

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

JOHN BEL EDWARDS
GOVERNOR



JAMES B. WASKOM
DIRECTOR

**State Emergency Operations Plan and Procedures
Familiarization Policy
Policy Number: GEN-0002**

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Approval:


James B. Waskom, Director

I. POLICY

The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) has established this policy requiring all full time permanent employees, and employees that are assigned to the Unit Manning Roster (UMR) during an emergency or disaster event to read the State Emergency Operations Plan (EOP) and the State Emergency Operations Center (SEOC) Standard Operating Procedures (SOPs).

II. PURPOSE

These requirements have been adopted to ensure GOHSEP personnel are familiar with the State's emergency and/or disaster event plans.

III. APPLICABILITY

This policy applies to all GOHSEP full time permanent employees and employees that are assigned to the Unit Manning Roster (UMR) during an emergency or disaster event.

IV. PROCEDURES

The Preparedness, Response and Interoperability Division will maintain an updated copy of the State Emergency Operations Plan (EOP) and the State Emergency Operations Center (SEOC) Standard Operating Procedures (SOPs) for review by GOHSEP employees.

Employees can access the documents via the following links:

- Emergency Operations Center (SEOC) – [State EOP](#)
(*Policy and Forms Center, Forms Library, EOP and State EOC SOPs*)
- Standard Operating Procedures (SOPs) - [State SOPs](#)
(*Policy and Forms Center, Forms Library, EOP and State EOC SOPs*)

Employees should review the plan and procedures within the first six months of GOHSEP employment or within three months of their assignment to the UMR.

V. QUESTIONS

Questions regarding this policy should be directed your immediate supervisor.

VI. VIOLATIONS

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