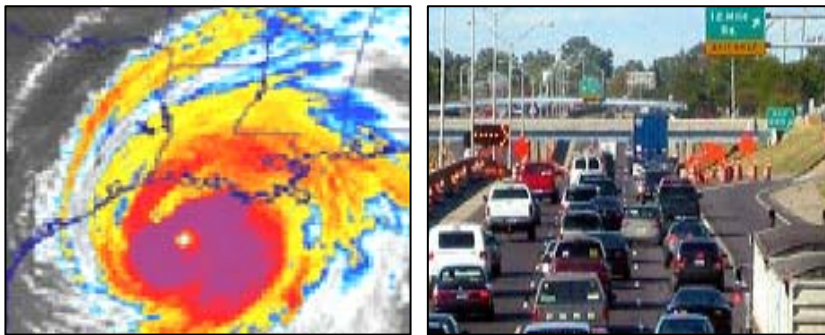


IMCAL

IMPERIAL CALCASIEU
REGIONAL PLANNING & DEVELOPMENT COMMISSION



Operational Continuity Plan For Emergency Preparedness and Disaster Recovery

Prepared by the
Lake Charles Urbanized Area Metropolitan Planning Organization

Which is a body of the
Imperial Calcasieu Regional Planning and Development Commission (IMCAL)

Created January 2007
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James Porter, Executive Director

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INTRODUCTION

This document establishes a framework through which the Imperial Calcasieu Regional Planning and Development Commission (IMCAL) may prevent or mitigate the impacts of, prepare for, respond to, and recover from, a wide variety of disasters that could adversely affect the health, safety or general welfare of its staff. Provisions are made for the needed flexibility of direction, coordination, and method of operation to enable IMCAL to accomplish the following specific goals:

1. Minimize suffering, loss of life, personal injury and property damage resulting from hazardous and/or emergency conditions.
2. Minimize disaster related shortages and service system disruptions that would have an adverse impact on residents, visitors and the local economy.
3. Provide immediate relief and promote short-range and long-range recovery.
4. Avoid or reduce future losses of life and property damage resulting from disasters.
5. Comply with state and federal disaster assistance regulations.

SCOPE

IMCAL's Emergency Preparedness Plan:

1. Describes the various types of emergencies and disasters that may occur, and provides procedures for disseminating warnings, and for determining, assessing and reporting the severity and magnitude of disasters.
2. Establishes the concepts under which local government will operate during emergencies by defining the emergency roles, responsibilities and functions of IMCAL.
3. Creating a framework for expeditious, effective and coordinated employment of all available resources.
4. Identifying functional responsibilities and actions required of IMCAL and to obtain and implement assistance and relief on the local level, and those actions to be taken in the identification, organization, and mobilization of resources necessary to assist the before, during and after an emergency.

ASSUMPTIONS

1. IMCAL has developed and will continue to update its emergency plan and possess the capability to execute such a plan.

2. Prediction and warning systems have been established which make it possible to anticipate some disaster situations that may affect IMCAL.
3. The State of Louisiana has certain expertise and resources available including specific plans and procedures that may be utilized in relieving emergency or disaster related problems that are beyond the capability of IMCAL.
4. Should the Calcasieu Parish and State resources be inadequate to cope with disaster demands, the Governor will request federal assistance under a presidential declaration.

SITUATION

IMCAL is exposed to the effects of many disasters, varying widely in type and magnitude. Disaster conditions could be a result of a number of natural phenomena such as hurricanes, tornadoes, floods, summer /winter storms and high winds. Apart from natural disasters, IMCAL is exposed to technological and human-caused disaster contingencies such as industrial transportation accidents involving chemicals and other hazardous materials, explosions, chemical, oil and other hazardous material spills, leaks or pollution problems, emergencies involving personnel health, fire and civil disorder (e.g. terrorism, etc.).

CONCEPT OF OPERATIONS

1. General

This is a Comprehensive Emergency Management Plan based on the principle that local government bears the initial responsibility for emergency preparedness, response and recovery. Only after local resources are depleted or prove to be inadequate should IMCAL request relief from the next higher level of government. State assistance is supplied as deemed appropriate by the Governor.

2. Types of Emergency Situations

A. Emergency Incident

This is an occurrence that is generally handled within the normal organizational procedures of IMCAL, such as a response to an armed disturbance call, in which, the local Police Department would be contacted immediately, and would not require implementation of this plan.

