations Center

**SHMO** – State Hazard Mitigation Officer

**SHMP** – State Hazard Mitigation Plan

**SHSP** – State Homeland Security Program

**SIEC** – Statewide Interoperability Executive Committee

**SitRep** – Situational Report

**SME** – Subject Matter Expert

**SOW** – Scope Of Work

**SRL** – Severe Repetitive Loss

**Stafford Act** – *Robert T. Stafford Disaster Relief and Emergency Assistance Act*

**TCO** – Tribal Coordinating Officer

**TDRC** – Tribal Disaster Recovery Coordinator

**TEEX-NERRTC** – Texas A&M Engineering Extension Service, National Emergency Response and Rescue Training Center

**THIRA** – Threats and Hazards Identification and Risk Assessment

**TREAS** – U.S. Department of the Treasury

**TTX** – Tabletop Exercises

**TVA** – Tennessee Valley Authority

**UASI** – Urban Areas Security Initiative

**UASI NSGP** – UASI Nonprofit Security Grant Program

**UCG** – Unified Command Group

**ULE** – Unified Logistics Element

**UNO Chart** – University of New Orleans Center for Hazards Assessment, Response and Technology

**USACE** – U.S. Army Corps of Engineers

**USC** – U.S. Code

**USCG** – U.S. Coast Guard

**USDA** – U.S. Department of Agriculture

**VA** – U.S. Department of Veterans Affairs

**Virtual LA** – Virtual Louisiana

**VRS** – Video Relay Service

**VTXX** – Virtual Tabletop Exercise

**WIPP** – Waste Isolation Pilot Plant

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## 1.2 Summary of The Louisiana Homeland Security and Emergency Assistance and Disaster Act (LRS 29:721 – 739)

The *Louisiana Homeland Security and Emergency Assistance and Disaster Act* (Disaster Act) – Louisiana Revised Statute (LRS) Title 29:721 - 739 – provides structure and empowers State and local governments when **preparing** for, **preventing**, **responding** to or **recovering** from natural and man-made disasters. It defines roles for State, Parish, local governments and nongovernmental agencies and organizations (NGOs). It also provides guidance with regard to shelters, evacuations and curfews, financing, assistance identification, interstate and intrastate cooperation, liability limitations and immunity of personnel responding to disasters. Specific sections of the Disaster Act include:

**724** – Identifies the **powers of the Governor** for meeting the dangers to the State and people presented by emergencies or disasters, including declaring a **state of emergency** by executive order or proclamation. Some of the powers include, but are not limited to: issue, amend or rescind executive orders, proclamations and regulations that have the force and effect of law; activate the State's emergency response plan and compel evacuations.

(The *Robert T. Stafford Disaster Relief and Emergency Assistance Act* [Stafford Act] empowers the Governor to request an emergency or major declaration which allows Federal assistance in advance of or in response to a natural or man-made disaster.)

**725** – Creates **GOHSEP** and describes the **powers** of its **director**.

**725.3, 725.4, 725.5** – Allows for a **Deputy Director of Interoperability** and defines his or her **duties** and responsibilities. Those include working in conjunction with the State Unified Command Group (UCG) and Interoperability Subcommittee to **develop, implement** and **maintain** a secure interagency communication across jurisdictional and geographic boundaries.

**725.6** – Establishes the State **UCG**, which is the strategic decision-making body for emergencies in Louisiana with the Governor serving as the unified commander. The UCG is composed of members established by executive order of the Governor. Defines the intent, role, authority and duties of the group, as well as how the group will be organized and meet. This section creates the **Regional**

**Parish Office of Homeland Security and Emergency Preparedness (OHSEP) Parish Directors Subcommittee, First Responders Subcommittee and Interoperability Subcommittee.**

**726 – Details authority and responsibilities of GOHSEP.** Under the authority of the Governor, GOHSEP is responsible for homeland security and emergency preparedness. The office develops and maintains a current *State of Louisiana Emergency Operations Plan* (EOP) that provides for response, assistance to local officials, coordination and organization of response activities and coordination of any Federal response. The agency plays an integral part in the development of local and interjurisdictional emergency plans by providing expertise where needed and incorporating the advice and assistance of local governments, business, labor, agriculture, civic and volunteer organizations and community leaders. These local plans include everything from establishment of shelters to evacuation procedures to hazard mitigation to communications plans.

**726.1 – Defines the role of nongovernmental participation** in disaster response, including coordination of delivery of human services, development of a services registry and aid to displaced residents.

**726.2 – Provides guidelines for identifying and creating public evacuations shelters** under the direction of the Parish OHSEP.

**726.3 – Describes critical incident planning and mapping system** for all public buildings to assist first responders.

**727, 728 – Outlines responsibilities and duties of Parish Presidents** and provides guidelines for the establishment, staffing and operation of OHSEPs. These sections also outline disaster declaration powers and procedures during an emergency response. Section 727 allows for the suspension of local sales of alcohol, firearms, explosives or combustibles by **Parish Presidents**, and establishes penalties for violations. Section 727: I. (1) requires the formation of a **Parish Emergency Management Advisory Committee (PEMAC)**.

**729 – Provides authorities and responsibilities of Parish OHSEP. Requires** the preparation and maintenance of a **Parish all-hazards emergency operations plan** that includes response measures, hazard identification, assistance catalogs, chains-of-command and intergovernmental coordination. This section outlines what the **Parish OHSEP** will provide in case of emergency, including resources, human services, shelters and pet services.

**730, 730.1 – Outlines the establishment of interjurisdictional agreements** to share plans, programs, equipment, operations and costs. It includes compensation guidelines and responsibilities.

**730.2 – Requires municipalities** within a Parish to respond with personnel and services when available in the event of an emergency.

**730.3 – Establishes guidelines for Parish Presidents to declare evacuation orders and impose curfews.**

**731.2 – Provides requirements for those receiving disaster assistance** to produce identification.

**732 – Establishes rules and penalties for price gouging.**



**733** – Establishes guidelines for creating an **interstate** emergency preparedness and disaster **compact** and creates 15 Articles to which the contracting State agrees to adhere.

**733.1** – Establishes limitations on **liability for owners** or operators of property used for shelters.

**734** – Provides for **jurisdiction** when a district court is not operational in order to address **violations** of LRS 29:732 (which prohibits price gouging).

**735, 735.1, 735.2, 735.3, 735.3.1, 735.5** – Provides **immunity from liability** during a disaster response for emergency personnel, healthcare providers and volunteers and addresses licensing issues.

**737** – Outlines the authority of chief executive officers of municipalities to take **emergency response measures** and **request aid** from the Parish OHSEP (or GOHSEP) when a disaster or emergency is **beyond the capabilities** of the local government.

**738** – Reinforces that emergency powers **do not extend to seizure** of lawfully possessed firearms.

**739** – Establishes rules for **Intrastate Mutual Aid Compact (IMAC)** and **creates the Intrastate Mutual Aid Subcommittee**.

## SOURCE

A complete copy of the Disaster Act can be downloaded at [gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx). A hard copy is in the *Appendix* of this Manual.

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## LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE

# 1.3 Authorities + Responsibilities for State + Local Officials Under Federal + State Law

Emergency management is governed by State and Federal law, regulations and policy. Under Louisiana law, emergency management is primarily governed by the *Louisiana Homeland Security and Emergency Assistance and Disaster Act* (Disaster Act) – Louisiana Revised Statute (LRS) Title 29:721 – 739. While there are other bodies of Louisiana law that address disasters and emergencies<sup>1</sup>, this section primarily focuses on the Disaster Act and the **major duties** of the **responsible parties**. For a complete listing of all duties, refer to the Disaster Act (which is included in the *Appendix* of this Manual).

**Know your responsibilities!**

**Failure to comply with authorities may jeopardize grant funding, especially as it relates to contracting + reasonable cost + record-keeping.**

Although the Disaster Act provides the **legal authority** for State and local officials to prepare for, respond to, recover from and mitigate for disasters, Federal laws, regulations and policies play a large and necessary part in emergency management. Once the first dollar of Federal funds is accepted by an Applicant following a Presidentially declared emergency or disaster, the **actions of that Applicant are governed** by those authorities, which are:

- *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Stafford Act)<sup>2</sup>
- *Emergency Management and Assistance Code of Federal Regulations* (CFR)<sup>3</sup>
- *Grants and Agreements* CFR<sup>4</sup>
- *Office of Management and Budgets (OMB) Circulars*

The Federal Emergency Management Agency (FEMA) provides **guidance** for the implementation of law, regulation and policy. Some helpful publications include:

- *FEMA Public Assistance (PA) Guide*<sup>5</sup>
- *FEMA Debris Management Guide*<sup>6</sup>

<sup>1</sup> *Louisiana Health Emergency Powers Act* (LRS 29:760 - 771), *Public Health and Safety* (LRS 40:1 - 18), *Uniform Emergency Volunteer Health Practitioners Act* (LRS 29:781 - 792), proclamation of state of emergency (LRS 14:329.6), special permits (LRS 32:387 [L]) and executive orders issued by the Governor

<sup>2</sup> 42 USC 5121 et seq.

<sup>3</sup> 44 CFR

<sup>4</sup> 2 CFR

<sup>5</sup> FEMA 322/June 2007

<sup>6</sup> FEMA 325/July 2007

- FEMA 9500 Policy Series and any disaster-specific guidance issued by FEMA
- FEMA Hazard Mitigation Assistance (HMA) Unified Guidance

- Prescribe routes, transportation and destinations for evacuations.
- Suspend or limit the sale and dispensing of alcoholic beverages, firearms, explosives and combustibles.
- Provide for temporary housing.

## ROLES + RESPONSIBILITIES

Under State law the Governor, GOHSEP, Director of GOHSEP, Parish President, Director of the Parish Office of Homeland Security and Emergency Preparedness (OHSEP) and municipalities have roles and responsibilities throughout the **emergency management cycle**. Those duties are generally described below. A comprehensive list of duties both pre- and post-disaster can be found in the Disaster Act (included in the *Appendix* in this Manual).

### GOVERNOR

The Governor is responsible for **protecting the citizens of Louisiana** from the **dangers** presented by threats, emergencies or disasters. To meet this responsibility and pursuant to the Disaster Act, the Governor is empowered to:

- Declare a state of emergency for the State.
- Activate the State's emergency response plan and recovery program.
- Establish the Unified Command Group (UCG) and serve as its Commander.
- Direct and compel evacuations.
- Control ingress, egress, the movement of persons and occupancy of premises within declared disaster areas.
- Suspend State regulatory statutes.
- Utilize all available resources of State government to cope with the disaster.
- Transfer the direction, personnel or functions of State departments and agencies.
- Commandeer or utilize private property.

### GOHSEP DIRECTOR

The Director of GOHSEP – as its executive head – is responsible for **homeland security** and **emergency management for the State**. In that role, the Director has authority and responsibility to:

- Maintain liaisons and cooperate with homeland security and emergency management agencies from other states and with the Federal government.
- Give directives to other State agencies and departments relating to emergency planning and operations.
- Direct the activities of the Office of Interoperability.
- Serve as Deputy Director of UCG.
- Serve on the Regional Parish OHSEP Parish Directors Subcommittee (Regional Directors Subcommittee).
- Appoint Regional Coordinators (RCs).
- Promote mutual aid and interjurisdictional agreements between Parishes.
- In addition to those items stated in the statute, do other things, incidental or appropriate to fulfill the responsibilities required under the Disaster Act.

### PARISH PRESIDENT

The term "Parish President" applies to Parish President and Police Jury President. The Parish President is responsible for **homeland security** and **emergency preparedness in the Parish**. In that role he/she is empowered to:

- Establish an office and maintain an agency of homeland security and emergency preparedness for the Parish.



**Upon a declaration of emergency**, powers of the Parish President are the **same as the Governor, but limited to the Parish jurisdiction**.

- Declare states of emergency for the Parish.
- Issue evacuation orders and impose curfews.
- Request assistance from GOHSEP when disaster response and recovery are beyond the capability of the Parish to address.
- Form a Parish Emergency Management Advisory Committee (PEMAC) and serve as its chairperson or delegate it to the Parish OHSEP.
- Enter into interjurisdictional homeland security and emergency preparedness agreements.

**PARISH OHSEP DIRECTOR**

The OHSEP Director is appointed by the Parish President and has **direct responsibility** for the **organization, administration** and **operation** of the Parish OHSEP, subject to the direction and control of the Parish President and the general direction of the Governor and GOHSEP. A detailed discussion of his/her duties is included in the *OHSEP Director Responsibilities* section of this Manual.

**MUNICIPALITY CHIEF EXECUTIVE OFFICER**

In the event of an emergency or disaster that threatens the public peace, health or safety within the municipality, the Chief Executive Officer may also declare a **state of emergency** for the municipality. The declaration of a state of emergency grants the chief executive officer similar powers to that of the Governor and Parish President, but limited to the municipality to respond to the emergency or disaster.

When the Chief Executive Officer of a municipality undertakes emergency response measures, he/she is to immediately **notify the Parish President**. When the disaster or emergency is beyond the capabilities of the

municipality, the municipality **requests assistance** from GOHSEP (LRS 29:737) or through the Parish OHSEP.

**OTHER ROLES + RESPONSIBILITIES OF INTEREST**

**REGIONAL COORDINATORS (RCs)**

Louisiana is divided into **nine (9) emergency management** and **homeland security** planning Regions, which GOHSEP uses in conjunction with its **Regional Support Program**. Each Region has a State **Regional Coordinator** (RC), a GOHSEP employee who acts as a **liaison** between the Parishes within the Region and GOHSEP. RCs work closely with Regional OHSEP Directors as well as Parish OHSEP Directors. A list of RCs is included in the *Contact Directory* of this Manual.

**REGIONAL OHSEP DIRECTORS**

Each of the nine (9) Louisiana emergency management and HLS planning Regions is represented by a Parish OHSEP Director. Regional Directors provide **leadership** for the Parishes within the Region and serve as a **voice** for the Region, raising homeland security and emergency management-related issues to the State level.

**REGIONAL DIRECTORS SUBCOMMITTEE**

The Regional Directors Subcommittee ensures that Parish OHSEP Directors always have a formal **direct line of communication** with the Director of GOHSEP. The Subcommittee is composed of one (1) Parish OHSEP Director from each of the nine (9) GOHSEP Regions and the Director of GOHSEP or his/her designee. Representatives are selected amongst their peers and represent their Region. The Regional Directors Subcommittee's purpose is **planning** and **advising** on strategic emergency management issues from a **regional perspective**.

## UNIFIED COMMAND GROUP (UCG)

The State UCG is composed of members appointed by Executive Order of the Governor. It is the **strategic decision-making body** for emergencies. It provides a **unified and coordinated approach** to emergency incident management, enabling institutions and agencies with **different** legal, geographic and functional responsibilities to coordinate, plan and interact effectively.

## FEDERAL LAW

The Stafford Act provides the **statutory framework** that governs the authority of the President and FEMA to **provide assistance** to a State in response to an emergency or disaster. In addition to provisions for emergency assistance, specific program areas of assistance include:

- **404: Hazard Mitigation**
- **406: Repair, Restoration and Replacement of Damaged Facilities**
- **407: Debris Removal**
- **408: Assistance to Individuals and Households**
- **410: Unemployment Assistance**
- **412: Food Coupons and Distribution**
- **413: Food Commodities**
- **414: Relocation Assistance**
- **415: Legal Services**
- **416: Crisis Counseling Assistance and Training**
- **417: Community Disaster Loans**
- **418: Emergency Communications**
- **419: Emergency Public Transportation**
- **420: Fire Management Assistance**

- **425: Transportation Assistance to Individuals and Households**
- **426: Case Management Services**

## STAFFORD ACT ADDRESSES:

- **Title II:** Disaster Preparedness + Mitigation Assistance
- **Title III:** Administration of Major Disaster + Emergency Assistance
- **Title IV:** Major Disaster Assistance Programs
- **Title V:** Emergency Assistance Program
- **Title VI:** Emergency Preparedness

The Stafford Act has been implemented through the *Code of Federal Regulations* (CFR). The activities associated with Federal disaster assistance, namely the Declaration Process<sup>7</sup>, Emergency Assistance<sup>8</sup>, Individual Assistance (IA)<sup>9</sup>, the PA program<sup>10</sup> and the Hazard Mitigation Grant Program (HMGP)<sup>11</sup> are all addressed in the regulations. In addition to the above, CFR also addresses the *Uniform Administrative Requirements* and cost principles for grants received through the Stafford Act. These requirements apply to State and Local Government entities<sup>12</sup> and institutions of higher education, hospitals and other PNPs<sup>13</sup>. CFR also addresses the cost principles that are applicable to State and Local Governments<sup>14</sup>, educational institutions<sup>15</sup> and PNP organizations<sup>16</sup>.

Effective **December 26, 2014**, for all disasters which occur thereafter, the **new 2 CFR 200** containing *Uniform Administrative Requirements* and cost principles, will apply to all Grantees and Applicants.

<sup>7</sup> 44 CFR 206.31-48

<sup>12</sup> 44 CFR 13

<sup>8</sup> 44 CFR 206.61-67

<sup>13</sup> 2 CFR 215

<sup>9</sup> 44 CFR 206.101-131

<sup>14</sup> 2 CFR 225

<sup>10</sup> 44 CFR 206.200-253

<sup>15</sup> 2 CFR 220

<sup>11</sup> 44 CFR 206.430-440

<sup>16</sup> 2 CFR 230



Homeland security grants (also called preparedness [non-disaster] grants) are authorized by the *Homeland Security Act of 2002*. Implementation guidance is found in 44 CFR as well as annual *Funding Opportunity Announcements* (FOAs) from the U.S. Department of Homeland Security (DHS).

The CFR is updated **annually**, so it is important to ensure you use the edition in effect at the time of the disaster declaration or grant award.

FEMA publications such as the FEMA *Public Assistance Guide*, *Debris Management Guide* and *Hazard Mitigation Assistance (HMA) Unified Guidance* provide additional insight on the basic provisions and application procedures of FEMA programs. In addition, FEMA publishes the *9500 Series Policies* which provides for further interpretation by FEMA of the regulations and their application. Lastly, FEMA issues *Disaster Specific Guidance* which states policy limited to a specific disaster. **Failure to comply with statute, regulation and policy may result in a requirement to return Federal grant funding.**

Combined, all of the above represent a considerable amount of information. GOHSEP provides technical assistance to its Applicants as to **regulatory** and **policy compliance** for grants management. However, it is ultimately the **responsibility of each Applicant** to know the Federal regulations and policies and to be in compliance with them when exercising their grants management procedures.

# RESOURCES

## STATE

### DISASTER ACT

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

### HOMELAND SECURITY GRANTS

[gohsep.la.gov/hsgrantprgindex.aspx](http://gohsep.la.gov/hsgrantprgindex.aspx)

### LOUISIANA HAZARD MITIGATION (LAHM)

[LouisianaHM.com](http://LouisianaHM.com)

### LOUISIANA PUBLIC ASSISTANCE (LAPA)

[LouisianaPA.com](http://LouisianaPA.com)

## FEDERAL

### 2 CFR

[www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr225\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr225_main_02.tpl)

### 44 CFR

[gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR](http://gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR)

### FEMA 9500 POLICY SERIES

[fema.gov/9500-series-policy-publications](http://fema.gov/9500-series-policy-publications)

### FEMA DEBRIS MANAGEMENT GUIDE

[fema.gov/pdf/government/grant/pa/demagde.pdf](http://fema.gov/pdf/government/grant/pa/demagde.pdf)

### FEMA HMA UNIFIED GUIDANCE

[fema.gov/hazard-mitigation-assistance](http://fema.gov/hazard-mitigation-assistance)

### FEMA PA GUIDE

[fema.gov/public-assistance-policy-and-guidance](http://fema.gov/public-assistance-policy-and-guidance)

### OMB CIRCULARS

[whitehouse.gov/omb/circulars\\_a087\\_2004](http://whitehouse.gov/omb/circulars_a087_2004)

### STAFFORD ACT

[fema.gov/about/stafact.shtm](http://fema.gov/about/stafact.shtm)



THERE ARE A NUMBER OF VALUABLE RESOURCES THAT ARE AVAILABLE TO HELP WITH PA.



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## 1.3.1 Parish OHSEP Director Responsibilities

Each of the 64 Louisiana Parishes has an Office of Homeland Security and Emergency Preparedness (OHSEP). The *Louisiana Homeland Security and Emergency Assistance and Disaster Act* (Disaster Act) – Louisiana Revised Statute (LRS) Title 29:728 – provides that each Parish OHSEP have a Director **appointed** by the Parish President and **commissioned** by the Director of GOHSEP. A list of OHSEP Directors is included in the *Contact Directory* of this Manual.

**The OHSEP Director is an IMPORTANT position!**

**All local disaster response is coordinated through the OHSEP Director.**

### DUTIES REQUIRED BY STATUTE

Broadly speaking, the Disaster Act **requires** the OHSEP Director to **organize, administer** and **operate** the Parish OHSEP. The OHSEP is **responsible** for homeland security and emergency preparedness in the Parish. Additionally, each Parish is responsible for creating, maintaining and adhering to a **Parish Emergency Operations Plan (EOP)**.

Generally, the Director:

- Ensures that the Parish OHSEP and all Parish agencies are **adequately manned, equipped** and **trained** to address any Parishwide crisis.
- Prepares for **evacuation, rescue** and **sheltering** of disaster-affected Parish citizens, pets and service animals.
- Advises the Parish's chief elected official when to declare a **state of emergency**.
- During a state of emergency:
  - » Alerts and advises the **Parish citizenry**.
  - » Directs the **response** and **deployment** of all Parish agencies and resources through the Parish Emergency Operations Center (EOC) or similar Incident Command System (ICS).
  - » Ensures that all Parish assets and resources are **fully utilized** before requesting assistance from the State (as per Louisiana statutes).

- » Makes official **resource requests** from the State, through WebEOC, when needed.
- » Prescribes **routes, modes of transportation** and **destinations** in the event of an evacuation.
- » Reduces Parish vulnerability to disasters through **hazard mitigation**.

On behalf of the Parish President, the OHSEP Director also applies for and properly **administers specific State or Federal grant funding** (e.g., homeland security and emergency preparedness grants) to include adherence to approved expenditures, documentation and prescribed timelines.

## RESOURCES

### STATE

#### DISASTER ACT

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

## OHSEP RESPONSIBILITIES

In addition to operating the Parish OHSEP and involvement in the EOP, the **statute mandates** that OHSEP:

- Determine the requirements of the Parish and its political subdivisions for **food, clothing** and **other necessities** in the event of an emergency.
- **Procure** and **pre-position** supplies, medicines, materials and equipment.
- Promulgate **standards** and **requirements** for – and periodically review – local and interjurisdictional disaster plans.
- Provide for **mobile support** units.
- Assist political subdivisions and their OHSEP agencies in operating **training programs**.
- **Survey public** and **private assets** that can be called upon to assist in securing the Parish in the event of an emergency, and make arrangements for their availability if needed.
- Establish a register of **trained** and **skilled persons** – especially in emergency management, preparedness, response and recovery – as well as a register of **construction** and other equipment and **temporary housing** available for use in a disaster.
- Prepare **emergency-related executive orders, proclamations** and **regulations** for the Parish President.
- Work with other State and Federal **partners** and public and private **organizations** to further the goals of the OHSEP.



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## 1.3.2 Parish Emergency Management Advisory Committee (PEMAC)

The *Louisiana Homeland Security and Emergency Assistance and Disaster Act* (Disaster Act) – Louisiana Revised Statute (LRS) Title 29:727 I. (1) – **mandates** that each **Parish** or **Police Jury President**, through the Parish Director of the Office of Homeland Security and Emergency Preparedness (OHSEP), form a Parish Emergency Management Advisory Committee (PEMAC). The purpose of the committee is to offer advice and counsel to the Parish or Police Jury President on homeland security and emergency management issues. It is also intended to ensure that planning between the State, Parish administration, Parish counsel and all municipalities and agencies involved in emergency management is **sustained in a consistent manner**.

### FUNCTIONS + GOALS

PEMAC members may advise the Parish or Police Jury President on such matters as planning, development, prioritization, coordination and implementation of homeland security and emergency management measures such as:

- Hazard mitigation
- Emergency preparedness
- Response and recovery
- Grant requests
- Expenditure of grant funds

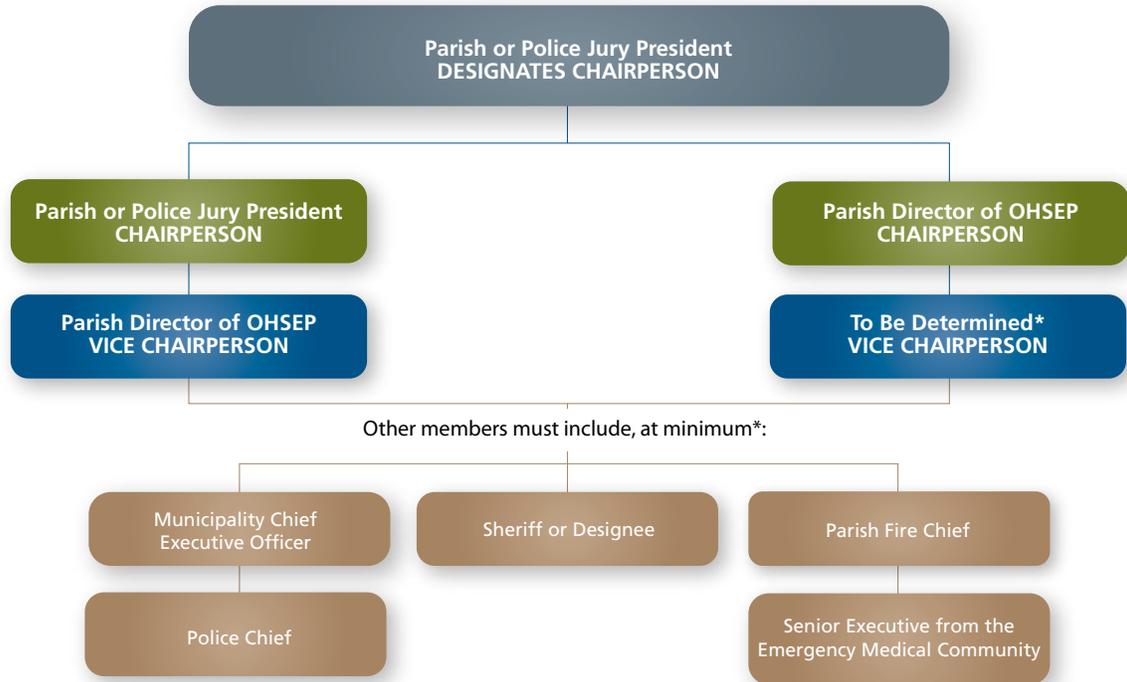
### LEADERSHIP

The Parish or Police Jury President either serves as chairperson, or may designate the Parish Director of OHSEP to serve in his/her place. If the President serves as chairperson, the Director of OHSEP serves as the vice chairperson. Other members must include, at minimum, a Parish fire chief, a municipality chief executive officer, a police chief from within the Parish, the sheriff or his designee and a senior executive from the emergency medical community. **Peers in similar positions or occupations from across the Parish appoint PEMAC members to represent them in these meetings.**

### MEETING + REPORTING REQUIREMENTS

The committee must meet at least **twice a year** and submit a **report** to the Director of GOHSEP detailing potential issues within the Parish that relate to homeland security and emergency management.

# PEMAC LEADERSHIP + MEMBERSHIP



\*Peers in similar positions or occupations from across the Parish appoint PEMAC members to represent them in these meetings.

**GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS**  
STATE OF LOUISIANA

**Parish Emergency Management Advisory Committee**  
COMPOSITION OF ADVISORY COMMITTEE

In order to have parish funds released from Federal Grants administered by GOHSEP, the Parish must formally adopt an Advisory Committee pursuant to R.S. 29:727 (1) (Act 524 of the 2009 Regular Legislative Session).

Each Parish or Police Jury President, through the Parish Director of Homeland Security and Emergency Preparedness, shall form a Parish Emergency Management Advisory Committee. The Parish or Police Jury President shall serve as the chairperson of the committee or shall designate the Parish Director of Homeland Security and Emergency Preparedness to serve as the chairperson. If the Parish or Police Jury President serves as the chairperson, the Parish Director of Homeland Security and Emergency Preparedness shall serve as vice chairperson of the committee.

At a minimum, the committee shall consist of a parish representative from the following:

- Fire Chief
- Municipal Chief Executive Officer
- Police Chief
- Sheriff or his designee
- Emergency Medical Senior Executive Officer

The committee shall meet no less than twice per year and shall report to the Parish or Police Jury President and the Parish Director of Homeland Security and Emergency Preparedness commencing on or before the first meeting of the Parish or Police Jury President in the following year. The requirement of the Parish or Police Jury President to form a Parish Emergency Management Advisory Committee is a condition of the Parish or Police Jury President's receipt of federal grants for the purpose of addressing issues of Homeland Security and Emergency Preparedness. The Parish or Police Jury President shall ensure that the membership requirements as listed above. Pursuant to R.S. 29:728 the parish or police jury president may consider the following as members of the committee on such matters as planning, development, prioritization, coordination, and implementation of homeland security and emergency management issues to include but not limited to homeland security and emergency management mitigation, preparedness, response and recovery, grant requests and the expenditure of grant funds.

Reporting Period 4/1/ to 3/31/

**PARISH REPRESENTATIVES**

**PARISH CHAIRPERSON**

NAME \_\_\_\_\_ AGENCY \_\_\_\_\_  
ADDRESS \_\_\_\_\_ TITLE \_\_\_\_\_  
CITY \_\_\_\_\_ BUSINESS NUMBER \_\_\_\_\_  
STATE \_\_\_\_\_ EMAIL \_\_\_\_\_  
ZIP CODE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**PARISH VICE CHAIRPERSON**

NAME \_\_\_\_\_ AGENCY \_\_\_\_\_  
ADDRESS \_\_\_\_\_ TITLE \_\_\_\_\_  
CITY \_\_\_\_\_ BUSINESS NUMBER \_\_\_\_\_  
STATE \_\_\_\_\_ EMAIL \_\_\_\_\_  
ZIP CODE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**MUNICIPAL CHIEF EXECUTIVE OFFICER**

NAME \_\_\_\_\_ AGENCY \_\_\_\_\_  
ADDRESS \_\_\_\_\_ TITLE \_\_\_\_\_  
CITY \_\_\_\_\_ BUSINESS NUMBER \_\_\_\_\_  
STATE \_\_\_\_\_ EMAIL \_\_\_\_\_  
ZIP CODE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**PARISH FIRE CHIEF (PARISH/MUNICIPAL)**

NAME \_\_\_\_\_ AGENCY \_\_\_\_\_  
ADDRESS \_\_\_\_\_ TITLE \_\_\_\_\_  
CITY \_\_\_\_\_ BUSINESS NUMBER \_\_\_\_\_  
STATE \_\_\_\_\_ EMAIL \_\_\_\_\_  
ZIP CODE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**MUNICIPAL POLICE CHIEF**

NAME \_\_\_\_\_ AGENCY \_\_\_\_\_  
ADDRESS \_\_\_\_\_ TITLE \_\_\_\_\_  
CITY \_\_\_\_\_ BUSINESS NUMBER \_\_\_\_\_  
STATE \_\_\_\_\_ EMAIL \_\_\_\_\_  
ZIP CODE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**SENIOR EXECUTIVE EMERGENCY MEDICAL SERVICES**

NAME \_\_\_\_\_ AGENCY \_\_\_\_\_  
ADDRESS \_\_\_\_\_ TITLE \_\_\_\_\_  
CITY \_\_\_\_\_ BUSINESS NUMBER \_\_\_\_\_  
STATE \_\_\_\_\_ EMAIL \_\_\_\_\_  
ZIP CODE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**OTHERS**

NAME \_\_\_\_\_ AGENCY \_\_\_\_\_  
ADDRESS \_\_\_\_\_ TITLE \_\_\_\_\_  
CITY \_\_\_\_\_ BUSINESS NUMBER \_\_\_\_\_  
STATE \_\_\_\_\_ EMAIL \_\_\_\_\_  
ZIP CODE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

PAGE 1 PARISH ADVISORY COMMITTEE

PAGE 2 PARISH ADVISORY COMMITTEE

TO HAVE PARISH FUNDS RELEASED FROM FEDERAL GRANTS ADMINISTRATION BY GOHSEP, THE PARISH MUST FORMALLY ADOPT A COMMITTEE PURSUANT TO LRS 29:727.



## IMPORTANT TERMS

### Emergency Preparedness –

Used in the context of this Manual, emergency preparedness means the **mitigation** of, **preparation** for, **response** to, and the **recovery** from emergencies or disasters. It is called out in the Disaster Act as synonymous with “civil defense”, “emergency management” and other related programs of similar name.

### Hazard Mitigation –

Hazard mitigation is any **sustained action** taken to reduce or eliminate future risk to people and property from natural and man-made disasters.

### Recovery –

Recovery also occurs in phases. Early phases of recovery include the **rebuilding** of infrastructure systems; the provision of adequate **interim** and **long-term housing** for disaster survivors; the restoration of **health, social** and **community** services; promotion of **economic development**; and the restoration of natural and cultural resources. As defined in the *National Disaster Recovery Framework* (NDRF), long-term recovery is the **complete redevelopment** and **revitalization** of a disaster-impacted area. It includes the **rebuilding** or **relocating** of damaged or destroyed social, economic, natural and built environments and a move to **self-sufficiency, sustainability** and **resilience** by the community. Long-term recovery may continue for **months** or **years**.

### Response –

Typically, emergencies and disasters are discussed in phases. The response phase of an emergency involves **immediate search** and **rescue**, the **safe guarding of property** from further destruction or damage, and meeting immediate and **basic human needs** such as water, food, shelter and medical attention.

## RESOURCES

### STATE

DISASTER ACT, LRS 29:727 I. (1)  
[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

### WEBEOC (SOURCE FOR PEMAC REPORTING)

[lawebeoc.ohsep.louisiana.gov/eoc7](http://lawebeoc.ohsep.louisiana.gov/eoc7)

### FEDERAL

### NATIONAL DISASTER RECOVERY FRAMEWORK (NDRF)

[fema.gov/national-disaster-recovery-framework](http://fema.gov/national-disaster-recovery-framework)

The PEMAC plays an important advice + counsel role to Parish executive leadership regarding emergency management strategies.

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## 1.3.3 Local Emergency Planning Committee (LEPC)

Section 301 of the *Emergency Planning and Community Right-to-Know Act (EPCRA)*, also known as Title III of the *Superfund Amendments and Reauthorization Act (SARA)* **requires** each State to create designated emergency planning districts within the State and appoint members to a Local Emergency Planning Committee (LEPC) **solely to address hazardous materials disasters**. LEPCs are frequently organized in a first responder office or local government office of emergency management. **Louisiana has 64 LEPCs**, one in each of its 64 Parishes.

### PURPOSE

The law provides a basis for a community to develop and tailor a **chemical emergency planning** and response program and provides the public with a right-to-know attitude to **identify, quantify, locate** and **determine** the physical and chemical properties of hazardous substances in the community.

While industry representatives, owners and operators of Regulated Facilities have the **primary responsibility** for preparedness planning and emergency response to a hazardous materials incident, LEPC and first responder organizations are also responsible to the public when it comes to community hazardous materials incident preparedness.

**LEPCs create public awareness of hazardous materials risks + improve community preparedness.**

### LEPC MEMBERS

LEPC members are volunteers. By **mandate** under EPCRA, LEPC members represent:

- Local and State **elected officials**.
- Local **environmental** group members.
- **Law enforcement** personnel.
- Local **hospital** personnel.
- **Broadcast** and **print media**.
- **Emergency management** officials.
- **Transportation** officials.
- **Firefighters**.
- **Emergency medical** service personnel.
- **Community** groups.
- **Parish** or **City** health department personnel.
- **Industry representatives** of Regulated Facilities.

## RESPONSIBILITIES

The **Louisiana Emergency Response Commission** (LERC), whose purpose is to coordinate the State's planning and preparedness activities for hazardous materials compliance with Title III, **oversees** the activities of an LEPC.

LEPCs create **public awareness** of hazardous chemical risks and **improve community preparedness**. LEPCs should look for opportunities through schools, churches, youth groups, civic groups and other organizations active in the community to accomplish its mission.

Various sections of the EPCRA identify **legal responsibilities** that require an LEPC to:

- Review** emergency management plans once a year, or more frequently as circumstances change in the **community**, or as any facility may require.
- Make available:**
  - Material Safety Data Sheets (MSDSs)
  - Chemical lists described in Section 311(a) (2) or *Hazardous Chemical Inventories* also called Tier II reports
  - Inventory forms.
  - Follow-up emergency notices to the general.
- Establish **procedures** for receiving and processing requests from the public for information.
- Receive from each subject facility the name of a **facility representative** who will participate in the emergency planning process.
- Be informed by the **community emergency coordinator** of hazardous chemical releases

reported by owners or operators of Regulated Facilities.

- Be given **follow-up emergency information** as soon as practical after a release that requires the owner/operator to submit a notice.
- Receive from each facility a **chemical-specific MSDS**, and upon request, make the MSDS available.
- Receive an **emergency hazardous chemical inventory form** from a facility owner or operator.
- Respond to Tier II information requests **no later than 45 days** after receipt of the request.
- May **commence civil action** against an owner or operator who fails to provide required information.



## LEADERSHIP

The LEPC is required to appoint a **chairperson** and **information coordinator** and establish rules by which the committee will function. Whether the LEPC has "officers" beyond the chair varies, but the chair typically serves as the **point of contact** (POC) for LERC, the public and regulated facilities.

Membership to the LEPC is **approved** by the LERC.



## IMPORTANT TERMS

### **Emergency Planning and Community Right-to-know Act (EPCRA) –**

Allows State and local planning for chemical emergencies, provides for notification of emergency releases of chemicals, and addresses communities' right-to-know about toxic and hazardous chemicals.

### **Regulated Facilities –**

The physical premises used by an owner or operator in which hazardous materials are manufactured, used or stored.

### **Superfund Amendments and Reauthorization Act (SARA) –**

The *Superfund Amendments and Reauthorization Act* (SARA) amended the *Comprehensive Environmental Response, Compensation, and Liability Act* (CERCLA) on October 17, 1986. SARA reflected the Environmental Protection Agency's (EPA) experience in administering the complex Superfund program during its first six (6) years and made several important changes and additions to the program.

## RESOURCES

### **STATE**

#### **LOUISIANA STATE POLICE RIGHT-TO-KNOW UNIT**

[www.lsp.org/rtk.html](http://www.lsp.org/rtk.html)

#### **STATE OF LOUISIANA LOCAL EMERGENCY PLANNING COMMITTEES**

[www.lsp.org/pdf/rtk\\_leplist.pdf](http://www.lsp.org/pdf/rtk_leplist.pdf)

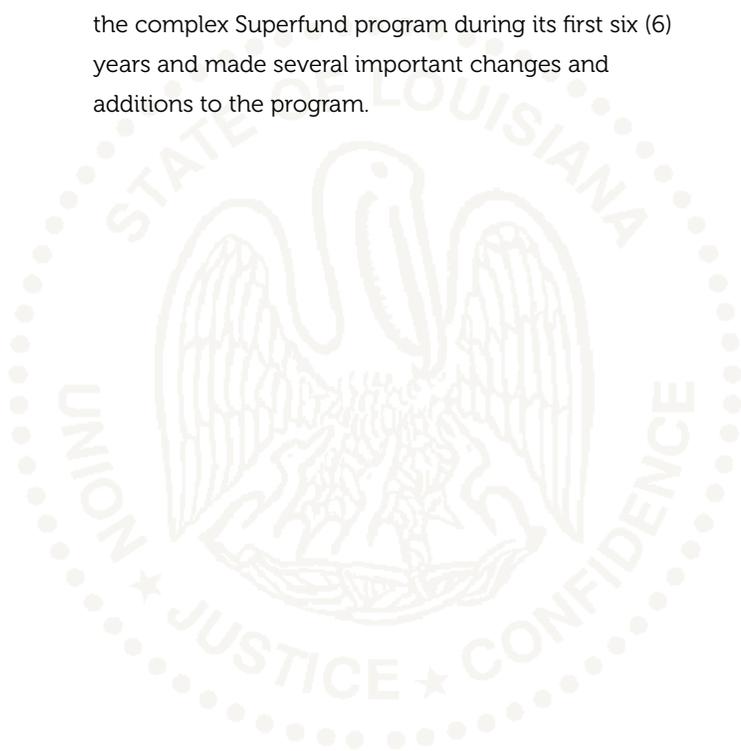
### **FEDERAL**

#### **EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT (EPCRA)**

[epa.gov/agriculture/lcra.html](http://epa.gov/agriculture/lcra.html)

#### **SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT (SARA), TITLE III**

[fema.gov/grants-administration/superfund-amendments-and-reauthorization-act-sara-title-iii](http://fema.gov/grants-administration/superfund-amendments-and-reauthorization-act-sara-title-iii)



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## GOHSEP

# LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE

## 1.3.4 Specially Created Subcommittees

The Louisiana Legislature has enacted laws to create important subcommittees to enhance the State's ability to plan for and deal with emergencies.

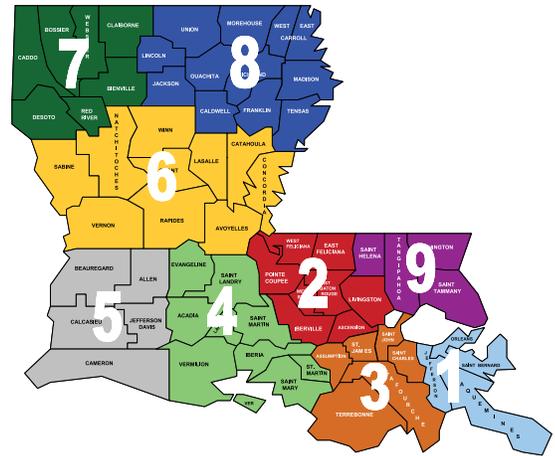
### REGIONAL PARISH OHSEP PARISH DIRECTORS SUBCOMMITTEE (REGIONAL DIRECTORS SUBCOMMITTEE)

The Louisiana Legislature established the Regional Parish OHSEP Parish Directors Subcommittee (Regional Directors Subcommittee) – Louisiana Revised Statute (LRS) Title 29:725.6 (6)(c)(i). The purpose of the committee is to offer **advice** and **counsel** to the Parish or Police Jury President on **homeland security** and **emergency management** issues. It also is intended to ensure that **planning** between the State, Parish administration, Parish counsel and all municipalities and agencies involved in **emergency management** is sustained in a **consistent** manner.

The Regional Directors Subcommittee is composed of one (1) Parish Office of Homeland Security and Emergency Preparedness (OHSEP) Director from each of the nine (9) GOHSEP Regions and the Director of GOHSEP or his designee. Representatives are selected from among their peers and represent their Region. Terms are determined by OHSEP Directors within the Region.

### INTRASTATE MUTUAL AID SUBCOMMITTEE

Also created by Legislative Act – LRS 29:739 D. – the **Intrastate Mutual Aid Subcommittee** is composed of **first responder** and **support organizations**. Operationally, the Subcommittee has **full authority** to design, construct, administer and maintain an intrastate mutual aid system with capacity to **share assets** in support of a full response to any emergency event that may arise within the State.



## INTRASTATE MUTUAL AID SUBCOMMITTEE

Members include the following or designees:



- President of the Louisiana Sheriffs' Association (LSA)



- President of the Louisiana Association of Chiefs of Police (LACP)



- President of the Louisiana Fire Chiefs Association (LFCA)



- Chair of the Regional Parish OHSEP Parish Directors Subcommittee



- State Fire Marshal



- Deputy Secretary of the Louisiana Department of Public Safety and Corrections (DPS), public safety services



- Director of GOHSEP



- President of the Police Jury Association of Louisiana (PJAL)



- President of the Louisiana Municipal Association (LMA)

The **Intrastate Mutual Aid Compact (IMAC)** refers to the **system of parish-to-parish mutual aid** for those Parishes that **do not** have a current mutual aid agreement in place. With the availability of various Parish-owned equipment, material and personnel resources, the IMAC system **maximizes** the response capability for emergency personnel to respond to all hazard incidents.

The Louisiana Legislature established the IMAC for Parishes in the State to provide or receive mutual assistance from other Parishes in the prevention of, response to, and recovery from a disaster or other

## FIRST RESPONDERS SUBCOMMITTEE

Members include the following or designees:



- President of the Louisiana Sheriffs' Association (LSA)



- President of the Louisiana Association of Chiefs of Police (LACP)



- President of the Louisiana Fire Chiefs Association (LFCA)



- Chair of the Regional Parish OHSEP Parish Directors Subcommittee



- State Fire Marshal



- Deputy Secretary of the Louisiana Department of Public Safety and Corrections (DPS), public safety services



- Director of GOHSEP

emergency. The legislation covers the issues of **reimbursement** and **workers compensation**, as well as **damage to equipment** or **injury** or **death of personnel** deployed to an incident in another jurisdiction.

## FIRST RESPONDERS SUBCOMMITTEE

The **First Responders Subcommittee** – created by LRS 29:725.6 (6)(b)(i) – is composed of **emergency response professionals** (see above) who discuss and provide solutions to issues that arise in the disciplines of law enforcement, fire service, emergency medical service and intelligence gathering and dissemination.

This body of emergency responders is to provide **planning** and **advice** on issues identified by GOHSEP



## SIEC

Members include the following or designees:



- Deputy Director of Interoperability of GOHSEP



- Commissioner of the Louisiana Division of Administration (DOA)



- Adjutant General of the Louisiana National Guard (LANG)



- Presidents of the Louisiana Sheriffs' Association (LSA)



- Louisiana Association of Chiefs of Police (LACP)



- Louisiana Fire Chiefs Association (LFCA)



- Chair of the Regional Parish OHSEP Parish Directors Subcommittee



- Deputy Secretary of the Louisiana Department of Public Safety and Corrections (DPS), public safety services



- Executive Director of the Governor's Office of Indian Affairs (GOIA)



- Representatives from the Association of Public-Safety Communications Officials (APCO)



- Louisiana Ambulance Alliance (LAA).



- One (1) representative from each of the nine (9) GOHSEP Regions

## STATEWIDE INTEROPERABILITY EXECUTIVE COMMITTEE (SIEC)

The **Statewide Interoperability Executive Committee (SIEC)** – created by LRS 29:725.6 (6)(a)(i) as the **Statewide Interoperability Subcommittee** – administers the **Louisiana Wireless Information Network (LWIN)** and is composed of all appropriate **first responder** and **support organizations**.

Operationally, the Subcommittee has full authority to design, construct, administer and maintain a **statewide interoperable communications system** with capacity to **transport** and **receive voice, data, imagery** and **video** information during **day-to-day operations, natural disasters, emergency response situations** and **terrorist attacks**. The Subcommittee coordinates interoperability issues with emergency alert, 911 and 211 services; integrated criminal justice systems; as well as identifies other systems which may need to be addressed. It also establishes advisory subcommittees for specific issues as needed.

The SIEC leverages the technical expertise of its members and third-party resources to develop and approve procedural and technical requirements to implement the *State of Louisiana Statewide Communications Interoperability Plan*. See the *Interoperability* section later in this Manual.

**Special subcommittees provide specific focus on critical personnel and components of planning + prevention + response + recovery + communications.**

and the Unified Command Group (UCG), establishing advisory subcommittees for specific issues when required.

The chairman of the subcommittee is **appointed** by the Director of GOHSEP; remaining officers are elected by and from the membership of the subcommittee.

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## IMPORTANT TERMS

### First Responder –

Refers to those individuals who in the early stages of an incident are responsible for the **protection** and **preservation** of life, property, evidence and the environment; as well as emergency management, public health, clinical care, public works and other skilled support personnel, such as equipment operators, that provide immediate support services during prevention, response and recovery operations.

### Interoperability –

The capability to communicate, execute programs, or transfer data among various functional units, it generally refers to **multi-jurisdictional** and **intergovernmental** communications. Interoperability includes technologies and processes for multi-jurisdictional and cross-disciplinary coordination of existing communications systems and future networks to assist emergency responders nationwide in improving communications.

### Intrastate Mutual Aid –

**Parish-to-parish** mutual assistance in the prevention of, response to, and recovery from an emergency or disaster. Examples of aid include deploying personnel, technical assistance and assets (equipment and materials).

### Unified Command Group (UCG) –

The **strategic decision-making body** for emergencies. The UCG is comprised of members appointed by executive order of the Governor. It provides a **unified** and **coordinated** approach to emergency incident management, enabling institutions and agencies with **different** legal, geographic and functional responsibilities to coordinate, plan and interact effectively.

## RESOURCES

### STATE

#### DISASTER ACT

Creates the Intrastate Mutual Aid, First Responder, Regional Parish OHSEP Parish Directors and Interoperability Subcommittees.

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

#### FIRST RESPONDERS SUBCOMMITTEE

[gohsep.la.gov/firstresponders.aspx](http://gohsep.la.gov/firstresponders.aspx)

#### IMAC

[gohsep.la.gov/imac.aspx](http://gohsep.la.gov/imac.aspx)

#### LOUISIANA WIRELESS INFORMATION NETWORK (LWIN)

[gohsep.la.gov/interop.aspx](http://gohsep.la.gov/interop.aspx)

#### REGIONAL PARISH OHSEP PARISH DIRECTORS SUBCOMMITTEE

[gohsep.la.gov/regionaldirectors.aspx](http://gohsep.la.gov/regionaldirectors.aspx)



GOHSEP

## LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE

# 1.3.5 Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)

Created by an act of the Louisiana Legislature – Louisiana Revised Statute (LRS) Title 29:725 – GOHSEP is the agency responsible for coordinating the State's **preparation** for, **prevention** of, **response** to, **recovery** from and **mitigation** to lessen the effects of man-made or natural disasters that threaten Louisiana. The Director of GOHSEP is appointed by the **Governor** as



**We are here to help – before + during + after an emergency or disaster.**

the **Homeland Security Advisor (HSA)** and acts

on behalf of the Governor

in the event of a disaster or an emergency. The **State Emergency Operations Center (SEOC)** is operated within GOHSEP and manages the State response during a crisis. GOHSEP, coordinates support to Applicants (also called subgrantees) for disaster-related grant programs enabled by the *Robert T. Stafford Disaster Relief and Emergency Management Act* (Stafford Act) and available as a result of an incident as well as a number of preparedness (non-disaster) grants.

## EMERGENCY MANAGEMENT ACCREDITATION PROGRAM (EMAP)



**Emergency Management Accreditation Program (EMAP) is the only accreditation process for emergency management programs.**

GOHSEP was originally accredited in 2007; **only 27 states** have been accredited by EMAP. EMAP recognizes the ability of State and local governments to bring together personnel, resources and communications from a variety of agencies and organizations in preparation for and in response to an emergency, and to **measure** those capabilities.

While specific duties and responsibilities of GOHSEP and the GOHSEP Director are found in LRS 29:725 and 726, this section of the Manual summarizes some of those responsibilities and activities that are of particular interest to local elected leadership.

GOHSEP staff works with partners from State and Federal agencies, Parish and local governments, nongovernmental organizations (NGOs) and

## GOHSEP MISSION

The mission of GOHSEP is to lead and support Louisiana and its citizens in the **preparation** for, **response** to and **recovery** from all emergencies and disasters.

## GOHSEP VISION

To be a **center of excellence** for emergency management and homeland security known for **leadership, innovation** and **service** for the benefit of Louisiana, its citizens and all other stakeholders.

businesses to achieve its Mission and Vision. Recently, GOHSEP was **re-accredited** by the national **Emergency Management Accreditation Program (EMAP)**, the **national standard for excellence in emergency management**.

## PREPAREDNESS

GOHSEP is responsible for **developing** and **maintaining** an *Emergency Operations Plan* (EOP) and for providing **technical assistance** to **local governing authorities** to do the same. See the section *Required Plans* later in this Manual.

[getagameplan.org](http://getagameplan.org)



GOHSEP also provides **training** and **exercises** for **first responders** and program-specific education and stakeholder outreach for

Louisiana Applicants and prospective Applicants for DHS/FEMA Homeland Security (HLS), Public Assistance (PA) and Hazard Mitigation (HM) grants. See the section on *Training + Exercises + Education + Outreach* later in this Manual.

One GOHSEP flagship program for preparedness is the [getagameplan.org](http://getagameplan.org) website – a robust online resource with pre-disaster planning and mitigation information for **families, businesses, kids** and more. Information

also includes preparedness for those with **disabilities**, the **elderly** and **under-served populations** as well as **pets** and **service animals**. See *Resources + Tools* chapter later in this Manual for more on [getagameplan.org](http://getagameplan.org).

## PREVENTION

**Cyber security, critical infrastructure** and **homeland security** are essential for maintaining a safe and secure State. The [GOHSEP.la.gov](http://GOHSEP.la.gov) website hosts a *Cyber Security Index* that provides useful information on **computer viruses, email fraud, cyber security tips** and more. [GOHSEP.la.gov](http://GOHSEP.la.gov) is a primary source of information about the Office and **serves Parishes** and **local governments** with valuable material related to every aspect of GOHSEP operations, including security.

Through the U.S. Department of Homeland Security (DHS), GOHSEP provides annual HLS grants to State and **local first responders** within Louisiana. GOHSEP serves as the State Administrative Agent (SAA) for HLS grants, and is the primary liaison with the DHS Grant Programs Directorate.

As the SAA, GOHSEP is responsible for the management of the following Federal **grant programs**:

- **Emergency Management Performance Grants (EMPG)**
- **State Homeland Security Program (SHSP)**



- Presidential disaster declaration process.
- Coordination of State and Federal Emergency Support Functions (ESFs).
- Emergency Management Assistance Compact (EMAC).
- Management and response to requests from local governing authorities and State agencies for resources through WebEOC.

Each of these areas of emergency management are discussed in later sections of this Manual.

In addition to the Office’s involvement with [virtualla.la.gov](http://virtualla.la.gov), [LouisianaPA.com](http://LouisianaPA.com) and [WebEOC](http://WebEOC) (see the *Respond* and *Resources + Tools* chapters later in this Manual), GOHSEP also hosts the [emergency.LOUISIANA.GOV](http://emergency.LOUISIANA.GOV) website, a place where visitors can find **weather alerts**, updated information on **severe weather** and weather impacts across the State, safety tips and more. Because [emergency.LOUISIANA.GOV](http://emergency.LOUISIANA.GOV) is used primarily during large-scale events, it is updated as needed, rather than daily.

- Urban Area Security Initiative (UASI)
- Operation Stonegarden (OPSG)

For additional information on the above grant programs, see *Preparedness (Non-Disaster) Grants* section later in this Manual.

The eligible categories for most of the above grants include **management** and **administration, training, planning, exercise** and **equipment**. The focus for Louisiana has been upon enhancing the capabilities of State and **local first responders** to prevent and respond to chemical-, biological-, radiological-, nuclear- and explosives- (CBRNE-) related incidents as detailed in the *State Homeland Security Strategy*.

## RESPONSE

Beyond **first-responder** training before a disaster and support after a disaster, GOHSEP plays a significant role in the:

- Activation and staffing of the **SEOC**.
- **Preliminary Damage Assessment (PDA) process**.

Since 1990, GOHSEP has managed more than **35 Federal disaster** declarations and coordinated **several hundred State** disaster declarations authorized under the Governor’s signature. GOHSEP also coordinates support to Applicants of pre- and post-disaster **recovery** and **mitigation** grant funding.

## RECOVERY

Today GOHSEP is managing the recovery from the Nation’s most expensive natural disaster to date (Hurricane Katrina) and nine (9) other major disaster declarations to include: Hurricanes Rita (1607), Gustav (1786), Ike (1792) and Isaac (4080); Tropical Storm Lee (4041); Mississippi River Spring Flooding of 2011 (4015 and 3322), Severe Storms, Tornadoes and Flooding of 2009



PHOTOS OF GOHSEP OUTREACH

(1863), Severe Storms and Flooding of 2006 (1668) and most recently the Severe Weather Event of 2013 (4102). GOHSEP is managing **2,023 FEMA PA Applicants** and approximately **\$13 billion** in Federal recovery dollars and **\$2 billion** in hazard mitigation funding involving more than **34,000** separate projects.

## HAZARD MITIGATION (HM)

GOHSEP is responsible for creating and maintaining the *State Hazard Mitigation Plan* (SHMP). The SHMP can be found at [gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx). It identifies the 11 most likely threats to Louisiana and prescribes hazard mitigation strategies and initiatives to address those threats. GOHSEP also works with and provides **technical assistance** to **local governing authorities** to develop local hazard mitigation plans and identify **funding opportunities** through FEMA Hazard Mitigation Assistance (HMA) programs to implement local hazard mitigation strategies. See the chapter on *Hazard*

## 11 HAZARDS ACCORDING TO THE 2011 STATE HAZARD MITIGATION PLAN (SHMP) UPDATE

### WEATHER-RELATED

- Flood
- Hurricane
- Tornado
- Ice Storm
- Storm Surge
- Subsidence
- Wildfire
- Hailstorm

### MAN-MADE HAZARDS

- Dam Failure
- Levee Failure
- Hazardous Materials



Mitigation (HM) later in this Manual for more information on annual pre-disaster grants and the post-disaster Hazard Mitigation Grant Program (HMGP).

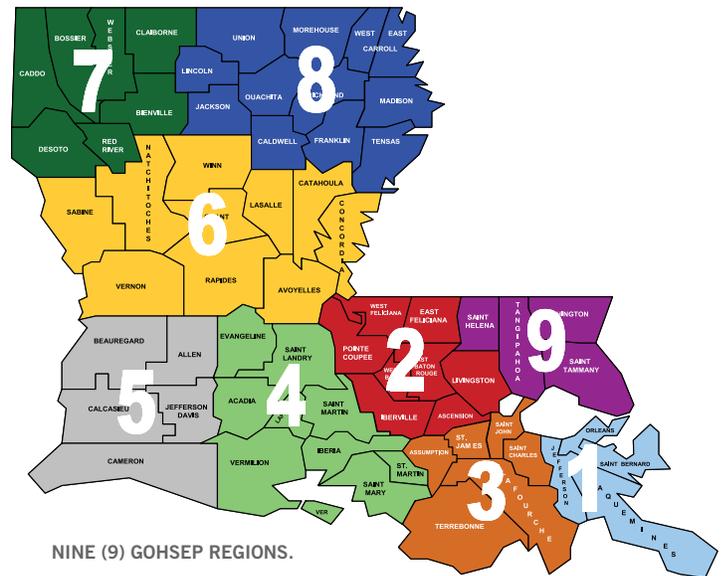
Each FEMA PA and HM Applicant has an assigned GOHSEP **State Applicant Liaison** (SAL) to assist them with these Stafford Act recovery grant programs.

Through strategic partnerships with other organizations, GOHSEP is providing important hazard mitigation information and **grants training** to local governing authorities, decision makers, recovery professionals, residents and other stakeholders who help communities rebuild, restore and recover in ways that make them **safer, stronger** and **more resilient** to meet the challenges of the next disaster.

RCs, along with GOHSEP senior leadership and key subject matter experts (SMEs), are identified with contact information in the *Contact Directory* later in this Manual.

## HOW TO CONNECT WITH GOHSEP

GOHSEP has **nine (9) Regions**. Each is supported by a **Regional Coordinator** (RC). RCs are GOHSEP representatives who interact with Parish OHSEP Directors, Parish Presidents and other local elected leadership, serving as their liaison to GOHSEP.



NINE (9) GOHSEP REGIONS.



GOHSEP IS LOCATED AT 7667 INDEPENDENCE BOULEVARD IN BATON ROUGE.

## IMPORTANT TERMS

### Critical Infrastructure –

The term used to describe assets that are **essential** for the functioning of a society and economy. Most commonly associated with the term are facilities for **electricity** generation, transmission and distribution; **gas** production, transport and distribution; **oil** and **oil products** production, transport and distribution; **telecommunications**; the **water supply** (drinking water, waste water/sewage, stemming of surface water); **agriculture, food production** and distribution; **heating** (natural gas, fuel oil, district heating); **public health** (hospitals, ambulances); **transportation systems** (fuel supplies, railway networks, airports, harbors, inland shipping); **financial services** (banking, clearing); and security (police, military).

### Cyber Security –

Security efforts to protect the State and national broadband networks, wireless signals, local networks in schools and hospitals and businesses, the grids that power the Nation, classified military and intelligence networks and the World Wide Web.

### Emergency Support Functions (ESFs) –

ESFs provide the **structure** for **coordinating State** and **Federal** interagency **support** in response to an incident. They are mechanisms for grouping functions most frequently used to provide support for both Presidentially declared and non-declared disasters and emergencies.

### Grantee –

For disaster-related Stafford Act and preparedness (non-disaster) grant programs, the Grantee is the **State government**, and in some instances, a **Native American Tribal authority**, to which a grant is awarded. The Grantee is **accountable** for the use of the funds provided by FEMA and is **responsible** for disbursing those funds to a **subgrantee** (sometimes called Applicant) or multiple subgrantees. The Grantee is also responsible for

providing **technical advice** and **assistance** to eligible Applicants, ensuring that potential Applicants are **aware** of the available assistance programs, providing **support** for damage assessment operations, supporting project **identification** activities and **submitting** the necessary paperwork for grant awards.

