



Mayors' Guide to Emergency & Disaster Management



Prepared for the Louisiana Municipal Association

By



Mayors' Guide to Emergency Management

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Mayors' Guide to Emergency Management

EXECUTIVE SUMMARY

Emergency Management Roles

This guide is designed to provide Mayors and their department heads with an overview of emergency management roles, responsibilities, and operations. It highlights the critical roles for which all Chief Elected Officials (CEOs), as chief executives, are responsible.

Hazards – Responsibilities – Authority

The guide includes brief descriptions of typical Louisiana State hazards, local agency responsibilities, and legal authorities.

Purpose Of Emergency Management Operations

The purpose of Emergency Management Operations is to provide timely warning and response to emergency or disaster situations in order to save lives, protect property, protect the economic base, and preserve the environment.

Local Emergency Management

In an emergency or disaster, the State and parishes are the primary Emergency Management Agencies that coordinate resources in response to the situation from the designated Emergency Operations Center (EOC), and coordinates response activities.

Municipal Officials

The Mayors of incorporated municipalities in Louisiana are empowered by RS 29:721 Chapter 6, "The Louisiana homeland security and Emergency Assistance and Disaster Act" with emergency declaration authority for their municipality to take extraordinary measures as may be required to protect the lives, health, and safety of their citizens. The Mayor may request assistance from the parish and state for resources necessary to supplement the capabilities of the municipality when its capabilities are exceeded and there remain threats and risks from the effects of natural or manmade hazards.

EMERGENCY MANAGEMENT OVERVIEW

Purpose

This guide was prepared to assist Mayors and their department heads in understanding their emergency management responsibilities in the event of an emergency or disaster. This document is not all-inclusive. It is a condensed summary for use during the initial stages of an event and as a desk-side reference. More extensive emergency management information is found in your local, parish and state Comprehensive Emergency Management Plans (CEMP).

Emergency Management Authorities

RS 29 directs each parish in the State of Louisiana to establish a local emergency management organization or to be part of a joint local organization. It further requires that each recognized organization have a plan. There are administrative rules pertaining to local emergency management, including the requirement that the local emergency management organization (municipal or parish) be established by ordinance or resolution. Parishes must maintain a current plan of operations based on an analysis of local hazards.

Hazards in Louisiana State

Due to geographic location, geological features, and increasing development, the State is vulnerable to the damaging effects of both natural and technological hazards. Potential natural hazards include fires, thunderstorms, tornados, hurricanes tropical storms, severe winter storms and windstorms. Other impacts include environmental damage, property damage, and economic hardship. Technological hazards include hazardous materials events, power outages, transportation accidents, dam failures, and terrorism. (See Appendix A for more information.)

GENERAL PROCEDURES

Local (Parish and/or Municipality) Jurisdiction Response

Local jurisdictions have the primary duty to save lives, protect property, protect the economic base of the community, and preserve the environment.

To accomplish this they should have emergency management programs that mitigate, prepare for, respond to, and recover from the effects of any emergency or disaster. Immediately before, during, and after an event, local jurisdiction officials will implement local procedures and respond with all available resources. When local resources cannot fill the needs created by the emergency or disaster, a local jurisdiction may invoke previously established mutual aid agreements with adjoining local jurisdictions (See Appendix B for more information) and/or seek assistance from the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).

Municipalities normally seek assistance from their parish and rely on the parish to contact GOHSEP if State assistance is needed.

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Municipal Response

When emergency or disaster conditions exceed the combined capabilities of the municipality, the municipality requests the support of the parish through the Emergency Management Agency. Parish resources are provided to supplement municipality resources when they have been exhausted. During the initial stages of an event, the Emergency Management Agency will monitor the local situation to anticipate required assistance.

Parish Response

When emergency or disaster conditions exceed the combined resources and capabilities of the cities and parish, the parish may request the support of the State through GOHSEP.

The provisions of the Emergency Management Agency's Emergency Operations procedures will be specifically implemented to address the situation at hand. The procedures describe the activation and operation of the parish Emergency Operations Center (EOC). Whenever a municipality EOC is activated, most often the parish EOC will also be activated. Likewise, if the parish EOC is activated, the State activates its EOC for support.

Declaration of State Of Emergency

The Mayor, following the recommendation of the Emergency Management Agency and/or the municipality Emergency Management Coordinator, may declare a "State of Emergency". Such a declaration provides for extraordinary local powers and is generally a preliminary step in the process of asking for parish/state/federal assistance. A sample declaration of a "State of Emergency" is provided as Tab 1 of Appendix C.

