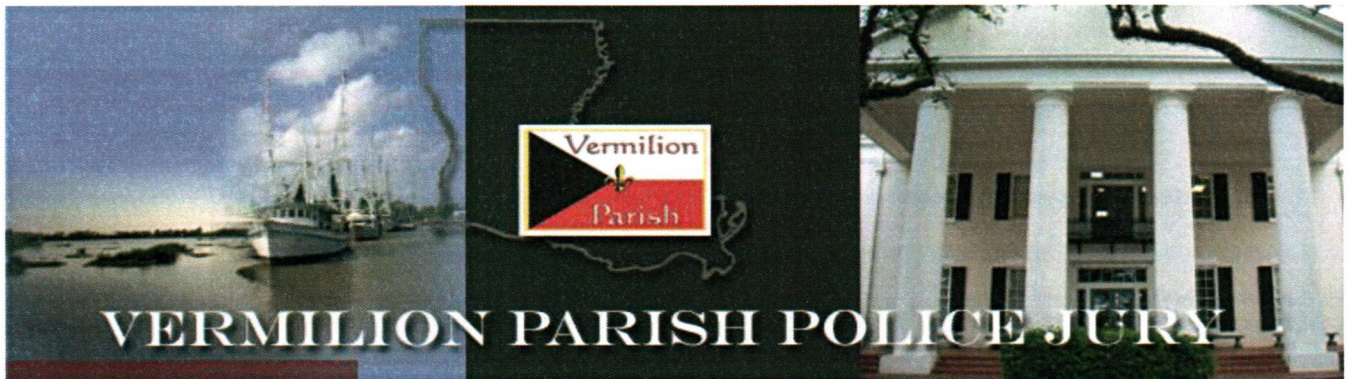


*Vermilion Parish
Office of Homeland Security &
Emergency Preparedness*



**MULTI-HAZARD
EMERGENCY OPERATIONS PLAN**

**ANNEX A
DIRECTION & CONTROL**

June 2019

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ANNEX A – DIRECTION & CONTROL

I. PURPOSE

This section describes the framework for all direction, control, and coordination activities.

The purpose of this annex is to establish a workable procedure for the Vermilion Parish Emergency Operations Center, which will serve as the headquarters for any emergency Operations. The Emergency Operations Center will be used when the threat of a disaster is imminent within, or near the boundaries of Vermilion Parish. This applies to all types of disasters.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. The Office of Homeland Security and Emergency Preparedness is mandated by parish ordinances and state statute to direct and control the parish's response to any emergency that may threaten the lives and property of its residents;
2. Public officials have designated the Emergency Operations Center as the interfacing point for decision-making, coordination, administration, emergency response, and resource management.
3. During the period of increased readiness or extreme emergency, in which loss of life or property damage has occurred or appears imminent, the Emergency Operations Center (EOC) will be activated to the level dictated by the gravity of the situation. All appropriate governmental agencies having emergency responsibilities will be advised when the EOC is activated.
4. Any unmet needs of the parish may be resolved through terms established in letters of agreement or Mutual Aid Agreements with supporting parishes and through the efforts of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).

B. ASSUMPTIONS

1. Vermilion Parish is vulnerable to numerous natural disasters, as well as numerous types of man-made disasters. The Operational procedures and staffing of the EOC have taken into consideration these various types and degrees of emergency conditions that could confront the parish.
2. Planning for adequate direction and control has been made for such degrees of activation that will cope with a given magnitude of an emergency situation.
3. The Emergency Operations Center or an alternate facility is available.
4. All equipment needed to accomplish any task within the Emergency Operations Center is functional.

5. Hazards could individually or in combination cause a grave emergency situation in any area of the parish. It is also assumed that these risks will vary greatly in scope and intensity, ranging from small in area to encompassing the entire parish.
6. Actions to minimize the effects of any disaster will be conducted as soon as possible by parish officials and affected parish agencies after the response.
7. State agencies are expected to assist local efforts after local resources are deemed insufficient or reach the local capacity to provide the necessary services.
8. Federal and state disaster assistance will supplement not substitute for any relief provided by the parish.

III. CONCEPT OF OPERATIONS

A. EMERGENCY OPERATIONS CENTER

The Emergency Operations Center is the primary site for the direction and control emergency operations for all Departments and outside agencies, within Vermilion Parish, having emergency duties.

B. PARISH POLICE JURY PRESIDENT

The Parish Police Jury President directs all response and recovery activities from the Emergency Operations Center and coordinates with the Office of Homeland Security and Emergency Preparedness to assure all emergency functions and response actions are taken, all resources and personnel are utilized to their fullest potential, and essential government services are maintained as much as possible.

C. DELEGATION OF AUTHORITY

The Parish Police Jury President has the ultimate authority, but in the absence of the Police Jury President, he / she delegates their authority in this order:

1. Police Jury Vice President
2. Police Jury Secretary/Administrator
3. Homeland Security and Emergency Preparedness Director

D. PHASES OF EMERGENCY MANAGEMENT

1. Prevention
 - a. Ensure that the Vermilion Parish EOC is prepared to become functional and operational in the event of any emergency.
 - b. Ensure that all plans and procedures are current and reflect the most updated information.
 - c. Ensure interoperability equipment platform is compatible with other departments and agencies.

2. Mitigation

- a. Vermilion Parish has an Emergency Operations Center, which can be activated promptly and is operational on a 24-hour basis. Maintaining the operational readiness of the primary and alternate Emergency Operations Centers is the responsibility of the Homeland Security and Emergency Preparedness Director.
- b. Vermilion Parish has an alternate Emergency Operations Center, which can be activated during major emergencies affecting the parish, and should relocating of the primary Emergency Operations Center be required, will serve as the primary site for direction and control.
- c. The Office of Homeland Security and Emergency Preparedness have completed a hazard analysis of the Parish indicating the wide variety of potential problems that could and have posed danger to the community.
- d. All parish departments and outside agencies, as well as personnel with emergency responsibility in the Emergency Operations Center have been identified and procedures have been estimated to activate the same. These organizations will also identify alternate operations sites that can be used, if needed.
- e. Needed resources to sustain the activated Emergency Operations Center have been identified and their availability determined.
- f. The Emergency Operations Center has redundant generators with a connected 36 to 48 hours independent fuel supply. Arrangements have been made with a local bulk plant to refuel generator tanks as necessary.
- g. Communications equipment, compatible with other departments and agencies, is kept updated, operational and functional.
- h. Provisions will be made to protect personnel, within the jurisdiction, from exposure to hazardous substances.
- i. The Control Room will serve as the Message Center during all emergencies and incoming emergency information/reports are checked to ensure accuracy and authenticity before response/recovery operations are assessed.
- j. Public awareness programs include:
 - Tours of the Emergency Operations Center and an explanation of its purpose and functions.
 - Printed educational materials are distributed throughout the parish. The Public Information Officer releases public information and educational information after review by the Parish Police Jury President and the Homeland Security and Emergency Preparedness Director.
 - Presentations are made to the public, government agencies, industries, and schools, etc. , on the following subjects:
 - Emergency Classifications
 - Emergency Operations Center Overview
 - Chemical Safety
 - Natural and Man-Made Disasters

3. Preparedness

- a. The Office of Homeland Security and Emergency Preparedness develops and maintains the Parish's Emergency Operations Plan with its annexes and appendices, along with Operational Procedures for Emergency Operations Center activation and staff duties. These procedures are maintained under a separate cover at the Emergency Operations Center.
 - b. Provisions will be made to protect personnel within the parish from exposure to hazardous substances. Procedures have been developed to protect personnel at the Emergency Operations Center from environmental hazards.
 - c. The Emergency Operations Center has appropriate space and comfort for operations, furnishings, equipment and adequate stock of administrative supplies.
 - d. The Emergency Operations Center is maintained in a state of readiness at all times. The Operations Room has pre-positioned those necessary maps and critical supplies needed to conduct direction and control activities by governmental officials and emergency staff during response and recovery.
 - e. The Emergency Operations Center has made arrangements for adequate provisions for food, water, and housing for its assigned staff.
 - f. A preventative maintenance program is adhered to for all equipment, fixed or mobile and regularly scheduled testing of this equipment is performed.
 - g. Training sessions and briefings are conducted for emergency staff assigned to the EOC. Exercises in the EOC and in the field are also conducted and critique with the entire staff.
 - h. Emergency action levels may determine the activation of the Emergency Operations Center. (See Basic Plan, Section III, C 1.)
 - i. Communications equipment is tested with field representatives on a regular basis.
4. Response
- a. The Emergency Operations Center is activated according to the degree or level of the emergency and as directed by the Homeland Security and Emergency Preparedness Director.
 - b. Communications to first responders and other emergency personnel using telephone, pager and/or radio alerts may be used to activate the Emergency Operations Center.
 - c. In the event of Emergency Operations Center activation, operational materials for each department and emergency function is placed at designated locations in the Operations Room for use by Operations Staff Officers. The Operational materials contain the needed supplies, message and reporting forms and the implementing procedures for that department or emergency function.
 - d. Briefing sessions are held for all Emergency Operations Center personnel, the Police Jury President, and municipal leaders.
 - e. Outside support agencies that may have to lend assistance are also contacted.
 - f. Initial contact is made with the public through the Emergency Operations Center.
 - g. All Operations will be coordinated through the EOC.