B. Special Emergency

This is an incident that has special or unusual characteristics requiring response and/or support by more than one department, and may require partial implementation of this plan and/or a local declaration of emergency to access state resources. (*See Appendix A for contact information.*)

C. Major Emergency

This is an occurrence that requires multi-agency response, allocation of resources, emergency services and support not normally serving the area, and one which affects a large portion of the population, property and critical services of the entire Parish of Calcasieu. Additional resources and coordination would be provided through the Calcasieu Parish Office of Emergency Preparedness, and it may require a request for state and federal aid through a state declaration of emergency.

D. Disaster

Disasters are determined by a measurement of total impact of a “state of emergency” in a community and demand a crisis response beyond the capability of local government.

E. State of Emergency

This exists whenever any part or all of the State of Louisiana is suffering, or is in danger of suffering, an event that may cause injury, death, damage, or destruction to the extent that extraordinary measures are taken.

3. Phases of Emergency Management

There are four (4) distinct phases of Comprehensive Emergency Management. They include hazard mitigation, preparedness, response and recovery. Specifically, each is described as follows:

A. Hazard Mitigation

Hazard mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. Also included are those long-term activities that lessen the undesirable effects of unavoidable hazards.

B. Preparedness

a) Preparedness activities serve to develop the response capabilities needed in the event of an emergency. Planning, exercising, training, and developing public information programs and warning systems are among the activities conducted under this phase.

b) Critiques by local agencies of local actual emergencies and exercises will identify areas that need improvements. Follow-up action should assure that these improvements are made and reflected in applicable procedures when necessary.

c) Training and Education

- i. A large part of any disaster operation consists of what we do everyday, especially in the case of immediate response agencies. The main difference between daily and disaster

operations is the urgency of the situation and the scope of operations to bring things under control. Training, planning, and operating procedures should be formulated as one plan of action and not considered as three separate policies. We should train the way we expect to operate. Once the procedures and methods are worked out and become standard, they should be included in a plan, training course, and operations guide.

- ii. The potential devastation some threats pose, such as hazardous materials accidents, tornadoes, floods, and their probable consequences, are difficult to fully visualize. We should be able to project the potential of a situation in terms of size, subsequent disasters, and areas to be evacuated or protected from the initial problem.

It is vitally important to be able to recognize these possible complications and take immediate action and request additional assistance, if needed, to prevent expansion of the initial disaster.

C. Response

Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage and speed recovery. Response activities include warning, evacuation rescue, and other similar operations addressed in this plan.

D. Recovery

Recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs. The recovery period is also a good time to institute mitigation measures, particularly those related to the recent emergency.

4. Categories of Damage

There are four (4) major categories of damage. They include:

- A. Destroyed - total loss
- B. Major damage - not usable, extensive repairs needed
- C. Minor damage - usable with limited repairs, i.e. tree on roof, temporary repairs
- D. Homes can also be categorized as affected, but habitable - few shingles off roof, window broken

RESPONSIBILITIES

1. General

Appointed IMCAL officials share responsibility for the planning necessary to minimize losses and provide relief from disasters. This shared responsibility includes activities to ensure mitigation, preparedness,

response and recovery. Planning activities should provide for on-going programs that prevent loss of life and property damage, establish response and recovery capabilities to restore normalcy in the disaster area within the shortest possible time. Operational plans will achieve specific objectives related to the goals of emergency planning. Responsibility for preventative measures, emergency actions, and direction and control of emergency operations rests with the IMCAL Director or His Designee. Functional plans (e.g., warnings, shelters, evacuations, etc.) have been prepared as APPENDIXES to this plan. The designation of responsibilities is based on the unique capabilities of IMCAL.

2. The Functions of IMCAL

IMCAL should be prepared when needed to:

- A. Direct and control local response to a wide variety of emergencies.
- B. Provide immediate response through local resources and personnel.
- C. Establish readiness procedures that ensure proper training, notification, and availability of personnel, material, and equipment in the event of an emergency.
- D. Establish mutual-aid agreements when specific aid is needed.
- E. Request assistance from state and federal government when: (1) local resources are fully committed and found to be inadequate and/or (2) a particular capability is required but is not available locally.
- F. Participate in state and federal efforts to accomplish post-disaster hazard mitigation plans and studies.

