

**CADDO PARISH  
EMERGENCY OPERATIONS PLAN**

CADDO PARISH SHERIFF'S OFFICE  
HOMELAND SECURITY AND EMERGENCY PREPAREDNESS



2017  
Master Document

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# **EMERGENCY OPERATIONS PLAN**

## **PROMULGATION STATEMENT**

Transmitted herewith is the All-Hazard Emergency Operations Plan for Caddo Parish. This plan supersedes any previous Emergency Operations Plan promulgated for this purpose. It provides a framework in which Caddo Parish and its political subdivisions can plan and perform their respective functions during a disaster or national emergency. It should be noted that failure to follow the guidelines outlined in this plan and coordinate response and recovery activities through the Emergency Operations Center (EOC) could result in the duplication of efforts, delayed response time for mutual-aid and/or state and federal assistance, and loss or reduction of state and federal emergency assistance funds. Therefore, it is imperative that each department/agency listed in this document familiarize themselves with the basic plan, annexes, and appendices. Authority and responsibility for direction and control of resources in Caddo Parish, when operating as members of the EOC staff within the context of the Caddo Parish Disaster Plan, is an integral part of the basic plan.

This plan is in accordance with existing federal, state, and local statutes and understandings of the various departments/agencies involved. It has been concurred by the Caddo Parish Emergency Management Advisory Committee, Louisiana Governor's Office of Homeland Security and Emergency Preparedness, and the Federal Emergency Management Agency. It will be reviewed and re-certified annually by the Caddo Parish Emergency Management Advisory Committee. All recipients are requested to advise the Caddo Parish Sheriff's Office of Homeland Security and Emergency Preparedness of any changes that might result in its improvement or increase its usefulness.

The Caddo Parish Commission has formally adopted the National Incident Management System (NIMS) principles and policies by proclamation and adopted NIMS for all departments and agencies as defined in the Homeland Security Act of 2002.

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**SIGNATORIES TO THE CADDO PARISH EMERGENCY OPERATIONS PLAN**

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Sheriff Steve Prator  
Caddo Parish Sheriff's Office

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Dr. Woodrow Wilson  
Caddo Parish Commission

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Honorable Ollie Tyler, Mayor  
City of Shreveport

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Robert Jump, Deputy Director  
Caddo Parish Sheriff's Office  
Homeland Security and Emergency Preparedness

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## **FOREWORD**

This publication constitutes the basic Emergency Management Plan for Caddo Parish, including charts detailing its implementation. The Caddo Parish Emergency Operations Plan (EOP) conforms to federal law and regulations such as the Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide (CPG) 101 version 2 and the Basic Parish Planning Guidance Volume 1. Emergency mitigation and response actions are designed for every person in the parish who might be affected by an emergency. These services will be provided regardless of race, color, national origin, religion, sex, age, or handicap.

Hazardous conditions and situations exist in all communities, and Caddo Parish is no exception. This edition of the Caddo Parish Emergency Operations Plan includes guidance for preparedness for the full range of natural, technological, terrorist, and attack-related emergencies and disasters. The Caddo 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.

Parish and City government response to life-threatening hazards requires continuous planning, training, and education, which may be coordinated through the Caddo Parish Office of Homeland Security and Emergency Preparedness. The Emergency Operations Plan sets forth appropriate actions to be taken in response to various types of hazards.

The planning process is continuous. Recipients of this Emergency Operations Plan are expected to develop detailed plans, procedures, arrangements, and agreements for their agencies; train their personnel to implement those plans, procedures, arrangements and agreements regularly; and make changes as needed. Changes to this Plan will be issued as appropriate. Supplements to this Plan will be issued periodically. Agencies or organizations which find areas of the Plan that need improvement should advise this office so that changes may be incorporated in an orderly manner.



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## **BASIC PLAN**

There are three parts to the Caddo Parish Emergency Operations Plan (EOP): The Basic Plan, Functional Annexes and Supplements.

1.     Basic Plan: The basic plan describes the fundamental systems, strategies, policies, assumptions, responsibilities and operational priorities that Caddo Parish will utilize to guide and support emergency management efforts. Essential elements of the basic plan include:
  - A description of the emergency and recovery services that are provided by governmental agencies;
  - An outline of the methods for carrying out emergency operations and the process for rendering mutual aid;
  - An overview of the system for providing public information and;
  - Emphasis on the need for continuity planning to ensure uninterrupted government operations. These elements culminate with a comprehensive emergency management concept of operations that outlines the relationships and responsibilities for state government and its political subdivisions.
  
2.     Functional Annexes: This plan implements Emergency Support Function working groups and has functional annexes that follow an established format to describe discipline-specific goals, objectives, operational concepts, capabilities, organizational structures and related policies and procedures. The functional annexes are developed separately from the basic plan and will make reference to existing agency and department plans and procedures.
  
3.     Supplements: Subsequent plans and procedures that are developed in support of the Caddo Parish Emergency Plan, such as hazard-specific plans, recovery and mitigation plans and related procedures will be incorporated by reference and maintained separate from the basic plan. These supporting supplements are published separately from the Caddo Parish EOP.

## **I. PURPOSE**

It is the purpose of this plan to provide guidance for the various departments within Caddo Parish, municipalities within the parish and all those outside agencies within Caddo Parish with emergency assignments to perform before, during, and following any locally declared emergency.

This plan details the overall responsibilities of local government as well as guidelines and organizational priorities necessary to insure a coordinated local, state and federal government response.

This plan sets forth a detailed program for preparation against, operation during, and relief and recovery following disasters as provided by local, state and federal statutes as well as other related or applicable emergency authorities or directives.

### **A. Mission**

In time of emergency the mission of the Caddo Parish and municipal governments is:

1. To plan and prepare practicable response programs for the protection of life and property in the event of a disaster.
2. During a disaster situation, 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.
4. To insure that each parish and city 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 Caddo Parish Office of Homeland Security and Emergency Preparedness Director, and direct restoration and recovery operations in the disaster area subject to governmental authority.
6. To ensure that parish and city department emergency plans and standard operating guidelines (SOGs) conform to the procedures and directions of the Caddo Parish Emergency Operations Plan (EOP).

### **B. Overview**

1. Primary responsibility for disaster preparedness rests with elected officials of government, both local and state. To fulfill this responsibility, maximum attention must be given to the coordination of all disaster relief efforts by local, state, public and private organizations.
2. Existent organizational elements for emergency government response will be utilized to the fullest extent and augmented where necessary.
3. Assistance to overcome the effects of a disaster must be provided as soon as possible after its occurrence. Therefore, local response elements and state agencies 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 PL 93-288 (Part II). It is the purpose of the Basic Plan to cover all aspects of local response only, not contingent on any extraordinary state or federal assistance.

4. All local 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.
5. It shall be the responsibility of all local response elements of government:
  - a. To utilize to the fullest extent all available manpower and material resources subject to the authority of the government entity.
  - b. To utilize to the fullest extent all manpower and material resources available in the general area of devastation by means of inter-parish request.
  - c. To notify the chief elected official of the affected jurisdiction of such deficiencies.

Note: All response elements of local government will adhere to the above general principals.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Location**

Caddo Parish is located in the northwest part of the State of Louisiana, bordered by the State of Arkansas to the north, State of Texas to the west, DeSoto Parish to the south and Bossier Parish to the east. There are eleven incorporated communities in Caddo Parish: Belcher, Blanchard,

Gilliam, Greenwood, Hosston, Ida, Mooringsport, Oil City, Rodessa, Shreveport (parish seat) and Vivian. Caddo Parish covers a total land area of 882 square miles. Caddo Parish has a total population of 254,969 based on the 2010 census. Shreveport is the metropolitan core and had a population of 199,311 in 2010.

**B. Situation**

1. Caddo Parish is subject to the effects of many disasters, varying widely in type and magnitude from local communities to statewide in scope.
2. Disaster conditions could be a result of a number of natural phenomena such as tornadoes, floods (river and flash), winter storms, drought, fires (urban, grass and forest) and levee/dam failure. Apart from natural disasters, Caddo Parish is subject to a myriad of other disaster contingencies such as transportation accidents to include those involving chemicals and other hazardous materials, plant explosions, train derailments, pipeline ruptures, aircraft disasters, barge accidents, building or bridge collapse, utility service disruptions, energy shortages, civil disturbances, terrorist incidents, warfare or a combination of any of these.
3. Resource capabilities to combat disaster conditions exist at the local, state and federal levels.
4. Caddo Parish can be affected and an emergency condition could be created due to a hurricane threatening South Louisiana and causing massive evacuations that would require major sheltering operations being conducted in the region.

**C. Assumptions**

1. Effective prediction and warning systems have been established that make it possible to anticipate certain disaster situations that may occur throughout Caddo Parish or the general area beyond parish boundaries.
2. It is assumed that any of the disaster contingencies could individually or in combination cause a grave emergency situation in any area of Caddo Parish. It is also assumed that these contingencies will vary greatly in scope and intensity, from an area in which the devastation is isolated and limited, to one which is wide-ranging and extremely devastating. For this reason, planning efforts are made as general as possible so that great latitude is available in their application, considering they could occur over several parishes simultaneously.



3. Actions to mitigate the effects of resultant disaster conditions will be conducted as soon as possible by the lowest political subdivision.
4. State assistance is expected to complement local efforts, after all necessary measures have been taken on the local level, and then to alleviate unfulfilled local needs.
5. Federal and state disaster assistance will supplement, not substitute for, relief provided by local governments. It is provided only when local resources are clearly insufficient to cope with the effects of the disaster.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

This plan defines the actions necessary to provide the best possible programs for the welfare of the populace in a disaster situation. It is so designed to provide positive actions to deal with the resultant effects of disasters. Emergencies develop because of the impact of a situation upon the individual. The purpose of this plan is the welfare of the individual in a disaster situation. To provide this welfare, Caddo Parish OHSEP attempts to forecast potential emergencies and develop clear-cut and effective plans to warn, inform and protect the individual. Workable arrangements are instituted to insure that when disaster strikes the individual is fed, clothed and housed.

The special needs of the handicapped and elderly are appropriately addressed throughout this plan. There are few non-English speaking persons in Caddo Parish. This does not preclude the necessity of annual reassessments to address any changes in the resident population.

This plan is based on the concept that initial emergency management (response) will, to the maximum extent possible, be provided by local governments. This response will be based on the National Incident Management System (NIMS) and will incorporate the principals of the Incident Command System (ICS). The parish president and/or mayor of the affected jurisdiction has the authority to declare a “State of Emergency” and to terminate same as the incident commander.

This “State of Emergency” is the authority for exercise of pre-delegated emergency authority. Any assistance needed will be requested by executing mutual aid agreements with the American Red Cross, other volunteer groups, the private sector, neighboring parishes and the Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP). If still more assistance is needed beyond state capabilities,

GOHSEP will coordinate requests to the proper federal authorities, including a request to the Federal Emergency Management Agency (FEMA) for a Presidential Declaration of an emergency or major disaster to allow supplemental federal financial and technical assistance to be provided.

**B. Emergency Action Levels**

For the purpose of integrated emergency management, the parishes in Louisiana use the same emergency situation terminology as the state of Louisiana:

**1. Natural Disaster – (National Weather Service)**

- a. Watch
- b. Warning
- c. Impact
- d. Recovery

**2. Fixed Nuclear Facility (NRC/FEMA Joint Guidance NUREG-0654, FEMA-REP-1, REV-1.)**

- a. Unusual event
- b. Alert
- c. Site emergency area
- d. General emergency

**3. National Terrorism Advisory System**

- a. Imminent Threat Alert
- b. Elevated Threat Alert
- c. Sunset Provision

**C. Phases Of Emergency Management**

Since this comprehensive plan is concerned with all types of hazards to which Caddo Parish is exposed before, during, and after an occurrence, four phases of emergency management are considered as follows:

**1. Prevention**

Prevention activities are those that 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**  
Mitigation activities are those that eliminate or reduce the probability of a disaster occurring. Also included are those long-term activities that lessen the undesirable effects of unavoidable hazards. Some examples include establishment of building codes, flood plain management, insurance, public education programs, and elevation of buildings where possible.
3. **Preparedness**  
Preparedness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning, exercising, training, and developing public information programs and warning systems are among the activities conducted under this phase.
4. **Response**  
Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage and speed recovery. Response activities include warning, evacuation, rescue, and other similar operations addressed in this plan.
5. **Recovery**  
Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the area and provide for basic needs of the public. Long-term recovery focuses on restoring the area to its normal, or improved, state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions include temporary food and housing, restoration of governmental services, and reconstruction of damaged property.

When the parish president or mayor of the affected jurisdiction determine that a “State of Emergency” no longer exists, he will issue an order terminating it, to include all specially delegated emergency authorities and powers.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. General**

Most departments/agencies of government have emergency support functions in addition to their normal, day-to-day duties. These emergency support functions usually parallel or complement normal functions.

Each department/agency is responsible for developing and maintaining its own emergency management procedures. Specific primary and support

emergency support functions are listed under "Task Assignments" and overlap with those in each annex. The normal operations of the governmental units are the primary resource around which a disaster operation is developed. Appropriate emergency functions are assigned to various departments in line with normal day-to-day responsibilities. However, special units having only disaster-related functions such as radiological response and damage assessment will be formed and personnel temporarily assigned to these units.

Departments/agencies of government that provide response personnel must maintain Standard Operating Guidelines (SOGs) which include a description of:

1. The specific emergency authorities to be assumed by a designated successor.
2. When these authorities would become effective.
3. When the delegated authorities would be terminated.

## **B. Organization**

### **1. Governor**

The Governor of Louisiana has the ultimate responsibility for direction and control over state activities related to emergencies and disasters.

Upon delegation of authority by the governor, the Director of the Louisiana Office of Homeland Security and Emergency Preparedness acts on behalf of the Governor in coordinating and executing state activities to cope effectively with the situation.

### **2. Caddo Parish Sheriff's Office of Homeland Security and Emergency Preparedness**

The Caddo Parish Sheriff's Office of Homeland Security and Emergency Preparedness Director is responsible for all decision making related to emergency management. The Parish Director is specifically responsible for the coordination of all phases of emergency management, comprehensive emergency management planning, resource identification and management, EOC design and operations, communications network, warning systems, public information, radiological operations and staff training.