- h. Incident Command System (FEMA uses the similar structure and of the National Incident Management System).
- The Incident Command System is “scene specific”.
 - The Incident Commander in coordination with the Emergency Operations Center will develop a management structure based on the needs of the incident.
 - The management structure is designed to expand and contract, depending on the scale of the incident and/or event.
 - The function of Incident Command is to provide overall management at the incident site.
 - The Incident Commander directs, controls and orders resources, including people and equipment.
 - All actions taken by any incident commander will be in accordance with federal, state and local law and with the benefit of the lives and property of the citizens of Vermilion Parish in mind.
 - Some examples of who may become an Incident Commander include:
 - Fire Department chief
 - Law Enforcement officer or official
 - Public Works official
- i. Information Processing
- A significant events log is begun at the onset of the emergency and maintained for the duration of the incident. The log contains records of key disaster-related data. A copy of all logs of this type will be retained and kept on file.
 - All EOC staff members will keep event logs. These will include disaster-related information, which will be reported from the field.
 - The Homeland Security and Emergency Preparedness Director analyzes all disaster-related information.
 - The Emergency Operations Center’s database on incident communication shall be maintained within the EOC.
 - Mayors and Police Chiefs of municipalities within Vermilion Parish are briefed of situations, if conditions warrant.
 - The standard operating procedures for a particular type of emergency are followed through using a previously proposed checklist for the determined emergency.
5. Recovery
- a. Preparations for recovery operations commence with the onset of the emergency and as soon as possible after the emergency.
 - b. Data collection of logs, forms, expenditures, equipment, materials and personnel is begun at onset of emergency.

- c. Damage assessment report forms are disseminated to assigned damage assessment teams once emergency conditions have terminated.
- d. The Public Works officer organizes damage assessments, including the collection and reporting of appropriate data (digital photos, addresses, etc.).
- e. Ensure the necessary proactive precaution measures are undertaken to ensure the safe re-entry of Vermilion Parish residents.
- f. All Emergency Operations Center and field personnel are phased down to begin a deactivation.
- g. The Emergency Operations Center is brought back to its pre-emergency conditions along with the needed equipment and supplies.
- h. Make certain ALL documentation is accounted for and is accurate.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. RESPONSIBILITIES

1. The responsibilities of each individual assigned to the EOC and the alternate EOC are outlined in Appendix 2 of this annex
2. All organizations tasked by this All Hazards Plan are responsible for activating a control center to support and facilitate the organization's response activities, which may include:
 - a. Dispatching and managing personnel and resources
 - b. Maintaining a significant events log
 - c. Reporting information to the Emergency Operations Center
 - d. Coordinating with organizational personnel at the emergency scene or the Emergency Operations Center
 - e. If appropriate, send a representative to the Emergency Operations Center
 - f. Ensures that organization staff member(s) tasked to work in the Emergency Operations Center during emergencies has authority to commit resources and set policies
 - g. Provides support to the Incident Command Staff as needed
 - h. If appropriate, establish a protocol for interfacing with State/Federal responders
 - i. Coordinate with the Public Information Officer and clear press releases with the Parish Police Jury President and the OHSEP Director before releasing information to the media for public consumption
 - j. Emergency Operations Staff Officers
3. Assigned to the Emergency Operations Center
 - a. Police Jury President
 - When notified, reports to the Emergency Operations Center
 - Directs implementation of protective actions for public safety, as appropriate
 - When appropriate, terminates response Operations and releases EOC personnel

- Declares State of Emergency (Louisiana Emergency Preparedness and Assistance act of 1993)
- b. Homeland Security and Emergency Preparedness Director
- When notified, reports to the Emergency Operations Center
 - Immediately notifies the Parish Police Jury President of significant emergency situations that could affect the parish
 - Manages the Emergency Operations Center during emergencies
 - When directed by the Parish Police Jury President or when circumstances dictate, directs the Emergency Operations Center staff to contact all tasked organizations, and inform them of the situation and direct them to take the actions appropriate for the situation
 - Activates the Emergency Operations Center when situations warrant or when directed to by the Police Jury President
 - Advise and brief the Parish Police Jury President and other key members of the emergency response organization on the emergency situation
 - Recommend, to the Parish Police Jury President, actions to protect the public from the life threatening consequences associated with the emergency situation
 - When directed by Parish Police Jury President or when conditions warrant, relocate staff to alternate Emergency Operations Center in order to continue response operations
 - When directed by Parish Police Jury President, terminate operations and deactivate the Emergency Operations Center.
- c. Sheriff
- When notified, reports to the Emergency Operations Center
 - Responsible for identifying an Incident Commander, establishing a Command Post, and assigning appropriate personnel to the Incident Command Staff if any or all is applicable
 - Notifies the Emergency Operations Center of the situation if the original notification did not come from the Emergency Operations Center
 - Responsible for sending a senior representative (Law Enforcement Officer) to the Emergency Operations Center, when the Emergency Operations Center has been activated during an emergency
 - Manages law enforcement resources and directs law enforcement operations
- d. Office of Homeland Security and Emergency Preparedness Assistant Director and/or 911 Executive Director
- When notified, reports to the Emergency Operations Center
 - Assists Homeland Security and Emergency Preparedness Director
 - Manages EOC resources and directs EOC Operations. Duties include ensuring the following activities and actions are done:
 - Information processing

- Maintain significant logs
 - Message handling
 - Aggregating damage information
 - Identifying resource needs
 - Preparing summaries on status of damage
 - Preparing briefing for Senior management officials
 - Displaying appropriate information in Emergency Operations Center
 - Preparing and submitting necessary reports when required, including situation reports to the State Emergency Operations Center as appropriate
 - Coordinating logistical support for response personnel and disaster victims
 - Ensures appropriate staff members report to the Emergency Operations Center
 - Responsible for ensuring the maintenance, availability and the operations of communications equipment in support of Emergency Operations Center activities
 - Coordinating Emergency Operations Center Operations
- e. 911 Communications Operators
- Responsible for continuous 24-hour coverage of Emergency Operations Center when activated
 - Monitors all communications equipment
 - Responsible for prompt notification of the Emergency Operations Center Staff, Emergency Operations Center personnel and other agencies as directed in the event of an emergency
 - Maintain significant logs
 - Message handling
 - Preparing summaries on status of damage
 - Displaying appropriate info in Emergency Operations Center
- f. Public Information Officer
- When notified, reports to the Emergency Operations Center
 - Responsible for serving as a Parish liaison with news and media organizations and the public to ensure accurate and consistent emergency reporting
 - Responsible for keeping rumor control to a minimum
- g. Law Enforcement Officer
- When notified, reports to the Emergency Operations Center
 - **Responsible for the communication link between the Sheriff's Office/City Police field operations and the Emergency Operations Center**
 - Coordinate back-up public alert notification
 - Coordinates law enforcement activities with other EOC staff members and agencies
- h. Radiological Officer

- When notified, reports to the Emergency Operations Center
 - Responsible for gathering radiological information pertaining to an accident that involves radioactive fall-out
- i. School Services Officers
- When notified, reports to the Emergency Operations Center
 - Coordinates protective measures with schools to protect students during an emergency situation
 - Evacuates students if appropriate
 - Responsible for coordinating and obtaining transportation resources to ensure the movement of people whom need assistance in evacuating the risk area
 - When directed by appropriate authority, make schools available for use as mass care facilities
 - Conducts damage assessment of school facilities
- j. Health & Medical Officer
- When notified, reports to the Medical Emergency Operations Center
 - Coordinates the health and medical treatment activities of all response organizations involved in providing medical assistance to disaster victims
 - Coordinates necessary mortuary services, to include operations of temporary morgues, and identification of victims
 - Collects information and reports damage/status of health and medical facilities and equipment to the Emergency Operations Center
- k. Fire Services Officer
- When notified, reports to the Emergency Operations Center
 - Responsible for the communication link between Fire Departments field Operations and the Emergency Operations Center
- l. Parish and Municipal Public Works
- When notified, sends a representative to the Emergency Operations Center
 - Responsible for the communication link between Parish/Municipal Maintenance Field Operations and the Emergency Operations Center
- m. State Police Representative
- When notified, reports to the Emergency Operations Center
 - Responsible for coordinating law enforcement support services to Vermilion Parish
- n. Technical Advisor
- When notified, reports to the Emergency Operations Center
 - Responsible for explaining and advising technical issues pertaining to his industrial facility

4. Emergency Operations Support Staff

a. Finance Office (Parish Police Jury Treasurer)