RESPONSIBILITIES & TASKS

1. The Director or His Designee's Responsibilities

The Director or His Designee will maintain and update this plan as required. Other IMCAL officials and staff should recommend changes at any time and provide updated information as to changes in personnel, resources or assignment of responsibilities. The emergency powers of the Director or His Designee include but are not limited to:

- A. Activating IMCAL Emergency Preparedness Plan.
- B. Using all available resources of IMCAL as reasonably necessary to cope with disaster.
- C. To transfer and strategize the direction, personnel, or functions of IMCAL for the purpose of performing or facilitating emergency operations.
- D. Designating a central location for a meeting to advise staff as necessary.

2. Staff Responsibilities

IMCAL staff members are responsible for maintaining internal plans, gathering resource data to ensure prompt and effective disaster response, as well as the development and maintenance of their respective segments of this plan.

A. General

- a) Continuing to perform routine day-to-day departmental tasks as needed.
- b) Providing departmental technical/operational response to disasters or their effects.
- c) Developing, maintaining and exercising plans for performance of the disaster functions assigned to that department in this plan.

B. Specific

a) Director or His Designee

- i. Provides direction and control of public information through the preparation and release of official information and statements by IMCAL officials.
- ii. Provides response to inquiries by media representatives and official visitors concerning travel, lodging, feeding and other guidance.
- iii. Provides referral service for inquiries regarding missing persons, availability of assistance to disaster victims and other related information.
- iv. Provides technical coordination with the commercial broadcast media.

g) IMCAL Staff

- i. Assists in transportation assessments.
- ii. System integrates with other local and state agencies (i.e. Calcasieu Parish Office of Emergency Preparedness, City of Lake Charles, Department of Transportation & Development, Gravity Drainage, Port of Lake Charles, Chennault Industrial Airpark Authority and the Southwest Louisiana Regional Airport).
- iii. Assists damage assessment.
- iv. Interfaces with Calcasieu Parish Office of Emergency Preparedness.
- v. Provides aerial photography and a GIS platform for information systems.

STRATEGIC PLAN OF ACTION

Whenever a potential disaster or hazard has occurred or is threatening the general welfare of the personnel of IMCAL, (e.g. hurricanes, tornadoes, floods, summer /winter storms, emergencies involving personnel health, accidents involving chemicals and other hazardous materials, explosions, chemical, oil and other hazardous material spills, leaks or pollution problems, fire and civil disorder); the Director or His Designee, depending on the time window and severity of the emergency situation, will establish a central meeting place staff members to assemble. The preferable location of this meeting place will be the 2nd floor of the Southwest Chamber of Commerce IMCAL office. If the emergency is eminent and there are power outages, then the alternate location will be subject to the Chamber of Commerce building officials recommendation due to the presence of backup emergency power, communication linkages, and its central location to the community (*See Contingency Plan*).

In the event there is an emergency that is immediately eminent and there is the risk of personnel health to a staff member, the Director or His Designee will contact emergency response agencies and follow recommended procedures (*See Appendix A for contact information.*)

Upon assembly, staff will assess the texture, scope and nature of the emergency situation along with an anticipated time of response based on actual real time conditions. Emergency checklists will be discussed and verified, and the Director or His Designee will instruct members of the staff stand by for the implementation of IMCAL storm plan. The Director or His Designee will then initiate members of the staff for reconnaissance to ensure preparedness status. Representatives will be responsible for:

1. Making sure that all IMCAL vehicles are fueled.
2. Testing all communications equipment to ensure proper working conditions.
3. The protection of computers, communication equipment, backing up files, and etc.
4. All emergency equipment being in proper working order.

The Director or His Designee may assign an Alternant during the course of the emergency to interact with local officials for public informational purposes and be on a direct communication linkage with the Calcasieu Parish Office of Emergency Preparedness.

Before, during and after an emergency, the Director or His Designee shall continue to be in contact with primarily the Calcasieu Parish Office of Emergency Preparedness and the City of Lake Charles.

In the event of a hurricane-threatening situation (category 3, 4, or 5), the Director or His Designee shall inform the staff of a recommended evacuation. A recommended evacuation concentrates on people who are at risk when a hurricane gets close to a risk area. This phase of evacuation is the final and most serious where the Director or His Designee and the administration office will put maximum emphasis on encouraging evacuation through the Director of Emergency Preparedness for Calcasieu Parish.