### Disaster-Related Stafford Act Grant Programs –

Include FEMA PA, IA and post-disaster HMGP.

### Subgrantee –

FEMA and the Grantee **share responsibility** for making disaster-related Stafford Act and preparedness (non-disaster) program funds available to subgrantees. A subgrantee (also referred to as an Applicant) is a **State agency** or **local government, Native American Tribal authority, private nonprofit (PNP) organization** or **other legal entity** who receives FEMA PA, HM, preparedness (non-disaster) or other FEMA grant funds. Funds are **administered** and distributed by the **Grantee**.

## RECOVERY

### STATE

#### DISASTER PLANNING + PREPAREDNESS + MITIGATION

[getagameplan.org](http://getagameplan.org)

#### GOHSEP

[gohsep.la.gov](http://gohsep.la.gov)

#### LOUISIANA PUBLIC ASSISTANCE (LAPA)

[LouisianaPA.com](http://LouisianaPA.com)

### FEDERAL

#### CRITICAL INFRASTRUCTURE + FEMA HOMELAND SECURITY (HLS)

[dhs.gov/critical-infrastructure-sectors](http://dhs.gov/critical-infrastructure-sectors)



GOHSEP

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## 1.4 National Incident Management System (NIMS)

Homeland Security Presidential Directive 5 (HSPD-5), *Management of Domestic Incidents*, directs the Secretary of Homeland Security (HLS) to develop and administer a National Incident Management System (NIMS). NIMS is an **emergency management doctrine** used across the United States to **coordinate** emergency preparedness and incident management and response among the **public** (Federal, Tribal, State and local governments and agencies) and **private** sectors. NIMS provides a set of **standardized organizational structures** that improve **integration** and **connectivity** among jurisdictions and disciplines.

**Federal homeland security + emergency preparedness grants require local authorities to be NIMS compliant.**

NIMS provides a **systematic, proactive** approach to guide departments and agencies at all levels of government, nongovernmental organizations (NGOs) and the private sector to work **seamlessly** to prevent, protect against, respond to, recover from and mitigate the effects of incidents, regardless of cause, size, location or complexity, to reduce the loss of life and property and harm to the environment. NIMS is **not** an **operational** incident management or **resource allocation** plan. NIMS represents a core set of **concepts, principles, terminology** and **organizational processes** that enable effective, efficient and **collaborative incident management**.

Building upon the existing NIMS as well as the Incident Command System (ICS) allows for all levels of domestic response partners to prepare for and provide a unified national response to disasters and emergencies.

### STATE + LOCAL NIMS COMPLIANCE

All 56 States and territories are **required** to meet NIMS implementation requirements to be **eligible to receive** Federal assistance in the form of grants, cooperative agreements and direct contracts. All homeland security and emergency preparedness functions of Louisiana are **required** to follow the principles outlined in NIMS. **Local authorities are also required to be NIMS compliant** and States play an important role in ensuring the effective implementation



of NIMS at the local level. States must ensure that the systems and processes are in place to communicate NIMS requirements to local jurisdictions and support them in implementing NIMS. The following five (5) components are evaluated for NIMS compliance:

### PREPAREDNESS

Preparedness should involve an **integrated** combination of assessment; planning; procedures and protocols; training and exercises; personnel qualifications, licensure and certification; equipment certification; and evaluation and revision.

### COMMUNICATIONS + INFORMATION MANAGEMENT

This component is based on the concepts of interoperability, reliability, scalability and portability, as well as the **resiliency** and **redundancy** of communications and information systems.

### RESOURCE MANAGEMENT

NIMS defines **standardized** mechanisms and establishes the resource management process to identify requirements for compliance; order and acquire, mobilize, track and report; recover and demobilize; and reimburse and inventory resources.

### COMMAND + MANAGEMENT

The Command and Management component of NIMS is designed to enable effective and efficient incident management and coordination by providing a flexible,



standardized incident **management structure**. The structure is based on three (3) key organizational constructs: the **ICS**, **Multi-agency Coordination Systems** and **Public Information**.

**ONGOING MANAGEMENT + MAINTENANCE**

This consists of the National Integration Center (NIC) and supporting technologies.

- The NIC oversees and coordinates the **publication** of NIMS and its related products. Oversight includes the **review** and **certification** of training courses and exercise information.
- The NIC, in partnership with the U.S. Department of Homeland Security (DHS) Science and Technology Directorate, oversees and coordinates the ongoing development of **incident management-related technology**, including strategic research and development.

Each of the above components are evaluated for compliance on the **NIMS Compliance Assistance Support Tool (NIMSCAST)**. NIMSCAST is a **web-based self-assessment instrument** for all levels of **government** to evaluate and report their jurisdiction’s progress and achievement of NIMS implementation activities. Each Federal fiscal year, the **compliance objectives** for NIMS are updated. These updated objectives are the comparison matrix for a jurisdiction’s compliance. Compliance is **mandatory** for any organization receiving Homeland Security (HLS) Grant Program funding. Compliance is also **mandated** within the State of Louisiana, through LRS 29:722 (c).

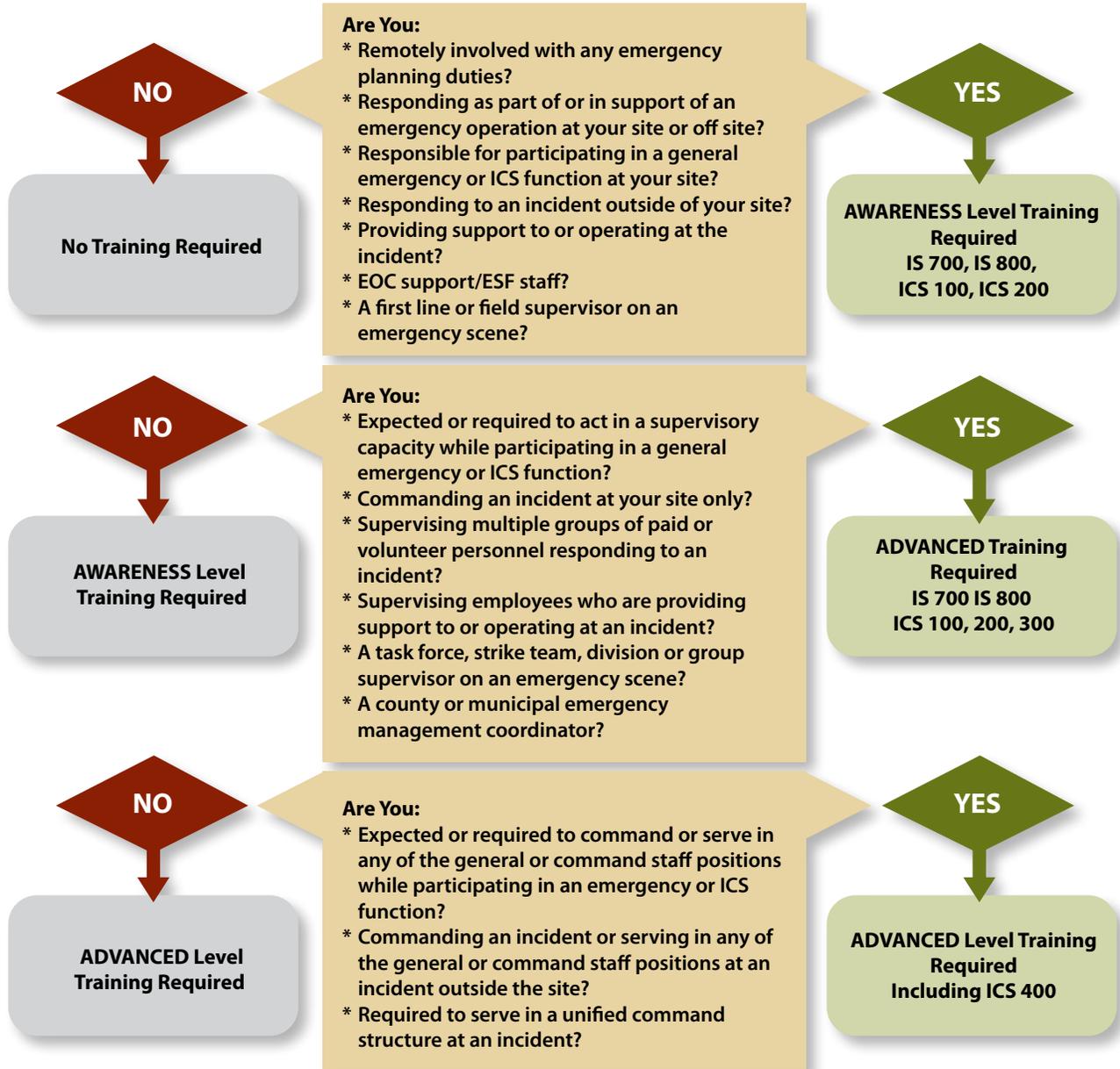
**Each organization** must determine the appropriate level of NIMS training for their personnel. The *NIMS Training Program* categorizes who should take what level of NIMS training by **incident complexity**, rather than the position someone holds during a disaster or all-hazard incident.

**NIMS IMPLEMENTATION REQUIREMENTS**

- **Adoption** within a jurisdiction by executive order.
- All planning initiatives to reflect the **principles** of NIMS.
- Jurisdictional **training** and **exercise** programs to incorporate the principles of NIMS and incorporate ICS training.
- **Communications** to use a common language and utilize systems that present consistent and accurate information.
- Utilization of a system for **tracking resources** and **credentials** for jurisdictional personnel.
- Management of events and incidents using **ICS** and incorporating **Multi-agency Coordination Systems (MACS)** and **Public Information**.

Elected and appointed officials are responsible for ensuring the public safety and welfare of the people of that jurisdiction. Officials provide strategic guidance and resources during preparedness, response and recovery efforts. Elected or appointed officials must have a clear understanding of their roles and responsibilities called for under the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Stafford Act) for successful emergency management and response. Awareness of NIMS is critical to ensuring **cooperative response efforts** and **minimizing** incident impacts.

## NIMS TRAINING DECISION TREE





## IMPORTANT TERMS

### Incident Command System (ICS) –

Provides a flexible, standardized core mechanism for **coordinated** and **collaborative incident management**, whether for incidents where additional resources are required or are provided from different organizations within a single jurisdiction, or outside the jurisdiction or for complex incidents with national implications.

### National Incident Management System (NIMS) –

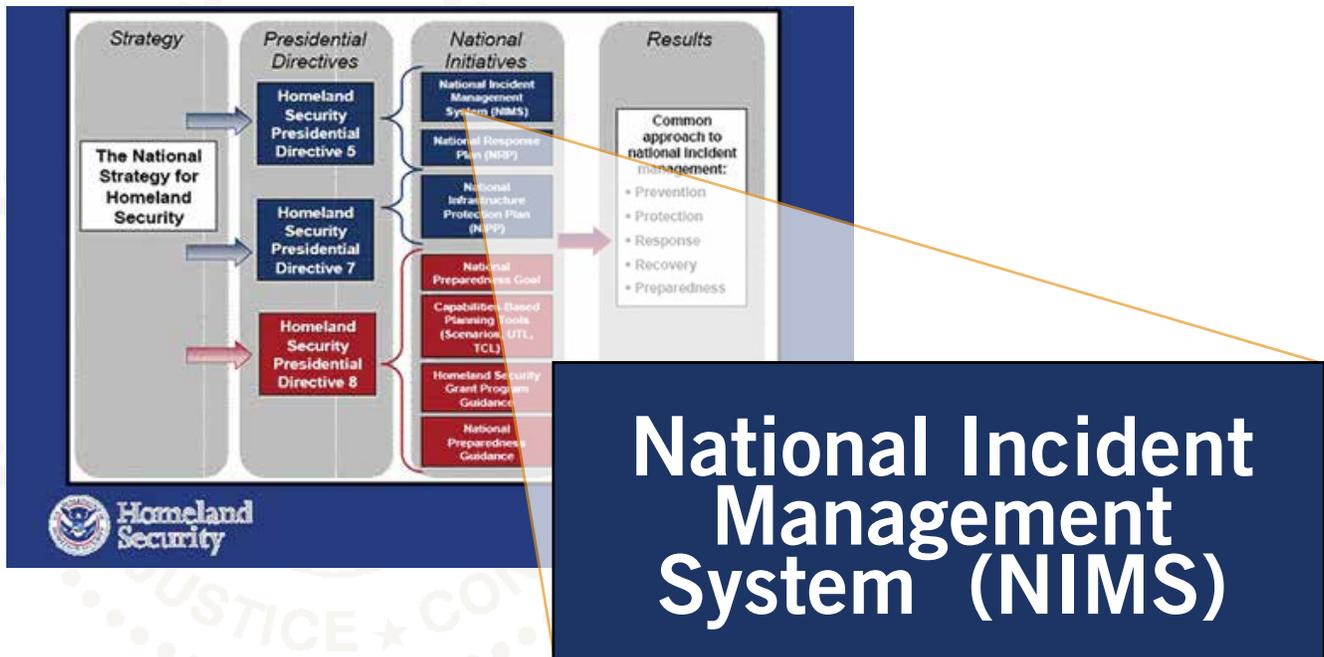
Establishes standard incident-management **processes**, **protocols** and **procedures** so that all local, State, Federal and private-sector emergency responders can **coordinate their responses, share a common focus** and place full emphasis on resolving the event. All local governments and State agencies **must comply** with NIMS to be **eligible** for Federal preparedness assistance.

### National Integration Center (NIC) –

The Secretary of HLS, through the NIC, publishes **standards, guidelines** and **compliance protocols** for determining whether Federal, Tribal, State or local governments have implemented NIMS. Additionally, the Secretary, through the NIC, manages publications with other departments and agencies, develops standards, guidelines, compliance procedures and protocols for all aspects of NIMS.

### National Response Framework (NRF) –

Presents the guiding principles that enable all response partners to prepare for and provide a **unified national response** to disasters and emergencies – from the smallest incident to the largest catastrophe. The NRF establishes a comprehensive, all-hazards approach to domestic incident response.



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## RESOURCES

### STATE

#### GOHSEP NIMS RESOURCES

[gohsep.la.gov/outreach.aspx](http://gohsep.la.gov/outreach.aspx)

### FEDERAL

#### FEMA NIMS

[fema.gov/national-incident-management-system](http://fema.gov/national-incident-management-system)

#### NIMS TRAINING PROGRAM

In June 2011, the Federal government published a document called: *NIMS Training Program*. It can be obtained at:

[fema.gov/training](http://fema.gov/training)

Independent study classes may be found at:

[training.fema.gov/is/crslst.asp?page=all](http://training.fema.gov/is/crslst.asp?page=all)

#### FEMA NIMSCAST

[fema.gov/nimscast](http://fema.gov/nimscast)

# LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

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## 2. PREPARE

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GOHSEP

## LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE

# 2.1 Pre-Disaster Preparation

**Pre-disaster preparation** is crucial to ensure that local governments are adequately prepared to meet the challenges of responding to and recovering from a disaster or emergency. Preparedness, response, recovery, mitigation, operational, debris and other types of **planning** are essential to timely and effective disaster response and recovery activities. Pre-disaster **training** and **exercising** are also important contributors to success.

While planning, training and exercises are covered in other sections of this Manual, there are three (3) areas that the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) suggests deserve a closer look when considering preparedness strategies and revising Parish Emergency Operation Plans (EOP):

- **Threats and Hazards Identification and Risk Assessment (THIRA)**
- **Mutual Aid Agreements (MAA)**
- **Pre-Disaster Contracts**

**Know your risk.**

**Secure resources.**

**Save money.**

**By acting NOW!**



### Threat and Hazard Identification and Risk Assessment Guide

Comprehensive Preparedness Guide (CPG) 201  
Supplement 1: Toolkit

First Edition  
April 2012



## THREATS + HAZARDS IDENTIFICATION + RISK ASSESSMENT (THIRA)

To begin pre-disaster preparations, conduct a THIRA.

A THIRA:

- Defines **threats** and/or **risks** through a hazard assessment process.
- Articulates **expected outcomes** as stated in the *Emergency Operations Plan (EOP)*, *Debris Management Plan*, *Recovery Plan* and any other related plans that might be in place.
- Identifies **internal resources** that support expected outcomes.
- Includes a **gap analysis**.
- Determines what **external assets** are needed to support expected outcomes.

## A HAZARD ASSESSMENT PROCESS DETERMINES . . .

- What **types of hazards** may occur and how they will affect an area.
- Which **populations** or **areas** are likely to be affected by **each type of hazard**.
- **How much damage** is expected to occur in those areas should a hazard-related emergency or disaster occur.
- The **likelihood** and **frequency** of each hazard.

## MUTUAL AID AGREEMENTS (MAA)

MAAs take many forms. They are also referred to as *Memorandums of Understandings (MOUs)*. A MAA is an **agreement between jurisdictions** or **agencies** to provide **reciprocal services** in the event of an emergency or disaster.

Parishes are **encouraged to enter into agreements** as allowed pursuant to Louisiana Revised Statute (LRS) Title 29:739 *Intrastate Mutual Aid Compact (IMAC)*. LRS 29:739 allows for intrastate mutual aid between Parishes **within** the State, to provide and promote **mutual assistance** in the **prevention** of, **response** to and **recovery** from an emergency or disaster. This statute mirrors the *interstate Emergency Management Assistance Compact (EMAC)* (approved by the United States Congress (USC) by Public Law [P.L.] No. 104-321, 110 Stat. 3877).

## MISSION READY PACKAGES (MRPs)

**Mission Ready Packages (MRPs)** describe specific response and recovery resource capabilities, including **credentialed** personnel, that are organized, developed, trained and exercised **prior** to an emergency or disaster. MRPs are important to mutual aid because they allow for rapid **identification, locating, requesting, ordering** and **tracking** of specific resources **quickly** and **effectively** during an emergency, when time is of the essence. Because MRP development involves establishing a quality cost estimate **before** an emergency occurs, they also result in a well-documented reimbursement package and more **efficient reimbursement**.

MRPs are based on **National Incident Management System (NIMS)** resource typing but take the concept a step further by considering the mission, limitations that might impact the mission, required support,



the footprint of the space needed to stage and complete the mission, as well as estimated cost. Credentialed personnel are those who are identified by the resource provider as having the **knowledge, skills** and **abilities** needed to conduct a specific mission. Resource providers should develop MRPs in cooperation with State emergency management agencies **after** being told that the resource would be **valuable** for use during **intrastate** or **interstate mutual aid** deployments.

## PRE-DISASTER CONTRACTS

Establishing contracts before a disaster or emergency helps **avoid serious mistakes** in the procurement process. Procuring when jurisdictional leadership is under no pressure to immediately respond allows time to carefully assure that all Federal laws and regulations are followed. Pre-event contracts also secure resources **that may become limited** post-disaster.

Past experience has shown that despite best efforts to line up labor, services, equipment, materials and/or supplies before a disaster, there are occasions when contractors are **unwilling** or **unable** to fulfill a contract agreed to pre-disaster. An available list of **multiple contractors** – identified pre-event – that provide services in the areas likely to be needed is a viable alternative to meet this contingency.

**Pre-disaster contracts are one of the most effective tools for pre-event planning + ensuring operational gaps are addressed.**

**This is especially true for debris management.**

*See Debris Removal section later in this Manual for more information.*

**A pre-disaster debris contract may lead to additional FEMA funding!**

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## RESOURCES

### STATE

LOUISIANA DEPARTMENT OF ENVIRONMENTAL  
QUALITY (DEQ)

[deq.louisiana.gov](http://deq.louisiana.gov)

THE LOUISIANA HOMELAND SECURITY AND  
EMERGENCY ASSISTANCE AND DISASTER ACT  
(DISASTER ACT)

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

### FEDERAL

44 CFR, EMERGENCY MANAGEMENT AND  
ASSISTANCE

[gpo.gov/fdsys/pkg/CFR-2003-title44-vol1/content-  
detail.html](http://gpo.gov/fdsys/pkg/CFR-2003-title44-vol1/content-detail.html)

DEBRIS CONTRACTING CHECKLIST

[fema.gov/public-assistance-9500-series-policy-  
publications/debris-removal-applicant%27s-  
contracting-checklist](http://fema.gov/public-assistance-9500-series-policy-publications/debris-removal-applicant%27s-contracting-checklist)

DISASTER ASSISTANCE

[disasterassistance.gov](http://disasterassistance.gov)

FEDERAL EMERGENCY MANAGEMENT AGENCY  
(FEMA) PUBLIC ASSISTANCE (PA) DEBRIS  
MANAGEMENT GUIDE

[fema.gov/pdf/government/grant/pa/demagde.pdf](http://fema.gov/pdf/government/grant/pa/demagde.pdf)

THREAT + HAZARD IDENTIFICATION

[fema.gov/plan](http://fema.gov/plan)

PERFORMANCE-BASED CONTRACTING  
GUIDANCE

[whitehouse.gov/omb/procurement\\_guide\\_pbsc](http://whitehouse.gov/omb/procurement_guide_pbsc)



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## LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE



## 2.2 Required Plans

There are several planning initiatives in the emergency management world. Some are **required**; some are **recommended**; and others are **best practices**. What has been learned over time is that planning and preparation are the keys to – in some cases, **preventing**, and in other cases – timely, effective and successful response to and **recovery** from emergencies and/or disaster events and impacts.

**Planning ensures you have what you need when you need it.**

### PLANNING ASSISTANCE + STAKEHOLDER INVOLVEMENT

At the local level, planning efforts are **assisted through local committees**. According to Louisiana Revised Statute (LRS) Title 29:727 I (1), each Parish or Police Jury President, through the Parish Director of a local Office of Homeland Security and Emergency Preparedness (OHSEP) appointed pursuant to LRS 29:728, must form a **Parish Emergency Management Advisory Committee (PEMAC)**. (See *PEMAC* section earlier in this Manual.) The PEMAC offers advice and counsel to the Parish or Police Jury President on homeland security and emergency management issues including homeland security and emergency management-related **planning**. Best practices in planning call for **comprehensive collaboration** so that all stakeholders are included in the planning effort.

### PLANNING REQUIREMENTS

*The Louisiana Homeland Security and Emergency Assistance and Disaster Act (Disaster Act)* defines planning efforts **required** of the State and local jurisdictions. The following is an overview of those requirements.

## BEST PRACTICES IN EMERGENCY OPERATIONS PLANNING

The State EOP guides State activities, investments and emergency operations to eliminate or reduce disaster impacts. While **not required** under LRS 29:726 B., the following list of activities and outcomes are identified as those areas the plan **may** seek to address:

- **Prevent** and **minimize** injury and damage caused by disaster or emergency.
- Provide for **emergency relief** and prompt and effective **response**.
- Identify and address **vulnerabilities**.
- Make recommendations for **zoning, building** and **other land use** controls, safety measures and other preventative and preparedness measures.
- Provide **assistance to local jurisdictions** in designing local emergency action plans.
- Authorize and create procedures for the **construction of temporary works** to protect against or mitigate danger, damage or loss from disasters, or other emergencies.
- Catalog and distribute information on available Federal, State and private **disaster** and **emergency assistance**.
- Organize **manpower** and **chains of command**.
- **Coordinate** Federal, State and local homeland security, disaster or emergency activities.
- Prevent **terrorist attacks** within the State to:
  - » **Reduce vulnerability** to terrorism.
  - » **Minimize loss** of life, injury and property damage resulting from acts of terrorism.
- Coordinate all **State** and **local plans** for securing the homeland.
- Include:
  - » **Parish hazard plans**.
  - » **Hurricane evacuation** and **shelter plans**.
  - » **Other types** of emergency planning.

### STATE PLANS

#### **State of Louisiana Emergency Operations Plan**

**(EOP)** – LRS 29:726 B. **requires** the State to prepare and maintain a homeland security and State EOP. At a minimum it **must** identify and propose:

- Homeland security and emergency preparedness **regions** designated throughout the State for planning, exercises, response and recovery – LRS 29:726 E. (21).
- An **evacuation** component, including evacuation planning for at-risk populations – LRS 29:726 E. (13) (a).
- A **shelter** component – LRS 29:726 E. (14) (a).
- **Post-disaster response** and **recovery strategies**, scalable to minor, major or catastrophic events – LRS 29:726 E. (15) (a).
- Assignments of **lead** and **support** responsibilities – LRS 29:726 E. (16) (a).
- A plan for the rescue, evacuation, transport and temporary sheltering for service **animals** and **pets** – LRS 29:726 E. (20) (a).



- » Including sheltering service animals with persons **with disabilities** who utilize service animals – LRS 29:726 E. (20) (a) (i).

The State EOP and specific components of it require annual review periods. For example, the portion of the plan that addresses **pets** and **service animals** must be reviewed on an **annual basis** by both GOHSEP and the Louisiana Department of Agriculture and Forestry (LDAF). The **evacuation** and **sheltering** component of the EOP must be submitted **biennially**.

To ensure local and State governments remain capable to perform essential functions after a disaster or emergency, the State and Parishes are **required** to include **continuity of government (COG) planning** and **continuity of operations (COOP)** in their EOPs.

### PARISH-REQUIRED PLANS

- **Parish EOP** – Required by LRS 29: 729 B., Parish EOP planning is discussed in the next section of this Manual.
- **Parish Hazard Mitigation Plans (HMP)** – Required in order to be **eligible** for Hazard Mitigation Assistance (HMA) grants, the Parish HMP is discussed in the *Local Hazard Mitigation Plans* section of this Manual.

**Statute requires Parish-level planning.**

### OTHER REQUIREMENTS

Beyond required planning initiatives, State and local authorities are **required** to perform some specific **assessments** and **inventories** that inform comprehensive

planning efforts. Among those are inventories and assessments that apply to providing emergency support and aid to **at-risk populations**. Typically, at-risk populations are those defined as **children, elderly**, those who are **economically disadvantaged**, those with disabilities and those whose **first language is not English**, among others.

### AT-RISK POPULATIONS: EMERGENCY RULES + STANDARDS FOR MANDATORY EVACUATIONS + SHELTERING

Every Parish and municipality must perform a **biennial risk assessment** for its **at-risk populations**. The risk assessment should consist of a survey of people living within the corporate limits (**municipal risk assessment**) and outside of the corporate limits (**Parish risk assessment**). The survey identifies those in **each category** of the at-risk population and essential workers to determine whether individuals may need sheltering in a **general population** or a **special-needs shelter**.

**Every Parish** and **municipality** must prepare an inventory of all **available modes of transportation** for use in a *mandatory* evacuation. A copy of the municipal

### AT-RISK INVENTORY SHOULD IDENTIFY:

- **At-risk populations** by categories defined by the Louisiana Department of Health and Hospitals (DHH).
- **Essential workers** needed to assist at-risk individuals.
- **Transportation assets** needed to develop an **evacuation** and **sheltering plan** for each category.

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inventory must be provided to the Parish OHSEP. A copy of the combined **Parish** and **municipal inventory** must be submitted to GOHSEP biennially.

**Evacuation and sheltering plans** for at-risk populations must provide guidance to:

- Identify and ensure the use of all available means of **transportation**.
- **Notify** the at-risk population of a mandatory evacuation and available transportation.
- Assess an individual's state and the capacity of available facilities to provide appropriate and needed assistance to determine whether the **risk of sheltering in place** outweighs the risk of loss of life if forced to **evacuate**.
- Coordinate transportation resources with a **shelter destination** outside of the impacted area.

- Provide for **medical emergencies** that may occur during evacuation.
- Execute the plan **within 36 hours of declaration** of a *voluntary* evacuation and within **12 hours** of a declared *mandatory* evacuation.

In addition to the inventory and assessment deadlines noted previously, the evacuation and sheltering **plan for at-risk populations** must also be submitted to GOHSEP **biennially on or before December 1** and **every second year thereafter**. The plan should include evacuation and sheltering for **essential workers** and address the provisions for food, water and shelter for at least **72 hours post-landfall** of any hurricane.



## IMPORTANT TERMS

### At-risk Populations –

Those with **access** and **functional needs**. Typically, at-risk populations include children, elderly, those who are economically disadvantaged, those with disabilities, and those whose first language is not English, among others.

### Continuity of Government (COG) Plan –

COG plans provide the foundation for the Nation's first essential function – enduring constitutional government. COG planning helps ensure governments **at all levels** – local, State and Federal – remain capable to perform essential functions under all conditions.

### Continuity of Operations Plan (COOP) –

COOP as defined in the *National Security Presidential Directive-51/DHS, Presidential Directive-20 (NSPD-51/HSPD-20)* and the *National Continuity Policy Implementation Plan (NCP/IP)*, is an effort within individual executive departments and agencies to **ensure that primary mission-essential functions continue** to be performed during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.

### General Population Shelter –

Shelters that serve people who can survive **without medical assistance**. General population shelters provide basics such as food, water and basic first aid.

### Special-Needs Shelter –

The State of Louisiana has identified two (2) special-needs shelters: **Medical Special-needs Shelters** and **Critical Transportation Needs Shelters**. The Medical Special-needs shelters serve individuals triaged for medical needs that require the attention of medical professionals. Critical Transportation Needs Shelters are shelters developed as a direct response to Hurricanes Katrina and Rita, and are dedicated State-opened and controlled facilities reserved for citizens who do not have the capacity to evacuate themselves.

## RESOURCES

### STATE

#### DISASTER ACT

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

#### GOHSEP CONTINUITY OF OPERATIONS PLAN (COOP)

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

#### LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS (DHH)

[dhh.louisiana.gov](http://dhh.louisiana.gov)

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## 2.2.1 Parish Emergency Operations Plan (EOP)

The *Louisiana Homeland Security and Emergency Assistance and Disaster Act* (Disaster Act) – Louisiana Revised Statute (LRS) Title 29:729 B. – **requires** each Parish to develop and maintain a Parish-level all-hazards Emergency Operations Plan (EOP). A Parish EOP details the **overall responsibilities of Parish government**, as well as guidelines and **organizational priorities** necessary to ensure a coordinated local, State and Federal response

**EOPs describe who will do what, when, with what resources, and by what authority – before, during + immediately after an emergency.**

### PARISH PLANNING CHECKLIST

A Parish EOP should be **community-based**, representing the **whole community** and its needs, and include **participation** from all stakeholders in the community. It should plan for the **prevention** and **minimization** of injury and damage caused by disaster or emergency, and **continuity of government**. Plans typically include:

- Mission** and supporting **goals**.
- Phases** of emergency management – preparedness, prevention, response, recovery and mitigation.
- Situation analysis, identifying areas particularly **vulnerable** to disasters or emergency; capacity, resources and assets available to address identified vulnerabilities; and strategies for addressing needs where gaps occur.
- The creation of an **Emergency Operations Center (EOC)**.
- Organization of **manpower** and **chains of command**, defining responsibilities for key leadership and participants, logistical support and direction and control of resources.
- A logical and analytical **problem-solving process**.
- All hazards** and threats.
- Flexibility and capacity (borrowed and self capacity) to handle **traditional** and **catastrophic** events.
- Discussion on how the above activities are to be conducted within the Parish and how activities are **coordinated** with the emergency response planning of others:
  - » State agencies.
  - » Neighboring jurisdictions.
  - » Local and Federal governments.
  - » Other public stakeholders and the private sector.



BEST PRACTICES SUGGEST INCLUDING REPRESENTATIVES FROM THE EMERGENCY MANAGEMENT COMMUNITY; LAW ENFORCEMENT; FIRE PROTECTION SERVICES; EMERGENCY MEDICAL SERVICES; PUBLIC HEALTH, HOSPITALS AND HEALTH CARE FACILITIES; PUBLIC WORKS; SOCIAL SERVICES; THE PRIVATE SECTOR; AND OTHER NONGOVERNMENTAL ORGANIZATIONS (NGOS) AND STAKEHOLDER ORGANIZATIONS IN THE PLANNING EFFORT EITHER AS MEMBERS OF THE PLANNING TEAM OR AS IMPORTANT COMMUNITY RESOURCES FOR DATA COLLECTION AND REVIEW.

to a disaster or emergency. EOPs identify those with **operational** responsibilities, and how to fulfill them. The EOP defines the process by which the jurisdiction prepares for, responds to, and recovers from disasters and emergencies.

The Parish Office of Homeland Security and Emergency Preparedness (OHSEP) should create and maintain an emergency plan that is **specific to the Parish**. EOPs are not intended to “start from scratch”, but rather **inventory** and **analyze** existing resources, assets and planning efforts, integrating those into the EOP. The planning process should include **senior officials** and community recovery **stakeholders** throughout the process to ensure understanding and approval. **Best practices** recommend a **collaborative** and **research-based analytical approach** that identifies and ensures consensus on a shared understanding of the community situation – including vulnerabilities, capacity to address vulnerabilities, and risk and available resources.

## PLANNING BEST PRACTICES

Like the State EOP discussed in the previous section, the **Parish EOP guides Parish activities, investments and emergency operations to eliminate or reduce disaster impacts**. While **not required** under LRS 29:729 B., the following list of activities and outcomes are identified as those things the Parish EOP **may** seek to do:

- **Prevent** and **minimize** injury and damage caused by disaster or emergency.
- Provide for **emergency relief** and prompt and effective **response**.
- Identify and address **vulnerabilities**.
- Make recommendations for **zoning, building and other land use** controls, safety measures, and other preventative and preparedness measures.
- Provide **assistance to local officials** in designing local emergency action plans.
- Authorize and create procedures for the **construction of temporary works** to protect against or mitigate danger, damage or loss from disasters, or other emergencies.
- Catalog and distribute information on Federal, State and private **disaster and emergency assistance**.
- Organize **manpower** and **chains of command**.
- **Coordinate** Federal, State and local homeland security, disaster or emergency activities.
- Coordinate with the **State EOP, Federal partners, other State agencies and local governments**.
- Include:
  - » **Parish hazard plans**.
  - » **Hurricane evacuation and shelter plans**.
  - » **Other types** of emergency planning.
  - » **Pet evacuation and sheltering plans**.
  - » **Private-sector** participation.



Specifics the Parish EOP should cover include situation analysis, establishment of an Emergency Operations Center (EOC), delegation of authority, phases of emergency management, organization and assignment of responsibilities, direction and control of resources, plan for continuity of government (COG), administration, logistics and plan maintenance.

**COG plans and Continuity of Operations Plans (COOP)** are a **required** element of EOPs for local and State jurisdictions. COG plans provide the foundation for the Nation’s first essential function – enduring constitutional government. COG planning helps ensure governments **at all levels** – local, State and Federal – remain capable to perform essential functions under all conditions.

## RESOURCES FOR + STEPS IN PLAN DEVELOPMENT

Funding may be available to develop or revise an EOP. Look to the *Preparedness (Non-Disaster) Grants* section for funding resources.

**Steps for developing or revising** an EOP include **key tasks** routinely mentioned in most Federal and private planning guides. The plan should:

- Identify the **planning team**.
- Determine **priorities, goals** and **objectives**.
- Develop and **test consequences** of proposed courses of action.
- **Prepare, review, revise** and **gain approval** of the plan from local authorities and relevant stakeholders.

**Once the plan is developed it should be executed.** Ongoing **exercises** should be conducted, and the plan should be **maintained** – continually evaluated and revised when needed.

## ADDITIONAL EOP PLANNING ASSISTANCE

The Disaster Act provides for **assistance through GOHSEP** to help local jurisdictions with emergency operations planning (LRS 29:726 B. [6], 29:726 C. and 29:726 E. [15][c]). Specifically, GOHSEP is tasked with helping local officials **design local emergency operations and action plans** and to employ or otherwise secure the services of professional and technical personnel capable of providing expert planning assistance to local jurisdictions.

## GRANTS REQUIRE EOP COMPLIANCE

All recipients of the Emergency Management Performance Grant (EMPG), Urban Areas Security Initiative Nonprofit Security Grant Program (UASI NSGP), Operation Stonegarden (OPSG) and State Homeland Security Program (SHSP) funding, **must have an EOP that is compliant with FEMA’s Comprehensive Preparedness Guide (CPG) 101 Version 2.**

## REQUIRED PLAN UPDATES

LRS 29:729 E. (4) **requires** GOHSEP to conduct a periodic review of Parish EOPs. We accomplish the intent of the law based on a **four- (4-) year review cycle**.

## IMPORTANT TERMS

### Continuity of Government (COG) Plan –

COG plans provide the foundation for the Nation's first essential function – enduring constitutional government. COG planning helps ensure governments **at all levels** – local, State and Federal – remain capable to perform essential functions under all conditions.

### Continuity of Operations Plan (COOP) –

COOP, as defined in the *National Security Presidential Directive-51/DHS*, *Presidential Directive-20 (NSPD-51/HSPD-20)* and the *National Continuity Policy Implementation Plan* (NCP/IP), is an effort within individual executive departments and agencies to **ensure that primary, mission-essential functions continue** to be performed during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.

### Emergency Operations Plan (EOP) –

The EOP establishes the **policies** and **structure** for government management of emergencies and disasters. The EOP prescribes the phases of emergencies and disasters: prevention, preparedness, response and recovery. It assigns **responsibilities** for actions and tasks that the government will take to **provide for the safety** and **welfare** of its citizens against the threat of natural, technological, and national security emergencies and disasters. The State EOP is designed to coordinate closely with the *National Response Framework* (NRF) and with Parish EOPs, where it establishes a base on which further plans, procedures, guidelines, arrangements and agreements can be elaborated.

### National Response Framework (NRF) –

The NRF is an all-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of Federal support to State, local, and Tribal incident

managers and for exercising direct Federal authorities and responsibilities. The NRF assists in the important homeland security mission of preventing terrorist attacks within the United States; reducing the vulnerability to all natural and man-made hazards; and minimizing the damage and assisting in the recovery from any type of incident that occurs.

## RESOURCES

### STATE

#### DISASTER ACT

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

#### GOHSEP PARISH PLANNING GUIDE

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

### FEDERAL

#### EMPG

[fema.gov/fy-2012-emergency-management-performance-grants-program](http://fema.gov/fy-2012-emergency-management-performance-grants-program)

#### FEMA COOP DIVISION

[fema.gov/about/org/ncp/coop/index.shtml](http://fema.gov/about/org/ncp/coop/index.shtml)

#### HOMELAND SECURITY GRANT PROGRAM (HSGP)

[fema.gov/fy-2012-homeland-security-grant-program](http://fema.gov/fy-2012-homeland-security-grant-program)

#### NRF

[fema.gov/national-response-framework](http://fema.gov/national-response-framework)

#### UASI NSGP

[fema.gov/preparedness-non-disaster-grants/urban-areas-security-initiative-nonprofit-security-grant-program](http://fema.gov/preparedness-non-disaster-grants/urban-areas-security-initiative-nonprofit-security-grant-program)



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## 2.3 Training + Exercises + Education + Outreach

The State of Louisiana must be well-trained to effectively and efficiently prepare for, respond to and recover from disasters and other emergencies in a coordinated manner. It is vital that proper authorities allow for effective training and exercises of persons involved in emergency management, especially Office of Homeland Security and Emergency Preparedness (OHSEP) Directors, homeland security officials and emergency operations personnel.

**Ensure your staff is well trained.**

**Many opportunities for professional development are provided at NO charge.**

### STATE OF LOUISIANA ALL-HAZARDS TRAINING PROGRAM

**GOHSEP Training Program** is responsible for assisting emergency managers and responders to receive homeland security and emergency management training. GOHSEP coordinates numerous training opportunities for first responders and other emergency management professionals for the **safety** of the community and the State when a disaster takes place. With these different training options, professionals, such as Parish Presidents, can prepare their employees for effective natural disaster and emergency situational response. **Course listings and availability can be found online at the GOHSEP website ([gohsep.la.gov/outreach.aspx](http://gohsep.la.gov/outreach.aspx)).**

### LOUISIANA HOMELAND SECURITY + EMERGENCY PREPAREDNESS PRACTITIONER PROGRAM (LAHEPP)

GOHSEP has developed a homeland security and emergency preparedness **certification** program – **The Louisiana Homeland Security and Emergency Preparedness Practitioner Program (LAHEPP)**. LAHEPP is designed to provide emergency preparedness and homeland security professionals with baseline training in the **core competencies** of emergency management and homeland security. LAHEPP consists of 19 independent study courses, 12 mandatory classroom courses and one (1) classroom elective. For more information, including the complete curriculum, please visit [gohsep.la.gov/outreach.aspx](http://gohsep.la.gov/outreach.aspx).

GOHSEP also offers numerous training opportunities through a variety of training providers. The following national training opportunities can be **applied for through GOHSEP**.

### HOMELAND SECURITY TRAINING

- **National Training and Education Division (NTED)** serves the Nation's **first responder community**, offering more than 150 courses to help build critical skills that responders need to function effectively in mass consequence events. NTED primarily serves State, local and Tribal entities in 10 professional disciplines, and has expanded to serve private sector and citizens in recognition of their significant role in domestic preparedness. For more information on NTED, visit [firstrespondertraining.gov](http://firstrespondertraining.gov).
- **National Domestic Preparedness Consortium (NDPC)** is a professional alliance sponsored through the U.S. Department of Homeland Security (DHS)/FEMA National Preparedness Directorate. These organizations have distinguished themselves nationally as experts in chemicals, explosives, radiological/nuclear devices, bioterrorism, counter-terrorism, agroterrorism and emergency management systems. NDPC reflects the missions of all these organizations with its commitment to provide quality, cost-effective counter-terrorism training to the Nation's emergency responders. For more information, visit either the NDPC website [ndpc.us](http://ndpc.us) or the GOHSEP Homeland Security training page, [gohsep.la.gov/outreach.aspx](http://gohsep.la.gov/outreach.aspx).

- **Rural Domestic Preparedness Consortium (RDPC)** provides training and resources for emergency first responders, focusing on **rural areas**, through funding by DHS. The RDPC develops courses to address situations where resources are not as readily available as in an urban area. For more information, visit the RDPC website [ruraltraining.org](http://ruraltraining.org) or the GOHSEP Homeland Security website.

### EMERGENCY MANAGEMENT TRAINING

- **Emergency Management Institute (EMI)** is the emergency management community's **flagship training institution**, and provides training to **Federal, State, local, Tribal, volunteer, public-** and **private-sector** officials to strengthen emergency management core competencies for professional, career-long training. Located on the campus of the National Emergency Training Center (NETC), which also houses the National Fire Academy (NFA) in Emmitsburg, Maryland, EMI offers resident, independent study and State-sponsored courses for all-hazards and emergency management professionals. Visit [training.fema.gov/emi](http://training.fema.gov/emi) for more information.
- **National Incident Management System (NIMS) Program.** GOHSEP is responsible for the implementation of NIMS, and coordinates with all State agencies, Parishes, Tribal governments and local jurisdictions to ensure NIMS implementation. NIMS creates a proactive system to assist those responding to emergency or disaster incidents. **GOHSEP coordinates the required training and provides technical assistance for compliance.** Visit [gohsep.la.gov/outreach.aspx](http://gohsep.la.gov/outreach.aspx) for further details.



# STATE OF LOUISIANA ALL-HAZARDS EXERCISE PROGRAM

The GOHSEP **Exercise Program**, Preparedness Section, provides overall coordination for the GOHSEP All-Hazards Exercise Program. Guidance for program content is derived from guidelines mandated by the Homeland Security Exercise Evaluation Program (HSEEP).

The mission is to deliver exercise activities to test and validate State and **local agency policies** and **plans** to ensure that all are adequately prepared to handle emergency situations. Areas may include: mitigation, preparedness, response and recovery.

Included in the exercise program is the GOHSEP Radiological Program. The radiological group oversees liaison roles for the three (3) **Fixed Nuclear Facilities** (FNF) for the State of Louisiana. This group also provides calibration and maintenance for more than

LOUISIANA MULTIYEAR TRAINING SCHEDULE 2013											
1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
January	February	March	April	May	June	July	August	September	October	November	December
DHH-OPH State-Wide EOC Concept of Operations	DHH-OPH State-Wide Radio	Louisiana Hospital Association EBR HICS Train-the-Trainer	DHH State-Wide Hurricane Summit	Louisiana Hospital Association EBR Dealing with Psych Issues in the ED	2013 LEPA Gulf States Hurricane Conference	Louisiana Hospital Association State-Wide Joint Commission: Emergency Management	DHH-OPH State-Wide Radio	DHH-OPH State-Wide Pandemic Flu	DHH-OPH State-Wide TBD	DHH-OPH State-Wide Radio	DHH-OPH State-Wide TBD
DHH-OPH State-Wide DHH-EOC Webinar (IRMS)	DHH-OPH State-Wide EOC Management	DHH-OPH State-Wide Regional ESF 8 Training	DHH State-Wide Section Training (Admin/Finance)	ESF-8 State-Wide 2013 Community Preparedness Conference	ESF-8 State-Wide 2013 Community Preparedness Conference	DHH-OPH State-Wide COOP	DHH-OPH State-Wide Emergency Planning	DHH-OPH State-Wide Hazardous Material Incident Response	DHH-EOC Webinar (IRMS)	DHH-OPH State-Wide TBD	GOHSEP ICS 300
DHH-OPH State-Wide Webinar (IRMS)	DHH-OPH State-Wide ICS Review	DHH-OPH State-Wide Cultural Sensitivity	DHH-OPH State-Wide Section Training (Logistics)	DHH-OPH State-Wide Radio	DHH State-Wide Volunteer Management 101	DHH-OPH State-Wide Transportation Cell	DHH-OPH State-Wide Volunteer Summit	GOHSEP ALERTT	DHH-OPH State-Wide Webinar (IRMS)	GOHSEP State ALERTT	GOHSEP ICS 400
	DHH-OPH State-Wide ICS Review	DHH-OPH State-Wide Emergency Plan Writing	DHH-OPH State-Wide Section Training (Operations)	DHH-OPH State-Wide Are You Ready?	2013 Community Preparedness Conference	DHH-OPH State-Wide DHH-EOC Webinar (IRMS)	DHH-OPH State-Wide Coalition Building	GOHSEP G-393 Mitigation for Emergency Managers	GOHSEP MGT341 - Disaster Preparedness for Hospitals and Healthcare Organizations Within the Community	GOHSEP ICS 400	

LOUISIANA MULTIYEAR EXERCISE SCHEDULE 2013											
1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
January	February	March	April	May	June	July	August	September	October	November	December
<b>Federal</b>			EMAC FE								
<b>State</b>	DHH-OPH State-Wide Drill-LAVA EMI Provided EBR VTTX GOHSEP River Bend Drill GOHSEP Waterford 3 Table Top	GOHSEP/FEMA REGION VI LCAT EXERCISE-TTX GOHSEP ALT EOC DRILL - GILLIS LONG GOHSEP Waterford 3 Drill GOHSEP Grand Gulf Drill EMI Provided State VTTX	DHH-OPH State-Wide Drill - Radio Call Down OSFM ESF-4 Drill GOHSEP/FEMA REGION VI 2013 HURRICANE ROC DRILL GOHSEP State LANG DRX	DHH-OPH State-Wide Drill-LAVA GOHSEP Waterford 3 Table Top GOHSEP ROC Drill	DHH-OPH State-Wide FE - DHH EOC GOHSEP SEOC DRILL GOHSEP State-Wide Exercise GOHSEP River Bend Drill	DHH-OPH State-Wide Drill - Radio Call Down GOHSEP Alt-EOC Terrain Walk GOHSEP Grand Gulf Drill	DHH-OPH State-Wide Drill-LAVA GOHSEP River Bend Drill	GOHSEP Waterford 3 Table Top DHH-OPH State-Wide Drill - Radio Call Down GOHSEP Grand Gulf Drill	DHH-OPH State-Wide Drill-LAVA OSFM ESF-4 Drill GOHSEP Grand Gulf Drill GOHSEP Waterford 3 Dress Rehearsal	DHH-OPH State-Wide Drill - Radio Call Down GOHSEP River Bend Drill	GOHSEP Waterford 3 Evaluated
<b>Region 1</b>	UASI Exercise Super Bowl via Sugar Bowl	ESF-8 Parishes All MIEP TTX	JP EOC EOC OPS Room TTX	JP EOC EOC OPS Room Drill UASI Region Evacuation	ESF-8 All Parishes MIEP TTX JP EOC First Responder TTX			JP EOC First Responder FSE		UASI NIMS/ICS Resp HazMat	

SAMPLE TRAINING CALENDAR INCLUDED IN THE LOUISIANA MULTIYEAR TRAINING AND EXERCISE PROGRAM.

3,000 instruments issued to first responders along the Waste Isolation Pilot Plant (WIPP) corridor and in emergency planning zones (EPZs) of the three (3) FNFs.

Louisiana has identified, in the *Multiyear Training and Exercise Program for 2013*, seven (7) priorities on which to focus:

- Priority 1** Interoperability
- Priority 2** Maritime Security
- Priority 3** Information Sharing
- Priority 4** Resiliency
- Priority 5** Response
- Priority 6** Infrastructure Protection
- Priority 7** Human Services

## STAKEHOLDER EDUCATION + OUTREACH

Presidentially declared disasters provide access to Federal assistance when local and State governments are overwhelmed by the impacts of disasters. At the same time, Federal assistance comes with rules and regulations that must be followed to maximize activities for eligible reimbursements, to expedite funding and speed recovery for citizens and communities. GOHSEP hosts **workshops** and other training events as well as **specific seminars** on legal issues involved with **procurement** and **reimbursement** for non-disaster, pre-disaster and post-disaster grants. GOHSEP provides important information and guidance to **Parish** and **local elected officials, OHSEP Directors, administrators, financial and grant managers, planners, economic and community development officers, public works leaders, purchasing and procurement officers, engineers, legal advisors, contractors, nonprofit leadership, FEMA Public Assistance (PA) and Hazard Mitigation (HM) Applicants or potential Applicants and other recovery stakeholders.**

## TRAINING PARTNERS

DHS National Training and Education Division oversees Federal training partners. These partners include:



FEMA

- **Emergency Management Institute (EMI)**

- **Center for Domestic Preparedness (CDP)**



- **National Domestic Preparedness Consortium (NDPC)**

- **Energetic Materials Research and Testing Center (EMRTC)**



- **National Center for Biomedical Research and Training (NCBRT)**



- **Texas Engineering Extension Service, National Emergency Response and Rescue Training Center (TEEX-NERRTC)**



- **Center for Radiological/Nuclear Training at the Nevada Security Site (CTOS)**



- **National Disaster Preparedness Training Center (NDPTC)**



- **Rural Domestic Preparedness Consortium (RDPC)**



## HOW TO PARTICIPATE

A multiyear training and exercise schedule has been established and can be found in its entirety on the GOHSEP website.

To ensure those within Parish and local governments are **notified of GOHSEP training and education opportunities**, send **email addresses** and **contact information** (name, title, organization) to [gohsepceo@la.gov](mailto:gohsepceo@la.gov).

## OTHER FEDERAL TRAINING OPPORTUNITIES

Federal training courses are developed and funded by DHS.

**Federal training courses** include delivery for the following disciplines:

- Emergency Management Agency (EMA)
- Emergency Medical Services (EMS)
- Fire Service (FS)
- Government Administration (GA)
- Hazardous Materials (HazMat)
- Healthcare (HC)
- Law Enforcement (LE)
- Public Health (PH)
- Public Safety Communications (PSC)
- Public Works (PW)

## HOW TO PARTICIPATE

To learn more about Federal training courses visit [training.fema.gov](http://training.fema.gov).

## RESOURCES

### STATE

#### GOHSEP TRAINING INFORMATION

[gohsep.la.gov/outreach.aspx](http://gohsep.la.gov/outreach.aspx)

#### LAHEPP

[gohsep.la.gov/outreach.aspx](http://gohsep.la.gov/outreach.aspx)

### FEDERAL

#### EMI

[training.fema.gov/emi](http://training.fema.gov/emi)

#### NDPC

[ndpc.us](http://ndpc.us)

#### NIMS

[fema.gov/national-incident-management-system](http://fema.gov/national-incident-management-system)

#### NTED FIRST RESPONDER TRAINING

[firstrespondertraining.gov](http://firstrespondertraining.gov)

#### RURAL DOMESTIC PREPAREDNESS

[ruraltraining.org](http://ruraltraining.org)

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GOHSEP

## LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE



## 2.4 Interoperability

The *National Strategy for Homeland Security* and the *Louisiana Homeland Security Strategy* identify emergency preparedness and response as critical missions. A major initiative in both strategies is to enable **seamless communication** among all responders to an event or emergency and to improve **information sharing** and **systems**.

### INTEROPERABILITY PLANNING

To improve public safety communications in Louisiana both during a crisis and on a daily basis, the Statewide Interoperability Executive Committee (SIEC) developed the *Louisiana Statewide Communications Interoperability Plan* (Plan) and continues to update it annually.

The Plan outlines a clear mission and specific goals to achieve statewide public safety communications and interoperability. It envisions **infrastructure, governance, standard operating procedures, technology, training** and **exercises** to support a statewide communications system. The system is to be accessible to all State and local **first responders** with capacity and capability to transmit emergency communications across the spectrum from daily usage to a surge during an unknown catastrophic event.

### SIEC

#### The SIEC is comprised of:

- Representatives from each of the nine (9) GOHSEP Regions in Louisiana.
- Key State agencies.
- Representatives from all first responder disciplines.

#### The Plan receives input from:

- Local + Tribal authorities.
- State agencies.

For more on the SIEC, turn to the *Specially Created Subcommittees* section earlier in this Manual.

## LOUISIANA WIRELESS INFORMATION NETWORK (LWIN)

The devastation caused by Hurricane Katrina severely hampered the ability of emergency responders operating on the statewide 800MHz analog system to communicate with other emergency service personnel. In addition, communications systems maintained by local governments suffered severe and debilitating damage, which further restricted communications between emergency responders.

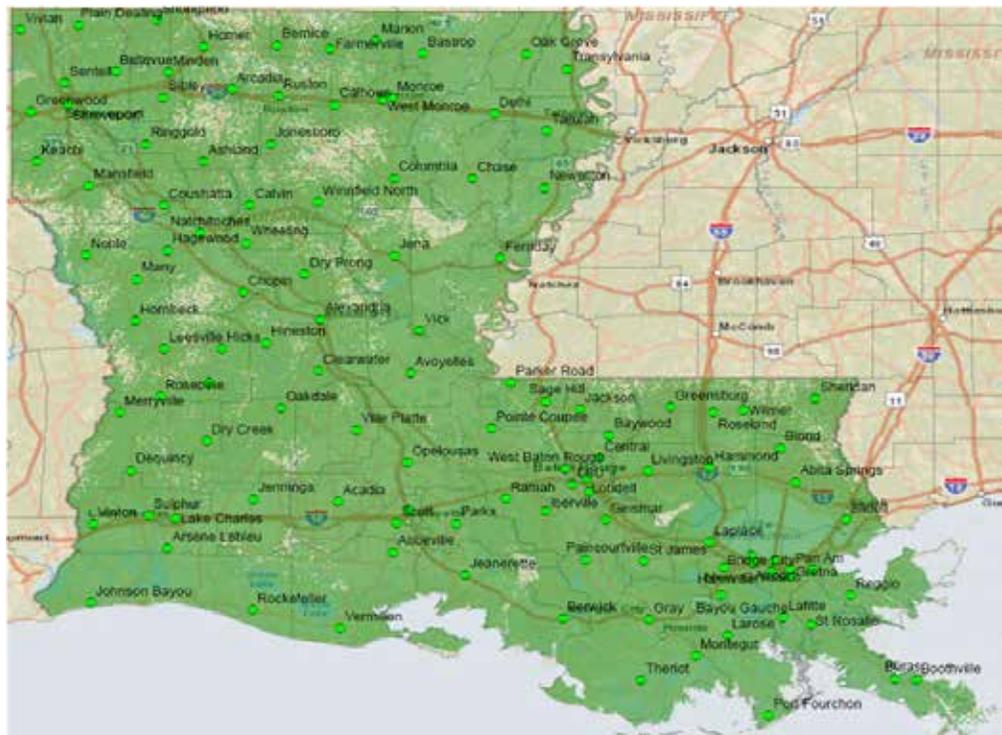
The **Louisiana Wireless Information Network (LWIN)** is the **largest statewide radio system in the country**. It provides daily voice communications to **more than 70,000** users at the Federal, State, local and nongovernmental levels. Of these users, more than **70**

**percent are from local jurisdictions**. LWIN provides 95 percent in-building coverage to the nine (9) largest metropolitan areas in the State. In 2012, there were an average of **10 million push-to-talk (PTT)** transmissions a month on LWIN.

Planned **major expansions** will increase system capacity to accommodate additional users over the next 10 years. **One hundred and nineteen (119) sites** are fully operational, users enjoy **95 percent portable on-street** radio coverage throughout the State. With such extensive coverage, responders now experience near **seamless** communications across Louisiana.

The system is **fully maintained by the State** and charges **no fees** to its users.

## LWIN CURRENT COVERAGE AREAS



TO VIEW THE MAP, PLEASE VISIT:  
[gohsep.la.gov/interop.aspx](http://gohsep.la.gov/interop.aspx)



## HOW TO ACCESS LWIN

The State of Louisiana authorizes access to the statewide LWIN system, for:

- Authorized Federal and State **first responder agencies**.
- Authorized **local entities** that wish to operate on the system that have eligibility in the Public Safety Radio Pool as described in Federal Communications Commission (FCC) Rules and Regulation (47 CFR Part 90).
- Other entities **vital to the health, safety and welfare** of the citizens of Louisiana.

Prospective users must submit a **letter of application** to the Chairman requesting access.

**GOHSEP**, along with **Louisiana Department of Public Safety and Corrections (DPS), Radio Communications**, makes a **recommendation** to the Executive Committee

for acceptance and the Executive Committee makes a final determination.

There are **no user fees**; however **each user is responsible** for acquiring and maintaining, **at its own cost**, all of its own approved compatible subscriber units.

### GENERAL SYSTEM REQUIREMENTS

LWIN is an Internet Protocol (IP) network-based and **Project 25-compliant** trunked system (P25 system). It operates primarily in the 700 MHz and 800 MHz bands with some broadband hotspots. The P25 system operates **95 percent** or **better coverage** when using a portable radio inside a building within the metropolitan areas of the State as identified in the Plan and 95 percent or better coverage when using a portable street-level radio in all other areas of the State.

## SYSTEM STATISTICS

Louisiana has the **largest statewide radio system** in the **country** and the only system to exceed **70,000** subscriber units. LWIN has:

- **119 active tower sites**
- **4 mobile tower sites**
- **2 mobile repeater sites**
- **4 mobile satellite dishes**
- **6 generators on wheels**
- **10 million average PTT** transmissions monthly
- **Fourth master site online and operational**

**All agencies + authorized local entities + other authorized users must submit a letter of request to the SIEC Chair to join the LWIN system.**

**There are NO user fees.**

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## IMPORTANT TERMS

### **Communications Interoperability –**

Refers to the ability of emergency service agencies to **communicate across disciplines** and **jurisdictions** via wireless networks to exchange real time voice, data and imagery information.

## RESOURCES

### **STATE**

#### **LWIN**

[www.gohsep.la.gov/interop.aspx](http://www.gohsep.la.gov/interop.aspx)

#### **LWIN ACCESS**

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

#### **THE LOUISIANA HOMELAND SECURITY AND EMERGENCY ASSISTANCE AND DISASTER ACT (DISASTER ACT)**

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)



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# 2.5 Logistics: Pre-Disaster Planning

Emergency management activities depend upon materials, supplies, people and more. Local governments need resource support prior to, during and/or after an incident. Logistics – as it relates to emergency management – is the process of **receiving pre- and post-disaster assistance**. It is important for elected officials to understand and plan for logistics so that all levels of preparation, organization and execution are handled and **coordinated** effectively, ensuring supply chains are reliable and materials, equipment and personnel are available when needed.

**If you can resource it yourself,  
DO IT!**

**Think locally. Act locally!**

**Gasoline from the State: 4X  
more than the local cost.**

**Be careful! Absent a  
declaration, or if there is a local  
match, you may be paying for it.**

In the event of an emergency or disaster, response should be handled at the **local level** to every extent possible. All Parish resources, as well as shared parish-to-parish resources (which can be coordinated between Parish officials) should be utilized prior to asking the State for assistance.

If local authorities are overwhelmed and State assistance is required, elected officials should **first contact their Parish Office of Homeland Security and Emergency Preparedness (OHSEP)**. The Parish OHSEP Director is the most **direct point-of-contact** for a local government in need of aid, supplies, equipment and labor required for response and recovery. Request for help is made by the Parish OHSEP director **through WebEOC**. See the *WebEOC* section later in this Manual.

At the Parish level, Parish and Police Jury Presidents are responsible for organizing and implementing response and recovery efforts. It is strongly encouraged for a Parish to keep a **consistent inventory** of recovery supplies **prior to a disaster or emergency**. This inventory can be **documented on WebEOC** by the Parish OHSEP Director. For post-disaster recovery efforts, the Parish President may request **Points of Distribution (PODs)** from the State to be opened in pre-identified municipalities. PODs stock limited commodities and resources – usually shelf-stable meals, also called meals ready to eat (MREs), water and ice.

## FEMA GUIDANCE FOR PURCHASING CRITICAL EMERGENCY SUPPLIES (CES)

There is another reason logistics is critical to emergency management. Prior to allocating grant funding to purchase Critical Emergency Supplies (CES), Applicants must have a FEMA-approved viable **inventory management plan**, an effective **distribution strategy**, demonstrate **sustainable costs** for each and **logistical expertise** to avoid situations where funds are wasted because supplies are rendered ineffective due to lack of planning.