- Handles all procurement requests initiated by response organizations
- Coordinates implementation of resource management activities with parish tasked organizations
- Provides the Purchasing Officer and the Parish Police Jury President with status briefings of financial transactions
- Maintains records of all financial transactions during response Operations
- Implements the protocol and procedures required by the Stafford Act and 44 Code of Federal Regulations (CFR) that are applicable to reimbursing the parish for eligible expenses associated with Presidential Declared Disasters
- Upon termination of the response effort, prepares the appropriate reports that address costs incurred by the parish during emergency situations

b. Council on Aging Director

Responsible for assisting in the maintenance of the non-institutionalized disabled persons without transportation listing, and for providing resources to the Parish from his or her agency

c. Parish Coroner

- Responsible for assisting in the maintenance of the non-institutionalized medically disabled persons without transportation listing, and for providing resources to the Parish from his or her agency
- Provide representative to serve as Health and Medical Officer in the EOC as requested

d. Animal Control Department

- Manages public and private sector efforts to meet the animal services needs that arise including:
 - Coordinate rescue and capture of animals that have escaped confinement and displaced wildlife
 - Evacuation of animals, if applicable
 - Sheltering, if applicable
 - Coordinate care of injured, sick, and stray
- Activates emergency response teams (evacuation, shelter, medical treatment, search and rescue, etc.) as needed
- Prepares a resource list that identifies the agencies/organizations that are responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large-scale emergencies and disasters
- Coordinates response activities with the appropriate representative in the Emergency Operations Center

- Coordinates the rescue of injured or endangered animals with fish and game departments, wildlife organizations, veterinarians, etc.
- e. American Red Cross Representative
- Provides shelter location management for parish residents
 - Provides shelter staff and managers
- f. Vermilion Parish County Agent
- Responsible for the dissemination of agricultural advisors to affected Parish Farms and other agribusiness concerns
- g. Private Utility Companies
- Representatives report to the Emergency Operations Center, if needed, and serves as a liaison between the parish and utility
- h. Military Department
- Provides personnel and equipment to support direction and control actions at the scene and/or the Emergency Operations Center, as requested through GOHSEP.
- i. Field Operations and On-Scene Incident Command Structure
- The type of emergency situation will determine which department will provide the Incident Commander
 - The Incident Commander may change as individuals with more authority arrive on the scene
 - The Incident Commanders are responsible for maintaining records of expenditures during response
 - The most common local departments who may control Incident Command are:
 - a. Fire Department
 - When notified of an emergency situation, the fire department shall send response teams/personnel, equipment and vehicles to the emergency site, staging areas, or other locations as appropriate
 - The fire department will manage fire/rescue resources, direct fire Operations, rescue injured people during emergency operations and assist in determining the need for evacuation in and around the emergency scene
 - The fire department will assist as appropriate in the alerting or evacuation of people at risk in and around the emergency scene
 - b. Sheriff's Office or Law Enforcement Agency
 - When notified of an emergency situation, the Sheriff's Department shall send response teams/personnel, equipment and vehicles to the emergency site, staging areas, or other locations as appropriate

- The Sheriff's Office and Law Enforcement Agencies are also responsible for:
- Directing and controlling traffic during Emergency Operations
- Controlling access and security to the Emergency Operations Center and scene of the emergency or the area that has been evacuated
- Assisting in alerting and evacuating people in and around the emergency scene
- Conducting damage assessment activity as requested by the Homeland Security & Emergency Preparedness Director

j. Parish or Municipal Public Works Representatives

- When notified of an emergency situation, and directed to do so, shall send response teams/personnel, equipment and vehicles to the emergency site, staging areas, or other locations as appropriate
- Manage resources and direct public works operations.
- The duties may include:
 - Performing debris removal Operations
 - Assisting in urban search and rescue efforts
 - Providing emergency generators, fuel, lighting, and sanitation to support emergency responders at the scene
 - Assisting in the evacuation of people at risk in and around the emergency scene
 - Coordinating with utility companies to restore power to disaster victims

k. In addition to the principal emergency response assignments indicated previously, assignment of support emergency functions might also be required

V. DIRECTION AND CONTROL

The Homeland Security and Emergency Preparedness Director, under direction of the Vermilion Parish Police Jury President, is the principle authority for the overall response to an emergency situation.

Each individual having emergency responsibilities will immediately report to the EOC to coordinate their agency's or department's responsibilities when the EOC is activated. The EOC staffing is divided into six (6) groupings. (Appendices 1 and 2 of this annex list individuals by groupings).

A. EXECUTIVE

This group is responsible for policy matters and the overall operations, including the basic plan of action and the overall deployment of personnel and equipment to carry out the plan. It is also responsible for authenticating and acknowledging reports.

B. OPERATIONS

This group is responsible for conducting the emergency operations throughout Vermilion Parish.

C. DISASTER ANALYSIS

This section is responsible for the collection, analysis, and reporting of damage assessments both public and private. Included in this section are the Radiological Officer and the Environmental Recovery Officer, both responsible for monitoring adverse effects upon the Parish's environment caused from hazardous chemicals or radiation.

D. COMMUNICATIONS

This section is responsible for the manning of telephones and radio equipment and radio maintenance to ensure that all available interoperable communications equipment is functional.

E. SUPPORT

This group provides those necessary household duties to keep the EOC facility functional.

F. RESOURCE GROUPS

This section includes those individuals or agencies that lend support to the emergency preparedness effort.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are made in accordance with standard operating procedures established by each department.

VII. ADMINISTRATION AND LOGISTICS

A. ADMINISTRATION

1. All parish agencies are required to submit reports to the Emergency Operations Center relating to their agency's expenditures and obligations during emergency conditions.
2. Responsibility for submitting local government reports to the Governor's Office of Homeland Security and Emergency Preparedness rests with the Office of Homeland Security and Emergency Preparedness. They include:
 - a. Daily situation reports
 - b. Resource consumption
 - c. Resource shortfalls

3. The Office of Homeland Security and Emergency Preparedness is responsible to report on the status of the mass care services being provided by volunteer agencies and other non-governmental organizations.

B. LOGISTICS

1. Each organization tasked in this All Hazard Plan is expected to provide its own logistical support during the initial phase of Response Operations. Additional support should be obtained through the Emergency Operations Center or the Incident Command, as appropriate.
2. When the parish's resources prove to be inadequate during Emergency Operations, requests should be made to obtain assistance from other local jurisdictions, higher levels of government, and other agencies.
3. The Office of Homeland Security and Emergency Preparedness have entered into mutual aid agreements with other officials in Louisiana to share resources during emergencies. Copies of written agreements are kept on file in the Emergency Operations Center and the Vermilion Parish Police Jury Office.
4. The EOC is located at the Vermilion Parish Courthouse, 100 North State Street, Suite 211, Abbeville, LA and includes the following:
 - a. Cement block structure with fallout protection greater than fallout
 - b. Facility includes offices, operations room, control room, conference room, work and storage rooms, bathrooms, shower facilities, kitchen, dining and designated sleeping areas
 - c. Contains all two-way communications equipment to carry out emergency operations
 - d. In-house generators supply emergency power (2 - 375 KW) with an aboveground diesel storage tank for 36 to 48 hour fuel supply with provisions for refueling by a local bulk plant facility (Duhon Brothers)
 - e. Sufficient food and water to accommodate assigned Emergency Operating Center staff
5. The Alternate EOC is located at the Abbeville Harbor & Terminal Building, 124 North State Street, Abbeville, LA.

VIII. PLANS DEVELOPMENT AND MAINTENANCE

1. The Office of Homeland Security and Emergency Preparedness has the responsibility for coordinating revision of this annex, keeping attachments current.
2. Directors of supporting agencies bear responsibility of maintaining internal plans, implementing procedures and resource data for response to an emergency.
3. All other agencies given responsibility in this plan, in coordination with the Office of Homeland Security and Emergency Preparedness are responsible for maintenance of their respective annexes or appendices.

IX. AUTHORITIES AND REFERENCES

Reference IX. Basic Plan.

