



## ANNEX S Hurricane Plan

### I. Plot and Watch

- \_\_\_\_A. Monitor all advisories from National Weather Bureau and review Hurricane Computer Model of Sea, Lake, and Overland Surge from Hurricanes (SLOSH) with East Baton Rouge Parish Mayor's Office of Homeland Security & Emergency Preparedness (MOHSEP).
- \_\_\_\_B. Start Emergency Operations Center (EOC) Log.
- \_\_\_\_C. Plot on maps in EOC.
- \_\_\_\_D. Notify Mayor-President.

### II. Hurricane in Gulf of Mexico

- \_\_\_\_A. Notify Mayor-President of advisory.
- \_\_\_\_B. Call first meeting with all department heads, weather bureau, and other agencies involved, including media.

### III. Meet with Mayors, Homeland Security & Emergency Preparedness Directors, Police Chiefs, and Fire Chiefs from Cities of Zachary and Baker

- \_\_\_\_A. City of Baker
  - \_\_\_\_ 1. Mayor Harold Rideau 778-0300
  - \_\_\_\_ 2. Chief Mike Knaps 775-6000
  - \_\_\_\_ 3. Chief Danny Edwards 775-3712  
Ext. 567
- \_\_\_\_B. City of Zachary
  - \_\_\_\_ 1. Mayor David Amrhein 654-0287
  - \_\_\_\_ 2. Chief David McDavid 654-9393
  - \_\_\_\_ 3. Chief Danny Kimble 654-0026
- \_\_\_\_C. City of Central
  - \_\_\_\_ 1. Mayor Jr. Shelton 261-5989
  - \_\_\_\_ 2. Chief James Salsbury 261-5988
  - \_\_\_\_ 3. Chief Bill Porche 261-2000



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### IV. Meet with Parish Fire Departments at EOC.

#### Ensure that all Fire Stations have sand and bags on hand:

- \_\_\_\_A. Alsen Fire Department
  - \_\_\_\_ 1. Chief Lawrence Duncan 774-3473
    - a.) 674 Old Rafe Meyer Road  
Baton Rouge, Louisiana 70807
- \_\_\_\_B. Baker Fire Department
  - \_\_\_\_ 1. Chief Danny Edwards 775-3712  
Ext. 567
    - a.) 3190 Washington Street  
Baker, Louisiana 70714
    - b.) 6252 Lavey Lane  
Baker, Louisiana 70714
- \_\_\_\_C. Brownsfield Fire Department
  - \_\_\_\_ 1. Chief Carroll Campbell 778-0344
    - a.) 11420 Plank Road  
Baton Rouge, Louisiana 70811
    - b.) 6850 Kent Drive  
Baker, LA 70714
- \_\_\_\_D. Central Fire Department
  - \_\_\_\_ 1. Chief Bill Porche 261-2000
    - a.) 11646 Sullivan Road  
Baton Rouge, Louisiana 70818
    - b.) 5341 East Beaver Drive  
Pride, Louisiana 70770
    - c.) 4864 Monticello Road  
Baton Rouge, Louisiana 70814



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d.) 10626 Lovett Road  
Baton Rouge, Louisiana 70818