Emergency Operations Center (EOC)

During the process of reaching a "State of Emergency", the municipality (if appropriate) and/or the parish EOC will be activated and the appropriate EOC representatives will be summoned to their positions. All municipality/parish resources will be assigned, managed, and demobilized through the municipality/parish EOC.

Public Information

Throughout the emergency or disaster, public information staff from the municipality/parish EOC will coordinate to develop and disseminate information regarding the local jurisdiction emergency response efforts. Municipality/parish EOC staff will also be available to assist local officials in disseminating emergency instructions to affected communities. Depending upon the magnitude and duration of the situation, the Emergency Management Agency's public information staff may be augmented by public information specialists from other municipality/parish agencies.

State Response

When emergency or disaster conditions exceed the combined capabilities of both a local jurisdiction and its mutual aid agreement signatories, local jurisdictions may request the support of the state through GOHSEP. State resources are provided to supplement when local resources have been

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exhausted. During the initial stages of an event, GOHSEP will monitor the local situation to anticipate required assistance.

Proclamation of State Of Emergency

The Governor, following the recommendation of the Director of GOHSEP and appropriate cabinet members, may proclaim a "State of Emergency". Such a proclamation is generally a preliminary step in the process of asking for federal assistance. A sample proclamation of a "State of Emergency" is provided as Tab 2 of Appendix C.

State Resource Employment

The state receives and evaluates local jurisdiction requests for assistance based upon local needs and the availability of state resources. The Governor has the power to authorize state resources to respond to the situation. In consultation with GOHSEP, the Governor may determine that local assets and resources have been fully utilized and that state resources should be made available. Generally, the Director of GOHSEP will be the Governor's designee to coordinate the commitment of state resources. (See Appendices D and G for more information.)

Federal Disaster Assistance

If the capabilities and resources of state government are exceeded, federal disaster assistance may be requested. Requests for aid directed to individual federal agencies administering disaster assistance programs are made by the Governor to the head of the federal agency.

In some cases, disaster assistance is required beyond that generally administered by an individual federal agency. In such instances, a request for federal assistance may be made by the Governor to the President of the United States through the Region 6 Director of the Federal Emergency Management Agency (FEMA). A sample request is shown as Tab 3 of Appendix C. (See Appendix F for more information.)

After approval, federal assistance to the state is coordinated by a Federal Coordinating Officer. A State Coordinating Officer is appointed by the Governor for the purpose of coordinating state and local jurisdiction disaster assistance efforts with those of the federal government. Normally, the governor will appoint one of the senior managers from GOHSEP to be the State Coordinating Officer.

APPENDIX A - HAZARDS

NATURAL HAZARDS

Severe Local Storms:

All areas of Louisiana are subject to disturbances characterized by strong wind, which may be accompanied by dust, rain, snow, sleet, hail, and often thunder and lightning.

Hazardous Materials:

People, property, and the environment are at significant risk because of the production, use, storage, transportation, and disposal of dangerous substances and waste. The nature and extent of the risk is difficult to assess.

Energy Emergency:

Emergencies such as this occur when there is a scarcity of the resources that either provide or create energy. These emergencies can be the result of an international event or natural phenomenon.

Terrorism and Violent Persons:

Terrorism is the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment of it, in furtherance of political or social objectives. The bombing of the World Trade Center on September 11, 2001, and the federal building in Oklahoma Municipality are two vivid reminders.

APPENDIX B - LOCAL JURISDICTION RESPONSIBILITIES

GENERAL

Local jurisdictions are responsible for maintaining the health, safety, and welfare of their citizens; and, in accordance with RCW 38.52.070, are in control of their respective jurisdictions. In an emergency or disaster, the saving of lives, protection of property, and preservation of the environment are mission priorities. Local jurisdictions include any town, municipality, parish, or tribal government within Louisiana State.

PRIMARY RESPONDERS

As stated in the Overview, the primary provider of emergency response is the local jurisdiction. State or federal resources will be used to assist or supplement, but not supplant, local jurisdiction efforts. The provision of emergency response is authorized by local ordinance and state statute. When an emergency or disaster necessitates extraordinary activity to save lives, protect property, and preserve the environment, the local jurisdiction emergency management director, at the discretion of elected officials, may activate the local Emergency Operations Center (EOC).