1. Handbook for Applicants Pursuant to Public Law 93-288, Federal Emergency Management Agency, 3-81
2. Federal Disaster Assistance Programs: Eligibility Handbook, Federal Emergency Management Agency, 1981
3. Disaster Reporting and Accounting Procedures Guide, State of Louisiana
4. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency

X. APPENDICES TO ANNEX

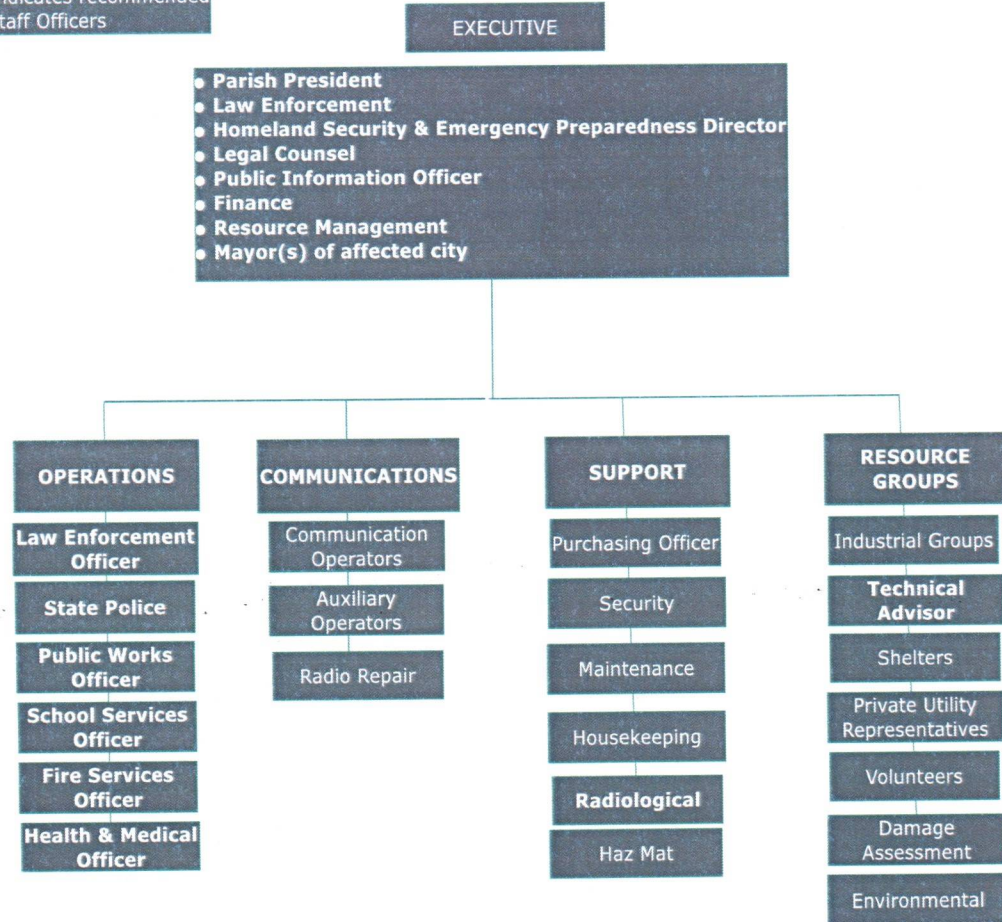
1. Emergency Operations Center Organizational Chart
2. EOC Assignment Cards / Activation Checklist
3. EOC Standard Operating Procedures
4. Vermilion Parish Alerting Information
5. Vermilion Parish Data Displays
6. Vermilion Parish Security Register
7. Vermilion Parish Command Post Procedures

ANNEX A – APPENDIX 1

EOC ORGANIZATIONAL CHART

EMERGENCY OPERATIONS CENTER ORGANIZATIONAL CHART

Note: Bold print indicates recommended EOC Staff Officers



ANNEX A – APPENDIX 2

EOC ASSIGNMENT CARDS / ACTIVATION CHECKLIST

Each Department, Office or Board having a Homeland Security and Emergency Preparedness Mission shall, during declared emergencies, furnish the EOC personnel as follows:

Group	Agency	Position(s)	1200 - 0800	0800 - 1600	1600 - 2400
Executive					
	Police Jury	Secretary (3)	1	1	1
		Supervisor (2)		1	1
	Sheriff's Office	Radio Operator (3)	1	1	1
		Supervisor (3)	1	1	1
Support					
	Housekeeping	Janitor (3)	1	1	1
	Assessor	Secretary (1)		1	
		Supervisor (3)	1	1	1
Operations					
	Registrar of Voters	Secretary (1)		1	
		Supervisor (1)		1	
	Coroner	Doctor (on call)	1	1	1
Resources					
	Clerk of Court	Secretary (1)		1	
		Supervisor (3)	1	1	1
	Codes & Permits	Supervisor (1)			1
	Veterans Services	Supervisor (1)		1	
	Agriculture	Supervisor (3)	1	1	1

VERMILION PARISH EMERGENCY ASSIGNMENT CARD

HOMELAND SECURITY & EMERGENCY PREPAREDNESS ASSIGNMENT:

Legal

ASSIGNED DEPARTMENT:

Vermilion Parish Legal Department

ASSIGNED LOCATION:

Emergency Operations Center
100 North State Street, Suite 211
Abbeville, LA 70510

EMERGENCY DUTIES:

1. Advise Police Jury President regarding preparation and declaration of Emergency Proclamation as required.
2. Render legal interpretations of Parish Ordinances and Resolutions as they pertain to Vermilion Parish emergency operations.
3. Prepare emergency orders and resolutions as needed during emergencies.
4. Evaluate effectiveness of Parish Ordinances and Resolutions during emergency -- make recommendations to the Vermilion Police Jury President for repeal or enhancement.

THIS IS A SAMPLE "ASSIGNMENT CARD"

Cards are kept in readiness at EOC.

ANNEX A – APPENDIX 3

EOC STANDARD OPERATING PROCEDURES

I. EOC ACTIVATION CHECKLIST

1. ALERT ONE EACH OF THE FOLLOWING GROUPS:

___Alerted ___Police Jury President
___Alerted ___OHSEP Director
___Alerted ___OHSEP Assistant Director at ___(time)

___Alerted ___Sheriff
___Alerted ___Assistant Sheriff at ___(time)

___Alerted ___Fire Chief
___Alerted ___Assistant Fire Chief at ___(time)

___Alerted ___Public Works Chief
___Alerted ___Assistant Pub Works Chief at ___(time)
___Alerted ___Road Division Supervisor

2. ALERT THE FOLLOWING:

___Alerted Ambulances: ___(time)
___ ___(time)
___ ___(time)
___ ___(time)

___Alerted Health Department ___(time)
___Alerted GOHSEP at ___(time)
___Alerted Louisiana National Guard at ___(time)
___Alerted Red Cross at ___(time)
___Alerted Salvation Army at ___(time)
___Alerted Water Company at ___(time)
___Alerted Gas and Electric Company at ___(time)
___Alerted Telephone Company at ___(time)
___Alerted Airport at ___(time)

3. DETERMINE WHETHER TO USE MAIN OR ALTERNATE EOC.

II. EOC SETUP CHECKLIST

- Set up furniture
Floor plan at TAB B, keys at Police Jury Office
- Mount displays
Floor plan at TAB B
- Connect phones, radios, and scanners
Floor plan at TAB B
- Distribute stationery supplies to each desk (stored in Homeland Security and Emergency Preparedness Office supply closet)
- Inspect generator, antennas, food and water stocks, and fuel supply
- Stand by to set up media center
Chalkboard, chalk, and erasers Conference Room Police
- Stand by to set up public information center
- Stand by to move to alternate EOC

III. EOC DEACTIVATION CHECKLIST

ACTION	RESPONSIBILITY
<input type="checkbox"/> Store furniture in Attic	Janitorial Services
<input type="checkbox"/> Clean and store displays	Office of Homeland Security and Emergency Preparedness
<input type="checkbox"/> Disconnect and store communication	Communications Department
<input type="checkbox"/> Inventory and store supplies	Office of Homeland Security and Emergency Preparedness
<input type="checkbox"/> Replenish supplies	Office of Homeland Security and Emergency Preparedness
<input type="checkbox"/> Prepare after-action	Office of Homeland Security and Emergency Preparedness

IV. ACTIVATION

Authority

The EOC will be activated as required for exercises of impending or actual emergencies, on order of the Police Jury President, the Emergency Preparedness Director, the Sheriff, or any other duly constituted authority. The EOC shall not be activated for surprise exercises without the knowledge and consent of both the Police Jury President and the Sheriff.

Alerting

The Parish 911 Communications Center is responsible for alerting EOC staff (Alert list, TAB A). Parish 911 Communications is also responsible for alerting cooperating agencies, neighbor jurisdiction, State and Federal agencies (Alert list, TAB A)

Setup

1. Furniture will be brought into the EOC from the storage area and set up according to EOC sketch in TAB B. Janitorial Services Department is responsible for this action. Keys for the storage area are kept at the Police Jury Office.
2. Extra Communications equipment is stored in the closet and cabinets in the EOC. EOC sketch in TAB B shows locations of connections.
3. EOC charts and display materials are also located in storage area. The Parish OHSEP is responsible for setup according to the EOC sketch in TAB B. Keys to the storage area are kept at the Police Jury Office.
4. The OHSEP Office is the EOC: copying machine, one computer system, one battery-powered calculator, battery-powered radio receiver, box of message and report forms, and other stationary supplies are in the storage closet. The OHSEP is also responsible for ensuring that a copy of the Parish Emergency Operations Plan and related annexes, SOP, and checklists are available in the EOC.
5. The designated alternate EOC is in the Abbeville Harbor & Terminal Building. Janitorial Services is responsible for moving EOC furniture, displays, and supplies to the alternate EOC, if required, when directed by the OHSEP Director.
6. The following facilities may be opened on order of the Director of OHSEP:
 - Media Center -
 - Public Information Center -Janitorial Services is responsible for moving equipment to these locations.

