

City of Baton Rouge– Parish of East Baton Rouge



East Baton Rouge Parish Library



Continuity of Operations Plan (COOP)

2025



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Promulgation Statement

This document represents the Continuity of Operations Plan (COOP) for the East Baton Rouge Parish Library and is supplemental to the Basic Emergency Preparedness Plan (Basic Plan) of the City of Baton Rouge-Parish of East Baton Rouge (City-Parish). While the Basic Plan addresses disaster recovery for the East Baton Rouge Parish community as a whole, each department is responsible for developing a COOP to address the continuity of City-Parish operations. Due to recent terrorist activity, the threat of hurricane damage and the possibility of chemical spills/leaks from the railroads and the chemical plants, the demand and importance of a COOP are ever increasing.

The East Baton Rouge Parish Library is a community service organization that provides access and connects people to information, resources, materials, technology, and experiences to make a positive difference in their lives.

To accomplish this mission, the organization must ensure its most important and time critical operations are performed efficiently and with minimal disruption, especially during an emergency. This document provides guidance for implementing the Continuity Plan and programs to ensure the organization is capable of conducting its essential missions and functions under all threats and conditions.

Key personnel who may be activated under this plan are collectively known as the Continuity Team. Upon plan activation, these members will/may deploy to the Outreach building at 3434 North Blvd. or placed on telework status where they will establish an operational capability and perform essential functions within the designated recovery time objective (RTO) and continue until normal operations can be resumed.



Confidentiality Statement

This document along with subsidiary plans and supporting documents, contains confidential information and are for official use only. These documents are to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with the standard procedures followed for confidential information at the East Baton Rouge Parish Library and are not to be released without prior approval of the Library Director to the public or other employees who do not have a valid “need to know.”



I. INTRODUCTION

This document represents the Continuity of Operations Plan (COOP) for the East Baton Rouge Parish Library and is supplemental to the Basic Emergency Preparedness Plan (Basic Plan) of the City of Baton Rouge-Parish of East Baton Rouge (City-Parish). While the Basic Plan addresses disaster recovery for the East Baton Rouge Parish community as a whole, each department is responsible for developing a COOP to address the continuity of City-Parish operations. Due to recent terrorist activity, the threat of hurricane damage and the possibility of chemical spills/leaks from the railroads and the chemical plants, the demand and importance of a COOP are ever-increasing.

1. Essential Functions

The purpose of the East Baton Rouge Parish Library is to provide informational services and resources to residents of the parish in case of a disaster or when normal operations have been disrupted. Whenever possible, these services must resume and continue at all Library locations (branches) throughout the parish. Consequently, all branches must be able to reference the COOP which defines essential functions, specifies succession of leadership and emergency delegation of authority, provides for safekeeping and recovery of vital collections, records, databases and other library materials, and allows for alternate means of communication and contact during emergencies. In addition, the plan describes basic preparation and recovery procedures for all library facilities throughout the parish. The COOP plan also requires that periodic testing and training occur and that information be updated as required, with regard to inventory, staffing, and facilities.

2. Business Impact Analysis Summary

The East Baton Rouge Parish Library provides information resources and services to the public. Normally the public consists of those individuals residing in or near East Baton Rouge Parish; however, in emergency situations, that population may expand to include individuals who have evacuated from distant areas and are still in need of informational services.

Depending on the nature and severity of the disaster, one or more branches may need to be temporarily closed. In addition to providing informational resources, the Main Library also has responsibility for maintaining business and inventory records and for providing payroll and emergency purchasing services through the Library Business Office. It also houses the primary computer software and hardware in the Computer Division, which provides networking services to 14 branch locations. The COOP must address relocating Business Office operations and restoring Computer Division equipment in the event that the Main Library is partially or totally destroyed or becomes inaccessible in the event of a disaster.

Since the Library System consists of 15 facilities located throughout the parish, risk factors differ, depending upon the location of the branch. Risk factors are outlined in the tables below:



Branch	Weather	Flooding	Chemical Plants	Terrorism/	Pandemics
Main Library 7711 Goodwood Boulevard Baton Rouge, LA 70806	✓	✓		✓	✓
Baker Branch Library 3501 Groom Road Baker, LA 70714	✓	✓		✓	✓
Bluebonnet Regional Branch Library 9200 Bluebonnet Boulevard Baton Rouge, LA 70810	✓	✓		✓	✓
Carver Branch Library 720 Terrace Street Baton Rouge, LA 70802	✓	✓		✓	✓
Central Branch Library 11260 Joor Road Baton Rouge, LA 70818	✓	✓		✓	✓
Delmont Gardens Branch Library 3351 Lorraine Street Baton Rouge, LA 70805	✓	✓	✓	✓	✓
Eden Park Branch Library 5131 Greenwell Springs Road Baton Rouge, LA 70806	✓	✓		✓	✓
Fairwood Branch Library 12910 Old Hammond Hwy. Baton Rouge, LA 70816	✓	✓		✓	✓
Greenwell Springs Road Regional Branch Library 11300 Greenwell Springs Road Baton Rouge, LA 70814	✓	✓		✓	✓
Jones Creek Regional Branch Library 6222 Jones Creek Road Baton Rouge, LA 70817	✓	✓		✓	✓
Pride-Chaneyville Branch Library 13600 Pride-Port Hudson Road Pride, LA 70770	✓	✓		✓	✓



Branch	Weather	Flooding	Chemical Plants	Terrorism/ Bomb Threats	Health Risks/ Pandemics
River Center Branch Library 250 North Blvd. Baton Rouge, LA 70802	✓	✓		✓	✓
Scotlandville Branch Library 7373 Scenic Highway Baton Rouge, LA 70807	✓	✓	✓	✓	✓
Scotlandville Annex (Facilities & Archives) 7373 A Scenic Highway Baton Rouge, LA 70807	✓	✓	✓	✓	✓
South Branch Library 2210 Glasgow Avenue Baton Rouge, LA 70808	✓	✓		✓	✓
Zachary Branch Library 1900 Church Street Zachary, LA 70791	✓	✓		✓	✓
Facilities Office (Baton Rouge Police HQ) 9000 Airline Highway Baton Rouge, LA 70815	✓	✓		✓	✓
Outreach/Recycled Reads Bookmobiles & Outreach Vans 3434 North Boulevard Baton Rouge, LA 70806	✓	✓		✓	✓
Renaissance Park (Storage Space) 415 North 15 th Street Baton Rouge, LA 70802	✓	✓		✓	✓



II. DEPARTMENT OVERVIEW

Established in 1939, the East Baton Rouge Parish Library (City-Parish Libraries) is a community service organization that connects our citizens with information, resources, materials, technology, and experiences in order to make a positive difference in their lives. The Library contributes to the quality of life, enjoyment, enlightenment, and economic vitality of our diverse and dynamic community.

With a collection of almost 2 million items, and over 355,000 registered borrowers, the City-Parish Libraries system is composed of the Main Library, 4 regional branches, 9 community branches, an outreach center, and several bookmobiles.

The East Baton Rouge Parish Library is a governmental entity of the consolidated government of the City of Baton Rouge and the Parish of East Baton Rouge. The library system operates under the control of the City-Parish government and the direction of the Library Board of Control, a seven-person board appointed by the Metropolitan Council.

Mission: The Library is a community service organization that provides access and connects people to information, resources, materials, technology, and experiences to make a positive difference in their lives.

Vision: The Library is an essential partner in the success of the community as a center of learning, knowledge, communication, culture, creativity, discovery, and enjoyment for all people.

Human Resources

The library has 593 total positions across 15 buildings in a variety of service departments: Administration, Branch Services, Business Office, Circulation, Children’s Services, Collection Development, Computer Services, Facilities, Outreach, Public Relations, Reference, Technical Services, and Teens. These 593 allotments saw a 15-20% vacancy rate during the years of 2021 and 2022 at any one time. (As of October 2023, the Library has 125 vacancies). Emergency contact information for current employees is updated on a quarterly basis for the COOP files.

LIBRARY BRANCH	FULL-TIME	HALF-TIME	QUARTER-TIME	TOTAL
Baker Branch	12	4	4	20
Bluebonnet Regional	19	7	22	48
Carver Branch	10	4	5	19
Central Branch	11	3	6	20
Delmont Gardens Branch	12	3	5	20
Eden Park Branch	9	7	4	20
Fairwood Branch	12	3	7	22
Greenwell Springs Regional	16	6	16	38
Jones Creek Regional	16	6	19	41
Pride-Chaneyville Branch	7	4	5	16
River Center Branch	17	1	16	34
Scotlandville Branch	11	3	5	19
South Branch	12	3	7	22



Zachary Branch	11	4	6	21
TOTALS	175	52	127	360

MAIN LIBRARY DEPARTMENT	FULL-TIME	HALF-TIME	QUARTER-TIME	TOTAL
Administration	5	0	0	5
Admin/Facilities Services	10	0	0	10
Branch Division	4	0	0	4
Business Office	9	0	0	9
Career Center	4	1	2	7
Children's Services	11	5	6	22
Circulation	20	17	11	48
Computer Services	17	0	2	19
Outreach Services	19	0	1	20
Public Relations	6	1	3	10
Reference	27	10	12	49
Technical Services	14	1	0	15
Teen Services	9	1	5	15
TOTALS	156	35	41	233

LIBRARY SYSTEM TOTAL ALLOTMENT: 593

Roles and Responsibilities

In the following sections we detail the roles and responsibilities of specific leadership positions that perform critical or essential functions to the operations of the Library. Also detailed are the roles and responsibilities of the service departments that provide direct essential services to our community.

1. Senior Leadership

The Library Director provides general direction for the department and reports to the Library Board of Control with regard to capital outlay, budgetary and financial issues, maintenance, services, programming, strategic planning, and all other aspects of Library functions.

The Deputy Library Director directs the facilities staff in planning, budgeting, and coordinating building assessments and repairs. The Deputy Library Director also oversees Computer Services and Technical Services with regard to collections, acquisitions, cataloging, ILS maintenance, networking and computer connectivity and the actions required to maintain the network infrastructure. The Deputy Library Director works closely with the Library Director and Assistant Library Directors, and, as required, acts as a spokesperson for the Library. In addition, in the absence of the Library Director, the Deputy Library Director serves in their place.

The Assistant Library Director of Programs, Outreach, and Collections oversees the Public Relations section, which communicates with local media concerning Library activities, and also coordinates grants and system-wide programming for the Library. In addition, this individual provides statistical reports to local, state, and national institutions. This individual also works with the Collection Development



Librarian to maintain a current and relevant collection for all Library branches, and oversees meeting room use and community outreach services.

The Assistant Library Director for Operations coordinates staffing and public services at each of the 13 branch locations. Each branch is supervised by a Branch Manager. Each manager oversees daily operations at assigned location.

The Business Office manages payroll, purchasing, Human Resources within the Library, accounts receivable, accounts payable, inventory, financial reporting to the Library Board of Control and the State Library of Louisiana, E-rate, annual operating budget preparation and long-term budget planning.

2. All Personnel

Computer Services provides system-wide networking for all branch locations, and manages the Library's integrated library system, antivirus, filtering, and PC reservation software. In addition, Computer Services recommends purchases of hardware and software for all branches and installs and maintains computer equipment at all locations. Computer Services also provides in-house technology training for library staff.

Outreach Services visits schools, daycare centers, assisted living facilities and nursing homes to deliver library materials and to provide programming, story-times and classes to patrons. Outreach also serves as the library's presence at events throughout the parish. Outreach falls under the supervision of Administration.

Technical Services orders, receives, catalogues and processes new library materials for distribution to all branches, maintains the integrity of the library materials database, tracks receipt of orders, and authorizes the Business Office to process payment for materials received.

The Public Services areas, which consist of Circulation Services, Reference Services, Teen Services and Children's Services, provide programming, reference services, outreach, story-times, book-talks and other library-oriented activities for patrons of all ages in keeping with the Library's mission.

Facilities Services maintains library buildings across the parish. In addition to performing repairs and preventive maintenance, the Facilities staff works with Library Administration to plan and budget for general repairs, and major system replacements and upgrades. Facilities also works closely with Architectural Services to develop, bid, and coordinate major maintenance projects, and to participate in planning and implementation of renovations to existing buildings and construction of new buildings. Facilities staff also prepare for emergency situations, such as major storm events, and respond after the event, visiting locations to assess damage and initiate repairs.



III. CRITICAL/ESSENTIAL FUNCTIONS

The prioritized critical/essential functions of the East Baton Rouge Parish Library are as follows:

Priority	Division/Section	Critical Function	Essential Function	Necessary Function	Facility Necessary
Facilities Integrity	Administration, Deputy Library Director/ Facilities Manager	✓			Yes
Emergency Purchasing Procedures	Business Office & Facilities Manager	✓			No
Payroll	Business Office	✓			Yes
Information Services to the Public – All Branches	Administration, Branch Division, Public Services		✓		Yes
Networking Services	Computer Services		✓		Yes
Public Relations	Administration		✓		No

ESSENTIAL FUNCTIONS – COMPUTER SERVICES

FUNCTION	PRIORITY LEVEL	RESPONSIBLE PERSON	TITLE
Network connectivity	1	Stephen Solomon	Server Analyst
Server functionality	1	Stephen Solomon	Server Analyst
Telecommunications	1	Jason Salsbury	PC LAN Specialist
VPN connections	1	Vacant	PC LAN Specialist
Website & Digital Signage	2	Ashley Michel	Librarian II
ILS/Catalog	2	Amanda Dial	Librarian III
RFID systems	2	Amanda Dial	Librarian III

ESSENTIAL SOFTWARE/APPLICATIONS

- Office 365, including email and intranet
- V-smart ILS, including online catalog
- MyPC, PaperCut, ePrintIt
- Executime and Munis
- LocalHop/WordPress
- MetroNet



External Functional Roles and Responsibilities

Department	Interdependencies	Contact 1	Contact 2	Contact 3
Purchasing	Procurement of emergency supplies and services	Sheneka Sylvan 389-3259 x3263	Dexter Stewart 389-3259 x3264 225-276-4274	
Architectural Services	Structural and engineering support	Robert Gray 225-571-7864	Krystina Bynum 225-620-7066	Tim Kinyomi 225-571-5955
Human Resources	Payroll, temporary employees and Fit for duty	Michelle Longino 389-3141 x 201	Chiquetta Brock 389-3141 x253	
Parish Attorney	Contracts and Risk Management	Greg Rome 389-3114	Lisa Smith 389-3114	
Finance/Budgeting	Funding and procurement	Tameka Purnell 389-3069	Christy Hadley 389-3069	Angie Savoy 389-3069

1. Vital Files, Records, and Databases

The Library Board of Control will back up, store offsite, or update those records, databases or back-up electronic media necessary for operations. The types of records to be reviewed and prioritized, then transferred to an alternate location are as follows:

Vital File, Record or Database	Form of Record	Offsite Storage	Hand Carried to Alternate Facility	Backed Up at a Third Location
Patron Database	Electronic File			Yes
Collections Database	Electronic File			Yes
E-rate files	Hard Copy		Yes	
Open Purchase Orders	Hard Copy/ Electronic File			Yes
Contracts	Hard Copy/ Electronic File			Yes
Building Records	Hard Copy/ Electronic File	Yes	Yes	Yes
Emergency Contact Database	Electronic File		Yes	Yes
Mailing Lists	Electronic File		Yes	Yes
Employee Records	Hard Copy/ Electronic File		Yes	Yes
Statistical Records	Electronic File			Yes
Current Budget	Hard Copy/ Electronic File		Yes	Yes
COOP Plan	Hard Copy /Electronic File		Yes	Yes
Library Policy Manual	Hard Copy /Electronic File		Yes	Yes
Procedure Manuals	Hard Copy /Electronic File		Yes	Yes
Director's Files	Electronic File	Yes		



2. Materials Whose Preservation is Critical

The Library Board of Control has, as part of its collection, materials that are deemed either historically significant and/or irreplaceable. Preservation of these materials is important if the Library is to maintain the integrity of its collection. An inventory of the Genealogy collection and a priority list of contents of the Baton Rouge Room, and the decision tree for preservation of Baton Rouge Room items are included in the Appendix.

The Baton Rouge Room Archives contains a significant collection of local art as well as unique maps. In the event of a disaster at the Main Library, these items should be a priority to salvage. A complete inventory of these items is available in the Baton Rouge Room Inventory digital database.

IV. SUCCESSION AND DELEGATION OF AUTHORITIES

1. Authorities

It is the intent of the East Baton Rouge Parish Library to follow the guidelines and policy of the City of Baton Rouge/Parish of East Baton Rouge distributed by the Office of the Mayor-President and the Mayor's Office of Homeland Security and Emergency Preparedness.

2. Orders of Succession

The line of succession of City-Parish government is provided for in the Plan of Government (Sections 4.05 – 4.06). The Mayor-President is in charge of City-Parish government, and in the Mayor-President's absence, the Mayor Pro-Tempore and then the Metropolitan Council would succeed. The Library Director, who reports directly to the Library Board of Control, is responsible for establishing the order of succession for the East Baton Rouge Parish Library. The succession is defined in the chart below. More detailed information can be found in the organizational charts located in Annex B.



LIBRARY BOARD OF CONTROL ORDER OF SUCCESSION				
Library	Library Director	Deputy Library Director	Assistant Library Director of Programs, Outreach and Collections	Assistant Library Director of Library Operations
Administration for Public Relations	Assistant Library Director of Programs, Outreach and Collections	Public Relations Coordinator	Public Relations Specialist	Social Media Correspondent
Business Office	Library Business Manager	Assistant Library Business Manager	Accountant	Accounting Associate II
Branch Division	Assistant Library Director of Library Operations	Librarian IV Assistant Head of Branch Services	Librarian III Branch Services (determined by seniority)	Librarian III Branch Services (determined by seniority)
Computer Services	Librarian IV Computer Services/Tech Svs	Librarian III Computer Services	PC LAN Administrator Computer Services	Server Analyst Computer Services
Technical Services	Librarian IV Technical Services/Computer Svs. Coordinator	Librarian III Assistant Coordinator Technical Services	Librarian II Technical Services	Librarian I Technical Services
Facilities Manager	Facilities Manager	Mechanical Operations Manager	Mechanical Operations Supervisor	Senior Trade Specialist (determined by seniority)
Circulation Services	Librarian IV Circulation Services Coordinator	Librarian III Assistant Coordinator Circulation Services	Librarian II Circulation Services (determined by seniority)	Librarian II Circulation Services (determined by seniority)



LIBRARY BOARD OF CONTROL ORDER OF SUCCESSION				
Children's Services	Librarian IV Children's Services Coordinator	Librarian III Assistant Coordinator Children's Services	Librarian II Children's Services (determined by seniority)	Librarian II Children's Services (determined by seniority)
Reference Services	Librarian IV Reference Services Coordinator	Librarian III Assistant Coordinator Reference Services	Librarian II Reference Services (determined by seniority)	Librarian II Reference Services (determined by seniority)
Baton Rouge Room	Librarian III	Librarian II	Librarian I	Library Technician
Teen Services	Librarian IV Teen Services Coordinator	Librarian III Assistant Coordinator Teen Services	Librarian II Teen Services (determined by seniority)	Librarian II Teen Services (determined by seniority)
Regional Branch Libraries	Librarian III Branch Manager	Librarian II Reference	Librarian II Circulation	Librarian II Teen Services
Community Branch Libraries	Librarian II Branch Manager	Librarian I Reference	Librarian I Teens	Librarian I Children's
Outreach Services	Librarian IV Outreach	Librarian II Outreach	Librarian I Outreach	Community Outreach Specialist

Regional Branches include:

- Bluebonnet Regional Branch Library
- Greenwell Springs Road Regional Branch Library
- Jones Creek Regional Branch Library
- River Center Branch Library

Community Branches include:

- Baker Branch Library
- Carver Branch Library
- Central Branch Library
- Delmont Gardens Branch Library
- Eden Park Branch Library
- Fairwood Branch Library
- Pride-Chaneyville Branch Library
- Scotlandville Branch Library
- South Branch Library
- Zachary Branch Library



3. Delegations of Authority

Within the Library Board of Control, the authorities for making policy determinations and decisions when normal channels of directions are disrupted are as follows:

- **Library Director** – decisions involving evacuation, relocation and resumption and scope of services
- **Deputy Library Director** – decisions regarding building integrity, safety and computer network reliability
- **Assistant Library Directors** – decisions involving staffing and scheduling
- **Facilities Manager** – decisions involving repair and mitigation of facilities
- **Library Business Manager** – budgetary decisions

During disaster situations, the Library Director, the Deputy Library Director, Assistant Library Directors, Facilities Manager, Mechanical Operations Manager, Mechanical Operations Supervisor, Computer Services Managers, Library Business Manager, Assistant Library Business Manager, Division Heads/Librarian IVs and Branch Managers are considered “essential” employees. **The Library Director, or designee, has the authority to designate any or all library employees as “essential” employees.** The Library Director, or designee, will contact essential employees to advise whether it is necessary for them to report to work. The remaining Library Board of Control employees are considered “non-essential” and are not expected to report to work unless otherwise notified by their supervisors.

4. Continuity Personnel

The organization has determined the positions necessary to conduct essential functions, and to authorize and approve the work. Key positions include the Continuity Coordinator, Continuity Team members, senior leadership and their successors, and others who are assigned continuity responsibilities. These individuals will report to the alternate location or other assigned location. A copy of the current roster is found in the Continuity of Operations Plan. The Library Administration Office is responsible for maintaining the roster and ensuring personnel are correctly matched to required positions.



Continuity Advance Team

Name	Title/Position	Telephone Numbers
Katrina Stokes	Library Director/Continuity Team Manager	H: (662) 610-9122 Lib Cell: (225) 953-2739
Vacant	Deputy Library Director	Lib Cell: Per Cell:
Mary Stein	Assistant Library Director of Programs, Outreach and Collections	H: (225) 275-9587 Lib Cell: (225) 939-3623
Lori Juge	Assistant Library Director of Library Operations	Lib Cell: (225) 939-2647 Per Cell: (225) 572-2743
Alvin Rattle	Facilities Manager	Lib Cell: (225) 955-1049
Bryce Tomlin	Technical Services Coordinator	Lib Cell: (225) 252-4352 Per Cell: (225) 773-0469



Continuity All-Personnel Team

Name	Title/Position	Telephone Numbers
Rhonda Pinsonat	Business Office Manager	Lib Cell: (225) 252-7142
Andrew Tadman	Adult Services Coordinator	Lib Cell: (225) 252-6180 Per Cell: (225) 235-2415
Cynthia Watanabe	Circulation Services Coordinator	Lib Cell: (225) 270-1280 Per Cell: (225) 620-5636
Brandi Burton	Teen Services Coordinator	Lib Cell: (225) 270-1279 Per Cell: (225) 252-4395
Tara Dearing	Children’s Services Coordinator	Lib Cell: (225) 394-0668 Per Cell: (225) 938-0887
Leila Reilly	Librarian IV – Branch Services	Lib Cell: (225) 270-1275 Per Cell: (225) 933-3773
Vacant	Librarian III – Branch Services	Lib Cell: Per Cell:
Jaleesa Delavallade	Librarian III – Branch Services	Lib Cell: (225) 955-3499 Per Cell: (504) 442-1531
Mellissa Eastin	Librarian III – Archives/Special Collections	Per Cell: (225) 405-9252
Brandon Reilly	Librarian IV – Outreach Programming	Lib Cell: (225) 270-1271 Per Cell: (225) 326-0632
Amy Sideris	Librarian III – Administration/Training	Lib Cell: (225)-270-5375 Per Cell: (225) 572-5901
Ashley Broussard	Baker Branch Manager	Lib Cell: (225) 270-1269 Per Cell: (225) 773-6765
Kelly Young	Bluebonnet Regional Branch Manager	Lib Cell: (225) 270-1270 Per Cell: (225) 936-3940
Roblyn Honeysucker	Carver Branch Manager	Lib Cell: (225) 270-1278 Per Cell: (225) 678-8670
Heather Harrison	Central Branch Manager	Lib Cell: (225) 270-1272 Per Cell: (225) 301-1500
Darilyn Butler	Delmont Gardens Branch Manager	Lib Cell: (225) 270-1927 Per Cell: (225)-773-3490
Kallan Jackson	Eden Park Branch Manager	Lib Cell: (225) 270-1276 Per Cell: (225) 354-5716
Kimberley Reeves	Fairwood Branch Manager	Lib Cell: (225) 436-2405 Per Cell: (225) 290-8010
Latasha Williams	Greenwell Springs Regional Branch Manager	Lib Cell: (225) 270-1282 Per Cell: (505) 495-0790
Ashley Clark	Jones Creek Regional Branch Manager	Lib: (225) 270-1277 Per: (225) 329-7044
Ginger Cagnolatti	Pride-Chaneyville Branch Manager	Lib Cell: (225) 270-1283 Per Cell: (225) 603-5466



Allison Cooper	River Center Branch Manager	Lib Cell: (225) 270-1273
Lauren Jung	Scotlandville Branch Manager	Lib Cell: (225) 964-1797 Per Cell: (985) 789-5195
Patrick Abadie	South Branch Manager	Lib Cell: (225) 975-7752
Zsa Zsa Boeneke	Zachary Branch Manager	Lib Cell: (225) 955-3499 Per Cell: (225) 954-5061

V. CONCEPT OF OPERATIONS

The East Baton Rouge Parish Library, to the extent possible, will perform its normal operating functions during after a disaster. Daily functions that are not essential may be temporarily suspended.

A. PHASE I: PLAN ACTIVATION

DECISION AND IMPLEMENTATION PROCESS

Continuity Plan activation is a scenario-driven process that allows flexible, scalable response to all hazards/threats that might disrupt operations. Continuity Plan activation will not be required for all emergencies or disruptions.

The process for activating the continuity plan has three basic steps:

- (1) The Library Director is aware of, or is notified, that a disruption to normal operations is planned, is anticipated, or has occurred.
- (2) The Library Director evaluates the situation along with its potential, anticipated, or known effects on agency operations and decides whether to activate the Continuity Plan.
- (3) The Library Director initiates the process to inform the Library Board and all employees of the situation and the actions they should take.

Based on the type and severity of the emergency, the Continuity Plan may be activated by one of the following methods:

- (1) The state governor, parish executive or parish commissioner, local mayor, City-Parish Mayor-President, or city administrator may initiate continuity activation.
- (2) The Library Director, or a designated successor may initiate the Continuity Plan activation for the entire organization, based on an emergency or threat directed at the organization

The decision to activate the Continuity Plan and related actions will be tailored for the situation based on projected or actual impact.

EVACUATION

The Mayor-President and the Director of Homeland Security and Emergency Preparedness are responsible for determining the need to evacuate and issue evacuation orders. However, in life-



threatening situations, either local law enforcement or fire department personnel can begin evacuation procedures. In the event the Emergency Operations Center (EOC) is activated, the East Baton Rouge Parish Library Administration Division and Branch Division will coordinate emergency evacuation procedures throughout the Library System. If the Mayor-President declares a “State of Disaster,” City-Parish employees shall be entitled to receive compensation for all hours worked in excess of 40 hours per week as stated in the “City of Baton Rouge/Parish of East Baton Rouge Leave and Pay Policy for Declared Disasters” dated March 13, 2020. (Appendix)

If the evacuation does not affect all library locations, employees may be relocated to a branch that remains open.

STAND BY

Alert and Notification

In the event of a potential or actual interruption, the Library Director will take the following steps to communicate the organization’s operating status:

- (1) The Library Director or designated successor will notify the Continuity Team of the Continuity Plan activation.
- (2) The Library Director emails the Library Board and all employees regarding any potential building closures in advance. Library Administration remains in contact with the Mayor - President’s Office and MOHSEP. Library supervisors are to gather updated contact lists to take home. Supply kits are to be readily accessible at each library building
- (3) Immediate Supervisors will notify family members, next of kin, and/or emergency contacts of Continuity Plan activation.
- (4) The Library Director and/or the Deputy Library Director will notify external stakeholders of activation.

Go Kits

Continuity personnel are responsible for creating and maintaining go kits that are either pre-positioned at the alternate location, or that they will carry with them when they go. Computer Services will work with staff to ensure currency of the go kits by having continuity personnel bring kits for quarterly inspections, or replacing kit items as per the Technology Plan. A typical go kit should contain those items listed below:

- Laptop
- Laptop charger
- Phone charger
- Power brick
- Jump drive
- Mi-Fi
- Hardcopy of the COOP
- Essential departmental documents
- Weekend Supervisor Information



TELEWORK

Continuity operations will begin at the date and time stated in the plan activation notification. Within 8 hours of plan activation, the IT manager will determine if the infrastructure in the primary operating facility is accessible and fully functional. The IT manager will provide personnel with the status of the agency's infrastructure and identify which IT resources they should use.

Once continuity operations have begun, all personnel will begin teleworking and will:

Contact their manager by email, text, or telephone to verify their arrival and ability to telework from their location.

Upon notification from the IT manager regarding which IT resources will be used, login to the appropriate location.

Report to their manager their ability to access essential records needed to perform their functions or obstacles they are facing.

Begin performing essential functions or supporting activities within the Recovery Time Objective (RTO).

TRACKING THE THREAT

The organization will remain informed of the threat environment using all available means, including:

- MOHSEP- Emergency Communications Center
- Regional and local notification systems
- www.redstickready.com
- Direction and guidance from higher authorities
- Mayor - President's Office
- News and weather media
- National Hurricane Center

The Library Director will evaluate all available information relating to:

- The health and safety of personnel
- The ability to execute essential functions
- Changes in threat advisories
- Intelligence reports
- The potential or actual effects on communications systems, information systems, office facilities, and other essential equipment
- The expected duration of the emergency
- Estimated restoration time of power and communications systems



B. PHASE II: EMERGENCY OPERATIONS

Facilities Integrity Assessment

The Library Director will communicate with the Mayor-President's Office of Homeland Security to determine when it is safe for road travel and will contact the Deputy Library Director, Assistant Library Director of Programs, Outreach, and Collections, the Assistant Library Director of Library Operations, and the Library Business Manager. The Deputy Library Director will communicate this information to the Facilities Manager, who will coordinate branch inspections with the Mechanical Operations Manager and the Mechanical Operations Supervisor.

To the extent possible, the Facilities Manager and the Facilities Staff will inspect each building, identify emergency repair issues, and will take steps to secure the building and to mitigate further damages. As needed, other staff, including the Library Business Manager, Assistant Library Directors, Library Service Coordinators, and Branch Managers, and other staff may be asked to report to a building to assist in the damage assessment and/or the recovery process. The Facilities Manager and the Facilities Staff will need access to all buildings.

The Deputy Library Director, the Assistant Library Director Assistant Library Director of Programs, Outreach, and Collections, the Assistant Library Director of Library Operations will communicate any relevant information to the Library Director.

The Library Director, the Deputy Library Director, the Assistant Library Director Assistant Library Director of Programs, Outreach, and Collections, the Assistant Library Director of Library Operations, and the Library Business Manager will work with the Facilities Manager and the Facilities Staff to determine a timeline for either completing emergency repairs, for resuming partial operations, or for a full return to regular operations.

The Library Director will contact the president of the Library Board of Control to report damages, repair efforts, and contingency services.

Administrative staff will need access to staff contact information.

BUSINESS OFFICE AND FACILITIES MANAGER

Emergency Purchasing Procedures

The Facilities Manager or designee will have full authority to make emergency purchases and to hire emergency services companies, as required to secure the buildings, to preserve library materials, to mitigate loss, and to ensure continued operation of the generators at River Center Branch Library, Main Library, and Outreach Services.

To the extent necessary, the Facilities Manager may enlist the help of Business Office staff and other identified essential personnel to obtain supplies and to mitigate damages.



BUSINESS OFFICE

Payroll Processing

In situations where the library has sufficient notice of an impending disaster, the Accountant, the Accounting Associate II, and/or the appropriate designee will report to the Main Library to input payroll.

In situations where no advance notice is available, and to the extent possible, the Library Business Manager or designee will instruct the Accountant and/or the Accounting Associate II with regard to payroll processing procedures.

If directed to do so, the Accountant and/or the Accounting Associate II will input payroll at the Main Library.

If no timesheets are available or if the Main Library is uninhabitable, these individuals will report to a designated City-Parish location, as determined by the City.

