



**EMERGENCY
OPERATIONS
MANUAL**

2017

On the motion of Mr. Luettich,
Seconded by Mr. Miller, the following resolution was offered:

**RESOLUTION NO. 05-18-17-11 - APPROVAL OF EMERGENCY
OPERATIONS PROCEDURES MANUALS AND
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

WHEREAS, Louisiana Revised Statutes, Title 38, Section 319, mandates that each Board of Commissioners of each Levee District prepare and regularly review its emergency procedures manuals; and

WHEREAS, the staffs of the Orleans Levee District (O.L.D.), the Lake Borgne Basin Levee District (LBBLD) and the East Jefferson Levee District (EJLD) have each reviewed and updated their respective Emergency Operations Procedures Manual; and

WHEREAS, a Comprehensive Emergency Management Plan has been developed for the Southeast Louisiana Flood Protection Authority-East and for the levee districts under its jurisdiction.

BE IT HEREBY RESOLVED, that the Southeast Louisiana Flood Protection Authority-East (SLFPA-E) approves the Comprehensive Emergency Management Plan (the Plan) and the revised O.L.D., LBBLD and EJLD Emergency Operations Procedures (EOP) Manuals for 2017, and authorizes all actions under the Plan, the EOP Manuals and the Statute.

BE IT FURTHER RESOLVED, that the President, SLFPA-E Director of Engineering and Operations and/or Chief Administrative Officer are hereby authorized to sign any and all documents necessary to carry out the above.

The foregoing was submitted to a vote, the vote thereon was as follows:

YEAS: Mr. Cosse, Mr. Dastugue, Mr. Englande, Mr. Kemp, Mr. Latiolais,
Mr. Luettich, Mr. Miller and Mr. Morgan

NAYS: None

ABSENT: None

This resolution was declared adopted this 18th day of May, 2017.

I hereby certify that the above and foregoing is a true and correct copy of a resolution duly adopted by the Southeast Louisiana Flood Protection Authority-East at its meeting on May 18, 2017, held in New Orleans, LA, at which a quorum was present.

G. Paul Kemp
Secretary

ORLEANS LEVEE DISTRICT SANDBAG DISTRIBUTION POLICY

A. The Orleans Levee District's Mission: to keep a rising Mississippi River, and hurricane surges from Lake Pontchartrain, out of New Orleans.

The Orleans Levee District's mission is to keep the Mississippi River, Lake Pontchartrain, GIWW and IHNC Storm Surge from entering the City. The Levee District's "*Circle of Protection*" flood control system - 106.49 miles of levees and floodwalls, 204 floodgates, including four water control structures (at Bayou St. John, Bayou Bienvenue, Seabrook, and the GIWW Surge Barrier) -- were built to keep the waterways surrounding New Orleans, out of the City (conversely, the mission of the Sewerage & Water Board is to drain the City's streets of heavy rain). From its daily tasks of monitoring and responding to coastal high tides and to its hurricane and Mississippi River flood control duties, the Levee District stays focused on its mission.

B. The District's supply of small sandbags is allocated for its flood protection mission.

The Orleans Levee District has a reserve supply of small sandbags. Under its Emergency Operation Procedures, this reserve must be kept on hand for the District's emergency needs. The Levee District keeps these sandbags at its Franklin Avenue Facility. The Levee District's sandbag distribution policy is a reflection of its primary governmental flood fight function.

C. If there are any excess sandbags, other governmental agencies may obtain them for emergency use.

After the Levee District has planned for or used as much of its reserve as required, some sandbags may remain. At that point, city, parish, state and federal governmental agencies, and other entities serving the public, may obtain the excess small sandbags for emergencies. As part of its state/federal partnership in operating and maintaining the City's "*Circle of Protection*", the Orleans Levee District works closely with the United States Army Corps of Engineers, providing the Corps with sandbags on an as-available basis. And, throughout a crisis, the Levee District stays in close contact with the City's Office of Emergency Management, with the State's emergency management team, and with the emergency managers of other Levee Districts. Usually, the receiving governmental agency picks up their requested sandbags at the Franklin Avenue Facility, under the supervision of the Executive Director. An emergency may require the District to quickly deliver sandbags to the receiving agency. The Orleans Levee District stands ready to assist other governmental agencies with their emergency needs.

D. No sandbags are distributed to private citizens.

In an emergency, nothing is worse than a false sense of security. Keeping street flooding from entering a home takes hundreds of sandbags, all properly constructed into a flood protection ring surrounding the entire structure. Even then, there is no certainty that the deluge from heavy rains would not overtake the most expert of planning. For these and other important reasons, no sandbags are distributed to private citizens. In a crisis, it is best for residents to follow the directions of the City's emergency managers and public safety officials. Most importantly: if our City Officials should issue an order to evacuate, residents should do so immediately.

E. The Orleans Levee District protects New Orleans from hurricane tidal surges, and a rising Mississippi River.

The Orleans Levee District has a significant mission in a crisis. But it is part of a team of governmental agencies - each with a specific mission - working together to protect the citizens of our community. Working closely with the City of New Orleans, the State, and the Federal Government, your Levee District will continue to carry out its important job in closing our "*Circle of Protection*".

**ORLEANS LEVEE DISTRICT
EMERGENCY OPERATIONS PLAN**

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ORLEANS LEVEE DISTRICT EMERGENCY OPERATIONS PLAN

I. **PURPOSE:**

The purpose of this Emergency Operations Plan is to identify potential threats to that portion of Orleans Parish on the east bank of the Mississippi River from weather phenomena, identify resources available to combat the threat of flooding, and to provide the organization plans of action, communications and utilization of facilities and equipment during declared emergency situations.

During every season of the year, portions of New Orleans on the East Bank of the Mississippi River are subject to high water or tides. The Mississippi River, Lake Pontchartrain, or GIWW water levels are affected by early northern winter thaws, prolonged southeasterly winds, abnormally high rainfalls in the north or hurricanes from the Gulf of Mexico. With some of its areas being as much as five feet below sea level, New Orleans, by necessity, has an intensive flood protection system approximately 106.49 miles in length consisting of earthen levees, I-wall levees, and T-wall floodwalls (Attachment #6). Included in this flood protection system are 130 hurricane floodgates with 35 drainage valves and also 74 river floodgates with 61 drainage valves. 13.23 miles of these levees provide protection along the east bank of the Mississippi River and the remaining levees protect those areas of the City subject to tidal action, and these, for the most part, provide the City's hurricane protection at the present time.