V. OPERATIONAL PROCEDURES

Declarations

Early in the emergency, the Director of OHSEP will determine whether to declare a local emergency. A fill-in declaration form is included at TAB C.

Security and Sign-In

Depending on the nature of the emergency, the Director of OHSEP may decide to establish special security for the EOC. The Sheriff is responsible for physical security of the EOC and its critical systems. The Sheriff shall establish an EOC roster and sign-in sheet as conditions require or at the request of the Director of OHSEP.

Shift Scheduling

As soon as possible after the onset of the emergency, 12 hour shift schedules should be prepared by each EOC section and posted on the bulletin board. Relief shifts should arrive 30 minutes early so that briefings can be conducted on what has occurred, what decisions have been reached, and what problems remain.

Briefings and Conferences

Briefings for the Director of OHSEP, the Parish Police Jury, and the Public Information Officer should be scheduled at six-hour intervals. The OHSEP Director will post a briefing schedule on the bulletin board. EOC section chiefs should be prepared to participate in these briefings with a three-minute summary of their section's progress. The briefing by each section will include:

- 1 Unresolved problem(s);
- 2 Major new problems during previous six hours;
- 3 Assistance needed from other Vermilion Parish agencies or outside organizations;
- 4 Information developed by the section that should be passed to other EOC sections or to the public.

Additional briefings may be organized at the request of the OHSEP Director. These may include VIP, news media briefings, and situation reviews for newly arrived state or federal representatives.

Conferences of key EOC personnel may be convened at any time by the OHSEP Director to discuss and resolve major issues. These conferences will be held in the OHSEP office.

The OHSEP Director is responsible for ensuring that any decisions reached at conferences are quickly relayed to all EOC personnel.

Reports

The OHSEP Director is responsible for ensuring that all required reports are forwarded to the State EOC on time. He/she is also responsible for preparing and sending any special reports on damages, threats, and assistance needed in the current system of reporting used by GOHSEP.

The public information officer is responsible for informing all EOC sections of special information needed by parish personnel in the field in order to respond to citizen inquiries. Locations and services offered at temporary medical, feeding, or congregate care facilities, in particular, should be rapidly disseminated to all emergency workers in the parish.

VI. COMMUNICATIONS PROCEDURES

General

A primary function of an EOC in an emergency is to collect and disseminate information. Information will reach the EOC through many different channels: telephone, fax, government radio, amateur radio (RACES), citizens band radio, commercial radio, runners, etc. The following paragraphs describe the responsibilities of the various elements of the EOC staff in receiving and processing incoming and outgoing information. A sample message form is in TAB C.

Responsibilities - INCOMING Information

1. Receiver

Message Form Entry

Upon Receipt of a message reporting a new development or problem, write it down on the INCOMING section of a message form. Time and date of receipt should be entered on the DATE/TIME line at the top of the form.

Message Number and Section Identifiers

Enter a message number at the top of the form. The message number should begin with a two-letter service (department) identifier and then a number. Incoming messages should be numbered consecutively.

EXAMPLES

DR- 1 First message received by Director of OHSEP

MD-3 Third Message received by Medical EOC

PW-5 Fifth message received by Public Works

Section identifiers are as follows:

DR - Director of OHSEP

CM - Communications

PI - Public Information

SC - Schools

SA -Situation Analysis
FR -Fire
LE -Sheriff
MD - Health/Medical EOC
PW - Public Works/Roads/Solid Waste

TR - Transportation
RD - RADEF
RC - Red Cross
WL - Welfare
UT - Utilities

Message Priority

Assign a priority from 1 (highest) to 4 (lowest) as follows:
Priority 1 - Lives endangered-immediate response required
Priority 2 - Lives endangered-fast response required
Priority 3 - Timely operational response required
Priority 4 - Routine data and logistics messages

Action

Take any immediate action required by the message, remove the last (pink) copy for record (noting action and time action was taken), and send form to the message center desk.

2. Message Center

Log

Log all incoming messages in order received.

Action

Retain yellow "data board" copy for record and route remaining copies to appropriate action or coordination sections. Route white "action/data board" copy to Situation Analysis section.

3. Action Section

Action

Take any necessary actions and coordinate with other sections as required. Note actions taken and time on message form.

Display

Make entries or update displays as required.

Follow-up

Continue follow-ups until problem is solved or no further action is necessary.

4. Coordinating Section

Take appropriate action and note time and action taken on copy of message form.

5. Situation Analysis

Post status boards with major emergency information, problems, and actions taken. Alert Director of OHSEP and public information officer to major problems and to large areas from which no reports have been received.

6. Messengers

Distribute messages from message center to data board and to sections. Pick up messages from sections and deliver to message center.

Responsibilities-OUTGOING Information

1. Originator

Write message in OUTGOING section of message form. Enter priority (see above) at top of form. Remove last copy of message form and retain. Pass message form to message center.

2. Message Center

Log message in outgoing message log and enter time on message form. Remove last copy for file. Send message to Communications Center or RACES room for transmission.

3. Messengers

Take OUTGOING messages from message center to communications center or to RACES room as directed by message center.

4. Communicator

Send message. Time-stamp copy and retain for record.

DISPLAY PROCEDURES

General

Because the Emergency Operating Center's major purpose is accumulating and sharing information to ensure coordinated and timely emergency response, all EOC sections must maintain display devices so that other sections can quickly comprehend what actions have been taken and what resources are available. Display needs will vary with the nature and scope of the emergency, but the following charts are the core of the EOC display system whenever the facility is activated. All display charts, boards, and materials are located in the storage area in the Attic.

Problem Log

The Vermilion Parish OHSEP (Situation Analysis Section) is responsible for maintaining the problem log. All major problems should be entered on the log as they are received. The log is a large, plastic-covered board with columns for problem number, nature of problem, response section, response, and remarks. A copy of the Problem log is in TAB D, with sample entries.

Damage Assessment Chart

The Parish Assessors representatives in the Situation Analysis Section are responsible for maintaining the damage assessment chart. The chart contains columns showing parish in the reporting damage, time of report, and extent of reported damage. A copy is in TAB D, with sample entries.

Parish Map

The Parish Registrar of Voters (Situation Analysis Section) is responsible for maintaining current information on the parish map. The following information is particularly important to all sections in the Parish and should be posted immediately:

- Transportation routes closed or impeded
- Areas of major damage
- Locations of medical treatment and congregate care facilities open
- Expected inundation area (in flood emergencies)
- Limits of evacuation area, control points, and exit routes.

Weather Map

The Vermilion Parish_OHSEP is responsible for maintaining a weather map showing current forecasts and wind patterns and for plotting fallout predictions in cases of threatened or actual nuclear attack, and or landfall prediction, in case of Hurricanes.

Medical Facility Chart

The Vermilion Parish Medical EOC is responsible for maintaining current information on the status of permanent and temporary medical facilities, including locations, beds available, blood and other critical supply needs, manpower requirements, and communications links. The chart on which this information is displayed is in TAB D, with sample entries. It is particularly important to note locations of temporary medical facilities so that the public information officer and other EOC elements can instruct the public.

Shelter Status Chart

The Vermilion Parish Office of Children & Family Services is responsible for maintaining shelter status chart (TAB D), which includes information on location and capacity of shelter; current loading; status of food, water, and medical stocks; name of shelter manager; and communications links.

Congregate Care Facility Chart

The Red Cross is responsible for maintaining the congregate care facility chart, which includes information on shelter locations, spaces still available, and communications links.

Law Enforcement Resources Chart

Sheriff's representatives in the EOC are responsible for maintaining the law enforcement resources chart. The chart provides information on numbers and locations of sworn, reserve, and auxiliary manpower, as well as status of mutual aid units. The chart is in TAB D with sample entries.

Fire Resources Chart

The Parish Fire Association President and/or Fire Chief located in the EOC is responsible for maintaining the fire resources chart which displays deployment and availability of fire units and status of fire mutual aid forces.

Transportation Resource Chart

The Vermilion Parish School Board is responsible for maintaining current status and availability of all public and private transportation (chart in TAB D).

Other Displays

The Parish OHSEP (Situation Analysis Section) is responsible for maintaining other general and emergency-specific displays which may be needed in the EOC. These may include: utility system maps, soil, flood plan maps; locations of hazardous materials storage sites; and other such materials.

ANNEX A – APPENDIX 4

VERMILION PARISH ALERTING INFORMATION

Alert List – Notification Table

Key Official Alert List

Key Official Alert List is located in the Emergency Operations Center.