## **C. Assignment Of Responsibilities**

Following is the assignment of primary emergency functions to departments and agencies of Caddo Parish and the City of Shreveport as well as any other concerned organization whether political or private, profit or non-profit, necessary to carry out this emergency plan. The designated function applies to all parts of the Caddo Parish Emergency Operations Plan when a specific part

is not designated. Assignment of support emergency functions to certain agencies is also included.

**1. Caddo Parish Office of Homeland Security and Emergency**

**Preparedness**

- a. Coordinates EOC staffing and functioning.
- b. Coordinates emergency communications between the site, EOC and area hospitals and shelters.
- c. Coordinates operation of the public shelter system in conjunction with the American Red Cross and Salvation Army.
- d. Provides emergency public information.
- e. Coordinates the community warning system.
- f. Provides military and other outside assistance.
- g. Coordinates resource location and coordination.
- h. Conducts at least one community disaster exercise per year utilizing the assistance of many local departments and agencies.
- i. Coordinates search and rescue operations through EOC.
- j. Coordinates emergency preparedness training and education programs.
- k. Coordinates rumor control.
- l. Coordinates Radiological Protection Program.
- m. Coordinates damage assessment following disasters.
- n. Coordinates comprehensive emergency planning.
- o. Coordinates identification of critical or “special locations” of the population.

**2. Law Enforcement**

- a. Maintaining law and order.
- b. Controlling traffic.
- c. Protecting vital installations.
- d. Controlling and limiting access to the scene of a disaster.
- e. Assisting with evacuation efforts.
- f. Supplementing communications and warning efforts, as needed.
- g. Providing search and rescue response (Caddo Parish Sheriff’s Office).
- h. Providing hazardous material response (Caddo Parish Sheriff’s Office).
- i. Implementing crowd/riot control.
- j. Providing individual officers to serve as tornado spotters during severe weather.
- k. Controlling looting.
- l. Providing EOC representation and security.
- m. Providing public information, when necessary.

**3. Fire Service**

- a. Providing for fire protection and the combating of fires.

- b. Conducting fire prevention inspections.
- c. Performing decontamination activities, as appropriate.
- d. Providing emergency medical services (Shreveport Fire Department).
- e. Conducting hazardous materials operation in its jurisdiction and assists others when requested (Shreveport Fire Department).
- f. Providing radiological monitoring.
- g. Conducting search and rescue operations.
- h. Assisting with traffic control, as needed.
- i. Providing communications and warning support.
- j. Providing EOC representation during a disaster.
- k. Providing public information, when necessary.
- l. Assisting with damage assessment.

**4. Emergency Medical Services**

- a. Evaluating the medical impact of a mass casualty incident.
- b. Coordinating triage and medical treatment at the scene.
- c. Performing rescue and medical treatment in hazardous and unusual locations.
- d. Coordinating and controlling the movement of victims to various hospitals.
- e. Providing decontamination of patients prior to transport, when necessary.

**5. Hospital and Medical Centers**

- a. Hospital administrators will evaluate the emergency situation and extend services accordingly.
- b. Hospitals disaster control centers and disaster plans will be activated.
- c. A communications link will be established to all area hospitals and each will be advised of the situation and determine their patient capacities (via Biotel, telephone and/or amateur radio operators).
- d. Hospitals will initiate employee callback procedures based on anticipated manpower needs.

**6. Caddo Health Unit**

- a. Investigating sanitary conditions and enforcing health regulations.
- b. Testing food and drink supplies.
- c. Developing emergency health and sanitation standards.
- d. Providing public health education and public information during disasters.
- e. Providing medical support to organizations operating public shelters during emergencies.
- f. Providing damage assessments on health related losses.
- g. Providing inoculations for the prevention of disease.

**7. Coroner's Office**

- a. Recovering, identifying, registering and disposing of the dead.
- b. Formulating plans for temporary morgues and for the expedient disposal of corpses as necessitated by the situation.
- c. Notifying next of kin.
- d. Maintaining records of deaths.
- e. Setting up emergency morgues when number of fatalities necessitates the need.

**8. Public Works Departments**

- a. Providing manpower and equipment, as needed, and maintaining equipment in a state of readiness.
- b. Constructing and maintaining storm drainage facilities and providing flood data.
- c. Repairing roads and bridges.
- d. Barricading streets and bridges in high risk and disaster areas.
- e. Removing and disposing of garbage and storm debris.
- f. Conducting damage assessment of public facilities. Providing EOC representation during a disaster.
- g. Providing public information when necessary.

**9. Water and Sewer Departments/Public**

- a. Determining water capacity and pumping capability; constructing lift stations and wastewater collection and treatment facilities.
- b. Providing customers with a safe and plentiful supply of water.
- c. Maintaining water pressure, particularly for fire fighting purposes.
- d. Collecting wastewater, treating it and disposing of it in a safe, healthful manner.
- e. Coordinating with the parish health unit on water testing and safety.
- f. Providing emergency water service for vital public facilities.
- g. Providing or restoring safe sewage disposal under emergency conditions.
- h. Providing advice and assistance in the disposal of hazardous substances into the sewer system resulting from disasters.
- i. Providing advice and information on matters pertaining to hydrology, engineering, water quality control measures, and public water supply.
- j. Ensuring that all equipment essential for emergency operations is in an immediate state of readiness.
- k. Conducting damage assessment of its facilities.
- l. Providing EOC representation during a disaster.
- m. Providing public information, when necessary.

**10. Private Utility Companies (Natural Gas, Electric and Telephone)**

- a. Operating and maintaining natural gas, electric and telephone service throughout the parish.
- b. Ensuring that all equipment essential for emergency operations is in

- a state of immediate readiness.
- c. Developing a priority list for restoration of natural gas, electric and telephone service to vital facilities.
- d. Conducting damage assessment of their facilities and determining repair costs in terms of manpower and materials required.
- e. Restoring service to affected areas as soon as possible.
- f. Providing EOC representation during a disaster.

**11. Parks and Recreation Department**

- a. Ensuring that all equipment essential for emergency operations is in a state of readiness.
- b. Arranging for the removal of trees and other debris from parks, streets, storm drains, and other public property.
- c. Providing damage assessment of recreational property.

**12. Caddo Parish School System**

- a. Providing for the protection of school children during school hours and during extracurricular sporting events, field trips and other activities.
- b. Providing facilities for sheltering of evacuees as requested by EOC or American Red Cross personnel.
- c. Installing and maintaining effective warning/alert systems for each school (i.e., NOAA Weather Warning Radios).
- d. Participating in spring and fall tornado drills as sponsored by the National Weather Service.
- e. Coordinating school emergency plans with Caddo Parish OHSEP .
- f. Providing buses for transportation of evacuees, if requested.

**13. The American Red Cross (NW LA Chapter)**

- a. Providing emergency needs services following a disaster.
- b. Mobilizing volunteers to assist in disaster recovery operations.
- c. Coordinating supplemental manpower and assistance from other volunteer service agencies such as the Salvation Army and VOAD.
- d. Assisting disaster victims through individual/family counseling and financial aid, if available.
- e. Providing EOC representation during a disaster.
- f. Providing field canteens to emergency workers and residents in the affected areas.

**14. The Salvation Army**

- a. Providing alternate public shelter locations.
- b. Providing field canteens to emergency workers and residents in the affected areas.
- c. Offering counseling services to disaster victims.
- d. Providing EOC representation during disasters.



**15. Shreveport Airport Authority**

- a. Operating the Shreveport Regional Airport and the Downtown Airport in a safe and efficient manner.
- b. Controlling all aircraft approaching Shreveport Regional or Downtown Airport.
- c. Ensuring that all emergency equipment is in a state of readiness.
- d. Removing debris in and around the airport.
- e. Notifying local emergency services immediately if an aircraft emergency occurs or appears imminent.
- f. Activate airport emergency plan if an aircraft emergency occurs.
- g. Coordinating airport emergency operations with the Emergency Operations Center (EOC).
- h. Providing EOC representation during disasters.

**16. SPORTRAN**

- a. Coordinating the use of Shreveport transit vehicles for evacuations and other emergency needs.
- b. Coordinating the organization of drivers, vehicle maintenance personnel, and parts and tools for use during emergency conditions.

**17. City and Parish Legal Departments**

- a. Preparing and/or recommending legislation to implement emergency powers which may be required during an emergency.
- b. Advising local officials regarding emergency powers and necessary procedures for invocation of measures to: establish rationing of critical resources, set curfews, restrict or deny access, specify routes of egress, limit or restrict the use of water or utilities, use of publicly or privately owned resources without payment to the owner, and removal of debris from publicly or privately owned property.
- c. Advising local officials and department heads on record keeping requirements and other documentation.
- d. Providing for legal advice concerning matters relating to disaster recovery as specified in federal and state laws and local ordinances.
- e. Providing EOC support to render immediate legal advice during emergencies or disasters.

**18. City and Parish Planning Departments**

- a. Coordinating local and regional planning efforts with emergency management planning.
- b. Furnishing information, including maps and other materials, to the Emergency Operations Center (EOC) needed for chemical, transportation or industrial accidents and natural disasters.
- c. Providing EOC personnel to augment staff as necessary.

**19. Building Inspection/Code Enforcement**

- a. Enforcing building codes.

- b. Identifying unsafe buildings, ordering demolition or repairs as necessary.
- c. Checking shelters for structural capabilities.
- d. Issuing building permits and temporary housing permits.

**20. City and Parish Finance Departments**

- a. Maintaining economic stabilization as required.
- b. Maintaining lists of suppliers, vendors and items of critical emergency need (through procurement procedures).

**21. City and Parish Fleet Services**

- a. Maintenance of vehicles and other essential equipment of the various departments and agencies.
- b. Development of a plan of priorities to be utilized during the period of increased readiness for the repair of vehicles and equipment.
- c. Maintenance of reserve supply of fuel.
- d. Provisions for the immediate repair of emergency vehicles and equipment, both in the field and in the shop as the situation permits.

**22. County Agents, Agricultural Extension Service, Forestry Service, and Soil Conservation Service**

- a. Providing liaison with the rural population.
- b. Providing information on agricultural and forestry problems.
- c. Conducting damage assessment of rural property and agricultural commodities.

**23. Caddo Office of Family Support, Council on Aging and Community Action Agencies**

- a. Supporting public shelter operations through the American Red Cross (NW LA Chapter).
- b. Providing emergency welfare services.
- c. Assisting with emergency lodging, feeding and clothing through established programs and Red Cross assistance.

**24. Military Units (National Guard, Barksdale AFB and Reserve Units)**

- a. Personnel and equipment support, as available.
- b. Hazardous materials and radiological operations support.
- c. Law enforcement operations support.
- d. Fire control assistance.
- e. Medical services support.
- f. Emergency public shelter, as available.
- g. Debris clearance.
- h. EOC support.

**25. General Assignments**

- a. Develop a plan or set of standard operating guidelines (SOGs) to be

- used during an emergency situation or major disaster.
- b. Initiate callback procedures for off-duty personnel.
- c. Maintain all equipment in immediate state of readiness.
- d. Maintain in stock all items of equipment needed to perform its operations properly.
- e. Develop policies to lend surplus manpower and equipment to other departments, if requested, that will not adversely affect its operations capability.
- f. Designs procedures to safeguard departmental property and maintain and protect vital records.
- g. Documents all disaster-related personnel and equipment expenditures in accordance with federal and state regulations for the purpose of possible reimbursement.
- h. Assign personnel to the EOC during exercises and disasters.
- i. Schedule personnel for emergency preparedness training programs.
- j. Participate in annual training and exercises and critique your department's performance.
- k. Provide damage assessment for facilities and equipment under your jurisdiction.

**26. Support Functions**

- a. Support by military units and the LA National Guard may be requested through the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP). Military assistance will complement and not be a substitute for local government participation in emergency operations. Military forces will remain at all times under military command, but will support and assist local government forces. Requests for military assistance should be "mission" type including objectives, priorities and specific information related to the accomplishment of assignments within local government.
- b. Support from State agencies may be made available to local governments in accordance with procedures outlined in the State Plan.
- c. Volunteer agencies, such as the Red Cross and Salvation Army, are available to give assistance with sheltering, feeding, etc., as necessary.
- d. Local government personnel and equipment may be sent to assist other political subdivisions within, as well as outside, their political jurisdiction, upon authorization by the chief elected official (i.e., Mayor or Parish President) or their designated representative.

**V. DIRECTION AND CONTROL**

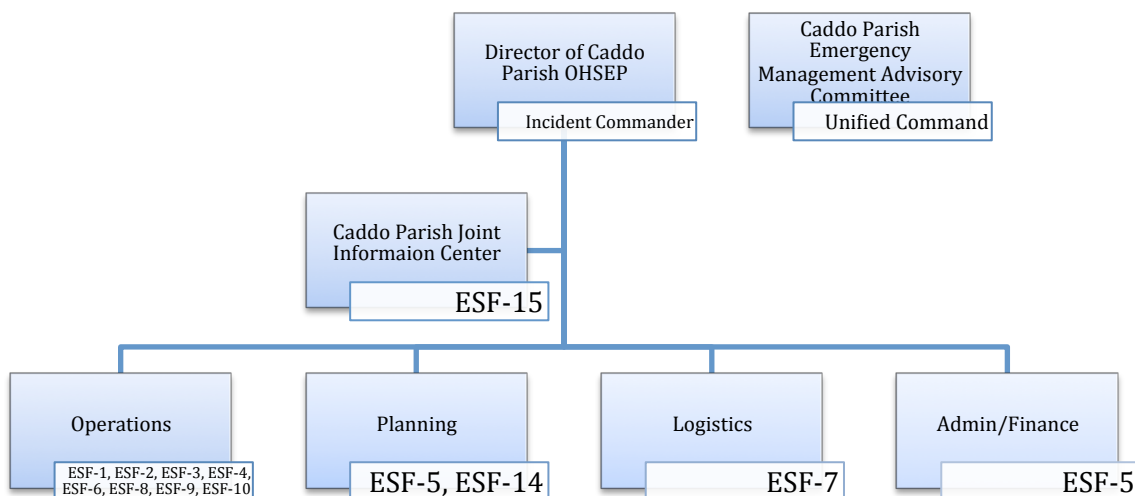
**A. Authority To Initiate Actions**

1. It is provided that this plan:
  - a. Is the official operations source for Caddo Parish and all municipalities contained therein, governing and otherwise pertaining to all disasters related to administrative and operational tasks of it.
  - b. Is authorized by and promulgated under the authority contained by those local, state and federal statutes listed herein.
  - c. Has the concurrence of the Caddo Parish Sheriff, Caddo Parish Commission President, and Shreveport Mayor by virtue of the letter of implementation (promulgation statement).
  - d. Has the concurrence of the Louisiana Governors Office of Homeland Security and Emergency Preparedness (GOHSEP), and by that authority, the concurrence of all other branches of the State government that operate under their direction and/or coordination under public law 93-288 and the Louisiana Emergency Assistance and Disaster Act of 1993.
  