The local jurisdiction's emergency response procedures will be implemented. Response by public and private organizations and agencies will be directed and coordinated to alleviate or eliminate problems. The local jurisdiction emergency management director will notify the state EOC of the situation and provide periodic reports on local conditions.

MUTUAL AID

Local jurisdictions are encouraged to enter into mutual aid agreements to enhance their emergency response and recovery capabilities. LMA has prepared a *Mutual Aid and Operations Guide*, to assist the mayor in the development that type of agreement.

LOCAL DECLARATION

A "Declaration of Emergency" by local officials authorizes use of local resources, expenditures of local funds, and an authorization of an emergency procurement process for goods and services that has been approved by the Louisiana Legislative Auditor. A local declaration is generally a prerequisite for most state or federal recovery assistance.

EXCEEDING LOCAL JURISDICTION CAPABILITIES

If the emergency or disaster exceeds local jurisdiction capabilities, the local governing officials may make a request to GOHSEP at the state EOC for state and federal assistance. State and federal resources are supplemental to local jurisdiction efforts and should be provided only when local resources have been expended or are unavailable.

STATE COORDINATION

The role of GOHSEP is to review and evaluate local jurisdiction situation reports (SITREPs), local jurisdiction response efforts, and requests for assistance. The local Emergency Management Agency coordinates the use and allocation of available state resources.

APPENDIX C - EMERGENCY POWERS OF CHIEF ELECTED OFFICIALS

DECLARATION OF EMERGENCY

Under the provision of RS 29:731, the CEO may declare a "State of Emergency" upon finding that a public disorder, disaster, energy emergency, or riot exists which affects life, health, property, or the public peace. When appropriate, and at the direction of the CEO, the Emergency Management Agency will prepare a "Declaration of Emergency". A "Declaration of Emergency" is a preliminary step to requesting a "Proclamation of Emergency" from the Governor and requesting state and federal assistance.

LOUISIANA STATE NATIONAL GUARD ACTIVATION

When an emergency or disaster occurs, the Governor has the power to activate the National Guard. Activation provides state funding for Military Department personnel and resources. In the past, Military Department assets have been used in emergency situations when resources were not readily available from other sources.

Examples of uses of Military Department assets include:

- Trucks to transport emergency personnel and equipment.
- Aircraft for transportation and reconnaissance storm damage and floods.
- Vehicles and drivers to assist with evacuation and citizen transportation in floods, severe storms, and hurricanes.
- Vehicles for transporting sand and sandbags.
- Personnel to assist in securing roadblocks.

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TAB 1 - DECLARATION OF EMERGENCY / DISASTER BY MAYORS

(Municipality): LOCAL DECLARATION OF
A STATE OF EMERGENCY

DATE _____ 20__

WHEREAS, the (City/Town/Village) _____ of
_____ Parish is presently faced with an emergency due to:

BRIEF DESCRIPTION OF INCIDENT:

Beginning ____ / ____ / ____ and continuing until present, and the (City/Town/Village) of _____
_____ declares a State of Emergency in accordance with the provisions of the State
Emergency Management Law, and wishes to utilize its resources to the fullest extent; and

NOW THEREFORE, BE IT RESOLVED BY:

(The City/town/village of: _____ in _____ Parish Of Louisiana,
convened in (Regular / Emergency) session on ____ / ____ / _____, that it does hereby declare that
under the authority of the (CITY APPROPRIATE State Law), a state of emergency exists in _____

CERTIFICATE

I the undersigned, do hereby certify that the above is a true and correct copy of resolution adopted by the
_____ (STATE), convened in (Regular / Emergency) session convened on the
_____ / _____ / 200__).

