



# CAPITAL AREA READY RE-ENTRY CREDENTIALING/ACCESS PROGRAM

---

## I. PURPOSE

It is the purpose of this plan to provide guidance for the various agencies in Region II, which encompasses East Baton Rouge, West Baton Rouge, West Feliciana, East Feliciana, Iberville, Ascension, Pointe Coupee and Livingston, and multiple municipalities within the region, and all outside agencies within this jurisdiction with protocols for a phased re-entry process designed for the safe, orderly and timely return of citizens, emergency responders, businesses and critical service providers following an evacuation when immediate re-entry by everyone is neither prudent nor possible or in the event of a curfew within the Region.

## II. SITUATION

- A. Region II could experience, with or without warning, disaster conditions, including but not limited to hurricanes, floods, tornadoes, fires, storms, or any combination thereof, that would result in a (1) Declaration of Emergency and/or (2) Evacuation Order of all or part of the a parish or municipality by a Parish President.
- B. Hazardous material incidents at either a fixed site or transit, or acts of terrorism or other events-without-warning, or any incident that causes a wide scale evacuation may also precipitate the use of this plan.
- C. The immediate and/or simultaneous return of all evacuees might not be feasible due to post-event Parish conditions and the need to: (1) restore critical infrastructure, (2) protect homes and businesses of evacuees, (3) stabilize and prepare the Parish for the permanent return of its citizens and businesses, and (4) insure the safety of returning citizens.
- D. Re-Entry will be prioritized by each Parish emergency officials based on the assessment of the threat level to public safety and security and the adequacy of post-disaster, sustainable living conditions.
- E. This assessment will consider factors such as road access, water levels, availability of utilities and critical services such as water and sewer service, subsistence capacity, search and rescue activities, impending weather threats, integrity of levee system, security of the area as determined by local law enforcement, environmental hazards, debris field, and other health hazards.
- F. Residents will be allowed to re-enter as soon as the Parish President determines that there are sustainable living conditions and the parish is safe for residential re-entry.



## CAPITAL AREA READY RE-ENTRY CREDENTIALING/ACCESS PROGRAM

---

- G. The Parish President, under his emergency powers, may authorize any and all expeditious credentialing process he may deem appropriate and necessary for his jurisdiction, in addition to those stated herein, to facilitate the re-entry of necessary personnel and businesses into the Parish.
- H. Emergency responders will have unrestricted access to all areas of the Parish to facilitate rescue and security operations. Local, state and federal emergency responders including emergency operations management personnel, law enforcement, fire services, emergency medical services personnel, National Guard/Active Military forces, professional and volunteer Urban Search and Rescue Teams registered with the state and with the parish, logistics personnel required to support on-going emergency operations, and other personnel, maritime emergency responders, agencies and/or organizations designated by the Unified Incident Commander as critical for emergency response.
- I. Government agency first responders from the federal government, the State of Louisiana and the Region II Parishes need only have their valid agency picture identification and driver's license to enter Region II. All other qualified emergency responders not traveling in recognized emergency-responder vehicles will be issued Emergency Response re-entry placards and must carry agency-issued photo identification and valid driver's license.
- J. Should conditions require the phased re-entry of businesses; their re-entry will be guided by the protocols outlined in this annex.
- K. Each tier subsumes earlier tiers.
- L. The Credentialing/Access may be utilized in the event of a curfew due to any hazard. This determination will be made by the Parish President. Localities may initiate curfews as a crime prevention measure depending on the intensity of the disaster and the level of damage sustained. The decision to implement a curfew and the duration of such rests solely with the Parish President.
- M. Prior to June 1 of each year hereafter, Region II will:
  - 1. Identify and provide appropriate re-entry credentials to all contractors and subcontractors whose services and/or products may be required by the parish or its municipalities immediately after a disaster, along with their qualified personnel, as per criteria described herein.
  - 2. Identify and provide appropriate re-entry credentials to qualified public entities, agencies, and emergency responders, along with their qualified



## CAPITAL AREA READY RE-ENTRY CREDENTIALING/ACCESS PROGRAM

---

emergency contractors and subcontractors, based on criteria described herein.

3. Implement a credentialing application and distribution process for other qualified businesses, groups, and individuals, as described herein.
4. Coordinate with municipalities, regional and business partners, and law enforcement agencies to ensure effective plan implementation.

### **III. RE-ENTRY TIERS**

Overview: This annex outlines three tiers of business re-entry. Based on parish conditions, each Parish President may combine tiers or make other necessary plan changes. Each tier subsumes the tier or tiers preceding it. It is expected that qualified businesses will apply annually for and be provided appropriate re-entry credentials prior to the onset of hurricane season, or, in the case of Tier-3 credentials, immediately prior to Tier-3 re-entry.