When current timesheets are unavailable, employees will be paid for their regularly scheduled hours. Corrections will be input upon resumption of normal operations.

The Accountant and/or the Accounting Associate II will need copies of the most recent timesheets in order to input payroll.

The Accountant and/or the Accounting Associate II will need access to the Main Library Business Office, and the City-Parish payroll system.

COMPUTER SERVICES

All Computer Services employees are considered essential in maintaining services for the Library. Decisions involving relocation, operating decisions, staffing and work schedule will reside with the Computer Services Coordinator and the Librarian III and PC LAN Administrator will act as backups. In the event of an incident that interrupts routine operations, certain employees might be asked to relocate, take on additional or alternative functional responsibilities, or take on other assigned duties as circumstances dictate. During the onset of activating parts or the entire COOP, all employee approved leave will be rescinded as deemed necessary.

The chart below lists key positions and their responsibilities to support the COOP.



JOB TITLE	RESPONSIBILITIES
Computer Services Coordinator	Coordination of entire COOP implementation
PC LAN Administrator	Assist with coordination of COOP implementation. Coordinates staff and resources to support <ul style="list-style-type: none">• Wired Network• Wireless Network• ISP connectivity
Librarian III	Assist with coordination of COOP implementation. Coordinates staff and resources to support <ul style="list-style-type: none">• Website• ILS/Catalog• RFID systems• Digital signage
Server Analyst	Coordinates staff and resources to support <ul style="list-style-type: none">• Server hardware & applications• Telecommunications• Staff tech support

Certain software systems and hardware require a higher level of priority than others. The following annex provides a list of essential software and hardware assets, their level of priority, and primary support staff.



EMERGENCY OPERATIONS - RELOCATION

This section identifies initial arrival procedures as well as operational procedures for the continuation of essential functions when an alternate location is needed to resume operations.

Alternate Locations

The Library consists of a Main Library, 14 branches and an Outreach Facility. The intent of the Library is to relocate to the nearest operable facility. The facility selection will depend on the intensity of the disaster, the extent of damage to the Main Library or any branch and the surrounding area, and the accessibility to a specific location. The operational requirements of the affected divisions or personnel and the advantages and disadvantage of each location will determine which branch is selected. The following branches will be considered:

Alternate Facility	Space/ Equipment	Available (within 12 hrs./up to 30 days	Reliable Support	Meets Safety/Health Needs	Access to Communications (Including Wireless Network)	Computer Resources	Generator
Main Library	✓	✓	✓	✓	✓	✓	✓
Baker	✓	✓	✓	✓	✓	✓	
Bluebonnet	✓	✓	✓	✓	✓	✓	
Carver	✓	✓	✓	✓	✓	✓	
Central	✓	✓	✓	✓	✓	✓	
Delmont Gardens	✓	✓	✓	✓	✓	✓	
Eden Park	✓	✓	✓	✓	✓	✓	
Fairwood	✓	✓	✓	✓	✓	✓	
Greenwell Springs Road	✓	✓	✓	✓	✓	✓	
Jones Creek	✓	✓	✓	✓	✓	✓	
Pride- Chaneyville	✓	✓	✓	✓	✓	✓	
River Center	✓	✓	✓	✓	✓	✓	✓
Scotlandville	✓	✓	✓	✓	✓	✓	
South Branch	✓	✓	✓	✓	✓	✓	
Zachary	✓	✓	✓	✓	✓	✓	
Outreach (staff support only)	✓	✓	✓	✓	✓	✓	✓



INTEROPERABLE COMMUNICATIONS

All Library facilities currently have access to telephones, cellular telephones, fax machines, E-Mail and Internet connectivity.

ARRIVAL PROCEDURES

Initial Procedures – Main Library

- Determine which alternate site will be utilized.
- As needed, contact alternate site regarding emergency operation.
- Direct essential personnel to the alternate site.
- Identify areas of operation at the alternate site, and clearly mark sections.
- Assess equipment needs and availability.
- Determine records and other supplies/materials needed and access computer files.
- Notify the Mayor-President and other relevant City-Parish agencies of the site change.
- Notify the Library Board of Control of the site change.
- As needed, notify the Post Office and City-Parish Mail Room of site change to forward mail.
- As needed, notify Information Services of site change.
- As needed, notify vendors of the site change, especially vendors who routinely deliver goods to the Main Library.
- Notify media of site change.
- Notify sheriff's deputies of site change.
- Notify janitorial services of site change.
- Notify other contract workers; (Copier Contractors, Social Workers, and others) of site change.
- Notify delivery services of site change.
- Notify security guard service of change.
- Notify any other emergency contacts of site change/revised procedures as necessary.
- As needed, notify patrons/meeting room groups, performers and other contacts.

Initial Procedures – Branches

- Contact Branch Division of the Main Library for information on which alternate site will be utilized.
- Work with Branch Division and other Branch Managers to coordinate schedules of staff.
- Notify sheriff's deputies of site change.
- Notify janitorial services of site change.
- Notify any other emergency contacts of site change/revised procedures as necessary.
- As needed, notify patrons/meeting room groups, performers and other contacts.
- As needed, notify the Post Office and City-Parish Mail Room of Site change to forward mail.
- Notify media of site change.
- Notify other contract workers; (Copier Contractors, Social Workers and others) of site change.
- Notify delivery services of site change.
- Notify security guard service of site change.



COMPUTER SERVICES

Networking Services

The Computer Division will assess the condition of the computer hardware and software and will report the findings to the Deputy Library Director.

To the extent possible, Computer Services staff will restore the computer hardware to pre-emergency conditions.

To the extent possible, Computer Services staff will restore network connections to pre-emergency conditions.

If the Main Library does not have electricity, the Computer Services will work with the Facilities Manager to reestablish services.

To the extent possible, Computer Services staff will provide support to branch staff as they restore computer hardware to pre-emergency conditions and reestablish services.

ADMINISTRATION

Public Relations

The Assistant Director of Programs, Outreach and Collections or designee will prepare press releases for the media which will provide updates regarding library services, hours of operation and other information. Press release templates are located in the Appendix. As needed the Training Librarian will assist in these efforts.

The Assistant Director or designee will need access to a computer and a printer. If electricity is unavailable, the bookmobile will be made available.

BUSINESS OFFICE

Based on payroll considerations and/or direction from the City-Parish, the Business Office will resume duties as required. If the disaster interrupts operation in the Business Office, an alternate work location will be needed. If operations are interrupted for longer than two weeks, an alternative work site will be needed. The time frame for resuming operations is subject to change based on a case by case situation. The alternative work site will be determined based on existing circumstances.



TECHNICAL SERVICES

If the disaster interrupts operation for a period of one week or less, an alternate work location will not be needed. If operations are interrupted for longer than four weeks, an alternative work site will be needed. The time frame for resuming operations is subject to change based on a case-by-case situation. The alternative work site will be determined based on existing circumstances, and vendors must be notified.

COMPUTER SERVICES

If the disaster interrupts operation for a period of one week or less, an alternate work location will not be needed. If operations are interrupted for longer than two weeks, an alternative work site will be needed. The time frame for resuming operations is subject to change based on a case-by-case situation. The alternative work site will be determined based on existing circumstances.

ADMINISTRATION

If the disaster interrupts operation for a period of one week or less, an alternate work location will not be needed. If operations are interrupted for longer than two weeks, an alternative work site will be needed. The time frame for resuming operations is subject to change based on a case-by-case situation. The alternative work site will be determined based on existing circumstances, and vendors must be notified.

BRANCH DIVISION

If the disaster interrupts operation for a period of one week or less, an alternate work location will not be needed. If operations are interrupted for longer than two weeks, an alternative work site will be needed. The time frame for resuming operations is subject to change based on a case-by-case situation. The alternative work site will be determined based on existing circumstances.

BOOKMOBILES AND OUTREACH VANS

The bookmobiles and outreach vans will resume operations when it becomes safe to do so and if the bookmobiles are available for outreach. The operating schedule will be adjusted as necessary. If necessary, one of the large bookmobiles will serve as a temporary center for operations until electricity is restored to a library building.

PUBLIC SERVICES SECTIONS

If the disaster interrupts operation for a period of one week or less, an alternate work location will not be needed. If operations are interrupted for longer than two weeks, an alternative work site will be needed. The time frame for resuming operations is subject to change based on a case-by-case situation. The alternative work site will be determined based on existing circumstances.



C. PHASE III: RESUMING NORMAL OPERATIONS

ADMINISTRATION, BRANCH DIVISION, PUBLIC SERVICES

The Library Director will contact the president of the Library Board of Control to report a timeline for resuming normal operations.

The Library Director or the Deputy Library Director will attend any departmental meetings called by the Mayor-President or designees, will remain in contact with the Mayor-President's Office of Homeland Security, and will communicate updates to library staff as necessary.

The Library Director will determine when the Library will resume normal hours of operation, based on information from the Mayor-President and on the physical conditions of the branches.

The Library Director will direct the Deputy Library Director, the Assistant Library Director of Programs, Outreach, and Collections, the Assistant Library Director of Library Operations to initiate the phone tree for the Main Library and for the branches.

The Assistant Library Director of Programs, Outreach, and Collections will initiate the phone tree for the Main Library and will inform Library Division Heads regarding resumption of library services. If the Main Library is not habitable, the Assistant Library Director of Programs, Outreach, and Collections and the Librarian IV Coordinators will coordinate relocation of staff to functional branches.

To the extent possible, the Assistant Library Director of Library Operations or designee will report to their respective branches to perform a secondary damage assessment and will document damages for submission to Branch Division.

The Assistant Library the Assistant Library Director of Library Operations will initiate the phone tree for the branches. Branch Division staff will inform Library Branch Managers regarding recovery operations. If a branch is not habitable, the Assistant Library the Assistant Library Director of Library Operations, Branch Division staff and the Branch Managers will coordinate relocation of staff to functional branches.

To the extent possible, Branch Managers will report to their respective branches to perform a secondary damage assessment and will document damages for submission to Branch Division.

The Facilities Manager or designee will make sure that the generator at the Main Library is functioning properly, and will also arrange for delivery of fuel.



VI. COOP TRAINING

The library will conduct training which will familiarize staff members with their roles and responsibilities during an emergency. It will also ensure that systems and equipment are maintained in a state of readiness, and validate certain aspects of the Plan. The training plan will provide:

- Distribution of the COOP to each division and each branch
- Review of the plan with Division Heads
- Review of the plan with Branch Managers
- Review of the plan with Front-line Supervisors
- Review of the plan with remaining staff
- Evaluation of COOP in an after-action report

1. COOP PLANNING RESPONSIBILITIES

This section identifies staff that is responsible for maintaining and updating plans, rosters, collections, and inventories.

Responsibility	Position
Update COOP Plan annually	Deputy Library Director and Library Business Manager
Update employee telephone roster quarterly	Business Office Accounting Associate I
Update general emergency contact list quarterly	Designated Library Reference staff
Update City-Parish emergency contact list	Business Office Assistant Library Business Manager
Update Genealogy Collection inventory annually	Genealogy Librarian
Update the Baton Rouge Room inventory	Archivist
Update patron and collections database daily	Computer Services designated staff
Update employee emergency contact list quarterly	Main Library Administration, Main Library Service Coordinators or their designees Branch Division Staff, Branch Managers
Develop and lead COOP training	All Divisions – Division Heads All Service Areas – Librarian IV Coordinators All Branches – Branch Managers

2. COOP PLANNING MAINTENANCE

The Library Director has the overall responsibility for maintaining the COOP to ensure prompt and efficient response to a disaster. Accordingly, the library plans to perform an annual review of the COOP.

The COOP will be distributed to all Library Division Heads and Branch Managers, as well as the Mayor's Office of Homeland Security and Emergency Preparedness. The COOP will be posted on the Library Staff Intranet.



VII. APPENDIX

1. The City of Baton Rouge/Parish of East Baton Rouge Leave and Pay Policy for Declared Disasters, dated March 13, 2020
2. City-Parish Contagion Prevention and Control Policy, dated August 31, 2022; Office of the Mayor-President Pandemic Coronavirus (Covid-19) Outbreak: Prevention, Management, and Leave, dated March 13, 2020
3. The East Baton Rouge Parish Mayor's Office of Homeland Security and Emergency Preparedness EOP Annex O: Health and Medical, dated June 2021
4. East Baton Rouge Parish Mayor's Office of Homeland Security and Emergency Preparedness Pandemic Influenza Plan
5. Library Board of Control Organization Chart for Each Branch and Division
6. Emergency Telephone Numbers to Assist Patrons
7. Emergency Telephone Numbers for Library Staff use
8. Alternate location and route maps
9. Emergency Forms
10. Press Release Templates
11. Baton Rouge Room & Genealogy Collection Disaster Recovery Plan, Inventory and Preservation/Disaster Recovery Company List



Office of the Mayor-President

City of Baton Rouge
Parish of East Baton Rouge

222 St. Louis Street
Post Office Box 1471
Baton Rouge, Louisiana 70821

225 389-3100
Fax 225 389-5203

SHARON WESTON BROOME
Mayor-President

TO: ALL DEPARTMENT AND AGENCY HEADS

FROM: MAYOR-PRESIDENT SHARON WESTON BROMME

SUBJECT: LEAVE AND PAY POLICY FOR DECLARED DISASTERS

EFFECTIVE DATE: March 13, 2020

OBJECTIVE:

To provide a leave and pay policy for employees in the event of a declared disaster. This policy does not go into effect until a disaster is declared by the Mayor-President.

POLICY

This Leave and Pay Policy provides for pay continuance for a period of time (to be defined by the Mayor-President) when a disaster prevents employees from performing their regular duties, or requires that disaster-essential personnel perform duties related to the event. In order for an incident or event to be considered a disaster, there must be a need for work to be done immediately to save lives and protect property, public health, and safety or to avert the threat of a major disaster.

RESPONSIBILITY

The Human Resources Director is responsible for administering this policy once a disaster has been declared by the Mayor-President. It is the responsibility of each Department Head to provide a copy of this policy to personnel without Metronet access on an annual basis. Department Heads determine which positions are disaster-essential to their departments and/or to the City-Parish for pre-disaster preparation, during the disaster, and post-disaster efforts.

PROCEDURES

Department Heads or their designees will advise those disaster-essential employees who are expected to report to work during an incident period. Department Heads and employees should closely monitor news broadcasts and the City-Parish website for instructions regarding which personnel should report to their worksite. Protocol included in the department's Continuity of Operations Plans (COOP) should be followed.

- A. During a disaster, disaster-essential personnel will be compensated in accordance with the *Rules Governing Employees in the Classified Service of the***

City of Baton Rouge and Parish of East Baton Rouge (Personnel Rules) and current Union Contracts.

1. In the event disaster-essential personnel are specifically designated to report for work when other employees have been placed on administrative leave with pay according to Rule IX, Section 13, of the Personnel Rules, the disaster-essential employee shall be paid for the disaster-related hours worked as follows:

Regular shift hours – The disaster-essential employee shall be paid their regular rate of pay for hours worked.

Overtime hours – The disaster-essential employee shall be paid for these hours at overtime rate of pay which is 1.5 times the regular hourly rate of pay.

2. If a City-Parish holiday (as established in Rule IX, Section 11.1, of the Personnel Rules) occurs during the disaster, the disaster-essential employee shall be paid for hours worked on the holiday as follows:

Regular shift hours – The disaster-essential employee shall be paid for their regular shift plus holiday compensation at a rate of 1.5 times the regular hourly rate of pay.

Overtime Hours – The disaster-essential employee shall be paid for these hours at an overtime rate of pay which is 2.5 times the regular hourly rate of pay.

If a holiday falls within the declared disaster period, the regular shift hours on that day will count toward the normal work week.

3. Temporary, contract, emergency, relief, or seasonal employees shall be paid overtime at a rate that is 1.5 times the regular hourly rate of pay for all hours worked in excess of 40 hours per workweek. They shall not be paid overtime for hours worked on a holiday, as they do not receive holiday pay as a benefit.
4. For payroll reporting purposes, all overtime worked during the disaster will be entered in Executime under the proper Disaster "Type" for work performed. For example, for overtime worked related to emergency protective measures during a disaster and in the incident period, the code designated for emergency protective measures is used for the overtime. For post disaster clean-up, the code designated for debris removal is used for the overtime. An explanation of the disaster related work performed must be included in Executime under the "Comment" section. The Payroll Division of the Human Resources Department will distribute the necessary codes for each event.

5. Compensatory time will not be granted in lieu of paid overtime in Sections A.1, A.2 and D.
6. Recall: If a disaster-essential employee is required to work during a scheduled or approved vacation period, that disaster-essential employee shall be paid for hours worked during the scheduled vacation, at the rate of 1.5 times the employee's regular rate of pay and the employee's vacation will be rescheduled.
7. Executive exempt employees shall not be paid overtime or given compensatory time for reporting to work.
8. Disaster-essential employees not reporting to work will be subject to disciplinary action.

B. For other personnel who are released early from work or told not to report to work due to a disaster, the following applies:


1. Employees who are permitted to leave work prior to the end of their normal/assigned work shift will receive regular pay until the end of their regular shift.
2. Employees who are told not to report to a work location shall be considered on administrative leave with pay. This does not apply to temporary, contract, emergency, relief, or seasonal employees.
3. When the disaster is over, all employees must return to work at the designated time. Employees not reporting to work at the designated time will be required to use vacation leave and may be subject to disciplinary action.
4. Any employee who has already scheduled vacation or sick leave, leave without pay, Family Medical Leave or other absences will not be affected by this policy and shall charge their leave balances as scheduled.
5. Employees who are not scheduled to work will not be affected by this policy.

C. Employees reporting to work during a disaster who have not been designated as disaster-essential personnel by their Department or Agency Head will only be paid for their regular shift and will not receive disaster-related overtime compensation.

March 13, 2020

- D. After all employees have returned to work, any overtime hours worked in performing disaster-related activities shall be paid in accordance with the Personnel Rules and current union contracts. For payroll reporting purposes, these disaster-related overtime hours will be entered into Executime as explained in A.4.
- E. A non-disaster related administrative directive indicating that certain employees should not report to work, or the release of personnel from work does not fall within the guidelines included in this policy.
- F. All time sheets, time cards and disaster overtime/equipment forms should document meal breaks. For safety and rest purposes, regular employees shall be required to take a thirty (30) minute unpaid meal break for every eight (8) hours worked.
- G. If the event is a federally declared disaster, the departments will be responsible for preparing all force account labor and equipment forms necessary to receive reimbursement under a FEMA Public Assistance grant. The Mayor's Office will announce deadlines for the completion of forms, usually sixty (60) to ninety (90) days after the federal declaration date.
- H. The departments must maintain all force account forms and supporting backup (time cards, time sheets, overtime forms, and payroll input forms) for a period of time of no less than seven (7) years.
- I. The City-Parish will comply with all state and federal laws applicable to the disaster.

Please call Brian Bernard at 389-3129 or the Human Resources Payroll Division at 389-3134, if you have any questions.



Sharon Weston Broome
Mayor-President

City of Baton Rouge, Parish of East Baton Rouge
Contagion Prevention and Control Policy

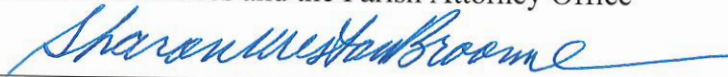


EFFECTIVE DATE: August 31, 2022

SUBJECT: City-Parish Contagion Prevention and Control Policy

FROM: Department of Human Resources and the Parish Attorney Office

AUTHORIZATION:


Sharon Weston Broome, Mayor-President

1. Policy Statement

The City-Parish is committed to providing a safe and healthy workplace for all our employees and customers. Managers and employees are all responsible for implementing this policy. Our goal is to mitigate the potential for transmission of contagions in our workplaces and communities, which requires full cooperation among our employees, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces. Our employees are our most important assets. We are serious about safety and health.

The City-Parish will continue to take proactive steps to protect the workplace. It is our goal during such time to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

In addition, the City-Parish is committed to providing authoritative information about the nature and spread of contagions, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

The guidance offered in this policy supersedes those in the Pandemic Reopening Policy.

2. Purpose

To establish a procedure to address safe workplace environments. This policy is not in any way intended to replace or supersede the statutory or regulatory rights regarding any employees under protected federal and state law.

3. Duration

This policy remains in effect until further notice.

4. Applicability

This policy applies to all City-Parish employees.

5. Scope

Suspected infection of an Employee

a) Staying Home When Ill

1. Many times, with the best of intentions, employees report to work even though they feel ill. City-Parish employees earn paid sick time and other benefits to compensate employees who are unable to work due to illness.

If an employee exhibits contagion related symptoms, it is critical that the employee does not report to work while they are ill and/or experiencing symptoms that could include, but are not limited to, the following: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100.4 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines, at the discretion of the department.

2. Unless otherwise notified, the City-Parish follows the current Centers for Disease Control and Prevention guidelines as it relates to contagions, disease prevention, and control. The City-Parish reserves the right to alter, update or revise without notice this guidance as it relates to federal, state, and/or local emergencies, as deemed appropriate.

b) Requests for Medical Information and/or Documentation

If an employee is sick or show symptoms of being ill, it may become necessary to request information from the employee and/or their health care provider. In general, the City-Parish may request medical information to confirm the employees need to be absent, to show whether and/or how an absence relates to a potential infection, and to know that when it is appropriate for an employee to return to work. As always, we expect and appreciate cooperation if and when medical information is sought.

c) Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as allowed by law.

d) Equal Employment Opportunity (EEO) Non-Discriminatory Application

As with all policies and procedures, the City-Parish works to ensure that any return-to-work protocols are implemented in a fair and non-discriminatory manner. Bias, potential harassment, and discrimination will not be tolerated; should an employee believe they are subject to any violations, the employee must follow standard procedures in accordance with the City-Parish EEO guidelines and procedures, or contact Human Resources for additional assistance.

6. General Roles and Responsibilities

a. Managers

Managers are to monitor their employees. Management and employees are to work through any concerns together by updating and making recommendations for training as necessary. Monitor employee conduct and enforce anti-harassment and anti-discrimination policies.

b. Employees

All employees are expected to adhere to this Policy. Employees should not report to work if they exhibit contagion related symptoms, as defined by the Centers for Disease Control and Prevention for the contagion, and are required to contact their supervisor appropriately and timely. Employees not reporting to work for any contagion related reason may be required to provide appropriate documentation upon their return to work. Absences will be authorized in accordance with the employees' departmental rules and regulations regarding leave usage.

Comments, concerns, or questions regarding the City of Baton Rouge, Parish of East Baton Rouge Contagion Prevention and Control Policy should be addressed to the Department of Human Resources, at 225-389-3129.

For further information:

<https://www.cdc.gov/>



Office of the Mayor-President

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Parish of East Baton Rouge

222 St. Louis Street
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SHARON WESTON BROOME
Mayor-President

CITY OF BATON ROUGE PARISH OF EAST BATON ROUGE

ADMINISTRATIVE REGULATION

TO: ALL DEPARTMENT LEADERS

FROM: MAYOR-PRESIDENT SHARON WESTON BROOME 

SUBJECT: PANDEMIC CORONAVIRUS (COVID-19) OUTBREAK: PREVENTION, MANAGEMENT, AND LEAVE

EFFECTIVE DATE: March 13, 2020

OBJECTIVE:

The City of Baton Rouge - Parish of East Baton Rouge (City-Parish) through the Mayor-President's Office shall activate and implement this Administrative Regulation to provide information on the prevention of exposure to and spreading of the pandemic Coronavirus (COVID-19), the management of our workforce during a pandemic Coronavirus outbreak, and the leave available to our employees who have been exposed to or diagnosed with pandemic Coronavirus.

This policy is to be implemented into the Continuity of Operations Plans (COOP) required of all departments and agencies of the City-Parish.

The Human Resources Director is responsible for administering this policy.

All Department Leaders are responsible for providing this policy to their designated essential personnel.

PREVENTION GUIDELINES:

The Center for Disease Control (CDC) has advised that work-place exposure to the Coronavirus is only significant if one has had contact with an ill person before they developed flu-like symptoms and/or the employee has traveled to one of the countries experiencing an outbreak of the virus. It is important to take precautions against the Coronavirus and all viruses by following the CDC's guidelines:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue away after you use it.
- Wash your hands often with soap and water for at least 20 seconds, especially after you blow your nose, cough, or sneeze. Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose, or mouth; germs are spread that way.
- Try to avoid close contact with people who are sick.
- If you or anyone in your home is diagnosed with the Coronavirus, stay home from work (please see Management and Leave Guidelines below); and if possible, limit contact with others.

IMPORTANT INFORMATION:

- Symptoms of Coronavirus include fever, cough, and shortness of breath. Illness can occur anywhere from 2-14 days after exposure.
- According to medical sources, Coronavirus and influenza viruses are primarily spread through coughing or sneezing.
- A person may also become infected by touching something with the Coronavirus on it, then touching their mouth or nose. The virus may also survive on environmental surfaces, such as books, doorknobs, keyboards, phones, and other electronic equipment.

MANAGEMENT AND LEAVE GUIDELINES:

The City-Parish has established leave rules that can be utilized during pandemic outbreaks. The applicable rules are included in this policy for quick reference.

In order to maintain continuity of operations during this time we are advising the following:

1. All employees should follow the most current prevention guidelines advised by the CDC and the World Health Organization (WHO). Please see the following website for further information; <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>
2. An employee shall notify his/her Department Leader or their designee immediately upon notification or knowledge that they have been exposed to or are experiencing symptoms of the pandemic Coronavirus so that management can adequately prepare for potential workplace absences and/or the reallocation of work assignments.
3. If an employee reports to work and is experiencing symptoms of the illness he/she shall be promptly separated from other workers and be advised to go home and seek medical advice. The employee should not return to work until at least 24 hours after they are free of fever, or signs of fever, without the use of fever-reducing medications. Employees shall use their accrued leave in accordance with Rule 9 of the Rules Governing Employees in the Classified Service. If an employee does not have adequate leave he/she may be placed on Administrative Leave Without Pay and shall not be disciplined despite the language of **Rule 9, Section 4.2 C.**
4. Employees who are designated as essential employees by their Department Leader may be allowed to telework while they are out of the workplace due to an exposure to the Coronavirus or if they are experiencing symptoms of the pandemic Coronavirus. Employees with this designation must be previously designated as essential employees by the Department Leader and they must have the capability to telework in order to perform their job duties. (See attached Teleworking Provision)
5. Employees who are not designated as essential employees by their Department Leader may utilize their own accrued leave in accordance with Rule 9 of the Rules Governing Employees in the Classified Service.
6. Teleworking is not to be utilized by employees who are either not designated as essential employees or who have been diagnosed with pandemic Coronavirus. Employees diagnosed with pandemic Coronavirus may utilize their own accrued leave in accordance with Rule 9 of the Rules Governing Employees in the Classified Service.

7. Department Leaders may use flexible work schedules to accommodate employee work shortages and absences. The Department of Human Resources can provide a model and guidelines for implementing flexible work schedules.
8. The Mayor-President or her designated representative may grant Administrative Leave With Pay, **Rule 9, Section 13**, in situations where it is determined that it is in the best interest of the employee and the City-Parish that the employee be excused from reporting to work for reasons related to public health and safety issues.
9. Based on guidance from federal and state agencies, in the event of a nationally or locally declared Public Health Emergency our rules, regulations, and policies may be suspended in order to ensure the safety of our employees and the public. If this occurs, all Department Leaders will be notified accordingly.
10. Employees who have voluntarily disclosed to their Department Leader that they have engaged in international travel and are displaying symptoms of Coronavirus, may be requested at the discretion of the Mayor-President to comply with testing procedures before returning to work.
11. In the event of school closures, employees may request vacation or compensatory leave from their supervisor if child care options are not available. Under no circumstances will children be allowed to come to City-Parish worksites during working hours.

APPLICABLE RULES GOVERNING EMPLOYEES IN THE CLASSIFIED SERVICE

RULES 4. PAY PLAN and 9. HOURS OF WORK, VACATION TIME, AND LEAVES OF ABSENCE:

Rule 4, Section 20 - Compensatory Time: Employees who are eligible to earn compensatory time, for hours worked over 40 hours per workweek may use their accrued compensatory time as leave for the Coronavirus.

Rule 9, Section 3 - Vacation Leave: Vacation leave is granted to classified employees as it is accrued in Rule 9, Section 2.1.

Rule 9, Section 4 – Sick Leave: Allows an employee to use sick leave because of an employee's illness, injury, hospitalization, exposure to a contagious disease, or for a medical or dental appointment or because of an "immediate family" members illness, injury, hospitalization, exposure to a contagious disease, or for a medical or dental appointment.

Rule 9, Section 4.1 B – Verification: Provides that the Appointing Authority shall require verification from an employee who uses sick leave in excess of **five (5)** consecutive days. It also states that if the Appointing Authority deems it necessary, the Appointing Authority may require verification for the use of sick leave at any time. **The medical verification requirement of this rule may be waived by the Appointing Authority during this pandemic event.**

Rule 9, Section 4.1 C – Return to Work: Provides that an Appointing Authority may require a release by a health care provider indicating that the employee is physically able to return to his or her duties if the Appointing Authority deems necessary.

Rule 9, Section 4.2 – Unpaid Sick Leave: Allows employees the additional use of leave if all accumulated sick leave is exhausted prior to the time a regular employee is able to return

to work. The Human Resources Director may, after consultation with and approval of the appropriate Appointing Authority and upon the written request of an employee, grant the employee up to **eight (8)** weeks of unpaid sick leave within a calendar year, whenever such leave is considered to be in the best interest of the service. If an employee is eligible for FML, FML must be exhausted by the employee prior to requesting unpaid sick leave. This policy provides employees with the ability to use their sick leave, FML, and unpaid sick to cover their absence and would be useful in the event of a pandemic illness.

Rule 9, Section 4.3 – Exhaustion of Sick Leave: Provides that an eligible employee may exhaust all sick leave prior to taking Family Medical Leave. This policy would allow employees the option of using FML or sick leave if the need arose.

Rule 9, Section 9 – Family/Medical Leave: Provides eligible employees with the use of paid or unpaid FML.

FMLA defines a "serious health condition" as an illness, injury, impairment, or physical or mental condition that involves inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or continuing treatment by a health care provider. Treatment does not include routine physical examinations. A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.

Federal guidelines are being reviewed on an ongoing basis and the City-Parish will follow Federal guidelines regarding FMLA qualification.

Section 9.2 – Exhaustion of Paid Leave: Allows an eligible employee to apply for and exhaust all accumulated sick leave, vacation leave, or compensatory-time prior to taking Family/Medical leave without pay under Section 9. If the employee elects to use paid leave while on Family/Medical leave, the employee must request paid leave on his or her proper request form. If FML is approved for pandemic Coronavirus employees may refer to this rule for leave usage options.

Rule 9, Section 13 – Administrative Leave With Pay: May be granted by the Mayor-President or designated representative in situations where it is determined that it is in the best interest of the employee and the City-Parish that the employee be excused from reporting to work for reasons related to public health and safety issues, such as in the case of a natural disaster, emergency, or fortuitous event. This rule may be used in the event we are under a declared Public Health Emergency.

Based on guidance from federal and state agencies, in the event of a nationally or locally declared Public Health Emergency our rules, regulations, and policies may be suspended in order to ensure the safety of our employees and the public. If this occurs, all Department Leaders will be notified accordingly.

TELEWORKING PROVISION:

PURPOSE:

The purpose of this provision is to allow City-Parish Department Leaders to designate essential employees who may be allowed to work at alternate work locations in order to promote general work efficiencies when the employees have been exposed to pandemic Coronavirus.

This provision is a management tool that provides flexibility in meeting customer and business needs through a work arrangement that allows employees to perform their usual job duties away from their primary work place in the event that they have been exposed to a pandemic Coronavirus.

This provision can be used to allow or require an employee to work at home, at a location other than their regular office, or in a different part of the parish (such as an office/facility where staff shortages are acute). Teleworking allows a Department Leader to change an employee's work location.

This provision should:

- Assist management and employees to understand the Teleworking environment.
- Provide a general framework for the Teleworker.

DEFINITIONS:

Teleworking – A management tool that provides flexibility in meeting customer and business needs through a work arrangement that allows employees to perform their usual job duties away from their primary work place, in the event that they have been exposed to a Pandemic Disease and/or need to be screened for the illness. Teleworking is limited to the time period necessary for the employee to be absent from the workplace due to the exposure/quarantine period (normally 14 days) of the virus or the employee's recovery from the virus. The teleworking period begins from the time of the reporting of the exposure by the employee to their supervisor or the detection of symptoms associated with the illness.