ALERT LIST

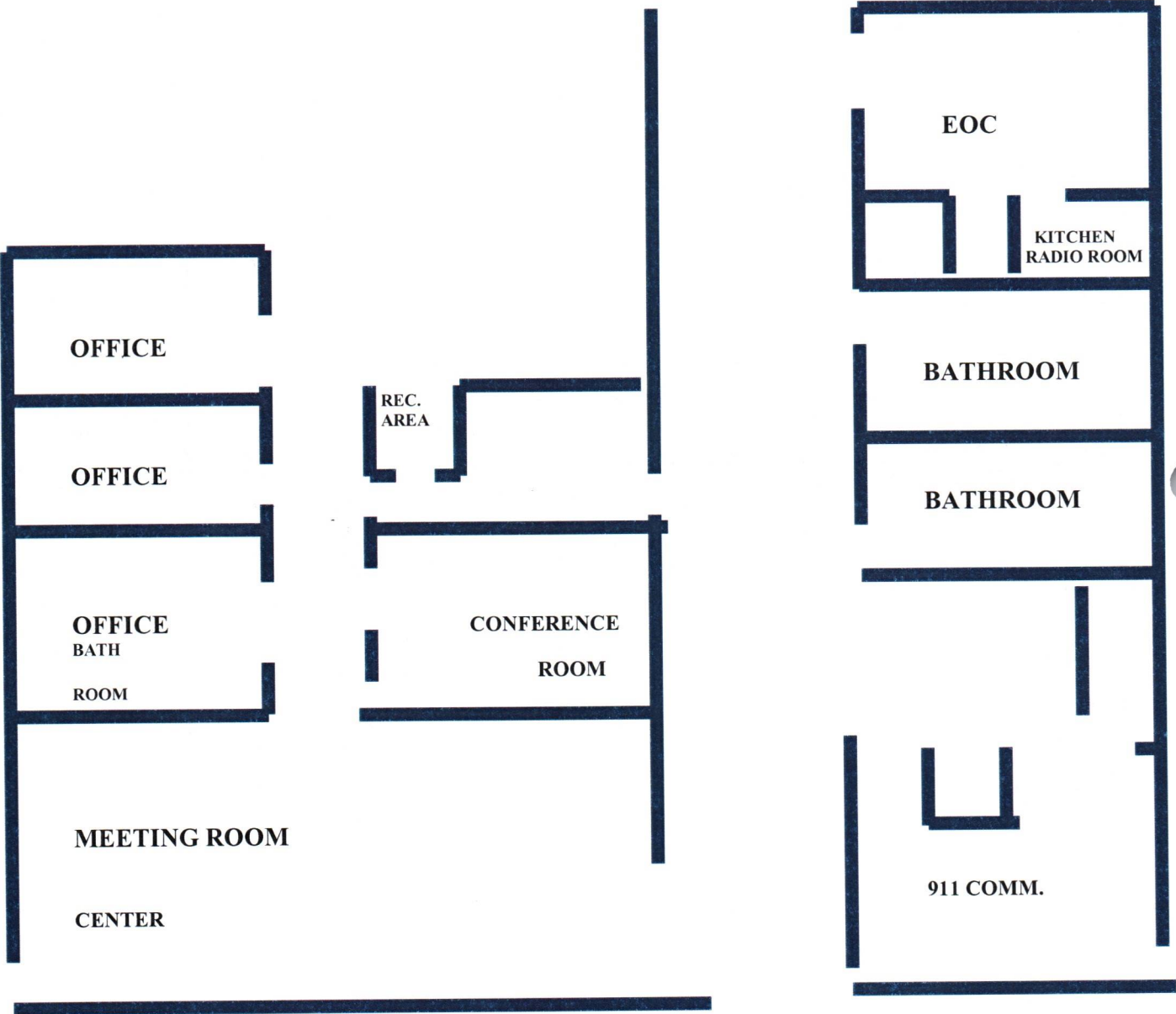
SELF-TRIGGERING - In the event of an emergency in which telephone or beeper service is interrupted, staff members should see to the safety of their families and then report to the Emergency Operating Center.

PHONE ALERT - The Fire Department or Sheriff will normally receive first notification of an emergency. Whichever agency is first notified, it will ensure that the other is aware of the situation, and then notify the OHSEP Director or coordinator, who will initiate further notifications as shown in the fan-out sketch.

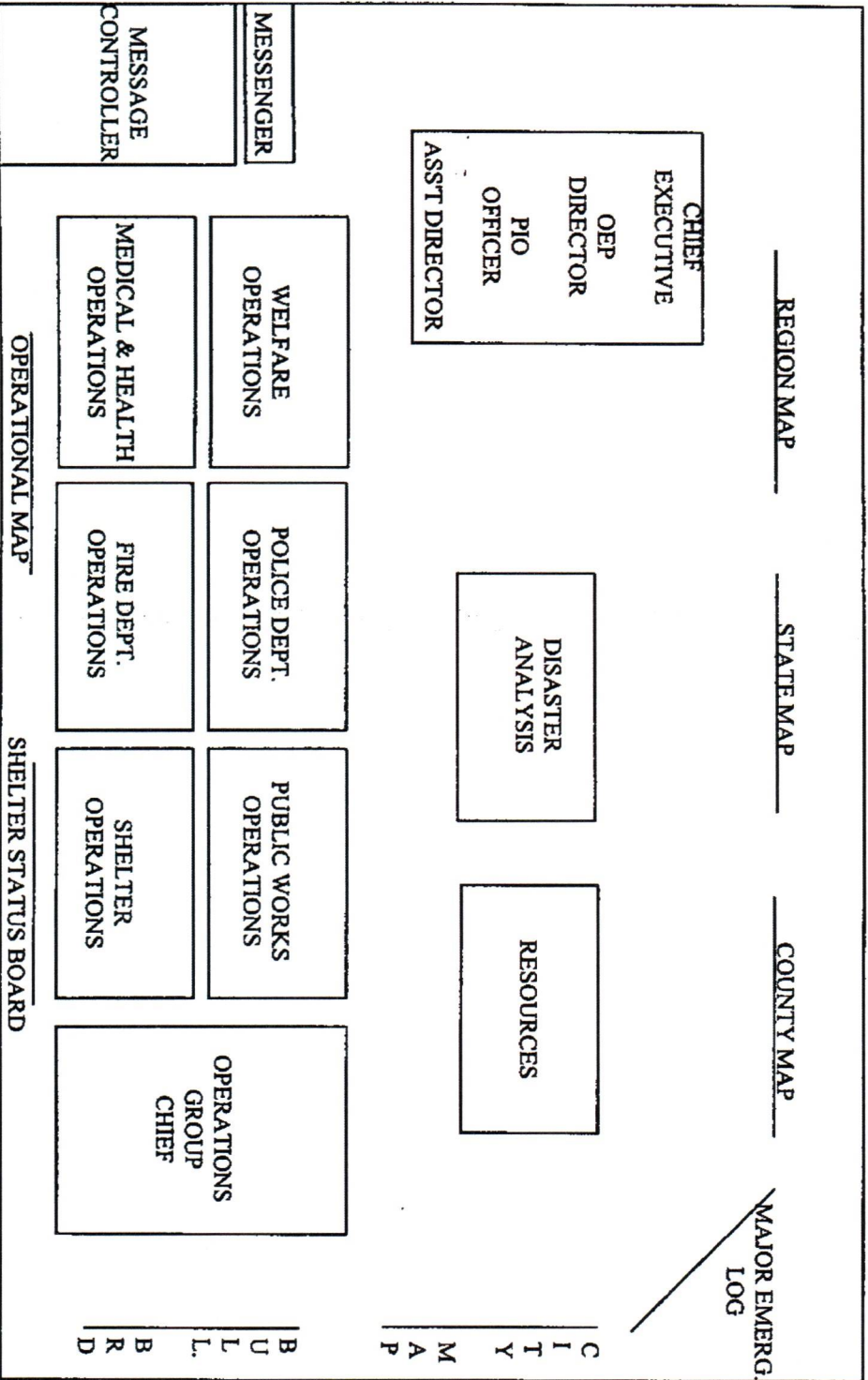
NOTIFICATION TABLE

	Hurricane	Tornado	Nuclear Incident	Haz Mat	Air	Flood	Other
PARISH STAFF							
Police Jury President	X	X	X	X	X	X	X
OHSEP Director	X	X	X	X	X	X	X
Assistant OHSEP Director	X	X	X	X	X	X	X
Sheriff	X	X	X	X	X	X	X
Fire Chief(s)	X	X	X	X	X	X	X
VPCS Director	X	X	X	X	X	X	X
School Board Supt.	X	X	X	X	X	X	X
Clerk of Court	X	X		X	X	X	
Assessor	X	X				X	X
Registrar of Voters	X	X			X	X	
County Agent	X	X		X	X	X	
Legal Counsel	X	X	X	X	X	X	X
911 Director	X	X	X	X	X	X	X
OTHER AGENCIES							
Red Cross	X	X	X	X	X	X	X
Salvation Army	X	X			X	X	X
GOHSEP	X	X	X	X	X	X	X
DOTD	X	X	X	X	X	X	X
State Police	X	X	X	X	X	X	X
National Guard	X	X	X	X	X	X	X
Airport	X	X	X	X	X	X	X
ENTEX Gas	X	X	X	X	X	X	X
Bell South	X	X	X	X	X	X	X