e.) 7019 Donnybrook Drive  
Greenwell Springs, Louisiana 70739

\_\_\_\_ E. Chaneyville Fire Department

\_\_\_\_ 1. Chief Mark Strickland 654-9571

a.) 22790 Reames Road  
Zachary, La. 70791

b.) 23861 Plank Road  
Zachary, LA 70791

\_\_\_\_ F. District Six Fire Department

\_\_\_\_ 1. Chief Joel Hancock 355-3110

a.) 6324 Mickens Road  
Baton Rouge, Louisiana 70811

\_\_\_\_ G. Eastside Fire Department

\_\_\_\_ 1. Chief Dale Hancock 272-7779

a.) 15094 Old Hammond Highway  
Baton Rouge, LA 70816

\_\_\_\_ H. Pride Fire Department

\_\_\_\_ 1. Chief Wesley Tucker 654-3903

a.) 16929 Liberty Road  
Pride, Louisiana 70770

b.) 38260 Greenwell Springs Road  
Pride, Louisiana 70770

c.) 20920 Carson Road  
Pride, LA 70770



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- \_\_\_\_\_ I. St. George Fire Department
  - \_\_\_\_\_ 1. Chief Gerry Tarleton 454-6551
    - a.) 9014 Jefferson Highway  
Baton Rouge, Louisiana 70809
    - b.) 7027 Antioch  
Baton Rouge, Louisiana 70815
    - c.) 17575 Hoo Shoo Too Road  
Baton Rouge, Louisiana
    - d.) 1506 Seabord Street  
Baton Rouge, Louisiana 70810
    - e.) 16415 George O'Neal Road  
Baton Rouge, Louisiana 70816
    - f.) 9020 Castille Drive  
Baton Rouge, Louisiana 70809
    - g.) 326 Highlandia Drive  
Baton Rouge, Louisiana 70810
    - h.) 13686 Perkins Road  
Baton Rouge, LA 70810
  
- \_\_\_\_\_ J. Zachary Fire Department
  - \_\_\_\_\_ 1. Chief Danny Kimble 654-0026
    - a.) 22975 Old Scenic Highway  
Zachary, Louisiana 70791
    - b.) 2250 East Flonacher Road  
Zachary, Louisiana 70791
    - c.) 5425 Main Street  
Zachary, LA 70791



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**V. The Director of MOHSEP will contact the following agencies for the opening of shelters in East Baton Rouge Parish, if needed:**

- \_\_\_\_ A. American Red Cross
  - \_\_\_\_ 1. Garrett Romagossa (504) 620-3114
  - \_\_\_\_ 2. American Red Cross (888) 481-9392
  
- \_\_\_\_ B. Salvation Army
  - \_\_\_\_ 1. Capt. Brett Meredith 355-4483  
Ext. 26

**VI. The Director of MOHSEP will be responsible for the coordination of sand and sandbag distribution with:**

- \_\_\_\_ A. Department of Public Works Warehouse
  - \_\_\_\_ 1. Damar Hopkins 389-5373
  - \_\_\_\_ 2. Julius Burns 389-5373
  - \_\_\_\_ 3. William Billy 389-5373
  - \_\_\_\_ 4. Trina Hall 389-3170 Ext. 361

**VII. The Director of MOHSEP will coordinate with these agencies for transportation of evacuees, if needed:**

- \_\_\_\_ A. Capital Area Transit System
  - \_\_\_\_ 1. Alphonse Joseph 389-8920  
Ext. 2108
  
- \_\_\_\_ B. Council on Aging
  - \_\_\_\_ 1. Tasha Clark-Amar 923-8000 Ext. 222
  - \_\_\_\_ 2. Shanda Cook-Grimes 923-8000 Ext. 208
  
- \_\_\_\_ C. Acadian Ambulance
  - \_\_\_\_ 1. Justin Cox 237-4330



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**VIII. The Director of MOHSEP will notify schools in East Baton Rouge Parish:**

\_\_\_\_ A. Public

- \_\_\_\_ 1. Warren Drake 922-5618

\_\_\_\_ B. Catholic

- \_\_\_\_ 1. Dr. Melanie Verges 336-8735

\_\_\_\_ C. Private

	<i>School</i>	<i>Address</i>	<i>Phone</i>	<i>Capacity</i>
____ 1.	Baton Rouge College	2834 S Sherwood Forest Boulevard	292-5464	
____ 2.	Baton Rouge Lutheran School	10925 Florida Boulevard	272-1288	261
____ 3.	Bethany Christian School (Baker)	13855 Plank Road	774-0133	465
____ 4.	Bishop Joseph V Sullivan High School (Central)	P.O. Box 86110	753-9782	700
____ 5.	Brownsfieds Baptist Academy	11998 Plank Road	778-1881	200
____ 6.	Central Private School	12801 Centerra Court	261-3341	311
____ 7.	Christian Life Academy	2037 Quail Drive	769-6760	
____ 8.	Comite Christian Academy	12250 Greenwell Springs Road	273-2699	
____ 9.	Country Day School Baton Rouge	7424 Highland Road	766-1159	
____ 10.	Country Day School of Baton Rouge	4455 North Boulevard	928-4042	100
____ 11.	Country Day School of Baton Rouge	3743 Silverside Drive	767-5259	
____ 12.	Dunham School	11111 Roy Emerson Drive	767-7097	



