

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

JOHN BEL EDWARDS
GOVERNOR



CASEY TINGLE
DIRECTOR

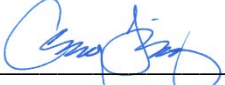
**Building Security Access Badge Policy
Policy Number: GEN-0007**

Issue Date: August 31, 2009

Revised Date: 6/19/17

Revised Date: 11/29/22

Approval: _____


Casey Tingle, Director

I. POLICY

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

II. PURPOSE

To set forth those procedures, which support security and access of the GOHSEP facility during normal operations and during the activation of the EOC.

III. DEFINITIONS

- A. Normal Operations - Normal Operations is defined as day-to-day operations, non-emergency activation.
- B. Emergency Activation - Emergency Activation is defined as any occasion or instance for which, in the determination of the President and/or Governor, Federal assistance is needed to supplement State and local efforts and capabilities, to save lives, to mitigate/protect property, public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.
- C. Normal Hours - Normal Hours is defined as Monday - Friday; 7:30 am - 4:00 pm.
- D. After Hours - Monday - Friday, 4:00 pm - 7:30 am, and Saturday, Sunday and holidays.

- E. Employee - Any person employed by GOHSEP or State of Louisiana.
- F. Contractor – Any person that is contracted either directly or through their employer by GOHSEP to provide services to the agency for a period extending beyond one day.
- G. Visitor - Any person not employed by GOHSEP or those State of Louisiana employees who are not assigned to work at GOHSEP.

IV. APPLICABILITY

This policy applies to all individuals who are assigned to the GOHSEP facility during normal operations and all time the EOC is activated in response to an emergency/disaster.

V. GENERAL RULES

- A. The GOHSEP representative from the Facility Management Section shall require the GOHSEP Security Badge Request Form for all new GOHSEP Badge creations. Standard access level for all new badges are:
 - GOHSEP Internal Lobby Doors during Normal Hours
 - GOHSEP Exterior Doors during Normal HoursIf a GOHSEP Badge needs additional access levels, then a supervisor for the employee shall email the request to the Facility Section Chief. See attached *GOHSEP Security Badge Request Form*.
- B. GOHSEP identification badges held by non-GOHSEP personnel are deactivated upon notification of separation. Badge holders are requested to surrender their badges to the GOHSEP receptionist no later than the last day of work.
 - This provision shall not apply to the governor's staff, department/agency heads, ESF leads and the parish Office of Homeland Security and Emergency Preparedness Directors (OHSEP Directors). These individuals shall retain their current GOHSEP identification cards and may be issued additional identification cards as outlined in Section V. herein, in accordance with their assignment during EOC activation.
- C. Personnel assigned to the GOHSEP during activation will be required, to be issued a badge for the event.
- D. All badges must be visibly displayed above the waist while personnel are in the facility.
- E. Personnel assigned to the GOHSEP are required to report any suspected or actual violation of this policy or of any unsafe act to a GOHSEP employee or Department of Public Safety officer assigned to the facility.
- F. Personnel assigned to or visiting the GOHSEP are required to follow the orders and directives of the Facility Section Chief and the Department of Public Safety officers assigned to the facility as those directions pertain to facility accessibility and security.
- G. Badges issued to incident participants will be used at the cafeteria as a means to obtain meals during activation. Participants are not allowed more

than three meals per 24 hours. The participant's respective agency will be billed for the meals consumed.

VI. BADGES AND ACCESS

- A. Blue badge
 - a. Issued to all GOHSEP employees
 - b. Blue badge holders will have access to internal lobby doors and external doors during normal hours.
- B. Red badge
 - a. Issued to members of the Unified Command Group (UCG) and to the support staff members of the UCG member that is allowed a seat in the Overwatch during activation. It will be the responsibility of the UCG member to assign badges to their respective staff member(s).
 - b. Red badge holders will have access to all areas of the GOHSEP during activation.
- C. Yellow badge
 - a. Assigned to other support staff members other than those assigned to the UCG or the EOC but require access to the peripheral offices within the GOHSEP.
 - b. Badge holders will have access to other areas in the GOHSEP.
- D. Visitor's badge
 - a. All visitors are to sign in at the front desk.
 - b. Visitors badge will be assigned to all other non-GOHSEP employees who have a need to be present at the GOHSEP during normal operations or an activation.
 - c. Visitors must be escorted by the GOHSEP employee who they are visiting or who has been assigned responsibility for the visitor during normal hours or an activation.

VII. ISSUANCE AND SURRENDER OF BADGES

- A. Blue badges will be issued upon new employee orientation and will be assigned the Normal Hours access by the GOHSEP Facility Section Chief.
- B. Red badges will be issued to UCG members as soon as possible. The member will be allowed to retain the permanent custody of this badge and use it to access the facility at any time.
- C. All ESF agencies will provide the GOHSEP Facility Section Chief with a list of names for those personnel that will be assigned to the agencies ESF desk inside the EOC and a list of the individuals who will need access to the outside offices.
- D. Upon activation of the EOC, the Facility Section Chief will issue yellow badges to the personnel listed on the access roster at the time the personnel report for duty at the GOHSEP.

