



ANNEX G: Appendix 5
Sheriff's Office Emergency Operations Plan General Public Information

I. PURPOSE

The Sheriff's Emergency Operation Plan contains the policies and procedures that will be implemented by the Sheriff's Department during the times of a disaster/emergency incident, to respond, control, coordinate and have a satisfactory conclusion.

II. AUTHORITY

By authority of the State Constitution, the Sheriff of East Baton Rouge Parish is the Chief Law Enforcement Officer of East Baton Rouge Parish.

III. CONTINUITY

1. The Sheriff has mutual aid agreements with other public safety agencies located in East Baton Rouge Parish, i.e., State Public Safety Agencies and Federal Public Safety Agencies. The agreement will be implemented during the times of a disaster/emergency incident.
2. Depending on the magnitude of the incident, the nature and area threatened by a disaster/emergency incident, the Sheriff may respond independently or in conjunction with other agencies.
3. The Sheriff is responsible for all law enforcement activities located within East Baton Rouge Parish in coordination with the Chiefs of the various political subdivisions within East Baton Rouge Parish.
4. The Sheriff will control all law enforcement activities located in the Parish of East Baton Rouge. The Sheriff has availabilities as backup support personnel from the various Chiefs of Police located within East Baton Rouge Parish. The backup support request will be on an as needed basis.
5. The Sheriff will utilize available on-duty personnel as backup support as requested by the various Chiefs of Police during an incident within their jurisdictions.
6. If the law enforcement capabilities of the Sheriff and Chiefs of Police are exceeded, then backup support will be available from several State and Federal Agencies.
7. The Sheriff will have available personnel who will respond on an as needed basis to other governmental agencies and groups when request is related to emergency law enforcement activities.



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IV. ORDER OF OPERATION

- A. The Sheriff has designated the Chief of Uniform Patrol and/or the Chief of Detectives to assume the overall responsibility for operations of the Sheriff's Department activities related to a disaster/emergency incident.
- B. The Chief of Uniform Patrol and/or the Chief of Detectives will be supported by each Division Commander, who will provide the personnel and equipment needed to respond and control the incident, until the conclusion of a disaster/emergency.
- C. The field supervisors and field personnel will be assigned as directed by the Chief of Uniform Patrol and/or the Chief of Detectives.
- D. On-duty personnel will be utilized as first responders and controlling personnel to an emergency incident.
- E. When a disaster/emergency incident exceeds on-duty personnel, the Chief of Uniform Patrol and/or the Chief of Detectives will be responsible for the call-up of off-duty personnel.
- F. Field personnel should always approach a reported disaster/emergency incident in a safe and prudent manner so as to protect the public's safety and safety to themselves.
- G. The Sheriff has in place a staff designated as Emergency Operations Center Group, consisting of two people who will staff the EOC in time of activation. This group will be augmented and supported by the personnel from the Communications Division. The EOC group will dispatch field personnel, coordinate all available requested information to and from responding field personnel, under the direction of the Chief of Uniform Patrol and/or the Chief of Detectives or the Hazardous Materials/Critical Incident Commander.

V. SITUATION AND ASSUMPTION

A. SITUATION

An emergency incident, natural or man-made, will cause the Sheriff's Department to expand its normal operation. The expanded operation will be in direct correlation with the actual incident. If the incident exceeds the coordinated efforts of the Sheriff and the Chiefs of Police located within the parish, then several State and Federal Agencies will provide backup support.

B. ASSUMPTION

The Sheriff working in conjunction with the Chiefs of Police located in the Parish will generally have enough law enforcement personnel available to provide adequate law enforcement control during the times of a disaster/emergency incident. If the coordinated



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capabilities of the law enforcement agencies located within the Parish are exceeded then backup support will be available from several State and Federal Agencies.

VI. CONCEPT OF OPERATION

A. GENERAL

1. The Sheriff's Department emergency operations during times of an emergency incident will be an expansion of its normal responsibilities. The basic responsibilities are to maintain law and order, traffic and crowd control, notification and/or evacuation of the affected public.
2. When the Sheriff's Department is notified of an emergency incident that needs immediate response, Communications will dispatch the number of on-duty personnel, as needed, relative to available information concerning the reported incident. Upon responding personnel arriving at the scene of an actual incident that has occurred, they will protect the scene and advise Communications of the status of the incident. Communications will then coordinate needed assistance as requested by the responding personnel. The Chief of Uniform Patrol and the Hazardous Materials/Critical Incident Commander will be advised of the incident as soon as possible by Communications personnel.
3. If a disaster/emergency incident exceeds the capabilities of available on-duty personnel and other support agencies, then the Chief of Uniform Patrol will be responsible for placing off-duty personnel on active standby status or immediate response status. The Division Commander will, as directed, contact their off-duty personnel and advise them to be on stand-by status or immediately report to a pre-designated area so as to expedite response time.
4. The Sheriff's Department will establish inner and/or outer perimeters as needed to secure a disaster/emergency scene. A strict policy of limited access to the scene will be rigidly enforced to ensure the safety and well-being of the community. Other than emergency responders, all movement into the affected area will be requested through the established Command Post.
5. When a disaster/emergency incident is of such magnitude that the Emergency Operation Center (EOC) is activated, the EOC group will report to the EOC to man the Sheriff's radio and telephone. The EOC group will then coordinate the Sheriff's Office activity needed during the incident from the EOC. The regular Communications Center will remain in operation to take care of the normal day to day activities of the Sheriff's Office.



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B. PHASES OF EMERGENCY MANAGEMENT

1. PREVENTION

- a. Exercise plan and update.
- b. Create pre-scripted information and warning messages.

2. MITIGATION

- a. Continuous plan review and updating.
- b. Classroom instruction.
- c. Address equipment, available and needed.
- d. Critique actual incidents.
- e. Participate in mock drills.

3. PREPAREDNESS

- a. Training of primary auxiliary deputies.
- b. Mutual aid agreements with other agencies.
- c. Traffic and crowd control.
- d. Updated telephone rosters and equipment.

4. RESPONSE

- a. Safe and prudent manner.
- b. Secure outer perimeter.
- c. Maintain law and order.
- d. Provide mobile units for warning purposes.
- e. Assist in evacuation as needed.
- f. Patrol safe evacuated areas.



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- g. Provide traffic and crowd control.
 - h. Control access to restricted areas.
 - i. Support other public safety operations related to emergency law enforcement.
 - j. Provide security and traffic control around emergency shelters that are outside of the city limits of Baton Rouge, Baker, Zachary or Central.
 - k. Transport or escort of emergency equipment.
5. RECOVERY
- a. Continue response operations.
 - b. Assist in damage assessment.
 - c. Assist in return of evacuees to houses.