II. **MISSION:**

The OLD will maintain and operate the flood control system and associated facilities on the East Bank of Orleans Parish within its control in order to protect lives and property from tidal flooding by natural weather hazards. The OLD will insure the integrity of the levee system throughout the year and maintain a high state of readiness with trained personnel and operable equipment.

III. **ASSISTING AGENCIES:**

The USACE is intimately involved in the Mississippi River levee protection system and a continuing liaison is maintained between them and OLD. During hurricanes, an OLD portable radio will be given to the USACE to insure continual communication. In the event of a flood-type emergency, cooperation is achieved with the City, other local agencies and agencies of the State of Louisiana. Among these are Coastal Protection and Restoration Authority, adjoining levee districts, the Office of the Mayor of the City of New Orleans, Sewerage and Water Board, New Orleans Police and Fire Departments, Department of Streets, the City Planning Commission and the Port of New Orleans. As requested, the OLD staffs a position in the City of New Orleans Office of Emergency Management during declared emergencies for coordination with local agencies. The National Weather Service office in Slidell maintains communication with the OLD through our radio system and a private local line.

IV. **ADVERSE ELEMENTS:**

Unpredictable weather accompanying flood conditions makes it impossible to predict and plan for all situations that may arise. Therefore, the OLD staff must remain flexible in their operations and be prepared to solve unforeseen problems as they arise.

V. **ORGANIZATION**

The Orleans Levee District as of January 1, 2007 is under the jurisdiction of the State mandated Southeast Louisiana Flood Protection Authority –East (SLFPA-E). The SLFPA is responsible for that portion of Orleans Parish on the left descending bank side of the Mississippi River levee system. Where the term “President” is used in the body of this manual, it refers to the SLFPA-East President.

Under the direction of the President of the SLFPAE, the staff shall function as an integral organization to provide and utilize human resources, material and equipment to prepare for and combat tidal flooding from any source. Under the By-laws of the SLFPA-E, in emergency situations, the President may authorize the expenditure or utilization of Levee District assets when such expenditure has not previously been approved by the Board. He shall declare a state of emergency as required to implement actions under this plan and shall rescind that declaration when a threat to the City no longer exists. He may delegate this authority to the Director of Engineering & Operations/Chief Engineer when conditions are such that an imposing threat exists and immediate action is required.

The Director of Engineering & Operations will manage, supervise and coordinate all staff functions to insure a high state of readiness of human resources and material. He will direct the coordination and mutual support among staff divisions and departments for advance planning and preparation, recruiting and training of personnel, procurement of equipment and material in adequate quantities for emergency situations. He will insure that the staff is fully prepared and implements this Emergency Operation Plan as required.

The Director of Engineering & Operations will confer with the Chief Engineer to declare the appropriate alert stage and inform all departments. The Director of Engineering & Operations will supervise and coordinate the Emergency Operations Center, direct all EOC personnel, operations and maintenance managers, and shall direct recovery operations.

The staff divisions of the OLD and number of EOC Plan copies distributed to each department are as follows:

Department	No. Copies
Auxiliary Services	01
Engineering/Operations & Maintenance	12
Finance	02
Human Resources	02
Information Technology	02
Legal	01
Police	02
Purchasing	02
Outside Agencies	10
TOTAL	34

The OLD chain of command is shown on the Organizational Chart (Attachment No. 1). The command post for the OLD will be the Emergency Operations Center. All supervisors will insure that their personnel are completely familiar with those parts of this plan affecting them. All supervisors will keep a current listing of their personnel who hold key positions in this plan and include alternates.

Tasks assigned for implementation of this plan shall be commensurate with the organizational functions of each staff element and are specifically outlined herein. All OLD Employees, whether or not identified in this plan, are subject to recall and duty commensurate with their ability and physical condition regardless of job code or classification.

The Orleans Levee District Organizational Chart, Designated Staff Positions and Phone Numbers are contained in Attachment No. 1 and 1A.

VI. **SANDBAG DISBURSEMENT POLICY:**

As per the attached Board Resolution No. 9-021903 and the attached policy, no sandbags are to be distributed to private citizens.

Governmental and public agencies may, in an emergency, receive surplus sandbags – beyond the amount required in the EOP manual. Approval for their distribution has to come from the Director of Engineering & Operations/Chief Engineer. The bags are to be picked up at the Franklin Avenue Facility by the requesting agency.

VII. See "Emergency Activation Transition Trigger by Hazard Type" SLFPA-E Comprehensive Emergency Management Plan" (latest version)

- A. Level 4 – Normal Alert
- B. Hurricane Alert
- C. Hurricane Recovery
- D. Non-Hurricane High Tide
- E. High River Alert

A. NORMAL ALERT (PREPAREDNESS):

Level 4

This is the normal condition of alert under which the District operates at all times. Certain actions are done on a continual or periodic basis to maintain a high state of readiness for emergency type alerts.

1. **SLFPA-E DIRECTOR OF ENGINEERING & OPERATIONS:** The SLFPA-E Director of Engineering & Operations will manage the overall operations of the staff to meet the conditions of this alert stage.
 - a. Prior to the beginning of Hurricane Season (June 1) each year, he will hold conferences and/or briefing sessions with Department Heads and senior supervisors to review readiness and preparations for Hurricane Season.
 - b. He will see that this manual and other pertinent emergency directives are reviewed and updated prior to the commencement of Hurricane Season.
2. **ENGINEERING:** The Director of Engineering & Operations/Chief Engineer will:
 - a. Ensure the Engineering Division is prepared to implement the tasks assigned by this plan.
 - b. Assign the Emergency Operations Center personnel as necessary to perform the tasks.
 - c. Direct quarterly inspection of levees and flood control facilities to be made to ensure the integrity of the system. Any degradation of the system or discrepancies will be reported to the Director of Engineering & Operations.

- d. Conduct an annual joint inspection of the hurricane levee system with the USACE, the State Department of Coastal Protection and Restoration, and the New Orleans Office of Emergency Preparedness, in Spring.
- e. Conduct a joint inspection of the Mississippi River levee system with the same parties in Spring.
- f. As required, prepare annual levee status reports prior to annual budget preparation in order to revise and update the Special Levee Improvement Budget.
- g. Conduct training within the Engineering Division and throughout the agency to maintain a high state of readiness. Participate in training exercises with other agencies including in the annual river flood fight exercise with the USACE usually held in October. Supervise training of OLD operations and maintenance and police divisions relative to flood fighting abilities.
- h. Maintain and oversee operations of OLD radio communications network and all electronics, meteorological and data recording equipment serving the Emergency Operations Center, and also monitor daily the National Weather Service satellite feed. Direct frequent checks to be made of equipment.
- i. Monitor computer and field tide gauge reporting system to detect and act upon any condition that could cause flooding.
- j. Maintain a current emergency contact roster of all assisting outside agencies and organizations to be included in this manual by.