VERMILION PARISH EMERGENCY OPERATING CENTER



VERMILION PARISH OEP
OPERATIONS ROOM ARRANGEMENT



A-3-B-2

REPORTING FORMS

1. MESSAGE LOG FORM
2. GENERAL MESSAGE FORM
3. STATE OF EMERGENCY, VERMILION PARISH
4. PRELIMINARY DAMAGE ASSESSMENT
5. PRELIMINARY DAMAGE ASSESSMENT SUMMARY
6. DISASTER SUMMARY OUTLINE



VERMILION PARISH OFFICE OF EMERGENCY PREPAREDNESS

Courthouse Building, 100 North State Street, Suite 211, Abbeville, LA 70510
Phone: (337) 898-4308 Fax: (337) 898-4309



DIRECTOR

ASSISTANT DIRECTOR

MESSAGE FORM

TO:

URGENT: _____

FROM:

ROUTINE: _____

DATE:

TIME:

AMPM

MESSAGE:

State of Emergency
Vermilion Parish

WHEREAS, the Parish of VERMILION is presently faced with a pending Emergency due to _____,

WHEREAS, there is a very definite threat to life and property of the citizens of this Parish; and

WHEREAS, the threat is of such nature as to warrant immediate Emergency Action to minimize the effects and loss of life; and'

WHEREAS, such action must be taken now; and;

THEREFORE, I, _____, President of the Vermilion Parish Police Jury by the authority vested in me by the Parish Charter and the Louisiana Emergency Assistance & Disaster Act of 1993, as amended, do hereby proclaim;

A STATE OF EMERGENCY TO EXIST WITHIN THE Parish and that all Emergency Preparedness Plans and the Parish All Hazard Emergency Operations Plan be activated, and to use the Parish resources to the fullest. It is further announced that the Vermilion Parish Office of Homeland Security & Emergency Preparedness Director Rebecca M. Broussard, (337) 898-4308, has been designated as the point of contact for all responsible activities relating to this emergency.

Issued on this ____ day of _____, and effective at time of issuance.

PRESIDENT, VERMILION PARISH POLICE JURY



VERMILION PARISH OFFICE OF EMERGENCY PREPAREDNESS

Courthouse Building, 100 North State Street, Suite 211, Abbeville, LA 70510
Phone: (337)898-4308 Fax: (337)898-4309



DIRECTOR

ASSISTANT DIRECTOR

PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Ordinance of 3, March 1986 of Vermilion Parish Police Jury empowers the Director of Homeland Security and Emergency Preparedness to proclaim the existence or threatened existence of a local emergency when said Parish is affected or likely to be affected by a public calamity and the Vermilion Parish Police Jury is not in session; and

WHEREAS, the Director of Homeland Security and Emergency Preparedness of Vermilion Parish does hereby find:

That conditions of extreme peril to the safety of person and property have arisen within said Parish, caused by

_____ and _____;

That the Police Jury of Vermilion Parish is not in session;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said Parish; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers functions and duties of the emergency organization of this Parish shall be those prescribed by State law, by ordinances and resolutions of this Parish, and by the Vermilion Parish Police Jury, as approved by the Parish Board.

Director

VERMILION PARISH PRELIMINARY DAMAGE ASSESSMENT

Incident: _____ Date: _____

Street Number: _____ Street Name: _____

Damage Category

- _____ Debris Removal (fallen trees, etc.)
- _____ Emergency Protective Measures
- _____ Roads and Bridges
- _____ Water and Control Facilities
- _____ Buildings and Equipment (damaged buildings)
- _____ Utilities (power lines, gas, water, etc.)
- _____ Parks, Recreational Facilities and Other

Damage Classification

_____ Affected _____ Minor _____ Major _____ Destroyed

Damage Type (check all that apply)

- _____ Debris
 - _____ Right of Way
 - _____ Private Property
- _____ Flooding
 - _____ Sewerage
 - _____ Drainage
- _____ Light Poles: # _____
- _____ Traffic Signals: # _____
- _____ Tree(s): # _____ and/or _____ Power Line(s): # _____
 - _____ Right of Way
 - _____ Private Property
 - _____ Roof Damage
 - _____ Foundation / Structural

DAMAGE ASSESSMENT – See Disaster Recovery Manual

Damage assessment is used to determine the amount and type of damages caused by a disaster. In addition, the overall impact of those damages on the community is also assessed. Thus, it is essential that an initial assessment of the total damages be made. The responsibility for making this assessment rests with the Chief Elected Official of the affected community. The Emergency Preparedness Director should take the lead in putting the data together and coordinating the inputs from all departments.

The importance of the initial assessment cannot be over emphasized. If the State Office of Emergency Preparedness has to seek additional answers, make visits to obtain greater detail, or return the Disaster Summary Outline (DSO) for clarity, etc. , time will be expended which will necessarily delay the request for any type of assistance.

Speed and accuracy are essential in obtaining the maximum amount of help in the shortest amount of time. Established, workable prescores and trained personnel are needed beforehand. Disaster damages caused by tornadoes, hurricanes, major fires, severe weather, etc. , require that the community establish assessment procedures before the disaster occurs.

There must be more than one person involved in the assessment process. A team, consisting of all those who should be involved in the worst case disaster should be formed. They should be trained and alerted to the fact that in the event of a disaster in their community, they would have to be involved in the damage assessment process. The team could consist of people such as:

- Parish Agent for farm and ranch damage.
- A- Hospital Administrator or Parish Health official for fatalities, injuries, community health, etc.
- B- Building Inspector, Tax Assessor, lending institution, or insurance company for structure appraisers to evaluate buildings, mobile/modular homes, and businesses.
- C- School District Superintendent or school principal to provide school damage.
- D- Red Cross Representative for the number of people needing assistance.
- E- City/Parish Engineers council members, commissioners department heads such as public works, utilities, etc. , for inputs on Debris Clearance, Public Health, protective measures, and Road and Street Systems.
- F- Those in charge of levees, drainage systems, private non-profit facilities, and recreational facilities, etc.

To assist communities in organizing correct assessment information, a form entitled *Disaster Summary Outline (Form LOEP/DSO) is included as an attachment.

The Disaster Summary Outline should be filled out completely and as quickly as possible after the disaster. It must be signed by the Chief Elected Official, whichever is appropriate and forwarded to LAOEP with a cover letter explaining why and what assistance is needed. Complete instructions for filling out LOEP/DSO are included with the form.

LOUISIANA OFFICE OF EMERGENCY PREPAREDNESS PRELIMINARY DAMAGE ASSESSMENT SUMMARY				DATE OF EVENT
PART I – APPLICANT INFORMATION				
Parish	Name of Applicant	Point of Contact	Phone No.	Fax No.
Population	Total Budget Approved _____ Balance _____	Maintenance Budget Approved _____ Balance _____	Date FY Begins	
PART II – DISASTER IMPACTS (USE SEPARATE SHEETS IF NECESSARY)				
<p>A. GENERAL IMPACT</p> <ol style="list-style-type: none"> 1. Identify and describe damages which constitute a health and/or safety hazard. 2. Population adversely affected directly or indirectly by the loss of public facilities or damages. 3. What economic activities are adversely affected by the loss of public facilities or damages? 				
A. RESPONSE CAPABILITY				
<p>A. IMPACT ON PUBLIC SERVICES IF DECLARATION IS NOT MADE:</p> <p>e. g. Deferral of permanent repairs. Impact on ongoing services and capital Improvements, etc. Describe.</p>				
PART III – COST ESTIMATE SUMMARY (COMPLETE ATTACHED SITE ESTIMATES BEFORE SUMMARIZING BELOW)				
CATEGORY	NO. OF SITES	TYPE OF DAMAGE	COST ESTIMATE	POTENTIAL LOCAL FUNDS FOR <u>RECOVERY</u> AVAILABLE FUND/ACCOUNT BALANCE
Name of Inspector:			AGENCY:	PHONE NO:

LOUISIANA OFFICE OF EMERGENCY PREPAREDNESS PRELIMINARY DAMAGE ASSESSMENT SUMMARY			DATE OF EVENT	
PART IV – SITE INFORMATION				
MAJOR DAMAGE CATEGORY (Use appropriate letters in the “category” blocks below) A. Debris Removal; B. Emergency Measures; C. Roads and Bridges; D. Water Control; E. Public Buildings and Equipment; F. Public Utilities; G. Other				
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE:				
IMPACT:			% Complete	Cost Estimate
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE:				
IMPACT:			% Complete	Cost Estimate
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE:				
IMPACT:	% Complete	Cost Estimate		
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE:				
IMPACT:	% Complete	Cost Estimate		
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE:				
IMPACT:	% Complete	Cost Estimate		
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE:				
IMPACT:	% Complete	Cost Estimate		

