

DEPARTMENT OF NATURAL RESOURCES

Administrative Policy No.: 11

EFFECTIVE DATE: JULY 24, 2017

SUBJECT: EMERGENCY PREPAREDNESS

AUTHORIZATION: THOMAS F. HARRIS, SECRETARY

I. POLICY

It is the policy of the Department of the Department of Natural Resources (DNR) to provide continuous delivery of critical services during a disaster or crisis; to provide trained, qualified employees to staff the Department's station at the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP); and to provide support for the Department of Children and Family Services or other Departments, as assigned, during a declared emergency. This policy is not intended to be all-inclusive and is intended to supplement and be supplemented by the Department's Emergency Preparedness Playbook.

II. PURPOSE

As required by Executive Order JBE 2016-20 (Appendix "A"), this policy is intended to (i) establish a process for addressing disasters or crises; (ii) to establish procedures for staffing the Department's station under the State's Emergency Operations Plan ("EOP" – Appendix "B") and (iii) to establish a procedure for providing support staff to the Department of Children and Family Services or other departments, as assigned, during a declared emergency.

III. APPLICABILITY

This policy applies to all DNR offices and employees in the event of a declared emergency.

IV. PRIMARY ROLES/RESPONSIBILITIES

- A. DNR's Secretary shall delineate, in coordination with the Governor and the Office of Homeland Security and Emergency Preparedness, the department's role under the EOP and establish procedures to implement the Department's Emergency Support Functions (ESF) and Recovery Support Functions (RSF).

B. The Secretary shall ensure that the Department is prepared to satisfy the following responsibilities set forth in the Executive Order:

1. Staff the State EOC or Recovery Operations Center (ROC) with personnel during training exercises and emergencies as requested by the Director;
2. Maintain and operate a 24-hour response capability in the department headquarters or in the department's designated EOC, when the Plan is implemented;
3. Participate in exercises of the Plan when scheduled by the Director;
4. Participate in, and conduct, training essential to implementation of the department's assigned emergency management responsibility;
5. Conduct an annual internal review to update the details of the department's implementing procedures and advise the Director of needed modifications of its implementing procedures;
6. Maintain logs, records and reporting systems required by all state and federal laws, rules and regulations;
7. With regard to the department's assigned emergency support functions (as opposed to primary functions), assist its primary department in the preparation of its plan and/or any other documents necessary to support the Plan; and
8. Submit implementing procedures for primary ESF and RSF functions to the Director that set forth the department's procedures for carrying out its assigned functions. The Secretary or his designate shall submit annual updates of the department's implementation procedures to the Director.

C. Assistant Secretaries

It is the responsibility of each Assistant Secretary or his/her designee to assure that his Office has an implementation plan in compliance with this policy. Further, it is the responsibility of each the Commissioner of Conservation and each Assistant Secretary to assist in providing staffing to allow the Department to maintain on-going operations and perform the emergency and recovery functions set forth herein.

D. The Commissioner of Conservation shall serve as the Primary Emergency Coordinator for implementation of the department's EOP Procedures.

Primary Emergency Coordinator: **Richard P. Ieyoub**
Telephone: 225-342-5500
E-mail: Richard.Ieyoub@la.gov;
Deborah.Wells@la.gov

- E. The Primary Emergency Coordinator shall designate an Assistant Emergency Coordinator from his staff for Energy and Utilities Annex (ESF-12 - primary) and Emergency Management (ESF-5 - support) who is qualified and trained to be responsible for (1) onsite implementation at GOHESP Emergency Operations Headquarters; (2) scheduling staff if the EOP is activated; and (3) directing the Department's primary ESF-12 function and ESF-5 support function.

The Assistant Emergency Coordinator shall coordinate the activities of the desk at the Emergency Command Center for ESF-12 and ESF-5 for 24 hours before and continuing until 24 hours after an incident or as directed by GOHSEP.

Assistant Emergency Coordinator: Brent Campbell

Telephone: 225-342-4505

Cell Phone: 225-978-7181

E-mail: Brent.Campbell@la.gov

- F. DNR's Human Resources Director shall serve as Assistant Emergency Coordinator for Support Services.

1. The Assistant Emergency Coordinator for Support Services shall review the MOU between DNR and the Department of Children and Family Services and any updates thereto. It is the responsibility of the Assistant Emergency Coordinator for Support Services to provide support staff to the DCFS, upon request.