3. **EMERGENCY OPERATIONS CENTER:** The EOC personnel required to operate this facility on a daily basis and on alert stages are as follows:

- a. Supervisors:

(1)	EOC Operations Chief:	Gerry Gillen
(2)	EOC Manager:	Earl Kugelmann
(2)	EOC Coordinator:	Johnny Holzenthal
- b. Team 1: (High Tides)

(1)	Coordinator:	Johnny Holzenthal
(2)	Floodgate Foreman	Steve Durr
- c. Team 2: (High Tides)

(1)	Coordinator:	Mark Theard
(2)	Floodgate Foreman	Carl Allen
- d. Back-Up Personnel:

	Felton Suthon
	Troy Scott
	Joe Parsi Graciani
	Ryan Foster
- e. Security:

	Craig Boudreaux
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The EOC Operations Chief shall:

- a) Coordinate OLD Emergency Operations with Incident Commander oversight to meet complex structure, floodgate, and valve closure requirements

- b) Coordinate personnel, equipment, supplies and food distribution as requested.

The EOC Coordinator shall:

- a. Maintain and record profiles of levee crowns and floodwall heights bi-annually or as needed.
- b. Make detailed inspection of all floodwalls and floodgates quarterly and that remedial actions are completed.
- c. Maintain and check staff gages along IHNC, GIWW, Lake Pontchartrain and East Bank Mississippi River.
- d. Monitor on a daily basis the weather and tidal conditions and maintain a weather log for abnormal weather events.
- e. Notify the Director of Engineering & Operations/Chief Engineer or his designated assistant upon indication of conditions that might require the possible closing of the Bayou Bienvenue flood control structure or the closing of other floodgates.
- f. Have overall responsibility for the operation of the EOC, and shall promulgate all orders for gate closings and/or openings as directed by the Director of Engineering & Operations/Chief Engineer as necessary.

The EOC Manager shall:

- a. Perform annual checks of all hurricane protection floodgates and maintenance repair plan (Attachment #7).
- b. Perform annual checks of all Mississippi River floodgates and maintenance repair plan (Attachment #8).
- c. Perform quarterly review of inspection and remediation reports of all levees, reporting any unusual conditions including construction adjacent thereto, erosion changes in berms or battures or any damage whatsoever.
- d. Perform monthly operational checks of base station and all standby generators and auxiliary power units.
- e. Maintain weekly record of operational status of all mobile equipment. Conduct monthly operational inspections of any equipment not used more frequently such as some heavy equipment and boats.
- f. Perform operation check of sandbag machines in May, or earlier if the situation warrants.
- g. Maintain minimum stockpile of 15,000 filled sandbags (40# size) starting June 1st unless river conditions warrant an earlier date. (See E: High River Alert)
- h. Identify and maintain list of tools, special equipment, special clothing and material which may be required for immediate issue during advanced alert conditions. Insure these are in inventory and properly secured if not in daily use.
- i. Conduct training of personnel with emphasis on safety precautions to be observed while working under adverse weather conditions.
- j. Make plans to use the Franklin Facility safe house as rest and feeding area for OLD personnel.
- k. Determine from all departments and agencies the number of personnel to be served.

- l. Identify needs and make advance preparations in coordination with Purchasing Department for providing meals and sleeping accommodations for assigned personnel during extended operations up to five days.
 - m. Determine equipment requirements for feeding personnel both at rest area and in the field. Take necessary action to obtain equipment and have stored in supply.
 - n. During first week of May, review requirements, check equipment serving supplies and butane tanks and take action necessary to correct deficiencies.
4. **ORLEANS LEVEE DISTRICT POLICE:** The Captain of the OLD Police force shall:
- a. Complete polder security checklist as schedule dictates.
 - b. Familiarize all police personnel with the flood protection system, including routes to all levees, location of floodgates and drain valves. Coordinate training of OLD police officers in the operation of floodgates and valves, with and under the direction of the Director of Engineering & Operations/Chief Engineer.
 - c. Maintain current inventory of emergency equipment such as barricades, lights, foul weather clothing.
 - d. Monitor and record staff gauge/tide gauge readings as per Director of Engineering & Operations/Chief Engineer directive.
5. **PURCHASING DEPARTMENT:** The Purchasing Liaison will:
- a. Submit to the SLFPA-E CAO lists of emergency supplies and equipment approved by Division Head, which are to be maintained. The lists will be reviewed monthly during the Hurricane season should indicate other seasonal requirements if applicable. It is incumbent on all department heads and/or supervisors to check rain gear needs and other issued equipment periodically and especially prior to an emergency.
 - b. Maintain a list of food services available upon implementation of Alert Status.
6. **AUXILIARY SERVICES DEPARTMENT:**
- The Director of Auxiliary Services will ascertain the nature of the emergency and will provide staff to perform duties as required.
- a. Ensure all District Insurance Policies, including flood insurance policies, are current and copies of said policies and photos of property are in a safe place off location.
 - b. Ensure all tenants' Certificates of Insurance are current and notify Director of Engineering & Operations/Chief Engineer of their non-compliance.
 - c. Shall assist and advise SLFPA-E CAO on insurance or safety related issues.
 - d. Coordinate medical treatment for work related injuries and substance abuse testing in accordance with the District's "When a Work Place Injury Occurs", Attachment #15 and Accident/Incident Reporting Policy - Attachment #15A.
 - e. Provide personnel as required to perform duties as assigned by the Director of Engineering & Operations/Chief Engineer.

7. **HUMAN RESOURCES DEPARTMENT**

The Department Liaison will get a current cell phone listing of employees, and be advised by each staff member of their evacuation place, telephone contact numbers, and alternate email addresses.

In the event of a major storm/disaster, employees who evacuate must advise the Department of State Civil Service of the number the Agency can reach employee. The Department of State Civil Service phone number in the event of an evacuation from the New Orleans area is toll free 1-866-783-5462 or utilizing their website www.dscs.state.la.us.

A name and phone number of an Orleans Levee District contact person will be posted on the Department of State Civil Service website.

- a) Will also ensure that the Human Resources Liaison and one other staff member be available for work coverage at all times to perform duties as assigned by the Director of Engineering & Operations/Chief Engineer.
- b) Shall assist and advise SLFPA-E CAO as required.

