

# All Hazards Emergency Operation Plan

Emergency Support Functions

Tangipahoa Parish



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PROMULGATION STATEMENT

Transmitted herewith is the new All Hazard Emergency Operations Plan for Tangipahoa Parish. This plan supersedes any previous Emergency Operations plan promulgated for this purpose. It provides a framework in which the parish and its political subdivisions can plan and perform their respective functions during an Emergency.

Included in the context of this All Hazard Emergency Operations Plan, is the authority and responsibility for direction and control of the resources of Tangipahoa Parish by responding agencies, when operating as members of the Emergency Operation organization.

This plan is in accordance with existing Federal, State and Local statues and understandings of the various agencies involved. This plan is in concurrence with the Tangipahoa Parish Office of Homeland Security and Emergency Preparedness, the Governor’s Office of Homeland Security and Emergency Preparedness, and the Federal Emergency Management Agency. It will be reviewed and rectified annually by the Tangipahoa Parish Office of Homeland Security and Emergency Preparedness, and every fourth year by, the Governor’s Office of Homeland Security and Emergency Preparedness. All recipients are requested to advise the Tangipahoa Parish Office of Homeland Security and Emergency Preparedness of any changes that might result in its improvement or increase its usefulness.

Date \_\_\_\_\_

Signatures:

\_\_\_\_\_  
Parish President  
Tangipahoa Parish



\_\_\_\_\_  
Director, Office of Homeland Security  
and Emergency Preparedness  
Tangipahoa Parish



## FOREWORD

This publication constitutes the basic emergency management plan for the Parish of Tangipahoa, State of Louisiana, including charts detailing its implementation. The continually changing demographic makeup of the parish makes it necessary to update this plan on a regular basis.

Hazardous conditions and situations exist in all communities and Tangipahoa Parish is no exception. They range from such natural hazards as tornadoes and flooding to serious chemical spills. Ordinary citizens generally give little thought to these potential hazards until they occur or threaten the community. The Office of Homeland Security and Emergency Preparedness has the responsibility for identify real and potential hazards and to the extent possible, prepare plans for coping when and as they occur.

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

In this plan the word "he" is used in a generic sense to refer to persons or with gender.





# Tangipahoa Parish Office of Homeland Security And Emergency Preparedness



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## All Hazards Emergency Operation Plan Basic Plan

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### BASIC PLAN

#### I. PURPOSE AND SCOPE

It is the purpose of this plan to provide guidance for the various departments within Tangipahoa Parish government, where applicable, and all of those outside agencies within the Parish of Tangipahoa with an emergency assignment before, during and following any declared emergency.

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

This plan sets forth a detailed Parish program for preparation against, operation during, and relief and recovery following disasters as provided by Parish, State, and Federal statutes, regulations, executive orders and ordinances, as well as other related or applicable emergency authorities or directives.

The EOP is designed to coordinate closely with the National Response Framework (NRF) and State of Louisiana Emergency Operations Plans. It establishes a base on which further plans, procedures, guidelines, arrangements, and agreements can be elaborated.

From this point further, the Governor's Office of Homeland Security and Emergency Preparedness shall be referred to as GOHSEP, and the Tangipahoa Parish Office of Homeland Security and Emergency Preparedness shall be referred to as HSEP.

A. Mission

In times of emergency the mission of the Tangipahoa Parish government is:

1. To plan and prepare practicable response programs for the protection of life and property in the event of disasters.
2. To take immediate effective action to direct, mobilize, coordinate and determine utilization of local resources to support political subdivisions in the conduct of disaster operations to save lives, protect property, relieve human suffering, sustain survivors and repair essential facilities.
3. To coordinate and direct restoration and recovery operations in the disaster area subject to governmental authority.
4. To insure that each Parish Department and Agency will plan and provide for an emergency operations capability which conforms in principle with this plan.
5. To coordinate all disaster services with the Homeland Security and Emergency Preparedness Director.

B. Overview

1. Primary responsibility for disaster preparedness rests with elected heads of government, both Local and State, in accordance with RS 29: 721-738. 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 government will perform urgently needed emergency work immediately.

NOTE: Possible reimbursement by the Federal Government for emergency work, restoration or replacement is contingent only upon a Presidential Declaration implemented under Public Law 93-288, Part II. It is the purpose this 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 to:
  - a. control and use to the fullest extent all able manpower and material resources subject to the authority of the government entity, and
  - b. control and use to the fullest extent all manpower and material resources available in the general area of devastation by means of inter-agency cooperation, and
  - c. notify the HSEP Director, Parish President or Mayor of any deficiencies that exist.

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

## II. SITUATION AND ASSUMPTIONS

### A. Situation

1. The Parish of Tangipahoa is a local subdivision which operates under a home rule charter and, subject to said charter, is authorized to exercise any power and perform any function necessary, requisite or proper for the management of its local affairs.
2. Tangipahoa Parish, is located Southeast portion of Louisiana, approximately 50 northwest of New Orleans, Louisiana. The Parish of Tangipahoa is

adjacent to St. Tammany, Livingston, Washington, St. John the Baptist and St. Helena Parishes. In addition Tangipahoa shares her border with the following Mississippi counties; Amite and Pike. The parish is one of the largest, in terms of land area, in the state. It has a total area of 823 square miles, of which, 790 square miles of it is land and 33 square miles of it is water.

