

IBERIA PARISH ASSISTED TRANSPORTATION PLAN
IBERIA PARISH

I. PURPOSE AND SCOPE

The purpose of this plan is to provide specific information about how Iberia Parish, will carry out assisted transportation operations for populations (Population being people and pets) without transportation. Assisted transportation operations will be conducted for Category 3, 4 or 5 hurricanes or when a sufficient warning period is available for any potential large scale event. Iberia Parish will use all locally available resources to assist moving the population to the Parish staging area. The SugArena is located on Hwy 3212, New Iberia, La. at N 30.02588 and W091.85887). Iberia Parish will request assistance from the state to move our population without transportation to assigned shelters.

II. SITUATION AND ASSUMPTIONS

A. Location

Iberia Parish lies within 25 miles of the Gulf of Mexico located in the south central part of Louisiana adjacent to the parishes of St. Martin, St. Mary, Lafayette and Vermilion. Although much of the Parish is unincorporated, there are four (4) incorporated communities consisting of New Iberia, Delcambre, Jeanerette, and Loreauville. There is a total land area of 699 square miles and a population of 74,425 people based on the 2000 census data.

B. Situation

Iberia Parish is threatened seasonally by hurricanes entering the Gulf of Mexico. Evacuation of the parish may be necessary if the parish falls within the projected path of an oncoming category 3, 4, or 5 storm, a flood, a tornado or a fire. Apart from natural disasters, the Parish is subjected to a myriad of other disaster contingencies such as transportation accidents to include those involving chemicals and other hazardous materials, plant explosions, chemical, oil and other hazardous material spills, leaks or pollution problems, dumping of hazardous wastes, building or bridge collapse, utility service interruptions, energy shortages, civil disturbance, or riots, enemy attack or a combination of any of these. The impact of any disaster would be the greatest should it occur in the City of New Iberia, where 33,703 of the Parishes' population is centered.

B. Assumptions

1. Effective prediction and warning systems have been established which make it possible to anticipate certain disaster situations that may occur throughout the Parish or the general area beyond Parish boundaries.
2. It is assumed that any of the disaster contingencies could individually or in combination cause a grave emergency situation in any area of the Parish. These contingencies will vary greatly in scope and intensity. For this reason, planning efforts are made as general as possible so that great latitude is available in their application, considering they could occur within the Parish alone and/or over several Parishes.
3. The parish will activate all of its needed resources to conduct the transportation plan.
4. The parish has educated the public about gathering at Parish Collection Points (PCP)
5. Locally provided transportation resources will be used to collect the population and transport them from the Parish Collection Point(PCP) to the Parish Pick-up Point (PPP)
6. The parish will notify GOHSEP of the need for state resources to conduct assisted transportation from the PPP to the shelter
7. In the event that the state provides transportation resources from PCP's to the PPP, the parish will provide a guide for each transporting vehicle
8. The parish will provide GOHSEP with the number of persons requiring assisted transportation with state resources
9. The parish is responsible for maintaining command and control of the PPP
10. State provided transportation assets are temporarily placed under the control of the parish while at the PPP

III. CONCEPT OF OPERATIONS

The chief elected official of the Parish (Parish President) has the authority to declare a “State of Emergency” and to terminate same. This “State of Emergency” is the authority for the Parish President to exercise pre-delegated emergency authority. This plan defines the actions necessary to Provide this Authority the best possible transportation for the welfare of the population in a disaster situation. Assistance needed will be requested executing mutual aid agreements with American Red Cross, other volunteer groups, the private sector, neighboring Parishes and the Governors’ Office of Emergency Preparedness (GOHSEP). If still more assistance is needed beyond state capabilities, GOHSEP will coordinate requests to the proper federal authorities, including a request to the Federal Emergency Management Agency (FEMA) for a Presidential Declaration of an emergency or major disaster to allow supplemental federal financial and technical assistance to be provided.

The steps below describe the general sequence of how the PCP & PPP operates:

A. Increased Alert

1. Parish officials place PPP Coordinators, law enforcement, and staff on standby
2. Parish officials verify that resources and assets needed to operate the PCP & PPP are available
3. Parish officials prepare statements for dissemination to the public

B. Alert and Notification

1. Parish emergency officials declare a state of emergency
2. Parish Emergency Preparedness Director will request that support agencies prepare the parish pick-up point to begin processing evacuees
3. Parish Emergency Preparedness Director will request that support agencies prepare the parish pick-up point to begin processing evacuees

4. Public is informed of locations and times for pick-up at parish collection points

C. Parish Collection Sites to Parish Pick-up Point

1. People and Pets arrive at pre-identified pick up points – no registration – people and pets will transported separately
2. People and Pets arriving at the PPP from the PCP's will unload and proceed to the registration area
3. After registering, people and pets will be sorted based on unique transportation needs and loaded on resources for transport to a shelter destination
4. Assisted transportation will end prior to the start of contraflow

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following organizations will be involved in assisted transportation

