

# **Jefferson Parish Emergency Shelter Plan**

## **Hurricane Cat 1 or 2, Tropical Storm, or Hazardous Event**

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### **I. Purpose**

It is the purpose of this plan to establish procedures for the housing of evacuees during any man-made or natural emergency situation within and/or in the surrounding areas of Jefferson Parish. This plan applies to Tropical Storms, Category 1 and Category 2 hurricanes. There will be no shelters during major hurricanes (Category 3, 4, and 5)

### **II. Situation and Assumptions**

#### **A. Situation**

1. Jefferson Parish could experience disaster conditions that would require emergency shelters/refuges for evacuees.
2. Disaster conditions requiring the use of shelters or refuges could be brought on by natural phenomena such as hurricanes, floods, tornadoes, fires, storms, or any combination thereof. Other unforeseen occurrences that could necessitate sheltering would be hazardous material incidents either at a fixed site or in transit or acts of terrorism.
3. The American Red Cross or Jefferson Parish Recreation Department may consider opening and managing shelters:
  - a. During times of all 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 Tropical Storms and Category 1 and 2 Hurricanes and only at those facilities that meet Red Cross Exemption Criteria and are designated as “Official Red Cross Shelters”.
4. Facilities for institutionalized and/or special needs groups will be opened only when medically trained personnel are available to tend to this population throughout the duration of the incident.

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5. Jefferson Parish functions as a "host" parish for St. Charles Parish evacuees should there be a Site Area Emergency or General Emergency at the Waterford III Nuclear Plant in Taft, LA.

### **B. Assumptions**

1. The shelter concept will reduce the number of casualties resulting from a disaster situation.
2. Jefferson Parish will have to supplement Red Cross Exemption Shelters with Jefferson Parish shelters.
3. Not all residents will use shelters locations. Some will stay at home. Others will go to relatives or friends and still others will go to Hotels/Motels in and out of the risk area.
4. Jefferson Parish could be asked by neighboring parishes to provide shelters during recovery efforts for those residents still unable to return home.

## **III. Concept of Operations**

### **A. General**

1. The Jefferson Parish Shelter Program is a combination of approaches that can be utilized to afford the best available protection.
2. All shelter locations are determined by conditions such as elevation, proximity of an incident to shelter, building integrity and emergency power.
3. Where practical, public and parochial schools or J.P. Recreational Gymnasiums are used as shelters for the general population.
4. Hospital facilities (public, private not for profit) will be used as shelters for the Special Needs residents in Jefferson Parish meeting Category I and Category II patient status under DHH guidelines. These medical facilities with in-place generator backup are by their very nature the best available and the most logical locations to protect this fragile segment of the population.

Category I and Category II residents, whose conditions could rapidly deteriorate during evacuation scenarios, would be sheltered

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in the medical facilities. All hospitals sheltering the Special Needs Population will be reimbursed for those expenses related to the feeding and extra-ordinary care requirements associated with the sheltering operation. (FEMA Applicants)

5. The primary mode of transportation to a shelter refuge will be by each individual's private vehicle or that of a family member or friend. Emergency public transportation will be provided when and where necessary and if resources are available.
6. For sudden, fast-escalating non-hurricane related emergency situations, and if schools are in session, Jefferson Parish Recreation Department gymnasiums can be used as a reception or staging area and/or a Red Cross shelter. Recreation personnel and other trained shelter managers will supplement manpower needs, if available.
7. In the event of a weapons of mass destruction emergency, Jefferson Parish would be calling for the evacuation of its residents in the threat area to sites outside of the risk area, whenever possible.

### B. Hurricane Planning

1. In the event of a category 3, 4 or 5 hurricane, **NO GENERAL POPULATION SHELTERS** would be opened in Jefferson Parish.
2. In the event of a tropical storm Category 1 or 2 Hurricane, Red Cross and/or Jefferson Parish Recreation Dept. may consider opening and managing exemption shelters for the general public located in Jefferson Parish.
3. In the event Red Cross would not be able to man exemption shelters for the general public, Jefferson Parish will operate the same facilities.
4. In the event of a Category 1 or 2 Hurricane, hospitals will accept Special Needs patients on a limited basis once they have been approved for admittance by the medical triage team.

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5. In the event of a Category 3, 4 or 5 Hurricane, designated hospitals will serve as shelters for Special Needs patients. Only those special needs residents that have been approved for admittance by the medical triage team will be admitted.

### C. Phases of Management

#### 1. MITIGATION

- a. Conduct a hazard analysis of the parish.
- b. Determine requirements for adequate sheltering.
- c. Conduct surveys of locations and facilities best available for use as shelters.

#### 2. PREPAREDNESS

- a. A resource list is updated every year and maintained with the department's standard operating guidelines.
- b. Verification of shelter personnel and contact numbers are updated every year, or as needed, with Red Cross and Jefferson Parish Employees.
- c. Red Cross shelter manager classes and Governors' Office of Homeland Security & Emergency Preparedness (GOHSEP) training classes are attended by Emergency Management, Red Cross personnel, volunteers, and Jefferson Parish shelter personnel annually.
- d. Rapid activation shelters are the parish-wide recreational facilities throughout the parish.

#### 3. RESPONSE

- a. At the onset of any emergency that may require sheltering, the initial alert shall include locating designated shelters as well as rapid activation shelters within a safe proximity of the risk area.