2. It is understood that all city and parish departments and agencies and boards of local government are an integral part of this plan.
  - a. There exist as part of the planning elements:
  - b. Specifically named departments with specific responses, and
  
3. All other departments of city and parish governments, which by virtue of their association constitute a large reserve of material and manpower resources.
  - a. At the direction of the Caddo Parish OHSEP such departments may be requested to supplement specifically assigned disaster response roles vital to the well being of local government.
  - b. The Caddo Parish OHSEP is aware of its responsibility to provide accurate and timely information to the public, especially in time of emergency. The mechanism by which this service is provided is fully addressed in ESF-15 (Emergency Public Information).

**B. Command Responsibility For Specific Action**

1. The Caddo Parish Sheriff’s Office of Homeland Security and Emergency Preparedness, under authority provided by the Louisiana Disaster Act of 1993 and the various ordinances enacted by local governments, has the responsibility for meeting the dangers to the local jurisdiction. This authority shall include but not be limited to the declaration of an emergency condition within the political jurisdiction.
2. The Caddo Parish OHSEP Director acts as the chief advisor to the Caddo Parish Emergency Management Advisory Committee (Unified Command) during any declared emergency affecting the people and property of the local jurisdiction. Various city and parish agencies and departments under the direction of Caddo Parish OHSEP will conduct emergency operations.

3. State and federal officials will coordinate their operations through the Caddo Parish OHSEP and the Caddo Parish Emergency Operations Center (EOC).
4. Caddo Parish OHSEP has adopted the principles of the National Incident Management System, which includes the use of the Incident Command System (ICS). During a declared emergency, the Caddo EOC will use ICS to manage the disaster. The ICS system that the Caddo EOC will follow is detailed in the diagram below.



### C. Caddo Parish Emergency Operations Centers (EOC)

The Caddo Parish Office of Homeland Security and Emergency Preparedness assumes direction and control activities from the Caddo Parish Emergency Operations Centers (EOC).

The Caddo EOC is located in the Caddo 911 Center, 1144 Texas Avenue, Shreveport, LA. Should relocation of direction and control be necessary in the unlikely event of a disaster affecting the primary EOC, the backup EOC would be activated. It is located in the Caddo Parish Sheriff's Office Substation at 4910 North Market Street in Shreveport.

## VI. CONTINUITY OF GOVERNMENT

Effective comprehensive emergency management operations depends upon two important factors to ensure continuity of government from the highest to the lowest level: (1) lines of succession from officials/department heads/authorized personnel; and (2) preservation of records.

### A. Succession Of Command

#### 1. State Government Succession

Article IV, Section 5(A) of the Constitution of Louisiana vests in the Governor the chief executive power of the State. The Governor holds office for four years and can immediately succeed himself. Article IV, Section 5(J) further establishes the emergency management powers of the Governor. Article IV, Section 14 of the Constitution provides for the line of succession to the Governor as follows:

- a. Governor
- b. Lieutenant Governor
- c. Secretary of State
- d. Attorney General
- e. Treasurer
- f. Presiding Officer of the Senate
- g. Presiding Officer of the House of Representatives

2. **Local Government Succession**

The Emergency Interim Local Executive Succession Act references government succession on a local level. Each of the local governmental jurisdictions in Caddo Parish have established their own policies for lines of succession during times of emergency. Below is the order for each particular jurisdiction.

- a. Caddo Parish
  - i. Parish Commission President
  - ii. Other Commission Members
  - iii. Parish Administrator
  - iv. Sheriff
- b. Shreveport
  - i. Mayor
  - ii. Chief Administrative Officer
  - iii. Assistant Chief Administrative Officer
  - iv. Fire Chief
  - v. Police Chief
  - vi. Public Works Director
- c. The line of succession within the Caddo Parish OHSEP would be the (1) Director, (2) Deputy Director, (3) Operations Officer, and (4) Homeland Security Manager.
- d. The lines of succession within each city/parish governmental department are determined according to standard operating guidelines (SOGs) adopted by each department. Copies of these guidelines should be kept on file at the Emergency Operations Center (EOC).

**B. Relocation Of Government**

Caddo Parish provides for the relocation of the center of city and parish government (which includes key department heads determined at the time of the disaster) during times of emergency to the Caddo Emergency Operations Center (EOC), located in the Caddo 911 Center, 1144 Texas Avenue, Shreveport. If the primary EOC is deemed inoperable, the center of government will relocate to the Caddo Parish Sheriff's Office North Market Substation located at 4910 North Market in Shreveport.

### **C. Preservation Of Records**

#### **1. State Level**

Each agency/department is responsible for maintaining and recording all legal documents affecting the organization and administration of emergency management functions. It is the further responsibility of state officials to ensure that all records are secure and protected from elements of damage or destruction at all times.

#### **2. Local Level**

It is the responsibility of the elected officials 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, etc.) be protected and preserved in accordance with applicable state and local laws. Examples include ordinances, resolutions, minutes of meetings, land deeds, and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.

## **VII. ADMINISTRATION AND LOGISTICS**

### **A. Agreements And Understandings**

In the event that a disaster overwhelms local government, request will be made to neighboring jurisdictions, state agencies, and federal departments in accordance with mutual aid agreements and the State Disaster Plan. Outside assistance may be in the form of manpower, equipment, materials, and supplies for use by local officials and the general public. All agreements will be formalized in writing, whenever possible, and signed by the proper officials. Copies of written agreements will be kept on file at the Caddo Parish OHSEP administrative offices.

### **B. Emergency Purchasing**

The Chief Elected Official of the affected jurisdiction has the authority to order any emergency purchases and/or authorize the contracting of any emergency services that might be required.

Since there is no provision in the City/Parish budgets to deal with a large emergency which might occur to tax limited resources, mutual-aid agreements and procedures for requests for assistance from State and Federal authorities are critical to the planning effort.



**C. Records And Reports**

Required reports will be submitted to the appropriate authorities in accordance with individual annexes. All records of Caddo Parish OHSEP meetings and emergency actions will be maintained at the Caddo Parish OHSEP administrative office, 1144 Texas Avenue in Shreveport.

1. Responsibility for submitting local government reports to GOHSEP rests with the Caddo Parish OHSEP Director.
2. The Caddo Parish OHSEP Director will maintain records of expenditures and obligations in emergency operations.
3. Narrative and log-type records or response actions to all emergencies will be maintained.

**D. Emergency Operations Center (EOC)**

The Caddo Parish Emergency Operations Center (EOC) is the primary site for overall direction and control for disaster response and relief efforts. In the event that the primary EOC should become unusable, the alternate EOC at 4910 North Market in Shreveport will be utilized.

**E. Relief Assistance**

In the event of a disaster, the Caddo Parish Office of Homeland Security and Emergency Preparedness coordinates and supports the responsible agencies.

**F. Consumer Protection**

Consumer complaints pertaining to alleged unfair or illegal business practices may be referred to the Caddo Parish District Attorney's Office, the Better Business Bureau in Shreveport, or the Consumer Protection Office in Baton Rouge.

**G. Nondiscrimination**

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, handicap, or economic status in the execution of disaster preparedness or disaster relief and assistance functions.

**H. Administration Of Insurance Claims**

Commercial insurance underwriters and their adjustment agencies normally process insurance claims on a routine basis. Complaints should be referred to the Louisiana Insurance Commissioner. A representative of the American Insurance Association is usually dispatched to a disaster area to assist with claim problems.

**I. Duplication Of Benefits**

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 program or for which he/she has received insurance or other compensation.

**J. Use Of Local Firms**

When major disaster assistance projects are awarded by contract or agreement to private organizations, firms, or individuals, preference will be given, to the extent feasible and practicable, to those organizations, businesses, and individuals residing or conducting business primarily in the affected area.

**K. Preservation Of Historic Properties**

In the event of a disaster involving known historic properties in Caddo Parish, Caddo Parish OHSEP will request the assistance of the Parish Historic Society to identify said historic properties within the designated disaster area for public assistance purposes.

**L. Vital Facilities**

A list of vital facilities, including key transportation facilities, critical materials and equipment sources, health facilities and special institutions can be found in the Caddo Parish Chemical Risk Analysis (CRA) under separate cover. A copy of the CRA is located at the Caddo EOC.

**VIII. PLAN DEVELOPMENT, MAINTENANCE, AND EXECUTION**

The Caddo Parish Office of Homeland Security and Emergency Preparedness (OHSEP) has the overall responsibility for emergency planning, coordination of resources and provision of direction of disaster operations.

The Caddo Parish OHSEP Director will provide guidance and direction for conduct of disaster assistance and recovery activities.

Department heads, chiefs and directors of supporting agencies have the responsibility for maintaining internal plans, standard-operating guidelines (SOGs) and resource data to ensure prompt and effective response to disaster.

If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The Caddo Parish OHSEP Director will brief the Parish Emergency Management Advisory Committee, departmental directors and other appropriate officials in emergency management activities and in this plan in particular.

All agencies will be responsible for the development and maintenance of their respective segments of the plan as forth earlier in Section V “Organization and Assignment of Responsibilities,” Part C.

Caddo Parish OHSEP Director will maintain and update this plan as required. Responsible officials in state/local agencies should recommend changes at any

time and provide information periodically as to changes of personnel and available resources. The OHSEP Director will conduct an annual review and revise as necessary. Revisions will be forwarded to those on the distribution list (page iv).

This plan will be executed upon orders of a member of the Caddo Parish Emergency Management Advisory Committee, OHSEP Director, department head/chief with one of the local emergency service organizations or their authorized representative.

This plan applies to the Caddo Parish Schools Board, Caddo Commission, Shreveport City Council, and departments assigned emergency responsibilities and to all other elements of local government.

For training purposes and exercises, the Caddo Parish OHSEP Director may activate this plan as necessary to ensure a readiness posture.

This plan should be activated at least once a year in the form of a simulated emergency, regardless of actual events, in order to provide practical controlled operations experience to those who have EOC responsibilities.

## **IX. AUTHORITIES AND REFERENCES**

### **A. Legal Authority**

#### **1. Federal**

- a. Robert T. Stafford Act, Public Law 93-288, as amended.
- b. Flood Disaster Protection Act of 1973, Public Law 93-234.
- c. Title III of SARA, Public Law 99-499, dated October 17, 1986.
- d. Other executive orders and acts pertaining to disasters enacted or to be enacted.

#### **2. State**

- a. Louisiana Emergency Assistance and Disaster Act of 1993.
- b. Current state executive order.
- c. Other state executive orders and acts pertaining to disasters enacted or to be enacted.

#### **3. Local**

- a. Caddo Parish Ordinance No. 761, August 12, 1953.
- b. Shreveport Resolution No. 292, Nov. 14, 1953.
- c. Other ordinances or declarations pertaining to emergency preparedness (civil defense) and/or disasters enacted or to be enacted.

4. **Volunteer, Quasi Governmental**
  - a. Act 58-4-1905 American National Red Cross Statement of Understanding, 12/30/85.
  - b. Mennonite Disaster Services - Agreement with FDAA 1974.
  - d. Salvation Army Charter - May 12, 1974.
  - e. Public Law 93-288.
  - f. Statements of Understanding between the State of Louisiana and the agencies above.

**B. References - Caddo Parish Hazard Analysis**

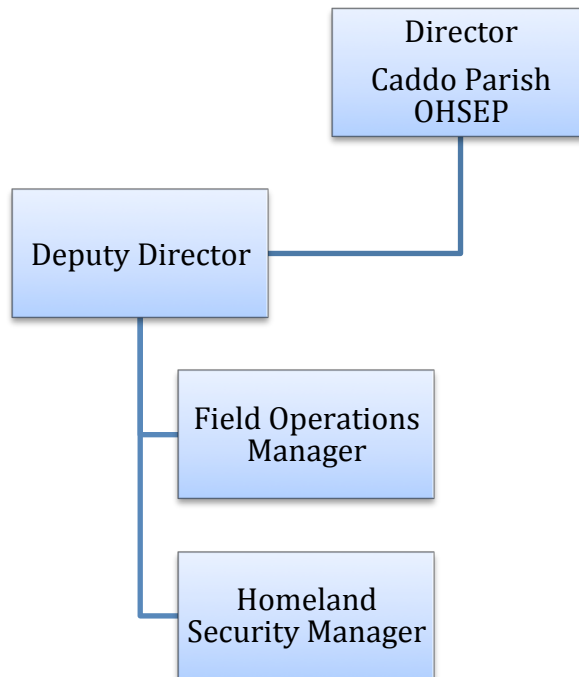
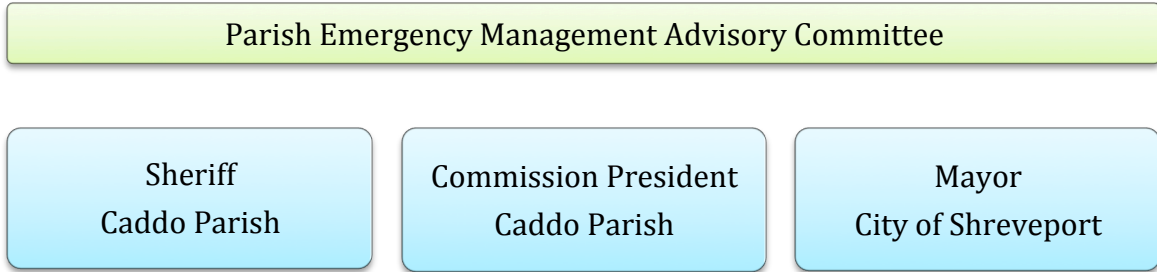
1. Integrated Emergency Management System Capability Assessment and Standards for State and Local Government (Interim Guidance), FEMA, November 1983.
2. Integrated Emergency Management System Multi-Year Development Planning (Interim Guidance), FEMA, January 1984.
3. Integrated Emergency Management System Process Overview, FEMA, September 1983.

