I. Purpose

It is the purpose of this plan to establish procedures for the government assisted evacuation of the general public, including those who have disabilities, medical needs or advanced age, and their pets during major hurricanes (category 3, 4 and 5) and any man-made or natural emergency situation within and/or in the surrounding areas of Jefferson Parish.

II. Situation

A. Jefferson Parish could experience disaster conditions that would require the evacuation of large portions of the parish.

B. Disaster conditions requiring publicly assisted evacuation could be brought on by natural phenomena such as hurricanes, floods, tornadoes, fires, storms, or any combination thereof.

C. Other unforeseen occurrences that could necessitate publicly assisted evacuation would be hazardous material incidents either at a fixed site or in transit or acts of terrorism.

III. Assumptions

A. Ten to fifteen thousand Jefferson Parish residents either do not own or cannot drive an automobile or do not have the financial means to evacuate from the Parish.

B. Hundreds of individuals with disabilities, advanced age, and medical needs will need assistance evacuating from Jefferson Parish to special needs and medical shelters outside of the storm or disaster impact area.

C. Thousands of Jefferson residents and their pets will not be able to evacuate without assistance from the Parish and State governments.
IV. Concept of Operations

The publicly assisted evacuation plan is designed to provide evacuation transportation during disasters requiring the evacuation of large portions of the parish for; members of the general public who do not own an automobile, members of the general public who do not have the financial means to pay for an evacuation; those who are not able to drive.

The publicly assisted evacuation plan is a joint evacuation process sponsored by the State of Louisiana Governor’s Office of Homeland Security and Emergency Preparedness (herein after referred to as GOHSEP) and the Parish of Jefferson. When a mandatory evacuation is called by the Parish President, Jefferson Parish transit buses will begin to run pre-designated transit evacuation routes (see attachment nos. 1 through 6) to pick up those members of the general public needing transportation out of the disaster impact area. The JP transit buses will deliver the evacuees to one of two parish pick up points (herein after referred to as PPP sites). There will be one parish pick up point on each side of the Mississippi River.

Upon arrival at a PPP site evacuees will be processed by employees of the State of Louisiana and placed on buses chartered by the State to be evacuated to shelter locations outside of the disaster impact area. Once placed on a state chartered bus the evacuees will become the responsibility of the State of Louisiana and outside the realm of responsibility of the Jefferson Parish Emergency Management Department.

Residents with disabilities, advanced age and/or medical needs who are not able to travel to a public transit stop located on one of the pre-designated transit evacuation routes will be required to call a parish or state phone line to request transportation via a mobility impaired transit system bus to a PPP site.
Evacuees evacuating with pets will also be processed and may or may not be sent to a shelter location of the states choice to be caregivers of their own pets depending on the states pet sheltering plan at that time. The pets will be processed to match their owners through the Jefferson Parish Animal Shelter Department Staff and the Department of Social Services. The evacuees will be placed on buses chartered by the state. The pets will be loaded onto a pet transporter, contracted by the state, and evacuated to state resourced shelters. Those pets that are small enough to be placed on the laps of the pet owners will be allowed on the buses placed in a soft carrier. They will become the responsibility of the State of Louisiana and outside the realm of responsibility of the Jefferson Parish Emergency Management Department.

III. Operations

STAGE 1). Publicly Assisted Evacuation 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 publicly assisted evacuation process during any emergencies that require the evacuation of large areas of the parish.

Actions: The Emergency Management Director shall notify the Transit Director and the Parish’s contracted transit provider when stage 1 operations are activated. During hurricanes or storms with the potential to reach category 3 or higher strengths the transit system will be notified to be prepared to run the pre-designated transit evacuation routes (see attachment no.1) beginning at or around 54 hours before projected landfall or at time selected by Parish and State emergency management officials.
The Director of Emergency Management will notify the Director of Transportation to move all spare transit buses to the East and West Bank Transit Maintenance Facilities and to prepare them for use in the publicly assisted evacuation process.

**STAGE 2.** When the hurricane or storm is 96 hours from landfall all residents and 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.

**Actions:** The Director of Emergency Management will contact the GOHSEP and confirm their level of readiness to implement the Publicly Assisted Evacuation Process

**STAGE 3.** When the hurricane is 72 hours away from landfall (based on the National Weather Service advisories) and is a major hurricane (Category 3, 4 or 5) or is expected to become 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 announce a time for the initiation of the publicly assisted evacuation process.

