

**LOUISIANA PARISH PLANNING SERIES:
BASIC PARISH PLANNING GUIDANCE
Volume I: EOP Development
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I. Document Introduction and Purpose

Natural and Man-made disasters such as hurricanes, tornadoes, fires, floods, facility/transportation accidents, infectious diseases, and terrorist activities continuously threaten our state and citizens. In response to these threats, The Louisiana Homeland Security and Emergency Assistance and Disaster Act (2006 update) Louisiana Revised Statutes, Title 29, Chapter 6 requires that each parish office of homeland security and emergency preparedness shall prepare and maintain an Emergency Operations Plan (EOP) that identifies all hazards that pose a significant threat to the jurisdiction. It should also describe how the community expects to employ available resources to protect its citizens during hazardous incidents, major emergencies, and disasters that may threaten public health and safety or private and public property.

The parish EOP details the overall responsibilities of parish government as well as guidelines and organizational priorities necessary to insure a coordinated Local, State and Federal response as provided by applicable statutes, ordinances, emergency authorities and directives. It should include planning for the prevention and minimization of injury and damage caused by disaster or emergency, identification of areas particularly vulnerable to disasters or emergency, organization of manpower and chains of command, and how these activities are to be conducted within the parish, as well as how these activities are to be coordinated with the emergency response planning of state agencies, neighboring jurisdictions, local government, and the federal government. Upon completion this plan will be promulgated to all major stakeholders by the chief elected official of the Parish.

Additionally, the Louisiana Revised Statutes, Title 29: 722-763 requires the Governor's Office Homeland Security and Emergency Preparedness (GOHSEP) to conduct a formal review of Parish Emergency Operations Plans once every four years in accordance with the Plan Review and Update schedule published by GOHSEP.

This guidance was developed by the planning section of GOHSEP to act as a guide to identify the key functional areas necessary within Parish Emergency Operations Plans and clarify the EOP development and evaluation process for Parishes in Louisiana. The purpose of this guide is to expand the content of the original Pelican Parish Crosswalk to include both current Federal Guidance and lessons learned by GOHSEP from the ongoing formal review process.

This guidance was prepared as a supplement the guidance found in FEMA's *Comprehensive Preparedness Guide (CPG) 101 Version 2: Developing and Maintaining Emergency Operations Plans* (November 2010) which provides the

latest federal planning guidance on developing Emergency Operations Plans (EOPs), and is designed to supersede and replace the *Pelican Parish Planning Guidance and Crosswalk for Parish Multi-hazard Emergency Operations Plans* (March 2009).

II. The Planning Process

This document draws from numerous sources in an attempt to summarize key concepts for reference purposes during the Parish EOP planning process. It draws primarily from *Comprehensive Preparedness Guide 101 (CPG 101)*, Integrated Planning System (IPS), National Planning Scenarios (NPS), and Target Capabilities List (TCL). It is highly recommended that Parish planners familiarize themselves with these documents to gain a broader understanding of the material covered in each.

Planning Fundamentals:

There are a number of fundamental principles that planners should apply to their local planning process in order to develop comprehensive document that is applicable to all disasters regardless of size and scope.

Planning Principles – All Emergency Operations plans must:

- Be community-based, representing the whole population and its needs;
- Include participation from all stakeholders in the community;
- Use a logical and analytical problem-solving process;
- Consider all hazards and threats;
- Be flexible enough to handle traditional and catastrophic events;
- Clearly identify the mission and supporting goals;
- Not necessarily start from scratch;
- Include senior officials throughout the process to ensure understanding and approval;
- Tell those with operational responsibilities what to do and why to do it, and they must instruct those from outside of the community in how to provide support and what to expect;
- Be considered a process to manage risk and a key component of the preparedness cycle.

Integrated Planning:

The purpose of the Integrated Planning System (IPS) is to further enhance the preparedness of the United States¹ by formally establishing a standard and comprehensive approach to national planning. It is meant to provide guidance for conducting planning in accordance with the Homeland Security Management System (HSMS), described in the National Strategy for Homeland Security of 2007.

The Strategy calls for a national effort to create and transform homeland security principles, systems, structures and institutions across four key pillars of homeland security:

- **Prevent and disrupt terrorist attacks;**
- **Protect the American people, our critical infrastructure, and key resources;**
- **Respond to and recover from incidents that do occur;**
- **Continue to strengthen the foundation to ensure long-term success.**

To execute the direction set forth in the Strategy, the President issued Annex I (National Planning) to Homeland Security Presidential Directive 8 (HSPD-8) (National Preparedness). Annex I directs the Secretary of Homeland Security to develop the IPS. By introducing a standardized approach to national homeland security planning, the IPS is an important step in enhancing our national preparedness. This system will align and synchronize our Federal planning efforts and serve as a model for planning at all levels of government—Federal, State², local, and Tribal. IPS incorporates lessons learned from both the development of the National Planning and Execution System³ and the planning process and doctrine elements of *CPG-101*.

The IPS does not supersede any existing State, local, and Tribal planning processes. However, it is the standard general planning system the Federal

¹ Public Law 107-296—NOV. 25, 2002 116 STAT. 2141, Section 2 “Definitions.” The term “United States,” when used in a geographic sense, means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, any possession of the United States, and any waters within the jurisdiction of the United States.

² Public Law 107-296—NOV. 25, 2002 116 STAT. 2141, Section 2 “Definitions” and STAT. 2255 “Facilitating Homeland Security Information Sharing Procedures” The term “State” means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. The term “State” includes the District of Columbia and any commonwealth, territory, or possession of the United States.

³ The IPS replaces the National Planning and Execution System (NPES).

Government will use for scenario-based planning. It is designed to highlight commonalities among most planning processes because planners often apply the same fundamentals and processes to developing plans regardless of the objective or desired effect. As such, the IPS is compatible with many existing planning systems.

While State, local, and Tribal governments are not required to adopt IPS, they are the foundation of the homeland security planning process; their participation in integrated planning and understanding of this document is crucial. State, local, and Tribal governments will also participate in the review, development, exercise, and training activities built on this document, as appropriate.

It is a goal that State and local jurisdictions will align their existing planning processes with those in *CPG-101*. Using shared planning processes helps ensure consistent planning across the Nation at all levels of government, provides a better understanding of the process the Federal Government uses to produce contingency plans, and of the capabilities and limitations of State, local, and Tribal planning entities. It will also foster greater understanding of the plans themselves.

Plan Development:

This section provides an overview of the basic planning process. It provides local planners information on how to develop and format their plan and use reference material to obtain additional planning information.

According to FEMA's CPG-101, effective planning processes share these common characteristics. They:

- Are continuous;
- Attempt to reduce unknowns in the anticipated event, while acknowledging that it is impossible to preplan every aspect of every mission area;
- Aim at evoking appropriate actions;
- Are based on what is likely to happen and what people are likely to do;
- Are based on facts, including knowledge about people's typical behavior, the threat or hazard itself, and required capabilities;
- Focus on general principles while maintaining flexibility;
- Are partly a training and education activity; and
- Are tested.

Developing an Emergency Operations Plan (EOP):

Developing or revising an Emergency Operations Plan (EOP) includes key tasks that are routinely mentioned in most federal and private planning guides:

1. Form a collaborative planning team
2. Understand the Situation
 - a) Conduct research
 - b) Analyze the information
3. Determine priorities, goals and objectives
4. Develop and analyze courses of action, Identify resources
5. Prepare, Review and gain approval for the plan
 - a) (Re)Write the plan
 - b) Approval and Dissemination
6. Refine and Execute the plan
 - a) Exercise and evaluate the plan
 - b) Review, revise, and maintain the plan

1. Form a collaborative planning team:

Experience and lessons learned (LLs) indicate that planning is best performed by a team. Using a team or group approach helps organizations define their perception of the role they will play during an operation. As the National Response Team guidance states, “Experience shows that plans are not used if they are prepared by only one person or one agency.” This is supported by case studies and research reinforces this concept by pointing out that the common thread found in successful operations is that participating organizations have understood and accepted their roles. Additionally, members of the planning team should be able to understand and accept the roles of other departments and agencies.

Local officials must ensure that the planning team is comprised of personnel who will dedicate time and will actively participate in the planning process. One goal of using a planning team is to build and expand relationships that help bring creativity and innovation to planning during an event. This approach helps establish a planning routine, so that processes followed before an event occurs are the same as those used during an event. The Parish should ensure that the planning committee meets the requirements established in Act 524.

Jurisdictions that use an agency and department operational structure might use a core team consisting of planners from the following:

- **Emergency management,**
- **Law enforcement,**
- **Fire services,**
- **Emergency medical services,**
- **Public health,**
- **Hospitals and health care facilities,**
- **Public works,**
- **Social services,**
- **Private sector, and**
- **NGOs (including those that address special needs issues).**

Expanded planning teams should include representatives and partners within the identified planning area, surrounding jurisdictions, and facilities or locations of concern. They must also include stakeholder organizations responsible for infrastructure, the economy, the environment, and quality of life. Such organizations include those responsible for building codes, land use and zoning, transportation corridors, utilities, and economic development.

As a plan is written and revised, team members should solicit and receive feedback from personnel in their respective agencies/departments. The value of an emergency operations program and a plan is not measured by the words that end up on paper, but rather by the planning process that created them.

Individuals/Organizations	What They Bring to the Planning Team
Senior Official (elected or appointed) or designee	<ul style="list-style-type: none"> • Support for the homeland security planning process • Government intent by identifying planning goals and essential tasks • Policy guidance and decision-making capability • Authority to commit the jurisdiction's resources
Emergency Manager or designee	<ul style="list-style-type: none"> • Knowledge about all-hazard planning techniques • Knowledge about the interaction of the tactical, operational, and strategic response levels • Knowledge about the prevention, protection, response, recovery, and mitigation strategies for the jurisdiction • Knowledge about existing mitigation, emergency, continuity, and recovery plans
EMS Director or designee	<ul style="list-style-type: none"> • Knowledge about emergency medical treatment requirements for a variety of situations • Knowledge about treatment facility capabilities • Specialized personnel and equipment resources • Knowledge about how EMS interacts with the Emergency Operations Center and incident command
Fire Services Chief or designee	<ul style="list-style-type: none"> • Knowledge about fire department procedures, on-scene safety requirements, hazardous materials response requirements, and search-and-rescue techniques • Knowledge about the jurisdiction's fire-related risks • Specialized personnel and equipment resources
Law Enforcement Chief or designee	<ul style="list-style-type: none"> • Knowledge about police department procedures; on-scene safety requirements; local laws and ordinances; explosive ordnance disposal methods; and specialized response requirements, such as perimeter control and evacuation procedures • Knowledge about the prevention and protection strategies for the jurisdiction • Knowledge about fusion centers and intelligence and security strategies for the jurisdiction • Specialized personnel and equipment resources
Public Works Director or designee	<ul style="list-style-type: none"> • Knowledge about the jurisdiction's road and utility infrastructure • Specialized personnel and equipment resources

Public Health Officer or designee	<ul style="list-style-type: none"> • Records of morbidity and mortality • Knowledge about the jurisdiction’s surge capacity • Understanding of the special medical needs of the community • Knowledge about historic infectious disease and syndromic surveillance • Knowledge about infectious disease sampling procedures
Hazardous Materials Coordinator	<ul style="list-style-type: none"> • Knowledge about hazardous materials that are produced, stored, or transported in or through the community • Knowledge about U.S. Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), and U.S. Department of Transportation (DOT) requirements for producing, storing, and transporting hazardous materials and responding to hazardous materials incidents
Hazard Mitigation Specialist	<ul style="list-style-type: none"> • Knowledge about all-hazard planning techniques • Knowledge of current and proposed mitigation strategies • Knowledge of available mitigation funding • Knowledge of existing mitigation plans
Transportation Director or designee	<ul style="list-style-type: none"> • Knowledge about the jurisdiction’s road infrastructure • Knowledge about the area’s transportation resources • Familiarity with the key local transportation providers • Specialized personnel resources
Agriculture Extension Service	<ul style="list-style-type: none"> • Knowledge about the area’s agricultural sector and associated risks (e.g., fertilizer storage, hay and grain storage, fertilizer and/or excrement runoff)
School Superintendent or designee	<ul style="list-style-type: none"> • Knowledge about school facilities • Knowledge about the hazards that directly affect schools • Specialized personnel and equipment resources (e.g., buses)
Social services agency representatives	<ul style="list-style-type: none"> • Knowledge about special-needs populations
Local Federal asset representatives	<ul style="list-style-type: none"> • Knowledge about specialized personnel and equipment resources that could be used in an emergency • Facility security and response plans (to be integrated with the jurisdiction’s EOP) • Knowledge about potential threats to or hazards at Federal facilities (e.g., research laboratories, military installations)
NGOs (includes members of National VOAD [Voluntary Organizations Active in Disaster]) and other private, not-for-profit, faith-based, and community organizations	<ul style="list-style-type: none"> • Knowledge about specialized resources that can be brought to bear in an emergency • Lists of shelters, feeding centers, and distribution centers • Knowledge about special-needs populations

<p>Local business and industry representatives</p>	<ul style="list-style-type: none"> • Knowledge about hazardous materials that are produced, stored, and/or transported in or through the community • Facility response plans (to be integrated with the jurisdiction's EOP) • Knowledge about specialized facilities, personnel, and equipment resources that could be used in an emergency
<p>Amateur Radio Emergency Service (ARES)/Radio Amateur Civil Emergency Services (RACES) Coordinator</p>	<ul style="list-style-type: none"> • List of ARES/RACES resources that can be used in an emergency
<p>Utility representatives</p>	<ul style="list-style-type: none"> • Knowledge about utility infrastructures • Knowledge about specialized personnel and equipment resources that could be used in an emergency
<p>Veterinarians/animal shelter representatives</p>	<ul style="list-style-type: none"> • Knowledge about the special response needs for animals, including livestock

A community benefits from the active participation of all stakeholders. Some tips for gathering the team together include the following:

- The planning team should receive plenty of notice about where and when the planning meeting will be held. If time permits, ask the team members to identify the time(s) and place(s) that will work for the group.
- Planners should provide information about team expectations and explain why participating on the planning team is important to the participants' agencies and to the community itself.
- Show the participants how their contributions will lead to more effective operations. In addition, budget and other project management concerns should be outlined early in the process.
- Ask the senior elected or appointed official or designee to sign the meeting announcement. A directive from the executive office carries the authority of the senior official and sends a clear signal that the participants are expected to attend and that operations planning is important to the community.
- Allow flexibility in scheduling after the first meeting. Not all team members will need to attend all meetings. In some cases, task forces or subcommittees can complete the work. When the planning team chooses to use this option, it should provide project guidance (e.g., timeframes and milestones) but let the subcommittee members determine when it is most convenient to meet.
- Upon request, GOHSEP Planners will assist jurisdictions as third-party facilitators to help keep the process focused and mediate disagreements.

2. Understand the Situation:

Conduct Research:

Collect and organize information about the jurisdiction's planning framework, potential hazards, resource base, and geographic or topological characteristics that could affect emergency operations.

Planners need two types of information: facts and assumptions. Facts are verifiable pieces of information, such as laws, regulations, floodplain maps, and resource inventories. Assumptions consist of information accepted by planners as being true in the absence of facts. Assumptions are used as facts only if they are considered valid, likely to be true, and are necessary for solving the problem. Assumptions should be used sparingly and great effort should be put into doing research and acquiring facts.

Organize the information into a format that is usable by the planning team. One effective method for organizing hazard information is to use a matrix based on disaster dimensions that are used during the hazard analysis process:

- a) Probability or frequency of occurrence,
- b) Magnitude – the physical force associated with the hazard,
- c) Intensity/severity – the impact or damage expected,
- d) Time sensitivity – how much time is available to warn of the event,
- e) Location of the event – a specific or indeterminate site or facility,
- f) Potential size of the disaster area,
- g) Speed of onset – how fast the hazard can impact the public, and
- h) Duration – how long the hazard will be active.

Analyze the Information:

After conducting research, the planning team should use the information gathered to conduct hazard analysis and a capability assessment.

Communities cannot effectively plan emergency response actions unless they know what hazards may impact them. The purpose of the hazards analysis is to determine the probable worst-case effects from various events that which have the potential to impact the study area.

For example, the hazard analysis generated for a hurricane would attempt to quantify the still-water surge heights, waves and wind speeds for various intensities, tracks and forward speeds of hurricanes considered to have a reasonable meteorological probability of occurrence within a particular coastal basin, as well as potential freshwater flooding from rainfall accompanying the storm as it travels inland.

Applied Example: The hazard analysis generated for a hurricane would attempt to quantify the still-water surge heights, waves and wind speeds for various intensities, tracks and forward speeds of hurricanes considered to have a reasonable meteorological probability of occurrence within a particular coastal basin, as well as potential freshwater flooding from rainfall accompanying the storm as it travels inland.