Map of Tangipahoa Parish and Neighboring Parishes:



3. Tangipahoa Parish has within its borders 8 incorporated communities:
  - a. Amite
  - b. Hammond
  - c. Independence
  - d. Kentwood

- e. Ponchatoula
- f. Roseland
- g. Tangipahoa
- h. Tickfaw

#### 4. Demographics

##### a. Population

As of the census estimate of 2011, there were 121,097 people, 51,584 households, and 36,558 families residing in the parish.

##### b. Households

There were 51,584 households out of which 25.6% had children under the age of 18 living with them, 45.30% were married couples living together, 17.70% had a female householder with no husband present, and 33.40% were non-families. 27.10% of all households were made up of individuals and 10.90% had someone living alone who was 65 years of age or older. The average household size was 2.56 and the average family size was 3.14.

##### c. Income

The median income for a household in the parish was \$25,722, and the median income for a family was \$32,816. Males had a median income of \$29,388 versus \$19,234 for females. The per capita income for the parish was \$13,743. About 20.90% of families and 26.50% of the population were below the poverty line, including 32.70% of those under age 18 and 19.00% of those age 65 or over. The special needs of the handicapped and elderly are appropriately addressed throughout this plan. Annual reassessments are conducted by the HSEP.

5. Southeastern Louisiana University is located within Tangipahoa Parish, within the City of Hammond. Student enrollment is in excess 16,000.
6. Tangipahoa Parish's hazard analysis study indicates that its entire population is vulnerable to many hazards, both natural and technological, that could individually or in a combination thereof, result in conditions that warrant a coordinated emergency response and an emergency or disaster declaration by the Parish President. The hazards include:
  - a. Natural Hazards
    - i. Weather
      - Thunderstorms
      - Tornadoes
      - Freeze
      - Ice Storms
      - Snow
      - Drought
      - Tropical Systems
      - Hurricanes
    - ii. Floods
      - Urban and Small Stream
      - River
      - Flash
    - iii. Urban Fires
    - iv. Wild Land Fires
    - v. Dam Failures
    - vi. Pandemics
    - vii. Infectious Diseases
    - viii. Earthquakes
  - b. Technological Hazards
    - i. Hazardous materials

- Fixed Sites
- Transportation
  - Roadway
  - Pipeline
  - Waterways
  - Air
- ii. Transportation accidents
- iii. Terrorism
- iv. Bridge collapse
- v. Utility service interruptions
- vi. Energy shortage
- vii. Civil disturbance
- viii. Prison Breaks
- ix. School Shootings
- x. Large Gatherings
- c. Hazard and Warning Matrix

<u>Hazards</u>	<u>Warning Codes</u>
<b>Weather</b>	
<i>Thunderstorms</i>	x,2,
<i>Tornadoes</i>	x,1,2,10
<i>Freeze / Ice Storms / Snow</i>	x,1,2,10
<i>Drought</i>	x,3,5,6
<i>Tropical Systems/Hurricanes</i>	x,1,2,5,10
<b>Floods</b>	x,1,2,5,10,11
<i>Urban and Small Stream</i>	x,1,2,5,10,11
<i>River</i>	x,1,2,5,10,11
<i>Flash</i>	x,1,2,5,10,11
<b>Other Natural Hazards</b>	
<i>Earthquake</i>	x,1-3,5,10,11
<i>Urban Fires</i>	x,10,11
<i>Wild Land Fires</i>	x,1-3,5,10,11
<i>Dam Structure Failure</i>	x,1-3,5,10,11
<i>Pandemics</i>	x,3,5,6,8,-11
<i>Infectious Disease Outbreak</i>	

<b>Technological Hazards</b>	
<b>Hazardous Materials</b>	
<i>Fixed Sites</i>	x,1,3,5-8,10,11
<i>Transportation</i>	x,3,5,6,8,-11
<i># Roadway</i>	x,1,3,5-8,10,11
<i># Rail</i>	x,1,3,5-8,10,11
<i># Pipeline</i>	x,1,3,5-8,10,11
<i># Waterways</i>	x,1,3,5-8,10
<i># Air</i>	x,1,3,5-8,10
Civil Disturbances	x,3,5,6,10
Bridge Collapse	x,1,3,5,6-11
Prison Breaks	x,1?,3,8,10,11
Terrorist Attack/Homeland Sec.	x,1,3,5,6-11
School Shootings/Hostage Sit.	x,1,3,8,10,11
Large Gatherings	x,3,5,6,10
Utility/Power Outages	x,10,11
Air Disaster	x,1,3,6,10,11

<b>Warning Codes</b>	<b>Warning System</b>
1	EAS Activation
2	Weather Radio
3	Broadcast Media Statement
4	Telephone Alerting
5	E-Mail
6	Press Briefing
7	Emergency Radio Override
8	Cable System Override
9	Cable Government Channel
10	Dispatch / PS Radio Broadcast
11	Route Alerting - Door to Door

**In addition to the above Hazard and Warning Matrix, Southeastern Louisiana University has an Emergency Notification System, which can be used in conjunction with the warning system for Tangipahoa Parish.**

B. Assumptions

1. The Tangipahoa Parish Emergency Operation Center or an alternate facility is available.
2. All equipment necessary to provide a coordinated mitigation, preparedness, response, and recovery effort from local, state and federal government is functional and available as reasonably possible to the extent of the emergency.

3. Actions to minimize the effects of any disaster will be conducted by Tangipahoa Parish officials from the Emergency Operation Center and affected public and private agencies.