In the event a disaster occurs without ample time for evacuation, the Director or His Designee will inform the staff, upon Chamber of Commerce building officials recommendation, of an emergency shelter in place when necessary. When the emergency no longer poses a threat, the Director or His Designee will give an all clear to the staff of IMCAL.

Following an emergency situation that causes any type of damage, the Director or His Designee will contact and reassemble IMCAL's staff to discuss damage assessment and further emergency response procedures. The Director or His Designee will then appoint members of the staff for reconnaissance to conduct a systematic analysis of the nature of the damage to public and private property, as well as estimate the extent of such damage based upon actual observation and inspection.

DAMAGE ASSESSMENT TEAM

The following is a list of duties to be conducted by the Director or His Designee and staff as part of the Damage Assessment:

- Logging damage control information for GIS dissemination to the public.
- Assists in damage assessment of the IMCAL office.
- Photograph damage, receive, record, and consolidate all damage reports. Losses that are covered under insurance will be reported with this information.

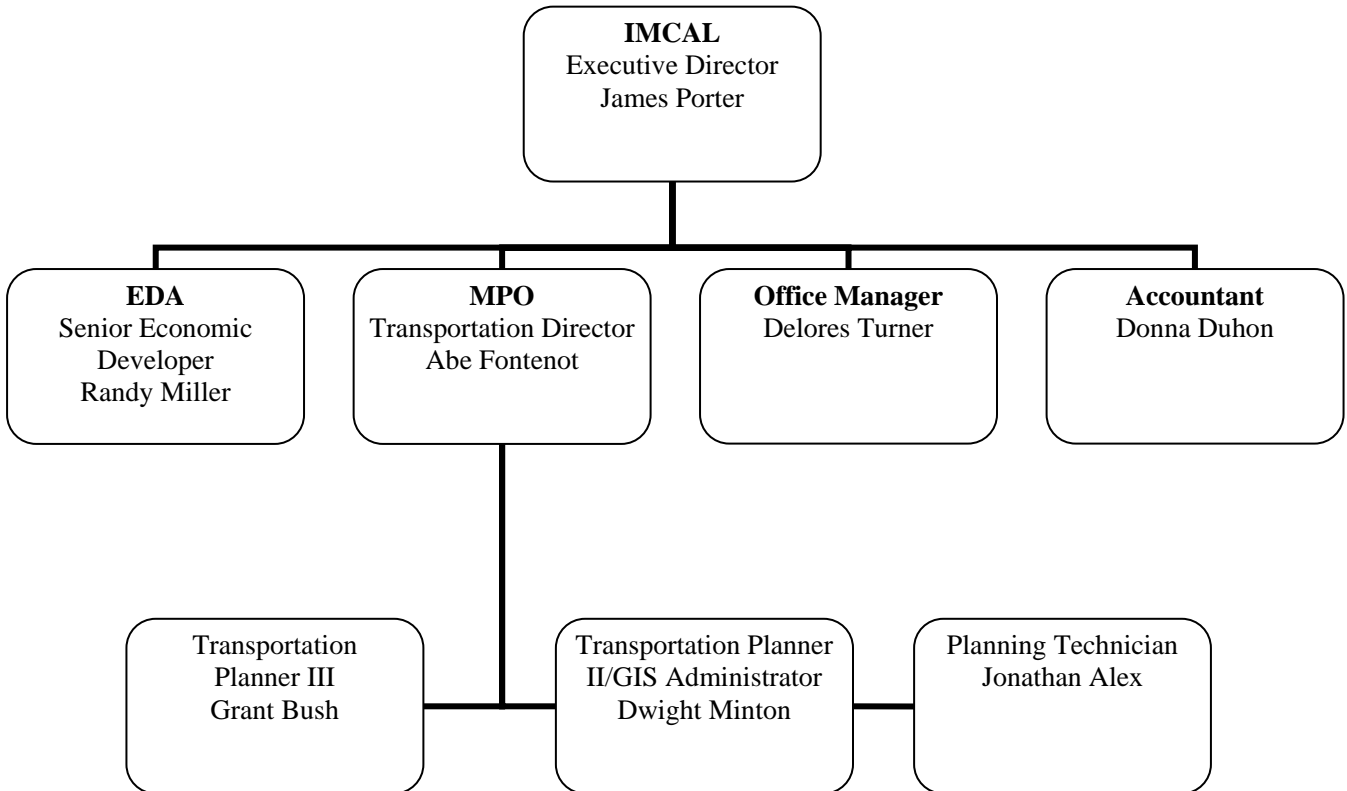
After reassembling, the staff will provide the Director or His Designee with reports on the condition of damage to public and private property. In the event that there is severe damage done to public and private property, the Director or His Designee will then provide the Calcasieu Parish Office of Emergency Preparedness with a consolidated report of all public and private damages incurred within 24 hours of the emergency in order to apply for relief.