The hazard analysis, also called a hazard assessment, involves three basic steps:

- a) Identify what hazards may occur and how they will affect the area.
- b) Determine which populations or areas are most likely to be affected by each hazard, and how much damage could be expected to occur in those areas.
- c) Estimate the likelihood and frequency of each hazard.

There are numerous resources that address how to complete a hazard analysis, such as the student manual from FEMA's *Emergency Planning Workshop* or the National Response Team's *Emergency Planning Guide*. Hazard analysis results can be defined in either a qualitative or quantitative manner, depending on the hazard and analysis technique. In either case, a jurisdiction needs to prepare a formal hazard analysis document and summarize the results of the analysis in the EOP.

Once the hazard analysis is complete, the jurisdiction should discuss how prepared the jurisdiction is to respond to the hazards identified with response agencies to develop a capability assessment. The capability assessment will be used to identify the response and recovery strengths and gaps, and identify how the jurisdiction will address these gaps. It should also identify needs of additional resources, training, and procedures, as well as needs for the education of officials. It should identify other gaps and limitations of the jurisdiction.

3. Determine priorities, goals and objectives:

Using information from the hazard analysis and capability assessment, the planning team should identify the needs and demands that determine response actions and resources. Here planners are looking for hazard-, response-, and constraint-generated needs and demands:

- Hazard-generated needs and demands are caused by the nature of the hazard. They lead to response functions like public protection, population warning, and search and rescue.
- Response-generated needs and demands are caused by actions taken in response to a hazard-generated problem. These tend to be common to all disasters. An example is the potential need for emergency refueling during a large-scale evacuation. Subsets could include the needs to find a site for refueling, identify a fuel supplier, identify a fuel pumping method, control traffic, and collect stalled vehicles.
- Constraint-generated demands are caused by things planners must do, are prohibited from doing, or are not able to do. The constraint may be caused by a law, regulation, or management directive or by some physical characteristic (e.g., terrain and road networks that make evacuations impossible).

Once the needs and demands are identified, the planning team will use them to establish operational priorities, goals, and objectives to define what is expected for the response to a given hazard to be successful. Well defined goals and objectives can tell responding organizations what needs to be accomplished within a given timeframe. Operational priorities indicate a desired end-state for the response. Goals are broad, general statements that indicate the intended solution to problems identified by planners during the previous step. They are what personnel and equipment resources are supposed to achieve. They help identify when major elements of the response are complete and when the response is successful. Objectives are more specific and identifiable actions carried out during the response. They lead to achieving response goals. They are the things that responders have to accomplish – the things that translate into activities, implementing procedures, or operating procedures by responsible organizations.

4. Develop and analyze courses of action, identify resources:

This is the process of generating and comparing possible solutions for achieving the goals and objectives identified in the previous step. The same scenarios used during problem identification are used to develop potential courses of action. Planners consider the needs and demands, goals, and objectives to develop several response alternatives. The art and science of planning will help

determine how many solutions or alternatives to consider; however, at least two options should always be considered.

5. Prepare, Review and gain approval for the plan:

Write the plan:

While it is impossible to plan for every eventuality, there are a large number of details and decisions that can be effectively determined during planning that will save a great deal of time and anxiety during an event.

The key to planning in a group setting is to allow open and frank discussion during the process. A lot of interaction among planners can help elicit a common operational understanding. It is important for individual group members to feel comfortable with their ability to express doubts or objections with other members of the Planning team. On the same note, if a member of the planning team disagrees with a proposed solution, they should also identify what needs to be fixed.

Knowing what resources and personnel are available to deal with an event is an important step. State officials frequently use maps and software applications such as WebEOC and Virtual Louisiana when coordinating resources to respond the assist local officials so it is vitally important to keep information current. Details such as parish fire districts, police and fire station locations and Points of Distribution (PODs) for supplies and mass prophylaxis and other such useful information is highly recommended.

One example of where specificity is particularly useful is the Communications annex (ESF-2). These annexes have a tendency to be very generic and often do not address tactical communications. Communications resources should be inventoried, radio frequencies designated, other forms of non-radio communication should be addressed. The annex should specifically reference how the parish integrates with and implements the Statewide Communications Interoperability Plan, interagency communication protocols, and other methods of communication available to the parish that can be incorporated in the system such as volunteer ham radio operators, satellite phones, email, etc.

When assigning responsibility to outside organizations and agencies it is important to understand what that organization can and cannot provide. For example, there is no statement of understanding between the State of Louisiana and the American Red Cross (ARC) to provide sheltering. It is up to the individual Parish to make this sort of arrangement with the ARC, and Parishes that do have arrangements or partnerships with the ARC to manage shelters should ensure that the local ARC chapter is a signatory of the EOP. Parish

Directors should also be aware that the ARC does not typically operate shelters intended for institutionalized or incarcerated populations. Plans should address the sheltering of these populations accordingly and make appropriate provisions for the sheltering of household pets evacuated with their owners.

Similarly, the EOP should contain contingency plans for providing transportation to shelters for citizens that do not have their own vehicle. Buses are frequently mentioned in the Evacuation Annex (ESF-1), but it is frequently left unclear as to who is assigned the responsibility to plan for this resource. Parish plans cannot task the Military directly to deliver emergency water supplies as needed nor assist with emergency transportation. If the plan calls for buses it is important to know where the buses will come from.

During the planning process stakeholders representing agencies with fully developed operational plans and procedures will need to specify that these plans are in-place, and the EOP will need to provide support to these plans to ensure that they are operationally feasible. Reviewing existing plans and procedures will help ensure that those efforts are coordinated among the various agencies and will keep all agencies and organizations working together in an ongoing integrated emergency planning effort.

The National Incident Management System (NIMS) requires that a corresponding standard operating procedure/guideline be developed for every assignment of responsibility in an EOP. Local agencies and organizations should be encouraged to review, update and develop their procedures/guidelines to ensure that they are able to effectively respond to their assignments of responsibility. FEMA's CPG-101 and a number of other planning guides provide recommendations on how to create new plans and review existing ones.

Approval and Dissemination:

Once a plan is complete, there are several ways to validate the new plan. Conducting a tabletop exercise with representatives of each organization that is tasked in the plan is a practical way to accomplish this task. Planners can also use the Target Capabilities List (TCL) as another method for review. The validated plan should be presented to the local officials to obtain official promulgation of the plan. The official plan should then be distributed to all major stakeholders.

6. Refine and Execute the plan:

Exercise and evaluate the plan:

To keep the plan current it is important to exercise and evaluate the Plan on a routine basis. Parish OHSEPs should annually exercise components of their

EOPs. This function allows local officials to physically test and determine if their training, procedures and resources are adequate to handle an emergency. Ultimately, the true test of any plan is during an actual emergency or disaster. It will demonstrate the effectiveness of a jurisdiction’s preparedness and it will identify where local readiness can be improved. A community needs to come together following an emergency and identify the lessons to be learned by the event. A plan needs to define how exercises and incident critiques will be integrated into the EOP revision process as well as into the overall emergency preparedness program.



1. **Plan and Organize the Evaluation.** Step 1 is part of the exercise design process. In it, the Exercise Planning Team determines what information to collect, who will collect it, and how it will be collected.
2. **Observe the Exercise and Collect Data.** Step 2 occurs during the exercise. In it, expert evaluators collect data and record observations. They also collect data from records and logs.
3. **Analyze Data.** During Step 3, evaluators use Exercise Evaluation Guides (EEGs) to analyze data and reconstruct exercise events.
4. **Develop the Draft After Action Report.** In Step 4, the Evaluation Team develops the draft After Action Report (AAR). It describes what happened in the exercise, issues to be addressed, best practices, and recommendations for improvement.



5. **Conduct an After Action Conference.** In Step 5, evaluators, participating agency representatives, and senior officials attend an After Action Conference. Its purpose is to review the draft After Action Report (AAR), define actions agencies can take to improve performance, and validate recommendations.
6. **Identify Improvements to be Implemented.** During the After Action Conference, attendees identify corrective actions that address the areas for improvement and recommendations listed in the draft AAR. These corrective actions are captured on the Improvement Plan (IP).
7. **Finalize the After Action Report/Improvement Plan (AAR/IP).** In Step 7, the exercise planning and evaluation teams incorporate corrections, clarifications, and other participant feedback into the AAR/IP.
8. **Track Implementation.** In Step 8, each agency or jurisdiction monitors corrective actions identified in the finalized AAR/IP.

The jurisdiction's work is not done when it has completed these eight steps. Long after the exercise is over, the jurisdiction's program managers will track and analyze the implementation of corrective actions listed in the After Action Report/Improvement Plan (AAR/IP).

By tracking and recording progress on corrective actions, the jurisdiction engages in a continuous Corrective Action Program (CAP). Through the CAP, the implementation of corrective actions leads to concrete improvements to preparedness.

Review, revise, and maintain the plan:

All Parishes currently have at least a basic EOP in place, but planning is an ongoing process that must involve the active participation of all departments of parish government as well as private sector organizations and individuals who would be involved in an emergency.

As a community changes, so will the way in which disasters may affect a given area and how a jurisdiction will respond to emergencies and disasters. To prevent the jurisdiction from being unprepared, a plan must contain a process that brings officials together to read and review its content. This review should be completed on a regular basis to account for changing situations and guidance and to tailor the plan to the specific needs of the Parish with current contact information, documentation. A parish may consider reviewing pieces of the plan at given times so that the work is evenly divided and easier to accomplish. This will also keep the plan fresh in the minds of local agencies.

A jurisdiction should also consider having the plan evaluated by an outside source. This outside evaluator can come from a neighboring parish, or from a response agency, or by GOHSEP. In compliance with The Louisiana Homeland Security and Emergency Assistance and Disaster Act, GOHSEP Plans section will conduct a comprehensive plan review every four years. Third-party reviews provide an objective critique that can identify issues that may have been overlooked, and can help to identify resources to help fill any resource gaps.

Maintain your Plan

To keep pace with changes within the Parish, periodic revisions are necessary to maintain a viable and current Emergency Operations Plan (EOP). Many Parishes have not made any changes or additions to their plan since its original development. For example, some of the older plans do not have the responsibilities of the parish officials outlined in accordance with the Louisiana Homeland Security and Emergency Assistance and Disaster Act, and many do not have any information regarding the adoption of NIMS and ICS that is consistent with current guidance found in the National Response Framework and the current State EOP. There are a lot of stakeholders in this process, so to ensure that all necessary parties are aware of their responsibilities under the EOP, each revision should include a signed and dated promulgation statement and signatory page.

The plan should contain current copies of Mutual Aid Agreements (MAA) or Memorandums of Understanding (MOU) have been created within the parish to support firefighting, security, SAR, mass fatality and other activities and criteria for using that system before calling on state agencies. These agreements must be in writing and it is important to understand that MAAs or MOUs must be in place for multi-agency teams and for Municipal agencies to operate outside city limits.

III. Planning Standards and Guidance

This guidance replaces and supersedes the Pelican Parish Crosswalk, a checklist of planning elements that should be included in a jurisdiction's EOP. This checklist should be used during both the development of an EOP and during the annual review process. The checklist recognizes there are unique tasks for specific hazards and unique planning requirements for those incidents. The guidance provides a list of minimum standards, but recognizes that the elements that are contained in the checklist might not be the only issues a parish should address. The jurisdiction must determine what other elements beyond the standard should be addressed to ensure its ability to respond to the list of possible hazards.

Planning elements are divided into two distinct categories:

1. **Elements to Meet the Standard of This Guidance.** An element listed in this category signifies that it is essential to emergency operations. The EOP should therefore contain tasks and other measures that apply to that element. An EOP should address each of these essential elements. If it does not, the EOP will be considered incomplete and inadequate.

2. **Additional Planning Elements** are elements that if addressed, will improve the effectiveness of the plan, and will improve the use and understanding of the particular planning element. The planning team does not have to include these additional planning elements in the Plan if they determine the element does not apply locally. If it does apply, the local team should address these elements to improve the use and functionality of the plan.

An EOP must contain well-defined and detailed concepts of operation – a list of tasks that will need to be accomplished under each annex/ESF/appendix. These concepts of operation should highlight the critical tasks that must be accomplished or coordinated for a particular function.

It must also contain well-defined and agreed-upon assignments of responsibility for the support agencies in the plan. The assignments of responsibility must respond directly to the Plan's concepts of operation; for every concept of operation, there must be one-or-more assignment(s) of responsibility assigned to one-or-more support agencies.

These assignments of responsibility are then translated into specific tasks and corresponding procedures by the responsible agencies/organizations. Here again, the Target Capabilities List can serve as a tool for agencies and

organizations to focus on critical tasks for which corresponding standard operating procedures or guidelines must be developed.

The amount of detail included in the plan will depend on the plan's target audience and their need to know each of the plan's functions. Some agencies will need to have their assignments of responsibility spelled out in great detail, while others may only need an overview of a function and its responsibilities. The planning team will need to work closely with support agencies to determine how much detail is needed.

Standard Operating Procedures (SOP) should not be included in the jurisdiction's EOP. Supporting agencies will need to develop and maintain an SOP that corresponds to each of their assignments of responsibility in the plan. The EOP should contain a list/description of SOPs that support the plan.

The parish OHSEP should work with support agencies to ensure that their individual SOPs will correspond to the SOPs of other support agencies.

D. Using the Guidance

To better understand this section, the Planning Team should note that the first section will address the **Basic Plan** and the use of either **Functional or ESF Annexes**. It outlines the guidelines that should be followed in both the formatting and context of the plan.

The **General Planning Topics** are the criteria that should be addressed in an EOP. These topics are presented in format to make it easier to identify and subsequently ensure the team has addressed the common planning topics.

To supplement the Pelican Parish Crosswalk this guidance will address the Target Capabilities list in each annex. The **Associated Target Capabilities** are those Target Capabilities from the DHS Target Capabilities List (TCL) which are directly applicable to the planning topic. If there are other Target Capabilities that may be useful to review because they are indirectly related to the planning topic, these are included in this section as well. The DHS Target Capabilities List is a planning tool that supports the National Preparedness Goal. The TCL describes the capabilities that are needed in order to perform tasks that are critical to achieving successful outcomes in prevention, protection, response, and recovery for incidents of national significance.

The DHS Target Capabilities List should be viewed as an additional preparedness planning tool that can serve multiple purposes. Most users are familiar with the target capabilities through exercises under the Homeland Security Exercise Evaluation Program (HSEEP), where they are used to design, conduct, and evaluate exercises. The target capabilities can also be applied to the development and maintenance of plans and procedures. In evaluating existing plans and procedures, or in an initial meeting with planning partners to develop a new plan, the target capabilities may provide a benchmark for comparison, or a useful starting point for discussion.

In some cases, a particular planning element may be addressed in more than one plan, section or page. There should be ample space above or below the line to list two or three location references. If there are more references than that, it may indicate that the plan is continuously repeating the topic, and thus the planning team may wish to consolidate the procedures into fewer locations. If a recommended element is not applicable locally, the reference line can state that it is not applicable and provide a brief reason for its omission. This will be a reminder for future planning team members and users will know that the issue was not simply overlooked. When completed, the checklist should be included in the EOP's base plan so that future plan readers will be able to quickly use the checklist to locate a specific procedure in the plan without searching through the entire EOP.

E. Additional Support

GOHSEP recognizes that some planning elements have requirements that were generated by other state laws or national standards. As local planning teams use this planning development tool, there will likely be questions about the planning process and the guidance. Planning teams should contact their assigned regional coordinator or the plans section for assistance beyond this document. Regional coordinators, in conjunction with the planners, will address questions concerning the planning and emergency preparedness process.

As noted in the introduction, regional coordinators and planners will support local planning teams by reviewing EOPs. If a liaison identifies a need to revise an EOP the regional coordinators and/or planners will work with the local planning team in order to make those changes.

This guidance is a flexible tool that will change and be revised as circumstances dictate. Should the local planning team identify a way in which to update or improve the guidance, they should forward their comments directly to their regional coordinator or to the Planning Section Chief, Jerry Monier at Jerry.Monier@LA.gov.

2. Sample Plan Formats

To begin drafting the plan, the planning team needs to determine what format will be used to organize the plan.

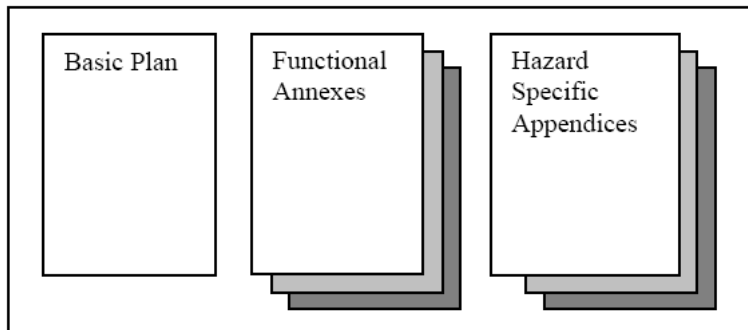
Remember this simple rule of thumb when it comes to choosing your plan’s format, “...an EOP’s format is ‘good’ only if the EOP’s users understand it, are comfortable with it, and can use it to extract the information they need.”.