If an Applicant uses FEMA funding, grant compliance requires that recipients **fund a logistical system** that provides **climate controlled storage, inventory integrity** and a **distribution plan**.

## SUGGESTED COMMODITIES

**Parishes** should keep these commodities in stock year round:

- **Shelf-stable meals**
- **Bottled water**
- **Flood barriers**
- **Sand**
- **Sandbags**
- **Tarps**

## UNIFIED LOGISTICS ELEMENT (ULE)

GOHSEP **Unified Logistics Element (ULE)** is tasked **with validating Parish logistical compliance for CES**. Each Parish requesting grant funds for CES purchase is required to demonstrate these capabilities to GOHSEP ULE.

The ULE includes representatives from FEMA, GOHSEP and the Louisiana National Guard (LANG). Its purpose is to **improve the flow** of resources during an emergency. Through a proactive approach in the storage and distribution of commodities, it calls for **pre-positioned commodities prior to an emergency** and a **resource database** that list assets available to the State that may be used as a POD.

The ULE facilitates the distribution of commodities in the affected areas following an emergency. ULE works with Parish OHSEP Directors to identify local **staging areas**.

**Get pumps + generators  
BEFORE you need them!**

ULE is responsible for developing and maintaining the **State's resources/database**, making it easier to allocate State assets during an emergency. State agencies and Emergency Support Functions (ESFs) are able to see what and where resources are available within the State.



## AN EXAMPLE: HOW ULE WORKS

- Prior to a storm, commodities such as shelf-stable meals (MREs) and bottled water are transferred from State warehouses to a Regional Staging Area (RSA) near the expected impact area.
- After the storm, affected Parishes may request that PODs be opened in their Parish to distribute food, water and ice to areas without electrical power.
- Commodities are then transferred from the RSA to PODs where the Parish distributes them to its citizens.
- The RSA inventory is replenished by FEMA or State purchases and the commodity distribution cycle continues until the PODs are closed by the Parish.



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## IMPORTANT TERMS

WebEOC –

**WebEOC** is an Internet-based **emergency information management application** that allows for the secure sharing of information and is the **primary channel** for Parishes to request assistance during and after an emergency or disaster.

## RESOURCES

**STATE**

**GOHSEP**

[gohsep.la.gov](http://gohsep.la.gov)

**STATE OF LOUISIANA EMERGENCY OPERATIONS PLAN (EOP)**

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)



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## 2.6 Preparedness (Non-Disaster) Grants

There are several Federal grants that provide assistance to enhance homeland security and the ability of State, local, Tribal and territorial jurisdictions and other regional authorities in the **preparation, prevention and response to terrorist attacks and other disasters**. Localities can use grants for **planning, equipment, training and exercise needs**.

**Non-disaster grants meet national goals + support the needs of individual communities.**

Two (2) grant programs of particular importance to the Louisiana emergency management community and especially important to **local elected officials** are the:

- Emergency Management Performance Grants (EMPG) Program
- Homeland Security Grant Program (HSGP)

### EMERGENCY MANAGEMENT PERFORMANCE GRANTS (EMPG) PROGRAM

EMPGs were established to provide grants to States to assist **State, local, Tribal** and territorial governments in **preparing** for all hazards. Title VI of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Stafford Act) authorizes FEMA to make grants for the purpose of providing a **comprehensive system of emergency preparedness** for the protection of life and property in the United States from all hazards and to vest **responsibility for emergency preparedness** jointly in the Federal government, States and **their political subdivisions**.

The **State Administrative Agent** (SAA) or the State's **Emergency Management Agency** (EMA) are the only entities eligible to apply to FEMA for the EMPG and HSGP program funds on behalf of **State and local** emergency management agencies.

## HOMELAND SECURITY GRANT PROGRAM (HSGP)

The HSGP funds a range of preparedness activities, which include **planning, organization, equipment purchase, training, exercises and management and administration**. The HSGP is comprised of three (3) interconnected grant programs:

- State Homeland Security Program (SHSP)
- Urban Areas Security Initiative (UASI)
- Operation Stonegarden (OPSG)

### STATE HOMELAND SECURITY PROGRAM (SHSP)

The SHSP supports the implementation of State Homeland Security strategies to address the identified planning, organization, **equipment, training** and **exercise** needed to prevent, protect against, mitigate, respond to and recover from **acts of terrorism** and **other catastrophic events**. The SHSP also provides funding to implement initiatives in the *State Preparedness Report*.

### URBAN AREAS SECURITY INITIATIVE (UASI)

UASI program funds address the unique planning, organization, equipment, training and exercise needs of **high-threat, high-density urban areas** and assists them in building an enhanced and sustainable capacity to prevent, protect against, mitigate, respond to and recover from **acts of terrorism**.

The **methodology** for determining selected urban areas is based on U.S. Department of Homeland Security (DHS) risk methodology and anticipated effectiveness based on the strength of the Investment Justification (IJ), which demonstrates how funding investments improve emergency management and preparedness capabilities.



### OPERATION STONEGARDEN (OPSG)

The OPSG funds are intended to enhance cooperation and coordination among local, Tribal, territorial, State and Federal **law enforcement agencies** in a joint mission to secure U.S. borders along routes of ingress from international borders to include **travel corridors** in States bordering Mexico and Canada, as well as States and territories with **international water borders**.



## OTHER GRANT OPPORTUNITIES    HOW TO APPLY

FEMA provides State and **local governments** with preparedness program funding in the form of non-disaster grants to enhance the capacity of State and local emergency responders to prevent, **respond to**, and **recover from a weapons of mass destruction terrorism incident involving chemical, biological, radiological, nuclear and explosive devices and cyber attacks.**

Grants are also awarded to **local fire departments** to enhance their ability to protect the public and fire service personnel from fire and related hazards.

Firefighter-related grants include:

- Assistance to Firefighters Grants (AFG)
- Staffing for Adequate Fire and Emergency Response (SAFER) Grants
- Assistance to Firefighters Station Construction Grants (SCG)

GOHSEP is the **SAA**. The SAA or the State's **EMA** apply to FEMA for the EMPG and HSGP program funds on behalf of **State** and **local** emergency management agencies.

To identify and apply for other grants, visit **Grants.gov** and complete the registration process. Grant application packages can be completed online.



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## IMPORTANT TERMS

### State Preparedness Report –

The *National Preparedness Report*, released annually, summarizes how prepared the Nation is to meet the challenges of emergencies, disasters and catastrophic events. The report focuses on **threats** and **hazards** that pose the greatest risk to U.S. security and resilience.

Risks include acts of **terrorism**, **cyber attacks**, **pandemics** and **catastrophic natural disasters**. It is developed using data from the **annual State Preparedness Reports**. All 56 U.S. States and territories conducted these **statewide self preparedness assessments**.

## RESOURCES

### STATE

#### GOHSEP SAA

[gohsep.la.gov/hsgrantprgindex.aspx](http://gohsep.la.gov/hsgrantprgindex.aspx)

### FEDERAL

#### APPLY FOR GRANTS

[grants.gov](http://grants.gov)

#### PREPAREDNESS (NON-DISASTER) GRANTS

[fema.gov/preparedness-non-disaster-grants](http://fema.gov/preparedness-non-disaster-grants)



## 2.7 Procurement

Procurement is the process of **acquiring** (buying, purchasing, renting/leasing or otherwise obtaining) goods and services. Applicants for FEMA Public Assistance (PA), Hazard Mitigation (HM), preparedness (non-disaster) or other Federal funds are responsible to identify and apply the required **Code of Federal Regulations (CFR)** when using Federal funds for the procurement of **supplies, facility replacement, repair or restoration and services.**

**Learn the rules now – before disaster strikes.**

**Federal rules are not the same as State OR local procurement rules.**

### An Important Date –

There are **different Federal rules** for procurement depending on the date of the disaster declaration or Federal grant award. For disasters before **December 26, 2014**, local governments and quasi-governmental agencies are required to follow 44 CFR 13.36 and the cost principles articulated in 2 CFR 225. Institutions of higher education, hospitals and other private nonprofits (PNPs) are required to follow 2 CFR 215.40 - 48. PNPs must also follow the cost principles articulated in 2 CFR 230 and educational institutions are required to also follow the cost principles in 2 CFR 220.

Procurement REQUIREMENTS by category of purchase + size of contract						
CATEGORY OF PURCHASE	FEDERAL REGULATIONS	SIZE OF CONTRACT	STATE REQUIREMENTS (TITLE 38)	LOCAL		
Materials + supplies	Quotes required	Less than \$5K and \$1K - \$9,999	No bid requirement. LLA recommends 3 written quotes.	Check with local authorities for local procurement rules.		
		\$10K - \$30K	3 telephone or FAX quotes.			
		\$50K +				
		Less than \$100K	Bid required			
	Bid required.	\$100K +				
Public works	Quotes required.	Less than \$100K	No bid requirement. LLA recommends RFP process and/or 3 solicited bids.	Check with local authorities for local procurement rules.		
		\$100K +				
		Less than \$150K				
	Bid required.	\$150K +	Bid required.			
Services (Except for A/E)	Quotes required.	Less than \$100K	No bid requirement. LLA recommends RFP process and/or 3 solicited bids.	Check with local authorities for local procurement rules.		
		\$100K +				
A/E services	RFP	ANY	No requirement.		Check with local authorities for local procurement rules.	
CSA	Authorized under the Disaster Recovery Purchasing Program or cooperative purchasing program. Must review 3 CSA quotes; make "best value" determination.	ANY	Authorized with the permission of the GOHSEP Director. Must use Louisiana vendor. Must review 3 CSA quotes; make "best value" determination.			Check with local authorities for local procurement rules.
State Cooperative Purchase (SCP)	Authorized under 44 CFR 13.36 (b) (5)	ANY	Authorized under La RS 38:2252.1 (f) (Louisiana bid law). Limited to public entities as defined by 38:2251. ONLY Office of State Purchasing (OSP) SCP contracts. Can be used for materials + supplies + equipment.	Check with local authorities for local procurement rules.		

The most restrictive rules apply; those are circled above. Local rules may vary.



Types of CONTRACTS	
<b>CONTRACTS TO USE</b>	
Lump sum	Contract for work within a prescribed boundary with a clearly defined scope + a total price.
Unit price	Work done on an item-by-item basis, with cost determined per unit (e.g., box, each, roll).
Cost + fixed fee	Total cost of work plus a fixed fee.
Time + materials	Time based on an hourly rate schedule + costs for needed materials. Generally preferred for consulting, project management, inspectors, monitoring contracts, etc.
<b>CONTRACTS TO AVOID</b>	
Time + materials	Contracts used for emergency protection measures should not exceed <b>70 continuous hours</b> of actual work immediately following the incident.
Piggyback contracts	Work done using another public entity's pre-existing contract. Highly discouraged by FEMA. May be accepted if costs are reasonable and elements of contract exact for both users.
Cost + percentage of costs	Contractor's cost plus a percentage fee. <b>Not eligible under FEMA regulations.</b>
Percentage of construction cost	Work done for a percentage of the cost of the work. <b>Not eligible under FEMA regulations.</b>

METHODS of procurement [44 CFR 13.36 (d)]	
TYPE OF PROCUREMENT	WHEN TO USE
Small purchases	<ul style="list-style-type: none"> <li>Applies to all contracts less than \$100K.</li> <li>Requires only quotes.</li> </ul>
Sealed bids	<ul style="list-style-type: none"> <li>Preferred method for procuring construction contracts.</li> <li>Awarded to the lowest responsive, responsible bidder.</li> </ul>
Competitive proposals	RFP <ul style="list-style-type: none"> <li>Qualifications + price selection.</li> </ul> RFQ (A/E design services ONLY) <ul style="list-style-type: none"> <li>Qualifications-ONLY based selection.</li> </ul>
Non-competitive proposals	<ul style="list-style-type: none"> <li>Restrictive. <b>MUST</b> meet a number of requirements [44 CFR 13.36 (d) (4)].</li> <li>Includes sole source + extraordinary circumstances + insufficient responses.</li> <li>Requires cost analysis.</li> </ul>

For disasters declared or Federal grants awarded **on or after December 26, 2014**, 2 CFR 200 **replaces** the *Uniform Administrative Requirements* of 44 CFR Part 13 and 2 CFR 215 in addition to the **cost principles** of 2 CFR 220, 225 and 230. It also replaces many Office of Management and Budget (OMB) Circulars.

**proposals.** When using Federal funds (unless an Applicant can qualify a proposal as a noncompetitive proposal as per the requirements of the regulation), all procurements **must be competitive**. Applicants must also **avoid prohibited contracts**.

**When Federal and State Rules Conflict –**  
**When Federal, State and local procurement rules differ, you must apply the most stringent rule.**

Contracts to avoid are shown in the table above.

## METHODS OF PROCUREMENT + TYPES OF CONTRACTS

The methods of procurement FEMA accepts are **micro-purchases (new)**, **small purchases**, **sealed bids**, **competitive proposals** and **noncompetitive**

**POSSIBLE PROCUREMENT PENALTIES**

- Withholding of payments.**
- De-obligation of funds.**
- Suspension of grants.**
- Withholding of future grants, etc.**



## DOCUMENTATION

Applicants must always **document** procurement-related information. If applicable, **FEMA-eligible work** needs to be separated from **FEMA-ineligible work** in the contracting for service. Scope of work (SOW) in the solicitation and the contract must be **consistent**.

## IMPORTANT TERMS

### Applicant or Subgrantee –

A State agency, local government, Native American Tribal government or **eligible** PNP organization submitting an application for U.S. Department of Homeland Security (DHS), FEMA Homeland Security (HLS) Grants, PA or HM funding assistance.

### Cost Analysis –

Demonstration by an Applicant that the cost of an acquisition is **reasonable**. A cost analysis is required when an Applicant is not compliant in its procurement process.

- **Competitive procurement** (sealed bids, **Requests for Proposals [RFPs]**, etc.) may be an **acceptable** form of cost analysis.
- **Noncompetitive procurements** and **Requests for Qualifications (RFQs)** require a cost analysis **prior** to awarding a contract.

### Competitive Proposals –

Conducted with two (2) or more responsive and responsible sources submitting a proposal for large projects and three (3) or more responses for small projects. Both an RFP and an RFQ must be **publicized**.

An award granted under an RFP is that which provides the **best value** to the Applicant while an RFQ is awarded based on the best qualifications of the proposer.

### Cost Reasonableness –

A cost that is both **fair** and **equitable** for the type of work performed under existing circumstances at the time the cost is incurred. Usually determined by comparison to nationally established standards or to similar work competitively procured.

### Noncompetitive Proposals –

A method of procurement that is restrictive and **may be used only when the award of a contract is infeasible** under small purchase procedures, sealed bids or competitive proposals, and one of the following circumstances applies:

- ❑ *Item or service is **available only** from a **single** source.*
- ❑ *The public exigency or emergency for the requirement **does not permit a delay resulting from competitive solicitation**.*
- ❑ *The awarding agency **authorizes** noncompetitive proposals.*
- ❑ *After solicitation of a number of sources, competition is **determined inadequate**.*

In addition to meeting the above requirements in 44 CFR Part 13.36 (d) (4) and 2 CFR 200.320 (f), **noncompetitive proposals require a cost analysis**.

### Request for Proposal (RFP) –

While used for selection based on **qualifications** and **price**, an RFP may be used for any acquisition. Price must be a selection criteria.

### Request for Qualifications (RFQ) –

Used for selection **based on qualifications only**. An RFQ may **ONLY** be used for the acquisition of architecture and engineering (A/E) design services. Cost is negotiated separately based on a cost analysis conducted prior to negotiations.

### Sealed Bids –

A method of procurement that is **preferred** for procuring construction contracts, in which the lowest responsive, responsible bidder is awarded.

### Small Purchase Procedures –

Relatively simple and informal procurement method done through the use of quotes versus bids for projects that do not cost more than the “simplified acquisition threshold,” which is **\$150,000** as of December 26, 2014. (Pre-December 26, 2014 threshold is \$100,000.)

### Micro-Purchase Procedures (Effective December 26, 2014) –

The purchase of supplies or services not exceeding a total of **\$3,000** (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act) may be awarded without obtaining competitive quotes. When practicable, these micro-purchases must be distributed equitably among qualified suppliers (2 CFR 200.320 [a]).

## RESOURCES

### STATE

#### THE LOUISIANA HOMELAND SECURITY AND EMERGENCY ASSISTANCE AND DISASTER ACT

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

#### GOHSEP PROCUREMENT GUIDE: GETTING AND KEEPING YOUR FEMA GRANT DOLLARS

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

#### HOMELAND SECURITY GRANTS

[gohsep.la.gov/hsgrantprgindex.aspx](http://gohsep.la.gov/hsgrantprgindex.aspx)

#### LOUISIANA HAZARD MITIGATION (LAHM)

[LouisianaHM.com](http://LouisianaHM.com)

#### LOUISIANA PUBLIC ASSISTANCE (LAPA)

[LouisianaPA.com](http://LouisianaPA.com)

#### PUBLIC BID LAW SUMMARY FAQ

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

#### STATE GUIDANCE: BEFORE A DISASTER AND AFTER A DISASTER GUIDES

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

### FEDERAL

#### 2 CFR 200 (EFFECTIVE DECEMBER 26, 2014)

[gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-subtitleA-chapII.pdf](http://gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-subtitleA-chapII.pdf)

#### 2 CFR 215

[gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/pdf/CFR-2013-title2-vol1-part215.pdf](http://gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/pdf/CFR-2013-title2-vol1-part215.pdf)

#### 2 CFR 220

[gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/pdf/CFR-2013-title2-vol1-part220.pdf](http://gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/pdf/CFR-2013-title2-vol1-part220.pdf)

#### 2 CFR 225

[gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/pdf/CFR-2013-title2-vol1-part225.pdf](http://gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/pdf/CFR-2013-title2-vol1-part225.pdf)

#### 2 CFR 230

[gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/pdf/CFR-2013-title2-vol1-part230.pdf](http://gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/pdf/CFR-2013-title2-vol1-part230.pdf)

#### 44 CFR PART 13

[edocket.access.gpo.gov/cfr\\_2004/octqtr/44cfr13.36.htm](http://edocket.access.gpo.gov/cfr_2004/octqtr/44cfr13.36.htm)

#### FEMA DISASTER OPERATIONS LEGAL REFERENCE (DOLR)

[fema-publications-warehouse@fema.gov](mailto:fema-publications-warehouse@fema.gov)

#### GENERAL SERVICES ADMINISTRATION (GSA)

[gsa.gov](http://gsa.gov)

#### MINORITY BUSINESS DEVELOPMENT AGENCY

[mbda.gov](http://mbda.gov)

#### SMALL BUSINESS ADMINISTRATION (SBA) ASSISTANCE CENTERS

<http://www.sba.gov/tools/local-assistance/LA/local-resources>

#### U.S. DEPARTMENT OF COMMERCE (DOC)

[commerce.gov](http://commerce.gov)

# LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

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## 3. PREVENT

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- Louisiana State Analytical + Fusion Exchange (LA-SAFE)

3.1



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LOUISIANA ELECTED OFFICIALS  
EMERGENCY MANAGEMENT MANUAL

PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE

## 3.1 Louisiana State Analytical + Fusion Exchange (LA-SAFE)

The **Louisiana State Analytical and Fusion**

**Exchange** (LA-SAFE) consists of teams of Federal,

State and local law enforcement officials who

collect and analyze suspicious activities in order to assess local implications. This centralized and unified intelligence repository used to gather, maintain and analyze intelligence information is

commonly referred to as the **State Fusion Center**. While daily operations are under the purview

of the Louisiana State Police (LSP), the Director of the Governor's Office of Homeland Security and

Emergency Preparedness (GOHSEP) is appointed by the **Governor** as the **Homeland Security**

**Advisor (HSA)** and acts on behalf of the Governor in the event of a disaster or an emergency. The

LA-SAFE partnership continually works together to promote collaboration in an all-crimes/all-hazards environment, supporting Federal, State, local and private sectors by providing timely information for

use in promoting public safety and local, State

and national security against terrorist and other

criminal threats.

Proactive intelligence efforts are the key to inhibiting criminal networks – whether those networks are related to terrorism, drugs or other organized criminal enterprises. Activities include tips about drug and criminal activity, for example, that are then tracked and analyzed by investigators and analysts.

More specifically, the Fusion Center is a collaborative effort of agencies that provides **resources, expertise and information** to the Center with the goal of **maximizing** their individual ability to **detect, prevent, investigate and respond** to criminal and terrorist activity. The Fusion process consists of turning the raw data that is received into

LOCAL

STATE

FEDERAL

### LOUISIANA'S PRIMARY DOMESTIC + INTERNATIONAL CONCERNS

- **Cyber crime**
- **Drug trafficking organizations**
- **Gangs**
- **Immigration smuggling**
- **Major white collar crime + identity theft**
- **Public corruption**
- **Sexual predators**
- **Suspicious activity**
- **Transnational + national criminal organizations**
- **Terrorism**

## FUSION CENTER PARTNERS

### LOCAL PARTNERS



- East Baton Rouge Sheriff's Office (EBRSO)



- Baton Rouge Police Department (BRPD)

### STATE PARTNERS



- Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)



- Louisiana State Police (LSP)



- Louisiana Department of Wildlife and Fisheries (LDWF)



- Louisiana National Guard (LANG)

### FEDERAL PARTNERS



- Gulf Coast High Intensity Drug-Trafficking Areas (HIDTA)



- U.S. Coast Guard (USCG)



- Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)



- U.S. Customs and Border Protection (Border Patrol)



- U.S. Department of Homeland Security (DHS)



- Federal Bureau of Investigation (FBI)

**actionable knowledge** through the intelligence process. The intelligence process involves **planning** and **direction, information collection, processing** and **collation, analysis, dissemination** and **re-evaluation**.

LA-SAFE supports the State during major disasters and emergencies by **gathering, analyzing** and **disseminating** information to assist relevant agencies. LA-SAFE actively works to collect and analyze information, providing responsible parties with pertinent background information for decision-making, which permits resource maximization in the protection of the citizens of Louisiana. LA-SAFE evaluates all information provided, ensuring that the information retained and utilized is directly related to lawful purposes and has been legally obtained. It does not interfere with the free exercise of constitutionally guaranteed rights or privileges of individuals.

## FUSION LIAISON OFFICER (FLO) PROGRAM

Enhancing the partnership is the **Fusion Liaison Officer (FLO)** program. This program selects and trains local representatives who share crime and hazard-related information with LA-SAFE.

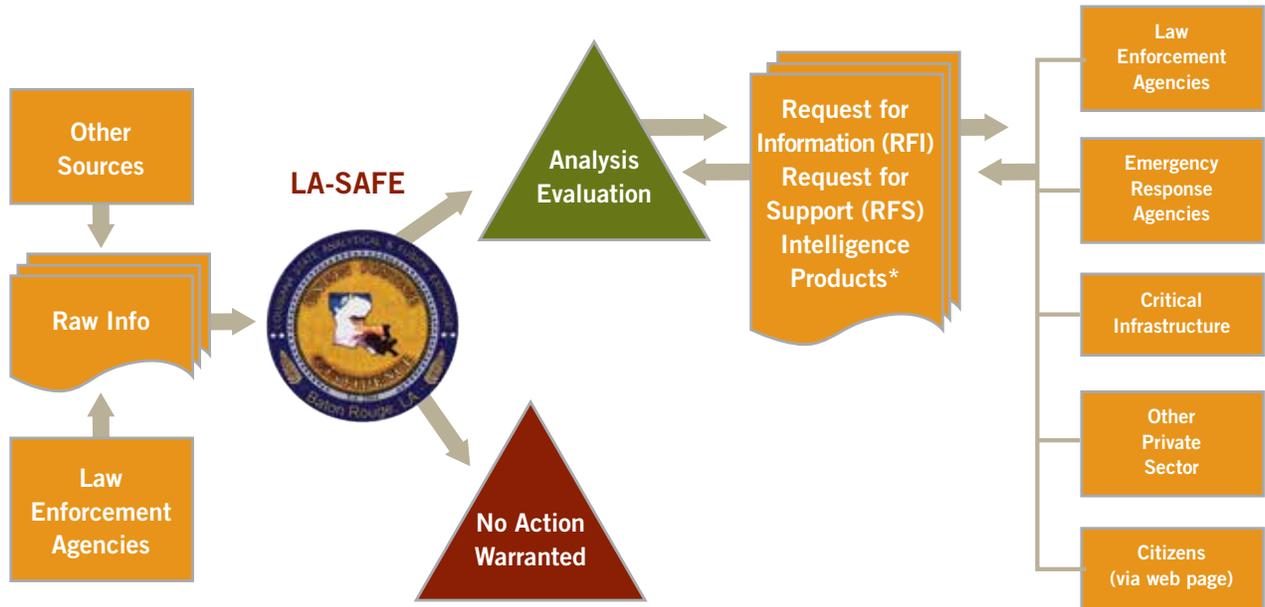
### FLO: 5 KEY DISCIPLINES

The FLO program strengthens information sharing and enhances multi-jurisdictional partnerships. It involves **five (5) disciplines**:

- Law Enforcement
- Fire
- Emergency Medical Services (EMS)
- Emergency Management Agencies
- Critical Infrastructure/Key Resources (CI/KR)



### LA-SAFE FLOW OF INFORMATION



\* Advisories + Citizens' Bulletins + Information Collection Requirement Bulletins + Information Bulletins + Intelligence Bulletins + Threat Assessments + Others as Needed.



All agencies within the five (5) key disciplines, listed on the previous page, are welcome and encouraged to participate in the FLO program. For an agency to join the FLO program and have one of their employees become a FLO, the individual must be a **full-time employee** of one of the five (5) disciplines. Candidates must also have:

- **Tenure** within the department, with the ability to be **mobile** and interactive with agency personnel.
- Access to the **chief administrator** of their department, along with a comfort in interrelating with upper command personnel.
- Good **communications skills** and a passion for learning about the threats of terrorism and ways to protect their community.
- A willingness to reach out, to **push information** and to teach what has been learned.

FLOs assist with:

- Ensuring **quality** and **efficiency of information exchange** between local agencies and the State Fusion Center.
- Disseminating **information** to field officers and units.
- Providing **intelligence** briefings to agency executive staff and national representatives.
- Expanding **awareness** of the intelligence cycle and its foundational philosophy.
- Increasing **communication** and outreach to local agencies that do not have a FLO.
- **Training** to increase terrorism awareness.

Through its partnerships and programs, LA-SAFE is able to produce the following:

- Subject profiles
- Situational advisories
- Threat assessments

- Be-on-the-look-outs (BOLOs)
- Cyber reports
- Weekly bulletins
- Photo lineups
- Information dissemination to other clients
- Alerts
- LA-SAFE **Daily Information Summary (DIS)**

Alerts are relevant to homeland security and/or law enforcement.

**File an Online Complaint of Suspicious or Criminal Activity**

Complaints filed via this web site are processed and may be referred to law enforcement/regulatory agencies for investigation.

The confidentiality of the information you provide may be affected by differing state and federal laws. As such, we cannot guarantee that your complaint will remain confidential. Please see the [Privacy Policy](#) for further information.

Providing false information could make you subject to fine, imprisonment, or both. (LRS 14:99 Criminal Mischief)

Date Reported:	01/14/2013 03:42 PM
Has this incident been previously reported?	<input type="radio"/> Yes <input type="radio"/> No
Incident Date:	<input type="text"/>
Incident Time:	<input type="text"/>
Incident Location:	<input type="text"/>
Incident Location: (Street Address/Intersection)	<input type="text"/>
Incident Parish:	<input type="text"/>
Incident City:	<input type="text"/>

## LA-SAFE PRODUCTS

- Subject profiles
- Alert bulletins
- Threat + vulnerability assessments
- Graphics – maps, charts, time lines, etc.
- Daily reports
- Bulletins
  - » Law enforcement sensitive
  - » Open source
  - » Special bulletins
- Suspicious activity report analysis



**How can Parish Presidents use LA-SAFE? Parish Presidents already use it through the OHSEP Director. Parish OHSEP Directors receive daily bulletins + special notifications that should be disseminated to Parish first responders as needed.**

EXAMPLES OF PRODUCTS AVAILABLE THROUGH LA-SAFE.

The DIS shares open-source intelligence **vertically** and **horizontally** across all areas. It includes the latest information and intelligence gathered from open sources, homeland security, law enforcement, emergency responders, fire departments and others through the Federal and State Homeland Security Information Network (HSIN) and is distributed to approximately **1,200** recipients.

The DIS is available to Parish governments and government agencies by email request through the GOHSEP State Fusion Center.

The types of information contained in the DIS and sent to approved public and private-sector partners range from open-source material **on public safety,**

**homeland security, cyber-crimes, criminal activity, emergencies, upcoming training** and **how to report suspicious activity.** The DIS and associated alerts also contain Amber Alerts and Internet Protocol (IP) addresses for email addresses associated with suspicious activity or malicious viruses.

**Members of the general public can report suspicious activity through the State LA-SAFE website.** It is linked to the LSP and GOHSEP websites. FLOs are provided for all DIS local emergency information or hazardous incidents that affect the community, State and country.

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## IMPORTANT TERMS

### Fusion Liaison Officer (FLO) –

Local representatives who **share** crime and hazard-related information with the Fusion Center.

### Homeland Security Information Network (HSIN) –

A membership-driven system for information sharing related to threat advisories, alerts and notifications. Access to the system provides users with the ability to obtain Louisiana Fusion Center Critical Infrastructure (CI) analysis products. The network is an opportunity for **collaboration** and a source of calendars, contacts and incident reporting.

### Louisiana State Analytical and Fusion Exchange (LA-SAFE) OR Fusion Center –

A Fusion Center is a **collaborative effort** of two (2) or more agencies that provides resources, expertise and information to the center with the goal of maximizing their ability to detect, prevent, investigate and respond to criminal and terrorist activity and emergencies.

## RESOURCES

### STATE GOHSEP

[gohsep.la.gov](http://gohsep.la.gov)

### LA-SAFE

[la-safe.org/flo.html](http://la-safe.org/flo.html)

### LOUISIANA STATE POLICE – SUSPICIOUS ACTIVITY

[lsp.org/help.html](http://lsp.org/help.html)

**Regarding urgent threats or incidents  
involving suspected acts of terrorism, dial 911 or  
1-800-434-8007.**

# LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

## 4. RESPOND

- State Emergency Operations Center (SEOC) 4.1
- Mission Flow 4.2
- Requesting Resources 4.3
  - » WebEOC 4.3.1
  - » Intrastate Mutual Aid Compact (IMAC) 4.3.2
  - » Emergency Management Assistance Compact (EMAC) 4.3.3
  - » Louisiana Voluntary Organizations Active in Disasters (LAVOAD) 4.3.4
- *National Response Framework (NRF)* 4.4



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## 4.1 State Emergency Operations Center (SEOC)

The **State Emergency Operations Center (SEOC)** is a state-of-the-art **command and control center** located on Independence Boulevard in Baton Rouge. From this location, **disaster planning, response and mitigation for critical incidents** are coordinated and managed. The SEOC can be activated in response to natural disasters, severe weather events and other emergencies, serving as a **central operations center** for emergency response.

It can also be activated in response to a man-made disaster, terrorist threat or other significant event or emergency. In this capacity, the SEOC serves as a central operations center to meet **high-profile security** needs and provides support for other State agencies and departments.

During disasters and emergencies when the need for resources has exceeded the local capability to provide them, the **Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)** assists **Parish and local governments** and coordinates the State's response activities, including interaction with the Federal government, nonprofit, faith-based, volunteer and private-sector partners through the SEOC.

**Life + safety first!**

**SEOC is the hub from which non-local resources are obtained + activated in a disaster or other major emergency.**



THE SEOC IS YOUR CONNECTION TO A FACILITY WHERE STATE-COORDINATED INFORMATION, COORDINATION AND MANAGEMENT OF RESPONSE AND IMMEDIATE RECOVERY ASSETS ARE FACILITATED.

The SEOC is activated at the discretion of the Director of GOHSEP for an incident or when an incident is imminent. It has been **activated** for an array of events including: disasters, response to **inclement weather**, to **support security details, hazardous materials** incidents and **multi-jurisdictional law enforcement** operations. The SEOC monitors **major evacuation routes** and Louisiana's **critical infrastructure** through sophisticated on-site video monitoring equipment. The SEOC is equipped with **communications, mapping and intelligence gathering technology** designed to increase situational awareness and facilitate information dissemination. All SEOC systems have built in redundancy to ensure **uninterrupted service** to the citizens of Louisiana.

## STATE UNIFIED COMMAND GROUP (UCG)

The State Unified Command Group (UCG) – as defined in Louisiana Revised Statute (LRS) Title 29: 725.6 – is the **strategic decision-making body** for emergencies. The UCG is comprised of members appointed by executive order of the Governor. The Governor is the Unified Commander. The UCG provides a unified and coordinated approach to emergency incident management, enabling institutions, governing authorities and agencies with different legal, geographic and functional responsibilities to **coordinate, plan and interact** effectively. Members of the UCG coordinate and manage the activities of the SEOC.

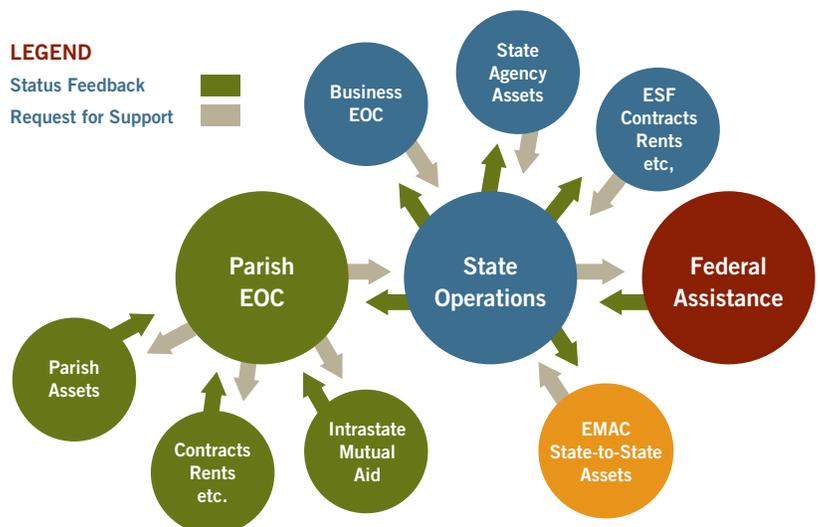
Under the command of the UCG, the SEOC facilitates all levels of government response, resource providers and stakeholders, helping them work together to ensure that the first priority of an emergency or disaster is met – the **immediate safety and welfare** of citizens and the protection of **life and property**.

## EMERGENCY ACTION LEVELS (EALs)

**Emergency Action Levels (EALs)** have been established to provide a general indicator of the **level of seriousness** of an incident and related guidance for response and protective actions. EALs ensure emergency response forces have a common basis on which to **implement actions** necessary to appropriately handle a situation. Procedures are on file in the SEOC. The four (4) required EALs are:



## EMERGENCY MANAGEMENT PROCESS





- **LEVEL IV – Normal operations** are ongoing.
  - » GOHSEP staffing is in accordance with authorized agency manning levels.
- **LEVEL III** – Events involve a potential or actual **threat to the safety** and **welfare** of the people in a threatened area.
  - » **GOHSEP Crisis Action Team (CAT)** is activated; operational with minimal staffing.
  - » **SEOC** may be activated with selected ESFs by functional branch.
- **LEVEL II** – Events are in progress or have occurred which involve an **imminent** or **actual major impact** to the safety of the people in a stricken area.
  - » SEOC is activated for **24-hour operation** and staffed by GOHSEP personnel and State augmenters.
  - » SEOC activation may include selected staffing from the State, ESFs, Federal and volunteer agencies.
  - » Status is maintained and the situation monitored closely until conditions escalate or de-escalate.
- **LEVEL I** – Events are in progress which continue previously declared action levels and **require response activities**.
  - » SEOC is **fully activated**.
  - » All State, Federal and volunteer agencies report to the SEOC as requested for **24-hour operations**.
  - » Status is **maintained** until the threat is over and the emergency is terminated.
  - » As imminent danger is reduced, operations are initiated for the return of the stricken area to **pre-disaster status**.



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## RESOURCES

### STATE

#### GOHSEP

[gohsep.la.gov](http://gohsep.la.gov)

#### STATE OF LOUISIANA EMERGENCY OPERATIONS PLAN (EOP)

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

#### THE LOUISIANA HOMELAND SECURITY AND EMERGENCY ASSISTANCE AND DISASTER ACT (DISASTER ACT)

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)



GOHSEP

## LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE



## 4.2 Mission Flow

Response begins at the **local level** using all resources available at the Parish level. When resources at the local level are **overwhelmed**, the Parish Office of Homeland Security and Emergency Preparedness (OHSEP) requests **assistance from other Parishes where there are agreements in place or through the Intrastate Mutual Aid Compact (IMAC)**, which provides for parish-to-parish mutual assistance.

**Parishes should exhaust all local resources – including the use of parish-to-parish IMAC – prior to requesting State assistance.**

State resources are the next line of defense. **When resources are not available or additional resources are needed, requests are made to the State Emergency Operations Center (SEOC)** through the web-based emergency management software system (**WebEOC**).

If State resources are overwhelmed or a particular need is not available through the State, the Governor can request **Federal assistance** through the Federal Emergency Management Agency (**FEMA**), or from other States through the **Emergency Management Assistance Compact (EMAC)**.

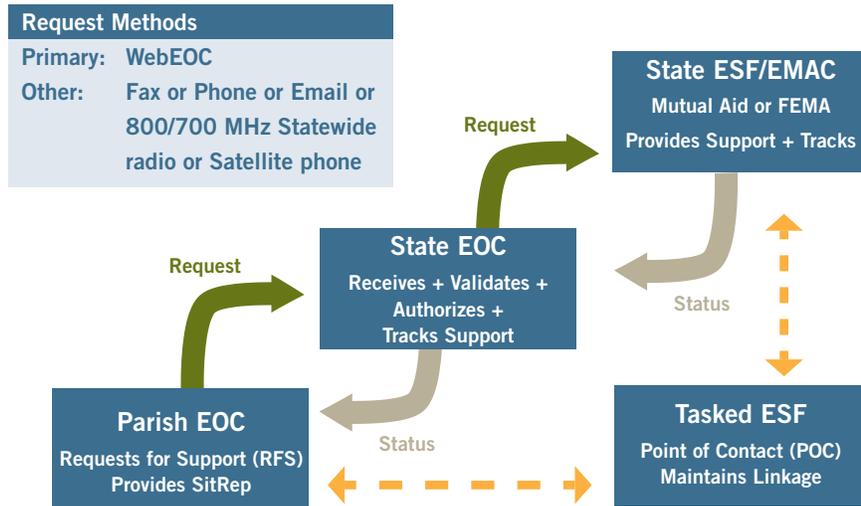
See the sections on *Declaration Process: Parish + Governor + Presidential* and *Emergency Management Assistance Compact (EMAC)* for more information.

### COORDINATING ORGANIZATIONS + STRUCTURES FOR RESPONSE + RECOVERY

#### STATE EMERGENCY SUPPORT FUNCTIONS (ESFs)

The *State of Louisiana Emergency Operations Plan (EOP)* establishes the **policies** and **structure** for State government management of emergencies and disasters. The State EOP calls for **State Emergency Support Functions (ESFs)** as the structure for **organizing** and **coordinating** State resources by **area of function**. The ESF structure helps ensure efficient and timely delivery of needed assistance to disaster-impacted communities.

## REQUEST TO THE STATE FOR SUPPORT



## STATE ESFs

- ESF #1 Transportation
- ESF #2 Communications
- ESF #3 Public Works + Engineering
- ESF #4 Firefighting
- ESF #5 Emergency Management
- ESF #6 Mass Care + Housing + Human Services
- ESF #7 Resource Support
- ESF #8 Public Health + Medical Services
- ESF #9 Search + Rescue
- ESF #10 Oil + Hazardous Materials Response
- ESF #11 Agriculture + Natural Resources
- ESF #12 Energy
- ESF #13 Public Safety + Security
- ESF #14 Long-Term Community Recovery + Mitigation
- ESF #15 External Affairs
- ESF #16 Military Support + Civil Authorities

## FEDERAL ESFs + RECOVERY SUPPORT FUNCTIONS (RSFs)

The *National Response Framework (NRF)* identifies **ESFs** as the **coordinating** and **organizing** structure for **Federal** response assistance. Functions are categorized by the type of support or resource provided or managed within the **National Incident Management System (NIMS)** and its subcomponent, the **Incident Command System (ICS)**.

State ESF functions are identified in the chart to the left. State ESF alignment with the Federal ESF structure is shown in the *National Response Framework (NRF)* section later in this Manual.

The newly launched *National Disaster Recovery Framework (NDRF)* identifies **Recovery Support Functions (RSFs)** as the **coordinating** and **organization structure** for **Federal recovery** assistance.

Both the Federal ESF and RSF organization structures are further discussed in the *NRF* and *NDRF* sections of this Manual.



### INCIDENT COMMAND SYSTEM (ICS)

ICS provides flexibility and span of control to assign **ESFs** and other **stakeholder resources** according to their capabilities to augment and support the response and early stages of recovery.

### JOINT FIELD OFFICE (JFO)

The JFO is a temporary Federal **multi-agency coordination center** established locally. It facilitates the domestic incident management responsibilities of the Secretary of Homeland Security (HLS), providing the structure at the **local level** to bring Federal entities operating **under their independent authorities** together. The JFO provides **field-level coordination** for the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters and other emergencies, including initial coordination for **long-term community recovery** and **mitigation activities**.

### STATE EMERGENCY OPERATIONS CENTER (SEOC)

Also further discussed in the *State Emergency Operations Center (SEOC) and Emergency Support Functions (ESFs)* sections of this Manual, the **SEOC** – staffed with GOHSEP employees and State agency representatives – ensures that **necessary personnel** and **resources** are available to appropriately respond to an event. The SEOC provides **situational awareness** to the Unified Command Group (UCG) – the decision making mechanism for incident response – and coordinates **timely assistance** in support of local and State stakeholders during natural and man-made crises.



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## IMPORTANT TERMS

### Incident Command System (ICS) –

ICS is a systematic tool used for the command, control and coordination of emergency response. ICS is a subcomponent of the **NIMS**. A flexible, scalable response organization, ICS provides a **common framework** within which people drawn from multiple agencies and disciplines, who do not routinely **work together**, can effectively **work together** using **standard response** and **operation guidelines**. ICS is a standardized, on-scene, all-hazards incident management approach that allows for the integration of facilities, equipment, personnel, procedures and communications operating within a common organizational structure; enables a coordinated response among **various jurisdictions** and **functional agencies**, both public and private; and establishes common processes for planning and managing resources.

### State of Louisiana Emergency Operations Plan (EOP) –

The State EOP prescribes the phases of emergency management: **prevention, mitigation, preparedness, response** and **recovery**. The EOP is an **all-hazards plan**. It assigns responsibilities for actions and tasks that the State will take to provide for the **safety** and **welfare** of its citizens against the threat of **natural, technological** and **national security emergencies** and **disasters**. The EOP is designed to coordinate closely with the NRF and with Parish EOPs.

### National Response Framework (NRF) –

Provides a framework that organizes the way the Nation **responds** to a disaster or emergency.

### National Disaster Recovery Framework (NDRF) –

A companion document to the NRF, the NDRF provides a framework for **coordination** of actions and resources necessary to accomplish the **longer-term recovery** from a disaster or catastrophic event.

### SitRep –

An abbreviation for **Situational Report**, it is used to provide **updates** on an unfolding situation and report critical “**on the ground**” situational information.

### WebEOC –

An Internet-based emergency information management application that provides operational details from various government and public safety groups in response to an imminent threat, emergency or disaster. It is the portal for **Parish requests** for resources and to share situational awareness.

## RESOURCES

### STATE

#### STATE EOP

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

### FEDERAL

#### ICS

[fema.gov/incident-command-system](http://fema.gov/incident-command-system)

#### JFO ACTIVATION

[fema.gov/pdf/emergency/nims/jfo\\_sop.pdf](http://fema.gov/pdf/emergency/nims/jfo_sop.pdf)

#### NDRF

[fema.gov/national-disaster-recovery-framework](http://fema.gov/national-disaster-recovery-framework)

#### NRF

[fema.gov/national-response-framework](http://fema.gov/national-response-framework)



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### 4.3 Requesting Resources

Emergency management in Louisiana is supported by **plans, procedures** and **partnerships**. Logistics pre-disaster planning (see previous *Prepare* chapter of this Manual) ensures appropriate systems are in place **before** a disaster or emergency so that needed resources (equipment, materials, supplies and manpower) are identified and available **timely** and **efficiently** to communities when impacted by a disaster or an emergency. While the first source of resources should most logically be those closest to a disaster, there are processes in place to help when disaster-related needs go **beyond local capacity**.

**How to get help when you need it.**

The following are **important channels** to getting resources to those who need them once a disaster or emergency has occurred.

- WebEOC
- Intrastate Mutual Aid Compact (IMAC)
- Emergency Management Assistance Compact (EMAC)
- Louisiana Voluntary Organizations Active in Disaster (LAVOAD)

The following sections help to define these critical response resources.



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### 4.3.1 WebEOC

**WebEOC** is an Internet-based **emergency information management application** that provides **operational details** from various government and public safety groups in response to an imminent threat, emergency or disaster.

**WebEOC is where you request support, share information and more!**

The State of Louisiana utilizes WebEOC as its official emergency management software system. This secure, web-based system is used by all 64 Parishes, State and Federal agencies, as well as approved non-governmental emergency management partners. Use this tool to interact with GOHSEP for situational reporting (SitRep), daily **reports**, **requesting** resources, **requesting** Preliminary Damage Assessments (PDAs), **sharing** information and more.

WebEOC allows users to register for specific positions (each Parish, as an example, is a position). Each user is given a unique username and password to access the system and each Parish controls who is allowed access to their functions in WebEOC.

While primarily used **for requesting resources** and **providing situational awareness in real time**, the WebEOC system can and has been used to **capture** and **provide information** related to an incident, such as **finance data** and **intelligence reporting information**. There is a function to **add** and **maintain links to websites** needed for an emergency and a function that allows users to **save documents related to an emergency or incident**.

**Reports can be generated from resource requests entered.**

Another important use of WebEOC is the platform it provides for requesting PDAs following an initial local damage assessment. An Applicant makes a **request for a PDA** to GOHSEP through WebEOC, then **coordinates** and **schedules local entities** for **joint PDA inspections**.

**WebEOC is customizable.** A Parish or agency can purchase its own version of WebEOC and, through a process called **WebFusion**, access boards on the **State version**.

## RESOURCE STATE

GOHSEP EOC GATEWAY LINKS  
[gohsep.la.gov/gateway.aspx](http://gohsep.la.gov/gateway.aspx)

Because a username and password are required for WebEOC, access is obtained through a request to the WebEOC Administrator at GOHSEP.

THE WebEOC CONTROL PANEL, SITREP BOARD AND VIEWS ACCESSIBLE THROUGH MAPPER PRO ARE SOME OF THE ELEMENTS OF WebEOC.

The screenshot displays the WebEOC 7.4 interface. On the left is a navigation menu with sections for Boards, Tools, and Links. The main area shows a map with a street view inset. On the right, a 'Parish SITREP to SEOC' table lists various events across different parishes.

Parish	Date/Time Submitted (actual)	Event Type	Last Updated	View Details
Jefferson	08/26/2012 12:46:32	Hurricane	09/17/2012 16:24:31	<a href="#">View</a>
St. John the Baptist	08/26/2012 16:38:55	Weather - Tropical	12/28/2012 12:27:55	<a href="#">View</a>
St. Bernard	08/26/2012 12:05:45	Weather - Tropical	10/24/2012 11:51:17	<a href="#">View</a>
Plaquemines	08/24/2012 15:30:09	Weather - Tropical	10/23/2012 16:00:37	<a href="#">View</a>
Pointe Coupee	08/26/2012 08:58:57	Weather - Tropical	10/17/2012 15:44:32	<a href="#">View</a>
Vermilion	08/27/2012 08:05:45	Weather - Tropical	06/27/2012 12:11:18	<a href="#">View</a>
East Baton Rouge	08/27/2012 09:58:58	Weather - Tropical	05/28/2012 08:59:33	<a href="#">View</a>
Orleans	08/27/2012 10:38:40	Hurricane	05/25/2012 14:57:56	<a href="#">View</a>
Livingston	08/27/2012 17:15:03	Hurricane	06/25/2012 13:40:17	<a href="#">View</a>
St. Mary	08/27/2012 09:19:02	Weather - Tropical	06/25/2012 11:13:45	<a href="#">View</a>
East Feliciana	08/25/2012 11:06:48	Hurricane	05/25/2012 11:10:48	<a href="#">View</a>
Tangipahoa	08/26/2012 15:09:53	Weather - Tropical	05/24/2012 10:53:52	<a href="#">View</a>
Washington	08/27/2012 08:02:00	Hurricane	06/11/2012 10:02:40	<a href="#">View</a>
St. James	08/26/2012 11:31:05	Hurricane	05/10/2012 06:19:35	<a href="#">View</a>
Union	09/04/2012 13:47:08	Fire Incident	05/07/2012 17:57:36	<a href="#">View</a>
Union	08/08/2012 10:12:25	Weather - Tropical	06/07/2012 17:55:53	<a href="#">View</a>
St. Tammany	08/26/2012 17:54:56	Weather - Tropical	06/07/2012 16:11:13	<a href="#">View</a>
Acadian	08/30/2012 17:07:36	Hurricane	06/07/2012 15:44:13	<a href="#">View</a>
East Feliciana	08/29/2012 15:09:31	Thunder Storm	06/07/2012 15:09:37	<a href="#">View</a>
Lafourche	08/26/2012 14:25:48	Hurricane	06/07/2012 11:48:19	<a href="#">View</a>
Calcasieu	08/24/2012 11:18:04	Weather - Tropical	05/05/2012 07:42:11	<a href="#">View</a>
Catahoula	09/04/2012 09:32:06	Weather - Tropical	05/05/2012 16:13:03	<a href="#">View</a>
Terrebonne	08/27/2012 22:16:27	Weather - Tropical	06/04/2012 10:09:12	<a href="#">View</a>
St. Helena	08/26/2012 17:27:57	Hurricane	05/04/2012 09:20:21	<a href="#">View</a>
Cadee	08/30/2012 05:56:13	Hurricane	05/04/2012 08:47:57	<a href="#">View</a>



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### 4.3.2 Intrastate Mutual Aid Compact (IMAC)

The Intrastate Mutual Aid Compact (IMAC) is a system of **mutual aid between Parishes**. A developing program, IMAC provides and promotes **mutual assistance** in the prevention of, response to, and recovery from an emergency or any other event that **exceeds a Parish's capability** or resources. The system was created by Louisiana Revised Statute (LRS) Title 29:739 and enables **parish-to-parish assistance** when a mutual aid agreement between Parishes is **not already in place**.

**Need help? Ask your neighbor through IMAC.**

#### THE LEGISLATION

- Provides for **mutual cooperation** between Parishes in **conducting disaster-related exercises**, testing or other training activities outside of actual emergency periods.
- Does **not mandate** that a Parish provide assistance when requested.
- Does not preclude Parishes from entering into **supplemental agreements** on their own with other Parishes.
- **Does not affect other agreements** to which a Parish may currently be a party or decide to be a party.

#### INTRASTATE MUTUAL AID SUBCOMMITTEE

Composed of first responders and support organizations, the Subcommittee::

- Reviews **progress** and **status** of providing Statewide mutual aid in times of disaster.
- Assists in developing methods to **track** and **evaluate activation** of the system.
- **Examines issues** facing participating Parishes **regarding implementation** of the compact.
- Prepares an annual report, makes **recommendations for correcting deficiencies** and submits its report to the Governor and the Joint House Committee on Homeland Security.

Also see the *Specially Created Subcommittees* section earlier in this Manual.

## INTRASTATE MUTUAL AID SUBCOMMITTEE

The **Intrastate Mutual Aid Subcommittee** is composed of first responder and support organizations. Members of the IMAC Subcommittee include the following, or their designee:



- **President of the Police Jury Association of Louisiana (PJAL)**



- **President of the Louisiana Sheriffs' Association (LSA)**



- **President of the Louisiana Municipal Association (LMA)**



- **President of the Louisiana Association of Chiefs of Police, Inc. (LACP)**



- **President of the Louisiana Fire Chiefs Association (LFCA)**



- **Chair of the Regional Parish OHSEP Parish Directors Subcommittee**



- **State Fire Marshal**



- **Deputy Secretary, Department of Public Safety and Corrections, Public Safety Services (DPS)**

- **Director of GOHSEP**

The **Intrastate Mutual Aid Subcommittee** makes recommendations to GOHSEP on guidelines and procedures such as:

- Projected or anticipated **costs**.
- **Checklists** for requesting and providing assistance.

- **Record-keeping** for all Parishes.
- **Reimbursement** procedures.
- Necessary implementation elements such as forms for requests and other records **documenting deployment** and **return of assets**.

The chairman of the Subcommittee is appointed by the Director of GOHSEP. All remaining officers are elected by and from members of the Subcommittee.

## RESPONSIBILITIES OF . . .

### REQUESTING PARISH

A requesting Parish must:

- Declare a state of emergency **prior** to requesting assistance.
- **Document** the process from declaration through reimbursement.
- **Identify** what is needed.
- Agree on **price** and **scope**.

### ASSISTING PARISH

An assisting Parish must:

- **Verify** details of the request for assistance.
- Ensure receipt of **proper authorization** from a requesting Parish prior to deployment.
- Agree on **price** and **scope**.

### REQUESTING + ASSISTING PARISH

Both a requesting and assisting Parish must:

- Utilize the State **emergency management process** (WebEOC/IMAC board) for requesting assistance.
- Adhere to guidelines set forth in the **National Incident Management System (NIMS)**.
- Participate in an **After Action Review (AAR)** and implement corrective actions.



## STATE

The State is responsible for:

- **Overseeing** and **maintaining** the State emergency management process in order to facilitate the IMAC process.
- Keeping an updated Parish **authorized representative list**.

By executing an IMAC request, the authorized representatives from both the assisting and requesting Parish, in effect, **enter into a contract** to **provide** and **reimburse for services** to be rendered under the IMAC.

## REIMBURSEMENT



**An IMAC response cannot depend on assistance that may result from a State or Federal disaster declaration.**

With a letter to the requesting Parish, assisting Parishes may **provide mutual aid**. **There are several reasons an assisting Parish might not qualify for reimbursement.** For example:

- Parishes must be careful how they document.
  - » All reimbursements must be supported by **documentation**.
  - » Reimbursement is **not available** if the assisting Parish documented its help as a **donation** or assumed any costs providing IMAC assistance.
  - » Assisting Parishes that **self deploy** are not eligible for reimbursement. Documentation must include a **formal request** from a requesting Parish.

- Worker compensation claims or death benefits to injured Parish responders are **not reimbursable**, other than the portion of the responder's agreed upon daily cost rate ordinarily attributable to "benefits".
- Reimbursement is not allowed in **duplication** of other payments or **insurance proceeds**.
- Costs must be eligible to be reimbursed. **Ineligible costs** include the value of **volunteer labor** or paid labor provided at **no cost**, administration of IMAC resources and training exercises or on-the-job training.
- It is important to remember that a receiving Parish must have a **formal declaration of emergency** in place in order for the assisting Parish to be reimbursed.

**If your Parish is providing assistance, it is important to remember that if you request reimbursement, reimbursement depends, in part, on a formal emergency declaration in place before an IMAC is engaged.**

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## RESOURCE

### STATE

THE LOUISIANA HOMELAND SECURITY AND  
EMERGENCY ASSISTANCE AND DISASTER ACT  
(DISASTER ACT)

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)



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## 4.3.3 Emergency Management Assistance Compact (EMAC)

“Immediate access” and “prompt and effective response” are terms frequently heard during the response to a disaster. The reality is that no community, Parish or State has all of the resources needed to meet every emergency.

The Emergency Management Assistance Compact (EMAC) is a **nationally adopted mutual aid agreement** (MAA) that enables **States to share resources** during disasters.

Since all disasters are local, knowing about

EMAC and how your Office of Homeland Security and Emergency Preparedness (OHSEP) calls upon this significant resource is important. EMAC requests must go through GOHSEP.

**EMAC is a mutual aid agreement between States.**

**It is important for local jurisdictions to know about this valuable resource since local jurisdictions benefit.**

### THE DIFFERENCE BETWEEN IMAC + EMAC

IMAC is the *Intrastate Mutual Aid Compact*. Created by an act of the State Legislature – Louisiana Revised Statute (LRS) 29:739 – it provides the ability for **parish-to-parish assistance** when a mutual aid agreement between Parishes is not already in place.

EMAC is an **interstate** mutual aid compact, providing **state-to-state assistance** and requiring an agreement between States.

EMAC is the **first national disaster–relief compact** since the Civil Defense and Disaster Compact of 1950 to be ratified by Congress. Since ratification and signing into law in 1996 – Public Law (P.L.) 104-321 – 50 States, the District of Columbia, Puerto Rico, Guam and the U.S. Virgin Islands have enacted legislation to become EMAC members. EMAC offers assistance **during Governor-declared states of emergency** through a responsive, straightforward system that allows States to send personnel, equipment and commodities to help disaster relief efforts in other States.

## EMAC LEGAL PROTECTIONS: TORT LIABILITY PROTECTION + WORKERS COMPENSATION + REIMBURSEMENT

EMAC establishes a firm legal foundation. Once the **conditions** for providing assistance to a requesting State have been set, the terms **constitute a legally binding contractual agreement** that makes affected **States responsible for reimbursement**. The EMAC legislation solves the problems of **liability** and responsibilities of **cost** and allows for **credentials, licenses, and certifications** to be honored across State lines. Under EMAC, **workers compensation** is an **assisting State's responsibility** and **Tort liability** and **immunity protection** is provided by the **requesting State** under EMAC law.

NOTE: EMAC authorized representatives who deploy across State lines **without the form officially** used to request, offer and accept assistance between EMAC member States — or prior verbal consent of **both** the assisting State and requesting State — are considered self-deployments and the costs are **not reimbursable** under EMAC.

If a member State plans for other personnel, such as local political jurisdictional personnel, to be deployed, it must have legislation (often referred to as intrastate mutual aid) that cloaks such personnel as temporary legal agents of their home State before these personnel may provide assistance through EMAC. Relevant legislation for Louisiana is located in LRS 29:733 *Interstate Emergency Preparedness and Disaster Compact of the Louisiana Homeland Security and Emergency Assistance and Disaster Act* (Disaster Act).

## RESOURCES

### STATE

THE LOUISIANA HOMELAND SECURITY AND  
EMERGENCY ASSISTANCE AND DISASTER ACT  
(DISASTER ACT)

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

### OTHER

EMAC

[emacweb.org](http://emacweb.org)



LOUISIANA STATE POLICE OFFICERS WERE DEPLOYED TO ASSIST THE STATE OF NEW JERSEY FOLLOWING HURRICANE SANDY IN RESPONSE TO A DIRECT REQUEST THROUGH EMAC.



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## 4.3.4 Louisiana Voluntary Organizations Active in Disasters (LAVOAD)

National Voluntary Organizations Active in Disaster (VOAD) was founded in 1970. Prior to the founding of VOAD, **numerous organizations** served disaster victims independently of one another. These included both government and the private and nonprofit sectors. As a result, help came to disaster victims haphazardly as various organizations assisted in specific ways. **Unnecessary duplication of effort** occurred while other needs were not met. People who wanted to volunteer to help those affected by disasters were sometimes frustrated by the variety of organizations in some areas of service and the total lack of opportunities to serve other needs. Further, there was only **limited availability** of training for potential volunteers. Information for victims on services during disasters was inadequate. Likewise, communications among voluntary disaster agencies was limited and coordination of services was not optimal or was non-existent.



**Seven (7) organizations** came together to establish **VOAD** and commit to fostering the four (4) Cs — **communication, coordination, collaboration** and **cooperation** — to better serve people impacted by disasters. Today, VOAD is a **leader** and **voice** for the nonprofit organizations and volunteers that work in all phases of disaster — preparedness, prevention, response, recovery and mitigation.

The Louisiana chapter of VOAD is called LAVOAD. It is overseen by a 12-member board composed of leaders of the State's nonprofit and volunteer organizations and represents all regions of the State. LAVOAD recruits any agency that serves a **multi-parish area** in times of disaster to become a member. LAVOAD works to provide **training** and **information** to assist members in the Louisiana area to increase capacities and values to communities as well as to be effective in the delivery of services.

**Help when you need it!**

**LAVOAD coordination ensures efficient use of volunteer resources.**

## RESOURCES

### STATE

LAVOAD

[lavoad.org](http://lavoad.org)

### FEDERAL

NATIONAL VOAD

[nvoad.org](http://nvoad.org)

### LAVOAD Interactive Resource and Services Map

  Show Cities        OR   



**Map Guide and Tips**

The organizations and non-profits that provide services during times of crisis cover different Parishes across the State of Louisiana:

- ▶ Select a Parish from the map by rolling over area with mouse; OR
- ▶ Select from drop down menu to the right of the map to view the active organizations for your parish.
- ▶ Use the "Select a Service" dropdown menu to view a list of members that provide that service.
- ▶ You may also view city locations by selecting the "Show Cities" box on the top left.