- E. Upon notice of deactivation of the EOC, all UCG support staff red badge holders and yellow badge holders shall surrender their badges to the GOHSEP Facility Section Chief within 24 hours of the notice of deactivation.
- F. Steps B through D shall be followed for every activation/deactivation of the EOC.
- G. Upon leaving employment of GOHSEP, the Blue badge holder must surrender their badge to the GOHSEP Facility Section Chief to deactivate and destroy.

VIII. PROCEDURES IN THE EOC DURING ACTIVATION

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

IX. PROCEDURES IN THE EOC DURING ACTIVATION

- A. Only those individuals possessing a red badge will be allowed access to the Overwatch during UCG meetings.
- B. Exception to the above: On occasion, there will be a need to augment the UCG with subject matter experts, i.e. medical, weather, and logistical. Those augmented individuals will be identified either by the Director of the GOHSEP or his designee and will be issued a visitors badge and escorted by the Overwatch Manager or Facility Section Chief for that particular meeting in the Overwatch.
- C. Attached is a seating chart, which indicates the seating arrangements for those UCG members and staff, which are allowed in the Overwatch during UCG meetings. The seats will be clearly marked during meetings and it is requested that each member adhere to the defined seating arrangement.

X. QUESTIONS

All questions regarding this policy should be directed to the Facility Section Chief at (225) 925-7424.

LOSCO LED LABEOC LSP LANG USCG DOE Brd of Regents SA ARC DAF Supreme Crt

GOHSEP ADD, PA FEMA USACE LSP LANG PSC DWF Coastal DEQ DNR DOC DOR Fire Marshal

GOHSEP Ex Counsel

GOHSEP ADD, PRI

GOHSEP COS

GOHSEP Director

Governor

Gov COS

Gov Staff

Gov Staff

Gov Staff

LSP LANG DWF Coastal DEQ DNR DOC

Lt Governor DOA DHH DCFS LWFC DOTD

UCG

DAF

Justice

House

Senate

Sheriffs' Assoc

Sheriffs' Assoc

OJJ

Gov Staff Lt Gov Staff GOHSEP PIO DOI/NWS (Jay Grimes) SME GOHSEP AV SHO Medical DCFS LWFC DOTD OMV ATC

Workstation

Workstation

AV Control

Workstation

Printer

Nuclear Plant Hotlines

Gov Staff

GOHSEP ADD, G&A

Revised Sep 5 2017



SECURITY BADGE REQUEST FORM

Request Type: New Badge Replacement Badge

Recipient Information

Last Name: _____ First Name: _____ Surname: _____

Organizational Title: _____ Drivers Lic: # _____ State: _____

Home Phone: () _____ Cell Phone: () _____

Work Phone: () _____ Email: _____

Access Justification: _____

Recipient Organizational Information

Organizational Type:

- State Governmental Local Governmental Tribal Federal Governmental
 Volunteer Organization Vendor/Contractor Other

Organization: _____ Organizational POC: _____

POC Title: _____ POC Phone: () _____

Email: _____

Comments: _____

I understand and agree that I am responsible for the securing the GOHSEP badge/credentials provided for my designated use.
I agree that I will notify GOHSEP if the issued badge/credentials are lost or stolen, or if my organizational job responsibilities change.
I agree that I will return the related badge/credentials upon request by GOHSEP or if my organizational employment status ceases.

Recipient Signature: _____ Date _____

GOHSEP OFFICIAL USE ONLY

Access Control Authorization

Authorized Access Levels

	YES	NO
ID Badge - No Access	<input type="checkbox"/>	<input type="checkbox"/>
GOHSEP Internal Lobby Doors	<input type="checkbox"/>	<input type="checkbox"/>
GOHSEP Exterior Door Access (Front/Back)	<input type="checkbox"/>	<input type="checkbox"/>
GOHSEP Internal - EOC	<input type="checkbox"/>	<input type="checkbox"/>
Unified Command Badge	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
GOHSEP Internal – Communications Room	<input type="checkbox"/>	<input type="checkbox"/>
LANG Internal - TAC	<input type="checkbox"/>	<input type="checkbox"/>
State Police EOC Lobby Door	<input type="checkbox"/>	<input type="checkbox"/>
GOHSEP Logistics EOC - OMV Exterior Doors	<input type="checkbox"/>	<input type="checkbox"/>

Access Expiration Date (If applicable): _____

GOHSEP Issuing Officer Name: _____ Date _____

GOHSEP Security Officer Signature: _____ Date _____