8. **INFORMATION TECHNOLOGY:** The Information Technology Manager will:

- a. Oversee the operation of the OLD's servers, computers, cameras, networking equipment, and phone system, performing frequent checks to maintain operational readiness.
- b. Perform weekly checks to ensure the integrity of data backups to the OLD's colocation facility in Baton Rouge.
- c. Ensure that the 'Network Information Guide & Resource Manual' is reviewed and updated prior to Hurricane Season.
- d. Check the status of server backup batteries, SAN drives, and loaner laptops prior to Hurricane Season.
- e. Notify the Director of Engineering & Operations/Chief Engineer or his designated assistant upon indication of conditions that might threaten normal daily operations or create loss of data integrity.
- f. Shall assist and advise SLFPA-E CAO as required.

B. NON-HURRICANE HIGH TIDE ALERT:

The Bayou Bienvenue Sector Gate (BBSG) is periodically closed for non-tropical high tide events. The first readings are usually taken at Eddie's Pinto Marina at 2651 Paris Road just south of the Paris Road Bridge over the GIWW.

When tide, rain or winds appear to increase the tide at Eddie's to +0.9 in the near future, the EOC Coordinator will start round-the-clock monitoring of tide levels at Eddie's and at the Paris Road Bridge, coordinating with the Director of Engineering & Operations/Chief Engineer to ensure public safety. At this time, the EOC Coordinator will set up rotations for OLD staff for full-time monitoring at BBSG (two people) and at the EOC in the OLD Warehouse (two people) and contact all affected personnel to confirm availability and arrange for alternates as needed.

When conditions appear to forecast a reading at Eddie's of +1.0 or higher in the near future, the BBSG is closed. An on line notice and a phone message are updated to inform the public of information about the closures – when the gate will be closed, when temporary openings may take place, etc. The EOC is activated and OLD personnel are at BBSG monitoring tidal levels inside and outside of the BBSG – temporary openings are only possible when the difference between the outside reading and the inside reading is less than 0.5 feet to prevent possible sector gate damage. Periodic readings are taken at Eddie's. All readings are documented by OLD personnel and maintained in

the EOC.

When conditions such as tide, rain or winds indicate that the water level at Eddie's will fall below +0.9 and stay below +0.9 for some time, the BBSG can be opened full time. The on line notice and the phone message are updated to reflect the opening and OLD personnel stand down from the EOC and the BBSG.

1. ENGINEERING: The Operations Chief/EOC Manager or his designated assistant shall assign an EOC Coordinator and Assistant to man the EOC consistent with the situation at the time.
2. EMERGENCY OPERATIONS CENTER: The EOC Coordinator receiving the High Tide Alert, OLD police officer back-up, or Director of Engineering & Operations/Chief Engineer will:
 - a. Dispatch staff personnel to assess the situation.
 - b. Notify Operations and Maintenance of the emergency and its location.
 - c. Visual staff gauge readings will be taken as the situation warrants.

The EOC Manager shall:

- a. Be apprised of the alert and decide on the estimated number of gate crews that will be required to respond to the situation as determined by the Incident Commander or Chief of Operations.
- b. Assign the Floodgate Foreman or other Supervisor to coordinate gate closings with the EOC.
- c. Assign the crews to their gates and log all closings and openings as they occur, keeping the EOC updated on gate status.
- d. Review and implement Bayou Bienvenue Emergency Operations Policy and Bayou Bienvenue Procedure Policy.

The EOC Coordinator shall:

- a. Monitor satellite weather reports, tide gauge readings, coordinate gate closings with affected parties, and other duties as assigned by the supervisor.
- b. Direct floodgate assignments.
- c. Review USACE criteria for closing Bayou Bienvenue Control Structure (See Attachment #5).
- d. Rely on assistance from the Floodgate Foreman or other Supervisor designated by the Operations and Maintenance Director to coordinate gate closings.
- e. Notify the Field about gates that are cleared to be closed.
- f. Notify the OLD Police Department if an officer is required at the Bayou Bienvenue Control Structure.

The EOC Assistant Coordinator shall:

- a. Help monitor readings, log in gate closings, check gauges in field or other conditions as directed and other duties as assigned by coordinator.
3. ORLEANS LEVEE DISTRICT POLICE: As a backup, the OLD Police will monitor the tide level key staff gauges in the Field every two hours. All observations are to be logged in on Enclosure B-2 as they occur. When a reading at any station is above that established by the Chief Engineer, the dispatcher will call the Orleans Levee District's EOC Coordinator or Chief Engineer - in that order. During a closure of Bayou Bienvenue, one OLD Police Officer shall be stationed at the structure to provide security for the structure

and OLD personnel.

4. FINANCE DEPARTMENT: The Controller will create Function and Work Order codes for the current storm as requested by the Chief Engineer in order to track all EMR costs to the identified storm.
5. ALL OTHER DEPARTMENTS: Such action as the situation may require as determined by the Director of Engineering & Operations/Chief Engineer.

**FIRST RESPONSE GATE CLOSINGS
ENCLOSURE B-1**

Gate No.	Sill Elev.	Foreshore Prot. and Elev. (NAVD 88 2004.65)
W-1*	2.08	2.70 Area Drain at Coast Guard 3.0 to get over hump (Permanently Closed)
W-2*	1.76	3.3 Grate in Mech. Shop
W-12*	2.90	Sill Elevation (Permanently Closed)
W-29	2.80	Sill Elevation R/R
W-32	3.34	Sill Elevation R/R
W-3	3.56	4.8 Bankline at Bridge (Claiborne)
S-4*	3.34	Sill Elevation
W-30	3.79	Sill Elevation
W-31	3.80	Sill Elevation
W-4*	3.71	3.7 Bank
W-6*	0.19	3.7 Bank
W-5*	0.61	3.7 Bank
W-19*	3.09	4.0 Bankline
W-17*	2.72	4.0 Bankline
E-10	4.59	Sill Elevation R/R
E-12	1.45	4.9 Jourdan Rd.
W-18*	5.81	Sill Elevation

LOW SILL GATES OF NOTE

W-20	0.07	9.0 SSP Southside Bridge
W-34	3.63	5.6 Road at Bridge to get to Gate
E-1	1.09	9.0 SSP & Bridge
E-13	-1.75	5.3 Bankline
S-1 1.	6.29	Southern Recycling/Close S-2 & S-3 before closing S-1.