(Name) _____

(Title) _____

TAB 2 - PROCLAMATION BY THE GOVERNOR



EXECUTIVE DEPARTMENT

PROCLAMATION NO. 51 BJ 2008

STATE OF EMERGENCY - HURRICANE GUSTAV

- WHEREAS,** the Louisiana Homeland Security and Emergency Assistance and Disaster Act, R.S. 29:721, *et seq.*, confers upon the Governor of the state of Louisiana emergency powers to deal with emergencies and disasters, including those caused by fire, flood, earthquake or other natural or man-made causes, in order to ensure that preparations of this state will be adequate to deal with such emergencies or disasters and to preserve the lives and property of the people of the state of Louisiana;
- WHEREAS,** when the Governor determines that a disaster or emergency has occurred, or the threat thereof is imminent, R.S. 29:724(B)(1) empowers him to declare a state of emergency by executive order or proclamation, or both;
- WHEREAS,** Hurricane Gustav is expected to impact the coastal parishes of Louisiana with hurricane strength winds, wave surges, high tides, torrential rain and tornado activity. The storm is expected to make landfall on the Louisiana coast on or about September 1, 2008, with the expectation that hurricane force winds will reach the Louisiana coast prior to landfall;
- WHEREAS,** the forecast from the National Weather Service indicates that the coastal parishes of Louisiana will be subjected to hurricane conditions to such a degree that life and property will be placed in jeopardy;
- WHEREAS,** the coastal parishes of Louisiana are expected to issue parish declarations of emergency; and
- WHEREAS,** a declaration of emergency is necessary to allow state agencies to thoroughly prepare for any eventuality and to allow federal agencies and federal resources to be deployed if necessary;
- NOW THEREFORE I, BOBBY JINDAL**, Governor of the state of Louisiana, by virtue of the authority vested by the Constitution and laws of the state of Louisiana, do hereby order and direct as follows:
- SECTION 1:** Pursuant to the Louisiana Homeland Security and Emergency Assistance and Disaster Act, R.S. 29:721, *et seq.*, a state of emergency is declared to exist in the state of Louisiana as a result of forecasted hurricane activity which has created emergency conditions that threaten the lives and property of the citizens of the state.
- SECTION 2:** The Director of the Governor's Office of Homeland Security and Emergency Preparedness is hereby authorized to undertake any activity authorized by law which he deems necessary and appropriate in response to this declaration;
- SECTION 3:** The state of emergency extends from August 27, 2008 through September 26, 2008, unless terminated sooner.



IN WITNESS WHEREOF, I have set my hand officially and caused to be affixed the Great Seal of Louisiana, at the Capitol, in the city of Baton Rouge, on this 27th day of August, 2008.

/s/ Bobby Jindal
GOVERNOR OF LOUISIANA

TAB 3 - EMERGENCY POWERS OF CHIEF ELECTED OFFICIALS

Rs 29:721 Chapter 6. The Louisiana Homeland Security and Emergency Assistance And Disaster Act

Because of the existing possibility of the occurrence of emergencies and disasters of unprecedented size and destructiveness resulting from terrorist events, enemy attack, sabotage, or other hostile action, or from fire, flood, earthquake, or other natural or manmade causes, and in order to ensure that preparations of this state will be adequate to deal with such emergencies or disasters, and in order to detect, prevent, prepare for, investigate, respond to, or recover from these events, and generally to preserve the lives and property of the people of the state of Louisiana, Mayors are empowered to take such actions that are necessary to protect the life, safety, and health of their citizens in an emergency as described in this act of the Louisiana Legislature.

There are many specific authorities and limitations described in the State Disaster Act but some of the most important sections that apply directly to the duties and responsibilities of Mayors and municipalities follow:

"Emergency" Means:

- a) The actual or threatened condition which has been or may be created by a disaster; or
- b) Any natural or man-made event which results in an interruption in the delivery of utility services to any consumer of such services and which affects the safety, health, or welfare of a Louisiana resident; or
- c) Any instance in which a utility's property is damaged and such damage creates a dangerous condition to the public.

Parish Homeland Security And Emergency Preparedness Agency Authorities And responsibilities

- a) The parish office of homeland security and emergency preparedness, under the parish president, shall be responsible for homeland security and emergency preparedness in the parish.
- b) The parish office of homeland security and emergency preparedness shall prepare and maintain an all hazards emergency operations plan and keep it current, which plan may include any of the following:
 - 1) Prevention and minimization of injury and damage caused by disaster or emergency.
 - 2) Prompt and effective response to disaster or emergency.
 - 3) Emergency relief.
 - 4) Identification of areas particularly vulnerable to disasters or emergency.
 - 5) Recommendations for zoning, building, and other land use controls, safety measures for securing mobile homes or other nonpermanent or semi-permanent structures, and other preventive and preparedness measures designed to eliminate or reduce disasters or their impact.

