

POLICIES, EMERGENCY RESPONSE IN THE EVENT OF NATURAL OR MAN-MADE DISASTERS (TROPICAL STORM, HURRICANES, ETC...)

PURPOSE: The purpose of this policy is to instruct personnel of the Sheriff's Office regarding the course of actions to be taken by all employees should an Emergency, Natural or otherwise, threaten the Metro-New Orleans area.

RESPONSIBILITY: It is the responsibility of each member of the Sheriff's Department to read and familiarize themselves with this policy, as well as the post orders regarding an emergency applicable to the facility and/or division to which the employee is assigned

1. It is the responsibility of the Supervisor, Deputy, and Employee to maintain awareness of current events by whatever means available; radio, television, etc... When in doubt, the employee should contact their Supervisor or the Communications Center at (504) 827-8505.
2. When advised by the Sheriff's Office, the Mayor, or the Media that a disaster is threatening the areas, all employees (staff, personnel, supervisors deputies, medical and maintenance) must contact their assignment or the Communications Center for instructions.
 - A. **THE EMPLOYEES** shall immediately contact their supervisors for instructions.
 - B. **THE SUPERVISOR** shall immediately contact the Communications Center and/or the Director, Warden, or Commander of their respective Facility/Division for any additional instructions.
 - C. **STAFF** shall immediately contact the Communications Center for instructions.

3. In the event of a Tropical Storm/Hurricane, the following procedures shall be adhered to:

- A. **Tropical Storm Status:** All personnel shall immediately place themselves on stand-by when the National Weather Service issues an alert. Employees should make arrangements for the safety of their families and property and be on stand-by to report to duty. **At no time will families be allowed to remain at the Sheriff's Office as a shelter of last resort.** In the event that the tropical storm is projected to strike the Greater New Orleans Area, the employee's assigned to the Temporary Jail Facility (Tents) must contact their immediate supervisor and/or the Communications Center (504) 827-8505 for instructions. Due to the materials that the Temporary Jail Facility are constructed out of, it has been ordered by the Sheriff that in the event of a Tropical Storm, the Temporary Jail Facility will be evacuated to the Louisiana State Penitentiary, "Angola".
- B. **Hurricane Alert:** All employees should contact their immediate supervisor and/or the Communications Center (504) 827-8505, for initial instructions.
- C. **Hurricane Warning:** All personnel shall contact their supervisors or Communications seeking instructions as to the order of the day. **DURING A HURRICANE WARNING, ALL ANNUAL LEAVE AND OFF DAYS SHALL BE CANCELLED,** and if the employee is ordered to report for duty, they shall do so as quickly and safely as possible.
- D. **Hurricane Watch:** When the National Weather Service issues a hurricane watch alert, all personnel should be at their respective duty assignments. Each facility Warden/Commander will have determined the duty of each essential personnel at this stage.

All personnel shall enact their own evacuation plan in getting their families out of the city.

All supervisors, upon reporting for duty, shall conduct roll-call, to determine what personnel are present as well as those who are absent. Upon completion of the roll-call, the supervisor shall immediately forward the information obtained to the Communications Center. Communications may attempt to learn the status of the absent employees, as directed by the Criminal Sheriff.

The supervisor shall then prepare their respective facilities for the Hurricane by ensuring that personnel and inmates under their command are in a safe and secure assignment or area of confinement. An "Alpha List" shall be printed and evaluated by the Facility Commander, as well as Roll Sheets for the entire Facility. These Roll

sheets will be utilized when the Facility is being evacuated on to buses or other means of transportation. Inmates assigned to each tier will be placed on the buses in “block” assignments, as if the bus was a tier. The Inmates name will be called, allowing him to step onto the bus. A check will be placed by the inmate’s name, reflecting that he/she is present on the bus. This will continue until all the inmates are safely evacuated out of the Facility. A copy of the roll sheet will then be given to the transportation deputy.

Intake and Processing Center personnel will operate at its current location until it is deemed “unsafe” by the Sheriff. If this occurs, those personnel will move to the Second Floor of the Orleans Parish Prison Facility. It is the responsibility of the Technical Services Division to install computer terminals at this location prior to unsafe working conditions being declared by the Sheriff.