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_____ 13.	Episcopal High School	3200 Woodland Ridge Boulevard	753-3180	
_____ 14.	Family Christian Academy	8919 World Ministry Avenue Bldg. 92	768-3027	
_____ 15.	Hosanna Christian Academy	8850 Goodwood Boulevard	926-4885	
_____ 16.	Jehovah-Jireh Christian Academy	1771 North Lobdell Boulevard	932-2357	
_____ 17.	La Printaniere Montessori	5064 Perkins Road	769-2255	
_____ 18.	LSU Laboratory School	45 Dalrymple Drive	578-3221	
_____ 19.	Maranatha Montessori	12663 Perkins Road	767-2500	
_____ 20.	Millerville Academy	871 O'Neal Lane	272-0164	
_____ 21.	Montessori Children's House	5640 Highland Road	766-6272	
_____ 22.	Montessori School of Baton Rouge	8227 Wimbledon Avenue	766-9942	
_____ 23.	Parkview Baptist School	5750 Parkview Church Road	291-2500	
_____ 24.	Remington College	10551 Coursey Boulevard	240-7049	
_____ 25.	Runnels School	17255 S Harrells Ferry Road	215-5706	
_____ 26.	Second Chance Academy College	3617 Lanier Drive	929-9828	
_____ 27.	Shiloh Baptist Early Learning Academy	185 Eddie Robinson Drive	343-4734	
_____ 28.	Silverside Academy	2070 Silverside Drive	769-4942	
_____ 29.	St. James Episcopal Day School	445 Convention Street	344-0805	
_____ 30.	St. Luke's Episcopal School	8833 Goodwood Boulevard	927-8601	



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_____ 31.	Trinity Episcopal School	3550 Morning Glory Avenue	387-0398	
_____ 32.	World Evangelism Bible College and Seminary	8919 World Ministry Avenue	504-768-3662	

**IX. The Director of MOHSEP should be in contact with public utility companies regarding their status, etc.**

- \_\_\_\_\_A. Entergy, Inc.  
(888) 536-1705 / (800) 766-1648
  - \_\_\_\_\_ 1. Will Johnson 381-5766
  
- \_\_\_\_\_B. DEMCO Emergency # 261-1958
  - \_\_\_\_\_ 1. David Latona 262-3073
  - \_\_\_\_\_ 2. Ron May 261-1221  
Ext. 276
  
- \_\_\_\_\_C. BRG Phones Plus
  - \_\_\_\_\_ 1. Brian Olinde 925-1043
  
- \_\_\_\_\_D. AT&T  
765-6140 / (800) 247-2020
  - \_\_\_\_\_ 1. Mike LaBorde 295-5471
  
- \_\_\_\_\_E. Baton Rouge Water Works  
926-3044 / 231-0307
  - \_\_\_\_\_ 1. Patrick Kerr 231-0335
  - \_\_\_\_\_ 2. Dennis McGehee 952-7620
  - \_\_\_\_\_ 3. Vince Dimattia 952-7617
  
- \_\_\_\_\_F. COX Communications
  - \_\_\_\_\_ 1. Brett Robin 237-5374



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**X. The Mayor-President or the Director of MOHSEP will coordinate activities where air surveillance may be implemented.**

- \_\_\_\_ A. Airport
  - \_\_\_\_ 1. Anthony Marino 355-0333
  - \_\_\_\_ 2. Ralph Hennessy 355-0333
  - \_\_\_\_ 3. Brad Brant 379-3040
  
- \_\_\_\_ B. Civil Air Patrol
  - \_\_\_\_ 1. Patrick Kerr 231-0335
  - \_\_\_\_ 2. Art Scarbrough 359-9497
  - \_\_\_\_ 3. David Pourciau 242-4553
  
- \_\_\_\_ C. LA State Police
  - \_\_\_\_ 1. Brett McCloud 922-0381

**XI. It may become necessary to contact other agencies for additional support.**

**These agencies may include:**

- \_\_\_\_ A. Governor's Office of Homeland Security & Emergency Preparedness
  - \_\_\_\_ 1. Kevin Davis 925-7345
  - \_\_\_\_ 2. Christina Dayries 925-7500
  - \_\_\_\_ 3. Darren Guidry 916-4905
  
- \_\_\_\_ B. United States Coast Guard-BR  
(800) 874-2153 / 298-5481
  - \_\_\_\_ 1. LCDR Quincy Davis 298-5400  
Ext. 238
  