**Assistant Emergency Coordinator
for Support Services:**

Rikki Nicole David

Telephone: 225-342-4522

Cell Phone: 225-281-9937

Email: Rikki.David@la.gov

- G. Prior to June 1 of each year, Human Resources Director and Safety Coordinator or other staff designated by the Secretary/Undersecretary shall review this policy to ensure that contact information and Department responsibility is accurate for ESF and RSF functions assigned to the Department.
- H. The Department shall provide a liaison(s) for each Emergency Support and Recovery Support Function. The DNR Liaison assigned to each Emergency or Recovery Function is responsible for coordinating the Department's response upon activation. Liaisons are designated as follows:

FUNCTION	PRIMARY	DNR ROLE	DNR RESPONSIBILITIES	LIAISON CONTACT INFORMATION
ESF-5: Emergency Management (Appendix "D")	GOHSEP	Support	a) EOC Operations b) Analysis c) Damage Assessment d) Damage Reporting e) Economic Analysis	(DNR) Brent Campbell Telephone: 225-342-4505 Cell Phone: 225-978-7181 Email: Brent.Campbell@la.gov (GOHSEP) Jason Lachney Telephone: 225-358-5412 Cell Phone: 225-933-0173 Email: Jason.Lachney@la.gov
ESF-6: Mass Care, Housing and Human Services (Appendix "E")	DCFS	Support	a) Shelter	(DNR) Rikki Nicole David Telephone: 225-342-4522 Cell Phone: 225-281-9937 Email: Rikki.David@la.gov (DCFS) Ricky Montet Telephone: 225-342-1306 Cell Phone: 337-257-0563 Email: Ricky.Montet@la.gov (DCFS) William Migue Telephone: 225-219-5469 Cell Phone: 225-316-8021 Cell Phone: 225-359-7864 Email: William.Migue.dcf@la.gov
ESF 7: Resources Support (Appendix "F")	GOHSEP	Support	a) Resource Listing b) Mutual Aid Agreements c) Manpower	(DNR) Patrick Courreges Telephone: 224-342-0510 Cell Phone: 225-454-8223 Email: Patrick.Courreges@la.gov (DNR) Rikki Nicole David Telephone: 225-342-4522 Cell Phone: 225-281-9937 Email: Rikki.David@la.gov (GOHSEP) Michael Hamilton Telephone: 225-925-7556 Cell Phone: 225-335-1266 Email: Michael.Hamilton@la.gov

ESF 10: Oil Spill, Hazardous Materials & Radiological (Appendix "G")	LOSCO	Support	a) Analysis Support b) Personnel	<p>(DNR) Keith Lovell Telephone: 225-342-9052 Cell Phone: 225-281-1869 Email: Keith.Lovell@la.gov</p> <p>(DNR) Don Haydel Telephone: 225-342-8953 Cell Phone: 225-721-3105 Email: Donald.Haydel@la.gov</p> <p>(LOSCO) Karolien Debusschere, Ph.D Telephone: 225-925-6606 Cell Phone: 225-938-2214 Email: karolein.debusscheere@la.gov</p>
ESF-12: Energy and Utilities (Appendix "H")	DNR DHH LAPSC	Primary	a) Fuel Equipment and Personnel b) Transportation – Land c) Power Generators d) Construction & Repairs e) Damage Assessment f) Operate and Perform Analyses g) Permit Use (Water & Wastewater)	<p>(DNR) Brent Campbell Telephone: 225-342-4505 Cell Phone: 225-978-7181 Email: Brent.Campbell@la.gov</p> <p>(LAPSC) Jessica Kayuha Telephone: 225-342-1436 Cell Phone: Email: Jessica.Kayuha@la.gov</p> <p>(DHH) Amanda Laughlin Telephone: 225/342-7499 Cell Phone: Email: Amanda.Laughlin@la.gov</p>
ESF-15: Emergency Public Information (Appendix "I")	GOHSEP	Support	a) Spokesperson b) Coordination	<p>(DNR) Patrick Courreges Telephone: 224-342-0510 Cell Phone: 225-454-8223 Email: Patrick.Courreges@la.gov</p> <p>(GOHSEP) Mike Steele Telephone: 225-925-3966 Cell Phone: 225-778-0095 Email: Mike.Steele@la.gov</p>