Teleworker – An employee who works away from his/her primary work location either at home or at another approved work location.

Work Schedule – The employee's approved work hours schedule regardless of the work location.

Primary Work Location – An employer's place of work where the employee is normally located.

Alternate Work Location – Approved work site, other than the employee's primary work location, where official City-Parish business is performed.

DESIGNATION AND ELIGIBILITY:

Department Leaders are responsible for managing the affairs and operations of their Offices/Divisions; thus they will have discretion to:

- Designate employees/positions for Teleworking.

Teleworking is a management option and not an employee option. Teleworking may not be suitable for all employees or for all positions. To be eligible to participate in Teleworking, an employee must have completed their working test period.

Department Leaders, upon receiving this regulation, should designate those positions in their department that they deem essential for the continued operation of their department.

LIMITATIONS:

Teleworking will be limited to the time period required for quarantine due to exposure or for recovery from the illness itself, and network connectivity will be subject to the review and approval of the Information Services Director.

CONDITIONS OF EMPLOYMENT:

Teleworking does not change the conditions of employment or required compliance with City-Parish and departmental rules, procedures, and policies. The employee will continue to comply with federal, state, and agency laws, policies, and regulations while working at the alternate work location. Teleworking does not change the duties, obligations, responsibilities, or conditions of any City-Parish employment. An employee's salary, retirement, and insurance coverage will not change by participating in the City-Parish's teleworking program. Teleworking is a privilege and not a right and employees must comply with all City-Parish rules, policies, practices, and instructions. Violation of such may result in preclusion of teleworking and/or disciplinary action, up to and including termination of employment.

WORK HOURS:

The work hours of Teleworking employees will not change from their approved work hour schedule regardless of work location. Employees are expected to be working at their home or other approved location during work hours. Normal timekeeping procedures shall be used upon the employee's return to work with an indication designating "Teleworking" with the correct work times and leave usage if applicable. Management must ensure proper compliance and documentation of work hours.

FAIR LABOR STANDARDS ACT:

Teleworking is not intended to serve as a substitute for child or adult care or to perform other personal business during work hours.

OFFICE CLOSURES:

The teleworker shall have the same leave coding as employees at their primary location. Should circumstances arise whereby the teleworker cannot work at the alternate work location, i.e., loss of electricity, home emergencies, etc., the teleworker must contact his/her supervisor and he/she may be required to report to an alternate work location or applicable leave may be granted.

USE OF LEAVE:

Teleworking is not intended to be used in place of accrued leave, Family/Medical leave, or other types of leave. Requests to work overtime or to use sick, annual, or other leave must be approved in advance by your immediate supervisor in the same manner, and in accordance with, the time and attendance procedures as when working at the primary work location.

ALTERNATE WORK LOCATION SAFETY:

The alternate work location must be safe and free from hazards and other dangers to the employee.

CITY-PARISH OWNED EQUIPMENT:

Prior approval must be received for the use of any City-Parish owned equipment, for authorized use/users, City-Parish owned equipment shall be used only for City-Parish purposes by authorized personnel. Employees are responsible for protecting City-Parish owned equipment from theft, damage, and unauthorized use.

EQUIPMENT AND SUPPLIES:

A teleworking employee must identify the equipment, software, supplies, and support required to successfully work at an alternate work location, and must specify those items in the teleworking application and agreement form. If the department does not provide the needed equipment, software, supplies, or support, and the employee does not have them, the employee will not be eligible to telework.

The teleworking Policy and Program is intended to be cost neutral. The City-Parish is not required to provide teleworking employees with materials or supplies needed to establish an alternate worksite (desk, chair, computer, software, cell phone, copier, fax, etc.), and assumes no responsibility for setup and operating costs at an alternate worksite (telephone or internet services, etc.).

Agencies have the sole discretion to provide equipment, software, or supplies, or allow employees to use personal equipment while teleworking. Departments providing equipment, software, or other supplies to teleworking employees must reasonably allocate those resources based on operational and workload needs.

All City-Parish rules regarding the use of computers and the internet apply while an employee is teleworking, regardless of whether the employee is using City-Parish provided or personal equipment.

Employees who telework may use City-Parish supplied office supplies such as pens, pencils, stationary, envelopes, etc. for work purposes. Necessary supplies should be obtained through the normal procurement process. Office furniture, toner, ink, or paper for printers or copiers will not be provided to employees who telework.

Remote access to the City-Parish network may be provided to the employee at the discretion of the Information Services staff based on the recommendation of the employee's supervisor and Department Leader. If the City-Parish remote access system includes internet access or other dial in services, the employee may only use this access or service in a manner consistent with City-Parish Policies.

City Equipment

- Equipment, software, or supplies provided by the City-Parish are for City-Parish business only.
- Teleworking employees must comply with the City-Parish's technology use policies for City-Parish owned equipment and during teleworking hours when the employee uses his or her personal equipment.
- The employees who telework are subject to the same City-Parish policies regarding the use of City-Parish provided equipment, supplies, and services as that of the employees at the regular workplace.

- A teleworking employee must protect City-Parish equipment, software, and supplies from possible theft, loss, and damage. The teleworker may be liable for replacement or repair of the equipment, software, or supplies due to negligence. The teleworking employee must notify the supervisor immediately if equipment is damaged or malfunctions.
- The City-Parish will provide routine maintenance and repairs for City-Parish equipment only if the equipment is returned to the employee's regular workplace.
- A teleworking employee does not obtain any rights to City-Parish equipment, software, or supplies, if provided, used in connection with teleworking. Any equipment, software, and files provided by the City-Parish shall remain the property of the City-Parish. Employees may not add hardware or software to City-Parish equipment without prior written approval.
- All equipment and supplies must be returned to City-Parish upon conclusion of the teleworking arrangement, or if the equipment or supplies are no longer needed by the employee to perform their work.

Personal Equipment

- Employees may use their own equipment provided no cost is incurred by the City-Parish and it complies with the City-Parish technology and security policies.
- Employees who use their personal equipment for teleworking are responsible for the installation, repair, and maintenance of equipment.
- The City-Parish will not assume liability for loss, damage, or wear of employee-owned equipment.
- The employee is responsible for maintaining current antivirus protection on the device, installing all operating system updates, and troubleshooting, maintenance, and repair associated with the device.
- Teleworking employees must understand and agree that City-Parish is entitled to, and may access, any personal equipment used while teleworking, such as personal computer, telephone, fax, monthly bills, and internet records.
- Employees must contact their supervisors if equipment, connectivity, or other supply problems prevent them from working while teleworking.
- At minimum, a teleworker's work area must be equipped at the employee's expense with a telephone and an Internet connection. The City-Parish will not pay for and/or reimburse the employee for any communications charges including, but not limited to, local or long-distance telephone calls, or service, Internet access or service, and mobile device expenses.

SECURITY:

It is the teleworker's responsibility to take all precautions necessary to secure proprietary information and prevent unauthorized access to devices or information. The teleworker is required to observe all City- Parish cyber and physical security practices when working outside the office to ensure the integrity and confidentiality of proprietary information.

Employees may not disclose confidential or private files, records, materials, or information, and may not allow access to City-Parish networks or databases to anyone who is not authorized to have access. The employee will maintain the confidentiality of the City-Parish information and documents and prevent unauthorized access to any City-Parish system or information, and dispose of work related documents in a manner that will not jeopardize the interests of the City-Parish.

Teleworkers agree to allow an authorized City-Parish representative access to the home work area during prearranged times for business purposes as deemed necessary by the supervisor.

For security reasons teleworkers should never use open Wi-Fi networks (typically free Wi-Fi in public places) to perform City-Parish business. Internet connections should be password protected.

ANTICIPATED QUESTIONS:

Q: What if an employee appears for work exhibiting Coronavirus symptoms?

A: If an employee reports to work and is experiencing symptoms of the illness he/she shall be promptly separated from other workers and be advised to go home and seek medical advice. Symptoms include fever, cough and difficulty breathing. The employee should not return to work until at least 24 hours after they are free of fever, or signs of fever, without the use of fever-reducing medications. Employees may use their accrued leave in accordance with Rule 9 of the Rules Governing Employees in the Classified Service.

The City-Parish has rules relative to leave and the rules as constructed provide for the use of different forms of leave that would assist employees who suffer from pandemic COVID-19, have been exposed to pandemic COVID-19, or are experiencing symptoms of pandemic COVID-19, including the use of FML if found to be applicable.

Further, Rule 9, Section 13, Administrative Leave With Pay, allows the Mayor-President or designee in situations where it is determined that it is in the best interest of the employee and the City-Parish that the employee be excused from reporting to work for reasons related to public health and safety issues. This rule may be used in the event of a declared Public Health Emergency.

Q: What if an employee who is capable of working refuses to come to work for fear of being exposed?

A: A Department Leader can order/direct an employee to do anything that is job-related as long as it is not illegal, immoral, unethical, or in dereliction of duty and may discipline an employee who does not comply.

Q: Can an employee who runs out of sick leave and cannot return to work be terminated?

A: Our rules provide employees with many leave options. Employees may use vacation, sick leave, and compensatory time. An eligible employee who exhausts their sick leave may then utilize FML, as per the federal guidelines for qualification, of up to 12 weeks and once they exhaust FML they may avail themselves of unpaid sick leave of up to 8 weeks. Discipline and/or termination is a last resort and specific guidelines have been incorporated in the rules to address this subject.

Q: What about Department Leaders?

A: Department Leaders who are ill due to the pandemic COVID-19 will follow their previously assigned succession plan.

Q: Can the Teleworking Provision in this regulation be used for other purposes?

A. No. The Teleworking Provision may only be used within the confines of this Administrative Regulation.



**East Baton Rouge Parish
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**RED STICK
READY**

**JOANNE H. MOREAU, CEM, LEM
Director**



Recommendations for Infection Control of City-Parish Buildings and Personnel

Clean and disinfect hard surfaces

- Follow label instructions carefully when using disinfectants and cleaners.
 - Pay attention to any hazard warnings and instructions on the labels for using personal protective items (such as household gloves).
 - Do not mix disinfectants and cleaners unless the labels indicate it is safe to do so. Combining certain products (such as chlorine bleach and ammonia cleaners) can be harmful, resulting in serious injury or death.
- Keep hard surfaces like kitchen countertops, tabletops, desktops, and bathroom surfaces clean and disinfected.
 - Clean the surface with a commercial product that is both a detergent (cleans) and a disinfectant (kills germs). These products can be used when surfaces are not visibly dirty.
 - Another way to do this is to wash the surface with a general household cleaner (soap or detergent), rinse with water, and follow with a disinfectant. This method should be used for visibly dirty surfaces.
 - Use disinfectants on surfaces that are touched often. Clean the surface as explained above before using disinfectants.

If disinfectants are not available, use a chlorine bleach solution made by adding 1 tablespoon of bleach to a quart (**4 cups**) of water; use a cloth to apply this to surfaces and let stand for 3 – 5 minutes before rinsing with clean water. (For a larger supply of disinfectant, add ¼ cup of bleach to a gallon [16 cups] of water.)

Wear gloves to protect your hands when working with strong bleach solutions.
- Keep surfaces touched by more than one person clean and disinfected. Examples of these surfaces include doorknobs, refrigerator door handles, and microwaves.
 - Clean with a combination detergent and disinfectant product. Or use a cleaner first, rinse the surface thoroughly, and then follow with a disinfectant.
 - Use sanitizer cloths to wipe electronic items that are touched often, such as phones, computers, remote controls, and hand-held games.
 - Use sanitizer cloths to wipe car door handles, the steering wheel, and the gear shift.

Recommended waste disposal practices

- Toss tissues into waste baskets after they have been used for coughs, sneezes, and blowing your nose.
- Place waste baskets where they are easy to use.
- Avoid touching used tissues and other waste when emptying waste baskets.
- Clean your hands after emptying waste baskets.

Recommended laundry practices

- Gently gather soiled clothing, bedding, and linens without creating a lot of motion or fluffing; for example, do not shake sheets when removing them from the bed.
- Clean your hands after handling soiled laundry items.
- Use washing machine cycles, detergents, and laundry additives (like softener) as you normally do; follow label instructions for detergents and additives.
- Dry the cleaned laundry items as you normally do, selecting the dryer temperature for the types of fabrics in the load. Line- or air-drying can be used to dry items when machine drying is not indicated.
- Clean your hands before removing clean laundry from the washer or dryer, especially if you have coughed or sneezed on your hands.

Hygiene Recommendations for Personnel

- Cover your mouth and nose with a tissue when you cough, sneeze or blow your nose. If you do not have a tissue and need to cough or sneeze, cover your mouth and nose with your upper sleeve (not your hands).
- Clean your hands as soon as possible after coughing, sneezing, or blowing your nose. Clean your hands before eating. Clean your hands often when you or others are sick, especially if you touch your mouth, nose, and eyes.
 - Use soap and water and wash your hands for 15 - 20 seconds as described:
 - Place your hands together under water (warm, if possible)
 - Rub your hands together for at least 20 seconds (with soap, if possible)
 - Wash your hands thoroughly, including wrists, palms, back of hands, and under the fingernails.
 - Clean the dirt from under fingernails.
 - Rinse the soap from your hands.
 - Dry your hands completely with a clean towel, if possible (this helps remove the germs), however, if towels are not available it is okay to air dry your hands.
 - Pat your skin rather than rubbing to avoid chapping and cracking.
 - If you use a disposable towel, throw it in the trash.
 - Avoid touching contaminated light switches and doorknobs.
 - Carry alcohol-based hand wipes or alcohol-based (60-95% alcohol) hand-sanitizing gels with you to clean your hands when you are out in public.
 - Rub product on your hands until the liquid or gel dries.



ANNEX O

Health and Medical

I. PURPOSE

This annex describes the process for providing for the public's general health as a result of any emergency.

To provide services for the health, welfare, and safety of the citizens of East Baton Rouge Parish in the event of a natural or technological disaster, or a national security crisis with relationship to prevention, mitigation, preparedness, response, and recovery activities.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. Reference II. A., Basic Plan

B. Assumptions

1. Reference II. B., Basic Plan
2. East Baton Rouge Parish maintains adequate health and medical resources to respond to most emergency or disaster situations attributable to natural or technological cause.
3. A national security disaster would exceed East Baton Rouge Parish's health/medical resources and capabilities.
4. A national security emergency with little or no notice would require upgrading of existing health and medical facilities to provide sufficient protection for the resident population within the facilities.
5. Should evacuation of hospitalized patients become necessary, evacuated patients will be transferred to alternate facilities. The Department of Health and Hospitals (DHH) will be notified if an out of East Baton Rouge Parish Evacuation becomes necessary.
6. Should the evacuation of hospitalized patients exceed East Baton Rouge Parish's transportation resources, additional assistance will be requested from DHH/ESF-8.
7. Any disaster situation will require psycho-social support for family, friends, and surviving victims.
8. The hospitals in Region 2, in coordination with the MOHSEP expanded the City of Baton Rouge's Metropolitan Medical Response System (MMRS) to a regional Healthcare Emergency Preparedness Coalition (HEPC). HEPC members have participated in the development of a comprehensive response plan to guide hospitals in emergency management situations, particularly situations involving a large geographic area or



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involving mass casualties. During an event, Region 2 Hospital Designated Regional Coordinators (HDRC) serves as representatives of the LA State ESF-8 and are housed in MOHSEP in order to operate a Medical Incident Command Center.

III. CONCEPT OF OPERATIONS

A. General

1. Reference III. A., Basic Plan.
2. Should a state of emergency occur, East Baton Rouge Parish is responsible for the provision, coordination, and delivery of health and medical services to Parish residents throughout the emergency crisis.

B. Phases of Emergency Management

1. Reference III. B., Basic Plan
2. Prevention
 - a. Develop a plan for dealing with patients who can be allowed to go home as well as those who cannot be sent home.
 - b. Meet with other cities as well as states to discuss their acceptance of the patients that EBR cannot provide care.
2. Preparedness
 - a. MOHSEP, the East Baton Rouge Parish Health Unit, hospitals, and other health and medical services are prepared to respond to most disaster situations with the exception of catastrophic nuclear or national security crisis.
 - b. Identification of existing health care facilities. (See Appendix 6)
 - c. Identification of possible alternate host facilities outside East Baton Rouge Parish (See Appendix 7).
 - d. Identification of medical facilities that can be utilized if necessary (See Appendix 8).
 - e. Availability of medical-surgical and pharmaceutical supplies and equipment:



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- 1.) Baton Rouge General Medical Center Bluebonnet, Our Lady of the Lake Regional Medical Center, and Ochsner Medical Center maintain a ninety-six hour supply of essential medical-surgical supplies.
 - 2.) Resources for medical-surgical and pharmaceutical supply houses in Baton Rouge are located in Appendix 9.
 - 3.) In the event of a national security crisis, the DHH would be notified for additional resources of health and medical supplies and equipment following the Strategic National Stockpile protocol.
 - 4.) Verbal agreements between area hospitals facilitate equipment loan and borrow policies (ventilators, heat pump, etc.). These agreements can be found in ESF-8 Region II Emergency Response Plan.
- f. Education and training programs
- 1.) In the event of a natural, technological, nuclear disaster, or a national security threat, training of additional personnel will be conducted by Emergency Medical Services (EMS) training department, individual health care facilities, ARC, public health department, schools of nursing and MOHSEP.
 - 2.) Individual facilities and agencies (i.e., EMS, hospitals, ARC, public health department) require and provide continuing educational programs in first aid and disaster response preparations.
- g. Mock disaster drills will be held as organized by area HEPC and MOHSEP.
- h. Annual training for nuclear accidents is provided by Entergy, Inc. to all area hospitals and EMS responders. This includes one annual mock disaster drill.
- i. Availability of human resources
- 1.) List of local nursing/medical staff resources (See Appendix 10).
 - 2.) List of physicians by specialty (See Appendix 11).
- j. Verbal agreements facilitate mutual aid response of emergency medical service agencies, public health departments, and hospital facilities outside East Baton Rouge Parish.
- k. Currently, several agencies and hospitals offer regularly scheduled public educational programs on first aid and Cardio-Pulmonary Resuscitation (CPR).



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Program schedules are made available through media and public library information services.

I. Coroner Services

1.) The East Baton Rouge Parish Coroner's office/staff maintains a written plan of action for handling massive deaths and body disposition.

m. Ministerial services are obtained by notifying hospital chaplaincy departments.

n. Psycho-social services are available to the public and any other essential workers from local and state mental health centers.

o. Emergency Medical System (EMS), East Baton Rouge Parish Health Unit, and Department of Health and Hospitals (DHH) will provide emergency health and medical care to shelters on a priority basis.

p. The ARC organization will establish and maintain emergency shelters and congregate areas to include provision of health and medical services.

q. DHH will provide sanitarians to inspect the shelters for food, water, sewage, and vector control and inoculations, as deemed necessary.

3. Mitigation

a. Should a incident be in progress and the City/Parish requires relocation, each individual hospital will activate appropriate disaster plans and release all patients who can be safely discharged. Preparations will be made to evacuate remaining hospitalized patients into pre-selected facilities.

b. Once the determination is made that the City/Parish is not able to adequately respond to any health and medical needs involving triage, on site emergency care, transportation, in/out patient medical care, psycho-social support, medical supplies, pharmaceutical supplies, food, water, shelter, sanitation needs, or radiological monitoring, the City/Parish will seek assistance through WebEOC to the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).

4. Response

a. See Appendix 12, Communications diagram.



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- b. Health and medical services are activated by the EMS first responder team. (Refer to Appendix 1, Organizational Chart).
 - c. Following notification, the public health department responds to the disaster situation by implementing disaster manuals.
 - d. Following notification, each hospital initiates individual disaster protocols as described in their hospital disaster manuals.
 - e. The ARC Organization is alerted.
 - f. Depending on the scenario, other health care facilities are placed on an emergency alert format.
 - g. A tracking system is activated to track victims injured (casualties and fatalities) in disasters.
5. Recovery
- a. Short term recovery for health and medical services involves:
 - 1.) Returning medical/surgical supplies and equipment to a standard level (five to seven days).
 - 2.) Completion of necessary local, state, and federal reporting documents for total recovery and legal purposes.
 - 3.) Post-disaster assessment of damages and casualties.
 - b. Long-term recovery of health and medical services to the community involves the following:
 - 1.) Ongoing replacement and rebuilding of facilities either destroyed or damaged in the disaster event.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Organization
- 1. Reference IV, Basic Plan
 - 2. The Director of EMS will assume responsibility for coordinating health and medical care facilities within East Baton Rouge Parish. In addition, the coordinator shall call upon the administrator of each health and medical facility.



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B. Task Assignment and Responsibilities

1. MOHSEP

- _____a. Direct the management, distribution, and use of health and medical resources under East Baton Rouge Parish control. This direction will be executed from the Emergency Operations Center (EOC).
- _____b. Inform general public of health and medical information.
- _____c. Assign damage assessment of health and medical facilities to be reported back to the EOC.

2. Emergency Medical Services (EMS)

- _____a. Refer to Appendix 1 and 2 (Organizational Chart of EMS Disaster Plan).
- _____b. Coordinate transportation of sick and injured during disaster and recovery period.

3. East Baton Rouge Parish Health Unit

- _____a. Conduct or coordinate environmental health activities in regard to waste disposal, refuse, food, water control, and vector/vermin control.
- _____b. Prevent and control communicable disease by epidemic intelligence, evaluation, prevention, and detection.
- _____c. Conduct laboratory activities including diagnostic tests to determine the presence or absence of food and water contamination.

4. Coroner's Office

- _____a. Expanding mortuary services for mass burials.
- _____b. Recovering, identifying, registering, and disposing of the dead.
- _____c. Notifying next of kin.
- _____d. Maintaining records of deaths.

5. Hospital Designated Regional Coordinator (DRC)

- _____a. Coordinate regional medical resources.
- _____b. Request assistance from State DHH/ESF-8.



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- _____c. The Hospital DRC and all hospitals in Region II are contacted by the Louisiana Emergency Response Network (LERN) during an emergency. LERN serves as a statewide system of care coordination and communication between all healthcare providers in the state.
- 6. Each Hospital
 - _____a. Activate disaster plan protocols.
 - _____b. Provide on-going status information to the hospital DRC.
- 7. ARC's primary responsibility throughout the disaster and recovery period is the provision of the following:
 - _____a. Shelter
 - _____b. Food
 - _____c. Clothing
 - _____d. Appropriate medical care
 - _____e. Mental Health Services
- 8. DHH
 - _____a. Coordinate state medical resources.
 - _____b. Request assistance from the National Disaster Medical System (NDMS).

V. DIRECTION AND CONTROL

- A. Reference V., Basic Plan.
- B. The EOC of East Baton Rouge Parish is located in the Advanced Traffic Management/Emergency Operations Center (ATM/EOC), 3773 Harding Boulevard, Baton Rouge, Louisiana, 70807. If relocation becomes necessary, the MOHSEP Mobile Command Post will serve as the site for primary direction and control. If the Mobile Command Post cannot be utilized, operations will move to the alternate EOC at City Hall, Information Services Training Room (B2), 222 St. Louis Street, Baton Rouge, LA 70802 or the Department of Maintenance Facility, 4445 Plank Road, Baton Rouge, LA 70805.



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- C. State and Federal support will be requested through the Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP).

VI. CONTINUITY OF GOVERNMENT

- A. Reference VI. A., Basic Plan
- B. The Department of Emergency Medical Services, operating under East Baton Rouge City/Parish Government Ordinances #7192, #8007, #9234, and #10583 (See Appendix 4), shall enact the EMS Disaster Plan (See Appendix 2). All requests for ambulance transportation shall be under the direction of EMS Medical Communications Center (Med Comm). In the event an evacuation becomes necessary, the population that has not been institutionalized needing ambulance transportation will be determined by a confidential list obtained from DHH. Transportation shall be coordinated in the EOC with EMS, Capitol Transportation Corporation (CTC), Council on Aging, East Baton Rouge Parish School Board, and private ambulance services (See Appendix 3).
- C. EMS is operated under the direction of the EMS Director. In the event the administrator is unable to assume control of the operations of the department, the responsibility shall descend to EMS Chief of Operations, then descending to the duty EMS Shift Supervisor. The operations and overall management of EMS shall be in the EOC of East Baton Rouge Parish located at 3773 Harding Boulevard, Baton Rouge, Louisiana, 70807. If relocation becomes necessary, the MOHSEP Mobile Command Post will serve as the site for primary direction and control. If the Mobile Command Post cannot be utilized, operations will move to the alternate EOC at City Hall, Information Services Training Room (B2), 222 St. Louis Street, Baton Rouge, LA 70802 or the Department of Maintenance Facility, 4445 Plank Road, Baton Rouge, LA 70805.
- D. The Fire Department directs the EMS Units to a designated triage area. Patients are then treated and transported. Communications with receiving hospitals are held on the Hospital Emergency Alert Radio (HEAR) system.
- E. Should the need for additional resources become apparent, MOHSEP will be notified and a request for assistance will be made. If relocation is ordered, assistance will be necessary to assure safe transportation to the designated host area.
- F. EMS has established training procedures that encompass not only EMS but also the general public of East Baton Rouge Parish. CPR, first aid courses, and the proper use of the 911 system of East Baton Rouge Parish are an ongoing concern and priority.
- G. In the post-disaster phase, EMS will ensure counseling and mental health care to all necessary personnel and assist and aid in appropriate ways needed to ensure general population welfare.
- H. Should it be necessary to evacuate Med Comm, Baker City Police Department, located at Baker City Hall and Zachary Police Department, located in Zachary City Police



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Headquarters, are equipped to answer all 911 calls in the Parish if the need arises. In turn, if a disaster situation occurs in either of these two areas, Med Comm can be the direct answering point for those cities.

- I. Upon termination of the disaster situation, recovery, re-entry, and reimbursement shall be coordinated through MOHSEP.

VII. ADMINISTRATION AND LOGISTICS

- A. Reference VII. A., Basic Plan.
- B. Each health and medical provider shall maintain records of all services (clerical, equipment, supplies, and other resources required for emergency preparedness).
- C. Vital and essential records are to be protected and maintained by each health and medical service.
- D. Medical Doctors designated by specialty area.
- E. A listing of all current Registered Nurses can be obtained from the Louisiana State Board of Nurse Examiners in New Orleans.
- F. Louisiana Department of EMS maintains current registration of all Emergency Medical Technicians.
- G. Blood and blood by-products will be coordinated through blood bank facilities.
- H. MOHSEP shall maintain a current listing of available health and medical resources, inventories and other assets.
- I. MOHSEP maintains a list of volunteer medical professionals.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Reference VIII. A., Basic Plan
- B. The Director of MOHSEP and the Director of EMS will be responsible for the development and periodic review of Emergency Health and Medical Services relative to all types of emergency situations.
- C. Critiques of mock disaster drills shall be conducted:
 1. By each health and medical provider.



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2. By MOHSEP.
3. The deficiencies will be identified and addressed in a post disaster evaluation report. Recommendations for changes will be incorporated into an updated disaster plan on an annual basis.

IX. AUTHORITIES AND REFERENCES

- A. Reference IX. A., Basic Plan.
- B. Appendix 4, Ordinance 7192.
- C. Appendix 5, Louisiana Legislative Act 253 of 1972 and Revised Statutes of Louisiana to date.

X. DEFINITION OF TERMS

1. Amb. Ser. - Ambulance Service
2. BR - Baton Rouge
3. BRFD - Baton Rouge Fire Department
4. BRGMC - MC - Baton Rouge General Medical Center – Mid City
5. BRGMC – BB - Baton Rouge General Medical Center - Bluebonnet
6. CTC - Capitol Transit Corporation
7. COA - Council on Aging
8. CPR - Cardio-Pulmonary Resuscitation
9. DHH - Department of Health and Hospitals
10. DRC - Designated Regional Coordinator
11. EBRP - East Baton Rouge Parish
12. EMS - Emergency Medical Services
13. MT - Emergency Medical Technician
14. OC - Emergency Operations Center



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15. FD - Fire Department
16. H/M - Health/Medical
17. HEAR - Hospital Emergency Alert Radio
18. Inoc. - Inoculation
19. Med. Comm. - EBRP Emergency Medical Service Communication
20. Med. Surg. - Medical Surgical
21. NO - New Orleans
22. OLOL - Our Lady of the Lake
23. OPHS - Office of Public Health Service
24. R.N. - Registered Nurse
25. State/La Dept. Of EMS - Louisiana Department of Emergency Medical Services
26. Triage - The sorting of and allocation of treatment to patients, according to a system of priorities, to maximize the number of survivors.

XI. APPENDICES TO ANNEX

1. Health and Medical Organizational Chart
2. EMS Disaster Plan
3. Acadian Ambulance Service Disaster Plan
4. Ordinance 7192
5. Louisiana Legislative Act 253 of 1972
6. Acute Care Hospitals within East Baton Rouge Parish
7. Host Facilities outside East Baton Rouge Parish
8. Acute Care Hospitals Located Outside East Baton Rouge Parish
9. Medical/Surgical and Pharmaceutical Supply Distributors



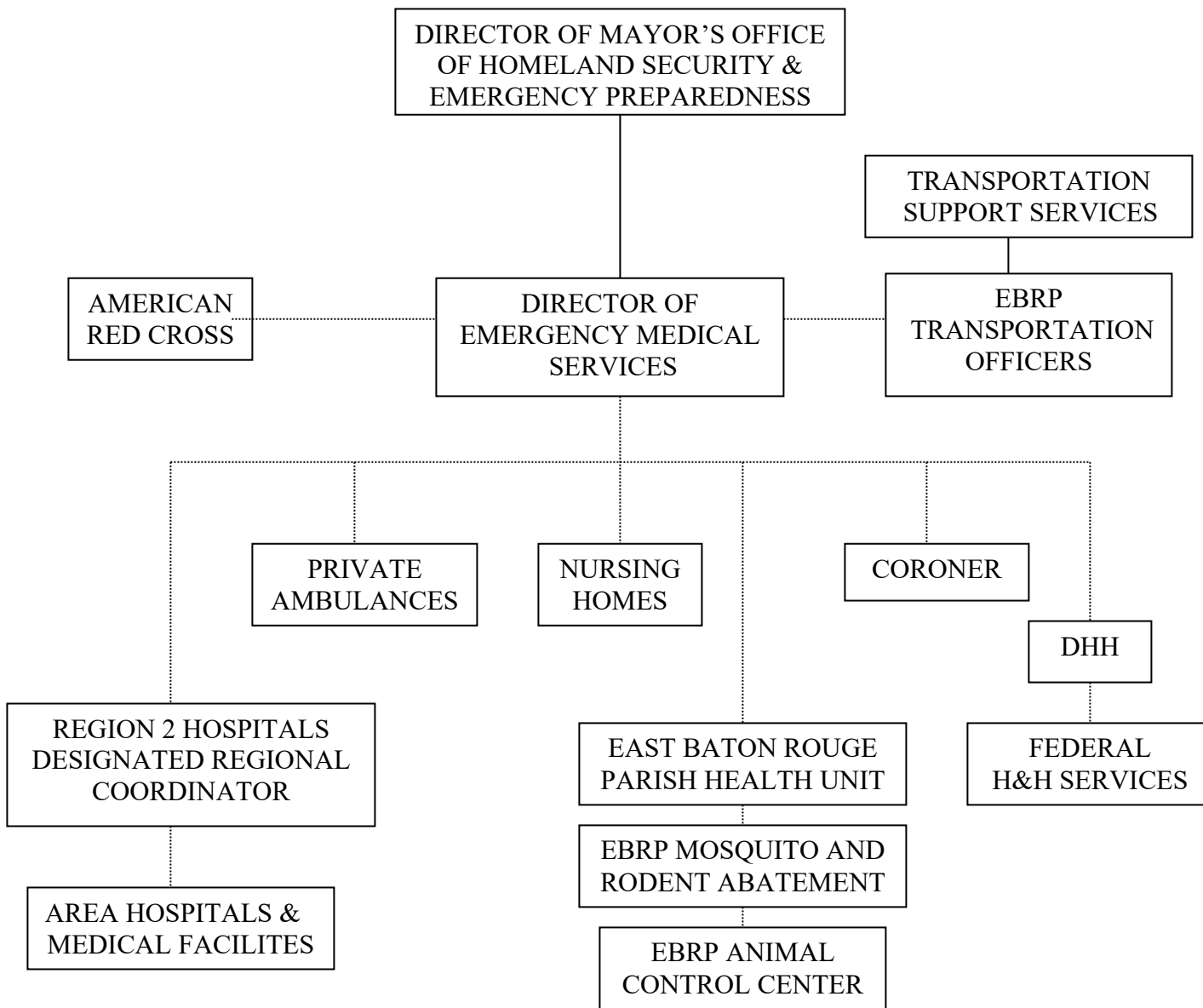
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10. Nursing Homes within East Baton Rouge Parish
11. List of Physicians by Specialty
12. Communications Diagram
13. Federal Medical Resources
14. Local Pharmaceutical Distribution Plan



ANNEX O: Appendix 1 **Health and Medical Organizational Chart**



———— Direct
- - - - - Coordination



ANNEX O: Appendix 2

Emergency Medical Services Disaster Plan

Refer to EMS Operations Manual for current standard operating procedures. Policies for Multiple Casualty Incidents (MCI) and Multiple Patient Incidents (MPI) are located in Appendix B of the EMS Operations Manual. A copy of this manual is located at MOHSEP.