EXAMPLE OF INTERACTIVE MAP THAT CAN BE SCROLLED OVER TO ACCESS DETAILED INFORMATION.



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# 4.4 National Response Framework (NRF)

The *National Response Framework* (NRF) provides guidance to government executives, private-sector, nongovernmental organization (NGO) leaders and emergency managers to facilitate the coordination of roles, responsibilities and relationships that provide needed assistance to local communities impacted by disaster.

The NRF is written for **senior elected** and **appointed leaders**, such as Federal department or agency heads, Governors, **Parish Presidents, Mayors**, Tribal leaders and other **Parish** or **City** officials. It provides an organizational structure and guidance to those who have a responsibility to provide an effective response to preserve the safety and welfare of the **community**.

At the same time, the NRF **informs emergency management practitioners** and explains the **operating structures** and **systems** used routinely by first responders and emergency managers at all levels of government.

## AUTHORITIES

When an incident occurs that **exceeds** or is anticipated to exceed local, Tribal or State resources, the Governor can request Federal assistance under the *Robert T. Stafford Disaster*



### National Response Framework

January 2008



Homeland  
Security



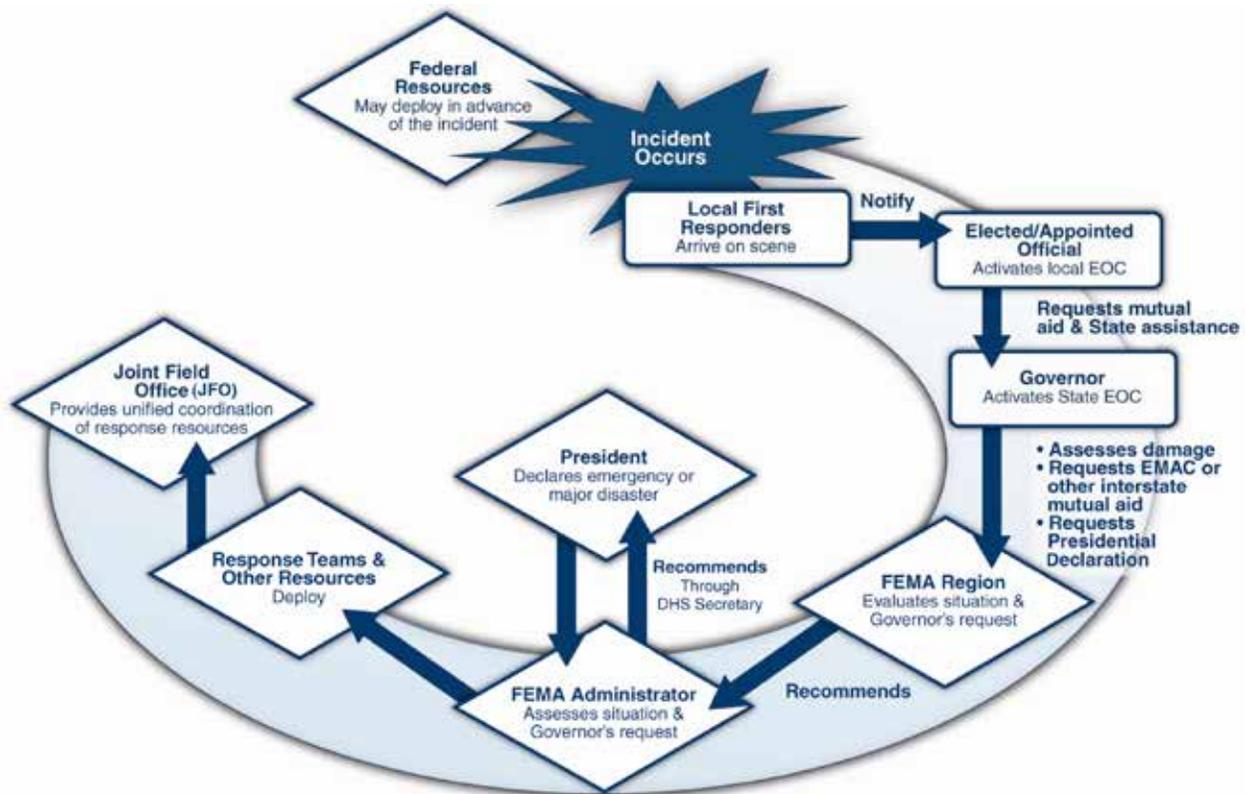
### Overview: ESF and Support Annexes Coordinating Federal Assistance In Support of the National Response Framework

January 2008



Homeland  
Security

## OVERVIEW OF STAFFORD ACT SUPPORT TO STATES



SOURCE: NATIONAL RESPONSE FRAMEWORK (NRF), PAGE 5.

*Relief and Emergency Assistance Act (Stafford Act).*

The Stafford Act **authorizes** the President to provide financial and other assistance to State and **local governments**, certain private nonprofit organizations (PNPs) and individuals to support response, recovery and mitigation efforts following Presidentially declared emergency or major disaster declarations. Most incidents are not of sufficient magnitude to warrant a Presidential declaration. However, if State and local resources are insufficient, a Governor may ask the President to make a declaration.

The NRF is built on the following five (5) principles:

- Engaged **partnerships**.
- **Tiered** response.

- **Scalable, flexible** and **adaptable** operational capabilities.
- **Unity** of effort through unified command.
- **Readiness** to act.

The NRF base document focuses on the essential processes for **requesting** and **receiving** Federal assistance. It summarizes the **key response capabilities** and **essential support elements** provided through the **15 Emergency Support Function (ESF) Annexes** and **Support Annexes**. It identifies key players in response and is separated into the following five (5) chapters:

- 1) **Roles and Responsibilities** – Sharpens the focus on who is involved with emergency management activities at the local, Tribal, State and Federal levels and with the private sector and nongovernmental organizations (NGOs).



- 2) **Response Actions** – Describes what the Nation, collectively, does to respond to incidents.
- 3) **Response Organization** – Explains how the Nation is organized to implement response actions.
- 4) **Planning** – Emphasizes the importance of planning and summarizes the elements of national planning structures.
- 5) **Additional Resources** – Summarizes the content and plan for the online NRF Resource Center.

## EMERGENCY SUPPORT FUNCTIONS (ESFs)

The Federal government and many State governments organize much of their disaster response resources and capabilities – as well as those of certain private-sector and NGOs – under the ESF structure. ESFs **align categories of resources** and provide strategic objectives for their use.

ALIGNMENT OF FEDERAL AND STATE ESF STRUCTURES.

### FEDERAL ESFs

- ESF #1 Transportation
- ESF #2 Communications
- ESF #3 Public Works + Engineering
- ESF #4 Firefighting
- ESF #5 Emergency Management
- ESF #6 Mass Care, Emergency Assistance, Housing + Human Services
- ESF #7 Logistics Management + Resource Support
- ESF #8 Public Health + Medical Services
- ESF #9 Search + Rescue
- ESF #10 Oil + Hazardous Materials Response
- ESF #11 Agriculture + Natural Resources
- ESF #12 Energy
- ESF #13 Public Safety + Security
- ESF #14 Long-Term Community Recovery
- ESF #15 External Affairs

### STATE ESFs

- ESF #1 Transportation
- ESF #2 Communications
- ESF #3 Public Works + Engineering
- ESF #4 Firefighting
- ESF #5 Emergency Management
- ESF #6 Mass Care + Housing + Human Services
- ESF #7 Resource Support
- ESF #8 Public Health + Medical Services
- ESF #9 Search + Rescue
- ESF #10 Oil + Hazardous Materials Response
- ESF #11 Agriculture + Natural Resources
- ESF #12 Energy + Utilities
- ESF #13 Public Safety + Security
- ESF #14 Long-Term Community Recovery + Mitigation
- ESF #15 Emergency Public Information
- ESF #16 Military Support

---

During a response, ESFs are a **critical mechanism to coordinate functional capabilities** and **resources** provided by Federal agencies, certain private-sector entities and NGOs. The ESF concept is scalable to the size and complexity of an event and local capacity to respond. ESFs may be **selectively activated** for both Stafford Act and non-Stafford Act incidents. Not all incidents result in the activation of ESFs.

The NRF and support documents are available online at the NRF Resource Center.

## RESOURCES

### FEDERAL

#### FEMA NRF

[fema.gov/national-response-framework](https://fema.gov/national-response-framework)

**The NRF provides guidance for coordinating Federal + State + local help to your community in response to a disaster or emergency.**

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## 5. RECOVER

- **Declaration Process: Municipal + Parish + Governor + Presidential** 5.1
  - » **Preliminary Damage Assessment (PDA) Process** 5.1.1
- **Recovery Resources** 5.2
  - » **Interim Emergency Board (IEB) + Other Prospective Resources** 5.2.1
  - » **FEMA Public Assistance (PA)** 5.2.2
  - » **FEMA Individual Assistance (IA)** 5.2.3
  - » **U.S. Small Business Administration (SBA)/Disaster Loans** 5.2.4
  - » **Community Development Block Grants (CDBG)** 5.2.5
  - » **Other Recovery Resources** 5.2.6
- **Debris Removal** 5.3
- **FEMA PA Insurance Requirement: Obtain + Maintain (O & M)** 5.4
  - » ***Insurance Commissioner's Certification (ICC)*** 5.4.1
  - » ***2010 Letter to the President from the Louisiana Insurance Commissioner*** 5.4.2
- ***National Disaster Recovery Framework (NDRF)*** 5.5
  - » ***Recovery Support Functions (RSFs)*** 5.5.1



GOHSEP

## LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE

# 5.1 Declaration Process: Municipal + Parish + Governor + Presidential

## STATE + LOCAL DECLARATIONS

The *Louisiana Homeland Security and Emergency Assistance and Disaster Act* (Disaster Act) – Louisiana Revised Statutes (LRS) Title 29:721 - 739 – provides the authority for the Governor, Parish Presidents and municipal chief executive officers to issue **emergency declarations**. The Governor can declare a **state of emergency** for the State or within the State; Parish Presidents and Mayors can declare a **state of emergency** in their respective jurisdictions. The occurrence of a disaster or emergency requires a response that creates issues not experienced in the everyday management of government. The emergency declaration grants the Governor and local officials in the declared area the authority to exercise **extraordinary police powers** to respond to the incident, powers they do not possess without the issuance of a properly executed emergency declaration.

## PRESIDENTIAL DECLARATION

The *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Stafford Act) authorizes the President to issue a **major disaster** or **emergency** declaration, or both, for disasters that **overwhelm the combined capabilities** of State and local government resources.

## EMERGENCY DECLARATION

An **emergency declaration** addresses **impending** disasters or emergencies. It is issued when, in the determination of the President, Federal assistance is needed to **supplement** State and local efforts and capabilities to **save lives** and to **protect property** and **public health and safety**, or to lessen or avert the **threat of a catastrophe**.

**EMERGENCY DECLARATION**

WHEREAS, (Name or description of the hazard or event) has the potential to cause extensive damage in \_\_\_\_\_ Parish; and

WHEREAS, there is a considerable amount of uncertainty with the (explain if the uncertainty is weather or hazmat related); and

WHEREAS, immediate emergency actions are required to minimize the effects of the (type of incident); and

WHEREAS, the area involved is in need of emergency actions and support to respond to the (type/name of incident); and

NOW, THEREFORE, BE IT RESOLVED, that I, \_\_\_\_\_, Parish President of \_\_\_\_\_ Parish by authority vested in me by the Home Rule Charter and ordinances of \_\_\_\_\_ Parish, the Louisiana Emergency Assistance and Disaster Act of 2006, and any other acts which may prevail, do hereby proclaim

**A STATE OF EMERGENCY**

to exist in \_\_\_\_\_ Parish and that all Emergency Operations Plans be activated and that the \_\_\_\_\_ Parish, Office of Emergency Preparedness and Homeland Security be hereby designated as point of contact.

THIS EMERGENCY DECLARATION ISSUED ON THIS on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, AND EFFECTIVE IMMEDIATELY AT TIME OF ISSUANCE.

(Signature) \_\_\_\_\_

(TYPED NAME OF THE PARISH PRESIDENT)  
Parish President  
\_\_\_\_\_ Parish

**CERTIFICATION**

I, the undersigned, do hereby certify that the above is a true and correct copy of the emergency declaration declared by \_\_\_\_\_ Parish, Louisiana on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

EMERGENCY DECLARATION

## MAJOR DECLARATION

A **major declaration** is issued **post-disaster** when, in the determination of the President, damages are of sufficient severity and magnitude to warrant **major disaster assistance** to **supplement** the efforts and available resources of States, local governments, certain private nonprofit organizations (PNPs) and individuals.

Major declarations open the door to the availability of disaster-related Stafford Act **funding** and **technical assistance** as well as Federal assistance under other authorities. A Stafford Act disaster declaration may also trigger Federal funding from other sources, such as U.S. Small Business Administration (SBA), U.S. Department of Agriculture (USDA) and U.S. Department of Housing and Urban Development (HUD).

**Assistance** programs may include:

- **Federal Emergency Management Agency (FEMA) Public Assistance (PA)**
- **FEMA Individual Assistance (IA)**
- **FEMA Hazard Mitigation Grant Program (HMGP)**
- **Direct Federal Assistance (DFA)**
- **Community loans**

**DFA comes through Mission Assignments from other Federal agencies.**

The President can issue a major declaration and authorize assistance under the Stafford Act for **either** PA, Hazard Mitigation (HM) and/or IA. Other Federal agencies can issue an **administrative** or **agency declaration** under their own authority. For example, the SBA Administrator can declare an SBA-only declaration, which activates the SBA disaster loan program. See the section on *U.S. Small Business Administration (SBA)/ Disaster Loans* later in this Manual.

## EXPEDITED DECLARATION

An **expedited declaration** is a type of major declaration. It is issued when damages are so great or so apparent that a Preliminary Damage Assessment (PDA) is **not required**. For more on PDAs, see the following section.

## PROCESS TO REQUEST A PRESIDENTIAL DECLARATION

As a **prerequisite** to requesting a **Presidential declaration**, the **Governor must first issue an emergency declaration** regarding the incident for which the request for the Presidential declaration is made.

After a State emergency declaration is made, the Governor makes the request for the Presidential disaster declaration by sending a **letter to the President through the FEMA Regional Administrator (RA)**. The letter must state that:

- The Governor **certifies** the event has **overwhelmed State** and **local resources**.
- **Federal assistance** is required.
- The Governor has issued a **state of emergency**.
- The Governor has directed the execution of the *State of Louisiana Emergency Operations Plan* (EOP).

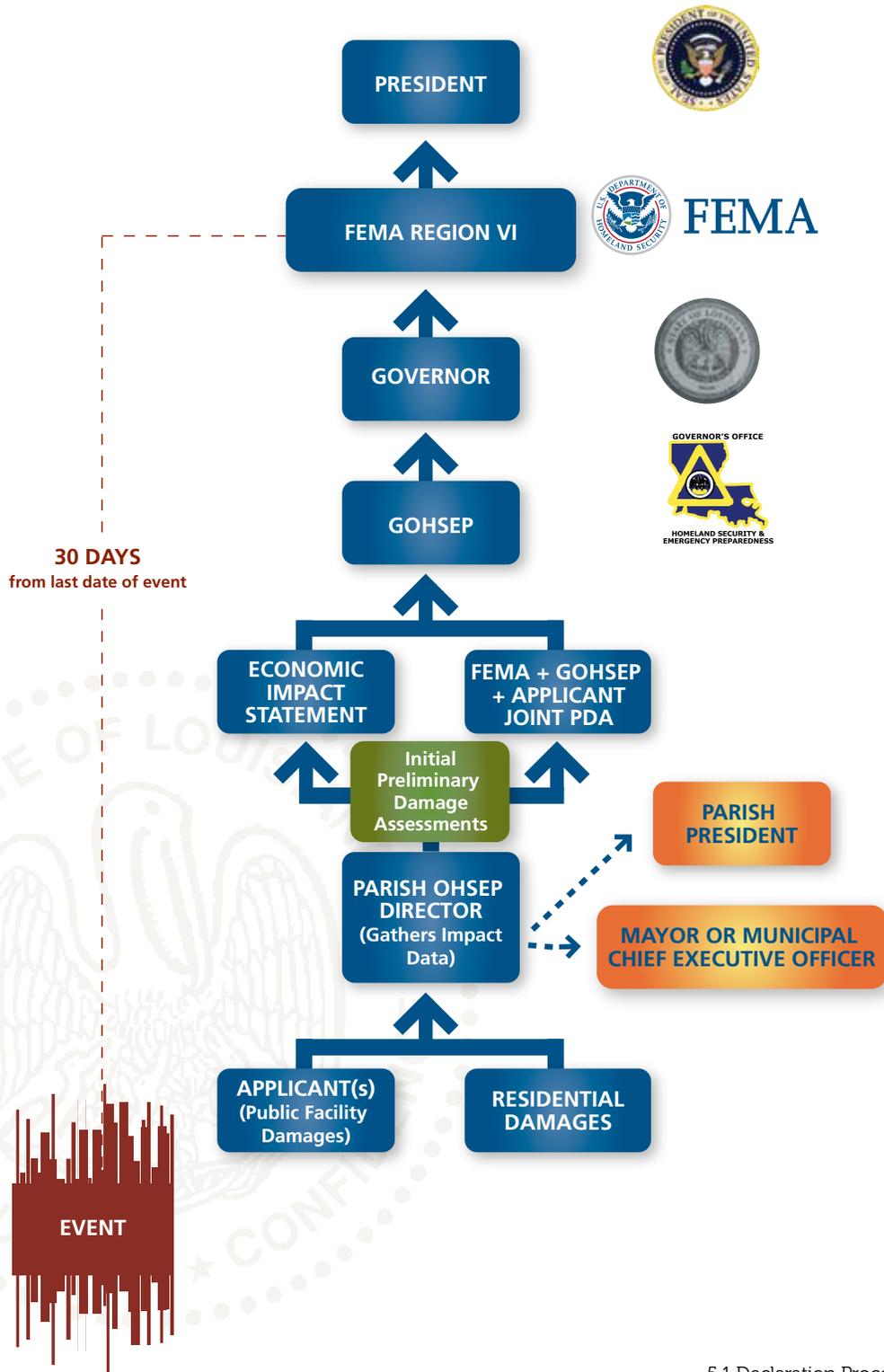
There is other information required in the request to the President. The importance of this information cannot be overstated. Its **quality, quantity** and **presentation** determine the success or failure of the Governor's request to the President. Most of this information is provided by **Parish emergency management officials** to the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) and includes:

### PRELIMINARY DAMAGE ASSESSMENT (PDA)

A PDA is a **joint assessment** by FEMA, the State and the Applicant. It is used to determine the magnitude and impact of an event's damage and is the basis for a Presidential declaration decision.



## DECLARATION ROLES + RESPONSIBILITIES



Upon the arrival of the State/FEMA PDA Team, the Parish should have a **complete list of all damaged structures** throughout the Parish that are eligible for FEMA funding. See the next section for a detailed discussion of the PDA process.

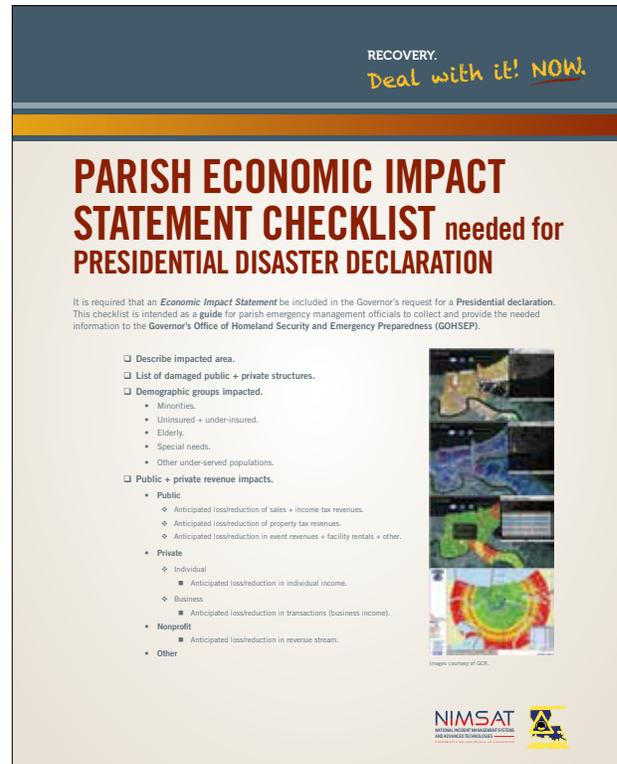
### ECONOMIC IMPACT STATEMENT

In addition to the information in the damage assessment, FEMA also requires an **Economic Impact Statement** as part of the Governor's request for a Presidential declaration. While the statement focuses on the economic impact of the event to the State, **the information relied upon must come from the Parish level**. The **better** the information each Parish provides to GOHSEP regarding the economic impact the event had on that Parish, the **better the product** the Governor presents to the President, and subsequently, the **better chance** the State has to be granted the declaration.

Information of importance for the **Economic Impact Statement** to be provided by the Parish emergency management officials includes:

- List of **businesses** affected and how.
- Cascading effects of **damage to infrastructure**. (For example, do not just report that a road is out. If the road is a major commercial thoroughfare in a community, what are the consequences?)
- Number of persons **out of work** and for how long.
- Number of persons **displaced** and for how long.
- Anticipated effects on **individual incomes**.
- Anticipated effects of the above on the **Parish tax base**.
- How many and how long **schools are expected to be closed**.
- Extent of **utilities outages** and for how long.

- Any other pertinent information that contributes to the economic impact of the disaster.



**Local governments are encouraged to declare an emergency declaration in response to a disaster.**

**The emergency declaration provides additional authorities helpful in managing the incident and helps the State make its case for a Presidential declaration.**



All **deaths** and **injuries**, as a result of the incident, should also be reported.

## LEVELS OF FEDERAL PARTICIPATION IN DISASTER ASSISTANCE

### STAFFORD ACT-DECLARED EVENT

FEMA PA provided by Stafford Act-declared emergencies requires the local governing authority to participate through a cost share. **Cost shares** are typically either:

**75 percent Federal share + 25 percent local match**

OR

**90 percent Federal share + 10 percent local match.**

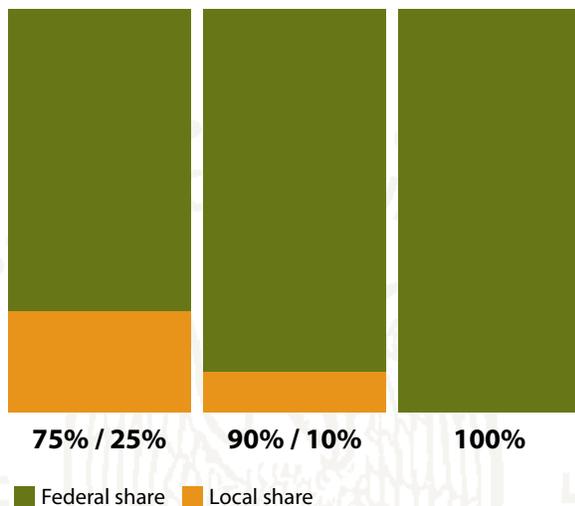
The **75 percent/25 percent** cost share is based on estimated costs for eligible work that qualifies for FEMA PA.

For FY13, eligibility for a **90 percent** cost share requires the Federal share of the statewide obligated dollar amounts of all programs authorized under the Stafford Act to meet or exceed **\$593,871,732 – \$131 per capita (adjusted annually)** based on 2010 Census data.

In rare occasions, assistance may be provided at **100 percent Federal share**, requiring no local match.

FEMA IA has **no cost share** for housing assistance. Other Needs Assistance (ONA) has a **75/25** percent cost share. The ONA cost share is designated in the Stafford Act and cannot be waived. The maximum individual grant amount for ONA is currently **\$31,900**, adjusted annually. See the *FEMA Individual Assistance (IA)* section later in this Manual to learn more about FEMA IA.

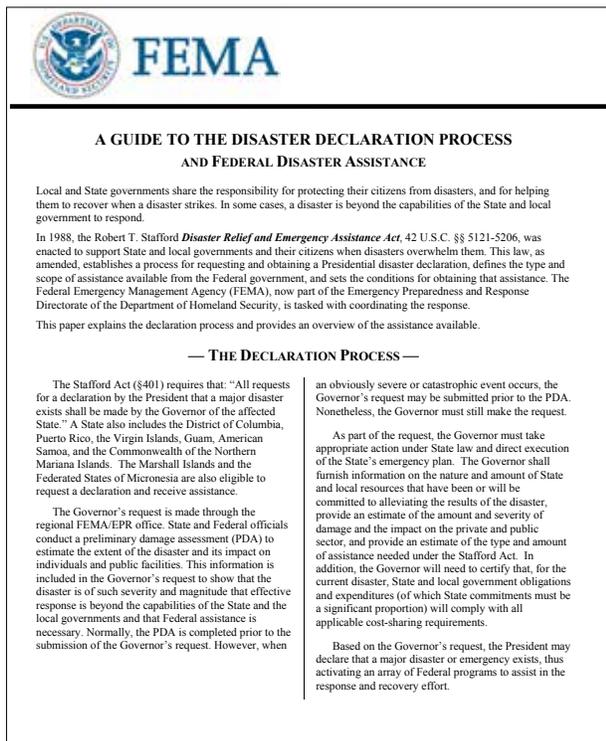
### COST SHARE



## IMPORTANT TERMS

### Economic Impact Statement –

Document prepared by GOHSEP containing data collected from **Parish emergency management officials** in impacted areas and other sources. It is part of the Governor's request for a Presidential declaration and articulates the statewide economic impact of disaster damages and the impact to the local effected communities.



FEMA PUBLISHES A GUIDE TO THE DISASTER DECLARATION PROCESS AND FEDERAL DISASTER ASSISTANCE.

## RESOURCES

### STATE

#### PARISH ECONOMIC IMPACT STATEMENT CHECKLIST

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

### FEDERAL

#### FEMA A GUIDE TO THE DISASTER DECLARATION PROCESS AND FEDERAL DISASTER ASSISTANCE

[fema.gov/pdf/rebuild/recover/dec\\_proc.pdf](http://fema.gov/pdf/rebuild/recover/dec_proc.pdf)

#### FEMA ASSISTANCE APPLICATION GUIDE

[fema.gov/assistance/index.shtm](http://fema.gov/assistance/index.shtm)

#### FEMA DECLARATION PROCESS FACT SHEET

[fema.gov/declaration-process-fact-sheet](http://fema.gov/declaration-process-fact-sheet)

#### FEMA PA GRANT APPLICATION PROCESS

[fema.gov/public-assistance-grant-application-process](http://fema.gov/public-assistance-grant-application-process)

#### STAFFORD ACT

[fema.gov/about/stafact.shtm](http://fema.gov/about/stafact.shtm)



## 5.1.1 Preliminary Damage Assessment (PDA) Process

The Preliminary Damage Assessment (PDA) is an essential element of the response and recovery process. A PDA is a **joint assessment** between FEMA, GOHSEP and the Parish. Completed for both FEMA Public Assistance (PA) and Individual Assistance (IA), IA PDAs also include U.S. Small Business Administration (SBA).

The PDA documents the **impact** and **magnitude** of a disaster on **individuals, families, businesses** and **public infrastructure**. Damage assessments form the basis of the Governor's decision to request a disaster declaration from the President. It is critical that each **Parish Office of Homeland Security and Emergency Preparedness (OHSEP) Director** and potential Applicant understand the process and **get it right**. Typically, the Parish conducts an initial damage assessment to determine the level of damage prior to requesting a formal PDA with FEMA.

### PDA PRE-EVENT RESPONSIBILITIES

PRE-EVENT:	Potential FEMA PA + IA Applicants
	<ul style="list-style-type: none"> <li>• Take an <b>inventory</b> of all property; pictures are important.</li> <li>• Update all <b>maintenance</b> records.</li> <li>• Assemble all <b>insurance</b> policies.</li> <li>• Store inventory records in a <b>safe place</b> where they will not be destroyed by an event.</li> <li>• Assign <b>qualified personnel</b> to assess damages and costs following an event.</li> <li>• Understand the process for sending damage information to the <b>Parish OHSEP Director</b>.</li> </ul>
PRE-EVENT:	Parish OHSEP Director
	<ul style="list-style-type: none"> <li>• Build/maintain a list of <b>potential FEMA PA</b> Applicants.</li> <li>• Educate potential Applicants on the <b>PDA process</b>.</li> <li>• Understand the FEMA process categorizing <b>damaged homes</b> (affected, minor, major, destroyed) and what is needed to document damage to <b>public facilities</b> and <b>qualified private nonprofits (PNPs)</b>.</li> </ul>

## PDA POST-EVENT RESPONSIBILITIES

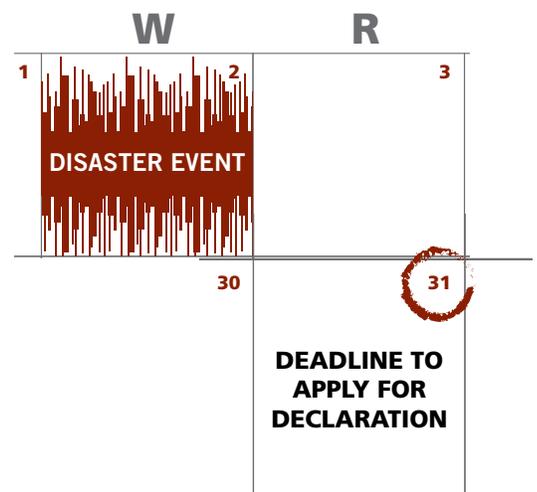
POST-EVENT:	Potential FEMA PA + IA Applicants
	<ul style="list-style-type: none"> <li>Conduct a complete, accurate <b>assessment</b> of damages and costs.                             <ul style="list-style-type: none"> <li>Damages are identified by <b>location</b> and <b>type</b>.</li> <li><b>All eligible expenses are included in all FEMA PA categories (A – G).</b></li> </ul> </li> <li><b>Report</b> assessment to the Parish OHSEP Director.</li> <li>Prepare to receive <b>FEMA/State PDA Team</b> and show damages.</li> </ul>
POST-EVENT:	Parish OHSEP Director
	<ul style="list-style-type: none"> <li>Assess Parishwide damage.                             <ul style="list-style-type: none"> <li>Conduct an <b>initial damage assessment</b>.</li> <li>Reach out to all potential FEMA PA and IA Applicants who have not reported damages and <b>ensure all damages</b> are captured.</li> </ul> </li> <li>Compile spreadsheet including <b>address, level of damage, insurance</b> information of <b>homes/businesses</b> reporting damage and <b>other data</b> that might result in a favorable declaration decision.</li> <li>Make <b>accurate</b> and <b>credible reports</b> to GOHSEP and Parish leadership, careful to <b>manage expectations</b>.</li> <li>If appropriate, <b>request</b> – through WebEOC – a PDA.</li> <li>Prepare for the <b>arrival of the FEMA/State PDA Team</b> by packaging all damage information for easy use by the Team.</li> <li><b>Escort</b> PDA Team to damaged areas.</li> </ul>

## INCLUDE ALL ELIGIBLE DAMAGES FOR PUBLIC FACILITIES FOR ALL PA CATEGORIES

- Category A** Debris Removal
- Category B** Emergency Protective Measures
- Category C** Roads + Bridges
- Category D** Water Control Facilities
- Category E** Buildings + Contents + Equipment
- Category F** Utilities
- Category G** Parks + Recreational + Other

## TIME IS CRITICAL

Regulations **require** the Governor to request a Presidential declaration within **30 days** from the last date of the incident.





## ROLE OF THE PDA IN THE PRESIDENTIAL DECLARATION PROCESS

While there are many factors included in the Governor’s request to the President for a declaration, perhaps the most crucial element is the **damage assessment**. FEMA recommends to the President that a declaration be granted **only if minimum damage indicators are met**.

### FEMA INDIVIDUAL ASSISTANCE (IA) DECLARATION

FEMA has not publicized the number of damaged homes it considers sufficient to meet the indicator for an IA declaration. We do know that FEMA considers the **number of uninsured homes** that experience major damage and/or are destroyed when determining whether to recommend an IA declaration. Like the FEMA PA declaration process, FEMA requires that **each Parish qualify on its own** for the IA declaration.

44 CFR 206.48 (b) discusses factors that measure the **severity, magnitude** and **impact** of the disaster and used to evaluate the **need for IA** under the Stafford Act. The following are some of the factors that generally indicate a greater need for assistance:

- **Number** of damaged and/or destroyed homes.
- **Concentration** of damages.
- **Trauma** – a large number of deaths or injuries, large scale disruption of normal community functions and services, emergency needs such as extended or widespread loss of power or water.
- **Special populations** – such as low-income, elderly, or unemployed, Native American, under-served populations and/or those that are physically challenged.
- **Voluntary agency assistance** – consider extent to which voluntary agencies and State or local programs can meet the needs of disaster victims.

- Available **insurance** proceeds.
- **Average amount** of individual assistance by State.

### FEMA PUBLIC ASSISTANCE (PA) DECLARATION

The process to obtain a PA declaration is more objective. The PA declaration process considers **impacts to public services infrastructure**. Damage to all infrastructure owned by local government entities and that are owned by certain PNPs **are eligible** for funding under the FEMA PA program to restore and repair those facilities if a declaration is made.

A major milestone in determining if the President will provide for PA funding in the declaration is whether or not the Parish has **reached its monetary damage**

## FY2013 LOUISIANA DISASTER DAMAGE INDICATORS FOR FEMA PA

### 75/25 percent cost share:

- **State declaration indicator:**
  - » **\$1.37 per capita.**
  - » **\$6,210,720 total damages to public facilities.**
- **Parish declaration indicator:**
  - » **\$3.45 per capita.**
  - » **Total damages to public facilities will vary by Parish.**

### 90/10 percent cost share:

- **State declaration indicator:**
  - » **\$131 per capita.**
  - » **\$593,871,732 total FEMA obligations for the event.**

While referred to as an indicator, there is no requirement that the President issue a declaration even if the State meets its indicator.

The greater the validated damages you identify + report, the better chance a declaration will be issued or the cost share increased.

indicator as published by FEMA. Annually, FEMA publishes a **per capita<sup>1</sup> dollar** amount that is multiplied by the number of residents living in each Parish and the State using the last U.S. Census data. For FY2013, that amount was **\$1.37 per capita**. A two- (2-) prong test must be met.

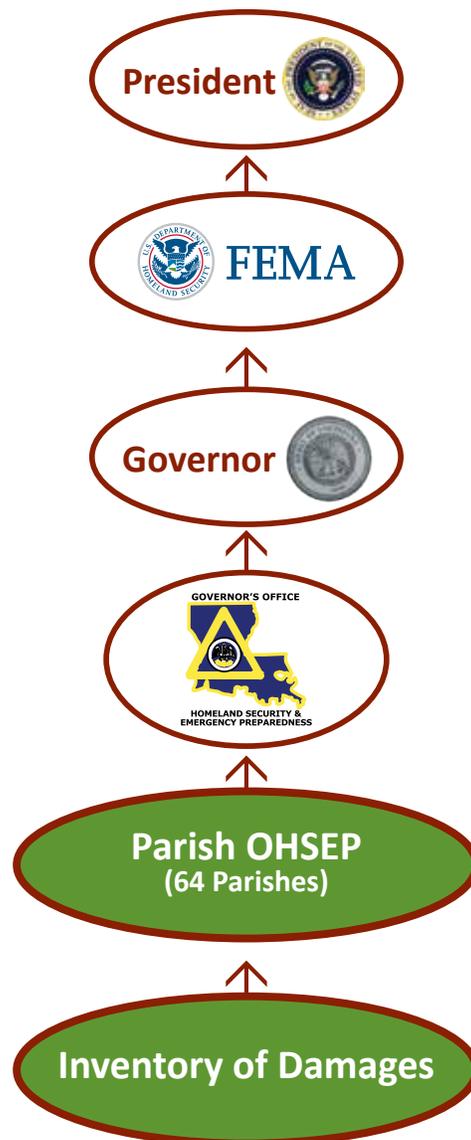
- **Each Parish** must meet its level of damages or “damage indicator” to qualify to be included in the declaration.
- The **State** as a whole must meet a **damage indicator of \$6.2 million** (for FY2013).

FEMA regulations require a **cost share**. Typically the **cost share is 75 percent FEMA and 25 percent State or local participation**. An adjustment from the 75/25 Federal/State cost share to a **90/10 Federal/State share** may be possible if disaster damages meet or exceed **\$131 per capita for the State** or total FEMA obligations

<sup>1</sup> Per capita calculations are based on 2010 Census data.

within the State from the incident meet or exceed **\$593,871,732 (FY2013)**.

**All damages must be reported.** The State **will utilize** damages reported by a Parish – even when the Parish does not meet its indicator – to meet the State indicator.



ROLE OF GOHSEP - GOHSEP USES THE PDA INFORMATION, ALONG WITH OTHER INFORMATION, AND PREPARES A PRESIDENTIAL DECLARATION REQUEST. THE REQUEST IS SUBMITTED TO THE PRESIDENT BY THE GOVERNOR THROUGH FEMA REGION VI.



## IMPORTANT TERMS

### WebEOC –

WebEOC is an Internet Protocol (IP)-based emergency information management application, providing operational details from various government and public safety groups. It offers local, regional and national resource profiles and updates so that State and local officials can request and rapidly deploy essential resources to disaster-impacted areas. **WebEOC is used to request PDAs.**

## RESOURCES

### STATE

#### PARISH OHSEP CONTACT NUMBERS

[gohsep.la.gov/parishoepnumbers.aspx](http://gohsep.la.gov/parishoepnumbers.aspx)

#### PDA FOR FEDERAL/STATE PA GOHSEP

[gohsep.la.gov/disasrecov.aspx](http://gohsep.la.gov/disasrecov.aspx)

### FEDERAL

#### 44 CFR

[gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR](http://gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR)

#### FEMA: SCHEDULE OF EQUIPMENT RATES

[fema.gov/pdf/government/grant/pa/eqrates\\_2010.pdf](http://fema.gov/pdf/government/grant/pa/eqrates_2010.pdf)



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GOHSEP

## LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

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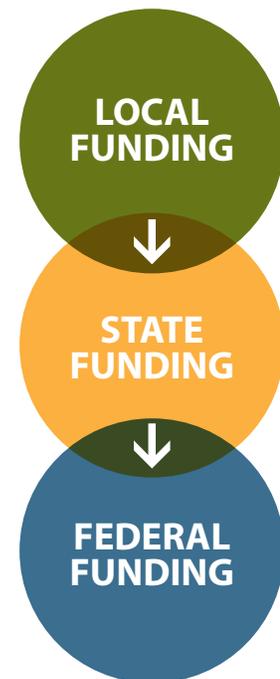
# 5.2 Recovery Resources

Successful recoveries require investments in repairing and reconstructing damaged facilities and helping people rebuild lives. Whether considering public facilities, commercial properties or individuals and residential recoveries, the first place to look for recovery funding is through your **insurance coverage**, followed by **rainy day reserves** and the **re-direction** of funding committed for other projects or needs. Public entities can also look to municipal bonds.

### STATE ASSISTANCE

- **State Interim Emergency Board (IEB)**. In both declared and non-declared events, the IEB may be a source for funding support. IEB provides **discretionary funding** (based on legislative appropriations) to assist in the recovery from disaster damages. See next section of this Manual that discusses IEB in greater detail.
- **State Departments and Agencies**.

When individual and **local resources are overwhelmed** and are insufficient to meet disaster recovery needs – and if a Presidential declaration has been made – recovery funding is available through the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Stafford Act). The Stafford Act opens the door to FEMA Public Assistance (PA), Individual Assistance (IA) and technical and other Direct Federal Assistance (DFA) through Mission Assignments. More information on FEMA PA and IA can be found later in this chapter.



**Insurance + FEMA assistance  
are the primary sources of  
recovery funding.**

**Look to local resources first.**

---

Additionally, some Federal agencies and/or departments have recovery funding through their own authorities. Especially noted in this section are U.S. Small Business Administration (SBA) disaster loan programs and U.S. Department of Housing and Urban Development (HUD) Community Development Block Grants (CDBG), among others.

The *National Disaster Recovery Framework* (NDRF), also discussed later in this chapter, is a new framework for coordinating Federal recovery resources beyond those enabled by the Stafford Act. It considers nonprofit and private-sector resources in addition to those found within other Federal agencies and programs.

## HOW TO APPLY

Accessing FEMA PA, IA, SBA and HUD/CDBG resources are discussed in the following sections.

DFA requests are made by **GOHSEP** to **FEMA**. GOHSEP might learn of a need for DFA support in several ways.

For example:

- A local authority may identify the need for DFA through a **formal WebEOC** request.
- A local elected official might articulate the need to a **Parish OHSEP Director** who would then alert GOHSEP.
- An elected official might be made aware of the need and then notify the **Governor's Office** or **GOHSEP**.
- The **Governor's Office** might articulate an identified need, in which case GOHSEP would then initiate a request to FEMA.



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LOUISIANA ELECTED OFFICIALS  
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PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE



## 5.2.1 Interim Emergency Board (IEB) + Other Prospective Resources

Disasters require resources for response and recovery. The response to any disaster or emergency results in a cost impact to State and local governments. If the State is granted a Presidential declaration, FEMA typically provides a minimum of **75 percent** of the cost. Without a Presidential declaration, the State and local governments are required to pay 100 percent of the cost.

**When local government does not have the ability to fund recovery, the IEB may provide financial assistance.**

When disaster impacts overwhelm local resources, response and recovery leadership need to know where to go to seek funding. While there are many prospective funding sources, the **State Interim Emergency Board (IEB)** is a source to consider.

### IEB

The IEB is responsible for either obtaining funds (from the State General Fund or by **borrowing** on the full faith and credit of the State) or recommending that a State agency **deficit spend** its current year budget when an **emergency situation** arises between sessions of the Legislature.

Requests for programs or projects, which **may require future continuing** State appropriations, are **not acted** upon by the IEB **except** by request for deficit spending. Should deficit spending be found **impractical** or **impossible**, the IEB may fund such projects with a **favorable vote of its members**.

### IEB MEMBERS (OR THEIR DESIGNEES)

- **Governor**
- **Lieutenant Governor**
- **State Treasurer**
- **Presiding officer of each house of the Legislature**
- **Chairman of the Senate Finance Committee**
- **Chairman of the House Appropriations Committee**





## OTHER POTENTIAL DISASTER-RELATED RESOURCES

In addition the support found within IEB and the Federal family of agencies, funding assistance may be found within the nonprofit community and the private sector. Other State agencies may have **disaster-related resources** or they may provide assistance to local governing authorities, helping them to **identify other resource providers**.

## EXAMPLES OF OTHER PROSPECTIVE STATE RESOURCE PROVIDERS



- Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)



- Louisiana Department of Agriculture and Forestry (LDAF)



- Louisiana Department of Environmental Quality (DEQ)



- Louisiana Department of Health and Hospitals (DHH)



- Louisiana Department of Natural Resources (DNR)



- Louisiana Economic Development (LED)



- Louisiana Office of Community Development (OCD)



- Louisiana Office of Facility Planning and Control (FP&C)



- Louisiana Oil Spill Coordinator (LOSCO)/Department of Public Safety (DPS)



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## IMPORTANT TERMS

### Appropriation –

Money **set aside** (in this case, by a Legislative body) for a specific purpose.

### Deficit Spending –

The practice of spending funds in **excess of income**.

### Fiscal Agent –

A person or organization acting on behalf of another performing various **financial duties**.

## RESOURCES

### STATE

#### IEB APPLICATION + REPORT FORM

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

#### IEB

[doa.louisiana.gov/IEB/index.htm](http://doa.louisiana.gov/IEB/index.htm)

#### LOUISIANA BOARDS + COMMISSIONS

[legis.la.gov/legis/BoardMembers.aspx?boardId=335](http://legis.la.gov/legis/BoardMembers.aspx?boardId=335)



GOHSEP

## LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

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### 5.2.2 FEMA Public Assistance (PA)

When a disaster occurs, the State, local governments and other organizations commit resources in response to the incident. If it is evident that the situation is **beyond the capabilities** of the State and local resources, the Governor may request a Presidential declaration for the State under the authority of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Stafford Act).

When the President issues a declaration that an emergency or major disaster exists in the State, it authorizes FEMA to provide **financial assistance** to the State, local governments, other governmental entities, certain private nonprofit (PNP) and Tribal authorities.

The financial assistance from FEMA comes in the form of **grants** under the **FEMA Public Assistance (PA)** program and the FEMA post-disaster **Hazard Mitigation Grant Program (HMGP)**. HMGP is discussed in another section of this Manual.

The State, represented by GOHSEP, is the Grantee and the individual Applicants for FEMA PA or FEMA HMGP are subgrantees. Eligible activities under the FEMA PA program are: debris removal (Category A), emergency protective measures (Category B), and the repair, replacement or restoration of disaster-damaged public facilities and property (Categories C-G).

With the exception of the Katrina/Rita disaster, there is a **cost-share** involved with these grants<sup>1</sup>. In accordance with law and regulation, the Federal share of these expenses is not

#### FEMA PA WORK CATEGORIES

##### EMERGENCY WORK

- Category A** Debris Removal
- Category B** Emergency Protective Measures

##### PERMANENT WORK

##### Repair Restoration of Disaster-damaged Public Facilities and Property

- Category C** Roads + Bridges
- Category D** Water Control Facilities
- Category E** Buildings + Contents + Equipment
- Category F** Utilities
- Category G** Parks + Recreational + Other

<sup>1</sup> For Katrina/Rita Applicants, there is no cost share; FEMA pays 100 percent. However, Katrina/Rita recovery is an extraordinary circumstance.

less than **75 percent** of the eligible costs. **Under certain circumstances**, the Federal cost share may be increased to **90 percent**. It is the responsibility of the Applicant (subgrantee) to pay for the non-Federal share of the grant. **Available insurance** proceeds are deducted from eligible damages when determining the amount of assistance to be obligated.

## ELIGIBILITY REQUIREMENTS

The **Applicant** must be **eligible to receive funding** under the FEMA PA program; the following eligibility requirements must be met:

### APPLICANT

The **Applicant** must be:

- A State government, Tribal government or authorized Tribal organization, local government or PNP providing **essential** governmental services.

### FACILITY

The **facility** must be:

- The legal **responsibility** of an eligible Applicant and not under the specific authority of another Federal agency.
- Located in the **designated disaster area**.
- Damaged by the **declared disaster** or emergency.
- In **active use** and **open to the general public** at the time of the disaster.

### WORK

Eligible **work** needs to be in the public interest. It must be:

- Required as a **result** of the declared event.
- Within the **designated disaster area**, except for sheltering and evacuation activities.
- The legal **responsibility** of an eligible Applicant at the time of the disaster or emergency.

### COSTS<sup>2</sup>

Costs that can be **directly tied** to the performance of eligible work are eligible. Costs must be:

- **Reasonable** and **necessary** to accomplish work.
- Compliant with Federal, State and local requirements for **competitive procurement**.
- Reduced by **applicable credits**, such as insurance and salvage values.

## FEMA PA PROCESS

**The funding process includes the following steps.**

### PRELIMINARY DAMAGE ASSESSMENT (PDA)

A joint FEMA/State Preliminary Damage Assessment (PDA) Team visits local entities impacted by the disaster and assesses firsthand debris removal, emergency protective measures and damages to infrastructure to determine the scope and estimate repair costs.

### PRESIDENTIAL DISASTER DECLARATION

If the disaster is imminent and certain requirements are met, the Governor may request an *emergency* Presidential declaration.

If the disaster has occurred and it has been determined that the magnitude of the disaster will **exceed the resources** and **recovery capabilities** of the State and local governments, the Governor may send a request to the President for a *major disaster* Presidential declaration. Like the emergency Presidential declaration, the President makes the decision whether to declare a major disaster.

The Presidential declaration designates the areas eligible for assistance and the **type of assistance to be received by each area**.

<sup>2</sup> Refer to OMB A-87 for additional details.



## OVERVIEW OF FEMA PUBLIC ASSISTANCE (PA) PROCESS



THE PRESIDENTIAL DECLARATION OPENS THE DOOR FOR FEDERAL DISASTER ASSISTANCE. ASSISTANCE MAY COME THROUGH FEMA PA, IA, HM OR DIRECT FEDERAL ASSISTANCE (DFA) THROUGH MISSION ASSIGNMENTS.

### APPLICANT BRIEFING

The Applicant Briefing is a meeting conducted by the State to inform prospective Applicants of **available assistance** and **eligibility requirements** for obtaining Federal assistance for the declared event. The meeting is held as soon as is feasible following the President's declaration.

During the briefing, the State presents the incident period and a description of the declared event. Applicant, facility, work and cost eligibility are reviewed, and the **project formulation process** is introduced. The State discusses **funding options**, record-keeping and documentation requirements, along with any special considerations issues.

### REQUEST FOR PUBLIC ASSISTANCE (RPA)

An Applicant identifies interest in the program and signifies that eligible damages exist by filing a Request for Public Assistance (RPA). **An RPA must be filed within 30 days of the declaration date.**

### KICKOFF MEETING WITH FEMA PA COORDINATOR (PAC)

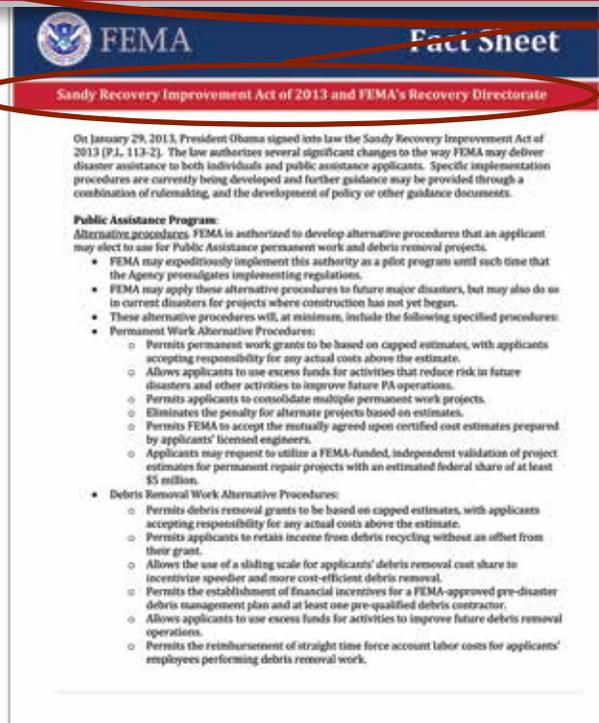
The first meeting between the Applicant, FEMA PA Coordinator (PAC) and the GOHSEP State Applicant Liaison (SAL) is called the Kickoff Meeting. A Kickoff Meeting is held with **each Applicant** to assess the Applicant's specific needs, discuss disaster-related damage and set forth a **plan of action** for repair of Applicant facilities. The PAC provides the State specific details on **documentation** and **reporting requirements**.

In accordance with Federal regulations, Applicants have **60 days** from the Kickoff Meeting to **identify** and **report** disaster damages.

### PROJECT FORMULATION + COST ESTIMATING

Project formulation is the process of documenting the damage to the facility, identifying the eligible scope of work (SOW) and estimating the costs associated with the SOW for each Applicant project. Project formulation allows Applicants to **administratively consolidate** multiple work items into single projects.

## Sandy Recovery Improvement Act of 2013 and FEMA's Recovery Directorate



The *Sandy Recovery Improvement Act of 2013* – Public Law (P.L.) 113-2 – makes **important** and **significant** changes to project development for FEMA PA in the areas of **permanent work, debris removal** and **force account labor**. FEMA may apply these changes to future disasters as well as **current disasters where construction has not yet begun**. For a detailed description of changes, see FEMA Fact Sheet: *Sandy Recovery Improvement Act of 2013 and FEMA's Recovery Directorate*, February 2013 found in the back pocket on this Manual.

### FEMA PROJECT REVIEW + VALIDATION

The purpose of the project review is to validate or confirm the eligibility, compliance, accuracy and reasonableness of **small projects** formulated by an Applicant and to ensure that the Applicant receives the **maximum amount of assistance available under the law**.

### GRANTS MANAGEMENT: OBLIGATION OF FEDERAL FUNDS + DISBURSEMENT TO APPLICANT

FEMA notifies the State (which is also the Grantee) that funds have been **obligated** for an Applicant project. Funds reside in a Federal account.

Generally, funds are dispersed by the State on a **reimbursement basis** after an Applicant provides **documentation** that **eligible work** was done and reasonable costs were incurred.

### APPEALS + ARBITRATION

The appeals process is the opportunity for Applicants to request review of decisions made by FEMA regarding financial assistance or the refusal thereof. There are two (2) levels of appeal. The **first level** appeal is to the FEMA Regional Administrator (RA). The **second level** appeal is to the Assistant Administrator for Recovery at FEMA Headquarters.

The **Applicant must file an appeal with the Grantee within 60 days** of receipt of GOHSEP's official notice of the action that is being appealed. The Applicant must provide documentation to support the appeal. This documentation should explain why the Applicant believes the original determination is in error.

In addition to appeals, Applicants who find themselves at odds with FEMA over grant funding relating to **Hurricanes Katrina** and **Rita** whose project is equal to or in excess of **\$500,000** have the option to choose **arbitration** to settle the dispute with FEMA. A request for arbitration must be made within **30 days** of notice of adverse FEMA action.

The *Sandy Recovery Improvement Act of 2013* provides for nationwide arbitration by an **independent review panel** for ALL Presidentially declared disasters where the amount in dispute is **at least \$1 million**. This



program is separate and apart from the arbitration program established for Hurricanes Katrina and Rita. The new program is expected to be available sometime after **December 31, 2015**.

**CLOSEOUT**

Once all Applicant projects are completed, all funds have been obligated and any appeals are final, the State will submit its final expenditure report on the Applicant to FEMA. FEMA will adjust any funding levels, if appropriate, and no other actions relative to the Applicant for the specific disaster may occur other than possible audits.

**HOW TO APPLY: RPAs**

The **RPA** is **FEMA's official application form** (FEMA form 90-49) that public and private nonprofit organizations (PNPs) use to apply for disaster assistance. It is a simple, short form with self-contained instructions. The application form identifies the Applicant, provides for general claim information, records of meetings and any special issues or concerns that may affect funding.

Remember, the RPA **must be submitted** to the FEMA RA within **30 days** after designation of the area where the damage occurred. It can be delivered in person at the **Applicant Briefing**, filed online through **LouisianaPA.com** or sent by mail or faxed to GOHSEP.

**Know the rules!**

**Reimbursement for FEMA PA projects can amount to millions of dollars.**

**Understanding Federal regulations can avoid de-obligation of needed FEMA PA funds.**

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
REQUEST FOR PUBLIC ASSISTANCE**

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
REQUEST FOR PUBLIC ASSISTANCE**

OMB NO. 1660-0017  
Expires April 30, 2013

**PAPERWORK BURDEN DISCLOSURE NOTICE**  
Public reporting burden for this form is estimated to average 10 minutes. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless it displays a valid OMB number. NOTE: Do not send your completed questionnaire to this address.

APPLICANT (Political subdivision or eligible applicant) \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

COUNTY (Location of Damages. If located in multiple counties, please indicate) \_\_\_\_\_ DUNS NUMBER \_\_\_\_\_

**APPLICANT PHYSICAL LOCATION**

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**MAILING ADDRESS (if different from Physical Location)**

STREET ADDRESS \_\_\_\_\_

POST OFFICE BOX \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

Primary Contact/Applicant's Authorized Agent		Alternate Contact	
NAME		NAME	
TITLE		TITLE	
BUSINESS PHONE		BUSINESS PHONE	
FAX NUMBER		FAX NUMBER	
HOME PHONE (Optional)		HOME PHONE (Optional)	
CELL PHONE		CELL PHONE	
E-MAIL ADDRESS		E-MAIL ADDRESS	
PAGER & PIN NUMBER		PAGER & PIN NUMBER	

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)?  YES  NO

Private Non-Profit Organization?  YES  NO

If yes, which of the facilities identified below best describe your organization?  
Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "...any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public."

\* Tax Exemption Certificate and Organization Charter or By-Laws. If your information on accreditation or certification.

FIPS# \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

PLACES ALL PREVIOUS EDITIONS

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## IMPORTANT TERMS

### FEMA Public Assistance (PA) Grant Program –

Provides assistance to State, Tribal and local governments and certain types of PNPs so that communities can quickly **respond** to and **recover** from major disasters or emergencies declared by the President.

### Grantee –

For disaster-related Stafford Act and preparedness (non-disaster) grant programs, the Grantee is the **State government**, and in some instances, a **Native American Tribal authority**, to which a grant is awarded. The Grantee is **accountable** for the use of the funds provided by FEMA and is **responsible** for disbursing those funds to a **subgrantee** (sometimes called Applicant) or multiple subgrantees. The Grantee is also responsible for providing **technical advice** and **assistance** to eligible Applicants, ensuring that potential Applicants are **aware** of the available assistance programs, providing **support** for damage assessment operations, supporting project **identification** activities and **submitting** the necessary paperwork for grant awards.

### Subgrantee –

FEMA and the Grantee **share responsibility** for making disaster-related Stafford Act and preparedness (non-disaster) program funds available to subgrantees. A subgrantee (also referred to as an Applicant) is a **State agency** or **local government**, **Native American Tribal authority**, **PNP organization** or **other legal entity** who receives FEMA PA, HM, Preparedness (Non-disaster) or other FEMA grant funds. Funds are **administered** and distributed by the **Grantee**.

## RESOURCES

### STATE

#### GOHSEP

[gohsep.la.gov](http://gohsep.la.gov)

#### LOUISIANA PUBLIC ASSISTANCE (LAPA)

[LouisianaPA.com](http://LouisianaPA.com)

#### LOUISIANA MUNICIPAL ASSOCIATION (LMA) DISASTER RECOVERY HANDBOOK

Resources and Links tab => Publications => **Disaster Recovery and Emergency Management** folder.

[lma.org/LMA/Resource/Publications](http://lma.org/LMA/Resource/Publications)

### FEDERAL

#### FEMA

[fema.gov/public-assistance-local-state-tribal-and-non-profit](http://fema.gov/public-assistance-local-state-tribal-and-non-profit)

#### FEMA FACT SHEET: SANDY RECOVERY IMPROVEMENT ACT OF 2013 AND FEMA'S RECOVERY DIRECTORATE, FEBRUARY 2013

[fepa.org/attachments/article/280/FEMA%20Fact%20Sheet%20Sandy%20Recovery%20Improvement%20Act.pdf](http://fepa.org/attachments/article/280/FEMA%20Fact%20Sheet%20Sandy%20Recovery%20Improvement%20Act.pdf)

#### FEMA PA GRANT APPLICATION PROCESS

[fema.gov/public-assistance-grant-application-process](http://fema.gov/public-assistance-grant-application-process)

#### FEMA RPA APPLICATION FORM

[fema.gov/library/viewRecord.do?id=2658](http://fema.gov/library/viewRecord.do?id=2658)

#### OMB CIRCULAR

[whitehouse.gov/omb/circulars\\_a087\\_2004](http://whitehouse.gov/omb/circulars_a087_2004)

#### STAFFORD ACT

[fema.gov/about/stafact.shtm](http://fema.gov/about/stafact.shtm)



GOHSEP

## LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE



### 5.2.3 FEMA Individual Assistance (IA)

FEMA offers robust support to **individuals** and families in the wake of a disaster. From grants that provide for special and personal needs to temporary housing to helping with U.S. Small Business Administration (SBA) loans and more, the FEMA Individual Assistance (IA) program is an important resource for community members recovering from disaster. FEMA IA grant program is managed through FEMA and assisted by GOHSEP.

**FEMA provides a variety of programs that help individuals + families recovering from the impacts of a disaster.**

#### FEMA INDIVIDUALS + HOUSEHOLDS PROGRAM (IHP)

The FEMA Individuals and Households Program (IHP) provides financial assistance to individuals and households affected as a direct result of a Presidentially declared major disaster or emergency. Assistance is available for those who are **uninsured** or **underinsured**, have **necessary expenses** and **serious needs** and are unable to meet those expenses or needs through other means. Up to **\$31,900** is available in financial help (adjusted yearly), although some forms of IHP assistance have other limits.

This program supports recovery by providing the financial means to disaster survivors to secure **adequate interim** and **long-term housing**, in addition to other necessary expenses and serious needs.

Applicant eligibility for the IHP program has **qualifiers**. It is available to those:

- Who are in **areas declared** an emergency or major disaster by the President.
- Whose primary residence has been **damaged** or **destroyed**.
- Whose losses are **not covered by insurance** and were **caused by the disaster**.
- Who is a **citizen of the United States**, a **non-citizen national** or a **qualified alien**, or is in a household where a member of the household is a citizen of the U.S., a non-citizen national or a qualified alien.

Further, if the home is located in a **Special Flood Hazard Area**, the homeowner must comply with flood insurance purchase requirements and local flood codes and requirements.

FEMA assistance can include:

## HOUSING ASSISTANCE

Financial or direct assistance may be provided for the following:

**Temporary Housing** – Funding is available to rent a different place to live or a temporary housing unit (when rental properties are not available).

- **Requirements to Participate:** Proof of primary residence, disaster-caused displacement and/or paid receipts for rent or lodging expenses.