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- 6) Assistance to local officials in designing local homeland security and emergency action plans.
- 7) Authorization and procedures for the erection or other construction of temporary works designed to protect against or mitigate danger, damage, or loss from flood, conflagration, or other disaster.
- 8) Preparation and distribution to the appropriate state and local officials of catalogs of federal, state, and private assistance programs.
- 9) Organization of manpower and chains of command.
- 10) Coordination of federal, state, and local disaster or homeland security and emergency activities.
- 11) Coordination of the state operations plan with the homeland security and emergency plans of other state agencies, local government, and the federal government.

Municipality Providing Assistance Within Parish

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.

Municipalities; Authority To Respond To Emergencies

- A. Subject to the provisions of R.S. 29:736, whenever a situation develops within or outside of a municipality which the chief executive officer of the municipality determines requires immediate action to preserve the public peace, property, health, or safety within the municipality or to provide for continued operation of municipal government, nothing in this Chapter shall diminish the authority of the chief executive officer of the municipality to undertake immediate emergency response measures within the municipality to preserve the public peace, property, health, or safety within the municipality or to provide for continued operation of the municipal government. Whenever the chief executive officer of the municipality undertakes immediate emergency response measures because of a disaster or emergency, he shall immediately notify the parish president and advise him of the nature of the disaster or emergency and the emergency response measures being undertaken.
- B. As used in this Section, "emergency response measures" includes, but is not limited to, any or all of the following:
 - 1) Suspending the provisions of any municipal regulatory ordinance prescribing the procedures for conduct of local business, or the orders, rules, or regulations of any municipal agency, if strict compliance with the provisions of any ordinance, order, rule, or regulation would in any way prevent, hinder, or delay necessary action in coping with the emergency.
 - 2) Utilizing all available resources of the municipality as reasonably necessary to cope with the emergency.
 - 3) Transferring the direction, personnel, or functions of municipal departments and agencies or units thereof for the purpose of performing or facilitating emergency services.

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- 4) Directing and compelling the evacuation of all or part of the population from any stricken or threatened area within the municipality if he deems this action necessary.
 - 5) Prescribing routes, modes of transportation, and destinations in connection with evacuation within the municipality.
 - 6) Controlling ingress and egress to and from the affected area, the movement of persons within the area, and the occupancy of premises therein.
 - 7) Suspending or limiting the sale, dispensing, or transportation of alcoholic beverages, firearms, explosives, and combustibles.
- C. The state of emergency shall continue until the mayor or chief executive officer finds that the threat of danger has been dealt with to the extent that emergency conditions no longer exist. The state of emergency may be terminated by executive order or proclamation, but no state of emergency may continue for longer than thirty days unless extended by the mayor or chief executive officer. The state of emergency or disaster may be terminated by the governor, parish president, a petition signed by a majority of the surviving members of either house of the legislature, a majority of the surviving members of the parish governing authority, or a majority of the surviving members of the municipal governing authority. The document terminating the state of emergency or disaster may establish a period during which no other declaration of emergency or disaster may be issued. All executive orders or proclamations issued under this Subsection shall indicate the nature of the emergency, the area or areas which are or may be affected, and the conditions which brought it about. Any order or proclamation declaring, continuing, or terminating a local disaster or emergency shall be given prompt and general publicity and shall be filed promptly with the Governor's Office of Homeland Security and Emergency Preparedness, the local office of homeland security and emergency preparedness, and the office of the clerk of court.
- D. Notwithstanding any other provision of this Chapter, when the mayor or chief executive officer declares a local disaster or emergency within such subdivision the mayor or chief executive officer shall carry out the provisions of this Chapter. Nothing contained herein shall be construed to confer upon the mayor or chief executive officer any authority to control or direct the activities of any state or parish agency. When the disaster or emergency is beyond the capabilities of the local government, the mayor or chief executive officer shall request assistance from the Governor's Office of Homeland Security and Emergency Preparedness or the local office of homeland security and emergency preparedness. The declaration of a local emergency will serve to activate the response and recovery program of the local government.
- E. No organization for homeland security and emergency preparedness established under this Chapter shall be employed directly or indirectly for political purposes.

APPENDIX D - EMERGENCY PUBLIC INFORMATION

General

A public information and media strategy is vital to emergency management. Without adequate preparation and coordination by the Emergency Management Agency, rumors may be taken as truth and facts may be misrepresented, resulting in a distorted public perception of the situation. To ensure that the municipality and parish governments speak with one voice and communicate the CEO's concerns, the following are recommended:

Municipality/Parish Declaration

In an emergency declared by a municipality or parish or following a request from a municipality for response and recovery, activities are coordinated through the municipality or parish EOC. During such activities, emergency public information and emergency instructions are coordinated, supervised, and prepared through the Emergency Management Agency.

