

EMERGENCY OPERATIONS PLAN

Terrebonne Parish
Office of Homeland Security and Emergency Preparedness



Earl J. Eues, Jr.
Director

Dirk Guidry
Council Chairman

Gordon E. Dove
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Promulgation Statement

The Terrebonne Parish Office of Homeland Security and Emergency Preparedness has the authority and responsibility for direction and control of the resources of Terrebonne Parish as set forth in the Terrebonne Parish Emergency Operations Plan. This plan details the overall responsibilities of the Parish government as well as guidelines and organizational priorities necessary to insure a coordinated Federal, State and Parish government response. It sets forth a detailed Parish program for preparation against, operations during, and relief and recovery following emergencies and disasters as provided by Parish, State and Federal statutes and ordinances, as well as other related or applicable emergency authorities and directives.

This Plan supersedes any previous Emergency Operations Plan promulgated for this purpose. It provides a framework in which the Parish and its political subdivisions can plan and perform their respective functions during a disaster or national security threat. The Terrebonne Parish Incident Management System (TIMS) will use a flexible structure to manage all types of incidents, particularly those that require the establishment of Incident Command Posts at or near an incident site. The Parish adopts the National Incident Management System (NIMS) guidance by reference.

This plan complies with existing federal, state and local statutes and agreements made with the various agencies identified within. The plan was developed with the concurrence of the Terrebonne Parish Consolidated Government, the Terrebonne Parish Sheriff's Department and the Louisiana Governor's Office of Homeland Security and Emergency Preparedness. Since the planning process is continuous, the Emergency Operations Plan must be reviewed at least annually to maintain its integrity. Any changes to the plan will be distributed to all recipients of the Plan. The Emergency Operations Plan will undergo a formal review and update, including a new promulgation statement every four years in accordance with the plan review and update schedule published by the Louisiana Governor's Office of Homeland Security and Emergency Preparedness.

It is the responsibility of all agencies with roles identified in this plan to advise the Terrebonne Parish Office of Homeland Security and Emergency Preparedness of any changes which might result in its improvement or increase the effectiveness of the plan.

Date: _____

Signatures:

Gordon E. Dove
Parish President
Parish of Terrebonne

Earl J. Eues, Jr.
Director
Terrebonne Parish Office of Homeland
Security and Emergency Preparedness

Signatories to the Terrebonne Parish Emergency Operations Plan

The undersigned have reviewed the Terrebonne Parish Emergency Operations Guidelines and concur with the duties that coincide with their department, agency or private sector organization.

Mr. Dirk Guidry
Council Chairperson
Terrebonne Parish Council

Sheriff Jerry Larpenter
Sheriff
Terrebonne Parish Sheriff's Office

Mr. Jules Hebert
Parish Attorney
Terrebonne Parish Consolidated Government

Mr. Al Levron
Parish Manager
Terrebonne Parish Consolidated Government

Mr. Michael Toups
Public Works Director
Terrebonne Parish Consolidated Government

Mr. Ernest Brown
Director of Utilities
Terrebonne Parish Consolidated Government

Ms. Kandace Mauldin
Chief Financial Officer / Director of Finance
Terrebonne Parish Consolidated Government

Mr. J. Dana Ortego
Director of Human Resources and Risk
Management
Terrebonne Parish Consolidated Government

Mr. Mart Black
Director of Coastal Restoration
Terrebonne Parish Consolidated Government

Mr. Sterling Washington
Director of Parks and Recreation
Terrebonne Parish Consolidated Government

Mr. Christopher Pulaski
Director of Planning and Zoning
Terrebonne Parish Consolidated Government

Ms. Janel Ricca
Director – Houma Terrebonne Civic Center
Terrebonne Parish Consolidated Government

Mr. Darrel Waire
Director of Housing and Human Services
Terrebonne Parish Consolidated Government

Chief Keith Ward
Houma Fire Department
Terrebonne Parish Consolidated Government

Chief Dana Coleman
Houma Police Department
Terrebonne Parish Consolidated Government

Ms. Dianna Edmondson
Executive Director
Terrebonne Parish Council on Aging

Ms. Alina Merlos
Executive Director
United Way of South Louisiana

Mr. Steve Kuiper
Vice President of Operations
Acadian Ambulance Service, Inc.

Mrs. Phyllis Peoples
Administrator
Terrebonne General Medical Center

Ms. Donna Pitre
Director of Facilities Management
Ochsner Leonard J. Chabert Medical Center

Mr. Mark Boudreaux
Executive Director
Terrebonne Parish Communications District

Mr. Joseph Waitz
District Attorney
Terrebonne Parish

Dr. Victor Tedesco
Coroner
Terrebonne Parish Coroner's Office

Mr. Ken Pitre, President
Administrator, Schriever Fire Department
Terrebonne Parish Fire Chief's Association

Mr. Orville Callahan
City Marshal
City Marshal's Office

Mr. Matt Rookard
Executive Director
Terrebonne Economic Development Authority

Forward

This addition of the Terrebonne Parish Emergency Operations Plan includes guidance for preparedness for the full range of natural, technological, man-made, terrorist, and attack-related emergencies and disasters. It conforms to federal law and regulations and the Louisiana Homeland Security and Emergency Assistance and Disaster Act as amended.

The Terrebonne Parish Office of Homeland Security and Emergency Preparedness has the responsibility for formulating and updating plans, procedures, arrangements and agreements, and for coordinating emergency and disaster operations under the direction of the Parish President. This Plan provides a general framework, within which Parish departments, Parish agencies, volunteer groups and private organizations can develop detailed Continuity of Government (COG) procedures, arrangements and agreements.

The planning process is continuous. Recipients of this Emergency Operations Plan are expected to develop detailed plans, procedures, arrangements, and agreements for their departments; train their personnel to implement those plans, procedures, arrangements and agreements regularly; and make changes as needed. Each department or agency assigned as either primary or support Emergency Support Function should have resources in plans and a means of obtaining resources prior to an emergency or disaster. Changes to this Plan will be issued as appropriate. Supplements to this Plan which deal with particular hazards and with regional planning problems will be issued periodically. Parish departments and agencies should consider addressing, within their plans, citizens with disabilities or unique needs wherever applicable. Parish departments, agencies or any other organizations which find areas of the Plan that need improvement should advise this office so that changes may be incorporated in an orderly manner.

Sincerely,

Earl J. Eues, Jr., Director
Terrebonne Parish Office of Homeland Security
and Emergency Preparedness

Record of Changes to Plan

Number	Description of Change(s)	Page Number(s)	Date of Change
1	Changed 1 May 2009 to January 2010; Removed "Draft" Watermark; Added Ralph Mitchel as Public Safety Director	All	1/20/10
2	Added Public Work's Flood Response Plan to ESF 3 section as Appendix 1	ESF 3 Section	3/11/10
3	Changed Signatories to appropriate personnel, added Gordon E. Dove as Parish President	All	7/1/17

Basic Plan

I. PURPOSE AND SCOPE

The Terrebonne Parish Emergency Operations Plan (EOP) establishes the policies and structure for Parish Government management of emergencies and disasters. The EOP prescribes the phases of emergencies and disasters: Prevention, Mitigation, Preparedness, Response and Recovery. The EOP is an all-hazard plan. It assigns responsibilities for actions and tasks that the Parish will take to provide for the safety and welfare of its citizens against the threat of natural, technological, man-made and national security emergencies and disasters. The EOP is designed to coordinate closely with the National Response Plan (NRP) and with the State of Louisiana Emergency Operations Plans. It establishes a base on which further plans, procedures, guidelines, arrangements, and agreements can be elaborated.

In times of emergency, the mission of the Terrebonne 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 ensure 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.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Terrebonne Parish is one of the southernmost Parishes of Louisiana that lies on the coast of the Gulf of Mexico. Terrebonne Parish has approximately 113,220 residents (census.gov – 2016 estimate) and 45,035 households (census.gov – 2016 estimate). The Parish has approximately 1,255 square miles of land and 825 square miles of water for a total of 2,080 square miles and is ranked as the second largest Parish in the State of Louisiana. The average elevation of Terrebonne Parish is approximately 15 ft. with many areas of the Parish at or below sea level in the southern portion of the Parish. The Parish is adjacent to Lafourche

Parish to the north and east, Assumption Parish to the northwest, St. Mary Parish to the west and surrounded by an extensive marine estuarine system of lakes, canals, and bayous and the Gulf of Mexico.

2. The major transportation corridors include the BNSF Railway, the Houma Navigation Canal, the Intracoastal Waterway (ICWW), U. S. Highway 90, U.S. Highway 182, and La. Highway 24. Minor transportation corridors include La. Highway 311, La. Highway 316, La. Highway 55, La. Highway 56, La. Highway 57, La. Highway 315 and La. 665.
3. Terrebonne Parish receives an average of 63 inches of rainfall per year. The average July high temperature is 91.1 degrees and the average January temperature is 43.6 degrees.
4. The Parish of Terrebonne has one incorporated city, the City of Houma, and several small communities. The government is operated as a city-parish government, the Terrebonne Parish Consolidated Government. The Parish has 4 state recognized tribes/bands, the Biloxi-Chitimacha, the United Houma Nation, the Point-Au-Chene Tribe and the Isle de Jean Charles Band.
5. Terrebonne Parish faces a variety of natural, technological, man-made, and national security hazards which pose of significant threat to the people of Terrebonne Parish. They include, but are not limited to, hurricanes, severe storms, tornadoes, levee failures, freezes, winter storms, earthquakes, subsidence, erosion, drought, water shortages, wildfires, transportation and other hazardous materials (HAZMAT) incidents, industrial accidents, nuclear attack, chemical/biological warfare, terrorist incidents, civil disturbances or riots, resource shortages (utility and energy), and pandemic illnesses or a combination of any of these. A comprehensive list of hazards in included in Attachment 2.
6. During an emergency or disaster, the Parish will take immediate and appropriate action to determine, direct, mobilize and coordinate resource needs. The Parish Government will suspend or cancel normal operations and redirect resources to save lives, relieve human suffering, sustain survivors, protect property, and repair essential facilities.
7. Many of the potential risks e.g. hurricanes, floods and other severe weather, enemy attack and pandemic illnesses would be preceded by a period of increased alertness, giving public officials time to take preventive, precautionary or protective measures to reduce loss of life and minimize damages.
8. The Parish has equipped and staffed the Joseph L. Waitz Emergency Operations Center (EOC) from which all emergency activities will be managed. The EOC

provides the necessary means to communicate with the State EOC and all local first response agencies to ensure close cooperation in emergencies and disasters. The EOC is located at 101 Government Street in the community of Gray.

9. The special needs of people with disabilities, elderly, non-English speaking and non-speaking persons are taken in consideration throughout this plan. Annual assessment will be conducted to address any changes in resident populations.
10. Because Terrebonne Parish is located on the Gulf of Mexico, evacuation is accomplished by using La. Highways 311, 315, 57, 56, 24, 55, 665, and 182 to U.S. Highway 90 or La. Highway 20 to go East or West or to Highway 24 to go North via La. Highway 1.

B. ASSUMPTIONS

1. The Parish is primarily responsible for natural, technological, and man-made emergency preparedness, but has a shared responsibility with the State and Federal government for national security preparedness and for catastrophic natural and technological hazards. Under any circumstances, it would be incumbent upon the Parish Government to take the necessary steps to reduce the effects of such a disaster upon the population.
2. It is impossible to predict the specific threats of a disaster upon Terrebonne Parish, or to be sure in advance that any specific hazard would or would not occur. However, the Parish could be subjected to numerous disaster situations.
3. The Parish's responsibility necessitates the development of an all-hazard plan, with emergency support functions (ESFs) and detailed procedures. Planning efforts are made as general as possible to insure flexibility to combat the impact of all types of hazards.
4. In the event of a catastrophic natural, technological, or man-made incident, or should a national security emergency occur, the Parish's resources would be taxed to the limit or exhausted and State and Federal assistance would be necessary. The Parish will use mutual aid agreements with volunteer groups, the private sector neighboring parishes and the State of Louisiana. The River and Bayou Parishes Mutual Aid and Assistance Task Force (R&BPMA/ATF) consist of the State of Louisiana Governor's Office of Homeland Security and Emergency Preparedness (LaGOSHEP) Region 3 parishes: Assumption, Terrebonne, Lafourche, St. James, St. John and St. Charles. The R&BPMA/ATF purpose is to develop, maintain and test activation procedures among the members. Requests for mutual assistance and cooperation exist among members due to the impending potential threat to both industry and the public. The R&BPMA/ATF identifies and offers available resources to the members of the task force that may be affected by an emergency.

Available resources may include equipment, materials and supplies, manpower, and technical advice.

5. The probability of a terrorist or war-related emergency or disaster that would involve mass fatalities and casualties, major devastation and disruption of vital services is low, but it does exist.
6. Emergencies or disasters could, individually or in combination, cause a grave emergency condition in any area of the Parish. Emergencies can vary in scope and intensity, from a small incident with minimal damage (i.e. oil spill) to a large-scale incident with extensive devastation and loss of life (i.e. hurricane).

III. CONCEPT OF OPERATIONS

The Emergency Operations Plan is based on the premise that the Emergency Support Functions (ESF) performed by the various Parish departments, governmental agencies, private and non-governmental organizations during emergency operations generally parallels their normal day-to-day functions. The same personnel and material resources will be employed in both cases. Day-to-day tasks and operations that do not contribute directly to the emergency may be suspended or redirected for the duration of any emergency or disaster, and efforts that would normally be assigned to those tasks will be channeled toward emergency and disaster ESF as assigned. Parish department and governmental agencies will conduct emergency operations until the emergency exceeds the Parish's capability to respond, then assistance will be requested from the State of Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP). Operations will be conducted from the Emergency Operations Center (EOC) and all Parish departments and agencies having an emergency function or capability will be represented.

A. Execution and Implementation

The primary responsibility for disaster preparedness rests with elected heads of government, both Local and State, in accordance with R.S. 29: Chapter 6, Sections 721-729, of the Louisiana Homeland Security and Emergency Assistance Disaster Act of 1993 and as amended. To fulfill this responsibility, maximum attention must be given to the coordination of all disaster relief efforts by the Parish, State, public and private organizations. The Parish President has delegated the Director of the Terrebonne Parish Office of Homeland Security and Emergency Preparedness (TOHSEP) the responsibility for implementation of this plan. The Director will implement this plan and procedures when the situation warrants. Should the Parish President declare a State of Emergency, the plan will automatically be activated.

Existent organizational elements for emergency government response will be utilized to the fullest extent and augmented where necessary.

Assistance to overcome the effects of a disaster must be provided as soon as possible after its occurrence. Therefore, Parish 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 of this Plan to cover all aspects of Parish response only, not contingent on any extraordinary State or Federal assistance.

All Parish 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.

It shall be the responsibility of all Parish 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 President of any deficiencies that exist.

All response elements of Parish government will adhere to the above general principles.

B. Terrebonne Parish Incident Management System (TIMS)

The State and 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 State and Federal Governments. It is based on the Incident Command System and the Unified Command System (ICS/UCS) and is flexible and appropriate to all types of incidents. The Terrebonne Parish Incident Management System (TIMS) will use the same flexible structure to manage all types of incidents, particularly those that require the establishment of Incident Command Posts at or near an incident site. The Parish adopts the NIMS guidance by reference. The operation of the Terrebonne Parish Unified Command System (TUCS) is contained in Attachment 6 of this Plan.

C. Emergency Action Levels

1. Emergency Action Levels (EAL) have been established to provide a general indicator of the level of seriousness of an incident and related guidance for response and protective actions so that all emergency response forces have a common basis by which they can implement necessary to handle the situation. Refer to the Implementation Procedures for specific actions that Parish departments will take for the appropriate action level declared. Procedures are on file in the Parish EOC. The four EAL that shall be used are:
 - a. LEVEL IV – Normal operations are ongoing. Terrebonne OHSEP staffing is in accordance with authorized agency manning levels.
 - b. LEVEL III – Events involve a potential or actual threat to the safety and welfare of the people in threatened areas. The Parish Office of Homeland Security and Emergency Preparedness staff is actively monitoring the situation. The Parish EOC may be activated on a 12 hour or 24-hour basis with selected ESF's by functional branch.
 - c. LEVEL II – Events are in progress or have occurred which involve an imminent or actual major impact on the safety of the people in a stricken area(s). The EOC is activated for 24-hour operation and staffed by Terrebonne OHSEP personnel and may include selected staffing from the

Parish, ESF's, state, federal and volunteer agencies. This status is maintained and the situation monitored closely until conditions escalate or de-escalate.
 - d. LEVEL I – Events are in progress which continue previously declared action levels and require response activities. The EOC is fully activated for 24-hour operations. All parish, ESF's, state, federal and volunteer agencies report to the EOC as requested for 24-hour operations. This status will be maintained until the threat is over and the emergency is terminated. As imminent danger is reduced, operations will be initiated for the return of the stricken area(s) to pre-disaster status.
2. For the purpose of incident management, Terrebonne Parish will use the same emergency situation terminology used by state and federal agencies.
 - a. Natural Disaster (National Weather Service)
 - (1) Watch
 - (2) Warning
 - (3) Impact
 - (4) Recovery

- b. Fixed Nuclear Facility (NRC/FEMA Joint Guidance NUREG-0654, FEMA-REP-1, Rev.1)
 - (1) Unusual Event
 - (2) Alert
 - (3) Site Area Emergency
 - (4) General Emergency
- c. National Terrorism Advisory System (NTAS)
 - (1) Imminent Threat
 - (2) Elevated Threat Alert

D. Phases of Emergency Management

Since this emergency operations plan is concerned with the many hazards which Terrebonne Parish and its citizens may be exposed before, during and after an emergency/disaster occurs, responsible authorities operate in accordance with the five (5) phases of emergency management prescribed by the state and federal government:

1. Prevention – Preventative actions are taken to avoid an incident or to intervene to stop an incident from occurring. Such actions are primarily applicable to terrorist incidents. They may include the application of intelligence and other information to a range of activities that may include deterrence, heightened security for potential targets, investigations to determine the nature and source of the threat, public health and agricultural surveillance and testing, and public safety law enforcement operations aimed at preempting, interdicting or disrupting illegal activities and apprehending perpetrators.
2. Mitigation – Actions may be taken to eliminate or reduce the impact of a disaster. Such measures include zoning and land-use measures, formulating and enforcing building codes that recognize the hazards faced by the community, public education about hazards and protective measures, hazard and vulnerability analysis and preventive health care.
3. Preparedness – Actions that may be taken in advance of an emergency/disaster to develop operational capabilities and help communities respond to and recover from a disaster. Such measures include the construction and equipping of EOC's with warning and communications systems, recruitment, and training of emergency management personnel, development of plans, procedures, arrangements, and agreements, and exercises of personnel and systems.
4. Response – Response actions are taken before, during or after an emergency/disaster to save lives, minimize damages and enhance recovery operations. Such measures

include activation of: emergency alert system, public warning, notification of public officials, provision of mass care, shelter, search and rescue, and security.

5. Recovery – Recovery actions are taken over the short-term to return vital life support systems to minimum standards, and long-term to return life to normal or improved levels. Such measures include damage assessment, supplemental assistance to individuals and public entities, assessment of plans procedures, arrangements, and agreements, and the development of economic impact studies and methods to mitigate damages. Recovery measures are detailed in the Terrebonne Disaster Recovery Manual, Supplement 3 to this EOP.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

- a. By direction of the Parish President, each Parish department will have an emergency operations plan and implementing procedures. Authority and responsibility are to be as decentralized as possible to field units and to individuals responsible for actual performance of operations. Parish personnel must be trained in their responsibilities and working relationships and must have the authority to respond to emergency or disaster requests from the Terrebonne Parish OHSEP Director.

B. Responsibilities

1. The Parish President has the overall responsibility for emergency management in the Parish and is assisted in these duties by the Terrebonne Parish OHSEP Director. Tasks for those elements listed which have been given a primary or shared responsibility for emergency/disaster situations are contained in Attachment 3, Emergency Support Functions (ESF) Responsibility Chart. General responsibilities for all departments are as follows:
 - a. Every department, agency or office that has a primary responsibility for an ESF will organize, supervise and coordinate all activities that take place in that functional area. Primary departments are responsible for specifying the actions of supporting departments and establishing clear coherent requirements that supporting departments can carry out effectively and efficiently.
 - b. Every department, agency or office that has a support responsibility for an ESF will respond as required to carry out the missions that are assigned.
2. Parish government departments, agency, or offices having emergency responsibilities are required to carry out the responsibilities designated in Attachment 3, Parish Emergency Support Functions. Depending on its functions, a Parish department may have a primary and/ or support role.

3. Parish departments, agencies, and offices which do not have specific ESF responsibilities will serve as a reserve of material and manpower resources which may be required to perform previously unassigned tasks or supplement other response agencies. They will provide for resource management, direction and control of their personnel, continuity of government (COG), continuity of operations (COOP) and situation intelligence and reporting during emergency/disaster situations.

C. Parish Government

1. The Parish President has overall responsibility by law for the direction and control of emergency/disaster operations and is assisted by the Homeland Security and Emergency Preparedness Director. Such responsibilities include the development and implementation of emergency management programs to provide for rapid and effective action to direct, mobilize, staff, train and coordinate use of local resources. The Parish Director of Homeland Security and Emergency Preparedness will plan for the protection of life and property for the citizens of Terrebonne Parish during times of emergency/disaster incidents.
2. The Parish organization structure parallels that of State government. The Parish government may integrate state agencies located within their Parish into the Emergency Operations Plan (EOP) and seek to have them serve as local emergency/disaster staff.

D. State Government

1. The Governor has the overall responsibility for emergency management in the state and is assisted in these duties by the GOHSEP Director. Each department, agency or office within state government which has primary or shared responsibility for emergency/disaster situations are assigned an Emergency Support Function (ESF).

E. Federal Government

1. The Federal Department of Homeland Security, Federal Emergency Management Agency (FEMA) has the responsibility for the coordination of federal emergency/disaster operations and resources in support of state and local government capabilities, and for directing and coordinating the delivery of federal disaster relief assistance programs. Assistance efforts are organized and coordinated according to the policies and procedures detailed in the National Response Framework (NRF), Second Edition, May 2013 and the National Incident Management System (NIMS), dated 2008.

F. Volunteer and Others

1. Volunteer organizations are generally organized into the Volunteer Organizations Active in Disaster (VOAD) and its Louisiana affiliate, LaVOAD. Such organizations give direct aid and assistance to victims of emergencies and disasters.
2. The American Red Cross (ARC) has a primary response function to mitigate suffering by providing emergency mass care, food, clothing, shelter, first aid, supplementary nursing care and aid to individual families. The ARC may also furnish medical care, health items, essential household furnishings, occupational supplies, equipment and emergency rental for housing, transportation, and temporary repairs.
3. Volunteer organizations, including Terrebonne CERT, Terrebonne PRAT, non-profit, charitable, and religious organizations may provide for the immediate cleanup, assistance for registration, identification, medical assistance, shelter, mass feeding, collection of clothing, food commodities, furniture, bedding and cleaning supplies, as well as cleanup, restoration, temporary repairs and rehabilitation of housing. At the time of warning, they may provide assistance in evacuation and search and rescue.
4. Radio and communications volunteers affiliated with various communications organizations may be called in to supplement conventional communications systems in emergencies and disasters.

V. DIRECTION AND CONTROL

- A. The Parish President is responsible for the coordinated delivery of all emergency services, public, quasi-volunteer, and private, during a natural, technological, man-made, and /or national security emergency/disaster situation. The Parish President has delegated the Terrebonne Parish Office of Homeland Security and Emergency Preparedness Director the authority to implement this plan, and to direct Parish-level emergency operations through the regularly constituted governmental structure.
- B. In the event of an emergency/disaster, the needed elements of Parish government will convene at the Terrebonne Parish Emergency Operations Center (EOC) located at 112 Capital Boulevard in Houma. Should the primary EOC become inoperative, isolated, and/or unusable, the Terrebonne Parish OHSEP Director shall issue relocation instructions to EOC stakeholders and Parish administration for the preparation of the alternate Parish EOC at the South Central Planning and Development Commission building or at another location to be determined at the time of the event.
- C. Each Terrebonne Parish Consolidated Government department shall be under the general control of its respective departmental director or through his designated emergency representative, if one is designated. The emergency representative shall be empowered to make decisions, and expend resources (personnel, materials, supplies,

- equipment, and funds) in providing operational and technical support to State and Local governments during any emergency/disaster incident.
- D. Each Parish or State agency not affiliated with the Terrebonne Parish Consolidated Government, i.e., Sheriff's Office, Fire Districts, shall be under the general control of its respective command and control or through their designated emergency representative, if one is designated. The emergency representative shall be empowered to make decisions, and expend resources (personnel, materials, supplies, equipment, and funds) in providing operational and technical support to State and Local governments during any emergency/disaster incident.
- E. Local governments are responsible under all applicable laws, executive orders, proclamations, rules, regulations, and ordinances for emergency management within their respective jurisdiction. Local emergency management organizations shall function from designated EOC's and are subject to the direction and control of the executive heads of government, in coordination with the Governor and the GOHSEP Director.
- F. Upon activation of the Terrebonne Parish EOC, Terrebonne Parish OHSEP staff and Parish departments shall insure that the necessary personnel and resources are available. Those agency representatives should bring or have pre-positioned plans, procedures, resource inventories, supplies, and notification lists needed to facilitate emergency/disaster operations.

VI. CONTINUITY OF GOVERNMENT / CONTINUITY OF OPERATIONS

- A. Disasters can interrupt, paralyze, and/or destroy the ability of local governments to carry out their executive, legislative, and judicial functions. Therefore, it is imperative that each level of government build this capability to preserve, maintain, and/or reconstitute its ability to function under the threat or occurrence of any emergency/disaster that could disrupt governmental operations and services.
- B. To have an effective comprehensive emergency management system, operations depend upon Continuity of Government (COG) and Continuity of Operations from the highest to the lowest level: (1) Lines of succession for officials; and (2) the preservation of records which are essential to the effective functioning of government and for the protection of rights and interests of the Parish and its citizens under emergency conditions.
- C. The Terrebonne Parish Home Rule Charter vests in the Parish President the chief executive power of the Parish. It establishes the emergency powers of the Parish President and provides for the line of succession:

1. Parish President
2. Council Chairperson
3. Council Vice-Chairperson

- D. The legislature has enacted Acts 111, 112, 113 and 114 of 1963, all which mandate the designation of no less than three nor more than seven emergency interim successors for the State Executive, Judicial, Legislative and Local Executive branches of government, respectively.
- E. All department heads shall designate a primary and two (2) alternate interim emergency successors, as a minimum, for key supervisory positions, which will ensure the continuance of the leadership, authority, and responsibilities of their departments. Each agency/office head shall further designate a primary and alternate interim emergency successor for key positions.
- F. Designated emergency successors shall be instructed on their responsibilities, order of succession, when they will assume these positions, and when they will be terminated. Normally, an interim emergency successor may assume leadership whenever the incumbent becomes unavailable to perform their functions or when requested to do so during periods of emergencies/disasters. They shall hold these positions until relieved by the incumbent or the emergency/disaster has been brought to a successful conclusion. Parish departments will avoid the practice of designating key officials to succeed each other. Parish departments will set up a system for internal status reporting on manpower and other resources, estimates of damages, and actions taken to deal with emergencies.
- G. Each Parish department shall develop and maintain Continuity of Operations Plans (COOP) that describe the plans, procedures, arrangements and agreements by which agencies can overcome emergencies that could inflict major damages on their normal facilities, staff, records, equipment and communications, and continue to provide services for the Parish and its citizens. The Parish departments will update and maintain departmental emergency operating procedures that prescribe in detail how the department or office will operate in an emergency, including notification of key personnel, setting up 24-hour shifts, and other measures.
- H. Each Parish Director or his/her primary assistant shall insure essential records and documents required for COG and COOP are properly stored, classified, indexed, filed and segregated from non-essential documents. Insure the maintenance and safeguarding of key records and documents through the use of duplicate files in dispersed locations or other measures.
- I. The records and documents which require safeguarding fall into three (3) general types: (1) records that protect the rights and interests of individuals; vital statistics, land and tax records, license registers, articles of incorporation, etc.; (2) records required for effective emergency operations; plans, procedures, resource inventories, lists of succession, maps, memoranda of understanding, agreements, and lists of regular and auxiliary personnel; (3) records required to re-establish normal governmental functions and protect the rights and interests of government; Federal/State/Parish laws, statutes,

- constitutions, charters, executive orders, proclamations, rules and regulations, official proceedings, financial and court records.
- J. Duplicate records and documents of the three (3) general types will be made on a continuing basis. Duplicates will be stored at a dispersed location, designated by the Director of the Department. The Parish Information Technology (I.T.) Division will maintain backups of all records and documents designated as essential records and documents needed for the continuity of governmental operations.
 - K. It is the responsibility of the elected officials of each governmental entity in the Parish to ensure that all legal documents of both a public and private nature recorded by the designated official (i.e., tax assessor, sheriff's office, clerk of court, Parish council) be protected and preserved in accordance with applicable state and local laws. Examples include ordinances, resolutions, and minutes of meetings, land deeds and tax records.
 - L. Key supervisory personnel and interim emergency successors will be informed as to the location and content of the dispersed records and/or documents. Procedures shall be formulated for the retrieval of those records and documents from the dispersed site during periods of National Security and other catastrophic emergencies/disasters, should they be required.

VII. ADMINISTRATION AND LOGISTICS

- A. During an emergency/disaster, some administrative procedures may be suspended, relaxed, or made optional. Such action will be carefully considered, and the consequences should be projected realistically. Departures from usual methods will be stated in the Parish President's Emergency Declaration order and in emergency plans.
- B. Parish response elements will include provisions for documenting all emergency/disaster related expenditures using generally accepted accounting procedures as outlined in the Parish's Finance Department plan. Receipts, invoices, purchase orders, rental agreement, etc., will serve as a basis for settlement of claims and will support the Parish's request for supplemental federal assistance. The Parish's Finance Department under the direction of the Parish President will implement procedures to provide for emergency purchasing and/or authorize the contracting of any emergency services, which may be required.
- C. When major disaster assistance activities are carried out by contract or agreement with private organizations, firms or individuals, preference will be given, to the extent feasible and practicable to those organizations, firms and individuals residing or doing business primarily in the Parish.

- D. There will be no discrimination on grounds of race, color, religion, nationality, sex, age or economic status in the execution of disaster preparedness, of disaster relief and assistance functions.
- E. Consumer complaints pertaining to alleged unfair or illegal business practices would be referred to the Terrebonne Parish District Attorney's office for enforcement of local and state laws.
- F. Commercial insurance companies and their adjustment agencies handle insurance claims on a routine basis. Complaints should be referred to the State of Louisiana Insurance Commissioner.
- G. No person, business concern, or other entity will receive assistance with respect to any loss for which he/she has received financial assistance under any other programs or for which he/she has received insurance or other compensation.
- H. In the event of a disaster involving known historic properties in Terrebonne Parish, TOHSEP will request the assistance of the Terrebonne Historic Society or the State Office of Preservation to identify said historic properties within the designated disaster area for public assistance purposes.
- I. When an emergency/disaster occurs, rapid steps will be undertaken to assess deaths and injury to persons and damage to private and public property. After Parish and private resources have been exhausted, assistance requests shall be submitted to the GOHSEP Director.
- J. There exists a system of Emergency Communications between Local, State, Federal, and Private organizations for the coordination and direction of emergency/disaster relief efforts. This system is composed of internal, external or support communications located in the EOC, the Houma Police Department, the Terrebonne Parish Sheriff's Office and the Terrebonne Parish Communication District's 911 Center.
- K. During increased readiness periods, each EOC emergency representative and Parish Departments shall ensure that property, personnel, supplies, equipment, and vehicles are accounted for and protected and, if necessary, dispersed to a designated area, and maintained in operational condition at all times.
- L. All elements of Parish government shall implement resource controls to determine the availability and accessibility of required resources. Further, they shall identify any additional requirements needed to support emergency/disaster operations.
- M. Funding to meet the needs of emergencies and disasters may be available if appropriate Parish, State and Federal Disaster Declarations are made. The first recourse shall be to use funds regularly appropriated from the Parish budget. If the

demands exceed available funds, the Parish may request additional funds from the State's Interim Emergency Board.

- N. Training of emergency operations staff will be conducted annually through in-house sessions, exercises, actual operations, or GOHSEP/DHS/FEMA sponsored classes. During increased readiness conditions, accelerated/refresher training on operations and radiological preparedness will be conducted for EOC staff by the respective State/Local training officer.
- O. The State of Louisiana is a signatory to the Emergency Management Assistance Compact (EMAC), as stated in the Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993 as amended. If an emergency becomes too widespread or serious for the Parish, the Terrebonne OHSEP director will process a request for resources from GOHSEP. If an emergency becomes too widespread or serious for State resources, the Director of GOHSEP will process a request for assistance through EMAC.
- P. If an emergency or disaster becomes too widespread or serious for Parish, State and EMAC resources, the Director GOHSEP will process a request for supplemental Federal assistance from the Governor's office, through DHS/FEMA, for Presidential approval.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Parish President, under the Homeland Security and Emergency Assistance and Disaster Act of 1993, has directed the Terrebonne Parish OHSEP Director to develop the Parish's EOP and has assigned to the Director, overall responsibility for the Parish's planning effort. The Director has been delegated the authority to implement the EOP as necessary and will provide the necessary assistance, guidance, and coordination to ensure that the EOP addresses an all-hazard approach, including natural, technological, man-made and/or a national security emergency or disaster situation, and is flexible enough to allow users to adjust to emergency situations.
- B. The various Parish departments, agencies, special districts, commissions, boards, volunteer, quasi-volunteer and private sector groups with emergency responsibilities shall integrate their operational, COG and COOP efforts in the development, maintenance, implementation and testing of this EOP and its procedures.
- C. All plans, annexes, appendices, implementing procedures and resource (personnel, equipment, supplies, and facilities) inventories shall be based on those potential hazards to which the State is subject, along with the support needed to assist local government before, during, and after any emergency/disaster incident. Plans, annexes, appendices, and procedures will detail who, what, when, where and how emergency tasks and responsibilities will be conducted.

D. This EOP, its annexes, appendices, procedures, resource inventories, and notification/recall lists shall be maintained and kept current by all parties in the following manner: The EOP and its annexes and appendices, COG and COOP provisions will be reviewed every year, with a comprehensive review and update every four (4) years. Any Parish departmental changes or additions will be forwarded to the Director of the Terrebonne OHSEP by 31 March every year. Resource

inventories and notification/recall lists should be reviewed on a six (6) month basis or as changes occur. Procedures will be reviewed following critiques of actual emergency/disaster operations and/or exercises, where deficiencies were noted.

E. Major changes that affect the Situation and Assumptions, Concept of Operations, Assignment of Responsibilities, and Direction and Control will be made as required. Major changes shall be approved by the respective Department Head. The emergency representative has the authority to revise and/or update routine changes, i.e., implementing procedures, resource inventories, and notification/recall lists.

F. All changes, revisions, and/or updates shall be forwarded to the Terrebonne OHSEP for review, editing, publication and distribution to all holders of the Terrebonne Parish EOP (see distribution list.) If no changes, revisions, and/or updates are required, TOHSEP shall be notified in writing by the respective department head that plan, appendices, procedures, etc., have been reviewed and are considered valid and current, signed by the respective department head.

IX. AUTHORITIES AND REFERENCES

A. Federal

1. Public law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.
2. Title 44, The Code of Federal Regulations, Part 206.
3. Federal Emergency Management Agency, FEMA-64, Emergency Action Planning Guidelines for Dams, 1985.
4. Federal Emergency Management Agency, SLG 101 State and Local Guide
5. Federal Emergency Management Agency, SLG101A State and Local Guide
6. National Response Framework, 2008
7. National Incident Management System, 2004 (2007 Revision in draft).

8. All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.

B. State

1. The Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993 as amended.
2. Act 111, Emergency Interim State Executive Succession Act of 1963.
3. Act 112, Emergency Interim Judicial Succession Act of 1963.
4. Act 113 as amended, Emergency Interim Legislative Succession of 1963.
5. The Louisiana State Administrative Plan dated 1992, as amended.
6. Louisiana Significant/High Hazard Dam Safety Plan 1989.
7. State Executive Order included in the preface to this plan.
8. Louisiana Disaster Recovery Manual dated January 2005, as amended.
9. Other Acts, Executive Orders, Proclamations, Compacts, Agreements, and Plans pertaining to emergencies and/or disasters that has been or will be developed or enacted.

C. Local

1. Ordinances or resolutions enacted or to be enacted pursuant to requirements of the authorities cited in Paragraph A. and B. above as they pertain to emergencies/disasters.
2. Act 114, Emergency Interim Local Executive Succession Act of 1963.
3. Local Emergency Operations Plans.
4. Mutual Aid, Letters of Agreement, and or Memorandums enacted or to be enacted.
5. The Home Rule Charter for Terrebonne Parish at:
www.municode.com/library/la/terrebonne_parish/codes/code_of_ordinances?nodeId=PTICH
6. Plan is available to public on the Terrebonne Parish Office of Homeland Security and Emergency Preparedness website: www.tohsep.com/

D. Volunteer

1. Louisiana Revised Statutes, Chapter 29:650, Civil Air Patrol.
2. Act 58-4-1905, American Red Cross (ARC). Mennonite Disaster Services/FEMA Agreement. Salvation Army Charter, May 12, 1974 and Memorandums of Understanding between Louisiana and the agencies above.
3. Other directives as appropriate

X. GLOSSARY/DEFINITION OF TERMS

The following is a glossary of terms, acronyms, abbreviations, and definitions that are used in this plan and are unique to emergency/disaster operations.

Congregate Care Facilities – Public or private buildings in a reception area that may be used to lodge and care for evacuees.

CTNS – Critical Transportation Needs Shelter

D&C – Direction and Control

Disaster – Any occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from a Natural, Technological, Man-made and/or National Security incident, including but not limited to earthquake, explosion, fire, flood, high water, hostile military actions, hurricanes, landslide, mudslide, storms, tidal wave, tornadoes, wind driven water or other disasters.

Disaster Recovery Manager – Official appointed by the Director, TOHSEP, to coordinate post disaster recovery activities.

Emergency Action Level (EAL) – A system that classifies the seriousness of an emergency/disaster situation. There are four (4) levels: LEVEL IV, LEVEL III, LEVEL II, and LEVEL I. The Parish may escalate to a more serious class if conditions deteriorate or are expected to deteriorate. The Parish may de-escalate to a less serious class if response actions have resolved the situation.

Emergency Alert System (EAS) – A network of broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a state of public disaster or other natural emergency, as provided by the Emergency Broadcasting System Plan.

Emergency Operations Center (EOC) – Is a protected site from which public officials issue warnings and exercise direction and control during an emergency/disaster. It is

equipped and staffed to provide support in coordinating and guiding emergency/disaster operations.

EOP – Emergency Operations Plan.

EPI – Emergency Public Information.

ESF –Emergency Support Functions

FCO – Federal Coordinating Officer.

DHS/FEMA – The Federal Department of Homeland Security/Federal Emergency Management Agency.

GOHSEP – Governor’s Office of Homeland Security and Emergency Preparedness

Hazardous Material (HAZMAT) – Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops, or property when released into the environment. The four traditional classes are: chemical, biological, radiological, explosive.

Implementing Procedures (IP’s) – A set of instructions having the force of a directive, covering those specific actions which lend themselves to a definite or standardized procedure without loss of effectiveness during the conduct of emergency/disaster operations.

JIC – Joint Information Center

LEVEL IV – Normal operations are ongoing. TOHSEP staffing is in accordance with authorized agency manning levels.

LEVEL III – Events involve a potential or actual threat to the safety and welfare of the people in a threatened area(s) and has the potential of escalating.

LEVEL II – Events are in progress or have occurred which involve an imminent or actual major impact on the safety of the people in a stricken area(s).

LEVEL I – Events that are in progress which continue previously declared action levels and to initiate those actions that begin to lead the return of stricken area(s) back to a state of normalcy and pre-disaster design and use.

Local Government – Any parish, city, town, village or other legal political subdivision within the State of Louisiana.

MIEP – Medical Institution Evacuation Plan

MSNS – Medical Special Needs Shelter

National Security Emergency – Events include nuclear, conventional, chemical, biological warfare, civil disorder, terrorism, and/or energy shortages.

Natural – Events include floods, hurricane/tropical storm, erosion, drought, tornado, wildfire, earthquake subsidence, dam failure, severe storms, and winter storm/freeze.

PSA – Public Service Announcement

Resources – Include materials (raw, basic, or finished), supplies, equipment, manpower, facilities, services, finished goods, and products.

SAR – Search and Rescue

SART – State Animal Response Teams

State – Generically, the term State is used to include the political subdivisions, boards, special districts, commissions, and Indian tribes or authorized tribal organizations associated with State Government.

State Coordinating Officer (SCO) – The State Official designated by the Governor to act as principal assistant in the coordination and supervision of the Disaster Assistance Program and to act in cooperation with the Federal Coordinating Office (FCO) for the purpose of coordinating disaster assistance efforts with those of the Federal Government.

TOHSEP – Terrebonne Office of Homeland Security and Emergency Preparedness

Technological – Events include hazardous materials (stationary and transportation), nuclear power facility, transportation accidents, and power failure.