- \_\_\_\_ C. United States Coast Guard-NO  
(504) 589-6261
  
- \_\_\_\_ D. LA State Police (Troop A)
  - \_\_\_\_ 1. Capt. William Davis 754-8531



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- \_\_\_\_ E. United Army Corps of Engineers
- \_\_\_\_ 1. Steve Stone (337)  
585-0853
- \_\_\_\_ F. Port of Greater Baton Rouge
- \_\_\_\_ 1. Cortney White 342-1660
- \_\_\_\_ G. Pontchartrain Levee District  
(800) 562-3651
- \_\_\_\_ 1. Steve Wilson 869-9721
- \_\_\_\_ 2. Monica Salins 869-9721 / (800) 523-  
3148
- \_\_\_\_ 3. Kenneth Steib 869-9721

**XII. In the event of a disaster, hospitals may have to be contacted to obtain the number of injuries, fatalities, etc.**

- \_\_\_\_ A. Baton Rouge General Health Center  
8585 Picardy Avenue  
Baton Rouge, Louisiana 70809  
Bed Capacity: 105
- \_\_\_\_ 1. Wanda Hughes 387-7779
- \_\_\_\_ B. Baton Rouge General Medical Center  
3600 Florida Boulevard  
Baton Rouge, Louisiana 70806  
Morgue Spaces: 4 Vaults  
Bed Capacity: 343
- \_\_\_\_ 1. Wanda Hughes 387-7779
- \_\_\_\_ C. Lane Regional Medical Center  
6300 Main Street  
Zachary, Louisiana 70791  
Morgue Spaces: 2  
Bed Capacity: 137
- \_\_\_\_ 1. Michelle Shipe 658-4429



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\_\_\_\_ D. Our Lady of the Lake Medical Center  
5000 Hennessy Boulevard  
Baton Rouge, Louisiana 70809  
Morgue Spaces: 6  
Bed Capacity: 626

\_\_\_\_ 1. Rick Boyer 765-5978

\_\_\_\_ E. Ochsner Hospital  
1700 Medical Center Drive  
Baton Rouge, Louisiana 70816  
Bed Capacity: 201

\_\_\_\_ 1. Jerry Schonekas 755-4816

\_\_\_\_ F. Woman's Hospital  
100 Woman's Way  
Baton Rouge, Louisiana 70817  
Bed Capacity: 225

\_\_\_\_ 1. Mike Meagher 924-8605

**XIII. It may become necessary to evacuate some areas of East Baton Rouge Parish that may contain nursing homes.**

\_\_\_\_ A. Refer to Annex O, Appendix 10.

**XIV. Keeping the general public continually informed of the situation is very important. These contact persons/agencies and methods are:**

\_\_\_\_ A. Emerg-Alert

\_\_\_\_ B. Public Information Office

\_\_\_\_ 1. Dennis McCain 389-3121

\_\_\_\_ 2. Sharon Phillips 389-3121

\_\_\_\_ 3. Jamie Presley 389-3121

\_\_\_\_ C. Emergency Alert Station will provide warning and dissemination of informational advisories.

\_\_\_\_ 1. WJBO AM 1150 499-9526



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### \_\_\_\_ D. Community Alert System (CAL)

CAL is a computer telephone call-out system used in East Baton Rouge Parish to warn residents/businesses of impending danger. CAL has the capability of calling approximately 1,000 households per hour.

- \_\_\_\_ 1. Matt Hobson 389-2911
- \_\_\_\_ 2. EMS Communications 389-3300

### \_\_\_\_ E. Emergency public information will also be issued by means of radio and television broadcasting. Several public service announcements will give hurricane preparedness guidelines and will include road conditions/closures, shelter locations, emergency telephone numbers, and evacuation information.

### \_\_\_\_ F. WAFB Web Alert

### \_\_\_\_ G. Social Media

- \_\_\_\_ 1. [www.redstickready.com](http://www.redstickready.com)
- \_\_\_\_ 2. [www.facebook.com](http://www.facebook.com)
- \_\_\_\_ 3. [www.twitter.com](http://www.twitter.com)

**XV. Each agency in the EOC will give periodic briefings of the procedures their respective department is involved with.**

- \_\_\_\_ A. All agencies should have their emergency supplies, fuel, equipment, etc. in place.
- \_\_\_\_ B. The Mayor-President will be kept abreast of the latest situation.