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- b. For evacuations during hazardous materials incidents, Emergency Operations Center shall coordinate with Red Cross for opening Red Cross shelters, at the same time declare to the command post at the scene, if applicable, the best and the most available routes for evacuation.
  - c. The Emergency Management Shelter Coordinator shall coordinate with all emergency support functions (ESF) and agencies.
  - d. The EOC will coordinate with the Jefferson Parish Public Information Office (PIO) to disseminate public information announcements to the media regarding shelter locations and evacuation routes when appropriate.
  - e. Accurate EOC and shelter logs will be maintained.
4. RECOVERY
- a. At the onset of the emergency, preparedness personnel also begin preparation for recovery operations.
    - 1. Extended Stay:
      - a. Adjust staff schedules for EOC & Shelter personnel.
      - b. Red Cross, Salvation Army, State of Louisiana GOHSEP, FEMA and other agencies help with temporary housing and mass feeding.

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

##### **A. Considerations for Local Government.**

- 1. Shelter operations shall be a special administrative assignment for the EOC, the Emergency Management Shelter Coordinator and assistants, Jefferson Parish Recreation Dept., the Jefferson Parish School Board representative, the Citizens with Disabilities representative, Area Hospitals and EMS representatives and the Red Cross.
- 2. Pre-disaster duties include:

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- a. Maintain designated shelter lists including location, phone number and contact person.
- b. Establish Red Cross contacts as appropriate.
- c. Arrange for periodic building surveys.
- d. Arrange with Louisiana Dept of Health & Hospitals, Louisiana Department of Child & Family Services, Jefferson Parish Recreation, Jefferson Parish Labor Pool, Food Coordinators, Law Enforcement, Local Hospitals and Louisiana Military, etc., to assist in shelter operations.
- e. Develop public service educational programs for schools, civic associations and other interested organizations.
- f. Coordinate efforts among Jefferson Parish and all public and private agencies in locating of emergency public shelters.
- g. Train appropriate number of volunteers and Parish personnel in shelter operations.
- h. Maintain startup kits.
- i. Maintain transport contacts.
- j. Maintain contacts with food suppliers for mass feeding operations.

#### **B. American Red Cross (ARC)**

1. Responsible for staffing and marking designated shelters when conditions meet ARC standards allowing ARC shelter operations.
2. Provides sheltering, food, medical, and registration services.
3. Provides family support services.
4. Coordinates shelter use with EOC.
6. Maintains shelter log and evacuee registration.

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### C. Law Enforcement

1. Provides security at designated shelters and staging areas.
2. Provides traffic control at and to shelters.
3. Provides back-up communication between shelters and EOC.

### D. Fire Service

1. Periodically survey shelter sites for fire safety and report deficiencies to EOC.
2. Assist with emergency medical problems at shelters.
3. Provide fire suppression and decontamination for shelters.
4. Support with radiological, biological and chemical monitoring.

### E. Military

1. Assist at shelters with:
  - a. Security
  - b. Emergency Transportation
  - c. Mass feeding
  - d. Delivery of Potable Water
  - e. Medical Support

### F. Health Department (includes Louisiana Dept. of Health & Hospitals)

1. Provide medical support if available.
2. Issue Health advisories.
3. Monitor sanitation problems.
4. Provide inoculations for the prevention of disease.
5. Function as lead agency in "Special Needs" locations.

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### G. Recreation Department

1. Provide facilities for emergency housing of evacuees, such as reception and staging areas, if needed in fast-escalating emergency situations.
2. Provide manpower assistance.

### H. Department of Child & Family Services, State of Louisiana

1. Assist in Shelters with registration and administrative functions.

### I. Medical Community, Hospitals and Emergency Medical Services (EMS)

1. Establish Special Needs Criteria
2. Triage Special Needs patients for sheltering.
3. Assist with transports of Category I patients to/from hospitals.
4. House Special Needs patients as assigned by the medical triage team.

### K. Transit

1. Provide transportation to shelters in Jefferson Parish or an evacuation staging area for transportation by the State of Louisiana to a state run shelter for the general public.
2. Provide Mobility Impaired Transport vehicles for Special Needs to/from the area hospitals or an evacuation staging area for transportation by the State of LA to state run special needs shelters.

## **V. DIRECTION AND CONTROL**

All shelter activities will be coordinated through the Shelter Coordinator. Shelter managers will be responsible for the operation of their individual facilities.

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### **VI. CONTINUITY OF GOVERNMENT**

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

### **VII. ADMINISTRATION AND LOGISTICS**

#### **A. Management**

1. Red Cross will be responsible for shelters under their control and will operate under the guidelines as established by the American Red Cross. During Tropical Storms, Category 1 and 2 hurricanes only.
2. Shelters operated by Jefferson Parish will be the responsibility of Jefferson Parish and will operate under the guidelines and Standard Operational Guidelines established by the Emergency Management Department.

#### **B. Records and Reports**

- 1 Registration forms are provided by the Red Cross or Jefferson Parish to be used to record information about evacuees. Managers and Red Cross disaster service representatives will periodically report to the shelter coordinator at the EOC the conditions and number of people in their facilities.
- 2 An event log will be kept by the manager at each shelter to be turned into the EOC.

#### **C. Communications**

The telephone will be the primary means of communications to shelters. In the event telephones and radios are not operational communication will be conducted via alternative means as described in the communications annex to the Emergency Operations Plan

#### **D. Shelter Stocking**

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Red Cross Shelters will be stocked with appropriate supplies immediately prior to their activation. Necessary supplies will be obtained by shelter staff under the direction of Red Cross.

Jefferson Parish will be outfitted with start-up kits.

E. **Shelter Marking**

Red Cross will supply signs identifying their designated shelter. Should additional shelters be needed, expedient signs will be made and posted by Red Cross.

### **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- a. The Emergency Management Department will assume the primary responsibility for this annex and its SOG's. All other agencies will perform
- b. their respective functions.
- c. American Red Cross. Statement of Understanding between FEMA and the American Red Cross.
- d. American Red Cross. Statement of Understanding between the State of Louisiana and the American Red Cross.
- e. Cooperative Endeavor Agreement between Jefferson Parish and the American Red Cross