The Commissioners' initial public response to an emergency is to announce that information is being collected and response actions are underway. After the first day, the CEO will have more information and will be able to describe the severity of the situation and the range of parish actions.

It is advised that the CEO's concern about the crisis and concern for the people affected be communicated daily. Even if the situation has not changed, press releases can be used to announce that the CEO continues to collect information, monitor the situation, and coordinate local assistance.

Personal Involvement By CEOs

For obvious reasons, the CEO will want to be involved and visible. It is important for the CEO to build public confidence through personal attention to the emergency or disaster and to respond quickly.

During the first day of an emergency, the CEO should make an announcement, either in person or through a press release, that information is being collected and that the state is working with the local jurisdictions. The announcement will indicate the CEO is aware of the situation and that information will be forthcoming on further developments. A detailed assessment can follow when adequate data is collected to avoid the potential for communicating misleading or incomplete information.

The CEO should not make promises of assistance to residents without first consulting with the staff in the EOC. It is important for the staff to verify that a need truly exists and exactly what the requirements are. Doing this should prevent embarrassing situations and provide for an economy of limited resources.

After the first day, the CEO will be fully briefed and then ready to describe the extent of damage and the nature of response and recovery activities by the state.

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Thereafter, daily press releases should indicate that the CEO is being kept apprised of the situation by on-site personnel, that the emergency or disaster is a top priority, and that the CEO is doing everything possible to provide assistance.

Throughout the emergency or disaster, the Emergency Management Agency will continue to brief the CEO on the status of response and recovery efforts. Long after the emergency occurs, assistance will be a key concern of the media from the affected area. The Emergency Management Agency will have current information to prepare the CEO to answer questions about the status of response and recovery efforts. Questions about specific situations and circumstances should be referred to the EOC.

During municipality emergencies, municipality authorities are capable of providing all public information services required by the situation, and may only require limited support from the parish.

Following a Presidential Disaster Declaration, state and local jurisdiction emergency public information, emergency instructions, and news releases are coordinated with Federal Emergency Management Agency public information operations.

Municipality/Parish departments and local agencies and organizations provide or assist in the development and dissemination of emergency public information which applies to their emergency functions. All emergency information releases made by municipality/parish agencies or departments will be reviewed and approved by the Emergency Management Agency or designated representative(s) before releases are made. Municipality/Parish departments and agencies also provide public information officer support to the parish EOC.

APPENDIX E - ASSISTANCE AFTER A DISASTER

General

Once the President declares a disaster, GOHSEP and FEMA will establish a Disaster Field Office from which they will jointly administer disaster assistance programs. Local governments utilize this office for their disaster questions and concerns.

Individual Assistance

Disaster Application Centers are usually located near the affected areas so individuals, families, and small businesses can apply for a variety of assistance. FEMA also offers a toll-free application line. Federal Emergency Management Agency, state, and local jurisdiction emergency management officials jointly determine the locations, date, and times of operation of the centers.

Public Assistance

State and federal officials promptly organize and conduct centralized meetings for government agencies, special districts, private nonprofit organizations and tribal governments who have suffered damage. Information is provided about programs that pay for debris removal, emergency protective measures, and repairing damaged public facilities such as roads, bridges, utilities, and parks.

Following the meetings, joint local-state-federal damage survey teams are established to prepare reports for each damaged facility describing needed repairs. Upon approval by designated authorities, state and federal disaster funds are made available.

Currently, funding is channeled through the State Military Department. Seventy-five percent of the eligible relief costs are paid by the federal government, with the remaining twenty-five percent typically shared by the state and affected local jurisdictions.

Mitigation Assistance

Technical assistance and funding are available for community projects that will prevent or significantly reduce the future effects of the hazard. These funds are limited, awarded on a project competitive basis, and applications must meet state and federal damage reduction criteria. Seventy-five percent of the mitigation grants are paid by FEMA.

Individual Assistance Programs

Emergency Assistance from Voluntary Community Services Groups

The American Red Cross, Salvation Army, and others can provide immediate aid in the form of clothing, emergency food, medical assistance, emergency shelter, clean-up, transportation, and furniture. This assistance is available upon request of the individual, or government agencies, during any significant event.

Emergency Food Stamp Program

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This U.S. Department of Agriculture (USDA) program provides food coupons to victims when requested by the state. The state Department of Social and Health Services administers this program.