**XVI. If gale force winds from a hurricane affect the East Baton Rouge Parish area, the following will be done:**

- \_\_\_\_ A. Update all information in the EOC, as well as to the general public.
- \_\_\_\_ B. Cease all outside activities and secure all personnel and equipment.
- \_\_\_\_ C. The Director of MOHSEP will request the Mayor-President to issue the Hurricane Proclamation and Disaster Declaration.
- \_\_\_\_ D. Activate Damage Assessment Teams and Air Surveillance Teams as soon as the weather permits.



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**XVII. Recovery Phase**

- \_\_\_\_A. The Mayor-President or MOHSEP will issue an "all clear".
- \_\_\_\_B. All EOC staff will compile damage assessment information.
- \_\_\_\_C. Update reports, logs, and activate equipment and personnel for recovery operations.
- \_\_\_\_D. Update public regarding recovery operations, re-entry, road closures, etc.



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**EAST BATON ROUGE PARISH**  
**MAYOR'S OFFICE OF HOMELAND SECURITY & EMERGENCY PREPAREDNESS**  
**STAFF**

The Mayor's Office of Homeland Security & Emergency Preparedness is located at 3773 Harding Boulevard, Baton Rouge, LA 70807. Emergency Preparedness staff may be reached at:

**JoAnne H. Moreau, CEM, LEM**  
*Director*

**Tuesday Mills, LEM**  
*Assistant Director*

**Jonathan Adams, LEM**  
*Chief of Operations*

**William White, LEM**  
*Emergency Preparedness Coordinator*

**Kellie McGaha**  
*Emergency Preparedness Coordinator*

**Thomas Phillips**  
*Student Intern*



## ANNEX S Hurricane Plan

### HURRICANE SURVIVAL CHECKLIST FOR CITIZENS

#### HURRICANE WATCH

A. Check supplies:

- \_\_\_\_\_ 1. Transistor radio with fresh batteries.

Your radio will be your only reliable source of information. Have enough batteries to last several days. There may be no electricity.

- \_\_\_\_\_ 2. Flashlights, candles, fuel-burning lamps, and matches.

Store matches in a waterproof container. If you use lanterns or lamps, have sufficient fuel for several days and know how to use safely. Have extra flashlight batteries.

- \_\_\_\_\_ 3. Full tank of gasoline.

Remember the energy crisis. Never let the tank be less than half full during the hurricane season. Fill up as soon as a hurricane watch is posted. Remember, when there is no electricity, gas pumps won't work.

- \_\_\_\_\_ 4. Canned goods and non-perishable foods.

Store-packed food can be prepared without cooking and needs no refrigeration. There may be no electricity or gas for days.

- \_\_\_\_\_ 5. Containers for drinking water.

Have enough clean containers to store sufficient drinking water for several days. The city supply will probably be interrupted or contaminated. Keep bottled water well stocked.

- \_\_\_\_\_ 6. Materials for protecting glass openings.

Have suitable shutters or procure stout lumber for protecting large windows and doors; have masking tape available for use on small windows.



## ANNEX S Hurricane Plan

### HURRICANE WARNING

#### A. BEGIN A CONTINUOUS COMMUNICATIONS WATCH.

- \_\_\_\_\_1 Act Promptly
- \_\_\_\_\_2. Monitor TV and AM radio broadcasts or VHF/FM continuous weather broadcasts. Keep a log of official information on hurricane position, intensity, and expected landfall.
- \_\_\_\_\_3. Discount rumors. Use the telephone sparingly.

#### B. IF YOU LIVE IN A MOBILE HOME:

- \_\_\_\_\_1. Check your tie-downs and leave immediately for safer refuge.

#### C. PREPARE YOUR RESIDENCE AND PROPERTY FOR HIGH WINDS.

- \_\_\_\_\_1. SECURE ALL OUTSIDE OBJECTS.

Garbage cans, awnings, garden tools and loose objects can become lethal projectiles. Anchor them securely or bring them indoors.

- \_\_\_\_\_2. PROTECT LARGE WINDOWS AND OTHER EXPOSED GLASS.

If shutters are not available, board up large windows. Tape windows which are not boarded or shuttered to reduce shattering. Draw drapes across windows and patio doors to protect against flying glass if shattering does occur.

- \_\_\_\_\_3. MOVE SMALL BOATS ON TRAILERS CLOSE TO THE HOUSE.