### III. Concept of Operations

#### A. General

The Emergency Operations Plan is based on the premise that the Emergency Support Functions (ESF) performed by the various agencies and organizations during emergency operations generally parallels their normal day-to-day functions. The same personnel and material resources will be employed in both cases. Day-to-day tasks and operations that do not contribute directly to the emergency may be suspended or redirected for the duration of any emergency or disaster, and efforts that would normally be assigned to those tasks will be channeled toward emergency and disaster ESF as assigned.

#### B. Executions and Implementation

The Louisiana Homeland Security and Emergency Assistance and Disaster Act, RS: 29:721-738, as amended has placed the responsibility for implementation of this plan upon the Parish President. The Tangipahoa Parish Homeland Security and Emergency Preparedness Director as appointed by the Tangipahoa Parish President will implement this plan and procedures when the situation warrants. Currently the Sheriff of Tangipahoa Parish has been designated as the HSEP Director. Should the Parish President declare a state of emergency, the plan will automatically be activated.

#### C. State of Louisiana Incident Management System

The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. It is based on the Incident Command System and the Unified Command System (ICS/UCS) and is flexible and appropriate to all types of incidents. The State of Louisiana Incident Management System (SLIMS) will use the same flexible structure to manage all types of incidents, particularly those that require the establishment of Incident Command Posts at or near an incident site.

Tangipahoa Parish by adoption of this plan has adopted in its entirety the National Incident Management System.

D. The Tangipahoa Parish Standardized Emergency Classification System exists to standardize terminology among all emergency response organizations to express the severity of emergencies and provide the framework for a unified response. In addition, the Tangipahoa Parish Standardized Emergency Classification System provides the foundation for the implementation and institutionalized processes, systems, procedures, and/or plans to ensure effective cross-jurisdictional coordination between multiple local ICS organizations responding to an incident covering a large geographical area.

1. 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 the potential to escalate to a more serious emergency but is not expected to do so. No protective action will be implemented and no assistance should be needed from the Tangipahoa Emergency Operation Center.

2. Alert

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 the Tangipahoa Emergency Operation Center.

3. Site Area Emergency

An emergency that either has already had some effect 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 assistance would be necessary.

#### 4. General Emergency

An emergency, which has affected or will affect large portions of the Parish population. This is the most severe of the emergency classification and protective actions for large numbers of people would be necessary. All emergency resources would be activated and assistance would be requested from the federal, state, and support parish emergency response agencies, as necessary.

#### E. National Incident Management System – Command and Management – Incident Types

##### **Incident Complexity Types**

Source: U.S. Fire Administration

- **Type 5**

- The incident can be handled with one or two single resources with up to six personnel.
- Command and General Staff positions (other than the Incident Commander) are not activated.
- No written Incident Action Plan (IAP) is required.
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.
- Examples include a vehicle fire, an injured person, or a police traffic stop.

- **Type 4**

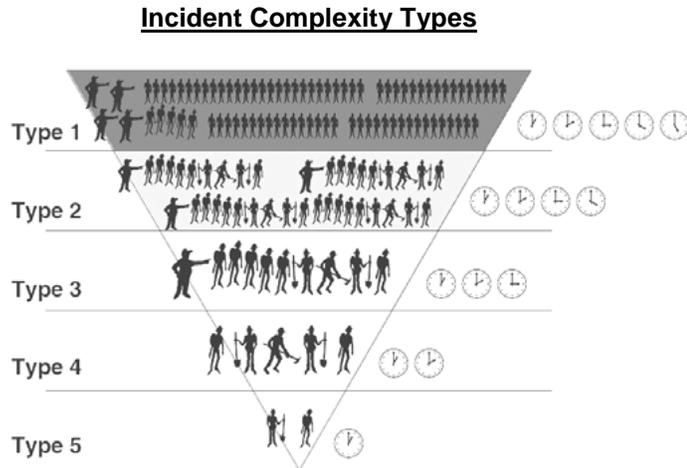
- Command staff and general staff functions are activated only if needed.
- Several resources are required to mitigate the incident, including a Task Force or Strike Team.
- The incident is usually limited to one operational period in the control phase.

- The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority are updated.
- No written IAP is required but a documented operational briefing will be completed for all incoming resources.
- The role of the agency administrator includes operational plans including objectives and priorities.
- **Type 3**
  - When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident.
  - Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.
  - A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team.
  - The incident may extend into multiple operational periods.
  - A written IAP may be required for each operational period.
- **Type 2**
  - This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national

resources, to effectively manage the operations, command, and general staffing.

- Most or all of the Command and General Staff positions are filled.
- A written IAP is required for each operational period.
- Many of the functional units are needed and staffed.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.
- **Type 1**
  - This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.
  - All Command and General Staff positions are activated.
  - Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
  - Branches need to be established.
  - The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
  - Use of resource advisors at the incident base is recommended.

- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.



F. Phases of Emergency Management

1. Mitigation

The Tangipahoa Parish will direct the Mitigation Strategy in accordance with the Tangipahoa Parish Hazard Mitigation Plan. The Parish may authorize the Parish President to carry out those provisions within the Tangipahoa Hazard Mitigation Plan. All departments, agencies and political sub-divisions will conduct mitigation activities as directed by the Tangipahoa Parish Hazard Mitigation Plan or as directed by the Tangipahoa Parish. The Parish President will be authorized to execute emergency mitigation measures during a declared disaster or emergency as authorized under RS 29:727.