This section contains the two main outlines that the parishes have used in formatting their EOPs. These plan framework options are based in part on how other states/counties have developed their plans as well as existing state and federal planning guidance. While GOHSEP prefers that the format outlined in the Pelican Parish Crosswalk is utilized, we certainly recognize that there is no one plan framework that best suits each community. These are samples only, and are included here to give planners an idea on where to begin.

As the jurisdiction’s planning team begins to develop its plan, the team must decide which framework will be most effective and will be easiest to use by local agencies and responders. The planning team may also modify any of these frameworks to better address their local procedures, resources and capabilities.

A. Functional Annex Format

The Functional Annex Format is the EOP framework that is presented in FEMA’s *Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal and Local Government Emergency Plans* (March 2009). The basic format remains the same and relies on three key sections: **Base Plan**, separate functional **Annexes**, and hazard specific **Appendices** (see fig below).



Although the National Response Framework (NRF) calls for continuity and interoperability between emergency operations plans at all levels of government, at present there is no requirement for local emergency management agencies to adopt the NRF’s framework that is based on the Emergency Support Function

format. Some parishes still prefer the Functional Annex Framework because its format mirrors the emergency response activities that take place at the local level.

In the Functional Annex Format, the **Base Plan** provides the plan holder an overview of the preparedness and response procedures for the area. It defines the local hazards, outlines agency roles and responsibilities, and explains how the plan is kept current. An introduction to the base plan contains the table of contents and a promulgation document signed by the chief elected officer.

The **Annexes** are individual chapters that focus on specific response and recovery functions, such as communications and damage assessment. The annexes clearly define the procedures, roles, policies and concerns of that function. They discuss how tasks are managed before, during and after the disaster, and identify the key agencies to implement that function. However, each annex only addresses the 'generic' procedures that can/will be used for various types of emergencies.

The **Appendices** are used to explain hazard-specific procedures. They are attached to the end of each annex and explain the procedures that are unique to that annex for a particular disaster. For example, the Direction and Control annex may have an appendix that discusses how local law enforcement's command post will coordinate response functions with the FBI's on-scene operations center during a terrorist response. The appendices may be short or long depending on how much detail is needed to explain response functions. The appendices should not repeat functions that are already outlined in the host annex.

When the planning team notes that it has an appendix in every annex for the same basic disaster, they might consider combining these appendices into one appendix. For example, chemical or radiological emergencies often contain unique functions for each annex. In this case, those can be merged into one chemical or radiological appendix to the EOP.

The Functional Annex Format also uses a specific outline to define the functions within each chapter:

- I. Purpose and Scope
- II. Situation and Assumptions
- III. Concept of Operations
- IV. Organizations and Assignment of Responsibility
- V. Direction and Control*
- VI. Continuity of Government*
- VII. Administration and Logistics

- VIII. Plan Development and Maintenance
- IX. Authorities and Reference
- X. Definitions*

This additional formatting makes the plan easy to read and use since the information is laid out the same in each chapter. It also creates the potential to repeat some information in many sections when one piece of information is relevant to multiple chapters of the plan. It will also require accurate reference to other chapters in order to clarify the coordination needed between multiple functions. For more information on this individual chapter formatting, review CPG -101.

In its entirety, the Functional Annex Format is flexible enough to accommodate all local response functions. As such, this guidance recognizes that its listed annexes and appendices are not the only chapters that can be used in the plan. The framework can be expanded to include other response functions or to separate an operational issue into two separate chapters.

Sample EOP outline using the **Functional Annex Format**:

I. Base Plan

- A. Purpose and Scope
- B. Situation and Assumptions
- C. Concept of Operations
- D. Organizations and Assignment of Responsibility
- E. Direction and Control
- F. Continuity of Government
- G. Administration and Logistics
- H. Plan Development and Maintenance
- I. Authorities and Reference
- J. Definitions

II. Functional Annexes

- A. Direction and Control
- B. Communications

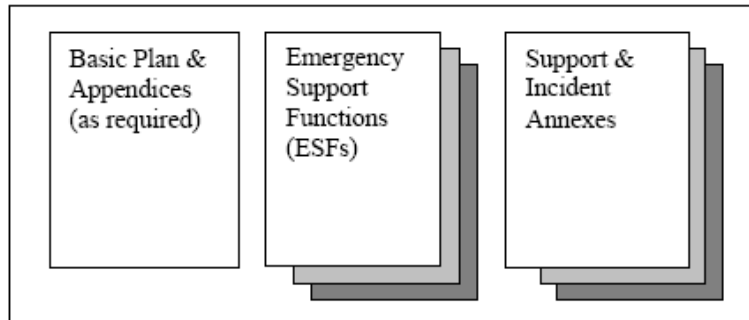
* These are not official part of the CPG 101 outline, but were included within Louisiana's previous crosswalk guidance.

- C. Warning
- D. Evacuation
- E. Shelter
- F. Radiological*
- G. Law Enforcement*
- H. Fire Services*
- I. Search and Rescue*
- J. Damage Assessment*
- K. Resource Management
- L. Emergency Public Welfare*
- M. Public Information and Education
- N. Health and Medical
- O. Training and Exercise*
- P. Fixed Nuclear Facility*
- Q. Public Works/ Public Utilities*
- R. Terrorism
- S. Critical Incident Stress*
- T. Mass Fatalities*

B. Emergency Support Functions (ESF) Format

The Emergency Support Function framework is the outline used in the National Response Framework (NRF), the State Emergency Operations Plan and previous editions of the Pelican Parish Crosswalk. This framework uses various planning techniques but is closely based on the Functional EOP approach. It begins with a **Base Plan**, addresses individual **Emergency Support Functions (ESFs)**, then attaches separate **Support** or **Incident Annexes** as required, and includes unique **Appendices** that support the whole plan (see the figure below).

* These sections are not specifically listed in the CPG-101, they are topics that are relevant to Louisiana emergency management programs and should be addressed in the plan.



In this framework, the **Base Plan** provides an overview of the local response system. It briefly explains the local hazards, capabilities, needs, and response organization. It reviews the tasks under each emergency phase and identifies which agencies have the lead for a given ESF. The Base Plan then outlines the **ESFs** that are activated locally during a disaster. Each ESF has a designated primary agency, and that agency is responsible for coordinating activities under an ESF and arranging support as needed. Support agencies and what they provide are also defined in each ESF.

Federal and state ESFs include transportation, communications, public works and engineering, firefighting, information and planning, mass care, resource support, health and medical services, search and rescue, hazardous materials, food, energy, law enforcement, community recovery and mitigation, and emergency public information. Additionally, the State of Louisiana recognizes an additional ESF- military support.

The EOP uses **Support Annexes** to describe the mission, policies, and concept of operations of related activities that are implemented during disaster operations. These annexes vary but can include recovery, community relations, legal affairs, donations management, financial management, logistics/resource management, and public/media affairs. **Incident Annexes** are used to describe the responsibilities and actions for specific events that are found in one or more separate plans and pre-planning has coordinated those functions with the rest of the EOP. For example, communities may have a separate Mass Casualty plan that would require coordination with the Firefighting, Search and Rescue, and Health and Medical ESFs. The Mass Casualty plan can be included in with the EOP, or it can simply be listed in the basic plan as a separate plan that must be reviewed by local personnel to understand the “big picture.”

Finally, **Appendices** are used to attach other relevant information that is not already addressed in the Basic Plan, ESFs, or in separate Annexes. This may include common information such as a list of terms and definitions, guidelines for EOP revision, or an EOP exercise program.

While the ESF format focuses primarily on key response functions, it permits the inclusion of information from other existing plans without rewriting those plans into the EOP. This format also makes it easier to develop and integrate state and federal support into the local response network since the plans will all follow the same outline.

Sample EOP outline using the **State/Federal ESF Format**:

I. Introduction to the plan

- A. Table of Contents
- B. Promulgation Statement/Purpose
- C. Concurrence of review and approval by all organizations assigned
- D. Forward
- E. Record of changes to the EOP
- F. Distribution list of all recipients of the plan

II. Basic Plan

- A. Purpose and Scope
- B. Situation and Assumptions
- C. Concept of Operations
- D. Continuity of Government
- E. Organization and Assignment of Responsibilities
- F. Direction and Control
- G. Continuity of Government
- H. Administration and Logistics
- I. Plan Development and Maintenance
- J. Authorities and References

II. Emergency Support Function Annexes

- A. ESF #1 - Transportation
- B. ESF #2 - Communications
- C. ESF #3 - Public Works and Engineering
- D. ESF #4 - Firefighting
- E. ESF #5 - Information and Planning

- F. ESF #6 - Mass Care
- G. ESF #7 - Resource Support
- H. ESF #8 - Health and Medical Services
- I. ESF #9 - Search and Rescue
- J. ESF #10 - Hazardous Materials
- K. ESF #11 - Food
- L. ESF #12 - Energy
- M. ESF #13 - Law Enforcement
- N. ESF #14 - Community Recovery and Mitigation
- O. ESF #15 - Emergency Public Information

3. Mandates

A. Legislative Mandates

Planning Requirement for Homeland Security and Emergency Preparedness

Act 524 Regular Session, 2009 Enrolled

Planning requirement for Household Pets

Act 615 Regular Session, 2006 Enrolled

- The parish office of homeland security and emergency preparedness, in consultation with experts in the fields of animal sheltering shall formulate emergency operation plans for the humane evacuation, transport, and temporary sheltering of service animals and household pets in times of emergency or disaster.
- The plan must be submitted to GOHSEP and the Louisiana Department of Agriculture and Forestry on an annual basis on or before March 1st each year.
- Plans should:
 - Require that persons with disabilities who utilize service animals are evacuated, transported and sheltered with those service

- animals and to inform facilities of their legal obligation to provide shelter to both the disabled person and the animal.
- Identify and establish evacuation shelters that are equipped to accept and temporarily house household pets and canine SAR teams.
 - Develop guidelines and criteria for admission to shelters, health and safety standards and basic animal care standards.
 - Enable, whenever possible, pet and pet-owner evacuation without endangering human life.
 - Establish an identification system to reunite separated pets and owners.
 - Allow pets in proper transport cages or carriers to utilize public transportation during an impending disaster when it does not endanger human life. If this cannot occur, the office is authorized to provide separate transportation.
 - Establish protocols that require animal control, animal sheltering, or animal care agency in each parish to develop a plan for evacuation of household pets.
 - Require that those entities that regularly provide sheltering services to animals create evacuation plan for the animals that shall be made available to the public upon request and filled with the Louisiana Department of Agriculture and Forestry, office of animal health services and their respective parish OHSEP.
 - Implement a public information campaign to encourage individual responsibility for pet owners during an evacuation.
- A parish OHSEP may choose to designate a local parish department or local entity as the primary lead for the evacuation, transportation, or sheltering of household pets and service animals. The parish OHSEP must provide written notification of such appointments to the Department of Agriculture and Forestry and GOHSEP along with the department's physical location and contact information.

Emergency Rules and Standards For Mandatory Evacuation Of Designated Persons By Local Government in Advance of Hurricanes as promulgated by the Governor's Office of Homeland Security & Emergency Preparedness

In Accordance with Act 36 of House Bill Number 70 First Extraordinary Session, 2006 Enrolled

- Every parish and municipality shall perform a biennial risk assessment for the at risk population with the results due to GOHSEP by 12/01/06 and on or before that date every second year. This risk assessments shall consist of a survey of people living within the corporate limits (municipal risk assessment) and outside of the corporate limits (parish risk assessment) to identify those in

each category of the at risk population and the essential workers to determine whether the individuals may need sheltering in a general population or a special needs shelter. Those terms are defined by the Louisiana Department of Health and Hospitals.

- Every parish and municipality shall prepare an inventory of all available modes of transportation (including but not limited to those discussed in Act 36) for use in a mandatory evacuation. A copy of the municipal inventory shall be provided to the parish OHSEP. A copy of the combined parish and municipal inventory shall be submitted to GOHSEP biennially beginning on 12/01/06 and on or before that date in every second year thereafter.
- The Parish OHSEP will utilize both the combined list of at risk population and essential workers and the inventory of transportation assets to develop an evacuation and sheltering plan for each category. Plans must address:
 - Use of all available means of transportation.
 - Means of notifying the at risk population of a mandatory evacuation.
 - Means of notifying the at risk population of available transportation.
 - Determine the individuals/facilities where the risk of sheltering in place outweighs the risk of loss life if forced to evacuate.
 - Coordinate transportation resources with a shelter destination outside of the impacted area.
 - Provisions for medical emergencies that may occur during evacuation.
 - Ways & means to execute the plan within 36 hours of declaration of a voluntary evacuation and within 12 hours of a declared mandatory evacuation.
 - This plan must be submitted to GOHSEP biennially beginning on 12/01/06 and on or before that date in every second year thereafter.
- The Parish OHSEP shall develop an evacuation and sheltering plan for essential workers that will include but not limited to: provisions for food, water, and shelter for at least 72 hours post landfall of any hurricane.

IV. Plan Review Crosswalk

Current guidance provided by the US Department of Homeland Security through CPG 101 does not require local jurisdictions to adopt the ESF format to address the functional areas and capacities. Either format will suffice so long as the plan addresses all aspects of emergency management.

Parishes that have opted to maintain their Emergency Operations Plan in Annex Format are required to maintain a crosswalk identifying the relationship between

Annexes and Emergency Support Functions that is consistent with the guidance provided in this series and should clearly identify the functional components of the Plan.

For the purposes of better understanding this document, the following Crosswalk table may be used as a quick reference, but it is not intended to serve as a replacement for a full and complete Crosswalk section in the Parish EOP.

Crosswalk Table:

Pelican Parish Crosswalk	Annex Format
ESF-1 Transportation	Annex D – Evacuation
ESF-2 Communication	Annex B – Communications & Annex C – Warnings
ESF-3 Public Works & Engineering	Annex R – Public Works/ Public Utilities
ESF-4 Firefighting	Annex I – Fire Services
ESF-5 Emergency Management	Annex A – Direction & Control & Annex P – Training & Exercise
ESF-6 Mass Care, Housing, & Human Services	Annex E – Shelter & Annex M – Emergency Public Welfare
ESF-7 Resource Support	Annex L – Resource Management
ESF-8 Health & Medical Services	Annex O – Health & Medical & Annex U – Mass Fatalities
ESF-9 Search & Rescue	Annex J – Search & Rescue
ESF-10 Hazardous Materials & Radiological	Annex H – Hazmat & Annex F – Radiological & Annex Q – Fixed Nuclear Facility
ESF-11 Agriculture	Annex O – Health & Medical (food safety) ¹
ESF-12 Energy	Annex R – Public Works/ Public Utilities ¹
ESF-13 Public Safety & Security	Annex G – Law Enforcement & Annex T – Terrorism
ESF-14 Community Recovery & Mitigation	Annex K – Damage Assessment
ESF-15 Public Information	Annex N – Public Information & Education

¹Not all ESF to Annex Crosswalk conversions are an exact fit, use best judgment to determine how these conversions might affect Parish EOPs on a case by case basis.

000 Example Format and Content

FOR BASIC PLAN AND ANNEXES

I. PURPOSE AND SCOPE

It is the purpose of this plan to provide guidance for the various departments within Pelican Parish government, municipalities within the Parish, and all outside agencies within the Parish that have an emergency assignment before, during and following any declared emergency.

This plan details the overall responsibilities of the local government(s) and establishes the guidelines and organizational priorities necessary to ensure a well coordinated Federal, State, and Local government response.

This plan sets forth a detailed Parish program for disaster preparedness, operations, relief and recovery as provided by Parish, State, and Federal statutes, regulations, ordinances, executive orders and other applicable emergency authorities or directives.

A. Mission

In times of emergency the mission of the Pelican Parish government is:

1. To plan and prepare practicable response programs for the protection of life and property in the event of disasters.
2. To take immediate effective action to direct, mobilize, coordinate and determine utilization of local resources to support political subdivisions in the conduct of disaster operations to save lives, protect property, relieve human suffering, sustain survivors and repair essential facilities.
3. To coordinate and direct restoration and recovery operations in the disaster area subject to governmental authority.
4. To insure that each Parish Department will plan and provide for an emergency operations capability that conforms in principle with this plan.

5. To coordinate all disaster services with the Parish Office of Homeland Security and Emergency Preparedness Director.

B. Overview

1. Primary responsibility for disaster preparedness rests with elected heads of government, both Local and State, in accordance with RS 29: 721-729. To fulfill this responsibility, maximum attention must be given to the coordination of all disaster relief efforts by Local, State, public and private organizations.
2. Existent organizational elements for emergency government response will be utilized to the fullest extent and augmented where necessary.
3. Assistance to overcome the effects of a disaster must be provided as soon as possible after its occurrence. Therefore, Local response elements and State government will perform urgently needed emergency work immediately.