**X. APPENDICES**

1. Parish Emergency Management Advisory Committee & OHSEP Staff Organizational Chart
2. Functional Assignment of Responsibilities
3. Tornado Plan
4. Flood Plan
5. Snow/Ice Storm Plan
6. Aircraft Accident Plan
7. Definitions
8. Precautions for High Water on Red River

# Appendix 1 – PEMAC & OHSEP Staff

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## Appendix 2 – Emergency Support Function Assignment of Responsibilities

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P = Primary S = Support	ESF-1: Transportation	ESF-2: Communications	ESF-3: Public Works	ESF-4: Firefighting	ESF-5: Emergency Management	ESF-6: Mas Care, Housing, Human Services	ESF-7: Resource Support	ESF-8: Public Health and Medical Services	ESF-9: Search and Rescue	ESF-10: Hazardous Materials and Radiological	ESF-11: Agriculture and Natural Resources	ESF-12: Energy and Utilities	ESF-13: Public Safety and Security	ESF-14: Long Term Community Recovery and Mitigation	ESF-15: External Affairs
	OHSEP	P	P	S	S	P	P	P	P	P	S	S	P	S	P
Law Enforcement	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S
Fire Services	S	S	S	P	S	S	S	S	S	P	S	S	S	S	S
Public Works	S		P	S	S	S	S		S	S			S	S	S
Engineering Departments			S		S		S		S	S			S	S	S
Highway Departments	S		S		S		S		S	S				S	S
Medical Facilities	S	S			S		S	S	S	S				S	S
Health Units	S	S			S		S	S	S	S				S	S
School Systems	S				S		S							S	S
Red Cross	S		S	S	S	S	S	S	S	S				S	S
Volunteer Organizations	S		S	S	S	S	S	S	S	S				S	S
Public Utilities			S	S	S		S			S				S	S
Private Utilities			S	S	S		S			S				S	S
Civil Air Patrol		S			S		S		S	S				S	S
State/Federal Agencies	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Weather Service	S	S			S		S		S	S	S			S	S
News Media	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
R.A.C.E.S.	S	S			S	S	S		S				S	S	S

## Appendix 3 – Tornado Plan

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### I. GENERAL INFORMATION

#### A. Classification

A tornado is a violent rotating column of air in contact with the ground. They vary in size, intensity, and appearance. About one out of every three tornadoes is classified as “strong”, with wind speeds reaching about 200 miles per hour with an average path width of 200 yards and average length of nine miles. Strong tornadoes account for about 30 percent of all tornado deaths each year. The other 70 percent of tornado fatalities result from “violent” tornadoes (about 2 percent of the total number that occur). The violent tornadoes are the extreme—they can last for hours. Their average path width is 425 yards and average path length is 26 miles. Wind speeds can approach 300 miles per hour.

#### B. Development

The tornado is the most violent storm on earth. Its power is concentrated in a relatively small area, and it has tremendous destructive force. Tornadoes usually develop from strong or severe thunderstorms. Most significant tornadoes develop in the right rear quadrant of a thunderstorm. Weaker tornadoes, or short-lived, develop along the leading edge of a thunderstorm or line of thunderstorms.

#### C. Tornado Season

Tornadoes do their destructive work through the combined action of their strong rotary winds and the impact of windborne debris. While they can occur at any time of year, the highest numbers of national occurrences happen April through August. Locally, there is a primary and secondary tornado season in the Ark-La-Tex. The Primary Tornado Season runs March-April-May and the Secondary Tornado Season is November and December. Every state in the United States has experienced tornadoes, although the highest incidence is in the Midwestern part of the country.

#### D. Public Education

For every community, the best way to save lives in the face of a tornado is for people to know how to protect themselves as a result of a strong public education program. The public needs to know what actions to take when a tornado threatens and what the local warning systems that may alert them to severe weather.

The Caddo Parish Office of Homeland Security and Emergency Preparedness and National Weather Service Office in Shreveport have a number of public safety programs in place devoted to tornado safety.

**E. Warning**

The next measure to save lives is an effective warning system. The National Weather Service (NWS) in Shreveport will issue tornado warnings over NOAA Weather Radio, the Emergency Alert System (EAS), The Weather Channel and weather teletype. In addition, other local warning systems may be implemented to include the television cable override system and use of local news media. Local television affiliates do an excellent job of notifying the public when severe weather threatens the area.

**F. Protective Actions**

Once the public has been educated and warned of an approaching tornado, there is little else that can be done. At this point the wisest approach is to protect local government and equipment...and wait. Tornadoes pass quickly—a few minutes and it's all over. Warning: There are a number of instances where communities have been struck by more than one tornado in one day. Tornadoes are created from turbulent thunderstorms. If the conditions were right for the formation of one tornado, chances are good that more tornadoes could be formed in the same area. After the first tornado has gone through, check all warning systems to determine if they are still operational in case they are needed again.

**G. Coordination**

After a tornado has done its damage, attention should be focused on damage assessment, search and rescue and coordination of all the organizations and individuals who will rush into your community to help. If control is not established quickly and effectively, local response and coordination agencies may be overwhelmed by swarms of volunteers who can hamper recovery efforts. The best way to avoid being overcome is to pre-plan and get organized ahead of time.

**II. EMERGENCY OPERATIONS CENTER (EOC) GUIDELINES**

**A. Severe Thunderstorm or Tornado Watch**

There will be advance notice of the possibility of a tornado. The National Weather Service's Severe Storms Forecast Center in Kansas City will issue a Tornado Watch or Severe Thunderstorm Watch for potential severe weather areas around the United States. These watches indicate that storms may develop in significant strength—sufficient to produce large hail (3/4" or greater diameter), and/or damaging winds of at least 58 miles per hour. Since all severe thunderstorms are potential tornado producers, a Severe Thunderstorm Watch does not preclude the formation of tornadoes. A Tornado Watch means that conditions are favorable for the occurrence of both tornadoes and severe thunderstorms.

Watches are usually issued for areas about 140 miles wide and 200 miles long.

The area may be under a watch status while skies are still sunny and bright—with absolutely no hint that a storm is on its way. However, when a storm or tornado watch is issued, certain precautionary steps should be taken:

1. Monitor weather conditions. Collect current weather data from NOAA weather radio, The Weather Channel, local television affiliates, KWKH (EAS) Radio, GTE Weather Teletype, computer weather programs and other sources providing recent weather information.
2. Prepare and send weather updates to local departments.
3. Update staff/volunteers of situation.
4. Prepare Emergency Operations Center (EOC) to assure readiness. If weather becomes worse, partial activation of EOC may be necessary.
5. Each local department should make appropriate preparations in case of a tornado such as: “top off” fuel tanks, check initial response equipment, monitor changing weather conditions, etc.

The National Weather Service in Shreveport will mobilize trained spotters and direct them to pre-designated positions. Trained spotters with rapid communications capability are critical to the warning process. SKYWARN spotter networks are composed of volunteers such as amateur radio operators and other individuals. These field spotters relay valuable information to the NWS and confirm information noted on radar.

#### **B. Tornado Warning**

Should weather conditions warrant, the National Weather Service in Shreveport will announce a tornado warning covering a specified time and area over NOAA Weather Warning Radio, The Weather Channel, Emergency Alert System (EAS) and weather teletype. The warning message will explain the location of the tornado sighting, the time, the direction and speed of travel. NOTE: Even if the identified tornado is not an immediate threat to the local area, recognize that the tornado is part of a powerful, turbulent storm system that could spawn another tornado at any time in the local community.

This is a time for maximum alert. If the local community is threatened, the public must be told to take cover immediately. This notification is the responsibility of the NWS, but local government can support these efforts with announcements from the news media and cable interrupt systems. The more people who are warned and take steps to protect themselves, the fewer injuries and deaths will occur.

When the tornado warning is issued, local government officials must take shelter. If there is time, local officials should report to the Emergency Operations Center (EOC). Having key people together right away will help facilitate the immediate response to a tornado. OHSEP/EOC personnel should take the following actions when a tornado warning is issued for the local area:



1. Continue to monitor weather conditions. Activate EOC on limited basis as conditions warrant.
2. Confirm tornado touchdown with National Weather Service Office in Shreveport by telephone, OHSEP two-way radio or amateur radio (SKYWARN). The NWS will issue a tornado warning over NOAA weather warning radio, The Weather Channel, EAS and weather teletype.
3. Activate appropriate warning system(s) as necessary. Inform public to take appropriate actions (refer to Warning Systems Manual in EOC). The NWS and KWKH will activate Emergency Alert System (EAS) with storm updates as conditions warrant. The local television and radio stations will interrupt regular programming to provide tornado warnings for the local area.
4. If tornado is in immediate vicinity of EOC - notify personnel in building to take shelter immediately.

**C. Response and Recovery**

After the tornado has hit, the first concern should be assessment reports from the field. Test the communications capability—are radios and telephones operational? Dispatch law enforcement and fire units to determine affected area and intensity of damage.

Field units will be concentrating on debris clearance to provide emergency vehicle access, search and rescue, triage as appropriate, medical treatment and transport, and minimization of hazards such as live wires, fires, gas leaks, etc. The use of available resources and response plans will be based on actual circumstances encountered at the disaster site.

Note that the occurrence of a tornado doesn't alter the rest of the storm. Therefore, heavy rain and colder weather may follow a tornado. There needs to be a strong and organized emphasis placed on careful search and rescue. Victims may be found in places that you wouldn't expect them to be—blown into fields, on rooftops, under debris, etc. The search should be thorough, extending at least 100 yards on either side of the tornado path. Field units should be alert to the possibility of debris collapse.

The importance for keeping streets open for emergency vehicle access cannot be overstated. Consider the use of “tow away” zone signs or utilizing tow trucks stationed in hard hit areas. This will significantly reduce the number of sightseers or concerned citizens who park illegally to get a better look at what happened.

People have a right to know the situation in the community, so plan to work closely with the local news media. Inform citizens of the events and emergency actions occurring in the community.

Provide advice to victims on where to go to obtain assistance—housing, food, medical attention, etc. When appropriate, release the names of the dead and injured—as well as those who are all right. Assist insurance claims adjusters to get their job done—it will help the community return to normal much quicker.

Immediate EOC activities following the touchdown of a tornado in a populated area should include:

1. Activate Emergency Operations Center (EOC).
2. Notify EOC staff as appropriate (law enforcement, fire, public works, Red Cross, etc.). Inform Parish Emergency Management Advisory Committee of situation.
3. Begin receiving damage assessment reports from field units. Proper documentation and record keeping is essential. Update status boards in EOC.
4. Coordinate where resources needed with local emergency services personnel in the field and at EOC.
5. Provide communications and video relay between site and EOC. Provide all available information to the EOC as soon as possible. Advise of any known injuries and damage assessment.
6. If mass casualties are involved - alert local hospitals, as appropriate, so they may prepare to treat victims and enact their in-house emergency plans. Have amateur radio operators report to assigned hospital to provide backup communications support.
7. Locate affected area(s) on hard copy and computerized maps in EOC.
8. Identify special populations (schools, hospitals, nursing homes, etc.) in immediate area of incident. Contact these facilities to determine if emergency assistance is needed and gather damage assessment information. It may be necessary to dispatch field units to these locations if phone lines are out of service.
9. Coordinate relief effort with American Red Cross. Determine if and where emergency shelters are needed. Shelters may be needed for weeks or months depending on the amount of storm damage to the community.
10. Keep EOC personnel updated with field unit activities. Field units will be concentrating on debris clearance to provide emergency vehicle access, search and rescue operations, triage, medical treatment and transportation, and minimization of hazards such as live electric wires, gas leaks, etc.
11. Notify SPORTRAN or Caddo Parish School Board if buses are needed to assist with emergency transportation.

12. Notify area news media with update on situation. Have a designated Public Information Officer coordinate with local and national news media. The news media can assist to disseminate status of emergency, road closures, shelter information, etc. Do not release names of dead or injured until immediate family members have been notified.
13. Coordinate overall EOC information gathering and decision-making effort. Determine need for and locate resources as required. Mutual aid assistance from unaffected departments/agencies and surrounding counties/parishes may be needed. Update status boards. Maintain proper records.
14. Have Caddo Parish Commission President and/or Mayor declare a local State of Emergency if needed. An emergency declaration at the local level will free up state and federal resources to aid in the disaster relief effort (i.e., National Guard assistance).
15. Update GOHSEP on damage operations and assessment reports. Fax GOHSEP a Disaster Situation Report as located in the Disaster Recovery Manual located in the EOC. Work with state officials to obtain a Presidential Disaster Declaration.
16. Heighten security in the affected areas. Extra law enforcement patrols should be scheduled to limit sightseers and looting.
17. Coordinate mental health efforts. Recognize that a lot of tornado victims experience mental anguish. Clergy and mental health counselors will provide support to affected residents (refer to Resource Manual in EOC for contacts).
18. If aerial support is available, a member of the EOC staff should get an aerial view as soon as possible. Refer to Resource Manual in EOC for local contacts with the Civil Air Patrol. Videotaping will be valuable for record keeping purposes.
19. Designate a member of the EOC staff to coordinate volunteer efforts and donated goods. This information should be coordinated with emergency services and the American Red Cross.
20. Continue to gather damage reports for area departments/agencies (public works, law enforcement, fire services, etc.) and the American Red Cross. Keep GOHSEP updated on a continual basis.
21. GOHSEP will send in damage survey teams to view the damage prior to requesting a Presidential Disaster Declaration. FEMA and/or the Small Business Administration (SBA) may also send in survey teams to see if there is enough damage to qualify for federal assistance.
22. Staffing of the EOC may be necessary for several days. A shift schedule should be developed to allow personnel time off for rest.
23. If a Presidential Disaster Declaration (Individual Assistance) is issued, FEMA will establish a toll-free 1-800 number for affected individuals to call for assistance. FEMA may also establish a DAC (Disaster Application Center) in the community. Local officials will be responsible to provide a building for the DAC. Affected individuals may

be eligible for grants, low interest loans, temporary housing, etc. Coordination of this information with local news media is essential.

24. The overall recovery effort may take several weeks to several months depending on the amount of damage sustained from the tornado. Periodic updates and briefings of recovery efforts, response procedures, and lessons learned will be necessary.
25. Deactivate EOC after local response is no longer needed and operations resume normal activity. Periodic briefings and updates from the EOC may be necessary for the duration of the recovery effort.
26. Perform after-action meeting for local emergency services and related departments/agencies. Look for areas that can be improved upon in order to prepare for the next tornado. Publish an after-action report for local agencies.

### **III. SUMMARY**

Tornadoes are nature's most violent—and erratic—storms. Tornadoes are formed by severe thunderstorms, most frequently in the early spring/summer and fall months. The public should be familiar with the community tornado warning systems. NOAA Weather Warning Radio and local television and radio stations will give warnings.