IMCAL

Imperial Calcasieu Regional Planning & Development Commission

And

Serving as the Metropolitan Planning Organization for the Greater Lake Charles Urbanized Area
(LCMPO)



GLOSSARY

Affected, but habitable - A term used to describe property that has minor damage as a result of a potentially hazardous situation.

CAER - Acronym for Community Awareness and Emergency Response.

Comprehensive Emergency Management Plan - A document that has been formulated and designed to develop a framework of operations for a jurisdiction to manage, direct and protect its resources in the event of natural or man-made disaster.

Core Group - An assembly of key personnel that are representative of the primary response departments who have executive supervisory powers and who are cognizant of the functional requirements and relationships of the emergency preparedness plan.

Damage Assessment Team - A team of core group members and other city employees comprised to conduct a systematic analysis of the nature of damage done to public and private property which estimates the extent of such damage based upon actual observation and inspection.

Destroyed - A term used to describe property that is totally loss as a result of a potentially hazardous situation.

Disaster - A calamitous event bringing great damage, loss or destruction.

Emergency Incident - An occurrence which is generally handled with the normal organizational procedures.

Evacuation - To withdraw from a place in an organized way for protection.

FEMA - Federal Emergency Management Agency

Flood Watch - Indicates that flooding is possible.

Flood Warning - Indicates that flooding is already occurring or will occur.

Flash Flood Warning - Indicates that flooding is already occurring or will occur very soon.

Flash Flood Watch - Indicates that flooding is possible very soon.

General Evacuation - Refers to a recommended evacuation as opposed to a mandatory evacuation.

Hazardous Materials - Substances, which because of their chemical, physical, or biological nature, pose a potential risk to life, health or property if they are released.

Hazard Mitigation - Activities that eliminate or reduce the probability of a disaster occurrence.

Hurricane - Large storms that develop over the ocean, spinning in a counter-clockwise circle and moving across the water.

Hurricane Warning - Indicates that a category 1 hurricane is expected in an area within 24 hours.

Hurricane Watch - Indicates that a hurricane has become a threat to the coastal area of a particular region.

Lightning - An electrical discharge that results from the buildup of static electricity between clouds and the ground.

Major Damage - A term used to describe property that is not usable and has a need of extensive repairs as a result of a potentially hazardous situation.

Major Emergency - An occurrence that requires multi-agency response, allocation of resources, emergency services and support not normally serving the area, and one which affects

Mandatory Evacuation - The final and most serious phase of evacuation where Law Enforcement will put maximum emphasis on encouraging citizens to evacuate.

Marshaling Area - An area reserved for the assembly, inspection, and ultimate dispersal of equipment and personnel to strategic sites and assignments.

Media Coordinator - A designated person appointed and instructed to which intelligence and current information is channeled for ultimate formatting and dispersal to the news media and general public. All information regarding current conditions, public advisories and status reports shall be deferred to this individual for further handling. This individual should have a working knowledge of the Emergency Preparedness Plan and a thorough understanding of intergovernmental relationships.

Minor Damage - A term used to describe property that is usable with limited repairs as a result of a potentially hazardous situation.

OEP - Refers to the Calcasieu Parish Office of Emergency Preparedness.

Preparedness - The second phase of emergency management developed to enable an entity to be adequately prepared to respond to an emergency situation.

Response - The third phase of emergency management that is the actual provision of emergency services during a crisis.

Recovery - The fourth phase of emergency management developed to enable an entity to respond and recover immediately to and from an emergency situation.

Severe Thunderstorm Warning - Indicates that a severe thunderstorm (damaging winds of 58 miles per hour or more, or hail three-fourths of an inch in diameter or greater) is likely to develop.