*** PERMANENTLY CLOSED**

ENCLOSURE B-2

DATE: _____

7:00 AM – 7:00 PM _____

7:00 PM – 7:00 AM _____

TIME	INDUSTRIAL CANAL	SSH	PARIS RD.
7:00			
8:00			
9:00			
10:00			
11:00			
NOON			
1:00			
2:00			
3:00			
4:00			
5:00			
6:00			
7:00			
8:00			
9:00			
10:00			
11:00			
MIDNITE			
1:00			
2:00			
3:00			
4:00			
5:00			
6:00			
Observations:			

WHEN TIDE LEVELS APPROPRIATE ALARMS LEVELS (SEE BELOW)

Call: Mark Theard 782-2635 / Johnny Holzenthal 914-0908 / Stevan Spencer 782-8641

Tide Alarms Levels	Ind. Canal	1.9
	Paris Rd.	0.8
	SSH	2.4

SEND ORIGINAL TO ENGINEERING DAILY

C. HURRICANE ALERT:

All activities will be coordinated with each of the following agencies: USACE, New Orleans Office of Emergency Planning, U. S. Coast Guard, and Port of New Orleans.

The following conditions will be declared by the U. S. Coast Guard.

EAL1: A warning condition in which hurricane force winds are possible within 24 hours.

EAL2: A readiness condition in which hurricane force winds are possible within 48 hours.

EAL3: An alert condition in which hurricane force winds are possible within 72 hours.

EAL4: An alert condition automatically set annually on June 1 and remains in effect through November 30.

From the time a hurricane is spawned as a wave in the tropics, its path is plotted in the Emergency Operations Center from reports and bulletins supplied by the National Weather Service. Due to the vagaries of hurricanes, each can become dangerous and its path must be followed carefully. Four different degrees of hurricane alert have been established to indicate the step-up in OLD activity as a hurricane approaches New Orleans. Also, a "Storm Decision Arc Chart" (Attachment 13), may be utilized by department heads as an aide in storm preparations. Due to the spontaneity of hurricanes one may form or strengthen within alert lines. In any event, action is taken under each alert as follows: (See Attachment 14)

Normal Alert: (Level 4)

Normal Alert (Preparedness). See Page 3.

(Level 3 (EAL 4 to EAL 3))

1. **ENGINEERING & OPERATIONS:** Overall supervision and coordination between departments.
2. **ENGINEERING:** The Director of Engineering & Operations will:
 - a. Confer with the President and Director of Engineering & Operations will declare a Level 3 Alert and inform all departments.
 - b. Notify the Operations Chief and Maintenance Director.

The Operations Chief and Maintenance Director shall be responsible for maintaining daily *activity* roster noting work areas and activity performed. They shall also verify that work order and payroll records indicate personnel, equipment and material used in each activity as well as any contract equipment or personnel used in any such activity.
 - c. Continually monitor weather teletype, updating plots as information is received.
 - d. Monitor tide level data system increasing recording intervals as required.
 - e. Review USACE criteria for closing Bayou Bienvenue Control Structure (Attachment #5).

- f. Alert all personnel concerned that the EOC may be activated shortly, and having EOC equipment checked operationally.
 - g. Contact USACE on preparation of outfall canal closures and complex structures.
3. **OPERATIONS AND MAINTENANCE:** The Operations Chief will:
- a. Initiate re-check of all facilities needing storm covers, ensuring availability of material (Attachment #4).
 - b. Perform operational check of all required rolling stock to ensuring readiness (Attachment #4).
4. **AUXILIARY SERVICES:** The SLFPA-E / Auxiliary Services Liaison will:
- a. Reconfirm insurance status on all tenants.
 - b. Reconfirm stability of off site location of OLD insurance policies and photos with Director of Engineering & Operations.
 - c. Reconfirm Accident/Incident Reporting Policy/Procedure Information.
5. **FINANCE:** The Comptroller will: (1) create storm function code and storm work order code as requested by Operations Chief or OLD Operations & Maintenance Director, (2) arrange for cash to be on hand for emergency purchases; such amount to be determined by Operations Chief; and (3) initiate emergency procedures for payment of payroll and vendors.
6. **PURCHASING DEPARTMENT:** The Procurement Officer will confirm sources of supply meals.
7. **ALL OTHER DEPARTMENTS:** All other departments maintain normal alert unless otherwise directed.
1. **DIRECTOR OF ENGINEERING & OPERATIONS:** Exercise overall supervision. Direct all divisions to review personnel assignments to ensure they are current, and that personnel involved are available and informed.
- a. Administrative Assistant will alert switchboard operators of possible 24 hour operation.
2. **ENGINEERING:** The Director of Engineering & Operations/Chief Engineer will:
- a. Confer with the President and will declare a Level 2, and inform all managers of this condition.
 - b. Continue plotting of hurricane path and monitor closely the tide level data system, activating of EOC, if necessary
 - c. Order installation of storm protective covers (Attachment #4).
 - d. Review possibility of closing Bayou Bienvenue Control Structure in accordance with manual (See Attachment #5).
- It may be necessary for the Director of Engineering & Operations/Chief Engineer to order the closure of floodgates based upon arrival of gale force winds or review of gate closure status concerning the following:
- (1) adjacent gates.
 - (2) gates generally kept closed.
 - (3) gates that can be closed without causing inconvenience to anyone.

- (4) gates which preferably should be closed at late as feasibly and as safe as possible (L-18, etc.).
 - (5) consideration of radius of gale force winds and forward speed of storm.
 - (6) determination of gate closures to be made on storm's effect on existing Mississippi River water elevation and predicted river surge.
- e. Contact USACE on preparation of outfall canal closures and complex structures.
 - f. Contact U.S. Coast Guard regarding activating the EOC, status of both floodgates (hurricane and river) closures, floodgates affecting bridge tenders and resulting bridge closure to marine traffic including Port Bridges and Seabrook Bridge.
3. **OPERATIONS AND MAINTENANCE:** The Operations Chief will:
- a. Establish four gate crews, initiate additional gate check for operational capability, remove traffic barriers, secure gates scheduled for advanced closing (See Attachment #3).
 - b. Initiate check of all gravity drains through levees, closing all valves on lines that can be plugged in advance and insuring accessibility of all others (See Attachment #3).
 - c. Install storm protective covers (See Attachment #4).
 - d. Deploy emergency electrical power units and set-up for future operation (See Attachment #4).
 - e. Deploy sandbags to general public at direction of Director of Engineering & Operations.
 - f. Begin deployment of sandbags for gap closures (Attachment #4).
4. **PURCHASING DEPARTMENT:** The SLFPA-E CAO/Purchasing Liasion will make preparations to procure meals, if required, in coordination with the Director of Engineering & Operations and Chief Engineer.
5. **ALL DEPARTMENTS:** All department supervisors will cancel all leaves until further notice.
6. **OLD POLICE:** Prepare to enact resources as necessary to ensure security of personnel and gate closures, establish 12 hour emergency duty roster.
7. **OLD REPRESENTATIVE:** The City of New Orleans will begin to staff its Emergency Operations Center during this period. The OLD representative assigned to the City's EOC may be deployed at this time (Attachment #1A).
8. **CITY OF NEW ORLEANS:** Aaron Miller is the contact person for the City of New Orleans Emergency Operations Center (Attachment No. 2).