Since Caddo Parish is in a tornado prone area, everyone should stay alert during severe weather. Basic safety rules are as follows:

1. Keep alert to changing weather conditions.
2. Take shelter immediately when a tornado warning is issued or you see or hear a funnel cloud.
3. Know ahead of time where to take shelter to protect yourself from a tornado. Although there are no guaranteed safe places during a tornado, some locations are better than others.
4. Contact Caddo Parish OHSEP or the NWS Office in Shreveport for more information.

## Appendix 4 – Flood Plan

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### **I. GENERAL INFORMATION**

Floods occur along the rivers of the United States on both a gradual and a sudden basis. Gradual floods occur as water volume increases as a result of seasonal rains, sometimes coupled with melting snows. If long and/or heavy rains fill the channels, the water will flow over the banks onto farmland and into developed areas. Eventually, the water level will go down, as the rain diminishes and the channels have a chance to drain naturally.

Sudden flooding is known as a “flash flood.” Flash floods can happen anywhere, and cause different problems than gradual flooding. If conditions are right, flash flooding can develop very quickly in heavy rainstorms—even before the rain stops falling. There is usually very little time between the detection of flood conditions and the arrival of the flood crest. Immediate action is necessary to protect life and property. Flash floods can build tremendous velocity—enough to sweep cars (with their occupants) off roads, demolish buildings and bridges, roll boulders, fell trees and rip out whole new channels.

Fortunately, the National Oceanic and Atmospheric Administration (NOAA) of the U.S. Department of Commerce keeps the nation’s rivers under close surveillance. NOAA’s National Weather Service River Forecast Centers around the country produce predictions and guidance to forecast offices, which issue flood warnings and flash flood watches to the public. NWS offices on a local basis issue flash flood warnings.

A sophisticated monitoring and warning system enables the NWS to issue notice of gradual flooding, hours or even days, in advance of serious problems. When the soil and vegetation becomes saturated to the point that no more water can be absorbed, runoff increases. Weather Service forecasters can predict when problems will occur based on soil conditions and rate of rainfall. The early warnings of impending gradual flooding enable local emergency services to strengthen their defenses, perhaps with sandbags to keep water in the channel. It will also provide time to protect property by removing it from the threatened area or placing it on upper floors of buildings. Livestock and equipment can be moved to high ground. Evacuation of affected residents can be planned and implemented as well. Local coordination with news media is essential.

The NWS uses the term “watch” to indicate that conditions are favorable for storm conditions to occur. Heavy rains may result in flash flooding in the specified area. Be alert and prepared for the possibility of a flood emergency that will require immediate action.

The word “warning” is used to convey that the dangerous conditions are actually occurring or are imminent. Thus, the term flash flood warning means flash

flooding is occurring or is imminent in the specified areas. The public should move to safe ground immediately.

**A. Flash Flood Watch**

Heavy rains may result in flash flooding in the specified area. Be alert and prepared for the possibility of a flood emergency that will require immediate action.

**B. Flash Flood Warning**

Flash flooding is occurring or is imminent in the specified areas. Move to safe ground immediately.

In all efforts to protect lives and property, a public education program is needed along with local response planning. Caddo Parish OHSEP and NWS Office in Shreveport provide programs to help people understand and prepare for floods and other weather phenomenon.

**II. EMERGENCY OPERATIONS CENTER (EOC) GUIDELINES**

**A. Flood Watch**

There are several categories of actions to be taken when a flood watch goes into effect such as notification of the public, alert of response organizations and monitoring of situation. Specific EOC duties should include:

1. Monitor weather conditions. Collect current weather data from NOAA weather radio, The Weather Channel, local television affiliates, KWKH (EAS) Radio, GTE Weather Teletype, computer weather programs and other sources providing recent weather information.
2. Prepare and send weather updates to local departments.
3. Update staff/volunteers on situation.
4. Prepare Emergency Operations Center (EOC) to assure readiness. If weather becomes worse, partial activation of EOC may be necessary.
5. Each local department should make appropriate preparations in case weather becomes worse such as “top off” fuel tanks, check initial response equipment, monitor changing weather conditions, etc.
6. If major flooding appears imminent, contact GOHSEP to obtain a supply of sandbags from Camp Beauregard in Alexandria. Contact public works and levee boards to coordinate the distribution of sandbags to the public.
7. Notification of the public is a joint responsibility of the NWS office and local government. The weather service will spread the word through NOAA Weather Radio and the Emergency Alert System (EAS). Caddo Parish OHSEP will utilize the fax and telephone to notify local response organizations of flood watch/warning conditions as the situation warrants. If there is reason to believe that there will definitely be local flooding, the notification should be stronger than merely advising people that there might be some problems. Circumstances will guide actions.

8. Local emergency services and support groups (such as public works) should consider taking the following actions when a flood watch is issued:
  - a. Review flood disaster plans.
  - b. Check equipment and supplies that might be needed, including emergency generators.
  - c. Move equipment and supplies out of low-lying areas.
  - d. Tour drainage ways and watercourses to check for any obstacles or problems that might impede the flow of water.
  - e. Top off fuel tanks of vehicles and equipment.
  - f. Check accuracy of contact information used to reach employees when not on duty.
  - g. Review what areas of your community are at risk in a flood.
  - h. Advance coordination with the Corps of Engineers, if appropriate. The Corps of Engineers will help provide preventive assistance for flood control.

**B. Flood Warning**

When a flood warning is issued by the NWS, it means that flooding is imminent or actually occurring in the area. Flooding is usually a gradual process, the “wall of water” phenomenon only occurs in extreme cases of flash flooding. Local response should be matched to the gradual rising water level. The impact of flooding in the community will determine the degree of involvement by emergency and non-emergency services.

In the face of impending danger from a flood, the concern should be the protection of life and property within the area at risk. This means an active program of notification of residents, schools, and businesses in the area. Most of these people should already be aware of the possibility of flooding as a result of the flood watch. Characteristically, however, many people won’t do anything to safeguard their belongings or themselves until the water is dangerously close. There will be some who won’t want to leave their home regardless of the situation. Every effort should be taken to explain the seriousness of the situation to the public and the need for evacuation if recommended. The local news media can assist with disseminating this information.

Forced evacuation should be a final course of action. If the situation becomes critical enough, the Parish President and/or Mayor should declare a “State of Emergency”. This declaration will free up state resources (i.e. National Guard).

Specific EOC activities during a flood warning should include:

1. Activate Emergency Operations Center (EOC).



2. Confirm flooding with National Weather Service Office in Shreveport by telephone, OHSEP two-way radio, or amateur radio. The NWS will issue flood warning over NOAA weather warning radio, The Weather Channel, EAS and GTE Weather Teletype.
3. Activate appropriate warning system(s) as necessary. Inform public to take appropriate actions (refer to Warning Systems Manual in EOC). The NWS and KWKH will activate Emergency Alert System (EAS) with storm updates as conditions warrant. Local television and radio stations will interrupt regular programming to provide flood warnings for Caddo Parish.
4. If flooding is in immediate vicinity of EOC - notify personnel in building that evacuation to alternate facility may be necessary. Have alternate EOC ready to activate.
5. Notify EOC staff as appropriate (law enforcement, fire, public works, red cross, etc.). Inform the Caddo Parish Emergency Management Advisory Committee of situation.
6. Begin receiving damage assessment reports from field units. Proper documentation and record keeping is essential. Update status boards in EOC.
7. Coordinate where resources are needed with local emergency services personnel in the field and at EOC.
8. Provide communications and video relay between site and EOC. Provide all available information to the EOC as soon as possible. Advise of any known injuries and damage assessment.
9. If mass casualties are involved - alert local hospitals, as appropriate, so they may prepare to treat victims and enact their in-house emergency plans. Have amateur radio operators report to assigned hospital to provide backup communications support.
10. Locate affected area(s) on hard copy and computerized maps in EOC.
11. Identify special populations (schools, hospitals, nursing homes, etc.) in immediate area of flooding. Contact these facilities to determine if emergency assistance is needed and gather damage assessment information. It may be necessary to dispatch field units to these locations if phone lines are out of service.
12. Coordinate relief effort with American Red Cross. Determine if and where emergency shelters are needed. Shelters may be needed for weeks or months depending on the amount of storm damage to the community.
13. Keep EOC personnel updated with field unit activities. Field units will be concentrating on search and rescue, security of the affected area (may need boats, helicopters, and specially equipped vehicles), utility shut-offs and clearance of debris from main streets.
14. Notify SPORTRAN or Caddo Parish School Board if buses are needed to assist with emergency transportation.
15. Notify area news media with update on situation. Have a designated Public Information Officer coordinate with local and national news



media. The news media can assist to disseminate status of emergency, road closures, shelter information, etc. Do not release names of dead or injured until immediate family members have been notified.

16. Coordinate overall EOC information gathering and decision-making effort. Determine need for and locate resources as required. Mutual aid assistance from unaffected departments/agencies and surrounding counties/parishes may be needed. Update status boards. Maintain proper records.
17. Have Caddo Commission President and/or Mayor declare a local “State of Emergency” if needed. An emergency declaration at the local level will free up state and federal resources to aid in the disaster relief effort. Fax signed local “State of Emergency” declaration to GOHSEP as soon as possible.

### **C. Recovery**

After the floodwaters have receded, the clean up can begin. During this stage, there are a number of considerations to help return the community to normal:

1. Coordinate the clearance of mud and debris from main streets, then side streets. This should be done as quickly as possible so you have access for relief and cleanup vehicles.
2. Update GOHSEP on damage operations and assessment reports. Fax GOHSEP a Disaster Situation Report as located in the Disaster Recovery Manual located in the EOC. Work with state officials to obtain a Presidential Disaster Declaration.
3. Heighten security in the affected areas. Extra law enforcement patrols should be scheduled to limit sightseers and looting.
4. Coordinate mental health efforts. Recognize that a lot of flood victims experience mental anguish. Clergy and mental health counselors will provide support to affected residents (refer to Resource Manual in EOC for contacts).
5. Coordinate the removal of debris taken to the curb by residents of homes affected by the flood.
6. Consult with health units concerning sanitation recommendations, including safe drinking water, spoiled food, disposal of sewage and garbage, control of mosquitoes, and prompt treatment of injuries to avoid disease (such as tetanus). Coordination with local news media is essential.
7. If aerial support is available, a member of the EOC staff should get an aerial view as soon as possible. Refer to Resource Manual in EOC for local contacts with the Civil Air Patrol. Videotaping will be valuable for record keeping purposes.
8. Designate a member of the EOC staff to coordinate volunteer efforts and donated goods. This information should be coordinated with emergency services and the American Red Cross.

9. Continue to gather damage reports for area departments/agencies (public works, law enforcement, fire services, etc.) and the American Red Cross. Keep GOHSEP updated on a continual basis. GOHSEP will send in damage survey teams to view the damage prior to requesting a Presidential Disaster Declaration.
10. FEMA and/or the Small Business Administration (SBA) may also send in survey teams to see if there is enough damage to qualify for federal assistance.
11. Staffing of the EOC may be necessary for several days. A shift schedule should be developed to allow personnel time off for rest.
12. If a Presidential Disaster Declaration (Individual Assistance) is issued, FEMA will establish a toll-free 1-800 number for affected individuals to call for assistance. FEMA may also establish a DAC (Disaster Application Center) in the community.
13. Local officials will be responsible to provide a building for the DAC. Affected individuals may be eligible for grants, low interest loans, temporary housing, etc. Coordination of this information with local news media is essential.
14. The overall recovery effort may take several weeks to several months depending on the amount of damage sustained from the flood. Periodic updates and briefings of recovery efforts, response procedures, and lessons learned will be necessary.
15. Deactivate EOC after local response is no longer needed and operations resume normal activity. Periodic briefings and updates from the EOC may be necessary for the duration of the recovery effort.
16. Perform after-action meeting for local emergency services and related departments/agencies. Look for areas that can be improved upon in order to prepare for the next flood. Publish an after-action report for local agencies.

### **III. SUMMARY**

Depending on the extent of flooding, recovery can be a long process and will involve a great number of community and non-community resources. During this period, as during the watch, warning and response periods, good communication is important. A close working relationship with the news media will help everyone concerned. Citizens will look to local government for leadership, guidance, direction, effective response and answers to questions and problems. By preparing ahead of time, local government will be in a much better position to fulfill the expectations of the community.

### **IV. ATTACHMENT**

1. Red River Conditions

## ***Attachment 1 – Red River Conditions***

### **I. FLOOD TERMINOLOGY**

#### **A. Minor Flooding**

The term Minor Flooding is used to indicate minimal or no property damage. However, some public inconvenience is possible.

#### **B. Moderate Flooding**

The term Moderate Flooding is used to indicate the inundation of secondary roads. Transfer to higher elevation may be necessary to save property. Some evacuation may be required.

#### **C. Major Flooding**

The term Major Flooding is used to indicate extensive inundation and property damage, usually characterized by the evacuation of people and livestock, and the closure of both primary and secondary roads.