**Home Repair** – Funding is available for homeowners to **repair damage** from the disaster that is **not covered by insurance**. The goal is to repair the home to a safe and sanitary living or functioning condition.

- FEMA may provide up to the **maximum grant amount** for repair; and the homeowner may apply for a **SBA loan** for additional repair assistance.
- FEMA **will not** pay to return a home to its condition before the disaster.
- Repair and replacement items can include **structural** parts of a home (foundation, outside walks, roof); windows, doors, floors, etc.; septic or sewer systems, well or other water systems, heating/cooling systems, utilities (electrical, plumbing and gas systems).
- **Requirements to Participate:** Proof of primary residence, proof of residency and ownership, disaster caused displacement, and/or paid receipts for rent or lodging expenses.

**Home Replacement** – Funding is available for the **replacement** of damaged homes. However, it is not common because funding is limited to the maximum \$31,900 grant amount per Applicant.

- **Requirements to Participate:** Proof of primary residence, proof of residency and ownership and home must be destroyed by the disaster.

## **Semi-Permanent or Permanent Housing**

**Construction** – Direct assistance or funding for the construction of a home. This type of assistance *is available only in very unusual situations*, in locations specified by FEMA, where **no other type of housing assistance is possible**.

- **Requirements to Participate:** Proof of primary residence, proof of residency and ownership, disaster-related home damage, and home is located in an insular area **outside the continental U.S.** or in other remote locations. Alternate housing resources are **unavailable, infeasible or not cost-effective**.

## OTHER NEEDS ASSISTANCE (ONA)

May be provided for:

**Medical and Dental** – Must be disaster-caused expenses, and/or provide paid receipts (bills) for medical treatments.

**Funeral and Burial Costs** – Must be disaster caused expenses/costs; and/or provide paid receipts (bills) for services. State sets maximum grant amount yearly.

**Personal Property** – Proof of ownership is required and damage must be disaster-related personal property damage. Examples include:

- Repair, cleaning or replacement of:
  - » Clothing.
  - » Household items (room furnishings, appliances).
  - » Specialized tools or protective clothing and equipment required for work.
  - » Necessary educational materials (computer, school books, supplies).
  - » Cleanup items (wet/dry vacuum, air purifier, dehumidifier).



- » Fuel (fuel, chain saw, firewood).
- » Moving and storage expenses related to the disaster (including evacuation, storage or the return of property to a home).

Help is also available for:

**Transportation** – Assistance is available for the repair or replacement of **vehicles** damaged by the disaster, or for public transportation or other transportation costs.

- **Requirements to Participate:** Proof of ownership, vehicle complies with State laws, damage is disaster-caused. State **sets limits** yearly.

**Flood Insurance** – Assistance is available to help meet the cost of a *National Flood Insurance Program* (NFIP) group flood insurance policy to meet FEMA flood insurance requirements.

It's important to note that the *Sandy Recovery Improvement Act of 2013* – Public Law (P.L.) 113-2 – makes **important** and **significant changes** to FEMA IA, clarifying the issue of **childcare eligibility** and addressing **temporary housing**. See the *FEMA Sandy Recovery Improvement Act of 2013 and FEMA's Recovery Directorate Fact Sheet* found in the back pocket of this Manual.

## DISASTER RECOVERY CENTER (DRC)

In the aftermath of disasters, FEMA may establish a Disaster Recovery Center (DRC) as a location where individuals impacted by disaster may go for **information** about FEMA and other disaster assistance programs, or for questions related to an individual case. DRCs include staff from FEMA, State and local government agencies, voluntary agencies and other Federal agencies. The range and type of disaster assistance services offered in a DRC is contingent upon the characteristics of the declared incident, specific recovery activities and the availability of local resources. The types of disaster assistance services that are typically in a DRC include:

- Access to **FEMA disaster assistance programs**.
- Access to **SBA loan** programs.
- Access to information about **rebuilding** and **repairing** property.
- Access to **other Federal, State and local government programs** (e.g., tax assistance, unemployment information and social services benefits).

When warranted, other FEMA **national disaster assistance partners** may offer additional **non-governmental services**, such as **legal** or **financial counseling**. DRCs will, whenever possible, be located in pre-existing fixed facilities identified and provided by the State. However, FEMA is also prepared to and



DISASTER RECOVERY CENTER

may deploy **mobile DRCs** to provide temporary DRC support until fixed facilities are available.

Each Parish can play a critical role in the success of a DRC in delivering assistance to citizens by having potential sites **pre-selected before an event**. Selected sites should:

- Be **centrally located** to areas of damage.
- Be a public facility – with **no cost** lease.
- Not require the DRC to co-locate with Points of Distribution (**POD**) sites or **food stamp distribution centers**.
- Have **parking** and be **handicapped accessible**.

Once selected, a mandatory inspection by a FEMA Inspection Team occurs prior to signing a lease.

## HOW TO APPLY

To expedite help, Applicants should. Apply **online** at [DisasterAssistance.gov](http://DisasterAssistance.gov).

OR

Apply by **phone**:

- Call **(800) 621-FEMA (3362)**.
- Call TTY **(800) 462-7585** for people with speech or hearing **disabilities**.
- If using 711 or Video Relay Service (VRS), call **1-800-621-3362**.

If an Applicant does not have Internet access or phone service and if DRCs have been established in the area, Applicants should go to the **DRC** for **assistance** with the **registration process**.

## RESOURCES

### STATE

#### GOHSEP

[gohsep.la.gov](http://gohsep.la.gov)

### FEDERAL

#### DISASTER ASSISTANCE

[DisasterAssistance.gov](http://DisasterAssistance.gov)

#### FEMA

[FEMA.gov](http://FEMA.gov)

#### FEMA DISASTER ASSISTANCE

[fema.gov/disaster-assistance-available-fema](http://fema.gov/disaster-assistance-available-fema)

#### FEMA FACT SHEET: SANDY RECOVERY IMPROVEMENT ACT OF 2013 AND FEMA'S RECOVERY DIRECTORATE, FEBRUARY 2013

[fepa.org/attachments/article/280/FEMA%20Fact%20Sheet%20Sandy%20Recovery%20Improvement%20Act.pdf](http://fepa.org/attachments/article/280/FEMA%20Fact%20Sheet%20Sandy%20Recovery%20Improvement%20Act.pdf)

#### SBA

[SBA.gov](http://SBA.gov)



MOBILE DRC



DRC EXTERIOR



## 5.2.4 U.S. Small Business Administration (SBA)/Disaster Loans

U.S. Small Business Administration (SBA) provides **loans** to homeowners, renters, businesses and organizations to **repair** or **replace** real estate, personal property, equipment and business assets that have been damaged in a disaster. Through its office of Disaster Assistance, SBA provides **low interest, long-term loans** for physical and economic damage caused by a declared event.

### SBA DECLARATION PROCESS

The Governor contacts FEMA if the State believes damages justify a Presidential declaration. SBA will join FEMA, State and local representatives and conduct a **Preliminary Damage Assessment (PDA)** of the area. If the PDA shows enough damage, the Governor can ask for a declaration. FEMA forwards the Governor's request and the PDA results to the President for a decision. If the President declares the area eligible for FEMA Individual Assistance (IA), SBA offers **physical** and **economic injury** loans in the declared Parishes and **economic injury loans only** in contiguous Parishes.

When the damages are **less extensive**, the Governor can ask for an **SBA declaration**. When the Governor's request for assistance is received, a survey of the damaged area is conducted with State and local officials, and the results are submitted to the SBA Administrator for a decision. When the Administrator of SBA declares an area, **both primary** and **adjacent Parishes** are eligible for the same assistance.

SBA will make a **Physical Disaster Declaration** when:

- At least **25 homes** (primary residences) and/or businesses in a Parish have **uninsured losses of 40 percent or more** of their estimated fair market value. (Secondary homes, condominium units, cabins, camps, lakes homes, etc. used for recreation purposes are not included.)

OR

- At least **three (3) businesses** have uninsured losses of **40 percent or more** of their estimated fair replacement value and, as a direct result of the damages, **25 percent of the work force** in the community will be unemployed for at **least 90 days**.



SBA will make an **Economic Injury Disaster Declaration** when:

- A Governor certifies that at least **five (5)** small businesses in a disaster area have suffered **substantial economic injury** as a result of the disaster and are in need of financial assistance not otherwise available on reasonable terms.

**OR**

- The Secretary of Agriculture designates an area as an **agricultural disaster area**. SBA may make economic injury disaster loans to small business concerns and small agricultural cooperatives in the designated Parishes without credit available elsewhere.

**OR**

- The Secretary of Commerce makes a **commercial fishery failure** or fishery resource disaster under Section 308 (b) of the *Inter-jurisdictional Fisheries Act of 1986*.

## HOW TO APPLY

To apply for SBA disaster loans, individuals who are homeowners and renters must **register** with the FEMA. FEMA registration numbers and online access are available on the SBA website. SBA loan applications can be made using paper forms or online.

To learn more, visit [disasterloan.sba.gov/ela](https://disasterloan.sba.gov/ela).

## RESOURCES

### FEDERAL

SBA

[sba.gov](https://sba.gov)

**SBA assistance does not depend on a Presidential declaration.**



GOHSEP

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PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE



## 5.2.5 Community Development Block Grants (CDBG)

The Community Development Block Grant (CDBG) program is a part of the U.S. Department of Housing and Urban Development (HUD).

The State contact for CDBG is the Disaster Recovery Unit (DRU) of the Louisiana Office of Community Development (OCD), under the Louisiana Division of Administration (DOA).

**The flexibility in applying CDBG funding makes it a powerful recovery tool.**

The Louisiana D-CDBG program awards and administers Federal grants to **individuals, nonprofits** and **local governments** in Federally designated areas of the State. The program is designed to further develop communities by providing housing, a suitable living environment and expand economic opportunities, primarily for persons of low to moderate income in keeping with Federal statutory requirements.

### CDBG FUNDING + DISASTER RECOVERY

**CDBG funding plays an important role in disaster recovery.** Authorized under Title I of the *Housing and Community Development Act of 1974*, as amended, HUD provides **flexible grants** to help cities, counties/Parishes and States recover from **Presidentially declared disasters, especially in low-income areas**, subject to availability of supplemental appropriations.

In response to disasters, Congress may appropriate additional funding for the CDBG and HOME Investment Partnership (HOME) Programs as disaster recovery grants to **rebuild** the affected areas and **provide crucial seed money** to start the recovery process. Because CDBG disaster recovery assistance **may fund a broad range of recovery activities**, HUD can help communities and neighborhoods that otherwise might not recover due to limited resources. Disaster recovery grants often **supplement** disaster programs of FEMA, the U.S. Small Business Administration (SBA) and the U.S. Army Corps of Engineers (USACE). In addition, HUD HOME disaster recovery grants can provide an important resource for providing affordable housing to disaster victims.

## TYPE OF ASSISTANCE

HUD generally awards noncompetitive, nonrecurring disaster recovery grants by a **formula** that considers disaster recovery needs unmet by other Federal disaster assistance programs.



## ELIGIBLE GRANTEES

CDBG disaster recovery funds are available to **States, local governments, Tribal governments** and **areas designated by the President** as disaster areas.

These communities must have **significant unmet recovery needs** and the capacity to carry out a disaster recovery program. At times, supplemental appropriations restrict funding solely to States rather than to local jurisdictions.

## ELIGIBLE APPLICANTS

CDBG disaster recovery grants primarily benefit **low-income residents** in and around communities that have experienced a natural disaster. Generally, grantees must use at least half of disaster recovery funds for activities that principally benefit low- and moderate-income persons.

## ELIGIBLE ACTIVITIES

Grantees may use CDBG disaster recovery funds for recovery efforts involving **housing, economic development, infrastructure** and **prevention of further damage** to affected areas, if such use does not duplicate funding available from FEMA, SBA or USACE.

## EXAMPLES OF ELIGIBLE ACTIVITIES

- **Buying damaged properties** in a flood plain and **relocating** residents to safer areas.
- **Relocation payments** for people and businesses **displaced** by the disaster.
- **Rehabilitation** of homes and buildings damaged by the disaster.
- Buying, constructing or rehabilitating **public facilities** such as streets, neighborhood centers, and water, sewer and drainage systems.
- **Code enforcement.**
- Homeownership activities such as **down payment** assistance, interest rate subsidies and loan guarantees for disaster victims.
- **Public services** (generally limited to no more than 15 percent of the grant).
- Helping businesses **retain** or **create jobs** in disaster impacted areas.
- **Planning** and **administration** costs (limited to no more than 20 percent of the grant).



## HOW TO APPLY

HUD notifies **eligible governments** they must develop and submit an *Action Plan for Disaster Recovery* (Action Plan) before receiving CDBG disaster recovery grants. The *Action Plan* must describe the needs, strategies and projected uses of disaster recovery funds.

The *Guide to National Objectives and Eligible Activities for State CDBG Programs* is designed to make the program's requirements easier to understand and allow participants to take full advantage of the program's flexibility. The guide can be found online at [portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/communitydevelopment/library/stateguide](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/library/stateguide).

## IMPORTANT TERMS

### HOME –

Authorized under **Title II of the Cranston-Gonzalez National Affordable Housing Act**, as amended, HOME provides formula grants to States and localities that communities use – often in **partnership** with **local nonprofit groups** – to fund a wide range of activities that **build, buy** and/or **rehabilitate affordable housing** for rent or homeownership or provide direct rental assistance to low-income people. HOME is the largest Federal block grant to State and local governments designed exclusively to create affordable housing for low-income households.



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## RESOURCES

### FEDERAL

#### CDBG + DISASTER ASSISTANCE

[portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/communitydevelopment/programs/drsi](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/programs/drsi)

#### CDBG WEB PAGE ON THE LOUISIANA DOA WEBSITE

[doa.louisiana.gov/cdbg/cdbg.htm](http://doa.louisiana.gov/cdbg/cdbg.htm)

#### DISASTER RECOVERY CDBG ADMINISTRATION MANUAL

[doa.louisiana.gov/cdbg/dr/dradmin-manual.htm](http://doa.louisiana.gov/cdbg/dr/dradmin-manual.htm)

#### ELIGIBLE ACTIVITIES + FUNDING CYCLES + APPLICATIONS + FORMS + GRANT AWARDS + GRANTS MANAGEMENT + STAFF + RESOURCES

[doa.louisiana.gov/cdbg/cdbghome.htm#](http://doa.louisiana.gov/cdbg/cdbghome.htm#)

#### GUIDE TO NATIONAL OBJECTIVES AND ELIGIBLE ACTIVITIES FOR STATE CDBG PROGRAMS

[portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/communitydevelopment/library/stateguide](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/library/stateguide)



GOHSEP

## LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE



### 5.2.6 Other Recovery Resources

Federal funding and technical assistance may be available to assist in recovery **beyond** disaster-related grant programs provided by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Stafford Act) – FEMA Public Assistance (PA), Individual Assistance (IA) and Mission Assignment; U.S. Department of Housing and Urban Development (HUD) Community Development Block Grants (CDBG); and the U.S. Small Business Administration (SBA) disaster loan programs just discussed. Other Federal agencies may provide assistance in either or both declared and non-declared events under their own authorities. For example:

**Check these resources.**

**There may be recovery resources other than FEMA + HUD + CDBG + SBA.**



- **U.S. Army Corps of Engineers (USACE)** may be able to respond for **up to 10 days without a Presidential declaration.**



- **Federal Highway Administration (FHWA)** may provide grant assistance to State governments for **debris clearing** and/or **removal** and **repair of roads** on the designated Federal Highway System.



- **U.S. Department of Agriculture (USDA)/Farm Service Agency (FSA)** provides assistance for **natural disaster losses**, resulting from **drought, flood, fire, freeze, tornadoes, pest infestation** and **other disasters.**

There are many other prospective public and private sources of recovery technical assistance and funding support. Check the *Louisiana Recovery Resource Guide Interactive Spreadsheet* found at [LouisianaPA.com/site/resources.cfm](http://LouisianaPA.com/site/resources.cfm), and check out the LOUISIANA SPEAKS website



for a listing of more than 400 **public-**, **private-** and **nonprofit-sector resources**. Entries for both are organized by sector.

## HOW TO APPLY

Interactive links to apply for recovery resources are embedded within both the LOUISIANA SPEAKS website and the *Louisiana Recovery Resource Guide Interactive Spreadsheet* in the *Web Address* column.

**LOUISIANA RECOVERY RESOURCE GUIDE**  
Select an Icon to Navigate to the Sector or Resource Provider Tab

 Sector Key	 ECON (Economic + Workforce Development)	 EDUC (Education)	 ENVI (Environment + Agriculture)	 FLPM (Floodplain Management)
 HIST (Historic + Cultural Resources)	 HOUS (Housing + Community Development)	 HSPH (Human Services + Public Health)	 INFR (Infrastructure + Transportation)	 SAFE (Public Safety)
 Federal Programs	 State Programs	 Charitable Giving	 Loan Programs	 Technical Assistance

## RESOURCES

### STATE

LOUISIANA RECOVERY RESOURCE GUIDE INTERACTIVE SPREADSHEET

[LouisianaPA.com/site/resources.cfm](http://LouisianaPA.com/site/resources.cfm)

LOUISIANA SPEAKS

[louisianaspeaks-parishplans.org](http://louisianaspeaks-parishplans.org)

### FEDERAL

FEDERAL + OTHER DISASTER ASSISTANCE

[disasterassistance.gov](http://disasterassistance.gov)

FEDERAL HIGHWAY ADMINISTRATION (FHWA)

[fhwa.dot.gov](http://fhwa.dot.gov)

FSA

[www.fsa.usda.gov/FSA/disasterMatrix?area=home&subject=diap&topic=mtx](http://www.fsa.usda.gov/FSA/disasterMatrix?area=home&subject=diap&topic=mtx)

SBA

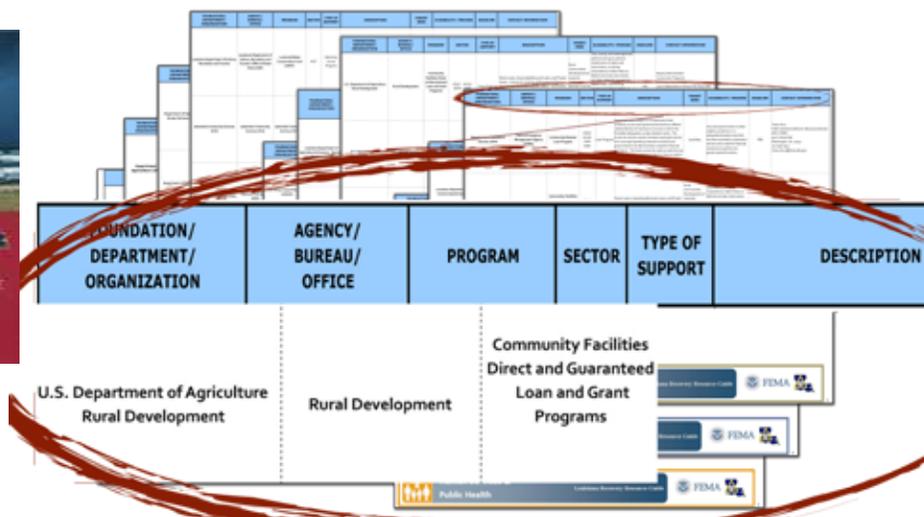
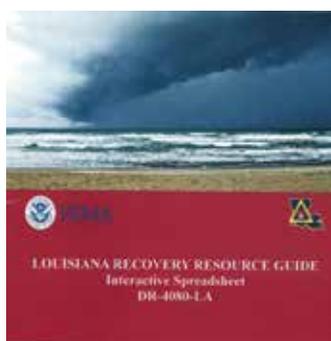
[sba.gov](http://sba.gov)

U.S. ARMY CORP OF ENGINEERS

[www.usace.army.mil](http://www.usace.army.mil)

USDA

[usda.gov](http://usda.gov)





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PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE



### 5.3 Debris Removal

In many cases, debris removal is the most expensive part of the response and recovery effort, so it is important to **get it right!**

Debris operations are restricted to event-related debris and to property and right-of-ways that are the responsibility of the **Applicant (local governments and qualified private nonprofits [PNPs])**.

As a **best practice**, FEMA Public Assistance (PA) Applicants are highly encouraged to develop a **debris management plan**. Plans significantly improve an Applicant's ability to conduct their debris management operations in a way that ensures debris activities are **tailored to meet specific needs** and that debris removal activities are **consistent with FEMA eligibility criteria**. A well-constructed debris management plan ensures an Applicant **maximizes the Federal funds** it is **eligible to receive** and **retains those funds** through the reimbursement and audit process.

It is an **Applicant's responsibility** to understand and follow all local, State and Federal regulations for debris removal, management, monitoring and operations. Debris management should include:

- Identifying a Louisiana Department of Environmental Quality (DEQ)-permitted **debris management site**.
- Prequalifying and maintaining a list of **debris removal, monitoring and/or operations contractors**.

**Get a pre-disaster debris contract!**

#### DEBRIS MANAGEMENT PLAN

A debris management plan should address:

- **Staff Roles + Responsibilities**
- **Situation + Assumptions**
- **Debris Collection**
- **Debris Management Sites**
- **Contracted Services**
- **Private Property Demolition + Debris Removal**
- **Public Information Strategies**

## What you need to know about DEBRIS OPERATIONS. NOW!

**Purpose of this document:** To provide summary guidance on debris management monitoring and operations. You are responsible for following all local + state + federal regulations.

PRE-DISASTER	RESPONSE	RECOVERY
<p><b>BEST PRACTICES PRE-DISASTER*</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Develop a debris management plan.</li> <li><input type="checkbox"/> A better practice is to develop a FEMA-approved management plan.</li> <li><input type="checkbox"/> Identify a Louisiana Department of Environmental Quality (LDEQ) permitted debris management site.</li> <li><input type="checkbox"/> Prequalify your debris monitoring contractors + maintain list.</li> <li><input type="checkbox"/> Prequalify debris contractors + maintain list.</li> <li><input type="checkbox"/> Develop an RFP template for debris removal + monitoring contracts.</li> <li><input type="checkbox"/> Establish collection priorities.</li> </ul> <p><small>*The above represent Best Practices to assist in assuring that applicants maximize the funds they are eligible to receive and retain those funds through the reimbursement and audit processes.</small></p>	<p><b>BASIC DEBRIS MANAGEMENT CHECKLIST</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish debris operation priorities to eliminate immediate threat to lives and public property.</li> <li><input type="checkbox"/> Consider using in-house force account labor prior to awarding debris contract(s). Applicant is responsible for up to 25% of contract costs.</li> <li><input type="checkbox"/> Time + material costs are limited to work performed during the first 70 hours of actual work following a disaster. <ul style="list-style-type: none"> <li>• After 70 hours, contracts should be unit price (strongly recommended) or lump sum.</li> </ul> </li> <li><input type="checkbox"/> Use RFPs for ALL WORK other than first 70 hours. Use fair + open <b>competitive</b> procurement process.</li> <li><input type="checkbox"/> Assure that all work is reflected in the PW scope of work.</li> <li><input type="checkbox"/> The RFP + contract SOW should be consistent with the PW SOW. Differences may cause reimbursement delays.</li> <li><input type="checkbox"/> Cubic yards recommended as unit of measurement for most debris.</li> <li><input type="checkbox"/> Award contract to most responsive bidder based on your established criteria.</li> <li><input type="checkbox"/> All contracts are subject to cost reasonableness analysis (44 CFR 13.36(f)).</li> <li><input type="checkbox"/> Monitoring contract must provide for reporting requirements that demonstrate eligible work.</li> <li><input type="checkbox"/> Recommend FEMA approve monitoring requirements to demonstrate eligible work.</li> <li><input type="checkbox"/> Coordinate with LDEQ for all debris disposal permitting requirements.</li> <li><input type="checkbox"/> DOCUMENT, DOCUMENT, DOCUMENT!</li> </ul> <p><small>See GOHSEP Procurement Guide for additional assistance.</small></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor all debris removal closely. Your debris monitoring contractor should provide qualified and trained field monitors.</li> <li><input type="checkbox"/> Ensure use of load tickets for both force account labor + contracted debris operations.</li> <li><input type="checkbox"/> Ensure debris operations are restricted to event-related debris.</li> <li><input type="checkbox"/> Ensure debris operations are restricted to property + right of ways that are the responsibility of the applicant.</li> <li><input type="checkbox"/> Encourage citizens to separate debris brought to the curb (e.g., vegetative debris, white goods, tires, etc.).</li> <li><input type="checkbox"/> Ensure monitoring contractor conducts daily reconciliation of all debris operations documentation (e.g., load tickets, pictures, vehicle certifications, etc.).</li> <li><input type="checkbox"/> DOCUMENT, DOCUMENT, DOCUMENT!</li> </ul>



**NOTE: Only FEMA-eligible and reasonable debris costs will be reimbursed. ONLY FEMA DECIDES WHAT IS ELIGIBLE AND REASONABLE.**

- FEMA 327: *Public Assistance Debris Monitoring Guide* (October 2010) [http://www.fema.gov/pdf/government/grant/pa/fema\\_327\\_debris\\_monitoring.pdf](http://www.fema.gov/pdf/government/grant/pa/fema_327_debris_monitoring.pdf)
- FEMA 329: *Debris Estimating Field Guide* (September 2010) [http://www.fema.gov/pdf/government/grant/pa/fema\\_329\\_debris\\_estimating.pdf](http://www.fema.gov/pdf/government/grant/pa/fema_329_debris_estimating.pdf)
- 44 CFR 13.36: <http://www.gpo.gov/fdsys/pkg/CFR-2011-title44-vol1/pdf/CFR-2011-title44-vol1-sec13-36.pdf>



**LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY**  
 • LDEQ: <http://www.deq.louisiana.gov>

This public document is published by the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), State of Louisiana. 1100 copies of this public document were published in this 2nd printing at a cost of \$2,815.37. The total cost of all printings of this document, including reports is \$3,814.33. This document was published for the purpose of providing public information and education. This material was printed in accordance with standards for printing by state agencies established pursuant to R.S. 43:31. Printing of this material was purchased in accordance with the provisions of Title 43 of the Louisiana Revised Statutes.

### GOHSEP DEBRIS OPERATIONS GUIDANCE

- References.
- [http://www.fema.gov/pdf/government/grant/pa/9523\\_4.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_4.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_5.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_5.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_6.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_6.pdf)
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  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_9.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_9.pdf)
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  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_11.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_11.pdf)
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  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_16.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_16.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_17.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_17.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_18.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_18.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_19.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_19.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_20.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_20.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_21.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_21.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_22.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_22.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_23.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_23.pdf)
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  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_26.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_26.pdf)
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  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_30.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_30.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_31.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_31.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_32.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_32.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_33.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_33.pdf)
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  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_39.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_39.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_40.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_40.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_41.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_41.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_42.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_42.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_43.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_43.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_44.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_44.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_45.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_45.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_46.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_46.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_47.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_47.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_48.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_48.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_49.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_49.pdf)
  - [http://www.fema.gov/pdf/government/grant/pa/9523\\_50.pdf](http://www.fema.gov/pdf/government/grant/pa/9523_50.pdf)

- Developing a Request for Proposal (RFP) **template** for the solicitation of debris removal and monitoring contracts.

## CONTRACTING

FEMA provides a *Debris Removal Applicant's Contracting Checklist* (Recovery Policy [RP] 9580.201) to assist Applicants in the procurement process in selecting a debris contractor. The checklist can be downloaded at [fema.gov/public-assistance-9500-series-policy-publications/debris-removal-applicant%27s-contracting-checklist](http://www.fema.gov/public-assistance-9500-series-policy-publications/debris-removal-applicant%27s-contracting-checklist).

It is important to know that time and material costs are **limited** to work performed during the **first 70 hours of actual work** following a disaster. After 70 hours, contracts should be **unit price** or **lump sum** — unit price is strongly advised.

### BEST PRACTICES

Best practices in contracting suggest maintaining an **independent relationship** between debris contract **monitor(s)** and the **debris removal contractor**.

You should also consider **assigning** someone from your staff to be your **Debris Manager**. Part of his/her role is to provide oversight to debris contractors – both contracted monitors and debris removal contractors.



## THE ROLE OF IN-HOUSE (FORCE ACCOUNT) LABOR

It is important to consider using **(in-house) force account labor** prior to awarding debris contract(s) because Applicants are responsible for **up to 25 percent** of debris removal costs.

## DOCUMENTATION

The need for documentation cannot be stressed too strongly. Applicants should document **all activities – for example labor, hours worked, kind of debris removed, quantity, location, etc.** – whether by a contractor or force account labor to ensure eligibility and reimbursements.

**Only FEMA-eligible and reasonable debris costs will be reimbursed. Only FEMA decides what is eligible and reasonable.**

RECOVERY DIVISION  
**FACT SHEET**  
RP9580.201

**DEBRIS REMOVAL**  
**APPLICANT'S CONTRACTING CHECKLIST**

Overview

To be eligible for reimbursement under the Public Assistance Program, contracts for debris removal must meet rules for Federal grants, as provided for in 44 CFR Part 13.36 *Procurement* ([http://www.access.gpo.gov/nara/cfr/waisidx\\_04/44cfr13\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/44cfr13_04.html)). Public Assistance applicants should comply with their own procurement procedures in accordance with applicable State and local laws and regulations, provided that they conform to applicable Federal laws and standards identified in Part 13. The following guidance is provided to assist Public Assistance applicants in the procurement process.

Contracting Process Checklist

- Use competitive bidding procedures. Complete and document a cost analysis to demonstrate price reasonableness on any contract or contract modification where adequate price competition is lacking, as detailed in 44 CFR 13.36(f).
- Provide a clear and definitive scope of work and monitoring requirements in the request for proposals/bids. Use acceptable emergency contracting procedures that include an expedited competitive bid process only if time does not allow for more stringent procedures.
- Require bidders to provide copies of references, licenses, financial records, and proof of insurance and bonding.
- Obtain review from your legal representative of your procurement process and any contract to be awarded to ensure they are in compliance with all Federal, State, and local requirements.
- Document procedures used to obtain/award contracts (procurement information, bid requests and tabulations, etc).
- Use load ticket requirement to record with specificity (e.g., street address) where debris is picked up and the amount picked up, hauled, reduced and disposed of.

*FEMA will, when requested by applicants, assist in the review of debris removal contracts. However, such a review does not constitute approval.*

Prepared By: Public Assistance Branch - Date Prepared: August 30, 2006 - Page 1 of 4

RECOVERY DIVISION  
**FACT SHEET**  
RP9580.201

**DEBRIS REMOVAL**  
**APPLICANT'S CONTRACTING CHECKLIST**

Avoidance Checklist

- DO NOT:** Award a debris removal contract on a sole-source basis.
- DO NOT:** Sign a contract (including one provided by a contractor) until it has been thoroughly reviewed by your legal representative.
- DO NOT:** Allow any contractor to make eligibility determinations, since only FEMA has that authority.
- DO NOT:** Accept any contractor's claim that it is "FEMA certified." FEMA does not certify, credential, or recommend debris contractors.
- DO NOT:** Award a contract to develop and manage debris processing sites unless you know it is necessary, and have contacted the State for technical assistance concerning the need for such operations. Temporary debris storage and reduction sites are not always necessary.
- DO NOT:** Allow separate line item payment for stumps 24 inches and smaller in diameter; these should be treated as normal debris.
- DO NOT:** "Piggyback" or utilize a contract awarded by another entity. Piggybacking may be legal under applicable state law; however, the use of such a contract may jeopardize FEMA funding.
- DO NOT:** Award pre-disaster/stand-by contracts with mobilization costs or unit costs that are significantly higher than what they would be if the contract were awarded post-disaster. Such contracts should have variable mobilization costs depending upon the size of the debris work that may be encountered.

Prepared By: Public Assistance Branch - Date Prepared: August 30, 2006 - Page 4 of 4

FEMA PROVIDES SPECIFIC GUIDANCE ON DEBRIS OPERATIONS.

## IMPORTANT TERMS

### Debris Removal –

The clearance, removal and/or disposal of items such as trees, sand, gravel, building components, wreckage, vehicles and personal property. Debris removal includes:

- Collection
- Pickup
- Hauling
- Disposal

## RESOURCES

### STATE

#### DEBRIS MANAGEMENT PLAN OUTLINE LOUISIANA DEQ

[deq.louisiana.gov](http://deq.louisiana.gov)

#### PARISH OHSEP CONTACT NUMBERS

[gohsep.la.gov/parishoepnumbers.aspx](http://gohsep.la.gov/parishoepnumbers.aspx)

#### PROCUREMENT GUIDE: GETTING AND KEEPING YOUR FEMA GRANT DOLLARS!

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

#### THE LOUISIANA HOMELAND SECURITY AND EMERGENCY ASSISTANCE AND DISASTER ACT (DISASTER ACT)

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

### WHAT YOU NEED TO KNOW ABOUT DEBRIS OPERATIONS. NOW!

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

### FEDERAL

#### DEBRIS REMOVAL APPLICANT'S CONTRACTING CHECKLIST

[fema.gov/public-assistance-9500-series-policy-publications/debris-removal-applicant%27s-contracting-checklist](http://fema.gov/public-assistance-9500-series-policy-publications/debris-removal-applicant%27s-contracting-checklist)

#### ELECTRONIC CODE OF FEDERAL REGULATIONS (CFR)

[ecfr.gpoaccess.gov](http://ecfr.gpoaccess.gov)





## 5.4 FEMA PA Insurance Requirement: Obtain + Maintain (O & M)

As a condition of receiving FEMA Public Assistance (PA) funding, Applicants must obtain and maintain insurance coverage at least **equal to the amount of the eligible damage** to the facility receiving Federal assistance. This is often called the obtain and maintain (O & M) requirement. The purpose of the O & M requirement is to **protect against future loss** from the same type of peril.

Title 44 of the Code of Federal Regulations (44 CFR) 206.253 (f) indicates that if the requirement to purchase (**obtain**) insurance is not met, FEMA may de-obligate funds provided for damage sustained in the *current* disaster. If an Applicant does not **maintain** insurance, FEMA will not provide assistance for that facility in *future* disasters.

Applicants are **exempt** from this requirement:

- Where eligible damage is less than \$5,000.
- OR
- The facility is a temporary facility.

For facilities where, in the determination of the State Commissioner of Insurance, insurance is not **reasonably** available, Applicants may be exempted from certain insurance requirements. (See next section on the *Insurance Commissioner's Certification [ICC]*.) These exemptions do not apply to facilities insurable under the *National Flood Insurance Program (NFIP)*, where insurance is considered to be **available** and **reasonable**.

### RESPONSIBILITIES

Applicants are responsible for **risk management**. It is important to know that **private insurance** is the **first source of help** after a disaster. FEMA PA and other Federal support are **supplemental**, available when communities are **overwhelmed** from disaster and **after** insurance benefits and other local or State resources have been exhausted.

---

## IMPORTANT TERMS

### De-obligation –

A reduction or elimination in the amount of Federal funding previously awarded to an Applicant.

### Obtain and Maintain (O & M) –

Requirement to purchase insurance coverage to continue eligibility for FEMA PA grants. The O & M requirement protects against future loss from the same type of peril.

**Failure to understand + follow FEMA insurance requirements may result in de-obligation of funds already received . . .**

**As well as loss of eligibility for future disaster funds.**

## RESOURCES

### STATE

**LOUISIANA PUBLIC ASSISTANCE (LAPA)**

[LouisianaPA.com](http://LouisianaPA.com)

### FEDERAL

**44 CFR**

[gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR](http://gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR)

**ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT**

[fema.gov/about/stafact.shtm](http://fema.gov/about/stafact.shtm)



## 5.4.1 Insurance Commissioner's Certification (ICC)

Following a disaster, the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Stafford Act) requires Applicants to **obtain** and **maintain** (O & M) insurance, provided that insurance is **reasonably available**, to be eligible for FEMA Public Assistance (PA) funding in a subsequent disaster. This is often referred to as the **O & M requirement**. To meet the O & M requirement, insurance coverage must be:

**An ICC is the best way to ensure continued eligibility for FEMA PA.**

- Obtained and maintained on **all damaged facilities** that received FEMA PA funding.
- **At least equal to the value of the eligible damage** to the facility and for the **specific hazard** that caused the damage.

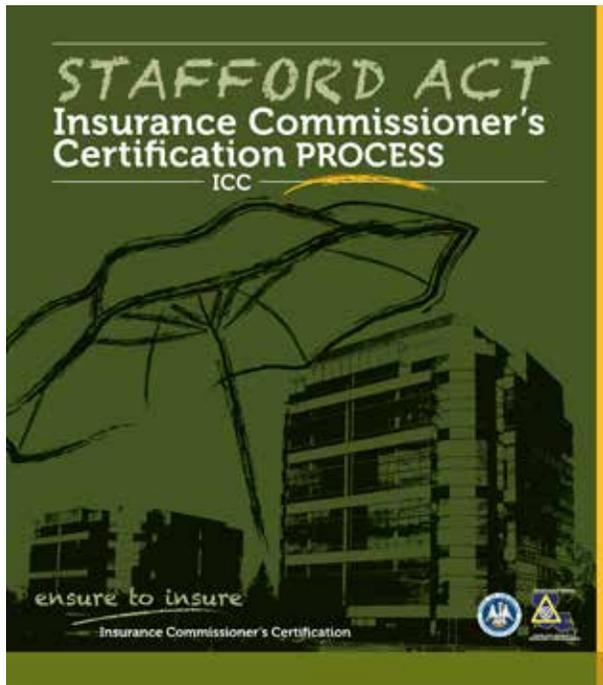
Insurance **market conditions** sometimes prevent an Applicant's ability to **reasonably** meet the O & M requirement. The Stafford Act then allows an Applicant to apply for an *Insurance Commissioner's Certification (ICC)*. The ICC acts as a **declaration** that some portion of the O & M requirement is **not reasonably available** to the FEMA PA Applicant.

### ICC CRITERIA

The Louisiana Commissioner of Insurance, working with GOHSEP, has established criteria an Applicant must meet to be eligible for an ICC:

- Applicant must demonstrate **reasonable attempts** to obtain and maintain insurance in the amounts required by the Stafford Act.
- Must establish a **minimum insurance budget**.
- Must follow a **specified insurance procurement procedure** that includes purchasing the maximum amount of insurance available through the *National Flood Insurance Program (NFIP)*.
- **Schedule coverage** when using blanket insurance policies, pooling arrangements, layered policy arrangements or some combination of those options.
- Deductibles **cannot exceed 15 percent** of property insurance coverage.

## Application for Insurance Commissioner's Certification (ICC)



### Application for Insurance Commissioner's Certification (ICC)

Applicant Name \_\_\_\_\_ FIPS # \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Primary Contact \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

**Organization Type (check below)**

Local Governmental	0.33%
Elementary and Secondary Education	0.29%
Post-Secondary Education	0.17%
Health Care	0.26%
Non-Profit Association	2.91%
Non-Profit Trust	1.41%
Non-Profit Religious	2.61%

Disaster(s):  Katrina  Rita  Gustav  Ike  MS River Flooding  TS Lee

Peril:  Wind  Flood  Other  
 (Select all that apply)

Operating Budget (Please attach documentation.) \$ \_\_\_\_\_  
 Current Operating Budget  
 OR  
 Last Year's Audited Financial Statement  
 (Identify portion of Audited Financial Statement representing Operating Budget.)

Current Total Insurance Expenditure (Excluding Business Interruption) \$ \_\_\_\_\_  
 (NFIP + Property Coverage + Wind + Excess Flood)  
 (Identify specifically where these costs are reflected in the Operating Budget.)

Percentage of Budget Expended on Insurance \_\_\_\_\_ %  
 (Divide total insurance expenditure by Operating Budget.)

TOTAL INSURED VALUE (TIV) \$ \_\_\_\_\_

PROPERTY DEDUCTIBLE \$ \_\_\_\_\_

• Property Deductible Percentage \_\_\_\_\_ %  
 [Divide Property deductible by Total Insured Value (TIV).]

NAMED WINDSTORM DEDUCTIBLE \$ \_\_\_\_\_

• Named Windstorm Deductible Percentage \_\_\_\_\_ %  
 [Divide Named Windstorm deductible by Total Insured Value (TIV).]

TO LEARN MORE ABOUT THE ICC AND APPLICATION PROCESS DOWNLOAD THIS GOHSEP-PRODUCED BROCHURE AT [gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx).

ICCs certify that Applicants for FEMA PA funding have met their O & M insurance requirements using **reduced coverage** when full-coverage requirements are not reasonably available. If the required levels of insurance are not obtained and maintained on a previously damaged facility, that facility will receive no FEMA PA funding in a **future event** of the **same type** unless the Applicant has both applied for and received an ICC.

It is important to know that an ICC **does not exempt an Applicant from procuring insurance coverage**. Applicants must still carry insurance to the extent that it is reasonably available. ICs are **disaster-specific**. Should another disaster strike, resulting in a need for additional Stafford Act assistance, a new application for a certification applicable to that disaster is required.



## IMPORTANT TERMS

### Insurance Commissioner's Certification (ICC) –

Certification that an Applicant for FEMA PA funding has **met the O & M insurance requirements** using reduced coverage when full-coverage requirements are not reasonably available.

### Obtain and Maintain (O & M) –

Insurance requirement that FEMA PA Applicants must meet to be eligible for FEMA PA funding.

### Stafford Act: ICC Process –

Publication produced by GOHSEP intended to raise awareness regarding the availability of ICCs, what they are, why they are needed and how to apply.

## RESOURCES

### STATE

2010 LETTER TO THE PRESIDENT FROM THE LOUISIANA DEPARTMENT OF INSURANCE (LDI) COMMISSIONER

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

### ICC APPLICATION

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

### STAFFORD ACT ICC PROCESS BROCHURE

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

### LOUISIANA DEPARTMENT OF INSURANCE (LDI)

[ldi.louisiana.gov](http://ldi.louisiana.gov)

### LOUISIANA PUBLIC ASSISTANCE (LAPA)

[LouisianaPA.com](http://LouisianaPA.com)

### FEDERAL

### STAFFORD ACT

[fema.gov/about/stafact.shtm](http://fema.gov/about/stafact.shtm)



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LOUISIANA ELECTED OFFICIALS  
EMERGENCY MANAGEMENT MANUAL

PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE

## 5.4.2 2010 Letter to the President from the Louisiana Insurance Commissioner



LOUISIANA DEPARTMENT OF INSURANCE  
JAMES J. DONELON  
COMMISSIONER

July 20, 2010

President Barack H. Obama  
The White House  
1600 Pennsylvania Avenue NW  
Washington, DC 20500

RE: Revised Criteria - Stafford Act Certifications for Louisiana

Dear Mr. President:

This letter will supplement and restate my August 10, 2007 letter to former President George W. Bush concerning the criteria and methodology being used in Louisiana with respect to waiver requests submitted to me, as Commissioner of Insurance for the State of Louisiana, pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, *et seq.* ("Stafford Act"). The Stafford Act authorizes you, as President, to provide disaster assistance through grants to state and local governments as well as certain eligible non-profit organizations (hereinafter referred to as "Applicants") damaged by Presidentially-declared major disasters. As a condition to receive the eligible disaster assistance, the Stafford Act requires the Applicant obtain and maintain "such types and extent of insurance...as may be reasonably available, adequate, and necessary, to protect against future loss to such property." 42 U.S.C. § 5154(a)(1).

However, the Stafford Act specifically provides that "[i]n making a determination with respect to availability, adequacy, and necessity under Paragraph (1), the President shall not require greater types and extent of insurance than are certified to him as reasonable by the appropriate State insurance commissioner responsible for regulation of such insurance." 42 U.S.C. § 5154(a)(2).

In my August 10, 2007 letter, I provided the criteria under which requests made to me for Stafford Act certifications would be considered for local governments and non-profit entities eligible for federal assistance as a result of damages sustained in Hurricane Katrina and/or Hurricane Rita. The purpose of this letter is to advise you, and all Applicants, of revisions that apply to applications for Stafford Act assistance for damages from Hurricane Katrina and/or Hurricane Rita and from any subsequent Presidentially-declared major disasters including, but not limited to, Hurricane Gustav and/or Hurricane Ike.

P. O. Box 94214 • BATON ROUGE, LOUISIANA 70804-9214  
PHONE (225) 342-5900 • FAX (225) 342-3078  
<http://www.dli.state.la.us>

President Obama  
July 20, 2010  
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Some of the modifications contained herein are the result of communications with representatives of the U.S. Department of Homeland Security, both at the Louisiana Transitional Recovery Office and in Washington DC (hereafter, "FEMA"). Among the issues discussed with FEMA were: (a) how my Stafford Act certification affects the treatment of an eligible Applicant's deductible in the event of a second disaster and (b) how my certification impacts the potential second-disaster recovery of an Applicant who has satisfied the Stafford Act by obtaining coverage through a blanket policy, insurance pool arrangement, layered arrangement or some combination of those options. In advance of my sending this letter, a letter was written to FEMA on August 21, 2009, informing it of my belief and understanding that a Stafford Act certification would impact each of those issues favorably for an eligible Applicant suffering subsequent disaster losses. (A copy of that August 21, 2009 letter is attached.) FEMA did not refute or contradict my position in its response thereto. Therefore, the following will include details concerning how my certification will affect an eligible Applicant's Stafford Act assistance in the unfortunate circumstance of a second disaster loss.

The aftermath of the unprecedented and devastating natural disasters of Hurricane Katrina and Hurricane Rita in 2005 and Hurricane Gustav and Hurricane Ike in 2008 remains significant. Local governments, as well as certain eligible non-profit organizations in the State of Louisiana, continue to struggle to carry out their missions to provide necessary and desirable public, educational, and charitable services. The availability and cost benefit of property and commercial flood insurance remains a serious concern for all of these entities.

Under the authority granted to me by the Stafford Act as the Commissioner of Insurance for the State of Louisiana, I hereby certify that commercial insurance coverage for the perils of flood and wind is not reasonably available to Applicants in order for Applicants to procure property insurance coverage for the full amount of their eligible disaster assistance to be received under the Stafford Act for damages sustained as a result of Presidentially-declared major disasters such as Hurricanes Katrina, Rita, Gustav and/or Ike. Under current insurance market conditions, the premium cost of flood insurance in excess of the coverage provided by the National Flood Insurance Program ("NFIP") and of wind coverage would require these Applicants to expend a substantially higher percentage of their annual budgets for property insurance than the median amount expended by similar entities and organizations regionally. In addition, many Applicants with large risks have been unable to obtain quotes for higher layers of excess flood insurance. To require Applicants to purchase coverage to the full extent of the eligible disaster assistance, if such coverage were even available at all, would impose such excessive expense on Applicants as to substantially impair their ability to carry out their missions to provide necessary and essential public, educational, and charitable services.



President Obama  
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Further, I hereby certify that insurers providing commercial property insurance coverage in the areas affected by Presidentially-declared major disasters such as Hurricanes Katrina, Rita, Gustav or Ike are often requiring policyholders to accept deductibles significantly higher in amount than those which were required prior to those storms. Under these circumstances, the insurance coverage is not reasonably available for amounts within these increased policy deductibles.

If an Applicant cannot reasonably obtain and maintain full property insurance coverage as typically required for their disaster assistance, an Applicant can and should obtain and maintain such property insurance coverage as can be purchased by a reasonable expenditure from its current annual operating budget. Such reasonable expenditure shall include the following:

A. An Applicant shall procure NFIP flood insurance coverage for building and contents for at least every facility that sustained flood damages in Hurricanes Katrina, Rita, Gustav and/or Ike and in any subsequent Presidentially-declared natural disaster. The amount of this coverage shall be the maximum amount available from the NFIP. The amount of premium dollars spent by an Applicant on NFIP flood insurance coverage and excess flood coverage should be included in the calculation of the percentage of budget amount described in the following paragraph.

B. An Applicant shall allocate a reasonable proportion of its current annual operating budget to the purchase of property insurance, including protection for wind and flood, for each of its properties that are the subject of Stafford Act public assistance grants. The reasonable percentage for each type of organization is set forth below. These percentages have been modified from those stated in the August 10, 2007 letter to President George W. Bush. These percentages are now based on the median that organizations of these types are spending as a percent of budget for property insurance premiums, as compared to the sixtieth percentile used in the August 10, 2007 letter. Further, statistics from coastal states were used, as compared to the national statistics previously used, in an effort to apply regionally relevant data.

On an annual basis, the Applicant shall procure property insurance coverage that, coupled with the premium dollars spent on NFIP and excess flood coverage, totals a premium equal to the specified percent of the Applicant's annual operating budget (exclusive of capital outlay) according to the prior year's certified audited financial statement or the same percentage of the Applicant's annual operating budget for the current year of post-disaster operations:

President Obama  
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	<b>ORGANIZATION</b>	<b>PERCENTAGE OF BUDGET</b>
1.	Local Governmental	0.33%
2.	Elementary and Secondary Education	0.29%
3.	Post-Secondary Education	0.17%
4.	Health Care	0.26%
5.	Non-Profit Association	2.91%
6.	Non-Profit Trust	1.41%
7.	Non-Profit Religious	2.61%

C. An Applicant shall comply with the following requirements regarding the expenditure of the designated percentage of its current annual operating budget for the purchase of property insurance coverage:

1. Procure NFIP coverage as described above;
2. Procure property coverage, including wind and other perils (exclusive of flood), up to the replacement cost; and
3. With remaining funds, procure excess flood coverage.

To the extent that an Applicant purchases coverage through a blanket insurance policy, insurance pool arrangement, layered policy arrangement or some combination of those options (hereafter, "blanket-type policy"), any such coverage must be scheduled in order to meet the waiver requirement. If an Applicant obtains such coverage, satisfies the criteria contained herein, and receives, or has already received, a confirmation of the certification of a Stafford Act waiver request from me by separate letter, the reduction of eligible damages for a future disaster by the amount of damages eligible on the same property in a past disaster that is described in 44 C.F.R. §206.253(b)(2) (referred to by FEMA as the "5903 reduction") will not apply. The elimination of the 5903 reduction as a result of my certification for blanket-type policies has been confirmed in the attached August 21, 2009 correspondence to FEMA, and FEMA has not refuted it.

I have certified herein that coverage within the increased deductibles being required by insurers is not reasonably available. To be eligible for a certification, an Applicant shall not have a deductible for property insurance coverage that exceeds 15%. Further, this property insurance coverage should not include a combined deductible with any business interruption coverage. If an Applicant obtains coverage that satisfies the criteria contained herein (whether of a blanket-type policy or not) and receives, or has already received, a confirmation of the certification of a Stafford Act



President Obama  
July 20, 2010  
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waiver request from me by separate letter, that certification shall have the effect of making the amount of the Applicant's deductible an element of the eligible Stafford Act assistance in the event of a subsequent disaster. In other words, a Stafford Act certification issued by me to an Applicant will eliminate any reduction of the Stafford Act grant assistance available to the Applicant in a subsequent disaster based on the amount of the Applicant's deductible. The inclusion of the deductible as eligible for subsequent disaster assistance as a result of my certification has been confirmed in the attached August 21, 2009 correspondence to FEMA and FEMA has not refuted it.

The premium cost of business interruption insurance (i.e., time element) coverage shall be separate from and shall not be included in the calculation of the premium to comply with the percentage provided above for the purchase of property insurance. Likewise, the premium costs for other lines of insurance (i.e., workers' compensation, general liability, automobile liability, etc.) shall not be included in the calculation of the premium to comply with the property insurance percentage unless it can be shown that this expense is being incurred so as to meet a requirement of a FEMA public assistance grant.

D. The Applicant shall provide documentation demonstrating compliance with the criteria established herein as part of the application process. Applications are to be addressed to Disaster Recovery Division, Governor's Office of Homeland Security and Emergency Preparedness ("GOHSEP"), 415 North 15th St., Baton Rouge, LA 70802. An application checklist is published at [www.louisianapa.com](http://www.louisianapa.com). Telephone inquiries may be made to the Public Assistance Division at 225-338-6782 or by fax to 225-338-3259. All Applicants requesting Stafford Act certifications with respect to multiple properties or multiple project worksheets shall be required to complete and return a spreadsheet containing information concerning the type and amount of coverage obtained. The spreadsheet form will be provided by GOHSEP upon the Applicant's request and the completed form will be made part of the Applicant's application.

This certification is intended to apply retroactively with respect to all Applicants that have already obtained Stafford Act waiver certifications from me, provided those Applicants have continued to obtain and maintain compliance with the percent of budget criteria contained in my August 10, 2007 letter to President George W. Bush or the percent of budget criteria contained herein. If an Applicant has already purchased property insurance on any or all of its property that is the subject of a FEMA public assistance grant and has not previously obtained a certification from me, and has exceeded the new percentage of budget requirements set forth herein, this certification shall not authorize the Applicant to reduce the existing property insurance coverage already purchased. That Applicant may, however, submit an application requesting a Stafford Act waiver certification for consideration with respect to increased deductibles that may have been incurred (consistent with the 15% upper limit stated herein).

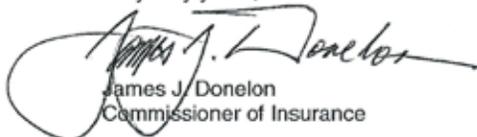
President Obama  
July 21, 2010  
Page 6

Applicants are advised that any certification made by me in response to their application for Stafford Act waiver will remain in full force and effect as long as the Applicant continues to obtain and maintain the insurance coverage consistent with the percent of budget criteria contained in this letter. Applicants are advised, again, that until modified, amended or altered by me, the criteria contained herein applies to Stafford Act assistance requests for damages resulting from Hurricanes Katrina, Rita, Gustav and/or Ike as well as any subsequent Presidentially-declared major disaster.

I issue this certification based on percentage of budget due to the substantial quantity of Stafford Act public assistance grants that have been filed, and will be filed, by qualifying entities. This certification and the requirements enumerated herein shall remain in effect until otherwise modified, altered, or amended by me. I will review this certification and requirements periodically and advise you of any modifications, alterations, or amendments accordingly as I deem appropriate.

With best wishes and kindest personal regards, I remain

Very truly yours,



James J. Donelon  
Commissioner of Insurance

cc: Hon. Bobby Jindal, Governor  
Janet Napolitano, Secretary U.S. Dept. of Homeland Security  
James Walke, Director, Disaster Assistance, FEMA  
Tony Russell, Administrator, Region VI, FEMA  
Michael Karl, Acting Director, Louisiana Transitional Recovery Office, FEMA  
Tracey Phillips, FEMA  
K. Mike Winner, FEMA  
Mark Cooper, Director, GOHSEP  
Mark S. Riley, Dep. Director, Chief of Staff, GOHSEP  
Mark DeBosier, Dep. Director-Disaster Recovery Division, GOHSEP  
Al Ater, Chief Dep. Commissioner, LDI  
Ed O'Brien, Deputy Commissioner, LDI  
Warren E. Byrd, Esq., Executive Counsel, LDI  
Ben Moss, LDI  
W. Shelby McKenzie, Esq.  
Margaret L. Tooke, Esq.



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## 5.5 National Disaster Recovery Framework (NDRF)

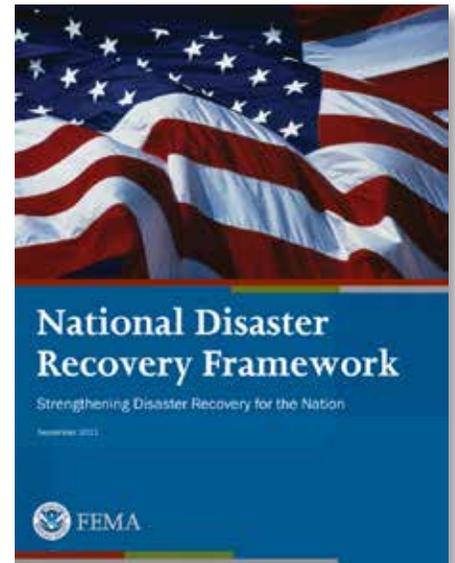
The *National Disaster Recovery Framework* (NDRF) is a companion document to the *National Response Framework* (NRF). It is a **new framework – focusing on non-Stafford Act resources** – to coordinate, optimize and expedite recovery resources to **your community**. The NRF primarily addresses the coordination of actions during the **response** phase of a disaster. The NDRF focuses on the coordination of actions necessary to accomplish **longer-term recovery**.

### OPPORTUNITY IN RECOVERY

The NDRF recognizes that there is **opportunity** following disasters for building back **safer, stronger, smarter** so that communities are **better prepared** to face the next disaster.

Across the recovery continuum, the NDRF focuses on **assisting local communities** in developing plans and identifying resources to restore, redevelop and revitalize the health, social, economic, natural and environmental fabric of the community and build a more resilient Nation.

The NDRF defines how Federal agencies can **more effectively organize** and operate to best utilize **existing resources** to promote effective recoveries. It identifies **new coordinating structures – Recovery Support Functions (RSFs)** – for the delivery of Federal and non-Federal recovery resources to State, Tribal and local jurisdictions.



### COORDINATE + LEVERAGE + MATCH

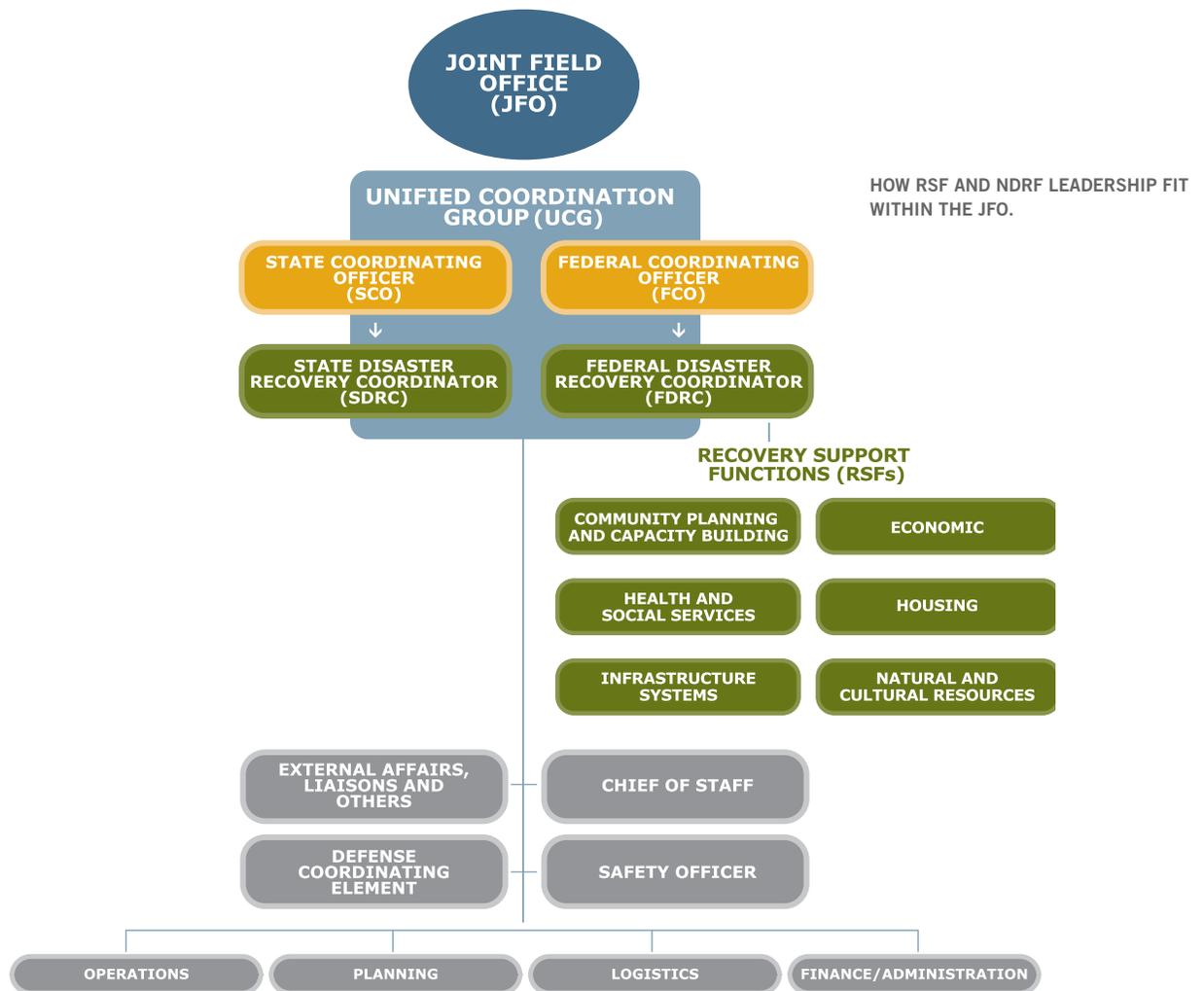
The NDRF **coordinates** and **leverages existing resources** – **matching the most appropriate** with recovery needs – to accomplish a **single vision** for an efficient and successful recovery across Federal, State, local and Tribal governments with the cooperation and participation of individuals, Federal, State, private industry and nongovernmental organizations (NGOs).

The NDRF provides **recovery guidance** that is meant to help stakeholders within a recovery identify and share the same **goals** and **vision** of **success**. It describes key concepts and principles that promote effective recovery assistance and the importance of **pre-disaster planning** and **mitigation of hazards** to successful recoveries.

The NDRF identifies, defines and aligns **key roles** and responsibilities for local, State, Tribal and Federal governments; the private sector; NGOs; community organizations; and families and individuals when recovering from disasters of all sizes and scope.