NOTE: Possible reimbursement by the Federal Government for emergency work, restoration or replacement is contingent only upon a Presidential Declaration implemented under Public Law 93-288, Part II. It is the purpose this Plan to cover all aspects of Local response only, not contingent on any extraordinary State or Federal assistance.

4. All Local response elements will include provisions for necessary documentation for financial accountability from the onset of any disaster occurrence. The fact that emergency conditions exist does not preclude the need for documentation required by current disaster assistance regulations and directives.
5. It shall be the responsibility of all Local response elements of government to:
 - a) Control and use to the fullest extent all able manpower and material resources subject to the authority of the government entity, and

- b) Control and use to the fullest extent all manpower and material resources available in the general area of devastation by means of inter-city or inter-parish request, and
 - c) Notify the Parish Emergency Manager of any deficiencies that exist.
6. All response elements of Local government will adhere to the above general principles.

II. SITUATION AND ASSUMPTIONS

A. Situation

Describe the planning environment in relation to basic plan/annexes.

B. Assumptions

State assumptions adopted during the planning process which may significantly impact emergency operations as they apply to the basic plan/annexes.

III. CONCEPT OF OPERATIONS

List the phases of emergency management and what actions would be accomplished during each phase, i.e. mitigation, preparedness, response and recovery. (Note: For Public Safety and Security, including terrorism, there is a fifth phase – prevention.)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

List which departments and positions have emergency responsibilities and how they apply to the basic plan, ESF or annex.

V. DIRECTION AND CONTROL

Describe authority to initiate actions and command responsibility for specific actions. Mention the use of the Incident Command System (ICS) and the setting up and operating of Incident Command Posts to respond to emergencies.

VI. CONTINUITY OF GOVERNMENT

Describe Succession of Command, Relocation of Operations, Preservation of Records. (In annexes, it will usually suffice to state “See Basic Plan”)

VII. ADMINISTRATION AND LOGISTICS

Describe Agreements and Understandings, Records and Reports.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

Who, by position will be responsible for the development and maintenance of the basic plan/annexes, procedures, agreements and arrangements?
Who, by position, is the custodian for standard operating procedures?

IX. AUTHORITIES AND REFERENCES

List (In most instances, it will suffice to state “See Basic Plan” after listing all laws, regulations, executive orders and ordinances in the Basic Plan)

APPENDICES

A listing of suggested appendices will be provided.

NUMBERING OF PAGES:

- Basic Plan will be numbered: 1, 2, 3, etc.
- Annexes will be numbered: ESF 1 –1, ESF 1-2, ESF 1-3, etc.
- Appendices will be numbered: A-1-1 (Appendix 1, Page 1)
A-1-2 (Appendix 1, Page 2)
A-1-3 (Appendix 1, Page 3)
- Tabs will be numbered: T-1-1 (Tab 1, Page 1)
T-1-2 (Tab 1, Page 2)
T-1-3 (Tab 1, Page 3)

010 Introduction and Base Plan

The Introduction to the plan should include:

1	TABLE OF CONTENTS:	A listing all sections of the Basic Plan, Annexes and Appendices.
2	PROMULGATION STATEMENT:	A document signed and dated by the Parish President and Director of the Parish Office of Homeland Security and Emergency Preparedness (OHSEP) introducing and officially endorsing the EOP.
3	CONCURRENCE DOCUMENT:	Indicating receipt, review and approval by all departments of government and private sector organizations assigned emergency responsibilities.
4	FOREWORD:	A brief interdictory statement by the Parish Director.
5	RECORD OF CHANGES:	A chronological record of changes and revisions made to the EOP.
6	DISTRIBUTION LIST:	A listing of all parties designated to receive copies of the EOP (and subsequent revisions); to include all governmental departments and agencies assigned emergency responsibilities, appropriate sections to private sector organizations and individuals assigned emergency responsibilities.

The following criteria must be contained in the basic plan using the formatting guidelines described at the beginning of this section.

1	PURPOSE AND SCOPE:	Detail the overall responsibilities of the local government(s) and establish the guidelines and organizational priorities necessary to ensure a well coordinated Federal, State, and Local government response for disaster preparedness, operations, relief and recovery as provided by Parish, State, and Federal statutes, regulations, ordinances, executive orders and other applicable emergency authorities or directives.
2	HAZARD ANALYSIS:	Provide a detailed summary of the Parish Hazard Analysis.
3	GEOGRAPHIC CHARACTERISTICS:	Describe the geographic characteristics, terrain features, and boundaries of the Parish. A detailed map is recommended.
4	SUCCESSION AND DELEGATIONS OF AUTHORITY:	Describe provisions made for succession and the delegation of emergency authority for elected or appointed leaders or their designated successors to exercise specific emergency-related legal powers. Include separate Continuity of Operations (COOP) plan if necessary to fully detail plans for relocation of EOC operations on both a temporary and long term basis as required by events.
5	CONTINUITY OF GOVERNMENT:	Provide for continuity of government to ensure the survival of essential governmental structures and its operational capability. Include the preservation of records necessary to maintain continuity of government.
6	EMERGENCY PURCHASING:	Provide for emergency purchasing, consumer protection, nondiscrimination, administration of insurance claims, duplication of benefits, and use of local firms. Reference any mutual aid agreements.
7	PRESERVATION OF HISTORIC SITES:	Describe provisions made to preserve and protect historic sites within the Parish in the event of an emergency.
8	SPECIAL NEEDS POPULATIONS:	Describe provisions made to address the special needs of populations such as the elderly, disabled and non-English speaking persons. Describe the annual reassessment used address any changes in the resident population.

9	TRAINING REQUIREMENTS:	Describe arrangements made to coordinate with local jurisdictions to determine the type and level of training required for emergency operations assignments to cover all phases of emergency operations.
10	RECORD KEEPING:	Describe arrangements made for recordkeeping and the collections of logs used to document actions taken and costs associated with assistance rendered during emergency operations.
11	MUTUAL AID AGREEMENTS:	Describe Mutual Aid Agreements (MAA) and Memorandums of Agreement (MOA) between Parish jurisdictions and neighboring Parishes and/or Municipalities.
12	PLAN MAINTAINANCE:	Describe the program in place to maintain and update the plan periodically or as needed to correct deficiencies identified by exercises, incidents and/or changes to Parish government structure, etc.
13	NIMS AND ICS COMPLIANCE:	Suggested verbiage: The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS. Pelican Parish adopts the NIMS guidance by reference.

Recommended Appendices

1	ORGANIZATIONAL CHART:	Identify key workers, lines of succession and delegations of authority necessary to provide for continuity of government to ensure the survival of the governmental structure and its operational capability. Include the preservation of records necessary to maintain continuity of government. Provide legal documentation to support lines of succession and written delegations of authority.
2	RESOURCE LISTS:	Include of list of vital facilities, including key transportation facilities, critical material and equipment sources (food, fuel, key Parish and local governmental facilities (courthouse, fire station, jails, local EOC, etc.), health facilities (hospitals, clinics, drugstores) and special institutions (nursing homes, schools, daycares). A detailed map is recommended.
3	DEFINITIONS:	Define applicable terms, abbreviations and acronyms commonly used in emergency preparedness at the Federal, State, and Parish levels.

020 ESF 1 / Transportation Annex ***The following criteria must be contained in the Annex using the formatting guidelines described at the beginning of this section.***

1	PURPOSE AND SCOPE:	ESF 1 provides for the acquisition, provision and coordination of transportation for people and materials for emergency and disaster situations. The services and activities provided under this ESF will include the identification, acquisition, arrangement, mobilization and coordination of available parish government, school board, transportation agency, private industry and voluntary transportation equipment, manpower and technical expertise to meet the requirements of providing essential transportation services before, during and after emergencies and disasters. The ESF also covers the actions that need to be taken to facilitate transportation and overcome impediments in emergencies and disasters.
2	IDENTIFY RESOURCES:	Indicate the number and type of transportation assets needed to evacuate Parish residents. Identify the number of local and type (City, School, Coach, Head Start or Para-Transit) of transportation assets/buses that could assist with evacuation.
3	IDENTIFY NEEDS:	Identify at-risk populations; determine the number or percent of population that are homeless, living in trailers/mobile homes (e.g. double wide, FEMA trailers), or other non-permanent structures, and identify when these residents would need to evacuate in the event of an emergency. Estimate the number of Tourists, Special Needs, Sex Offenders, Inmates, Parish citizens, and Parish citizens with pets who would require local transportation to evacuate. Describe the transportation arrangements for these groups of people who are unable to supply their own transportation.
4	PET EVACUATION:	Describe arrangements for the evacuation of household pets in compliance with Act 615 (unless included in a separate "Pet Plan"). Also see ESF 11 for additional Criteria.
5	PARISH PICKUP POINTS:	Indicate the number and location of Parish Pickup Points. Identify who is responsible for managing Parish Pickup Points. Indicate who will assist in registering population at the Parish Pickup Points to be transported/ evacuated.
6	EVACUATION CONTROL:	Describe evacuation routes and address how the Parish evacuation routes will interact with routes used by neighboring jurisdictions, State Evacuation Plans and contraflow plans. Describe provisions for directing traffic, distributing evacuation information, rest facilities, emergency fuel, water, medical aid and emergency vehicle maintenance needs for evacuation. Describe how potential impediments to evacuation will be handled and arrangements made to give assistance to or emergency removal of vehicle with mechanical problems. Provide details on checkpoints, route capacity and vulnerability to hazards. A detailed map is recommended.
7	TRAINING REQUIREMENTS:	Describe arrangements made to coordinate with local jurisdictions to determine the type and level of training required for emergency operations assignments to cover all phases of emergency operations.
8	RECORD KEEPING:	Describe arrangements made for recordkeeping and the collections of logs used to document actions taken and costs associated with assistance rendered during emergency operations.
9	MUTUAL AID AGREEMENTS:	Describe Mutual Aid Agreements (MAA) and Memorandums of Agreement (MOA) between parish jurisdictions, neighboring parishes, private organizations and/or Municipalities to assist with and coordinate activities. If the parish is utilizing "Point-to-Point" sheltering, list the Mutual Aid Agreements with host parishes that will sponsor/shelter evacuees.

10	PLAN MAINTAINANCE:	Describe the program in place to maintain and update the plan periodically or as needed to correct deficiencies identified by exercises, incidents and/or changes to Parish government structure, etc.
11	NIMS AND ICS COMPLIANCE:	Suggested verbiage: The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS. Pelican Parish adopts the NIMS guidance by reference.

Recommended Appendices

1	ORGANIZATIONAL CHART:	Identify key workers, lines of succession and delegations of authority necessary to maintain emergency operations.																
2	OPERATIONAL REQUIREMENTS:	Describe the procedures, instructions, organizational structure and management of the Staging Areas and Parish Pickup Points. Identify facilities, personnel and supplies necessary for operations.																
3	SUPPLEMENTAL PLANNING:	This ESF should include specific planning for partial and total evacuation of populations visiting or living within the jurisdiction.																
4	RESOURCE LISTS:	<p>Examples:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">TAB A</td> <td>Public Works</td> </tr> <tr> <td>TAB B</td> <td>School Board</td> </tr> <tr> <td>TAB C</td> <td>Head Start Programs</td> </tr> <tr> <td>TAB D</td> <td>Mutual Aid Agreements</td> </tr> <tr> <td>TAB E</td> <td>Bus Companies</td> </tr> <tr> <td>TAB F</td> <td>Medical Transport</td> </tr> <tr> <td>TAB G</td> <td>Wreckers and Tow Trucks</td> </tr> <tr> <td>TAB H</td> <td>Back-up Driver Contact Roster</td> </tr> </table>	TAB A	Public Works	TAB B	School Board	TAB C	Head Start Programs	TAB D	Mutual Aid Agreements	TAB E	Bus Companies	TAB F	Medical Transport	TAB G	Wreckers and Tow Trucks	TAB H	Back-up Driver Contact Roster
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TAB D	Mutual Aid Agreements																	
TAB E	Bus Companies																	
TAB F	Medical Transport																	
TAB G	Wreckers and Tow Trucks																	
TAB H	Back-up Driver Contact Roster																	
5	DEFINITIONS:	Define applicable terms, abbreviations and acronyms commonly used in emergency preparedness at the Federal, State, and Parish levels.																

**030 ESF 2 /
Communication
and Warnings
Annex**

The following criteria must be contained in the Annex using the formatting guidelines described at the beginning of this section.

1	PURPOSE AND SCOPE:	Services under ESF 2 consist of the identification, mobilization and coordination of available Parish and local government owned, private industry and volunteer personnel and equipment essential to gather, coordinate and disseminate information before, during and after an impending or actual disaster situation. In the event that normal means of communications become overburdened or destroyed, communications and information processing personnel shall use private industry, amateur radio teams and State and Federal assistance while re-establishing primary communication systems. ESF 2 will also provide for the establishment of systems to disseminate to appropriate government officials and the general public timely forecasts of all hazards requiring emergency preparedness or response actions.
2	IDENTIFY RESOURCES:	Describe how the communications needs of the Parish are met during an emergency. List the all available methods of communication and the locations and capabilities of equipment. Describe the interaction of government, private industry and volunteers within the communications network.
3	IDENTIFY NEEDS:	Identify emergency communications needs. Designate the individual with primary responsibility for the establishment and maintenance of the emergency communications system and provide for the emergency call-up of communications personnel.
4	ALERT NOTIFICATION:	Designate the local warning point, the provisions for notification of key officials, alerting governmental staff and initiating public warning. List hazard specific warning procedures, to include warning receipt, verification and dissemination. List provisions for warning special populations such as schools, people with disabilities, daycare centers, nursing homes and any areas that are not covered by outdoor warning devices.
5	MAINTAINING CAPABILITIES:	Describe provisions for protection of telephone services and priority service restoration. Describe provisions for protection of radio communications equipment against the effects of Electromagnetic Pulse (EMP).
6	TRAINING REQUIREMENTS:	Describe arrangements made to coordinate with local jurisdictions to determine the type and level of training required for emergency operations assignments to cover all phases of emergency operations.
7	RECORD KEEPING:	Describe arrangements made for recordkeeping and the collections of logs used to document communications. Describe the procedures for handling messages and logging information.
8	MUTUAL AID AGREEMENTS:	Describe Mutual Aid Agreements (MAA) and Memorandums of Agreement (MOA) between parish jurisdictions, neighboring parishes, private organizations and/or Municipalities to assist with and coordinate activities.
9	PLAN MAINTAINANCE:	Describe the program in place to maintain and update the plan periodically or as needed to correct deficiencies identified by exercises, incidents and/or changes to Parish government structure, etc.
10	NIMS AND ICS COMPLIANCE:	Suggested verbiage: The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is

		based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS. Pelican Parish adopts the NIMS guidance by reference.
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Recommended Appendices

1	ORGANIZATIONAL CHART:	Identify key workers, lines of succession and delegations of authority necessary to maintain emergency operations.
2	OPERATIONAL REQUIREMENTS:	Describe the procedures, instructions, organizational structure and management of the emergency communications system. Identify facilities, personnel and supplies necessary for operations.
3	SUPPLEMENTAL PLANNING:	This ESF should include specific planning for Emergency Communications within the jurisdiction to make use of all feasible methods of communication.
4	RESOURCE LISTS:	Examples: TAB A Personnel Call out List TAB B Equipment List TAB C Radio Frequency and Operators List TAB D Mutual Aid Agreements
5	DEFINITIONS:	Define applicable terms, abbreviations and acronyms commonly used in emergency preparedness at the Federal, State, and Parish levels.

040 ESF 3 / Public Works and Engineering Annex

The following criteria must be contained in the Annex using the formatting guidelines described at the beginning of this section.