ANNEX O: Appendix 3

Acadian Ambulance and Air Med Services

I. Mission

To provide back up support to MOHSEP and back up personnel, equipment, and technical assistance to EMS to meet the need for pre-hospital care of the sick and injured, both during a natural or man-made disaster and the post disaster phase, so as to reduce the mortalities and the severity of morbidity.

II. Execution

A. Acadian Ambulance Communications Center will:

- _____1. Receive request from EMS Communications and immediately dispatch requested resources.
- _____2. Notify Acadian Ambulance Manager and Supervisors for East Baton Rouge Parish.
- _____3. Dispatch on-duty Paramedic Field Supervisor to scene to coordinate Acadian's response with EMS officials in charge of the scene.
- _____4. Dispatch helicopter support from other areas, if requested.

B. Acadian Ambulance Operations

- _____1. Acadian Paramedic Field Supervisor will report to the Triage Officer and establish communications between Acadian Communications Center, responding ambulances, responding helicopters and EMS.
- _____2. East Baton Rouge Parish EMS Triage Officer will direct all activities of Acadian Ambulance Service ambulances and helicopter at the disaster scene.
- _____3. An Acadian Ambulance Supervisor will report to the Emergency Operations Center (EOC) to coordinate overall management of Acadian operations with EMS officials.



ANNEX O: Appendix 4
Emergency Medical Services Ordinances

Ordinances pertaining to Emergency Medical Services may be obtained by contacting the City Parish Council Administrator's Office at (225) 389-3123.



ANNEX O: Appendix 5
Louisiana Acts Enacting Emergency Medical Services

A copy of the Louisiana Legislative Act of 253 of 1972 and Louisiana Revised Statutes to this Act may be obtained by contacting East Baton Rouge Parish Department of Emergency Medical Services at (225) 389-5155.



ANNEX O: Appendix 6 Acute Care Hospitals

1. Baton Rouge General Medical Center – Bluebonnet
 8585 Picardy Avenue
 Baton Rouge, LA 70809
 (225) 763-4000
 105 beds

2. Baton Rouge General Medical Center – Mid City
 3600 Florida Boulevard
 Baton Rouge, LA 70806
 (225) 387-7000
 343 beds

3. LSU HSC-Earl K Long
 5825 Airline Highway
 Baton Rouge, LA 70805
 (225) 358-1000
 300 beds

4. Greater Baton Rouge Surgical Hospital
 7855 Howell Blvd.
 Baton Rouge, LA 70807
 (225) 358-4900

5. Lane Regional Medical Center
 6300 Main Street
 Zachary, LA 70791
 (225) 11135 Florida Boulevard
 137 beds

6. Oschner Medical Center of Baton Rouge
 17000 Medical Center Dr.
 Baton Rouge, LA 70816
 (225) 10101 Park Rowe Ave

7. Our Lady of the Lake RMC
 5000 Hennessy Boulevard
 Baton Rouge, LA 70808
 (225) 10105 Park Row Circle
 679 beds

8. Surgical Specialty Centre
 8080 Bluebonnet
 Baton Rouge, LA 70810
 (225) 301 Memorial Drive



ANNEX O: Appendix 6 Acute Care Hospitals

9. NeuroMedical Center Surgical Hospital
10105 Park Rowe Circle
Baton Rouge, LA 70809
(225) 1125 Highway 30 West

SPECIALTY INPATIENT HOSPITALS

1. Benton Rehabilitation Hospital
4660 Convention Blvd.
Baton Rouge, LA 70806
(225) 336-1000
2. Bethesda Rehabilitation Hospital
7414 Sumrall Dr.
Baton Rouge, LA 70812
(225) 356-2200
3. Cypress Psychiatric Hospital
4363 Convention St.
Baton Rouge, LA 70806
(225)
4. Healthsouth Rehab Hospital of Baton Rouge
8595 United Plaza
Baton Rouge, LA 70809
(225) 927-0567
5. Oceans Behavioral Hospital – Baton Rouge
7414 Sumrall Dr.
Baton Rouge, LA 70812
(225) 356-7030
6. Promise Hospital of Ascension
5130 Mancuso Lane
Baton Rouge, LA 70809
(225) 490-9600
7. Promise Hospital of Baton Rouge – Midcity
3600 Florida Blvd., 4th Floor, East Tower
Baton Rouge, LA 70806
(225) 387-7770
8. Promise Hospital of Baton Rouge – Oschner
17000 Medical Center Dr., 3rd Floor
Baton Rouge, LA 70816



ANNEX O: Appendix 6 Acute Care Hospitals

(225) 236-5440

9. Sage Rehabilitation Hospital
8000 Summa
Baton Rouge, LA 70808
(225) 819-0703
10. South Baton Rouge Rehab
170 W. Washington St.
Baton Rouge, LA 70802
(225) 303-0572
11. The NeuroMedical Center Rehabilitation Hospital
10101 Park Rowe Circle
Baton Rouge, LA 70810
(225) 906-3821
12. Woman's Hospital (Obstetrics/Gynecology)
9050 Airline Highway
Baton Rouge, LA 70815
(225) #N/A
250 beds



ANNEX O: Appendix 7 Host Facilities Outside of Parish

EAST FELICIANA

1. Eastern Louisiana Mental Health System
4502 Highway 951
Jackson, LA 70748
(225) 631-0100
2. Feliciana Forensic Facility
4502 Highway 951
Jackson, LA 70748
(225) 631-0100
3. Gulf States LTAC of Feliciana
9725 Grace Lane
Clinton, LA 70722
(225) 683-1600
4. Villa Feliciana Medical Complex
5002 Highway 10
Jackson, LA 70748
(225) 634-4000

ADDITIONAL RESOURCES TO CONSIDER

1. Louisiana State University Student Health Center
Infirmary Road
Baton Rouge, Louisiana
(225) 388-6271
2. Southern University Student Health Services
College Drive, Building 42
Baton Rouge, Louisiana
(225) 771-4770
3. Louisiana State University School of Veterinary Medicine
South Stadium Road
Baton Rouge, Louisiana
(225) 346-3100



ANNEX O: Appendix 8
Acute Care Hospitals Outside of Parish

ASCENSION PARISH

<i>Facility</i>	<i>Address</i>	<i>City</i>	<i>Zip</i>	<i>Phone</i>
Prevost Memorial Hospital	301 Memorial Drive	Donaldsonville	70346	473-7931
Promise Hospital	615 E. Worthey Road	Gonzales	70737	621-1200
St. Elizabeth's Hospital	1125 Highway 30 West	Gonzales	70737	647-5000

POINTE COUPEE PARISH

<i>Facility</i>	<i>Address</i>	<i>City</i>	<i>Zip</i>	<i>Phone</i>
Pointe Coupee General Hospital	2202 False River Road	New Roads	70760	638-6331

WEST FELICIANA PARISH

<i>Facility</i>	<i>Address</i>	<i>City</i>	<i>Zip</i>	<i>Phone</i>
West Feliciana Parish Hospital	5266 Commerce Street	St. Francisville	70775	635-3811



ANNEX O: Appendix 9

Medical, Surgical & Pharmaceutical Supply Warehouses

Medical Equipment and Supplies:

1. Advanced Medical Concepts
7049 Perkins Road
Baton Rouge, Louisiana
(225) 767-1844
2. Burris Pharmaceutical and Medical Supplies
1971 Highland Road
Baton Rouge, Louisiana
(225) 346-6792
3. Health Procurement Services, Inc.
10538 Kentshire Court
Baton Rouge, Louisiana
(225) 763-9895
4. Inter-link Pharmaceuticals
7049 Perkins Road
Baton Rouge, Louisiana
(225) 767-1750
5. Key Medical Supply
107 Talbot Avenue
Thibodeaux, Louisiana
(504) 272-7445
6. Lambert's Orthotics/Prosthetics
236 Wabash Avenue
Baton Rouge, Louisiana
(225) 344-1533
7. Lambert's Orthotics/Prosthetics #2
5555 Essen Lane
Baton Rouge, Louisiana
(225) 769-2591
8. Medical Equipment Specialties
11353 Greenwell Springs Road
Baton Rouge, Louisiana
(225) 273-9300



ANNEX O: Appendix 9
Medical, Surgical & Pharmaceutical Supply Warehouses

9. Medical Marketing International
12748 East Millburn Drive
Baton Rouge, Louisiana
(225) 275-4520
10. Ochsner Home Health Services, Inc.
17050 Medical Center Drive
Baton Rouge, Louisiana
(225) 755-7020
11. Pak-Med
11572 Darryl Drive
Baton Rouge, Louisiana
(225) 272-0008
12. Performance Imaging
222 Boudreaux Street
Lafayette, Louisiana
(337) 232-3481
13. Rx Stop, Inc.
668 South Foster Drive
Baton Rouge, Louisiana
(225) 929-7687
14. Southern Medical Mart
11931 Industriplex Boulevard
Baton Rouge, Louisiana
(225) 753-2088
15. Taylor Home Health Supply
4720 North Boulevard
Baton Rouge, Louisiana
(225) 926-3739



ANNEX O: Appendix 10 Nursing Home List

FACILITY	ADDRESS	CITY	ZIP	PHONE
Affinity Nursing and Rehabilitation Center	4005 North Boulevard	Baton Rouge	70806	387-5934
Baton Rouge General Medical Center, SNF	3600 Florida Boulevard	Baton Rouge	70806	387-7161
Baton Rouge Health Care Center	5550 Thomas Road	Baton Rouge	70811	774-2141
Baton Rouge Heritage House	1335 Wooddale Boulevard	Baton Rouge	70806	924-2851
Capitol House Nursing & Rehab Center	11546 Florida Boulevard	Baton Rouge	70815	275-0474
Carrington Place of Baton Rouge	8225 Summa Avenue	Baton Rouge	70809	766-0130
Flannery Oaks Guest House	1642 N. Flannery Road	Baton Rouge	70815	275-6393
Heritage Manor of Baton Rouge	9301 Oxford Place Drive	Baton Rouge	70809	291-8474
Immunological Support program/St. Anthony's Home	5000 Hennessy Boulevard	Baton Rouge	70808	923-2929
Jefferson Manor Nursing & Rehab Center, LLC	9919 Jefferson Highway	Baton Rouge	70809	293-1434
Lake Sherwood Village	4101 Plaza Tower Drive	Baton Rouge	70816	296-0803
Landmark of Baton Rouge	9105 Oxford Place Drive	Baton Rouge	70809	293-1003
Lane Nursing Home	6300 Main Street	Zachary	70791	658-4303
Louisiana Guest House of Baton Rouge	7414 Sumrall Drive	Baton Rouge	70812	356-0644
North Point Health Care Center	4100 North Boulevard	Baton Rouge	70806	387-6704
Nottingham Regional Rehab	2828 Westfork Drive	Baton Rouge	70816	291-7049
Oakwood Village	4400 McHugh Road	Zachary	70791	658-8888
Old Jefferson Community Care Center	8340 Baringer Foreman Road	Baton Rouge	70817	753-3203



ANNEX O: Appendix 10 Nursing Home List

Ollie Steele Burden Manor, Inc	4250 Essen Lane	Baton Rouge	70809	926-0092
OLOL Transitional Care Unit (Special Needs Facility)	5000 Hennessy Boulevard	Baton Rouge	70808	765-8329
Regency Place	14333 Old Hammond Highway	Baton Rouge	70816	272-1401
Southside Gardens Retirement Community	4604 Perkins Road	Baton Rouge	70808	922-9923
St. Clare Manor	7435 Bishop Ott Drive	Baton Rouge	70806	216-3604
St. James of Baton Rouge - Independent Living	333 Lee Drive	Baton Rouge	70808	490-3400
St. James Place Nursing Care Center	333 Lee Drive	Baton Rouge	70808	490-3400
Sterling Place	3888 North Boulevard	Baton Rouge	70806	344-3551
Sunrise Assisted Living	9351 Siegen Ln	Baton Rouge	70810	765-7538
Sunrise Assisted Living	8502 Jefferson Highway	Baton Rouge	70809	932-9400
The Care Center	11188 Florida Boulevard	Baton Rouge	70815	275-7570
The Cottage at Broadmoor	9312 Meredith Drive	Baton Rouge	70815	987-0042
The Guest House	10145 Florida Boulevard	Baton Rouge	70815	272-0111
The Haven at Windermere	8225 YMCA Plaza Drive	Baton Rouge	70810	769-9996
The Retirement Center	14686 Old Hammond Highway	Baton Rouge	70816	272-9339
Williamsburg Senior Living Community	5445 Government Street	Baton Rouge	70806	929-8917
Zachary Manor Nursing & Rehab Center	6161 Main Street	Zachary	70791	654-6893

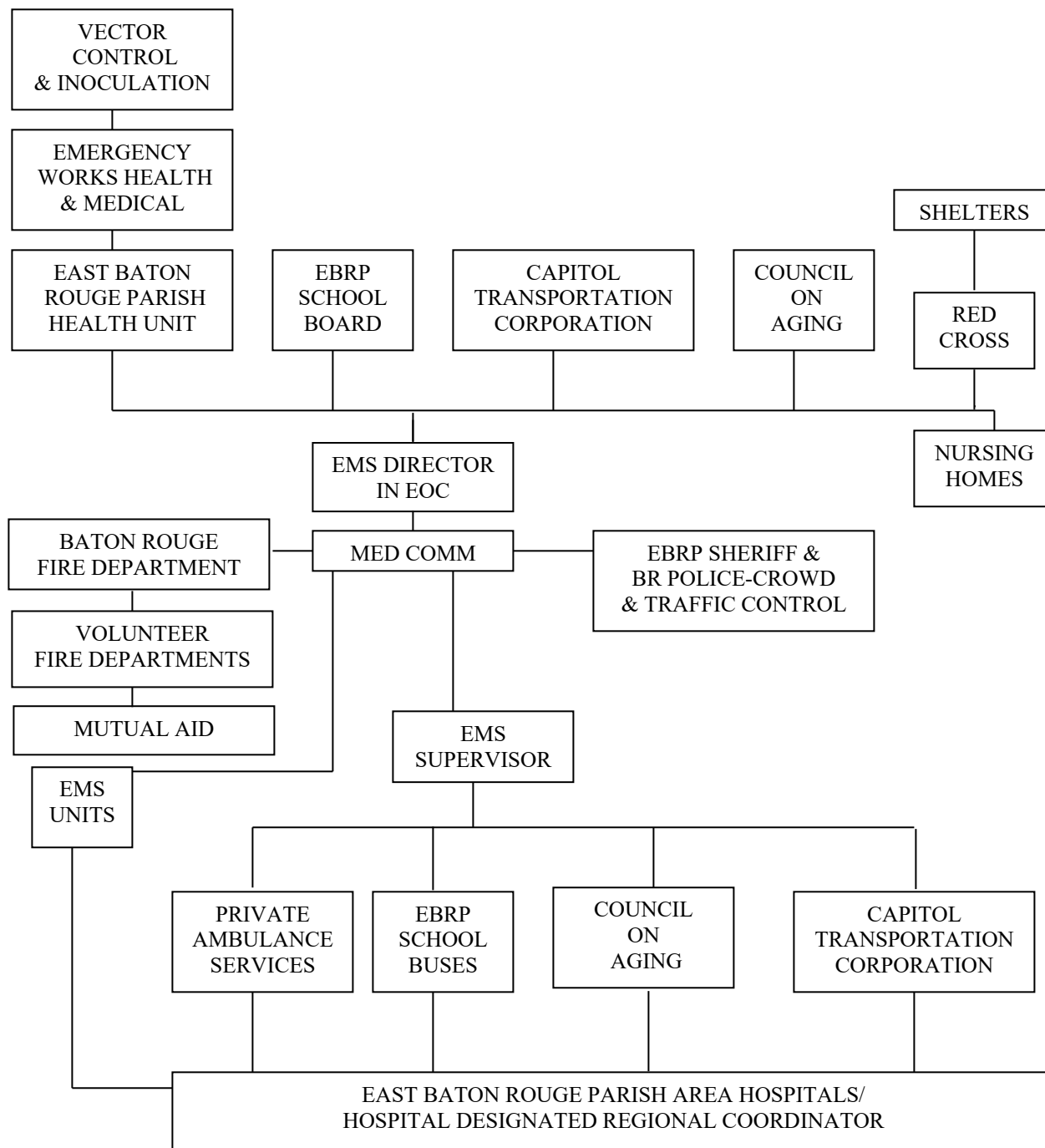


ANNEX O: Appendix 11 Physicians List

Refer to the Internet for the most current list of Physicians in East Baton Rouge Parish.



ANNEX O: Appendix 12 Health and Medical Communications Chart





ANNEX O: Appendix 13 Federal Medical Resources

1. **NDMS (National Disaster Medical System)** - A nationwide medical, mutual aid network between the federal and the non-federal sectors that includes medical response, patient evacuation, and definitive medical care. It is a partnership between Health and Human Services, the Department of Defense, the Department of Veterans Affairs, Federal Emergency Management Agency, and specific non-federal sources such as major pharmaceutical suppliers, hospital supply vendors, the National Foundation for Mortuary Care, certain international disaster response organizations and international health organizations.
 - a. **DMAT (Disaster Medical Assistance Team)** - DMATS are teams of approximately 35 civilian medical and medical support personnel trained to provide triage, care and evacuation in response to natural and manmade disasters. These teams are designed to deploy to disaster sites with sufficient equipment and supplies to provide independent field (primary) care for 72 hours, or to augment primary care services in an existing hospital in the disaster area. The DMAT personnel are available within 8-12 hours of activation, but a fully equipped field hospital for 250 patients takes three to seven days to set up.
 - b. **DMORTS (Disaster Mortuary Teams)** - DMORTS are comprised of medical examiners, coroners, pathologists, and other forensic specialists who are deployed, along with a complete morgue to provide the necessary technical assistance and personnel to recover, identify and process deceased victims. There are ten (10) teams distributed nationwide. One of these is specifically trained to handle contaminated remains, but all teams have members with this expertise. This resource may be requested by the Coroner through MOHSEP. These teams can be on site and fully operational, anywhere in the country, generally within twenty-four hours of their activation.
 - c. **NMRT (National Medical Response Teams)** – There are four (4) NMRT's in the United States with three (3) deployable nationwide. These 50 person specialized DMAT units (including a 26 person standard deployment force) are trained and equipped to deploy to a hazardous materials environment within two (2) hours of activation. These teams not only provide medical services and pharmaceutical stocks, but also are fully capable of performing technical documentation.
 - d. **Patient Evacuation** – ESF #8 provides for the movement of seriously ill or injured patients from the area affected by a major disaster or emergency to locations where definitive medical care is available. NDMS patient movement will primarily be accomplished utilizing fixed-wing aero medical evacuation resources of Department of Defense; however, other transportation modes may be used as circumstances warrant.
2. **NPS (National Pharmaceutical Stockpile)** – A national repository of antibiotics, chemical antidotes, antitoxins, life-support medications, IV administration and airway maintenance supplies, and medical/surgical items. The NPS program is designed to



ANNEX O: Appendix 13 Federal Medical Resources

supplement and resupply state and local public health agencies in the event of a biological or chemical terrorism incident anywhere, at any time within the U.S. or its territories.

3. Other Medical Resources from the Federal Government are designated in ESF #8 of the Federal Response Plan.



**ANNEX O: Appendix 14
Pandemic Influenza Plan**

This Appendix is secure.



ANNEX O: Appendix 15 Ebola Response Plan

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ANNEX O: Appendix 15 Ebola Response Plan

I. SUBJECT

- A. An Influenza pandemic is an outbreak of a novel Influenza virus that has worldwide consequences. Influenza pandemics present special requirements for disease surveillance, public communications, rapid delivery of available vaccines and antiviral drugs, allocation of limited medical resources, and expansion of health care services to meet a surge in demand for care.

II. PURPOSE

- A. The intent of the Pandemic Influenza Plan Appendix to the East Baton Rouge Parish (EBRP) Emergency Operations Plan (EOP) is to provide general guidance specific to a pandemic flu response. The specific purposes of this document are as follows:
1. Limit illness and/or mortality within East Baton Rouge Parish during an influenza pandemic
 2. Preserve the continuity of essential government functions within East Baton Rouge Parish.
 3. Minimize economic loss within East Baton Rouge Parish.
 4. Minimize social disruption within East Baton Rouge Parish.
- B. The information contained in this plan is based upon information contained within Louisiana's Influenza Pandemic Operations Plan (Supplement 7 to the State of Louisiana Emergency Operations Plan) and existing plans developed by the Louisiana Department of Health and Hospitals (DHH), the Baton Rouge Metropolitan Medical Response System (MMRS), the Local Emergency Planning Committee (LEPC), and related plans.

III. PLANNING ASSUMPTIONS

- A. Health and Medical Assumptions
1. The primary mechanism of influenza control will always be a coordinated, consistent, and thorough public information campaign, focusing on disease prevention, home-care, treatment, risk-groups, and recovery.
 2. The number of hospitalizations and deaths will depend on the virulence and communicability of the pandemic virus in Louisiana.
 3. East Baton Rouge Parish government has the primary responsibility to provide public health and emergency management services within East Baton Rouge Parish.
 4. State government may be requested to augment public health and emergency management services that exceed the capabilities of local governments.
 5. At a point of transition into a pandemic, Louisiana may activate the Strategic National Stockpile Plan.



ANNEX O: Appendix 15 Ebola Response Plan

6. The primary functions related to a pandemic may include sustained antiviral distribution operations, if appropriate.
7. An effective licensed vaccine to the pandemic strain will eventually be produced and the Department of Health and Hospitals/Office of Public Health will make the vaccine available to high-risk groups and then available to the general public.
8. New influenza strains may prove to be sensitive or resistant to antiviral medications.
9. Certain public health measures (e.g., closing schools, quarantining household contacts of infected individuals, "Stay Home Days") are likely to increase rates of absenteeism.

B. Education Assumptions

1. Local schools and state agencies will coordinate on information for pandemic planning specific to schools, monitoring absenteeism through trigger points and/or the sentinel system, and reporting absenteeism, closures, and dismissals.
2. The closure of schools and childcare facilities will impact the workforce related to childcare. Any impact upon the workforce will have a corresponding influence on local, regional, and State economic communities.
3. Schools may be needed during a pandemic for other purposes such as vaccine distribution sites, or even medical triage centers.

C. Workforce Assumptions

1. The CDC has estimated that a major influenza pandemic may reduce the available workforce by 40% for up to 2-3 months, in the most severe cases. This includes 30% of the population anticipated to be ill and 10% additional population who are not ill but will remain home to care for those who are ill, to self-isolate with a household that is ill, or to reduce risk by social distancing.
2. Absenteeism attributable to illness, the need to care for ill family members, and fear of infection may reach 40% during the peak weeks of a community outbreak, with lower rates during the weeks before and after the peak.
3. The potential for a 40% reduction in the labor force will require East Baton Rouge Parish to adjust essential services and staffing patterns to support these services.
4. Social distancing and teleworking measures will be encouraged and/or implemented where policies and capability exists; however when enacted, these measures will decrease the on-site availability of the East Baton Rouge Parish workforce.
5. A pandemic may increase demand on governmental or non-governmental social services and decrease available social service workforce, thus the availability of social services may be impacted.
6. Essential personnel who must work in traditional office structures will practice social distancing measures.



ANNEX O: Appendix 15 Ebola Response Plan

D. Public Safety, Fire, and EMS Assumptions

1. The traditional definition of “first responder” (e.g., fire, EMS, law enforcement) may need to be adjusted for a pandemic to include and/or prioritize health care responders and other support response agencies.
2. Various issues exist during a pandemic event that would challenge law enforcement agencies.
3. A significant decrease in first responder workforce due to illness will overtax available responders.
4. Secondary effects such as public demonstrations, looting, and civil unrest during a pandemic event or a concurrent disaster may lead to an increased need for first responders.
5. All operational actions taken will be in accordance with applicable laws, statutory authorities, and regulations.
6. Some law enforcement activities that may occur outside of normal duties may include situations of quarantine and/or isolation enforcement and support at sites of distribution of resources of points of dispensing of vaccinations and medications.

E. Strategic Messaging and Communications Assumptions

1. Effective communications leading into, during, and after a pandemic are necessary to mitigate public fear and concerns.
2. East Baton Rouge Parish has established a website to serve as a centralized point of public information. East Baton Rouge Parish citizens are encouraged to refer to www.redstickready.com or www.brla.gov/MOHSEP for updated local emergency information. Additionally, updated information specific to Louisiana can be found at www.flula.com and national level updates can be found at www.pandemicflu.gov.
3. H1N1 Communications Plan 2009:
 - a. East Baton Rouge Parish has established a robust public awareness all-hazards campaign which includes specific guidance related to pandemic influenza and other disease outbreaks of concern for citizens and East Baton Rouge Parish staff.

F. Concurrent Disaster During a Pandemic Event Assumptions

1. During a severe influenza pandemic, in combination with another disaster such as a hurricane, other states and regions may not be able to absorb evacuated Louisiana residents.
 - a. During a pandemic, up to 40% of the evacuated population may be affected by influenza creating difficulty in the separation of populations.



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2. In the event of a projected landfall of tropical weather anywhere on the coastline of Louisiana during a pandemic, the State of Louisiana will use the H-Hour Timeline to manage the evacuation and sheltering of coastal Louisiana in accordance with the activation of the Louisiana State Assisted Evacuation Plan.
 - a. During a pandemic event, transportation at the local level may require specific disinfection procedures.
 - b. A severe pandemic will negatively affect the availability of public and private transportation resources.

G. Critical Infrastructure Assumptions

1. Critical infrastructure systems and operations, while intact, may be significantly impacted due to shortages of personnel

H. Continuity of Operations (COOP) Assumptions

1. Supply chain and delivery networks, just-in-time delivery, warehousing, logistics, and the domestic and international flow of goods could be substantially restricted.
2. Shortages of and disruptions to basic commodities and municipal infrastructure may cause localized security challenges for businesses and communities.
3. The normal COOP paradigm of moving all personnel to an alternate location must be changed to personnel working in a decentralized fashion to comply with social distancing recommendations.

IV. STRATEGIC GOALS

- A. Ensure continuity of operations of East Baton Rouge Parish departments and agencies.
- B. Protection of East Baton Rouge Parish citizens.
- C. Sustainment and support of critical infrastructure and key resources located within East Baton Rouge Parish.

V. MISSION ESSENTIAL TASKS

- A. East Baton Rouge Parish Mayor's Office of Homeland Security and Emergency Preparedness
 - ____ 1. Coordinate all City-Parish wide efforts in response to and recovery from all emergency incidents to include pandemic influenza response.
 - ____ 2. Maintain the East Baton Rouge Parish Emergency Operations Plan.
 - ____ 3. Coordinate with the Louisiana Office of Public Health Region II Public Health Emergency Response Coordinator.



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- ____ 4. Provide information and resources to first responders.
- ____ 5. Provides information and training on risks and preparedness to citizens to dispel myths.
- ____ 6. Provides information on a readiness website, www.redstickready.com or www.brla.gov/MOHSEP. Information will include updated guidance from leading local, state, federal, and world health experts.
- ____ 7. Encourage Critical Infrastructure/Key Resource sectors and nonprofit organizations to coordinate with the Louisiana Office of Public Health. These groups are also encouraged to participate in the Baton Rouge Area Mutual Aid System (B.R.A.M.A.S).
- ____ 8. Send weekly updates from the Louisiana Office of Public Health's Region II Public Health Emergency Response Coordinator to the Mayor-President's office for awareness and planning.
- ____ 9. Retain a copy of appropriate East Baton Rouge Parish agencies' continuity of operations plans on file.
- ____ 10. Coordinate with the Hospital Designated Regional Coordinator for updates on hospital admissions related to influenza.
- ____ 11. Coordinate with the East Baton Rouge Parish Coroner's office for updates on deaths related to influenza.
- ____ 12. Coordinate with the Louisiana Office of Public Health for awareness of the locations and plans for the Points of Dispensing in East Baton Rouge Parish.
- ____ 13. Activate resources for implementation of social distancing precautions and recommendations that are within East Baton Rouge Parish's authorities and capabilities.
- ____ 14. Include special considerations into all-hazards planning. Some special considerations for pandemic planning include the geographic location of Baton Rouge along major transportation corridors (to include interstates, the Mississippi River, railroads, and the second largest airport in the state), the seat of state government, the host of the majority of medical services which support the region, and is situated along the hurricane evacuation route for tropical weather situations.
- ____ 15. Receive notification of closure of public areas and/or cancellation of events and other large gatherings.



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B. East Baton Rouge Parish departments and agencies

- _____ 1. Coordinate according to the Emergency Operations Plan.
- _____ 2. Maintain a Continuity of Operations plan which some departments and agencies are required to update annually. Appropriate agencies must send a copy of their continuity of operations plans to the East Baton Rouge Parish Mayor's Office of Homeland Security and Emergency Preparedness.
- _____ 3. Notify the East Baton Rouge Parish Mayor-President's office and/or the Mayor's Office of Homeland Security and Emergency Preparedness and/or law enforcement agencies of closure of public areas and/or cancellation of events and other large gatherings. Schools
- _____ 4. Develop plans and processes for closure of schools and childcare facilities and cancellation of school related extracurricular activities.
- _____ 5. Notify the East Baton Rouge Parish Mayor's Office of Homeland Security and Emergency Preparedness of closures.
- _____ 6. May be required to report student absenteeism to the East Baton Rouge Parish Mayor's Office of Homeland Security and Emergency Preparedness.

C. Social Services

- _____ 1. Maintain continuity of operations through coordination between agencies who have roles in social services according to the East Baton Rouge Parish Emergency Operations Plan.

D. First Responder Agencies

- _____ 1. Maintain personal protective equipment for use during a pandemic response or a suspected disease outbreak response.
- _____ 2. Provide support according to their roles and responsibilities in agency Standard Operating Guidelines and the East Baton Rouge Parish Emergency Operations Plan.

E. Louisiana Office of Public Health Region II/Department of Health and Hospitals

- _____ 1. Set-up Points of Dispensing as necessary.
- _____ 2. Receive and address requests for Closed Points of Dispensing to be open in East Baton Rouge Parish.
- _____ 3. Provide social distancing precautions and recommendations.



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- F. Closure and/or cancellation of public events will be managed by those who are responsible for the management of those facilities. Notification of closure of public areas and/or cancellation of events and other large gatherings should be provided to the East Baton Rouge Parish Mayor-President's office and/or the Mayor's Office of Homeland Security and Emergency Preparedness and/or law enforcement agencies.