2. Preparedness

- a. The Tangipahoa Parish HSEP is the primary agency for preparedness efforts.
- b. All parish agencies and departments are responsible for preparedness efforts as outlined within this plan. This may include, but is not limited to the following:

- i. Internal Procedures
  - ii. Training of personnel
  - iii. Participation in exercise and drills
  - iv. Stockpile of materials and supplies needed to carry out their emergency responsibilities.
  - v. Public Information and Awareness
- c. This plan, its supporting procedures and other procedures are tested on a regular basis, to include one full-scale exercise every fourth year. Planning deficiencies discovered through exercises or actual responses are addressed periodically.
  - d. Tangipahoa Parish is part of Louisiana Homeland Security and Emergency Preparedness Region 9.
  - e. Due to the many hazards that face the parish, citizen preparedness efforts are essential for the protection of persons and properties.
  - f. Initiating Conditions:  
  
Tangipahoa Parish will establish initiating conditions for natural, technological and homeland security events. The establishment of initiating conditions provides for timely measured response to potential and ongoing emergencies.

### 3. Response

- a. Process for Declaring a Disaster or Emergency:  
In accordance with Louisiana Revised Statute 29:727, "A local disaster or emergency may be declared only by the parish president".
  - i. An executive order shall be issued by the Parish President stating the following:

- a. The threat(s) or condition(s) that are requiring a declaration of disaster or emergency; (Example: Approach of Hurricane Gustav, On-going heavy rains and flooding)
  - b. Geographic area in which the emergency condition(s) or threat(s) affect;
  - c. Actions needed to be taken; (Example: in order to prepare for the prompt and efficient rescue, care, and treatment of citizens victimized or threatened by disaster)
  - c. Cite Louisiana Revised Statue 29:727 as the authority for such declaration;
  - d. Include the date and time that the declaration is invoked and the length of its duration (may not exceed 30 days)
  - e. Signature of the Parish President or acting Parish President as established by local and state laws concerning the succession of such office.
- ii. As soon as practical, send to the Parish's Official Journal.
  - iii. As soon as practical, send a copy or otherwise notify the Parish Governing Authority.
  - iv. Promptly file the executive order with the Parish Homeland Security and Emergency Preparedness Agency.
  - v. Promptly file the executive order with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness.

- vi. Promptly file the executive order with Parish Clerk of Court.
  - vii. If the declaration of disaster or emergency is needed beyond 30 days, the Parish President may reissue another executive order as outlined above.
- b. At the onset of a response, each agency shall establish Incident Command in accordance with the National Incident Management System, Chapter 2, Command and Management
  - c. Each responding agency will establish an incident action plan either written or unwritten that will be shared with all response organizations. It will provide a coherent means of communicating the overall incident objectives in the context of operational and support activities.
  - d. At the onset of any event, Incident Command or the HSEP Director shall classify every event in accordance with the Tangipahoa Parish Standardized Emergency Classification System.
  - e. The Emergency Operation Center may be activated when requested by the Parish President, Sheriff, Fire Chief(s), Police Chief(s) or upon the decision of the HSEP Director and/or any recommended emergency classification of Alert or higher from Incident Command.
  - f. Public Alert / Notification

At any time during an emergency, the Parish President, Sheriff, Fire Chief(s), Police Chief(s), Incident Command may request implementation of the Public Alert / Notification Function in accordance with ESF-2. The primary agency for Public Alert / Notification is the HSEP via the Tangipahoa Parish Emergency Operations Center.

All Public /Alert Notification shall be coordinated with Southeastern Louisiana

University to ensure dissemination upon its campus.

g. Protective Actions

At any time during an emergency the Parish President, Sheriff, Fire Chief(s), Police Chief(s), University Police, Incident Command and the HSEP Director could implement any of the following protective actions:

- i. Access Control  
Perimeter set-up or road blockage.
- ii. Respiratory Control  
Defined as any actions taken to minimize the risk of injury due to airborne contamination.
- iii. Shelter in Place  
Advising residents to stay indoors shut off any air conditioning systems, and block off any air passages.
- iv. Evacuation  
Entails the removing of all people within a designated area.

4. Recovery

The recovery strategy will be directed by the Parish using established guidelines set forth by a Hazard Specific Annex, Hazard Mitigation Plan or the Louisiana Recovery Authority. Furthermore the Tangipahoa Parish Council may elect to establish a Tangipahoa Parish Recovery Authority, who may advise the Parish on matters concerning recovery and implement recovery measures as directed by the Parish.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General responsibilities of parish agencies

1. Parish President

- a. Assumes responsibility for the overall response and recovery operations.
  - b. Appoints an individual as Homeland Security and Emergency Preparedness Director.
  - c. Declares state of emergency or disaster within Tangipahoa Parish.
2. Homeland Security and Emergency Preparedness
- a. Manages the Emergency Operation Center as a physical facility (e.g., layout and set-up), oversees its activation, and ensures it is staffed to support response.
  - b. Conducts hazard analysis for its jurisdiction.
  - c. Ensures that plans are updated and exercises are conducted.
  - d. Oversees the planning and development of procedures to accomplish the emergency communications function during emergency response.
  - e. Ensures a sufficient number of personnel are assigned to the communications and information processing sections in the Emergency Operation Center.
  - f. Oversees the planning, development, and maintenance of the warning function.
  - g. Oversees updated listings, including phone numbers of emergency response personnel to be notified of emergency situations.
  - h. Designates one or more facilities to serve as the jurisdictions' alternate Emergency Operation Center.
  - i. Ensures that communications, warning, and other necessary operations support equipment is readily available for use in the alternate Emergency Operations Center.