Fill them with water to weight them down. Lash boats securely to trailer and use tie-downs to secure the trailer to the ground or to the house.

- \_\_\_\_\_4. CHECK MOORING LINES OF BOATS IN THE WATER, THEN LEAVE THEM.

- \_\_\_\_\_5. MOVE VALUABLES AND PERSONAL PAPERS TO HIGHEST POINTS.

It is good insurance for irreplaceable documents to place them in a high spot and, if possible, in a waterproof container.

#### D. CHECK YOUR SURVIVAL SUPPLIES ONCE AGAIN.



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### E. IF YOU DECIDE TO REMAIN AT HOME:

\_\_\_\_ 1.      REMAIN INDOORS.

Don't venture out during the lull. When the eye arrives the lull sometimes ends suddenly as winds return from the opposite direction. Winds can increase to 75 mph or more in a few seconds.

\_\_\_\_ 2.      STAY AWAY FROM EXPOSED WINDOWS AND GLASS DOORS.

Move furniture away from exposed doors and windows during the hurricane.

\_\_\_\_ 3.      STAY ON THE MOST INWARD PART OF THE HOUSE.

If your home has an "inside" room, remain there during the height of the hurricane. Closets, bathtubs, and hallways are usually a safe haven.

\_\_\_\_ 4.      KEEP A CONTINUOUS COMMUNICATIONS WATCH.

Keep the radio or television tuned for hurricane information from official sources. Unexpected changes can sometimes call for last minute evacuations or relocations.

\_\_\_\_ 5.      KEEP CALM.

Your ability to meet emergencies will help others maintain control of their situation.

### HURRICANE RECOVERY

#### Some dangers remain:

\_\_\_\_ A.      BEWARE OF OUTDOOR HAZARDS.

Watch out for LOOSE OR DANGLING POWER LINES. Many lives are lost by electrocution.

\_\_\_\_ B.      WALK OR DRIVE CAUTIOUSLY.

Debris-filled streets are dangerous. Snakes and poisonous insects will be a hazard. Washouts may weaken roads and bridge structures which may collapse under the weight of passing vehicles.



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\_\_\_\_C. GUARD AGAINST SPOILED FOOD.

Food in refrigerators may begin to spoil if power is off for more than a few hours. Home freezers will keep food frozen for several days if the doors are not opened after a power failure. You should not re-freeze food once it begins to thaw.

\_\_\_\_D. DO NOT USE WATER UNTIL YOU ARE SURE IT IS SAFE.

Use your emergency drinking water, or boil other water before drinking until you receive official word that the city water supply is safe.

\_\_\_\_E. TAKE EXTRA PRECAUTIONS TO PREVENT FIRES.

Until all services return to normal, lowered water pressure in city mains and the interruption of their services may make fire fighting extremely difficult after a hurricane.



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**EMERGENCY DECLARATION  
BY LOCAL PRINCIPAL EXECUTIVE OFFICER  
LOUISIANA HOMELAND SECURITY AND EMERGENCY ASSISTANCE  
AND DISASTER ACT, R.S. 29:721**

**STATE OF EMERGENCY  
LOCAL DISASTER DECLARATION**

**WHEREAS, THE LOUISIANA HOMELAND SECURITY AND EMERGENCY ASSISTANCE AND DISASTER ACT, R.S. 29:721** confers upon the Parish President powers to deal with emergencies and disaster including those caused by fire, flood, earthquake, or other natural or man-made causes, in order to ensure that preparations of this parish will be adequate to deal with such emergencies or disasters and to preserve the lives and property of the people of East Baton Rouge Parish;

**WHEREAS, EAST BATON ROUGE PARISH** was greatly affected by (event) on or about (date), and has posed an imminent threat to the City of Baton Rouge and the Parish of East Baton Rouge, Louisiana, with estimated damage of (dollar amount) to public and private property to include roads, highways and public facilities, and threaten the safety and security of the citizens of East Baton Rouge Parish.

**WHEREAS, EAST BATON ROUGE PARISH** activates any/all necessary emergency plans and activities in response to (event).

**WHEREAS, EAST BATON ROUGE PARISH**, recognized a declaration of emergency existed on or about (date) and continues to exist due to the danger of (event) which threatens the safety and security of its citizens, based on information and warnings issued by the (support agency);

**NOW THEREFORE I**, Melvin L. "Kip" Holden, Mayor-President on (date), hereby declare that a State of Emergency exists in East Baton Rouge Parish, in accordance with the provisions of the Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993, as amended.