VI. CRITICAL INFORMATION REQUIREMENTS

- A. Louisiana Office of Public Health Region II will provide East Baton Rouge Parish Emergency Operations Center and Louisiana Department of Health and Hospitals the following.
- _____ 1. Estimate of infection rate in Louisiana.
 - _____ 2. Number of cases reported in a locality, virulence of the influenza strain, and severity of the disease spread
 - _____ 3. Available health care resources by Louisiana Department of Health and Hospitals region (e.g., EMSystems)
- B. Schools will provide the following information to East Baton Rouge Parish Emergency Operations Center:
- _____ 1. Report on student absenteeism
 - _____ 2. Closure decisions regarding schools, school-related activities, and childcare facilities; coordinated with the Louisiana Department of Education
- C. East Baton Rouge Parish Mayor's Office of Homeland Security and Emergency Preparedness will report to the Louisiana Governor's Office of Homeland Security and Emergency Preparedness upon request if available:
- _____ 1. East Baton Rouge Parish departmental workforce status by department for essential personnel
 - _____ 2. Status of first responder Personal Protection Equipment inventory and distribution
 - _____ 3. Status of Continuity of Operations Plan implementation by East Baton Rouge Parish departments
 - _____ 4. Command staff status and East Baton Rouge Continuity of Operations planning



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- _____ 5. Public information campaigns (media distribution sources) and news conferences
 - _____ 6. Reports of businesses, or local government closures
 - _____ 7. Status report of any major closures of public gatherings/events
- D. Louisiana Governor's Office of Homeland Security and Emergency Preparedness will provide information to East Baton Rouge Parish Mayor's Office of Homeland Security and Emergency Preparedness.

APPENDIX A: CONTINUITY OF OPERATIONS

- A. When a disaster strikes East Baton Rouge Parish, the Mayor's Office of Homeland Security & Emergency Preparedness coordinates all City-Parish wide efforts in response to and recovery from this incident. The Emergency Operations Center is activated and all City-Parish agencies send a representative to coordinate their duties and responsibilities. The Emergency Operations Center must be maintained and operated under all circumstances in order to protect East Baton Rouge Parish from disasters. The East Baton Rouge Parish Mayor's Office of Homeland Security and Emergency Preparedness' continuity of operations plan to include addressing issues related with pandemic planning.
- B. East Baton Rouge Parish departments have Continuity of Operations plans that include considerations for actions in response to a pandemic influenza.

APPENDIX B: MASS FATALITY PLAN

The East Baton Rouge Parish's Mass Fatality Plan included in this appendix is maintained by the Office of the Coroner. The Mass Fatality Plan is also included as Appendix 2 in Annex U of the East Baton Rouge Parish's Emergency Operations Plan.

APPENDIX C: UNITED STATES PANDEMIC SEVERITY INDEX AND WORLD HEALTH ORGANIZATION'S PANDEMIC PHASES

- A. The World Health Organization has five pandemic phases (Figure A). The United States Government (USG) has a Pandemic Severity Index that provides greater specificity for U.S. preparedness and response efforts than the pandemic phases outlined in the World Health Organization (WHO) global pandemic plan (Figures A and B). The severity index assigns pandemics to one of five discrete categories of increasing severity (Category 1 to Category 5). The index facilitated initial planning efforts by identifying objectives, actions, policy decisions, and messaging considerations for each WHO Pandemic phase. This provides a high-level overview for the Federal Government approach to a pandemic response and guides more detailed planning for Federal, State, and local responses



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which require a greater level of specificity than is afforded with the current USG stages. Therefore the Pandemic Severity Index provides communities a tool for scenario-based contingency planning to guide local pre-pandemic preparedness efforts. Accordingly, communities facing the imminent arrival of pandemic disease will be able to use the pandemic severity assessment to define which pandemic mitigation interventions are indicated for implementation.

Figure A. WHO Phases and USG Pandemic Severity Index

PANDEMIC INFLUENZA

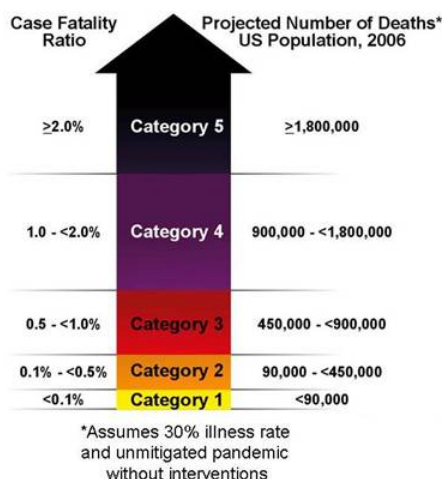
WHO Global Pandemic Phases and the Stages for Federal Government Response

WHO Phases		Federal Government Response Stages	
INTER-PANDEMIC PERIOD			
1	No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human disease is considered to be low.	0	New domestic animal outbreak in at-risk country
2	No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.		
PANDEMIC ALERT PERIOD			
3	Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.	0	New domestic animal outbreak in at-risk country
		1	Suspected human outbreak overseas
4	Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.	2	Confirmed human outbreak overseas
5	Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).		
PANDEMIC PERIOD			
6	Pandemic phase: increased and sustained transmission in general population.	3	Widespread human outbreaks in multiple locations overseas
		4	First human case in North America
		5	Spread throughout United States
		6	Recovery and preparation for subsequent waves



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Figure B. USG Pandemic Severity Index



- B. Interventions will be recommended based on the severity of pandemic, including: isolation and treatment of ill persons with antiviral drugs; voluntary home quarantine of members of households containing confirmed or probable cases; dismissal of students from school; closure of childcare facilities, and use of social distancing measures to reduce contacts between adults in the community and workplace. (Table A)

Table A. Summary of the Community Mitigation Strategy by Pandemic Severity

Interventions* by Setting	Pandemic Severity Index		
	1	2 and 3	4 and 5
Home			
Voluntary isolation of ill at home (adults and children); combine with use of antiviral treatment as available and indicated	Recommend†§	Recommend†§	Recommend †§
Voluntary quarantine of household members in homes with ill persons† (adults and children); consider combining with antiviral prophylaxis if effective, feasible, and quantities sufficient	Generally not recommended	Consider **	Recommend **
School			
Child social distancing			
-dismissal of students from schools and school based activities, and closure of child care programs	Generally not recommended	Consider: ≤4 weeks††	Recommend: ≤12 weeks§§
-reduce out-of school social contacts and community mixing	Generally not recommended	Consider: ≤4 weeks ††	Recommend: ≤12 weeks§§
Workplace / Community			
Adult social distancing			
-decrease number of social contacts (e.g., encourage teleconferences, alternatives to face-to-face meetings)	Generally not recommended	Consider	Recommend
-increase distance between persons (e.g., reduce density in public transit, workplace)	Generally not recommended	Consider	Recommend
-modify, postpone, or cancel selected public gatherings to promote social distance (e.g., stadium events, theater performances)	Generally not recommended	Consider	Recommend
-modify work place schedules and practices (e.g., telework, staggered shifts)	Generally not recommended	Consider	Recommend



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*All these interventions should be used in combination with other infection control measures, including hand hygiene, cough etiquette, and personal protective equipment such as face masks. Additional information on infection control measures is available at www.pandemicflu.gov.

†This intervention may be combined with the treatment of sick individuals using antiviral medications and with vaccine campaigns, if supplies are available

§Many sick individuals who are not critically ill may be managed safely at home

¶¶The contribution made by contact with asymptomatically infected individuals to disease transmission is unclear. Household members in homes with ill persons may be at increased risk of contracting pandemic disease from an ill household member. These household members may have asymptomatic illness and may be able to shed influenza virus that promotes community disease transmission. Therefore, household members of homes with sick individuals would be advised to stay home.

**To facilitate compliance and decrease risk of household transmission, this intervention may be combined with provision of antiviral medications to household contacts, depending on drug availability, feasibility of distribution, and effectiveness; policy recommendations for antiviral prophylaxis are addressed in a separate guidance document.

††Consider short-term implementation of this measure—that is, less than 4 weeks.

§§Plan for prolonged implementation of this measure—that is, 1 to 3 months; actual duration may vary depending on transmission in the community as the pandemic wave is expected to last 6-8 weeks.

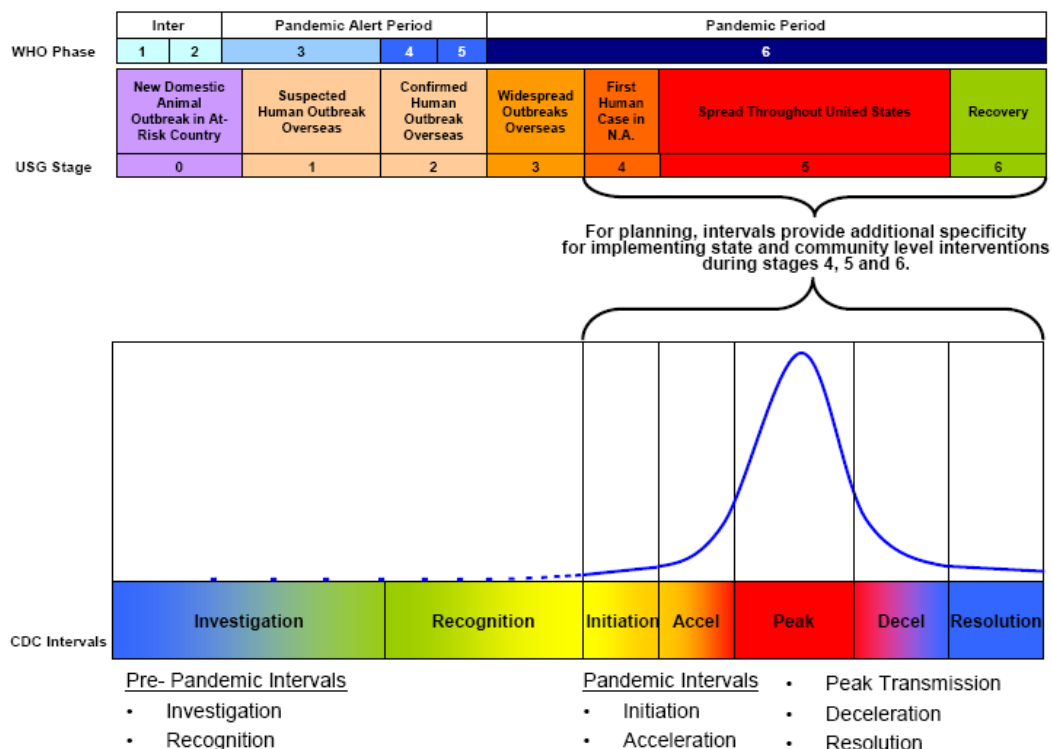
C. Periods, Phases, Stages and Intervals (Figure C)

While it is difficult to forecast the duration of a pandemic, we expect there will be definable periods between when the pandemic begins, when transmission is established and peaks, when resolution is achieved, and when subsequent waves begin. Intervals are designed to inform and complement the use of the Pandemic Severity Index for choosing appropriate community mitigation strategies. The PSI guides the range of interventions to consider and/or implement given the epidemiological characteristics of the pandemic. The intervals are more closely aligned with triggers to indicate *when* to act, while the PSI is used to indicate *how* to act.



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Figure C: Periods, Phases, Stages and Intervals



APPENDIX D: INTERIM GUIDANCE FOR FIRST RESPONDERS AT RISK FOR PANDEMIC INFLUENZA

The East Baton Rouge Parish Mayor's Office of Homeland Security and Emergency Preparedness coordinate among other parish directors, the EMS system, Law Enforcement, Fire Departments, healthcare facilities (e.g. emergency departments), and the public health system for a coordinated response to swine-origin influenza A (H1N1). First Responders will provide appropriate precaution and prevention practices. Given the uncertainty of the disease, its treatment, and its progression, the ongoing role of First Responders is critically important. The guidance provided in this document is based on current knowledge of swine-origin influenza A (H1N1) provided by the United States Centers for Disease Control and Prevention (CDC).

A pandemic will potentially impact supply and delivery systems of high demand items such as personal protective equipment. The availability of PPE during a pandemic may be limited due to high consumer demand. MOHSEP has purchased a cache of appropriate PPE in advance of the upcoming flu season.

First Responders at Risk for Pandemic Influenza

First Responders will inevitably have contact with people who are known or suspected to be infected with the pandemic virus; there are important practices to reduce the risk of infection and

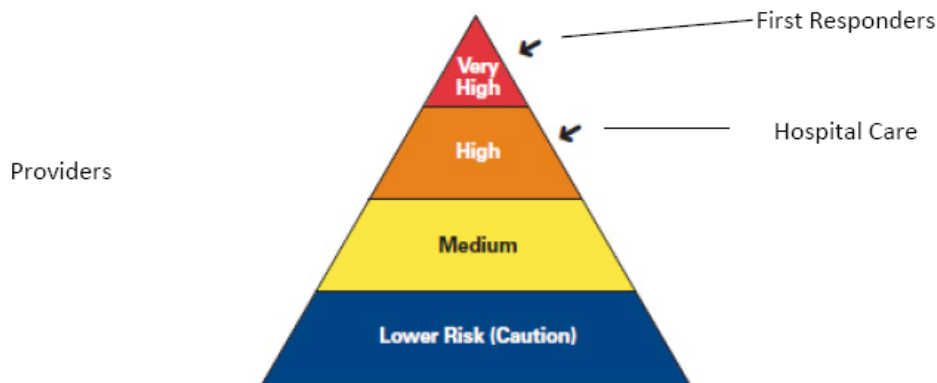


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to protect responders. First Responders are at a very high risk of contracting influenza because they are the initial contact with patients prior to diagnosis.

Very High exposure risk encounters are those with high potential for exposure to known or suspected sources of pandemic influenza during specific medical, rescue or civil unrest situations, such as:

- Responders responding to calls for help from suspected or potential pandemic patients.
- First Responder support staff exposed to equipment used on known or suspected pandemic patients.
- Staff providing medical transport of known or suspected influenza patients in enclosed vehicles.



Occupational Risk Pyramid for Pandemic Influenza

Administrative Controls

The following types of controls involve making changes to the work environment to reduce work-related hazards by the employer:

First Responder facilities need to follow existing guidelines and facility standards of practice for identifying and isolating infected individuals and for protecting workers. Develop and implement policies that reduce exposures.

- Post signs requesting responders and responders' family members to immediately report symptoms of respiratory illness to administration so that appropriate actions can be taken to prevent the contamination of other First Responders.
- Train workers in work practices such as hand hygiene, facility hygiene, and other infection control measures. Provide conveniently located masks, tissues and alcohol-based hand rubs for waiting areas and patient evaluation areas to reduce the spread of infection.



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- Jails or holding areas equipped with isolation rooms should be used when performing processing or holding of those known or suspected pandemic influenza cases.
- Ensure appropriate PPE levels (i.e. gloves/masks) are used when dealing with known or suspected pandemic patients.
- When possible First Responders should take complaints via alternative means instead of face to face contact with known or suspected pandemic cases. This type of task may be assigned to Responders that must be socially distanced due to being affected themselves.
- Provide guidance and review equipment decontamination procedures with responders to help prevent the spread of pandemic to other responders or patients.
- Review and increase housekeeping vigilance to control the spread of infectious agents through additional cleaning of contact surfaces, and through prompt and thorough waste disposal.

Personal Protective Equipment (PPE) (See Appendix E – Secure)

For those who work closely (within 6 feet) with people known or suspected to be infected with pandemic influenza:

- Use basic surgical masks for routine contact. However, for extended exposure or when both fluid protection (e.g., blood splashes) and respiratory protection are needed, use a "surgical N95" mask that has been certified by the National Institute for Occupational Health and Safety (NIOSH).
- Use gloves made of latex, vinyl, nitrile, or other synthetic materials as appropriate, when there is contact with blood and other bodily fluids, including respiratory secretions.
- Wear an isolation gown when it is anticipated that soiling of clothes or uniform with blood or other bodily fluids, including respiratory secretions, may occur.
- Use eye and face protection if sprays or splatters of infectious material are likely. Goggles should be worn during the performance of aerosol-generating procedures.
- Use of a full face shield in front of a respirator may also prevent bulk contamination of the respirator.

Suggested Minimum Protection

	POLICE	FIRE	EMS
Suggested Minimum Protection	Mask	Mask	Mask
	Gloves	Gloves	Gloves
		Face Shield	Goggles
			Gown (extended contact)

Agency SOP's Should Consider:

- Handling of staff that become ill at work.
- When personnel may return to work after recovering from pandemic influenza.
- When personnel who are symptomatic but well enough to work will be permitted to continue working.



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- Personnel who need to care for their ill family members.
- A system for evaluating symptomatic personnel before they report for duty that has been tested during a non-pandemic influenza period.
- A list of mental health and faith-based resources available to provide counseling to personnel during a pandemic.
- Management of personnel who are at increased risk for influenza complications (e.g., pregnant women, immunocompromised healthcare workers) by placing them on administrative leave or altering their work locations.
- The ability to monitor seasonal influenza vaccination of personnel.
- Offering annual influenza vaccine to personnel.

Surge Capacity Considerations:

- A plan is in place for managing a staffing shortage within the organization because of illness in personnel or their family members.
- The minimum number and categories of personnel necessary to sustain public safety.
- Contingency staffing plans have been developed in collaboration with other First Responder agencies.
- Hospitals, Law Enforcement, and Emergency Response Associations and regional planning groups have been consulted regarding contingency staffing resources.
- Anticipated consumable resource needs (e.g., masks, gloves, hand hygiene products) have been estimated.
- A primary plan and contingency plan to address supply shortages have been developed. These include detailed procedures for the acquisition of supplies through normal channels and requesting resources for replenishing supplies when normal channels have been exhausted.
- Plans include stockpiling at least a week's supply of resources when evidence exists that pandemic influenza has reached the United States.
- An understanding of the process exists for requesting and obtaining assets for the organization made available through the community response plan.

9-1-1 Public Safety Answering Points (PSAP) Planning Considerations:

It is important for the PSAPs to question callers to ascertain if there is anyone at the incident location who is possibly afflicted by the swine-origin influenza A (H1N1) virus, to communicate the possible risk to EMS personnel prior to arrival, and to assign the appropriate EMS resources. PSAPs should review existing medical dispatch procedures and coordinate any modifications with their EMS medical director and in coordination with their local department of public health.

- PSAP call takers should screen all callers for any symptoms of acute febrile respiratory illness. Callers should be asked if they, or someone at the incident location, has had nasal congestion, cough, fever or other flu-like symptoms.

- o If the PSAP call taker suspects a caller is noting symptoms of acute febrile respiratory febrile illness, they should make sure any first responders and EMS personnel



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are aware of the potential for “acute febrile respiratory illness” before the responders arrive on scene.

First Responder Employee Controls:

The following types of controls involve making changes to the work environment to reduce work-related hazards by the employee:

- Recommendations for EMS, Firefighter and Law Enforcement First Responders:
Contact assessment Considerations:
 - If there HAS NOT been swine-origin influenza reported in the geographic area, First Responders should assess all patients as follows:
 - First Responder personnel should stay more than 6 feet away from patients and bystanders with symptoms and exercise appropriate routine respiratory droplet precautions while assessing all patients for suspected cases of swine-origin influenza.
 - Assess all patients for symptoms of acute febrile respiratory illness (fever plus one or more of the following: nasal congestion/ rhinorrhea, sore throat, or cough).
 - If no acute febrile respiratory illness, proceed with normal EMS care.
 - If symptoms of acute febrile respiratory illness, then assess all patients for travel to a geographic area with confirmed cases of swine-origin influenza within the last 7 days or close contact with someone with travel to these areas.
 - .. If travel exposure, don appropriate PPE for suspected case of swine-origin influenza.
 - .. If no travel exposure, place a standard surgical mask on the patient (if tolerated) and use appropriate PPE for cases of acute febrile respiratory illness without suspicion of swine-origin influenza (as described in PPE section).
 - If the CDC confirmed swine-origin influenza in the geographic area:
 - 1. Address scene safety:
 - If PSAP advises potential for acute febrile respiratory illness symptoms on scene, EMS personnel should don PPE for suspected cases of swine-origin influenza prior to entering scene.
 - If PSAP has not identified individuals with symptoms of acute febrile respiratory illness on scene, First Responders should stay more than 6 feet away from patient and bystanders with symptoms and exercise appropriate routine respiratory droplet precautions while assessing all patients for suspected cases of swine-origin influenza.
 - 2. Assess all patients for symptoms of acute febrile respiratory illness (fever plus one or more of the following: nasal congestion/rhinorrhea, sore throat, or cough).
 - If no symptoms of acute respiratory illness, provide routine EMS care.
 - If symptoms of acute respiratory illness, don appropriate PPE for suspected case of swine-origin influenza if not already on.



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PANDEMIC INFLUENZA ADDITIONAL RESOURCES

A. Resources to Assist Employers in preparing for an Influenza Pandemic

1. East Baton Rouge Parish has implemented teleworking capabilities for essential personnel which may be activated as needed. Continuity of operations plans are up to date and include pandemic planning contingencies. Recommendations for Infection Control of City-Parish Buildings and Personnel were distributed to all city-parish departments.

B. Public Outreach for an Influenza Pandemic

1. East Baton Rouge Parish has a public outreach campaign called "Red Stick Ready" which includes public awareness information on pandemics which can be found at www.redstickready.com.

C. Pandemic Influenza - When to Return to the Workplace or to School

1. This information is for people who have been diagnosed with pandemic influenza by a health care provider or who believe that they have pandemic influenza based on symptoms of illness. It is intended to assist these people in deciding when to return to the workplace or school to decrease the chance of spreading pandemic influenza to others.
2. Transmission of Pandemic Influenza: Pandemic influenza (flu) is an illness that is easy to spread by close contact with others at home, in the community, at work, or at school. Influenza viruses spread mainly from person to person when people with influenza cough or sneeze. Sometimes people may become infected by touching something with influenza virus on it and then touching their mouth or nose.
3. Symptoms of Pandemic Influenza: Sudden onset of:
 - a. Fever (100.4°F [38°C]) or higher AND cough, sore throat, and/or difficulty breathing
 - b. These often occur with chills, headache, muscle aches, fatigue, and runny or stuffy nose
4. Pandemic influenza illness will likely make many people, even young adults; feel very sick—sick enough to stay in bed. If you are unsure whether you have pandemic influenza, want information about antiviral medications that may help you get better faster, or want to know how to avoid transmitting the influenza virus to others, contact your health care provider. Additional information about pandemic influenza can be found at www.pandemicflu.gov.



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5. If you have pandemic influenza, before returning to your workplace or school:
 - a. **STAY HOME AND AWAY FROM OTHERS**, as much as possible. Stay out of school or work until your fever has been gone for 24 hours without your taking fever-reducing medicines such as acetaminophen (Tylenol), and ibuprofen (Motrin, Advil).
 - i. **WHY?** Studies show you are most contagious and likely to spread influenza virus to others while you have a fever, up until 24 hours after your fever has ended.
 - b. **IF YOU ARE IMMUNOSUPPRESSED, CONSULT WITH YOUR HEALTH CARE PROVIDER** for guidance on when you may return to your workplace or school and on possible treatment with antiviral medications.
 - i. **WHY?** Being immunosuppressed means your body's immune system may be weaker than normal, for example, from cancer or cancer treatment, organ or bone marrow transplants, HIV/AIDS, or from treatment with drugs such as steroids. Studies show that an immunosuppressed person who is infected with influenza may be able to transmit virus for a longer time than a person who is not immunosuppressed.
 - c. **IF YOU WERE OR ARE TAKING ANTIVIRAL MEDICATIONS FOR TREATMENT OF INFLUENZA, CONSULT WITH YOUR HEALTH CARE PROVIDER AS TO WHEN TO RETURN TO YOUR WORKPLACE OR SCHOOL**
 - i. **WHY?** Antivirals for influenza are prescription drugs such as oseltamivir (Tamiflu) and zanamivir (Relenza), and may or may not be indicated for certain individuals. While no one should return to work or school until fever has been gone for 24 hours, for some people, antiviral drugs may shorten the period when you are contagious (capable of transmitting influenza virus), allowing you to return earlier.
6. After returning to your workplace or school, remember to:
 - a. Cover your coughs or sneezes with tissues (if no tissues are available cough into your sleeve), and dispose of tissues in trashcans or wastebaskets. Clean your hands after coughing or sneezing as soon as you can.



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- b. Keep your hands clean by washing with soap and water or using alcohol-based hand gels frequently. As much as possible, avoid touching people and surfaces with unwashed hands.
- c. Return home or stay home and contact your health care provider if your symptoms worsen or re-occur.