1	PURPOSE AND SCOPE:	ESF 3 provides for the coordination of all available public works, engineering and construction resources and expertise in an emergency or disaster. It provides for the identification, agreement, mobilization and coordination of available parish government, private industry and volunteer resources to provide essential services before, during and after emergencies and disasters.
2	IDENTIFY RESOURCES:	Describe process used to maintain current resource lists that identify source, location and availability of equipment such as: dump trucks, road graders, dewatering pumps and associated hoses and generators, fuel sources, etc., that are available to support emergency operations.
3	IDENTIFY NEEDS:	Provide for adequate supplies of sand and sand bags, and identify storage and distribution sites for public access. Require the maintenance of emergency equipment to ensure that all equipment is in good repair. Require the maintenance of essential department facilities and assistance in securing them against damage. Provide for the repair and restoration of essential services and vital facilities.
4	POINTS OF DISTRIBUTION:	Indicate the number and location of Points of Distribution (PODs) within the parish. Identify who is responsible for managing and staffing PODs. Provide for adequate supplies of tarps, sand and sand bags, and identify storage and distribution sites for public access.
5	EMERGENCY PURCHASING:	Provide for emergency purchasing, consumer protection, nondiscrimination, administration of insurance claims, duplication of benefits, and use of local firms. Reference any mutual aid agreements. Provide for the identification of private contractors and notification of emergency services contracting procedures.
6	EMERGENCY INSPECTIONS:	Describe the procedures for the basic, initial clearance of debris from local roadways to allow emergency ingress/egress of area. Describe the procedure for emergency inspection, engineering and maintenance of roads, bridges and essential facilities of drainage and flood protection (e.g. levees). Describe the procedure for inspection, designation and demolition of hazardous structures.
7	PERSONNEL REQUIREMENTS:	Provide for Public Works assistance for evacuation, placing barricades, radio operation, shelter and food for key employees during emergency operations, damage assessment, and debris management operations. Detail support for essential operations and services in risk areas. Provide details on training and exercising for all personnel.
8	TRAINING REQUIREMENTS:	Describe arrangements made to coordinate with local jurisdictions to determine the type and level of training required for emergency operations assignments to cover all phases of emergency operations.
9	RECORD KEEPING:	Describe arrangements made for recordkeeping and the collections of logs used to document actions taken and costs associated with assistance rendered during emergency operations.
10	MUTUAL AID AGREEMENTS:	Describe Mutual Aid Agreements (MAA) and Memorandums of Agreement (MOA) between parish jurisdictions, neighboring parishes, private organizations and/or Municipalities to assist with and coordinate activities.

11	PLAN MAINTAINANCE:	Describe the program in place to maintain and update the plan periodically or as needed to correct deficiencies identified by exercises, incidents and/or changes to Parish government structure, etc.
12	NIMS AND ICS COMPLIANCE:	Suggested verbiage: The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS. Pelican Parish adopts the NIMS guidance by reference.

Recommended Appendices

1	ORGANIZATIONAL CHART:	Identify key workers, lines of succession and delegations of authority necessary to maintain emergency operations.
2	OPERATIONAL REQUIREMENTS:	Describe the procedures, instructions, organizational structure and management of the emergency operations. Identify facilities, personnel and supplies necessary for operations.
3	SUPPLEMENTAL PLANNING:	This ESF should include specific planning for Debris Management and Public Assistance within the jurisdiction.
4	RESOURCE LISTS:	Examples: TAB A Personnel Call out List TAB B Equipment List TAB C Contractors and Equipment Suppliers List TAB D Mutual Aid Agreements TAB E Utilities Providers List
5	DEFINITIONS:	Define applicable terms, abbreviations and acronyms commonly used in emergency preparedness at the Federal, State, and Parish levels.

**050 ESF 4 /
Firefighting
Annex**

The following criteria must be contained in the Annex using the formatting guidelines described at the beginning of this section.

1	PURPOSE AND SCOPE:	ESF 4 provides for the detection, control and suppression of rural and urban fires caused by or incident to natural or technological events. Services provided under this ESF shall include actions taken through the application of equipment, manpower and technical expertise to control and suppress fires that have or threaten to become disasters. Provision of such services will be in accordance with mutual aid compact agreements with local governments, private industry, and other parishes using established recognized standards of fire fighting methods under the Incident Command System.
2	IDENTIFY RESOURCES:	Describe process used to maintain current resource lists that identify source, location and availability of all firefighting equipment available to support emergency operations. Maintain updated lists of resources (personnel and equipment, with locations) and establish and renew mutual aid agreements. Detail plans for the activation of auxiliary and volunteer support groups as needed. Require the maintenance of emergency equipment to ensure that all equipment is in good repair.
3	IDENTIFY NEEDS:	Require the maintenance of essential department facilities and assistance in securing them against damage. Provide for the repair and restoration of essential services and vital facilities.
4	PUBLIC SUPPORT:	Conduct fire safety education programs for the public. Advise public officials on needed changes to fire and zoning codes and enforce the fire codes. Inspect shelters and key facilities for fire safety. Assist with search and rescue operations. Provide backup support for operation of the public warning system.
5	HAZMAT AND RADIOLOGICAL:	Identify industrial hazards; describe integration between municipal and private firefighting services. Alert all emergency support services to the dangers associated with technological hazards such as HAZMAT incidents and fire during emergency operations. Support radiological protection activities.
6	PERSONNEL REQUIREMENTS:	Identify levels of deployment of fire personnel and equipment in the event of an emergency; including alarm levels and assignments. Indicate minimum staffing levels for normal operations and emergency operations and identify personnel recall procedures for incidents. Provide details on training and exercising for all personnel.
7	TRAINING REQUIREMENTS:	Describe arrangements made to coordinate with local jurisdictions to determine the type and level of training required for emergency operations assignments to cover all phases of emergency operations.
8	RECORD KEEPING:	Describe arrangements made for recordkeeping and the collections of logs used to document actions taken and costs associated with assistance rendered during emergency operations.
9	MUTUAL AID AGREEMENTS:	Describe Mutual Aid Agreements (MAA) and Memorandums of Agreement (MOA) between parish jurisdictions, neighboring parishes, private organizations and/or Municipalities to assist with and coordinate activities.

10	PLAN MAINTAINANCE:	Describe the program in place to maintain and update the plan periodically or as needed to correct deficiencies identified by exercises, incidents and/or changes to Parish government structure, etc.
11	NIMS AND ICS COMPLIANCE:	Suggested verbiage: The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS. Pelican Parish adopts the NIMS guidance by reference.

Recommended Appendices

1	ORGANIZATIONAL CHART:	Identify key workers, lines of succession and delegations of authority necessary to maintain emergency operations.
2	OPERATIONAL REQUIREMENTS:	Describe the procedures, instructions, organizational structure and management of the emergency operations. Identify facilities, personnel and supplies necessary for operations.
3	RESOURCE LISTS:	<p>Examples:</p> <p>TAB A Personnel Call out List</p> <p>TAB B Equipment List</p> <p>TAB C Mutual Aid Agreements</p> <p>TAB D Helipad Location Maps and Point of Contact List</p> <p>TAB E Fire Station Location Maps and Point of Contact List</p>
4	DEFINITIONS:	Define applicable terms, abbreviations and acronyms commonly used in emergency preparedness at the Federal, State, and Parish levels.

**060 ESF 5 /
Emergency
Management
Annex**

The following criteria must be contained in the Annex using the formatting guidelines described at the beginning of this section.

1	PURPOSE AND SCOPE:	ESF 5 Emergency Management encompasses all emergency activities conducted by parish and local governments, private industry and volunteer organizations before, during and after an event. This ESF includes preparation for emergencies, the analysis of potential hazards and capabilities within the parish, and the development of plans, procedures, agreements and arrangements to deal with emergencies and disasters. It also includes the training of parish government, local government and volunteer personnel and the exercising of plans. When emergencies occur, ESF 5 responsibilities will include activating the parish Emergency Operations Center (EOC), collecting, communicating and analyzing information about impending and impacting emergencies, assessing the impact and damages from emergencies, coordinating evacuation activities, setting all available resources into motion and restoring the affected people and property to their pre-disaster condition, wherever possible.
2	IDENTIFY RESOURCES:	Designate the site of the EOC and the alternate EOC. Describe EOC functions, layout, use of displays and message forms, and procedures for bringing the EOC to full readiness on a continuous 24-hour basis. Describe the process for activating and deploying an on-scene Command Post, designate the official responsible for on-scene direction and control during an emergency.
3	IDENTIFY NEEDS:	Describe provisions to provide for the repair and restoration of essential services and vital facilities and the maintenance of essential facilities and assistance in securing them against damage. Describe internal security and access control measures. Identify and provide for emergency supplies such as food, water and other commodities necessary to maintain operations.
4	DAMAGE ASSESSMENT:	Maintain a current list of critical facilities and parish buildings and structures requiring priority assessment. Provide for the review of building codes and land use regulations for possible improvements. Describe the activation of disaster assessment teams and begin collecting data at the onset of an emergency to collect, report, analyze and retain assessment information and to inform officials of hazardous facilities, bridges, roads, etc. and advise on priority repairs and unsafe structures. Provide for the continuation of assessment surveys to monitor restoration activities. Provide for assistance to the PIO in providing instructional and educational materials for the general public.
5	SITE EVACUATION:	Provide information on EOC elevation and analysis of how flooding, a storm surge or other adverse event will effect operations at the EOC. Describe the types of emergencies that would cause an evacuation of the EOC, describe the process of evacuating the EOC and activating alternate site(s). Include a map of the areas and an evacuation route map.
6	PERSONNEL REQUIREMENTS:	Indicate minimum staffing levels for normal operations and emergency operations and identify personnel recall procedures for incidents. Designate the official who manages the EOC during emergencies and disasters. List the personnel who are assigned to the EOC, by title or position and their responsibilities. Provide for the appointment of an Authorized Agent to represent the parish on joint parish/state/federal assessment teams and for fiscal matters. Provide for the appointment of a Damage Assessment Officer and an Impact Assessment Team,

		define the responsibilities of each team member and provide training in assessment techniques.
7	TRAINING REQUIREMENTS:	Determine the type and level of training required for emergency operations assignments to cover all phases of emergency operations. Describe the recruitment and screening of instructors and participants for required courses. Designate a training officer to be responsible for training and exercises. Provide details on training and exercising for all personnel to obtain and maintain critical skill-sets and ensure there are a sufficient number of personnel trained to use Web EOC or similar emergency management software. Describe process for briefing of all department heads and agencies on plans, procedures and training for their personnel. Designate department heads, emergency service groups and EOC staff sections as responsible for training their own personnel in their primary functions.
8	RECORD KEEPING:	Describe arrangements made for recordkeeping and the collections of logs, photographs and videotape used to document actions taken and costs associated with assistance rendered during emergency operations. Describe the process for obtaining, analyzing, reporting and retaining emergency and disaster related information; to include casualties, evacuations, sheltering, radiation doses, and chemical contamination, to be made available to EOC staff and/or field forces. Describe process used to compile damage reports for appropriate agencies and prepare documentation for submission to state and federal agency representatives.
9	MUTUAL AID AGREEMENTS:	Describe Mutual Aid Agreements (MAA) and Memorandums of Agreement (MOA) between parish jurisdictions, neighboring parishes, private organizations and/or Municipalities to assist with and coordinate activities.
10	PLAN MAINTAINANCE:	Describe the program in place to maintain and update the plan periodically or as needed to correct deficiencies identified by exercises, incidents and/or changes to Parish government structure, etc. Require coordination of exercise design teams and the training of team members, controllers, simulators and evaluators. Require scheduling, design and evaluation of exercises.
11	NIMS AND ICS COMPLIANCE:	Suggested verbiage: The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS. Pelican Parish adopts the NIMS guidance by reference.

Recommended Appendices

1	ORGANIZATIONAL CHART:	Identify key workers, lines of succession and delegations of authority necessary to maintain emergency operations.
2	OPERATIONAL REQUIREMENTS:	Describe the procedures, instructions, organizational structure and management of the emergency operations. Identify facilities, personnel and supplies necessary for operations.
3	SUPPLIMENTAL PLANNING:	This ESF should include specific planning for Continuity of Operations (COOP), such as alternate EOP locations and devolution planning for the jurisdiction.
4	RESOURCE LISTS:	Note: ESF 5 includes previously separate annexes and covers a broad range of responsibilities. It may be necessary to develop separate appendices to address

		<p>specific functions. Examples: TAB A Personnel Call out List TAB B Equipment List TAB C Mutual Aid Agreements TAB D EOC Security procedures TAB E EOC Layout and Floor Plans TAB F Training and Exercise schedule</p>
5	DEFINITIONS:	<p>Define applicable terms, abbreviations and acronyms commonly used in emergency preparedness at the Federal, State, and Parish levels.</p>

070 ESF 6 / Mass Care, Emergency Assistance, Housing and Human Services Annex

The following criteria must be contained in the Annex using the formatting guidelines described at the beginning of this section.

1	<p>PURPOSE AND SCOPE:</p>	<p>ESF 6 coordinates the delivery of Mass Care, Emergency Assistance, Housing and Human Services to provide support for victims of natural and technological emergencies and disasters:</p> <p>Mass Care: Includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members. Mass Care will provide shelter during the emergency period and immediately following the disaster, in which victims are housed as a result of evacuation or, on a limited basis, pending repair of dwellings or assignment and movement into temporary housing. Emergency shelter is not intended for prolonged periods (no longer than 60 days) of occupancy due to the emergency nature of the activity and the requirements for mass feeding, distribution of comfort and relief supplies and emergency first aid. Shelter will include the mass feeding of victims and emergency workers through a combination of fixed sites, mobile feeding units and bulk distribution of food. Mass Care will coordinate with the appropriate Public Health representatives and other medical agencies to ensure the provision of emergency first aid for victims and emergency workers at shelters and designated sites, and referral to appropriate medical facilities.</p> <p>Emergency Assistance: Assistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional “mass care” services provided at the local level are addressed. These services include: support to evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to special needs populations; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance. Mass Care will collect and provide information about individuals in the emergency area through an emergency registration system. Such information will be used to aid reunion of families and individuals separated by the emergency or disaster.</p> <p>Housing: Includes housing options such as rental assistance, repair, loan assistance, replacement, factory-built housing, semi-permanent and permanent construction, referrals, identification and provision of accessible housing, and access to other sources of housing assistance. Housing activities will provide for short and long-term housing needs of emergency and disaster victims.</p> <p>Human Services: Includes the implementation of disaster assistance programs to help disaster victims recover their non-housing losses, including programs to replace destroyed personal property, and help to obtain disaster loans, food stamps, crisis counseling, disaster unemployment, disaster legal services, support and services for special needs populations, and other Federal and State benefits.</p>
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		Human services include all government and relief organization actions to provide immediate assistance to victims of emergencies and disasters without regards to race, color, religion, nationality, sex, age, disability, limited English proficiency, or economic status. Human services may include, as appropriate, crisis counseling and supportive mental health services. Human services will include the provision and expedited processing of federal benefits claims, such as Social Security, disaster unemployment assistance, disaster food stamp distribution, Veterans benefits and tax refunds.
2	IDENTIFY RESOURCES:	Identify and maintain a list of suitable shelter and feeding facilities, and capacities such as schools, churches, motels, etc. Also highlight any point to point shelter locations and agreements that may exist between the parish and a partnering parish. Designate facilities, staff and resources needed for lodging institutionalized and/or people with disabilities. Designate facilities within commuting distance of the risk area for essential workers and their families. Identify upgradeable facilities, staff, and resources which can be used as an expedient or last resort shelter.
3	IDENTIFY NEEDS:	Describe provisions for the assignment of evacuees to shelters and feeding facilities. Identify how sex offenders will be identified, transported, and sheltered. (2006 Regular Session Act No. 285). Describe the process for crisis marking of unmarked shelters and for crisis upgrading of expedient shelters. Describe provisions for shelter stocking and re-supply.
4	EMERGENCY ASSISTANCE:	Assure availability of welfare assistance and services to eligible victims of emergencies and disasters. Establish on-site centers for granting relief to emergency/disaster victims. Coordinate all welfare assistance and services to individuals and families administered by public and private welfare or welfare-related agencies, VOAD, civic and church groups. Identify and maintain a list of suitable potential facilities that may be used to distribute disaster food stamps and other disaster relief.
5	SITE EVACUATION:	Provide information on shelter elevation and analysis of how flooding, a storm surge or other adverse event will effect operations. Describe the types of emergencies that would cause an evacuation of shelters, describe the process of evacuating shelters and relocation alternate site(s). Include a map of the areas and an evacuation route map.
6	PERSONNEL REQUIREMENTS:	Identify the responsibility for the assignment of trained managers and staff to all facilities during any period of shelter operations. Assign responsibility for management of reception and care activities, to include registration, staffing, lodging, feeding, processing evacuee information, and the provision of crisis counseling to disaster victims.
7	TRAINING REQUIREMENTS:	Determine the type and level of training required for emergency operations assignments to cover all phases of emergency operations. Designate a training officer to be responsible for training and exercises.
8	RECORD KEEPING:	Describe arrangements made for recordkeeping and the collections of logs, photographs and videotape used to document actions taken and costs associated with assistance rendered during emergency operations. Describe the process for obtaining, analyzing, reporting and retaining emergency and disaster related information; to include casualties, evacuations, sheltering, radiation doses, and chemical contamination, to be made available to EOC staff and/or field forces. Describe process used to compile damage reports for appropriate agencies and prepare documentation for submission to state and federal agency representatives.

9	MUTUAL AID AGREEMENTS:	Describe Mutual Aid Agreements (MAA) and Memorandums of Agreement (MOA) between parish jurisdictions, neighboring parishes, private organizations and/or Municipalities to assist with and coordinate activities. If the parish is utilizing “Point-to-Point” sheltering, list the Mutual Aid Agreements with host parishes that will sponsor/shelter evacuees.
10	PLAN MAINTAINANCE:	Describe the program in place to maintain and update the plan periodically or as needed to correct deficiencies identified by exercises, incidents and/or changes to Parish government structure, etc. Require coordination of exercise design teams and the training of team members, controllers, simulators and evaluators. Require scheduling, design and evaluation of exercises.
11	NIMS AND ICS COMPLIANCE:	Suggested verbiage: The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS. Pelican Parish adopts the NIMS guidance by reference.