### **II. IMPACTS**

#### **A. 50.0 Feet**

1. Catastrophic flooding of the Shreveport area
2. Water will overtop the levee on the Bossier City side
3. Also expect catastrophic backwater flooding of Cross and Caddo lakes with the pool stages rising to near 180.0 ft. MSL
4. Catastrophic backwater flooding will affect Caddo Lake and the Big Cypress Bayou to near Jefferson, Texas

#### **B. 45.0 Feet**

1. Near record flooding not seen since the mid-1800s with the top of the levees on the Shreveport side of the river in danger of being topped
2. Catastrophic flooding will affect much of the river side area in Shreveport
3. Severe backwater flooding into Cross and Caddo Lakes will raise their pool stages to near 176 feet MSL

#### **C. 39.5 Feet**

1. Severe flooding will take place in parts of downtown Shreveport in the riverfront area
2. Area riverboat gaming hotels are in danger of being flooded
3. Severe backwater flooding will worsen on Cross and Caddo Lakes and will result in their pool stages rising to near 171.0 feet MSL
4. Also parts of the levee between downtown Shreveport and the Jimmie Davis Bridge will be topped without sandbagging efforts

#### **D. 38.0 Feet**

1. Water will overflow the flood wall at the Jimmie Davis Bridge and flood several establishments both North and South of East 70<sup>th</sup> Street in Shreveport
2. Also the Texas and Pacific Railroad Bridge downstream from Diamond Jacks Casino is flooded

**E. 37.5 Feet**

1. Flooding will close the Shreveport-Blanchard I-220 approach at Blanchard Highway to both the exit and entrance
2. Severe backwater flooding of Cross and Twelve Mile Bayous with backwater flooding into Caddo and Cross Lakes

**F. 36.5 Feet**

1. Clyde Fant Parkway is flooded and closed
2. The waterfront streets of downtown Shreveport are flooded and closed with the Convention Complex threatened by high water
3. Extensive backwater flooding of Cross and Twelve Mile Bayous will take place all the way to the concrete sill at the Cross Lake Dam
4. Backwater flooding will approach the pool height of Caddo Lake Dam in Mooringsport, Louisiana

**G. 36.0 Feet**

1. Water rises to within one and one-half foot of I-220 East of the Red River Bridge at the low point in the levee system

**H. 34.5 Feet**

1. Barnwell Center in Shreveport is threatened with flooding
2. The South end of the Martin Luther King substation is also threatened with flooding
3. The old downtown airport in Shreveport is flooded and closed

**I. 34.0 Feet**

1. Old Blanchard Highway just north of the Cross Lake Dam spillway is flooded and closed
2. Extensive backwater flooding of Cross Bayou and Twelve Mile Bayou begins at this point

**J. 33.5 Feet**

1. Wells Island Road in North Shreveport north of the old downtown airport and just south of the railroad tracks is flooded and closed
2. Highway 3349 is flooded and closed that branches off the Wells Island Road both north and east

**K. 33.0 Feet**

1. Martin Luther King Drive at McCain Creek in north Shreveport flooded and closed

- L. 32.5 Feet**
  1. The Riverside area south of I-20 and Traffic Street exit along with Hamilton Road area in Bossier City will be inundated
  2. Also the south part of Martin Luther King Drive in north Shreveport is flooded and closed
  
- M. 31.0 Feet**
  1. Russel Road will be overflowed and closed between Blanchard Highway and I-220 in North Shreveport
  
- N. 30.0 Feet**
  1. Russel Road will be overflowed between Blanchard Highway and I-220 in North Shreveport
  
- O. 27.0 Feet**
  1. Several hundred acres are inundated in the C.B. Dixon Park area
  2. Also bank erosion is moderate to severe at this point
  3. The riverfront area downstream from the Barnwell Center in Shreveport is flooded and blocked off with damage to the water fountain
  
- P. 25.0 Feet**
  1. C.B. Dixon Park is flooded and closed to the general public
  2. Moderate bank erosion begins to damage areas in both Shreveport and Bossier City especially next to the bike and walking path alongside the river in Shreveport
  
- Q. 23.0 Feet**
  1. Low land areas about 5 miles south of gage are inundated next to C.B. Dixon Park
  2. Bank erosion problems begin at this stage as well

# Appendix 5 – Snow/Ice Storm Plan

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## **I. GENERAL INFORMATION**

Winter storms present a number of problems for local governments. Winter storms vary in intensity, size, and impact. Generally, wide areas are affected similarly, so mutual-aid is not usually available from neighboring communities. The threats from winter storms come from the cold temperatures and the precipitation. Cold temperatures affect the type of precipitation that will occur, namely snow or ice.

### **A. Accumulation**

As the moisture from snow or freezing rain reaches surfaces like streets, trees or power lines, it freezes and accumulates. Ice accumulation can be very heavy and damaging. It is estimated that an evergreen tree with a height of 50 ft. and an average width of 20 ft. may be coated with as much as 5 tons of ice during a severe ice storm. Roof cave-ins are not uncommon under the strain of a heavy accumulation of ice and snow. The most susceptible roofs are the wide expanse types found in large stores and shopping malls.

When ice accumulates on buildings two different problems can occur. Heavy sheet ice building up on flat roofed buildings can overtax the supporting structure and cause the roof to fail. Icicles hanging from eaves can threaten pedestrians and vehicles that may be beneath them when they separate from the building and crash to the ground. In some instances, safety considerations might suggest that icicles be broken off as they accumulate to prevent injuries later.

### **B. Utility Disruptions**

Perhaps the most serious ice accumulation, other than highway icing, is the burden placed on tree branches and wires. The weight of the ice can cause direct problems for power lines and telephone lines. Tree limbs can be loaded to the point that they come in contact with lines and create similar problems. Preventative efforts are undertaken by most electrical utilities as they endeavor to keep limbs around wires well trimmed during the summer months. There is little that can be done about the freezing effects on the wires themselves.

### **C. Frozen Water Lines**

Not all the impact of winter storms are out in the open where it can be seen. Extreme low temperatures of any duration will freeze the ground and buried water pipes. This may present some challenging problems for water utilities that may experience widespread line freezing. Residential and commercial structures can experience the same difficulties with pipes freezing from the extreme cold and then bursting when the temperatures warm back up.

As the frost line goes deeper into the ground during a cold winter, water lines may freeze. Most of the problems will occur with the 3/4 inch or 1 inch service lines that carry water from the main to the user's property. The thinner, smaller

lines (usually copper) will freeze if there is no movement of water through them. Mains usually don't freeze because the number of users on the system assures that water is constantly moving inside the pipes.

Preventative measures are possible in the early stages of ice accumulation or freezing temperatures. Basically, the public needs to be told to keep the water running in their homes/places of work. A steady drip or a very small stream (pencil lead size) of water will maintain enough movement to reduce or eliminate the possibility of freezing.

**D. Transportation**

Winter storms cause mobility problems for the public and local government. Both motorists and pedestrians will encounter difficulties and parking can become a real problem. Abandoned cars, stalled by ice or mechanical problems, may block streets and highways. Resources, such as National Guard and four-wheel drive clubs, may be necessary to transport key personnel and kidney dialysis patients.

**E. Shelters**

Some winter storm situations may leave motorist stranded and/or residents without electricity. Coordination with the American Red Cross for the establishment of shelters will be necessary at the onset of the winter storm. Transportation to and from the shelter(s) may also need to be provided by National Guard, four-wheel drive clubs, school buses or SPORTRAN.

**F. Weather Information**

Close contact with the local NWS office is necessary as the severe winter storm approaches the area. Periodic briefings by NWS meteorologists will help provide the latest information to local government officials. Keep in mind the following NWS terminology when preparing for a severe winter storm:

1. Winter Storm Watch: Severe winter weather conditions may affect the area.
2. Winter Storm Warning: Severe winter weather conditions are imminent.
3. Ice Storm Warning: Significant, possibly damaging, ice accumulation is expected. Freezing rain (or drizzle) means precipitation is expected to freeze when it hits exposed surfaces.

**II. EMERGENCY OPERATIONS CENTER (EOC) GUIDELINES**

**A. Winter Storm Watch**

The best way to assure an adequate response to a winter storm is to prepare in advance. The first step is to understand the kinds of problems associated with winter storms as outlined in Section I (General Information). Caddo Parish is located in a winter storm region (snow/ice) of the United States. Therefore, consideration must be made for problems associated with the following activities when snow or ice storms occur:

1. Firefighting & law enforcement measures.
2. Rescue, search for stranded motorist and other victims.
3. Ice control (sanding of streets and bridges).
4. Water line maintenance.
5. Power and/or telephone outages.
6. Diminished local resources (such as supplies of food and other commodities).
7. Limited public transportation modes and routes.

Area resources should be coordinated to deal with these anticipated problems such as emergency generators (National Guard), alternate communications systems, shelters (Red Cross), ice melting salt, transportation support (4wd clubs), etc.

There are several categories of actions to be taken when a winter storm watch goes into effect such as notification of the public, alert of response organizations and monitoring of situation. Specific EOC duties should include:

1. Monitor weather conditions. Collect current weather data from NOAA weather radio, The Weather Channel, local television affiliates, KWKH (EAS) Radio, GTE Weather Teletype, computer weather programs and other sources providing recent weather information.
2. Prepare and send weather updates to local departments.
3. Update staff/volunteers on situation.
4. Prepare Emergency Operations Center (EOC) to assure readiness. If weather becomes worse, partial activation of the EOC may be necessary.
5. Each local department should make appropriate preparations in case weather becomes worse such as “top off” fuel tanks, check initial response equipment, monitor changing weather conditions, etc.
6. If a major snow/ice storm appears imminent, contact four-wheel drive clubs to prepare for transportation of kidney dialysis patients to local dialysis centers. This service will be provided if roads become impassable for an extended period of time (2-3 days or longer).
7. Notification of the public is a joint responsibility of the NWS office and local government. The weather service will disseminate information through NOAA Weather Radio and the Emergency Alert System (EAS). Caddo Parish OHSEP will utilize telephone and e-mail to notify local response organizations of winter storm watch/warning conditions as the situation warrants. If there is reason to believe that there will definitely be severe winter weather, the notification should be stronger than merely advising people that there might be some problems. Circumstances will guide actions.
8. Local emergency services and support groups (such as public works) should consider taking the following actions when a winter storm watch is issued:



- a. Review winter storm disaster plans.
- b. Check equipment and supplies that might be needed, including emergency generators.
- c. Move equipment and supplies to a safe location (covered awning, an inside location, heated building, etc.).
- d. Top off fuel tanks of vehicles and equipment.
- e. Check accuracy of contact information used to reach employees when not on duty.
- f. Prepare tire chains, deicing equipment, ice scrapers, etc.
- g. Arrange for transportation of essential personnel if road conditions deteriorate.
- h. Arrange for temporary housing of essential personnel at place of employment, if necessary. Have items on hand such as cots, blankets, toiletries, food, change of clothes, etc.

### **B. Winter/Ice Storm Warning**

Winter/ice storms are usually slow developing with enough lead-time to allow local governments to prepare for worst-case scenarios. Close contact with the National Weather Service Office in Shreveport is necessary any time a winter storm warning is issued for the local area.

OHSEP/EOC personnel should take the following actions when a snow/ice storm warning is issued for the local area:

1. Continue to monitor weather conditions. Activate EOC on limited basis as conditions warrant.
2. Confirm winter weather forecasts with National Weather Service Office in Shreveport by telephone, OHSEP two-way radio or amateur radio (SKYWARN). The NWS will issue a snow/ice storm warning over NOAA weather warning radio, The Weather Channel, EAS and weather teletype.
3. Inform public to take appropriate actions. Provide public service announcements to local news media. The NWS and KWKH will activate Emergency Alert System (EAS) with winter storm updates as conditions warrant. The local television and radio stations will provide winter storm warnings, travel conditions, school/government/business closings and other storm related information for the local area.
4. Send winter/ice storm warning message to local departments.
5. Contact GOHSEP about the possibility of needing National Guard support for use of generators, water trucks, transport and other equipment.
6. Place local four wheel drive clubs on stand-by. Transportation assistance may be needed for kidney dialysis patients to go to dialysis treatment centers.
7. Contact the American Red Cross (NW LA Chapter) about the possibility of needing shelters depending on the severity of the winter snow/ice storm.

### **C. Response and Recovery**

Response to winter storms will involve police, fire, and emergency medical services in some challenging situations. Public works departments will be busy

keeping roads open to provide emergency access. Public and private utilities will be confronted with a number of problems as a result of cold and ice.

Ice accumulation could seriously disrupt electrical and telephone service for days or weeks depending on the duration of the storm. Four-wheel drive clubs may be needed to assist with transportation support of emergency service personnel and kidney dialysis patients.

Public works departments should concentrate on keeping at least the main highway arteries open for local emergency services. A three-tiered approach should be implemented to include:

1. Priority I - Artery Streets/Highways
2. Priority II - Collector Streets
3. Priority III - Residential Streets

Local governments should begin their attack on the winter storm road conditions early in the snow/ice storm and not wait until there are significant accumulations. The longer the wait, the more difficult it will be to gain control of the situation. The Louisiana DOTD and local city/parish public works departments use salts or other de-icing compounds on heavily traveled bridges, overpasses and underpasses.

Specific EOC activities to be performed during and after a winter/ice storm should include:

1. Activate Emergency Operations Center (EOC).
2. Notify EOC staff as appropriate (law enforcement, fire services, public works, Red Cross, etc.). Inform Parish Emergency Management Advisory Committee of situation.
3. Coordinate with National Guard and/or four-wheel drive clubs concerning transportation of kidney dialysis patients. It may be advantageous to have a member with the National Guard and/or four-wheel drive club locate in the EOC to relay transportation requests from the public to drivers providing the transportation. Close coordination with kidney dialysis centers is important as this service is only provided on a limited basis.
4. Identify special populations (schools, hospitals, nursing homes, etc.) in especially hard hit areas of winter/ice storm. Contact these facilities to determine if emergency assistance is needed (i.e., generators, alternate heating sources, shelters, etc.) and gather damage assessment information. It may be necessary to dispatch field units to these locations if phone lines are out of service.
5. Contact GOHSEP and local National Guard unit if emergency generators, water trucks or other emergency assistance is needed. All requests for National Guard assistance must be routed through the Caddo EOC to the Louisiana EOC.