Supervisors shall then take the necessary precautions in maintaining security and safety during the storm. After the storm, it shall be the responsibility of the Warden/Director of their facility/division to contact the Communications Center and report verbally and in writing, any unusual situations or events. Supervisors shall advise the Communication Center when duties are returned to normal operations.

The Communications Center shall ensure that all information obtained is directed to the Sheriff or his designee.

SUMMARY

Designated department heads have met to determine the objectives for a plan that will assist the Orleans Parish Sheriff’s Office in establishing a plan of action for responding to and preparing for situations of expected extreme bad weather or hurricanes that affect the New Orleans area.

The Orleans Parish Sheriff’s Department is responsible for managing major emergency or disaster affecting facilities; also the care, custody, and control of inmates who are housed in each facility.

Should a Category 2 or greater hurricane become a threat to Orleans Parish, the Orleans Parish Sheriff’s Office procedure will be to evacuate inmates with the assistance of the Department of Corrections (D.O.C.).

Should a Tropical Storm become a threat to Orleans Parish, the Orleans Parish Sheriff’s Office procedure will be to evacuate inmates assigned to the Temporary Jail (Tents) with the assistance of the Department of Corrections (D.O.C.).

**ORLEANS PARISH SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE IN THE
EVENT OF A HURRICANE EVACUATION**

In the event that the Orleans Parish Sheriff's Office enacts its "emergency evacuation plan", the following guidelines and procedures will be followed to ensure that the Sheriff's Office Facilities, employee's, and inmates in the custody of Orleans Parish are safe and secure. This plan will be implemented if a Category Two or greater Hurricane has been projected to strike the metropolitan area.

Lock-Up staff will have on hand, all municipal inmates that can be released prior to the evacuation. An "En Banc" order has been established with the Municipal Court Judges that calls for the "immediate release of all persons detained in the Sheriff's custody for municipal offenses, including contempt of court and arrest warrants. This release shall apply to persons awaiting trial as well as persons who have been sentenced to a term of confinement or imprisonment." It should be noted that the "En Banc" order does not apply to persons that have been charged with any offenses involving domestic violence. A full copy of this "En Banc" order has been attached to this policy for referral. Upon notification by the local media that the metropolitan area is under a "Hurricane Alert", the Director of Lock-Up will communicate with the Sheriff to determine when this order will go into effect.

An agreement has been established with the Department of Corrections to evacuate inmates APPROXIMATELY seventy-two (72) hours prior to a hurricane threat. Buses will be provided to move deputies, administrators, medical personnel and inmates to other facilities. The Department of Corrections will make provisions for OPSO staff that are relocated with the OPSO inmates. It has also been established that any and all OPSO escort vans may and will be utilized in the evacuation of Inmates and/or staff. It has been determined that all female Inmates, along with the essential staff will be evacuated to the Louisiana Correctional Institute for Women (LCIW) in St. Gabriel, Louisiana. This Facility is located on Highway 74, St. Gabriel, Louisiana, 70776. The telephone # is 1-225-642-5529. All male Inmates, as well as staff will be transported to the Louisiana State Penitentiary, Angola, located at 17544 Tunica Trace, Angola, Louisiana, 70712. The telephone #is 1-225-655-4411. If need be, Medical Needs Inmates or Special Needs Inmates may be transported from Angola to another D.O.C. run facility for further treatment, as determined by the Department of Corrections. It should be noted that "Contra-Flow" will be enacted approximately fifty (50) hours prior to storm impact. The evacuation of the Facilities must be performed prior to "Contra-Flow" to ensure that the evacuation is conducted in a safe and efficient manner, without convoys being stuck in civilian traffic.

The Orleans Parish Prison (O.P.P.) Facility will remain operable during a hurricane threat. All Inmates within the Orleans Parish System will be evacuated

out, with the exception of Warren McDaniels Center inmates. These individual inmates will be transferred to the Orleans Parish Prison, to a tier area, and will be maintained by OPP, McDaniels, or Community Service Deputies that were mandated to stay at the Sheriff's Office during and after the storm. Upon the completion of the storm, these Inmates will be utilized to assist in the general cleanup of any storm debris accumulated throughout the department, as well as the city. It should be noted that at any time, the Orleans Parish Sheriff may make a determination, along with the Department of Corrections, that the weather event may be significant. In this case, the Warren McDaniels Inmates will be evacuated to Angola.