Recommended Appendices

1	ORGANIZATIONAL CHART:	Identify key workers, lines of succession and delegations of authority necessary to maintain emergency operations.
2	OPERATIONAL REQUIREMENTS:	Describe the procedures, instructions, organizational structure and management of the emergency operations. Identify facilities, personnel and supplies necessary for operations.
3	SUPPLEMENTAL PLANNING:	This ESF should include specific planning for Donation and Volunteer Management and specific planning for shelters within the jurisdiction.
4	RESOURCE LISTS:	Note: ESF 6 includes previously separate annexes and covers a broad range of responsibilities. It may be necessary to develop separate appendices to address specific functions. Examples: TAB A Personnel Call out List TAB B Equipment List TAB C Mutual Aid Agreements TAB D Shelter List with addresses, Capacity and Contact information TAB E Counseling and Mental Health Providers List TAB F Human Services Providers List TAB G First Aid Providers List
5	DEFINITIONS:	Define applicable terms, abbreviations and acronyms commonly used in emergency preparedness at the Federal, State, and Parish levels.

080 ESF 7 / Resource Support Annex ***The following criteria must be contained in the Annex using the formatting guidelines described at the beginning of this section.***

1	PURPOSE AND SCOPE:	ESF-7 provides the resource support activities needed in emergencies and disasters. Resource support addresses the personnel, services, facilities, equipment, transportation, supply audit, commodity management, materiel and supplies needed for emergency and disaster operations, whether from government, private or volunteer source.
2	IDENTIFY RESOURCES:	Identify resource providers and assess the impact of emergencies and disasters on available resources and identifiable needs. Describe process used to manage day-to-day inventories to prevent unnecessary loss of resources and establish day-to-day plan for rotation of commodities (shelf-stable meals and bottled water) and any other resource with special storage requirements and or expiration dates. Provide for prompt and effective acquisition, distribution and use of personnel and material resources.
3	IDENTIFY NEEDS:	Identify resource providers and Points of Distribution (PODs) for the delivery of life sustaining commodities to the public. Designate centers to receive and distribute, as prioritized by the resource coordinator, for food, fuel, transportation and construction resources. Describe processes used for stocking and re-supply and any plans to pre-stage assets for delivery after storm. Describe the process for the relocation of essential resources outside of the risk area as needed. Assign responsibility to coordinate PODs with site owners and State Logistics and describe provisions used to coordinate material handling equipment to maintain emergency operations and maintain an up-to-date POD status as needed on parish POD board located on WebEOC. Describe the parish traffic plan for each POD to distribute food, water, tarps and other emergency supplies (maps are recommended). Identify and provide for emergency supplies such as food, water and other commodities necessary to maintain operations.
4	SITE EVACUATION:	Provide information on POD site elevation and analysis of how flooding, a storm surge or other adverse event will effect operations. Describe the types of emergencies that would cause an evacuation of POD sites, describe the process of evacuating POD sites and relocation alternate site(s). Include a map of the areas and an evacuation route map.
5	TRAINING REQUIREMENTS:	Determine the type and level of training required for emergency operations assignments to cover all phases of emergency operations. Designate a training officer to be responsible for training and exercises.
6	RECORD KEEPING:	Describe arrangements made for recordkeeping and the collections of logs, bill of ladings, or other paperwork documenting the receipt and distribution of materiel, actions taken and costs associated with assistance rendered during emergency operations. Describe process used to compile damage reports for appropriate agencies and prepare documentation for submission to state and federal agency representatives.
7	MUTUAL AID AGREEMENTS:	Describe Mutual Aid Agreements (MAA) and Memorandums of Agreement (MOA) between Parish jurisdictions, neighboring Parishes, private organizations and/or Municipalities to assist with and coordinate activities.

8	PLAN MAINTAINANCE:	Describe the program in place to maintain and update the plan periodically or as needed to correct deficiencies identified by exercises, incidents and/or changes to Parish government structure, etc. Require coordination of exercise design teams and the training of team members, controllers, simulators and evaluators. Require scheduling, design and evaluation of exercises.
9	NIMS AND ICS COMPLIANCE:	Suggested verbiage: The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS. Pelican Parish adopts the NIMS guidance by reference.

Recommended Appendices

1	ORGANIZATIONAL CHART:	Identify key workers, lines of succession and delegations of authority necessary to maintain emergency operations.														
2	OPERATIONAL REQUIREMENTS:	Describe the procedures, instructions, organizational structure and management of the emergency operations. Identify facilities, personnel and supplies necessary for operations.														
3	SUPPLEMENTAL PLANNING:	This ESF should include specific planning for Donation and Volunteer Management and specific planning for POD deployment within the jurisdiction.														
4	RESOURCE LISTS:	<p>Examples:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">TAB A</td> <td>Personnel Call out List</td> </tr> <tr> <td>TAB B</td> <td>Equipment List</td> </tr> <tr> <td>TAB C</td> <td>Mutual Aid Agreements</td> </tr> <tr> <td>TAB D</td> <td>POD List with addresses, Capacity and Contact information</td> </tr> <tr> <td>TAB E</td> <td>Food, Fuel and Supply distribution Lists</td> </tr> <tr> <td>TAB F</td> <td>Donation and Volunteer Management Plan</td> </tr> <tr> <td>TAB G</td> <td>Resource Providers List</td> </tr> </table>	TAB A	Personnel Call out List	TAB B	Equipment List	TAB C	Mutual Aid Agreements	TAB D	POD List with addresses, Capacity and Contact information	TAB E	Food, Fuel and Supply distribution Lists	TAB F	Donation and Volunteer Management Plan	TAB G	Resource Providers List
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TAB E	Food, Fuel and Supply distribution Lists															
TAB F	Donation and Volunteer Management Plan															
TAB G	Resource Providers List															
5	DEFINITIONS:	Define applicable terms, abbreviations and acronyms commonly used in emergency preparedness at the Federal, State, and Parish levels.														

090 ESF 8 / Health and Medical Services Annex *The following criteria must be contained in the Annex using the formatting guidelines described at the beginning of this section.*

1	PURPOSE AND SCOPE:	ESF 8 provides public health and sanitation, emergency medical, and hospital services, crisis counseling and mental health services to disaster victims and workers, to supplement and support disrupted or overburdened local medical personnel and facilities and relieve personal suffering and trauma. Public Health and Sanitation refers to the services, equipment and staffing needed to protect the health and general welfare of the public from communicable diseases, contamination and epidemics; the development and monitoring of health information; inspection of food and water quality and sanitation measures; immunizations; laboratory testing; animal and vector control; inspection of public drinking water supplies and sewage treatment services. Medical care refers to emergency and resident medical and dental care; doctors, technicians, supplies, equipment, ambulance and emergency medical services, hospitals, clinics and units, planning and operation of facilities and services. Crisis Counseling and Mental Health refer to the provision of professional personnel, services and facilities essential to relieve mental health problems caused or aggravated by a disaster or its aftermath.
2	IDENTIFY RESOURCES:	Identify all nursing homes, hospitals, and medical institutions in the parish. Identify hospitals, nursing homes, clinics and other facilities that could be incorporated into the ESF-8 network for sheltering and care. Describe process used to manage day-to-day inventories to prevent unnecessary loss of resources and establish day-to-day plan for rotation of commodities (shelf-stable meals and bottled water) and any other resource with special storage requirements and or expiration dates. Provide for prompt and effective acquisition, distribution and use of personnel and material resources.
3	IDENTIFY NEEDS:	Describe the process used for bi-annual capability assessment of health and medical facilities. Nursing homes must have emergency plans per Act 540, 2006 Regular Session. Indicate who will aid in the development and updating of emergency plans for nursing homes and home health agencies, including transportation and other community support requirements. Describe coordination with other agencies to provide transportation, communications, administration and supporting manpower. Identify and provide for emergency supplies such as food, water and other commodities necessary to maintain operations. Describe processes used to ensure that pre-designated MSNS are resourced (i.e. generators, security, etc) and for stocking and re-supply and any plans to pre-stage assets for delivery after storm. Describe provisions made for emergency medical care for essential workers in hazardous areas that have been evacuated by the general population and address the need for crisis counseling for emergency workers and victims of the disaster. Describe the process used for the issuance of health and sanitation instructions to the public and environmental health activities regarding waste disposal, refuse, food and water supplies and mosquito/vermin control. Designate a health and medical officer to direct and coordinate emergency medical operations. Provide for the inoculation of individuals as needed to prevent the spread of disease.
4	SITE EVACUATION:	Provide information on site elevation and analysis of how flooding, a storm surge or other adverse event will effect operations. Describe the types of emergencies that would cause an evacuation of facilities and describe procedures to reduce the

		patient population in hospitals, nursing homes and other health care facilities if evacuation is necessary, and continue medical care for those that cannot be evacuated. Include a map of the areas and an evacuation route map.
5	TRAINING REQUIREMENTS:	Determine the type and level of training required for emergency operations assignments to cover all phases of emergency operations. Designate a training officer to be responsible for training and exercises. Provide for specialized training and exercises for emergency operations and crisis augmentation of volunteer personnel, including doctors, nurses, aides, paramedics, trained volunteers i.e. CERT, MRC, etc.
6	RECORD KEEPING:	Describe arrangements made for recordkeeping and the collections of logs, bill of lading, or other paperwork documenting the receipt and distribution of materiel, actions taken and costs associated with assistance rendered during emergency operations. Describe process used to compile damage reports for appropriate agencies and prepare documentation for submission to state and federal agency representatives. Provide for the tracking of patients injured or killed during disasters.
7	MUTUAL AID AGREEMENTS:	Describe Mutual Aid Agreements (MAA) and Memorandums of Agreement (MOA) between Parish jurisdictions, neighboring Parishes, private organizations and/or Municipalities to assist with and coordinate activities.
8	PLAN MAINTAINANCE:	Describe the program in place to maintain and update the plan periodically or as needed to correct deficiencies identified by exercises, incidents and/or changes to Parish government structure, etc. Require coordination of exercise design teams and the training of team members, controllers, simulators and evaluators. Require scheduling, design and evaluation of exercises.
9	NIMS AND ICS COMPLIANCE:	Suggested verbiage: The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS. Pelican Parish adopts the NIMS guidance by reference.

Recommended Appendices

1	ORGANIZATIONAL CHART:	Identify key workers, lines of succession and delegations of authority necessary to maintain emergency operations.
2	OPERATIONAL REQUIREMENTS:	Describe the procedures, instructions, organizational structure and management of the emergency operations. Identify facilities, personnel and supplies necessary for operations.
3	SUPPLEMENTAL PLANNING:	This ESF should include specific planning for Mass Fatalities that includes tiered response trigger points used for activating the regional Mass Fatality provisions based on numbers and /or types of fatalities that might overwhelm resources available within the jurisdiction. Planning should identify contact information for parish coroner and funeral directors located in Parish and provide for pre-designated temporary morgue sites.
4	RESOURCE LISTS:	<p>Examples:</p> <p>TAB A Personnel Call out List</p> <p>TAB B Equipment List Medical Transport List</p> <p>TAB C Medical Transport Resource List</p> <p>TAB D Parish Health and Medical Facilities List</p> <p>TAB E Municipal Health and Medical Facilities List</p> <p>TAB F Nursing Home, Assisted Living and Home Health Resources List</p> <p>TAB G Special Medical Needs Shelters List</p> <p>TAB G Mutual Aid Agreements</p> <p>TAB H Mass Fatality Plan to tie in with Regional Planning</p>
5	DEFINITIONS:	Define applicable terms, abbreviations and acronyms commonly used in emergency preparedness at the Federal, State, and Parish levels.

100 ESF 9 / Search and Rescue Annex *The following criteria must be contained in the Annex using the formatting guidelines described at the beginning of this section.*

1	PURPOSE AND SCOPE:	ESF 9 provides for a trained and equipped emergency rescue response force with the capability to conduct life saving search and rescue operations during extraordinary conditions. The goal of Search and Rescue (SAR) operations is to save the lives of people who are unable to ensure their own survival without assistance. Search activities include locating individuals missing or reported missing, in jeopardy, or possible jeopardy, of life and limb. Rescue activities require the utilization of organized and trained personnel to extricate persons trapped in damaged buildings, shelters, vehicles and other enclosures, or from remote or contaminated areas; and to provide first aid or emergency medical treatment and arrange for removal of persons to safety.
2	IDENTIFY RESOURCES:	Identify specialized parish and state Search and Rescue resources, agency roles and responsibilities and local coordination and liaison activities. The parish EOC should serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-9; describe how SAR coordination will be handled within the jurisdiction. All participating SAR teams will coordinate their efforts with the lead SAR Branch Director who in turn will report to the Incident Commander(s) at the scene(s) using the ICS structure. Within this structure, provisions should be made to allow each responding SAR Team to use their in house chain-of-command to insure operational control. Identify available resources and their location and describe capabilities for all types of SAR (wilderness, swift water, Urban Search and Rescue). Provide details on multi-agency response to provide adequate coverage of SAR missions.
3	IDENTIFY NEEDS:	Describe the personnel and resource requirements necessary to maintain a specially trained and equipped Urban Search and Rescue (USAR) Teams. Provide a communications plan (radios) for SAR coordination that includes backup or alternate communication systems (cellular, public telephones and pagers) available in the jurisdiction. In the event of a downed aircraft, the Federal Aviation Administration is responsible for locating the down aircraft, but the parish is responsible for coordinating the ground rescue and/or recovery operations of victims. Identify needs specific to a downed aircraft scenario. Identify and provide for emergency supplies such as food, water and other commodities necessary to maintain operations.
4	TRAINING REQUIREMENTS:	Determine the type and level of training required for emergency operations assignments to cover all phases of emergency operations. Designate a training officer to be responsible for training and exercises. Identify training requirements for all types of SAR (wilderness, swift water, Urban Search and Rescue) and provide details on multi-agency training to provide adequate coverage of SAR missions.
5	RECORD KEEPING:	Describe arrangements made for recordkeeping and the collections of logs, bill of ladings, or other paperwork documenting the receipt and distribution of materiel, actions taken and costs associated with assistance rendered during emergency operations. Describe process used to compile damage reports for appropriate agencies and prepare documentation for submission to state and federal agency representatives.

6	MUTUAL AID AGREEMENTS:	Describe Mutual Aid Agreements (MAA) and Memorandums of Agreement (MOA) between Parish jurisdictions, neighboring Parishes, private organizations and/or Municipalities to assist with and coordinate activities.
7	PLAN MAINTAINANCE:	Describe the program in place to maintain and update the plan periodically or as needed to correct deficiencies identified by exercises, incidents and/or changes to Parish government structure, etc. Require coordination of exercise design teams and the training of team members, controllers, simulators and evaluators. Require scheduling, design and evaluation of exercises.
8	NIMS AND ICS COMPLIANCE:	Suggested verbiage: The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS. Pelican Parish adopts the NIMS guidance by reference.

Recommended Appendices

1	ORGANIZATIONAL CHART:	Identify key workers, lines of succession and delegations of authority necessary to maintain emergency operations.
2	OPERATIONAL REQUIREMENTS:	Describe the procedures, instructions, organizational structure and management of the emergency operations. Identify facilities, personnel and supplies necessary for operations.
3	SUPPLEMENTAL PLANNING:	This ESF should include specific planning for Search and Rescue Operations, Team Classification and special equipment needs within the jurisdiction. Note that Maps should use the MGRS grid system. (this is the national grid system) Each Parish should have 2 wall maps available for incoming SAR teams and have 5 bound 8 ½ by 11 books with the MGRS maps for quadrant searches. Parishes should forward their files to GOHSEP so that it can be added to Virtual Louisiana. File types should be a shape, excel, or CSV file.
4	RESOURCE LISTS:	Examples: TAB A Personnel Call out List TAB B Equipment List TAB C Mutual Aid Agreements TAB D Helipad Location Maps and Point of Contact List TAB E Parish Maps with search Quadrants
5	DEFINITIONS:	Define applicable terms, abbreviations and acronyms commonly used in emergency preparedness at the Federal, State, and Parish levels.

110 ESF 10 /

**Hazardous
Materials and
Fixed Nuclear
Facility Annex**

The following criteria must be contained in the Annex using the formatting guidelines described at the beginning of this section.

