

# HURRICANE EVACUATION AND POST-HURRICANE SITE LOCATIONS FOR STAGING OF VARIOUS HELP ORGANIZATIONS

## I. Purpose

It is the purpose of this annex to establish an East and West bank site for the staging of evacuation for citizens with no means of transportation when a mandatory evacuation order has been declared by the governing authority and to provide for the management of various staging sites for the location of incoming utility repair crews, military units, search and rescue teams, humanitarian relief agencies and various state and federal agencies during the post disaster recovery period.

Emergency Evacuation Staging Locations:

- A. Eastbank Site:  
Yenni Building
  
- B. Westbank Site:  
Alario Center

Recovery Staging Areas:

**See attachment no. 1**

- **All exact site locations and directions on attached page.**

## II. Situation

- A. Jefferson Parish could experience disaster conditions that would require Emergency Evacuation Site Locations (**From here on will be referred to as EESL.**) and post event staging areas to house and stage incoming recovery crews and units from the National Guard, utility companies, humanitarian relief organizations and various state and local agencies.
  
- B. Disaster conditions requiring the use of staging areas brought on by natural phenomena such as hurricanes, floods, tornadoes, fires, storms, or any combination thereof.

- C. Other unforeseen occurrences that could necessitate staging areas would be hazardous material incidents either at a fixed site or in transit or acts of terrorism.
- D. Jefferson Parish may open and operate staging areas:
  - a. During times of man-made disasters for as long as needed.
  - b. During times of natural disasters such as floods, winter storms and tornadoes for as long as needed.
  - c. During all major hurricanes (category 3, 4 or 5).

### III. Emergency Evacuation Site Locations and Operations

**Stage 1).** Staging Plan operations will go into effect when the National Weather Service notifies Jefferson Parish that a tropical storm or hurricane has developed in the Atlantic Ocean, Caribbean Sea or the Gulf of Mexico and the projected time of landfall is 120 hours away or less, and Jefferson Parish has a ten percent or greater chance of being struck by the storm.

Or

The Parish President in consultation with the Director of Emergency Management may activate the Staging Plan during any emergencies that require the use of these facilities.

The following actions will be taken:

\* Alert the Staging Plan Team

**Stage 2).** All essential duty employees are notified to pay close attention to the news and to begin preparations to secure their homes and personal property and to prepare to evacuate their families and pets if an evacuation is called.

**Stage 3.)** When the hurricane is 96 hours away or less from landfall, is a major hurricane (cat 3, 4 or 5) and Jefferson Parish has a 10% or greater chance of being struck by the storm the Staging Plan Coordinator (**see attached list**) shall take the following actions:

- Move barricades and other crowd control devices into position at each staging area for use in directing and controlling the flow of evacuees off of Parish buses and onto State evacuation buses.
- locate the designated number of port o lets at each staging area in accordance with the **attached site plan**.

- Contact the Red Cross and notify them of the Parish's intent to initiate the public evacuation system plan and to prepare to distribute water at each site.
- Notify the General Services Department of the need to cordon off a portion off the Yenni Building Parking lot in accordance with the attached site plan to be used for off loading and loading of evacuees. Insure that the Alario Center Parking lot is clear and ready to be used as an evacuation staging area.

Activate all Staging Team personnel (**see attached list**).

- Request the Emergency Management Department to notify JPSO, the local fire departments and the National Guard to provide security and emergency medical service at each staging area.

**Stage 4).** When the hurricane is less than 72 hours away from landfall (based on the National Weather Service advisories) and is a major hurricane and Jefferson Parish has a fifteen percent chance or greater of being struck by the storm the Parish President, in consultation with the Emergency Management Director will determine a time for the EESL managers to open the EESL.

The opening of the EESL will be coordinated with the Emergency Management Department working in coordination with the State Office of Emergency Preparedness.

EESL management teams from the Recreation and Fire Departments (see attached) will set up each staging area in accordance with the **attached site plan** when notified by Emergency Management and be prepared to off load and load buses working in coordination with staging area teams from the State Office of Emergency Preparedness.

Process and registration of evacuees will be a responsibility of the State Office of Emergency Preparedness.

**Stage 5).** The loading and off loading of buses shall commence and end at the times designated in the public evacuation plan annex of the Jefferson Parish Emergency Operations Plan. When the EESL operations are complete the Coordinator shall have each staging area secured and all barricades removed prior to the Parish starting to experience tropical force winds.

The Coordinator shall notify the Emergency Operations Chief on duty when all evacuation staging operations are complete and each staging area has been secured.

**Stage 6.)** Post event staging site management – Once the storm has passed and the Parish President, in consultation with the Director of Emergency Management , declares that is safe for emergency crews from the utility companies and humanitarian organizations to begin moving around the parish the Staging Plan Team will assign each incoming organization, including

military, search and rescue and emergency agencies, a staging area from which to work from during the recovery period.