DISASTER SUMMARY OUTLINE

Date _____

I. Location (City/Parish) _____

II. Type of Disaster (Flood, Hurricane, Tornado, etc.) _____

III. Inclusive Dates Disaster Occurred _____

IV. Casualties:

A. Fatalities _____

B. Injuries _____

C. Hospitalized _____

V. A. Were there agricultural losses? Yes No (Circle One)

B. Briefly describe those losses _____

VI. Residential Losses

A. Single Family Homes

1. Destroyed _____

2. Damaged _____

3. Average Repair Cost _____

4. % Covered by Insurance _____

B. Mobile Homes

1. Destroyed _____

2. Damaged _____

3. Average Repair Cost _____

4. % Covered by Insurance _____

C. Multi-Family Homes

- 1. Destroyed _____
- 2. Damaged _____
- 3. Average Repair Cost _____
- 4. % Covered by Insurance _____

VII. BUSINESS LOSSES

- 1. Destroyed _____
- 2. Damaged _____
- 3. Average Repair Cost _____
- 4. % Covered by Insurance _____

VIII. Estimated number of persons unemployed because of this disaster _____.

IX. Estimated number of persons whose situation will be completely satisfied by the Red Cross _____.

X. Estimated Damage to Schools (coordinate with School District Superintendent's and Private School Owners)

	Number Schools	Amount Damage	% Covered by Insurance
A. KINDERGARTEN	_____	\$_____	_____
B. Private (Elem., Jr. High, High)	_____	\$_____	_____
C. Public (Elem., Jr. High, High)	_____	\$_____	_____
D. Private (Colleges and Universities)	_____	\$_____	_____
E. Public (Colleges and Universities)	_____	\$_____	_____
F. Other Private Schools	_____	\$_____	_____
G. Other Public Schools	_____	\$_____	_____

XI. Public Property Damage Estimates: (Coordinates with your engineers, commissioners, department heads, etc.) CITY, PARISH FACILITIES ONLY.

A. DEBRIS CLEARANCE	\$ _____
B. Public Health and Protective Measures	\$ _____
C. Road and Street Systems	\$ _____
1. Paved	\$ _____
2. Unpaved	\$ _____
3. Bridges	\$ _____
Total Road and Street Systems	\$ _____
D. Dikes, Levees and Drainage Systems	\$ _____
E. Buildings and Related Equipment	\$ _____
F. Utilities	\$ _____
G. Facilities under construction	\$ _____
H. Private Non-Profit Facilities	\$ _____
I. Other (Recreational Facilities, Etc.)	\$ _____
Total Public Property Damage	\$ _____

XII. Total dollar value of local government efforts which have been or will be credited to this disaster and will not be claimed. \$ _____

XIII. I certify that the damages that occurred during this disaster are of such severity and magnitude that effective response is beyond the capacity of _____, and that additional assistance is necessary.

Mayor/Parish President

Date

(Parish forms are to include only those parts of the parish that are not covered by another form, i.e., a form submitted by an incorporated city.)

ANNEX A – APPENDIX 5
VERMILION PARISH DATA DISPLAYS

Problem Log

Damage Assessment Chart

Hospital Status Chart

Temporary Medical Facilities Chart

Shelter Status Chart

Law Enforcement Resources Chart

Transportation Resources Chart

Problem Log

INCIDENT NUMBER	DATE/TIME OF REPORT	PROBLEM/LOCATION	ASSIGNED TO	RESPONSE

Damage Assessment Chart

	Total Public Damage		
	Public Facilities	3D	
	Federal Facilities	3C	
	School Grades 1-12	3B	
	Fed. Aid System Roads	3A	
	Total Private Damage		
	Private Utilities	2I	
	Private Schools	2H	
	Private Hospitals	2G	
	Railroads	2F	
	Agriculture	2E	
	Businesses Destroyed	2D	
	Businesses Damaged	2C	
	Homes Destroyed	2B	
	Homes Damaged	2A	
	Number Dead	1B	
	Number Injured	1A	
	TIME OF REPORT		
	INCIDENT AND LOCATION		

Hospital Status Chart

HOSPITAL	BEDS	BEDS AVAILABLE	PATIENTS SENT	BURN CASES SENT	COMMUNICATIONS	REMARKS

Temporary Medical Facilities Chart

FACILITY	LOCATION	PATIENTS TREATED	COMMUNICATIONS	REMARKS

Shelter Status Chart

FACILITY NAME	LOCATION				CAPACITY				STOCKS				
STREET ADDRESS	ZIP CODE	CENSUS TRACT	STD LOC	MAP GRID	PF 0-1	PF 2-8	TOTAL	CURRENT OCCUPANCY	FOOD	WATER	MANAGER	COMMO	REMARKS

Law Enforcement Resources Chart

UNIT	LOCATION	COMPOSITION	ASSIGNMENT	COMMO	REMARKS

Transportation Resources Chart

ORGANIZATION	DISPATCH LOCATION	VEHICLE FLEET COMPOSITION	ASSIGNMENT	COMMO	REMARKS

ANNEX A – APPENDIX 6
VERMILION PARISH SECURITY REGISTER

SECURITY REGISTER CONTROL CENTER: _____

DATE: _____

ID#	NAME	SECTION/SERVICE	TIME IN	TIME OUT

ANNEX A – APPENDIX 7

VERMILION PARISH COMMAND POST PROCEDURES

- I. Essential to all emergency operations is a command post. One that is adequately manned and equipped. The command post can be standup operation at the scene or one located in a vehicle out-fitted for the purpose. Buildings, shops and other such places, depending upon the location of the incident, can often be utilized as a command post. There are no cut and dry rules for what a command post should be. There are, however, certain requirements for its location management. Here in Vermilion Parish we are attempting to establish in a direct way what the procedure should be for location and management of a command post. This is being done with consideration being given to the needs of the various fire departments, sheriff's departments, and Office of Homeland Security and Emergency Preparedness. Each agency must agree with the procedure if the desired degree of cooperation between agencies is to be attained. The acceptance of the concept of working together and supporting each other will determine if the plan will succeed in its objectives.

The final analysis is the plan will only be as good as the people who execute it.

The following is offered as a plan to meet the objectives desired.

- II. LOCATION:
 - A. The first responder upon arriving will establish the command post location, as best determined by the situation at hand and will state to the dispatcher exactly where the command post is. This will be the reference for all initial activity at the scene of the incident. Give address, landmarks and any other information that will clearly establish the Command Post location.
 - B. After the initial establishment of the command post and the arrival of the lead agency (fire chief, sheriff personnel or OHSEP Personnel, brief the person assuming command and determine at the time if the command post location should be moved or remain in the original location. In all cases advise the radio room, emergency communications of the change of command by giving the name and position of the person assuming command. Again, giving the exact location.

If it is determined that a staging area for personnel and equipment will be located (give exact location and access routes) and the name of the person in charge of the staging area.

III. MANAGEMENT

- A. One person should clearly be in charge of the operation and that person's name and position should be made known to all agencies involved in assisting at the incident. This person is generally known as the "Incident Commander". Fires, explosions, derailments have the respective District Fire Chief in charge. Hurricanes, tornadoes, heavy rains, flooding and nuclear attack will have OHSEP as the lead agency. Law enforcement violations, insurrections, riots, Haz-Mat accidents, and similar activities will be under the direction of the Sheriff's office or Municipal Police (if in their jurisdiction).
- B. In any event, the concept of one man clearly in charge is essential to the success of the plan.
- C. Support agencies should make their presence known to the Command Post Chief or Incident Commander and assist where directed by that person.
- D. Each agency assisting at the Command Post should alert and coordinate his agency's activity at the scene under the direction of the Incident Commander.

IV. OPERATIONS

- A. General
 - 1. Effect Search and Rescue procedures:
 - a. Life.
 - b. Property.
 - 2. Call for additional assistance as required.
 - 3. Appoint aid for maintaining records and logs.
 - 4. Establish staging area as required--giving routes to and from.
 - 5. Appoint staging area chief - notify communication center of person in charge and location.
 - 6. Report all major actions taken to communication center - stating time, location and type of action.
 - 7. Make status reports at intervals to communication center.

8. Obtain name, title and organization of all persons reporting to Command Post.
9. Any department or responding agency representative shall notify the officer in charge when leaving the Command Post for any reason.
10. The Command Post management team shall remain at their established position to coordinate the on-scene forces.
11. The officer in charge shall determine when the respective incident has been stabilized and made safe.
12. The Command Post will release support elements in an orderly way, making log entry of the release.
13. Communication Center will be notified of the termination of the Command Post.