## KEY ROLES + LEADERSHIP

The NDRF **creates** a new Federal, State and Tribal **leadership structure**. Similar to the Federal Coordinating Officer (FCO), the NDRF calls for the creation of a **Federal** and **State** or **Tribal Disaster Recovery Coordinator (FDRC/SDRC/TDRC)**. The FDRC and S/TDRC are responsible for recovery **decision-making**, coordination and management of recovery assets. The NDRF articulates pre- and post-disaster roles and responsibilities of each.





## KEY PARTNERS

DHS < FEMA < GOHSEP < Parish Presidents < Local Officials

May also involve:

- **Parish Director** of Office of Homeland Security and Emergency Preparedness (OHSEP).
- Federal/State/Tribal Coordinating Officer (FCO/SCO/TCO).
- FDRC/SDRC/TDRC.
- Any or all of the Coordinating Agencies for each RSF.
- **Local governing authorities** and Recovery Managers.

At the **local level**, it suggests that **Local Disaster Recovery Managers (LDRMs)** – another new position identified in the NDRF – can be beneficial, especially to communities recovering from catastrophic disaster. The FDRC, SDRC, TDRC and LDRM identify, evaluate and **coordinate** the need for recovery assistance throughout the recovery, motivated by the community’s post-disaster, long-term recovery vision for its future.

## RECOVERY SUPPORT FUNCTIONS (RSFs)

The newly created RSFs are the organizational structures for **coordinating** Federal disaster recovery resources. There are **six (6)** groupings of core recovery capabilities. The RSF coordinating structure facilitates problem solving, improves access to resources and fosters communication among and across State and

## THERE ARE SIX (6) RSFs

### COMMUNITY PLANNING + CAPACITY BUILDING (CPCB)

- *Coordinating Agency:*  
U.S. Department of Homeland Security (DHS)/FEMA



### ECONOMIC

- *Coordinating Agency:*  
U.S. Department of Commerce (DOC)



### HEALTH + SOCIAL SERVICES

- *Coordinating Agency:*  
U.S. Department of Health and Human Services (HHS)



### HOUSING

- *Coordinating Agency:*  
U.S. Department of Housing and Urban Development (HUD)



### INFRASTRUCTURE SYSTEMS

- *Coordinating Agency:*  
U.S. Army Corps of Engineers (USACE)



### NATURAL + CULTURAL RESOURCES

- *Coordinating Agency:*  
U.S. Department of the Interior (DOI)



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Federal agencies, NGOs and stakeholders. The RSFs **coexist** with and build upon the Emergency Support Functions (ESFs) identified in the NRF. RSFs have **different mission objectives**, partnerships, approaches, time frames for mobilization and organizational structures than ESFs. The RSF coordination structure recognizes that **different skill sets** are needed for the coordination and delivery of resources to affect successful recoveries for different functions of the community. Each RSF has coordinating and primary Federal agencies and supporting organizations that operate together with local, State and Tribal government officials, NGOs and private sector partners.

See the next section, *Recovery Support Functions (RSFs)*, for a detailed discussion.

The concepts of the FDRCs, SDRCs, TDRCs and RSFs are **scalable** to the nature and size of the disaster.

**The NDRF provides guidance for coordinating Federal + State + local help to your community in recovering from a disaster or emergency.**



## IMPORTANT TERMS

### Federal/State/Tribal Disaster Recovery Coordinator (FDRC/SDRC/TDRC) –

In large-scale disasters and catastrophic incidents where a Federal role may be necessary, the FDRC is a focal point for **incorporating** recovery and mitigation considerations into the **early post-disaster decision-making process**. The FDRC monitors the impacts and results of such decisions and evaluates the need for **additional assistance** and adjustments where necessary and feasible throughout the recovery. The SDRC and TDRC are counterparts with State and Tribal governing structures, organizing and coordinating with the FDRC to ensure **seamless delivery** of recovery assistance to disaster-affected areas.

### Joint Field Office (JFO) –

The JFO is a temporary Federal **multi-agency coordination center** established locally. It facilitates the domestic incident management responsibilities of the Secretary of Homeland Security (HLS), providing the structure at the **local level** to bring Federal entities operating **under their independent authorities** together. The JFO provides **field-level coordination** for the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters and other emergencies, including initial coordination for **long-term community recovery** and **mitigation activities**.

### Local Disaster Recovery Manager (LDRM) –

The purpose of the LDRM is to organize, coordinate and advance recovery at **local levels**. The primary role of the LDRM is to **manage** and **coordinate** the redevelopment and rebuilding of the community.

### Long-term Recovery –

As defined in the NDRF, recovery is the **rebuilding** of infrastructure systems; the provision of adequate interim and long-term housing for disaster survivors;

the restoration of health, social and community services; promotion of economic development; and the restoration of natural and cultural resources. **Long-term recovery** is the **complete redevelopment** and **revitalization** of a disaster-impacted area. It includes the rebuilding or relocating of damaged or destroyed social, economic, natural and built environments and a move to **self-sufficiency, sustainability** and **resilience** by the community. Long-term recovery may continue for **months** or **years**.

### Recovery Support Functions (RSFs) –

RSFs are the **coordinating structure** within the NDRF for **key functional** areas of recovery assistance. Their purpose is to support local governments by **facilitating problem solving, improving access to resources** and **fostering coordination** and **communication** among State and Federal agencies, NGO partners and recovery stakeholders.

### Unified Coordination Group –

The Unified Coordination Group **coordinates** field operations from a **JFO**. In coordination with State, Tribal and/or local agencies, ESFs assess the situation and **identify** requirements. Federal agencies provide **resources** under DHS/FEMA **Mission Assignments** or their own authorities.

## RESOURCES

### FEDERAL

#### FEMA NRF RESOURCE CENTER

[fema.gov/national-response-framework](https://www.fema.gov/national-response-framework)

#### NDRF

[fema.gov/national-disaster-recovery-framework](https://www.fema.gov/national-disaster-recovery-framework)

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## 5.5.1 Recovery Support Functions (RSFs)

The Recovery Support Functions (RSFs) are the NDRF's **coordinating structure** for functional areas of recovery support. The objective of the RSFs is to **facilitate the identification, coordination, communication and delivery** of Federal assistance needed to **supplement** recovery resources and efforts of local, State and Tribal governments.

RSFs involve **collaborative partners** not typically found in Emergency Support Functions (ESFs) but that are critically needed for disaster recovery. Coordination through the RSFs encourages and complements investments and contributions by the business community, individuals and voluntary faith-based and other community organizations to accelerate recovery and to maximize the use of **public, private** and **nonprofit** recovery resources that have experience with permanent housing, financing, economic development, advocacy and more.

**RSFs are people you want to know. They have resources.**

The RSF organizational structure identifies a **coordinating agency, primary agency** and **supporting organizations**, with programs relevant to the functional area.

RSFs are activated by the Federal Disaster Recovery Coordinator (FDRC). The RSF structure is within the Joint Field Office (JFO) and is **scalable** and **adaptable** to meet different levels and types of needs. All RSFs, for example, may not stand up in an individual disaster.

## RSF PARTICIPATING AGENCIES + ORGANIZATIONS

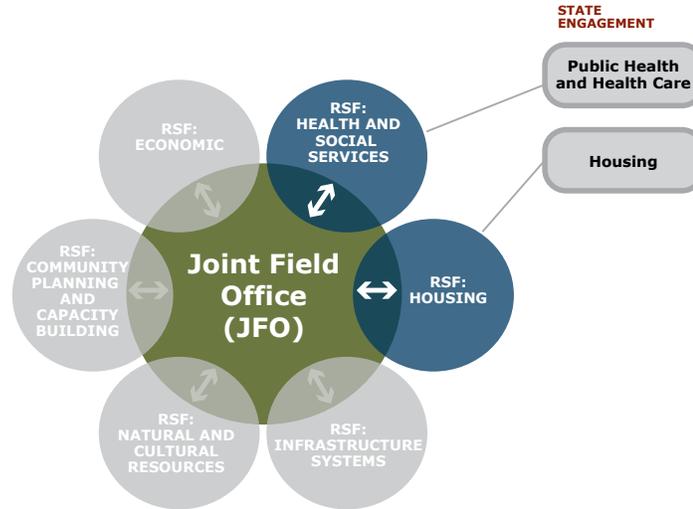
- U.S. Army Corps of Engineers (USACE)
- U.S. Department of Agriculture (USDA)
- U.S. Department of Commerce (DOC)
- U.S. Department of Education (ED)
- U.S. Department of Energy (DOE)
- U.S. Department of Defense (DOD)
- Environmental Protection Agency (EPA)
- U.S. Department of Health and Human Services (HHS)
- U.S. Department of Homeland Security (DHS)
  - » Federal Emergency Management Agency (FEMA)
  - » National Protection Programs Directorate (NPPD)
  - » Office for Civil Rights and Civil Liberties (CRCL)
- U.S. Department of Housing and Urban Development (HUD)
- U.S. Department of the Interior (DOI)
- U.S. Department of Justice (DOJ)
- U.S. Department of Transportation (DOT)
- U.S. Department of the Treasury (TREAS)
- U.S. Department of Veterans Affairs (VA)
- Advisory Council on Historic Preservation (ACHP)
- Council on Environmental Quality (CEQ)
- Federal Communications Commission (FCC)
- General Services Administration (GSA)
- Heritage Preservation
- Institute of Museum and Library Services (IMLS)
- Library of Congress (LOC)
- National Endowment for the Arts (NEA)
- National Endowment for the Humanities (NEH)
- Nuclear Regulatory Commission (NRC)
- U.S. Small Business Administration (SBA)
- Tennessee Valley Authority (TVA)
- U.S. Access Board
- American Red Cross (ARC)
- Corporation for National and Community Service (CNCS)
- Delta Regional Authority (DRA)
- National Voluntary Organizations Active in Disaster (NVOAD)





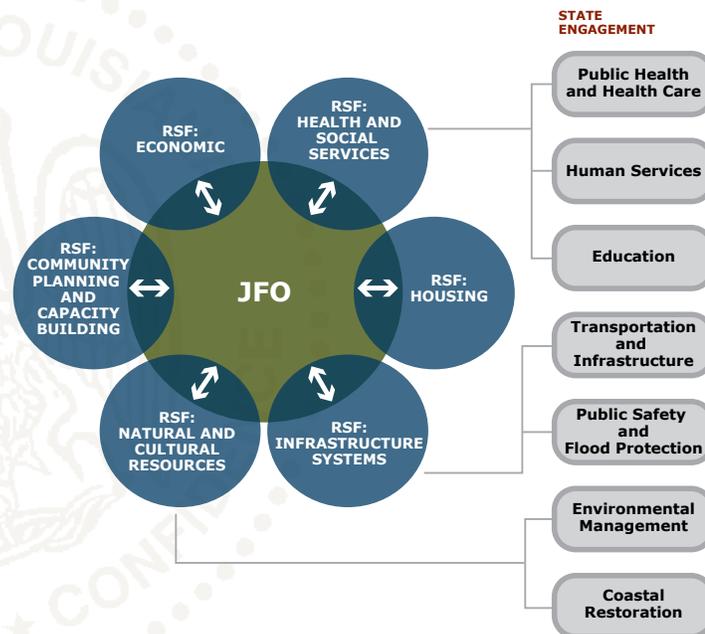
### DISASTER WITH MODERATE IMPACTS TO TWO (2) SECTORS

(Using Housing and Public Health and Health Care, this example shows how recovery is supported by the RSF system when impacts occur to a limited number of sectors.)



### DISASTER WITH CATASTROPHIC IMPACTS TO MULTIPLE SECTORS

(This example shows how the RSF system is adaptable to align with unique sector designations that each State may organize. In this case, the State organizes its recovery sectors around Public Health and Health Care, Human Services, Education, Transportation and Infrastructure, Public Safety and Flood Protection, Environmental Management and Coastal Restoration. Of these seven (7) sectors, there are three (3) groups with each group being supported by a particular RSF.)



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## SIX (6) RSFs

### RSF: COMMUNITY PLANNING + CAPACITY BUILDING (CPCB)



**Coordinating Agency:** DHS/  
FEMA

**Primary Agencies:** DHS/FEMA, HHS

**Supporting Organizations:** CNCS, DHS, DOC, DOI,  
DOJ, DOT, ED, EPA, GSA, HUD, SBA, TREAS, USDA, DRA

#### Mission

- To support and assist communities, State and Tribal governments in building recovery **capacities** and **community** planning resources at the local, State and Tribal levels needed to effectively plan for, manage and implement disaster recovery activities in **large, unique** or **catastrophic** incidents.

#### Function

- Engage the **whole community** to effectively **plan** and **implement** disaster recovery activities.
- **Increase resiliency** through integration of **hazard mitigation** strategies throughout the pre- and post-disaster recovery continuum.
- **Unify** and **coordinate** disaster recovery-related **expertise** and assistance from across the Federal government.
- Provide a forum to integrate **nongovernmental** and **private-sector** resources into the public-sector recovery planning processes.

## RSF: ECONOMIC

**Coordinating Agency:** DOC

**Primary Agencies:** DHS/FEMA,  
DOC, DOL, SBA, TREAS, USDA

**Supporting Organizations:** CNCS,  
DOI, EPA, HHS, DRA



#### Mission

- To help local, State and Tribal governments and the private sector **sustain** and/or **rebuild businesses** and **employment**.
- To assist in **developing economic opportunities** that result in **economically resilient communities** after **large-scale** and **catastrophic incidents**.

#### Function

- To provide assistance in **returning** economic and business activities (including agriculture) to a state of health after a disaster.
- To coordinate Federal recovery programs and facilitate their integration with **private sector** efforts including nongovernmental organizations (NGOs) and private volunteer organizations, nonprofits, investment capital firms and the banking industry.
- To direct long-term economic recovery efforts to encourage **reinvestment** and facilitate private-sector **lending** and **borrowing**.
- To facilitate the progression from direct Federal financial assistance to **community self-sustainment** post-disaster.



### RSF: HEALTH + SOCIAL SERVICES

**Coordinating Agency:** HHS

**Primary Agencies:** CNCS, DHS/FEMA/NPPD/CRCL, DOI, DOJ, DOL, ED, EPA, VA

**Supporting Organizations:** DOT, SBA, TREAS, USDA, VA, ARC, NVOAD, DRA



#### Mission

- To assist locally led recovery efforts in the restoration of **public health, health care** and **social services networks** after a disaster.
- To promote the **resilience, health** and **well being** of disaster-affected individuals and whole communities.

#### Function

- To **restore** and **improve** health and social services networks.
- To provide a **focal point** and **operational framework** for coordinating Federal assistance that supports local recovery efforts that address public health – including behavioral and medical services, health care facilities and coalitions and essential social services needs.

### RSF: HOUSING

**Coordinating Agency:** HUD

**Primary Agencies:** DHS/FEMA, DOJ, HUD, USDA

**Supporting Organizations:** CNCS, DOC, DOE, EPA, HHS, SBA, U.S. Access Board, VA, ARC, NVOAD, DRA



#### Mission

- To address **pre-** and **post-disaster housing** issues.
- To **coordinate** and **facilitate** the delivery of Federal resources and activities.
- To assist local, State and Tribal governments in the **rehabilitation** and **reconstruction** of disaster-destroyed and/or **damaged housing**.
- Where feasible, to develop other **new accessible, permanent housing** options.

#### Function

- To assist communities after a disaster in implementing **permanent housing solutions** that support the needs of the **whole community** and contribute to its **sustainability** and **resilience**.
- To work toward addressing disaster housing issues **pre-disaster**.
- To **coordinate** and **integrate** available housing-related resources, address conflicting policy and program issues and identify gaps in service and assistance delivery.

## RSF: INFRASTRUCTURE SYSTEMS

**Coordinating Agency:** DOD/  
USACE

**Primary Agencies:** DHS/FEMA/  
NPPD, DOD/USACE, DOE, DOT

**Supporting Organizations:** DHS, DOC, DOD, DOI, ED,  
EPA, FCC, GSA, HHS, NRC, TREAS, USDA, TVA, DRA



### Mission

- Facilitate the **integration** of Federal Government capabilities to support local, State and Tribal governments and **other infrastructure owners and operators** in their efforts to achieve recovery goals relating to the public engineering of the **Nation's infrastructure systems**.

### Function

- To provide and promote a **holistic approach** to community, regional and multijurisdictional recovery coordination, support, planning and implementation of infrastructure systems **restoration** following a disaster.
- To **efficiently restore** infrastructure systems to support a viable, sustainable community and **improve resilience** to and protection from future hazards.
- To ensure agencies with requisite **authorities, expertise and resources** are positioned to **provide assistance** to and appropriately **collaborate** with local, State, Tribal and public- and private-sector infrastructure partners to **strengthen** the Nation's security, **reduce risk** from disasters and **expedite** recovery.

**Infrastructure Sectors:** Energy, water, dams, communications, transportation systems, agriculture

(food production and delivery), government facilities, utilities, sanitation, engineering, flood control and other systems that directly support the physical infrastructure of communities and physical facilities that support essential services such as public safety, emergency services and public recreation.

## RSF: NATURAL + CULTURAL RESOURCES

**Coordinating Agency:** DOI

**Primary Agencies:** DHS/FEMA, DOI,  
EPA

**Supporting Organizations:** ACHP,  
CNCS, CEQ, DOC, IMLS, LOC, NEA, NEH, USACE, USDA,  
Heritage Preservation



### Mission

- **Integrate Federal assets and capabilities** to help State and Tribal governments and communities address **long-term environmental and cultural resource recovery** needs after large-scale and catastrophic incidents.

### Function

- To assist communities in the **restoration and protection** of natural and cultural resources and historic properties through appropriate response and recovery actions after a disaster.
- To ensure restoration and protection activities are consistent with **post-disaster community priorities** and in **compliance** with appropriate environmental and cultural resources laws.
- To **coordinate** departments and agencies providing information and assistance to communities seeking to preserve, protect, conserve, rehabilitate, recover and restore natural and cultural resources and historic properties.



## IMPORTANT TERMS

### Coordinating Agency –

**Oversight** agency or agencies for a particular RSF. The coordinating agency(ies) provides **leadership** for the RSF, ensuring ongoing coordination and communication between primary agencies and support organizations and between Federal agencies and corresponding local, State and Tribal authorities and nonprofit and private sector organizations.

### Joint Field Office (JFO) –

The JFO is a temporary Federal **multi-agency coordination center** established locally. It facilitates the domestic incident management responsibilities of the Secretary of Homeland Security (HLS), providing the structure at the **local level** to bring Federal entities operating **under their independent authorities** together. The JFO provides **field-level coordination** for the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters and other emergencies, including initial coordination for **long-term community recovery** and **mitigation activities**.

### Primary Agency –

A Federal agency with **significant** authorities, roles, resources or capabilities for a **particular function** within an RSF. Primary agencies orchestrate Federal support within their functional area and may lead interagency field assessments or support teams as necessary.

### Recovery Support Function (RSF) –

**Key functional** areas of Federal and other post-disaster recovery assistance.

### Support Organizations –

Those entities with **specific capabilities** or **resources** that support the primary agency in executing the mission of the RSF. The principle distinction between a primary and a supporting agency is the frequency with which the agency may be expected to actively participate in RSF activations.

## RESOURCES

### FEDERAL

#### FEMA NRF RESOURCE CENTER

[fema.gov/national-response-framework](http://fema.gov/national-response-framework)

#### NDRF

[fema.gov/national-disaster-recovery-framework](http://fema.gov/national-disaster-recovery-framework)

#### RSFs

[fema.gov/recovery-support-functions](http://fema.gov/recovery-support-functions)

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# LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

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## 6. HAZARD MITIGATION

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- **Local Hazard Mitigation Plan (HMP)** 6.1
- **Non-Disaster Hazard Mitigation Assistance (HMA)** 6.2
- **FEMA Post-Disaster Hazard Mitigation Grant Program (HMGP)** 6.3



## 6.1 Local Hazard Mitigation Plan (HMP)

It is important to understand **how hazard mitigation relates to emergency management**. In the early 1980s, Federal Emergency Management Agency (FEMA) was charged with developing a structure for how Federal, State and local governments respond to disasters. FEMA identified the phases of emergency management. Hazard mitigation initiatives disrupt the cycle of disaster, damages, repair, another disaster, damages, repair . . .

Hazard Mitigation is described by FEMA and the *Disaster Mitigation Act of 2000* (DMA 2000) as **any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event**. Section 322 of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Stafford Act), as amended by DMA 2000, provides for States, Federally recognized Native American Tribes and local governments to undertake a **risk-based approach to reducing risks** to natural hazards through mitigation planning.

FEMA published an *Interim Final Rule* that sets forth the guidance and regulations under which DMA 2000-compliant State Hazard Mitigation Plans (SHMPs) are to be developed. This *Interim Final Rule* provides detailed descriptions of the planning process that States and localities are required to observe.

**Hazard mitigation reduces vulnerability** so that communities are better protected from the impacts of a disaster and are able to **recover more quickly** should a disaster occur. **Local mitigation plans are important**. They represent the jurisdiction's **commitment** to an **all-hazards** approach to reduce risks from hazards and serve as a **guide for decision makers** as they allocate resources to reduce the effects of natural hazards. The SHMP serves as a strategy for the implementation of mitigation activities in Louisiana.



### A Hazard Mitigation Plan . . .

- Articulates the Planning Process.
- Includes a Risk Assessment.
- Identifies Mitigation Strategies.
- Provides for Plan Maintenance.
- Requires Plan Adoption.



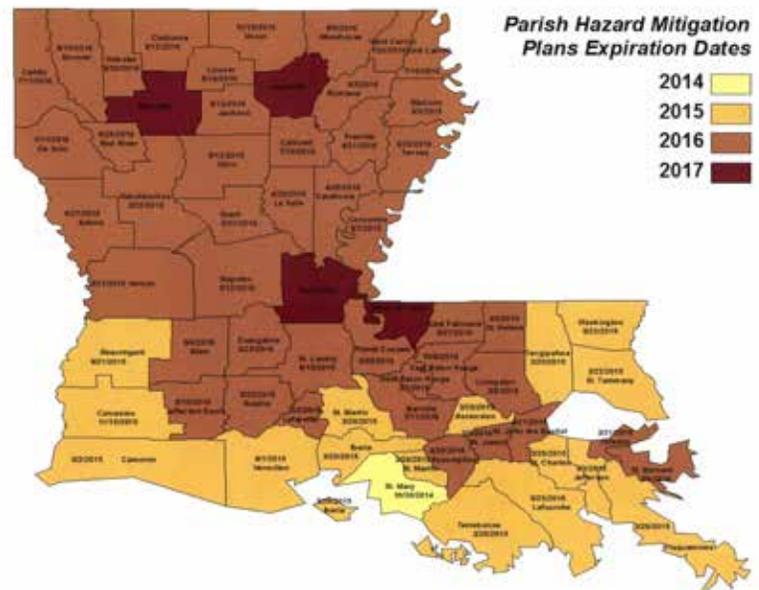
## PLAN UPDATES

A local jurisdiction must **evaluate** and **monitor** its plan to reflect changes in development, progress in local mitigation efforts and changes in priorities. Local governing authorities must **update the plan every five (5) years** to **continue eligibility** for mitigation **project funding**. Plan updates must demonstrate that **progress** has been made in fulfilling commitments outlined in the previously approved plan.

## 64 PARISH PLANS

To date, each of the 64 Parishes within the State of Louisiana has a FEMA-approved *Local Hazard Mitigation Plan* (HMP).

Local hazard mitigation planning is **typically** developed at the **Parish level** in Louisiana. However, plans can reflect **multi-jurisdictional planning** or be the result of planning efforts of **municipalities, schools** or **others** at the local level. FEMA, in its *State and Local Mitigation Planning How-To Series*, provides suggestions to local governments for preparing **multi-jurisdictional hazard mitigation plans**. A multi-jurisdictional hazard mitigation plan is a plan prepared by more than one jurisdiction. It may include any **Parish, municipality, City, town, township, school district** or **other special district, council of governments, special entities, Native American Tribal authority** or **unincorporated areas**. Multi-jurisdictional plans pose special considerations that single-jurisdiction plans **may not** need to address. There are benefits as well, such as **cost savings** to prepare plans, **shared staff** and **resources** and comprehensive approaches to **mitigation** that cross jurisdictional boundaries.



## STATE HAZARD MITIGATION PLAN (SHMP)

The Louisiana SHMP is Federally mandated by the DMA 2000. It is required to be approved by FEMA and is updated on a **five (5) year cycle**. The SHMP is intended to identify and support implementation actions that **reduce the risk of loss of life** and **property damage** and **preserve eligibility** for existing levels of Federal and pre- and post-disaster funding.

The SHMP is the State's commitment and long-term strategy to **reduce disaster losses** and **break the cycle of disaster** damage, reconstruction and repeated damage. The planning process is as important as the plan itself. It creates a framework for **risk-based decision making** to reduce damages to lives, property and the economy from future disasters.

### SHMP KEY CONCEPTS

**The SHMP** defines comprehensive risk and capability **assessments** that form a solid foundation for decision making. It recognizes the benefits of participation by a wide range of **stakeholders** who play a role in identifying and implementing mitigation actions.



The State provides **leadership** for State and local mitigation planning efforts and **oversees** FEMA-related mitigation grant programs for the State of Louisiana that are related to hazard mitigation, emergency management and disaster relief. Because of this role, the State has the opportunity to integrate mitigation planning and project information with the FEMA grant process for the following:

- **Hazard Mitigation Grant Program (HMGP).**
- **Pre-Disaster Mitigation (PDM)** competitive grant program.
- **Flood Mitigation Assistance (FMA)** program.
- **FEMA Public Assistance (PA)** grant program.

These hazard mitigation grant programs are discussed in the *Hazard Mitigation Assistance (HMA)* and the *FEMA Public Assistance (PA)* sections of this Manual.

Parishes are encouraged to contact their Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) Hazard Mitigation (HM) Disaster Recovery Specialist (DRS) and/or GOHSEP HM State Applicant Liaison (SAL) for information on hazard mitigation **funding opportunities** and assistance in the development of new projects.

**Local governments must have – or be included in – a FEMA-approved Hazard Mitigation Plan (HMP) to receive pre- and post-disaster mitigation funding assistance.**

## RESOURCES

### STATE

#### SHMP

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

### FEDERAL

#### DMA 2000

[fema.gov/library/viewRecord.do?id=1935](http://fema.gov/library/viewRecord.do?id=1935)

FEMA GUIDANCE: MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN MITIGATION PLANNING HOW-TO GUIDE #8, (FEMA 386-8)

[fema.gov/library/viewRecord.do?id=1905](http://fema.gov/library/viewRecord.do?id=1905)

FEMA HAZARD MITIGATION PLANNING FREQUENTLY ASKED QUESTIONS (FAQ)

[www.fema.gov/hazard-mitigation-planning-frequently-asked-questions](http://www.fema.gov/hazard-mitigation-planning-frequently-asked-questions)

### INTERIM FINAL RULE

[gpo.gov/fdsys/pkg/FR-2012-12-06/pdf/2012-29430.pdf](http://gpo.gov/fdsys/pkg/FR-2012-12-06/pdf/2012-29430.pdf)

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# NON-DISASTER ANNUAL HM GRANTS: ELIGIBLE ACTIVITIES + APPLICANTS



## ELIGIBLE ACTIVITIES

PDM

FMA

HMGP

ELIGIBLE ACTIVITIES	PDM	FMA	HMGP
1. Mitigation Projects	✓	✓	✓
At-Risk Property Acquisition and Structural Demolition	✓	✓	✓
At-Risk Property Acquisition and Structural Relocation	✓	✓	✓
Structure Elevation	✓	✓	✓
Mitigation Reconstruction		✓	
Dry Floodproofing of Historic Residential Structures	✓	✓	✓
Dry Floodproofing of Non-Residential Structures	✓	✓	✓
Minor Localized Flood Reduction Projects	✓	✓	✓
Structural Retrofitting of Existing Buildings	✓		✓
Non-Structural Retrofitting of Existing Buildings and Facilities	✓	✓	✓
Safe Room Construction	✓		✓
Wind Retrofit for One- and Two-Family Residences	✓		✓
<b>Dry Floodproofing of Historic Residential Structures</b>	✓	✓	✓
Wildfire Mitigation	✓		✓
Post-Disaster Code Enforcement			✓
Generators	✓		✓
5% Initiative Projects			✓
2. Hazard Mitigation Planning	✓	✓	✓
3. Management Costs	✓	✓	✓

## ELIGIBLE APPLICANTS

PDM

FMA

HMGP

ELIGIBLE APPLICANTS	PDM	FMA	HMGP
State Agencies	✓	✓	✓
Federally Recognized Tribal Governments	✓	✓	✓
Local Governments	✓	✓	✓
Private Nonprofit Organizations *			✓

\*Able to apply through local jurisdiction.



## NON-DISASTER GRANTS

The two (2) non-disaster HM grant programs are:



- Pre-Disaster Mitigation (PDM)
- Flood Mitigation Assistance (FMA)



### PRE-DISASTER MITIGATION (PDM)

PDM is intended to **reduce overall risk** to the population and structures from future hazard events, while also **reducing reliance on Federal funding in future disasters**.



### FLOOD MITIGATION ASSISTANCE (FMA)

The FMA program is intended to **reduce flood damages for National Flood Insurance Program (NFIP)-participating communities**. NFIP communities across the United States participate in the program by adopting and enforcing floodplain management ordinances to reduce risk from future flood damage. This program combined the Repetitive Flood Claim (RFC) and Severe Repetitive Loss (SRL) programs into a single **consolidated** program.

## OTHER FEDERAL MITIGATION-RELATED PROGRAMS + RESOURCES

For more information on the above programs and for a comprehensive listing of Federal mitigation-related programs, visit [www.fema.gov/library/viewRecord.do?id=2152](http://www.fema.gov/library/viewRecord.do?id=2152) and download the document *Disaster Assistance: A Guide to Recovery Programs* OR visit [www.cfda.gov](http://www.cfda.gov) and download *Catalog of Federal Domestic Assistance*.

## ELIGIBLE APPLICANTS

- A **Parish or local jurisdiction** having a FEMA-approved *Hazard Mitigation Plan* (HMP) can apply for hazard mitigation non-disaster grants.
- **Municipalities** that participated in the development of their Parish HMP and whose governing authority has formally adopted the plan can apply through their Parish for HM grants.
- **State agencies** and Federally recognized **Tribal** governments are eligible to apply.
- **Private nonprofit** organizations (PNPs) that provide governmental-type services are also eligible to apply as well.

**BUILDING SAFER, STRONGER COMMUNITIES**

**funding hazard mitigation workbook**

**resources**

**Emergency Watershed Protection Program**  
 Technical and financial assistance for relief from seasonal hazards in small watersheds, including mitigating life and property.  
**USDA, Natural Resources Conservation Service (NRCS)**  
 (318) 473-7673 // [www.la.nrcs.usda.gov](http://www.la.nrcs.usda.gov)

## HOW TO APPLY

To apply for HMA grants, contact your **GOHSEP HM State Applicant Liaison (SAL)** or the State Hazard Mitigation Officer (SHMO). See the *Contact Directory* later in this Manual for contact information.

Individuals are NOT eligible to apply for hazard mitigation funding. However, an eligible Applicant may apply for funding to mitigate private structures. Applications are made through **Parish governing authorities**.

## POST-DISASTER MITIGATION ASSISTANCE

Funding is available to assist **local communities** in implementing HM strategies during recovery from a disaster. See the next section *FEMA Post-Disaster Hazard Mitigation Grant Program (HMGP)* for more information.

## RESOURCES

### STATE

**10 THINGS TO KNOW ABOUT FUNDING HAZARD MITIGATION BROCHURE**  
[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

EXAMPLES OF HAZARD MITIGATION COMMUNITY EDUCATION AND OUTREACH



**FUNDING HAZARD MITIGATION WORKBOOK**  
[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

**MITIGATION INFORMATION**  
[getagameplan.org](http://getagameplan.org)

Click on the Mitigation Plan link.

### FEDERAL

**BIGGERT-WATERS FLOOD INSURANCE REFORM ACT OF 2012**  
[fema.gov/media-library/resources-documents/collections/341](http://fema.gov/media-library/resources-documents/collections/341)

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE**  
[www.cfda.gov](http://www.cfda.gov)

**DISASTER ASSISTANCE: A GUIDE TO RECOVERY PROGRAMS**  
[fema.gov/library/viewRecord.do?id=2152](http://fema.gov/library/viewRecord.do?id=2152)

**FEMA HMA**  
[fema.gov/hazard-mitigation-assistance](http://fema.gov/hazard-mitigation-assistance)

**MITIGATION PROGRAM INFORMATION**  
[fema.gov/library/viewRecord.do?id=3648](http://fema.gov/library/viewRecord.do?id=3648)

**NFIP**  
[floodsmart.gov/floodsmart/](http://floodsmart.gov/floodsmart/)  
[fema.gov/national-flood-insurance-program](http://fema.gov/national-flood-insurance-program)



GOHSEP

LOUISIANA ELECTED OFFICIALS  
EMERGENCY MANAGEMENT MANUAL

PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE



## 6.3 FEMA Post-Disaster Hazard Mitigation Grant Program (HMGP)



The Hazard Mitigation Grant Program (HMGP) provides grants to State and local governments to implement **long-term** hazard mitigation measures **after a major disaster declaration**. The purpose of the HMGP is to reduce the loss of life and property due to natural disasters and to **enable mitigation measures to be implemented during the immediate recovery from a disaster**. Because HMGP is authorized under Section 404 of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Stafford Act), it is sometimes referred to as 404 Mitigation.

HMGP funding is allocated using a **sliding scale formula** based on the percentage of funds spent on FEMA Public Assistance (PA) and Individual Assistance (IA) programs for each Presidentially declared disaster. For States with a FEMA-approved *State Hazard Mitigation Plan* (SHMP), the formula provides **15 percent** of the first \$2 billion of estimated aggregate amounts of disaster assistance; **10 percent** for the next portion of amounts between \$2 billion and \$10 billion; and **7.5 percent** for the next portion of amounts between \$10 billion and \$35.333 billion.

**Hazard mitigation grants help communities build back safer + stronger after disasters . . .**

**Better prepared to withstand the impacts of future disasters.**

### HMGP FUNDING FORMULA

FEMA pays up to **75 percent of the eligible hazard mitigation project costs**. Either the State or Applicant covers the **remaining 25 percent**, though it need not be in cash. **Eligible in-kind services and materials can be used.**

## POST-DISASTER HMGP: ELIGIBLE ACTIVITIES + APPLICANTS



ELIGIBLE ACTIVITIES	PDM	FMA	HMGP
<b>1. Mitigation Projects</b>	✓	✓	✓
At-Risk Property Acquisition and Structural Demolition	✓	✓	✓
At-Risk Property Acquisition and Structural Relocation	✓	✓	✓
Structure Elevation	✓	✓	✓
Mitigation Reconstruction		✓	
Dry Floodproofing of Historic Residential Structures	✓	✓	✓
Dry Floodproofing of Non-Residential Structures	✓	✓	✓
Minor Localized Flood Reduction Projects	✓	✓	✓
Structural Retrofitting of Existing Buildings	✓		✓
Non-Structural Retrofitting of Existing Buildings and Facilities	✓	✓	✓
Safe Room Construction	✓		✓
Wind Retrofit for One- and Two-Family Residences	✓		✓
Infrastructure Retrofit	✓	✓	✓
Soil Stabilization	✓	✓	✓
Wildfire Mitigation	✓		✓
Post-Disaster Code Enforcement			✓
Generators	✓		✓
5% Initiative Projects			✓
Advance Assistance			✓
<b>2. Hazard Mitigation Planning</b>	✓	✓	✓
<b>3. Management Costs</b>	✓	✓	✓
<b>ELIGIBLE APPLICANTS</b>	<b>PDM</b>	<b>FMA</b>	<b>HMGP</b>
State Agencies	✓	✓	✓
Federally Recognized Tribal Governments	✓	✓	✓
Local Governments	✓	✓	✓
Private Nonprofit Organizations			✓



EXAMPLES OF HAZARD MITIGATION COMMUNITY EDUCATION AND OUTREACH

## ELIGIBLE APPLICANTS FOR POST-DISASTER HM ASSISTANCE (HMGP)

State agencies, Federally recognized Tribal governments, local governments and certain private nonprofit organizations (PNPs) can apply for HMGP assistance.

## HOW TO APPLY

To apply for HMGP grants, contact your **GOHSEP HM State Applicant Liaison (SAL)** or the State Hazard Mitigation Officer (SHMO). See the *Contact Directory* later in this Manual for contact information.

Individuals are NOT eligible to apply for hazard mitigation funding. However, an eligible Applicant may apply for funding to mitigate private structures. Applications are made through **Parish governing authorities**.

## RESOURCES

### STATE

10 THINGS TO KNOW ABOUT FUNDING HAZARD MITIGATION BROCHURE

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

### FEDERAL

FEMA HAZARD MITIGATION ASSISTANCE (HMA)

[fema.gov/hazard-mitigation-assistance](http://fema.gov/hazard-mitigation-assistance)

FREQUENTLY ASKED QUESTIONS (FAQ)

[fema.gov/application-development-process/hazard-mitigation-grant-programs-frequently-ask-questions](http://fema.gov/application-development-process/hazard-mitigation-grant-programs-frequently-ask-questions)

MITIGATION INFORMATION

[getagameplan.org](http://getagameplan.org)

Click on the Mitigation Plan link.

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# LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

## 7. RESOURCES + TOOLS

- Virtual Louisiana (Virtual LA) [virtualla.la.gov](http://virtualla.la.gov) 7.1
- Louisiana Emergency Assessment Data (LEAD) Portal [lead.gohsep.la.gov](http://lead.gohsep.la.gov) 7.2
- Louisiana Business Emergency Operations Center (LA BEOC) [labeoc.org](http://labeoc.org) 7.3
- Louisiana Public Assistance Website (LAPA) [LouisianaPA.com](http://LouisianaPA.com) 7.4
- [getagameplan.org](http://getagameplan.org)  7.5



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# 7.1 Virtual Louisiana (Virtual LA)

*Virtual Louisiana* (Virtual LA) is the result of the Louisiana emergency response community's requirement for a **common operational picture** for not only day-to-day planning but planning during emergency response. This platform, based on the familiar *Google Earth*® interface, **requires little training** and allows for rapid deployment of critical information during any type of event. The platform also has the ability to **integrate data** from more than 20 different file types, resulting in the **most interoperable geospatial platform available today**.

Virtual LA provides over **800 data layers** with **frequent updates** and new data added **weekly**. To ensure **security** of protected information, access to the site is **limited** to first responders and the government community. Virtual LA is provided at **no cost** and is currently used as the **mandated software** and **visualization tool** for **all State agencies** during disasters.

Access requests are available through [virtualla.la.gov](http://virtualla.la.gov). Users are screened for credentials and the current approval time is usually less than 24 hours.

Listed below are examples of **critical situational awareness data layers found on the site**.

- Evacuation routes.
- Search and rescue grids.
- Current population statistics.
- High-resolution (six- [6-] inch) imagery for all 64 Louisiana Parishes.
- Critical facilities (police and fire stations, schools, hazardous material [HazMat] facilities, nuclear power stations).
- Roads.
- Parish boundaries.

## VIRTUAL LOUISIANA



- Zip codes.
- Governmental units (fire districts, legislative districts, voting precincts).
- Real-time weather feeds.

There are currently over **3,500** registered Virtual LA users. Some of the most frequent users include:

- Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP)
- Louisiana National Guard (LANG)
- Parish Offices of Homeland Security and Emergency Preparedness (OHSEP) Directors
- Parish Presidents
- Federal Emergency Management Agency (FEMA)
- Sheriff’s offices statewide
- Louisiana State Police (LSP)

## VIRTUAL LA IN ACTION

- During **Hurricane Isaac**, Virtual LA was an important decision-making tool. Sharing access to information between local, State and Federal agencies, Virtual LA facilitated immediate and early decision making. Utilizing the high-resolution imagery, GOHSEP Geographic Information System (GIS) analysts were able to develop before and after **scenes of impacted areas** to determine where search and rescue missions may be critical and where potential damages occurred.
- Data layers from Virtual LA were used to create a “what-if” **scenario** for the **Tangipahoa Dam** concerns. Creating a quick demographic profile took minutes so that evacuations could be put in place in a timely manner.
- The **Assumption Parish sinkhole** was monitored immediately with **daily updates integrated** into Virtual LA to show sinkhole

growth and status. Participating agencies joined with daily photographs, seismic activity, drilling status, well locations, salt dome information and other vital data.

- Virtual LA was also used during the **Hurricane Gustav** response, **Mississippi River flooding** and the **BP Oil Spill**.

Usage reports show that during the month of September 2012 alone, there were more than **22 million** “hits” or page visits, to the Virtual LA site, demonstrating wide acceptance of this technology.

**Virtual Louisiana provides image + mapping data – FREE – to approved users.**

## RESOURCES

### STATE

VIRTUAL LOUISIANA (GOHSEP WEBSITE)

[virtualla.la.gov/](http://virtualla.la.gov/)

VIRTUAL LOUISIANA FACT SHEET

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)



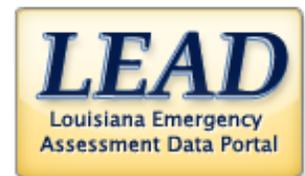
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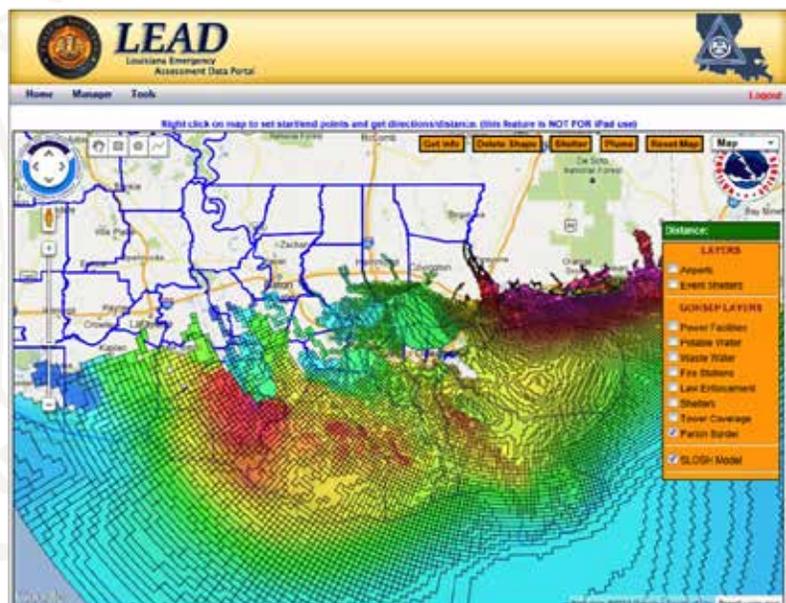
## 7.2 Louisiana Emergency Assessment Data (LEAD) Portal

The Louisiana Emergency Assessment Data Portal LEAD-P viewer provides map-based tools that can comprehensively address the process of **assembling, accessing, comprehending** and **communicating** a multitude of data sources. Data can be maintained in **real-time** and provides easy **data entry** and **data access** through simple, intuitive navigation features.



### KEY COMPONENTS

- The LEAD-P viewer enables emergency managers to **quickly visualize damage areas** by loading population information, critical infrastructure (fire stations, police stations, etc.) and other customized layers.
- A detailed spreadsheet of the **affected homes, businesses and critical infrastructure** is generated and can be shared via email.
- A **plume modeling button** allows the viewer to quickly ingest a plume scenario.
- **SLOSH data** can be uploaded and utilized in the viewer.



SAMPLE OF LEAD MAP-BASED TOOL

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## RESOURCES

Please contact the GOHSEP LEAD administrators at:

[LEAD@la.gov](mailto:LEAD@la.gov)

OR

log on to the registration page.

[lead.gohsep.la.gov](http://lead.gohsep.la.gov)



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## 7.3 Louisiana Business Emergency Operations Center (LA BEOC)

The **Louisiana Business Emergency Operations Center (LA BEOC)** serves as a conduit between the private sector and Louisiana's emergency management community. The program plays a critical role in preparedness and emergency response by providing **situational awareness** to the business community and by **identifying critical supply chains** and providers of goods and services likely to be needed in response to a disaster or emergency.

When activated, the LA BEOC assists emergency management professionals in **alerting the Louisiana business community of the potential consequences** from an event and the identification of potential resource needs. The LA BEOC helps to **connect available resources** to meet those needs. Focusing on meeting disaster needs with local and Louisiana business resources, the LA BEOC helps **local economies** get back on their feet after a disaster.

LA BEOC operates on the Louisiana State University (LSU) south campus in Baton Rouge and is a joint partnership between GOHSEP, Louisiana Economic Development (LED), LSU's Stephenson Disaster Management Institute (SDMI), and the National Incident Management Systems and Advanced Technologies (NIMSAT) Institute at the University of Louisiana at Lafayette (UL Lafayette).

Through the LA BEOC, Louisiana businesses can improve disaster preparedness and response; maximize business, industry and economic stabilization; and **return** the business environment to **normal operations** quickly. To **learn more** about the benefits of LA BEOC and to **register**, businesses can go to the LA BEOC website.



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## RESOURCE

### STATE

LA BEOC

[labeoc.org](http://labeoc.org)



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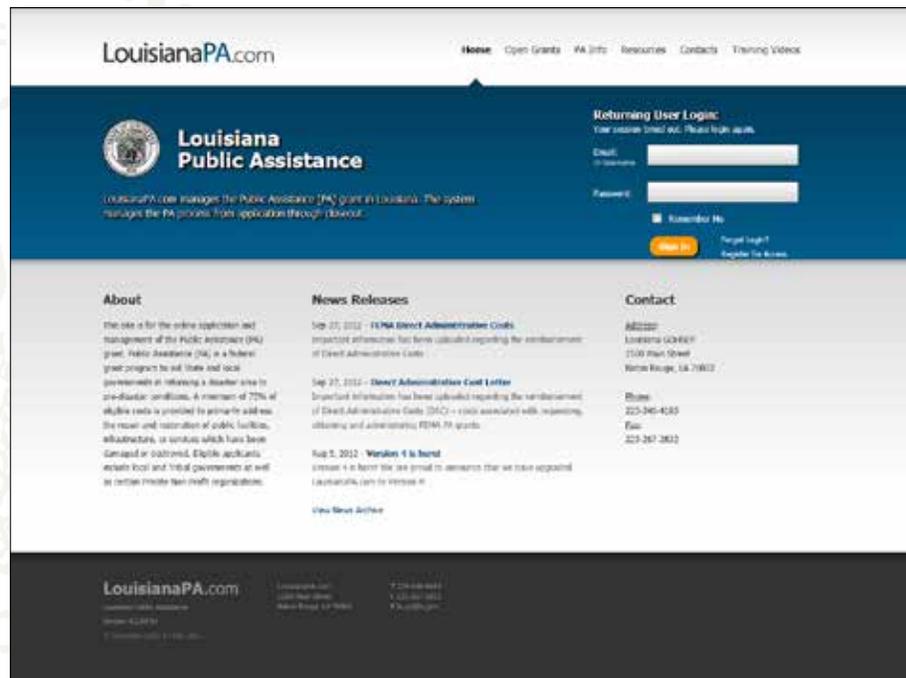
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# 7.4 Louisiana Public Assistance Website (LAPA)

The Louisiana Public Assistance website (LAPA), or [LouisianaPA.com](http://LouisianaPA.com), is for the **online management** – from **application to closeout** – of **Federal Emergency Management Agency (FEMA) Public Assistance (PA)** grants in Louisiana. FEMA PA is a Federal grant program to aid State and local governments in returning a disaster area to pre-disaster conditions. Eligible costs are provided to primarily address the **repair and restoration of public facilities, infrastructure or services** that have been damaged or destroyed.

**LouisianaPA.com** is a valuable resource when managing FEMA PA projects and . . .

**Has a library of emergency management publications for download.**



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Eligible Applicants include local and Tribal governments as well as certain private nonprofit organizations (PNPs). LAPA contains information on current disasters as well as declarations, extensions and deadlines, and information on insurance, Applicant briefings and other FEMA-related documents.

## RESOURCE

### STATE

#### LAPA

[LouisianaPA.com](http://LouisianaPA.com)

LAPA resources include:

- **Brochures** and guides
- Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) **State Administrative Plan** documents
- LAPA **instructions**
- Current information on **sign-in** boxes for registered users
- State **reimbursement** and other forms



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## 7.5 getagameplan.org

[getagameplan.org](http://getagameplan.org) is a **dynamic web-based education and information portal** hosted by GOHSEP to help Louisiana citizens prepare for, monitor and respond to disasters.

[getagameplan.org](http://getagameplan.org)



GOHSEP maintains the website to help residents learn about **hazard mitigation measures, disaster preparation, ways to respond to an emergency** and **how to recover** from weather-related and other hazards. The [getagameplan.org](http://getagameplan.org) site contains everything from **shelter locations** for families to **downloadable guides** for Parish and local government officials.

[getagameplan.org](http://getagameplan.org)  
is GOHSEP's  
communications channel to  
ALL Louisiana residents.

Check often for important  
information + updates.

GOVERNOR'S OFFICE OF HOMELAND SECURITY & EMERGENCY PREPAREDNESS  
RECOVER + PREPARE + PREVENT

Since 1981, the Governor's Office of Homeland Security & Emergency Preparedness has coordinated several Federal, State, Parish & Municipal activities authorized under the Governor's Signature. The GOHSEP staff is proud and ready to assist the people of Louisiana in a variety of ways.

Louisiana.gov • Office of the Governor • GOHSEP

HOME | family PLAN | business PLAN | mitigation PLAN | kids PLAN

Home | Preparedness | Emergency Response | Get A Game Plan

**NEW!** New Get A Game Plan App now available for iPhone and iPad in the Apple iTunes Store!

When severe weather strikes, will you be ready? It's critical that you are, for your safety and your family's. The key is to have an **emergency game plan**. We want to help you in developing a simple but successful game plan for your family. That way, they'll know what to do, where to go and who to call when winter related weather strikes. Click through our special kit to help you prepare and ensure the safety and well being of you and your loved ones.

**Suspicious Activity**  
"See it, Suspect it, Report it!"

**Put Together An Emergency Kit**

- Essential Supplies
- Important Papers

**Make Preparations**

- Personal Evacuation Plan
- Protect Your Heels
- Protect Your Valuables
- Prepare for Electrical Outages
- Special Medical Needs
- Sheltering Your Pets

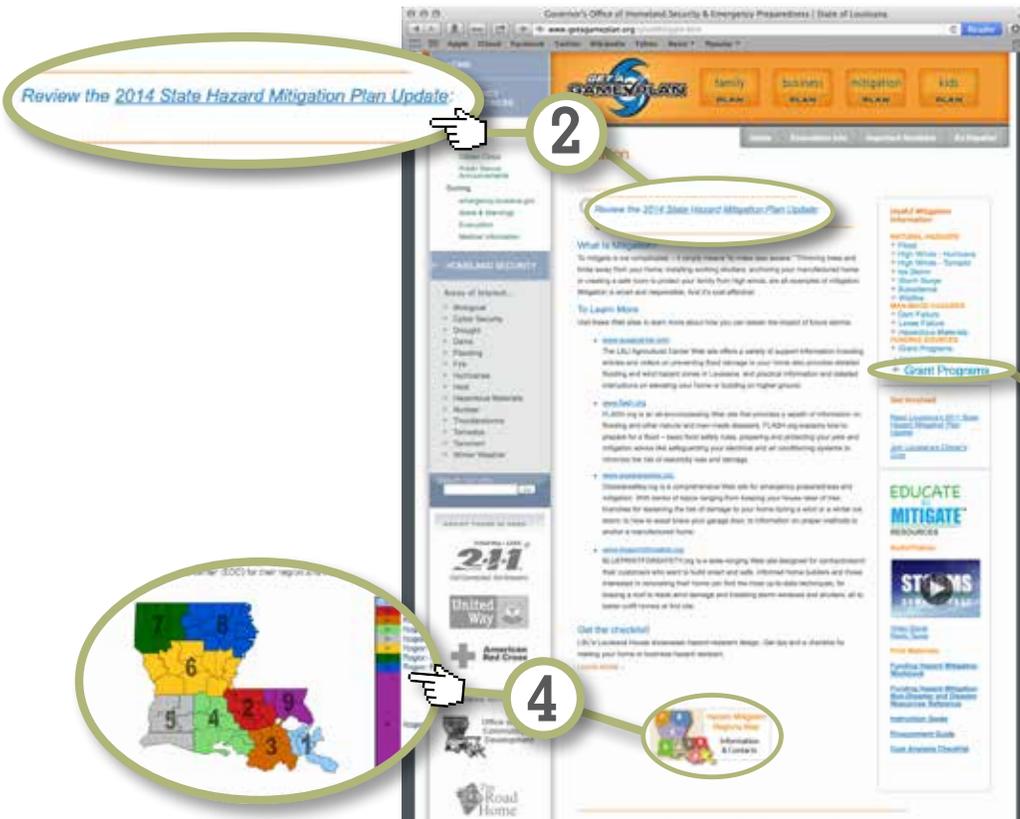
## HOW TO NAVIGATE THE GETAGAMEPLAN WEBSITE



1. Go to [getagameplan.org](http://getagameplan.org) and click on the **MITIGATION PLAN** button.
2. Click on **REVIEW THE 2014 STATE HAZARD MITIGATION PLAN UPDATE**.



3. Or from the menu on the right, click on **GRANT PROGRAMS** and navigate to **GOHSEP ADMINISTERED HAZARD MITIGATION GRANT PROGRAMS**.
4. Or scroll down, click on **HAZARD MITIGATION REGIONS MAP**.





Emergency preparedness begins at home. The *Get a Game Plan* program guides families through the process of preparing for the emergencies Louisiana is likely to face through an **all-hazards preparations approach**.



The site offers sections on **Family Plan, Business Plan, Mitigation Plan** and **Kids Plan** to encourage a culture of preparedness.

Within individual sections, the site provides recommendations for **emergency kits** and **evacuation plans, business continuity planning, weather alert sign ups** and **more**.

There are also links to **mitigation resources** and print materials from GOHSEP workshops that may be downloaded regarding **hazard mitigation grants, best practices in procurement** and other important topics. [getagameplan.org](http://getagameplan.org) provides a convenient link to the *2011 State Hazard Mitigation Plan (SHMP)* update.

The [getagameplan.org](http://getagameplan.org) site also serves as a gateway for citizens to report **suspicious activity**. A simple click provides information for call-in notifications and ways to report activity through the web.

Both [getagameplan](http://getagameplan.org) and [getabusinessplan](http://getabusinessplan.org) Apps for the iPhone and iPad are available as **free downloads** through the Apple iTunes Store.



**Alert FM** is another **free** App available to download through the Apple iTunes Store or Google Play. It functions like a weather radio, but with **unique local alerts** from emergency officials. The user enters a "home" zip code upon launching the App. This connects the user with State and local emergency managers on the network.

Also follow GOHSEP on Facebook and Twitter to stay updated with alerts or view pictures and videos from our social media pages.