Level 1 (EAL 2 to EAL 1)

- 1. The Director of Engineering & Operations: Overall supervision. Direct all assigned personnel to proceed to watch stations at supporting agencies. Authorize Press Releases on status of preparedness of OLD. Direct Director of Engineering & Operations' office to set 24-hour switchboard watch. Ensure division heads have cancelled all leaves and recalled personnel who are out of area for other reasons.
 - a. Direct staff to have all vehicles fueled.
 - b. Make non-essential personnel aware of future work hours or emergency leave.

2. **ENGINEERING:** The Director of Engineering & Operations/Chief Engineer will:
 - a. Time permitting, confer with the President and will declare a Level 1 Alert, and inform all Board personnel of the condition.
 - b. Order closing of floodgates and flood valves based upon previously determined schedule (See Attachment #3).
 - c. Order closing of Bayou Bienvenue Control Structure in accordance with manual (See Attachment #5).
 - d. Order marine closure of Seabrook Bridge when sustained winds of 30 mph are experienced at bridge site, in accordance with U. S. Coast Guard recommendations. Notify Coast Guard of closure action call Dist. Bridge. Adm. at 671-2128, Cell No. (618) 225-7727 or District Operations Center at 589-6225.
 - e. In any activity affecting the 17th Street Canal, coordinate with East Jefferson Levee District (See Attachment #10).
 - f. Activate the Emergency Operations Center, if not already done so under Level 2 Alert.
 - g. Prepare Press Releases as required by Director of Engineering & Operations.
 - h. Contact USACE on outfall canal closures and complex structure closures.

3. **OPERATIONS AND MAINTENANCE:** The Operations Chief will:
 - a. Move sandbags supply as required to installation locations, post a guard and await further instructions (Attachments #3 and #4).
 - b. Ensure availability of personnel to complete gate closing schedule when so instructed.
 - c. Complete installation of storm protective covers at locations not previously completed under Orange Alert (See Attachment #4).
 - d. Set up rest and mess facilities. Be prepared to serve OLD personnel in the field as required.
 - e. Coordinate closure of Lakeshore Drive as required with OLD police.

4. **ORLEANS LEVEE DISTRICT POLICE:** The Captain of OLD Police will:
 - a. Check all emergency equipment and draw additional equipment as necessary for supply.
 - b. Upon receipt of one radio and charger from Operations and Maintenance, deliver and receive receipt for same to USACE, foot of Prytania Street, EOC Operations Division, Room 292. Inform EOC when delivery has been completed.
 - c. Deliver one police radio with N.O.P.D. channel to OLD EOC.
 - d. Assign personnel to Bayou Bienvenue.
 - e. Respond to request by Chief Administrative Officer (CAO) for OLD police assistance of Operations and Maintenance department, with sandbagging, and with the closing of floodgates and valves.
 - f. Coordinate closure of Lakeshore Drive as required with Operations and Maintenance Department.

- g. Establish his 24-hour emergency duty roster.
 - h. Establish Police Accountability Board.
 - i. Shall make inspections of gates that have been closed to ensure flood protection integrity. Inspections shall continue until weather conditions make it unsafe.
 - j. Secure and patrol Franklin Facility.
5. **PURCHASING DEPARTMENT:** The SLFPA-E CAO will:
- a. Prepare for 24-hour operations in both purchasing and supply.
 - b. Order meals or food for preparation as previously planned.
6. **INFORMATION TECHNOLOGY DEPARTMENT:** The Information Technology Manager will:
- a. Perform a final check of the failover SQL Server (RAPP) and restore the most current backup of the APP2 server databases to it.
 - b. Notify department heads to back up all personal computer data and software in preparation for possible off-site use.
 - c. Prepare for staffing of the safe house, coordinating with incoming agencies to provide working space, network access, phones, and other equipment as needed.
 - d. Ensure the correct operation of the safe house A/V system, Weather Information Websites (Stormpulse, etc.), HDTV sources (Cox Cable and OTA HD Antenna), cameras, and the Emergency Broadband Internet Router.
 - e. Provide backup & relief to the SLFPA-E GIS Manager on the LIMS software as needed.
 - f. Access the Earthlink portal to forward the OLDs main phone number when necessary.
 - g. Distribute Laptops and other equipment to OLD Employees for the off-site processing of Payroll and other needs.
 - h. Provide Tech support for personnel involved in Emergency Operations.
 - i. Shall assist and advise the CAO as required.
7. **AUXILIARY SERVICES DEPARTMENT:** The Director of Auxiliary Services will:
- Coordinate all medical treatment for work-related injuries and substance abuse testing in accordance with the District's Accident/Incident Reporting Policy/Procedure and Substance Abuse Policy. Shall assist and advise the CAO as required.

All activities must be completed prior to the actual passage of the hurricane force winds so that all personnel can take safe shelter. During passage of the hurricane, plans will be made to cope with reported emergencies. Note: If the eye of the storm passes over New Orleans there will be a lull in the storm's intensity. This must not be mistaken for storm passage. Personnel must remain in shelter.