It is the responsibility of all Facility Commander's and/or Administrator's to generate and have on hand a list of all personnel that will stay at OPSO, as well as a list of security/staff that will escort and stay with the Inmates that are evacuated to Department of Corrections Facilities throughout the state. These deputies/staff members will be notified well in advance of the storm what their duties will be to ensure that there is no confusion during the evacuation.

It is the responsibility of the Medical Director to ensure that dual coverage is provided for not only the Inmates evacuated to the Department of Corrections, but also coverage for Inmates and staff that stay at the Orleans Parish Prison during and after the storm. Upon notification that the emergency evacuation plan is in effect, the Medical Director will ensure that all inmates MARs, as well as medication for each individual inmate, is packaged and sent with the inmate during the evacuation. Surplus amounts of medical supplies and essential medication will also be available in the Orleans Parish Prison Facility Clinic to ensure that proper medical care can be provide for inmates and staff that are at the Orleans Parish Prison Facility during and/or after the storm.

ORLEANS PARISH PRISON FACILITY

The Orleans Parish Prison Facility has been targeted as the "Base of Operations" for Sheriff's Office personnel that are mandated by the Sheriff to stay in the event that the emergency evacuation plan is put in effect. The following applies during and/or after the storm:

A. **Communications** – The Communications Division will maintain a contingent of eminent personnel to staff and maintain an interactive communications hub to assist the command staff in facilitating the transition and movement of staff and inmates. Several vehicles of equipment will need to be in place to maintain the use of telephone, radio, and log documentation of movement during an emergency situation. The need for back up generator service to the Communications area will be needed, as well as access to a satellite phone service, portable radio repeaters, television A/V switch and any other special equipment necessary to maintain an effective Communications post.

The Communications Division will also assign several staff personnel to move with the inmates that may need to be evacuated for additional security and to assist in the classification and communication of the inmates and staff that are being relocated.

B. **Lock-Up** – Lock-Up will have essential personnel on a 24-hour basis to ensure that any and all arrested subjects brought to the Sheriff’s Office by the arresting agency can be properly booked and processed. In the event that extreme flooding occurs during/after the storm, Lock-Up will relocate to the Second Floor of the Orleans Parish Prison Facility. It should be noted that all computer equipment and hard copy folders and files should be moved at this time to ensure that significant damage is not done during flooding. The Orleans Parish Prison Facility will be utilized as the receiving Facility upon the completion of the arrested subject being processed into the system.

C. **Medical**

- a. Essential personnel: all medical personnel are deemed “essential” in the case of an impending hurricane. All medical personnel are expected to report to OPSO. Upon reporting, the staff will be divided into two groups.
 - i. A small group will remain at OPSO to assist in providing medical care to the remaining inmates and security personnel.
 - 1. Medical supplies, documentation and medications will remain consolidated within the OPP building.
 - 2. OPSO personnel will be responsible for bringing their own medications.
 - ii. All other medical personnel (physicians, nurses, medical assistants, clerks) will be tasked to upstate facilities.
 - 1. Accompany inmates
 - 2. Coordinate medical information (MARs/meds/etc.)
 - 3. Assist in medical care
- b. “Medical Information”: Upon initiation of hurricane evacuation, the following medical information will be gathered. This information will accompany the inmates and medical staff allowing a seamless transition in medical care between OPSO and the receiving facilities.
 - i. Medication Administration Record (MAR): this lists current medications, as well as allergies, diagnoses, etc. It specifies medicines that have actually been given, and are due to be distributed. This is a one to two page summary.
 - ii. Medications: We will gather the medications, kept in cards from the pharmacy, in order to continue administration upon evacuation
 - iii. Additional medical history: further information or data may be gathered for transfer, based on necessity and availability. Potential information includes the inmate medical history report, specific specialty clinic notes, etc.