USAR – Urban Search and Rescue

Attachments to Basic Plan:

Attachment 1 – Parish Organizational Chart

Attachment 2 – List of Potential Hazards

Attachment 3 – Parish Departmental Emergency Support Functions (ESF)
& Responsibility Chart

Attachment 4 – Parish Departmental Emergency Support Functions

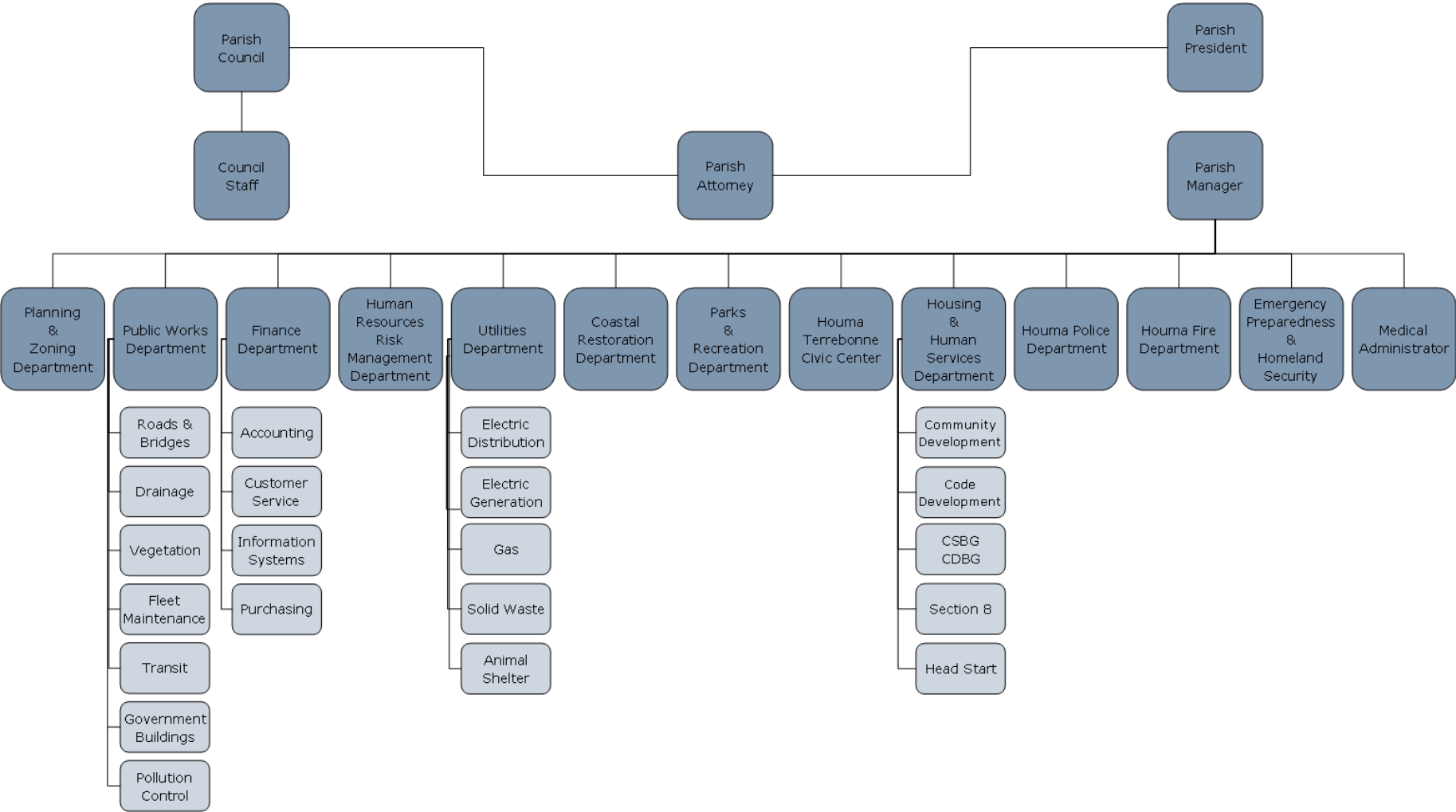
Attachment 5 – Tribal Affairs

Attachment 6 – Terrebonne Parish Unified Command System (TUCS)

Attachment 7 – Lines of Succession

Attachment 1 – Organizational Chart

Terrebonne Parish Consolidated Government



Attachment 2– Potential Hazards

Terrebonne Parish’s geographic location and industrial and population distribution subject the Parish and its citizens to a variety of hazards. The following list includes, but is not limited to, the most serious likely hazards, separated into natural, technological, human-caused, and biological categories. Hazards are not listed on a risk basis.

1. Natural Hazards:
 - A. Coastal Erosion
 - B. Drought
 - C. Earthquake
 - D. Flood
 - E. Fog
 - F. Hailstorm
 - G. Hurricanes (Tropical Cyclone)
 - H. Ice Storm
 - I. Severe Storms, including lightning and high winds (Thunderstorms)
 - J. Subsidence
 - K. Severe Summer Weather/Extreme Heat
 - L. Storm Surge
 - M. Tornado
 - N. Wildfire

2. Technological Hazards:
 - A. Airplane Crash
 - B. Levee Failure
 - C. Hazardous Materials Fixed Facility Incident
 - D. Hazardous Materials Transportation Incident
 - E. Nuclear Fixed Facility Incident
 - F. Nuclear Transportation Incident
 - G. Offshore Oil Spill
 - H. Utilities Failure (Energy)
 - I. Utilities Failure (Telecommunications)
 - J. Utilities Failure (Sewer and Water Systems)

3. Human-caused Hazards (Intentional Acts):
 - A. Civil Disorder
 - B. Terrorist/Enemy Attack
 - C. Cyber Terrorism

4. Biological Hazards:
 - A. Animal Disease
 - B. Pandemic Infectious Disease

Attachment 3 - Emergency Support Functions and Responsibility Chart

	ESF 1 - Transportation	ESF 2 - Communications	ESF 3 – Public Works & Engineering	ESF 4 - Firefighting	ESF 5 – Emergency Management	ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services	ESF 7 – Logistics & Resource Management	ESF 8 Public Health & Medical Services	ESF 9 – Search & Rescue	ESF 10 – Oil & Hazmat Response	ESF 11 – Agriculture and Natural Resources	ESF12 – Energy & Utilities	ESF 13 – Public Safety & Security	ESF 14 – Long Term Community Recovery	ESF 15 – Emergency Public Information	ESF 16 – Volunteer & Donations Coordination	ESF 17 – Military Support	ESF 18 Coastal Restoration	ESF 19 – Parish Council
Homeland Security & Emergency Preparedness	S	S	S	S	P	S	S	S	S	P	S	S	S	S	S	P	S	S	S
Planning and Zoning			S		S									P	S	S		S	S
Housing & Human Services	P				S	P								S	S	S			S
Public Works & Engineering	P		P		S		S					S			S		S	S	S
Terrebonne Parish School Board	S				S	S	S							S	S				
Finance Department		S			S		P							S	S				S
Utilities Department			S		S						S	P			S				S
Coastal Restoration			S		S		S							S	S			P	S
Parks & Recreation					S	S	P								S	S			S
Civic Center	S				S	S	S								S	S	S		S
Houma Police Dept.	S	S		S	S	S			S	S			P		S		S		S
Houma Fire Dept.	S	S		P	S			S	S	S			S		S		S		S
Human Resources & Risk Management	S				S									S	S				S
Parish Administration					S		S							S	P			S	P
Parish Attorney					S								S		P				P

Terrebonne Parish Emergency Operations Plan
Attachment 3– Emergency Support Functions and Responsibility Chart

	ESF 1 - Transportation	ESF 2 - Communications	ESF 3 – Public Works & Engineering	ESF 4 - Firefighting	ESF 5 – Emergency Management	ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services	ESF 7 – Logistics & Resource Management	ESF 8 Public Health & Medical Services	ESF 9 – Search & Rescue	ESF 10 – Oil & Hazmat Response	ESF 11 – Agriculture and Natural Resources	ESF12 – Energy & Utilities	ESF 13 – Public Safety & Security	ESF 14 – Long Term Community Recovery	ESF 15 – Emergency Public Information	ESF 16 – Volunteer & Donations Coordination	ESF 17 – Military Support	ESF 18 Coastal Restoration	ESF 19 – Parish Council
Terrebonne Parish Sheriff’s Office	S	S		S	S	S	S		P	S			P		S		S		
Terrebonne Parish 911 District		P			S										S		S		
Acadian Ambulance	S				S	S		P							S				
Terrebonne General Medical Center	S				S	S		P							S				
Oschner – Chabert Medical Center	S				S	S		P							S				
Terrebonne Parish Fire Districts	S	S		P	S		S	S	S	S			S		S	S	S		
La. Cooperative Extension Service					S						P				S				
Consolidated Waterworks Dist.			S		S		S					P			S				
Houma-Terrebonne Airport Commission	S				S		S		S						S				
Terrebonne Levee & Conservation Dist.			P		S		S								S				P
Terrebonne District Attorney’s Office					S								S	S	S				
City Marshal’s Office					S		S						S		S				
Volunteer Organizations	S	S		S	S	S	S	S	S	S				S	S	P			
Terrebonne Parish Coroner’s Office					S			P							S				

Terrebonne Parish Emergency Operations Plan
Attachment 3– Emergency Support Functions and Responsibility Chart

	ESF 1 - Transportation	
	ESF 2 - Communications	
	ESF 3 – Public Works & Engineering	
	ESF 4 - Firefighting	
	ESF 5 – Emergency Management	S
	ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services	
	ESF 7 – Logistics & Resource Management	S
	ESF 8 Public Health & Medical Services	
	ESF 9 – Search & Rescue	
	ESF 10 – Oil & Hazmat Response	
	ESF 11 – Agriculture and Natural Resources	
	ESF12 – Energy & Utilities	
	ESF 13 – Public Safety & Security	
	ESF 14 – Long Term Community Recovery	P
	ESF 15 – Emergency Public Information	S
	ESF 16 – Volunteer & Donations Coordination	S
	ESF 17 – Military Support	
	ESF 18 Coastal Restoration	
	ESF 19 – Parish Council	
Terrebonne Economic Development Authority		

Attachment 4– Emergency Support Functions Descriptions

- 4-A Terrebonne Parish Office of Homeland Security and Emergency Preparedness
- 4-B Planning and Zoning Department
- 4-C Housing and Human Services Department
- 4-D Public Works Department
- 4-E Terrebonne Parish School Board
- 4-F Finance Department
- 4-G Utilities Department
- 4-H Coastal Restoration Department
- 4-I Parks & Recreation Department
- 4-J Houma-Terrebonne Civic Center
- 4-K Houma Police Department
- 4-L Houma Fire Department
- 4-M Human Resources / Risk Management Department
- 4-N Parish Administration
- 4-O Parish Attorney
- 4-P Terrebonne Parish Sheriff’s Office
- 4-Q Terrebonne Parish Communications District
- 4-R Acadian Ambulance Service, Inc.
- 4-S Terrebonne General Medical Center
- 4-T Ochsner-Leonard J. Chabert Medical Center
- 4-U Terrebonne Parish Volunteer Fire Department
- 4-V Louisiana Cooperative Extension Service
- 4-W Consolidated Waterworks District #1
- 4-X Houma-Terrebonne Airport Commission
- 4-Y Terrebonne Economic Development Authority
- 4-Z Terrebonne Conservation and Levee District
- 4-AA Volunteer Organizations
- 4-BB Parish Coroner’s Office
- 4-CC Terrebonne Parish District Attorney
- 4-DD City Marshal’s Office

Attachment 4-A: Office of Homeland Security & Emergency Preparedness

1. Primary Functions:

- a. ESF 5 - Emergency Management
- b. ESF 10 - Oil Spill, Hazardous Materials and Radiological
- c. ESF 16 – Volunteer & Donations Coordination

2. Support Functions:

- a. ESF 1 – Transportation
- b. ESF 2 – Communications
- c. ESF 3 – Public Works and Engineering
- d. ESF 4 – Firefighting
- e. ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services
- f. ESF 7 – Logistics & Resource Management
- g. ESF 8 – Public Health & Medical Services
- h. ESF 9 – Search & Rescue
- i. ESF 11 – Agriculture and Natural Resources
- j. ESF 12 – Energy & Utilities
- k. ESF 13 – Public Safety & Security
- l. ESF 14 – Long Term Community Recovery
- m. ESF 15 – Emergency Public Information
- n. ESF 17 – Military Support
- o. ESF 18 – Coastal Restoration
- p. ESF 19 – Parish Council

3. Required Actions:

a. Primary Functions:

- i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
- ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.

b. Support Functions:

- i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-B: Planning and Zoning Department

1. Primary Function

- a. ESF 14 - Long Term Community Recovery

2. Support Functions:

- a. ESF 3 – Public Works and Engineering
- b. ESF 5 – Emergency Management
- c. ESF 15 – Emergency Public Information
- d. ESF 16 – Volunteer & Donations Coordination
- e. ESF 18 – Coastal Restoration
- f. ESF 19 – Parish Council

3. Required Actions:

c. Primary Functions:

- iii. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
- iv. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.

d. Support Functions:

- ii. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-C: Housing and Human Services

1. Primary Functions:
 - a. ESF 1 –Transportation
 - b. ESF 6 – Mass Care, Emergency Assistance, Housing & Human Services
2. Support Functions:
 - a. ESF 5 – Emergency Management
 - b. ESF 14 – Long Term Community Recovery
 - c. ESF 15 – Emergency Public Information
 - d. ESF 16 – Volunteer & Donations Coordination
 - e. ESF 19 – Parish Council
3. Required Actions:
 - a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.
 - b. Support Functions:
 - i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-D: Public Works Department

1. Primary Functions:

- a. ESF 1 – Transportation
- b. ESF 3 – Public Works & Engineering

2. Support Functions:

- a. ESF 5 – Emergency Management
- b. ESF 7 – Logistics & Resource Management
- c. ESF 12 – Energy & Utilities
- d. ESF 15 – Emergency Public Information
- e. ESF 17 – Military Support
- f. ESF 18 – Coastal Restoration
- g. ESF 19 – Parish Council

3. Required Actions:

a. Primary Functions:

- i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
- ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.

b. Support Functions:

- i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-E: Terrebonne Parish School Board

1. Primary Functions:
 - a. NONE
2. Support Functions:
 - a. ESF 1 – Transportation
 - b. ESF 5 – Emergency Management
 - c. ESF 6 – Mass Care, Emergency Assistance, Housing & Human Services
 - d. ESF 7 – Logistics & Resource Management
 - e. ESF 14 – Long Term Community Recovery
 - f. ESF 15 – Emergency Public Information
3. Required Actions:
 - a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.
 - b. Support Functions:
 - i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-F: Finance Department

1. Primary Functions:

- a. ESF 7 –Logistics & Resource Management

2. Support Functions:

- a. ESF 2 – Communications
- b. ESF 5 – Emergency Management
- c. ESF 14 – Long Term Community Recovery
- d. ESF 15 – Emergency Public Information
- e. ESF 19 – Parish Council

3. Required Actions:

a. Primary Functions:

- i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
- ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.

b. Support Functions:

- i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-G: Utilities Department

1. Primary Functions:

- a. ESF 12 – Energy & Utilities

2. Support Functions:

- a. ESF 3 – Public Works & Engineering
- b. ESF 5 – Emergency Management
- c. ESF 11 – Agriculture & Natural Resources
- d. ESF 15 – Emergency Public Information
- e. ESF 19 – Parish Council

3. Required Actions:

a. Primary Functions:

- i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
- ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.

b. Support Functions:

- i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-H: Coastal Restoration Department

1. Primary Functions:
 - a. ESF 18 –Coastal Restoration
2. Support Functions:
 - a. ESF 3 – Public Works & Engineering
 - b. ESF 5 – Emergency Management
 - c. ESF 7 – Logistics & Resource Management
 - d. ESF 14 – Long Term Community Recovery
 - e. ESF 15 – Emergency Public Information
 - f. ESF 19 – Parish Council
3. Required Actions:
 - a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.
 - b. Support Functions:
 - i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-I: Parks & Recreation Department

1. Primary Functions:
 - a. ESF 7 –Logistics & Resource Management
2. Support Functions:
 - a. ESF 5 – Emergency Management
 - b. ESF 6 – Mass Care, Emergency Assistance, Housing & Human Services
 - c. ESF 15 – Emergency Public Information
 - d. ESF 16 – Volunteer & Donation Coordination
 - e. ESF 19 – Parish Council
3. Required Actions:
 - a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.
 - b. Support Functions:
 - i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-J: Houma – Terrebonne Civic Center

1. Primary Functions:
 - a. NONE
2. Support Functions:
 - a. ESF 1 – Transportation
 - b. ESF 5 – Emergency Management
 - c. ESF 6 – Mass Care, Emergency Assistance, Housing & Human Services
 - d. ESF 7 – Logistics & Resource Management
 - e. ESF 15 – Emergency Public Information
 - f. ESF 16 – Volunteer & Donation Coordination
 - g. ESF 17 – Military Support
 - h. ESF 19 – Parish Council
3. Required Actions:
 - a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.
 - b. Support Functions:
 - i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-K: Houma Police Department

1. Primary Functions:

- a. ESF 13 –Public Safety & Security

2. Support Functions:

- a. ESF 1 – Transportation
- b. ESF 2 – Communications
- c. ESF 4 - Firefighting
- d. ESF 5 – Emergency Management
- e. ESF 6 – Mass Care, Emergency Assistance, Housing & Human Services
- f. ESF 9 – Search & Rescue
- g. ESF 10 – Oil & Hazmat Response
- h. ESF 15 – Emergency Public Information
- i. ESF 17 – Military Support
- j. ESF 19 – Parish Council

3. Required Actions:

a. Primary Functions:

- i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
- ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.

b. Support Functions:

- i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all

support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-L: Houma Fire Department

1. Primary Functions:
 - a. ESF 4 –Firefighting
2. Support Functions:
 - a. ESF 1 – Transportation
 - b. ESF 2 - Communications
 - c. ESF 5 – Emergency Management
 - d. ESF 8 – Public Health & Medical Services
 - e. ESF 9 – Search & Rescue
 - f. ESF 10 – Oil & Hazmat Response
 - g. ESF 13 – Public Safety & Security
 - h. ESF 15 – Emergency Public Information
 - i. ESF 17 – Military Support
 - j. ESF 19 – Parish Council
3. Required Actions:
 - a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.
 - b. Support Functions:
 - i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds

of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-M: Human Resources/ Risk Management Department

1. Primary Functions:
 - a. NONE
2. Support Functions:
 - a. ESF 1 – Transportation
 - b. ESF 5 – Emergency Management
 - c. ESF 14 – Long Term Community Recovery
 - d. ESF 15 – Emergency Public Information
 - e. ESF 19 – Parish Council
3. Required Actions:
 - a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.
 - b. Support Functions:
 - i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-N: Parish Administration

1. Primary Functions:

- a. ESF 15 – Emergency Public Information
- b. ESF 19 – Parish Council

2. Support Functions:

- a. ESF 5 – Emergency Management
- b. ESF 7 – Logistics & Resource Management
- c. ESF 14 – Long Term Community Recovery
- d. ESF 18 – Coastal Restoration

3. Required Actions:

a. Primary Functions:

- i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
- ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.

b. Support Functions:

- i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency

Attachment 4-O: Parish Attorney

1. Primary Functions:
 - a. ESF 15 – Emergency Public Information
 - b. ESF 19 – Parish Council
2. Support Functions:
 - a. ESF 5 – Emergency Management
 - b. ESF 13 – Public Safety & Security
3. Required Actions:
 - a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.
 - b. Support Functions:
 - i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-P: Terrebonne Parish Sheriff's Office

1. Primary Functions:

- a. ESF 9 – Search & Rescue
- b. ESF 13 – Public Safety & Security

2. Support Functions:

- a. ESF 1 – Transportation
- b. ESF 2 – Communications
- c. ESF 4 – Firefighting
- d. ESF 5 – Emergency Management
- e. ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services
- f. ESF 7 – Logistics and Resource Management
- g. ESF 10 – Oil & Hazmat Response
- h. ESF 15 – Emergency Public Information
- i. ESF 17 – Military Support

3. Required Actions:

a. Primary Functions:

- i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
- ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.

b. Support Functions:

- i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds

of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-Q: Terrebonne Parish Communications District

1. Primary Functions:
 - a. ESF 2 – Communications

2. Support Functions:
 - a. ESF 5 – Emergency Management
 - b. ESF 15 – Emergency Public Information
 - c. ESF 17 – Military Support

3. Required Actions:
 - a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.

 - b. Support Functions:
 - i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-R: Acadian Ambulance Service, Inc.

1. Primary Functions:
 - a. ESF 8 – Public Health & Medical Services
2. Support Functions:
 - a. ESF 1 – Transportation
 - b. ESF 5 – Emergency Management
 - c. ESF 6 – Mass Care, Emergency Assistance, Housing & Human Services
 - d. ESF 15 – Emergency Public Information
3. Required Actions:
 - a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.
 - b. Support Functions:
 - i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency

Attachment 4-S: Terrebonne General Medical Center

1. Primary Functions:
 - a. ESF 8 –Public Health & Medical Services
2. Support Functions:
 - a. ESF 1 – Transportation
 - b. ESF 5 – Emergency Management
 - c. ESF 6 – Mass Care, Emergency Assistance, Housing & Human Services
 - d. ESF 15 – Emergency Public Information
3. Required Actions:
 - a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.
 - b. Support Functions:
 - i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-T: Ochsner – Leonard J. Chabert Medical Center

1. Primary Functions:
 - a. ESF 8 –Public Health & Medical Services

2. Support Functions:
 - a. ESF 1 – Transportation
 - b. ESF 5 – Emergency Management
 - c. ESF 6 – Mass Care, Emergency Assistance, Housing & Human Services
 - d. ESF 15 – Emergency Public Information

3. Required Actions:
 - a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.

 - b. Support Functions:
 - ii. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-U: Terrebonne Parish Volunteer Fire Department

1. Primary Functions:

- a. ESF 4 –Firefighting

2. Support Functions:

- a. ESF 1 – Transportation
- b. ESF 2 – Communications
- c. ESF 5 – Emergency Management
- d. ESF 7 – Logistics and Resource Management
- e. ESF 8 – Public Health & Medical Services
- f. ESF 9 – Search & Rescue
- g. ESF 10 – Oil & Hazmat Rescue
- h. ESF 13 – Public Safety & Security
- i. ESF 15 – Emergency Public Information
- j. ESF 16 – Volunteer & Donations Coordination
- k. ESF 17 – Military Support

3. Required Actions:

- a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.

b. Support Functions:

- i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency

Attachment 4-V: Louisiana Cooperative Extension Service

1. Primary Functions:
 - a. ESF 11 –Agriculture & Natural Resources
2. Support Functions:
 - a. ESF 5 – Emergency Management
 - b. ESF 15 – Emergency Public Information
3. Required Actions:
 - a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.
 - b. Support Functions:
 - i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-W: Consolidated Waterworks District #1

1. Primary Functions:
 - a. ESF 12 –Energy & Utilities
2. Support Functions:
 - a. ESF 3 – Public Works & Engineering
 - b. ESF 5 – Emergency Management
 - c. ESF 7 – Logistics & Resource Management
 - d. ESF 15 – Emergency Public Information
3. Required Actions:
 - a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.
 - b. Support Functions:
 - i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-X: Houma – Terrebonne Airport Commission

1. Primary Functions:
 - a. NONE
2. Support Functions:
 - a. ESF 1 – Transportation
 - b. ESF 5 – Emergency Management
 - c. ESF 7 – Logistics & Resource Management
 - d. ESF 9 – Search & Rescue
 - e. ESF 15 – Emergency Public Information
3. Required Actions:
 - a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.
 - b. Support Functions:
 - i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-Y: Terrebonne Economic Development Authority

1. Primary Functions:

- a. ESF 14 –Long Term Community Recovery

2. Support Functions:

- a. ESF 5 – Emergency Management
- b. ESF 7 – Logistics & Resource Management
- c. ESF 15 – Emergency Public Information
- d. ESF 16 – Volunteer & Donations Coordination

3. Required Actions:

a. Primary Functions:

- i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
- ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.

b. Support Functions:

- i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-Z: Terrebonne Conservation & Levee District

1. Primary Functions:
 - a. ESF 3 –Public Works & Engineering
 - b. ESF 18 – Coastal Restoration
2. Support Functions:
 - a. ESF 5 – Emergency Management
 - b. ESF 7 –Logistics & Resource Management
 - c. ESF 15 – Emergency Public Information
3. Required Actions:
 - a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.
 - b. Support Functions:
 - i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-AA: Volunteer Organizations

1. Primary Functions:

- a. ESF 16 – Volunteer & Donations Coordination

2. Support Functions:

- a. ESF 1 – Transportation
- b. ESF 2 – Communications
- c. ESF 4 – Firefighting
- d. ESF 5 – Emergency Management
- e. ESF 6 – Mass Care, Emergency Assistance, Housing & Human Services
- f. ESF 7 – Logistics & Resource Management
- g. ESF 8 – Public Health & Medical Services
- h. ESF 9 – Search & Rescue
- i. ESF 10 – Oil & Hazmat Response
- j. ESF 14 – Long Term Community Recovery
- k. ESF 15 – Emergency Public Information

3. Required Actions:

- a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.

b. Support Functions:

- i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-BB: Parish Coroner's Office

1. Primary Functions:
 - a. ESF 8 –Public Health & Medical Services
2. Support Functions:
 - a. ESF 5 – Emergency Management
 - b. ESF 15 – Emergency Public Information
3. Required Actions:
 - a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.
 - b. Support Functions:
 - i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-CC: Terrebonne Parish District Attorney's Office

1. Primary Function
 - a. NONE
2. Support Functions:
 - a. ESF 5 – Emergency Management
 - b. ESF 13 – Public Safety & Security
 - c. ESF 15 – Emergency Public Information
 - d. ESF 16 – Volunteer & Donations Coordination
3. Required Actions:
 - a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.
 - b. Support Functions:
 - i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 4-DD: City Marshal's Office

1. Primary Function
 - a. NONE
2. Support Functions:
 - a. ESF 3 – Public Works and Engineering
 - b. ESF 5 – Emergency Management
 - c. ESF 7 – Logistics & Resource Management
 - d. ESF 15 – Emergency Public Information
3. Required Actions:
 - a. Primary Functions:
 - i. Prepare detailed implementing procedures for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations when needed.
 - ii. Prepare requirements for supporting departments, agencies and offices and initiate coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary action.
 - b. Support Functions:
 - i. Coordinate with the department, agency, or office having the primary responsibility for each function. Learn what types of support and what kinds of actions are required. Develop detailed implementing procedures for all support functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if requested to do so by the primary agency.

Attachment 5: Tribal Affairs

I. PURPOSE AND SCOPE

This attachment recognizes the status of Indian Tribes located in Terrebonne Parish and outlines the policies that the Parish will follow in order to ensure that the people in the tribes are afforded the opportunity to participate in and benefit from the State and Parish Homeland Security and Emergency Preparedness policies, programs and activities.

II. SITUATION

The Federal Government recognizes Indian Tribes as self-governing “sovereign domestic dependent nations,” and deals with them on a “government-to-government basis.” The Federal Government recognizes the right of Indian Tribes to deal directly with state and local government officials. Several such federally recognized tribes are situated in Louisiana. The Governor’s Office of Indian Affairs (GOIA) maintains a cooperative relationship with the States’ tribes, both federal and state recognized. Tribes may deal directly with parish governments in order to coordinate their emergency operations planning and operations for mutual benefit.

III. CONCEPT OF OPERATIONS

A. General

The State encourages tribes to work together with the Parish to coordinate planning and operations, since most emergencies arise at the parish or local level.

B. Phases of Emergency Management

1. Mitigation:

Terrebonne Parish and GOHSEP will make emergency operation guidelines, procedures, agreements and arrangements available to Indian Tribes on a direct, government-to-government basis.

2. Preparedness:

- a. Terrebonne Parish will invite tribes to participate in Parish level emergency planning, training and exercising.
- b. Terrebonne Parish will execute such mutual aid agreements with tribes as are mutually advantageous.

3. Response:

- a. When emergencies arise, the Parish OHSEP will transmit emergency information and warnings to tribal authorities and coordinate activities, such as evacuation and sheltering.
- b. As emergencies progress, tribal people will be given the same level of life saving and sustaining support as the other citizens of the Parish.
- c. Parish organizations will work with the tribes and the GOIA to ensure the status of tribal citizens is accounted for and reported.

4. Recovery:

- a. When an emergency or disaster has ended, Parish authorities will work, to the best of their ability with tribal authorities, to arrange for the restoration of tribal citizens to their pre-emergency status.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Indian Tribes may deal with federal, state and parish governmental bodies on a government-to-government basis. The GOIA is responsible for overall liaison and coordination with the tribes.

V. DIRECTION AND CONTROL

Indian Tribes are independent entities under their own control, and are not subordinate to State or parish authorities. They may take such advice and direction in an emergency, as they have previously agreed, for the safeguarding of the lives and property of their citizens.

VI. CONTINUITY OF GOVERNMENT

Tribes will take such measures as they deem necessary to ensure the continuance of their internal governmental structure. Any difficulties in locating or communicating with tribal authorities will be handled by the GOIA.

VII. ADMINISTRATION AND LOGISTICS

Administration and logistics will be worked out between the Parish and tribes on the basis of mutual aid agreements.

VIII. DEVELOPMENT AND MAINTENANCE

This attachment will be updated and added to by Terrebonne Parish as more detailed plans, procedures, arrangements, and agreements are developed. GOIA is responsible for developing and updating such components.

IX. AUTHORITIES AND REFERENCES

Authorities and references are contained in the Basic Plan section of this document.

Attachment 6: Terrebonne Unified Command System

I. PURPOSE AND SCOPE

This attachment describes the structure of the Terrebonne Unified Command System (TUCS) and outlines the functioning of the system in emergencies and disasters. It sets out the policies, programs, procedures and activities that will be followed by the Terrebonne Parish Office of Homeland Security and Emergency Preparedness and all the Parish Government ESF's.

II. SITUATION

The Federal Government's National Response Plan requires governmental emergency management functions at all levels to be organized according to the National Incident Management System (NIMS). In the federal system, operations that respond to specific incidents are organized in the Incident or Unified Command System (ICS/UCS). The State of Louisiana, in turn, has the overall State of Louisiana Incident Management System (SLIMS). Terrebonne Parish has the overall Terrebonne Incident Management System (TIMS). Parish operations that respond to specific incidents are organized in the Terrebonne Unified Command System (TUCS).

III. CONCEPT OF OPERATIONS

A. General

The Terrebonne Parish Office of Homeland Security and Emergency Preparedness (TOHSEP) is responsible for acting as the Parish President's agent in organizing Parish government departments and agencies to work together to coordinate planning and operations. When an emergency arises, TOHSEP opens the Parish Emergency Operations Center to deal with the situation by activating TUCS.

B. Phases of Emergency Management

1. Mitigation:

TOHSEP has made provisions with emergency operations plans, procedures, agreements and arrangements to deal with emergencies, and will continue to review, update and perfect those measures.

2. Preparedness:

- a. TOHSEP will continue to perfect this plan and its attachments, annexes and supplements, and add such materials as are appropriate and required by changing circumstances.

- b. TOHSEP will engage in a continuing dialog with GOHSEP and other local offices of State agencies to review and evaluate existing emergency plans and procedures, so as to improve them.
- c. TOHSEP will educate and train Parish departments and other local governmental agencies and such other employees as are deemed to require familiarization in the operation of TUCS.
- d. TOHSEP will conduct at least one major training exercise every three years to practice TUCS, and will evaluate the results of the exercise for possible improvements to emergency plans and procedures.

3. Response:

When emergencies arise, TOHSEP will activate TUCS and coordinate activities as needed.

4. Recovery:

When an emergency or disaster has ended, TOHSEP will conduct after action reviews and consult with local, State and Federal agencies to solicit recommendations for improvements of the TUCS.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

TUCS is organized on a functional basis. It is designed to expedite requests for Parish departments and other governmental agencies operating in the field.

A. Flow of Resource Requests

1. All departmental requests for resources should first be passed to other Parish departments to determine if assistance is available. If possible, neighboring parishes should also be contacted for mutual aid.
2. If resources within other Parish departments or local agencies are not sufficient to cope with the emergency, requests for State assistance will be submitted from the Terrebonne Parish Office of Homeland Security and Emergency Preparedness. The process is diagrammed in Appendix 1, Resource Requests Flow Charts and Appendix 2, Parish and State Level Operations Resource Requests. All requests for State assistance will be conducted through the Webbook system.
3. As valid requests for resources are received by TOHSEP, they are processed by TOHSEP operations and passed to the appropriate ESF for action.

4. When Parish and State resources are not adequate to meet the needs of the emergency, GOHSEP will forward requests for resource assistance to the Emergency Management Assistance Compact (EMAC) or to FEMA. The requests will be forwarded in accordance with the best estimate of which organization can fill the needs with the most resources in the least amount of time.

B. TUCS Organization

The TUCS organization features four mission areas: Operations, Plans and Intelligence, Unified Logistics and Administration and Finance. The Emergency Support Functions (ESFs) and functions of Parish government are grouped under the four mission areas. The structure of TUCS is detailed in Appendix 3.

V. DIRECTION AND CONTROL

The TOHSEP Director exercises overall control of the operations of Parish emergency activities through TUCS. The Director may delegate the control of day-to-day operations as needed.

VI. CONTINUITY OF GOVERNMENT

Continuity of Government will be as prescribed in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

Administration and Logistics will be as prescribed in the Basic Plan.

VIII. DEVELOPMENT AND MAINTENANCE

This attachment will be upgrade and added to by TOHSEP as more detailed plans, procedures, arrangements and agreements are developed. The attachment will be reviewed every year before May 31 to ensure that any lessons learned are incorporated into it.

IX. AUTHORITIES AND REFERENCES

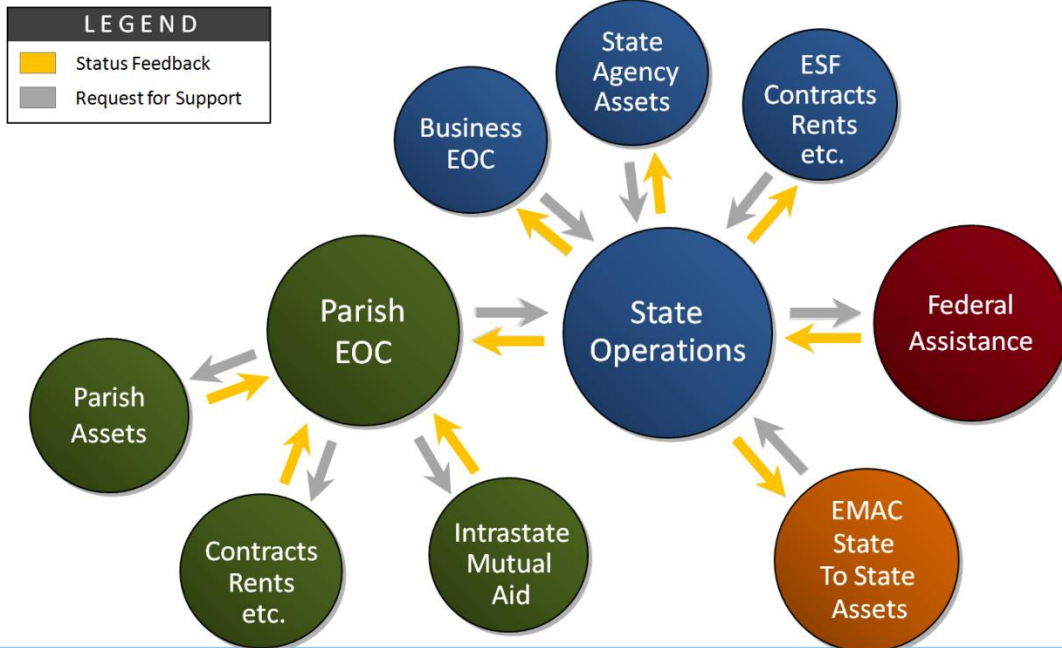
Authorities and references are contained in the Basic Plan.