RSF 5: Infrastructure Systems (Appendix "J")	DOTD	Support	a) Stabilize critical infrastructure functions b) minimize health and safety threats c) efficiently restore and revitalize systems and services	(DNR) Ashlee McNeely Telephone: 225-342-4681 Cell Phone: 337-351-1059 Email: Ashlee.McNeely@la.gov (DOTD) Dr. Eric Kalivoda Telephone 379-1200 Cell Phone: Email: Eric.Kalivoda@la.gov
RSF 6: Natural and Cultural Resources (Appendix "K")	DWF CPRA	Support	Protect natural and cultural resources and historical properties through appropriate planning, mitigation, response and recovery actions to preserve, conserve, rehabilitate and restore them consistent with post disaster community priorities and effective practices and in compliance with appropriate environmental and historic preservation laws and executive orders.	(DNR) Keith Lovell Telephone: 225-342-9052 Cell Phone: 225-281-1869 Email: Keith.Lovell@la.gov (WLF) Tommy Tuma Telephone: 225-765-2349 ext. 443 Cell Phone: Email: ttuma@wlf.la.gov (CPRA): Sam Martin Telephone: 225.342.9025 Cell Phone: 225.252.9913 Email: Sam.Martin@la.gov

V. ACTIVATION RESPONSE

The Department's emergency response protocols are set forth in the DNR Emergency Preparedness Playbook, which is incorporated and made a part hereof by reference. (Appendix "C")

VI. STAFFING

- A. **ESF-12/ESF-5** - Before May 1st of each year, the Emergency Coordinator, on behalf of the Office of Conservation, and each Assistant Secretary will each identify a minimum of five employees per office who will provide support at the Emergency Command Center. The Emergency

Coordinator and each Assistant Secretary will notify the identified employees of their selection to the team and provide their list to the Emergency Coordinator by May 1st. If an adequate number of staff is unavailable within OCM, additional resources may be acquired from the Office of the Secretary.

The Assistant Emergency Coordinator will prepare and disseminate the schedule, which includes dates and times, for the employees who will be manning the desk at the Emergency Command Center and provide copies to the DNR Secretary and PIO. Once implemented, the schedule will continue for as long as needed.

In the event of activation of the department under the EOP, the department will staff its station at GOHSEP Headquarters with core team or support team members as follows:

1. The core team members will be on-call and available to support and maintain the department's station at GOHSEP a minimum 24 hours before the emergency is expected to have impact on Louisiana and a minimum 24 hours after the emergency has ended. Actual staffing times may vary.
2. The support team members will be on-call and available to support and maintain the department's station at the GOHSEP Headquarters, at the request of GOHSEP, for the period of up to 24 hours prior to the anticipated occurrence and 24 hours after the emergency has ended. Actual staffing times may vary.
3. When the department is notified that it may be activated, the Emergency Coordinator will immediately notify the Secretary, Undersecretary, each Assistant Secretary, Communications Director and each person designated to provide support under this section, and the core and support teams, as follows:

Level IV Activation:

Events that are in progress or have occurred which indicate degradation to the level of welfare and safety of the populace in potential risk area(s) and has the potential of escalating.

Department's Response: The appropriate appointing authorities will review and assess the department's readiness to respond.

Level III Activation:

Events that are in progress or have occurred which involve actual or imminent degradation and impact the level or welfare and safety of the populace in a threatened area(s) and has the potential of escalating.

Department's Response: The appropriate appointing authorities will verify support team members on-call status and assure adequate transportation is made available for each core and support team member on call.

Level II Activation:

Any occasion or instance for which, in the determination of the Governor, state assistance is needed to supplement local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the state.

Department's Response: Assign team members in accordance with this policy as requested by GOHSEP.

Level I Activation:

Events that are in progress from a previously declared action that lead to the return of stricken areas(s) back to a state of normalcy and pre-disaster conditions.

Department's Response: Assure a continuously available staff ready to respond to GOHSEP request for assistance.

- B. **ESF-6** - Prior to May 1st of each year, the Assistant Emergency Coordinator for Support Services shall collaborate with each appointing authority to develop a list, including names and contact numbers, of employees who shall be available in Baton Rouge to provide assistance to DCFS in compliance with the MOU. Once the list is developed, each appointing authority shall notify the employees of their duties in an emergency situation and provide documentation of such communication to the Assistant Emergency Coordinator for Support Services.