6. Begin receiving damage assessment reports from field units. Proper documentation and record keeping is essential. Update status boards in EOC.
7. Provide communications and video relay between site and EOC. Provide all available information to the EOC as soon as possible. Advise of any known injuries and damage assessment.
8. If telephone lines or radio communication systems are down, have amateur radio operators report to hospital(s), shelter(s) or other key facilities to provide backup communications support.
9. Locate affected area(s) on hard copy and computerized maps in EOC.
10. Coordinate relief effort with American Red Cross. Determine if and where emergency shelters are needed. Shelters may be needed for weeks or months depending on the amount of winter/ice storm damage to the community.
11. Keep EOC personnel updated with field unit activities. Field units will be concentrating on debris clearance to provide emergency vehicle access, search and rescue operations, triage, medical treatment and transportation, and minimization of hazards such as live electric wires, water line breaks, etc.
12. Notify area news media with update on situation. Have a designated Public Information Officer coordinate with local and national news media. The news media can assist to disseminate status of emergency, road closures, shelter information, etc.
13. Coordinate overall EOC information gathering and decision-making effort. Determine need for and locate resources as required. Update status boards. Maintain proper records.
14. Have Mayor and/or Parish President declare a local State of Emergency if needed. An emergency declaration at the local level will free up state and federal resources to aid in the disaster relief effort (i.e., National Guard assistance).
15. Update GOHSEP on damage operations and assessment reports. Fax GOHSEP a Disaster Situation Report as located in the Disaster Recovery Manual located in the EOC. Work with state officials to obtain a Presidential Disaster Declaration.
16. Continue to coordinate use of volunteer four-wheel drive clubs in transporting kidney dialysis patients to dialysis centers for treatment.
17. Conduct periodic updates at the EOC to update executive council, departments and the public concerning response and recovery efforts.
18. Designate a member of the EOC staff to coordinate volunteer relief efforts and donated goods. This information should be coordinated with emergency services and the American Red Cross.
19. Continue to gather damage reports for area departments/agencies (public works, law enforcement, fire services, etc.) and the American Red Cross. Keep GOHSEP updated on a continual basis.
20. GOHSEP will send in damage survey teams to view the damage prior to requesting a Presidential Disaster Declaration. FEMA and/or the Small Business Administration (SBA) may also send in survey teams to see if there is enough damage to qualify for federal assistance.
21. Staffing of the EOC may be necessary for several days. A shift schedule

- should be developed to allow personnel time off for rest.
22. If a Presidential Disaster Declaration (Individual Assistance) is issued, FEMA will establish a toll-free 1-800 number for affected individuals to call for assistance. FEMA may also establish a DAC (Disaster Application Center) in the community. Local officials will be responsible to provide a building for the DAC. Affected individuals may be eligible for grants, low interest loans, temporary housing, etc. Coordination of this information with local news media is essential.
  23. The overall recovery effort may take several weeks to several months depending on the amount of damage sustained from the winter storm. Periodic updates and briefings of recovery efforts, response procedures, and lessons learned will be necessary.
  24. Deactivate EOC after local response is no longer needed and operations resume normal activity. Periodic briefings and updates from the EOC may be necessary for the duration of the recovery effort.
  25. Perform after-action meeting for local emergency services and related departments/agencies. Look for areas that can be improved upon in order to prepare for the next winter storm. Publish an after-action report for local agencies.

### **III. SUMMARY**

Snowfall, ice storms and extreme cold can immobilize an entire region. Even areas that normally experience mild winters (such as Louisiana) can be hit with a major snowfall, ice storm or extreme cold. The results can range from isolation due to blocked roads and downed power lines to the havoc of cars and trucks sliding on icy highways.

The key to an effective response and recovery to a winter ice storm is planning and coordination. The Caddo Emergency Operations Center (EOC) will be activated at the onset of the winter storm. Area departments and agencies should follow the procedures outlined in this appendix, Annex A (EOC) and their own internal standard operating guidelines (SOGs) when dealing with a winter storm. By utilizing the EOC, a coordinated response and recovery effort will be achieved.

Recovery from a winter ice storm can last for weeks. Public information is a key element in directing citizens where to receive proper assistance. If enough damage is sustained, a Presidential Disaster Declaration may be issued to allow government agencies to recoup some of their expenses associated with the storm. Again, this activity will be coordinated from the Emergency Operations Center.

Emergency plans for government and personal protection plans for the public should be implemented at the onset of a winter storm watch. By knowing what to do ahead of time, lives will be saved and property loss minimized. For more information on preparing for winter storms contact Caddo Parish OHSEP or the National Weather Service Office in Shreveport.



## Appendix 6 – Aircraft Accident Plan

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### **I. GENERAL**

Aircraft crashes can occur anywhere at any time. Depending on the size of the aircraft, the nature of the crash, and the characteristics of the crash site, the incident could range from a minor rescue and first aid situation to a major emergency with multiple fires and scores of people dead and injured.

### **II. INITIAL RESPONSE**

#### **A. Confirm the Crash**

This can usually be accomplished most effectively by dispatching the closest available emergency services unit to the reported scene.

#### **B. Secure the Area**

Law enforcement personnel should take immediate steps to surround and secure the crash site. Aircraft accidents attract a lot of people, therefore, the site must be protected and access for emergency crews maintained. It is important to keep sightseers out of the crash site to protect evidence and in consideration of the efficiency of emergency personnel. Watch out for souvenir hunters. Walking wounded, who may be dazed, must be prevented from wandering unwittingly away from the crash.

#### **C. Assess the Situation**

Assess the situation from the standpoint of needed medical, rescue, and fire fighting response. The first arriving unit should communicate an initial assessment to the dispatcher to aid in determining what response units are needed. Additional response units dispatched should include police, fire, rescue and emergency medical units as soon as a crash is confirmed, with the first arriving unit indicating what additional resources might be needed.

#### **D. Rescue and Triage**

The first concern at the scene should be the rescue of survivors. Extreme care should be given when removing injured from the aircraft and surrounding area, preserving as much evidence for investigators as possible. Fatalities should not be moved unless directed by the Coroner. Airplanes carry supplies of volatile fuel and the circumstances of the crash may have created a bomb about to explode. If there are more than a few casualties, it may be necessary to implement the Mass Casualty Incident Response Plan (See Annex O). Specialized rescue teams may also be needed depending on the terrain and other characteristics of the crash site.

#### **E. Coroner's Response**

The Coroner's Office should immediately be notified if the aircraft accident results in fatalities. The Coroner's Office may implement their Emergency

Morgue Plan and establish an on-scene temporary morgue. In any case, exact notation of bodies and body parts may be critical in determining identification of individuals and play a role in the accident investigation.

1. Caddo Coroner's Office: (318) 226-6881

**F. Notification of Federal Authorities**

All aviation crashes must be reported to the Federal Aviation Administration (FAA) immediately. All flights of commercial carriers are carefully monitored on a constant basis by air traffic controllers. When one of their planes is in trouble, they will notify local emergency services. If they lose radio contact with an aircraft, the air traffic controllers immediately note the location and report a possible crash to local emergency services. Air traffic controllers can usually pinpoint a possible crash site within a couple of miles.

Private aircraft whose pilots are in communication with FAA air traffic controllers when they crash are treated the same way as commercial carrier aircraft. The controller will assume responsibility for notification of response authorities.

Most private aircraft are not in contact with an FAA tower and it's quite possible for these planes to go down without controllers knowing about it. Regardless of the circumstances, all aircraft accidents must be reported to the Federal Aviation Administration. This can be accomplished by a telephone call to the local FAA Radar Approach Control Center (RAPCON).

**1. U.S. Department of Transportation, Federal Aviation Administration Radar Approach Control Center (RAPCON)**

24 Hours.....676-3381

An FAA investigator will be dispatched to the crash scene. In many cases, including all crashes involving fatalities, the National Transportation Safety Board (NTSB) will also send investigators.

When making the initial report to the FAA, include the following information if possible:

- a. Exact location of crash.
- b. Type of aircraft, be as specific as possible (markings, color, size, etc.).
- c. Is there fire involved?
- d. Are there injuries, fatalities, complications, etc?

The initial report to the FAA should be made promptly, with follow-up phone calls providing information that was not available at the time of the initial contact.



### **III. SECONDARY RESPONSE**

Immediately following the initial response, if the incident is at all serious, there will be a massive secondary response. The notification to all response agencies should indicate the exact location of the crash site, directions to reach it, location of the staging area, and what resources are needed.

#### **A. Command Post/Staging Area**

A Command Post and Staging Area should be established quickly to control the activity of emergency units, recognizing that a crash of any consequence will involve a great number of vehicles and personnel in fire fighting, rescue, medical triage and treatment, and security.

#### **B. Communications**

Close coordination is important, so it is imperative that good communications be established. This will require establishing communications capability with as many of the participating agencies/departments as possible. This coordination and communications link should be established by the on-site communications units (van/bus/etc.), with information, updates, and requests for assistance being relayed to the Emergency Operations Center (EOC).

#### **C. Documentation**

There are many aspects of an aircraft crash scene that should be recorded on videotape for purposes of investigation, documentation of the location of victims, critique of response, and training. Videotape and photography by local emergency services should be a prompt automatic response to an aircraft crash.

#### **D. Command And Control**

The initial response to an aircraft disaster will be under the command of the fire chief with jurisdiction, working in close coordination with law enforcement, EMS and other entities. If there are fatalities, the coroner will assume control over the scene after the survivors have been removed. Upon arrival at the scene, the FAA investigators will assume control. They will probably request that site security be maintained during their investigation. The crash scene should not be disturbed until the arrival of the FAA, except what has to be moved to rescue survivors.

#### **E. News Media**

News media representatives will often flock to airplane crashes. It is suggested that local agencies follow the same policy used by the FAA. Release no information other than to confirm a crash has occurred, pending FAA investigation. An innocent remark to a reporter could cause difficulties later. Eventually, information will have to be released about the number of casualties, details about the crash, etc., but caution should be utilized until the FAA can confirm this information. The FAA has investigative responsibility for all aircraft accidents, not local authorities. All local news releases should



be coordinated through the Emergency Operations Center (EOC) prior to dissemination.

#### **IV. EMERGENCY OPERATIONS CENTER (EOC) CHECKLIST**

##### **A. Response**

1. Activate Emergency Operations Center (EOC). Call in off-duty personnel and volunteers.
2. Update staff/volunteers on situation.
3. Dispatch OHSEP communications volunteers and Civil Air Patrol to the site. Warn responding personnel concerning hazards at site (hazardous chemicals, radiological, military aircraft, etc.).
4. Notify Parish Emergency Management Advisory Committee and EOC staff as appropriate (law enforcement, fire, public works, FAA, etc.). Notification can be made using First Call Telephone Warning System.
5. Provide communications and video relay between site and EOC. Provide all available information to the EOC as soon as possible. Advise of any known injuries or fatalities.
6. Identify airline and aircraft involved in accident. Assist in notifying the FAA concerning the incident. Coordinate with Shreveport Airport Authority or Barksdale Air Force Base for assistance in incident management. Request an airport representative report to the EOC for disaster coordination.
7. Begin receiving disaster information reports from field units. Proper documentation and record keeping is essential. Update WebEOC.
8. Stand-by with appropriate warning system as needed (First Call Telephone Warning System, EAS, etc.) in the event hazardous cargo was involved in accident. Formulate emergency message.
9. Locate affected area on hard copy and computerized maps.
10. If mass casualties are involved - alert local hospitals, as appropriate, so they may prepare to treat victims and enact in-house emergency plans. Contact primary RACES coordinators to organize back-up communications support.
  - a. Caddo Parish RACES Coordinator
  - b. Acute Care Hospital Emergency Departments
    - i. CHRISTUS Schumpert Highland, 681-5000
    - ii. LSU Health Sciences Center, 675-5000
    - iii. North Caddo Medical Center, 375-3235 Ext 200
    - iv. Overton Brooks VA Medical Center, 424-6115
    - v. Willis-Knighton Medical Center, 212-4500
    - vi. Willis-Knighton Pierremont Health Center, 212-3500
    - vii. Willis-Knighton South Medical Center, 212-5500
11. Identify special populations (schools, hospitals, nursing homes, etc.) in immediate area of incident. Contact these facilities to update them regarding the situation and to determine if any assistance is needed due to damage sustained from accident, etc. It may also be necessary to contact

- these facilities if hazardous materials were involved in the incident and emergency public information is needed. It may be necessary to dispatch field units to these locations if phone lines are out of service.
12. Notify SPORTRAN or Caddo Parish School Board if buses are needed to assist with transportation.
    - a. SPORTRAN  
673-7403  
673-5316
    - b. Caddo Parish School Board 603-6493
    - c. Bossier Parish School Board 549-5036
  13. Notify American Red Cross if shelter, food or clothing is needed.
    - a. American Red Cross NW LA Chapter
  14. Keep EOC personnel updated with field unit activities.
  15. Report to area news media within the Joint Information Center (JIC) at the site with update on situation. Have a designated Public Information Officer (PIO) coordinate with local and national news media. Consult with Caddo OHSEP Director on all press releases. Do not release names of injured/dead until consultation is made with the airline involved, FAA officials and the immediate family members have been notified.
  16. Coordinate overall EOC information gathering and decision-making effort. Determine and locate resources as needed. Mutual-aid assistance from unaffected departments/agencies and surrounding counties/parishes may be needed. Update WebEOC. Maintain proper records.
  17. Update GOHSEP on disaster operations and assessment reports. Report on E-Team a Disaster Situation Report as located in the Disaster Recovery Manual in the EOC. Coordinate with GOHSEP officials to obtain FEMA assistance as necessary.
  18. Heighten security in the affected areas. Extra law enforcement patrols should be scheduled to limit sightseers, looting, or souvenir hunters.
  19. Coordinate mental health efforts. Recognize that most aircraft accident victims experience mental anguish. Clergy and mental health counselors will provide support to affected victims, family members and responders.
    - a. Region VII Office of Public Health 676-7451
  20. Coordinate aerial views for EOC Staff. Refer to Resource Directory in EOC for local contacts of Civil Air Patrol personnel. Videotaping (both aerial and ground level) will be a valuable record keeping and evidentiary tool.
  21. Activate NWLA VOAD Chairperson to coordinate volunteer efforts and donated assistance. This information should be coordinated with emergency services and Red Cross personnel.

## **B. Recovery**

1. Continue to gather disaster reports from area departments/agencies (fire services, law enforcement, FAA, airport authority, BAFB, etc). Continue to update WebEOC. GOHSEP will contact FEMA for assistance if needed. Request a representative of the FAA located in the EOC for

- overall disaster coordination efforts.
2. Have Mayor and Commission President declare a State of Emergency. An emergency declaration at the local level will free up state and federal resources. Sample disaster declarations are located in the Disaster Recovery Manual in the EOC. Fax the signed State of Emergency to GOHSEP as soon as possible. A local disaster declaration will free up National Guard assistance also if necessary for security and perimeter control at the disaster site.
  3. Staffing of the EOC may be necessary for several days. A shift schedule should be developed to allow personnel time off for rest.
  4. If fatalities are involved, the airline and FAA will establish a toll-free 1-800 number for family members to contact for information concerning the passengers.
  5. The crash scene should not be disturbed until the arrival of the FAA, except what has to be moved to rescue survivors. Remember that the FAA has investigative authority for all aircraft accidents, not local authorities.
  6. Keep public/news media updated on situation as coordinated with FAA officials.
  7. The overall accident investigation may take several weeks to several months for completion. Periodic updates and briefings of long-term investigation, response procedures and lessons learned will be necessary.
  8. Deactivate EOC after local response is no longer needed and operations resume normal activity.
  9. Perform after-action meeting and report for local emergency services and related departments/agencies.