- D. Food Service** – The food service division will have essential personnel on a 24-hour basis to ensure that the nutritional needs of all inmates incarcerated at the Orleans Parish Prison Facility, as well as all staff members utilizing OPP as a base of operations. It is the responsibility of the Food Service Director to ensure that enough supplies are on hand to adequately provide these needs.
- E. Search & Rescue** – The Search & Rescue Division will have essential personnel on a 24-hour basis to ensure that water based operations can be conducted safely and efficiently. Sheriff's Office boats will be staged on the Second Floor of the New Orleans Police Department parking garage, immediately behind the Orleans Parish Prison Facility, as well as in the OPSO Warehouse. It is the responsibility of the Search & Rescue Division Commander to ensure that each watercraft have at the very least 4-5 life preservers available, as well as charged batteries and fuel.
- F. Mechanic Shop Division** – The mechanic shop division will have essential personnel at the Orleans Parish Prison Facility to ensure that any maintenance needed on OPSO Vehicles can be performed quickly and efficiently. It is the responsibility of the Mechanic Shop to ensure that OPSO buses will be staged on I-10, immediately accessible by boat, preferably underneath the Broad Street Overpass, as a contingency to further evacuate the Orleans Parish Prison Facility in the event that the storm is of such magnitude that continued stay in the immediate area would place the safety of staff and inmates at dire risk. These vehicles will be fully fueled and staff members certified to operate them would be on hand for this contingency.
- G. Parking and Fleet Management** - Preparation has been discussed the for safe placement of vehicles that belong to the O.P.S.O. Fleet and the vehicles owned by the O.P.S.O. employees during the eminent threat of a category 2 or above hurricane other severely emergent threat.

Staff has been assigned to contact The New Orleans Port Authority, several area high rise parking sites, and other potential sites to gain access for parking of the Sheriff's Office fleet and for privately owned vehicles of Sheriff's Office employees. Also, drivers are being identified to drive the larger Sheriff's Office vehicles to the Lamar Dixon Facility in Gonzales or other alternative sites depending on the forecasted direction of the approaching severe weather.

Deputies and staff that are staying in the Orleans Parish Prison Facility or leaving as security, or support staff, with inmates that are being evacuated to Department of Corrections Facilities, will be previously identified by their Wardens or Directors.

- H. Maintenance Division** – The Maintenance Division will have essential personnel at the Orleans Parish Prison Facility to ensure that any maintenance

problems that result at the Facility can be evaluated and fixed quickly and efficiently. It is the responsibility of the Maintenance Department to ensure that the generator's that power the Orleans Parish Prison Facility are well maintained and a surplus of fuel is on hand in the event that city power cannot be utilized for several weeks.

It should be noted that several other Division's that are considered essential to operating the Orleans Parish Sheriff's Office will be evacuated to other areas around the state. The following is a list of these Divisions, as well as a short synopsis of there function during the Emergency Evacuation Plan:

- a. **CWA** – CWA personnel deemed essential by the Sheriff's Office would be evacuated to Baton Rouge. Payroll, Human Resources, Purchasing, Credit Union, and Benefits all will have representatives on duty to ensure that these important functions continue either throughout or immediately after the storm ends.
- b. **Computer Division** – The A/S400 Computer system is currently in contact with the state computer system and is downloading OPSO Inmate Information every 24 hours. This ensures that all inmate information can be obtained immediately. Staff representatives from the telecommunications divisions also will be available to address any obstacles or problems with the OPSO phone system.
- c. **Employee Data and Evacuation Forms** – All employees were requested to complete an Employee Emergency Data Sheet and an Employee Evacuation Plan form. The information gathered will be documented, coordinated, and stored for use during all emergency situations. The information will also be utilized to assist the deputies in making plans for any necessary family evacuations and also direct deposit banking. **Family members and/or civilians will not be accepted into the O.P.S.O. Facilities should severe inclement weather threaten the New Orleans area.**

EMPLOYEE RECOVERY PROCESS

Preparations have been made to recall Orleans Parish Sheriff's non-essential personnel back to work after a hurricane evacuation process is over. All employees who are not essential to the evacuation process may re-locate with their families during a hurricane threat. Non-essential personnel will be required to contact the OPSO Personnel Director weekly at contact phone number 225-219-0500 or listed on the OPCSO website (www.opcso.org). Free internet access is available at most public libraries. The Director of personnel will possess a master list of all updated evacuation plan confidential data. These data forms were completed by each OPSO employee and submitted to the personnel department prior to hurricane season.