**Actions:** The Emergency Management Director will notify the Transit Director and the contracted transit provider of the date and time to begin running the pre-determined transit evacuation routes.

The Emergency Management Director, working in cooperation with the GOHSEP will announce the phone numbers that elderly and disabled residents are to call to request transportation by mobility impaired transit buses to one of the PPP sites.

The Emergency Management Director will request the Parish Public Information Office to send out a press release announcing the initiation of the publicly assisted evacuation process along with
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EM SOG 0003

maps of the routes and phone number(s) to call to request MITS transportation to the PPP sites.

The Director of Emergency Management will request the Directors of General Services and Recreation to begin preparation of the parish pick up points in accordance with the attached drawings (attachment no.2) to begin receiving and processing evacuees at the two PPP sites.

The Director of Emergency Management shall contact the Director of the Animal Shelter Department and request that they provide animal control officers and staff at each PPP to collect any pets brought to the sites and tag each with an identification that provides the owner’s name, address and telephone number. The identification method can be through a collar with tags or other method selected by the Animal Shelter. No exotic or dangerous pets will be accepted.

The Director of Emergency Management shall contact the local Fire Departments, Emergency Medical Services, the Jefferson Parish Sheriff’s Office, American Red Cross, Latin American Civic Association of Interpreters, and the National Guard and request that they provide the following manpower levels to assist with the unloading and loading of evacuees onto state buses at the selected times:

Fire Service – two companies of fire fighters (8 men) with medical first responder training per twelve hour shift at each PPP with appropriate equipment and personal protective gear.

EMS – one ambulance and two EMS personnel per twelve hour shift at each PPP.

JPSO – six deputies per twelve hour shift at each PPP.

Jefferson Parish Recreation – 8 personnel per twelve hour shift at each PPP.
National Guard – 15 guardsmen per twelve hour shift at each PPP.

American Red Cross – will be contacted and requested to provide cold water and ice to the evacuees at the PPP sites.

Interpreters – notify the parish contract provider for interpretation services for each PPP site.

The Director of Emergency Management will contact GOHSEP and request state resources of DSS, DOTD Bus Support, Region 1 Coordinator, National Guard Support, and Transportation Coordinator from the Bus Vendor at each PPP site.

**STAGE 4.** When the hurricane is 54 hours (as directed by the State publicly assisted evacuation plan) from landfall or at a time selected by the Parish and GOHSEP officials the publicly assisted evacuation process will begin to collect evacuees on the pre-determined transit evacuation routes and those approved for individual pick up from their homes for transportation to PPP sites.

Actions: Jefferson Parish transit buses driven by the transit contractor or Jefferson Parish emergency responders will begin to drive the pre-designated transit evacuation routes to collect evacuees for transportation to the PPP sites. All buses used for this purpose will be labeled as evacuation buses.

All evacuees boarding the buses must adhere to the following conditions:

- One suitcase or clothing bag per evacuee that is no larger than 30” x 16” in size. All baggage must be fit in the evacuees’ lap and cannot be placed in the aisle of the bus.

- No pets of any type are allowed on the buses unless they are placed in a cage or kennel.
No weapons of any kind, including firearms, knives, mace etc. are allowed on the buses.

No illegal drugs or substances are allowed on the buses.

No alcohol will be allowed on the buses.

No ice chests except those that are one gallon in size and smaller will be allowed.

No other items such as chairs, large radios etc. will be allowed on the buses unless contained in the one 30 x 16 inch suit case allowed to each evacuee.

No smoking will be allowed inside of a bus at anytime during the evacuation process.

Upon arrival at the PPP the evacuees will be off loaded and directed to a processing center with lines separated by barricades. The evacuees will be processed by the State and loaded onto state chartered buses. The State buses will be escorted by State Police to shelters arranged by GOHSEP in areas outside of the disaster impact area.

Pets brought to the site by evacuees will be collected and identified by Animal Control Officers and placed on trailers or other means of transport provided by State or Federal Emergency Management Agencies. Those pets that are small enough to be placed in a soft carrier and fit on the laps of the pet owners will be transported with the owner aboard the State Buses. Should federal or state evacuation resources not be made available for this purpose no pets will be collected at the PPP sites.
The two PPP sites will operate on a 24/7 basis until such time as the GOHSEP announces an end to the publicly assisted evacuation process.

