

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

JOHN BEL EDWARDS  
GOVERNOR



CASEY TINGLE  
DIRECTOR

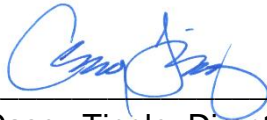
**Unit Manning Roster (UMR)  
Policy Number: GEN-0019**

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**Issue Date:** April 18, 2022

**Revised Date:**

**Approval:**



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Casey Tingle, Director

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**I. POLICY**

The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) is committed to working in concert with the Governor of Louisiana to protect the life, health and property of Louisiana citizens in the case of emergency/disaster. GOHSEP acknowledges the Louisiana State Emergency Operations Plan (EOP) as the official operational guide for responding to emergencies/disasters.

**II. PURPOSE**

This policy is established to ensure that all GOHSEP employees are involved with and integrated into the emergency operations of the State during periods of emergencies/disasters. Each GOHSEP employee shall be available for a pre-designated Unit Manning Roster (UMR) position unless specifically relieved of his/her duty by the GOHSEP Director or Deputy Director/Chief of Staff.

**III. APPLICABILITY**

This policy applies to all employees of GOHSEP.

**IV. AUTHORITY**

- A. Through Louisiana Revised Statute 29:721-736 the Governor delegated to the Director of GOHSEP responsibility for implementing the Louisiana Emergency Operations Plan (EOP) when a state of emergency has been declared. The Statute and the EOP establish the responsibilities of the executive branch for delivering emergency services. Overall authority is delineated in La. R. S. 29:721-736.
- B. The GOHSEP Director has the authority to activate and deactivate the State Emergency Operations Center (a central location where the necessary state government officials gather during an emergency) and to exercise overall direction and control of emergency/disaster operations for the State of Louisiana.

- C. The GOHSEP is charged with the development, implementation and oversight of the EOP. The plan prescribes the rules, regulations and procedures for operations which may be implemented should an emergency/disaster strike the State of Louisiana or an area within the State.
  1. The EOP is binding on all local governments or political subdivisions of the State authorized or directed to conduct emergency management operations, and on all departments and agencies of the State of Louisiana.
  2. The GOHSEP Director, or his/her designee, shall coordinate the activities of all organizations involved in emergency management in the State of Louisiana and perform other duties as provided for in La. R. S. 29:721-736.
  3. The GOHSEP is the primary agency in Louisiana for ESF-05 Emergency Management, ESF-14 Recovery Support Functions and ESF-15 Emergency Public Information. The GOHSEP also shares the primary responsibility for ESF-02 Communications and ESF-07 Unified Logistics. For an all hazard response, some examples may include, but are not limited to, the following operations: Emergency Operations Center (EOC) Functions; Points of Distribution (PODs); Parish Liaison Officers (PLOs); Shelter Support Teams; and others as needed to support the emergency.

## V. UNIT MANNING ROSTER

All GOHSEP employees shall accept the following responsibilities and be available for all other assigned duties during an emergency/disaster.

- A. GOHSEP employees will have pre-assigned UMR position or be placed on the UMR as **Response Ready** Personnel. In the event of an emergency/disaster, GOHSEP employees who are required to work the event will be given guidance by the Operations Section Chief or his designee as to what positions on the UMR are being activated and where to report, if needed.
- B. Employees assigned to emergency/disaster duty may be required to work up to and including 12-hour shifts during an emergency/disaster.
- C. For planning purposes, the UMR roster shall be kept up to date by the Operations Section throughout the year. The UMR document will be stored in SharePoint along with all EOC activation related documents. The UMR will be reviewed annually, each April, by each Section Chief and Assistant Deputy Director, Director, or Deputy Director/Chief of Staff, as applicable.
- D. The GOHSEP will maintain 24-hour response capability for emergency/disaster operations. In order to accomplish this, the Operations Section will establish, test

and maintain a recall notification system for assuring immediate communications with GOHSEP employees.

1. GOHSEP employees are responsible for maintaining a 24/7 contact number on file with GOHSEP. GOHSEP Operations Section will maintain the employee contact database to include employees' office number, home (if applicable), cellular number(s), and e-mail address(s). Any updates to an employee's contact information must be emailed to [GOHSEP-Operations@la.gov](mailto:GOHSEP-Operations@la.gov).
2. Should employees be unavailable during an emergency/disaster through one or more of the identified employee communication modes, the employee must notify both the Operations Section via [GOHSEP-Operations@la.gov](mailto:GOHSEP-Operations@la.gov) and their immediate supervisor of an alternate means of how they can be contacted.
3. GOHSEP employees contacted through the recall notification system will be informed whether they must be available to report to their pre-assigned UMR duty stations or other emergency/disaster locations.

#### **VI. STATE EMERGENCY OPERATIONS PLAN AND PROCEDURES FAMILIARIZATION POLICY**

It is mandatory for all full-time GOHSEP employees included as part of the Emergency Operations Center (EOC) Unit Manning Roster (UMR) to review the State EOP and State EOC Standard Operating Procedures (SOPs) as defined in GOHSEP [State EOP and Procedures Policy Number: GEN-0002](#).

#### **VII. MANDATORY TRAINING REQUIREMENTS**

It is mandatory for all full-time GOHSEP employees included as part of the Emergency Operations Center (EOC) Unit Manning Roster (UMR) to complete the minimum-required courses as defined in GOHSEP [Mandatory Training Policy Number: HR-0004](#).

#### **VIII. HOURS OF WORK AND OVERTIME COMPENSATION DURING AN EMERGENCY/DISASTER**

Hours actually worked by GOHSEP employees at designated locations due to and directly related to an emergency/disaster situation will be compensated as defined in GOHSEP [Overtime / Compensatory Leave Policy Number: HR-0002](#).

#### **IX. RESPONSIBILITY**

All employees must comply with all aspects of this policy.

#### **X. EXEMPTIONS**

A GOHSEP employee may individually request an exemption from inclusion on the UMR roster, per this policy, by submitting a Petition for Exemption from the UMR

Form which is located in [SharePoint](#). Employees must submit specific and compelling justification for exemption for review and approval by the employee's chain of command and the Director or Deputy Director/Chief of Staff.

If an employee has a personal/private/confidential exemption request involving, but not limited to, an accommodation, a disability, medical or other confidential issues, the request will be forwarded to the Office of Human Resources (OHR) to gather additional information for review and consultation. The OHR will then provide recommendations for approval/denial to the Director or Deputy Director/Chief of Staff. GOHSEP reserves the right to verify the existence of such personal/family demands.

Once an exemption request has been approved/denied, notification will be sent to the employee and their direct supervisor.

All exemptions to this policy must be renewed annually in April.

**XI. VIOLATIONS**

Employees found to have violated this policy may be subject to disciplinary action up to and including termination.

**XII. QUESTIONS**

Questions regarding this policy should be directed to the immediate supervisor.

**XIII. ATTACHMENTS**

[Petition for Exemption from the UMR Form](#)