#### **A. TIER 1: EMERGENCY RESPONSE**

1. Implementation Threshold: Tier 1 will be implemented when the Parish President, based on the assessments described above, determines that conditions allow safe access to at least a portion of the parish.
2. Categories of Eligible Entrants: Tier 1 includes primary critical infrastructure companies, major utility companies, pre-designated staff of other parish/municipal agencies and offices, and pre-designated government contractors and their subcontractors who provide critical services to the parish, municipal governments, and state, federal, or other public agencies.
  - Tier-1 credentialed emergency contractors/subcontractors, and their credentialed essential duty employees, employed by Region II Parishes, its municipalities, and/or hospitals located in the parish, and who are necessary for the restoration of critical infrastructure and the support of emergency response efforts.
  - Tier-1 credentialed damage assessment/stabilization teams from businesses and industries in Region II whose facilities pose a public safety concern, environmental threat, or substantial danger.
  - Tier-1 credentialed damage assessment/stabilization teams, accompanied by security, from financial institutions.



## CAPITAL AREA READY RE-ENTRY CREDENTIALING/ACCESS PROGRAM

---

3. Credentials: Tier-1 re-entry credentials consist of a serialized, parish-distributed Tier-1 dashboard placard valid for the current year.
  - Alternatively, Tier-1 access will be afforded to the following **un-placarded** vehicles: (1) utility company repair trucks and (2) freight and cargo trucks that are loaded with emergency relief supplies and equipment. Entry of these **un-placarded** vehicles will only be allowed when the following conditions have been met: (a) the company logo is clearly displayed on each company vehicle (to include sub-contractor vehicles); (b) each company-vehicle occupant has a company-issued letter of access stating that the holder is an authorized company responder to the event; and (c) each occupant has valid, government-issued picture identification and company picture identification in his possession. Company supply vehicles must contain emergency response supplies or equipment.
  - Manifests of supply vehicles may be checked to confirm the need for entry.
4. Responsibilities: The parish will maintain a Tier-1 credentialing database and will distribute credentials prior to start of hurricane season. Each business is responsible for: (a) distributing its Tier-1 parish credentials to the appropriate personnel; (b) distributing a letter of access to appropriate personnel; (c) maintaining a database containing information (name, job function, date credential issued) regarding the recipient of each credential; (d) providing this database to the parish upon request. Each person in a Tier-1 credentialed vehicle must be employed in the company's authorized business or activity and have legitimate response-support function. Companies found to be issuing credentials to non-employees or non-essential employees will be subject to suspension of their reentry privileges and to fines and penalties established by Parish ordinances.

### **B. TIER 2: RESPONSE SUPPORT**

1. Implementation Threshold: Tier 2 will be implemented when the Parish President determines that credentialed individuals can access their places of business safely. Relevant factors include, but are not limited to, the: (a) need for dewatering; (b) degree of civil unrest; (c) extent of search and rescue efforts still underway and (d) conditions of the roadway network.



## CAPITAL AREA READY RE-ENTRY CREDENTIALING/ACCESS PROGRAM

---

2. Categories of Eligible Entrants: Tier 2 includes: (a) core assessment teams of major employers and other businesses that are determined by the Parish President to be essential to the return of residents and/or to the economic vitality of the parish; (b) recovery teams of select businesses with unique circumstances (fragile inventory, designated hazardous waste facility, world-wide distribution, large workforce, multiple-parish service area, major plants, refineries, and manufacturers, etc.) and that have the capacity to be self-sufficient; and (c) humanitarian relief agencies and their workers. Examples of Tier-2 re-entry eligible businesses include big-box retailers such as Wal-Mart, Lowe's, K-Mart, Target, Home Depot, and Sam's; fuel distributors and stations; debris management companies; financial institutions; food suppliers; pharmacies and medical suppliers; licensed construction companies; insurance companies; communication companies; health care providers; chemical plants/refineries; cleaning suppliers; hardware stores; building material suppliers; lodging managers; security companies; American Red Cross; and Region II -approved faith-based groups and other relief agencies.
3. Credentials: Tier-2 re-entry credentials consist of a: (a) parish-distributed Tier-2 dashboard placard valid for the current year; (b) company-issued letter of access stating that the holder is an authorized responder to the event; (c) government issued photo; and (d) company identification.
4. Responsibilities: The parish will implement and publicize an Internet, Tier-2 Credentialing application process. The parish will maintain a Tier-2 credentialing database and will distribute credentials prior to the start of hurricane season. Businesses/relief agencies must apply for Tier-2 credentials via a prescribed Internet process and complete the agreement-to-terms of-use document. Each business/relief agency is responsible for: (a) distributing its Tier-2 parish credentials to the appropriate personnel, (b) distributing a letter of access to the appropriate personnel, (c) maintaining a database containing information (name, job function, date credential issued) regarding the recipient of each credential, and (d) providing this database to the parish upon request. Each person in a Tier-2 credentialed vehicle must be employed in the company's authorized business or activity and have a legitimate response-support function. Each business/agency that applies for Tier-2 **recovery-team** credentials may also be requested to provide the parish with: (a) those portions of its continuity of operations/emergency plan that explicate the need for a disaster recovery team, its functions, and the resources/assets available to the recovery team (the parish will execute a non-disclosure agreement regarding the emergency/ continuity of operations plan); (b) a list of its recovery team members; and (c) contact information for a 24-hour-a-day point of contact. Companies found to be



## CAPITAL AREA READY RE-ENTRY CREDENTIALING/ACCESS PROGRAM

---

issuing credentials to non-employees or non-essential employees will be subject to suspension of their reentry privileges and to fines and penalties in accordance with Parish ordinances.