APPENDICES:

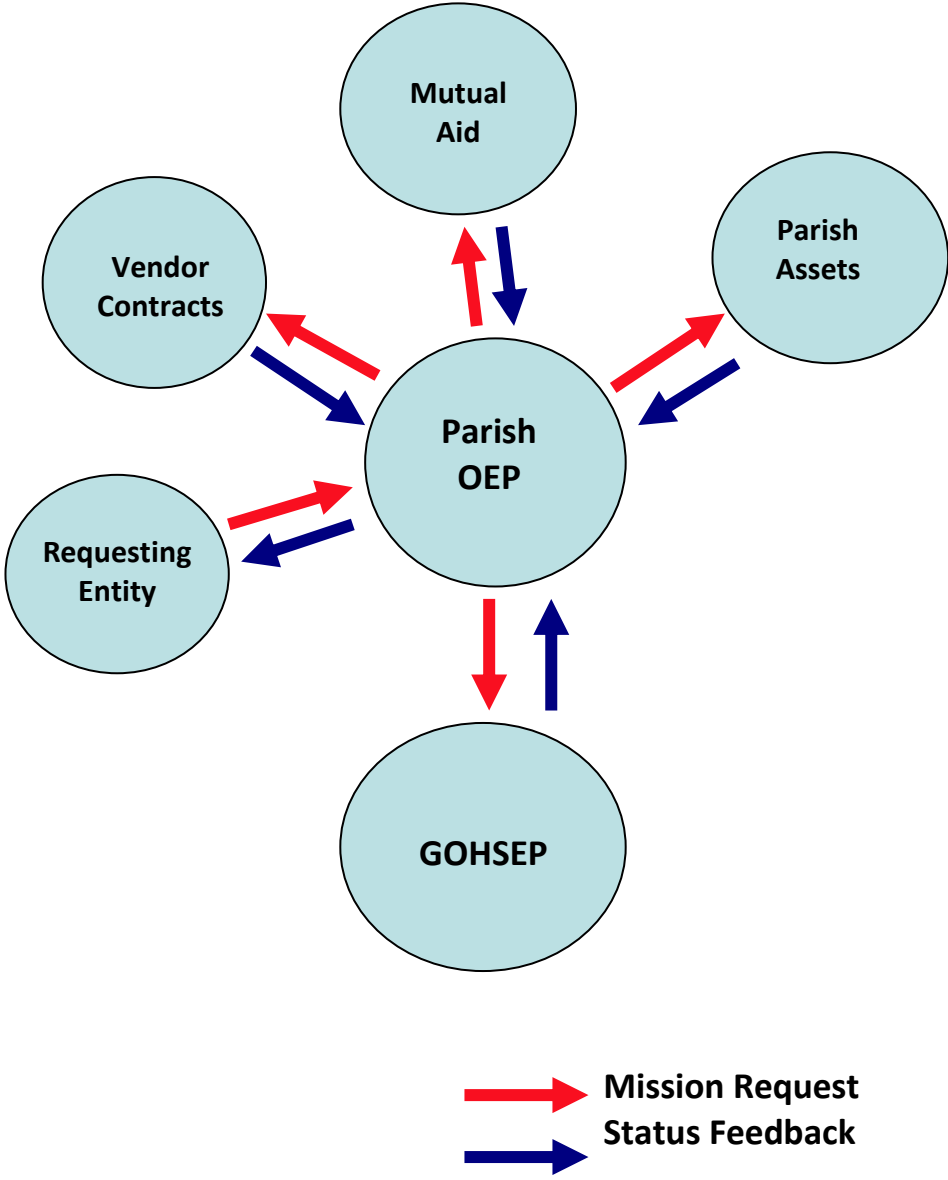
1. Resource Requests Flow Charts
2. Parish and State Level Flow Charts
3. Unified Command Structure Charts

APPENDIX 1 – ATTACHMENT 6
RESOURCE REQUEST FLOW CHART

The Emergency Management Process

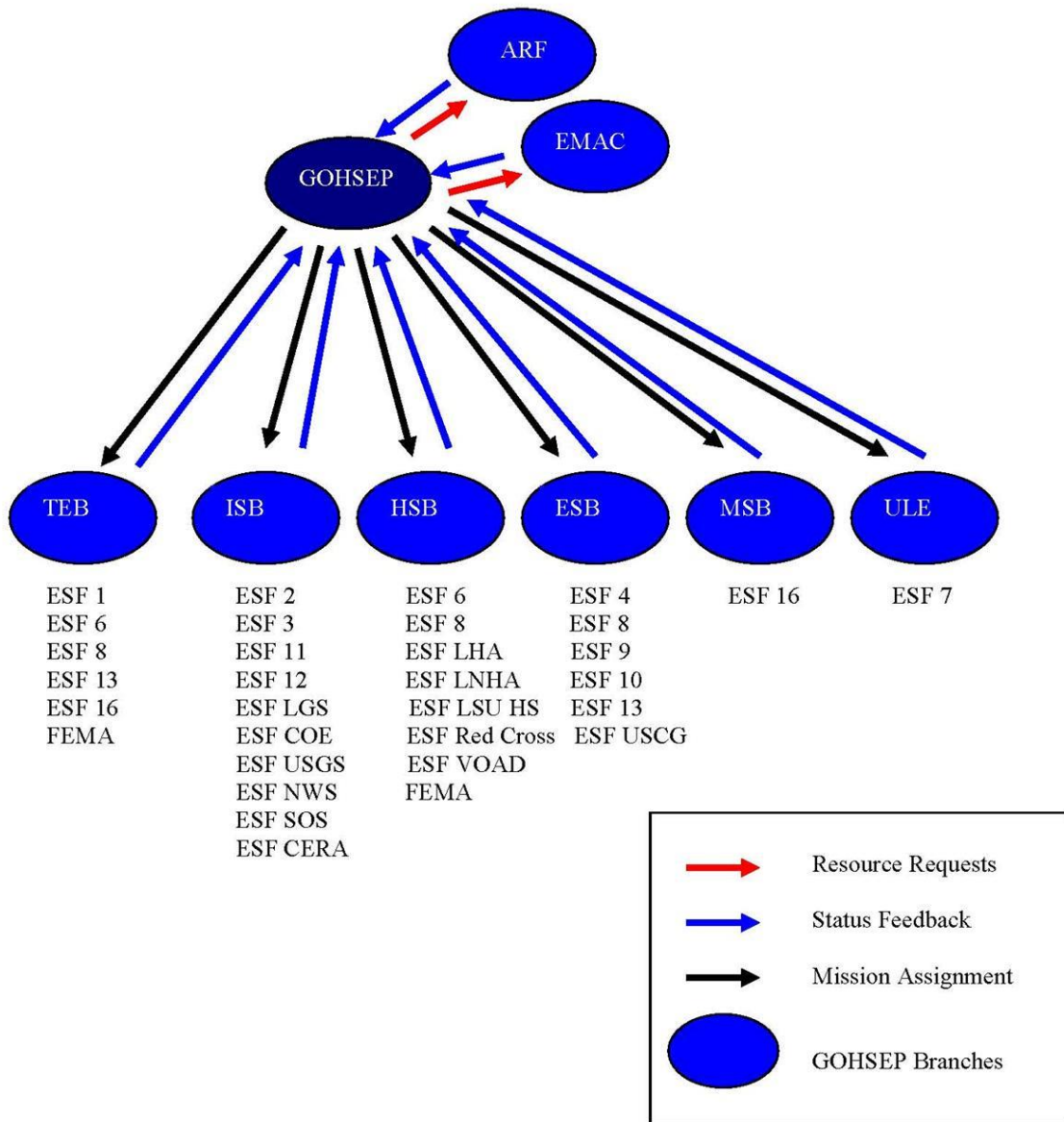


APPENDIX 2 – ATTACHMENT 6
Parish Level Operations Resource Request Flow Chart

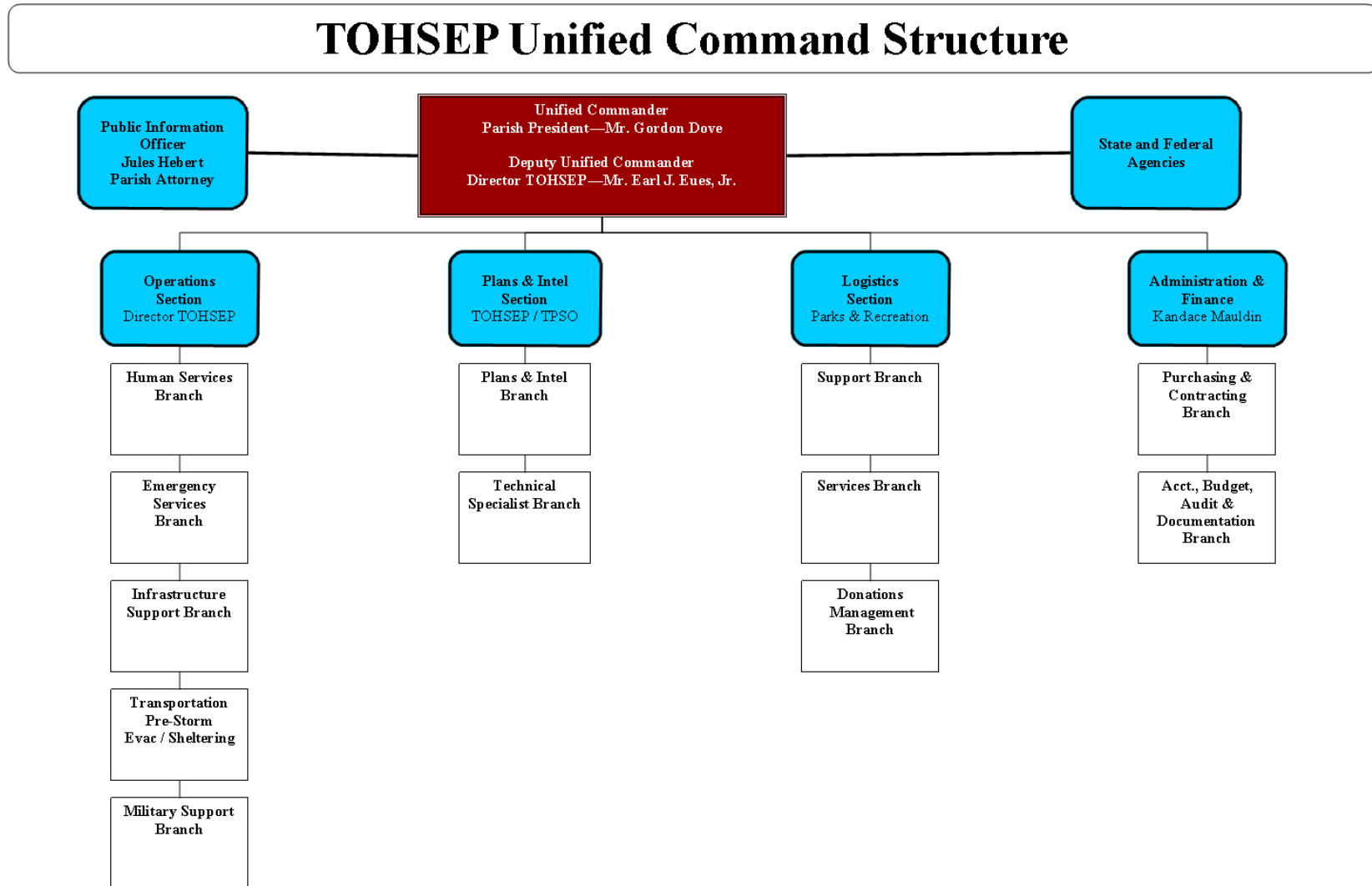


APPENDIX 3 - ATTACHMENT 6
 State Level Operations Resource Request Flow Chart

STATE LEVEL



APPENDIX 4 – ATTACHMENT 6
Terrebonne Unified Command Structure (TUCS)



Attachment 7: Lines of Succession

Terrebonne Parish Consolidated Government

1. Parish President
2. Council Chairperson
3. Council Vice-chairperson

Terrebonne Parish Office of Emergency Preparedness

1. Director
2. Assistant Director
3. Parish Manager

Houma Fire Department

1. Fire Chief
2. District Chief
3. District Chief

Houma Police Department

1. Police Chief
2. Captain
3. Captain

Terrebonne Parish Sheriff's Office

1. Sheriff
2. Chief Civil Deputy
- 3.

Terrebonne Parish School Board

1. Superintendent
2. Asst. Superintendent

Attachment 8 – Terrebonne Parish Critical Infrastructure and Key Resources

SECTION RESERVED: SECURITY SENSITIVE INFORMATION

EMERGENCY SUPPORT FUNCTION 1 TRANSPORTATION ANNEX

ESF Coordinator

Housing and Human Services

Primary Agencies

Housing and Human Services
Public Works & Engineering

Support Agencies

Office of Homeland Security and Emergency Preparedness
Terrebonne Parish School Board
Volunteer Organizations
Houma-Terrebonne Civic Center
Houma Police Department
Houma Fire Department
Human Resources & Risk Management
Terrebonne Parish Sheriff's Office
Acadian Ambulance Service, Inc.
Terrebonne General Medical Center
Ochsner – Leonard J. Chabert Medical Center
Terrebonne Parish Fire Districts
Houma Terrebonne Airport Commission
Terrebonne Parish Animal Shelter

I. PURPOSE & SCOPE

ESF 1 provides transportation out of a disaster area for people in need, and provides transportation essential to support emergency response in the event of a disaster.

The Parish services provided under this ESF will include the identification, mobilization, and coordination of available parish-owned, private industry and volunteer transportation equipment, manpower and technical expertise to meet the requirements of providing essential emergency response in the event of an emergency or disaster.

II. CONCEPTS OF OPERATION

A MITIGATION:

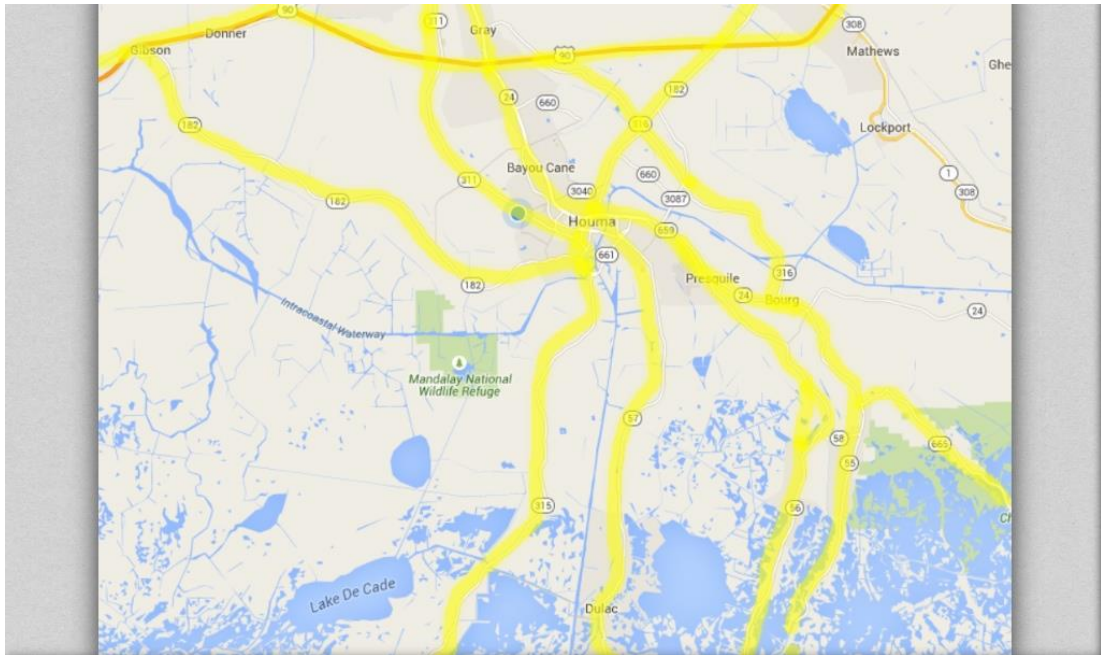
1. The Terrebonne OHSEP Director will designate an ESF 1 Emergency Transportation Coordinator (ETC) to organize and coordinate transportation services.
2. The Parish will review the transportation plan on an annual or event basis to initiate any necessary changes to facilitate an orderly evacuation.

B. PREPAREDNESS:

1. The Coordinator will develop plans and procedures to mobilize transportation to support emergency evacuation for at risk populations and to support other operations of Parish Agencies. Plans will include coordination with the Houma Police Department and the Terrebonne Parish Sheriff's Office on the lifting of laws and regulations regarding hindrances to rapid deployment.
2. The Coordinator will maintain information about transportation resources, with particular emphasis on resources in or near higher risk areas.
3. The TOHSEP will coordinate with the Terrebonne Parish School Board, the Terrebonne Parish Public Works Department – Good Earth Transit and the Terrebonne Council on Aging for transportation vehicles. The Terrebonne Parish School Board will provide buses for evacuation out of the Parish. The Good Earth Transit buses will provide transportation to the designated Parish Pickup Point (PPP). The Council on Aging vehicles will provide transportation for special needs patients and wheelchair bound patients.
4. A Memorandum of Understanding (MOU) will be agreed upon by the Terrebonne Parish School Board and the Council on Aging for the use of their equipment.
5. The estimated population needing transportation out of Terrebonne Parish for a Category III or greater storm is approximately 3000 people.
6. The Parish will request assistance from GOHSEP in the event that additional resources (i.e., buses, drivers) are needed.
7. Registration of parish citizens requiring transportation will be conducted electronically or manually by personnel from supporting agencies. The Council on Aging will provide pre-registration of all citizens needing transportation for evacuation. This registration will include persons with special needs.
8. H.L. Bourgeois High School will be designated as the Parish Pickup Point for residents without special needs. The Parish Pickup Point for special needs patients (wheelchair) will be the H.L. Bourgeois High School. Buses will be available to pick up residents needing a ride to the Parish Pickup Point. The lead area manager for the Parish Pickup Point will be designated by the Housing and Human Services Department.
9. Council on Aging vehicles and Acadian Ambulance Service, Inc. will provide transportation to people who are disable. Area hospitals are responsible for arranging evacuation transportation to patients admitted to hospitals.

10. Terrebonne Parish’s evacuation routes are as follows. Being the southernmost Parish in Louisiana, all routes heading north are used in case of evacuation. Northern routes include (from West to East) Highway 182, Highway 309, Highway 311, Highway 24,

Highway 182, Highway 3087, Highway 24, Highway 315, Highway 57, Highway 56, Highway 665, and Highway 55. All northern routes intersect Highway 90, which provides eastern and western access. State Evacuation and contraflow plans will not directly impact evacuation from Terrebonne Parish.



11. Evacuation Information materials are distributed year-round to area schools, churches and local businesses such as restaurants, banks, and grocery stores by TOHSEP in the form of the “Terrebonne Parish Emergency Preparedness Guide”.

12. The following pertains to public amenities while evacuating Terrebonne Parish.

- a. Rest facilities are provided in area gas stations, libraries and public buildings. There are no designated “Rest Areas” in Terrebonne Parish like one would find on an interstate highway.
- b. Emergency fuel will be provided by either wrecker services or Louisiana State Police.
- c. There are no current provisions for distribution of water to motorists evacuating Terrebonne Parish.
- d. Medical aid will be provided to evacuating motorists by Acadian Ambulance.

13. Emergency vehicle maintenance will be provided by the agency to which it belongs. Parish vehicles, State vehicles, and Acadian ambulances will go to their respective garages for repairs.

14. DOTD has provided the following evacuation route capacities:

DOTD Estimated Annual Average Daily Traffic Count

Highway	Sample Year	Traffic Count
182	2011	15,561
56	2011	10,517
57	2011	21,523
315	2008	5258
311	2011	16,246
24	2011	27,108
90 Westbound	2011	20,479
90 Eastbound	2011	30,381

15. When there is a mandatory evacuation ordered, law enforcement will set up checkpoints to keep unauthorized persons from entering Terrebonne Parish until the all clear is given.

16. The evacuation routes especially in the southern part of the parish are susceptible to flooding in tropical events, especially during and after the event. For evacuation purposes, all roads are only as vulnerable as their everyday status since a mandatory evacuation will be ordered at H-50 and will be mostly completed by H-38. That is vulnerable mainly to blockage by traffic accidents, hazardous materials spills, inclement weather, etc.

17. The special needs of people with disabilities, elderly, non-English speaking and non-speaking persons are taken in consideration throughout this plan. Accommodations for at-risk populations made for ESF-1preparations include:

a) Pick up of registered special needs patients by Council On Aging buses at H-60.

b) Availability of foreign language translators to assist with registration at the Parish Pick Up Point.

18. The following groups will need assistance to evacuate and will be directed to the Parish Pickup Point:

(Table on following page)

<u>Groups Needing Assistance</u>	<u># of Persons</u>
Homeless	90
Special Needs	Varies
Sex Offenders	20
Inmates	650
Citizens Without Transportation	3000
Citizens with Pets without Transport	50

19. There are 7554 trailers/ mobile homes in Terrebonne Parish whose owners will need to take extra care in considering evacuation. These citizens will be at additional risk during strong tropical events.
20. Tourists are generally not at risk of being unable to evacuate because by definition they have sufficient funds enabling mobility and travel. Special cases will be directed to the Parish Pickup Point.
21. Terrebonne Parish has a Memorandum of Understanding with the City of Monroe that specifies that citizens of Terrebonne Parish without another evacuation destination will be provided shelter at the Monroe Civic Center.

C. RESPONSE:

1. The Coordinator will process requests for transportation and arrange for parish agency, private industry, and volunteer resources to be allocated to the highest priority missions.
2. The Coordinator will continue to acquire, allocate and monitor transportation resources as the emergency continues.
3. Upon notification by the TOHSEP Director, the Coordinator will set up the Parish Pickup Points at approximately H -72 hours. Setup will include rope lines, tables, buses and commodities (food and water). Rope lines will be utilized to form lines, coordinate movement and crowd control. Commodities will be obtained from the Council on Aging warehouse. Tables will be provided by Parks and Recreation personnel.
4. Supporting agencies will be notified to provide personnel to assist with registration and loading of buses. Parish finance department will arrange for the distribution of funds for bus drivers. Security at the pickup points will be provided by local law enforcement.
5. Supporting agency personnel will load each bus with sixty bottles of water and 30 individual packages of food.

6. Public Information Officer will notify new media and IT department to release information on Parish evacuation. News releases will designate the time of evacuation, the Parish Pickup Points and procedure to obtain transportation to Parish Pickup Points. News releases will also give instructions to special needs and disabled residents on how to obtain transportation.
7. Residents with pets will be registered in a separate line. Pets will be placed in pet cages and loaded by the Terrebonne Parish Animal Shelter personnel into appropriate vehicles. All residents with pets will be loaded into same buses and followed by the vehicle transporting their pets. Residents with pets will be sheltered in the same location as their pets. No pets will be evacuated without their owner.
8. Registration of residents will be conducted by supporting agency personnel. As residents are registered, they will be loaded onto school buses with a maximum of 30 people per bus. Families will be required to board the same bus. A manifest listing each person on each specific bus will be given to the bus driver along with a map and information regarding the shelter location, emergency contact information and instruction to follow once they reach the shelter location. Bus drivers will also be given monetary instruments (cash, debit or charge cards) for emergency fuel or repairs.
9. Buses will be given a form of communication (two-way radio or cell phone) to facilitate communication needs of the bus driver.
10. Buses will be grouped together to convoy to the shelter sites for safety reasons and will begin departures from the Parish Pickup Point at H -50 hours.
11. Buses and residents are to remain at their designated shelter until instructed by Terrebonne Parish or State officials to return back to Terrebonne Parish
12. Medical evacuation of hospital patients will be coordinated by the local hospitals and the DHH-OPH and may require the use of the Houma-Terrebonne Airport. The TOHSEP will aid as requested by the local hospitals and DHH-OPH.
13. The Terrebonne Parish Sheriff's Office, the Houma Police Department and the Louisiana State Police – Troop C will provide traffic control during emergencies within the Parish. Local law enforcement will be notified of disabled vehicles blocking roadways and local towing services will be utilized to aid disabled vehicles.

D. RECOVERY:

1. Buses and residents will return to Terrebonne Parish when instructed by Terrebonne Parish officials.

2. Bus drivers will conduct a roll call of the original manifest and account for all residents. In the event someone cannot be accounted for, a reasonable attempt will be made to locate the person. If the person cannot be located, a call to the Terrebonne Parish Office of Emergency Preparedness Emergency Operations Center will be made and the Transportation Coordinator will be notified that someone cannot be accounted for. The bus will then leave the shelter site and return to Terrebonne Parish.
3. Buses should return to Terrebonne Parish in groups, if possible, for safety reasons. Upon return to Terrebonne Parish, buses should return to H.L. Bourgeois for further instructions. A decision will be made as to whether residents can return to their homes or be brought to a local shelter.
4. Bus drivers should return all manifests, communication equipment, keys and any monetary instruments.
5. Buses will be brought to a designated area for storage until released to the Terrebonne Parish School Board and or the Council on Aging.

III. ORGANIZATION AND RESPONSIBILITIES:

- A. The Housing and Human Services Department has primary responsibility for Emergency Transportation. That responsibility includes coordinating with support agencies to make sure that they develop and maintain plans and procedures.
- B. The Support Agencies for Emergency Transportation are responsible for developing and maintaining plans, procedures, and asset inventories to support the ESF 1 Coordinator. Support Agencies include, but are not limited to:
 1. Office of Homeland Security and Emergency Preparedness
 2. Terrebonne Parish School Board
 3. Houma-Terrebonne Civic Center
 4. Houma Police Department
 5. Houma Fire Department
 6. Human Resources & Risk Management
 7. Terrebonne Parish Sheriff's Office
 8. Acadian Ambulance Service, Inc.
 9. Terrebonne General Medical Center
 10. Ochsner – Leonard J. Chabert Medical Center
 11. Terrebonne Parish Fire Districts
 12. Houma Terrebonne Airport Commission
 13. Volunteer Organizations
- C. In a catastrophic event, some support agencies would contribute little or no support because they would be overwhelmed carrying out their primary responsibilities.

IV. COMMAND AND CONTROL:

Command and control will be exercised as provided in the basic plan.

V. CONTINUITY OF GOVERNMENT:

Continuity of government will be as provided in the basic plan

VI. ADMINISTRATION AND LOGISTICS

- A. The ESF-1 Coordinator, under the direction of the TOHSEP Director, will have control of all evacuation situations.
- B. Logistics will be supported by the Logistic and Distribution section under the Parish Finance Department.
- C. If transportation needs exceed available resources, the ESF 1 Coordinator will report the situation to the Terrebonne Office of Homeland Security and Emergency Preparedness, which will seek additional resources from the Governor's Office of Homeland Security and Emergency Preparedness.
- D. Every agency providing emergency transportation support will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal sources.
- E. All purchases and rental of equipment and other resources will be requested through the Finance Department – Purchasing Division for a Purchase Order and/or Requisition Number. All requests for purchase orders will require a designated contact, department/agency name requesting the equipment or resources and the reason for purchase/rental.

VII. PLAN MAINTENANCE:

This ESF 1 Emergency Transportation Coordinator is responsible for developing, maintaining and coordinating plans, procedures, arrangements and agreements in support of this ESF with support from the TOHSEP.

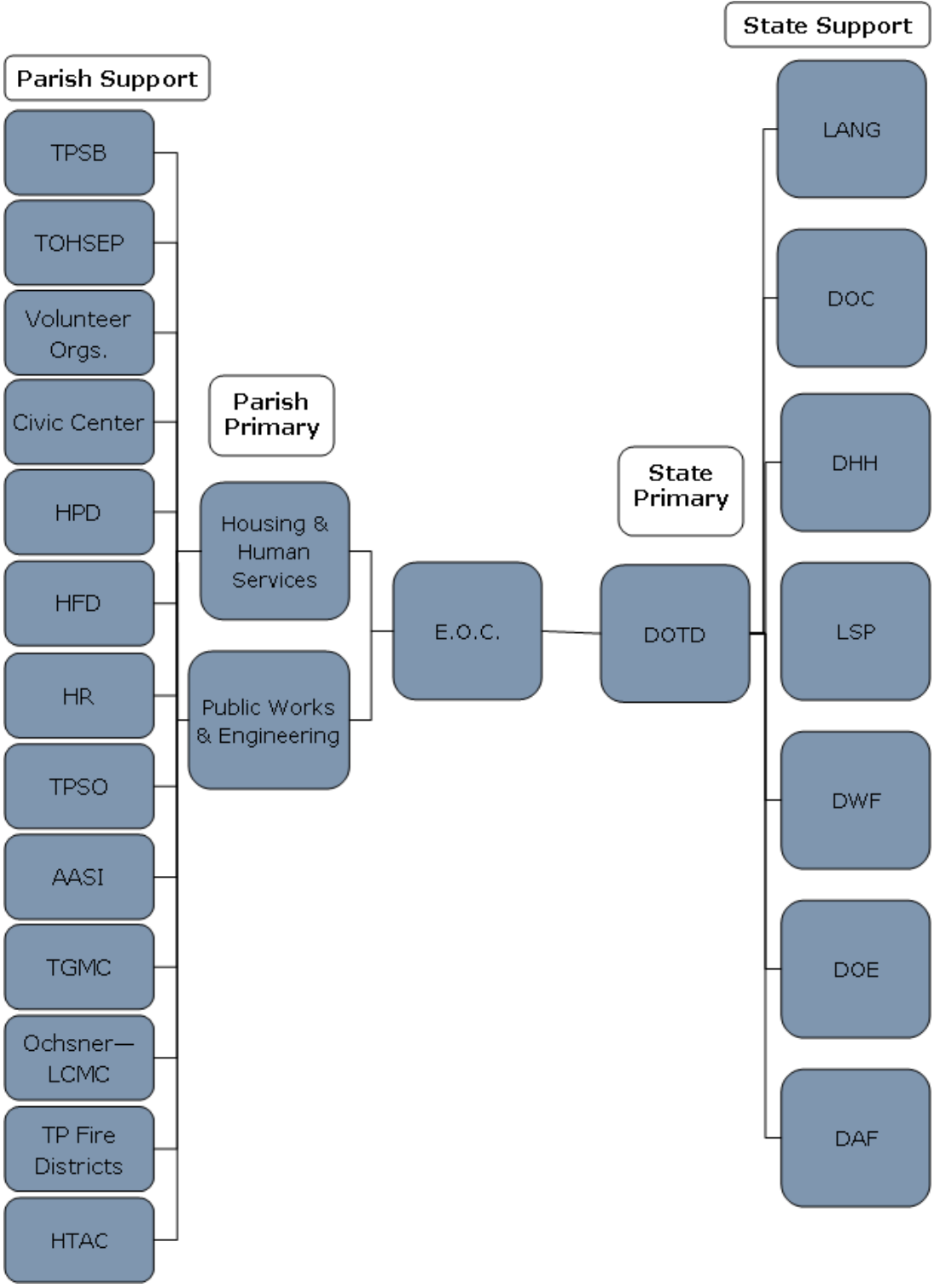
VIII. AUTHORITIES AND REFERENCES:

Authorities and references are included in the Basic Plan.

IX. APPENDICES:

1. Organizational Chart
2. ESF – 1 Responsibility Chart

APPENDIX 1 – ESF 1
ORGANIZATIONAL CHART



APPENDIX 2 – ESF 1
TRANSPORTATION RESPONSIBILITY CHART

Agency support to the Housing and Human Services Division	Transportation – Air	Transportation – Land	Transportation – Water	Transportation – Operators	Traffic Control & Routing	Mobile Communications	Fuel Supply	Pet Transportation
Terrebonne Parish School Board		X		X			X	
Houma – Terrebonne Civic Center		X						
Houma Police Department					X	X		
Terrebonne Parish Sheriff’s Office			X		X	X		
Houma- Terrebonne Airport Commission	X							
Houma Fire Department					X			X
Volunteer Organization		X		X				
Terrebonne OHSEP				X		X	X	
Human Resources & Risk Management		X		X				
Acadian Ambulance Service, Inc.	X	X						
Terrebonne General Medical Center		X						
Ochsner – Leonard J. Chabert Medical Center		X						
Terrebonne Parish Fire Districts					X	X		
Terrebonne Parish Animal Shelter								X

EMERGENCY SUPPORT FUNCTION 2 COMMUNICATIONS ANNEX

ESF Coordinator

Terrebonne Parish Communications District

Support Agencies

Office of Homeland Security and Emergency
Preparedness

Finance Department

Houma Police Department

Houma Fire Department

Terrebonne Parish Sheriff's Office

Terrebonne Parish Fire Districts

Volunteer Organizations

Primary Agencies

Terrebonne Parish Communications District

I. PURPOSE:

This ESF consists 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.

II. SCOPE:

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.

IV. CONCEPT OF OPERATIONS

A. MITIGATION:

1. The Director of TOHSEP will designate an ESF 2 Emergency Communications Coordinator to organize and coordinate communications. The primary agency for ESF 2 will be the Terrebonne Parish Communications District. The local warning point is also the Terrebonne Parish Communications District.

B. PREPAREDNESS:

1. The Coordinator will develop plans and procedures to mobilize communications to support emergency operations of Parish Agencies. Plans will include

coordination with Federal, State and local agencies. The Coordinators will provide planning and technical assistance to local officials and organizations.

2. The TOHSEP will maintain the Parish communications and warning network which integrates the equipment and resources of State and local warning networks. The TOHSEP will initiate agreements and contracts to ensure equipment and system maintenance during times of emergency on a 24-hour basis.
3. The Coordinator will provide training for communications personnel and periodically test the communications and warning systems, including alternate communications systems.
4. The TOHSEP interact with the Terrebonne Parish Communications District (E911), the Terrebonne Parish Sheriff's Office, Houma Police Department, Houma Fire Department and the Parish's Volunteer Fire Departments for two-way radio communications. Cellular phones and hard wired telephones are contracted to local private companies. The local RACES group provides amateur radio operations. Six satellite phones are located at EOC.
5. Telephone services have been contracted with Accesscom, a local reseller of AT&T telephone lines. Accesscom has notified AT&T that the Terrebonne Office of Homeland Security and Emergency Preparedness requires priority service restoration in case of outages.
6. When practical, all radio systems are protected from lightning strikes and effects of electromagnetic pulse (EMP).

C. RESPONSE

1. In the event of imminent or actual disaster, the Coordinator will activate the Parish communications and warning network. Every effort will be made to support local equipment and personnel needs when requested and to integrate local resources, when appropriate, to a regional or statewide response.
2. The Parish will operate and maintain necessary equipment in the Emergency Operations Center (EOC) to provide 24 hour-a-day, 7 day-a-week operational communications capability on appropriate government radio networks. Mobile equipment will be provided by the TOHSEP and distributed by the ESF 2 lead agencies to necessary Parish personnel having on the scene or coordinating responsibilities.
3. All warnings, advisories and emergency instructions will be disseminated from the TOHSEP Emergency Operations Center and verified by the Parish President or the

Director of TOHSEP before release. Advisories will be made throughout local communications networks as appropriate to alert local citizens to conditions. As the imminent threat of disaster warrants, warning systems will be employed until stable conditions return. These advisories will be communicated to local and regional television and radio stations via telephone, internet, emails and facsimile.

4. The OHSEP will maintain contact with parish departments, the GOHSEP, and other EOC's in nearby parishes through the internet, emails, two-way radios, telephones, satellite phones and cellular phones
5. Follow up telephone calls or email will be sent to each media outlet that was sent warnings, advisories or emergency instruction to ensure that the message was received by each media outlet.
6. Schools, daycare centers, nursing homes and people with disabilities will be notified via fax and/or reverse 911 systems.
7. The communications coordinator will notify all supporting agencies via email and telephone that ESF 2 has been activated within the Parish Emergency Operations Center.
8. The Assistant Director of TOHSEP is responsible for the establishment and primary maintenance of the emergency communications system.
9. The Parish currently has communication capabilities with hard-wired telephones, cellular telephones, VHF radios, 700 and 800 MHz radios, amateur radio (HAM), satellite telephone communications, Internet, Cable TV Override, Email distribution list, SMS Text Messaging, Everbridge Messaging System, Twitter, Facebook, websites tpcg.org and tohsep.com, and facsimile machines.
10. In-coming calls to the main telephone number for the Emergency Operations Center are routed to the in-house call center. Operators of the in-house call center receive and distribute information as calls are received. Messages received by the call center are submitted through the in-house message program to the proper ESF manager or to the intended recipient. Messages in the in-house message program are kept open until the issue has been closed out by the ESF manager. Pertinent information received from callers are placed on message forms and delivered to the proper ESF manager or another recipient.

D. Recovery

1. The Communications Coordinators will canvas local communicators to ensure that all communications and information processing media have been restored to normal operations.

2. The Coordinator will see to it that all leased and borrowed communications equipment is returned to the owners.
3. The Coordinator will compile an after-action report on the operation, with recommendations for future operations.

IV. ORGANIZATION AND RESPONSIBILITIES:

- A. The Terrebonne Parish Communications District and the Office of Homeland Security and Emergency Preparedness have primary responsibility for initiating, organizing, and coordinating all aspects of Communications.
- B. The Support Agencies for ESF 2 are responsible for developing and maintaining plans, procedures, and asset inventories to support the Primary Coordinator. Support Agencies include, but are not limited to:
 1. Office of Homeland Security and Emergency Preparedness
 2. Houma Police Department
 3. Houma Fire Department
 4. Terrebonne Parish Sheriff's Department
 5. Terrebonne Parish Volunteer Fire Departments
 6. Finance Departments – IT Division
 7. Volunteer Organizations

V. COMMAND AND CONTROL:

Command and control will be exercised as provided in the basic plan.

VI. CONTINUITY OF GOVERNMENT:

Continuity of government will be provided in the basic plan.

VII. ADMINISTRATION AND LOGISTICS

- A. The ESF 2 Coordinator will initiate and maintain mutual aid agreements with communications and information processing individuals and organizations in order that they will be able to participate in emergency operations when the need arises.
- B. All purchases and rental of equipment and other resources will be requested through the Finance Department – Purchasing Division for a Purchase Order and/or Requisition Number. All requests for purchase orders will require a designated contact, department/agency name requesting the equipment or resources and the reason for purchase/rental.

VIII. PLAN MAINTAINENCE

The ESF 2 Coordinators are responsible for developing, maintaining and coordinating plans, procedures, arrangements, and agreements in support of this ESF.

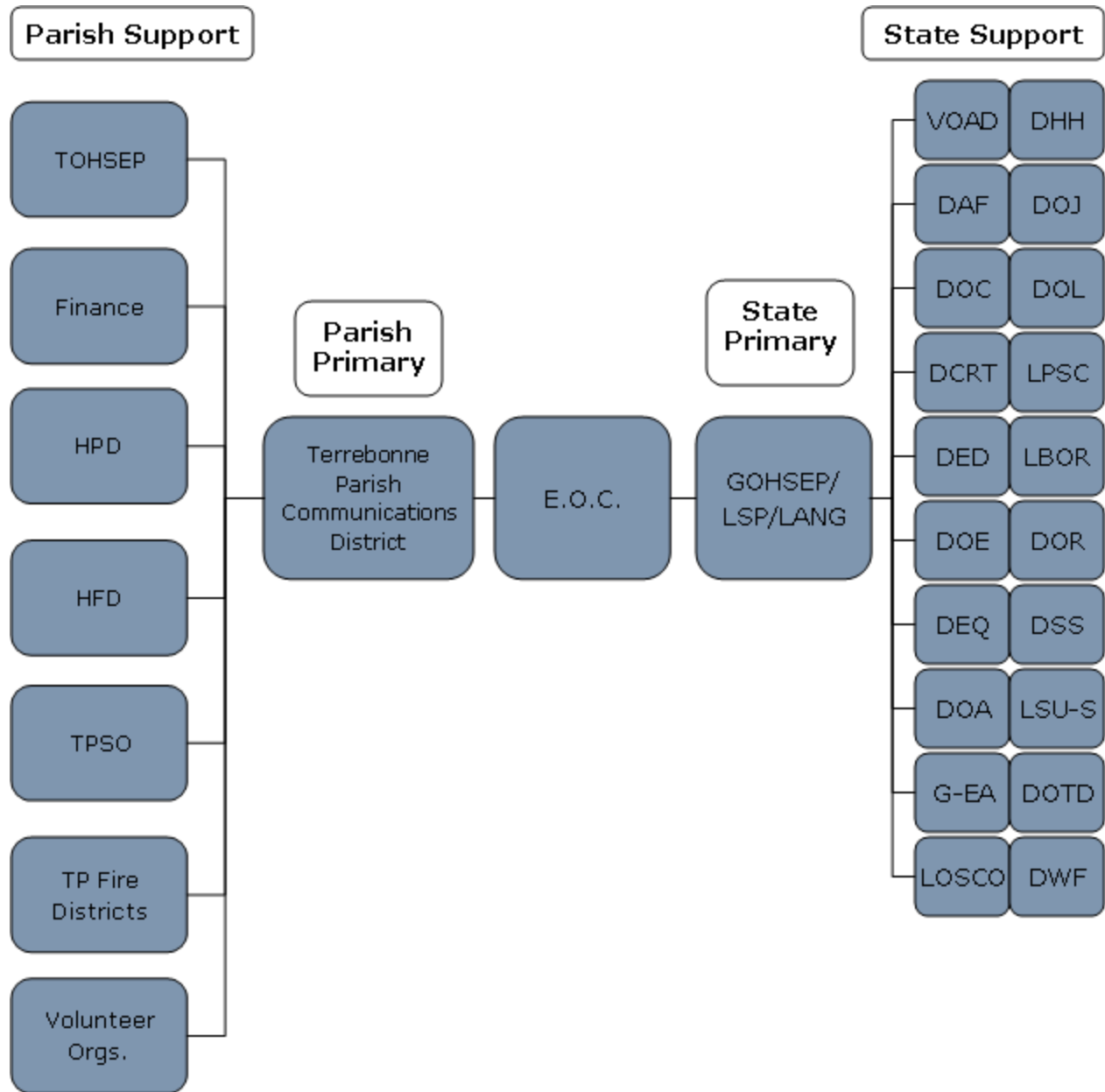
IX. AUTHORITIES AND REFERENCES:

Authorities and references are included in the Basic Plan.

X. APPENDICIES

1. Organizational Chart
2. ESF 2 Responsibility Chart

APPENDIX 1 – ESF 2
ORGANIZATIONAL CHART



APPENDIX 2 – ESF 2
COMMUNICATIONS RESPONSIBILITY CHART

Agency support to the Terrebonne Parish Communications District	Authority / Policy	Coordination	EOC Operations	Analysis	Personnel	Fixed Sites	Mobile Sites
Office of Homeland Security and Emergency Preparedness	X	X	X	X	X	X	
Terrebonne Parish Sheriff's Office		X	X	X	X	X	X
Houma Police Department		X	X	X	X	X	
Finance Department - Information Technology		X	X	X	X		X
Houma Fire Department		X	X		X		X
Terrebonne Parish Fire Districts		X	X		X		X
Volunteer Organizations *		X	X	X	X	X	
* To include private relief organizations (i.e. American Red Cross, Salvation Army, Mennonite Disaster Service, etc.); private industry; professional associations and participants in mutual aid agreements, etc.							

EMERGENCY SUPPORT FUNCTION 3 PUBLIC WORKS AND ENGINEERING ANNEX

ESF Coordinator

Public Works & Engineering

Support Agencies:

Office of Homeland Security and Emergency
Preparedness

Planning and Zoning Department

Utilities Department

Coastal Restoration Department

Consolidated Waterworks District #1

Primary Agencies:

Public Works & Engineering

Terrebonne Levee & Conservation District

I. PURPOSE:

ESF 3 provides for and coordinates all public works, public utilities, engineering and construction resources and expertise in an emergency or disaster.

II. SCOPE:

The Parish assistance provided under this function will include the identification of critical infrastructure and topographic problems, shortcomings and damages, and the mobilization and coordination of Parish owned, private industry and volunteer resources to fix and improve them. The Department of Public Works will have primary responsibility for this ESF.

- A. ESF 3 will encompass the development, maintenance and repair of hurricane and flood evacuation routes and their associated Parish roadways and bridges, construction, maintenance and repair of Parish flood control works, drainage ways and pump stations, emergency ice and snow removal; coordination of technical expertise regarding the structural safety of damaged public buildings and coordination of emergency repairs to public facilities, including appropriate construction services (i.e., electrical, plumbing, soils, etc.).
- B. ESF 3 will coordinate removal of debris and wreckage accumulated on public lands, waterways, roadways, bridges, drainage ways and levees as a result of a disaster.
- C. ESF 3 will coordinate the evaluation of the degree of coastal and watershed erosion and impairment and take action to coordinate the repair and restoration of the affected areas.

III. CONCEPT OF OPERATIONS:

A. MITIGATION

The Director of the Department of Public Works will appoint an ESF 3 Coordinator, who will oversee all activities in this category. The ESF 3 Coordinator will formulate and coordinate plans for the construction of works for the prevention and mitigation of future damages from emergencies and disasters

B. PREPAREDNESS:

1. The ESF 3 Coordinator will develop plans, procedures, arrangements and agreements to ensure that the activities required by ESF 3 can be carried out effectively and efficiently
2. The ESF 3 Coordinator will initiate contacts with other local agencies and organizations such as the Terrebonne Levee and Conservation District, Consolidated Waterworks District No. 1, and the Department of Coastal Restoration and Preservation to ensure cooperation in emergencies and disasters.
3. The ESF 3 Coordinator will initiate contacts with other State agencies and organizations, in particular, the Department of Natural Resources (DNR) and the United States Department of Agriculture – Natural Resources Conservation Service (USDA – NRCS), the U.S. Corps of Engineers (USCOE), Levee Boards and the Federal Highway Administration (FHWA) to ensure cooperation in emergencies and disasters.
4. The ESF 3 will work with emergency organizations such as GOHSEP and regional emergency task forces to ensure that the state's infrastructure is adequate to support traffic flows in large scale evacuations. ESF 3 will coordinate with appropriate organizations to ensure that levees and flood control structures will be designed, built and maintained to control potential large scale floods.
5. The Public Works department will maintain a current list identifying source, location and availability of earthmoving equipment, dump trucks, road graders, fuel sources and etc. The list may include equipment from other governmental agencies.
6. The Public Works department will maintain adequate supplies of sand at the Public Works complex and sand bags at the Public Works complex and/or the Parish warehouse. The ESF 3 Coordinator, in concurrence with the Director of the TOHSEP will provide distribution sites for public access of sand bags. (See Appendix 3

7. The Public Works department will maintain all Parish owned equipment for use during emergencies. Maintenance records will be kept on file with Fleet Maintenance for review.
8. A list of private contractors and notification of emergency contracting procedures will be kept on file at the Public Works department. This list will be updated on a yearly basis.
9. The Public Works department will maintain essential facilities of sewerage and drainage structures. The Terrebonne Levee and Conservation District will maintain essential facilities of the Morganza to the Gulf levee system and all associated levees, gates, and water control structures. The Consolidate Waterworks District #1 will maintain essential facilities for water.
10. The Public Works department provides the necessary means to ensure that pump stations are inaccessible to trespassers as practically possible.
11. The Public Works department and the consolidate Waterworks District #1 have identified the necessary emergency power requirements needed for pumping and lifting stations.
12. The Consolidated Waterworks District #1 will request assistance from GOHSEP to provide portable water to supply the public whenever a need arises. Distribution of drinking water will be conducted in the affected areas of the Parish or at PODs located at a volunteer fire station located in each community.
13. Resident will be notified through media outlets on the need to conserve the use of utilities in the event that a water shortage or failure or severe damage to the sewerage treatment system or the water plant. Restoration of utilities will be on a priority basis dependent on which vital structures are damaged. Healthcare facilities will receive the utmost priority for restoration of services
14. In the event of total failure of primary road artery or bridge, the Public Works department engineers will immediately begin the process of a temporary restoration and alternative routes. The media will be notified of all road and bridge closures for immediate broadcast to the citizens. This information will also be available on the Terrebonne Parish Government website.
15. The Public Works department, along with assistance from local volunteer fire departments will immediately begin debris clearance from primary roadways, if and when it is safe to do so. Crews must be aware that down power lines may still be energized. The priority of clearance will be: primary roadways to healthcare facilities, primary roadways, secondary roadways, subdivision streets.