## RESOURCES

### STATE

#### PREPAREDNESS + MITIGATION INFORMATION

[getagameplan.org](http://getagameplan.org)

#### GOHSEP FACEBOOK

[facebook.com/gohsep](https://facebook.com/gohsep)

#### GOHSEP TWITTER

[twitter.com/@GOHSEP](https://twitter.com/@GOHSEP)

#### SHMP

[gohsep.la.gov/publications.aspx](http://gohsep.la.gov/publications.aspx)

#### MEDICAL RECORDS

[healthvault.org](http://healthvault.org)

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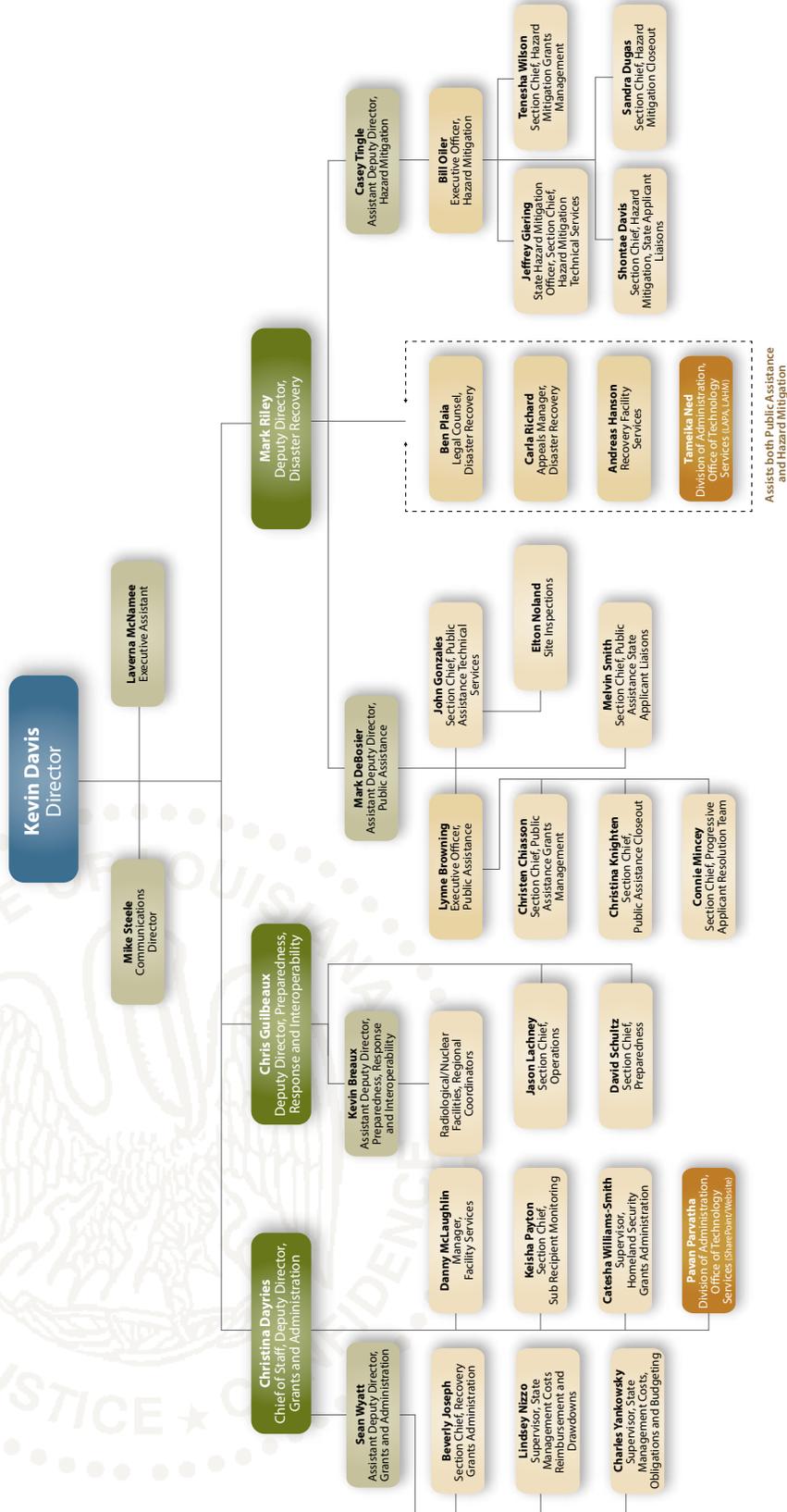
## 8. CONTACT DIRECTORY

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GOHSEP ORGANIZATIONAL CHART



Assists both Public Assistance and Hazard Mitigation

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# GOHSEP Contacts

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## Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)

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# Regional Coordinators (RCs) Contact Information

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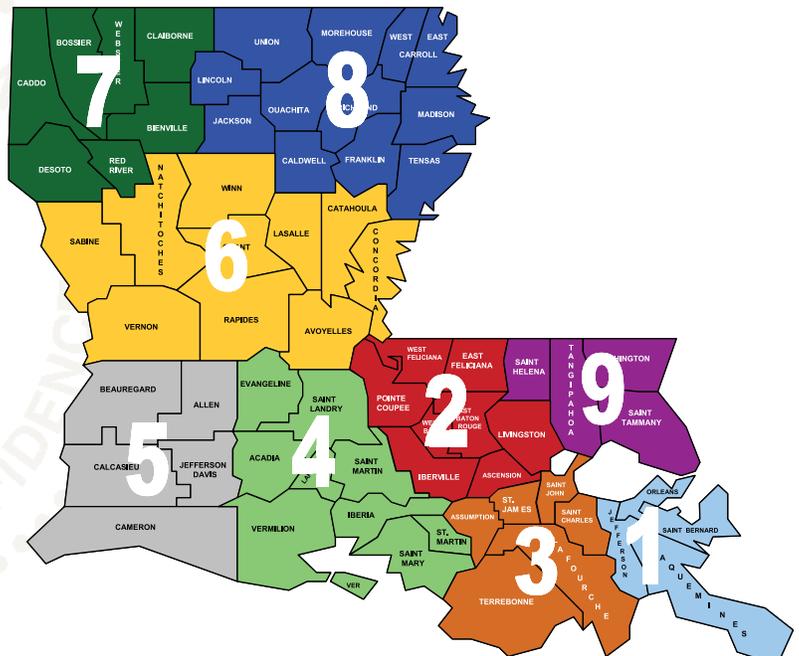
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*St. Tammany*

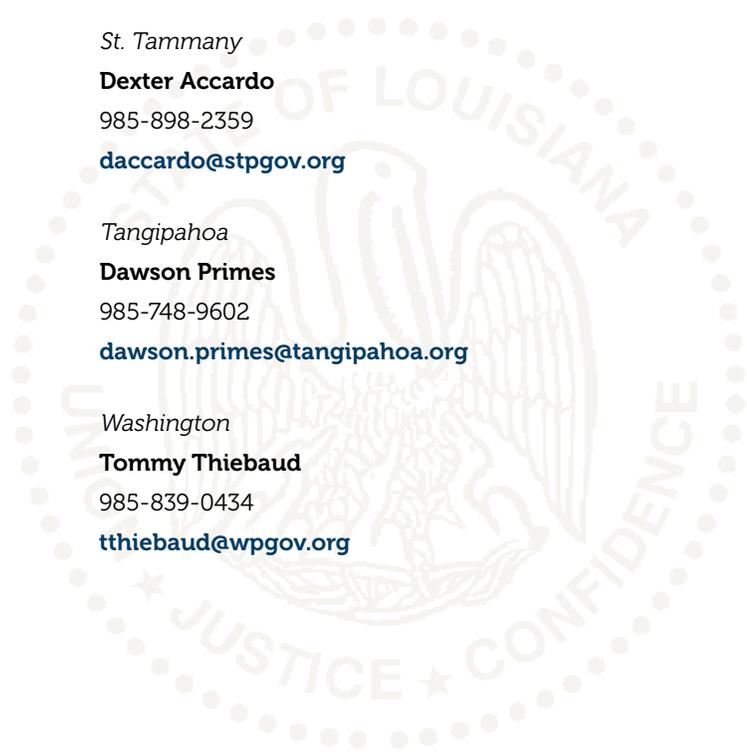
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GOHSEP

LOUISIANA ELECTED OFFICIALS  
EMERGENCY MANAGEMENT MANUAL



PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE

# Emergency Management Manual

## Subject Matter Experts (SMEs)

### Contact Information

#### [1] OVERVIEW

	CONTACT PERSON	EMAIL	PHONE
<ul style="list-style-type: none"> <li>• <b>Louisiana Homeland Security and Emergency Assistance and Disaster Act (LRS 29: 721 – 739)</b></li> <li>• <b>Authorities + Responsibilities for State + Local Officials under Federal + State Law</b></li> </ul>	<p><b>Ben Plaia, LEM, CEM</b> <i>Legal Counsel, Disaster Recovery</i></p>	<p><a href="mailto:ben.plaia@la.gov">ben.plaia@la.gov</a></p>	<p>225-242-6030</p>
<ul style="list-style-type: none"> <li>» Parish OHSEP Director Responsibilities</li> <li>» PEMAC</li> <li>» Specially Created Subcommittees</li> </ul>	<p><b>Chris Guilbeaux,</b> <i>Deputy Director, Preparedness, Response and Interoperability</i></p>	<p><a href="mailto:christopher.guilbeaux@la.gov">christopher.guilbeaux@la.gov</a></p>	<p>225-925-7333</p>
<ul style="list-style-type: none"> <li>» LEPC</li> </ul>	<p><b>Gene Dunegan</b> <i>Program Manager, Emergency Services Unit, Louisiana State Police</i></p>	<p><a href="mailto:gene.dunegan@la.gov">gene.dunegan@la.gov</a></p>	<p>225-925-6113, Ext. 253</p>
<ul style="list-style-type: none"> <li>» GOHSEP</li> </ul>	<p><b>Christina Dayries</b> <i>Chief of Staff / Deputy Director, Grants and Administration</i></p>	<p><a href="mailto:christina.dayries@la.gov">christina.dayries@la.gov</a></p>	<p>225-358-5599</p>
<ul style="list-style-type: none"> <li>• NIMS</li> </ul>	<p><b>John Callahan</b> <i>Training and Exercise Branch Manager</i></p>	<p><a href="mailto:john.callahan@la.gov">john.callahan@la.gov</a></p>	<p>225-925-1706</p>

#### [2] PREPARE

<ul style="list-style-type: none"> <li>• Pre-Disaster Preparation</li> <li>• Procurement</li> </ul>	<p><b>Ben Plaia, LEM, CEM</b> <i>Legal Counsel, Disaster Recovery</i></p>	<p><a href="mailto:ben.plaia@la.gov">ben.plaia@la.gov</a></p>	<p>225-242-6030</p>
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	CONTACT PERSON	EMAIL	PHONE
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### [3] PREVENT

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**[4] RESPOND**

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<ul style="list-style-type: none"> <li>• Mission Flow</li> </ul>	<p><b>Melton Gaspard</b> Assistant Section Chief, Operations</p>	<p><a href="mailto:melton.gaspard@la.gov">melton.gaspard@la.gov</a></p>	<p>225-925-7520</p>
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<ul style="list-style-type: none"> <li>» Louisiana Voluntary Organizations Active in Disasters (LAVOAD)</li> </ul>	<p><b>James Ballow</b> Special Operations Officer</p>	<p><a href="mailto:james.ballow@la.gov">james.ballow@la.gov</a></p>	<p>225-358-5462</p>
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**[5] RECOVER**

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<ul style="list-style-type: none"> <li>• Recovery Resources                             <ul style="list-style-type: none"> <li>» Interim Emergency Board (IEB)</li> </ul> </li> </ul>	<p><b>Kevin Breaux</b> Interim Emergency Board Liaison</p>	<p><a href="mailto:kevin.breaux@la.gov">kevin.breaux@la.gov</a></p>	<p>225-925-3506</p>

	CONTACT PERSON	EMAIL	PHONE
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<ul style="list-style-type: none"> <li>• <b>National Disaster Recovery Framework (NDRF)</b> <ul style="list-style-type: none"> <li>» <b>Recovery Support Functions (RSFs)</b></li> </ul> </li> </ul>	<p><b>David Schultz, MPH</b> Section Chief, Preparedness</p>	<p><a href="mailto:david.schultz@la.gov">david.schultz@la.gov</a></p>	<p>225-358-5656</p>

## [6] HAZARD MITIGATION

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# LOUISIANA ELECTED OFFICIALS EMERGENCY MANAGEMENT MANUAL

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## 9. APPENDIX

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- *The Louisiana Homeland Security and Emergency Assistance and Disaster Act (current through the 2012 regular session)*

**C**

West's Louisiana Statutes Annotated [Currentness](#)

Louisiana Revised Statutes

[Title 29](#). Military, Naval, and Veterans' Affairs

[Chapter 6](#). The Louisiana Homeland Security and Emergency Assistance and Disaster Act ([Refs & Annos](#))

→→ **§ 721. Short title**

This Chapter shall be cited as the “Louisiana Homeland Security and Emergency Assistance and Disaster Act”.

CREDIT(S)

[Acts 1993, No. 800, § 1, eff. June 22, 1993](#). Amended by [Acts 2003, No. 40, § 2, eff. May 23, 2003](#).

Current through the 2012 Regular Session.

**§ 722. Purpose**

A. Because of the existing possibility of the occurrence of emergencies and disasters of unprecedented size and destructiveness resulting from terrorist events, enemy attack, sabotage, or other hostile action, or from fire, flood, earthquake, or other natural or manmade causes, and in order to ensure that preparations of this state will be adequate to deal with such emergencies or disasters, and in order to detect, prevent, prepare for, investigate, respond to, or recover from these events, and generally to preserve the lives and property of the people of the state of Louisiana, it is hereby found and declared to be necessary:

- (1) To create and provide for designation of the Governor's Office of Homeland Security and Emergency Preparedness as the state homeland security and emergency preparedness agency and to authorize the creation of local organizations for emergency preparedness in the political subdivisions of the state.
- (2) To confer upon the governor and upon the parish presidents the emergency powers provided in this Chapter.
- (3) That statewide and local plans for homeland security and emergency preparedness be prepared and approved without further delay and be maintained current to the maximum extent possible.
- (4) To reduce vulnerability of people and communities of this state to damage, injury, and loss of life and property resulting from natural or man-made catastrophes, riots, acts of terrorism, or hostile military or paramilitary action.

(5) To prepare for prompt and efficient evacuation, rescue, care, and treatment of persons victimized or threatened by disasters or emergency.

(6) To provide a setting conducive to the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies or disasters.

(7) To authorize and provide for cooperation in emergency or disaster prevention, mitigation, preparedness, response, and recovery.

(8) To authorize and provide for management systems embodied by coordination of activities relating to emergency or disaster prevention, mitigation, preparedness, response, and recovery by agencies and officers of this state, and similar state-local, interstate, and foreign activities in which the state and its political subdivisions may participate.

B. It is further declared to be the purpose of this Chapter and the policy of the state of Louisiana that all homeland security and emergency preparedness functions of the state be coordinated to the maximum extent possible with the comparable functions of the federal government, other states and localities, and private agencies of every type, to the end that the most effective preparation and use may be made of the resources and facilities available for dealing with any emergency or disaster that may occur.

C. It is further declared to be the purpose of this Chapter and the policy of the state of Louisiana that all homeland security and emergency preparedness functions of the state shall follow the principles outlined in the National Incident Management System (NIMS) or its successor.

CREDIT(S)

[Acts 1993, No. 800, § 1, eff. June 22, 1993](#). Amended by [Acts 2003, No. 40, § 2, eff. May 23, 2003](#); [Acts 2006, 1st Ex.Sess., No. 35, § 1, eff. March 1, 2006](#); [Acts 2006, No. 442, § 1, eff. June 15, 2006](#).

### **§ 723. Definitions**

As used in this Chapter:

(1) “Designated emergency area” means the specific area, which shall be limited to the actual affected local area or parish or parishes or such areas as designated in an executive order or proclamation of the governor or parish president.

(2) “Disaster” means the result of a natural or man-made event which causes loss of life, injury, and property damage, including but not limited to natural disasters such as hurricane, tornado,

storm, flood, high winds, and other weather related events, forest and marsh fires, and man-made disasters, including but not limited to nuclear power plant incidents, hazardous materials incidents, oil spills, explosion, civil disturbances, public calamity, acts of terrorism, hostile military action, and other events related thereto.

(3) “Emergency” means:

(a) The actual or threatened condition which has been or may be created by a disaster; or

(b)(i) Any natural or man-made event which results in an interruption in the delivery of utility services to any consumer of such services and which affects the safety, health, or welfare of a Louisiana resident; or

(ii) Any instance in which a utility's property is damaged and such damage creates a dangerous condition to the public.

(iii) Any national or state emergency, including acts of terrorism or a congressional authorization or presidential declaration pursuant to the War Powers Resolution ([50 U.S.C. 1541 et seq.](#)).

(4) “Emergency preparedness” means the mitigation of, preparation for, response to, and the recovery from emergencies or disasters. The term “emergency preparedness” shall be synonymous with “civil defense”, “emergency management”, and other related programs of similar name.

(5) “Essential workforce” or “critical workforce” means public safety officials, disaster response personnel, and other such employees of federal, state, and local governmental agencies, or contractors of such agencies and specific private sector employees, possessing important skills and training in emergency mitigation, preparedness, response, and recovery as designated by the parish homeland security and emergency preparedness agency or in the absence of such designation by the parish homeland security and emergency preparedness agency, such designation by the Governor's Office of Homeland Security and Emergency Preparedness. Businesses who deem private sector employees essential or critical for mitigation, preparedness, response, and recovery of private business assets and resources shall identify such employees and obtain the necessary designation and credentials for such employees to be classified essential or critical. In addition to identifying personnel to the parish homeland security and emergency preparedness agency, or in the absence thereof, to the Governor's Office of Homeland Security and Emergency Preparedness, a licensed private security company shall submit a list of their employees and their assignment to the Louisiana State Board of Private Security Examiners for any employee that the private security company wants to be designated and classified as essential or critical workforce.

(6) “Evacuation” means an operation whereby all or part of a particular population is temporarily relocated, whether individually or in an organized manner, from an area in which a disaster or emergency has been declared and is considered dangerous for health or safety of the public.

(a) “Voluntary evacuation” or “advisory evacuation” means an evacuation that may be ordered when a disaster or emergency has been declared and evacuation is recommended due to the potential for rapidly changing conditions to develop into a serious threat and all persons in designated evacuation areas are recommended to consider relocating to safer locations for their own safety.

(b)(i) “Mandatory evacuation” means an evacuation that may be ordered when a disaster or emergency has been declared and danger is imminent, conditions exist that seriously imperil or endanger the lives of those in a defined area, and government officials strongly urge and order all persons in designated evacuation areas to relocate to safer locations for their own safety. Personal discretion is not to be considered a deciding factor.

(ii) A mandatory evacuation order applies to the public in general. All nonessential persons are ordered to immediately leave the area via the described evacuation routes. Exceptions to a mandatory evacuation order are those persons designated as essential workforce or critical workforce. However, persons designated as essential workforce or critical workforce are expected to eventually seek adequate shelter prior to the onset of emergency conditions.

(c)(i) “Forced evacuation” means an evacuation that may be ordered as a last resort when a disaster or emergency has been declared and danger of loss of life is imminent, and conditions exist that critically imperil or endanger the lives of those in a defined area. During a forced evacuation, government officials may direct and compel all persons in designated evacuation areas to relocate to safer locations for their own safety.

(ii) A forced evacuation order shall apply to the public in general and may include personnel designated as essential workforce or critical workforce. Forced evacuations are designed for small geographic areas affected by a local emergency or disaster. When a parish president determines that the size of the population or geographic area to be evacuated during a forced evacuation exceeds the local government's resources and capabilities to enforce the evacuation, he may request the governor to issue a state-forced evacuation order. The governor may utilize the national guard, state police, public safety agencies, or available federal agencies to enforce the evacuation order.

(iii) No person who refuses to evacuate an evacuation area after a forced evacuation order has been issued shall have a cause of action for damages, death, or injury against the state or any political subdivision thereof, or other agencies, or the agents, employees, or representatives of any of them.

(7) “First responders” means the first arriving organized responders with the capability and mission to contain, mitigate, and resolve the emergency at hand.

(8) “Homeland” means the state of Louisiana, and where the context requires, means the parishes of the state of Louisiana, “the United States”.

(9) “Interoperability” means the ability of two or more systems or their components to exchange information and to use the information exchanged.

(10) “Interoperability for public safety” means the ability for emergency services and public safety agencies to talk to one another via communications systems and share information with one another accurately, on demand, in real time, when needed, and when authorized, regardless of the device used.

(11) “Local governmental subdivision” means a parish of the state of Louisiana.

(12) “Necessary designation and credentials” means appropriate credentials obtained from the parish homeland security and emergency preparedness agency or any regional cooperative of parish homeland security and emergency preparedness agencies. In the absence of any plan by a parish homeland security and emergency preparedness agency or regional cooperative, necessary designation and credentials means appropriate credentials obtained in accordance with the State of Louisiana Standard Operating Procedure Statewide Credentialing/Access Program.

(13) “Parish president” means the president of any parish, mayor-president, mayor of New Orleans (Orleans Parish), or police jury president.

(14) “State Unified Command Group” or “UCG” means the group which is established by executive order of the governor to bring senior officials within the governor's office and cabinet secretaries or their designees together with a common objective of effectively managing an incident and ensuring that regardless of the number of agencies or jurisdictions involved, all decisions will be based upon mutually agreed upon objectives with the governor as the unified commander.

(15) “Statewide communications interoperability plan for first responders” means a statewide shared communications system for first responders with the ability to transport and receive voice, data, image, and video information adopted by the interoperability subcommittee.

(16) “Statewide interoperability plan” means short-term and long-term statewide plans for interoperability for communications and information sharing needed during an emergency and adopted by the state Unified Command Group.

(17) “Terrorism” or “acts of terrorism” shall have the same meaning as provided in [R.S. 14:128.1](#).

CREDIT(S)

[Acts 1993, No. 800, § 1, eff. June 22, 1993](#). Amended by [Acts 1998, 1st Ex.Sess., No. 57, § 1, eff. April 29, 1998](#); [Acts 2001, 2nd Ex.Sess., No. 8, § 1, eff. Oct. 16, 2001](#); [Acts 2003, No. 40, § 2, eff. May 23, 2003](#); [Acts 2008, No. 214, § 1, eff. June 16, 2008](#); [Acts 2008, No. 797, § 1](#); [Acts 2009, No. 512, § 1](#).

#### **§ 724. Powers of the governor**

A. The governor is responsible for meeting the dangers to the state and people presented by emergencies or disasters, and in order to effectuate the provisions of this Chapter, the governor may issue executive orders, proclamations, and regulations and amend or rescind them. Executive orders, proclamations, and regulations so issued shall have the force and effect of law.

B. (1) A disaster or emergency, or both, shall be declared by executive order or proclamation of the governor if he finds that a disaster or emergency has occurred or the threat thereof is imminent. The state of disaster or emergency shall continue until the governor finds that the threat of danger has passed or the disaster or emergency has been dealt with to the extent that the emergency conditions no longer exist and terminates the state of disaster or emergency by executive order or proclamation, but no state of disaster or emergency may continue for longer than thirty days unless renewed by the governor.

(2) The legislature, by petition signed by a majority of the surviving members of either house, may terminate a state of disaster or emergency at any time. This petition terminating the state of emergency or disaster may establish a period during which no other declaration of emergency or disaster may be issued. Thereupon, the governor shall issue an executive order or proclamation ending the state of disaster or emergency.

(3) All executive orders or proclamations issued under this Subsection shall indicate the nature of the disaster or emergency, the designated emergency area which is or may be affected, and the conditions which have brought it about or which make possible the termination of the state of disaster or emergency. An executive order or proclamation shall be disseminated promptly by means calculated to bring its contents to the attention of the general public and, unless the circumstances attendant upon the disaster or emergency prevent or impede it, promptly filed with the Governor's Office of Homeland Security and Emergency Preparedness and with the secretary of state.

(4) As soon as conditions allow, the governor may proclaim a reduction of the designated emergency area, or the termination of the state of emergency.

C. The declaration of an emergency or disaster by the governor shall:

(1) Activate the state's emergency response and recovery program under the command of the director of the Governor's Office of Homeland Security and Emergency Preparedness.

(2) Direct and compel the evacuation of all or part of the population from any stricken or threatened area within the state if he deems this action necessary for the preservation of life or other disaster mitigation, response, or recovery.

(3) Control ingress and egress to and from a disaster area, the movement of persons within the area, and the occupancy of premises therein.

D. In addition to any other powers conferred upon the governor by law, he may do any or all of the following:

(1) Suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business, or the orders, rules, or regulations of any state agency, if strict compliance with the provisions of any statute, order, rule, or regulation would in any way prevent, hinder, or delay necessary action in coping with the emergency.

(2) Utilize all available resources of the state government and of each political subdivision of the state as reasonably necessary to cope with the disaster or emergency.

(3) Transfer the direction, personnel, or functions of state departments and agencies or units thereof for the purpose of performing or facilitating emergency services.

(4) Subject to any applicable requirements for compensation, commandeer or utilize any private property if he finds this necessary to cope with the disaster or emergency.

(5) Prescribe routes, modes of transportation, and destination in connection with evacuation.

(6) Suspend or limit the sale, dispensing, or transportation of alcoholic beverages, firearms, explosives, and combustibles.

(7) Make provision for the availability and use of temporary emergency housing.

E. In the event of an emergency declared by the governor pursuant to this Chapter, any person or representative of any firm, partnership, or corporation violating any order, rule, or regulation promulgated pursuant to this Chapter, shall be fined not more than five hundred dollars or confined in the parish jail for not more than six months, or both. No executive order, proclamation, or regulation shall create or define a crime or fix penalties.

F. No organization for homeland security and emergency preparedness established under this Chapter shall be employed directly or indirectly for political purposes.

G. Notwithstanding the provisions of this Section, except in an imminent life threatening situation nothing herein shall restrict any uniformed employee of a licensed private security company, acting within the scope of employment, from entering and remaining in an area where an emergency has been declared. The provisions of this Subsection shall apply if the licensed private security company submits a list of employees and their assignment to be allowed into the area, to the Louisiana State Board of Private Security Examiners, which shall forward the list to the chief law enforcement office of the parish and, if different, the agency in charge of the scene.

CREDIT(S)

[Acts 1993, No. 800, § 1, eff. June 22, 1993](#). Amended by [Acts 1999, No. 267, § 2](#); [Acts 2003, No. 40, § 2, eff. May 23, 2003](#); [Acts 2006, 1st Ex.Sess., No. 35, § 1, eff. March 1, 2006](#); [Acts 2009, No. 512, § 1](#).

**§ 725. State emergency and disaster agency; powers of director**

A. The Governor's Office of Homeland Security and Emergency Preparedness is hereby established as a state agency within the office of the governor.

B. The governor shall designate the Governor's Office of Homeland Security and Emergency Preparedness as the state homeland security and emergency preparedness agency. The office shall be an independent agency in the office of the governor and, through its director, shall report directly to the governor. The office shall have authority for and shall be responsible for its own accounting and budget control, procurement and contract management, personnel management, and grants management and shall carry out these functions either directly or through authorized assignment to another state agency or department. The office shall have authority to enter into contracts and agreements necessary in carrying out its functions and responsibilities.

C. (1) There shall be a director of the Governor's Office of Homeland Security and Emergency Preparedness who shall be appointed by the governor, subject to Senate confirmation. He shall administer the state emergency preparedness agency as provided in this Chapter. The director shall serve at a salary fixed by the governor, which salary shall not exceed the amount approved for the position by the legislature.

(2) The director shall have had at least ten years of emergency management experience or equivalent experience in emergency operations.

D. The director may adopt and promulgate, pursuant to the Administrative Procedure Act, such rules and regulations as are necessary to implement his authority under the provisions of this Chapter and such authority as the governor shall delegate to him pursuant to the provisions of this Chapter.

E. The director shall appoint a deputy director, subject to senate confirmation, to administer the provisions of this Chapter. The deputy director shall have and may exercise such powers and duties of the director as the director shall delegate to him. The director may appoint such assistant deputy directors as may be necessary to carry out the functions of the office, including but not limited to homeland security, emergency preparedness, and recovery. Each assistant deputy director shall have and may exercise such powers and duties of the director or the deputy director as the director or deputy director shall delegate to him.

F. The director shall, in addition to other staff, appoint regional coordinators and may appoint assistant coordinators for each homeland security and emergency preparedness region throughout the state, as provided by [R.S. 29:726\(E\)\(21\)](#) to assist each of the parish offices of homeland security and emergency preparedness in the administration of the provisions of this Chapter.

G. (1) The director may employ such professional, technical, clerical, stenographic, and other personnel, and he shall fix their compensation and may make expenditures from available funds

appropriated for the Governor's Office of Homeland Security and Emergency Preparedness or other funds made available to him for purposes of homeland security and emergency preparedness as may be necessary to carry out the purposes of this Chapter. During a gubernatorially declared disaster or emergency, the director shall have the authority to expend funds for emergency protective measures even if there is no budget authority of funds available. The director, the deputy director, and the assistant deputy directors, if appointed, shall be provided with the necessary and appropriate office space, furniture, equipment, supplies, stationery, and printing. The necessary mileage, office expenses, salaries of personnel, postage, telephone, and expressage shall be chargeable to any funds available for homeland security and emergency preparedness.

(2) All current and future employees of the Governor's Office of Homeland Security and Emergency Preparedness shall be subject to the laws, rules, and regulations governing employees in unclassified state service. Such employees shall remain in unclassified state service.

H. The director, subject to the direction and control of the governor, shall be the executive head of the state homeland security and emergency preparedness agency and as such shall be responsible to the governor for carrying out the programs for homeland security and emergency preparedness for the state of Louisiana. He shall coordinate the activities of all agencies and organizations for homeland security and emergency preparedness within the state and shall maintain liaison with and cooperate with homeland security and emergency preparedness agencies and organizations of other states and of the federal government. All state agencies and departments shall comply with directives from the Governor's Office of Homeland Security and Emergency Preparedness relating to emergency planning and operations.

I. The Governor's Office of Homeland Security and Emergency Preparedness shall operate pursuant to rules developed, adopted, and promulgated as provided for state agencies in the Administrative Procedure Act. Such rules shall be subject to the authority of the legislature to oversee their development as provided in such Act and for such purpose shall be submitted to the Senate Committee on Homeland Security and the House Committee on Homeland Security.

J. The director shall provide a working space for a liaison from each house of the legislature selected by the chairman of the Senate Committee on Homeland Security and selected by the chairman of the House Committee on Homeland Security, respectively, on the floor of the state emergency operations center with same access to areas and briefings given to the unified command group. He shall coordinate with the chairman of the Senate Committee on Homeland Security and the chairman of the House Committee on Homeland Security to include a role of support for the legislature within the Emergency Operations Plan (EOP) and to provide for an Emergency Support Function (ESF) for the legislature.

CREDIT(S)

[Acts 1993, No. 800, § 1, eff. June 22, 1993](#). Amended by [Acts 2003, No. 40, § 2, eff. May 23, 2003](#); [Acts 2006, 1st Ex.Sess., No. 35, § 1, eff. March 1, 2006](#); [Acts 2006, No. 442, § 1, eff. June 15, 2006](#); [Acts 2008, No. 122, § 1](#).

**§ 725.1. Legal representative of office; state attorney general**

The attorney general shall be the legal advisor to the Governor's Office of Homeland Security and Emergency Preparedness and, except as otherwise provided by law, shall counsel and advise the office and shall represent it in any and all matters when called upon to do so.

CREDIT(S)

Added by [Acts 2006, No. 442, § 1, eff. June 15, 2006](#).

**§ 725.2. Confidentiality of certain records**

A. (1) Notwithstanding any other provision of law to the contrary, records in the custody of the Governor's Office of Homeland Security and Emergency Preparedness containing certain security sensitive information which shall be the same type of information as described in [R.S. 44:3.1](#) and 3.2 shall be deemed confidential.

(2) Such nondisclosure shall not apply to necessary use by duly authorized officers or employees of state, federal, or local government in carrying out their responsibilities as provided by applicable state law or applicable federal law.

B. The provisions of this Section shall not prevent any person from examining and copying any books, records, papers, accounts, or other documents of the Governor's Office of Homeland Security and Emergency Preparedness, except as provided in Subsection A of this Section. Such records shall not be subject to the provisions of [R.S. 44:5](#).

C. If a public record is applied for during an imminent threat of a disaster or emergency or during a disaster or emergency, the office shall immediately notify the requestor as to the reasons why such record shall not be immediately available.

CREDIT(S)

Added by [Acts 2006, No. 442, § 1, eff. June 15, 2006](#)

**§ 725.3. Office of interoperability; legislative findings; declaration of intent**

A combination of law enforcement, public safety leaders, health and emergency medical staff interests, technology and communication managers and technicians, vendors of communication systems, public officials, and state and federal agencies are all needed to address the complexities of communications interoperability in this state. The creation of the office of interoperability is not to identify a single solution, but to identify and implement interoperability solutions that are always available and can be accessed statewide. Solutions are needed for a secure and interoperable communications system accessible to public safety agencies and personnel, first responders, decision makers, and the public, allowing for clear and efficient exchange of voice, data, image, and video information during day-to-day operations, natural disasters, emergency response situations, and terrorist attacks.

CREDIT(S)

Added by [Acts 2008, No. 797, § 1.](#)

LSA-R.S. 29:725.3, LA R.S. 29:725.3

Current through the 2012 Regular Session

**§ 725.4. Office of interoperability; creation and authority**

The office of interoperability is established within the Governor's Office of Homeland Security and Emergency Preparedness. The office shall have the authority to oversee, direct, and manage interoperability programs and efforts identified in the statewide interoperability plan and the statewide communications interoperability plan for first responders in coordination with local, state, and federal officials. The office shall address critical interoperability issues relating to public safety and emergency response, including communications, spectrum, networks, equipment, training, and other areas as needs are identified.

CREDIT(S)

Added by [Acts 2008, No. 797, § 1.](#)

LSA-R.S. 29:725.4, LA R.S. 29:725.4

Current through the 2012 Regular Session.

**§ 725.5. Assistant deputy director of interoperability**

A. The office of interoperability shall be headed by an assistant deputy director of interoperability who shall be in the unclassified service. The assistant deputy director may delegate authority to such designees or to any governmental body as the assistant deputy director may deem appropriate within the limitations of state and federal laws, rules, and regulations. The assistant deputy director of interoperability may promulgate rules and regulations to carry out the provisions of [R.S. 29:725.1](#) through 725.5.

B. The assistant deputy director of interoperability shall work in conjunction with the state Unified Command Group and interoperability subcommittee to develop, implement, and maintain a secure interagency communication across jurisdictional and geographic boundaries to enable end users to access authorized information when and how they need it as identified in the statewide interoperability plan and statewide communications interoperability plan for first responders.

C. The assistant deputy director of interoperability shall perform the following functions:

(1) Serve as chairman of the interoperability subcommittee.

(2) Serve as the state liaison for interoperability.

(3) Administer the statewide interoperability plan and statewide communications interoperability plan for first responders in coordination with the chief information officer or his designee.

(4) Partner with local, state, and federal officials to achieve emergency response interoperability in every parish throughout the state.

(5) Leverage existing local, state, and federal efforts, including assets and resources, to ensure better coordination and accountability for activities including but not limited to research and development, testing and evaluation, standards, technical assistance, training, and funding for interoperability.

(6) Support the creation of interoperability standards.

(7) Submit recommendations to the legislature relative to any changes in state law necessary to remove barriers to achieving communications interoperability.

CREDIT(S)

Added by [Acts 2008, No. 797, § 1](#).

LSA-R.S. 29:725.5, LA R.S. 29:725.5

Current through the 2012 Regular Session.

**§ 725.6. State Unified Command Group**

A. The state Unified Command Group, herein referred to as “UCG,” is hereby established and shall be composed of the members established by executive order of the governor. The UCG is the strategic decision making body for emergencies in the state with the governor serving as the unified commander. The complex array of traditional and emerging threats and hazards demands the application of a unified and coordinated approach to emergency incident management not only during emergencies but during day-to-day operations of state government.

B. (1) The UCG shall hold meetings quarterly other than during a state declared emergency and at such times as the chairman deems necessary, beginning September, 2008.

(2) To the extent permitted by and in accordance with [R.S. 44:1 et seq.](#), each officer, board, commission, council, department, or agency of state government, and each political subdivision of the state shall make available all facts, records, information, and data requested by the UCG and cooperate with the UCG in carrying out the functions imposed by this Section.

(3) The roles, duties, and activities of the UCG shall include, but are not limited to, the following:

(a) Submitting recommendations to the legislature relative to any changes in state law necessary to remove barriers to achieving the goals of the UCG.

(b) Establishing a comprehensive statewide interoperability plan for short-term and long-term initiatives.

(c) Submitting a semi-annual report to the governor and entities involved in the statewide plan by January first and July first of each year which includes a copy of the current or revised statewide interoperability plan.

(d) Re-prioritizing initiatives in the statewide plan, as needed, to address immediate communication needs in cases of emergencies or disasters.

(e) Centralizing coordination among multiple agencies, including local, state, and federal.

(4) The UCG may adopt rules and procedures for its operation.

(5)(a) The UCG is authorized to apply for, contract for, receive, and expend for its purposes any appropriation or grant from the state, its political subdivisions, the federal government, or any other public or private source.

(b) The UCG shall allocate the funds according to the initiatives set forth in the statewide communications interoperability plan for first responders and statewide interoperability plan.

(c) The UCG shall have oversight in reviewing the spending of federal funds and additional sources of funding earmarked for interoperability to optimize the investment and resources needed in planning, implementing, and maintaining a statewide interoperability plan.

(6) There shall be three permanent subcommittees of the UCG as provided for in this Paragraph. In addition, the UCG may establish other subcommittees as it deems advisable and feasible. Except as provided in Subparagraph (a) of this Paragraph, only the UCG may take official action.

(a)(i) An “interoperability subcommittee” is hereby established and shall be composed of the following members:

(aa) Assistant deputy director of interoperability, or his designee.

(bb) Commissioner of the division of administration, or his designee.

(cc) Adjutant general of the Louisiana National Guard, or his designee.

(dd) President of the Louisiana Sheriffs Association, Inc., or his designee.

(ee) President of the Louisiana Association of Chiefs of Police, Inc., or his designee.

(ff) President of the Louisiana Fire Chiefs Association, or his designee.

(gg) Chair of the regional parish homeland security and emergency preparedness directors committee, or his designee.

(hh) The deputy secretary of the Department of Public Safety and Corrections, public safety services, or his designee.

(ii) Executive director of the Governor's Office of Indian Affairs, or his designee.

(jj) A representative of the Association of Public-Safety Communications Officials.

(kk) A representative of the Louisiana Ambulance Alliance.

(ll) One representative from each of the nine GOHSEP regions. The initial representatives shall be designated by the executive order. Thereafter, the representatives shall be designated pursuant to a selection procedure determined by the interoperability subcommittee.

(ii) The roles, duties, and activities of the subcommittee shall include, but are not limited to:

(aa) Designing, constructing, and assisting in administering and maintaining a statewide communications interoperability plan for first responders with the ability to transport and receive voice, data, image and video information during day-to-day operations, natural disasters, emergency response situations, and terrorist attacks.

(bb) Leveraging the technical expertise of the committee and third-party resources to develop and approve procedural requirements and technical requirements to implement the statewide communications interoperability plan for first responders.

(cc) Coordinating interoperability issues with emergency alert services, 911 services, 211 services, integrated criminal justice systems, as well as identifying other systems which may need to be addressed by the committee.

(dd) Establishing advisory subcommittees for specific issues.

(ee) Submitting a semi-annual report to the governor and to the UCG by January first and July first of each year which includes a copy of the current or revised statewide communications interoperability plan for first responders.

(ff) Recommending additions or deletions to the UCG on the statewide interoperability plan, but shall have no authority to change the plan.

(iii) The chairman of the subcommittee shall be the assistant deputy director of interoperability. All remaining officers shall be elected by and from the membership of the subcommittee.

(iv) Members of the subcommittee shall be entitled to be reimbursed for actual expenses for travel consistent with allowances for state classified employees and approved by the chairman of the subcommittee, if funding is available.

(v) The subcommittee shall meet at regular intervals at the direction of the chairman.

(b)(i) A “first responders subcommittee” is hereby established and shall be composed of the following members:

(aa) President of the Louisiana Sheriffs Association, Inc., or his designee.

(bb) President of the Louisiana Association of Chiefs of Police, Inc., or his designee.

(cc) President of the Louisiana Fire Chiefs Association, or his designee.

(dd) Chair of the Regional Parish Homeland Security and Emergency Preparedness Directors Committee, or his designee.

(ee) State fire marshal, or his designee.

(ff) The deputy secretary of the Department of Public Safety and Corrections, public safety services, or his designee.

(gg) The director of the Governor's Office of Homeland Security and Emergency Preparedness, or his designee.

(ii) The roles, duties, and activities of the subcommittee shall include, but are not limited to:

(aa) Planning and advising on issues identified by the Governor's Office of Homeland Security and Emergency Preparedness and the UCG regarding first responders.

(bb) Establishing advisory subcommittees for specific issues.

(cc) Submitting a semi-annual report to the governor and to the UCG by January first and July first of each year.

(iii) The chairman of the subcommittee shall be appointed by the director of the Governor's Office of Homeland Security and Emergency Preparedness. All remaining officers shall be elected by and from the membership of the subcommittee.

(iv) Members of the subcommittee shall be entitled to be reimbursed for actual expenses for travel consistent with allowances for state classified employees and approved by the chairman of the subcommittee, if funding is available.

(v) The subcommittee shall meet at regular intervals at the direction of the chairman.

(c)(i) A “regional parish OEP parish directors subcommittee” is hereby established and shall be composed of the following members:

(aa) Each regional parish office of emergency preparedness director, or his designee.

(bb) The director of the Governor's Office of Homeland Security and Emergency Preparedness, or his designee.

(ii) The roles, duties, and activities of the subcommittee shall include, but are not limited to:

(aa) Planning and advising on strategic emergency management issues from a regional perspective.

(bb) Establishing advisory subcommittees for specific issues.

(cc) Submitting a semi-annual report to the governor and to the UCG by January first and July first of each year.

(iii) The chairman of the subcommittee and remaining officers shall be elected by and from the membership of the subcommittee on a rotational basis established by the subcommittee.

(iv) Members of the subcommittee shall be entitled to be reimbursed for actual expenses for travel consistent with allowances for state classified employees and approved by the chairman of the subcommittee, if funding is available.

(v) The subcommittee shall meet at regular intervals at the direction of the chairman.

(7) The UCG may recommend additions or deletions to the interoperability subcommittee on the statewide communications interoperability plan for first responders, but shall have no authority to change the system.

CREDIT(S)

Added by [Acts 2008, No. 797, § 1](#).

**§ 726. Governor's Office of Homeland Security and Emergency Preparedness; authority and responsibilities**

A. The Governor's Office of Homeland Security and Emergency Preparedness, under the governor, shall be responsible for homeland security and emergency preparedness in the state. In order to perform the duties and functions required under this Chapter, the office may establish and maintain office of homeland security and emergency preparedness operations centers. The office may obtain immovable property for such operations centers by sale, transfer, grant, donation, lease, exchange, or any other means, including interagency transfers of property and cooperative endeavors.

B. The office shall prepare and maintain a homeland security and state emergency operations plan and keep it current, which plan may include any of the following:

(1) Prevention and minimization of injury and damage caused by disaster or emergency.

(2) Prompt and effective response to disaster or emergency.

(3) Emergency relief.

(4) Identification of areas particularly vulnerable to disasters or emergency.

(5) Recommendations for zoning, building, and other land use controls, safety measures for securing mobile homes or other nonpermanent or semipermanent structures, and other preventive and preparedness measures designed to eliminate or reduce disasters or their impact.

(6) Assistance to local officials in designing local emergency action plans.

(7) Authorization and procedures for the erection or other construction of temporary works designed to protect against or mitigate danger, damage, or loss from flood, conflagration, or other disaster.

(8) Preparation and distribution to the appropriate state and local officials of catalogs of federal, state, and private assistance programs.

(9) Organization of manpower and chains of command.

(10) Coordination of federal, state, and local homeland security, disaster or emergency activities.

(11) Coordination of the state operations plan with the homeland security and emergency plans of other state agencies, local government, and the federal government.

(12) All parish hazard plans, hurricane evacuation and shelter plans, hazard mitigation plans, homeland security and emergency response plans, and such other emergency plans as required.

(13) Other necessary matters.

(14) Prevention of terrorist attacks within this state and reduction of the vulnerability of the homeland to terrorism, minimize the loss of life, injury, and property damage in the state resulting from acts of terrorism, and the coordination of all state and local plans for securing the homeland.

(15) Coordination with the Department of Homeland Security of the United States of responsibilities, duties, activities, and programs as may be required under the federal Homeland Security Act of 2002 for securing the homeland.

C. The Governor's Office of Homeland Security and Emergency Preparedness shall take an integral part in the development and revision of local and interjurisdictional emergency plans prepared under this Chapter. To this end it shall employ or otherwise secure the services of professional and technical personnel capable of providing expert assistance to political subdivisions, their homeland security and emergency preparedness agencies, and interjurisdictional planning and homeland security and emergency preparedness agencies. These personnel shall consult with subdivisions and agencies on a regularly scheduled basis and shall make field examinations of the areas, circumstances, and conditions to which particular local and interjurisdictional disaster plans are intended to apply, and may suggest or require revisions.

D. In preparing and revising the state homeland security and emergency operations plan, the office shall seek the advice and assistance of local government, business, labor, industry, agriculture, civic and volunteer organizations, and community leaders. In advising local and interjurisdictional agencies, the office shall encourage them also to seek advice from these sources.

E. The office shall either directly or through authorized assignment to another state agency or department:

- (1) Determine requirements of the state and its political subdivisions for food, clothing, and other necessities in the event of an emergency.
- (2) Procure and pre-position supplies, medicines, materials, and equipment.
- (3) Promulgate standards and requirements for local and interjurisdictional disaster plans.
- (4) Periodically review local and interjurisdictional disaster plans.
- (5) Provide for mobile support units.
- (6) Assist political subdivisions, their homeland security and emergency preparedness agencies, and interjurisdictional homeland security and emergency preparedness agencies in establishing and operating training programs and programs of information.
- (7) Make surveys of industries, resources, and facilities within the state, both public and private, as are necessary to carry out the purposes of this Chapter.
- (8) Plan and make arrangements for the availability and use of any private facilities, services, and property and, if necessary and if in fact used, provide for payment for use under terms and conditions agreed upon.
- (9) Establish a register of persons with types of training and skills important in homeland security and emergency mitigation, preparedness, response, and recovery.
- (10) Establish a register of mobile and construction equipment and temporary housing available for use in a disaster emergency.
- (11) Prepare, for issuance by the governor, executive orders, proclamations, and regulations as necessary or appropriate in coping with disasters or emergencies.
- (12) Cooperate with the federal government and any public or private agency or entity in achieving any purpose of this Chapter and in implementing programs for disaster emergency mitigation, preparation, response, and recovery.

(13)(a) Include a proposed evacuation component in the homeland security and state emergency operations plan that includes specific regional and interregional planning provisions and promotes intergovernmental coordination of evacuation activities.

(b) The proposed evacuation component shall, at a minimum, include all of the following:

(i) Guidelines for lifting tolls on state highways.

(ii) Procedures for ensuring coordination pertaining to evacuees crossing parish lines.

(iii) Procedures for directing people caught on evacuation routes to safe shelter.

(iv) Establishment of strategies for ensuring sufficient, reasonably priced fueling locations along evacuation routes.

(v) Establishment of policies and strategies for emergency medical evacuations.

(14)(a) Include a proposed shelter component in the homeland security and state emergency operations plan that includes specific regional and interregional planning provisions and promotes coordination of shelter activities between the public, private, and nonprofit sectors.

(b) The proposed shelter component shall, at a minimum, include all of the following:

(i) Establishment of strategies to ensure the availability of adequate public shelter space in each area of the state.

(ii) Establishment of strategies for refuge-of-last-resort programs.

(iii) Establishment of strategies to assist local emergency management efforts to ensure that adequate staffing plans exist for all shelters, including medical and security personnel.

(iv) Provisions for a post-disaster communications system for public shelters.

(v) Establishment of model shelter guidelines for operations, registration, inventory, power generation capability, information management, and staffing.

(vi) Procedures setting forth police guidelines for sheltering people with special needs.

(c) Notwithstanding the provisions of [R.S. 15:542](#) to the contrary and notwithstanding any other provision of law to the contrary, a proposed shelter component in the homeland security and state emergency operations plan effective during a declared state of emergency shall include the following requirements:

(i) That a registered sexual offender shall not knowingly be housed or sheltered in the same area with other evacuees.

(ii) That a registered sexual offender, if possible, shall be provided shelter or housing in an alternative shelter separate and apart from the general population of evacuees.

(d) Notwithstanding the provisions of [R.S. 15:542](#) or any other provision of law to the contrary, a proposed shelter component in the homeland security and state emergency operations plan shall include after the termination of the declared state of emergency, the following requirements:

(i) That a registered sexual offender shall not knowingly be housed or sheltered in shelters, hotels, Federal Emergency Management Agency trailer parks, or any other housing funded by the Federal Emergency Management Agency where the general population of evacuees is staying.

(ii) That a registered sexual offender shall be provided shelter or housing in an alternative location separate and apart from the shelters, hotels, or Federal Emergency Management Agency trailer parks or any other housing funded by the Federal Emergency Management Agency where the general population of evacuees are staying.

(e) During and after termination of a declared state of emergency, any person, official, or personnel of a federal or state charitable organization or institution who becomes aware of the fact that there is a registered sex offender being housed in any shelter facility shall be required to notify and disclose to the sheriff of the parish and the chief of police of the municipality the identity of any registered sex offender housed, even in a separate area, in the shelter facility.

(f) During or after the termination of a declared state of emergency, any person, official, or personnel of a federal or state charitable organization or institution reporting in good faith the name of a registered sex offender housed in any of their shelter facilities shall be immune from any civil or criminal liability which might otherwise result by reason of such action.

(15)(a) Include a proposed post-disaster response and recovery component in the homeland security and state emergency operations plan that includes specific regional and interregional planning

provisions and promotes intergovernmental coordination of post-disaster response and recovery activities.

(b) This proposed component shall provide for post-disaster response and recovery strategies according to whether a disaster or emergency is minor, major, or catastrophic.

(c) The proposed post-disaster response and recovery component shall, at a minimum, include all of the following:

(i) Establishment of the state's plan for post-disaster response and recovery.

(ii) Establishment of procedures for activating the state's plan.

(iii) Establishment of policies used to guide post-disaster response and recovery activities.

(iv) Description of the initial and continuous post-disaster response and recovery actions.

(v) Identification of the roles and responsibilities of each involved agency and organization.

(vi) Establishment of a comprehensive communications plan.

(vii) Establishment of procedures for monitoring mutual aid agreements.

(viii) Provision for rapid impact assessment teams.

(ix) Procedures to ensure the availability of an effective statewide urban search and rescue program coordinated with fire and emergency responders.

(x) Procedures to ensure the existence of a comprehensive statewide medical care and relief plan directed by the Department of Health and Hospitals.

(xi) Establishment of systems for coordinating volunteers and accepting and distributing donated funds and goods.

(16)(a) Propose the assignment of lead and support responsibilities to state agencies and personnel for emergency support functions and other support activities.

(b) Work in coordination with parish governing authorities to facilitate parish evacuation plans.

(c) Provide assistance to parish offices of emergency preparedness in the preparation of parish emergency operations plans.

(d) Report biennially to the governor, president of the Senate, speaker of the House of Representatives, and the chairperson of both the House and Senate committees having jurisdiction over homeland security and emergency preparedness, no later than February first of every odd-numbered year on the status of the emergency management capabilities of the state and its political subdivisions along with the most recent copy of the emergency operations plan.

(e) Provide a proposed initial progress report to the House Committee on House and Governmental Affairs and the Senate Committee on Senate and Governmental Affairs by May 1, 2006.

(17) By May 31, 2006, promulgate standards and regulations in accordance with the Administrative Procedure Act for local governments when a mandatory evacuation has been ordered for the evacuation of people located in high-risk areas utilizing all available modes of transportation, including but not limited to school and municipal buses, government-owned vehicles, vehicles provided by volunteer agencies, trains, and ships in advance of the approach of the storm to public shelters located outside of the risk area with priority consideration being given to the special needs of the following classes of people:

(a) The people with specific special needs such as the elderly and the infirm.

(b) Tourists.

(c) Those who refuse to leave.

(d) Those without personal transportation.

(18) By May 31, 2006, promulgate standards and regulations in accordance with the Administrative Procedure Act for local governments when a mandatory evacuation has been ordered for the evacuation or safe housing of essential workers located in high-risk areas.

(19) Report to the House Committee on Municipal, Parochial and Cultural Affairs and the Senate Committee on Local and Municipal Affairs by May 31, 2006, on their compliance with the provisions of Paragraphs (17) and (18) of this Subsection.

(20)(a) In consultation with parish homeland security and emergency preparedness agency authorities, assist in the formulation of emergency operation plans for the humane evacuation, transport, and temporary sheltering of service animals and household pets in times of emergency or disaster.

(i) Require that persons with disabilities who utilize service animals, as defined in the Americans with Disabilities Act, are evacuated, transported, and sheltered with those service animals and inform all facilities that provide shelter to persons with disabilities who are accompanied by their service animals of their legal obligation to provide shelter to both the disabled person and the service animal.

(ii)(aa) Assist in the identification of evacuation shelters and other state facilities that are designed and equipped to accept and temporarily house household pets and canine search and rescue teams.

(bb) Assist in the development of guidelines for such shelters which may include standards or criteria for admission to such shelters, health and safety standards, basic minimum animal care standards regarding nutrition, space, hygiene, and medical needs, protocols, and procedures for ensuring adequate sheltering, management, and veterinary staffing for such shelters.

(iii)(aa) Enable, wherever possible, pet and pet-owner evacuations for disabled, elderly, special needs residents, and all other residents whenever such evacuations can be accomplished without endangering human life.

(bb) The office shall coordinate the establishment of an identification system to enable household pet owners who are separated from their household pets during an evacuation to locate and reclaim such household pets.

(iv) Allow household pets in cages or carriers that safely and securely confine such pets and are specifically designed for the containment and transport of such pets to utilize public transportation during an impending disaster, when doing so does not endanger human life. If such pets are not allowed to use public transportation, the primary agency designated under the provisions of [R.S. 29:729\(E\)\(13\)\(b\)\(i\)](#) and (ii) is authorized to provide separate transportation for these pets. The office shall, in consultation with the primary agency designated under the provisions of [R.S. 29:729\(E\)\(13\)\(b\)\(i\)](#) and (ii) and other appropriate agencies, assist in the development of plans to address the evacuation, transportation, and other needs of those household pets that are not evacuated or transported pursuant to this Item.

(v) Require animal shelters, humane societies, veterinary offices, boarding kennels, breeders, grooming facilities, hospitals, schools, animal testing facilities, and any other businesses or not-for-profit agencies that normally house household pets or service animals to create evacuation plans for such animals consistent with the provisions of this Paragraph. Such plans shall be made available to the public upon request and shall be filed annually with the Louisiana Department of Agriculture and Forestry, office of animal health and food safety and with their respective parish office of homeland security and emergency preparedness.

(vi) Implement a public information program to provide guidance to household pet owners in formulating their own evacuation plans for their household pets and service animals, and inform such pet owners of the resources available to assist them in such evacuations.

(vii) Ensure the primary agency designated under the provisions of [R.S. 29:729\(E\)\(13\)\(b\)\(i\)](#) and (ii) is included in emergency preparedness exercises conducted or arranged through the state or parish government, and that animal rescue, evacuation and sheltering needs of residents with pets are made a part of those exercises.

(b) Coordinate the development and establishment of requirements for the authorization and training of volunteer workers to assist the primary agency designated under the provisions of [R.S. 29:729\(E\)\(13\)\(b\)\(i\)](#) and (ii) in carrying out the provisions of this Paragraph.

(c) For the purposes of this Paragraph, “household pet” shall mean any domesticated cat, dog, and other domesticated animal normally maintained on the property of the owner or person who cares for such domesticated animal.

(21) Establish homeland security and emergency preparedness regions throughout the state, which regions shall only be adopted by and shall be uniform throughout all state agencies and departments for homeland security and emergency preparedness purposes, including but not limited to planning, exercises, response, and recovery.

(22) Conduct meetings, hold hearings, and appoint statewide and regional advisory committees to assist in all matters consistent with the intent and purposes of this Chapter.

(23) Review annually the state emergency operations plan.

(24) Review annually the state continuity of government plan.

(25) Study the feasibility of pre-bidding of contracts to provide for disaster response services such as but not limited to transportation services for evacuation purposes, housing or temporary and long-term shelter for evacuees, provision of emergency food supplies, water and ice, and debris removal and enter into such contracts deemed to be in the best interest of the state to preserve and protect life, health, safety, and property of all citizens.

(26) Do other things necessary, incidental, or appropriate for the implementation of this Chapter.

F. The Governor's Office of Homeland Security and Emergency Preparedness shall ascertain what means exist for rapid communications in times of disaster or emergencies, shall consider the desirability of supplementing these communications resources or of integrating them into a comprehensive state or state-federal telecommunication or other communications system or its several parts, shall evaluate the possibility of multipurpose use thereof for general state and local governmental purposes, and shall make recommendations to the governor as appropriate.

CREDIT(S)

[Acts 1993, No. 800, § 1, eff. June 22, 1993](#). Amended by [Acts 1999, No. 577, § 1, eff. June 30, 1999](#); [Acts 2003, No. 40, § 2, eff. May 23, 2003](#); [Acts 2006, 1st Ex.Sess., No. 35, § 1, eff. March 1, 2006](#); [Acts 2006, 1st Ex.Sess., No. 36, § 1](#); [Acts 2006, 1st Ex.Sess., No. 39, § 1](#); [Acts 2006, No. 285, § 2](#); [Acts 2006, No. 442, § 1, eff. June 15, 2006](#); [Acts 2006, No. 615, § 1, eff. June 23, 2006](#); [Acts 2006, No. 800, § 1](#); [Acts 2009, No. 24, § 2, eff. June 12, 2009](#).

**§ 726.1. Nongovernmental participation in the state recovery from public emergencies and disasters; Louisiana Family Recovery Corps**

A. The provisions of this Chapter detail state plans and responsibilities for the protection and assistance of Louisiana citizens with regard to potential and actual public disasters and emergencies. The legislature finds that the resources of nongovernmental nonprofit organizations can contribute greatly to the state's formalized framework for implementation of the requirements of this Chapter. Inclusion of the efforts of nongovernmental nonprofit organizations in the state's emergency preparedness, response, and recovery plans to the greatest extent practicable is encouraged.

B. (1) There exists in Louisiana a nongovernmental entity known as the “Louisiana Family Recovery Corps”, hereinafter referred to as the “Recovery Corps”, which was established in the aftermath of Hurricanes Katrina and Rita to provide and coordinate the services needed by Louisiana citizens displaced and affected by those disasters. In furtherance of the public purpose to provide a complete and efficient state recovery from emergencies and disasters, the state may utilize the

resources of the Recovery Corps for coordination and delivery of public and nonpublic services for purposes of human recovery from disasters.

(2) The Recovery Corps may specifically assist the state effort by:

(a) Coordinating collaboration in execution of service delivery.

(b) Communicating the availability of all services related to disaster recovery.

(c) Creation of a registry of nongovernmental nonprofit providers of recovery-related services, and provision of data relating to that registry to state and local recovery agencies as deemed necessary by such agencies. Nongovernmental nonprofit providers of recovery-related services owned or operated by an elected official shall not be included in the registry.

(d) Provision of household establishment resources for displaced residents.

(e) Services relating to the emotional well-being of displaced residents.

(f) Transitioning displaced residents from temporary to more permanent living arrangements.

(g) Assisting in reestablishing social and community service infrastructures within heavily damaged areas.

(h) Assisting in repatriation of displaced residents.

(3) The legislature finds that the utilization of the resources of the Recovery Corps may be particularly beneficial with respect to the delivery of services in:

(a) Geographic areas that have suffered significant impact to the extent that pre-disaster service providers or services are no longer available, or unavailable at the necessary levels.

(b) Geographic areas that suffered a rise in service demands due to relocation of displaced residents to a new area to the extent that service capacity has or is being mitigated.

(c) Geographic areas that need specialized services for displaced residents to address specific human services service deficiencies in a localized area.

(4) Any participation by the Recovery Corps in the state's homeland security and emergency operations shall be focused on human services or post-disaster recovery.

CREDIT(S)

Added by [Acts 2007, No. 313, § 1](#).

LSA-R.S. 29:726.1, LA R.S. 29:726.1

Current through the 2012 Regular Session.

### **§ 726.2. Public evacuation shelters**

A. It is the intent of the legislature that this state not have a deficit of safe public evacuation shelter space in any region of the state by the year 2014 and thereafter.

B. The director of the parish office of homeland security and emergency preparedness may request the use of public facilities, including schools, postsecondary education facilities, and other facilities owned or leased by the state or local governments, but excluding hospitals or nursing homes, which are suitable for use as public evacuation shelters and which are not subject to an existing and contrary agreement for use during an emergency response. The director of the parish office of homeland security and emergency preparedness shall coordinate with the appropriate school board, university, community college, technical school, or local governing board when requesting the use of such facilities as public evacuation shelters.

C. Any public facility that is the recipient of retrofitting or hardening construction that is funded from monies appropriated by the state or federal government for purposes of being used as a shelter, shall make the facility available for use as a public evacuation shelter at the request of the director of the Governor's Office of Homeland Security and Emergency Preparedness. Public facilities shall include all schools, postsecondary education facilities, and other facilities owned or leased by the state or local governments, excluding hospitals or nursing homes, that meet the minimum standards for use as an emergency shelter.

D. The Governor's Office of Homeland Security and Emergency Preparedness shall select from an inventory list of those facilities recommended by the directors of the parish offices of homeland security and emergency preparedness for retrofitting those public facilities that, with reasonable hardening or retrofitting modifications, would accelerate the state and local efforts to reduce the deficit in shelter space.

E. As used in this Section:

(1) “Public facilities” means those facilities which have been or will be constructed with any funds appropriated by the state and applied towards the construction costs of the facility.

(2) “Suitable for use as an emergency shelter” means that a public facility intended to be utilized as a public evacuation shelter should meet minimum criteria for structural survivability and sufficiency of operational space using the structural requirements of American Red Cross Standard ARC 4496, “Guidelines for Hurricane Evacuation Shelter Selection,” and based on guidance from the Federal Emergency Management Agency.

F. Notwithstanding any other provision of law to the contrary, nothing herein shall restrict or impair the rights and responsibilities of a parish or police jury president to respond to an emergency.

CREDIT(S)

Added by [Acts 2009, No. 353, § 1, eff. July 6, 2009](#).

LSA-R.S. 29:726.2, LA R.S. 29:726.2

Current through the 2012 Regular Session.

### **§ 726.3. Critical Incident Planning and Mapping System**

A. To the extent that sufficient funds are appropriated to implement the provisions of this Section, the Governor's Office of Homeland Security and Emergency Preparedness shall develop, operate, and maintain a statewide critical incident planning and mapping system for all public buildings in this state to assist first responders when responding to a disaster or emergency.

B. The Governor's Office of Homeland Security and Emergency Preparedness shall create, develop, or acquire a computer system and software that has the capability to do the following:

(1) Store critical information as provided in Subsection C of this Section.

(2) Provide access to the critical information contained in the system to all first responders.

C. (1) To the extent that sufficient funds are available to implement the provisions of this Section, the office of facility planning and control, division of administration, the governing authority of each local governmental subdivision, and the superintendent of each local school district, and the

Recovery School District, shall provide available information for public buildings located in this state to the Governor's Office of Homeland Security and Emergency Preparedness for inclusion in the system. The available information should include the following critical information for public buildings located in this state:

- (a) Building floor plans.
- (b) Evacuation plans and other fire protection information relative to each state building.
- (c) Any known hazards associated with the building.

(2) The information required by the provisions of Paragraph (1) of this Subsection shall be available to first responders to assist in the determination of the best approach when responding to an emergency or disaster, including but not limited to the determination of evacuation routes and strategies for evacuation, alarms and other signals or means of notification, plans for sheltering in place, and training and strategies for the prevention of attacks involving violence.

D. The Governor's Office of Homeland Security and Emergency Preparedness shall adopt rules in accordance with the Administrative Procedure Act to implement the provisions of this Section. The rules shall provide for the following:

- (1) The manner by which the critical information required by the provisions of Subsection C of this Section shall be transferred to the system from the office of facility planning and control, division of administration, the governing authority of local governmental subdivisions, and school superintendents.
- (2) The format by which those entities shall transfer critical information for inclusion in the system.
- (3) The standards and conditions for the use of the system by first responders.
- (4) The guidelines for the accessibility and confidentiality of information contained within the system.
- (5) A list of the priorities for the distribution of any funds which may be available to the entities eligible to participate in the system.
- (6) The guidelines for the training of persons on how to utilize the system.

E. The Governor's Office of Homeland Security and Emergency Preparedness shall take such actions as are necessary and appropriate to secure private, state, federal, or other public funds for the development, operation, and maintenance of the statewide critical incident mapping and planning system. The Governor's Office of Homeland Security and Emergency Preparedness may accept gifts, grants, and other contributions for the development, operation, and maintenance of the system.

F. Beginning on the first day of October 2011, the Governor's Office of Homeland Security and Emergency Preparedness shall provide to the legislature an annual report setting forth the progress of developing, operating, and maintaining the system.

G. For purposes of this Section:

(1) "Political subdivision" means any parish, city, town, village, special district, or school district.

(2) "Public building" means any building used or owned by the state or any political subdivision of the state and shall include any building used by any public elementary and secondary school, college, or university.

CREDIT(S)

Added by [Acts 2011, No. 345, § 1, eff. June 29, 2011](#).

LSA-R.S. 29:726.3, LA R.S. 29:726.3

Current through the 2012 Regular Session.

**§ 727. Powers of the parish president; penalties for violations**

A. Each political subdivision within this state shall be within the jurisdiction of and served by the Governor's Office of Homeland Security and Emergency Preparedness for purposes of homeland security and emergency preparedness and by a parish homeland security and emergency preparedness agency responsible for emergency or disaster mitigation, preparedness, response, and recovery.

B. Each parish president is hereby authorized and directed to establish an office of homeland security and emergency preparedness for the respective parish.

C. Each parish president shall maintain a homeland security and emergency preparedness agency which, except as otherwise provided under this Chapter, has jurisdiction over and serves the entire parish.

D. A local disaster or emergency may be declared only by the parish president, except as otherwise provided in this Chapter. In that event, the state of emergency shall continue until the parish president finds that the threat of danger has been dealt with to the extent that emergency conditions no longer exist. The state of emergency may be terminated by executive order or proclamation, but no state of emergency may continue for longer than thirty days unless extended by the parish president. The state of emergency or disaster may be terminated by the governor, a petition signed by a majority of the surviving members of either house of the legislature, or a majority of the surviving members of the parish governing authority. The document terminating the state of emergency or disaster may establish a period during which no other declaration of emergency or disaster may be issued. All executive orders or proclamations issued under this Subsection shall indicate the nature of the emergency, the area or areas which are or may be affected, and the conditions which brought it about. Any order or proclamation declaring, continuing, or terminating a local disaster or emergency shall be given prompt and general publicity and shall be filed promptly with the office of emergency preparedness and the office of the clerk of court.