5. Regional Tier-2 Credentials: The parishes of East Baton Rouge, West Baton Rouge, East Feliciana, West Feliciana, Ascension, Livingston and Iberville, will coordinate re-entry efforts such that regional tier-2 credentials may be provided to companies with legitimate business in multiple parishes. Such companies may apply with the parish in which their home office is domiciled. Credentialing issued in any of the Region II Parishes will be accepted throughout the Region.

### C. TIER 3: REPOPULATION SUPPORT

1. Implementation Threshold: Tier-3 implementation will depend on the stability of the parish and its ability to support Tier-3 credentialed businesses and their employees.
2. Categories of Eligible Entrants: Tier 3 provides for re-entry of business owners and their designated recovery and employees, whose businesses have been determined by the Parish President to be essential to the imminent return of residents and/or to the economic vitality of the parish. Family members may be allowed to re-enter with a credentialed family member at the discretion of the Parish President, based on parish conditions. Eligible business categories are indicated on the online application website.
3. Credentials: Tier-3 serialized paper credentials will be issued by the parish via the Internet to qualified businesses and will be available **post-evacuation and prior to Tier-3 re-entry. Applicants will be notified of Tier-3 eligibility prior to June 1 but will be able to print re-entry placards only after an evacuation.** Parish tax account numbers and other application data will be cross-referenced with the Capital Area Ready Re-Entry database.
4. Responsibilities: The Region shall implement and publicize an Internet Tier-3 credentialing application process. The Region shall maintain a Tier-3 credentialing database and shall notify businesses of their eligibility prior to hurricane season. Paper credentials will be provided via Internet after a mandatory evacuation and prior to implementation of Tier-3 re-entry. Businesses must register for Tier-3 credentials via a prescribed Internet-based application process and must complete the agreement-to-terms-of-use document. Each business is responsible for (a) distributing copies of its



## CAPITAL AREA READY RE-ENTRY CREDENTIALING/ACCESS PROGRAM

---

Tier-3 credentials to the appropriate personnel, (2) distributing to the appropriate personnel company-issued letters of access (on company letterhead) with a verifiable phone number stating that the bearer is an authorized responder to the event, (c) maintaining a database containing information (name, job function, date credential issued, business address) regarding the recipient of each credential, and (d) providing this database to the parish upon request. Companies found to be issuing credentials to non-employees or non-essential employees will be subject to suspension of their reentry privileges and to fines and penalties as established by Parishes in Region II ordinances.

### **IV. RE-ENTRY TIER IMPLEMENTATION**

- A. Tier-1 re-entry will be implemented when the winds created by a major hurricane have fallen below tropical storm force and when the Parish President, in consultation with the Parish's Office of Homeland Security and Emergency Preparedness (herein after referred to as OHSEP) Director have determined that flooding, debris and other dangerous conditions have been identified. Region II will notify the Governor's Office of Homeland Security and Emergency Preparedness (herein after referred to as GOHSEP) through available phone, radio, data or wireless communications that the parish is ready to implement tier one re-entry. In addition, the OHSEP Director will also notify all other involved parishes of our plans to implement Tier 1.
- B. Tier-2 re-entry will be implemented when the Parish President, in consultation with the OHSEP Director, determines that the condition of the roadway infrastructure is safe for travel, that there is sufficient law enforcement in place to protect tier-2 businesses, there is no flooding or levee failures and that tier-2 re-entry will not interfere with search and rescue efforts. Some or all parts of Region II may be opened for tier-2 re-entry based on the above mentioned conditions. Region II will notify GOHSEP and the other involved parishes, through available communications, when it is ready to implement Tier-2 re-entry.
- C. Tier-3 re-entry will be implemented when the Parish President, in consultation with the OHSEP Director, determines that the conditions in Region II are stable and safe for the return of Tier-3 businesses and their employees. Region II will notify GOHSEP and the other Region 2 parishes, through available communications, when it is ready to implement Tier-3 re-entry.
- D. General population re-entry will be implemented when the Parish President, in consultation with the OHSEP Director, determines that there are sustainable living conditions in Region II and that it is safe for the residents to return. General population re-entry may be allowed in all or parts of Region II as conditions



## CAPITAL AREA READY RE-ENTRY CREDENTIALING/ACCESS PROGRAM

---

warrant. A “Look and Leave” period may be implemented to allow residents to assess damage to their homes and secure their property. If a Look and Leave period is implemented, strict time frames will be announced for the residents to enter and leave. Region II will notify GOHSEP and the other Region 2 parishes through available communications when it is ready to implement the general population re-entry.

### **V. DIRECTION AND CONTROL**

All Evacuation Re-Entry activities will be coordinated through the OHSEP Director in the Emergency Operations Center of each Region II Parish.

### **VI. RECORDS AND REPORTS**

All records and reports for the Re-Entry Plan shall be maintained by each OHSEP in each Region II parish.

### **VII. PLAN DEVELOPMENT AND MAINTENANCE**

Each OHSEP will assume the primary responsibility for this plan.