16. The Parish has a contract with a debris management company through the Utilities department, Division of Solid Waste. The debris management company will be available as soon as safe entry into the Parish is available.
17. The Public Works department, with the assistance of the Planning and Zoning department will conduct inspections, designation and demolition of hazardous structures that may pose a health threat to the public.
18. If necessary, the Public Works department will develop and maintain mutual aid agreements or memorandum of understandings with other local governmental agencies or neighboring parishes for equipment and other resources.
19. The Public Works department incorporates their current work order system into the emergency management of Public Work activities during an emergency. Detailed logs can be compiled from the work order system.
20. In the event of an emergency situation within the Parish that does not involve the Public Works department, the Public Works department will supplement personnel for transportation, placing barricades, radio operation, assist with radiological monitoring and/or assist with sheltering and feeding of key employees during the emergency and during damage assessment.
21. The Public Works department will provide continual maintenance of emergency implementing procedures for all Public Works Divisions, accounting for key personnel and their assignments.
22. The Public Works department will require and provide resources for training and exercising of all personnel.

C. RESPONSE

1. When an emergency is imminent, the ESF 3 Coordinator will assess the potential impact of the threat on the Parish's infrastructure and work with other authorities to ensure that any necessary immediate repairs or arrangements for critical parish structures and facilities are initiated.
2. The ESF 3 Coordinator will work with all state and local authorities to support the evacuation of people in the threatened area(s).
3. As the emergency progresses, the Coordinator will monitor the status of the infrastructure and effect emergency repairs where needed and feasible.
4. The ESF 3 Coordinator will monitor the status of debris on critical state and parish evacuation routes and initiate emergency debris clearance and repairs to save lives where needed and feasible

5. The ESF 3 Coordinator will conduct a damage assessment as soon as reasonably possible of all public work infrastructures to determine extent of damage. The Coordinator will advise the Public Works department on the repair and restoration of essential services and vital facilities.
6. The Consolidated Waterworks District #1 will request assistance from GOHSEP to provide potable water to supply the public whenever a need arises.

Distribution of drinking water will be conducted in the affected areas of the Parish or at PODs located at a volunteer fire station located in each community.

7. Points of Distribution (PODS) will be manned and managed by volunteer firefighters at volunteer fire department satellite locations in affected communities. The Houma-Terrebonne Civic Center, which acts as the Receiving Point for commodities from state and federal sources and distribution hub to the satellite locations, will be manned by a combination of TOHSEP, TPCG, and LANG personnel. TPCG personnel will provide management oversight of the Houma-Terrebonne Civic Center.
8. There are 8 pre-designated Points of Distribution (PODS) in Terrebonne Parish. They consist of the Houma-Terrebonne Civic Center as the Receiving Point, as well as one high school and 6 volunteer fire departments as the actual public-facing PODS. The following volunteer fire departments are pre-designated as PODS:
 1. Montegut Fire Department
 2. Pointe Aux Chene Fire Department
 3. South Terrebonne High School
 4. Little Caillou Fire Department and
 5. Dularge Fire Department stations.
9. Residents will be notified through media outlets on the need to conserve the use of utilities in the event that a water shortage or failure or severe damage to the sewerage treatment system or the water plant. Restoration of utilities will be on a priority basis dependent on which vital structures are damaged. Healthcare facilities will receive the utmost priority for restoration of services.
10. In the event of a total failure of a primary road artery or bridge, the Public Works Department engineers will immediately begin the process of a temporary restoration and alternative routes. This media will be notified of all road and bridge closures for immediate broadcast to the citizens. This information will also be available on the Terrebonne Parish Government Web site.
11. The Public Works department, along with assistance from local volunteer fire department will immediately begin debris clearance from primary roadways, if and when it is safe to do so. Crews must be aware that down power lines may still

be energized. The priority of clearance will be: primary roadways to healthcare facilities, primary roadways, secondary roadways, subdivision streets.

12. The Parish has a contract with a debris management company through the Utilities Department, Division of Solid Waste. The debris management company will be available as soon as safe entry in to the Parish is available.
13. The Public Works department, with the assistance of the Planning and Zoning department will conduct inspections, designation and demolition of hazardous structures that may pose a health threat to the public.
14. Instructions to the general public regarding debris management (e.g., separation/sorting of debris, scheduled pickup times, drop-off sites for different materials) will be through the tpcg.org and tohsep.com websites, TOHSEP's Facebook and twitter page, as well as the Terrebonne Parish information line.

D. RECOVERY

1. When an emergency has passed, the ESF 3 Coordinator will assess damages to critical parish infrastructure and initiate debris clearance and repairs.
2. The ESF 3 Coordinator will coordinate the assessment of damages to coastal zones and watershed and coordinate the planning and accomplishment of restoration work.
3. The ESF 3 Coordinator will use the information on disaster damage to formulate plans for structures and measures to prevent and mitigate damages from future emergencies and disasters.
4. The TPCG Planning department will manage structures that present a safety hazard to the public using their non-emergency process for condemning, demolishing, and disposing of non-repairable structures.

V. ORGANIZATION AND RESPONSIBILITIES

- A. The Public Works department has primary responsibility for obtaining, organizing and coordinating Public Works and Engineering.
- B. The Support Agencies for the Public Works department are responsible for developing and maintaining plans, procedures and asset inventories to support the Primary Coordinator Support Agencies include, but are not limited to:
 1. Consolidated Waterworks District #1
 2. Planning and Zoning Department
 3. Utilities Department – Solid Waste Department

4. Terrebonne Parish Fire Districts
5. Coastal Restoration and Preservation Department
6. Terrebonne Levee and Conservation District

VI. COMMAND

Command and Control will be exercised as provided in the Basic Plan.

VII. CONTINUITY OF GOVERNMENT

Continuity of government will be provided in the Basic Plan.

VIII. ADMINISTRATION AND LOGISTICS

- A. If the Public Works departments needs exceed available resources, the ESF 3 Coordinator will report the situation to the Terrebonne Office of Homeland Security and Emergency Preparedness, which will seek additional resources from the River and Bayou Parishes Mutual Aid and Assistance Taskforce and the GOHSEP.
- B. Every agency providing Resource Support services will maintain records of the operations including cost records that can be used after the emergency to obtain reimbursement from state or federal resources.
- C. All purchases and rental of equipment and other resources will be requested through the Finance Department – Purchasing Division for a Purchase Order and/or Requisition Number. All requests for purchase orders will require a designated contact, department/agency name requesting the equipment or resources and the reason for purchase/rental.

IX. PLAN MAINTENANCE

The ESF 3 Coordinator is responsible for developing, maintaining and coordinating plans, procedures, arrangements, and agreements and personnel training in support of this ESF.

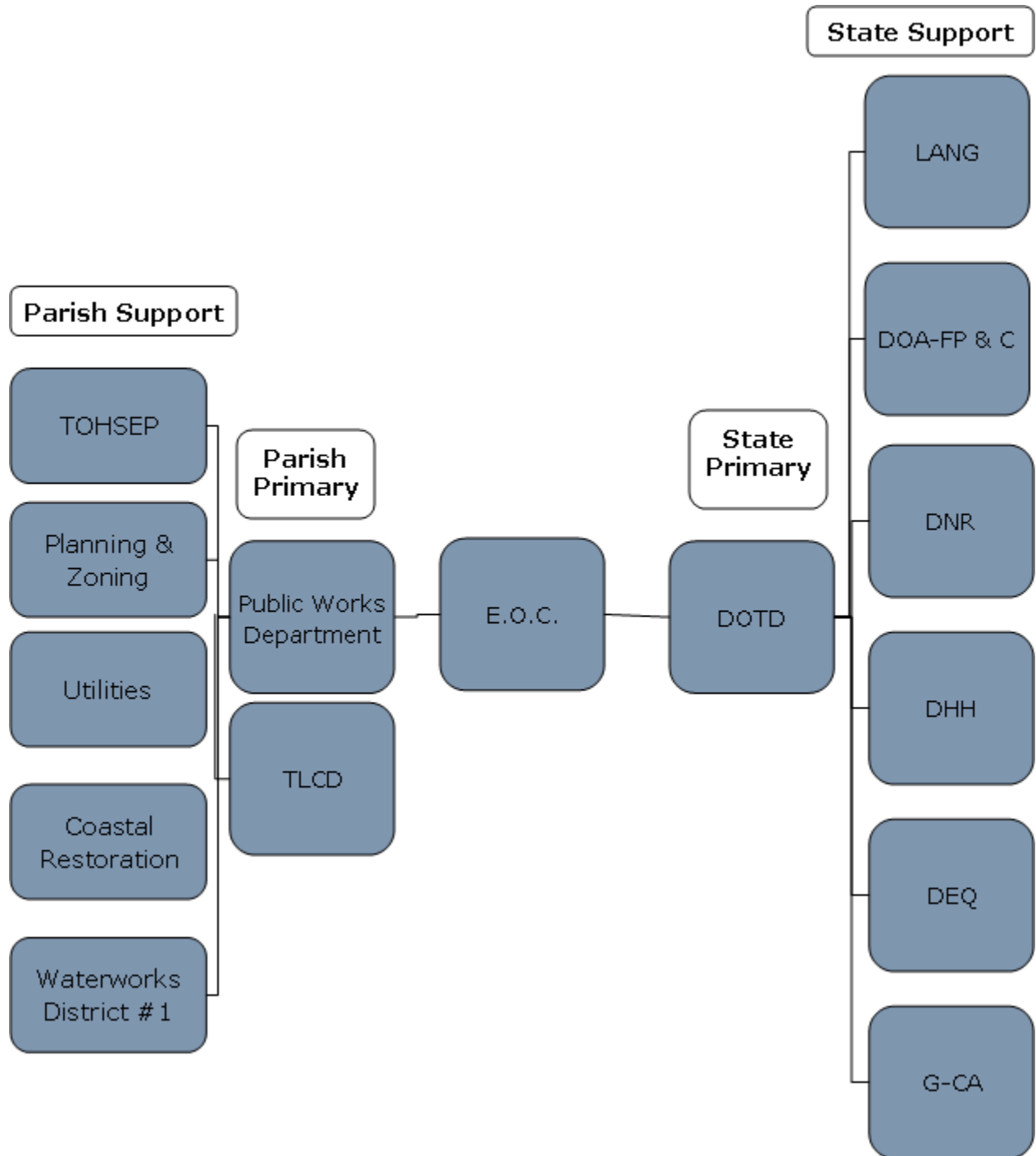
X. AUTHORITY AND REFERENCES

Authorities and references are included in the Basic Plan.

XI. APPENDICES

1. Organizational Chart
2. ESF 3 Responsibility Chart
3. Sand Bag Locations

APPENDIX 1 – ESF 3
ORGANIZATIONAL CHART



APPENDIX 2 – ESF 3
Public Works and Engineering Responsibility Chart

Agency support to the Public Works Department	Engineering Personnel and Equipment	Debris Removal	Debris Disposal	Coastal Restoration	Watershed Protection	Water Supply	Infrastructure Repair	Damage Assessment
Office of Homeland Security and Emergency Preparedness		X						X
Planning and Zoning Department				X	X			
Utilities Department	X	X	X					
Coastal Restoration Department				X				X
Consolidated Waterworks District #1	X				X	X	X	X

APPENDIX 3 – ESF 3
Sand & Sandbag Locations

ZONE 1	ZONE 2	ZONE 3
Bobtown Vol. Fire Station 4717 Grand Caillou Rd. Houma, La Sand - 28 cy Bags - 1,000	Adult Softball Complex 9544 East Main St. Houma, La Sand - 114 cy Bags - 1,000	Cannata's West 6307 West Park Ave. Houma, La Sand - 112 cy Bags - 4,000
Mechanicville Gym 2814 Senator St Houma, La Sand - 28 cy Bags - 1,000	Knights of Columbus Hall 1558 Hwy 655 Pointe-aux-Chenes , La Sand - 28 cy Bags - 1,000	Donner Community Center 361 Azalea Dr. Donner, La Sand - 14 cy Bags - 1,000
Civic Center 346 Civic Center Blvd. Houma, La Sand - 112 cy Bags - 1,000	Montegut Fire Station 1105 Hwy 55 Montegut, La Sand - 14 cy Bags - 1,000	Devon Keller Memorial Center 5575 Bayou Black Rd. Gibson, La Sand - 14 cy Bags - 1,000
Upper Dularge Fire Station 1767 Bayou Dularge Houma, La Sand - 14 cy Bags - 1,000	St. Ann Church 4355 Highway 24 Bourg, La Sand - 28 cy Bags - 1,000	*** Public Works North Campus** 206 Government St. Gray, La Sand - 300 cy Bags - 3,000
Bayou Black Fire Station 2820 Savanne Rd Houma, La Sand - 112 cy Bags - 1,000	Ward 7 5006 Highway 56 Chauvin, La Sand - 42 cy Bags - 1,000	Gibson East Fire 5218 North Bayou Black Rd. Gibson, La Sand - 14 cy Bags - 1,000
updated 6/20/2017 v.6 *** Open to public from 7:00 AM to 5:00 PM - Mondays thru Fridays only *Shaded Locations are alternate sites		West Terrebonne Fire 110 Merry Moss St. Gibson, La Sand - 42 cy Bags - 1,000

Terrebonne Parish Flood Response Plan



**Office of Homeland Security and Emergency Preparedness
July 2017**

FOREWORD

Flood incidents can endanger human life, cause extensive property damage and result in significant harm to the environment. Efficient and coordinated responses to flood incidents demand a well-written emergency response plan. This flood plan was developed to assist Terrebonne Parish in dealing with flood hazards that exists locally. Flooding mainly is caused by excessive rainfall and storm surges from tropical storm events. This plan defines who does what, when, where and how they do it. This flood plan should be utilized with the Terrebonne Parish Emergency Operations Plan during events.

Earl J. Eues, Jr., Director
Terrebonne Parish Office of Homeland Security and Emergency Preparedness

I. PURPOSE

1. The purpose of this plan is to specify methods for early recognition of floods and dissemination of warning which are accurate, timely and reliable, and
2. To prevent injury and loss of life due to flooding and flood related causes, and
3. To reduce public and private property damages from flooding and flood related causes, and
4. To initiate and carry out post flood actions to maintain public health, return community services to normal at the earliest possible time and to provide aid and assistance in recovery, and
5. To develop community awareness and understanding of the flood hazard and to prepare for the accurate and timely provision of information during flood emergencies.

II. LEGAL AUTHORITY FOR THE PLAN

A. Federal

1. Public Law 93 – 234, as amended The Flood Disaster Protection Act of 1973
2. Public law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.
3. Title 44, the Code of Federal Regulations, Part 206.
4. Federal Emergency Management Agency, FEMA-64, Emergency Action Planning Guidelines for Dams, 1985.
5. Federal Emergency Management Agency, SLG 101 State and Local Guide.
6. Federal Emergency Management Agency, SLG 101A State and Local Guide
7. National Response Framework, 2008
8. National Incident Management System, 2004 (2007 Revision in draft).
9. All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.

B. State

1. The Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993 as amended.
2. Act 111, Emergency Interim State Executive Succession Act of 1963.
3. Act 112, Emergency Interim Judicial Succession Act of 1963.
4. Act 113 as amended, Emergency Interim Legislative Succession of 1963.
5. The Louisiana State Administrative Plan dated 1992, as amended.
6. Louisiana Significant/High Hazard Dam Safety Plan 1989.
7. State Executive Order included in the preface to this plan.
8. Louisiana Disaster Recovery Manual dated January 2005, as amended.
9. Other Acts, Executive Orders, Proclamations, Compacts, Agreements, and Plans pertaining to emergencies and/or disasters that has been or will be developed or enacted.

C. Local

1. Ordinances or resolution enacted or to be enacted pursuant to requirements of the authorities cited in Paragraph A and B above as they pertain to emergencies/disasters.
2. Act 114, Emergency Interim Local Executive Succession Act of 1963.
3. Local Emergency Operations Plan.
4. Mutual-Aid, Letters of Agreement, and/or Memorandums enacted or to be enacted.

D. Volunteer

1. Louisiana Revised Statutes, Chapter 29:650, Civil Air Patrol.
2. Act 58-4-1905, American Red Cross (ARC). Mennonite Disaster Services/ FEMA Agreement. Salvation Army Charter, May 12, 1974 and Memorandums of Understanding between Louisiana and the agencies above.
3. Other directives as appropriate.

III. PLANNING FACTORS AND ASSUMPTIONS

Planning Factors – This section summarizes local conditions that influence the context of the Terrebonne Parish Flood Response Plan.

1. Terrebonne Parish has a population of approximately 112,749 people. Elevations in the Parish vary from below sea level to 10 to 15 feet above sea level. The highest elevations are located in the northern portion of the parish and along some of the bayou ridges and the lowest elevations are routinely found along the coastline.
2. The climate in Terrebonne Parish is typically subtropical. Moisture trailing in from the Gulf of Mexico routinely affects the Parish. The Parish is susceptible to periods of heavy rainfall that may cause substantial street flooding and overloading of the Parish' drainage system. Average annual temperature is 69.4 degrees with an annual average of precipitation of 57.5 inches. Majority of flooding events in the Parish are the results of excessive rainfall or storm surge.
3. Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM) have been used to identify flood prone areas within Terrebonne Parish. The Parish also has an active flood plan mitigation program.
4. Majority of flooding events in the Parish are the results of excessive rainfall or storm surge. The elevation of the parish is relatively flat with a small slope from the North to the South. The Parish has numerous drainage systems with large pumps to help pump rainfall into bayous that predominantly flow to the coastline of Terrebonne Parish. Inundation of the Parish's drainage system along with predominant winds from the South causes the Parish's bayous to literally "fill up" and slow down drainage from the system. Minor flooding will result when the bayous become inundated with drainage flow and surge from southern winds
5. There are only seven gauges installed in the Parish to facilitate measuring stream flow and precipitation that are operated by the USGS. These gauges are utilized to measure tides and not particularly for rising stream levels.
6. The Parish's Public Works Department is responsible for the operations and maintenance of the drainage system.
7. Prevention of future problems and enforcement of established standards, as well as mitigation and correction of existing deficiencies are joint responsibilities of the public works, engineering, and planning and zoning departments within the Parish government
8. The resources of industry, state and federal government, separately or in combination, may be required to cope with flooding situations.

9. A flooding incident could contaminate water supplies or inundate the sewerage systems. This may result in the release of untreated sewage with severe impact to health and the environment.
10. Response to a major flooding incident will require a high degree of interagency cooperation and communication.

Planning Assumptions – This section describes advance judgements that have been made concerning what might happen in the event of a flood.

1. The amount of time available to determine the scope and magnitude of the incident will impact the protective actions recommended.
2. The drainage system in the Parish is designed to handle 25-year rainfall events. Rainfalls that exceed the 25-year rainfall will cause minor flooding in the Parish, dependent of other factors such as storm surge from tropical systems and elevated tides due to southern winds.
3. In the event of a flooding event due to storm surge from a tropical system such as a hurricane, most residents will evacuate on their own, without official recommendation. Some will not heed official evacuation recommendations and will have to be rescued after a tropical storm system storm surge event
4. For rainfall flooding events, most residents will not evacuate until their homes become inundated with flood waters.
5. The Parish does not have adequate hurricane protection levees or other structures to prevent major flooding from excessive storm surges from tropical systems. The existing levee systems were built for drainage purposes and not tropical storm surge.
6. The current levee system that exists in the low-lying areas of Terrebonne Parish may also give residents a false sense of security during hurricane events that the levees can protect from a large storm surge. Past hurricane events have shown that the height of storm surge from a tropical system is dependent on many variable and not just the category of the storm.
7. Evacuation, sheltering-in-place, and sandbagging are the main public protection strategies for flooding in Terrebonne Parish.
8. There is no audible warning system in Terrebonne Parish. Public warning of flooding would probably be through vehicle public address (PA), door-to-door, news broadcast, the Emergency Alert System through the National Weather Service and Code Red Network, the Parish's emergency notification system utilizing telephones, mobile phones, text messaging, and email. The Parish also utilizes social networking web sites such as Twitter and Facebook for emergency notification and information broadcast.

9. Portable toilets and large quantities of potable water may be needed after a large flooding event.
10. Some utilities may be out for an extended period of time.
11. All households in Terrebonne Parish should be educated concerning flooding and should be encouraged to purchase NOAA Weather Alert radios. These radios should be kept in the bedroom so that they can provide warnings during the evening hours
12. The Parish recognizes the need for additional flood protection for all areas of the Parish and are constantly upgrading drainage systems to control increase runoff caused by urban development as funding is available.

IV. ANALYSIS OF TERREBONNE PARISH FLOOD HAZARDS

This section highlights those areas in Terrebonne Parish that have the greatest potential to be involved in a flooding incident.

1. **Forced Drainage Areas** – Those areas of the Parish that utilize mechanical pumps (diesel or electric) to remove rainfall from the drainage ways into natural or manmade canals outside of the area. These areas are susceptible to rainfall events that exceed the engineered storage and pumping capacity of the drainage area, abnormal high tides caused by winds from the south and southeast, and from the inundation of water from storm surge.
2. **Gravity Drainage Areas** – Those areas of the Parish that utilize a system of drainage canals that flow naturally or have been dredged to a slope that allows for water to flow without the use of mechanical pumps. These areas are susceptible to rainfall events that exceed the engineered storage capacity of the drainage area, abnormal high tides caused by winds from the south and southeast, and from the inundation of water from storm surge.
3. **Natural and Manmade Waterways** – Those areas that are adjacent to natural and manmade waterways that normally help facilitate drainage of the Parish from gravity and forced drainage systems. These systems usually accept drainage from surrounding Parishes during rainfall events along with drainage from the systems located in Terrebonne Parish. It is possible for these waterways to overflow their banks and cause flooding to public and private infrastructure along their banks. The introduction of storm surge during tropical storm events can cause water to enter these waterways from the south and cause flooding.
4. **Parishwide Flooding** – Parishwide flooding could be caused by a large storm surge event from a tropical system. Communities located on the coastline of the Gulf of Mexico have experienced storm surges from major hurricanes that have exceeded 20 feet. SLOSH models have indicated that a Category 5 hurricane moving slowly to the NNE

and making landfall approximately 30 miles to the West of Terrebonne Parish could inundate the entire Parish with flood waters.

5. The amount and extent of damage caused by any flood depends on several variables. These include: how much area is flooded, the height of flooding, the velocity of flow, the rate of rise, sediment and debris carried, the duration of flooding, and the effectiveness of flood fighting. The potential for destruction from large floods is magnified because most people do not recognize and/or accept the potential hazard. Large floods are more frequent than most suspect. Ten and 50 year floods may sustain elevations that are only slightly less than the 100-year flood. Unforeseen debris blockages (trees, trash, etc.), mechanical failure or levee failure may cause unexpected flood levels from minor events. The 10, 50, 100, and 500 year floods have a 10%, 2%, 1%, and 0.2% chance respectively, of being equaled or exceeded during any year.

V. STANDARD OPERATING GUIDELINES FOR FLOOD EVENTS

This section includes information on how the Parish responds to flooding events.

A. General Flooding

1. The Terrebonne Parish Office of Homeland Security and Emergency Preparedness will serve as the 24-hour contact point for notification of all flooding incidents. Even though the office is not staffed on a 24-hour basis, the telephone system is forwarded to the Houma Police Department after hours. Upon notification of flooding, the Houma Police Department contacts the person on call for the Office of Homeland Security and Emergency Preparedness.
2. Upon the issuance of a severe weather statement for Terrebonne Parish, Office of Homeland Security and Emergency Preparedness personnel begin monitoring the NWS- Slidell, LA web site for indications of flood advisories and to monitor rainfall rates.
3. The National Weather Service office in Slidell, LA issues coastal flood watches and warnings, urban flood watches and warnings, flash flood watches and flash flood warnings.

Coastal Flood Watches - Issued when winds generated from tropical storms and hurricanes or intense offshore low pressure systems may drive coastal waters inland and cause minor or significant flooding

Flash Flood or Flood Watch - Issued when flash flooding or flooding is possible within the designated watch area. Be alert

Flash Flood or Flood Warning - Flash flooding or flooding has been reported or is imminent. Take necessary precautions immediately.

Urban and Small Stream Advisory - Flooding of small streams, streets and low lying areas, such as railroad underpasses and urban storm drains is occurring

Flash Flood or Flood Statement - Follow-up information regarding a flash flood/flood event.

Watches and Warnings - will be disseminated by the standard procedures: NOAA Weather Radio, NOAA Weather Wire and via email and text messaging by NOAA. As warnings and watches are issued by the NWS in Slidell via email, the warnings and watches are automatically emailed to local officials and Parish department heads via an email from the Parish's email server.

4. When the Terrebonne Parish Office of Homeland Security and Emergency Preparedness receive reports of flooding, the emergency operations center will be activated to the level required to respond to the flooding event. Activation of the emergency operations center may include the assembly of the required Emergency Support Function managers required to respond to the flooding event.
5. The Terrebonne Parish Emergency Operations Plan will be utilized upon activation of the emergency operations center. As stated in the plan, the Incident Command System (ICS) will be used in responding to flood events. The ICS is a management tool that provides a flexible structure for response to emergency situations. It allows local, state, federal and private entities to be integrated under a single command authority.

B. Who's In Charge?

1. Flooding events occurring in the Parish that require the activation of the emergency operations center will be under the command of the Director of the Office of Homeland Security and Emergency Preparedness or his designee. The emergency operations center is located at 101 Government Street in Gray.
2. The first emergency responder at the scene is responsible for evaluating the situation and reporting to their respective dispatch center. This will most likely be personnel from the Terrebonne Parish Sheriff's Office or the Houma Police Department. Dispatchers at each agency will report findings to the person on call for the Terrebonne Parish Office of Homeland Security and Emergency Preparedness.
3. Based on the findings of the first emergency responder and other available information, a Declaration of Emergency may be declared in the Parish by the Parish President. Notification to the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) will be conducted as soon as possible to advise of the present situation in the Parish.
4. Upon notification of flooding, the Office of Homeland Security and Emergency Preparedness will notify the Parish's Public Works Department, Drainage and Road Division.
5. Public warning may be accomplished through a variety of means. These include Emergency Alert System messages, NOAA Weather Radio, television and radio news services, emergency vehicles with PA systems or the Code Red Network notification system. In some situations, door-to-door contacts may be made. The National Weather Service uses a multi-tier concept, including flood watches and warnings, to increase public awareness and promote a proper response.
6. The Parish, with the assistance of the American Red Cross, will establish shelters for evacuees, as required.

7. The Parish's Public Works Department will be the branch manager for operations of the flooding event. The incident commander will determine the extent of flooding and an estimated number of people affected with the assistance of the Parish's engineering department or utility department GIS coordinator.
8. The incident commander will establish a command post if the situation warrants. This command post may be a remote location such as a fire station or other public use building suitable for use as a command post. The command post will be identified by a green flashing light, a fluorescent orange flag or traffic cone. Other ICS features will be established as required.
9. All initial emergency communications will be conducted on the Parish's 700 MHz, Interoperability radio system on talk group: **TP EVENT 1**. **TP EVENT 1** will be used to communicate between different agencies responding to the event. Specific department to department communications should be conducted on their respective talk groups or on **TPGOV 1, TPGOV 2 or TPGOV 3**. The emergency operations center will continuously monitor talk group **OHSEP 1**, which should be used by all responding agencies to contact the emergency operations center or the Office of Homeland Security and Emergency Preparedness. Specific flood emergency communications talk groups will be established at the time of the incident. All communications between organizational elements at an incident should be in plain English. No codes should be used and communications should be confined to essential messages.
10. The National Weather Service will be the only official source for flood crest information and weather forecast. Officials from other agencies may be consulted concerning the role of their agency during a flood, but predicting or forecasting probabilities will be the sole responsibility of the NWS. Staff gauges located in Terrebonne Parish and operated by the USGS or the USCOE will be monitored to determine water levels in those waterways that have gauges.
11. Depending upon the extent of the incident, protection strategies may include evacuation, sheltering-in-place, sandbagging or flood proofing of structures, and protection of water or food supplies.
12. Evacuation will be managed by Emergency Support Function (ESF) 6 with the Parish's Department of Housing and Human Services as the primary agency and all other agencies as listed in the Parish's Emergency Operations Plan as secondary support agencies
13. For extreme flooding events, the Parish may activate the toll-free inbound information line to disseminate information to residents concerning the event. Up to date information regarding the event will be placed on the Parish's website, www.tpcg.org, Twitter and Facebook. The intent of this is to relieve pressure on the

- phone systems located in the emergency operations center, 911, Terrebonne Parish Sheriff's Office and the Houma Police Department.
14. Emergency Action Levels (EAL) have been established to provide a general indicator of the level of seriousness of an incident and related guidance for response and protective actions so that all emergency response forces have a common basis by which they can implement necessary to handle the situation. Refer to the Implementation Procedures for specific actions that Parish departments will take for the appropriate action level declared. Procedures are on file in the Parish EOC. The four EAL that shall be used are:
- a. LEVEL IV – Normal operations are ongoing. Terrebonne OHSEP staffing is in accordance with authorized agency manning levels.
 - b. LEVEL III – Events involve a potential or actual threat to the safety and welfare of the people in a threatened area(s). The Parish Office of Homeland Security and Emergency Preparedness is actively monitoring the situation. The Parish EOC may be activated on a 12-hour or 24-hour basis with selected ESF's by functional branch.
 - c. LEVEL II – Events are in progress or have occurred which involve an imminent or actual major impact on the safety of the people in a stricken area(s).The EOC is activated for 24 hour operation and staffed by Terrebonne OHSEP personnel and may include selected staffing from the Parish, ESF's, state, federal and volunteer agencies. This status is maintained and the situation monitored closely until conditions escalate or de-escalate.
 - d. LEVEL I – Events are in progress which continue previously declared action levels and require response activities. The EOC is fully activated for 24-hour operations. All parish, ESF's, state, federal and volunteer agencies report to the EOC as requested for 24-hour operations. This status will be maintained until the threat is over and the emergency is terminated. As imminent danger is reduced, operations will be initiated for the return of the stricken area(s) to pre-disaster status.
15. A public information officer (PIO) will provide emergency information to the media and the public. The Incident Commander and/or EOC staff will provide information to the PIO to facilitate the timely flow of news and to assist in rumor control. In response to a large flood event, a Joint Information Center (JIC) may be activated.
16. If the magnitude of the event exceeds local capabilities, request will be made to GOHSEP for additional resources. Existing mutual aid agreements with Parishes in Region 3 will also be utilized.

VI. METHODS FOR ALERTING THE PUBLIC

In the event of an emergency requiring mass notification to the public, the following means of communication may be used.

- National Weather Service
- NOAA Weather Radio
- Emergency Alert System (EAS)
- Television and Radio Media
- Cable Television Override
- Vehicles with PA Systems
- Door-to-Door
- Code Red Network Notification System
- TPCG Web Page
- Social Networks – Twitter and Facebook.

1. National Weather service (NWS) - The NWS Weather Warning Program uses a multi-tier concept to increase public awareness and promote a proper response. The multi-tier concept use the following terms:

- a. **OUTLOOK** - Public statement issued by the NWS on either a seasonal basis, to indicate the potential for flooding from the Mississippi; or on an event basis, to alert the public that conditions are adequate for flooding. It is usually issued with greater than 36 hours lead-time.
- b. **WATCH** – Public statement issued by the NWS to indicate that there is a risk of a hazardous weather or hydrologic event occurring. The occurrence, location, and/or timing is not certain. It is intended to give enough lead-time so those who need to activate their plan have time to do so.
- c. **WARNING/ADVISORY** – These terms are issued when a hazardous event is occurring, is imminent, or has a very high probability of occurrence. A Warning is used for conditions posing a threat to life or property. Advisories are for less serious conditions that cause significant inconvenience and, if caution is not exercised, could lead to situations that may threaten life and/or property.
- d. The NWS can also issue a Civil Emergency Message for any emergency situation requiring public warning. Dissemination method of the NWS include: NOAA Weather Wire System, NOAA Weather Radio, and AP Wire Service.

2. Emergency Alert System (EAS)

- a. **Definition and Authority.** The Emergency Alert System exists to furnish an expedited means of providing real time communications to the public in the event of war; threat of war; or grave national, regional, or local crisis. An emergency system such as EAS is authorized by Title 47 U.S.C. 151.154 (I) and (o) and 303 (r); Chapter 1 Part 73 Subpart G, Federal Communications Commission Rules and Regulations, and pertains to day-to-day emergency operations

- b. Purpose: The purpose of EAS is to provide real time communication, information, direction and instruction in the event of an emergency requiring public action
 - c. Activation: At the request of authorized public officials, EAS may be activated. Activation of the EAS by public officials within Terrebonne Parish should be through the Office of Homeland Security and Emergency Preparedness.
3. Television and Radio Media – The television and radio media may be contacted directly and requested to air messages to alert the public of emergency situations.
4. Cable Television Override – Charter and Comcast Cable systems in Terrebonne Parish both offer cable override to broadcast emergency messages over the cable system, which will be broadcasted on every cable subscriber’s television.
5. Vehicles with PA Systems / Door-to-Door – Law enforcement, fire, or other emergency personnel may warn the public by driving through the designated area in vehicles equipped with loudspeakers, or by going door-to-door, or by aircraft equipped with loudspeakers. In some cases members of Neighborhood Watch programs or Amateur Radio Operators may assist emergency responders. The warning message delivered should include actions to be taken by the public, any special instructions, and how to obtain more information.
6. Code Red Network System – This “reverse 911” system will notify residents by telephone, text messaging or email and deliver pertinent information regarding the event. The warning message delivered should include actions to be taken by the public, any special instructions, and how to obtain more information.
7. TPCG Web Page – The Terrebonne Parish Consolidated Government’s Web Page will be utilized to supply pertinent information regarding flooding events and other emergencies.
8. Social Networks – Twitter / Facebook – Social networks on the internet will be utilized to send messages to computers, PDA’s and mobile phones.

Emergency Support Function 4 Firefighting Annex

ESF Coordinator:

Houma Fire Department

Primary Agencies:

Houma Fire Department
Terrebonne Parish Fire Districts.

Support Agencies:

Office of Homeland Security and Emergency
Preparedness
Houma Police Department
Terrebonne Parish Sheriff's Office
Volunteer Organizations

I. PURPOSE

ESF 4 provides for the detection, control, and suppression of rural and urban fires, caused by or incident to natural, technological, or man-made events.

II. SCOPE

Services provided under this ESF shall include actions taken through the application of equipment, manpower, and technical expertise to detect, control and suppress fires that have or threaten to become disasters. Provision of such services will be in accordance with mutual aid compact agreements between local governments, private industry, and other parishes using established recognized standards of firefighting methods under the Incident Command System.

III. CONCEPT OF OPERATIONS

The Fire Chief of the Houma Fire Department is responsible for ESF 4, including the development, implementation and administration of all Parish programs, mutual aid agreements, and participation in this function as related to emergency or disaster assistance.

A. MITIGATION

1. The Fire Chief of the Houma Fire Department will designate an ESF Coordinator to organize and coordinate all Parish involvement in emergency fire services.
2. The fire departments will advise public officials on needed changes to fire and zoning codes and enforce fire codes with the assistance of the State Fire Marshall.
3. The fire departments will conduct fire safety education programs for the public.

B. PREPAREDNESS

1. The ESF 4 Coordinator will develop plans, procedures and agreements with local fire departments, including volunteer fire departments, agencies and groups.
2. The Coordinator will work with local departments, agencies, and groups to ensure that their people and resources are trained and exercised periodically. The Coordinator should also help with the recruitment of volunteer fire personnel. The Coordinator will alert all emergency support services to the dangers associated with technological hazards such as HAZMAT incidents and fire during emergency operations.
3. The Coordinator will monitor fire conditions throughout the Parish to maintain awareness of threats.
4. The Coordinator will maintain updated lists of resources (personnel and equipment, with locations) and establish and renew mutual aid agreements as needed.
5. Current firefighting equipment resource lists for ESF 4, including source, location and availability, can be found in the TOHSEP Annual Report to GOHSEP. This information is updated yearly.

C. RESPONSE

1. The Fire Departments will deploy fire personnel and equipment in the event of an emergency.
2. The Fire Departments will suppress fires, including those in emergency shelters, assist with search and rescue operations.
3. The Fire Departments will provide backup support for broadcasting warnings to the public with the use of public address system
4. The Fire Departments will support radiological protection activities.
5. The Fire Departments will activate auxiliary and volunteer support groups as needed, if they exist.
6. When a fire becomes too widespread or too intense for local and parish authorities to control and a State of Emergency is declared, the ESF 4 Coordinator will mobilize State mutual aid, private industry and volunteer resources to assist in fighting and suppressing the fire. Additional resources will operate according to the Incident Command System.

7. If available State, private industry and volunteer resources are inadequate to contain and suppress the fire, the Coordinator will call on resources from other states and the Federal Government through existing mutual aid agreements.
8. The Fire Department may be called upon by other ESF for assistance and should provide the requested assistance if resources are available. 9. The Fire Departments will be required to inspect shelters and key facilities for fire safety on a routine basis during times of an emergency.

D. RECOVERY

1. After the fire is contained and suppressed City, volunteer, State, private industry, and Federal resources will be withdrawn as soon as feasible and after-action reports will be compiled and consolidated. Any lesson learned from the action will be used to develop Mitigation measures.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Houma Fire Department has the Primary Responsibility for Firefighting. That responsibility includes the coordination with volunteer fire departments and support agencies to make sure that they develop and maintain plans and procedures.
- B. The support agencies for Firefighting are responsible for developing and maintaining plans, procedures and assets and inventories to support the ESF 4 Coordinator. Support Agencies include, but are not limited to:
 1. Terrebonne Parish Fire Districts
 2. Houma Police Department
 3. Terrebonne Parish Sheriff's Office
 4. Volunteer Organizations

V. COMMAND AND CONTROL

Command and control will be exercised as provided in the Basic Plan. The Incident Command System will be used.

VI. CONTINUITY OF GOVERNMENT

Continuity will be as provided in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. If Terrebonne Parish resources are inadequate to the tasks assigned; the ESF 4 Coordinator, through the TOHSEP Director, will seek additional resources from the River and Bayou Parishes Mutual Aid and Assistance Taskforce, or the GOHSEP.

- B. Every agency providing Firefighting support and resources will maintain records of their operations, including cost records that can be used after the emergency to obtain reimbursement from State or Federal sources.
- C. All purchases and rental of equipment and other resources will be requested through the Finance Department – Purchasing Division for a Purchase Order and/or Requisition Number. All requests for purchase orders will require a designated contact, department/agency name requesting the equipment or resources and the reason for purchase/rental.

VIII. PLAN MAINTENANCE

The ESF 4 Coordinator will develop, maintain and coordinate plans, procedures, arrangements and agreements in support of this ESF.