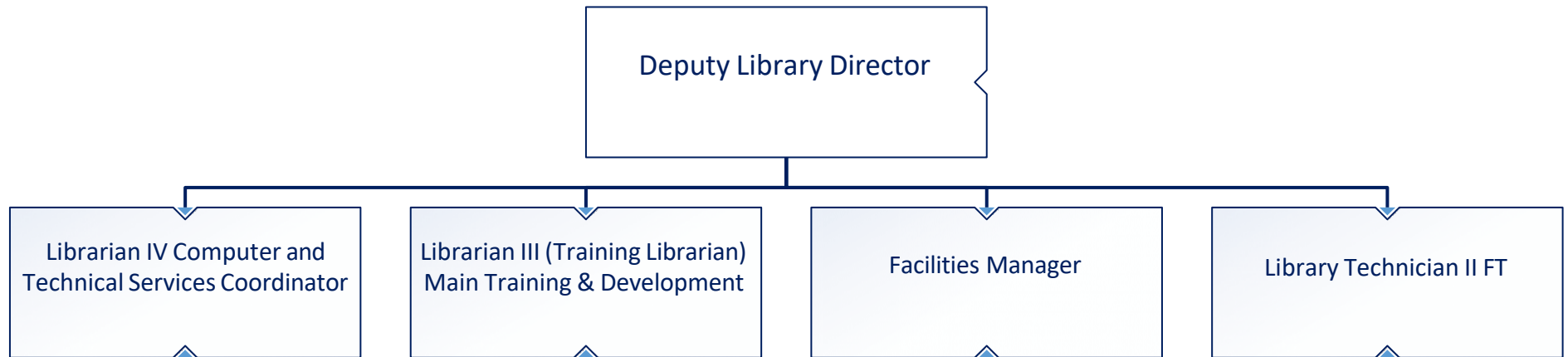


**ORGANIZATIONAL CHART:
LIBRARY ADMINISTRATION
7711 GOODWOOD BLVD.
BATON ROUGE, LA 70806**



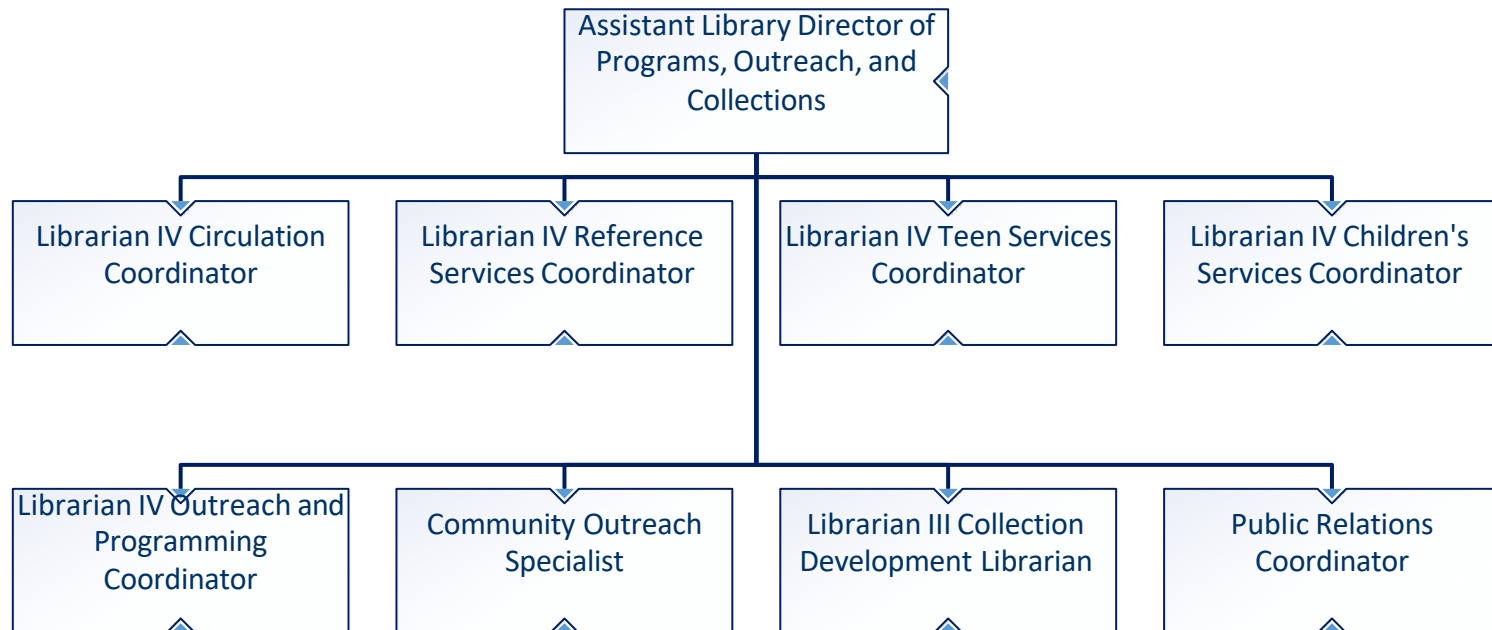


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BATON ROUGE, LA 70806**



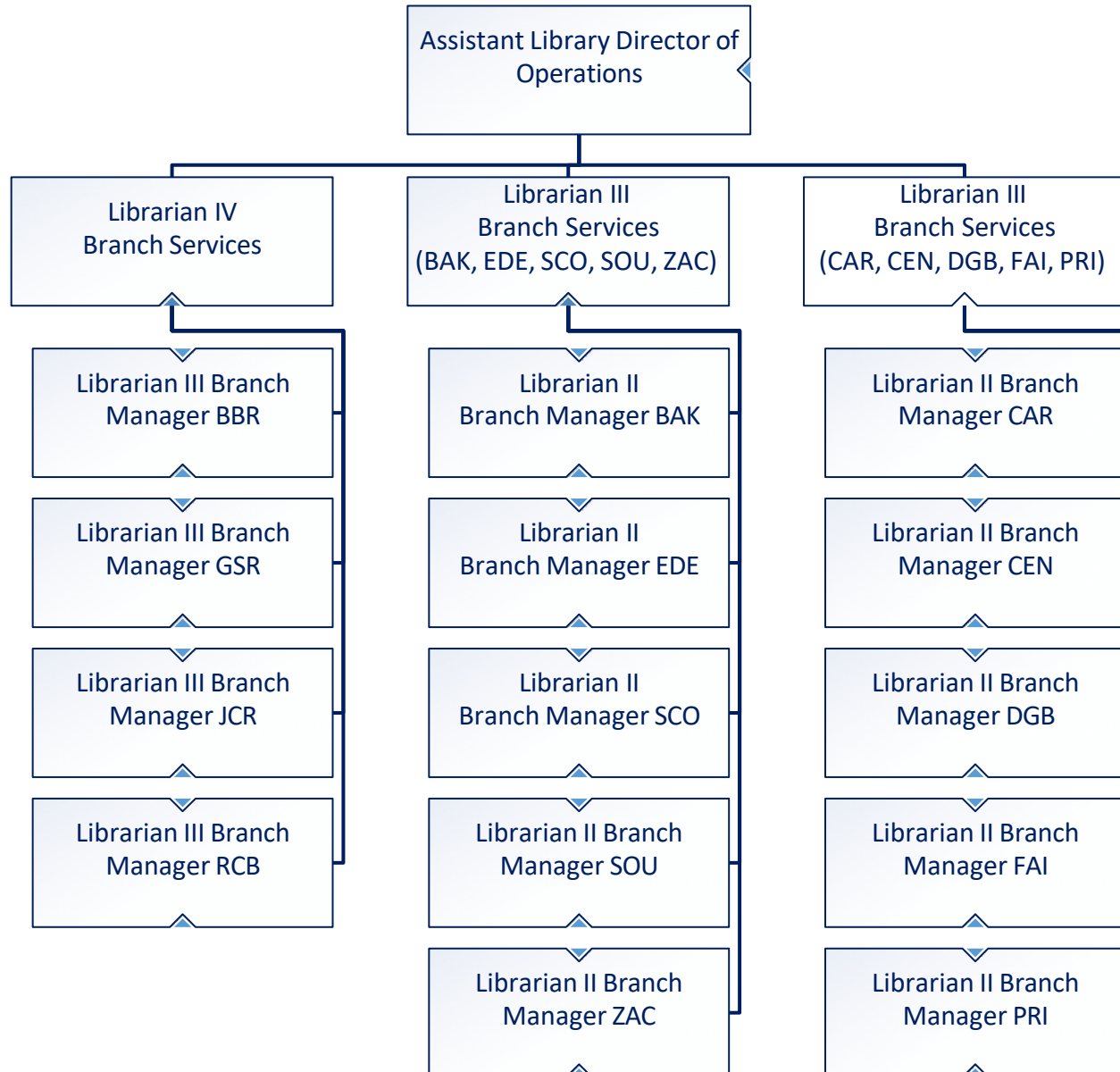


**ORGANIZATIONAL CHART:
LIBRARY PROGRAMS,
OUTREACH, AND COLLECTIONS
7711 GOODWOOD BLVD.
BATON ROUGE, LA 70806**



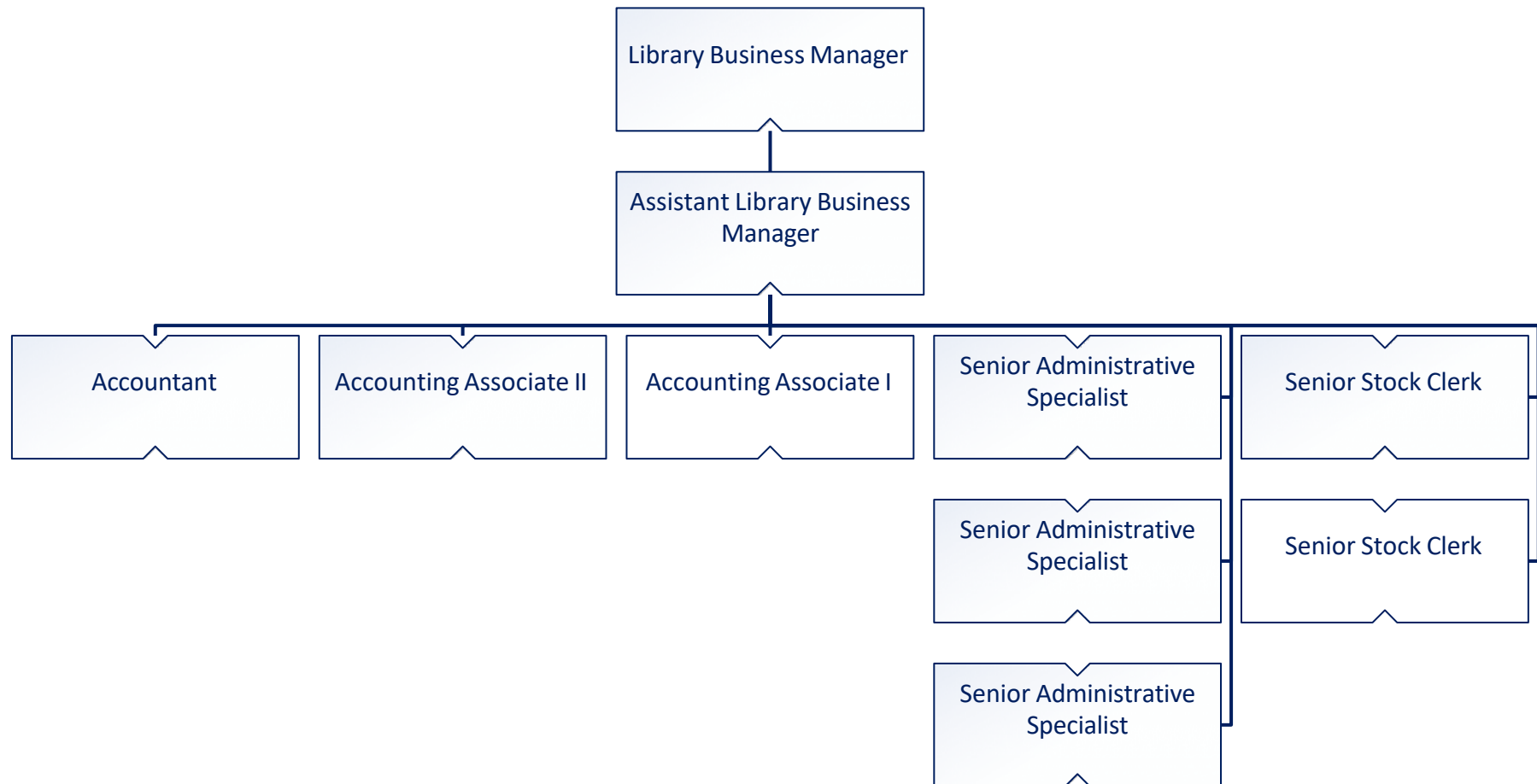


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LIBRARY OPERATIONS
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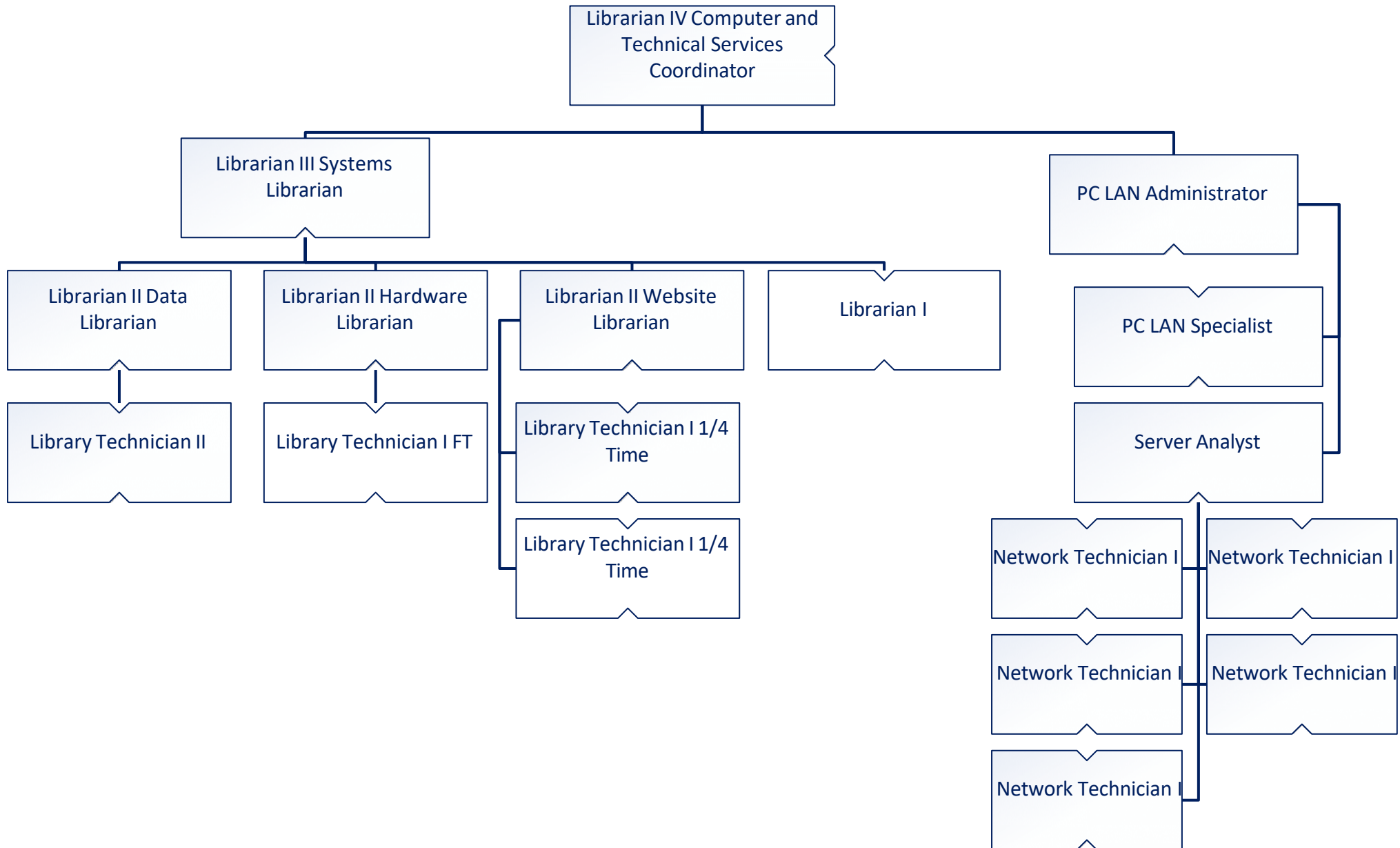


**ORGANIZATIONAL CHART:
LIBRARY BUSINESS OFFICE
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BATON ROUGE, LA 70806**