- j. Coordinates with EOC Coordinators to ensure necessary planning considerations are included in the Emergency Operations Plans.
  - k. Coordinates volunteer support efforts to include the activities of volunteers from outside the jurisdiction and the assistance offered by unorganized volunteer and neighborhood groups within the jurisdiction.
  - l. Works with the Public Information EOC Coordinator to develop emergency information packets and emergency instructions for the public.
  - m. Coordinates planning with the emergency management staff in neighboring jurisdictions.
  - n. Coordinates the provision of mass care needs for personnel performing medical duties during catastrophic emergencies.
  - o. Advocates that mitigation concerns be addressed appropriately during response and recovery operations.
3. Law Enforcement – Municipal and Sheriff’s Office
- a. Responsible for advising the Parish on public safety matters.
  - b. Maintain law and order.
  - c. Protecting vital installations.
  - d. Controlling traffic and provide access control.
  - e. Supplement parish communications.
  - f. Assist with public alert / notification.
  - g. Assists with implementation of protective actions measures.
  - h. Coordinates open Search and Rescue.

4. Fire Departments
  - a. Fire suppression and protection.
  - b. Supplement Emergency Medical Response.
  - c. Hazardous-materials incident commander.
  - d. Hazardous-materials decontamination.
  - e. Coordinates Urban and Open search and rescue.
  - f. Assists with damage assessment.
  - g. Assist with public alert / notification.
5. Emergency Medical Service
  - a. Coordinates with the HSEP Director on planning, training and exercising.
  - b. Meets with the heads of local public health, emergency medical, hospital, environmental health, mental health, and mortuary services, or their designees, to review and prepare emergency health and medical plans and ensure their practicality and interoperability. When appropriate, includes local representatives of professional societies and associations in these meetings to gain their members' understanding of and support for health and medical plans.
  - c. Meets with representatives of fire and law enforcement, emergency management agencies, military departments, state and federal agencies, and the American Red Cross to discuss coordination of disaster plans.
  - d. Assists facilities that provide care for special needs populations to develop a facility evacuation plan.
6. Parish Public Information Officer

- a. Advises the HSEP Director, Parish President and Sheriff on matters of emergency public information. Establishes and maintains a working relationship with local media.
  - b. Prepares a call-down list for disseminating of emergency public information to groups that do not have access to normal media (e.g., schoolchildren).
  - c. Prepares emergency information packets for release; distributes pertinent materials to local media prior to emergencies; and ensures that information needs of visually impaired, hearing impaired, and non-English speaking audiences are met.
7. Parish and Municipal Public Works Departments
- a. Emergency and routine maintenance of emergency services equipment and facilities.
  - b. Provide adequate fuel supplies for emergency situations.
  - c. Responsible for coordinating equipment support to remove impediments from evacuation routes and to facilitate traffic routing at access and traffic control points.
  - d. Coordinates with private sector utilities and contractors for use of private sector resources in Public Works – related operations.
  - e. Provide personnel for damage assessment.
  - f. Maintain water systems.
  - g. Coordinate with outside agencies to provide water to the parish when local water system is unavailable.
  - h. Determine when parish’s water system is available after an emergency.

- i. Provide for the continued operation of the parish wastewater systems.
  - j. If appropriate, may assist in the duties of other Parish agencies as appropriate.
8. Tangipahoa Parish Public Schools
- a. Responsible for making School Board resources available.
  - b. Develops and periodically exercises a student evacuation plan.
  - c. Coordinates the use of school buses to transport schoolchildren and other evacuees.
  - d. Develops emergency plans for the transport of school children to shelters.
  - e. Responsible for coordinating and obtaining transportation resources to ensure the movements of people whom need assistance in evacuating the risk area.
  - f. Identifies transportation resources likely to be available for evacuation operations; prepares an inventory of vehicle resources.
  - g. Provides public facilities for sheltering.
9. Southeastern Louisiana University
- a. Develops and periodically exercises a campus evacuation plan.
  - b. Provides for the Public Alert / Notification for the University.
  - c. Coordinates the use of buses to transport students, faculty, staff and visitors in the event of an evacuation.
  - d. Develops emergency plans for the transport of students to shelters.

- e. Responsible for coordinating and obtaining transportation resources to ensure the movements of students and staff whom need assistance in evacuating the risk area.
  - f. Identifies transportation resources likely to be available for evacuation operations; prepares an inventory of vehicle resources.
  - g. Provides public facilities for sheltering if requested and able.
10. Water Districts
- a. Maintain water system
  - b. Coordinate with outside agencies to provide water to the parish and/or municipality when local water system is unavailable.
  - c. Determine when parish's water system is available after an emergency.
  - d. If appropriate, may assist in the duties of Parish and other Municipal Public Works responsibilities.
11. Wastewater Districts
- a. Provide for the continued operation of wastewater systems
  - b. If appropriate, may assist in the duties of Parish and other Municipal Public Works responsibilities.
12. Parish Finance/Purchasing Department
- a. Maintain list of suppliers, vendors and items of critical emergency need.
  - b. Provide for appropriate record keeping of parish expenditures during a state of emergency, as declared by the Parish President.

### 13. Municipal Governments

Provide for mitigation, preparedness, response and recovery in accordance with this plan, parish ordinance, municipal ordinance and the laws of the State of Louisiana.

#### B. Support Organizations and Departments.

In addition to the principal emergency response assignments indicated previously, assignment of support emergency functions may also be required. The following is a list of these resources and their possible assignments:

##### 1. Council on Aging

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

##### 2. American Red Cross

Responsible for establishing a parish evacuee locator and providing liaison service between support parish reception centers and shelters inside and outside the parish.