Severe Thunderstorm Watch - Indicates that a severe thunderstorm (damaging winds of 58 miles per hour or more, or hail three-fourths of an inch in diameter or greater) has been sighted or indicated by weather radar.

Special Emergency - An incident that has special or unusual characteristics requiring response and/or support by more than one department and may require partial implementation of this plan and/or a local declaration of emergency to access state resources.

State of Emergency - Exists whenever an emergency situation is so potentially dangerous or has caused such tremendous damage to the extent where extraordinary measures must be taken.

Storm Surge - An abnormal rise or fall of mean sea level along a coast due to the effects of atmospheric pressure and wind.

Thunderstorm - A storm containing lightning caused by unstable atmospheric conditions.

Tornado - A vortex of air rising into a cloud.

Tornado Warning - Indicates that a tornado has been sighted.

Tornado Watch - Indicates that a tornado is possible in particular area.

CONTINGENCY PLAN

In the event an emergency is eminent and power outages occur to the IMCAL offices, the office will remain closed until further notice to return to the Southwest Chamber of Commerce Building. IMCAL is not designated as a first responder and operating from a different location in the Lake Area would not be necessary. Below is a listed of procedures to be followed and carried out to prepare the IMCAL office for any emergency event.

The IMCAL office shall provide the following contingencies:

- a) All electronic backup resouces shall be stored on USB Jump Drives and stored in an Emergency Security Box kept in the possession of the Director or his Designee. Upon emergency evacuation, the Director or his Designee shall remove the Emergency Security Box and keep during the evacuation.
- b) All Electronic capabilities (e.g. phone service, computer, cellular or lan lines) shall be provided upon its availability at the Southwest Chamber of Commerce Building.
- c) All current plans (UPWP, TIP, MTP, and all pertinent Economic Development documentation including CEDs) shall be backed up on USB Jump Drives and stored in the Emergency Security Box.
- d) GIS capabilities shall be provided upon power availability at the Southwest Chamber of Commerce Building.
- e) Bookkeeping shall be backed up on USB Jump Drives and stored in the Emergency Security Box. All software programming needed for bookkeeping shall be stored in the Emergency Security Box.
- f) In the event a Public Service Announcements is needed to advise of services availability, the Director or his Designee shall communicate with the Office of Emergency Preparedness to convey any IMCAL information.

APPENDIX A

IMCAL STAFF MEMBERS

NAME	PHONE NUMBER	CELL NUMBER	ALTERNATE EMAIL
JAMES PORTER	337-436-9582	337-764-2253	imcal@yahoo.com
ABE FONTENOT	337-625-9308	337-304-4524	Abe@yahoo.com
DOLORES TURNER	N/A	337-660-6358	Dee70607@yahoo.com
DONNA DUHON	N/A	337-884-5469	donnaeduhon@yahoo.com
RANDY MILLER	337-479-1912	337-263-6156	Ka5flm@aol.com
DWIGHT MINTON	337-478-6969	337-802-7960	dwminton@yahoo.com
GRANT BUSH	337-855-2191	337-515-6286	maroon22@yahoo.com
JONATHAN ALEX	337-480-0493	337-570-0348	trimone@suddenlink.net

CITY OF LAKE CHARLES EMERGENCY CONTACT PHONE LIST

DEPARTMENT	POSITION	NAME	PHONE
CITY OF LAKE CHARLES	MAYOR	RANDY ROACH	491-1201
FIRE –Lake Charles	CHIEF	DAVID MANUEL	491-1360
POLICE-Lake Charles	CHIEF	DON DIXON	491-1317
Calcasieu-OFFICE OF EMERGENCY PREPAREDNESS	DIRECTOR	DICK GREMILLION	491-1308
Calcasieu -SHERRIFF DEPT.	SHERRIFF	TONY MANCUSO	491-1284
LC CIVIC CENTER	DIRECTOR	JOE TOUPS	491-1256
LAKE CHARLES AMBULANCE SERVICE	ACADIAN		(911) OR 800-259-1111
CHAMBER SWLA BUILDING SERVICES	SUPERINTENDENT	LYNETTE CLARK	433-3632/802-4364

Appendix B

Emergency Information Sheets

Bomb Threat Plan
General Evacuation Plan
First Aid Tips
Family Disaster Plan
Emergency 911 Procedures
Hurricanes
Hazardous – Materials Incident
Tornadoes
Flooding
Thunderstorms