## V. SUMMARY

Aircraft disasters are a traumatic experience for victims and emergency responders. The key to an effective response is pre-planning and training. Pursuant to FAA regulations, Caddo Parish OHSEP and the Shreveport Airport Authority conduct a full-scale aircraft disaster drill at least every 3 years at the Shreveport Regional Airport. These drills, complete with 150 mock casualties, are designed to evaluate the response of multiple emergency service and support agencies to the scene of an aircraft disaster. Over 100 federal, state and local organizations, both public and private, participate in the exercise. Ten area hospitals enact their mass casualty incident (MCI) plans as victims are transported from the scene of the simulated aircraft disaster. A temporary morgue is established in one of the hangars at the airport. Family and emergency responder counseling is conducted at the site by trained critical incident stress debriefing teams. The Caddo Emergency Operations Center (EOC) is also activated for overall disaster drill coordination.

A formal drill critique is conducted by Barksdale AFB Exercise and Evaluation (E&E) Section. Verbal and written comments and suggestions are compiled into a drill summary report and distributed to exercise participants. Emergency response plans are updated based on lessons learned from the disaster drill.

If a military aircraft disaster were to occur, Barksdale Air Force Base would assume control of the crash site. Local emergency services would provide support assistance as requested by military officials. Specific details are outlined in the BAFB Operations Plan.

**VI. REFERENCES**

1. Airport Certification Manual (FAR Part 139). Shreveport Regional Airport. 12 December 1999.
2. Barksdale AFB Oplan 32-1. Barksdale Air Force Base, Louisiana. 30 June 1997.

## Appendix 7 – Definitions

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### **ALERT**

An “alert” is an incident that currently does not affect the local or general population but has the potential to escalate to a more serious emergency. The situation is unresolved and should be monitored closely. Some limited protective actions may be implemented and additional assistance requested from GOHSEP.

### **APPLICANT**

A state agency, local government, or private nonprofit facility submitting a project application or request for direct federal assistance under the Disaster Act or on whose behalf the Governor’s authorized representative takes such action.

### **COMMUNITY SHELTER PLAN (CSP)**

Obsolete term. Refer to "In-Place Protection".

### **CONGREGATE CARE FACILITIES**

Public or private buildings in the reception areas that may be used to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person. The facility may or may not meet criteria for designation as "fallout shelter".

### **CRISIS RELOCATION PLAN (CRP)**

The contingency planning designed to move populations from high hazard areas to those of lower risk and to provide for their well being (i.e., congregate care housing, feeding, fallout protection, etc.). Also frequently referred to as evacuation planning.

### **DIRECTION AND CONTROL (D&C)**

The control group in the EOC during emergency operations which consists of the Chief Executive (Mayor, Parish President, Governor, etc.), Chiefs of emergency services (fire, police, sheriff’s office, EMS) and support staff such as public works, public utilities, transportation, public information officers, Red Cross and other as deemed necessary.

### **DISASTER**

An event, the effects of which cause loss of life, human suffering, property damage, both public and private, and severe economic and social disruption. Disasters can be natural or man-made events, major accidents, or enemy attack. Disasters are differentiated from those day-to-day emergencies and accidents that are routinely responded to by local emergency organizations, and may be of such magnitude or unusual circumstance as to require response by all levels of govt.

### **DISASTER ASSISTANCE CENTER (DAC)**

A facility established within or adjacent to an affected area for the purpose of providing disaster victims with "one-stop" service in meeting their disaster or emergency needs. Representatives of federal, state, and local government agencies volunteer organizations, and certain representatives of the private sector usually staff it.

## **EMERGENCY**

A disaster occurrence or a situation that seriously threatens loss of life and damage to property. It usually develops suddenly and unexpectedly and demands immediate, coordinated, and effective response by government and private sector organizations to protect lives and limit damage to property. Examples of emergency situations which could result in a disaster include: an accident involving hazardous materials which threatens to explode or rupture endangering the surrounding population; the period of time prior to the onset of a severe storm; and a period of intense international crisis that could lead to nuclear warfare.

Any of the various types of catastrophe included in the definition of a "major disaster" which required federal emergency assistance to supplement state and local efforts to save lives and protect property, public health and safety, or to avert or lessen the threat of a disaster.

## **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 war, state of peril or disaster, or other natural emergency as provided by the Emergency Alert System Plan.

## **EMERGENCY OPERATIONS CENTER (EOC)**

The protected site from which civil government officials (municipal, parish, state and federal) exercise direction and control in an emergency.

## **EMERGENCY OPERATIONS PLAN (EOP)**

A brief, clear and concise document that describes actions to be taken and provides instruction to all individuals and local government services, and states what will be done in the event of an anticipated emergency. The plan will state the methods for taking coordinated action to meet the needs of the situation. It will state what action to be taken, when, and where it is to take place, and who is responsible, based on pre-determined assumptions, objectives and capabilities.

## **EMERGENCY PUBLIC INFORMATION (EPI)**

Information, which is disseminated before, during and/or after an emergency, designed to instruct and transmit direct orders to the public via the news media.

## **EVACUATION CONTROL PROCEDURES**

The plans made by the various services to outline their duties and to ensure the orderly movement of people during the evacuation period.

## **EVACUEES, SPONTANEOUS**

Persons who might leave an area in periods of intense crisis in response to a real or feared threat, whether or not they are advised to do so.

## **EXECUTIVE GROUP**

The governing bodies of the local jurisdiction but also may include members of mutual-aid associations and the mayors of towns, cities and communities in the jurisdiction.

### **FALLOUT**

The process of radioactive particles of debris (dust) that have been made radioactive by nuclear detonation falling back to earth.

### **FALLOUT SHELTER**

A habitable structure, facility, or space, public or private, used to protect its occupants from radioactive fallout. Space is allocated at 10 square feet per person.

### **FEMA**

Federal Emergency Management Agency

### **FEDERAL COORDINATING OFFICER (FCO)**

Responsible for the coordination of all federal disaster assistance efforts in the affected area. The FCO works closely with the State Coordinating Officer (SCO) to assure effective implementation of assistance programs. The FCO is located in the Disaster Field Office.

### **FEDERAL-STATE AGREEMENT (FEMA-STATE AGREEMENT)**

The document executed by the Governor, acting for the State and Regional Director, for FEMA. The agreement will contain the necessary terms and conditions consistent with the provisions of applicable laws, executive orders, and regulations that the Associate Director may require and will set forth the type and extent of Federal assistance.

### **FIRST CALL TELEPHONE WARNING SYSTEM**

A telephone warning system that covers all of Caddo and Bossier Parishes. The warning system is used by public safety, emergency management and other officials for contacting people in a targeted area or on a specified list with telephone calls providing critical information. Using a series of computers and a recorded human voice message, the network rapidly and efficiently contacts and informs the targeted community by telephone.

### **FLOODPLAIN**

The area adjoining a river, stream, watercourse, ocean, lake or other body of standing water that has been or may be covered by floodwater.

### **FLOODWAY**

The channel of the river or stream and those parts of the flood plains adjoining the channel, which are reasonably required to carry and discharge the floodwater or flood flow of any river or stream.

### **GENERAL EMERGENCY**

A “General Emergency” is an emergency that has affected or will affect large portions of the population. This is the most severe of the emergency classifications and the protective



actions for large numbers of people would be necessary. All emergency resources would be activated and assistance would be requested from federal, state, local and support agencies, as necessary.

**GOVERNOR**

The Chief Executive or Acting Chief Executive of the State of Louisiana.

**GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR)**

The person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance following the declaration of an emergency or major disaster, including certification of applicants for public assistance.

**GRANT COORDINATING OFFICER (GCO)**

The State official assigned to management responsibility in the Administrative Plan for the Individual & Family Grant (IFG) Program.

**HAZARD AREA**

Areas designated by the Federal government, or locally through a hazard vulnerability analysis, which are relatively more likely to experience the direct effects of natural or man-made disasters.

**HAZARD MITIGATION**

All methods and measures employed to eliminate or make less severe the effects of a major disaster or emergency and of future disasters in the effected area include reduction and avoidance.

**HAZARDOUS MATERIAL**

Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economical crops, or property when released into the environment. There are four traditional classes: chemical, biological, radiological and explosive. However, the U.S. Department of Transportation lists fifteen different classes.

**IFG**

Individual Family Grant

**INCREASED READINESS INFORMATION SYSTEM (IRIS)**

Obsolete term for "Increased Readiness Reporting" (IRR).

**INCREASED READINESS REPORTING (IRR)**

The reporting system used to report from selected local governments to the State and the Federal level to determine the level of readiness for a given emergency.

**INDIVIDUAL ASSISTANCE OFFICER (IAO)**

A principal staff officer on the FCO's staff and directly responsible to the FCO for all matters relating to individual assistance, including the establishment, location, and operation of DAC's and mobile teams. The IAO is located with the FCO.



**IN-PLACE PROTECTION PLAN (FORMERLY COMMUNITY SHELTER PLAN)**

A planning document which includes a published map and emergency public information materials that enable local government to give people the answers to questions such as, "Where do I go for shelter?" and "What do I do?" when the warning sounds. The IPP designates specific shelter areas of the community, thus allocating the people to the best available fallout protection.

**INTEGRATED EMERGENCY MANAGEMENT SYSTEM (IEMS)**

A concept that applies mitigation, preparedness, response and recovery activities to all hazards in a local/state/federal partnership.

**LOCAL GOVERNMENT (POLITICAL SUBDIVISION)**

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

**RADIOLOGICAL PROTECTION**

A program, including plans, procedures, and systems to monitor, report, and evaluate the radiological hazards. It supports preventive and remedial measures to minimize the effect of nuclear radiation on people and resources.

**RECEPTION AREA**

A specified area relatively unlikely to experience the direct effects of a particular natural disaster or nuclear attack, and designated for the reception, care, and logistical support of the hazard area evacuees.

**RESOURCES**

Manpower, raw or basic materials, finished goods and products, services and facilities.

**RESOURCE LIST**

A list that contains all resources (equipment, personnel, supplies, etc.) in the city/parish that can be used by emergency services in response to local disasters/emergencies.

**SITE AREA EMERGENCY**

An emergency that either has already had some effects on near-site population or is anticipated to do so. This classification would be used in situations where a limited number of people have been affected or a much larger number could possibly be affected. Protective actions would be implemented and emergency preparedness assistance would be necessary.

**SHELTER, EXPEDIENT**

Any shelter constructed in an emergency or crisis period, on a crash basis, by individuals or single families.

**SHELTER, FALLOUT**

A habitable structure or space used to protect its occupants from radioactive fallout.

**SHELTER MANAGER**

A pre-trained individual who provides for internal organization, administration, and operation of a shelter facility.

**SLOSH (MODEL)**

Sea, Lake, and Overland Surge from a Hurricane.

**STATE**

State of Louisiana

**STATE COORDINATING OFFICER (SCO)**

The State official designated by the Governor to act as his principal assistant in the coordination and supervision of the State Disaster Assistance Program and to act in cooperation with the Federal Coordinating Officer for the purpose of coordinating state and local assistance efforts with those of the federal government.

**STATE EMERGENCY OPERATIONS CENTER**

That facility designated as the area of mobilization of all resources of the State during times of emergencies. Other State EOC's may be designated as required in a disaster area.

**STATE EMERGENCY PLAN**

State plan which is designed specifically for state-level response to emergencies or major disasters and which sets forth actions to be taken by the state and local governments, including those for implementing federal disaster assistance.

**STANDARD OPERATING PROCEDURES**

A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standard procedure without loss of effectiveness.

**STAGING AREA (SA)**

A preselected location having large parking areas and cover for equipment, vehicle operators, and other personnel (i.e. a major shopping area, schools, etc.). The SA provides a base for coordinated emergency operations, assembly of persons to be moved by public transportation to reception jurisdictions, a rally point for mutual aid, and a debarking area for returning evacuees. Several of these areas should be designated in each evacuation/hazard and reception jurisdiction.

**TRAFFIC CONTROL POINTS**

Places along evacuation routes that are manned by law enforcement officials to direct and control movement to and from the area being evacuated.

**UNUSUAL EVENT**

An incident that is out of the ordinary but does not present a current threat to persons or property even in the immediate vicinity. The incident may have a potential to escalate to

a more serious emergency but is not expected to do so. No protective action will be implemented and no emergency preparedness assistance should be needed.

**VULNERABILITY (OR RISK)**

The degree to which people, property, the environment or social and economic activity – in short, all elements-at-risk – are susceptible to injury, damage, disruption or loss of life.

**WORKER, KEY**

An individual whose skills or services are required to continue operation of vital facilities and activities that will provide goods and services to the relocated population and host parish residents, or insure continuance of the nation's production capabilities and preservation of the economic system.

## Appendix 8 – Precautions for High Water on Red River

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### **I. GENERAL**

High water on the Red River occurs periodically in most years. When this event occurs the Red River's increased volume, velocity and pressure cause unsafe conditions by increasing levels and currents concealing hazards in the water. In addition, traffic on the Red River has increased due to recreational boating and related events.

### **II. FLOOD STAGE/FLOOD WARNING LEVEL**

The Flood Stage on the Red River is 30' at the downtown Shreveport gauge. The Flood Warning Stage on the Red River is 26' at the downtown Shreveport gauge.

### **III. THREAT**

Data from the National Weather Service and area emergency services clearly document that levels above 26' at the downtown Shreveport gauge increase the dangers for boating and personal safety.

### **IV. PREPAREDNESS MEASURES**

Caddo Parish OHSEP will notify area law enforcement agencies when the Red River reaches the 26' Flood Warning Stage at the downtown Shreveport gauge site. Area law enforcement agencies will close the public boat ramps when the river reaches this level due to unsafe conditions.

### **V. AUTHORITY**

The Caddo-Bossier OHSEP Executive Council issued a Joint Resolution supporting this emergency preparedness procedure on June 19, 1997. The OHSEP Executive Council is comprised of the Mayor of Shreveport, Mayor of Bossier City, President of the Caddo Parish Commission, President of the Bossier Parish Police Jury and Director of the Caddo-Bossier OHSEP.

At its regular meeting on August 13, 1997, the Red River Waterway Commission voted to concur in the joint resolution by the Executive Council for the Caddo-Bossier Office of Homeland Security and Emergency Preparedness regarding safety concerns on the Red River in Caddo and Bossier Parishes. In the same motion whereby this concurrence was approved, the RRWC also granted the appropriate law enforcement agencies of these parishes the authority to close the boat ramps. It is the RRWC understanding that when unsafe conditions, as defined in the resolution, occur on the river, the gates to the RRWC's boat ramps will be closed and will remain closed until these conditions no longer exist.