E. Notwithstanding any other provision of this Chapter, when the parish president declares a local disaster or emergency within such subdivision the parish president shall carry out the provisions of this Chapter. Nothing contained herein shall be construed to confer upon the parish president any authority to control or direct the activities of any state agency. When the disaster or emergency is beyond the capabilities of the local government, the parish president shall request assistance from the Governor's Office of Homeland Security and Emergency Preparedness. The declaration of a local emergency will serve to activate the response and recovery program of the local government.

F. In addition to any other powers conferred upon the parish president by the constitution, laws, or by a home rule charter or plan of government, such authority may do any or all of the following:

(1) Suspend the provisions of any regulatory ordinance prescribing the procedures for conduct of local business, or the orders, rules, or regulations of any local agency, if strict compliance with the provisions of any ordinance, order, rule, or regulation would in any way prevent, hinder, or delay necessary action in coping with the emergency.

(2) Utilize all available resources of the local government as reasonably necessary to cope with the local disaster or emergency.

(3) Transfer the direction, personnel, or functions of local departments and agencies or units thereof for the purpose of performing or facilitating emergency services.

(4) Subject to any applicable requirements for compensation, commandeer or utilize any private property if he finds this necessary to cope with the local disaster.

(5) Direct and compel the evacuation of all or part of the population from any stricken or threatened area within the boundaries of the parish if he deems this action necessary for mitigation, response, or recovery measures.

(6) Prescribe routes, modes of transportation, and destinations in connection with evacuation within the local government's jurisdiction.

(7) Control ingress and egress to and from the affected area, the movement of persons within the area, and the occupancy of premises therein.

(8) Suspend or limit the sale, dispensing, or transportation of alcoholic beverages, firearms, explosives, and combustibles.

G. In the event of an emergency declared by the parish president pursuant to this Chapter, any person or representative of any firm, partnership, or corporation violating any order, rule, or regulation promulgated pursuant to this Chapter, shall be fined not more than five hundred dollars, or confined in the parish jail for not more than six months, or both.

H. No organization for homeland security and emergency preparedness established under this Chapter shall be employed directly or indirectly for political purposes.

I. (1) Each parish or police jury president, through the parish director of homeland security and emergency preparedness appointed pursuant to [R.S. 29:728](#), shall form a parish emergency management advisory committee, to offer advice and counsel to the parish or police jury president on homeland security and emergency management issues set forth in the report prepared in accordance with Paragraph (4) of this Subsection. The parish or police jury president may consider the advice and counsel from the committee on such matters as planning, development, prioritization, coordination, and implementation of homeland security and emergency management issues to include but not be limited to homeland security and emergency management mitigation, preparedness, response and recovery, grant requests, and the expenditure of grant funds.

(2) The parish or police jury president shall serve as the chairperson of the committee or shall designate the parish director of homeland security and emergency preparedness to serve as the chairperson. If the parish or police jury president serves as the chairperson, the parish director of homeland security and emergency preparedness shall serve as vice chairperson of the committee.

(3)(a) At a minimum, the committee shall consist of the following for each parish:

(i) A fire chief from the parish as a representative of all the fire chiefs in the parish.

(ii) A chief executive officer from one of the municipalities of the parish, as a representative of all chief executive officers of the municipalities of the parish.

(iii) A police chief from the parish as a representative of all the police chiefs of the parish.

(iv) The sheriff of the parish or his designee.

(v) A senior executive from the emergency medical services community within the parish.

(b) The representatives of the fire chiefs, municipal chief executive officers, police chiefs, and emergency medical services shall be appointed to the committee by those persons holding the same position within the parish.

(4) The committee shall meet no less than twice per year and shall submit a report to the director of the Governor's Office of Homeland Security and Emergency Preparedness on or before April first of each year, commencing on April 1, 2010. The annual report shall address those issues identified by the director in consultation with the regional parish office of emergency preparedness parish directors' subcommittee pursuant to [R.S. 29:725.6\(B\)\(6\)\(c\)](#) by January first of each year.

(5) The requirement of the parish or police jury president to form a parish emergency advisory committee may be satisfied through any existing committee formed within the parish for the purpose of addressing the issues of homeland security and emergency preparedness provided that such existing committee meets the membership requirement set forth in Paragraph (3) of this Subsection.

(6) Nothing herein shall restrict or impair the rights and responsibilities of a parish or police jury president to respond to an emergency.

(7) Nothing herein shall restrict or impair the rights and responsibilities of a committee created by a parish police jury and other local agencies and municipalities pursuant to a joint services agreement to develop and implement a plan in response to an emergency.

CREDIT(S)

[Acts 1993, No. 800, § 1, eff. June 22, 1993](#). Amended by [Acts 2001, No. 1148, § 1, eff. June 29, 2001](#); [Acts 2003, No. 40, § 2, eff. May 23, 2003](#); [Acts 2006, 1st Ex.Sess., No. 35, § 1, eff. March 1, 2006](#); [Acts 2009, No. 524, § 1](#).

**§ 728. Parish homeland security and emergency preparedness agency**

A. Each parish office of homeland security and emergency preparedness thus created shall have a director who shall be appointed by the parish president of the parish establishing such organization and each director shall be commissioned by the director of the Governor's Office of Homeland Security and Emergency Preparedness. The parish director thus appointed and commissioned shall serve at the pleasure of the parish president.

B. Nothing in this Section shall be construed to prevent the parish president from serving as the director.

C. The director of the parish office of homeland security and emergency preparedness shall have direct responsibility for the organization, administration, and operation of such local organization for homeland security and emergency preparedness subject to the direction and control of the parish president under the general direction and control of the governor and the Governor's Office of Homeland Security and Emergency Preparedness.

D. The director of the parish office of homeland security and emergency preparedness shall take and subscribe to the following oath:

“I \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the state of Louisiana, and the territory, institutions, and facilities thereof, both public and private, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and I take this obligation freely, without any mental reservations or purpose of evasion; and that I will well and faithfully discharge the duties on which I am about to enter and I do further swear (or affirm) that I do not advocate, nor am I a member of any political party or organization that advocates, the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am a member of the \_\_\_\_\_ (parish) office of homeland security and

emergency preparedness, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence.”

E. The director may appoint an assistant director to administer the provisions of this Chapter. The assistant director shall have and may exercise such powers and duties of the director related thereto as the director shall delegate to him.

F. The parish president may authorize the director to employ such professional, technical, clerical, stenographic, and other personnel and he shall fix their compensation and may make expenditures from available funds appropriated or authorized by the state for purposes of homeland security and emergency preparedness as may be necessary to carry out the purposes of this Chapter. The director and the assistant director, if an assistant director is appointed, shall be provided with necessary and appropriate office space, furniture, equipment, supplies, stationery, and printing. The necessary mileage, office expenses, salaries of personnel, postage, telephone, and expressage shall be chargeable to any funds available for homeland security and emergency preparedness.

CREDIT(S)

[Acts 1993, No. 800, § 1, eff. June 22, 1993](#). Amended by [Acts 2003, No. 40, § 2, eff. May 23, 2003](#); [Acts 2006, 1st Ex.Sess., No. 35, § 1, eff. March 1, 2006](#).

**§ 729. Parish homeland security and emergency preparedness agency authorities and responsibilities**

A. The parish office of homeland security and emergency preparedness, under the parish president, shall be responsible for homeland security and emergency preparedness in the parish.

B. The parish office of homeland security and emergency preparedness shall prepare and maintain an all hazards emergency operations plan and keep it current, which plan may include any of the following:

- (1) Prevention and minimization of injury and damage caused by disaster or emergency.
- (2) Prompt and effective response to disaster or emergency.
- (3) Emergency relief.
- (4) Identification of areas particularly vulnerable to disasters or emergency.

- (5) Recommendations for zoning, building, and other land use controls, safety measures for securing mobile homes or other nonpermanent or semipermanent structures, and other preventive and preparedness measures designed to eliminate or reduce disasters or their impact.
- (6) Assistance to local officials in designing local homeland security and emergency action plans.
- (7) Authorization and procedures for the erection or other construction of temporary works designed to protect against or mitigate danger, damage, or loss from flood, conflagration, or other disaster.
- (8) Preparation and distribution to the appropriate state and local officials of catalogs of federal, state, and private assistance programs.
- (9) Organization of manpower and chains of command.
- (10) Coordination of federal, state, and local disaster or homeland security and emergency activities.
- (11) Coordination of the state operations plan with the homeland security and emergency plans of other state agencies, local government, and the federal government.
- (12) Other necessary matters.

C. The parish office of homeland security and emergency preparedness shall take an integral part in the development and revision of local and interjurisdictional homeland security and emergency plans prepared under this Chapter. To this end, it shall employ or otherwise secure the services of professional and technical personnel capable of providing expert assistance to political subdivisions, their homeland security and emergency preparedness agencies, and interjurisdictional planning and homeland security and emergency preparedness agencies. These personnel shall consult with subdivisions and agencies on a regularly scheduled basis and shall make field examinations of the areas, circumstances, and conditions to which particular local and interjurisdictional disaster plans are intended to apply, and may suggest or require revisions.

D. In preparing and revising the plan, the parish office of homeland security and emergency preparedness shall seek the advice and assistance of government, business, labor, industry, agriculture, civic, and volunteer organizations, and community leaders.

E. The parish office of homeland security and emergency preparedness shall:

- (1) Determine requirements of the parish and its political subdivisions for food, clothing, and other necessities in the event of an emergency.
- (2) Procure and pre-position supplies, medicines, materials, and equipment.
- (3) Promulgate standards and requirements for local and interjurisdictional disaster plans.
- (4) Periodically review local and interjurisdictional disaster plans.
- (5) Provide for mobile support units.
- (6) Assist political subdivisions, their homeland security and emergency preparedness agencies and interjurisdictional homeland security and emergency preparedness agencies, in establishing and operating training programs and programs of information.
- (7) Make surveys of industries, resources, and facilities within the parish, both public and private, as are necessary to carry out the purposes of this Chapter.
- (8) Plan and make arrangements for the availability and use of any private facilities, services, and property and, if necessary and if in fact used, provide for payment for use under terms and conditions agreed upon.
- (9) Establish a register of persons with types of training and skills important in emergency mitigation, preparedness, response, and recovery.
- (10) Establish a register of mobile and construction equipment and temporary housing available for use in a disaster emergency.
- (11) Prepare, for issuance by the parish president, executive orders, proclamations, and regulations as necessary or appropriate in coping with disasters or emergencies.
- (12) Cooperate with the state and federal government and any public or private agency or entity in achieving any purpose of this Chapter and in implementing programs for disaster emergency mitigation, preparation, response, and recovery.

(13)(a) In consultation with experts in the fields of animal sheltering, veterinary medicine, public health and safety, other professional and technical personnel deemed appropriate, and the state office of homeland security and emergency preparedness, formulate emergency operation plans for the humane evacuation, transport, and temporary sheltering of service animals and household pets in times of emergency or disaster that:

(i) Require that persons with disabilities who utilize service animals, as defined by the Americans with Disabilities Act, are evacuated, transported, and sheltered with those service animals and inform all facilities that provide shelter to persons with disabilities who are accompanied by their service animals of their legal obligation to provide shelter to both the disabled person and the service animal.

(ii)(aa) Identify or establish, as the case may be, in conjunction with the state office of homeland security and emergency preparedness, evacuation shelters designed and equipped to accept and temporarily house household pets and canine search and rescue teams.

(bb) Develop guidelines for such shelters which may include standards or criteria for admission to such shelters, health and safety standards, basic minimum animal care standards regarding nutrition, space, hygiene, and medical needs, protocols, and procedures for ensuring adequate sheltering, management, and veterinary staffing for such shelters.

(iii)(aa) Enable, wherever possible, pet and pet-owner evacuations for disabled, elderly, special needs residents, and all other residents whenever such evacuations can be accomplished without endangering human life.

(bb) The office shall establish an identification system to ensure that household pet owners who are separated from their household pets during an evacuation are provided with all information necessary to locate and reclaim such household pet.

(iv) Allow household pets in cages or carriers that safely and securely confine such pets and are specifically designed for the containment and transport of such pets to utilize public transportation during an impending disaster, when doing so does not endanger human life. If such pets are not allowed to use public transportation, the primary agency designated under the provisions of R.S. 29:729(E)(13)(b)(i) and (ii) is authorized to provide separate transportation for these pets. The office shall, in consultation with the primary agency designated under the provisions of R.S. 29:729(E)(13)(b)(i) and (ii) and other appropriate agencies, develop plans to address the evacuation, transportation, and other needs of those household pets that are not evacuated or transported pursuant to this Item.

(v) Establish protocols which require the parish designated animal control, animal sheltering, or animal care agency in each parish to develop a plan for evacuation of household pets.

(vi) Require that animal shelters, humane societies, veterinary offices, boarding kennels, breeders, grooming facilities, hospitals, schools, animal testing facilities, and any other businesses or not-for-profit agencies that normally house household pets or service animals, create evacuation plans for such animals consistent with the provisions of this Paragraph. Such plans shall be made available to the public upon request and shall be filed annually with the Louisiana Department of Agriculture and Forestry, office of animal health and food safety and with their respective parish homeland security and emergency preparedness agency.

(vii) Implement a public information program to provide guidance to household pet owners in formulating their own evacuation plans for their household pets and service animals, inform such pet owners of the resources available to assist them in such evacuations.

(viii) Ensure the primary agency designated under the provisions of R.S. 29:729(E)(13)(b)(i) and (ii) is included in emergency preparedness exercises conducted or arranged through the state or parish government, and that animal rescue, evacuation and sheltering needs of residents with pets are made a part of those exercises.

(b)(i) In creating emergency operation plans pursuant to this Paragraph, the parish office of homeland security and emergency preparedness may delegate any or all of the evacuation, transportation, sheltering, or other functions delineated herein to the agency with authority over animal control or animal related issues in that parish which shall serve as the primary department or local entity, provided that such primary department or local entity may delegate any or all such functions to public or private agencies with expertise in the areas of animal control, animal sheltering, or animal care. Emergency operation plans created pursuant to this Paragraph shall be submitted to the state office of homeland security and emergency preparedness and to the Department of Agriculture and Forestry on an annual basis with the first of such plans to be submitted on or before August 1, 2006, and on or before March first of each year thereafter.

(ii) Any parish office of homeland security and emergency preparedness that chooses to designate a local parish department or local entity as the primary department or entity authorized to coordinate and provide for the evacuation, transportation, or sheltering of household pets and service animals shall provide written notification to the Department of Agriculture and Forestry and the state office of homeland security and emergency preparedness as to the primary department's or entity's physical location and contact information. The Department of Agriculture and Forestry and the

state office of homeland security and emergency preparedness shall coordinate with such designated primary department or entity as to their duties relative to the evacuation, transportation, and sheltering of household pets and service animals.

(c) For the purposes of this Paragraph, “household pet” shall mean any domesticated cat, dog, and other domesticated animal normally maintained on the property of the owner or person who cares for such domesticated animal.

(14) Do other things necessary, incidental, or appropriate for the implementation of this Chapter.

CREDIT(S)

[Acts 1993, No. 800, § 1, eff. June 22, 1993](#). Amended by [Acts 2003, No. 40, § 2, eff. May 23, 2003](#); [Acts 2006, No. 615, § 1, eff. June 23, 2006](#); [Acts 2009, No. 24, § 2, eff. June 12, 2009](#).

**§ 730. Interjurisdictional homeland security and emergency preparedness agency**

A. The governing authorities of any two or more parishes may enter into agreements, under which they shall be authorized to establish regional organizations for homeland security and emergency preparedness. Such agreements shall include plans, programs, administration, personnel, unified operation, allotment of available equipment, and distribution of costs and funds.

B. Interjurisdictional homeland security and emergency preparedness agencies shall prepare and distribute to all appropriate officials, in written form, a clear and complete statement of the homeland security and emergency responsibilities of all local agencies and officials and of the disaster chain of command.

C. Political subdivisions not participating in interjurisdictional arrangements pursuant to this Chapter nevertheless shall be encouraged and assisted by the Governor's Office of Homeland Security and Emergency Preparedness to conclude suitable arrangements for furnishing mutual aid in coping with disasters. The arrangements shall include provisions of aid by persons and units in public employ.

D. No personal services may be compensated by the state or any subdivision or an agency thereof, except pursuant to statute or local ordinance.

E. Compensation for property shall be paid only if the property was commandeered or otherwise used in coping with a disaster emergency and its use, damage, or destruction was ordered by the governor or a member of the disaster emergency forces of this state.

F. Any person claiming compensation for the use, damages, loss, or destruction of property under this Chapter shall file a claim therefor with the authority which ordered the use or caused the loss or destruction of the property.

G. Unless the amount of compensation on account of property damaged, lost, or destroyed is agreed between the claimant and the authority which ordered the use or caused the damage, the amount of compensation shall be calculated in the same manner as compensation due for a taking of property pursuant to the condemnation laws of this state.

H. Nothing in this Section applies to or authorizes compensation for the destruction or damaging of standing timber or other property in order to provide a fire break, or to the release of waters or the breach of impoundments in order to reduce pressure or other danger from actual or threatened flood.

CREDIT(S)

[Acts 1993, No. 800, § 1, eff. June 22, 1993](#). Amended by [Acts 2003, No. 40, § 2, eff. May 23, 2003](#); [Acts 2006, 1st Ex.Sess., No. 35, § 1, eff. March 1, 2006](#).

**§ 730.1. Interjurisdictional homeland security and emergency preparedness agency; providing assistance within another parish**

A. In the event of an emergency or a disaster and upon the request of a parish president, a parish governing authority, or a parish homeland security and emergency preparedness agency, a parish president, a parish governing authority, or a parish homeland security and emergency preparedness agency may enter the jurisdiction of the requesting parish in order to furnish manpower, materials, equipment, or services. During the emergency or disaster, the personnel of the responding parish shall have the same power and authority as the equivalent personnel in the requesting parish. Manpower, materials, and equipment may be recalled at the discretion of the responding parish president, parish governing authority, or homeland security and parish emergency/disaster agency at any time.

B. The providing of assistance by one parish to another as authorized in this Section shall not give rise to liability by the responding or requesting parish to the other nor make any parish responsible for failure to respond to a request for assistance.

## CREDIT(S)

Added by [Acts 1999, No. 68, § 1](#). Amended by [Acts 2003, No. 40, § 2, eff. May 23, 2003](#).

**§ 730.2. Municipality providing assistance within parish**

In the event of an emergency or a disaster within the parish, each municipality in the parish shall provide available resources, including manpower, materials, equipment, and services, as determined reasonably necessary by the parish president to cope with the emergency or disaster.

## CREDIT(S)

Added by [Acts 2001, No. 1148, § 1, eff. June 29, 2001](#)

**§ 730.3. Evacuations and curfews**

A. When in the judgment of the parish president it is deemed necessary, during a disaster or state of emergency, he may issue an evacuation order for all or part of the parish.

B. When in the judgment of the governor, it is deemed necessary during a disaster or state of emergency, he may order a forced evacuation order for one or more parishes or parts thereof if a forced evacuation is not issued by the parish president.

C. (1) A voluntary evacuation order may be issued when the threat to lives is not yet imminent but conditions exist or such circumstances may exist in the near future.

(2) Residents are advised to leave the area and relocate to safer locations for their own safety. Personal discretion is allowed, but remaining is not advised. Those with special evacuation needs or those with special transportation needs are particularly encouraged to leave as soon as possible after the order for the voluntary evacuation or advisory evacuation is issued.

(3) Business owners are advised to take whatever precautions they deem necessary for protecting equipment or inventory and are strongly urged to suspend normal business operations and to release nonessential employees to evacuate or prepare for issuance of mandatory evacuation orders. All private sector employees shall be deemed nonessential unless designated as essential workforce.

D. (1) A mandatory evacuation order may be issued when danger is imminent and conditions exist that seriously imperil or endanger the lives of those in a defined area.

(2) A person who refuses to comply with a mandatory evacuation order may remain in his home and not be forcibly removed from his home; however, all public services are suspended during a mandatory evacuation, and anyone failing to comply with a mandatory evacuation order may not be rescued or provided other lifesaving assistance. During a hurricane, a person failing to comply with evacuation orders may not be rescued or provided other lifesaving assistance after the onset of and during tropical storm winds or higher at the Louisiana coast.

(3) Exceptions to a mandatory evacuation are essential workforce or critical workforce. Any nonessential person found traveling through the area will be subject to arrest or escorted out of and not permitted to reenter the area.

E. (1) When a mandatory or forced evacuation is ordered, it shall be lifted, in whole or in part, only at such time as public services are available in the area and that area is opened for reentry as determined by the parish homeland security and emergency preparedness agency.

(2) Once out of the evacuation area, no unauthorized person, including residents, shall be permitted to return until conditions permit and the evacuation order is lifted, and the area opened for reentry, as determined by the parish homeland security and emergency preparedness agency.

(3) An unauthorized person found to be on the property of another or on a public street, place, or other public property shall be subject to arrest or forcible removal from the evacuation area.

F. During a declared disaster or state of emergency, the parish president may in the proclamation for evacuation or a separate proclamation impose a curfew prohibiting anyone who is not designated as essential workforce or critical workforce to be on a public street or place. The curfew may be for the entire parish or for certain areas of the parish, and the curfew may be for an unlimited period of time or may be for certain periods of time during each twenty-four-hour period. The proclamation shall specify the geographical area or areas and the period during each twenty-four-hour period to which the curfew applies. The proclamation imposing a curfew may regulate and close places of amusement and assembly, prohibit the sale and distribution of alcoholic beverages, and regulate and control, subject to the provisions of [R.S. 29:738](#), the possession, storage, display, sale, transport, and use of firearms and other dangerous weapons and ammunition.

G. During a mandatory or forced evacuation, a twenty-four hour per day curfew shall automatically be imposed in the evacuation area prohibiting the presence on a public street or in a public place of anyone who is not designated as essential workforce or critical workforce until such curfew is lifted or amended by the parish homeland security and emergency preparedness agency.

H. Nothing in this Section shall prohibit the parish president from establishing a curfew or promulgating orders and regulations pursuant to the provisions of [R.S. 14:329.6](#).

CREDIT(S)

Added by [Acts 2008, No. 214, § 1, eff. June 16, 2008](#).

LSA-R.S. 29:730.3, LA R.S. 29:730.3

Current through the 2012 Regular Session.

### **§ 731.2. Disaster assistance; identification**

A. Any person who applies for or who is receiving disaster assistance from a state or local agency and who seeks to or is occupying space in an emergency shelter or emergency temporary residence, shall, if requested by a sheriff acting within his jurisdiction, produce credible, current, personal identification information.

B. Any person who applies for disaster assistance, by the fact of such application, shall be deemed to have consented to a request to provide personal identification information.

C. (1) Any state or local agency providing any form of disaster assistance to any person including but not limited to financial assistance, housing or shelter assistance, or emergency health care assistance in field hospitals or other structures used to provide emergency health service to evacuees, shall provide the personal identification information of such persons, if available, to the sheriff acting within his jurisdiction, upon general request by the sheriff.

(2) The provisions of Paragraph (1) of this Subsection shall not apply to any department or agency which is required, pursuant to a federal mandate and as a condition of receiving federal funding, to not release the identities to local law enforcement, but only to the extent of the federal mandate.

CREDIT(S)

Added by [Acts 2006, No. 714, § 1, eff. June 29, 2006](#).

### **§ 732. Price gouging; prohibited**

A. During a state of emergency as declared by the governor or as declared by the parish president, the prices charged or value received for goods and services sold within the designated emergency

area may not exceed the prices ordinarily charged for comparable goods and services in the same market area at or immediately before the time of the state of emergency, unless the price by the seller is attributable to fluctuations in applicable commodity markets, fluctuations in applicable regional or national market trends, or to reasonable expenses and charges and attendant business risk incurred in procuring or selling the goods or services during the state of emergency. Notwithstanding any other provision of law to the contrary, it shall not be deemed a violation of this Section if the prices charged for goods and services sold within the designated emergency area by an individual in the same market area, at or immediately before the time of the emergency, have not changed except as allowed herein during a state of emergency declared in accordance with this Section.

B. The prohibition as provided for in Subsection A of this Section is effective for an initial period not to exceed thirty days pursuant to the initial declared state of emergency as referenced in [R.S. 29:724](#), and shall be renewed only by specific reference in any subsequent proclamations renewing the declared state of emergency by the governor.

C. Each sale or offer for sale in violation of this Section constitutes a separate offense.

D. The penalties provided in [R.S. 29:734](#) are in addition to civil remedies provided by law, including attorney fees.

E. Local governing authorities may adopt appropriate ordinances to implement the provisions of this Section.

F. (1) Notwithstanding any provision of this Section to the contrary, this Section shall apply to gasoline or diesel fuel of any grade or formula sold or offered for sale within the designated emergency area for ultimate use in the operation of motor vehicles, generators, power tools, or small engines.

(2) For purposes of this Subsection, the term “sale” shall include any transaction involving the transfer of gasoline or diesel fuel at the terminal until purchase by the ultimate consumer at a service station, convenience store or other fixed retail facility.

(3) The provisions of this Section shall also apply to the sale, or offer for sale, of gasoline or diesel fuel to the ultimate consumer from any facility other than a service station, convenience store, or other similar fixed facility, including sales in which such gasoline or diesel fuel is sold by any person from any container irrespective of type, form, or volume.

G. Nothing in this Section shall be construed so as to create a private cause of action in favor of any person damaged by a violation of this Section.

CREDIT(S)

[Acts 1993, No. 800, § 1, eff. June 22, 1993](#). Amended by [Acts 2005, No. 149, § 1](#); [Acts 2008, No. 756, § 1](#); [Acts 2009, No. 494, § 2](#); [Acts 2009, No. 512, § 1](#); [Acts 2010, No. 163, § 1](#).

**§ 733. Interstate Emergency Preparedness and Disaster Compact**

A. This state enacts into law and enters into the Interstate Emergency Preparedness and Disaster Compact with all states, as defined therein, which states have enacted or shall hereafter enact the compact in the form substantially as follows:

B. The Interstate Emergency Preparedness and Disaster Compact, heretofore in force in this state by virtue of execution pursuant to this Chapter, is hereby confirmed and codified. The compact is and shall hereafter be in effect with any and all jurisdictions which have joined or which may hereafter legally join therein in the form substantially as contained in this Section, provided that such other jurisdiction or jurisdictions have signified their joinder with this state by enactment without limitation as to parties or in some other manner sufficient in law to make it clear that joinder has been effected with this state.

C. The contracting states solemnly agree:

Article 1. The purpose of this compact is to provide mutual aid among the states in meeting an emergency or disaster. The prompt, full, and effective utilization of the resources of the respective states, including such resources as may be available from the United States government or any other source, are essential to the safety, care, and welfare of the people thereof in the event of an emergency or disaster, and any other resources, including personnel, equipment, or supplies, shall be incorporated into a plan or plans of mutual aid to be developed among the emergency preparedness agencies or similar bodies of the states that are parties hereto. The directors of emergency preparedness of all party states shall constitute a committee to formulate plans to take all necessary steps for the implementation of this compact.

Article 2. It shall be the duty of each party state to formulate plans and programs for application within such state. There shall be frequent consultation between the representatives of the states and with the United States government and the free exchange of information and plans, including inventories of any materials and equipment available. In carrying out such plans and programs the

party states shall, so far as possible, provide and follow uniform standards, practices, and rules and regulations.

Article 3. Any party state requested to render mutual aid shall take such action as is necessary to provide and make available the resources covered by this compact in accordance with the terms hereof; provided that it is understood that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state. Each party state shall extend to the civil defense forces of any other party state, while operating within its state limits under the terms and conditions of this compact, the same powers (except that of arrest unless specifically authorized by the receiving state), duties, rights, privileges, and immunities as if they were performing their duties in the state in which normally employed or rendering services.

Article 4. Whenever any person holds a license, certificate, or other permit issued by any state evidencing the meeting of qualifications for professional, mechanical, or other skills, such person may render aid involving such skill in any party state to meet an emergency or disaster and such state shall give due recognition to such license, certificate, or other permit as if issued in the state in which aid is rendered.

Article 5. No party state or its officers or employees rendering aid in another state or in its own state pursuant to this compact shall be liable on account of any act or omission in good faith on the part of such forces while so engaged, or on account of the maintenance or use of any equipment or supplies in connection therewith.

Article 6. Inasmuch as it is probable that the pattern and detail of the machinery for mutual aid among two or more states may differ from that appropriate among other states party hereto, this instrument contains elements of a broad base common to all states, and nothing herein contained shall preclude any state from entering into supplementary agreements with another state or states. Such supplementary agreements may comprehend but shall not be limited to provisions for evacuation and reception of injured and other persons, and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, equipment, and supplies.

Article 7. Each party state shall provide for the payment of compensation and death benefits to injured members of the response forces of that state and the representatives of deceased members of such forces in case such members sustain injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within such state.

Article 8. Any party state rendering aid in another state pursuant to this compact shall be reimbursed by the party state receiving such aid for any loss or damage to, or expense incurred in the operation of any equipment answering a request for aid, and for the cost incurred in connection with such request; however, any aiding party state may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost, and any two or more party states may enter into supplementary agreements establishing a different allocation of costs as among those states. The United States government may relieve the party state receiving aid from any liability and reimburse the party state supplying forces for the compensation paid to and the transportation, subsistence, and maintenance expense of such forces during the time of the rendition of such aid or assistance outside the state and may also pay fair and reasonable compensation for the use or utilization of the supplies, materials, equipment, or facilities so utilized or consumed.

Article 9. Plans for the orderly evacuation and reception of the civilian population as the result of an emergency or disaster shall be worked out from time to time between representatives of the party states and the various local areas thereof. Such plans shall include the manner of transporting such evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing, and medical care will be provided, the registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of such evacuees to other areas or the bringing in of additional materials and supplies, and all other relevant factors. Such plans shall provide that the party state receiving evacuees shall be reimbursed generally for the out-of-pocket expenses incurred in receiving and caring for such evacuees for expenditures for transportation, food, clothing, medicines and medical care, and like items. Such expenditures shall be reimbursed by the party state of which the evacuees are residents, or by the United States government under plans approved by it. After the termination of the emergency or disaster the party state of which the evacuees are residents shall assume the responsibility for the ultimate support or repatriation of such evacuees.

Article 10. This compact shall be available to any state, territory, or possession of the United States, and the District of Columbia. The term “state” may also include any neighboring foreign country or province or state thereof.

Article 11. The committee established pursuant to Article 1 of this compact may request the Federal Emergency Management Agency to act as an informational and coordinating body under this compact, and representatives of such agency of the United States government may attend meetings of such committee.

Article 12. This compact shall become operative immediately upon its ratification by any state as between it and any other state or states so ratifying and shall be subject to approval by congress unless prior congressional approval has been given. Duly authenticated copies of this compact and of such supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the party states and emergency preparedness agency and other appropriate agencies of the United States government.

Article 13. This compact shall continue in force and remain binding on each party state until the legislature or the governor of such party state takes action to withdraw therefrom. Such action shall not be effective until thirty days after notice thereof has been sent by the governor of the party state desiring to withdraw to the governors of all other party states.

Article 14. This compact shall be constructed to effectuate the purposes stated in Article 1 hereof. If any provision of this compact is declared unconstitutional, or the applicability thereof to any person or circumstance is held invalid, the constitutionality of the remainder of this compact and the applicability of other persons and circumstances shall not be affected thereby.

Article 15. (a) This Article shall be in effect only as among those states which have enacted it into law or in which the governors have adopted it pursuant to constitutional or statutory authority sufficient to give it the force of law as part of this compact or any obligation undertaken by a state pursuant thereto, except that if its terms so provide, a supplementary agreement in implementation of this Article may modify, expand, or add to any such obligation as among the parties to the supplementary agreement.

(b) In addition to the occurrences, circumstances, and subject matter to which preceding Articles of this compact make it applicable, this compact and the authorizations, entitlement, and procedures thereof shall apply to:

(i) Searches for and rescue of persons who are lost, marooned, or otherwise in danger.

(ii) Action useful in coping with emergencies or disasters arising from any cause or designed to increase the capacity to cope with any such emergencies or disasters.

(iii) Incidents, or the imminence thereof, which endanger the health or safety of the public and which require the use of special equipment, trained personnel in larger numbers than are locally available in order to reduce, counteract, or remove the danger.

(iv) The giving and receiving of aid by subdivisions of party states.

(v) Exercises, drills or other training or practice activities designed to aid personnel to prepare for, cope with, or prevent any disaster or other emergency to which this compact applies.

(c) Except as expressly limited by this compact or a supplementary agreement in force pursuant thereto, any aid authorized by this compact or such supplementary agreement may be furnished by any agency of a party state, a subdivision of such state, or by a joint agency providing such aid shall be entitled to reimbursement therefor to the same extent and in the same manner as a state. The personnel of such joint agency, when rendering aid pursuant to this compact shall have the same rights, authority, and immunity as personnel of party states.

(d) Nothing in this Article shall be construed to exclude from the coverage of Articles 1-14 of this compact any matter which, in the absence of this Article, could reasonably be construed to be covered thereby.

CREDIT(S)

[Acts 1993, No. 800, § 1, eff. June 22, 1993](#). Amended by [Acts 1999, No. 598, § 1](#).

**§ 733.1. Limitation of liability of owner or operator of facilities**

Any person or organization, public or private, owning or operating immovable property or other premises who voluntarily and without compensation grants a license or privilege or otherwise permits the designation by the state or local homeland security and emergency preparedness agency or use of the whole or any part of the immovable property or premises for the purpose of sheltering persons or household pets or service animals during an actual, impending, mock, or practice emergency, together with his successor in interest, if any, shall not be liable for the death of, or injury to, any person or household pets or service animals on or about such immovable property or premises during the actual, impending, mock, or practice emergency, or for loss of, or damage to, the property of such person, solely by reason or as a result of the license, privilege, designation, or use, unless the gross negligence or the willful and wanton misconduct of the person owning or operating the immovable property or premises or his successor in interest is the proximate cause of the death, injury, loss, or damage occurring during the sheltering period.

CREDIT(S)

Added by [Acts 1999, No. 598, § 1](#). Amended by [Acts 2003, No. 40, § 2, eff. May 23, 2003](#); [Acts 2006, No. 615, § 1, eff. June 23, 2006](#).

**§ 734. Violations; judicial relief; prima facie proof**

## C

**Effective: June 23, 2006**

West's Louisiana Statutes Annotated [Currentness](#)

Louisiana Revised Statutes

▢ [Title 29](#). Military, Naval, and Veterans' Affairs

▢ [Chapter 6](#). The Louisiana Homeland Security and Emergency Assistance and Disaster Act ([Refs & Annos](#))

→→ **§ 734. Violations; judicial relief; prima facie proof**

A. Upon a violation of [R.S. 29:732](#), the attorney general, district attorney, or parish attorney may bring the appropriate judicial action for an order enjoining or restraining commission or continuance of the alleged unlawful acts. In the event, the district court of proper venue is not operational due to the declared state of emergency, the action shall be brought in the Nineteenth Judicial District Court in the parish of East Baton Rouge or the operating judicial district court located closest in geographic distance thereto. In any such proceeding, the court may impose a civil penalty and, where appropriate, order restitution to aggrieved consumers.

B. In any proceeding instituted pursuant to this Section, the following shall constitute prima facie proof of a violation:

(1) Evidence that the amount charged represents a gross disparity between the price of the goods or services which were the subject of the transaction and their value, measured by the price at which such goods or services were sold or offered for sale by the merchant in the usual course of business immediately prior to the onset of the abnormal disruption of the market, and the amount charged by the merchant was not attributable to additional costs imposed by its suppliers.

(2) Evidence that the amount charged grossly exceeded the price at which the same or similar goods or services were readily obtainable by other consumers in the trade area and the amount charged by the merchant was not attributable to additional costs imposed by its suppliers.

C. In addition to the civil penalties provided herein, any person who violates the provisions of [R.S. 29:732](#), which violation is deemed a violation also of [R.S. 14:329.6](#), shall be subject to criminal penalties as provided in [R.S. 14:329.7](#).

CREDIT(S)

[Acts 1993, No. 800, § 1, eff. June 22, 1993](#). Amended by [Acts 2006, No. 610, § 1, eff. June 23, 2006](#).

## C

**Effective:[See Text Amendments]**

West's Louisiana Statutes Annotated [Currentness](#)

Louisiana Revised Statutes

▣ [Title 29](#). Military, Naval, and Veterans' Affairs

▣ [Chapter 6](#). The Louisiana Homeland Security and Emergency Assistance and Disaster Act ([Refs & Anos](#))

→→ **§ 735. Immunity of personnel**

A. (1) Neither the state nor any political subdivision thereof, nor other agencies, nor, except in case of willful misconduct, the agents' employees or representatives of any of them engaged in any homeland security and emergency preparedness activities, while complying with or attempting to comply with this Chapter or any rule or regulation promulgated pursuant to the provisions of this Chapter shall be liable for the death of or any injury to persons or damage to property as a result of such activity.

(2) Additionally, no prisoner in the custody of the sheriff or law enforcement agency who was evacuated to another prison or jail during and immediately after Hurricane Katrina or Rita, and who was not released within the time required by the Code of Criminal Procedure or Title 15 of the Louisiana Revised Statutes of 1950, shall have a cause of action for damages against the sheriff or law enforcement agency for the failure to timely release the prisoner, if the failure was due to the effects of Hurricane Katrina or Rita and the lack of access to prison records and information specifying when the prisoner is to be released; however, the sheriff or law enforcement agency shall be liable for damages if within a reasonable length of time following Hurricane Katrina or Rita, the sheriff or law enforcement agency makes no attempt to ascertain when the prisoner is to be released and fails to release the prisoner from custody.

B. The provisions of this Section shall not affect the right of any person to receive benefits to which he would otherwise be entitled under this Chapter, or under the worker's compensation law, or under any pension law, nor the right of any such person to receive any benefits or compensation under any act of congress.

CREDIT(S)

[Acts 1993, No. 800, § 1, eff. June 22, 1993](#). Amended by [Acts 2003, No. 40, § 2, eff. May 23, 2003](#); [Acts 2005, 1st Ex.Sess., No. 46, § 1, eff. Dec. 6, 2005](#).

RETROACTIVE APPLICATION--ACTS 2005, 1ST EX.SESS., NO. 46

<Acts 2005, 1st Ex.Sess., No. 46, § 2 (§ 1 of which amends this section) provides:>

**C****Effective: August 15, 2006**West's Louisiana Statutes Annotated [Currentness](#)

Louisiana Revised Statutes

↳ [Title 29](#). Military, Naval, and Veterans' Affairs↳ [Chapter 6](#). The Louisiana Homeland Security and Emergency Assistance and Disaster Act ([Refs & Anos](#))→→ **§ 735.1. Immunity of health care providers**

During a declared state of emergency anywhere in the state, any health care provider who in good faith voluntarily renders emergency care or first aid to assist persons injured as a result of the emergency whether the aid is rendered in the area subject to the declaration of emergency or elsewhere shall not be civilly liable for causing the death of, or injury to, any person or damage to any property except in the event of gross negligence or willful misconduct.

CREDIT(S)

Added by [Acts 2006, No. 244, § 1](#).

Current through the 2012 Regular Session.

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END OF DOCUMENT

**C****Effective: August 15, 2009**West's Louisiana Statutes Annotated [Currentness](#)

Louisiana Revised Statutes

▣ [Title 29](#). Military, Naval, and Veterans' Affairs▣ [Chapter 6](#). The Louisiana Homeland Security and Emergency Assistance and Disaster Act ([Refs & Anos](#))→→ **§ 735.2. Health care providers; immunity; licensing**A. Repealed by [Acts 2009, No. 397, § 2, eff. Aug. 15, 2009](#).

B. Health care providers from other states employed by a corporate entity for the sole purpose of providing health care services to workers of that company and their family members at the work site may offer services in good faith and within the reasonable scope of their skills, training, and ability during a declared state of emergency and in areas subject to the declared state of emergency. They shall possess a current professional license and be in good standing in their state and shall have in their personal possession a copy of their state license and photo identification. Health care providers who render services in accordance with this Section shall additionally present a copy of their state license and photo identification to the appropriate Louisiana licensing board as soon as they are able to electronically transmit the documents from the work site or within two weeks of beginning service.

C. Corporate entities shall be responsible for deploying licensed health care professionals in good standing in their respective state.

CREDIT(S)

Added by [Acts 2006, No. 696, § 1](#). Amended by [Acts 2008, No. 480, § 1](#).

Current through the 2012 Regular Session.

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**Effective: June 30, 2008**

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Louisiana Revised Statutes

▣ [Title 29](#). Military, Naval, and Veterans' Affairs

▣ [Chapter 6](#). The Louisiana Homeland Security and Emergency Assistance and Disaster Act ([Refs & Anos](#))

→→ **§ 735.3. Immunity for evacuation or treatment**

A. During a declared state of emergency, medical personnel, who render or fail to render emergency care, health care services, or first aid, shall not be liable for any civil damages to a person as a result of an evacuation or treatment or failed evacuation or treatment conducted in accordance with disaster medicine protocol and at the direction of military or government authorities, unless the damage or injury is caused by willful and wanton misconduct.

B. As used in this Section:

(1) "Disaster medicine" means the art and science of patient care when the number of patients exceeds the normal medical capacities, facilities and personnel.

(2) "Disaster medicine protocol" means the order of evacuation and treatment of persons by priority in accordance with recognized triage process applicable when disastrous conditions prevent evacuation or treatment of all patients.

(3) "During a declared state of emergency" means during the period of time set forth in a declaration of the governor in accordance with [R.S. 29:724](#) or 766 and shall include the time period as set forth in the declaration and shall also be retroactive to the precipitating event requiring the declaration of disaster or public emergency.

(4) "Medical personnel" means an individual or person subject to the provisions of [R.S. 37:1731](#), regardless of compensation.

CREDIT(S)

Added by [Acts 2008, No. 538, § 1, eff. June 30, 2008](#).

Current through the 2012 Regular Session.

**Effective: August 15, 2009**

West's Louisiana Statutes Annotated [Currentness](#)

Louisiana Revised Statutes

▣ [Title 29](#). Military, Naval, and Veterans' Affairs

▣ [Chapter 6](#). The Louisiana Homeland Security and Emergency Assistance and Disaster Act ([Refs & Annos](#))

→→ **§ 735.3.1. Immunity for volunteers**

A. During a declared state of emergency, any natural or juridical person, who gratuitously and voluntarily renders any disaster relief or recovery services in coordination with the state or its political subdivisions shall not be liable to the recipient thereof for any injury or death to a person or any damage to property resulting therefrom, except in the event of gross negligence or willful misconduct.

B. This Section shall not apply to unlicensed persons providing care, assistance, goods, or services for which a license is required.

CREDIT(S)

Added by [Acts 2009, No. 295, § 1](#).

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**Effective: August 15, 2011**

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▣ [Chapter 6](#). The Louisiana Homeland Security and Emergency Assistance and Disaster Act ([Refs & Anos](#))

→→ **§ 735.4. Repealed by Acts 2011, No. 207, § 3**

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**Effective: July 1, 2009**

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▢ [Chapter 6](#). The Louisiana Homeland Security and Emergency Assistance and Disaster Act ([Refs & Anos](#))

→→ **§ 735.5. Immunity for evacuation, sheltering, or repopulation**

A. Any health care provider or health care personnel who renders or fails to render health care services, first aid, ambulatory assistance or transportation anywhere in the state, shall not be liable for any civil damages to a person for any injury or death or psychological trauma suffered or alleged to have been suffered by such person in the course of and as a result of an evacuation, sheltering, transportation or repopulation of a health care provider facility or a failed evacuation, sheltering, transportation or repopulation of a health care provider facility or care delivery provided during an evacuation, sheltering, or repopulation of a health care provider facility, during a declared state of emergency, unless the damages are caused by gross negligence or willful and wanton misconduct.

B. As used in this Section:

(1) “Declared state of emergency” means the initial declaration of an emergency or disaster, and no more than one thirty-day renewal thereof, by the governor in accordance with [R.S. 29:724](#) or 766 or by a parish president in accordance with [R.S. 29:727](#) or by a military or governmental authority.

(2) “During a declared state of emergency” means during the time period as set forth in the initial declaration and shall also be retroactive to the precipitating event requiring the declaration of disaster or public emergency and for a period of thirty days following the end of the initial declared state of emergency.

(3) “Health care personnel” means and includes all employees and volunteers of a health care provider facility licensed under Louisiana law, a mobile medical unit, and the officers, directors, shareholders, partners, members or managers of legal entities, who own or operate a health care provider facility, or as a health care licensee, who participate and assist in the evacuation, sheltering, care delivery, transportation or repopulation of a health care provider facility.

(4) “Health care provider” shall have the same meanings as set forth in [R.S. 40:1299.41\(A\)\(10\)](#) or [R.S. 29:762\(4\)](#).

## C

**Effective:[See Text Amendments]**

West's Louisiana Statutes Annotated [Currentness](#)

Louisiana Revised Statutes

▣ [Title 29](#). Military, Naval, and Veterans' Affairs

▣ [Chapter 6](#). The Louisiana Homeland Security and Emergency Assistance and Disaster Act ([Refs & Anos](#))

→→ **§ 736. Exclusion**

A. Nothing herein shall supersede the powers, duties, and authorities of the Department of Environmental Quality, as provided for by [R.S. 30:2001 et seq.](#) and regulations issued pursuant thereto.

B. Nothing herein shall supersede the powers, duties, and authority of the Department of Public Safety and Corrections, office of state police, as prescribed by [R.S. 30:2376\(B\)](#).

C. Notwithstanding any other provision of law to the contrary, nothing in this Chapter shall affect the exclusive authority of the Louisiana Oil Spill Coordinator regarding oil spill prevention, planning, response, removal, liability, and the limitations of liability provided for in the Oil Spill Prevention and Response Act, [R.S. 30:2451 et seq.](#)

D. Nothing in this Chapter shall be interpreted to diminish the rights guaranteed to all persons under the Declaration of Rights of the Louisiana Constitution or the Bill of Rights of the United States Constitution. This Chapter shall not violate Article II (Distribution of Powers), Article III (Legislative Branch), or Article V (Judicial Branch) of the Louisiana Constitution. The courts shall be open, and every person shall have an adequate remedy by due process of law and justice, administered without denial, partiality, or unreasonable delay, for injury to him in his person, property, reputation, or other rights. The orders of all courts shall have their full force and effect. The legislature may call itself into session at any time and shall exercise its powers and duties. Its ability to enact law, appropriate funds, and confirm appointees shall be in full force. The privileges and immunities of legislators shall be respected.

CREDIT(S)

[Acts 1993, No. 800, § 1, eff. June 22, 1993.](#)

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**Effective: June 15, 2006**

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▣ [Title 29](#). Military, Naval, and Veterans' Affairs

▣ [Chapter 6](#). The Louisiana Homeland Security and Emergency Assistance and Disaster Act ([Refs & Anos](#))

→→ **§ 737. Municipalities; authority to respond to emergencies**

A. Subject to the provisions of [R.S. 29:736](#), whenever a situation develops within or outside of a municipality which the chief executive officer of the municipality determines requires immediate action to preserve the public peace, property, health, or safety within the municipality or to provide for continued operation of municipal government, nothing in this Chapter shall diminish the authority of the chief executive officer of the municipality to undertake immediate emergency response measures within the municipality to preserve the public peace, property, health, or safety within the municipality or to provide for continued operation of the municipal government. Whenever the chief executive officer of the municipality undertakes immediate emergency response measures because of a disaster or emergency, he shall immediately notify the parish president and advise him of the nature of the disaster or emergency and the emergency response measures being undertaken.

B. As used in this Section, “emergency response measures” includes, but is not limited to, any or all of the following:

(1) Suspending the provisions of any municipal regulatory ordinance prescribing the procedures for conduct of local business, or the orders, rules, or regulations of any municipal agency, if strict compliance with the provisions of any ordinance, order, rule, or regulation would in any way prevent, hinder, or delay necessary action in coping with the emergency.

(2) Utilizing all available resources of the municipality as reasonably necessary to cope with the emergency.

(3) Transferring the direction, personnel, or functions of municipal departments and agencies or units thereof for the purpose of performing or facilitating emergency services.

(4) Directing and compelling the evacuation of all or part of the population from any stricken or threatened area within the municipality if he deems this action necessary.

(5) Prescribing routes, modes of transportation, and destinations in connection with evacuation within the municipality.

(6) Controlling ingress and egress to and from the affected area, the movement of persons within the area, and the occupancy of premises therein.

(7) Suspending or limiting the sale, dispensing, or transportation of alcoholic beverages, firearms, explosives, and combustibles.

C. The state of emergency shall continue until the mayor or chief executive officer finds that the threat of danger has been dealt with to the extent that emergency conditions no longer exist. The state of emergency may be terminated by executive order or proclamation, but no state of emergency may continue for longer than thirty days unless extended by the mayor or chief executive officer. The state of emergency or disaster may be terminated by the governor, parish president, a petition signed by a majority of the surviving members of either house of the legislature, a majority of the surviving members of the parish governing authority, or a majority of the surviving members of the municipal governing authority. The document terminating the state of emergency or disaster may establish a period during which no other declaration of emergency or disaster may be issued. All executive orders or proclamations issued under this Subsection shall indicate the nature of the emergency, the area or areas which are or may be affected, and the conditions which brought it about. Any order or proclamation declaring, continuing, or terminating a local disaster or emergency shall be given prompt and general publicity and shall be filed promptly with the Governor's Office of Homeland Security and Emergency Preparedness, the local office of homeland security and emergency preparedness, and the office of the clerk of court.

D. Notwithstanding any other provision of this Chapter, when the mayor or chief executive officer declares a local disaster or emergency within such subdivision the mayor or chief executive officer shall carry out the provisions of this Chapter. Nothing contained herein shall be construed to confer upon the mayor or chief executive officer any authority to control or direct the activities of any state or parish agency. When the disaster or emergency is beyond the capabilities of the local government, the mayor or chief executive officer shall request assistance from the Governor's Office of Homeland Security and Emergency Preparedness or the local office of homeland security and emergency preparedness. The declaration of a local emergency will serve to activate the response and recovery program of the local government.

E. No organization for homeland security and emergency preparedness established under this Chapter shall be employed directly or indirectly for political purposes.

#### CREDIT(S)

Added by [Acts 2001, No. 1148, § 1, eff. June 29, 2001](#). Amended by [Acts 2003, No. 40, § 2, eff. May 23, 2003](#); [Acts 2006, 1st Ex.Sess., No. 35, § 1, eff. March 1, 2006](#).

REPEAL OF § 10 OF ACTS 2006, 1ST EX.SESS., NO. 35--ACTS 2006, NO. 442

<Section 10 of Acts 2006, 1st Ex.Sess., No. 35 provides:>

<“Section 10. The provisions of this Act shall terminate and have no effect on and after July 1, 2010, and on and after such date the law shall revert to the law in effect prior to the amendments provided in this Act.”>

<Section 10 of Acts 2006, 1st Ex.Sess., No. 35 was repealed in its entirety by Acts 2006, No. 442, § 3, effective June 15, 2006.>

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**Effective: June 8, 2006**

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▢ [Chapter 6](#). The Louisiana Homeland Security and Emergency Assistance and Disaster Act ([Refs & Anos](#))

→→ **§ 738. Emergency powers do not extend to confiscation or seizure of lawfully possessed or used firearms, weapons, or ammunition; exceptions**

A. Nothing in this Chapter shall authorize the seizure or confiscation of any firearm or ammunition from any individual who is lawfully carrying or possessing the firearm or ammunition except as provided in Subsection B of this Section.

B. A peace officer who is acting in the lawful discharge of the officer's official duties may disarm an individual if the officer reasonably believes it is immediately necessary for the protection of the officer or another individual. The peace officer shall return the firearm to the individual before discharging that individual unless the officer arrests that individual for engaging in criminal activity, or seizes the firearm as evidence pursuant to an investigation for the commission of a crime.

CREDIT(S)

Added by [Acts 2006, No. 275, § 2, eff. June 8, 2006](#).

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**Effective: August 15, 2010**

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▣ [Title 29](#). Military, Naval, and Veterans' Affairs

▣ [Chapter 6](#). The Louisiana Homeland Security and Emergency Assistance and Disaster Act ([Refs & Annos](#))

→→ **§ 739. Intrastate Mutual Aid Compact**

#### **A. Declaration of Intent; purpose**

This state enacts into law the Intrastate Mutual Aid Compact, which is hereby established. The compact is and shall hereafter be in effect for any and all parishes in this state. The Intrastate Mutual Aid Compact is a system of intrastate mutual aid between parishes in the state, to provide and promote mutual assistance among the parishes in the prevention of, response to, and recovery from, an emergency or disaster, as defined in [R.S. 29:723](#), occurring in a parish, or any other event that exceeds a parish's capability or resources. The system shall also provide for mutual cooperation among the parishes in conducting disaster related exercises, testing, or other training activities outside actual emergency periods. This legislation does not mandate that a parish provide assistance when requested, nor does it preclude parishes from entering into supplemental agreements with other parishes pursuant to [R.S. 29:730](#) and 730.1 and does not affect any other agreement to which a parish may currently be a party, or decide to be a party.

#### **B. Immunity**

The provisions of [R.S. 29:735](#) shall apply to personnel responding to requests for assistance under this Act.

#### **C. Definitions**

As used in this Section, "first responder" refers to those individuals who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in Section 2 of the Homeland Security Act of 2002 ([6 U.S.C. 101](#)), as well as emergency management, public health, clinical care, public works, and other skilled support personnel, such as equipment operators that provide immediate support services during prevention, response, and recovery operations consistent with Homeland Security Presidential Directive 8.

#### **D. Establishment of an Intrastate Mutual Aid Subcommittee**

(1) An Intrastate Mutual Aid Subcommittee is hereby established and shall be composed of the following members:

- (a) President of the Louisiana Sheriffs' Association, Inc., or his designee.
  - (b) President of the Louisiana Association of Chiefs of Police, Inc., or his designee.
  - (c) President of the Louisiana Fire Chiefs Association, or his designee.
  - (d) Chair of the Regional Parish Homeland Security and Emergency Preparedness Directors Committee, or his designee.
  - (e) State fire marshal, or his designee.
  - (f) The deputy secretary of the Department of Public Safety and Corrections, public safety services, or his designee.
  - (g) The director of the Governor's Office of Homeland Security and Emergency Preparedness, or his designee.
  - (h) The president of the Police Jury Association of Louisiana, or his designee.
  - (i) The president of the Louisiana Municipal Association, or his designee.
- (2) The chairman of the subcommittee shall be appointed by the director of the Governor's Office of Homeland Security and Emergency Preparedness. All remaining officers shall be elected by and from the membership of the subcommittee.
- (3) Members of the subcommittee shall be entitled to be reimbursed for actual expenses for travel consistent with allowances for state classified employees approved by the chairman of the subcommittee, if funding is available.
- (4) The subcommittee shall meet at regular intervals at the direction of the chairman.
- (5) It shall be the subcommittee's responsibility to do the following:
- (a) Review the progress and status of providing statewide mutual aid in times of disaster.
  - (b) Assist in developing methods to track and evaluate the activation of the mutual aid system.
  - (c) Examine issues facing participating parishes regarding the implementation of this compact.

(6) The subcommittee shall prepare an annual report on the condition and effectiveness of mutual aid in the state, make recommendations for correcting any deficiencies, and submit that report to the governor and the Joint House and Senate Select Committees on Homeland Security.

(7) The subcommittee shall make recommendations to the Governor's Office of Homeland Security and Emergency Preparedness on comprehensive guidelines and procedures including but not limited to the following:

(a) Projected or anticipated costs.

(b) Checklists for requesting and providing assistance.

(c) Recordkeeping for all parishes.

(d) Reimbursement procedures.

(e) Any necessary implementation elements such as forms for requests and other records documenting deployment and return of assets.

#### **E. Implementations; limitations**

(1) A parish may request assistance of any other parish in preventing, mitigating, responding to, and recovering from emergencies or disasters as defined in [R.S. 29:723](#), in an event that exceeds a parish's capability or resources, or in concert with authorized drills or exercises. Requests for assistance shall be made through the Office of Emergency Preparedness of the requesting parish and directed to the Office of Emergency Preparedness of the responding parish. Requests shall be in writing and reported to the Governor's Office of Homeland Security and Emergency Preparedness as soon as is practicable. Nothing in this Section shall be interpreted to impair the authority of the parish president with regard to his powers during a declared emergency.

(2) The Governor's Office of Homeland Security and Emergency Preparedness may request assistance from any parish for the purpose of establishing a pre-positioned cache of resources in order to expedite requests in the wake of an anticipated disaster and may also request resources from any parish in order to help fill requests for assistance received from other states as part of a national mutual aid system.

(3) The Governor's Office of Homeland Security and Emergency Preparedness shall, in coordination with the Intrastate Mutual Aid Subcommittee, develop guidance and procedures governing the implementation of this Section in accordance with the Administrative Procedure Act.

(4) The obligation of the responding parish to provide assistance is subject to the following limitations:

(a) First responders of a responding parish shall remain subject to recall by their responding jurisdiction, will

continue to utilize their customary skills and techniques, and standard operating procedures to include medical procedures and protocols, and other procedures and protocols, but shall be under the direction and control of the appropriate officials within the incident management system of the parish receiving the assistance.

(b) Assets and equipment of a responding parish shall remain subject to recall by their responding jurisdiction, but shall be under the direction and control of the appropriate officials within the incident management system of the parish receiving the assistance.

#### **F. Reimbursements**

A request for reimbursement shall be in accordance with procedures developed by the Intrastate Mutual Aid Subcommittee.

#### **G. License; certificate; permit portability**

If a person or entity holds a license, certificate, or other permit issued by a parish or the state evidencing qualification in a professional, mechanical, or other skill, and the assistance of that person or entity is requested by a parish, the person or entity shall be deemed to be licensed, certified, or permitted in the parish requesting assistance for the duration of the event and subject to any limitations and conditions the chief executive of the parish receiving the assistance may prescribe by executive order or otherwise.

#### **H. Workers' Compensation**

Personnel authorized by their employer to respond to an event who sustain injury or death in the course and scope of their employment remain entitled to all applicable benefits normally available pursuant to their employment even though they may be under the direction and control of another governmental entity.

CREDIT(S)

Added by [Acts 2010, No. 1035, § 1](#).

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**LOUISIANA ELECTED OFFICIALS  
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**PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE**

# Revisions to the Louisiana Elected Officials Emergency Management Manual

REVISION	SECTION NUMBER	PAGE NUMBER	DATE OF REVISION
Authorities + Responsibilities: FEDERAL LAW: Updated footnote reference.	1.3	4	4-15-13
Authorities + Responsibilities: FEDERAL LAW: Updated to address NEW 2 CFR 200 requirements.	1.3	4	4-15-13
Authorities + Responsibilities: FEDERAL LAW: Updated Stafford Act implementation to reflect NEW 2 CFR 200 requirements.	1.3	4	4-15-13
Procurement: Updated to include NEW 2 CFR 200 information and effective dates.	2.7	1	6-4-15
Procurement: Updated Methods of Procurement and Types of Contracts.	2.7	2	6-4-15
Procurement: Important Terms: Updated terms to reflect NEW 2 CFR 200 requirements.	2.7	3	6-4-15
Procurement: Added resources to reflect NEW 2 CFR 200 requirements.	2.7	4	6-4-15
Local Hazard Mitigation Plan (HMP): Updated Parish Hazard Mitigation Plans Expiration Dates map.	6.1	2	6-4-15
Local Hazard Mitigation Plan (HMP): Updated grant programs per Biggert-Waters Act.	6.1	3	6-4-15

REVISION	SECTION NUMBER	PAGE NUMBER	DATE OF REVISION
Non-Disaster Hazard Mitigation Assistance (HMA): Updated section per Biggert-Waters Act.	6.2	1-4	6-4-15
Non-Disaster Hazard Mitigation Assistance (HMA): Updated How to Apply.	6.2	4	6-4-15
FEMA POST-DISASTER HAZARD MITIGATION GRANT PROGRAM (HMGP): Updated eligible activities per Biggert-Waters Act.	6.3	2	6-4-15
FEMA POST-DISASTER HAZARD MITIGATION GRANT PROGRAM (HMGP): ... HOW TO APPLY: Updated contact.	6.3	3	6-4-15
getagameplan.org: How to Navigate the GetaGamePlan Website: Updated graphics.	7.5	2	6-4-15
getagameplan.org: Added individual icons.	7.5	3	6-4-15
GOHSEP Organizational Chart: Updated chart and personnel.	Org Chart	1	6-4-15
GOHSEP Contacts: Updated GOHSEP contact information throughout.	GOHSEP Contacts	All	6-4-15
Regional Coordinators (RCs) Contact Information: Updated contact information throughout.	Regional Coordinators	1	6-4-15
Parish OHSEP Directors Contact Information: Updated current Directors and contact information throughout.	OHSEP Directors	All	6-4-15
Emergency Management Manual Subject Matter Experts (SMEs) Contact Information: Updated current SMEs and contact information throughout.	SMEs	All	6-4-15

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