The administrative office will re-locate to the Sheriff's Association pension and relief fund office at 1225 Nicholson Drive, Baton Rouge La. After the hurricane evacuation has ended, non-essential personnel will be contacted by the personnel department and recalled back to work as soon as possible. Deputies and staff must be prepared to return to work upon notification from the Sheriff's Office. Deputies or staff members who have not completed and returned their "Evacuation Plan Data" forms must do so as soon as possible.

Transportation Capacity

The total transportation capacity of Orleans Parish Sheriff's Office used to evacuate inmates to D.O.C.

- At the present time, the OPSO has (10) ten School Bus type vehicles that can seat approximately 42 people per bus.
- The OPSO also has (15) fifteen Transportation Vans that can seat 15 people per van.

Number of Deputies and Rank evacuating to D.O.C.:

The number of Orleans Parish Criminal Sheriff's Office Deputies expected to evacuate with the inmate population to assist D.O.C. with staffing.

- Conchetta 21 Deputies 7 Rank
- Phase 5 32 Deputies 10 Rank
- Temp. Jail 33 Deputies 7 Rank
- Courts

Total:

23 Nurses to Angola
3 Doctors to Angola

**Louisiana State Penitentiary
"Angola"
17544 Tunica Trace, Angola, La.
70712
Telephone # 1-225-655-4411

- TP5 Females 18 Deputies 6 Rank
 2 Nurses

**Louisiana Correctional Institute
For Women (LCIW) Highway 74,
St. Gabriel, Louisiana, 70776
Telephone #1-225-642-5529

Total of ___ buses are needed to evacuate all of the
Inmates housed at Orleans Parish Sheriff's
Office during "H-Hour".

*****Please be advised that Contra-Flo will begin at 50 hours prior to
"H-Hour"*****

1ST EVACUATION (MADE BY OPSO BUSES) "100 HOUR PLUS"

- Temporary Jail Facility (Tents) Minimum Security.
 - May be transported at 100 hour by order of the Sheriff.

Total Number of Inmates being transported – ___

- Possibly releasing 50 – 100 Municipal Inmates on "En Banc" order.

Total of 10 Buses (420 Inmates), with security cages, needed to transport to Angola.

Total of 13 Transportation Vans (195 Inmates)

1ST EVACUATION (MADE BY OPSO BUSES) "72 HOUR PLUS"

- OPP/TP5/CTA – Maximum Security/Special Needs (Psychiatric and Medical)/Lock-Up overflow/Protective Custody.
- TP5 – Female Inmates
- OPP – Youth Offenders being charged as adults.

Total Number of Inmates being transported – 428.

Total of 03 Buses, with security cages, for males. (OPP)

02 Transportation Vans for Youth Offenders. (OPP)

02 Transportation Vans for Medical Infirm. (OPP/TP5)

Total of 06 Buses, with security cages, for females.

Male Inmates will be going to DOC (Louisiana State Penitentiary "Angola" 17544 Tunica Trace, Angola, La. 70712. 1-225-655-4411).

Female Inmates will be going to LCIW (LCIW Highway 74, St. Gabriel, La. 70776 1-225-642-5529).

1ST EVACUATION (MADE BY DOC) “72 HOUR PLUS”

- **OPP – All other Male Inmates not evacuated by OPSO buses.**
 - Possibly releasing 50 – 100 Municipal Inmates on “En Banc” order.
- **TDC – All other Male Inmates not evacuated by OPSO buses.**
 - Possibly releasing 25 – 50 Municipal Inmates on “En Banc” order.

Total Number of Inmates being transported – 1300

Total of 31 Buses, with security cages. Inmates will be going to DOC.

2nd EVACUATION (MADE BY OPCSO BUSES AND DOC)

- **Conchetta – Moderate Security Males.**
 - Possibly releasing 50 – 90 Municipal Inmates on “En Banc” order.
 - Total Number of Inmates being transported – 400.
 - Total of 10 Buses, with security cages. Inmates will be going to DOC.
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3rd EVACUATION

- **Warren McDaniels Transitional Work Center**
- **Total Number of Inmates being transported – 120**
- **Inmates will be transported to OPP for Community Service Clean-Up work.**

In the event that no buses can be used to transport these Inmates, a single transportation van making multiple trips can be used.