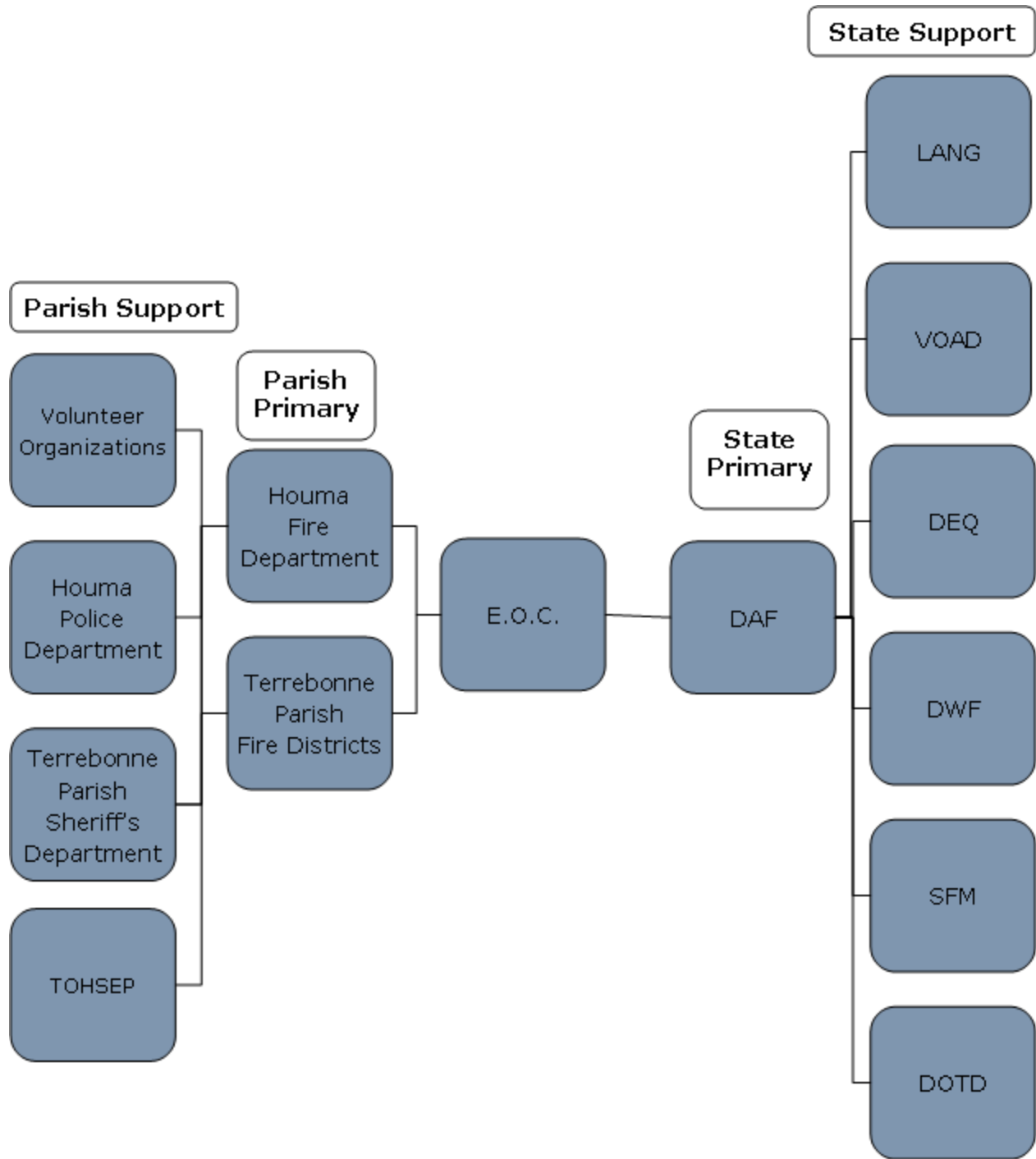
IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.

X. APPENDICES

- 1. Organizational Chart
- 2. ESF 4 Responsibility Chart

Appendix 1 – ESF 4
Organizational Chart



Appendix 2 – ESF 4
Responsibility Chart

Agency support to: Firefighting	Firefighting Equipment and Personnel	Scene Security	Training and Technical Assistance	HAZMAT	Radiological	Public Education	Shelter and Key Facility Inspections	Other ESF Assistance
Houma Police Department		X						
Terrebonne Parish Sheriff's Department		X						
Office of Homeland Security and Emergency Preparedness	X	X	X	X	X	X	X	X
Volunteer Organizations	X		X	X				

Emergency Support Function 5 Emergency Management Annex

ESF Coordinator:

Office of Homeland Security and Emergency Preparedness

Primary Agencies:

Office of Homeland Security and Emergency Preparedness

Support Agencies:

Planning & Zoning Department

Housing & Human Services Department

Public Works & Engineering Department

Terrebonne Parish School Board

Finance Department

Utilities Department

Coastal Restoration Department

Parks & Recreation Department

Houma -Terrebonne Civic Center

Houma Police Department

Houma Fire Department

Human Resources & Risk Management Department

Parish Administration

Parish Attorney

Terrebonne Parish Sheriff's Department

Terrebonne Parish Communications District

Acadian Ambulance Service, Inc.

Terrebonne General Medical Center

Ochsner-Leonard J. Chabert Medical Center

Terrebonne Parish Fire Districts.

Louisiana Cooperative Extension Service

Consolidated Waterworks District #1

Houma – Terrebonne Airport Commission

Terrebonne Economic Development

Authority

Terrebonne Levee and Conservation District

Volunteer Organizations

Parish Coroner's Office

Terrebonne Parish District Attorney

City Marshal's Office

I. PURPOSE

ESF 5 Emergency Management encompasses all emergency activities conducted by parish and local governments, private industry and volunteer organizations before,

during and after natural, technological, and man-made emergencies and disasters. The ESF includes preparations for emergencies. It includes the analysis of parish potential hazards and capabilities, the development of plans, procedures, agreements and arrangements to deal with emergencies and disasters, training of parish government, local government and volunteer personnel and exercising of plans.

II. SCOPE

ESF 5 responsibilities will include planning and preparations before emergencies, 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 essential services, vital facilities, people and property to their pre-disaster condition, wherever possible. ESF 5 Emergency Management encompasses all emergency activities conducted by Terrebonne Parish Consolidated Government, private industry and volunteer organizations before, during and after natural, technological, and man-made emergencies and disasters.

III. CONCEPT OF OPERATIONS

The Terrebonne Parish Office of Homeland Security and Emergency Preparedness (TOHSEP) Director has Primary Responsibility for the Emergency Management ESF. Actions will be carried out in accordance with policy guidance controlling the use of Parish resources (personnel, physical, fiscal) established by the Parish President.

The Emergency Operations Center functions as a centralized point to coordinate and manage all aspects of an emergency or disaster. The Emergency Operations Center will be manned with the coordinator of each Emergency Support Function and other personnel to facilitate the response and recovery from emergencies and disasters. Full activation of all ESF coordinators and 24-hour operations may not be necessary for each emergency or disaster. However, ESF coordinators are responsible for arranging their replacement for the 12 hour night shift. ESF coordinators will be activated on an as-needed basis during the progression of the emergency and/or disaster and hours of operations will be dependent on the nature and extent of damage caused by the emergency and/or disaster. TOHSEP has pre-scripted contracts and arrangements for feeding, resources, etc. to enable 24-hour operations when necessary.

The Terrebonne Parish Emergency Operations Center consist of various communication equipment, audio/visual components, general office equipment and other necessary equipment to operate during times of an emergency or disaster. The main room of the EOC will contain a place for each ESF coordinator. Each coordinator will have access to our computer server, the Internet and a telephone. The EOC will have access to audiovisual equipment for presentations, television

access for news and weather information and white boards for display of information. The EOC utilizes email messages to convey messages and requests between ESF coordinators and messages from incoming calls taken by the EOC call takers.

The TOHSEP currently have two personnel trained to input requests into GOHSEP's WebEOC request and documentation system. Additional personnel will be trained as needed.

A. MITIGATION

1. The Director of TOHSEP will assume the role of the ESF 5 Emergency Management Coordinator to organize and administer the ESF.
2. With the assistance of the Planning and Zoning Department, building codes and land use regulations will be reviewed as needed to recommend improvements to the Terrebonne Parish Consolidated Government.
3. The TOHSEP Assistant Director is designated as the training officer and is responsible for implementing homeland security and emergency preparedness training and exercises to all support agencies.

B. PREPAREDNESS

1. The ESF 5 Coordinator will develop plans, procedures, arrangements and agreements to identify, acquire and mobilize all the resources in and of the State in pursuit of raising the preparedness of the state.
2. The ESF 5 Coordinator will develop and maintain information and liaison with agencies and organizations at local, parish, State and Federal government, private industry and volunteer organizations that could furnish assistance in an emergency or disaster.
3. The ESF 5 Coordinator will build, equip, organize and maintain the Emergency Operations Center as a control and coordination facility for State departments and agencies, private industry and volunteer groups to come to work together to deal with the potential and actual consequences of emergencies and disasters.
4. The Assistant Director of TOHSEP is designated as the training officer and is responsible for implementing homeland security and emergency preparedness training and exercises to all support agencies.

5. The ESF 5 Coordinator and the Assistant Director of TOHSEP will recruit and screen instructors and participants for the required courses for NIMS and other required training.
6. All TOHSEP instructors will require training in all phases of emergency operations needs for classroom instruction.
7. The training officer will keep updated training records of all personnel trained for any aspect of emergency operations and assure that personnel who carry out emergency functions obtain necessary skills.
8. The training officer and the TOHSEP Director will require coordination of exercise design teams and the training of team members, controllers, simulators and evaluators.
9. The TOHSEP Director and the training officer will schedule, design and evaluate exercises on an as needed basis or required by GOHSEP or other State agency.
10. The TOHSEP Director will brief all Terrebonne Parish Consolidated Government Department Directors and local governmental agencies on plans, procedures and training for personnel as information becomes available.
11. The TOHSEP Director and the Public Information Officer will provide necessary instructional and educational materials for the general public.
12. The TOHSEP Director will require that ESF coordinators, department heads, and EOC staff train their own personnel in their primary functions. The training will be provided through the TOHSEP training officer.
13. The TOHSEP Director will determine the type and level of training required for each ESF coordinator and other personnel assigned to the TOHSEP during emergencies and disasters.
14. All ESF coordinators will review the Louisiana Disaster Recovery Manual.
15. Emergency supplies such as food, water and other commodities have been provided for through pre-scripted contracts with vendors. Commodities for the public will be requested through WebEOC.

C. RESPONSE

1. As an emergency threatens, the ESF 5 Coordinator will assess the threat and, potential needs, and alert and mobilize appropriate Parish departments,

private industry and volunteer organizations whose capabilities would best be suited to responding to the emergency.

2. As an emergency threatens, the ESF 5 Coordinator will establish and monitor information gathering and reporting activities to get the best possible information on the situation.
3. If an emergency generates needs that grow beyond local, parish and state government, private industry and volunteer organizations' resources, the ESF 5 Coordinator will call for assistance from GOHSEP for resources to be brought in from elsewhere, which may include resources from other states and the federal government.
4. During the activation of the Emergency Operations Center for emergencies and disasters, all personnel working in the EOC will be required to keep notes in a composition book issued by the Executive Secretary of TOHSEP. As intelligence arrives into the EOC, via a form of communication, the information will be placed on a message form and delivered to the proper ESF coordinator or other proper personnel. Pertinent information that needs to be issued to other EOC personnel will be posted in the EOC. Information for field forces will be communicated through two-way radios, cellular telephones or satellite phones. All information involving casualties, evacuations shelter, radiation doses, chemical contamination and etc. will be forwarded to the Director of the TOHSEP and recorded in his/her composition book and disseminated to the proper ESF coordinator or other personnel.
5. Upon notification of a pending disaster, disaster assessment teams will be activated to being collecting data at the onset of the emergency or disaster. The Parish Planning and Zoning Department will initiate damage assessments utilizing Parish and South Central Planning and Development Commission inspectors. The Senior Planner, or his designee, within the Parish Planning and Zoning Department will coordinate all damage assessments and act as the authorized agent to represent the Parish on joint Parish/State/Federal assessment teams. The fiscal aspects of disaster management and recovery will be coordinated through the Parish Finance Department under the direction of the Parish's Chief Financial Officer.
6. Damage reports will be compiled as soon as reasonably possible for submittal to State and Federal agency representatives.
7. The TOHSEP will provide for an Impact Assessment Team on an as needed basis and will provide sufficient training to the Impact Assessment Team.
8. Debris clearance orders will be issued as soon as it has been determined that conditions are safe for response personnel to conduct operations. Public Work

Department personnel and the Terrebonne Parish Volunteer Fire Departments will initiate debris clearance under the coordination of ESF 3 and ESF 13.

D. RECOVERY

1. Re-entry back into evacuated areas during emergencies and disasters after all events except for hurricanes will be determined by the on-scene incident commander and representatives of first responders. In the event of a mandatory evacuation due to a hurricane, re-entry into the Parish will be dependent on the extent of damage to the infrastructure. Re-entry back into the Parish will be allowed after consultation with the Parish President and the Terrebonne Parish Sheriff and assessment of the Parish has determined that it is safe for the return of residents. The Parish has instituted the use of a tiered system for re-entry into the Parish. The TOHSEP has been delegated the authority to accept applications and issue placards to residents and company representatives. The tier system consists of a Tier I and Tier 2 badge. The Tier 1 badge is issued to resident and company representatives that are essential to the repair and restoration of vital infrastructure within the parish, medical personnel, and oil and gas company personnel and service companies that are required to check on the various oil and gas operations in the Parish. Tier II badges are issued to those residents and company representative that may be required to re-establish the economic status of the Parish and/or provide essential services to Tier I personnel.. This includes personnel required for gas stations, pharmacies, grocery stores, hardware stores, and oil and gas supply stores.
2. Residents who have been issued a placard are instructed that no family members may accompany the badge holder upon re-entry. The TOHSEP will advise the public of which tier is being allowed back into the Parish through media outlets and the Terrebonne Parish Government web site.
3. Emergency Management response activities will continue as long as they are needed. The Coordinator will continue to monitor resource needs to determine when activities can be turned to recovery.
4. As soon as possible after the emergency has passed, all agencies involved in the emergency will conduct damage assessment activities. Damage assessments will be used to define the need for resources and strategies needed for recovery. The Disaster Recovery Manual (Supplement 3), known as “The Red Book,” will be used to guide all damage assessment, analysis, documentation and reporting of damages.
5. The ESF 5 Coordinator will work with local, parish, State and Federal government agencies, private industry, and volunteer organizations to ensure that relief and restoration efforts are channeled to the areas in the greatest need.

6. The ESF 5 Coordinator will gather, collate and analyze information about the emergency or disaster and use that information to create plans and initiatives to mitigate and prevent future disasters.
7. Assessment surveys and monitoring of disaster recovery operations will continue until the Parish is back to a normal state of operations within all departments.
8. TOHSEP will assist ESF managers in restoration of essential services and vital facilities and the maintenance of essential facilities and assistance in securing them against damage.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Director of the TOHSEP, as designated by the Parish President has Primary Responsibility for initiating, organizing, and coordinating all aspects of Emergency Management and will be the “official in charge” during designated emergencies or disaster situations.
- B. The Director of the TOHSEP will manage the Emergency Operations Center during emergencies and disasters. In the absence of the Director, the Assistant Director will manage the Emergency Operations Center.
- C. The Parish President, with the concurrence of the TOHSEP Director and the Terrebonne Parish Sheriff, will determine the need to evacuate the Parish and will order an evacuation order. The order may be a voluntary evacuation or a mandatory evacuation. In an emergency where life and or damage to property is immediately imminent, the on-scene Incident Commander may declare an evacuation of residents within the area of danger.
- D. Incidents will be managed in accordance with the NIMS ICS system. The on-scene incident commander will be the official responsible for on-scene direction and control in emergencies. Additionally, ICS forms will be used in conjunction with the appointment of key ICS positions including staffing of Finance, Liaisons, Operations, Planning, and Safety.
- E. The decision for an on-scene command post will be decided by the on-scene incident commander. If an on-scene command post is initiated, the NIMS ICS system should be implemented within the on-scene command post
- F. The Support Agencies for ESF 5 are responsible for developing and maintaining plans, procedures, and asset inventories to support the Primary Coordinator. Support Agencies include, but are not limited to:

1. Planning and Zoning Department
2. Housing and Human Services Department
3. Public Works Department

4. Terrebonne Parish School Board
5. Finance Department
6. Utilities Department
7. Houma Police Department
8. Houma Fire Department
9. Parish Administration
10. Parish Attorney
11. Terrebonne Parish Sheriff’s Office
12. Terrebonne Parish Communications District
13. Acadian Ambulance Service, Inc.
14. Terrebonne General Medical Center
15. Terrebonne Parish Fire Districts
16. Louisiana Cooperative Extension Service
17. Consolidated Waterworks District #1
18. Terrebonne Levee and Conservation District
19. Volunteer Organization
20. Parish Coroner’s Office
21. Terrebonne Parish District Attorney
22. City Marshal’s Office

V. COMMAND AND CONTROL

Command and Control will be exercised as provided in the Basic Plan

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be as provided in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. If local, parish and State resources are inadequate to the tasks assigned; the ESF 5 Coordinator will seek additional resources from EMAC and from the Federal government pursuant to a Presidential Disaster Declaration.

- B. Every agency providing ESF 5 services will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from State or Federal resources.

- C. The official physical address of the Terrebonne Parish Office of Homeland Security and Emergency Preparedness Emergency Operations Center is 101 Government Street, Gray, Louisiana 70359. The alternate EOC location will be the

South Central Planning and Development Commission offices located at 5058 Main Street, Houma, Louisiana 70360.

- D. The TOHSEP building has controlled access through locked doors. The public does not have free access to the building and has to check in at the receptionist desk before entry.
- E. All purchases and rental of equipment and other resources will be requested through the Finance Department – Purchasing Division for a Purchase Order and/or Requisition Number. All requests for purchase orders will require a designated contact, department/agency name requesting the equipment or resources and the reason for purchase/rental.
- F. All emergency work performed by Parish departments and local governmental agencies will be properly documented by each Parish department and local governmental agencies and when practical, pictures and video should be taken of the damage and emergency repair.

VIII. PLAN MAINTENANCE

The ESF 5 Resource Support and Logistics Coordinator is responsible for developing, maintaining and coordinating plans, procedures, arrangements and agreements in support of this ESF.

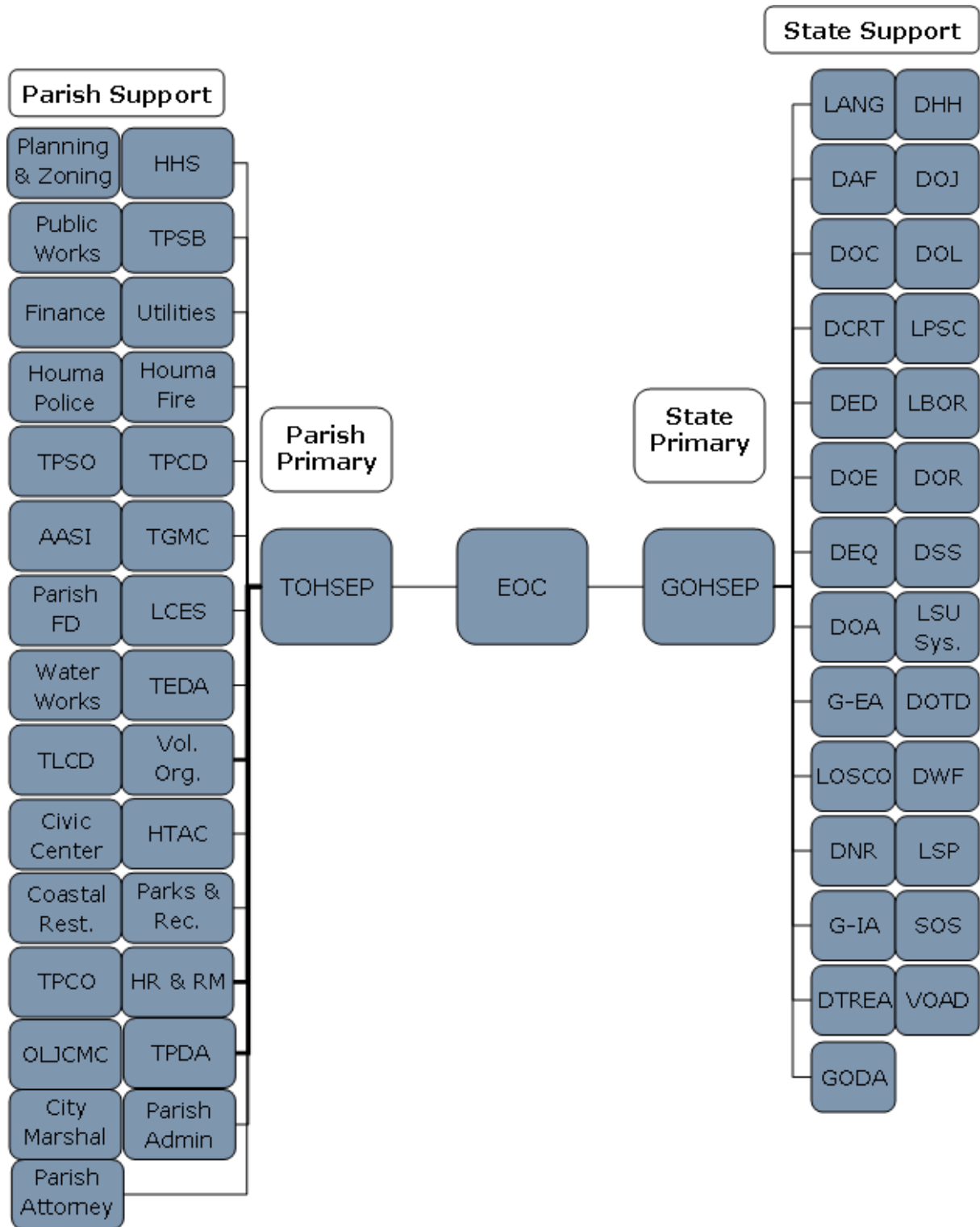
IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.

X. APPENDICES

- 1. Organizational Chart
- 2. ESF 5 Responsibility Chart
- 3. List of Critical Facilities and Parish Buildings

APPENDIX 1 – ESF 5
 Organizational Chart



Terrebonne Parish Emergency Operations Plan
Emergency Support Function 5– Emergency Management Appendix 3

APPENDIX 2 – ESF 5
Responsibility Chart

Agency support to: Emergency Management	Authority / Policy	Coordination	EOC Operations	Analysis	Damage Assessment	Damage Reporting	Economic Analysis
Planning & Zoning Department		X	X	X	X	X	
Housing & Human Services		X	X	X		X	
Public Works & Engineering Department		X	X	X	X	X	
Terrebonne Parish School Board		X	X	X	X	X	
Finance Department	X	X	X				X
Utilities Department		X	X	X	X	X	
Houma Police Department		X	X	X	X	X	
Houma Fire Department		X	X		X	X	
Terrebonne Parish Sheriff's Office	X	X	X	X	X	X	
Terrebonne Parish Communications District		X	X		X	X	
Acadian Ambulance Service, Inc.		X	X				
Terrebonne General Medical Center		X	X		X	X	X
Ochsner – Leonard J. Chabert Medical Center		X	X		X	X	X
Terrebonne Parish Fire Districts		X	X		X	X	
Louisiana Cooperative Extension Service		X	X			X	X
Consolidated Waterworks District #1		X	X	X	X	X	
Terrebonne Economic and Development Authority		X	X	X	X	X	X
Terrebonne Parish Levee & Conservation District		X	X	X	X	X	
Houma – Terrebonne Civic Center			X				
Houma – Terrebonne Airport Commission			X				
Coastal Restoration Department			X				X
Parks & Recreation Department			X				
Terrebonne Parish Coroner's Office			X				
Human Resources & Risk Management			X				
Terrebonne Parish District Attorney's Office	X		X				
City Marshal's Office			X				
Parish Administration	X	X	X	X	X	X	X
Parish Attorney's Office	X	X	X				
Volunteer Organizations		X	X		X	X	

APPENDIX 3 – ESF 5
Terrebonne Parish Vital/Critical Facilities

RESERVED DUE TO SECURITY RISK

EMERGENCY SUPPORT FUNCTION 6

Mass Care, Emergency Assistance, Housing & Human Services Annex

ESF Coordinator:

Housing & Human Services

Primary Agencies:

Housing and Human Services

Support Agencies:

Office of Homeland Security and Emergency Preparedness

Acadian Ambulance Services, Inc.

Terrebonne General Medical Center

Ochsner-Leonard J. Chabert Medical Center

Parks and Recreation Department

Houma- Terrebonne Civic Center

Houma Police Department

Volunteer Organizations

City Marshal's Office

I. PURPOSE

ESF 6 provides Mass Care, including Mass Feeding and Housing, and Human Services support for victims of natural, technological, and man-made emergencies and disasters.

II. SCOPE

Parish assistance provided under ESF 6 will encompass the following functions and services to promote the delivery of services and the implementation of programs to assist victims of emergencies and disasters. The assistance listed below may be dependent upon resources provided by State and Federal governmental agencies and are not guaranteed to be available.

- A. 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.
- B. Mass Care will coordinate with the Parish Health Unit 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.

- C. Mass Care will collect and provide information about individuals in the emergency area through a Disaster Welfare Information system. Such information will be used to aid reunion of families and individuals separated by the emergency or disaster.
- D. Housing activities will provide for short and long-term housing needs of emergency and disaster victims. Housing activities may include rental assistance, temporary housing, and loans for house repair and/or replacement of primary residences.
- E. Human services include all government and relief organization actions to provide immediate assistance including disaster loans, crisis counseling, disaster legal services, etc., to victims of emergencies and disasters without regards to race, color, religion, nationality, sex, age, disability, limited English proficiency, or economic status. Accordingly, Mass Care will identify and maintain a list of suitable potential facilities to be used for disaster relief services.
- F. Human services may include, as appropriate, crisis counseling and supportive mental health services and commodities such as water, ice and other basic needs including emergency relief items such as hygiene kits, cleanup items and infant care supplies.
- G. Human services will include the provision and expedited processing of federal benefits claims, such as Social Security, disaster unemployment assistance, Veterans benefits and tax refunds.

III. CONCEPT OF OPERATIONS

The Housing and Human Services Department has the Primary Responsibility for coordinating mass care, housing and human services. This includes the primary responsibility for coordinating a Medical Special Needs Shelter (MSNS) with the Louisiana Department of Health and Hospitals – Office of Public Health (DHH-OPH) and the Louisiana Department of Social Services (DSS), Sex Offender Shelter (SOS) with the DSS, and providing staffing and resource support for Parish operated General Population Shelters if needed. The Housing and Human Services Department is also responsible for the collection and reporting of data relative to evacuees and sheltering.

A. MITIGATION

1. The Director of Housing and Human Services will designate an ESF 6 Mass Care, Housing and Human Services Coordinator.

B. PREPAREDNESS

1. The ESF 6 Coordinator will develop plans, procedures, arrangements and agreements to identify, acquire and mobilize the organizations, individuals and resources that will be needed to carry out Mass Care, Housing and Human Services in emergencies and disasters.
2. The ESF 6 Coordinator will develop and maintain information and liaison with organizations and individuals, including parish, private industry, and volunteer organizations, which can play significant supportive roles in emergencies and disasters.
3. The Housing and Human Services ESF 6 Coordinator will give particular emphasis to maintaining and updating shelter inventory. Sheltering options are updated and maintained in the TOHSEP Contact List.
4. The Housing and Human Services ESF-6 Coordinator will designate a Parish Evacuation / Shelter Coordinator who will work closely with the ESF-6 coordinator and the TOHSEP.
5. The Parish will not open evacuation shelters for storms that are forecast by the National Weather Service to reach Category 3 or greater. Shelters may be opened for tropical storms, Category 1 and 2 hurricanes. Evacuees utilizing Parish shelters will be required to provide their own bedding, food, water and other necessities for each family member for a recommended 36 hour stay in the shelter. The American Red Cross will not operate shelters and provide food services to shelters located below Interstate I-10/I-12 in high risk areas for tropical storms and Category 1 and 2 hurricanes until after the Parish is cleared of a threat of a tropical system.
6. The following facilities will be utilized for shelters within Terrebonne Parish if shelters are needed: Primary Shelters: Houma Jr. High School (Capacity: 266), Evergreen Jr. High School (Capacity: 266), Dumas Auditorium (Capacity: 150), Devon Keller Recreation Center (Capacity: 180), Schriever Recreation Center (Capacity: 220), Schriever Elementary School (Capacity: 300). Secondary Shelters: South Terrebonne High Girls Gym (Capacity: 170), Donner Community Center (Capacity: 180) and Oak shire Recreation Center (Capacity: 165). The Municipal Auditorium will be designated as a Medical Special Needs Shelter if needed.
7. Terrebonne Parish has a point to point shelter agreement with Ouachita Parish to use the Monroe Civic Center for Category 3 and higher storms to shelter its citizens

8. The Terrebonne Council on Aging can support a small number of elderly residents in an elderly shelter designated for persons age 60 or older.
9. The Terrebonne Parish Government will provide housing and food service for essential employees through local lodging facilities. Food service will be provided through contract caterers.
10. The TOHSEP will provide training for shelter managers and staff through the American Red Cross in order to provide staff to all facilities during any period of shelter operations.
11. The ESF 6 Coordinator, through the Parish Evacuation / Shelter Coordinator, will setup and initiate reception and care activities, including registration, staffing, feeding, lodging and processing of evacuee information.
12. The ESF 6 Coordinator will assist the Louisiana Department of Children & Family Services in locating appropriate facilities to distribute food stamps and other disaster relief.
13. Terrebonne Parish Sheriff's Office will assist with transporting those identified by the registration software as sex offenders to the designated Sex Offender Shelter.

C. RESPONSE

1. When an emergency develops, the ESF 6 Coordinators will activate and mobilize their respective personnel, facilities, and material resources.
2. The ESF 6 Coordinator and the TOHSEP Director will assess the need for public sheltering, including a Medical Special Needs Shelter, and initiate the opening, staffing and supplying shelters with Parish government agencies, private industry and volunteer organizations and individuals.
3. The ESF-6 Coordinator or his designee will request resources from GOHSEP for DCFS and OPH personnel to assist in the operations of local general population and special needs shelters.
4. The ESF 6 Coordinator will initiate contacts and enter into close cooperation with State agencies and volunteer organizations to ensure the prompt and effective relief of immediate human needs.
5. The ESF 6 Coordinator will assess the needs for mass feeding support to shelters and to emergency workers outside shelters and coordinate the provision of feeding support to satisfy such needs.

6. As an emergency or disaster progresses, the ESF 6 Coordinator will continue to coordinate the operation of shelters, and will cooperate with state and federal authorities to move people into temporary housing as needed.
7. The ESF 6 Coordinator will cooperate with the Federal government to facilitate the set up and operation of Disaster Recovery Centers and other relief activities.
8. The ESF 6 Coordinator will coordinate crisis counseling through local resources or the Louisiana Department of Children & Family Services.
9. Each shelter manager will be responsible for advising the ESF 6 coordinator or his designee on the needs of supplies and restocking of supplies. The ESF 6 coordinator or his designee will request supplies from logistics and distribution.
10. The Terrebonne Parish Sheriff's Office and/or the Houma Police Department will provide security at all Parish shelter on a 24-hour basis.

D. RECOVERY

1. Mass Care, Housing, and Human Services will be continued for as long as they are needed.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Housing and Human Services Department has Primary Responsibility for the implementation and administration of Mass Care, Housing, and Human Services to disaster victims.
- B. The Support Agencies for Mass Care, Housing, and Human Services are responsible for developing and maintaining plans, procedures, and asset inventories to support the Primary Coordinator. Support Agencies include, but are not limited to:
 1. Office of Homeland Security and Emergency Preparedness
 2. Terrebonne Parish School Board
 3. Houma-Terrebonne Civic Center
 4. Houma Police Department
 5. Human Resources/Risk Management
 6. Terrebonne Parish Sheriff's Office
 7. Acadian Ambulance Services, Inc.
 8. Terrebonne General Medical Center
 9. Ochsner-Leonard J. Chabert Medical Center
 10. Volunteer Organizations

V. COMMAND AND CONTROL

Command and Control will be exercised as provided in the Basic Plan.

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be exercised as provided in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. If Parish resources are inadequate to the tasks assigned; the ESF 6 Coordinator will seek additional resources from the River and Bayou Parishes Mutual Aid and Assistance Taskforce and the GOHSEP.
- B. Every agency providing emergency Mass Care, Housing and Human Services support will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal resources.
- C. All purchases and rental of equipment and other resources will be requested through the Finance Department – Purchasing Division for a Purchase Order and/or Requisition Number. All requests for purchase orders will require a designated contact, department/agency name requesting the equipment or resources and the reason for purchase/rental.

VIII. PLAN MAINTENANCE

The ESF 6 Mass Care, Housing, and Human Services Coordinators are responsible for developing, maintaining and coordinating plans, procedures, arrangements, and agreements in support of this ESF.

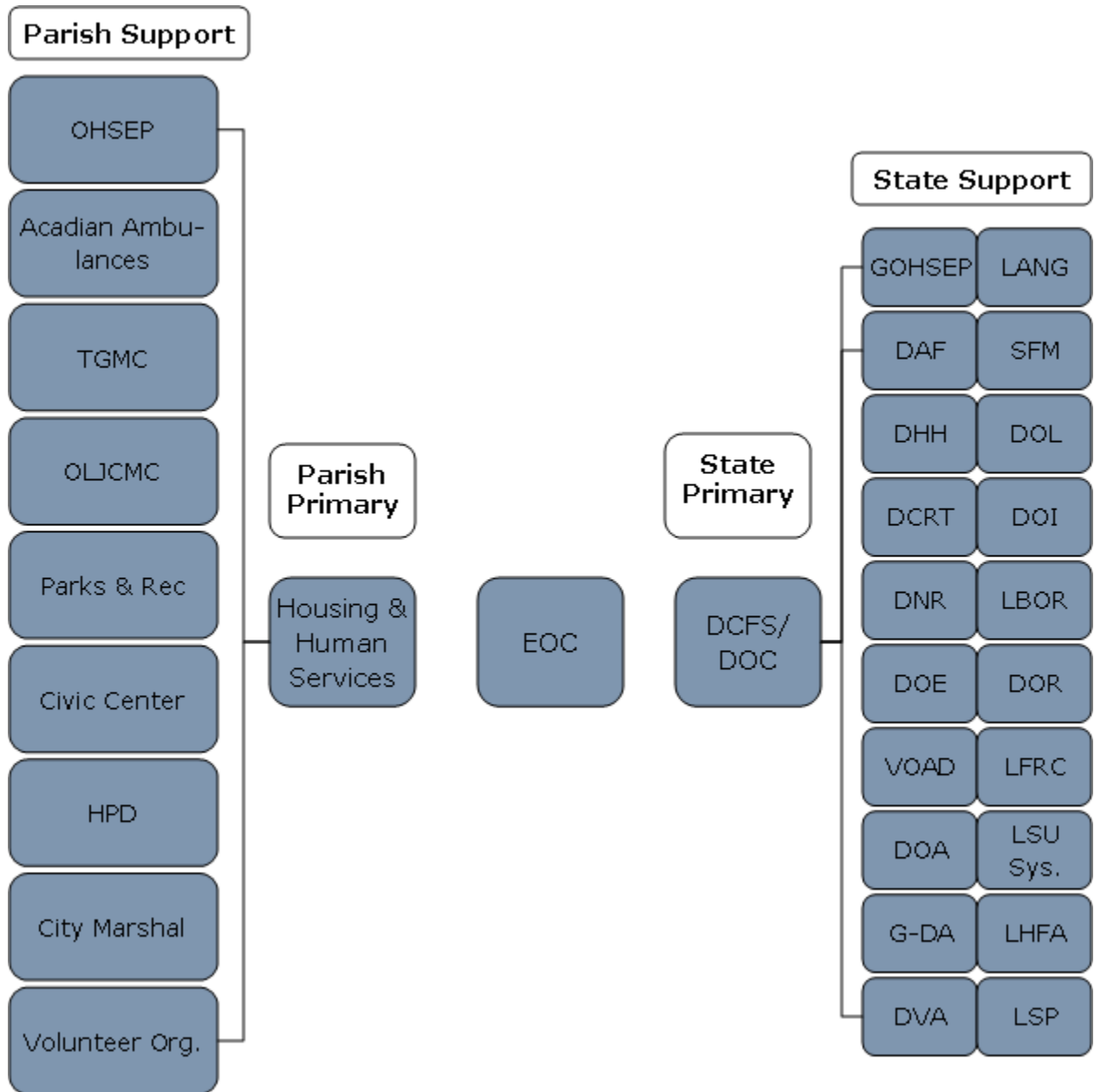
IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.

X. APPENDICES

- 1. Organizational Chart
- 2. Responsibility Chart

Appendix 1 – ESF 6
 Organizational Chart



Appendix 2 – ESF 6
 Responsibility Chart

Agency support to: Mass Care, Housing and Human Services	Shelter	Mass Feeding	Housing	Individual Assistance	Community Action	Security	Medical
Office of Homeland Security and Emergency Preparedness	X	X	X	X	X		
Acadian Ambulance Services, Inc.					X		X
Terrebonne General Medical Center					X		X
Ochsner – Leonard J. Chabert Medical Center					X		X
Parks & Recreation Department							
Houma – Terrebonne Civic Center	X	X			X		
Houma Police Department					X	X	
City Marshal’s Office						X	
Volunteer Organizations	X	X	X	X	X		X

EMERGENCY SUPPORT FUNCTION 7 Logistics & Resource Management Annex

ESF Coordinator:

Finance Department

Primary Agencies:

Finance Department

Parks and Recreation Department

Support Agencies:

Office of Homeland Security and Emergency Preparedness

Public Works & Engineering

Terrebonne Parish School Board

Coastal Restoration Department

Houma – Terrebonne Civic Center

Parish Administration

Terrebonne Parish Sheriff's Office

Terrebonne Parish Fire Districts.

Consolidated Waterworks District #1

Houma – Terrebonne Airport Commission

Terrebonne Levee & Conservation District

Volunteer Organizations

I. PURPOSE

ESF 7 provides the Resource Support activities needed in emergencies and disasters.

II. SCOPE

ESF 7 Resource Support deals with the personnel, services, facilities, equipment, materials and supplies needed for emergency and disaster operations, whether from governmental, private, or volunteer sources.

III. CONCEPT OF OPERATIONS

ESF 7 Resource Support has the Department of Finance and the Office of Homeland Security and Emergency Preparedness as the Primary Responsible agencies. It encompasses activities of all Terrebonne Parish agencies, private industry, and volunteer organizations.

A. MITIGATION

1. The Director of OHSEP and the Finance Director will designate an ESF 7 Resource Support Coordinator to organize and administer the ESF.

B. PREPAREDNESS

1. The ESF 7 Coordinator will develop plans, procedures, arrangements and agreements to identify, acquire, manage and mobilize resources for emergencies and disasters
2. The ESF 7 Coordinator will develop and maintain information and liaison with agencies and organizations at parish and state government, private industry, and volunteer organizations that could furnish assistance in an emergency or disaster.
3. The ESF 7 Coordinator will assign a logistics manager and a distribution manager to coordinate logistics and distribution of relief supplies and requested resources from ESF Coordinators.
4. The TOHSEP will maintain and update resource inventories ensuring their preservation.
5. The Finance Department will coordinate the effective and prompt acquisition, distribution and use of personnel and material resources.
6. The main receiving and distribution point of relief supplies and resources will be the Houma-Terrebonne Civic Center.
7. Initial Point of Distribution (POD) sites for the general public to pick up needed emergency items will be local volunteer fire departments located in each community in Terrebonne Parish. Secondary PODs will be set up at recreation centers, churches and other public facilities on an as needed basis. Civic Center Drive, directly behind the Houma-Terrebonne Civic Center will be utilized as a general Point of Distribution of relief supplies. WebEOC will be used to maintain commodity needs and availability and update stakeholders as to POD status. All PODs will be set up as drive through PODs for maximum efficiency.
8. The TOHSEP will maintain a list of possible resources and encourage each Parish Department to maintain a list of resources specific to their operations.
9. Parish Departments needing supplies for repairs to critical infrastructure are encouraged to pre-stage resources outside of the Parish in a safe zone for immediate movement into the Parish after emergency conditions subside

C. RESPONSE

1. As an emergency develops, the ESF 7 Coordinator will assess the impact of the threat and potential needs for resources. Based on the initial assessment, the Coordinator will activate and mobilize those resource agencies whose capabilities would best be suited to responding to that emergency.

2. If an emergency creates needs that grow beyond parish and state resources, the ESF 7 Coordinator will call for resources to be brought in from elsewhere, including donated goods. The Coordinator will activate staging areas, warehouses and other storage and logistics facilities and request volunteer organizations to process and distribute the resources to the areas of greatest need.
3. ESF 7 coordinator will see that people who volunteer to help provide emergency services are screened and supervised to ensure their suitability and productivity.
4. The ESF 7 Coordinator will ensure that load limits and other restrictions on trucks carrying emergency supplies are suspended where needed, and escorts are provided for critical shipments.
5. The distribution manager will set up resource controls that include inventory controls, shipping and receiving controls and warehouse security measures.
6. The TOHSEP has a mutual aid agreement with the River and Bayou Parishes Mutual Aid and Assistance Taskforce for additional manpower and equipment.
7. All Parish Departments will be required to keep records of services and resources acquired and/or rendered during an emergency or disaster. The Finance Departments Purchasing Division will coordinate the issuance of all purchase orders and requisitions. No equipment or other resources will be ordered, received or approved for payment unless a purchase order has been issued for the equipment or resource and the name of the requester of the resource is listed on the purchase order.
8. The ESF 7 coordinator or his designee will establish areas to receive fuel, transportation and construction resources. All food deliveries will be received at the Houma-Terrebonne Civic Center.

D. RECOVERY

1. Resource Support activities will continue as long as they are needed after the conclusion of the emergency or disaster. The Coordinator will continue to monitor resource needs to determine when activities can cease.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The TOHSEP and the Department of Finance have Primary Responsibility for obtaining, organizing, and coordinating Resource Support.

B. The Support Agencies for Resource Support and Logistics are responsible for developing and maintaining plans, procedures, and asset inventories to support the Primary Coordinator. Support Agencies include, but are not limited to:

1. Public Works Department
2. Terrebonne Parish School Board
3. Coastal Restoration Department
4. Parks & Recreation Department
5. Houma – Terrebonne Civic Center
6. Parish Administration
7. Terrebonne Parish Sheriff's Office
8. Terrebonne Parish Fire Districts
9. Houma-Terrebonne Airport commission
10. Terrebonne Levee and Conservation District
11. Volunteer Organizations

V. COMMAND AND CONTROL

Command and Control will be exercised as provided in the Basic Plan.