##### 3. United States Department of Agriculture, Tangipahoa Parish, Emergency Board Chairperson (County Agent)

Responsible for the dissemination of agricultural advisors to affected Parish Farms and other agribusiness concerns.

##### 4. Private Utility Companies

Representatives report to the Emergency Operation Center if needed.

##### 5. Military Department

Provides personnel and equipment to support direction and control actions at the scene and/or the Emergency Operation Center.

- C. State Departments and Agencies, including Southeastern Louisiana University.

Responsible for activities of mitigation, preparedness, response and recovery as directed by state law and the State of Louisiana Emergency Operations Plan.

- D. Federal Departments and Agencies

Responsible for activities of mitigation, preparedness, response and recovery as directed by state and federal law and the National Response Framework.

- E. Emergency Operation Center Coordinators.

- Parish President
- Sheriff
- HSEP Director
- Department of Wildlife and Fisheries
- Fire Service
- State Fire Marshall
- Tangipahoa Parish School System
- DOTD
- Department of Child and Family Services
- Parish Public Works
- Entergy
- Atmos
- Red Cross
- Public Information Officer
- Department of Hospitals/Public Health
- National Guard
- State Police
- Fire Marshal

## V. DIRECTION AND CONTROL

- A. The Tangipahoa Parish President legally designates the planning and carrying out of emergency responsibilities;

- B. Authority to initiate actions; It is provided that this plan:

1. Is the official operations source for Tangipahoa Parish,

governing and otherwise pertaining to all disasters, related administrative and operational tasks in the Parish;

2. Is authorized by and promulgated under the authority contained by those local, state and federal statutes listed herein;
3. Has the concurrence of the Tangipahoa Parish Council by the virtue of the letter of implementation signed by the Parish President;
4. Has the concurrence of 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-288;
5. It is understood that all Parish departments, agencies and boards of local government are an integral part of this plan;
6. Exist as part of the planning elements of:
  - a. Specifically named departments with specific emergency management roles.
  - b. All other departments of parish government, which by virtue of their association constitute a large reserve of material and manpower resources. At the direction of the Parish President, such departments may be requested to supplement specifically assigned disaster response roles vital to the well being of the parish.
7. The executive group 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 the Public Information Annex.

C. Command Responsibility for Specific Action

1. The Parish President, under the authority provided by Louisiana Revised Statute 29:721-728 and various ordinances enacted by the Tangipahoa Parish council,

has the responsibility for preparing for and responding to the many potential hazards faced by Tangipahoa Parish. The Parish President's authority shall include, but not be limited to, the declaring of an emergency or disaster condition within his political jurisdiction.

2. In accordance with Revised Statute 29:730.2 - In the event of an emergency or a disaster within the parish, each municipality in the parish shall provide available resources, including manpower, materials, equipment, and services, as determined reasonably necessary by the parish president to cope with the emergency or disaster.
3. Authority of Municipalities to Respond – Revised Statute 29:737. Municipal officials have the authority to respond as needed in accordance with this revised statute.
4. The HSEP Director acts as the Chief Advisor to the Parish President during any declared emergency affecting the people and property of Tangipahoa Parish. Various Parish agencies and departments under the direction and authority of the HSEP will conduct emergency operations.
5. State and Federal officials will coordinate their operations through the Parish President or his designated representative.

D. Emergency Operating Center

1. The Tangipahoa Parish Emergency Operation Center is located in Amite at the government center.
2. Should relocation of direction and control be necessary because of enemy threat or other widespread situation involving the primary Emergency Operation Center, an alternate Emergency Operation Center would be activated.

VI. CONTINUITY OF GOVERNMENT

A. Tangipahoa Parish

Succession for the Parish President will be in accordance

with the Tangipahoa Parish Home Rule Charter, Parish ordinances and policies of the Tangipahoa Parish President.

Agencies and other local political subdivisions other than the Parish, will establish continuity of government through standard operating procedures, ordinance, executive order and/or memo.

- B. 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) be protected and preserved in accordance with applicable state and local laws. Examples include ordinances, resolutions, minutes of meetings, land deeds, and tax records.

## VII. ADMINISTRATION AND LOGISTICS

- A. The Emergency Operation Center is the primary site for all emergency operations. If the Emergency Operation Center becomes unusable, the alternate Emergency Operation Center will be used.

- B. Emergency purchasing

Parish procedures provide for the purchasing of emergency equipment and supplies. Authorization for emergency purchasing will be directed by the Parish President or designee.

- C. Use of local firms

When major disaster assistance activities are carried out by contract or agreement with private organizations, firms or individuals, preference will be given, to the extent feasible and practicable to those organizations, firms, and individuals residing or doing business primarily in the affected area.

- D. Records and reports

- 1. HSEP has the responsibility for submitting local reports to GOHSEP.

2. Department of Finance maintains the records of expenditures and obligations incurred during the response to an emergency.
3. Communications records are generated by communications operators and are maintained by their respected agencies.

E. Nondiscrimination

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

F. Consumer protection

Consumer complaints pertaining to alleged unfair or illegal business practices would be referred to the parish district attorney's office.

G. Administration of insurance claims

Commercial insurance companies and their adjustment agencies handle insurance claims on a routine basis. Complaints should be referred to the state insurance commissioner. A representative of the American Insurance Association may be dispatched to a disaster area to assist with claim problems.

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

I. Preservation of historic properties

In the event of a disaster involving known historic properties in Tangipahoa Parish, the Department of Community Development will identify said historic properties within the designated disaster area for public assistance purposes.