D. HURRICANE RECOVERY:

After the hurricane has passed and winds have subsided sufficiently to permit travel, action will be taken as follows:

1. **ENGINEERING:** The Director of Engineering & Operations/Chief Engineer will:
 - a. Direct a complete check of the entire flood protection system, assess damage and determine action, if necessary, to be taken to regain levee integrity. Damage situation will be reported on a current basis to the EOC. Notify City's EOC, State's EOC, and USACE's EOC, of any damages.
 - b. Maintain floodgates in the closed position until notified to open them by the Director of Engineering & Operations (Attachments #7 and #8).
 - c. Begin an environmental damage assessment and take whatever action is necessary to address storm induced environmental problems.
 - d. Open Bayou Bienvenue Control Structure in accordance with manual (Attachment #5).
 - e. Organize to repair damage to levee system and other OLD properties.
 - f. Review FEMA Federal Disaster Assistance Program, Handbook for Applicants and accomplish the following minimums:
 - (1) Notify State of Louisiana Governor's Office of Homeland Security and Office of Coastal Restoration and Restoration, Baton Rouge.
 - (2) Compile extent and estimated cost of all damages sustained by the Board and complete Disaster Documentation Report, LDA Form 2. Report shall cover damages only to facilities under District jurisdiction. Report must be coordinated with the local State of Louisiana Civil Defense official.
 - (3) Direct OLD levee inspectors to obtain necessary photographs of damages to assist in documentation verification for any Federal financial assistance applications.
 - (4) Determine best repair procedure in light of possible available public assistance.
 - g. Notify OLD Non-Flood Division of Lakeshore Drive conditions. Direct Operations and Maintenance Dept. to begin cleanup of Lakeshore Drive, as required.
 - h. Prepare equipment, materials and supply status.
 - i. Direct Survey Crew to survey debris lines and other storm related information.
 - j. Contact USACE on outfall canal closure status.
 - k. Prepare food and water status with Purchasing Department.
 - l. Contact U. S. Coast Guard on Seabrook Bridge operating status and other Port bridge tenders access.
2. **ALL DEPARTMENTS:** Supervisors of all departments having property responsibilities will:
 - a. Make immediate damage survey of their areas and report damage to the Emergency Operations Center. Provide copies of surveys to Engineering and Auxiliary Service's Departments.
 - b. Start clean-up or repair actions with their own personnel, reporting this capability as well as additional assistance required to the EOC.
 - c. Provide personnel for other duties as directed by the Director of Engineering & Operations.

3. **ORLEANS LEEVE DISTRICT POLICE DEPARTMENT:** The Captain of OLD Police will:
 - a. Provide escort and/or rescue service as needed.
 - b. Provide any and all assistance to the Director of Engineering & Operations/Chief Engineer, relative to the flood protection system.
 - c. Monitor closure of Lakeshore Drive until opened to traffic.
 - d. Shall assist and advise CAO as required.

4. **AUXILIARY SERVICES:** The Director of Auxiliary Services will:
 - a. Inspect claims of property damage. Review damage surveys from facility managers for appropriate OLD insurance coverage action.
 - b. Shall coordinate all claims of property damage with the insurance company.
 - c. Insurance claims: All claims of damage to OLD property caused by the event (wind-water) covered by insurance shall be reported to the Auxiliary Services Department.
 - d. Photography/Videos of property damage should be taken by respective Department Staff, Engineering Department or Risk Manager as soon as possible after the event is over and if it is safe to do so.
 - e. Estimates of damage should be arranged as soon as possible. Three estimates are required for each category of damage.
 - d. Provide normal functions of Auxiliary Services Department.
 - e. Shall assist and advise CAO as required.

5. **FINANCE DEPARTMENT:** Keep record of all expenditures by function (EMR), activity code (Payroll Charge IDs), Equipment and Work Order Code for the storm and recovery periods. Shall assist and advise CAO as required.

6. **INFORMATION TECHNOLOGY:** The Information Technology Manager will:
 - a. Ensure that SQL Databases used during the storm are restored to the APP2 server.
 - b. Gather all equipment borrowed during Safehouse operations, as well as Laptops distributed to OLD employees, and place them back into inventory
 - c. Help move any data created by employees while in remote locations back to the OLD network.
 - d. Shall assist and advise CAO as required.

E. HIGH RIVER ALERT

Snow, rain and an early thaw are conditions that singularly or together could cause elevations above 15.0 NGVD, at the Carrollton Gauge, which is above normal, or predictions above 17.0 NGVD, which would constitute a major flood threat. As opposed to a tropical disturbance, sufficient advance planning is usually available to combat a high river crest except in the event of a bank or levee failure, which could happen unpredictably. Because the USACE is so intimately involved in the Mississippi River levee protection system, the OLD emergency conditions are related closely to theirs insofar as timing and degree of emergency is concerned. It should be kept in mind that when the Carrollton Gauge is at El. +15.0' the river level at Jackson Barracks (St. Bernard Parish) will be approximately 1.5'

lower or El. 13.5'.

Following is a description of the various stages of alert and the departmental responsibilities.

EAL3:

Start monitoring river when Carrollton Gauge is at Elev. 11.0' and rising. When the Carrollton Gauge is at Elev. 13.0' and rising, with no crest in site, the OLD departments are affected as follows:

1. **ENGINEERING:** The Director of Engineering & Operations/Chief Engineer will:
 - a. Notify and activate High River Inspection Team:

Levee Inspector will be responsible for maintaining a levee patrol during normal hours at least every other day. They shall contact their USACE counterparts and maintain liaison with them. A daily log shall be maintained noting any activities, i.e., meetings, sandbagging, etc. Levee Inspector shall visit all construction areas affecting levee integrity to determine whether special precautions or other action should be taken to be prepared for increased river elevations.
 - b. Direct the EOC Coordinator to continue monitoring the river stage reports and predictions from teletype and to plot river graph. As per the EOC direction, field survey will maintain gages and elevation check sites along east bank of river and maintain update and monitor foreshore protection on east bank of river during Alert Stage (Attachment No. 14).
 - c. Review current Permits for work limited by River Stages and monitor progress.
2. **OPERATIONS AND MAINTENANCE:** The Operations and Maintenance Director will:
 - a. Develop and maintain a minimum stockpile of 15,000 filled sandbags (40# + each) for deployment or use as needed.
 - b. Increase surveillance of river levees through the levee inspectors by every other day daily patrols and check operation of floodgates and valves (Attachments #8 and #11).
 - c. Establish a personnel availability list for nights, weekends and holidays. List shall be given to the EOC Coordinator for use in the event of an emergency.
 - d. Initiate vehicle and equipment operational check.
 - e. Monitor river levees' bank/batture areas for any barges or vessels, tied to or resting on levee slopes and revetments. Notify OLD Police or U. S. Coast Guard for any violations. No barges or vessels are allowed to rest or tie to any natural vegetation along the bank/batture area.
3. **PURCHASING DEPARTMENT:** The SLFPA-E CAO will establish a standby personnel list for nights, weekends and holidays to assure presence of personnel for issuance of supplies and equipment in the event of an emergency. List shall be given to Engineering and sector commanders and updated as required.
4. **ORLEANS LEVEE DISTRICT POLICE DEPARTMENT:** The Captain of OLD Police will:
 - a. Assign required duties to police personnel with river levee system, reading of staff river gauges, routes to all levee sections, reporting procedures, and things to look for when making inspections. Shall assist and advise CAO as required.