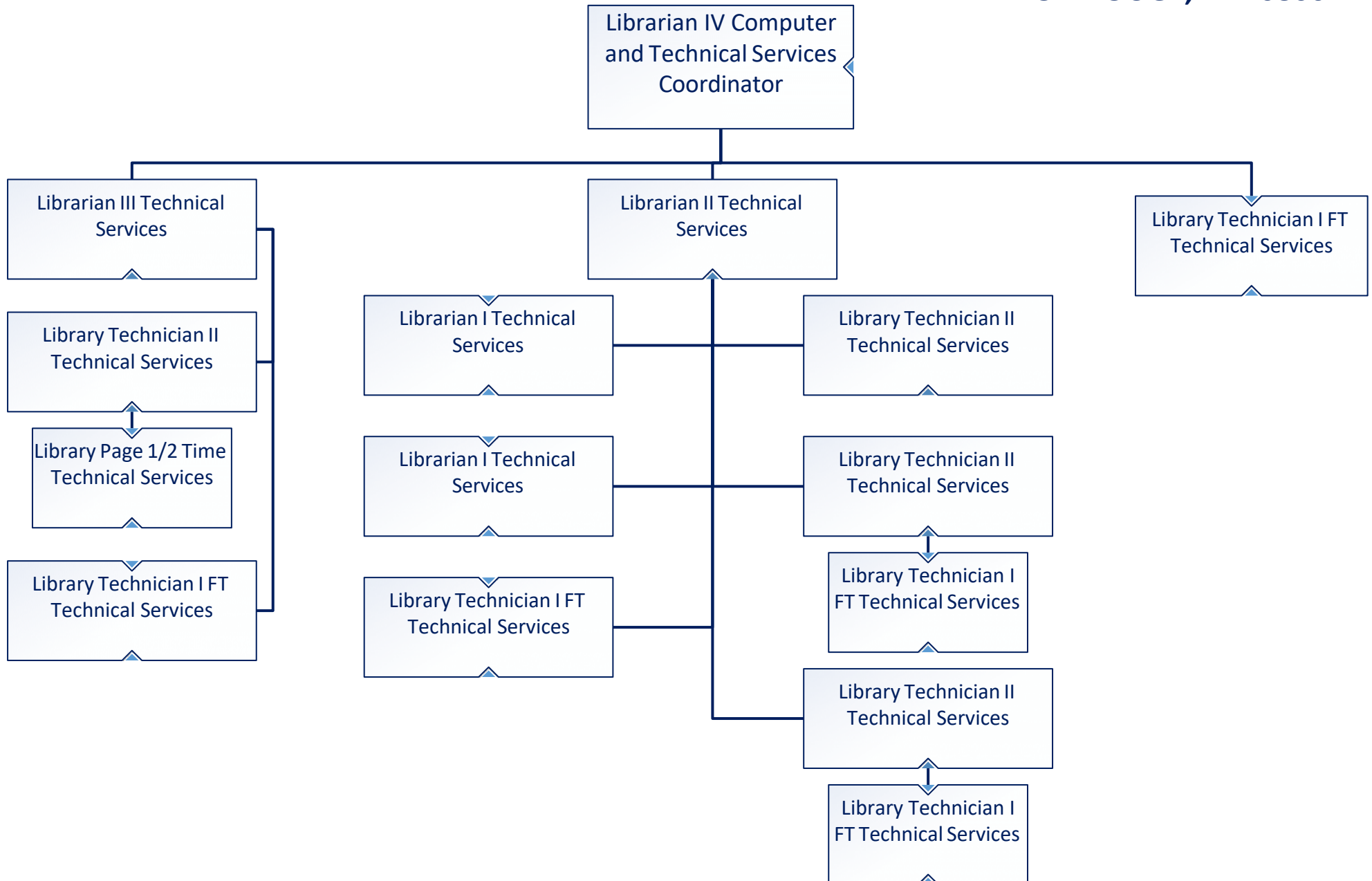




**ORGANIZATIONAL CHART:
COMPUTER SERVICES
7711 GOODWOOD BLVD.
BATON ROUGE, LA 70806**

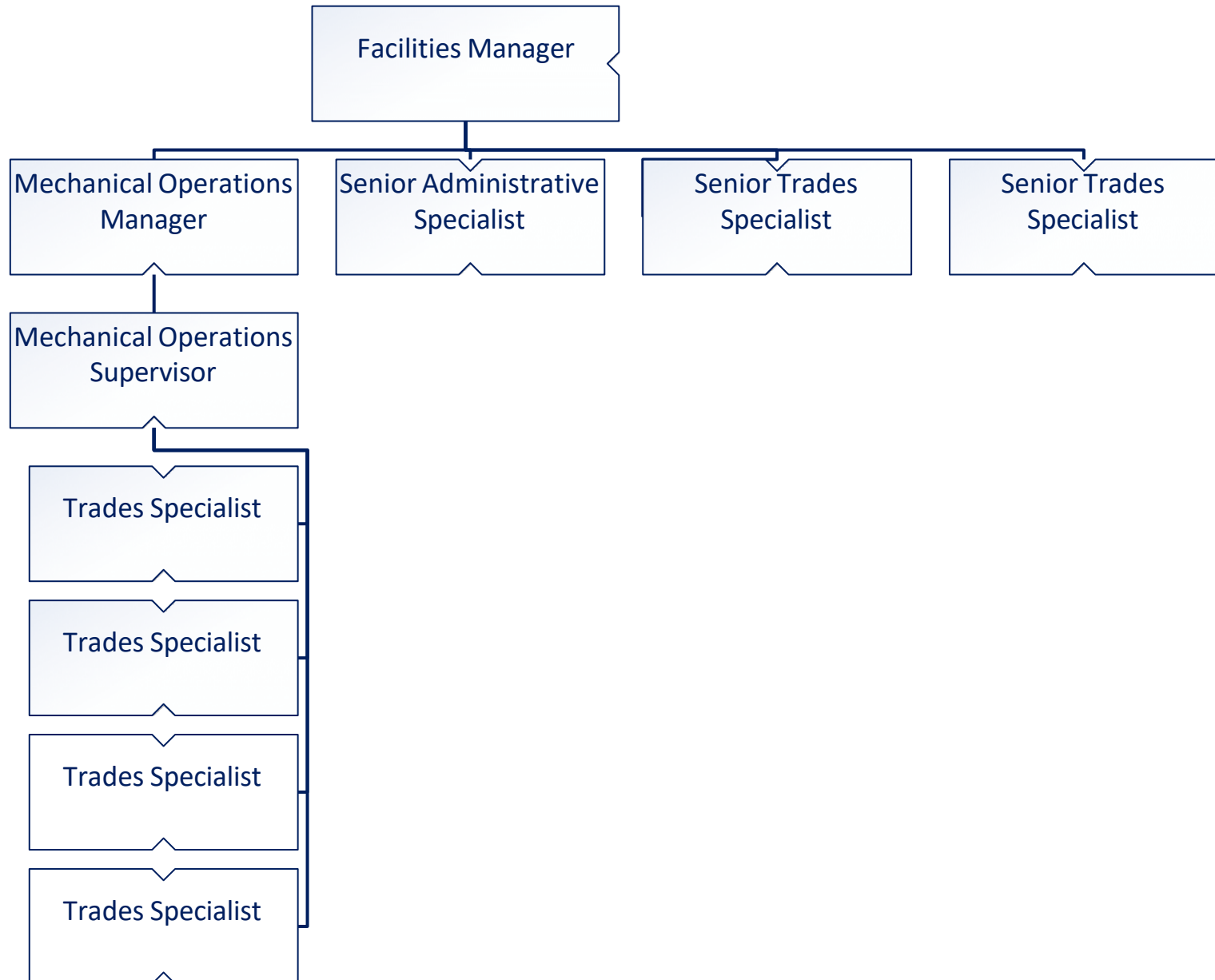


**ORGANIZATIONAL CHART:
TECHNICAL SERVICES
7711 GOODWOOD BLVD.
BATON ROUGE, LA 70806**



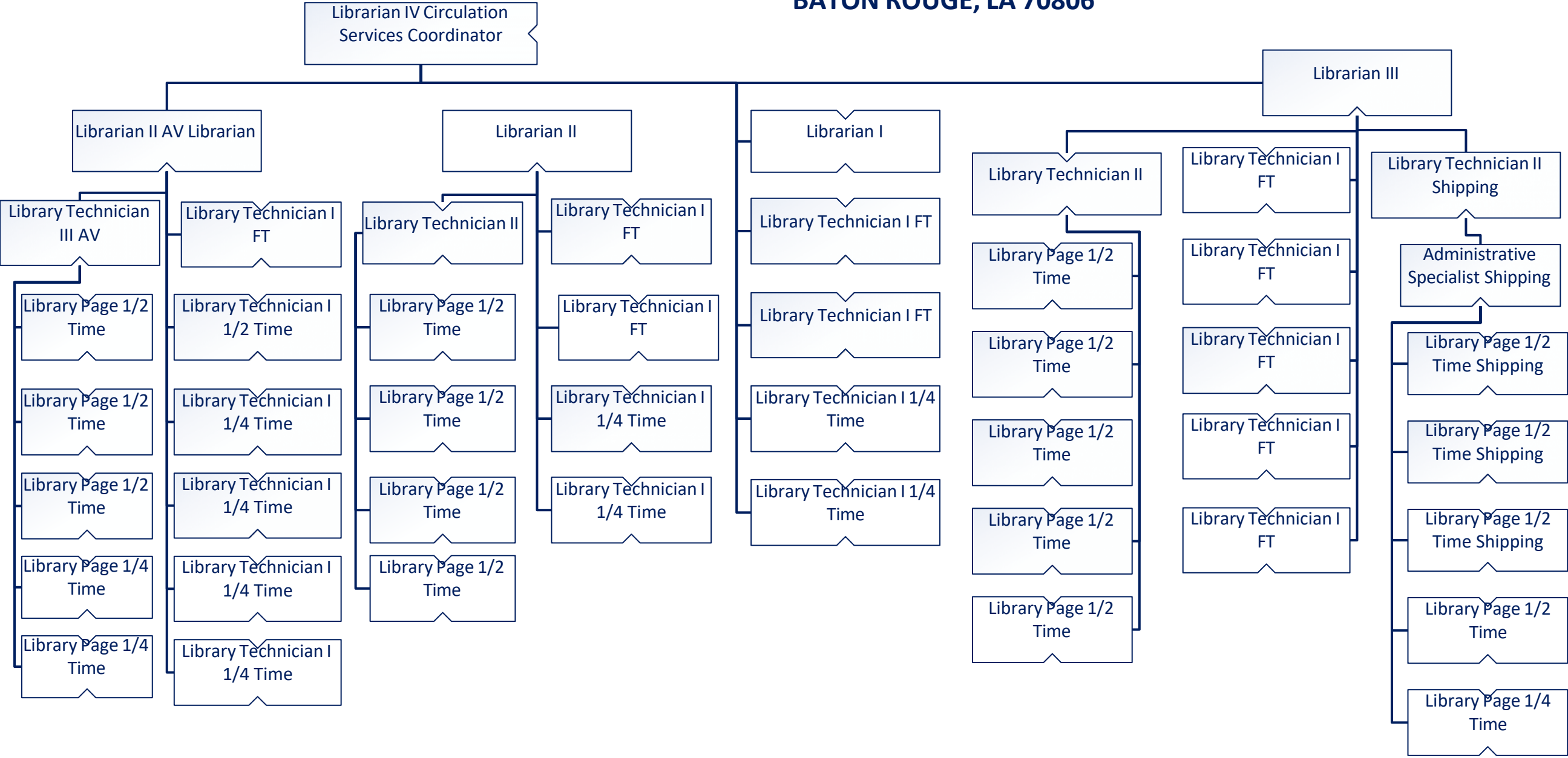


**ORGANIZATIONAL CHART:
LIBRARY FACILITIES
7711 GOODWOOD BLVD.
BATON ROUGE, LA 70806**



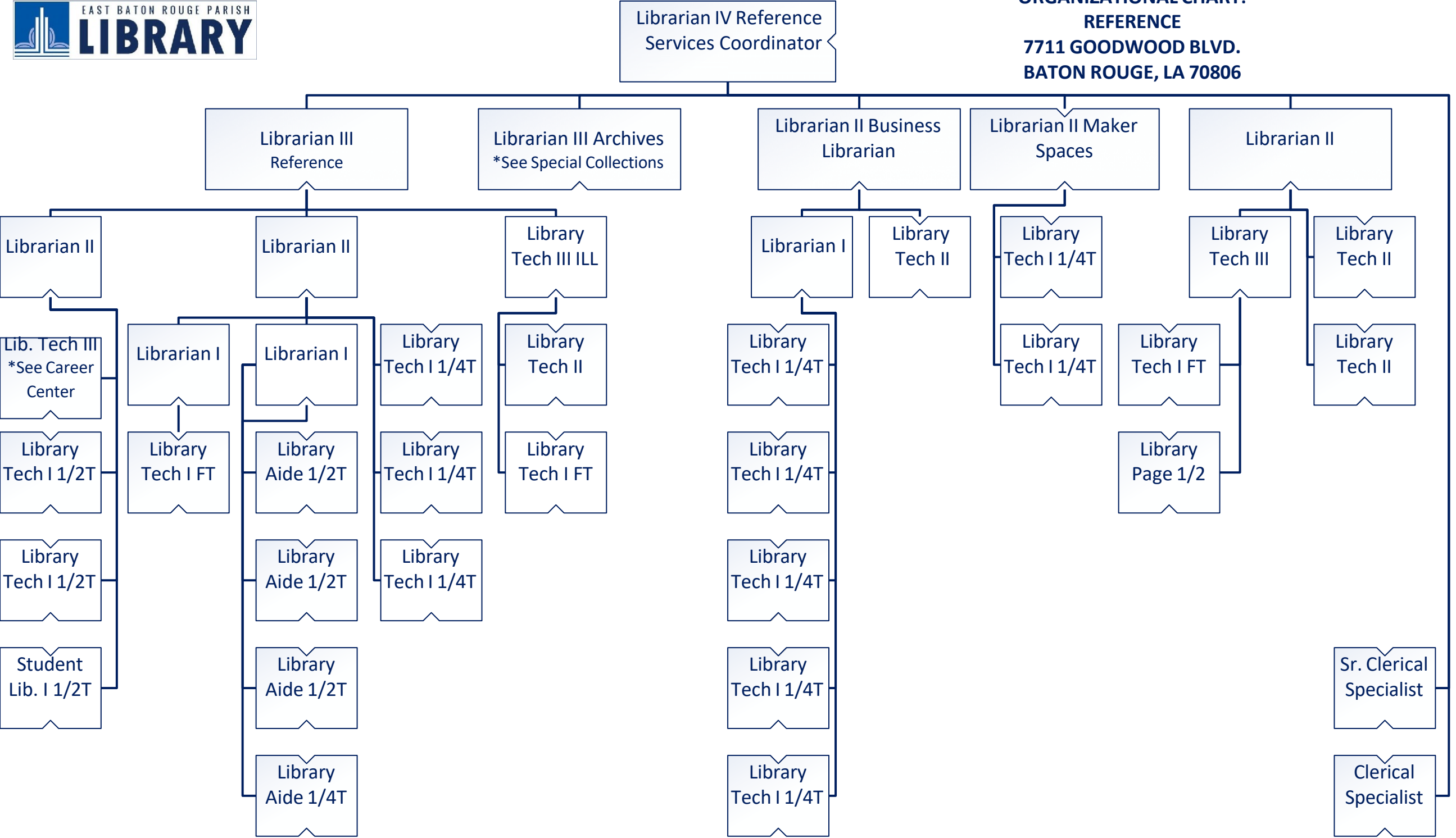
ORGANIZATIONAL CHART: CIRCULATION

**7711 GOODWOOD BLVD.
BATON ROUGE, LA 70806**

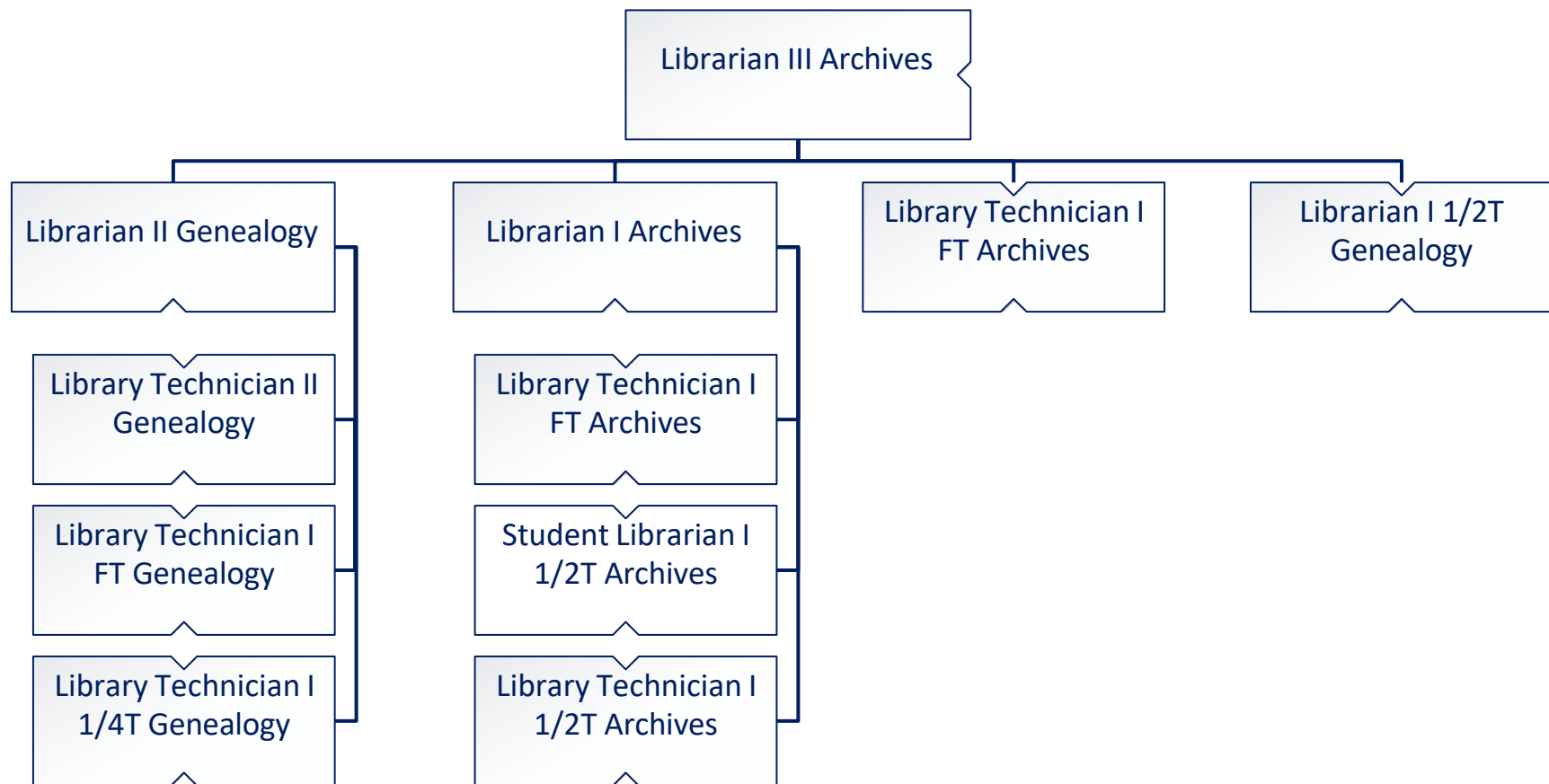




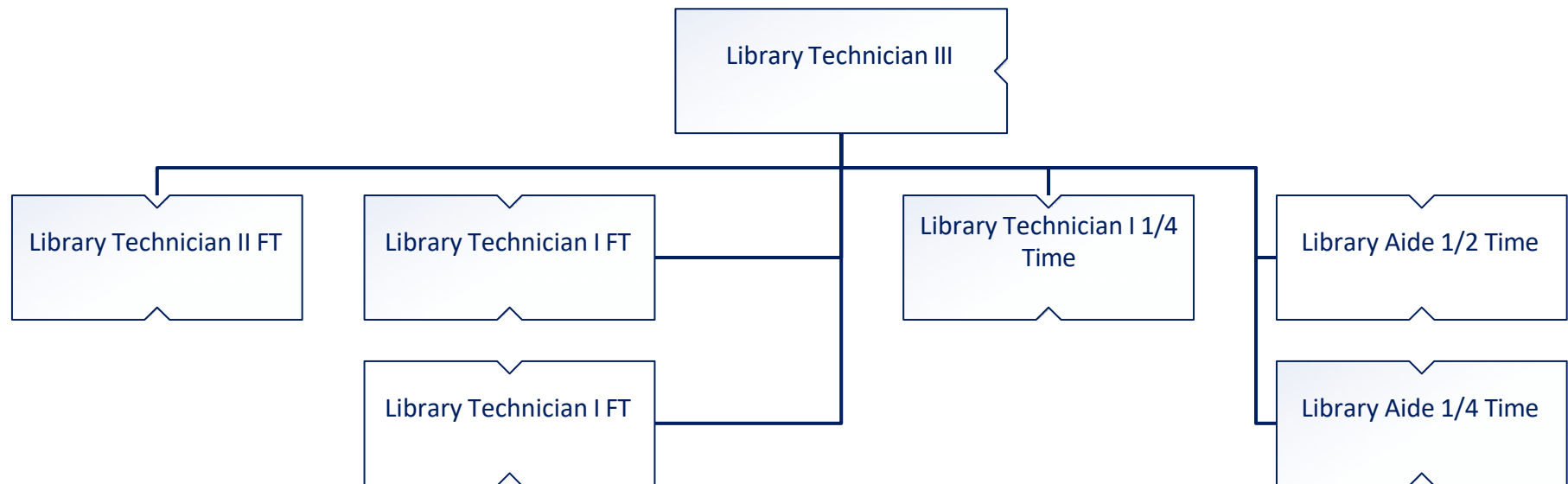
ORGANIZATIONAL CHART:
REFERENCE
7711 GOODWOOD BLVD.
BATON ROUGE, LA 70806



**ORGANIZATIONAL CHART:
REFERENCE –
SPECIAL COLLECTIONS
7711 GOODWOOD BLVD.
BATON ROUGE, LA 70806**

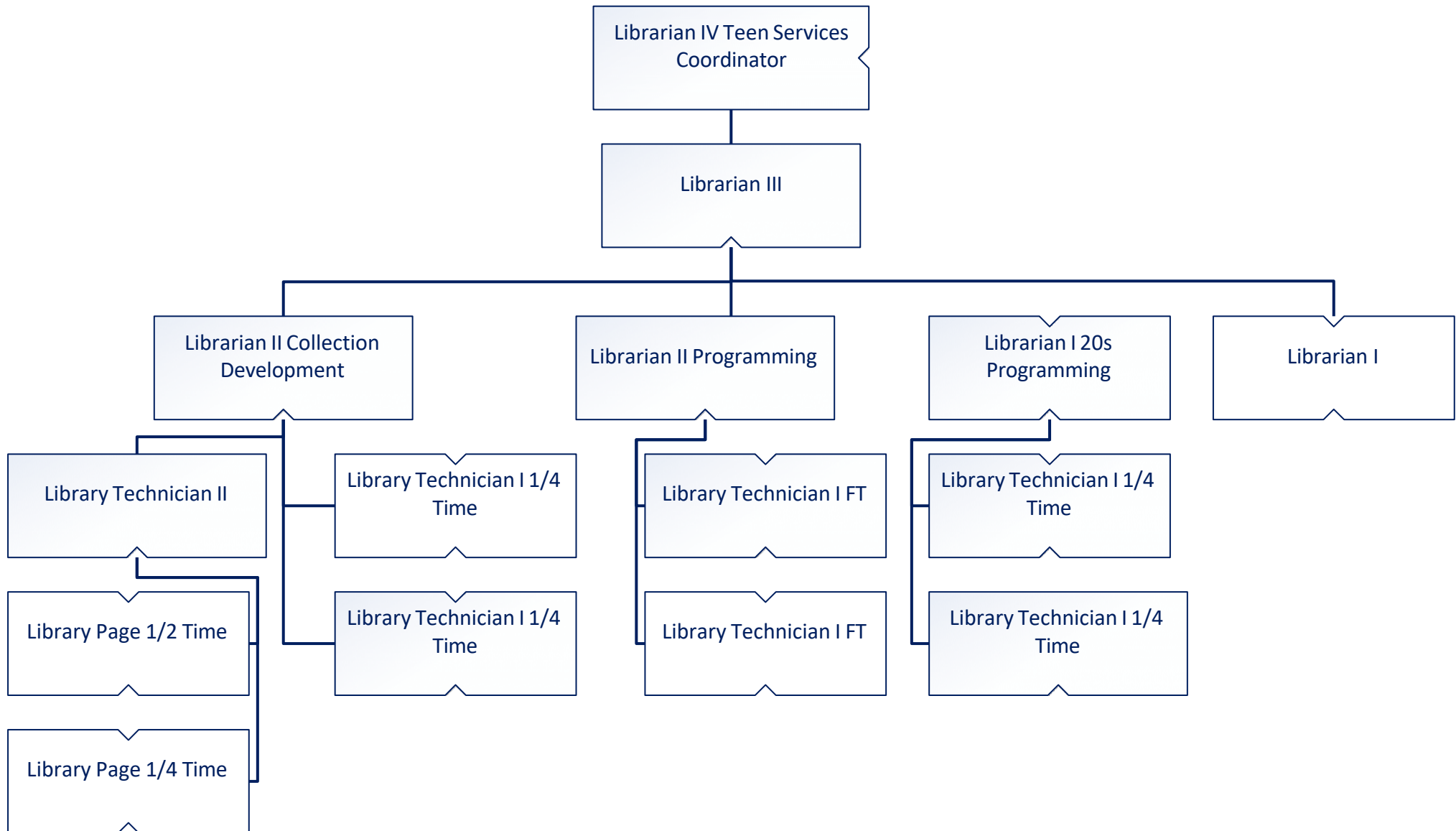


**ORGANIZATIONAL CHART:
REFERENCE – CAREER CENTER
7711 GOODWOOD BLVD.
BATON ROUGE, LA 70806**

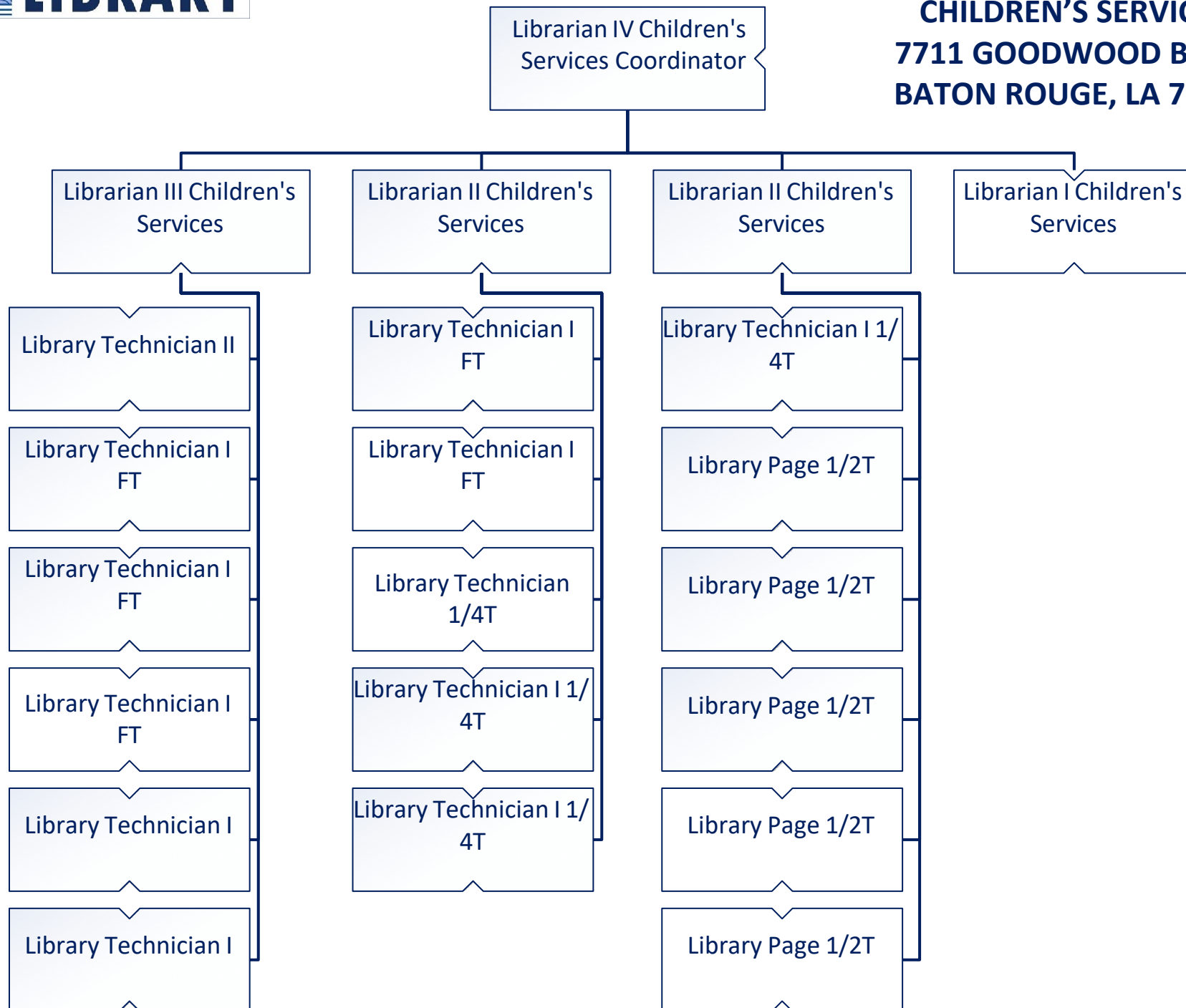




**ORGANIZATIONAL CHART:
TEEN SERVICES
7711 GOODWOOD BLVD.
BATON ROUGE, LA 70806**

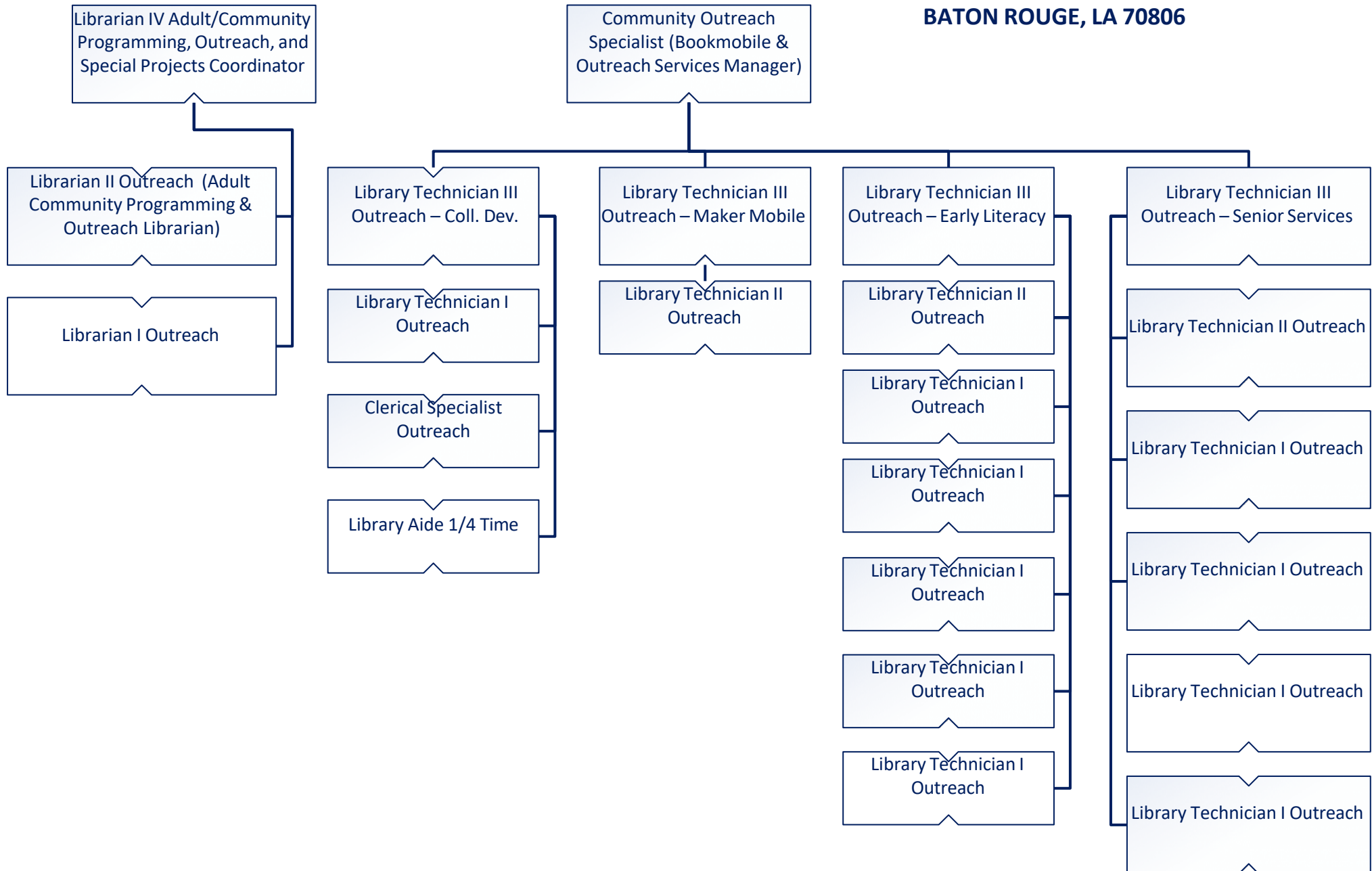


**ORGANIZATIONAL CHART:
CHILDREN'S SERVICES
7711 GOODWOOD BLVD.
BATON ROUGE, LA 70806**

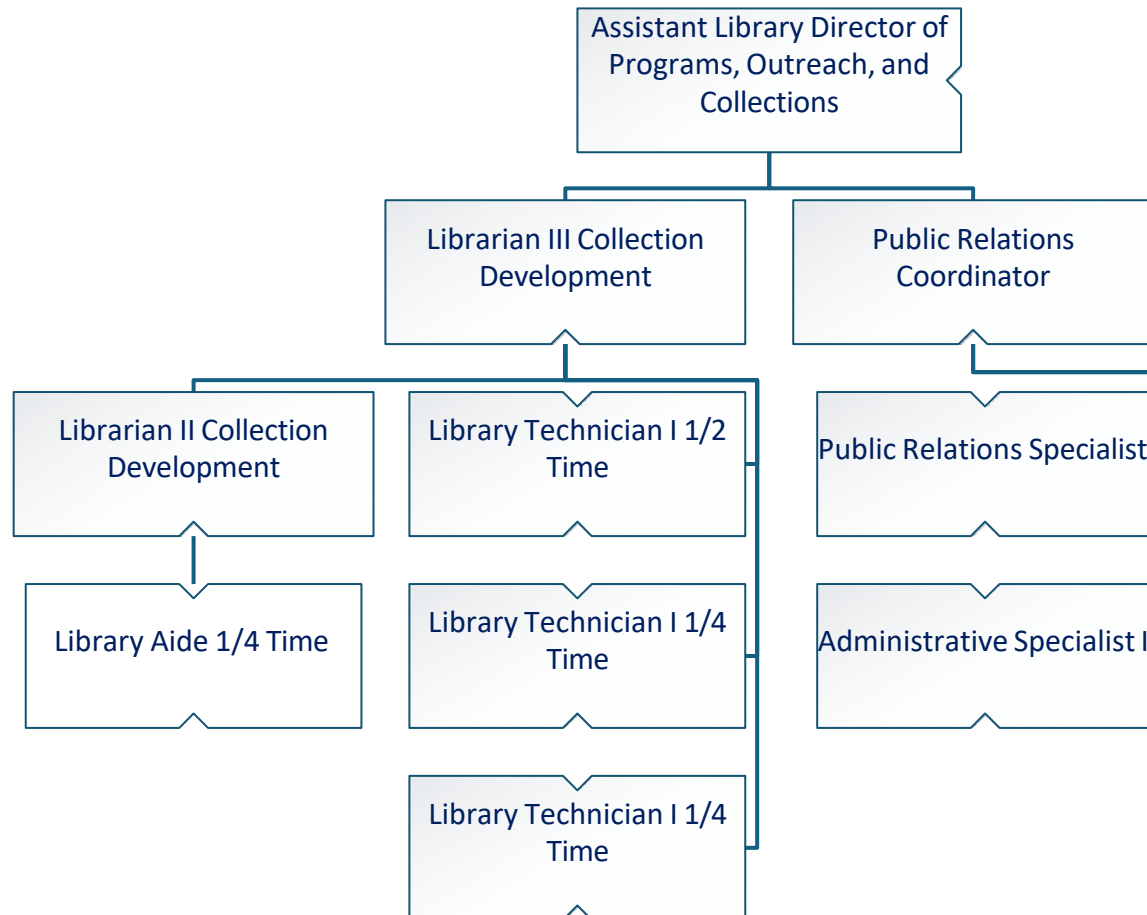




**ORGANIZATIONAL CHART:
PROGRAMMING, OUTREACH, AND
SPECIAL PROJECTS
7711 GOODWOOD BLVD.
BATON ROUGE, LA 70806**

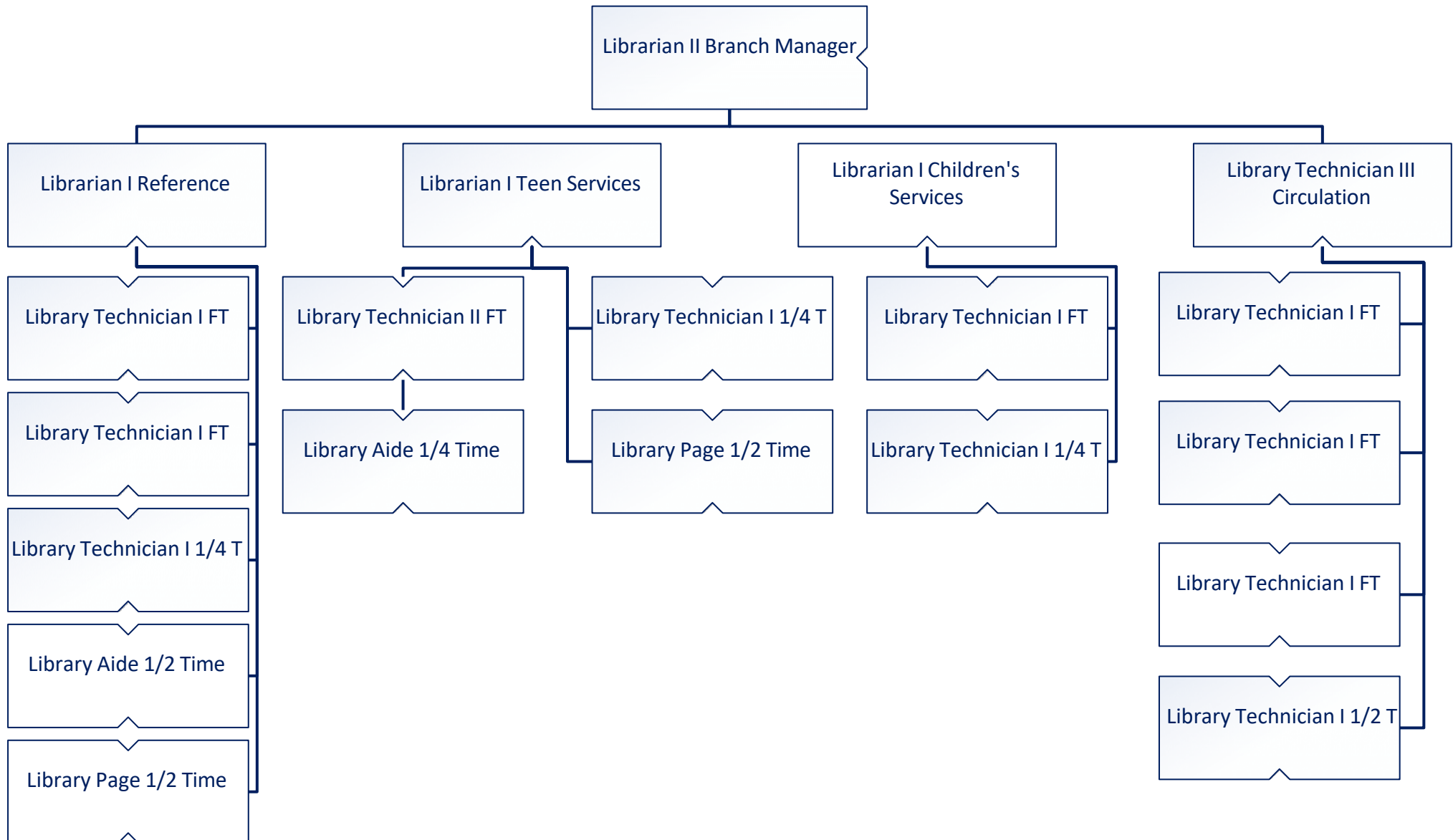


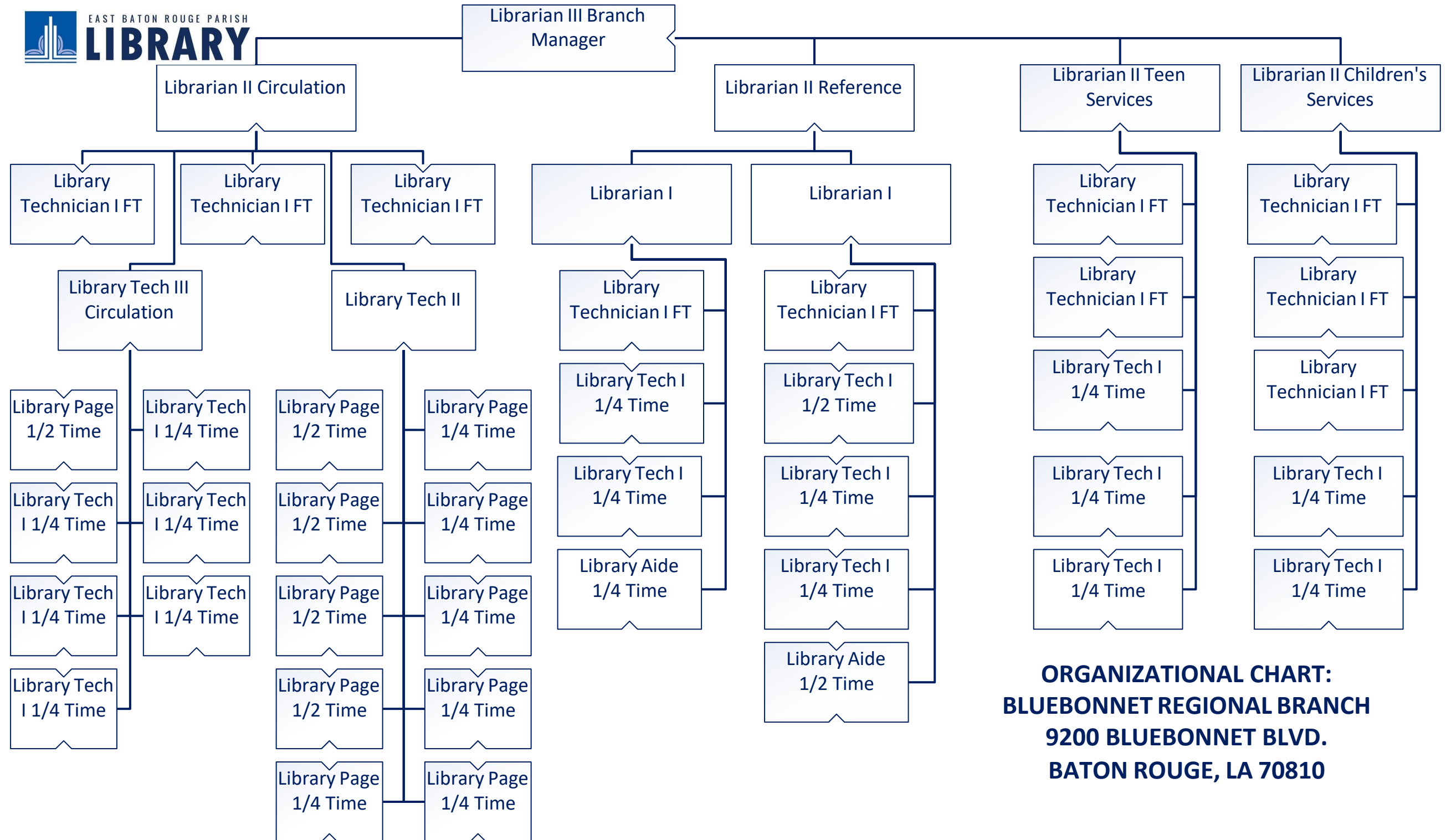
**ORGANIZATIONAL CHART:
COLLECTIONS DEVELOPMENT
AND PUBLIC RELATIONS
7711 GOODWOOD BLVD.
BATON ROUGE, LA 70806**





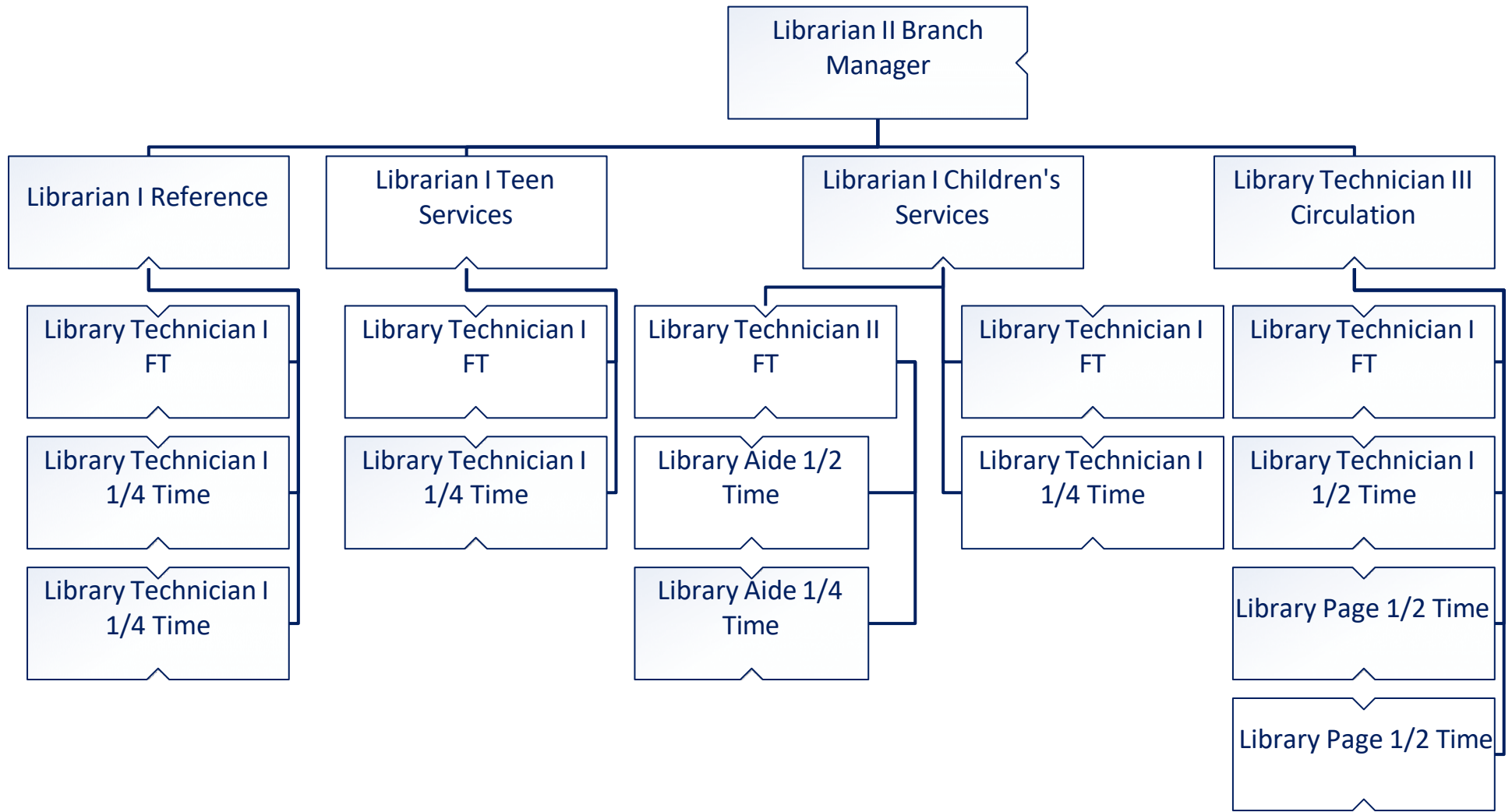
**ORGANIZATIONAL CHART:
BAKER COMMUNITY BRANCH
3501 GROOM ROAD
BAKER, LA 70714**



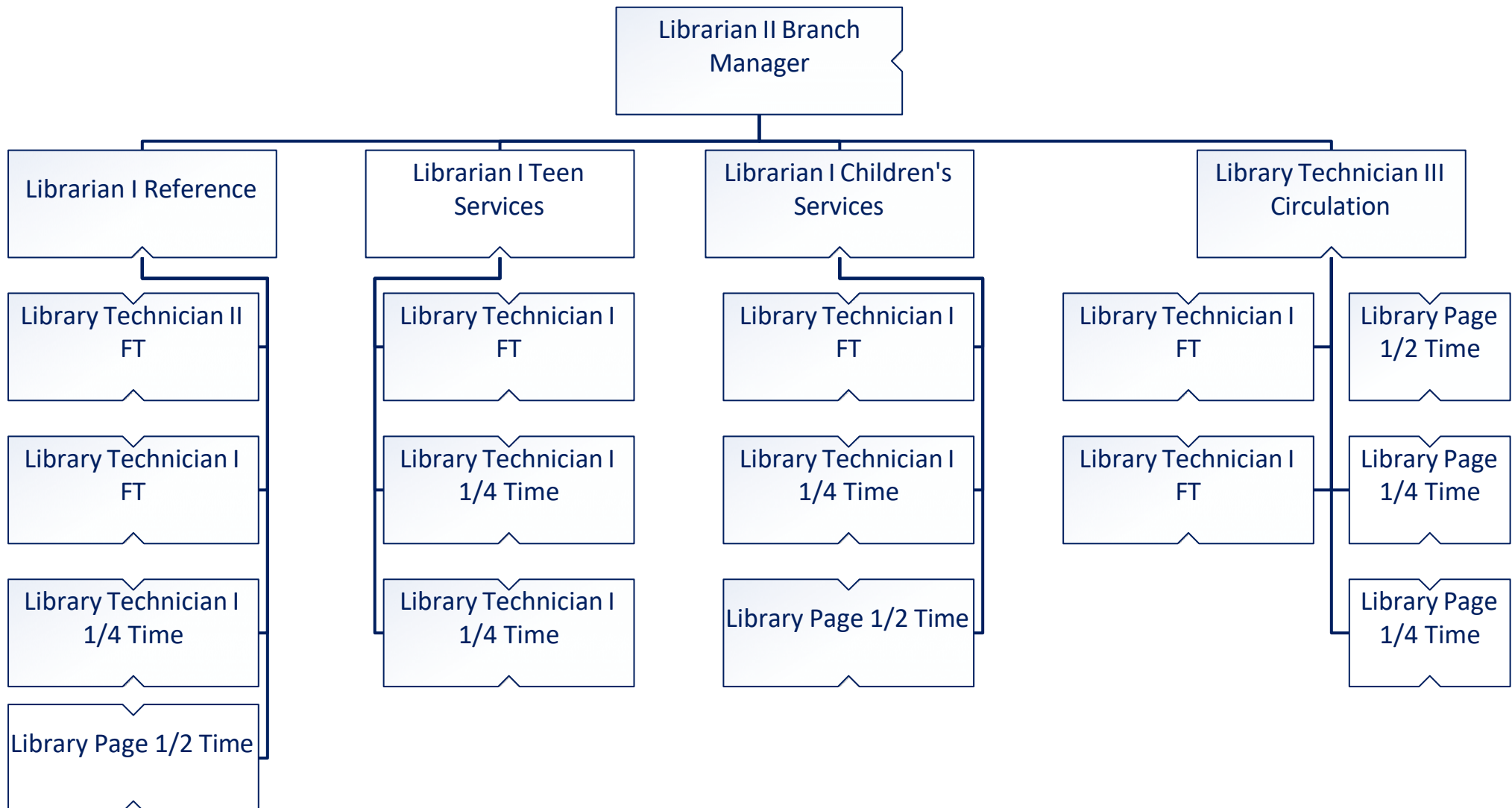




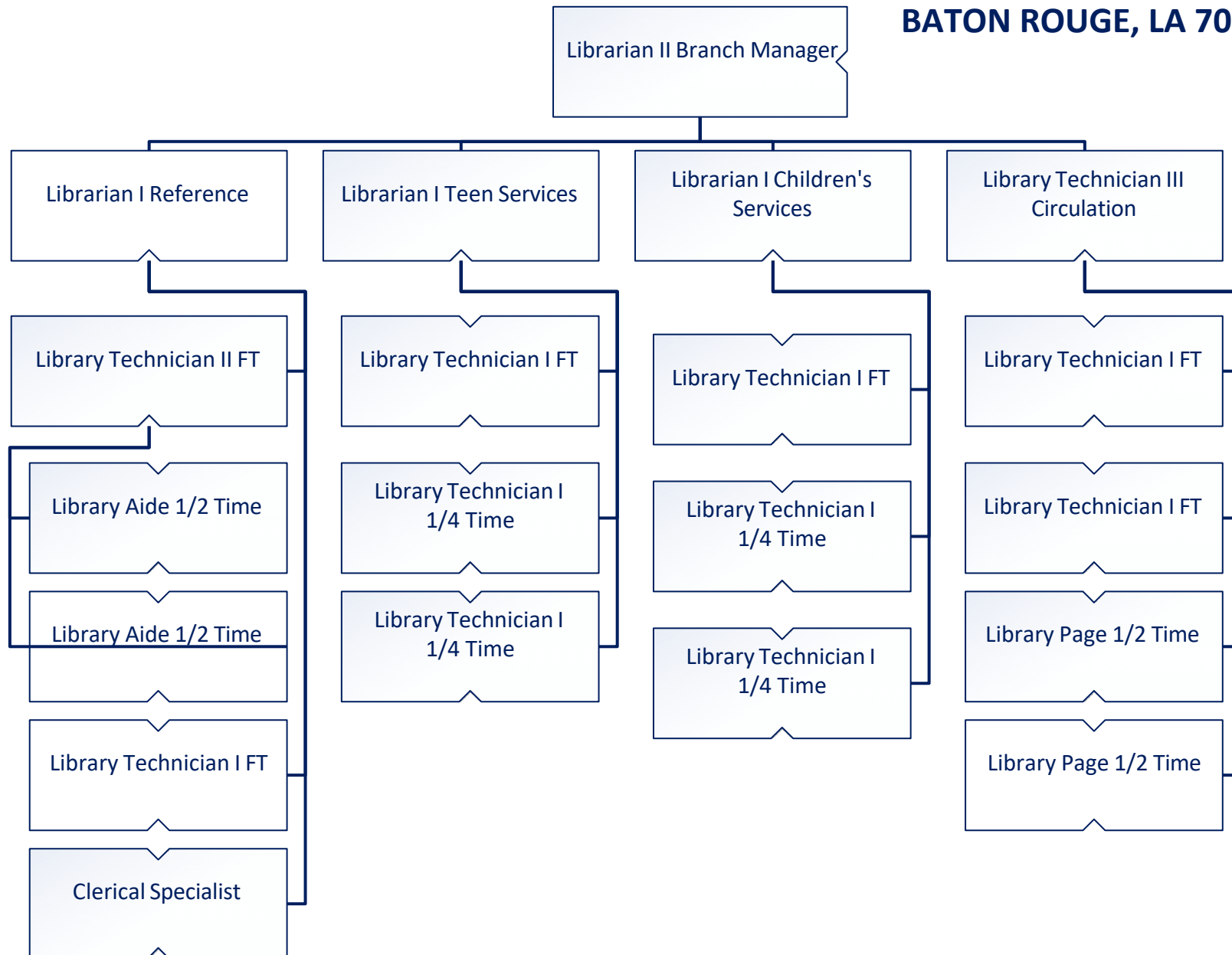
**ORGANIZATIONAL CHART:
CARVER COMMUNITY BRANCH
720 TERRACE AVE.
BATON ROUGE, LA 70802**