**STAGE 5.** The hurricane is 24 hours from landfall or when the publicly assisted evacuation process is ended by the GOHSEP

Actions: The Emergency Management Director shall request the General Services and Recreation Departments to collect all of the barricades, portable toilets, tables, chairs etc. at each PPP site and secure them in the proper locations before the onset of tropical force winds.

Actions: The Emergency Management Director shall request the Animal Shelter Department to collect all of the equipment they have brought to process animals at each PPP site and secure them in the proper locations before the onset of tropical storm force winds.

**STATE 6.** The Parish President declares that is safe for all residents to re-enter Jefferson Parish after a storm or disaster.

Actions: The Emergency Management Director shall notify the GOHSEP to begin the process of busing evacuees back to Jefferson Parish’s two PPP sites at a date and time mutually agreed to by Jefferson Parish and GOHSEP.

The Director of Emergency Management shall contact the Transit Director and the parish’s transit contractor and schedule transit buses to pick up arriving evacuees at the PPP. The transit buses shall run the same pre-designated evacuation routes shown on attachment no.1 to this plan and drop off the evacuees for their return home.
The Jefferson Parish Mobility Impaired Transit System will be available to transport the elderly and disabled evacuees as they arrive at the PPP sites.

The Jefferson Parish Animal Control Department will work with state and federal officials to make arrangements for the return of all evacuated pets.

The re-entry transit routes will be run by Jefferson Parish from the PPP’s until such time as the GOHSEP notifies the Director of Emergency Management that all evacuees from Jefferson Parish have been returned.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Considerations for Local Government.

1. The Publicly Assisted Evacuation operation shall be a special administrative assignment for the Director of Emergency Management and his/her staff.

2. Pre-disaster duties include: Each of these items must be completed annually by no later than March 1st

   a. Every year the Director of Emergency Management shall review this plan and update it accordingly.

   b. Each year the Emergency Management Director and his staff shall conduct a practice drill in cooperation with GOHSEP and all plan participants to insure that the each agency involved is ready to carry out the plan successfully.

   c. The Emergency Management Director shall have or cause to have all of the transit buses inspected and repaired (if necessary) to insure their state of readiness.
d. The Emergency Management Director shall have conducted a bus driver training class for all participating fire departments and parish governmental agencies.

e. The Emergency Management Director and his staff shall have an inventory completed of all necessary barricades, tents, tables, chairs, portable toilets and any other supplies necessary to carry out the publicly assisted evacuation and order replacements where necessary.

f. The Emergency Management Director shall meet with GOHSEP and confirm that all aspects of the State of Louisiana’s Publicly Assisted Evacuation Plan remain in effect and determine if any changes are required to insure that the State and Parish’s plan conform to and compliment each other.

g. The Emergency Management Director shall meet with the Transit Director and the Transit contractor and confirm that the contractor will participate in the Parish Publicly Assisted Evacuation plan.

h. The Emergency Management Director shall meet with the Animal Shelter Director to confirm their readiness to process pets at each PPP site as requested in this Parish Public Assisted Evacuation Plan.

V. DIRECTION AND CONTROL

All Publicly Assisted Evacuation activities will be coordinated through the Emergency Management Director in the EOC.
VI. CONTINUITY OF GOVERNMENT

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

VII. RECORDS AND REPORTS

All records and reports for the Jefferson Parish Publicly Assisted Evacuation Plan shall be maintained by the Jefferson Parish Emergency Management Department.

VIII. COMMUNICATIONS

Each PPP shall contain multiple means of communication including, land based phone lines, 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 PPP to contact the Emergency Operations Center is 349-5360.

IX. SECURITY

Security at each PPP will be provided by local law enforcement officers and the Louisiana National Guard to preserve order and protect the assets at these facilities.

X. MEDICAL

Emergency medical services at PPP sites for illnesses and injuries will be provided by Emergency Medical Technicians and Paramedics from East and West Jefferson Emergency Medical Services and the Jefferson Parish Fire Departments.
XI. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Management Department will assume the primary responsibility for this plan. All other agencies will perform their respective functions.
ATTACHMENT 3

Kenner Local (E3)

St. Charles Parish
Jefferson Parish

LANOIA
Williams
W. Metairie

Clearview
Cleary
Severn

Causeway
Clairborne
Carrolton

Hickory
Harahan City Hall

Huey P. Long Bridge

Mississippi River

Arlene

Jefferson Hwy.
ATTACHMENT 6