J. Resources and disaster relief

1. State agencies are expected to assist local efforts after local resources are deemed insufficient.
2. Federal and state disaster assistance will supplement not substitute for any relief provided by the parish. Possible reimbursement by the Federal Government for emergency work, restoration or replacement is contingent only upon a Presidential Declaration implemented under Public Law 93-288, Part II. It is the purpose of the Basic Plan to cover all aspects of Local response only, not contingent on any extraordinary State or Federal assistance.
3. Support by military units and the National Guard may be requested through the GOHSEP. Military assistance will complement and not be a substitute for parish participation in an emergency response. Military forces will remain at all times under military command but will support and assist parish forces. Request for military services should be “mission” oriented and include objectives, priorities and specific information to accomplish assignments within the parish.
4. Tangipahoa Parish personnel and equipment may be sent to assist other political subdivisions outside the parish upon authorization and in accordance with local, state and federal laws and in coordination with the Region 2 Emergency Operation Plan.
5. Assistance needed with sheltering, feeding, etc. as necessary will be requested by executing mutual aid agreements with the American Red Cross, other volunteer groups, neighboring parishes and GOHSEP. If still more assistance is needed beyond state capabilities, GOHSEP will coordinate requests to the Federal Emergency Management Agency for a presidential declaration of an emergency or major disaster to allow supplemental federal assistance to be provided.

## VIII. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION

- A. HSEP Director has the overall responsibility for emergency planning, coordination of resources and direction of emergency operations.

B. HSEP Director

1. May activate this plan at anytime to ensure a state of readiness.
2. Maintains and updates this plan as required.

C. Local Elected Officials

Ensure legal documents of both public and private nature recorded by the designated official is protected and preserved in accordance with state and local laws.

D. Directors of supporting agencies

1. Maintain internal plans, implementing procedures and resource data to ensure effective response to an emergency.
2. Responsible Directors of all agencies should recommend changes at any time and provide the necessary information as personnel changes occur.

E. This plan applies to all Tangipahoa Parish boards, commissions, and departments assigned emergency responsibilities and to all elements of local government. This plan shall be activated at least once a year (in the form of a simulated emergency if need be) to provide practical operations experience to those who have emergency operations responsibilities.

IX. AUTHORITIES AND REFERENCES

A. Authorities

1. Federal
  - a. Public Law 93-234, as amended The Flood Disaster Protection Act of 1973.
  - b. Public law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.

- c. Title 44, The Code of Federal Regulations, Part 206.
  - d. Federal Emergency Management Agency, FEMA-64, Emergency Action Planning Guidelines for Dams, 1985.
  - e. Federal Emergency Management Agency, SLG 101 State and Local Guide.
  - f. National Response Framework, 2007.
  - g. National Incident Management System, 2004.
  - h. All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.
2. State
- a. The Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993 as amended.
  - b. Act 111, Emergency Interim State Executive Succession Act of 1963.
  - c. Act 112, Emergency Interim Judicial Succession Act of 1963.
  - d. Act 113 as amended, Emergency Interim Legislative Succession of 1963.
17. The Louisiana State Administrative Plan dated 1992, as amended.
- f. Louisiana Significant/High Hazard Dam Safety Plan 1989.
  - g. State Executive Order included in the preface to this plan.
  - h. Louisiana Disaster Recovery Manual dated January 2005, as amended.

- i. Other Acts, Executive Orders, Proclamations, Compacts, Agreements, and Plans pertaining to emergencies and/or disasters that has been or will be developed or enacted.
- 3. Local
  - a. Tangipahoa Parish Code of Ordinances.
  - b. The Tangipahoa Parish Emergency Operations Plan current as adopted by the Tangipahoa Parish Council.
  - c. Region 9 Emergency Operation Plan.
    - a. The Tangipahoa Parish Hazard Mitigation Plan.
    - b. Mutual Aid, Letters of Agreement, and or Memorandums enacted or to be enacted.
- 4. Volunteer
  - a. Louisiana Revised Statutes, Chapter 29:650, Civil Air Patrol.
  - b. Act 58-4-1905, American Red Cross (ARC). Mennonite Disaster Services/FEMA Agreement. Salvation Army Charter, May 12, 1974 and Memorandums of Understanding between Louisiana and the agencies above.
  - c. Other directives as appropriate

B. References

- 1. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency.
- 2. Integrated Emergency Management System Capability Assessment and Standards for State and Local Government, Federal Emergency Management Agency, 1983.

3. Integrated Emergency Management System Multi-Year Development Planning Interim Guidance, Federal Emergency Management Agency, January 1984.
4. Integrated Emergency Management System Process Overview, Federal Emergency Management Agency, September 1983.
5. Louisiana Pelican Plan Crosswalk, revised 2010
6. National Incident Management System. United States Department of Homeland Security, 2005.
7. Homeland Security Act 2002. United States.
8. Homeland Security Presidential Directive 5–*Management of Domestic Incidents*. 2002.
9. Homeland Security Presidential Directive 8–*National Preparedness*. 2002.

## X. Glossary/Definitions of Terms

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

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

D&C – Direction and Control

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

Disaster Recovery Manager – Official appointed by the Director, of HOMELAND SECURITY AND EMERGENCY PREPAREDNESS, to coordinate post disaster recovery activities.

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

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

Emergency Operations Center (EOC) – Is a protected site from which public officials issue warnings and exercise direction and control during an emergency/disaster. It is equipped and staffed to provide support in coordinating and guiding emergency/disaster operations.