A. The staging areas will consist of parish recreational facilities, parks, public school facilities and large commercial properties such as shopping centers and retail parks whose use will be granted under the emergency powers of the Parish President. The facilities to be used will be determined by the space needed by organization and the proximity to area they are conducting work in.

B. All requests for staging areas will be made through the Staging Plan Coordinator on Duty at the EOC. **No other member of the Emergency Management Staff shall grant use of a staging area without the approval of the Staging Plan Coordinator on duty.**

C. The Staging Plan team shall maintain a written list of the staging areas assigned to each group. At the end of each 12 hour shift the assignment report shall be updated and submitted by the Staging Plan Coordinator on duty to the Operations Room Chief, the Emergency Management Director and the incoming Staging Plan Team.

D. At the end of each 12 hour shift the on duty Staging Plan Coordinator shall debrief the incoming coordinator on the status of each staging area and any outstanding requests for staging areas by any organization.

E. The Staging Team shall be responsible for requesting any trash dumpsters or port-o-lets to be placed at any areas for any non-profit organizations or government agencies from the Jefferson Parish Environmental Department through the Satellite EOC Office or the Ops Room Chief on duty.

F. The keys for any parish facilities or schools shall be requested from the EOC shelter manager on duty. If they are available then the key is to be signed for by a member of the Staging Team. If a key is not available then forced entry into the location shall be requested by the Staging Team through the Emergency Management Director. All forced entries into staging area teams shall be made by the local fire department **after notification is given to the JPSO coordinator on duty at the EOC.**

G. The Staging Team is responsible for managing the use and needs of each staging area by coordinating all services and requests through the Ops Chief on duty at the EOC.

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

A. Considerations for Local Government:

1. The Staging Plan shall be a special administrative assignment for The Staging Plan Coordinator and his assistants.
2. Pre-disaster duties include: **Each of these items must be completed annually by no later than March 1<sup>st</sup> except that the deadline for the completion of these items in 2006 is June 15<sup>th</sup>.**
  - a. Every year the Staging Plan Coordinator shall review the list of Staging Plans and determine if any leases, agreements etc. need to be renewed in order to maintain the use of these facilities.
  - b. Each year the Staging Plan Coordinator and his staff shall work with each essential duty department and all first responders to update and renew the list of essential duty employees that will be on the Staging Team.
  - c. The Staging Plan Coordinator shall have or cause to have all of the staging areas inspected.
  - d. The Emergency Management Director shall confirm that all Staging Team members have had all essential duty employees sign an essential duty employee policy form no later than March 1<sup>st</sup> of each year.
  - e. The Staging Plan Coordinator shall review the contracts for rental, lease or use of all generators and equipment necessary for each staging area and renew or re-bid agreement prior to June 1 of each year.
  - f. The Director of Emergency Management shall review and update all plans to provide pharmaceutical products to essential duty employees during an emergency activation.
  - h. The Shelter Plan Coordinator shall assign a site management team for each staging area and provide the necessary training.

## V. DIRECTION AND CONTROL

All staging plan activities will be coordinated through the Staging Plan Coordinator in the EOC. Staging Area Managers will be responsible for the operation of their individual facilities during an emergency activation.

## **VI. CONTINUITY OF GOVERNMENT**

Lines of succession to each department head are according to the standard operation procedures established by each department.

## **VII. RECORDS AND REPORTS**

The staging plan management team at each staging area will be responsible for the documentation required by the Emergency Management Department.

## **VIII. COMMUNICATIONS**

The Staging Plan Team shall utilize multiple means of communication including two way trunked radios, conventional radios, wireless phones and internet based pin and text messaging. The primary radio channel for emergency communications on the Parish's radio system shall be the Emergency operations dispatch channel. The primary telephone number for each staging team member to contact the Emergency Operations Center is 349-5360.

## **IX. SECURITY**

Security at each staging area will be provided by local law enforcement officers to preserve order and protect the assets at these facilities **if deemed necessary by the Emergency Management Director.**

## **X. MEDICAL**

Emergency medical services at each staging area for illnesses and injuries will be provided by Emergency Medical Technicians and Paramedics from East and West Jefferson Emergency medical Services and the local fire departments.

## **XI. PLAN DEVELOPMENT AND MAINTENANCE**

The Emergency Management Department will assume the primary responsibility for this annex and its SOP's. All other agencies will perform their respective functions.

## **XII. EVACUATION EMERGENCY SITE LOCATION TEAM**

## **EQUIPMENT NEEDS**

- A. 4 – EOC Radios
- B. 2 – Vehicles (1 for Eastbank, 1 for Westbank)