(1) Police Officer checks river levee and does river stage report per shift.
5. **FINANCE DEPARTMENT:** The Comptroller create function code and update distribution codes and payroll charge IDs for the current event as requested by Director of Engineering & Operations/Chief Engineer.

Shall assist and advise CAO as required.

6. **ALL OTHER DEPARTMENTS:** No action required unless called upon. Shall assist and advise CAO as required.

When the Carrollton Gauge is at Elev. 15.0' and rising, the USACE-NOD dispatches flood flight field personnel to their respective sectors under a more intensified implementation of Mobilization, the OLD departments are affected as follows:

1. **ENGINEERING:** The Director of Engineering & Operations/Chief Engineer will:
 - a. At his discretion, maintain surveillance of river levees and begin making daily patrols, including weekends.
 - b. Direct Levee Inspectors to make more detailed daily reports. These reports could be necessary to substantiate possible disaster claims. The report should include areas of work and activity performed, i.e. sandbags placed, riprap placed, material hauled, lumber used, or whatever material or activity involved. Levee Inspectors shall also verify that work order and payroll records indicate personnel, equipment and material used in any such activity. Levee Inspectors shall review condition of all levee crowns to determine if additional repair or maintenance is required and make report. Accessibility is a must in an emergency.
 - c. Direct EOC Coordinator to maintain liaison with USACE-NOD sector commanders and notify Port of New Orleans of possible gate closures.
 - d. Direct all Engineering staff to maintain contact through Police Boards.
 - e. Direct EOC and Field survey on a daily basis to continue duties as described in First Stage Alert.
2. **OPERATIONS AND MAINTENANCE:** The Operations Chief will:
 - a. Provide continuing support as required in First Stage Alert.
 - b. Direct all supervisory personnel to maintain contact through Police Board (See 4. Police Department).
 - c. Check stock of various materials and supplies that might be needed for emergency conditions in a flood fight. Report to Engineering so orders can be placed as required in First Stage Alert.
3. **ALL OTHER DEPARTMENTS:** With the exception of duties described in First Stage Alert, no action required unless called upon. Shall assist and advise CAO as required.
4. **POLICE:** The Police Captain will:
 - a. Assign one (1) officer to check river levee for entire shift, and complete high river report.

Third Stage Alert:

When the Carrollton Gauge is predicted to reach Elev. 17.0', the USACE-NOD enters into Mobilization for a major flood threat and the OLD departments are affected as follows:

1. **ENGINEERING:** The Director of Engineering & Operations/Chief Engineer will:
 - a. Maintain and intensify surveillance of river levees with emphasis on possible liquefaction areas. This information will be obtained from USACE-NOD.

- b. Implement necessary action in connection with levee crown report to complete necessary repair or maintenance of all levees.
 - c. Notify USACE-NOD if any emergency condition develops so they can supply contact personnel, equipment and material for emergency conditions under Second Stage Alert.
 - d. Coordinate with the USACE and determine if the necessary gate and valve closures are necessary based on their river level predictions and coordinate with the Port of New Orleans any gate closures (Attachments #11 and #12).
 - e. Direct the E.O.C. Coordinator to activate the EOC for possible coordination of gate closures, have Field Survey provide any elevations needed for any sandbagging operations, and have Engineering Personnel staff the EOC.
2. **OPERATIONS AND MAINTENANCE:** The Operations and Maintenance Director will:
- a. Daily surveillance and inspection is required.
 - b. Maintain sandbag stockpile, as bags are placed to combat erosion.
 - c. Sandbag low areas in box levee system as required. Special attention should be given to the down river end of the Navy's Port of Embarkation, on the east bank of the Mississippi River, where the foreshore protection is at Elev. 15.0'. (Attachment 12)
 - d. In the case that the USACE opens the Bonne Carre Spillway to divert water from the river, the Operations & Maintenance Director will monitor the lake's surface elevation and the Bayou St. John Flood Control's structure three (3) drain culverts to make sure the level of the Bayou does not rise above normal levels.
3. **POLICE:** The Police Captain will:
- a. Police will assign two (2) officer to patrol river levee 24 hours a day; (1) from St. Bernard to Convention Center and (1) from Convention Center to Jefferson Parish line, and both complete high river report.
4. **ALL OTHER DEPARTMENTS:** With the exception of duties described in First and Second Stage Alerts, no action is required unless called upon.

EAL1:

When the river crests and begins falling, we get into a period of possible extreme danger to our levee system depending on the rate of fall. Previously stable sections could slide into the river due to the falling river and saturated berm and levee section. More intense surveillance and inspection is required with attention given to conditions on the berm such as toppling trees.

All departments of the OLD will continue functioning as under previous alert until the Director of Engineering & Operations/Chief Engineer either calls off the alert or reduces the patrol and surveillance activity. The Director of Engineering & Operations/Chief Engineer will review the F.D.A.P., Handbook for Applicants (3300.5 Rev.) for possible federal reimbursement damages.

VIII. COMMUNICATIONS

Primary communication will be by cellular and regular telephone whenever possible, backed by OLD radio. Strict radio discipline will be maintained at all times; conversations will be limited to those essential, short and to the point. Emergency action communications will have priority.

A. LEVEE DISTRICT DEPARTMENTAL COMMAND POSTS

All Departmental Command Posts will monitor their normal telephone circuits and also the OLD radio frequency.

B. EMERGENCY PREPAREDNESS OPERATIONS CENTER

The OLD representative at the Emergency Preparedness Operations Center will monitor the OLD radio frequency.

C. NOAA WEATHER SERVICE

An OLD radio is installed at NOAA weather office in Slidell, Louisiana, and communication with that agency is available during normal or emergency situations.

D. EMERGENCY ELECTRICAL POWER

Emergency electrical power is provided as outlined in Attachment #3.

E. EJLD, WJLD, PPG AND LBBLD

Keep in contact with adjacent agencies and their work.

IX. LOGISTICS:

A. All Managers will provide the Procurement Officer with a list of emergency equipment and supplies to be kept in inventory. This list will be kept current by the Manager concerned to include applicable seasonal information. The Procurement Officer will complete an inventory of these items by May 1 and November 1 of each year to ensure their availability and operational conditions.

B. The Procurement Officer will be prepared to support any emergency at any time by a 24-hour, seven day a week availability of both purchasing and issue functions.

C. ROLLING STOCK

D. CONTRACT SERVICES

1. Food

2. Construction Contractors

E. Police: Same as EAL2 until conditions return to EAL3.