A. Iberia Parish Emergency Preparedness

1. EOC Staffing and functioning
2. Communications
3. Emergency public information
4. Coordinating emergency control and use of resources
5. Coordinating Iberia Parish Departments and agencies as well as other agencies of government not directly under the control of the Iberia Parish Council
6. Training and education
7. Rumor control
8. Radiological protection
9. Damage Assessment
10. Comprehensive emergency planning
11. Identification of non-English speaking persons
12. Evacuation of those citizens and pets without transportation
13. Endorse the need for an Animal Care Committee
14. Include an Animal Care Committee member on the local Emergency Preparedness Committee (LEPC)

- B. State of Louisiana
 - 1. Provide resources needed after local resources depleted
 - 2. Transportation from PPP to Shelter
- C. Iberia Parish Sheriff Office
 - 1. Traffic Control
 - 2. Security
 - 3. Inmate assistance
- D. Iberia Parish Public Works
 - 1. Provider large container trucks & Drivers
 - 2. Transport caged Pets from PCP to PPP
- E. Iberia Parish School Board
 - 1. Provide list of available buses and drivers
 - 2. Provide transportation for people from PCP to PPP
- F. CERT (Community Emergency Response Team)
 - 1. Provide list of volunteers to
 - a. Manage operations at PCP & PPP
 - b. Perform registration
 - c. Loading of population
 - d. Train Parish employees and volunteers
- G. American Red Cross
 - 1. Provide First Aid/Medical assistance
 - 2. Provide refreshments
- F. Animal Control
 - 1. Provide qualified personnel to man the PPP
 - 2. Provide first aid/medical
 - 3. Assist in loading of animals

V. ADMINISTRATION AND LOGISTICS

All assisted transportation operations will be coordinated through the Parish Office of Homeland Security and Emergency Preparedness. Mutual aid agreements and memorandum of understanding between the Parish and other entities as well as support groups will be prepared and revised by the Director of Iberia Parish Office of Homeland Security and Emergency Preparedness.

VI. PLAN DEVELOPMENT AND MAINTENANCE

This plan and related documents will be updated yearly by the Iberia Parish Office of Homeland Security and Emergency Preparedness in coordination with the Parish Transportation Coordinator. The plan will also be reviewed and updated, if needed, after exercises and actual events.

VII. AUTHORITIES AND REFERENCES

Parish EOP
State EOP
State ESF-1 Implementing Procedures

Annexes:

A – Parish Collection Points
B – PPP Operation Procedures
TAB 1 – Overlay
C – Parish Pick-up Point Checklist

ANNEX A

New Iberia

1. St. Francis Diner: 1201 S Hopkins St.; Phone (337) 369-3362
2. West End Park; 1200 Field St.; Phone (337) 369-2394

Coteau

1. Francis Romero Recreation Center; Hwy 88, Coteau, La.; Phone (337) 367-6410

Olivier

1. Little Zorah Baptist Chruct, 3605 Old Jeanerette Rd.; Phone (337) 364-3410

Jeanerette

1. King Joseph Recreation Center; Martin Luther Dr.; Phone (337) 276-6414
2. Ward 8 – Recreation Center; 803 Hubertville Rd.; Phone (337) 276-4424
3. Our Lady of the Rosary Catholic Church; 11210 Old Jeanerette Rd.; Phone (337) 276-6931 or (337) 276-5794 (Hall)

Loreauville

1. St. Joseph Catholic Church; Main St.; Phone (337) 229-4254

Rynella

1. St. Marcellus Church: 6100 Avery Island Rd.; Phone (337) 364-0818
Lydia
1. St. Nicholas Catholic Church: 7809 Weeks Island Rd.; Phone (337)364-5228 or (337) 367-0562

Delcambre

1. Delcambre Shrimp Festival Building: 409 E. Main St.; Contact City Hall (Peggy) (337) 685-4462

ANNEX B

PPP OPERATING PROCEDURES

I. PURPOSE AND SCOPE

These procedures provide information about the operation of a Parish Pick-up Point (PPP) and how the operation of the PPP interfaces with the Parish Collection Point (PCP) operation. A PPP is a location where state transportation assets, i.e. buses, are sent to pick up passengers and take them to shelters. A PCP is an internal location where parishes collect the general population for transport to the PPP. Both the PPP's and PCP's are identified by the parish.

These PPP procedures apply to Iberia Parish. The PPP is located at the SugArena Hwy 3212, New Iberia, La. In the event that citizens of the parish require transportation to evacuate, and the parish requests state assistance, the PPP will be activated.

II. PROCEDURES SUMMARY

Local resources will arrive at the PPP from the PCP's. The passengers will off-load from these local resources and proceed to the registration area. After completing the registration process, passengers will load state provided resources and depart for the shelter destination. This PPP operations procedure includes three distinct subcomponents: 1) Arrival and off-loading of local resources 2) Registration 3) Loading of state resources proceeding to shelters. The diagram below illustrates the operational subcomponents for the PPP.