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be exercised as provided in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. If Terrebonne Parish resources are inadequate to the tasks assigned; the ESF 7 Coordinator will seek additional resources from the River and Bayou Parishes Mutual Aid and Assistance Task Force and the GOHSEP.
- B. Every agency providing Resource Support services will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal resources.
- C. All purchases and rental of equipment and other resources will be requested through the Finance Department – Purchasing Division for a Purchase Order and/or Requisition Number. All requests for purchase orders will require a designated contact, department/agency name requesting the equipment or resources and the reason for purchase/rental.

VIII. PLAN MAINTENANCE

The ESF 7 Resource Support Coordinators are responsible for developing, maintaining and coordinating plans, procedures, arrangements, and agreements in support of this ESF.

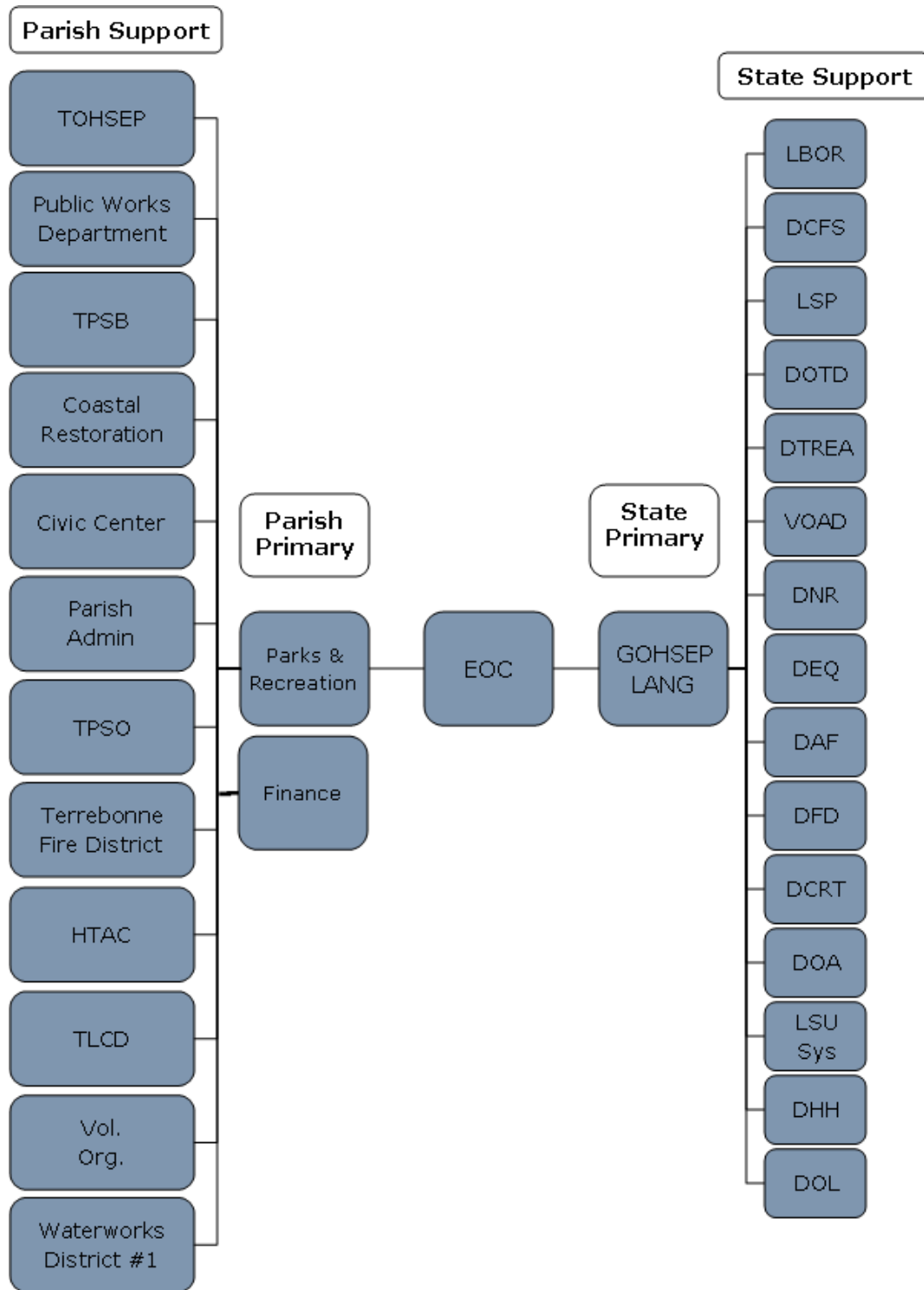
IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.

X. APPENDICES

1. Organizational Chart
2. Responsibility Chart

Appendix 1 – ESF 7
 Organizational Chart



Appendix 2 – ESF 7
 Responsibility Chart

Agency support to: Resource Support	Resource Listing	Mutual Aid Agreements	Manpower	Equipment	Warehousing	Distribution
Office of Homeland Security and Emergency Preparedness	X					
Public Works & Engineering Department	X		X	X		
Terrebonne Parish School Board	X	X	X	X		
Coastal Restoration Department	X					
Houma – Terrebonne Civic Center			X	X	X	X
Parish Administration	X					
Terrebonne Parish Sheriff's Office			X			X
Terrebonne Parish Fire Districts	X		X			X
Houma – Terrebonne Airport Commission	X	X		X		
Terrebonne Parish Levee & Conservation District	X	X	X	X		
Consolidated Waterworks District #1		X		X		
Volunteer Organizations	X		X		X	X

EMERGENCY SUPPORT FUNCTION 8 Public Health & Medical Services Annex

ESF Coordinator:

Terrebonne General Medical Center

Support Agencies:

Office of Homeland Security and Emergency
Preparedness

Terrebonne Parish Fire Districts.

Houma Fire Department

Volunteer Organizations

Primary Agencies:

Terrebonne General Medical Center

Ochsner-Leonard J. Chabert Medical Center

Acadian Ambulance, Inc.

Terrebonne Parish Coroner's Office

I. PURPOSE

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.

II. SCOPE

- A. 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.
- B. 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.
- C. Crisis Counseling and Mental Health refers to the provision of professional personnel, services and facilities essential to relieve victim trauma and mental health problems caused or aggravated by a disaster or its aftermath
- D. Pre-hospital emergency services and medical transport refers to the coordination of Emergency Medical System (EMS) professionals, equipment and supplies to address disaster response surge, triage, treatment and transport.

III. CONCEPT OF OPERATIONS

The Department of Health and Hospitals (DHH) is the primary responsible State agency for public health, sanitation, medical and health assistance to Special Needs shelter operations, and mental health and crisis counseling. DHH is the primary agency for working with support agencies to facilitate health care and hospital planning and actions with private hospitals and other facilities

The Louisiana State University (LSU) is responsible for coordinating the provision of hospital care and shelter support for nursing home and home health patients with acute care requirements, whose condition may have been caused by or aggravated by emergencies and disasters. LSU shall support the special needs shelter operations with available resources. LSU and DHH will coordinate hospital planning and actions with private hospitals and other facilities.

Terrebonne Parish shall have primary responsibility for citizens, including addressing health and medical activities and needs. Towards this end, the Parish shall:

1. Develop comprehensive plans to include health and medical needs of the Parish (i.e. Inclusive of hospitals, nursing homes, and home health agencies that are in their parish).
2. Identify gaps and report needs to GOHSEP
3. Facilitate efforts to close gaps

Parish assets will be used before requesting state assistance. Once the parish has exhausted local assets, the State shall support the Parish by developing the necessary contingency contracts for medical resources (i.e. Ambulances, personnel, etc.)

Home Health patients are part of the general community as are other vulnerable individuals that may self-present during an evacuation. The parish has a responsibility to identify these individuals and to coordinate with the state the possible transportation assets that they may need (that exceed their parish efforts).

Regardless of an individuals' disability, there are only so many types of transportation vehicles that can be sent to the parish to support their evacuation plans – school bus, coach bus, ambulance, para-transit vehicles or plane.

Terrebonne Parish is responsible for getting citizens to State Medical Special Needs Shelters and or State Pick-Up Points

A. MITIGATION

1. The Director of the TOHSEP will designate an ESF 8 Public Health and Medical Services Coordinator to organize and administer the ESF.

B. PREPAREDNESS

1. The ESF 8 Coordinator will develop plans, procedures, arrangements and agreements to identify, acquire and mobilize resources for emergencies and disasters and provide medical support to those in need.
2. The ESF 8 Coordinator will develop and maintain information and liaison with agencies and organizations at parish and state government, private industry, and volunteer organizations that could furnish assistance in an emergency or disaster.
3. The ESF 8 Coordinator or his designee will require the bi-annual capability assessment of health and medical facilities.
4. The ESF 8 Coordinator or his designee will identify hospitals, nursing homes, clinics and other facilities that could be incorporated into the ESF 8 network for sheltering and care.
5. The TOHSEP will identify all nursing homes, hospitals and medical institutions in the parish. The Parish currently has 4 nursing homes and 2 Tier I hospitals located in Terrebonne Parish.
6. The TOHSEP will review the emergency plans of nursing homes on an annual basis.
7. The TOHSEP will institute crisis augmentation of volunteer personnel including doctors, nurses, aides, paramedics, and trained volunteers through the federal Citizen Corps program. Terrebonne Parish currently participates in the Community Emergency Response Team (CERT) program of the Citizen Corps.
8. The Parish will request assistance from DHH-OPH to provide specialized training and exercises for emergency operation concerning public health and medical services.
9. The Parish will request assistance from DHH-OPH to provide for the issuance of health and sanitation instructions to the public regarding environmental health activities that may include waste disposal, refuse, food and water supplies and mosquito/vermin control.

10. The pre-designated MSNS is currently resourced with a generator and will be staffed with security and other necessary personnel as requested by DHH-OPH and DSS
11. The TOHSEP will develop and coordinate a mass fatalities plan with the assistance of the Parish Coroner's Office and local hospitals.
12. The TOHSEP will aid in the development and updating of emergency plans for nursing homes and home health agencies, including transportation and other community support requirements.

C. RESPONSE

1. As an emergency develops, the ESF 8 Emergency Coordinator will activate and mobilize personnel, facility and material resources.
2. The ESF 8 Coordinator will develop and maintain information and liaison with state hospitals and facilities under LSU control and ensure they are ready to deal with the situation and that arrangements have been made to work with public and private hospitals and facilities to meet the medical needs of the situation.
3. The ESF 8 Public Health Coordinator will coordinate with the Parish Health Unit or Region 3 Office of Public Health to have the disaster area surveyed as soon as possible to determine whether the disaster has created any public health problems or threats. The Coordinator will direct the appropriate resources to the area to remove and solve problems and suppress any threats to health and sanitation.
4. The ESF 8 Public Health Coordinator will assess the public health impact of utility damages and outages and recommend the allocation of generators, alternate sources of potable water (including boil orders, etc.) and other resources to areas that are in need. The Coordinator will compile lists of particular health, medical and sanitation facilities that are in need of priority utility restoration and forward that information to the appropriate utility providers.
5. The ESF 8 Coordinator will track patients injured or killed during disasters with the assistance of the Parish's Coroner's Office.
6. The ESF 8 Coordinator will request assistance from DSS for crisis counseling for emergency workers and victims of disaster. Local clergy will also be recruited for crisis counseling.
7. The TOHSEP Director will appoint a health and medical director to direct and coordinate emergency medical operations overall and for essential workers in hazardous areas in particular, as needed.

8. The TOHSEP Director will request assistance from DHH-OPH for the inoculation of individuals as needed to prevent the spread of disease
9. The hospitals, nursing homes and other health care facilities in Terrebonne Parish are responsible for reducing their patient populations if an evacuation is necessary and continue medical care for those that cannot be evacuated. TOHSEP will assist medical facilities as requested.
10. The TOHSEP will develop and coordinate a mass fatality plan with the assistance of the Parish Coroner's Office and local hospitals.

D. RECOVERY

1. Public Health and Medical services and activities will continue as long as they are needed after the conclusion of the emergency or disaster. The Coordinator will continue to monitor resource needs to determine when activities can cease.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The OHSEP and the Department of Finance have Primary Responsibility for obtaining, organizing, and coordinating Resource Support.
- B. The Support Agencies for Resource Support and Logistics are responsible for developing and maintaining plans, procedures, and asset inventories to support the Primary Coordinator. Support Agencies include, but are not limited to:
 1. Volunteer Organization

V. COMMAND AND CONTROL

Command and Control will be exercised as provided in the Basic Plan.

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be exercised as provided in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. If Terrebonne Parish resources are inadequate to the tasks assigned; the ESF 8 Coordinator will seek additional resources from the River and Bayou Parishes Mutual Aid and Assistance Taskforce and the GOHSEP.
- B. Every agency providing Resource Support services will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal resources.

- C. All purchases and rental of equipment and other resources will be requested through the Finance Department – Purchasing Division for a Purchase Order and/or Requisition Number. All requests for purchase orders will require a designated contact, department/agency name requesting the equipment or resources and the reason for purchase/rental.

VIII. PLAN MAINTENANCE

The ESF 8 Public Health and Medical Services Coordinator is responsible for developing, maintaining and coordinating plans, procedures, arrangements, and agreements in support of this ESF.

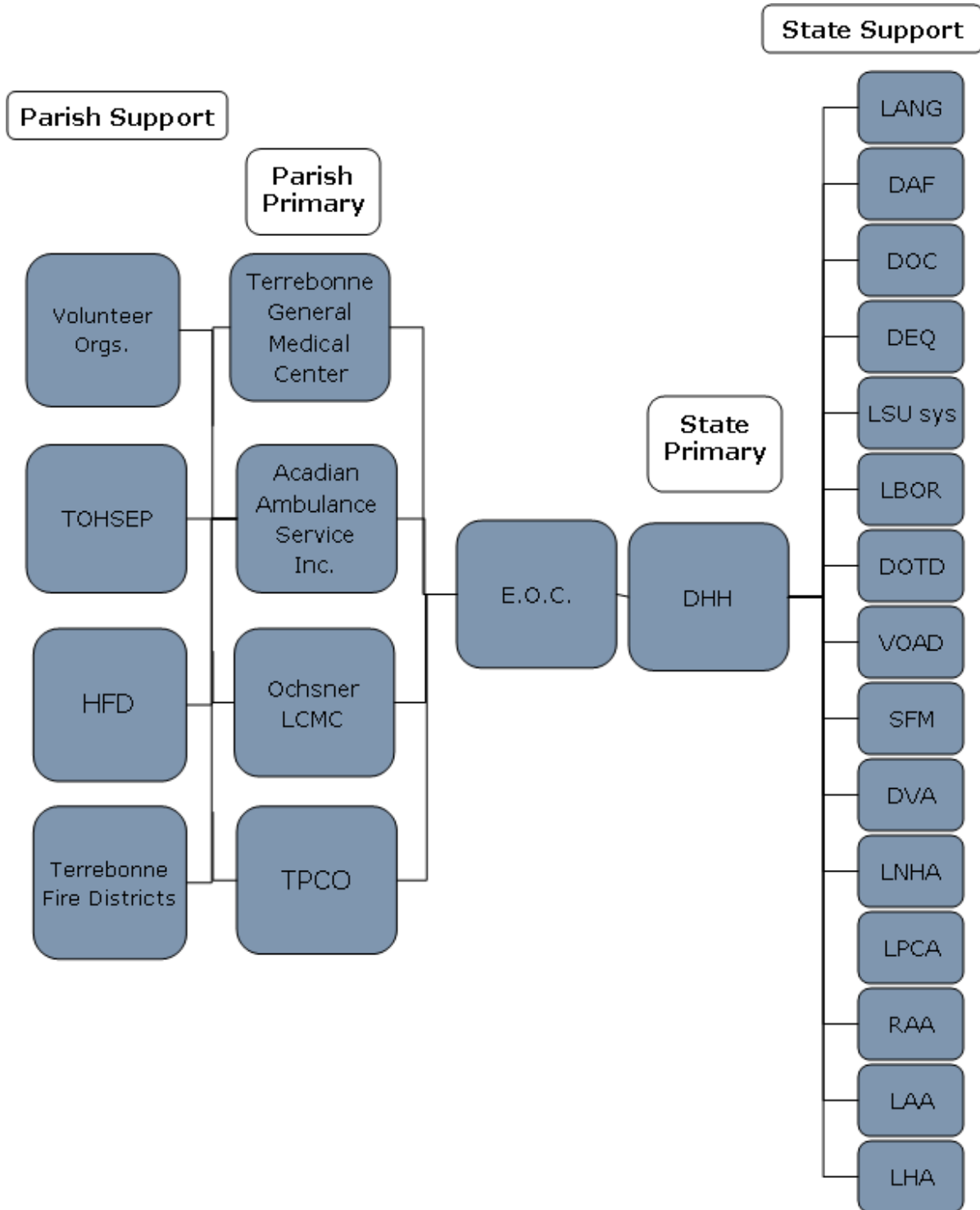
IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.

X. APPENDICES

1. Organizational Chart
2. Responsibility Chart

Appendix 1 – ESF 8
Organizational Chart



Appendix 2 – ESF 8
 Responsibility Chart

Agency support to: Public Health and Medical	Medical Facilities	Medical – Personnel, Supplies 7 Equip	Medical Consultation	Laboratory Facilities	Transportation
Office of Homeland Security and Emergency Preparedness		X			
Houma Fire Department					
Terrebonne Parish Fire Districts					
Volunteer Organizations		X			X

EMERGENCY SUPPORT FUNCTION 9 Search and Rescue Annex

ESF Coordinator:

Terrebonne Parish Sheriff's Office

Primary Agencies:

Terrebonne Parish Sheriff's Office

Support Agencies:

Office of Homeland Security and Emergency Preparedness

Houma Police Department

Houma Fire Department

Terrebonne Parish Fire Districts

Houma-Terrebonne Airport Commission

Volunteer Organizations

I. PURPOSE

ESF 9 provides for a trained and equipped emergency rescue response force with the capability to conduct lifesaving 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.

II. SCOPE

Terrebonne Parish assistance under ESF 9 shall include the identification, mobilization, and coordination of all Parish and private industry resources for the following activities

- A. Search – All activities directed toward locating individuals missing or reported missing, in jeopardy, or possible jeopardy, of life and limb.
- B. Rescue – All activities directed toward and requiring 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.

III. CONCEPT OF OPERATIONS

A. MITIGATION

1. The Terrebonne Parish Sheriff will appoint an ESF 9 Search and Rescue Coordinator to organize and coordinate SAR services.

B. PREPAREDNESS

1. The Coordinator will develop plans, procedures, and agreements to mobilize SAR resources for operations on land, water and in the air in case of need.
2. The primary communications plan (radios) will be 700 MHz interoperability radios with backup communications being 800 MHz radios. In the event all radio communications fail, cellular telephones will be utilized.

C. RESPONSE

1. The Coordinator will mobilize SAR resources as needed for both general area and focused search and rescue missions.
2. Parish EOC should serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-9.
3. The ESF 9 Coordinator will require each responding Search and Rescue Team to use their in house chain-of-command to insure operational control. Each SAR Team will be controlled by the Incident Commander(s) at the scene(s) using the ICS structure. All participating SAR teams will coordinate their efforts with the lead SAR Branch Director.
4. The TOHSEP will request specially trained and equipped Urban Search and Rescue (USAR) Teams in instances that involve collapse of building with multiple floors.
5. In the event of a downed Aircraft, (the Federal Aviation Administration is responsible for locating the down aircraft.) the Parish will coordinate the ground rescue and/or recovery operations of victims with the use of law enforcement and volunteer fire departments.

D. RECOVERY

1. The Coordinator will continue to coordinate SAR missions as requested. When SAR is no longer required the Coordinator will close out all missions and render a report.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Terrebonne Parish Sheriff's Office has the Primary Responsibility for Search and Rescue. That responsibility includes coordination with support agencies to make sure that they develop and maintain plans and procedures.

B. The Support Agencies for Search and Rescue are responsible for developing and maintaining plans, procedures, personnel, and asset inventories to support the ESF 9 Coordinator. Support Agencies include, but are not limited to:

1. Houma Fire Department
2. Houma Police Department

3. Volunteer Organizations
4. Houma-Terrebonne Airport Commission
5. Terrebonne Parish Fire Districts

V. COMMAND AND CONTROL

Command and Control will be exercised as provided in the Basic Plan.

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be exercised as provided in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. If SAR needs exceed available resources, the ESF 9 Coordinator will report the situation to the Office of Homeland Security and Emergency Preparedness, which will seek additional resources from the River and Bayou Parishes Mutual Aid and Assistance Taskforce and the GOHSEP.

- B. Every agency providing Search and Rescue services will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal resources.

- C. All purchases and rental of equipment and other resources will be requested through the Finance Department – Purchasing Division for a Purchase Order and/or Requisition Number. All requests for purchase orders will require a designated contact, department/agency name requesting the equipment or resources and the reason for purchase/rental.

VIII. PLAN MAINTENANCE

The ESF 9 SAR Coordinator is responsible for developing, maintaining and coordinating personnel, training, plans, and procedures including communication plans, arrangements, and agreements in support of this ESF.

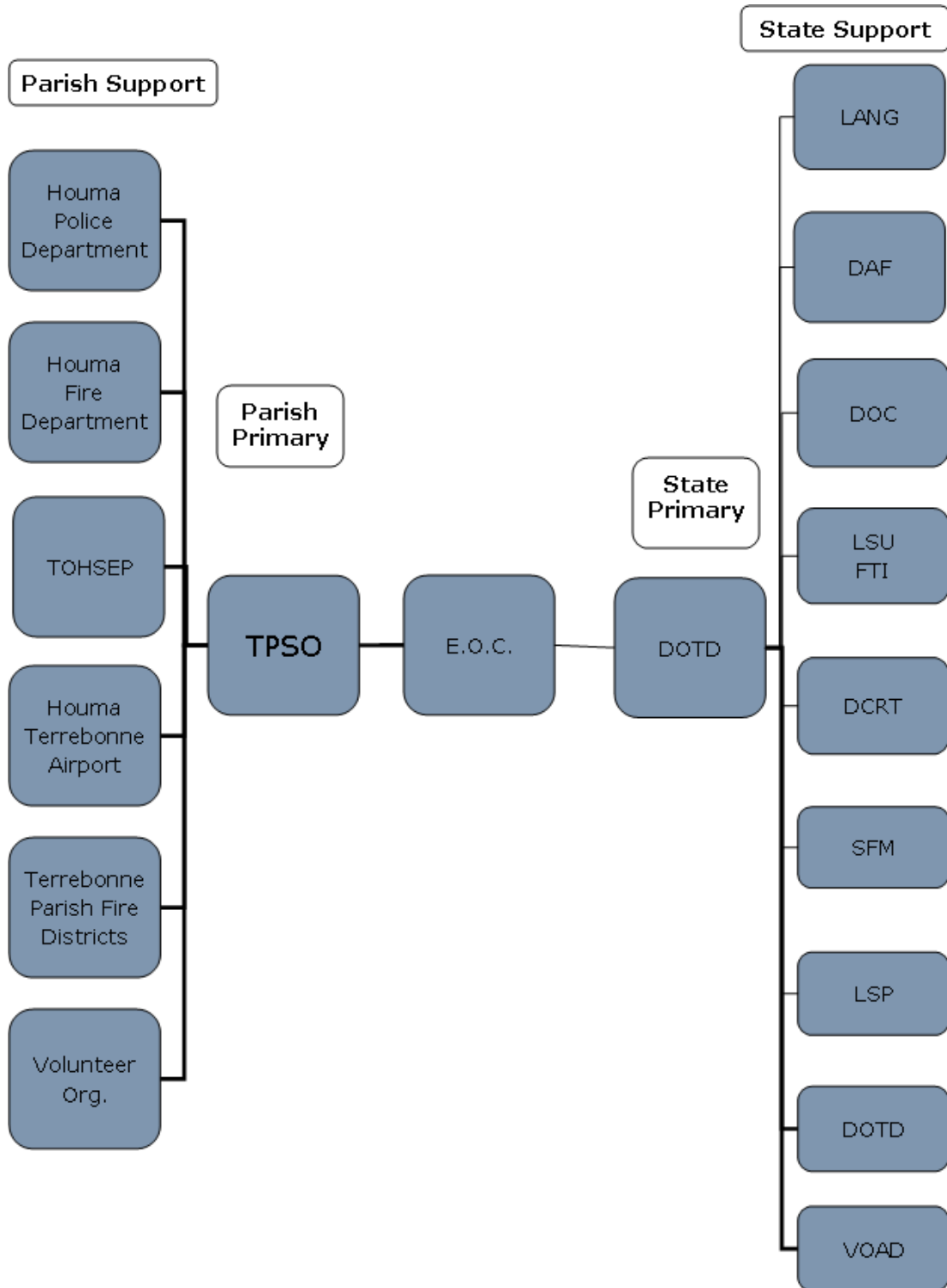
IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.

X. APPENDICES

1. Organizational Chart
2. Responsibility Chart

Appendix 1 – ESF 9
Organizational Chart



Appendix 2 – ESF 10
Responsibility Chart

Agency support to: Search and Rescue	Search & Rescue Recovery - Land	Search & Rescue Recovery - Air	Search & Rescue Recovery - Water	Identification / Investigation	Transportation - Land	Transportation - Air
Office of Homeland Security and Emergency Preparedness	X	X	X	X	X	X
Houma Police Department	X	X	X	X	X	
Houma Fire Department	X	X	X	X	X	
Houma – Terrebonne Airport Commission						X
Terrebonne Parish Fire Districts	X	X	X		X	
Volunteer Organizations		X			X	

EMERGENCY SUPPORT FUNCTION 10 Oil & Hazmat Response Annex

ESF Coordinator:

Office of Homeland Security and Emergency Preparedness

Primary Agencies:

Office of Homeland Security and Emergency Preparedness

Support Agencies:

Houma Police Department

Houma Fire Department

Terrebonne Parish Sheriff's Office

Terrebonne Parish Fire Districts.

Volunteer Organizations

I. PURPOSE

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 may also include oil spills. This ESF coordinates parish, local government and private resources responding to and remediating oil spills, HAZMAT incidents and radiological releases.

II. SCOPE

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

III. CONCEPT OF OPERATIONS

The Terrebonne Parish Office of Homeland Security and Emergency Preparedness has Primary Responsibility for preparing for and responding to oil spill and hazardous materials and radiation incidents

A. MITIGATION

1. The Director of the TOHSEP has designated the Hazardous Materials Specialist within TOHSEP as the designated ESF 10 Oil Spill, HAZMAT and Radiation Coordinator to organize and administer ESF 10 responsibilities.

B. PREPAREDNESS

1. The ESF 10 Coordinators will develop plans, procedures, arrangements and agreements to identify, mobilize and coordinate Oil Spill and HAZMAT expertise and resources.
2. ESF 10 Coordinators will develop and maintain information and liaison with public and private agencies and organizations that could furnish expertise and assistance to ensure smooth working relationships in case of emergency or disaster
3. The TOHSEP will provide trained personnel in radiological protection, to include radiological response team personnel and monitors and hazardous material responders, including medical personnel
4. The TOHSEP funds and operates the Parish Rapid Assessment Team (PRAT), a fully functional hazardous material (HAZMAT) response team capable of assessing a hazmat situation and stopping small hazmat releases
5. This ESF will be reviewed on an annual basis and updated as new information is available. The ESF 10 Coordinator will conduct the review and provide updates. All changes to this ESF will be recorded in the Record of Changes section of this plan.
6. The TOHSEP will utilize the State and Federal regulations regarding the requirements for facilities and transporters to timely report incident to the local emergency planning committee managed by the TOHSEP.
7. The TOHSEP Director or his designee will provide notification to adjacent Parishes that may be affected by a release that has occurred in Terrebonne Parish. Notification will be conducted by telephone communication and/or text messaging. The State Emergency Response Commission will be notified through the Louisiana State Police Hotline.
8. Facility owner and operator are responsible for having a detailed plan for response to hazardous material releases on their properties. Assistance will be provided by TOHSEP when requested.
9. Facilities located near major highways and the railroad tracks are all subject to additional risk due to proximity of extremely hazardous substances in transport.
10. The Director of TOHSEP or his designee will notify the affected public of a hazardous material release via media outlets and the Terrebonne Parish Government web site.

11. All medical personnel responding to a hazardous material release should not enter the hot zone until instructed by the on-scene incident commander. All emergency medical service personnel should be trained by their employer on the proper procedure for handling hazmat contaminated patients.
12. In the event that evacuation of residents and facility worker is necessary, the nearest public facility out of the affected area will be utilize as a shelter. The American Red Cross will be contacted to assist with sheltering and feeding of evacuees and first responders if necessary.
13. Affected facilities will provide technical assistance and recommend protective actions for affected citizens and first responders.
14. In the event of a hazardous material incident, the emergency response agency arriving at the scene first will assume incident command until a higher qualified individual arrives. Local fire departments will usually assume command with the assistance of the TOHSEP. Local law enforcement agencies will provide traffic control and site security. EMS personnel will provide medical services to first responders and citizens needing medical attention.

C. RESPONSE

1. The owners, processors, transporters and custodians of oil and petroleum products and hazardous materials have the first responsibility for reporting releases and spills, activating response and remediation activities and paying for the cost of such activities incurred by governmental or private organizations.
2. When an oil spill is detected, the ESF 10 Coordinator will alert, activate and mobilize resources, including food, water and other commodities when necessary to maintain operations, to assess the spill's impact and determine the extent of the needed response. When a spill is in coastal or navigable waters, the Coordinator will ensure that the U.S. Coast Guard is notified and cooperating.
3. When a HAZMAT leak, spill or release is detected, the ESF Coordinator will ensure that any people who might be affected by the incident are alerted to take appropriate protective action. The Coordinator will alert, activate and mobilize the Parish Rapid Assessment Team (PRAT) when necessary to assess the spill's impact and determine the extent of the needed response. When a spill is in coastal or navigable waters, the Coordinator will ensure that the U.S. Coast Guard is notified and cooperating. All other leaks, spills, or releases are reported to the Louisiana State Police Hotline and other required agencies
4. Coordinators may establish Incident Command Posts as needed.

5. The TOHSEP PRAT team has air monitoring equipment ready and available to any local or state agency requesting the equipment. The TOHSEP Hazardous Material Specialist maintains the equipment in working order at all times. Monitoring teams are trained in crisis management on a regular basis.
6. Members of the PRAT Team, first responders or citizen exposed to hazardous materials will be decontaminated in accordance with the proper protocol for the hazardous material they have been exposed to. The PRAT Team owns decontamination equipment that is available on a 24-hour basis. All contaminated personnel, victims, equipment and facilities will be decontaminated in accordance with the proper protocol.
7. Once the PRAT Team arrives on-scene and evaluates the scene, responsible officials will be notified and protective action recommendations will be issued to the public at risk. If the incident is the result of a release from private industry, industry officials will be required to recommend protective action including evacuation. Public notifications will be made when necessary
8. The TOHSEP has a mutual aid agreement with the River and Bayou Parishes Mutual Aid and Assistance Task Force for equipment and personnel.
9. Interviews with facility representatives and technical research will be utilized to determine if the release is an extremely hazardous substance. Once the substance has been identified, the 2016 Emergency Response Guidebook will be used to determine protective measures and response by medical personnel
10. Facility emergency managers shall notify local emergency managers by calling 911 to report any and all releases of potentially hazardous materials.

D. RECOVERY

1. Oil Spill/HAZMAT and Radiological operations will continue until the leak, spill or release has been stopped, contained and cleaned up and the area has been restored to its previous condition.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The OHSEP has Primary Responsibility for oil spill, HAZMAT, and radiation incidents.
- B. The Support Agencies for oil spill, hazardous materials, and radiation are responsible for developing and maintaining plans, procedures, and asset inventories to support the Primary Coordinator. Support Agencies include, but are not limited to:
 1. Houma Fire Department

2. Houma Police Department
3. Terrebonne Parish Sheriff's Office
4. Terrebonne Parish Fire Districts

C. The Parish Rapid Assessment Team (PRAT) supports the TOHSEP during oil spill, hazardous material, and radiation incidents. The PRAT is comprised of members from the Houma Police Department, Terrebonne Parish Sheriff's Office, Louisiana State Police, and local volunteer and paid fire departments.

V. COMMAND AND CONTROL

Command and Control will be exercised as provided in the Basic Plan.

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be exercised as provided in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. If Terrebonne Parish resources are inadequate to the tasks assigned; the ESF 10 Coordinator will seek additional resources from the Parish Rapid Assessment Team (PRAT), River and Bayou Parishes Mutual Aid and Assistance Taskforce, or the GOHSEP.
- B. Every agency providing Oil Spill/HAZMAT support will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal resources.
- C. All purchases and rental of equipment and other resources will be requested through the Finance Department – Purchasing Division for a Purchase Order and/or Requisition Number. All requests for purchase orders will require a designated contact, department/agency name requesting the equipment or resources and the reason for purchase/rental.

VIII. PLAN MAINTENANCE

The ESF 10 Resource Support Coordinators are responsible for developing, maintaining and coordinating plans, procedures, arrangements, and agreements in support of this ESF.

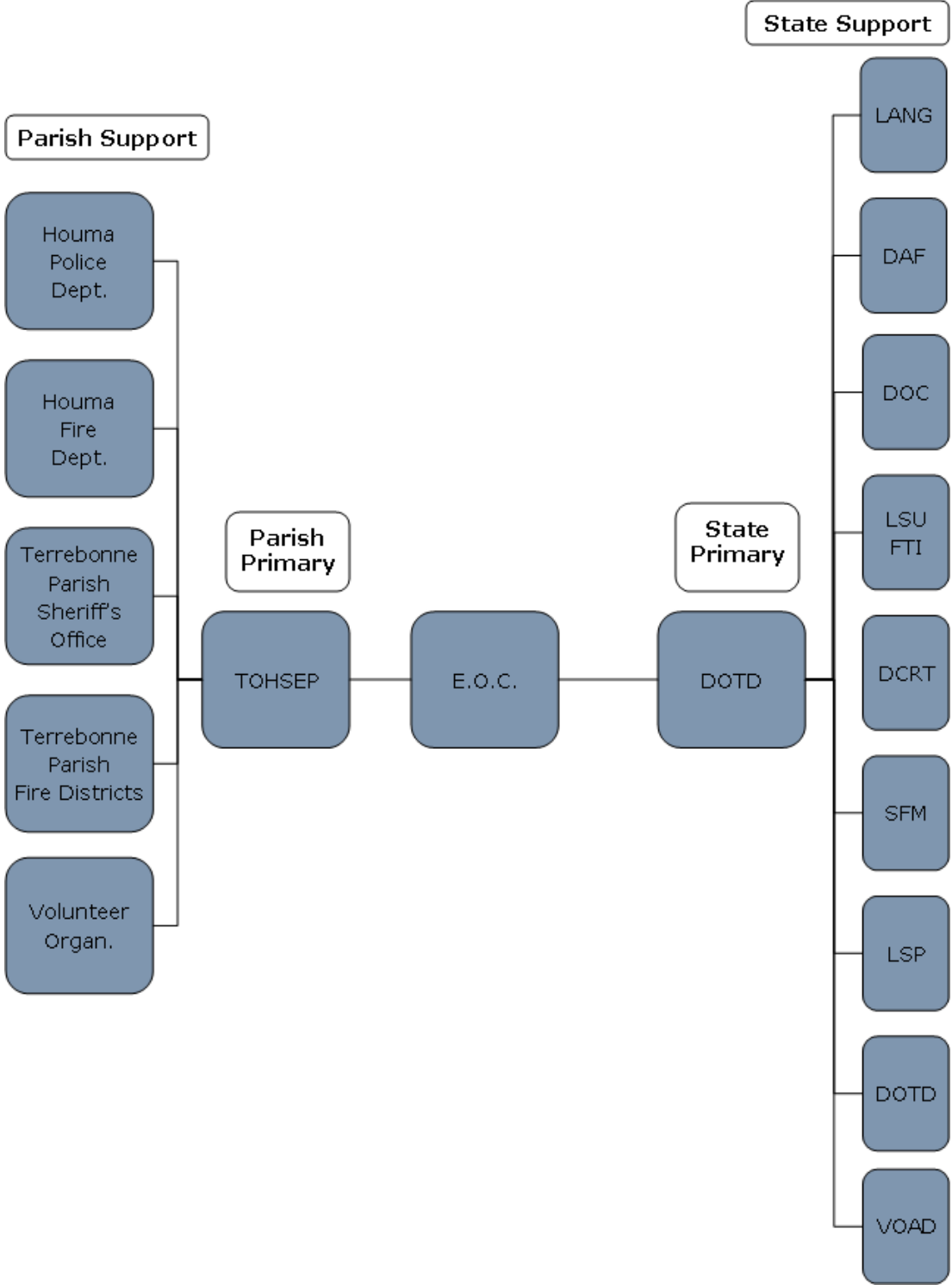
IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.

X. APPENDICES

1. Organizational Chart
2. Responsibility Chart
3. Extremely Hazardous Substances (EHS)

Appendix 1 – ESF 10
Organizational Chart



Appendix 2 – ESF 10
 Responsibility Chart

Agency support to: Oil Spill, Hazardous Materials and Radiological	Coordination	Analysis Support	Personnel	Equipment	Communications	Remediation
Houma Police Department	X		X		X	
Houma Fire Department	X	X	X	X	X	X
Terrebonne Parish Sheriff's Office	X		X		X	
Terrebonne Parish Fire Districts	X	X	X	X	X	X
Volunteer Organizations		X	X	X	X	

Appendix 3 – ESF 10
Response Procedures

1. Emergency Response Procedures

a. Notification procedures to emergency response personnel

After receiving the initial incident report, 911 dispatches the appropriate fire department and Terrebonne PRAT. For EHS incidents and large releases, Terrebonne PRAT notifies GOHSEP and LSP Hazmat Personnel. For all incidents the responsible party notifies LSP hotline and NRC hotline. DEQ and EPA are also options for notification if deemed necessary.

911 → FD/ PRAT → GOHSEP/ LSP HAZMAT → DEQ/ EPA/ NRC

b. Establish a safety zone

Safety Zones: Initial first responders from the parish would use the ERG to make a rough determination safe working zones. These individuals will treat this release as a worst case

scenario until this can be downgraded by the use of various types of equipment (an example of this would be the use of a four gas meter). If the Responsible Party (RP) has a Facility Response Plan and/or a Spill Prevention Control and Countermeasures Plan (SPCC) with Emergency Planning Zones (EPZs) identified this document would also be used. Cameo would be utilized after the initial first response to confirm the “safe working zone”. The use of four gas meters and Drager meters would be used to determine the Hot, Warm, and Cold Zones.

c. Roles and Responsibilities.

The Responsible Party (RP) will be the initial Incident Commander (IC). As First Responders arrive on the scene a Unified Command (UC) will be established.

Extremely Hazardous Substance (EHS) release non security related

Parish Agencies:

Terrebonne Parish Office of Homeland Security and Emergency Preparedness will establish an Emergency Operations Centers (EOC) if required.

The first agency from the parish on the scene will serve as the parish IC until relieved. The first parish agencies on the scene should be either the Parish Rapid Assessment Team (PRAT), Fire Department, Sheriff’s Department, Police Department. Since this

is a Hazardous Substance release the Sheriff's Department, and/or the Police Department would serve in the Operations Section under a security branch.

If the Parish EOC is established then Unified Command would be located in the Parish EOC. The PRAT and Fire Departments would be elements of the Operations Section and either the PRAT Leader or the Fire Chief would be the Operations Section Chief pending appointment from the IC.

State Agencies:

State On Scene Coordinator (SOSC)

Pending on the event either the LDEQ or LOSCO would be the SOSC. If the event involved a release in navigable waters the LOSCO would be the FOSC. If there was a release that did not involve navigable waters then the LDEQ would be the SOSC.

Louisiana State Police – Hazardous Materials Section. Serve as a Technical Rep to the Incident Commander.

Louisiana Department of Environmental Quality (LDEQ). Serve as a Technical Rep to the Incident Commander.

Louisiana Oil Spill Coordinators Office (LOSCO) (if requested). Serve as a Technical Rep to the Incident Commander.

Federal Agencies:

Federal On Scene Coordinator (FOSC)

Pending on the event either the EPA or the USCG would be the FOSC. If the event involved a release in navigable waters the USCG would be the FOSC. If there was a release that did not involve a navigable waters then the EPA would be the FOSC but if the EPA could not arrive in a reasonable time the USCG could serve as the FOSC until the arrival of the APA.

Extremely Hazardous Substance (EHS) release security related

The first agency from the parish on the scene will serve as the parish IC until relieved. The first parish agencies on the scene should be either the Parish Rapid Assessment Team (PRAT), Fire Department, Sheriff's Department, Police Department. Since this is a Hazardous Substance release that has security concerns the Sheriff's Department, would serve as the Operations Section chief. The PRAT and the Fire Department would be assigned in the Operations Section under a HazMat Branch.

d. Protective Actions

Based on the initial information received from first responders using the Safety Data Sheets (SDSs), ERG, CAMEO and information provided by the responsible party, First Responders would make the determination to request the parish protective actions based on life safety concerns, environmental concerns, and lastly, property concerns.

2. Emergency Notification Procedures

a. Facility initial notification

Initial notifications would be from the Responsible Party (RP) are a witness of a release to the parish 911 center. From the information received into the 911 system the 911 operator will determine who would be dispatched. The RP must notify the State Police Hazmat Hotline and pending on the event the U.S. Coast Guard through the National Response Center (NRC). The notification procedure is required by 40 CFR to be located in the RPs Hazardous Material Emergency Response Plan (HMERP).

b. Facility release notification

Written notification must be made within 30 days to the LEPC and the NRC.

c. Public notification Procedure

The parish currently uses a reverse-911 notification system (First Call) to notify the effected public.