Internal Revenue Service

The deduction of certain uninsured casualty losses can be made on a homeowner's federal income tax return. Reduction of real property values by a local jurisdiction's tax assessor's office to reflect losses may be requested. Tax counseling is also available.

Insurance Counseling

Insurance counseling, claims filing, and expedited settlement assistance from the state Insurance Commissioner, the American Insurance Association, FEMA, and National Flood Insurance Program are available, upon request, by individuals or local jurisdictions.

Crisis Counseling

Crisis counseling is available when a special request is made by the Governor and approved by FEMA. The program is administered by the State Department of Social and Health Services.

INDIVIDUAL ASSISTANCE PROGRAMS REQUIRING A PRESIDENTIAL DISASTER DECLARATION

Individual and Family Grant Program

This program assists individuals and families to meet serious and necessary disaster-related needs for which other assistance is unavailable or inadequate. It is seventy-five percent FEMA funded and twenty-five percent of state funded. It is administered by GOHSEP.

Disaster Housing Program

This FEMA administered program provides financial assistance or government-owned dwellings for persons whose primary residences are uninhabitable as a result of a disaster. This is a one hundred percent federally funded program for the first eighteen months. The state must fund the program after eighteen months if housing needs persist.

Social Security Administration and Veterans Administration

Expedited address change and benefit check delivery may be obtained from the Social Security Administration. Expedited assistance with a variety of benefits from the Veterans Administration is also allowed.

Legal Counseling

FEMA provides free legal counseling to low-income persons for disaster-related problems.

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Disaster Loans

These programs are provided by the U.S. Small Business Administration (SBA) and are available automatically with a Presidential Disaster Declaration, or if approved by SBA following a Governor's request.

- **Physical Disaster Loans:** Low-interest loans are available to individuals for repair, replacement, or rehabilitation for owner-occupied primary residence, or for personal property loss for renters.
- **Business Loans:** Low-interest loans are available to non-farm businesses for repair, replacement, or rehabilitation of disaster-damaged property.
- **Economic Injury Disaster Loans:** Low-interest loans are available to non-farm businesses suffering economic loss as a result of a single, sudden physical event of a catastrophic nature. Funds can be used for indebtedness and operating expenses.
- **U.S. Department of Agriculture (USDA) Farmers Home Administration Loans:** This program provides low-interest loans to farmers, ranchers, and agricultural operators for physical and production losses, repair or replacement of farm property and supplies, or repayment of farm operating debts incurred during the disaster year. It is available automatically with a Presidential Disaster Declaration or if approved by the USDA following a Governor's request.

Disaster Unemployment Assistance

This program provides weekly benefit payments to workers who are not normally covered by regular unemployment insurance and are out of work due to the disaster. This program is administered by the state Department of Employment Security, through the U.S. Department of Labor and the Federal Emergency Management Agency.

APPENDIX F - MUNICIPALITY/PARISH ROLES AND AUTHORITIES

General Authority – RS 29 (Disaster Act)

Parish agency emergency management activities encompass the use of services, equipment, supplies, and facilities of existing departments and agencies. The officers and personnel of all departments and agencies are directed to cooperate with and extend such services and facilities to the emergency management organizations of the parish upon request. Each parish department/division has a responsibility to ensure continued operational support of their normal, day-to-day activities, throughout an emergency or disaster.

The following sample of the roles and responsibilities of parish departments represents a brief synopsis. Please refer to your respective CEMP for a full detailed list for your local jurisdiction.

Fire Agencies	Fire services, light rescue, limited hazardous materials response, radiological monitoring, and decontamination
Sheriff's Office/ Police Department	Law enforcement, traffic control, search and rescue, warning, evacuation and emergency highway traffic regulation
Public Works (Parish and Municipal)	Engineering services, heavy rescue, and emergency traffic regulation
Public Utility District/ Local Utility Departments	Utilities
Auditor	Economic stabilization
American Red Cross/ Assessor/DCD	Damage assessment
Local Food Banks	Food coordination and distribution
Central Communications	Warning/emergency dispatch
Extension Agent	Health recommendations (agricultural)
Public Transit	Emergency transportation
Purchasing Agent	Supplies, resources coordination
Treasurer	Fiscal services
Health Department	Emergency health and sanitation, immunization
Coroner	Mortuary services, identification

APPENDIX G - STATE AGENCIES' ROLES AND AUTHORITIES

State agency emergency management activities encompass the use of services, equipment, supplies, and facilities of existing departments and agencies. The officers and personnel of all departments and agencies are directed to cooperate with and extend such services and facilities to the Governor and to the emergency management organizations of the state upon request. Each state agency has a responsibility to ensure continued operational support of their normal, day-to-day activities, throughout an emergency or disaster.