1	PURPOSE AND SCOPE:	ESF 10 provides for an effective and efficient response to and recovery from hazardous materials (HAZMAT) and radiological incidents that threaten the environment of the parish and the lives and property of its citizens. Hazardous materials include oil spills. This ESF coordinates parish, local government and private resources responding to and remedying oil spills, HAZMAT incidents and radiological releases. Actions in this function can range from the detection of a release of spill, through the provision of initial response actions, to the request of state assistance and procurement of a contractor, to coordination of joint local, parish, state and federal operations under the Incident Command System, to the final inspection and approval of remedial and restoration work.
2	IDENTIFY RESOURCES:	Describe, reference, or include legal authorities of the jurisdictions whose HAZMAT emergency response roles are described in ESF 10, including authorities of the local emergency planning committee and the local jurisdictions within the parish. Designate a local emergency manager (coordinator) and facility emergency managers, who shall make determinations necessary to implement HAZMAT emergency plans. Identify the major findings from the hazard analysis, (date of analysis should be provided) which should consist of: Worst case scenarios of fixed facilities, transportation incidents and any other potentially dangerous situation that may occur as a result of a hazardous material release. Include methods for determining that a release of an extremely hazardous substance has occurred and the area of population affected. Identify specialized parish and state hazmat resources, agency roles and responsibilities and local coordination and liaison activities. Describe process used for the timely reporting and notification of contamination incidents. Describe provisions for personnel exposed to hazardous substances within hazard area and provide for decontamination of personnel, victims, equipment and facilities. List the levels of response codes, conditions for each, and indicate responsible organizations at each level. Identify responsible officials in the parish and describe the methods by which they will notify the public of a release of hazardous materials. Describe the role of the affected facilities in the evacuation decision making process. Explain the allocation of responsibilities among local authorities, affected facilities, and responsible parties for these activities. Include a description of emergency equipment at each facility, in the community, subject to the requirements of this subtitle and identify, by title, persons responsible for such equipment and facilities. Describe emergency response capabilities and the expertise in the private sector that might be available to assist local responders, facility managers, and transportation companies during emergencies. Include methods and procedures to be followed by medical personnel to respond to a release of hazardous substances. Describe the procedures for conducting health assessments upon which to base protective action decisions and describe methods for determining the areas likely to be affected by a release. Describe evacuation plans, including those for precautionary evacuations and alternative traffic routes.

3	IDENTIFY NEEDS:	Identify facilities that possess extremely hazardous substances and the transportation routes along which such substances may move within the parish. Identify and describe other facilities that may contribute additional risks by virtue of their proximity to the above mentioned facilities. Identify and describe facilities that are subject to additional risks due to their proximity to facilities with extremely hazardous substances, such as health care facilities. List scenarios that might develop from any accident at the affected facilities or along any transportation routes. Describe the personnel and resource requirements necessary to maintain a specially trained and equipped monitoring team and distribution of stored monitoring equipment. Provide a communications plan (radios) for hazmat coordination that includes backup or alternate communication systems (cellular, public telephones and pagers) available in the jurisdiction. Include methods for providing reliable, effective, and timely notification by a facility, a transporter, or other regulated agencies to local, state, and federal emergency personnel, of an radiological or hazmat release in the jurisdiction. Describe methods or means to be used by facility emergency managers within the parish to give notification of any release to local emergency managers of any potentially affected parishes and SERC's, in compliance with Section 304 of Title III. Include methods and procedures to be followed by facility owners and operators and local emergency personnel to respond to a release of extremely hazardous substances. Identify and provide for emergency supplies such as food, water and other commodities necessary to maintain operations.
4	TRAINING REQUIREMENTS:	Determine the type and level of training required for emergency operations assignments to cover all phases of emergency operations. Designate a training officer to be responsible for training and exercises. Describe training of hazmat and radiological protection personnel including monitoring, response and medical needs personnel. Advice decision makers of potential hazardous materials dangers and give protective action recommendations for the public at risk and conduct hazardous materials safety education programs for the public.
5	RECORD KEEPING:	Describe arrangements made for recordkeeping and the collections of logs, bill of ladings, or other paperwork documenting the receipt and distribution of materiel, actions taken and costs associated with assistance rendered during emergency operations. Describe process used to compile damage reports for appropriate agencies and prepare documentation for submission to state and federal agency representatives.
6	MUTUAL AID AGREEMENTS:	Describe Mutual Aid Agreements (MAA) and Memorandums of Agreement (MOA) between Parish jurisdictions, neighboring Parishes, private organizations and/or Municipalities to assist with and coordinate activities.
7	PLAN MAINTAINANCE:	Provide a list of organizations and titles of persons receiving the annex or amendments and the date that the annex was transmitted. Describe the program in place to maintain and update the plan periodically or as needed to correct deficiencies identified by exercises, incidents and/or changes to Parish government structure, etc. Require coordination of exercise design teams and the training of team members, controllers, simulators and evaluators. Require scheduling, design and evaluation of exercises. Provide a section that describes methods for maintaining and revising the annex and recording all changes made to the annex.
8	NIMS AND ICS COMPLIANCE:	Suggested verbiage: The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System

		(UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS. Pelican Parish adopts the NIMS guidance by reference.
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Recommended Appendices

1	ORGANIZATIONAL CHART:	Identify key workers, lines of succession and delegations of authority necessary to maintain emergency operations.												
2	OPERATIONAL REQUIREMENTS:	Describe the procedures, instructions, organizational structure and management of the emergency operations. Identify facilities, personnel and supplies necessary for operations.												
3	SUPPLEMENTAL PLANNING:	This ESF should include specific planning for Oil Spill Management, Radiological and Hazmat release to include evacuation and special equipment needs within the jurisdiction. Additional criteria required by the Louisiana Emergency Response Commission (LERC) should be addressed in this annex.												
4	RESOURCE LISTS:	<p>Examples:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">TAB A</td> <td>Personnel Call out List</td> </tr> <tr> <td>TAB B</td> <td>Equipment List</td> </tr> <tr> <td>TAB C</td> <td>Industrial and Nuclear Facility List</td> </tr> <tr> <td>TAB D</td> <td>Fixed Nuclear Facility Plan</td> </tr> <tr> <td>TAB E</td> <td>Oil Spill and Chemical Release Plan</td> </tr> <tr> <td>TAB F</td> <td>Mutual Aid Agreements</td> </tr> </table>	TAB A	Personnel Call out List	TAB B	Equipment List	TAB C	Industrial and Nuclear Facility List	TAB D	Fixed Nuclear Facility Plan	TAB E	Oil Spill and Chemical Release Plan	TAB F	Mutual Aid Agreements
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TAB B	Equipment List													
TAB C	Industrial and Nuclear Facility List													
TAB D	Fixed Nuclear Facility Plan													
TAB E	Oil Spill and Chemical Release Plan													
TAB F	Mutual Aid Agreements													
5	DEFINITIONS:	Define applicable terms, abbreviations and acronyms commonly used in emergency preparedness at the Federal, State, and Parish levels.												

**120 ESF 11 /
Agriculture
Annex**

The following criteria must be contained in the Annex using the formatting guidelines described at the beginning of this section.

1	PURPOSE AND SCOPE:	<p>ESF 11 provides protection for the state’s food supply to ensure that the population of the parish is provided adequate and healthy nutrition during and after natural and technological emergencies and disasters. It is also concerned with diseases and infestations that could affect plant, animal and cultivated seafood species, and with animal evacuation, sheltering and health care. ESF 11 covers the whole range of nutritional assurance and plant, animal and cultivated seafood health and safety in all types of natural and technological threats.</p> <p>Pet Plan: Pursuant to Act 615 Regular Session, 2006 the parish office of homeland security and emergency preparedness, in consultation with experts in the fields of animal sheltering shall formulate emergency operation plans for the humane evacuation, transport, and temporary sheltering of service animals and household pets in times of emergency or disaster. This plan must be submitted to GOHSEP and the Louisiana Department of Agriculture and Forestry on an annual basis on or before March 1st each year.</p> <p>A parish OHSEP may choose to designate a local parish department or local entity as the primary lead for the evacuation, transportation, or sheltering of household pets and service animals. The parish OHSEP must provide written notification of such appointments to the Department of Agriculture and Forestry and GOHSEP along with the department’s physical location and contact information.</p> <p>Entities that regularly provide sheltering services to animals are required to create an evacuation plan for the animals that shall be made available to the public upon request and filled with the Louisiana Department of Agriculture and Forestry, office of animal health services and their respective parish OHSEP.</p>
2	IDENTIFY RESOURCES:	<p>Describe the program in place to monitor the safety of the parish’s food supply. Identify veterinary resources available in the parish and develop health and safety standards and basic animal care standards for emergencies and disaster situations. Identify evacuation shelters that are equipped to accept and temporarily house household pets and canine SAR teams. These efforts should be coordinated with associated ESFs; provide details on multi-agency response to provide adequate coverage for animal related missions.</p>
3	IDENTIFY NEEDS:	<p>Identify daily fuel requirements and capacity from local first responders departments. Identify fuel burn rate for generators in parish and determine if there is a requirement or need for Ultra-Low Sulfur Diesel. Provide details on fuel planning (contract/vendor) with the parish.</p>
4	PET EVACUATION:	<p>Describe evacuation plans for service animals and household pets. Identify resources necessary to evacuate, transport and shelter persons who utilize service animals. Provide for pet and pet-owner evacuation and admission to shelters and inform facilities of their legal obligation to provide shelter to both the disabled person and the animal to the fullest extent possible without endangering human life. Allow pets in proper transport cages or carriers to utilize public transportation during an impending disaster when it does not endanger human life. The office is authorized to provide separate transportation for animals when necessary; in which case the parish is required to establish an identification system to reunite owners with separated pets. Implement and maintain a public information campaign to encourage individual responsibility for pet owners during an evacuation.</p>

5	TRAINING REQUIREMENTS:	Determine the type and level of training required for emergency operations assignments to cover all phases of emergency operations. Designate a training officer to be responsible for training and exercises.
6	RECORD KEEPING:	Describe arrangements made for recordkeeping and the collections of logs, bill of lading, or other paperwork documenting the receipt and distribution of materiel, actions taken and costs associated with assistance rendered during emergency operations. Describe process used to compile damage reports for appropriate agencies and prepare documentation for submission to state and federal agency representatives.
7	MUTUAL AID AGREEMENTS:	Describe Mutual Aid Agreements (MAA) and Memorandums of Agreement (MOA) between Parish jurisdictions, neighboring Parishes, private organizations and/or Municipalities to assist with and coordinate activities.
8	PLAN MAINTAINANCE:	Describe the program in place to maintain and update the plan periodically or as needed to correct deficiencies identified by exercises, incidents and/or changes to Parish government structure, etc. Require coordination of exercise design teams and the training of team members, controllers, simulators and evaluators. Require scheduling, design and evaluation of exercises.
9	NIMS AND ICS COMPLIANCE:	Suggested verbiage: The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS. Pelican Parish adopts the NIMS guidance by reference.

Recommended Appendices

1	ORGANIZATIONAL CHART:	Identify key workers, lines of succession and delegations of authority necessary to maintain emergency operations.
2	OPERATIONAL REQUIREMENTS:	Describe the procedures, instructions, organizational structure and management of the emergency operations. Identify facilities, personnel and supplies necessary for operations.
3	SUPPLEMENTAL PLANNING:	This ESF should include specific planning for Pet Evacuation and special equipment needs within the jurisdiction pursuant to Act 615 Regular Session, 2006. Additional specific planning is required to provide for Agricultural and Food Safety and emergency fuel consumption needs within the jurisdiction.
4	RESOURCE LISTS:	Examples: TAB A Personnel Call out List TAB B Equipment List TAB C Mutual Aid Agreements TAB D Agriculture and Food Safety Plan TAB E Animal Health, Welfare and Shelter Provider List TAB F Fuel Plan TAB G Pet Plan
5	DEFINITIONS:	Define applicable terms, abbreviations and acronyms commonly used in emergency preparedness at the Federal, State, and Parish levels.

130 ESF 12 / Energy Annex

The following criteria must be contained in the Annex using the formatting guidelines described at the beginning of this section.

1	PURPOSE AND SCOPE:	ESF 12 provides for a coordinated response to maintain or reestablish natural gas, electric and water and sewer utility services within a disaster area to best serve the needs of the parish's population. Services under this ESF include and encompass the restoration of natural gas, electric and water and sewer utilities subjected to interruption or destruction by emergencies and disasters on a priority basis.
2	IDENTIFY RESOURCES:	Identify utility providers to include public and private organizations. Provide for the coordination between the utility services coordinator and the resource coordinator.
3	IDENTIFY NEEDS:	Provide for the acquisition, mobilization and employment of resources to restore service to the affected public.
4	TRAINING REQUIREMENTS:	Determine the type and level of training required for emergency operations assignments to cover all phases of emergency operations. Designate a training officer to be responsible for training and exercises.
5	RECORD KEEPING:	Describe arrangements made for recordkeeping and the collections of logs, bill of ladings, or other paperwork documenting the receipt and distribution of materiel, actions taken and costs associated with assistance rendered during emergency operations. Describe process used to compile damage reports for appropriate agencies and prepare documentation for submission to state and federal agency representatives.
6	MUTUAL AID AGREEMENTS:	Describe Mutual Aid Agreements (MAA) and Memorandums of Agreement (MOA) between Parish jurisdictions, neighboring Parishes, private organizations and/or Municipalities to assist with and coordinate activities.
7	PLAN MAINTAINANCE:	Describe the program in place to maintain and update the plan periodically or as needed to correct deficiencies identified by exercises, incidents and/or changes to Parish government structure, etc. Require coordination of exercise design teams and the training of team members, controllers, simulators and evaluators. Require scheduling, design and evaluation of exercises.
8	NIMS AND ICS COMPLIANCE:	Suggested verbiage: The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS. Pelican Parish adopts the NIMS guidance by reference.

Recommended Appendices

1	ORGANIZATIONAL CHART:	Identify key workers, lines of succession and delegations of authority necessary to maintain emergency operations.
2	OPERATIONAL REQUIREMENTS:	Describe the procedures, instructions, organizational structure and management of the emergency operations. Identify facilities, personnel and supplies necessary for operations.
3	SUPPLEMENTAL PLANNING:	This ESF should include specific planning for Energy and Utility service coordination within the jurisdiction.
4	RESOURCE LISTS:	<p>Examples:</p> <p>TAB A Personnel Call out List</p> <p>TAB B Equipment List</p> <p>TAB C Mutual Aid Agreements</p> <p>TAB D Electricity Provider List</p> <p>TAB E Gas Provider List</p> <p>TAB F Water and Sewer Provider List</p>
5	DEFINITIONS:	Define applicable terms, abbreviations and acronyms commonly used in emergency preparedness at the Federal, State, and Parish levels.

140 ESF 13 / Public Safety and Security Annex *The following criteria must be contained in the Annex using the formatting guidelines described at the beginning of this section.*

1	PURPOSE AND SCOPE:	ESF 13 provides for the provision of law enforcement, emergency police and public safety services and legal authority in an emergency or disaster. Services under this ESF include the identification, mobilization and coordination of available Parish and municipal government and other public safety and legal manpower, expertise and equipment to minimize the adverse impact of an emergency or disaster on life and property in the affected area. Routine and emergency law enforcement, investigation, bomb disposal; traffic and crowd control, area access control, security, assistance with communications and transportation, determination of legal authority ramifications and related functions are included.
2	IDENTIFY RESOURCES:	Indicate the chief law enforcement officer for the parish. Identify law enforcement/public safety personnel and equipment resources within the parish. Provide for the emergency activation of regular and auxiliary personnel in an emergency. Indicate how auxiliary personnel and private security officers will be authorized to exercise law enforcement authority. Indicate who will be responsible for law enforcement communications systems.
3	IDENTIFY NEEDS:	Provide for the acquisition, mobilization and employment of resources to restore service to the affected public. Describe provisions made for disseminating warnings to the public and traffic control for evacuation and supply routes. Provide security for re-entry into disaster areas after the disaster utilizing the Louisiana State Police Statewide Credentialing Access Program. (http://www.lsp.org/pdf/lscap.pdf) Provide security for critical facilities, parish pick up points, reception centers and shelters. Describe provisions made for crowd and riot control incidents. Support damage assessment operations.
4	TERRORISM PLAN:	Summarize the terrorist threat analysis, identify areas of interest within the parish and describe any threats. Describe how law enforcement and Homeland Security and Emergency Preparedness agencies will work together to meet the challenges of a terrorist incident. Provide for on-scene Incident Command centers and Joint Operations centers. Indicate how conflicting agency objectives will be resolved so that all parties can work together cooperatively.
5	SITE EVACUATION:	Indicate the number and type of correctional facilities in the Parish. Describe the procedures in place to shelter in place or evacuate those facilities. Provide for assistance in evacuation and/or movement to shelters and security for disaster affected evacuated areas.
6	TRAINING REQUIREMENTS:	Determine the type and level of training required for emergency operations assignments to cover all phases of emergency operations. Designate a training officer to be responsible for training and exercises. Indicate who will review all jurisdiction emergency operations plans for law enforcement related information.
7	RECORD KEEPING:	Describe arrangements made for recordkeeping and the collections of logs, bill of ladings, or other paperwork documenting the receipt and distribution of materiel, actions taken and costs associated with assistance rendered during emergency operations. Describe process used to compile damage reports for appropriate agencies and prepare documentation for submission to state and federal agency representatives.
8	MUTUAL AID AGREEMENTS:	Describe Mutual Aid Agreements (MAA) and Memorandums of Agreement (MOA) between Parish jurisdictions, neighboring Parishes, private organizations and/or

		Municipalities to assist with and coordinate activities.
9	PLAN MAINTAINANCE:	Describe the program in place to maintain and update the plan periodically or as needed to correct deficiencies identified by exercises, incidents and/or changes to Parish government structure, etc. Require coordination of exercise design teams and the training of team members, controllers, simulators and evaluators. Require scheduling, design and evaluation of exercises.
10	NIMS AND ICS COMPLIANCE:	Suggested verbiage: The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS. Pelican Parish adopts the NIMS guidance by reference.