3. Determine Occurrence of Release

a. Type of detection mechanisms

Terrebonne PRAT has 4 gas air monitoring units to determine the extent of a release and the boundaries of hot zones, warm zones and cold zones.

b. Affected Area

Terrebonne PRAT will determine affected areas using CAMEO, the ERG, the MSDS and by use of the 4 gas air monitoring units.

c. Affected Population

The affected population will be determined by those individuals' positions within the hot, warm and cold zones as established by Terrebonne PRAT's detection mechanisms. CAMEO will be used to project plumes.

4. Emergency Response Equipment

a. Resource Organizations

Terrebonne PRAT has MOUs with all other Parishes within Region 3. Resources will be called upon as needed. Contact information is located in a separate document, "TOHSEP Contact List."

b. Organization Resources

Terrebonne PRAT has MOUs with all other Parishes within Region 3. Resources will be called upon as needed.

c. Authority to commit

Authority to commit resources is held by the TOHSEP Director.

5. Evacuation Procedures

a. Personnel accountability

Evacuees will be accounted for by registering them using the Benecom registration system. Personal identification information is logged into system along with how the evacuee was transported and to what shelter or destination. All of this information is printed onto a wrist band that is worn by the evacuee until the evacuation event has ended.

b. Evacuation Routes

Evacuation routes in conjunction with hazmat incidents will be dependent upon the area affected and the routes that are outside of the hot zone.

6. Training and Exercises

a. Training courses

Terrebonne PRAT meets and trains monthly to address likely incidents and prepare for them as best as possible. Past topics include hazmat technician certification and refreshers, how to approach chlorine releases, radiological incidents, and proper donning of SCBA and PPE, etc.

b. Exercises

Past training exercises have included donning and doffing EHS PPE, tank car classes, pipeline full scale exercises and monthly PRAT trainings and videos on EHS chemicals, etc.

EMERGENCY SUPPORT FUNCTION 11 Agriculture & Natural Resources Annex

ESF Coordinator:

Louisiana Cooperative Extension Service

Support Agencies:

Office of Homeland Security and Emergency
Preparedness
Utilities Department

Primary Agencies:

Louisiana Cooperative Extension Service

I. PURPOSE

ESF 11 provides protection for the Parish's food supply to ensure that victims of natural, technological, and man-made emergencies and disasters are provided adequate and healthy nutrition. It is also concerned with diseases and infestations that could affect plant and animal species, and with animal evacuation, sheltering and health care.

II. SCOPE

ESF 11 covers the whole range of nutritional assurance and plant and animal health and safety in all types of natural, technological, and man-made threats.

III. CONCEPT OF OPERATIONS

The TOHSEP has delegated the coordination of ESF 11 to the Louisiana Cooperative Extension Service as the Primary Responsibility for Agriculture related emergencies and disasters.

The Terrebonne Parish Animal Shelter has formulated the Animal Disaster Plan that will guide operations associated with evacuation, transport, registering and sheltering citizens' animals for emergencies. The Animal Disaster Plan has been submitted to and vetted by the Louisiana Department of Agriculture and Forestry and the TOHSEP.

A. MITIGATION

1. The Director of Housing and Human Services will designate an ESF 11 Agriculture Coordinator to organize and administer the ESF.

B. PREPAREDNESS

1. The ESF 11 Coordinator will develop plans, procedures, arrangements and agreements to identify, acquire, monitor, and mobilize agricultural, nutritional, and animal related resources for emergencies and disasters.
2. The ESF 11 Coordinator will develop and maintain information and liaison with agriculture, nutritional, animal related resources, and emergency fuel in local, parish, State government, Federal government, private industry and volunteer organizations that could furnish assistance in an emergency or disaster.
3. Terrebonne Parish owned vehicles and generators have a burn rate of 1220 gallons of fuel daily. Accordingly, monthly fuel capacity is 36,607 gallons. Fuel contracts with Gulf Coast Fuel & Lube and Retif Oil & Fuel, LLC are in place to provide 600,000 additional gallons of fuel in case of emergency.

C. RESPONSE

1. When an emergency arises, the ESF 11 Coordinator will activate and mobilize agricultural personnel, facilities and material resources.
2. The ESF 11 Coordinator will assess the status of plant and animal health in the Parish and determine whether any diseases, infestations or infections threaten the Parish's food supply and domestic and wild animal life. In the event that the food supply is threatened, the Coordinator will direct all available resources to deal with the threat.
3. The ESF 11 Coordinator will work with ESF 6 Coordinators to ascertain and meet the nutritional needs of people in shelters and temporary housing, and of emergency workers in all areas.
4. When mass evacuations occur, the ESF 11 Coordinator will work with animal planning authorities to arrange for the best available shelter and care for evacuated animals of all kinds. Evacuation shelters equipped to accept and temporarily house household pets and canine SAR teams in Terrebonne Parish include the West Houma Gym on Williams Boulevard as primary and the Southdown School Stadium as an alternate location. Animal related missions will be conducted by the ESF 11 Coordinator and the Terrebonne Parish Animal Shelter with support provided by TOHSEP.
5. The ESF 11 Coordinator can assist with the coordination of the delivery of fuel as well as necessary storage and dispensing resources to ensure a timely response to an emergency or disaster.
6. Local veterinarians will be utilized to assist with small and large animals issues.

7. The Finance Department – Purchasing Division has contracted emergency fuel services for emergencies and disasters insuring deliveries in time of need.

D. RECOVERY

1. Agriculture activities will continue as long as necessary after the conclusion of the emergency or disaster. The ESF 11 Coordinator will continue to gather information on the restoration of the health and abundance of plant and animal life to acceptable limits.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The TOHSEP and the Louisiana Cooperative Extension Service representative have the Primary Responsibility for providing and coordinating nutritional and plant and animal health and sufficiency.
- B. The Support Agencies for ESF 11 Agriculture are responsible for developing and maintaining plans, procedures, and asset inventories to support the Primary Coordinator. Support Agencies include, but are not limited to:
 1. Office of Homeland Security and Emergency Preparedness
 2. Utilities Department –Animal Control

V. COMMAND AND CONTROL

Command and Control will be exercised as provided in the Basic Plan.

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be exercised as provided in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. If Terrebonne Parish resources are inadequate to the tasks assigned; the ESF 11 Coordinator will seek additional resources from the River and Bayou Parishes Mutual Aid and Assistance Task Force or the GOHSEP.
- B. Every agency providing Agriculture support will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal resources.
- C. All purchases and rental of equipment and other resources will be requested through the Finance Department – Purchasing Division for a Purchase Order and/or Requisition Number. All requests for purchase orders will require a designated

contact, department/agency name requesting the equipment or resources and the reason for purchase/rental.

VIII. PLAN MAINTENANCE

The TOHSEP and the ESF 11 Agriculture Coordinator are responsible for developing, maintaining and coordinating plans, procedures, arrangements, and agreements in support of this ESF.

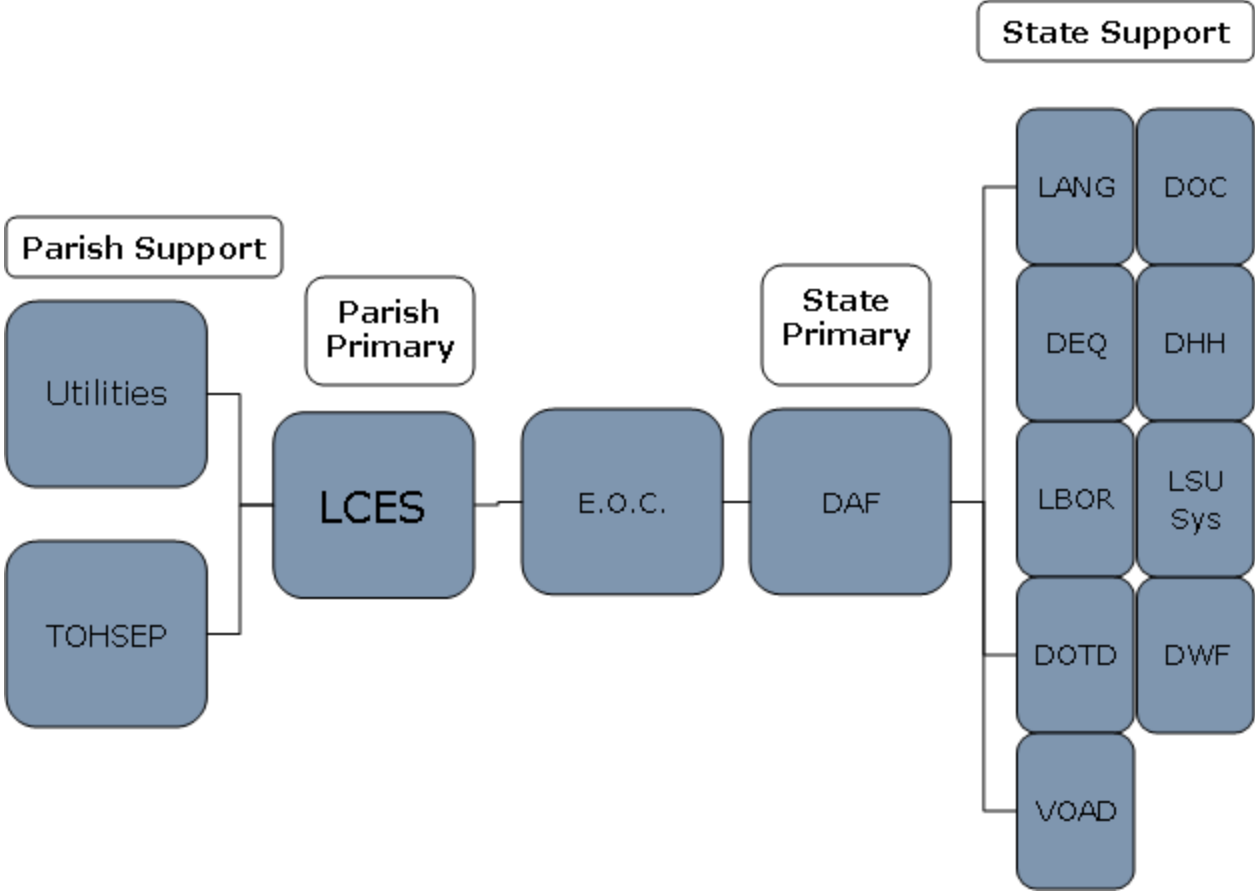
IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.

X. APPENDICES

1. Organizational Chart
2. Responsibility Chart

Appendix 1 – ESF 11
Organizational Chart



Appendix 2 – ESF 11
 Responsibility Chart

Agency support to: Agricultural	Food Safety	Animal Health	Animal Evacuation & Sheltering	Animal Disease Detection and Control	Food Supply
Office of Homeland Security and Emergency Preparedness	X	X	X	X	X
Utilities Department		X	X	X	

EMERGENCY SUPPORT FUNCTION 12 Energy and Utilities Annex

ESF Coordinator:

Utilities Department

Public Works Department – Pollution Control

Support Agencies:

Office of Homeland Security and Emergency
Preparedness

Public Works & Engineering

Primary Agencies:

Utilities Department

Consolidated Waterworks District #1

I. PURPOSE

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.

II. SCOPE

Parish services under this ESF include and encompass the restoration of natural gas, electric utilities, and water and wastewater utilities, and oil and natural gas production and transportation subject to interruption or destruction by emergencies and disasters. This ESF will cover procedures for all phases of emergency management; including Pre-disaster preparation and Post-disaster responsibilities.

III. CONCEPT OF OPERATIONS

The Terrebonne Parish Utilities Department has the Primary Responsibility for electrical and natural gas related emergencies and disasters, the Consolidated Waterworks District #1 has primary responsibility for water and the Public Works Department – Pollution Control Division has primary responsibility for sewer.

Private companies providing utilities include AT&T, Entergy, SLECA, Atmos Energy and South Coast Gas.

A. MITIGATION

1. The Director of the Utilities Department will designate an ESF 12 Energy Coordinator to organize and administer the ESF.

B. PREPAREDNESS

1. The ESF 12 Coordinators will assist in the development of plans, procedures, arrangements and agreements to identify jurisdictional electric, natural gas, water and sewer impairments resulting from emergencies and disasters and assist in the acquisition, mobilization and employment of resources to restore service to affected Parish customers.
2. The ESF 12 Coordinators will develop and maintain information and liaison with GOHSEP and private industry resources within Terrebonne Parish that could furnish assistance in an emergency or disaster.
3. The ESF 12 Coordinators will maintain operating and service restoration plans for electric, gas, water and sewer services.
4. The ESF 12 Coordinators will establish a reporting procedure for all utilities.
5. The ESF 12 Coordinators will assist GOHSEP to identify critical infrastructure needs with respect to the restoration of utility services.
6. The ESF 12 Coordinators will participate and plan in training exercises with GOHSEP as needed.
7. All utilities will update their contact list with TOHSEP prior to hurricane season.

C. RESPONSE

1. The ESF 12 Coordinators will provide assistance to each governmental utility as requested.
2. The ESF 12 Coordinator will meet with the Finance Department – Purchasing Division to coordinate acquisition, mobilization and employment resources to restore service to the affected public.

D. RECOVERY

1. The ESF 12 Coordinators will continue to monitor the progress of rebuilding and restoring utility capacity and service in the Parish and report on such progress.
2. ESF 12 Coordinators will track and monitor utility service outages as reported by parish and private industry utility providers within the Parish.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Terrebonne Parish Utilities Department has the Primary Responsibility for electrical and natural gas related emergencies and disasters, the Consolidated Waterworks District #1 has primary responsibility for water and the Public Works Department – Pollution Control Division has primary responsibility for sewer.
- B. The Support Agencies for Energy and Utilities operations are responsible for developing and maintaining plans, procedures and asset inventories to support the ESF 12 Coordinators. Support Agencies include, but are not limited to:
 - 1. Office of Homeland Security and Emergency Preparedness
 - 2. Public Works & Engineering
- C. ESF 12 requires close coordination with private industry energy suppliers and providers. Support companies include, but are not limited to:
 - 1. Atmos Energy
 - 2. Entergy
 - 3. SLECA
 - 4. South Coast Gas

V. COMMAND AND CONTROL

Command and Control will be exercised as provided in the Basic Plan.

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be exercised as provided in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. If Terrebonne Parish resources are inadequate to the tasks assigned; the ESF 12 Coordinator will seek additional resources from the River and Bayou Parishes Mutual Aid and Assistance Task Force, or the GOHSEP.
- B. Every agency providing Energy and Utilities support will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal resources.
- C. All purchases and rental of equipment and other resources will be requested through the Finance Department – Purchasing Division for a Purchase Order and/or Requisition Number. All requests for purchase orders will require a designated contact, department/agency name requesting the equipment or resources and the reason for purchase/rental.

VIII. PLAN MAINTENANCE

The ESF 12 Energy and Utilities Coordinators are responsible for developing, maintaining and coordinating plans, procedures, arrangements, and agreements in support of this ESF.

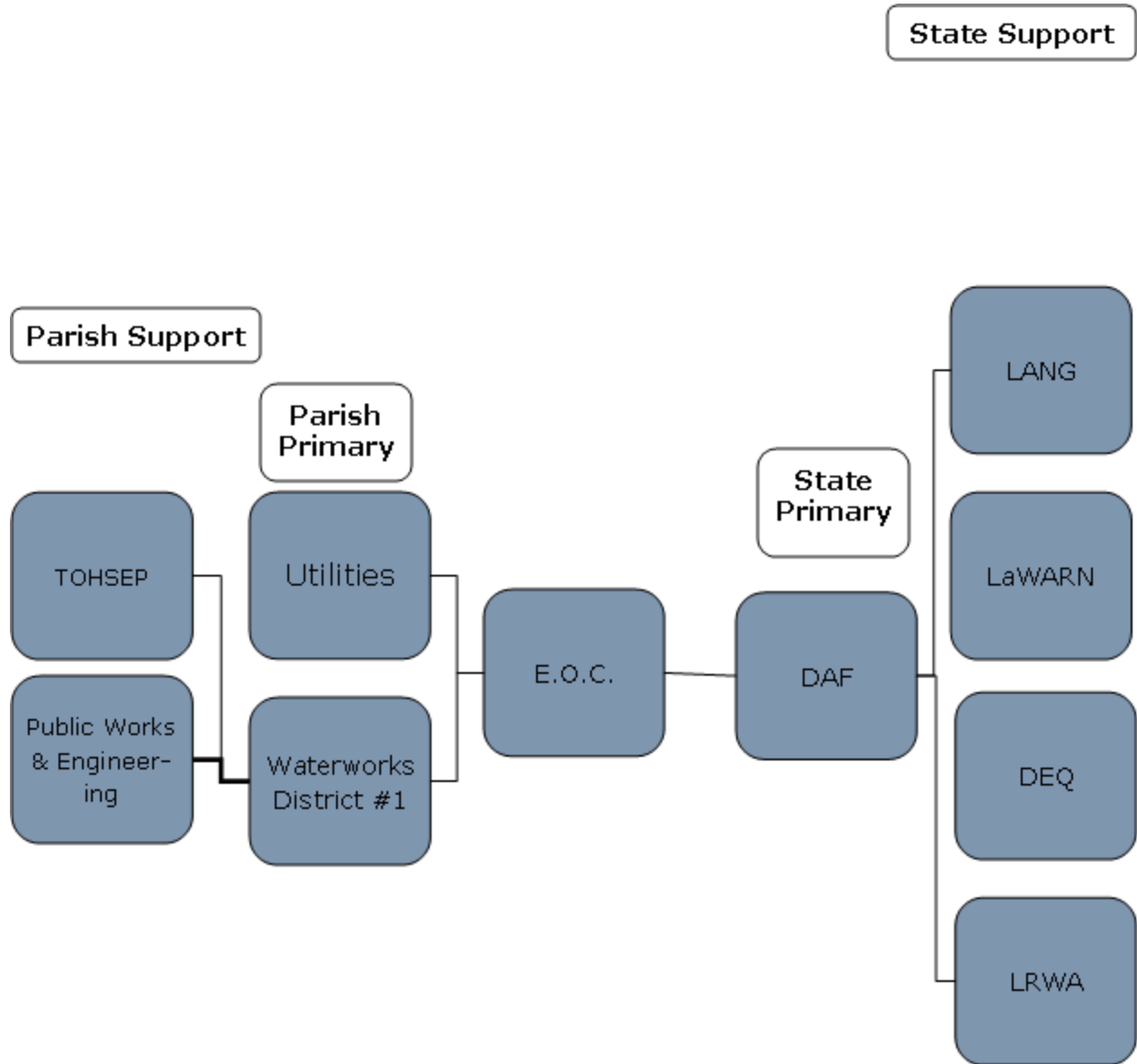
IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.

X. APPENDICES

1. Organizational Chart
2. Responsibility Chart

Appendix 1 – ESF 12
Organizational Chart



Appendix 2 – ESF 12
 Responsibility Chart

Agency support to: Energy and Utilities	Equipment and Personnel	Transportation - Land	Power Generation	Construction & Repairs	Damage Assessment	Operate and Perform Analysis	Permit Use – Water & Sewer
Office of Homeland Security and Emergency Preparedness	X	X	X	X	X	X	X
Public Works & Engineering Department	X	X		X	X	X	X

EMERGENCY SUPPORT FUNCTION 13 Public Safety and Security Annex

ESF Coordinator:

Terrebonne Parish Sheriff's Office

Houma Police Department

Primary Agencies:

Terrebonne Parish Sheriff's Office

Houma Police Department

Support Agencies:

Office of Homeland Security and Emergency Preparedness

Houma Fire Department

Parish Attorney

Terrebonne Parish Fire Districts.

Terrebonne District Attorney's Office

City Marshal's Office

Terrebonne Parish 911 District

I. PURPOSE

ESF 13 provides for the provision of law enforcement, emergency police, and public safety services and legal authority in an emergency or disaster.

II. SCOPE

ESF 13 services 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.

III. CONCEPT OF OPERATIONS

The Public Safety and Security ESF 13 includes actions taken to provide for the protection of the parish's citizens and visitors during an emergency or disaster and ensures that those actions conform to applicable state law, rules and regulations. ESF 13 has two primary responsible agencies: the Terrebonne Parish Sheriff's Office (TPSO) and the Houma Police Department (HPD).

A. MITIGATION

1. The protection of the public requires the timely and coordinated efforts of all law enforcement personnel. The Terrebonne Parish Sheriff and the Houma Police Chief will designate Coordinators for ESF 13. These designees will be responsible for the coordination of the agencies and assets necessary to carry

out the responsibilities outlined in ESF 13. Resources are identified within GOHSEP Annual Report.

2. The ESF 13 Coordinators and the TOHSEP will insure that all primary and secondary personnel will consider training as an ongoing mission.

B. PREPAREDNESS

1. The ESF 13 Coordinators will review existing legislation, rules and regulations to ensure that the authorities will be able to take action to protect people and property in emergencies and disasters, and recommend corrective legislation as appropriate.
2. The ESF 13 Coordinators will ensure that actions are taken in accordance with the legal authority of the state and that persons acting in good faith to protect people and property are not penalized or subjected to liability.
3. The ESF 13 Coordinators will prepare requirements for supporting departments, agencies and offices and initiated coordination with supporting departments to ensure that they are aware of their roles and prepared to take necessary actions.
4. The ESF 13 Coordinators will develop detailed plans, procedures, threat analyses, arrangements and agreements for all primary functions, to include the procedures by which the office will be alerted and activated for 24-hour operations if needed.
5. The ESF 13 Coordinators will develop plans, procedures, arrangements and agreements to mobilize law enforcement personnel and equipment to provide the maximum level of public safety and security.
6. The ESF 13 Coordinators will initiate contacts and liaisons with Louisiana State Police and local law enforcement and TOHSEP to ensure productive working relationships.
7. In some cases law enforcement authorities may have advance notice of a potential emergency, such as a terrorist or criminal act, or a slow-moving hurricane or severe weather system. In such cases law enforcement authorities may be able to pre- position some of their forces in order to prevent and/or apprehend the persons attempting to commit an act, expedite evacuations and limit the potential injuries and damages that could result from the act or storm.
8. The Parish has one adult detention center and one juvenile detention center. Both facilities have evacuation plans.
9. The Sheriff and Police Chief will review all jurisdiction emergency operations plans and training for law enforcement related information.

C. RESPONSE

1. Based on the type of emergency situation, the ESF Coordinators will activate all the personnel and equipment resources required, including incident command centers and joint operations centers. In addition, ESF Coordinators should alert reserve and auxiliary resources to monitor the emergency situation and prepare for activation as well.
2. When appropriate, response efforts will be in accordance with the National Incident Management System guidelines and recommendations.
3. The ESF 13 Coordinator will relay requests for additional support to LSP and/or GOHSEP as the needs become apparent, and deploy the resources as they become available.
4. Private security agencies, auxiliary police or volunteers will only be used if they are sworn in.
5. Support to the Sheriff and Chief of Police will be in accordance with the agreements set forth in Mutual Aid Agreements.
6. The ESF 13 Coordinators will provide for crowd and riot control during an emergency.
7. The ESF 13 Coordinators will provide assistance in disseminating warnings to the public, provide assistance and traffic control in evacuation and/or movement to shelters, and assist with damage assessment.
8. The ESF 13 Coordinators will provide security for reception centers and shelters.
9. The ESF 13 Coordinators will provide for the relocation and housing of prisoners in an emergency.
10. . The ESF 13 Coordinators will provide security in disaster and evacuated areas.
11. The Terrebonne Parish Sheriff's Office and the Houma Police Department will share responsibilities for law enforcement communication systems.
12. The Terrebonne Parish Sheriff's Office and the Houma Police Department will provide for traffic control for evacuation, re-entry and supply routes.
13. The chief law enforcement officer for the Parish is the District Attorney.

D. RECOVERY

1. Law enforcement and public safety operations will be continued as long as necessary after the conclusion of the emergency or disaster. Particular attention will be paid to securing the disaster area from looting and criminal mischief and controlling the orderly re-entry of evacuees.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Terrebonne Parish Sheriff's Office and the Houma Police Department share the Primary Responsibility for Public Safety and Security operations.
- B. The District Attorney has the Primary Responsibility for validating the legal authority for Public Safety and Security operations.
- C. The Support Agencies for Public Safety and Security operations are responsible for developing and maintaining plans, procedures and asset inventories to support the ESF 13 Coordinators. Support Agencies include, but are not limited to:
 1. Office of Homeland Security and Emergency Preparedness
 2. Houma Fire Department
 3. Terrebonne Parish Volunteer Fire Departments
 4. Terrebonne District Attorney
 5. City Marshal's Office
 6. Terrebonne Parish 911 District

V. COMMAND AND CONTROL

Command and Control will be exercised as provided in the Basic Plan.

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be exercised as provided in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. If Terrebonne Parish resources are inadequate to the tasks assigned; the ESF 13 Coordinator will seek additional resources from the River and Bayou Parishes Mutual Aid and Assistance Taskforce, or the GOHSEP.
- B. Every agency providing emergency Public Safety and Security support will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal sources.

- C. All purchases and rental of equipment and other resources will be requested through the Finance Department – Purchasing Division for a Purchase Order and/or Requisition Number. All requests for purchase orders will require a designated contact, department/agency name requesting the equipment or resources and the reason for purchase/rental.

VIII. PLAN MAINTENANCE

The ESF 13 Public Safety and Security Coordinators are responsible for developing, maintaining and coordinating plans, procedures, arrangements and agreements in support of this ESF.

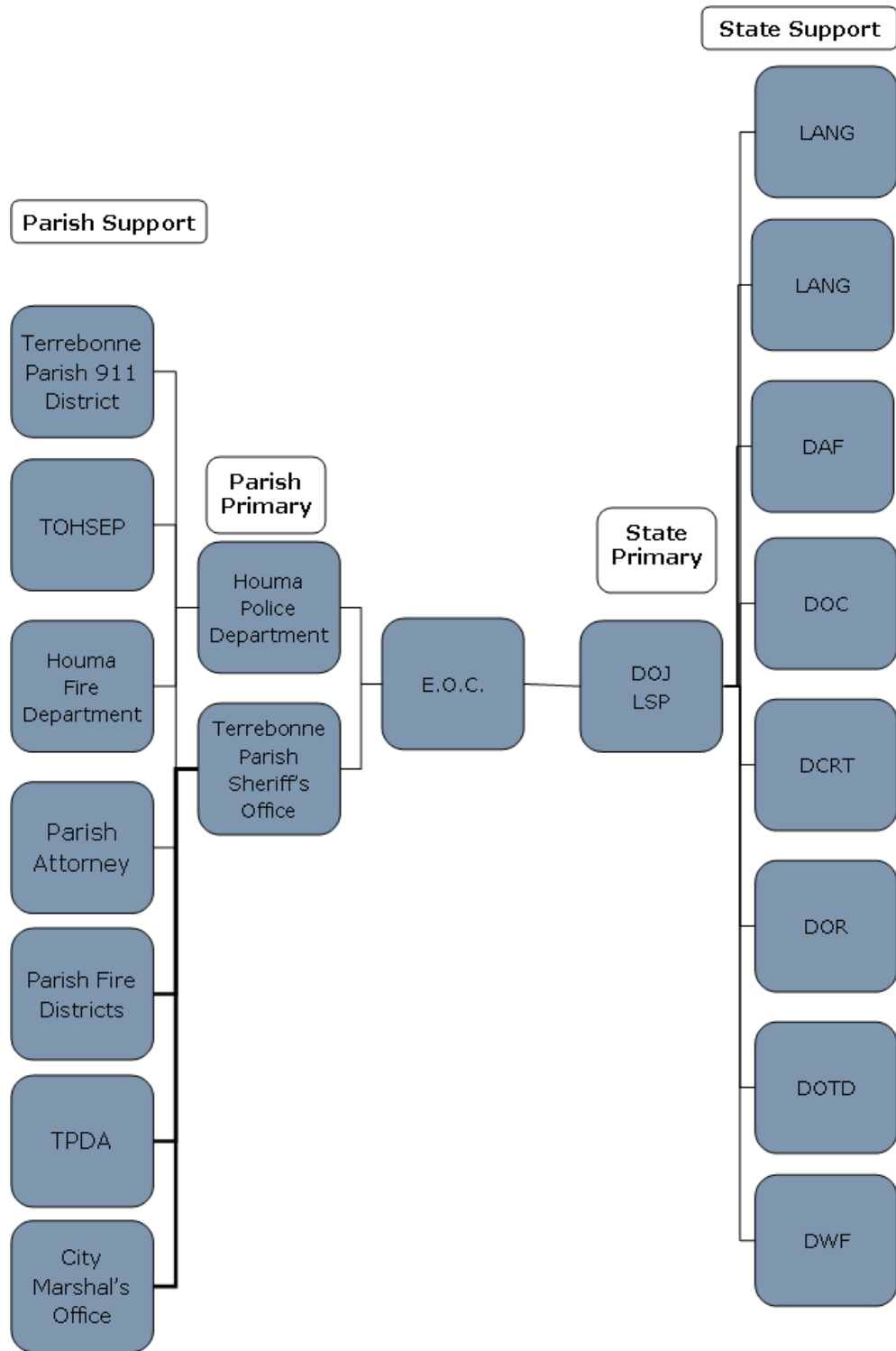
IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.

X. APPENDICES

1. Organizational Chart
2. Responsibility Chart

Appendix 1 – ESF 13
 Organizational Chart



Appendix 2 – ESF 13
 Responsibility Chart

Agency support to: Public Safety and Security	Law Enforcement	Detention - Facilities	Traffic Routing and Control	Control Access to assigned areas	Communications - Equipment	Legal Research and Analysis
Office of Homeland Security and Emergency Management	X				X	
Terrebonne Parish 911 District	X				X	
Houma Fire Department	X		X	X	X	
Parish Attorney	X					X
Terrebonne Parish Fire Districts	X		X	X	X	
Terrebonne Parish District Attorney's Office	X					
City Marshal's Office	X	X	X	X		

EMERGENCY SUPPORT FUNCTION 14 Long Term Community Recovery Annex

ESF Coordinator:

Terrebonne Economic Development
Authority
Planning and Zoning Department

Primary Agencies:

Terrebonne Economic Development
Authority
Planning and Zoning Department

Support Agencies:

Office of Homeland Security and Emergency
Preparedness
Housing and Human Services Department
Terrebonne Parish School Board
Finance Department
Coastal Restoration Department

Human Resources and Risk Management
Parish Administration
Terrebonne District Attorney's Office
Volunteer Organizations

I. PURPOSE

ESF 14 is concerned with long-term policies and programs for community recovery, mitigation and economic stabilization.

II. SCOPE

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.

III. CONCEPT OF OPERATIONS

The Terrebonne Office of Homeland Security and Emergency Preparedness (TOHSEP) has Primary Responsibility for ESF 14, Community Recovery, Mitigation, and Economic Stabilization. The ESF encompasses activities of all Parish agencies, private industry and volunteer organizations.

A. MITIGATION

1. The Director of GOHSEP will designate ESF 14 Coordinators to organize and administer the ESF.
2. The Parish has a mitigation plan that is administered by the Planning and Zoning Department.

B. PREPAREDNESS

1. The ESF 14 Coordinators will develop, maintain and update plans, procedures, arrangements and agreements to provide for acquisition, mobilization, and employment of resources to stabilize and restore services to the affected community in dealing with the issues and concerns of Community Recovery, Mitigation and Economic Stabilization resulting from emergencies and disasters.
2. The ESF 14 Coordinators will develop and maintain information and liaison with agencies and organizations at local, Parish, State, and Federal government, private industry and volunteer organizations that could furnish assistance in and after an emergency or disaster.

C. RESPONSE

1. As an emergency develops, the ESF 14 Coordinators will assess the impact of the threat and potential needs for Community Recovery, Mitigation and Economic Stabilization. Based on the initial assessment, the Coordinators will alert, activate and mobilize those resource agencies whose capabilities would best be suited to responding to that emergency. The Department of Economic Development will play a key role in economic damage assessment and evaluation of recovery facilities.

D. RECOVERY

1. The ESF 14 Coordinators will assess the long-term consequences of emergencies and disasters, particularly those disasters that have a catastrophic impact on the economic infrastructure, viability of communities and regions, and environmental restoration issues. The Departments of Labor and Economic Development will play key roles in developing strategies for recovery including post-disaster zoning and land use ordinances and regulations.
2. The ESF 14 Coordinators will work with local, parish, State and Federal authorities to develop plans, programs and initiatives aimed at long-term recovery. Priority will be given to programs and projects that reduce or eliminate risk from future emergencies and disasters, wherever possible.
3. The ESF 14 Coordinators will incorporate the National Disaster Recovery Framework concept, structure, and leadership roles into recovery actions.
4. The ESF 14 Coordinator will compile damage reports for appropriate agencies and prepare documentation for submission to state and federal agency representatives.

5. Mutual Aid Agreements (MAA) exist between all 6 parishes in Region 3 including St. John, St. Charles, St. James, Terrebonne, Lafourche, and Assumption to assist with and coordinate activities.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Terrebonne OHSEP has Primary Responsibility for initiating, organizing, and coordinating Community Recovery, Mitigation and Economic Stabilization.
- B. The Support Agencies for ESF 14 are responsible for developing and maintaining plans, procedures and asset inventories to support the Primary Coordinators. Support Agencies include, but are not limited to:
 1. Housing and Human Services
 2. Terrebonne Parish School Board
 3. Finance Department
 4. Coastal Restoration Department
 5. Human Resources/Risk Management
 6. Parish Administration
 7. Terrebonne District Attorney's Office
 8. City Marshal's Office
 9. Volunteer Organizations

V. COMMAND AND CONTROL

Command and Control will be exercised as provided in the Basic Plan.

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be exercised as provided in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. If Terrebonne Parish resources are inadequate to the tasks assigned; the ESF 14 Coordinator will seek additional resources from the River and Bayou Parishes Mutual Aid and Assistance Taskforce, the GOHSEP, or the federal government pursuant to a Presidential disaster Declaration.
- B. Every agency providing ESF 14 services will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal resources.
- C. All purchases and rental of equipment and other resources will be requested through the Finance Department – Purchasing Division for a Purchase Order and/or Requisition Number. All requests for purchase orders will require a designated

contact, department/agency name requesting the equipment or resources and the reason for purchase/rental.

VIII. PLAN MAINTENANCE

The ESF 14 Community Recovery, Mitigation and Economic Stabilization Coordinator is responsible for developing, maintaining and coordinating plans, procedures, arrangements and agreements in support of this ESF.

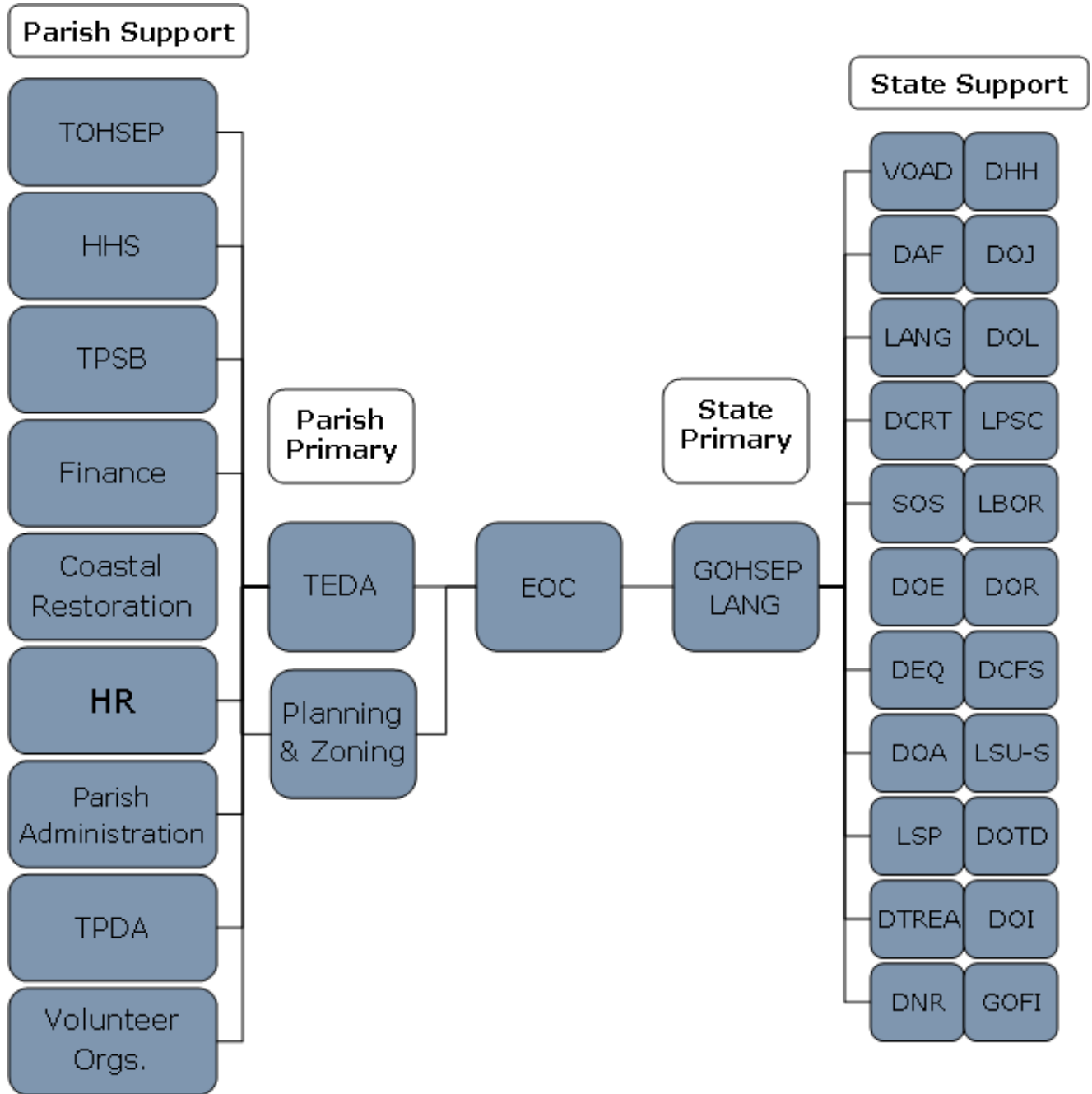
IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.

X. APPENDICES

1. Organizational Chart
2. Responsibility Chart

Appendix 1 – ESF 14
 Organizational Chart



Appendix 2 – ESF 14
 Responsibility Chart

Agency support to: Community Recovery, Mitigation and Economic Stabilization	Community Action	Infrastructure Restoration	Business Continuity
Office of Homeland Security and Emergency Preparedness	X	X	X
Housing and Human Services	X	X	
Terrebonne Parish School Board	X	X	
Finance Department	X		X2
Coastal Restoration Department	X		
Human Resources & Risk Management	X		
Parish Administration	X	X	
Terrebonne Parish District Attorney's Office	X	X	X
Volunteer Organizations	X	X	

EMERGENCY SUPPORT FUNCTION 15 Emergency Public Information

ESF Coordinator:

Parish Administration

Primary Agencies:

Parish Administration

Parish Attorney

Support Agencies:

Office of Homeland Security and Emergency Preparedness

Housing and Human Services Department

Public Works and Engineering Department

Terrebonne Parish School Board

Finance Department

Utilities Department

Coastal Restoration Department

Parks & Recreation Department

Houma – Terrebonne Civic Center

Houma Police Department

Houma Fire Department

Human Resources/Risk Management Dept.

Terrebonne Parish Sheriff's Office

Terrebonne Parish Communications Dept.

Acadian Ambulance Services, Inc.

Terrebonne General Medical Center

Ochsner-Leonard J. Chabert Medical Center

Terrebonne Parish Fire Districts.

Louisiana Cooperative Extension Service

Consolidated Waterworks District #1

Houma-Terrebonne Airport Commission

Terrebonne Levee and Conservation District

Terrebonne District Attorney's Office

Terrebonne Economic Development Authority

Terrebonne Parish Coroner's Office

Volunteer Organizations

I. PURPOSE

The purpose of this annex is to provide a plan for the effective collection, control and dissemination of Emergency Public Information (EPI) in efforts to protect life and property. The plan also calls for measures to be taken to ensure accurate reporting so that the public is not confused or misled in times of emergency.

II. SCOPE

The scope of ESF 15 is to provide timely and accurate information to the media in order to inform the public about the threat of a natural disaster or the response to an emergency in effort to save lives. ESF 15 delivers public information about precautionary measures in advance of a disaster such as evacuation, sheltering and property protection. Encouraging disaster preparedness, keeping the public aware of hazardous situations and informing them of the progression of the disaster/emergency is key to protecting their lives and property. ESF 15 will continually provide accessible situational updates to the public on measures the Parish is taking to protect and preserve life and property.

ESF 15 will disseminate clear, concise and accurate public information before, during, and after disasters and emergencies. The information will be based on the factual situation in the disaster area, the actions taken by the authorities and the recommended steps to be taken by the people. Every effort will be made to correct inaccurate reporting in the media.

III. CONCEPT OF OPERATIONS

A. MITIGATION

1. The Parish President will designate an ESF 15 Coordinator who will be the Coordinator of information programs and initiative.
2. The ESF 15 Coordinator will coordinate with other Parish departments and agencies to develop and maintain information and education programs for the general public.