Flow Diagram of PPP Operations

III. DETAILED PROCEDURES

A. PPP Set Up

When the Parish Office of Homeland Security and Emergency Preparedness stands up the PPP operation, the PPP Site Coordinator will notify staff to deploy to the Municipal Auditorium to set up. The PCP Off-Loading Coordinator, Registration Coordinator and Loading to Shelter Coordinator will ensure that each respective area is ready for operations.

B. Off-Loading PCP Buses

When PCP transportation begins arriving at the PPP, passengers will off-load and go through the registration area. The registration of passengers prior to loading onto state resources is the responsibility of the parish. The parish will collaborate with the Department of Social Services to ensure all data elements are captured for shelter placement. The registration area will allow for a separate line for those who will require assistance boarding.

C. Loading to Shelter

As state resources begin arriving at the PPP, the Loading to Shelter Coordinator will coordinate with the Registration Coordinator to determine if there are a sufficient number of buses to transport the registered passengers. The Registration Coordinator will coordinate with the PCP Coordinator to monitor the number of incoming passengers and communicate that information to the Loading to Shelter Coordinator.

Depending on the number of buses required to transport citizens, it may be necessary to stage state resources in a nearby location. The Loading to Shelter Coordinator will contact the staging area manager when more resources are required to load passengers.

IV. CONSIDERATIONS

A. PCP Off-Loading

1. Identify route of ingress for PCP resources. This route must not interfere with state resources
2. Identify and collaborate with agencies that will provide support for off-loading resources
3. Identify equipment needs for off-loading buses, i.e., wheelchairs, tents, garbage cans, etc.
4. Identify how to direct passengers to the registration area, i.e., signage, megaphone, crowd control barriers
5. Identify route of egress for PCP resources. This route must not interfere with state resources
6. Develop procedures for drive-up or walk-up passengers

B. Registration

1. Determine staffing needs for registration area, i.e., security for crowd control, information booth, etc.
2. Identify options for storing passenger's excess baggage
3. Identify and collaborate with agencies that will provide assistance with registration
4. Determine equipment needs for the registration area, i.e., tables, chairs, computers, power strips, etc.

5. Identify how to direct passengers to the loading to shelter area, i.e., signage, megaphone, crowd control barriers
6. Coordinate with the Department of Social Services in order to gather the necessary data elements

C. Loading to Shelter

1. Identify route of ingress for state resources. This route should not interfere with the PCP operations
2. Identify and collaborate with agencies that will provide support for loading resources for transport to shelters
3. Identify equipment needs for loading resources
4. Identify route of egress for resources departing for shelters. This route should not interfere with the PCP operations

D. Other components to consider

1. Handling passengers arriving with pets
2. Security for PPP
3. Shelter from the elements
4. Basic first aid
5. Restroom facilities and running water
6. Snacks and water

V. QUALITY CONTROL

Quality control for this procedure will include evaluating the degree to which all components meet the requirements for efficient operations and will include input from support agencies. Procedures will be reviewed annually. Revision of procedures will be based on data gathered from field testing, exercises and actual events.

ANNEX C
PARISH PICK-UP POINT CHECKLIST FOR TRANSPORTATION

The following checklist is provided to assist with identifying issues that should be considered from a transportation perspective. A parish pick-up point will be established when local officials request state assets to accomplish assisted transportation operations. Local officials maintain command and control of the Parish Pick-up Points (PPP).

Short-Haul Buses (Local resources)

- As the short haul buses enter the PPP area, is there a designated area where passengers off-load?
- Do you have signage or staff directing the passengers off-loading from short haul buses?
- Is there adequate space to off-load short haul buses?
- Are there designated routes of ingress and egress to the PPP?

PPP to Shelter Buses (State resources)

- Are there designated routes of ingress and egress?
- Do you have a designated loading area?
- Have you identified staff to assist with loading buses?
- Are passengers able to board buses without crossing in front of the bus?
- Is there signage or individuals directing the buses to the exit route from the loading area?
- Is the height clearance adequate for coach buses (14 ft. clearance of overhanging trees, signage or wires)?
- Can the surface of the PPP lot(s) withstand the weight of buses without having buses get stuck in soft surfaces?
- Is there a separate entrance and exit from the loading area?
- Is there adequate space for one bus to pass a loading or stalled bus if necessary?
- If the area is gated, is there a 50x50 ft. area for the bus to make a 90 degree turn or an even larger area for a U-turn?
- Have you identified an area in a nearby location to the loading area where buses can be staged?
- Is there adequate space for loaded buses to form a queue (buses may travel in convoys)?
- Do you have a plan to manage excess luggage?

Consider the following when setting up a PPP:

- routing passengers from the registration area onto buses
- shelter from the elements
- restroom facilities and running water
- plan to manage pets

- first aid station
- procedures for processing and separating unique populations
- back up power source
- wheelchairs available to assist disabled passenger
- provisions for water and snacks
- information officers or a plan to deal with media inquiries
- procedures to register and manifest passengers
- screening passengers/belongings prior to boarding buses
- plan for managing unique populations (convicted sexual offenders)
- plan for managing weapons, drugs, etc.