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Melvin L. "Kip" Holden, Mayor-President  
City of Baton Rouge, Parish East Baton Rouge



**ANNEX S  
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**HURRICANE PREPAREDNESS CHECKLIST FOR  
EAST BATON ROUGE PARISH GOVERNMENT**

**I. HURRICANE WATCH**

- \_\_\_\_A. Notify the Director of MOHSEP and the Mayor-President who will activate the EOC in accordance with local, State, and Federal ordinances.
- \_\_\_\_B. Ensure that appropriate information and instructions based on the latest hurricane advisories are broadcast by radio and television. For example:  
  
"Radio Stations and Television Channels will broadcast latest hurricane advisories. Your local government will advise and instructions will also be issued over these stations by the Mayor-President and/or the Director of the East Baton Rouge Parish Mayor's Office of Homeland Security & Emergency Preparedness MOHSEP."
- \_\_\_\_C. Add information from the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) tracking the storm to Step B, if available.
- \_\_\_\_D. Assess the situation and review preparedness procedures for evacuation and other possible local alternate plans.
- \_\_\_\_E. If possible, determine probable risk area. Initiate reporting of situation to industries, utilities, schools, and other facilities in the probable risk area. Dispatch Emergency Service field personnel (particularly police) to alert exposed settlements and trailer parks to maintain a constant radio watch for further instructions.
- \_\_\_\_F. Provide continuing instruction to the public, such as:
  - \_\_\_\_1. Advise public of safe havens if they are ordered to evacuate.
  - \_\_\_\_2. Routes to use when area is ordered to evacuate. (Provide map of proposed evacuation routes to assist the announcer.)
  - \_\_\_\_3. Advise public of social media sources where information can be located. (Facebook and Twitter)
- \_\_\_\_G. Maintain contact with GOHSEP.
- \_\_\_\_H. Have state highway and public works departments make preparations for placing emergency directional and detour signs as called for under evacuation and traffic control plans.



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### II. HURRICANE WARNING

- \_\_\_\_\_A. Place the EOC in full-scale operations, including emergency communication systems, plans, and procedures.
- \_\_\_\_\_B. Step up broadcasts over radio and television channels to remind public to:
  - \_\_\_\_\_1. Remain calm.
  - \_\_\_\_\_2. Remain at home.
  - \_\_\_\_\_3. Make preparations for evacuation, if ordered to do so.
  - \_\_\_\_\_4. Stay tuned in continuously for information.
  - \_\_\_\_\_5. Begin precautionary measures.
- \_\_\_\_\_C. Notify all agencies and individuals involved.
- \_\_\_\_\_D. Advise the Superintendent of Schools to consider canceling classes for the duration of the emergency.
- \_\_\_\_\_E. Put the appropriate hurricane emergency plan in operation, depending on the expected force of the wind. Alternate plans, developed by local government, should include: areas to be evacuated, shelter locations for evacuees, feeding, and other requirements for taking care of evacuees.
- \_\_\_\_\_F. Remind appropriate Emergency Responder personnel to position equipment, fuel and other essential supplies outside the anticipated storm area for use after the storm.
- \_\_\_\_\_G. Check auxiliary generators and other power and lighting equipment. Place reserve EOC supplies and equipment, such as antennas, where they can be obtained following the storm.
- \_\_\_\_\_H. Place into effect a highway traffic control plan to expedite movement from areas ordered to evacuate to hurricane shelters. The plan should include designation of exit routes for evacuees and provision for broadcasting information to the public.
- \_\_\_\_\_I. Set up patrols to restrict evacuated areas to prevent fires, looting, and property damage.
- \_\_\_\_\_J. If the hurricane strikes, commence Search and Rescue and other emergency operations, as soon as possible and as required, in accordance with appropriate logs or checklists.



## **ANNEX S**

### **Hurricane Plan**

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- \_\_\_\_\_K. After passage of the hurricane, broadcast advice and instructions to the public:
  - \_\_\_\_\_1. Remain in shelters until informed by those in charge that they may return to their homes.
  - \_\_\_\_\_2. Where assistance may be obtained.
- \_\_\_\_\_L. As soon as situation permits, resume normal routine and notify EOC staff of damage assessment.