EOP – Emergency Operations Plan.

EPI – Emergency Public Information.

FCO – Federal Coordinating Officer.

EPZ - Emergency Planning Zone

ESF –Emergency Support Functions

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

Governor’s Authorized Representative (GAR) – The person named by the Governor in the Federal-State Agreement (normally the GOHOMELAND SECURITY AND EMERGENCY PREPAREDNESS Director or his designee) to execute on behalf of the State all necessary documents for disaster assistance following a declaration of an emergency or major disaster, including certification of applicants for public assistance.

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

Hazardous Material (HAZMAT) – Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals,

wildlife, economic crops, or property when released into the environment. The four traditional classes are: chemical, biological, radiological, explosive.

HOMELAND SECURITY AND EMERGENCY PREPAREDNESS – Refers to the Tangipahoa Parish HSEP

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

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

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

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

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

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

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

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

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

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

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

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

APPENDICIES:

1. Organizational Chart
2. Office of Homeland Security Emergency Preparedness  
Organizational Chart
3. Lines of Succession
4. Definitions
5. Vital Facilities
6. Key Workers

APPENDIX 1

Organizational Chart



APPENDIX 2

HOMELAND SECURITY AND EMERGENCY PREPAREDNESS  
Organizational Chart

APPENDIX 3

Lines of Succession

## APPENDIX 4

### Definitions and Acronyms

#### DEFINITIONS

**Agency:** A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Agency Representative:** A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

**Area Command (Unified Area Command):** An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

**Assessment:** The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

**Assignments:** Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

**Assistant:** Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

**Assisting Agency:** An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also: Supporting Agency.

**Available Resources:** Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

**Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the

section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

**Chain of Command:** A series of command, control, executive, or management positions in hierarchical order of authority.

**Check-In:** The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

**Chief:** The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

**Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command Staff:** In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

**Cooperating Agency:** An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

**Coordinate:** To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**Deputy:** A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Dispatch:** The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of

control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

**Emergency:** Absent a Presidential declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency Operations Centers (EOCs):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

**Emergency Operations Plan:** The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

**Emergency Response Provider:** Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Event:** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**Federal:** Of or pertaining to the Federal Government of the United States of America.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

**General Staff:** A group of incident management personnel organized according to

function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section.

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Incident:** An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan (IAP):** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Management Team (IMT):** The IC and appropriate Command and General Staff personnel assigned to an incident.

**Incident Objectives:** Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**Initial Action:** The actions taken by those responders first to arrive at an incident site.

**Initial Response:** Resources initially committed to an incident.

**Intelligence Officer:** The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Government:** A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Logistics:** Providing resources and other services to support incident management.

**Logistics Section:** The section responsible for providing facilities, services, and material support for the incident.

**Major Disaster:** As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objective:** A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Mitigation:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization:** The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multi-agency Coordination Entity:** A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

**Multi-agency Coordination Systems:** Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

**Multi-jurisdictional Incident:** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual-Aid Agreement:** Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**National:** Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

**National Disaster Medical System:** A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

**National Incident Management System:** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Framework:** A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

**Nongovernmental Organization:** An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

**Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

**Operations Section:** The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Personnel Accountability:** The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

**Planning Meeting:** A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

**Planning Section:** Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Preparedness Organizations:** The groups and for a that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence

and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector:** Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

**Processes:** Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

**Public Information Officer:** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Publications Management:** The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

**Qualification and Certification:** This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

**Reception Area:** This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

**Recovery:** The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan:** A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Resource Management:** Efficient incident management requires a system for identify in available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

**Resources Unit:** Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**Section:** The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

**Span of Control:** The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**Staging Area:** Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American

Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States.

See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Strategic:** Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel.

**Strategy:** The general direction selected to accomplish incident objectives set by the IC.

**Supporting Technologies:** Any technology that may be used to support the NIMS is included in this subsystem. These technologies include ortho-photo mapping, remote automatic weather stations, infrared technology, and communications, among various others.

**Task Force:** Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

**Technical Assistance:** Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Threat:** An indication of possible violence, harm, or danger.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Tribal:** Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the

Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Type:** A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

**Unified Command:** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

**Unit:** The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

**Volunteer:** For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

## **ACRONYMS**

**ALS** Advanced Life Support

**DOC** Department Operations Center

**EMAC** Emergency Management Assistance Compact

**EOC** Emergency Operations Center

**EOP** Emergency Operations Plan

**FOG** Field Operations Guide

**GIS** Geographic Information System

**HAZMAT** Hazardous Material

**HSPD-5** Homeland Security Presidential Directive-5

**IAP** Incident Action Plan

**IC** Incident Commander

**ICP** Incident Command Post

**ICS** Incident Command System

**IC** or **LIC** Incident Command or Unified Command

**IMT** Incident Management Team

**JIS** Joint Information System

**JIC** Joint Information Center

**LNO** Liaison Officer

**NDMS** National Disaster Medical System

**NGO** Nongovernmental Organization

**NIMS** National Incident Management System

**NRP** National Response Plan

**POLREP** Pollution Report

**PIO** Public Information Officer

**PVO** Private Voluntary Organizations

**R&D** Research and Development

**RESTAT** Resources Status

**ROSS** Resource Ordering and Status System

**SDO** Standards Development Organizations

**SITREP** Situation Report

**SO** Safety Officer

**SOP** Standard Operating Procedure

**LIC** Unified Command

**US&R** Urban Search and Rescue

Vital Facilities

Insert List

Key Workers