The following state agency roles and responsibilities represent a brief synopsis. Please refer to the CEMP, Basic Plan, for a full detailed list.

GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS (GOHSEP)

GOHSEP serves as the emergency and disaster information and management arm of the Governor. The division is responsible for comprehensive emergency management planning, training, and exercising and serves as the single point of notification and coordination for emergencies and disasters through a 24-hour duty officer system.

The state EOC is activated during an emergency or disaster to collect information and manage the coordinated allocation of state resources to assist local jurisdiction emergency response activities. GOHSEP uses statewide warning and communications systems, processes private and public requests for assistance, and conducts an emergency public awareness program to disseminate information to the public and the news media during emergencies or disasters.

MILITARY DEPARTMENT

Limited National Guard resources will be deployed by the Adjutant General after an Order by the Governor is signed, in a federally-funded status in response to an emergency involving imminent loss of life, and/or to mitigate destruction of property, in accordance with regulations and statutes.

DEPARTMENT OF AGRICULTURE

Provides safety inspections of food and farm products.

OFFICE OF THE ATTORNEY GENERAL

Provides consumer protection and fair business practices services. Provides and coordinates legal advice to state agencies.

OFFICE OF THE LOUISIANA LEGISLATIVE AUDITOR

Assists in the administration of emergency or disaster related budgets.

Provides assistance to local jurisdictions with their financial recordkeeping systems for emergency or disaster work.

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STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

Provides for temporary use of community college facilities during an emergency or disaster.

Office of the Governor

Proclaims a State of Emergency

Assumes direct control over an emergency or disaster operation.

Department of Health & Hospitals

Provides and coordinates assessments of the public health impact of emergencies or disasters.

Provides and coordinates assistance to local health jurisdictions and authorities.

Department of Revenue

Assists in compiling statistics related to the fiscal impacts of the emergency or disaster.

Provides assistance to local jurisdictions to maintain or reconstruct tax records.

Louisiana State Police

Assists local jurisdiction authorities with local law enforcement operations. Coordinates law enforcement and traffic control throughout the state.

Assumes incident command for hazardous materials incidents on all state and interstate highways.

Department of Transportation

Determines the usable portions of the state transportation system and coordinates and controls emergency highway traffic regulations.

State Treasurer

Assists affected local jurisdictions with short-term.

Utilities and Transportation Commission

Assists and expedites processing of requests from utilities to provide specific services or take specific emergency or disaster actions.

Assists and expedites processing of applications for permits from transportation companies.

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APPENDIX H - EMERGENCY MANAGEMENT LAWS

State Laws – Revised Statutes of Louisiana

RS 29 Chapter 6

Federal Law

Public Law 93-288, the disaster Relief Law 100-707, the Robert T. Stafford Relief Act.

Act of 1974, as amended by Public Emergency Assistance and Disaster

Public Law 920, Federal Civil Defense Act of 1950, as amended.

Public Law 96-342, Improved Civil Defense, 1980.

Code of Federal Regulations, Title 44, Emergency Management.

APPENDIX I - GLOSSARY

Chief Elected Official (CEO): The parish executive or parish legislative authority. In the case of cities and towns, it means the mayor in those cities and towns with mayor-council or commission forms of government, where the mayor is directly elected, and it means the municipality manager in those cities and towns with council manager forms of government.

Emergency Management: The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, technological, or human caused, and to provide support for search and rescue operations for persons and property in distress.

Emergency Management Agency: An organization created in accordance with the provisions of RS 29 to perform local emergency management functions.

Emergency or Disaster: An event or set of circumstances which: (1) demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences, or (2) reaches such a dimension or degree of destructiveness as to warrant the governor declaring a state of emergency.

Incident Command System: (a) An all-hazard, on-scene functional management system that establishes common standards in organization, terminology, and procedures; provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multiagency / multi-jurisdiction operations while maintaining individual agency / jurisdiction authority, responsibility, and accountability; and is a component of the national interagency incident management system; or (b) an equivalent and compatible all-hazards, on-scene functional management system.