Support staff shall continue to assist DCFS with disaster recovery, food stamp certification, etc. as needed by DCFS.

- C. **ESF-15** – DNR’s Communications Director shall arrange for staff coverage on site at the Emergency Command Center in accordance with the needs of the Governor’s Office, including preparing agency press releases to be approved by DNR’s Secretary.

The Communications Director shall provide communication with media while working on site or at the Joint Information Center, as instructed by the Governor’s Office.

- D. Other ESF and RSF Activation and Response - To the extent not otherwise set forth specifically herein, the liaisons for each ESF and RSF activity shall coordinate the Department’s response, when activated and upon request. Staff shall be provided for these functions in coordination with the appointing authorities, Emergency Coordinator and Assistant Emergency Coordinators.
- E. **Public Information Requests** - Requests for the issuance of public information will be coordinated through the Public Information Division of the Office of the Secretary. Appropriate staff of the Public Information Division will be on call during Activation levels I, II and III.
- F. No employee is authorized to be present at the State Command Center unless approved by an Emergency Coordinator or ESF liaison.
- G. Employees may be compelled to work overtime, including but not limited to weekends, holidays and shift work, as necessary to accomplish job assignments, during emergency situations and office closures. Employees can be disciplined for failing or refusing to work overtime as directed.
- H. As determined by the Secretary or Undersecretary, employees who staff the department’s station at GOHSEP Headquarters or provide support to the Department of Children and Family Services and other agencies may be paid overtime in accordance with the Department’s Overtime-Compensatory Time Policy (HR Policy #3).

If overtime is paid, the DNR Undersecretary will request reimbursement for this overtime from the appropriate federal or state source.

VII. MAINTENANCE OF CRITICAL INFORMATION

- A. The Office of Conservation shall maintain and update by June 1 of each year the information listed below. The information shall be maintained in a readily accessible format:

1. Emergency contact information for the Secretary, Undersecretary, Assistant Secretaries, Communications Director, Emergency Coordinator, Deputy Emergency Coordinator, and all GOHSEP staff designees.
2. GOHSEP Headquarters Contacts/ GOHSEP Standard Operating Procedures.
3. GOHSEP- EOC Standard Operating Procedures for DNR
4. Emergency Function and Responsibility Chart
5. GOHSEP Hurricane and Major Events Checklist
6. DNR Report Forms
7. Pipeline Company Contacts
8. Municipal Gas Systems Contacts
9. Oil and Gas Operators Contacts
10. User's Guide for GOHSEP Headquarters Computer
11. USDOT and USDOE Emergency/Contact(s)
12. USDOT, Minerals Management Service, Louisiana Contacts
13. LOGA and Mid-Continent Oil and Gas Association
14. Contacts at LOOP and all major pipelines operating in the state, as well as the Henry Hub and other major pipeline distribution and gathering points.
15. Port Fourchon Contact(s)
16. Pipeline Maps
17. Salt Dome Cavern maps

VIII. CRISIS MANAGEMENT/BUSINESS CONTINUITY

The department's Crisis Management/Business Continuity plan defines the business functions that are required to fulfill the departments' mission in the event of a

disaster. The plan is designed to recover from a worst case interruption assuming that all equipment, electronic files, procedures, documentation, and the Data Center facility are not usable.

The plan provides for a modular hot site with utility contingency for offsite replication of core services.

Annually, the Department will conduct a tabletop exercise and update the disaster plan as required.

The Secretary, Undersecretary, Commissioner of Conservation; Assistant Secretary of the Office of Mineral Resources, Assistant Secretary of Coastal Management; Assistant Emergency Coordinator for Oil & Gas Infrastructure; Assistant Emergency Coordinator of Support Services and Assistant Emergency Coordinator of Disaster Recovery & Business Continuity shall maintain a copy of the departments' Disaster Recovery Plan and Emergency Preparedness Policy at his/her residence.

IX. EXCEPTIONS

There will be no exceptions to this policy, without the express approval of the Secretary or the Undersecretary.

X. QUESTIONS

Questions regarding this policy may be directed to the Undersecretary, or other persons delegated by the Secretary.



THOMAS F. HARRIS, SECRETARY

7/24/2017

DATE

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