Recommended Appendices

1	ORGANIZATIONAL CHART:	Identify key workers, lines of succession and delegations of authority necessary to maintain emergency operations.
2	OPERATIONAL REQUIREMENTS:	Describe the procedures, instructions, organizational structure and management of the emergency operations. Identify facilities, personnel and supplies necessary for operations.
3	SUPPLIMENTAL PLANNING:	This ESF should include specific planning for Disaster/ Evacuation Area security and a Terrorism specific appendix to coordinate operations within the jurisdiction.
4	RESOURCE LISTS:	Examples: TAB A Personnel Call out List (Sherriff, Police, Private Security) TAB B Equipment List (Sherriff, Police, Private Security) TAB C Parish Facilities List TAB D Mutual Aid Agreements
5	DEFINITIONS:	Define applicable terms, abbreviations and acronyms commonly used in emergency preparedness at the Federal, State, and Parish levels.

**150 ESF 14 /
Recovery,
Mitigation and
Economic
Stabilization
Annex**

The following criteria must be contained in the Annex using the formatting guidelines described at the beginning of this section.

1	PURPOSE AND SCOPE:	ESF 14 is concerned with long-term policies and programs for community recovery, mitigation and economic stabilization. This ESF provides for the recovery of the parish from the long-term impacts and consequences of emergencies and disasters. The ESF addresses the stabilization of the parish and local economies and measures taken to reduce or eliminate risk from future emergencies and disasters, wherever possible.
2	IDENTIFY RESOURCES:	Describe recovery and mitigation activities within the jurisdiction. Describe the process used to develop and implement post-disaster zoning and land use ordinances and regulations.
3	IDENTIFY NEEDS:	Provide for the acquisition, mobilization and employment of resources to stabilize and restore services to the affected public.
4	RECORD KEEPING:	Describe arrangements made for recordkeeping and the collections of logs, bill of ladings, or other paperwork documenting the receipt and distribution of materiel, actions taken and costs associated with assistance rendered during emergency operations. Describe process used to compile damage reports for appropriate agencies and prepare documentation for submission to state and federal agency representatives.
5	MUTUAL AID AGREEMENTS:	Describe Mutual Aid Agreements (MAA) and Memorandums of Agreement (MOA) between Parish jurisdictions, neighboring Parishes, private organizations and/or Municipalities to assist with and coordinate activities.
6	PLAN MAINTAINANCE:	Describe the program in place to maintain and update the plan periodically or as needed to correct deficiencies identified by exercises, incidents and/or changes to Parish government structure, etc. Require coordination of exercise design teams and the training of team members, controllers, simulators and evaluators. Require scheduling, design and evaluation of exercises.
7	NIMS AND ICS COMPLIANCE:	Suggested verbiage: The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS. Pelican Parish adopts the NIMS guidance by reference.

Recommended Appendices

1	ORGANIZATIONAL CHART:	Identify key workers, lines of succession and delegations of authority necessary to maintain emergency operations.
2	OPERATIONAL REQUIREMENTS:	Describe the procedures, instructions, organizational structure and management of the emergency operations. Identify facilities, personnel and supplies necessary for operations.
3	SUPPLEMENTAL PLANNING:	This ESF should include specific planning for Recovery and Mitigation operations within the jurisdiction.
4	RESOURCE LISTS:	<p>Examples:</p> <p>TAB A Personnel Call out List</p> <p>TAB B Equipment List</p> <p>TAB C Parish Facilities List</p> <p>TAB D Mutual Aid Agreements</p>
5	DEFINITIONS:	Define applicable terms, abbreviations and acronyms commonly used in emergency preparedness at the Federal, State, and Parish levels.

160 ESF 15 / Public Information Annex *The following criteria must be contained in the Annex using the formatting guidelines described at the beginning of this section.*

1	PURPOSE AND SCOPE:	ESF 15 provides information and external communications to inform people about the threats from natural and technological emergencies and disasters and the precautions and response measures that the Parish and local governments are taking to protect and preserve life and property using all available methods and media. ESF 15 will also advise people of actions they need to take before and during emergencies and disasters. Public information provided before, during and after disasters and emergencies will provide clear, concise and accurate information on the existing situation in the disaster area. Every effort shall be made to minimize and counter rumors, hearsay and half-truths.
2	IDENTIFY RESOURCES:	Describe the resources used for information office as the official point of contact for the media during an emergency. Indicate who will act as Public Information Officer (PIO) to speak as authorized representative of the Parish President to of the parish in times of emergency. Describe the process used by the PIO to advise the Parish President and Parish OHSEP Director on all matters pertaining to public information and require PIO clearance of information with the Parish President before release. Describe the process used by all departments and agencies to coordinate with the PIO for the release of information to the public.
3	IDENTIFY NEEDS:	Describe the process used to provide for the preparation of Emergency Public Information (EPI) materials based on hazards affecting the jurisdiction and its dissemination to the public, to include appropriate protective actions. Describe process used to ensure that the resident with disabilities (i.e. visually impaired, hearing impaired, and the elderly) and non-English speaking are addressed through the media and through special communications means. Describe the process used to verify of all information and authenticate all sources. Provide for media monitoring and an active rumor control effort. Provide for continued dissemination of information after the emergency to keep people informed about restricted areas, re-entry, locator activities and government and private relief activities and services.
4	RECORD KEEPING:	Describe arrangements made for recordkeeping and the collections of logs, bill of ladings, or other paperwork documenting the receipt and distribution of materiel, actions taken and costs associated with assistance rendered during emergency operations. Describe process used to compile damage reports for appropriate agencies and prepare documentation for submission to state and federal agency representatives.
5	MUTUAL AID AGREEMENTS:	Describe Mutual Aid Agreements (MAA) and Memorandums of Agreement (MOA) between Parish jurisdictions, neighboring Parishes, private organizations and/or Municipalities to assist with and coordinate activities.
6	PLAN MAINTAINANCE:	Describe the program in place to maintain and update the plan periodically or as needed to correct deficiencies identified by exercises, incidents and/or changes to Parish government structure, etc. Require coordination of exercise design teams and the training of team members, controllers, simulators and evaluators. Require scheduling, design and evaluation of exercises.
7	NIMS AND ICS COMPLIANCE:	Suggested verbiage: The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is

		based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS. Pelican Parish adopts the NIMS guidance by reference.
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Recommended Appendices

1	ORGANIZATIONAL CHART:	Identify key workers, lines of succession and delegations of authority necessary to maintain emergency operations.
2	OPERATIONAL REQUIREMENTS:	Describe the procedures, instructions, organizational structure and management of the emergency operations. Identify facilities, personnel and supplies necessary for operations.
3	SUPPLEMENTAL PLANNING:	This ESF should include specific planning for special communications needs for residents with disabilities (visually impaired, hearing impaired, or the elderly) and support for foreign language translation to support public information operations within the jurisdiction.
4	RESOURCE LISTS:	Examples: TAB A Personnel Call out List TAB B Equipment List TAB C Parish Facilities List TAB D Mutual Aid Agreements
5	DEFINITIONS:	Define applicable terms, abbreviations and acronyms commonly used in emergency preparedness at the Federal, State, and Parish levels.

170 Responsibility Charts

Common Capabilities

1. Planning
2. Communications
3. Community Preparedness and Participation
4. Risk Management
5. Intelligence and Information Sharing and Dissemination

Prevent Mission Capabilities

6. Information Gathering and Recognition of Indicators and Warning
7. Intelligence Analysis and Production
8. Counter-Terror Investigation and Law Enforcement
9. CBRNE Detection

Protect Mission Capabilities

10. Critical Infrastructure Protection
11. Food and Agriculture Safety and Defense
12. Epidemiological Surveillance and Investigation
13. Laboratory Testing

Respond Mission Capabilities

14. On-Site Incident Management
15. Emergency Operations Center Management
16. Critical Resource Logistics and Distribution
17. Volunteer Management and Donations
18. Responder Safety and Health
19. Emergency Public Safety and Security
20. Animal Disease Emergency Support
21. Environmental Health
22. Explosive Device Response Operations
23. Fire Incident Response Support
24. WMD and Hazardous Materials Response and Decontamination
25. Citizen Evacuation and Shelter-in-Place
26. Isolation and Quarantine
27. Search and Rescue (Land-Based)
28. Emergency Public Information and Warning
29. Emergency Triage and Pre-Hospital Treatment
30. Medical Surge
31. Medical Supplies Management and Distribution
32. Mass Prophylaxis
33. Mass Care (Sheltering, Feeding and Related Services)
34. Fatality Management

Recover Mission Capabilities

35. Structural Damage Assessment
36. Restoration of Lifelines
37. Economic and Community Recovery

	ESF #1 – Transportation	ESF #2 – Communications	ESF #3 – Public Works and Engineering	ESF #4 – Firefighting	ESF #5 – Emergency Management	ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services	ESF #7 – Resources Support	ESF #8 – Public Health and Medical	ESF #9 – Search and Rescue	ESF #10 – Oil Spill, Hazardous Materials, and Radiological	ESF #11 – Agriculture	ESF #12 – Energy and Utilities	ESF #13 – Public Safety and Security	ESF #14 – Community Recovery, Mitigation, and Economic Stabilization	ESF #15 – Emergency Public Information	ESF #16 – Military Support To Civil Authorities
Governor's Office of Homeland Security and Emergency Preparedness		P			P	S	P			S	S			P	P	
Coastal Protection and Restoration Authority			P		S									S		
Department of Agriculture and Forestry	S	S		P	S	S	S	S	S	S	P	P	S	S	S	
Department of Corrections	S	S			S	S		S	S		S		S		S	
Department of Culture, Recreation and Tourism		S			S	S	S		S				S	S	S	
Department of Economic Development		S			S		S							P	S	
Department of Education	S	S			S	S								S	S	
Department of Environmental Quality		S	S	S	S		S	S		P	S	S		S	S	
Department of Health and Hospitals	S	S	S		S	S	S	P		S	S	P		S	S	
Department of Insurance						S								S	S	
Department of Justice		S			S								P	S	S	
Department of Natural Resources			S		S	S	S			S		P		S	S	
Department of Revenue		S			S	S								S	S	
Department of Social Services	S	S			S	P	S		S		S			S	S	
Department of Transportation and Development	P	S	P	S	S		S	S	S	S	S		S	S	S	
Department of Treasury					S		S							S	S	
Department of Veterans Affairs						S		S								
Department of Wildlife and Fisheries	S	S		S	S				P	S	S		S		S	
Governor – Division of Administration		S	S		S		S							S	S	
Governor – Office of Disability Affairs					S	S									S	
Governor – Office of Elderly Affairs		S			S	S									S	
Governor – Office of Financial Institutions														S	S	
Governor – Office of Indian Affairs					S										S	
Governor – Oil Spill Coordinators Office		S			S					P					S	
Louisiana Board of Regents		S			S	S	S	S			S			S	S	
Louisiana Family Recovery Corps						S								S		
Louisiana Housing Finance Agency						S										
Louisiana National Guard	S	P	S	S	S	S	P	S	S	S	S	S	S	S	S	P
Louisiana Office of Juvenile Justice - Youth Services)													S			
Louisiana Public Service Commission		S			S							P		S	S	
Louisiana State Police	S	P			S	S	S		S	P			P	S	S	
Louisiana State University System & Ag Center		S			S	S	S	S		S	S			S	S	
LSU Fire & Emergency Training Institute				S					S							

Louisiana Workforce Commission (formerly Department of Labor)	S			S	P	S							S	S	
Office of Alcohol and Tobacco Control												S			
Non-governmental Organizations (NGO)	S		S	S	S	S	S	S	S	S			S	S	
Secretary of State				S									S	S	
Senate and House Legislative Liaisons														S	
Southern University System & Ag Center										S					
State Fire Marshal			P		S		S	S	S					S	
Key: P = Primary Some associations and organizations not listed in this chart are found in the ESF Annexes S = Support Current as of 7/1/09															

Emergency Support Functions

Group	Table 1: Common TCL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1. Planning		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2. Communications		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
3. Community Preparedness and Participation						x									x		
4. Risk Management		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
5. Intelligence and Information Sharing and Dissemination		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

Emergency Support Functions

Table 2: Prevent TCL Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
6. Information Gathering and Recognition of Indicators and Warning		x			x											x
7. Intelligence Analysis and Production		x			x								x		x	x
8. Counter-Terror Investigation and Law Enforcement													x			
9. CBRNE Detection										x			x			x

Emergency Support Functions

Table 3: Protect TCL Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
10. Critical Infrastructure Protection												x	x			
11. Food and Agriculture Safety and Defense											x					
12. Epidemiological Surveillance and Investigation								x								
13. Laboratory Testing								x			x	x				x

Emergency Support Functions

Table 4: Respond TCL Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
14. On-Site Incident Management				x							x	x				
15. Emergency Operations Center Management					x											
16. Critical Resource Logistics and Distribution							x									
17. Volunteer Management and Donations						x								x		
18. Responder Safety and Health								x								
19. Emergency Public Safety and Security													x			x
20. Animal Disease Emergency Support											x					
21. Environmental Health								x								
22. Explosive Device Response Operations										x			x			
23. Fire Incident Response Support				x												
24. WMD and Hazardous Materials Response and Decontamination										x						
25. Citizen Evacuation and Shelter-in-Place	x					x	x									
26. Isolation and Quarantine						x	x		x							
27. Search and Rescue (Land-Based)									x							
28. Emergency Public Information and Warning															x	
29. Emergency Triage and Pre-Hospital Treatment								x								
30. Medical Surge								x								
31. Medical Supplies Management and Distribution								x								
32. Mass Prophylaxis	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
33. Mass Care (Sheltering, Feeding and Related Services)						x		x								
34. Fatality Management								x								

Emergency Support Functions

Table 5: Recover TCL Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
35. Structural Damage Assessment														x		
36. Restoration of Lifelines					x									x		
37. Economic and Community Recovery														x		

V. Resources and Review Process

- Parish should incorporate US DHS target capabilities into the EOP.
- Parish should prepare tactical plans and standard operating procedures based on the strategies outlined within the EOP.
- Identify manpower and equipment resources available to support the strategies identified within the EOP
- Future versions of the EOP should include:
 - Continuity of Operations (COOP)
 - Mass Fatality Annex
 - Pandemic Flu Annex
- Pursuant to Act 524 of 2009 Legislative session the Parish should use the Parish Emergency Management Advisory Committee to validate components of the EOP.
- Parish is encouraged to establish an Integrated Planning Team (IPT) as described in this document. The use of integrated planning strategies has been proven to benefit the effectiveness of planning process.
- The Parish IPT should consist of key stakeholders including the GOHSEP Regional Coordinator and regional officials from State Agencies such as the Department of Health and Hospitals, Department of Social Services and Louisiana State Police.
- EOP technical reviews will be conducted by GOHSEP on a quadrennial basis (every four years). Parish Directors will develop a corrective action plan and responsibilities matrix to address issues identified within the technical review within 60 days. Corrective Action Plan is to be submitted to the GOHSEP Regional Coordinator and GOHSEP Plans Branch.
- Contact GOHSEP Plans Branch for technical assistance.

[Louisiana Emergency Operations Plan \(2009\)](#)

[Executive Order BJ 08-32 - Emergency Operations Plan](#)

[Executive Order BJ 08-94, Amendment to Executive Order No. BJ 08-32-
Emergency Operations Plan](#)

[Act 524 of 2009](#)

[State of Louisiana Hazard Mitigation Plan vol. I \(April 2008\)](#)

[State of Louisiana Hazard Mitigation Plan vol. II \(April 2008\)](#)

[Pelican Parish Planning Guidance and Crosswalk for Parish Multi-hazard
Emergency Operations Plans \(March 2009\)](#)

[Pelican Parish Planning Guidance and Crosswalk Addendum 1 \(January 2007\)](#)

[Louisiana Pandemic Influenza Planning Guidance for Louisiana Parishes \(August
2009\)](#)

[National Response Framework \(January 2008\)](#)

[Comprehensive Preparedness Guide \(CPG\) 101 Version 2.0 \(November 2010\)](#)