B. PREPAREDNESS

1. The Terrebonne Parish Public Information Officer (PIO) will disseminate preparedness information to the public prior to and throughout emergencies and disasters. The PIO will distribute information to the media through press releases, kits, and press conferences. The information will also be available on the Terrebonne Parish Consolidated Government website (www.tpcg.org). A wide variety of educational materials dealing with emergency management and disaster preparedness will be available in ready-to-distribute form or as fact sheets whose content may be incorporated into locally developed materials.
2. The ESF 15 Coordinator will develop plans, procedures and agreements with other Parish agencies, private, and commercial communications including the media, volunteer associations and individuals in order to have responsive channels for the dissemination of emergency information.

3. The ESF 15 Coordinator will develop plans, procedures and agreements to provide emergency information to special disabled populations including cognitive disabilities, the visual and hearing impaired. Emergency information will also provide for foreign language translation.
4. The ESF 15 Coordinator will develop plans, procedures and agreements for the activation and operation of a Joint Information Center (JIC) for large scale and catastrophic incidents and emergencies. The ESF Coordinator will work with State authorities to make sure that State Government public information activities will be integrated into the Parish JIC as needed.

C. RESPONSE

1. The ESF 15 Coordinator will begin operating in the Parish EOC and initiate contact with the Public Information officers of State and local agencies to ensure that valid and timely information is processed and released to the news media and the public. The highest priority will be for information about potential threats to the public. Evacuation warnings will be given special attention. An aggressive rumor control effort will be pursued in conjunction with media monitoring to prevent misinformation.
2. The ESF 15 Coordinator or designee, will release all official Emergency Public Information, (EPI) provided by the OHSEP Director about Parish operations and assistance during a disaster.
3. If the event is of such a magnitude that catastrophic news coverage can be expected, the ESF 15 Coordinator will advise the Director whether it would be advisable to activate a JIC. When the decision to activate is made, the ESF 15 Coordinator will ensure that all appropriate organizations and individuals are represented and able to function in the JIC. When Federal authorities enter into operations they will be integrated into the JIC.

D. RECOVERY

1. Emergency Public Information activities will continue as long as they are needed. The ESF 15 Coordinator will continue to monitor information needs to determine when activities can be turned to recovery.
2. As soon as possible after the emergency has passed, all agencies involved in the emergency will conduct assessments. Assessments will be used to define the need for resources and strategies needed for future operations. If a JIC had been activated its operations will be evaluated and, if necessary, its operational procedures will be reviewed and changed for future operations.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Terrebonne OHSEP has Primary Responsibility for initiating, organizing, coordinating, and releasing all aspects of Emergency Public Information.
- B. The Support Agencies for ESF 15 are responsible for developing and maintaining plans, procedures and asset inventories to support the Primary Coordinator. Support Agencies include, but are not limited to:
 - 1. All Parish Departments and Local Governmental Agencies, Boards and Commissions.

V. COMMAND AND CONTROL

Command and Control will be exercised as provided in the Basic Plan.

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be exercised as provided in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. If Terrebonne Parish resources are inadequate to the tasks assigned; the ESF 15 Coordinator will seek additional resources from the River and Bayou Parishes Mutual Aid and Assistance Taskforce, the GOHSEP, or the federal government pursuant to a Presidential Disaster Declaration.
- B. Every agency providing ESF 15 services will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal resources.
- C. All purchases and rental of equipment and other resources will be requested through the Finance Department – Purchasing Division for a Purchase Order and/or Requisition Number. All requests for purchase orders will require a designated contact, department/agency name requesting the equipment or resources and the reason for purchase/rental.

VIII. PLAN MAINTENANCE

The ESF 15 Coordinator is responsible for developing, maintaining and coordinating plans, procedures, arrangements and agreements in support of this ESF.

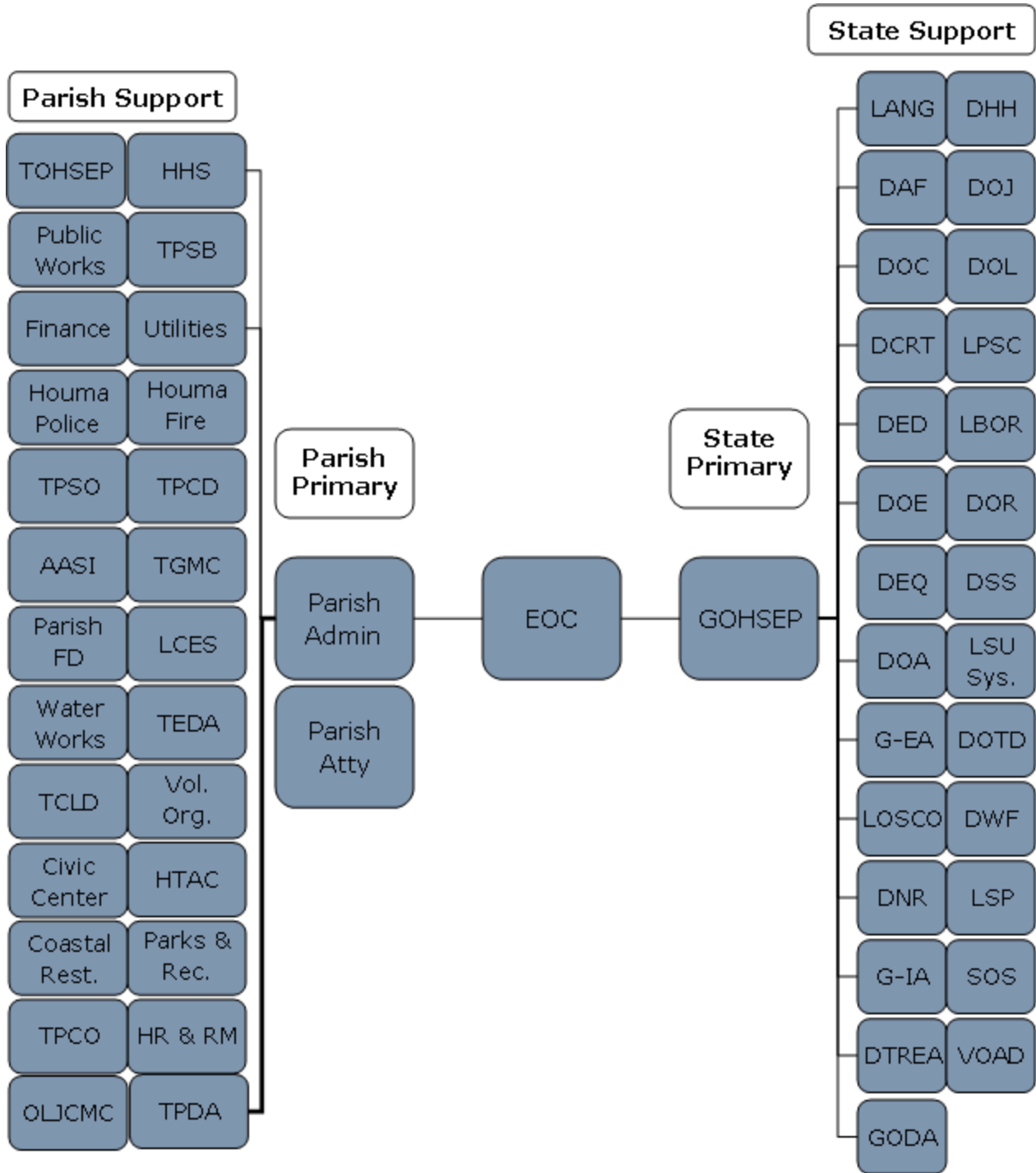
IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.

X. APPENDICES

1. Organizational Chart
2. Responsibility Chart

Appendix 1 – ESF 15
 Organizational Chart



Appendix 2 – ESF 15
Responsibility Chart

Agency support to: EMERGENCY PUBLIC INFORMATION	EOC Operations	Damage Assessment	Damage Reporting	Economic Analysis
Office of Homeland Security and Emergency Preparedness	X			
Housing and Human Services	X		X	
Public Works & Engineering Department	X	X	X	
Terrebonne Parish School Board	X	X	X	
Finance Department	X			X
Utilities Department	X	X	X	
Houma Police Department	X	X	X	
Houma Fire Department	X	X	X	
Terrebonne Parish Sheriff's Office	X	X	X	
Terrebonne Parish Communications District	X	X	X	
Acadian Ambulance Services, Inc.	X			
Terrebonne General Medical Center	X	X	X	X
Ochsner – Leonard J. Chabert Medical Center	X	X	X	X
Terrebonne Parish Fire Districts	X	X	X	
Louisiana Cooperative Extension Services	X		X	X
Consolidated Waterworks District #1	X	X	X	
Terrebonne Economic Development Authority	X	X	X	X
Terrebonne Levee & Conservation District	X	X	X	
Houma – Terrebonne Civic Center	X			
Houma – Terrebonne Airport Commission			X	X
Coastal Restoration Department	X	X	X	
Parks & Recreation Department	X			
Terrebonne Parish Coroner's Office	X			
Human Resources & Risk Management	X	X	X	
Terrebonne Parish District Attorney's Office	X			X
Volunteer Organizations	X	X	X	X

EMERGENCY SUPPORT FUNCTION 16 Volunteer & Donations Coordination Annex

ESF Coordinator:

Volunteer Organizations

Primary Agencies:

Office of Homeland Security and Emergency

Preparedness

Volunteer Organizations

Support Agencies:

Planning and Zoning Department

Housing and Human Services Department

Terrebonne Parish Fire Districts

Terrebonne Economic Development

Authority

Parks and Recreation Department

Houma – Terrebonne Civic Center

I. PURPOSE

The purpose of this annex is to provide a plan for the effective collection, and control of volunteer coordination, volunteer efforts and donation coordination. The plan also calls for measures to be taken to ensure accurate reporting to keep stakeholders informed of current counts of volunteer capability and availability as well as various types of donations and their amounts.

II. SCOPE

The scope of ESF 16 is to provide timely and accurate information to the EOC in order to use resources of volunteers and donations in the most efficient manner possible. ESF 16 keeps accurate counts of numbers of available volunteers and coordinates with requests for volunteer personnel. ESF 16 keeps accurate records of donations and oversees their receipt and dispersal. ESF 15 will continually provide accessible situational updates to the EOC on available donations and volunteer personnel and requests for their use

III. CONCEPT OF OPERATIONS

A. MITIGATION

1. The TOHSEP Director will designate an ESF 16 Coordinator who will be the Coordinator of volunteer and donation coordination and management.
2. The ESF 16 Coordinator will coordinate with other Parish departments and agencies to develop and maintain information on volunteer and donation coordination and management.

B. PREPAREDNESS

1. The ESF 16 Coordinator will disseminate volunteer and donation information to the public prior to and throughout emergencies and disasters. The ESF 16 Coordinator will distribute information regarding volunteer opportunities and needs to the media through press releases, kits, and press conferences. The information will also be available on the Terrebonne Parish Consolidated Government website (www.tpcg.org).
2. The ESF 16 Coordinator will develop plans, procedures and agreements with other Parish agencies, private, and commercial communications including the media, volunteer associations and individuals in order to have responsive channels for the dissemination of emergency information regarding volunteers and donations.
3. The ESF 16 Coordinator will develop plans, procedures and agreements to provide emergency information regarding volunteers and donations to special disabled populations including cognitive disabilities, the visual and hearing impaired. Emergency information will also provide for foreign language translation.

C. RESPONSE

1. The ESF 16 Coordinator will begin operating in the Parish EOC and initiate contact with the State and local volunteer agencies to ensure that needs and availabilities are known by all ESF managers.
2. The ESF 16 Coordinator or designee will maintain accurate numbers of volunteers and donations needs and availabilities for reporting to all ESF managers.

D. RECOVERY

1. Volunteer and Donation coordination activities will continue as long as they are needed. The ESF 16 Coordinator will continue to monitor volunteer and donation needs to determine when activities can be turned to recovery.
2. As soon as possible after the emergency has passed, all agencies involved in the emergency will conduct assessments. Assessments will be used to define the need for resources and strategies are needed for future operations.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Terrebonne OHSEP has Primary Responsibility for initiating, organizing, coordinating, and releasing all aspects of Volunteer and Donations Coordination.

- B. The Support Agencies for ESF 16 are responsible for developing and maintaining plans, procedures and asset inventories to support the Primary Coordinator. Support Agencies include, but are not limited to:

1. Planning and Zoning Department
2. Housing and Human Services
3. Terrebonne Parish School Board
4. Houma Fire Department
5. Terrebonne Parish Volunteer Fire Departments

V. COMMAND AND CONTROL

Command and Control will be exercised as provided in the Basic Plan.

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be exercised as provided in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. If Terrebonne Parish resources are inadequate to the tasks assigned; the ESF 16 Coordinator will seek additional resources from the River and Bayou Parishes Mutual Aid and Assistance Taskforce, the GOHSEP, or the federal government pursuant to a Presidential Disaster Declaration.
- B. Every agency providing ESF 16 services will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal resources.
- C. All purchases and rental of equipment and other resources will be requested through the Finance Department – Purchasing Division for a Purchase Order and/or Requisition Number. All requests for purchase orders will require a designated contact, department/agency name requesting the equipment or resources and the reason for purchase/rental.

VIII. PLAN MAINTENANCE

The ESF 16 Coordinator is responsible for developing, maintaining and coordinating plans, procedures, arrangements and agreements in support of this ESF.

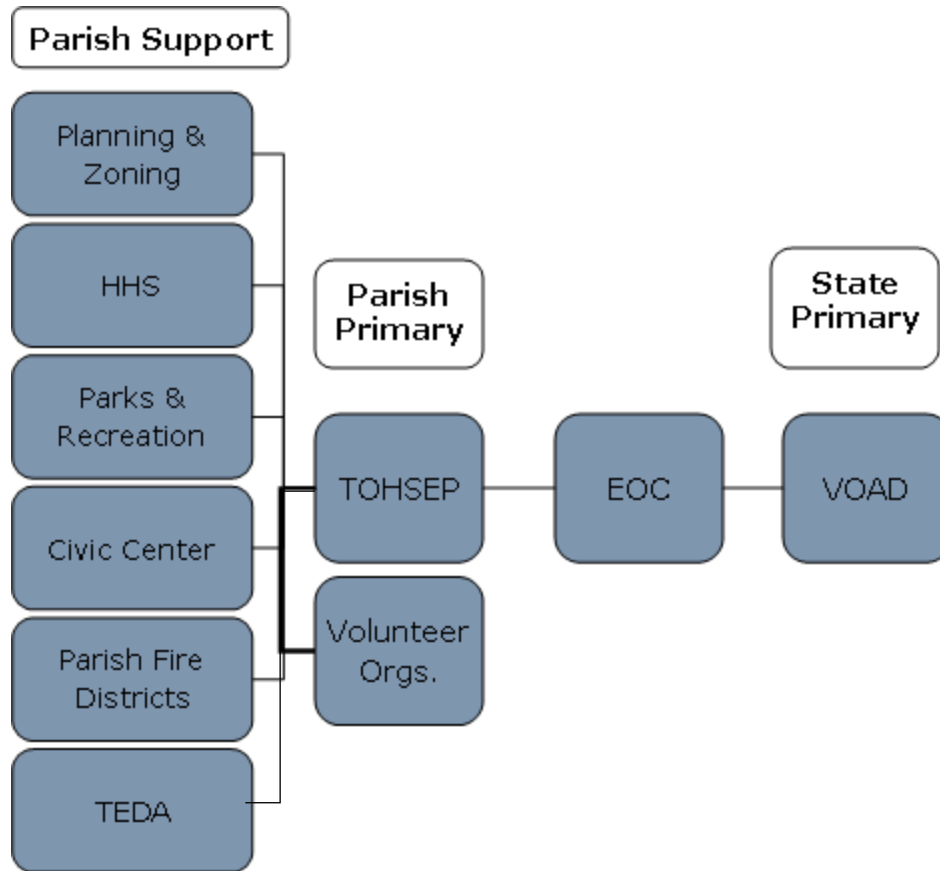
IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.

X. APPENDICES

1. Organizational Chart
2. Responsibility Chart

Appendix 1 – ESF 16
Organizational Chart



Appendix 2 – ESF 16
 Responsibility Chart

Agency support to: Volunteer & Donation Coordination	Donation / Volunteer Coordination	Collection & Distribution
Planning and Zoning	X	
Housing and Human Services Department	X	X
Office of Homeland Security & Emergency Preparedness	X	X
Parks and Recreation		X
Volunteer Organizations	X	X
TEDA	X	

EMERGENCY SUPPORT FUNCTION 17 Military Support Annex

ESF Coordinator:

Louisiana National Guard

U. S. Coast Guard

Primary Agencies:

Louisiana National Guard

U. S. Coast Guard

Support Agencies:

Office of Homeland Security and Emergency Preparedness

Public Works & Engineering

Houma-Terrebonne Civic Center

Houma Police Department

Houma Fire Department

Terrebonne Parish Sheriff's Office

Terrebonne Parish 911 District

Terrebonne Parish Fire Districts

I. PURPOSE

The purpose of this annex is to provide a plan for the effective command and control of military resources including personnel and physical assets in efforts to protect life and property. The plan also calls for measures to be taken to ensure accurate reporting of LANG and EOC capabilities and needs to all ESF managers to aid in emergency efforts.

II. SCOPE

The scope of ESF 17 is to provide timely and accurate information to the EOC and LANG in order to inform the EOC and LANG about the capabilities and needs of each organization in emergency efforts. ESF 17 delivers situational awareness regarding emergency operations to the EOC regarding how the EOC and LANG can assist each other in completing emergency missions. ESF 17 will continually provide accessible situational updates to LANG on measures the Parish is taking to protect and preserve life and property. ESF 17 will continually provide accessible situational updates to the EOC on measures LANG is taking to protect and preserve life and property.

III. CONCEPT OF OPERATIONS

A. MITIGATION

1. LANG will designate an ESF 17 Coordinator who will be the Coordinator of LANG directives and initiatives.
2. The ESF 17 Coordinator will coordinate with other Parish departments and agencies to develop and maintain information regarding capabilities and needs for emergency missions.

B. PREPAREDNESS

1. The ESF 17 Coordinator will disseminate LANG information to the EOC throughout emergencies and disasters.
2. The ESF 17 Coordinator will develop plans, procedures and agreements for the activation and operations to normalize catastrophic incidents and emergencies.
3. The ESF 17 Coordinator will develop plans, procedures, arrangements and agreements to mobilize military personnel and equipment to provide the maximum levels of public safety and security and assistance in commodity distribution operations.
4. The ESF 17 Coordinator will initiate contacts and liaisons with Terrebonne Parish law enforcement agencies to ensure productive working relationships.
5. In some cases LANG may have advance notice of a potential emergency, such as a terrorist or criminal act, or a slow-moving hurricane or severe weather system. In such cases LANG may be able to pre- position some of their forces in order to expedite missions and limit the potential injuries and damages that could result from the act or storm.
6. The ESF 17 Coordinator will review all emergency operations plans for military related information.

C. RESPONSE

1. The ESF 17 Coordinator will begin operating in the Parish EOC and initiate contact with local agencies and ESF coordinators to ensure that LANG capabilities and needs are dispersed to all ESF managers. 2. The ESF 17 Coordinator or designee, will manage LANG personnel and assets in their efforts to assist Terrebonne Parish emergency operations.

D. RECOVERY

1. LANG and ESF 17 Coordinator activities will continue as long as they are needed. The ESF 15 Coordinator will continue to monitor personnel and asset needs to determine when activities can be turned to recovery.
2. As soon as possible after the emergency has passed, all agencies involved in the emergency will conduct assessments. Assessments will be used to define the need for resources and strategies needed for future operations. If LANG has been activated its operations will be evaluated and, if necessary, its operational procedures will be reviewed and changed for future operations.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The ESF 17 Coordinator has Primary Responsibility for initiating, organizing, and coordinating, all aspects of LANG operations.
- B. The Support Agencies for ESF 17 are responsible for developing and maintaining plans, procedures and asset inventories to support the Primary Coordinator. Support Agencies include, but are not limited to:
 - 1. Public Works & Engineering Department
 - 2. Houma-Terrebonne Civic Center
 - 3. Houma Police Department
 - 4. Houma Fire Department
 - 5. Terrebonne Parish Sheriff's Office
 - 6. Terrebonne Parish 911 District
 - 7. Terrebonne Parish Fire Districts

V. COMMAND AND CONTROL

Command and Control will be exercised as provided in the Basic Plan.

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be exercised as provided in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. If local LANG resources are inadequate to the tasks assigned; the ESF 17 Coordinator will seek additional resources from the USNG, the GOHSEP, or the federal government pursuant to a Presidential Disaster Declaration.
- B. Every agency providing ESF 17 services will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal resources.
- C. All purchases and rental of equipment and other resources will be requested through the Finance Department – Purchasing Division for a Purchase Order and/or Requisition Number. All requests for purchase orders will require a designated contact, department/agency name requesting the equipment or resources and the reason for purchase/rental.

VIII. PLAN MAINTENANCE

The ESF 17 Coordinator is responsible for developing, maintaining and coordinating plans, procedures, arrangements and agreements in support of this ESF.

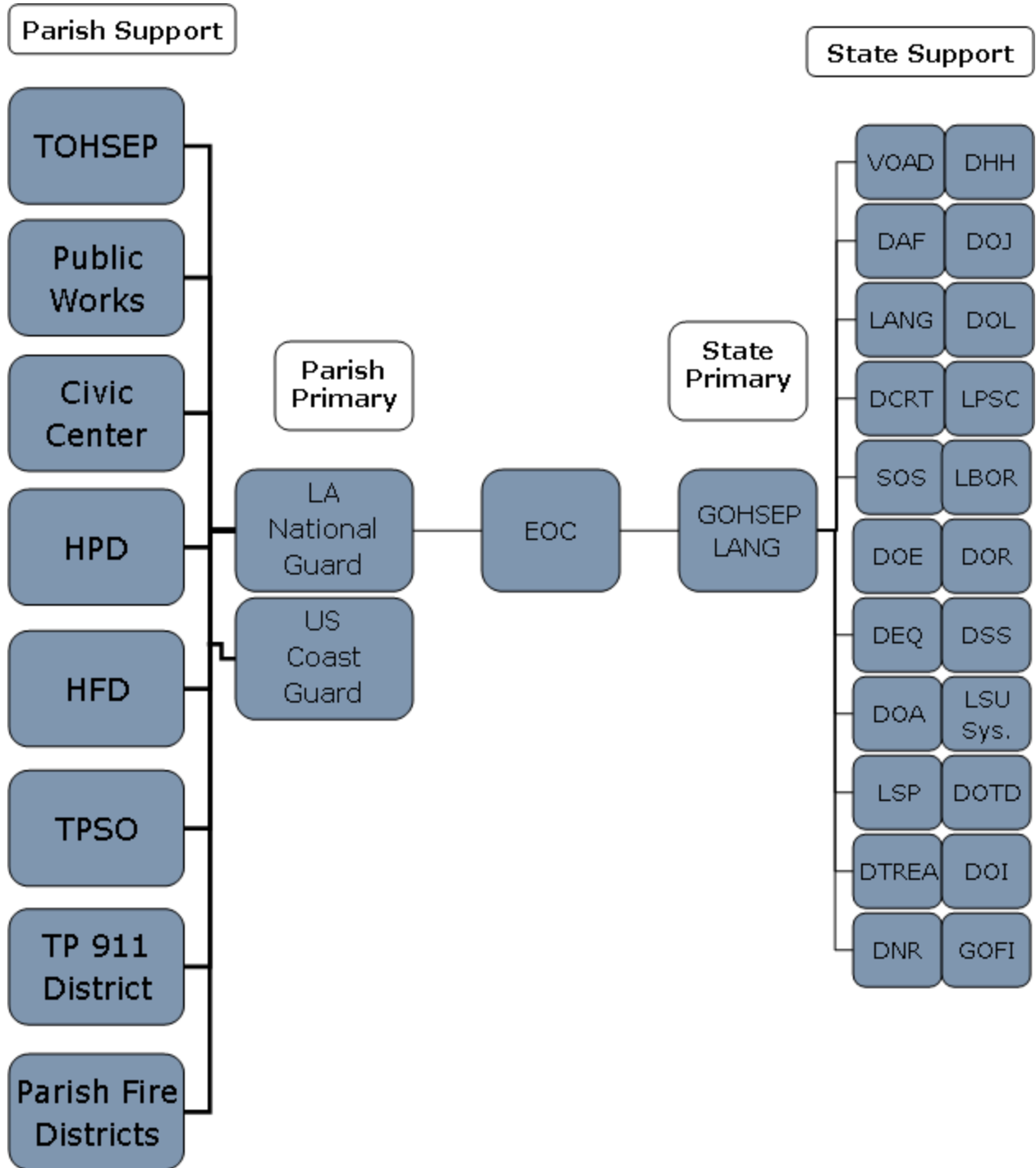
IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.

X. APPENDICES

1. Organizational Chart
2. Responsibility Chart

Appendix 1 – ESF 17
Organizational Chart



Appendix 2 – ESF 17
Responsibility Chart

Agency support to: MILITARY SUPPORT	Assist as Needed
Office of Homeland Security and Emergency Preparedness	X
Public Works and Engineering Department	X
Houma – Terrebonne Civic Center	X
Houma Police Department	X
Houma Fire Department	X
Terrebonne Parish Sheriff's Office	X
Terrebonne Parish 911 District	X
Terrebonne Parish Fire Districts	X

EMERGENCY SUPPORT FUNCTION 18 Coastal Restoration Annex

ESF Coordinator:

Coastal Restoration Department

Support Agencies:

Office of Homeland Security and Emergency
Preparedness

Planning and Zoning Department

Public Works and Engineering Department

Parish Administration

Primary Agencies:

Coastal Restoration Department

Terrebonne Levee and Conservation District

I. PURPOSE

The purpose of this annex is to provide a plan for the effective command and control of resources necessary to restore the coast of Terrebonne Parish. The plan also calls for measures to be taken to ensure accurate reporting of needs to all ESF managers in order for coastal restoration missions to be successful.

II. SCOPE

The scope of ESF 18 is to provide management and coordination of restoration missions for the coast of Terrebonne Parish. ESF 18 will continually provide accessible situational updates to all ESF managers on measures the Parish is taking to protect and preserve the coast of Terrebonne Parish.

III. CONCEPT OF OPERATIONS

A. MITIGATION

1. The Parish President will designate an ESF 18 Coordinator who will be the Coordinator of information regarding the restoration of the coast of Terrebonne Parish.
2. The ESF 18 Coordinator will coordinate with other Parish departments and agencies to develop and maintain programs for the efficient restoration of the coast of Terrebonne Parish.

B. PREPAREDNESS

1. The ESF 18 Coordinator will develop plans, procedures and agreements with other Parish agencies, private, and commercial entities in order to have capabilities necessary to restore the coast of Terrebonne Parish.

2. The ESF 18 Coordinator will develop plans, procedures and agreements for large scale and catastrophic incidents and emergencies concerning the coast of Terrebonne Parish. The ESF Coordinator will work with Federal and State authorities to make sure that State and Federal Government activities will be integrated into the Parish coastal restoration operations as needed.

C. RESPONSE

1. The ESF 18 Coordinator will begin operating in the Parish EOC and initiate contact with all ESF managers to ensure that valid and timely information is dispersed for the effective command and control of missions to restore the coast of Terrebonne Parish.
2. The ESF 18 Coordinator or his designee will coordinate missions and relay personnel and asset deficiencies so that all other ESF managers can assist in missions to restore the coast of Terrebonne Parish.
3. When State and Federal authorities enter into operations they will be integrated into the efforts of ESF 18.

D. RECOVERY

1. Coastal Restoration activities will continue as long as they are needed. The ESF 18 Coordinator will continue to monitor restoration needs to determine when activities can be turned to recovery.
2. As soon as possible after the emergency has passed, all agencies involved in the emergency will conduct assessments. Assessments will be used to define the need for resources and strategies needed for future operations. If ESF 18 has been activated its operations will be evaluated and, if necessary, its operational procedures will be reviewed and changed for future operations.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Terrebonne OHSEP has Primary Responsibility for ESF 18 activities.
- B. The Support Agencies for ESF 18 are responsible for developing and maintaining plans, procedures and asset inventories to support the Primary Coordinator. Support Agencies include, but are not limited to:
 1. Planning and Zoning Department
 2. Public Works and Engineering Department
 3. Parish Administration
 4. Parish Attorney

V. COMMAND AND CONTROL

Command and Control will be exercised as provided in the Basic Plan.

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be exercised as provided in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. If Terrebonne Parish resources are inadequate to the tasks assigned; the ESF 18 Coordinator will seek additional resources from the River and Bayou Parishes Mutual Aid and Assistance Taskforce, the GOHSEP, or the federal government pursuant to a Presidential Disaster Declaration.
- B. Every agency providing ESF 18 services will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal resources.
- C. All purchases and rental of equipment and other resources will be requested through the Finance Department – Purchasing Division for a Purchase Order and/or Requisition Number. All requests for purchase orders will require a designated contact, department/agency name requesting the equipment or resources and the reason for purchase/rental.

VIII. PLAN MAINTENANCE

The ESF 18 Coordinator is responsible for developing, maintaining and coordinating plans, procedures, arrangements and agreements in support of this ESF.

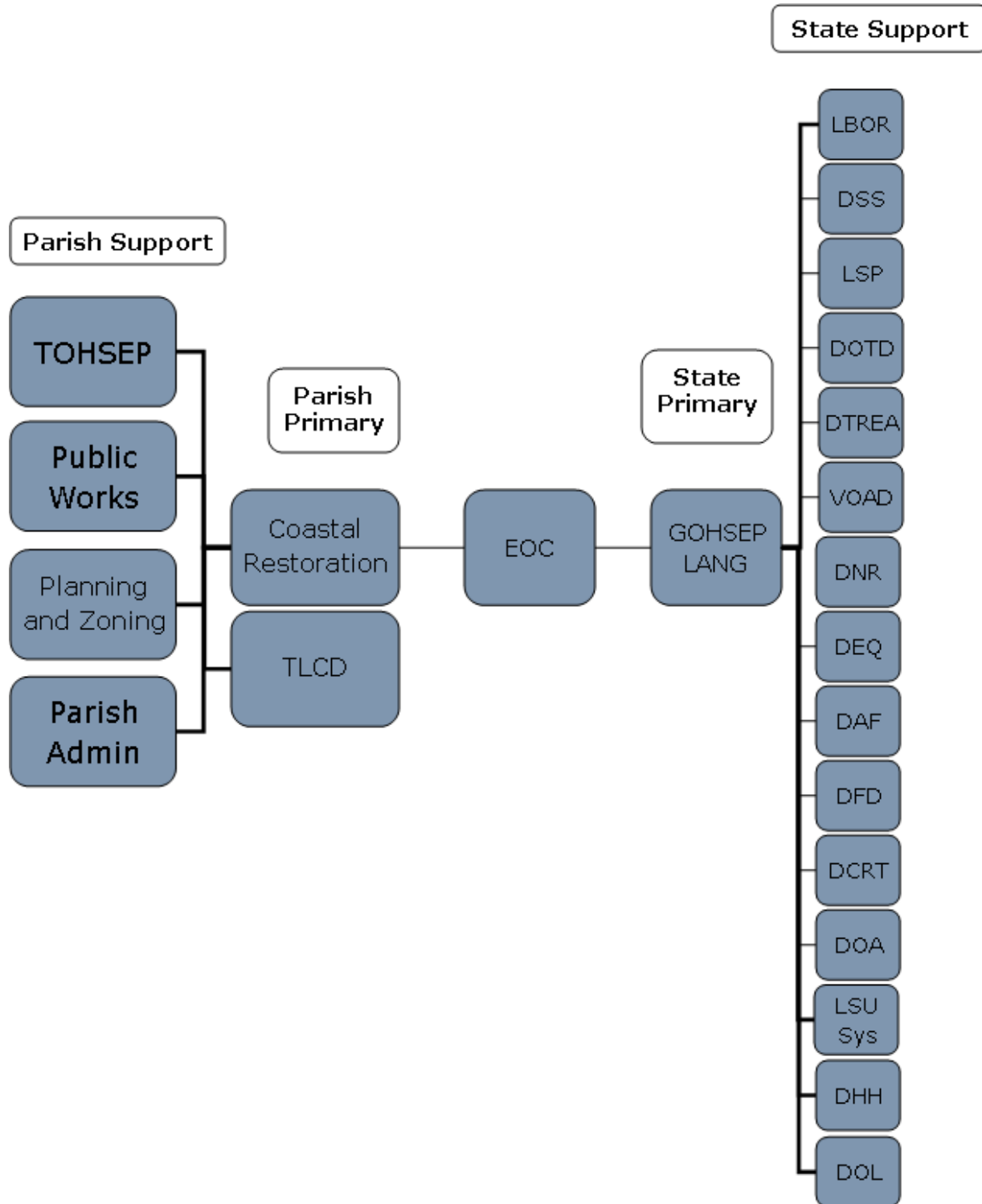
IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.

X. APPENDICES

- 1. Organizational Chart
- 2. Responsibility Chart

Appendix 1 – ESF 18
Organizational Chart



Appendix 2 – ESF 18
 Responsibility Chart

Agency support to: Coastal Restoration	Coastal & Watershed Restoration
Office of Homeland Security and Emergency Preparedness	X
Public Works & Engineering Department	X
Planning & Zoning Department	X
Parish Administration	X

EMERGENCY SUPPORT FUNCTION 19 Parish Council Annex

ESF Coordinator:

Parish Administration

Primary Agencies:

Parish Administration

Parish Attorney

Support Agencies:

Office of Homeland Security and Emergency Preparedness

Planning and Zoning Department

Public Works and Engineering Department

Housing and Human Services Department

Finance Department

Utilities Department

Coastal Restoration Department

Parks and Recreation Department

Houma-Terrebonne Civic Center

Houma Police Department

Houma Fire Department

Human Resources & Risk Management Dept.

I. PURPOSE

The purpose of this annex is to provide a plan for the effective communication between the EOC and the Terrebonne Parish Council regarding emergency operations.

II. SCOPE

The scope of ESF 19 is to provide timely and accurate information to the Terrebonne Parish Council in order to inform the Council about the threat of a natural disaster or the response to an emergency in effort to save lives. ESF 19 delivers information about precautionary measures in advance of a disaster such as evacuation, sheltering and property protection. Keeping the Council aware of hazardous situations and informing them of the progression of the disaster/emergency is key to mission success. ESF 19 will continually provide accessible situational updates to the Council on measures the Parish is taking to protect and preserve life and property.

ESF 19 will disseminate clear, concise and accurate information before, during, and after disasters and emergencies. The information will be based on the factual situation in the disaster area, the actions taken by the authorities and the recommended steps to be taken by the people. Every effort will be made to correct inaccurate reporting in the media.

III. CONCEPT OF OPERATIONS

A. MITIGATION

1. The Parish President will designate an ESF 19 Coordinator who will be the Coordinator of information programs and initiatives to the Terrebonne Parish Council.
2. The ESF 19 Coordinator will coordinate with other Parish departments and agencies to develop and maintain information for the Council.

B. PREPAREDNESS

1. The ESF 19 Coordinator will disseminate information to the Council prior to and throughout emergencies and disasters.
2. The ESF 19 Coordinator will develop plans, procedures and agreements with other Parish agencies and individuals in order to have responsive channels for the dissemination of emergency information to the Council.

C. RESPONSE

1. The ESF 19 Coordinator will begin operating in the Parish EOC and initiate contact with all ESF managers and local agencies to ensure that valid and timely information is processed and provided to the Council. An aggressive rumor control effort will be pursued in conjunction with media monitoring to prevent misinformation.
2. The ESF 19 Coordinator or designee, will provide the Council with information about Parish operations and assistance during a disaster.

D. RECOVERY

1. Council Clerk coordination activities will continue as long as they are needed. The ESF 19 Coordinator will continue to monitor information needs to determine when activities can be turned to recovery.
2. As soon as possible after the emergency has passed, all agencies involved in the emergency will conduct assessments. Assessments will be used to define the need for resources and strategies needed for future operations. If ESF 19 has been activated its operations will be evaluated and, if necessary, its operational procedures will be reviewed and changed for future operations.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Terrebonne OHSEP has Primary Responsibility for initiating, and organizing ESF 19 operations.
- B. The Support Agencies for ESF 19 are responsible for developing and maintaining plans, procedures and asset inventories to support the Primary Coordinator. Support Agencies include, but are not limited to:
 - 1. All Parish Departments and Local Governmental Agencies, Boards and Commissions.

V. COMMAND AND CONTROL

Command and Control will be exercised as provided in the Basic Plan.

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be exercised as provided in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. If Terrebonne Parish resources are inadequate to the tasks assigned; the ESF 19 Coordinator will seek additional resources from the River and Bayou Parishes Mutual Aid and Assistance Taskforce, the GOHSEP, or the federal government pursuant to a Presidential Disaster Declaration
- B. Every agency providing ESF 19 services will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal resources.
- C. All purchases and rental of equipment and other resources will be requested through the Finance Department – Purchasing Division for a Purchase Order and/or Requisition Number. All requests for purchase orders will require a designated contact, department/agency name requesting the equipment or resources and the reason for purchase/rental.

VIII. PLAN MAINTENANCE

The ESF 19 Coordinator is responsible for developing, maintaining and coordinating plans, procedures, arrangements and agreements in support of this ESF.

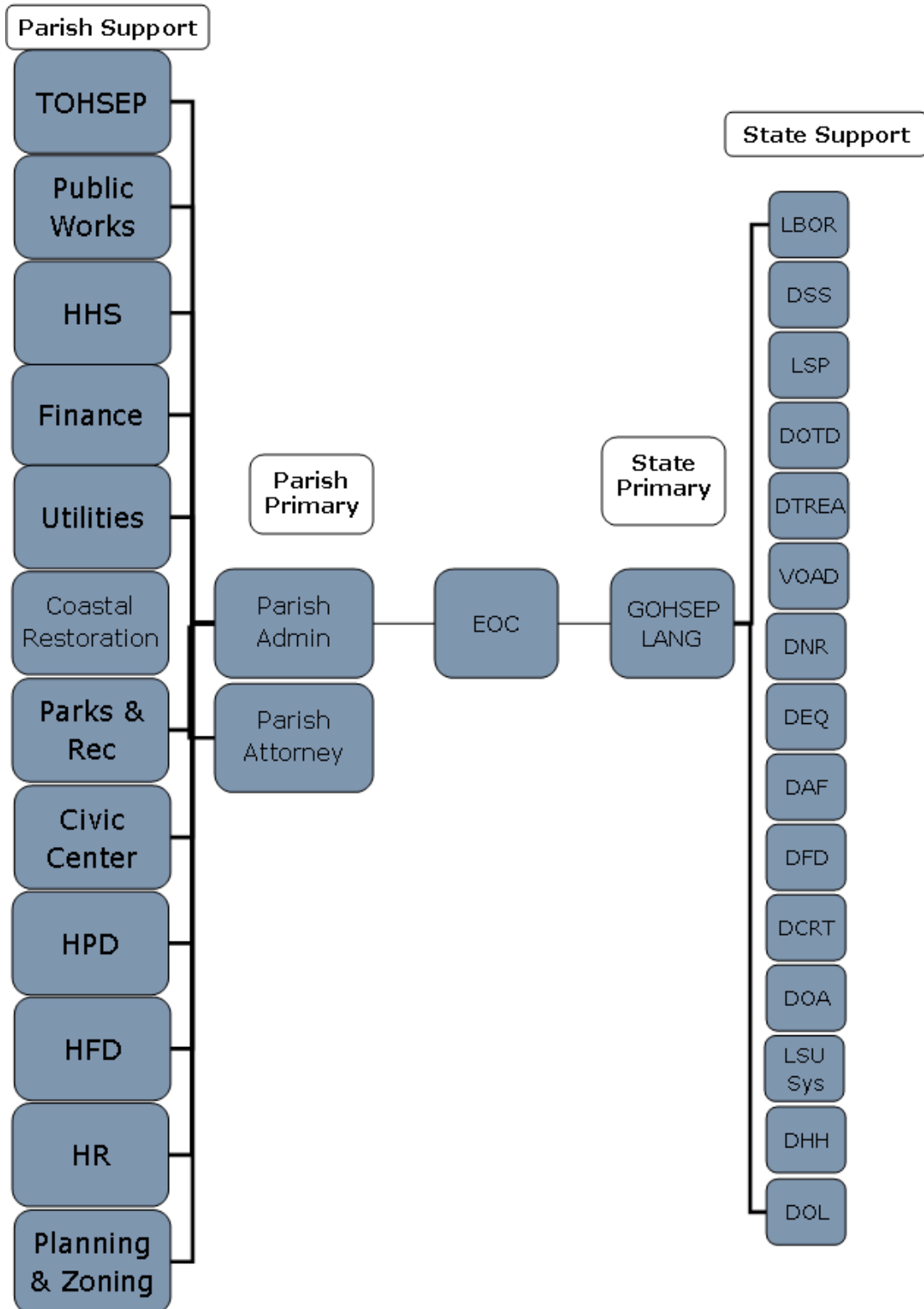
IX. AUTHORITIES AND REFERENCES

Authorities and references are included in the Basic Plan.

X. APPENDICES

1. Organizational Chart
2. Responsibility Chart

Appendix 1 – ESF 19
Organizational Chart



Appendix 2 – ESF 19
Responsibility Chart

Agency support to: COUNCIL CLERK	Assist as Needed
Office of Homeland Security and Emergency Preparedness	X
Public Works & Engineering	X
Housing & Human Services	X
Finance Department	X
Utilities Department	X
Coastal Restoration Department	X
Parks & Recreation Department	X
Houma – Terrebonne Civic Center	X
Houma Police Department	X
Houma Fire Department	X
Human Resources/Risk Management	X
Planning & Zoning Department	X