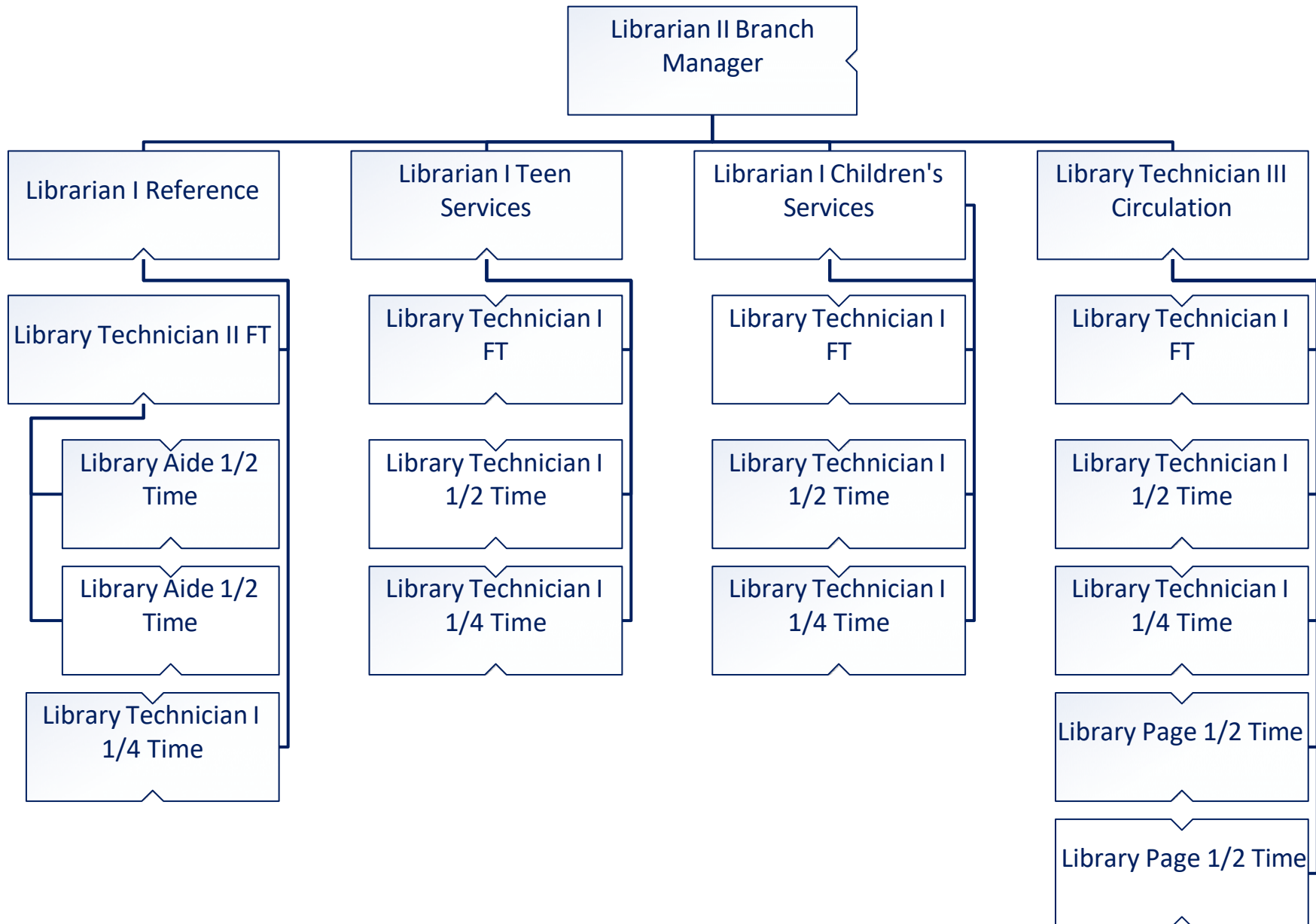
**ORGANIZATIONAL CHART:
CENTRAL COMMUNITY BRANCH
11260 JOOR ROAD
BATON ROUGE, LA 70818**



**ORGANIZATIONAL CHART:
DELMONT GARDENS
COMMUNITY BRANCH
3351 LORRAINE STREET
BATON ROUGE, LA 70805**

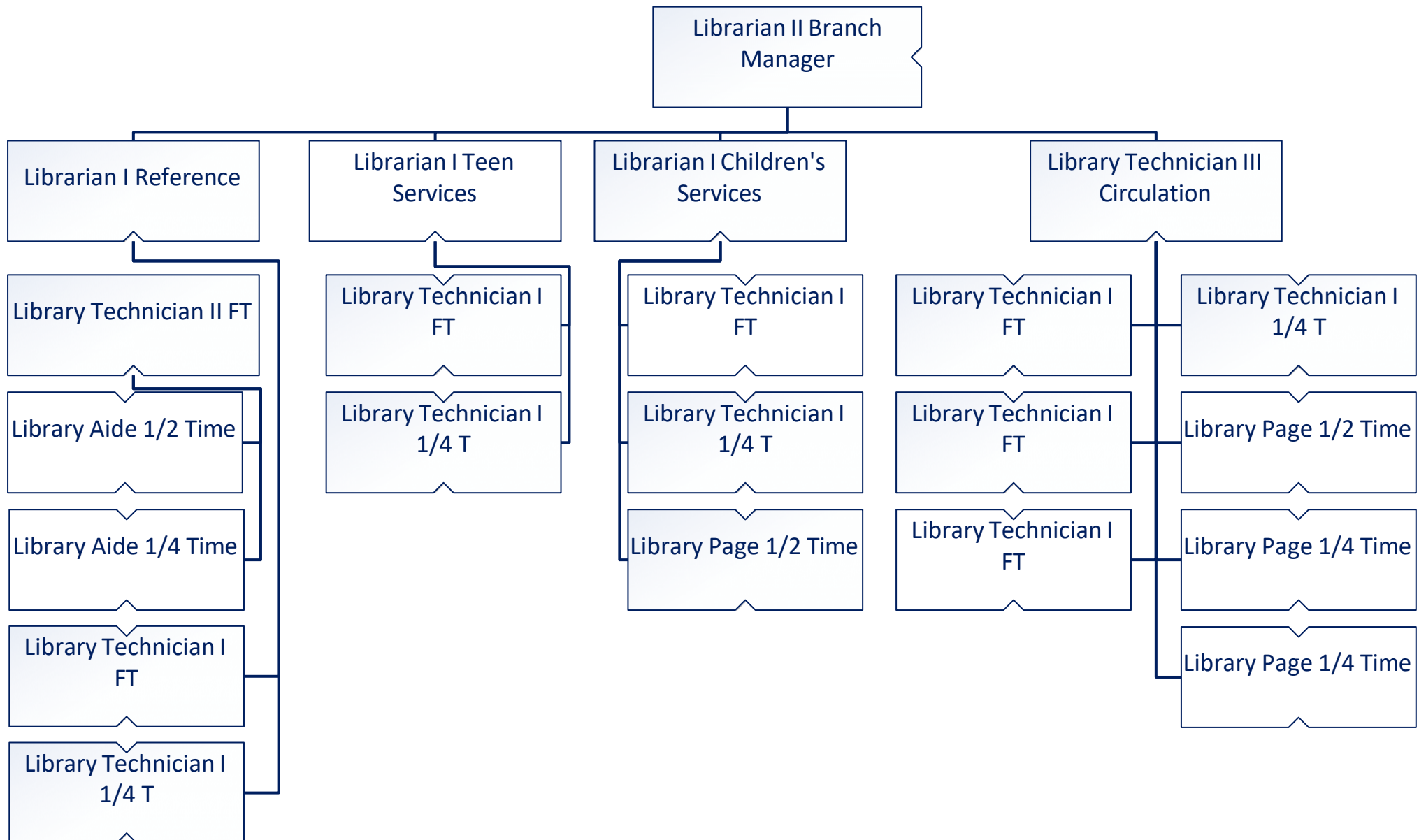


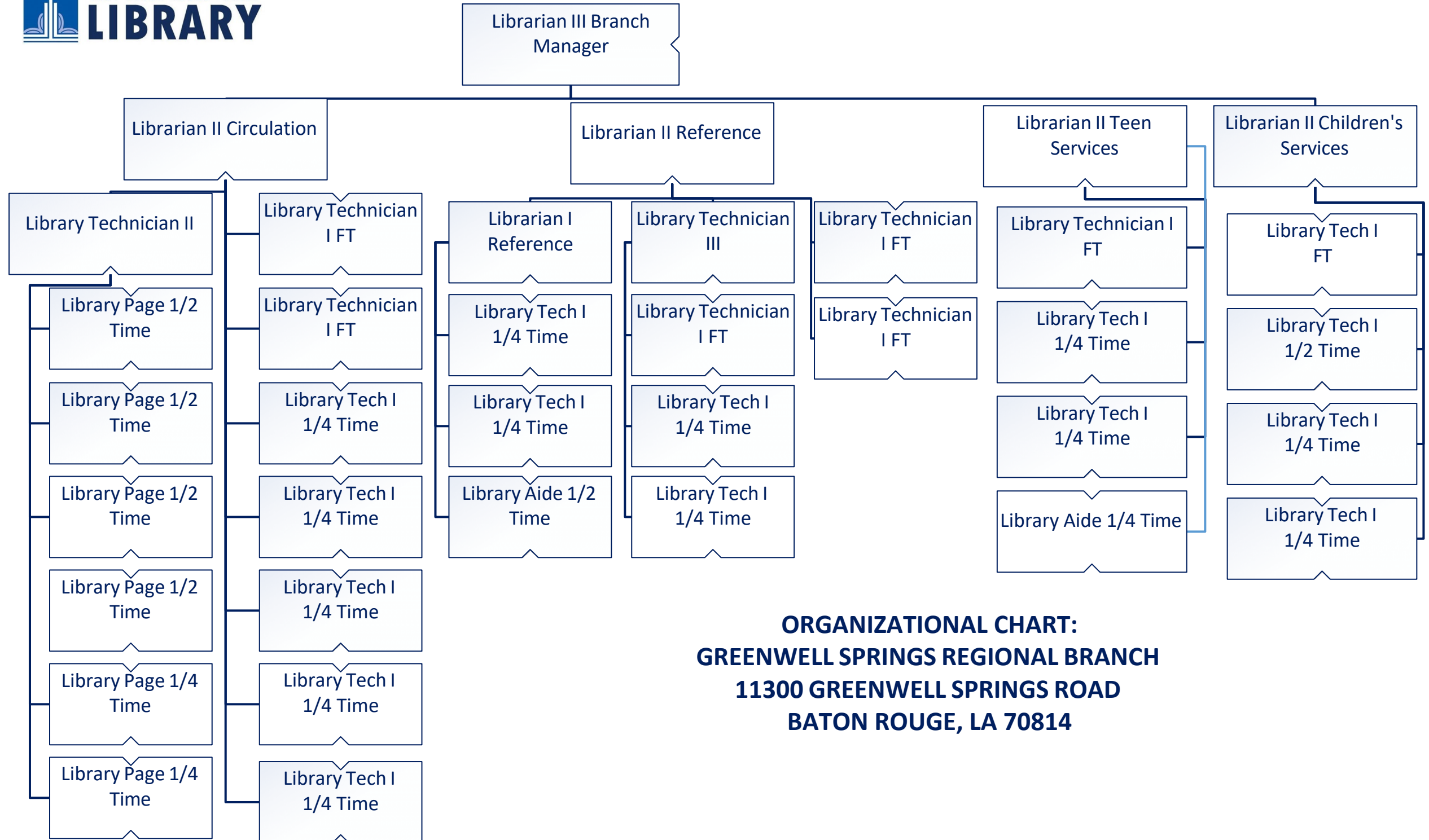
**ORGANIZATIONAL CHART:
EDEN PARK COMMUNITY BRANCH
5131 GREENWELL SPRINGS RD.
BATON ROUGE, LA 70806**





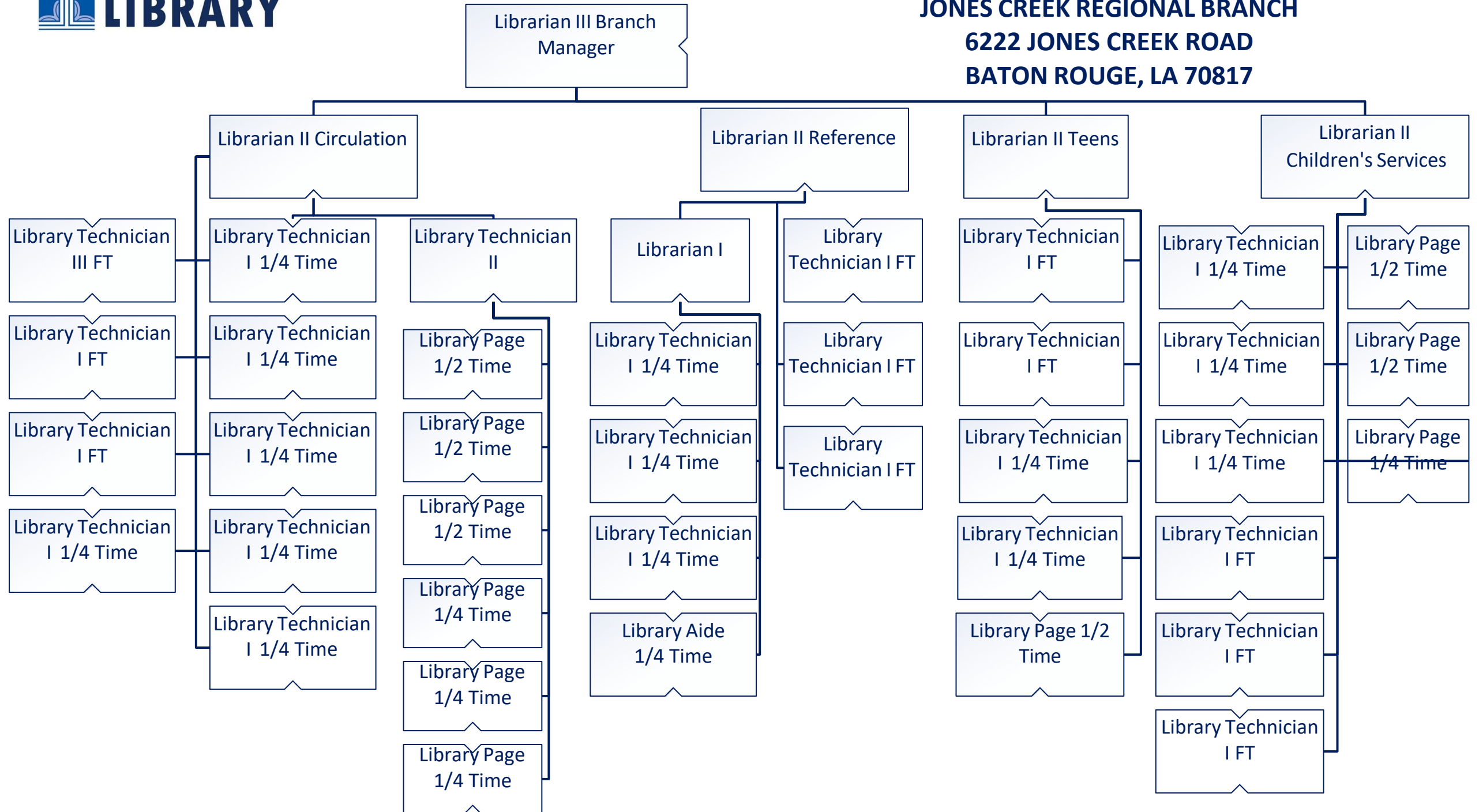
**ORGANIZATIONAL CHART:
FAIRWOOD COMMUNITY BRANCH
12910 OLD HAMMOND HIGHWAY
BATON ROUGE, LA 70816**



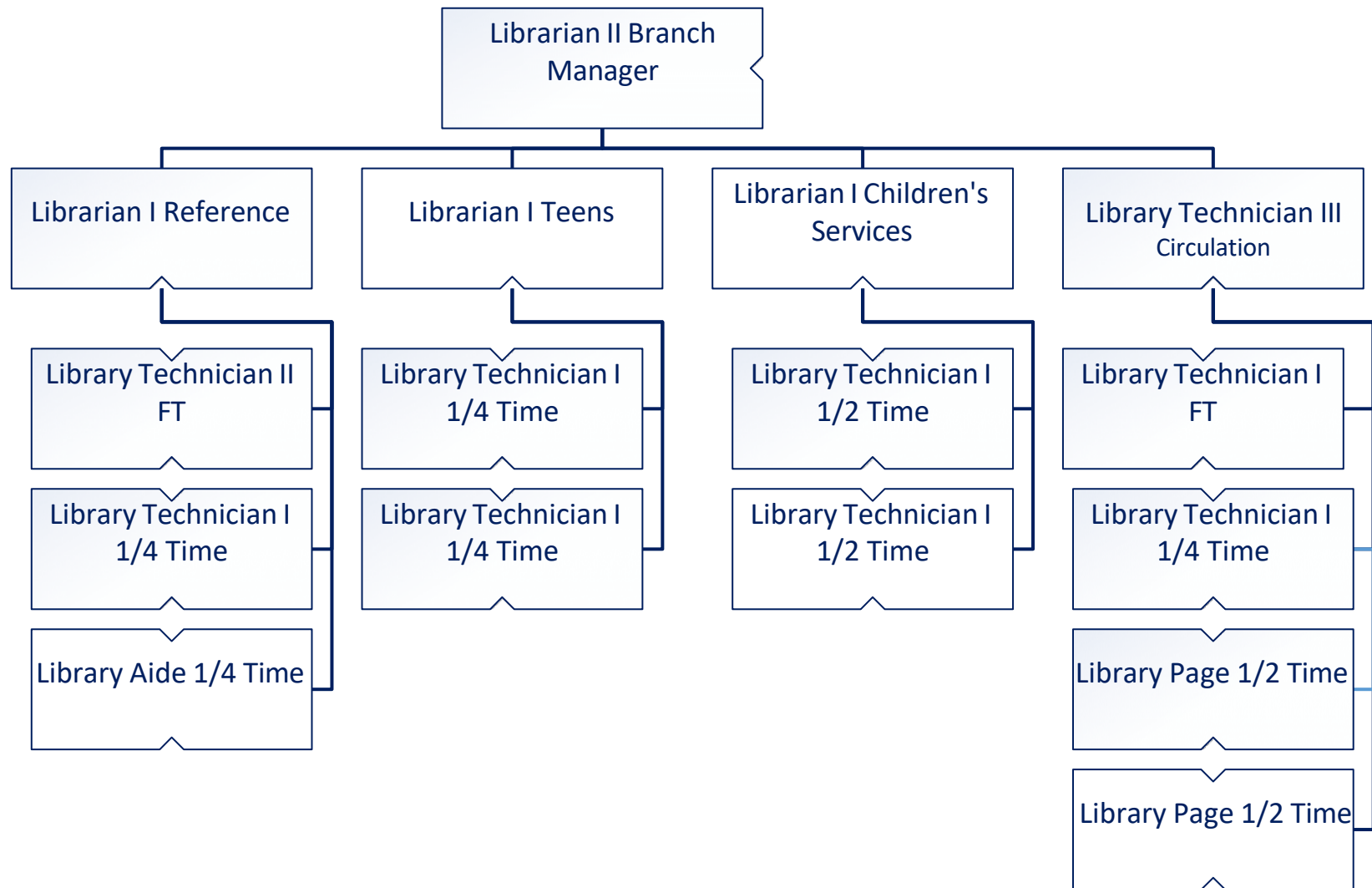


ORGANIZATIONAL CHART:
GREENWELL SPRINGS REGIONAL BRANCH
11300 GREENWELL SPRINGS ROAD
BATON ROUGE, LA 70814

**ORGANIZATIONAL CHART:
JONES CREEK REGIONAL BRANCH
6222 JONES CREEK ROAD
BATON ROUGE, LA 70817**

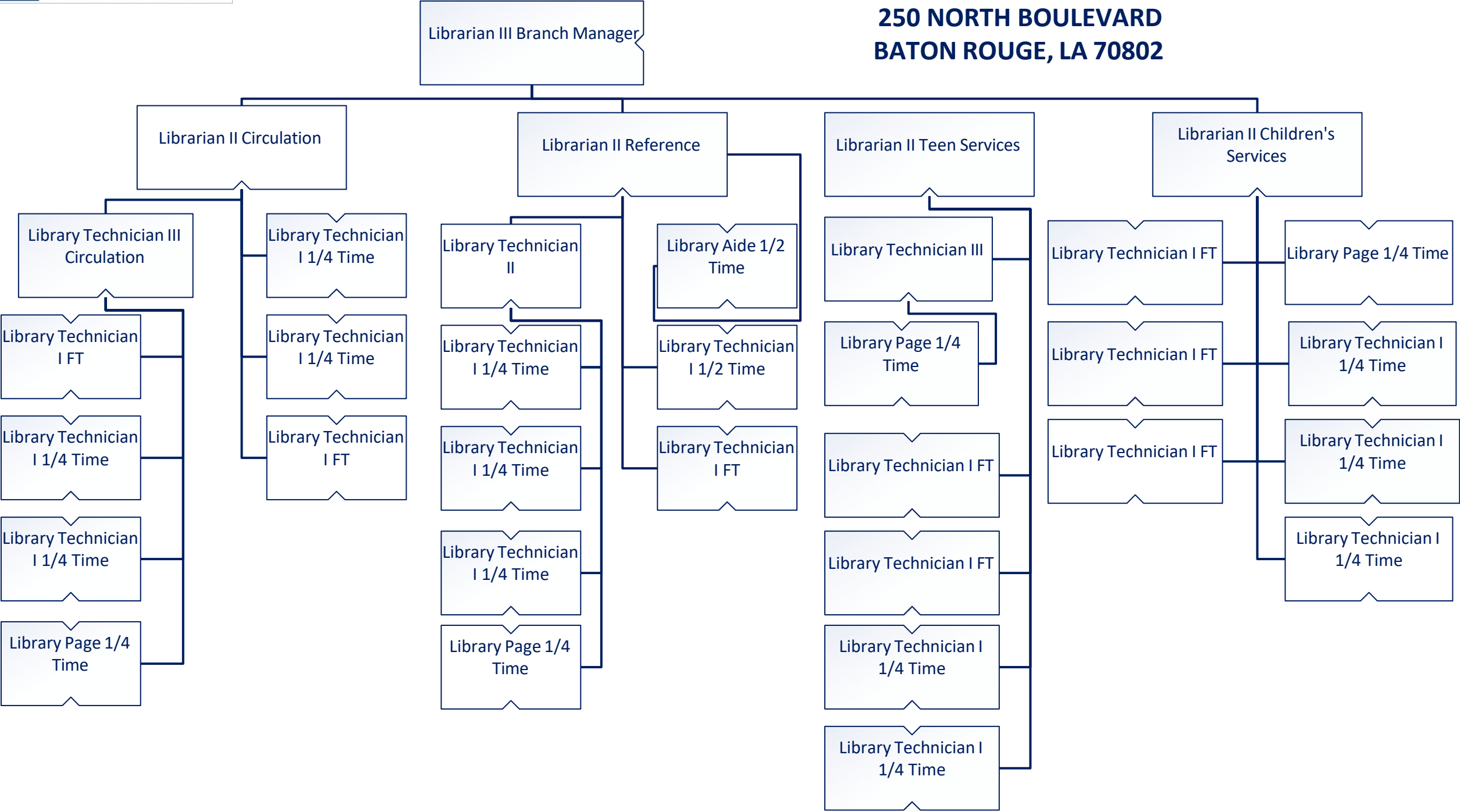


**ORGANIZATIONAL CHART: PRIDE-
CHANEYVILLE COMMUNITY BRANCH 13600
PRIDE-PORT HUDSON ROAD
PRIDE, LA 70770**

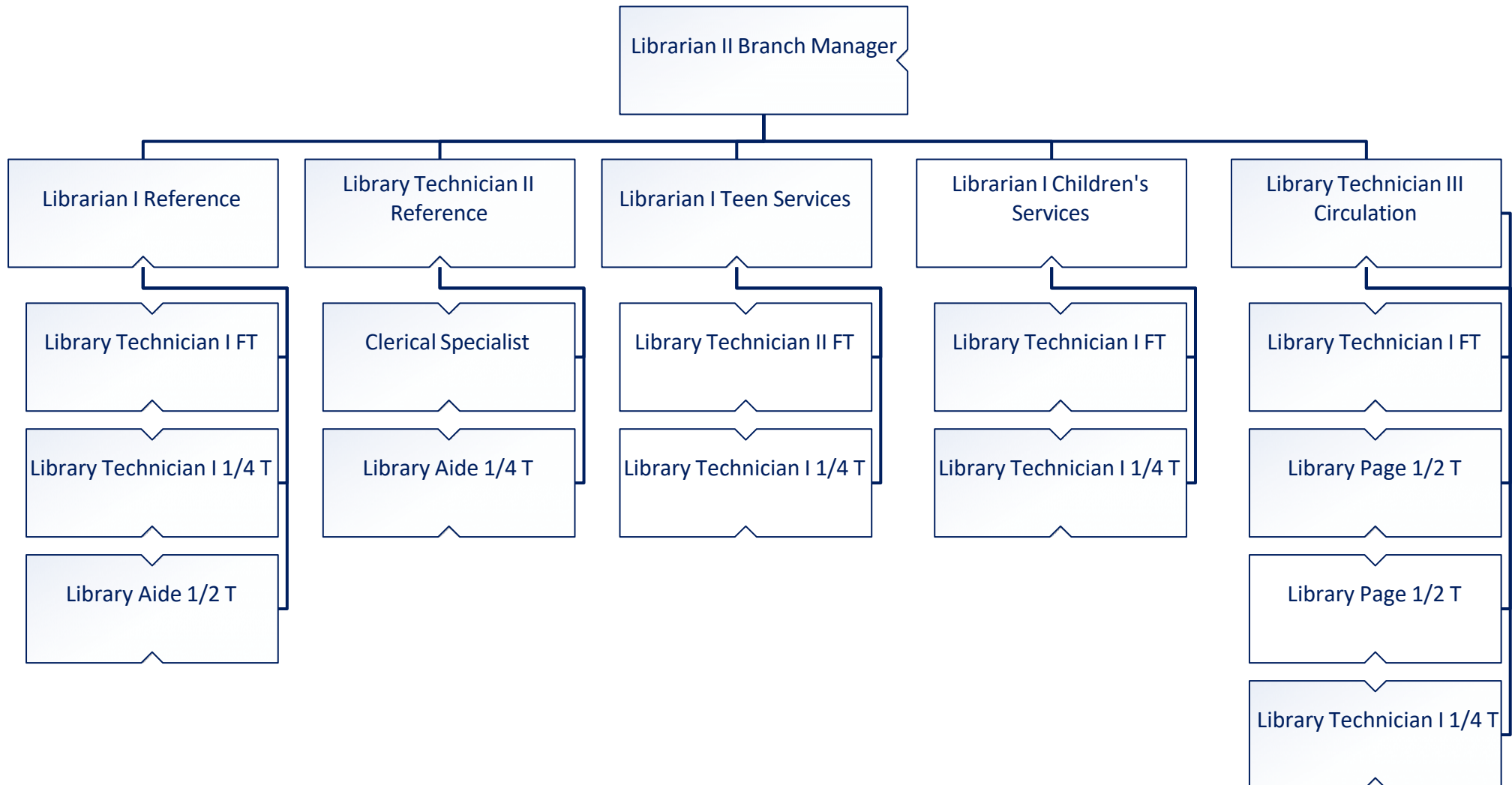




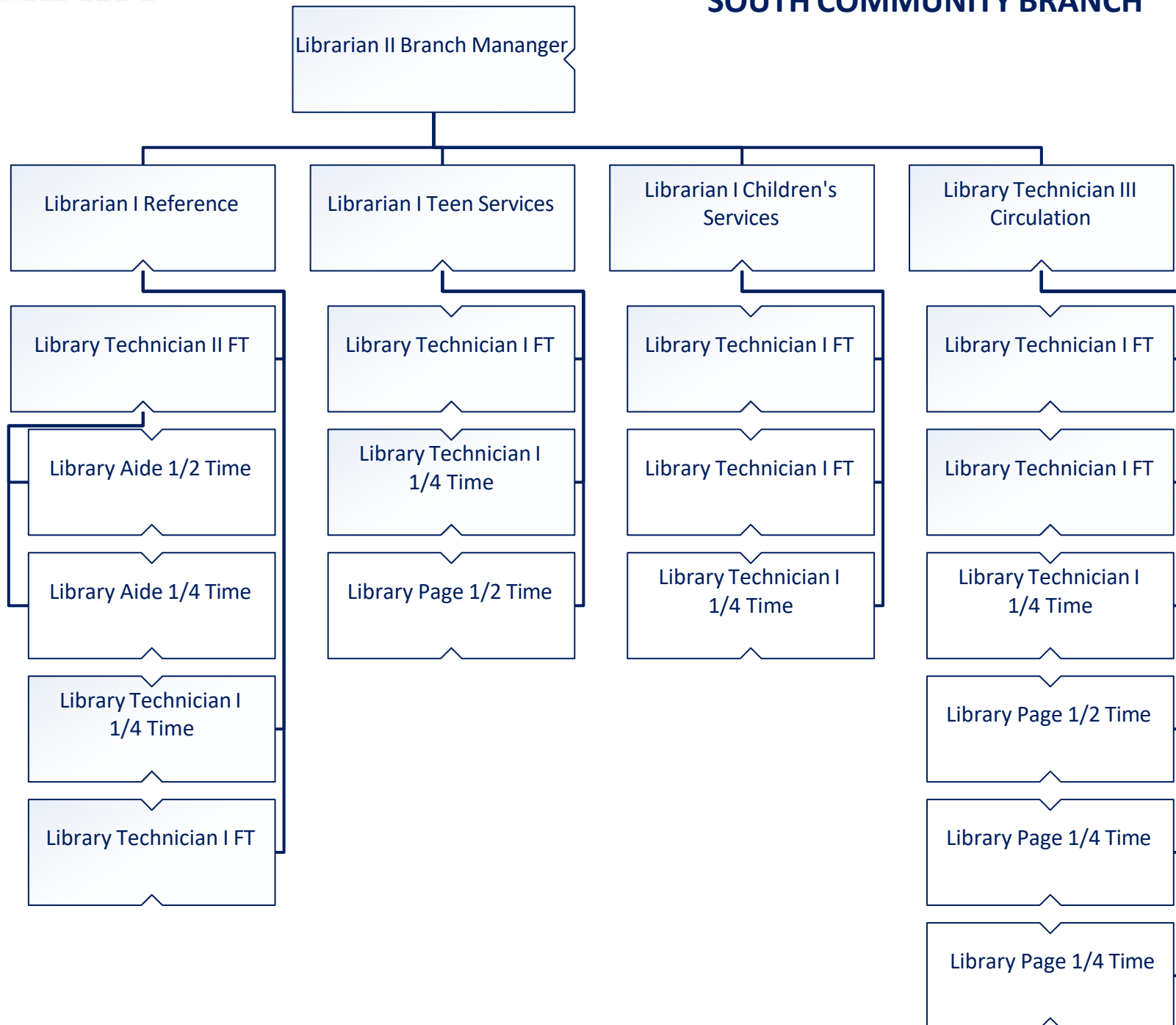
**ORGANIZATIONAL CHART:
RIVER CENTER REGIONAL BRANCH
250 NORTH BOULEVARD
BATON ROUGE, LA 70802**



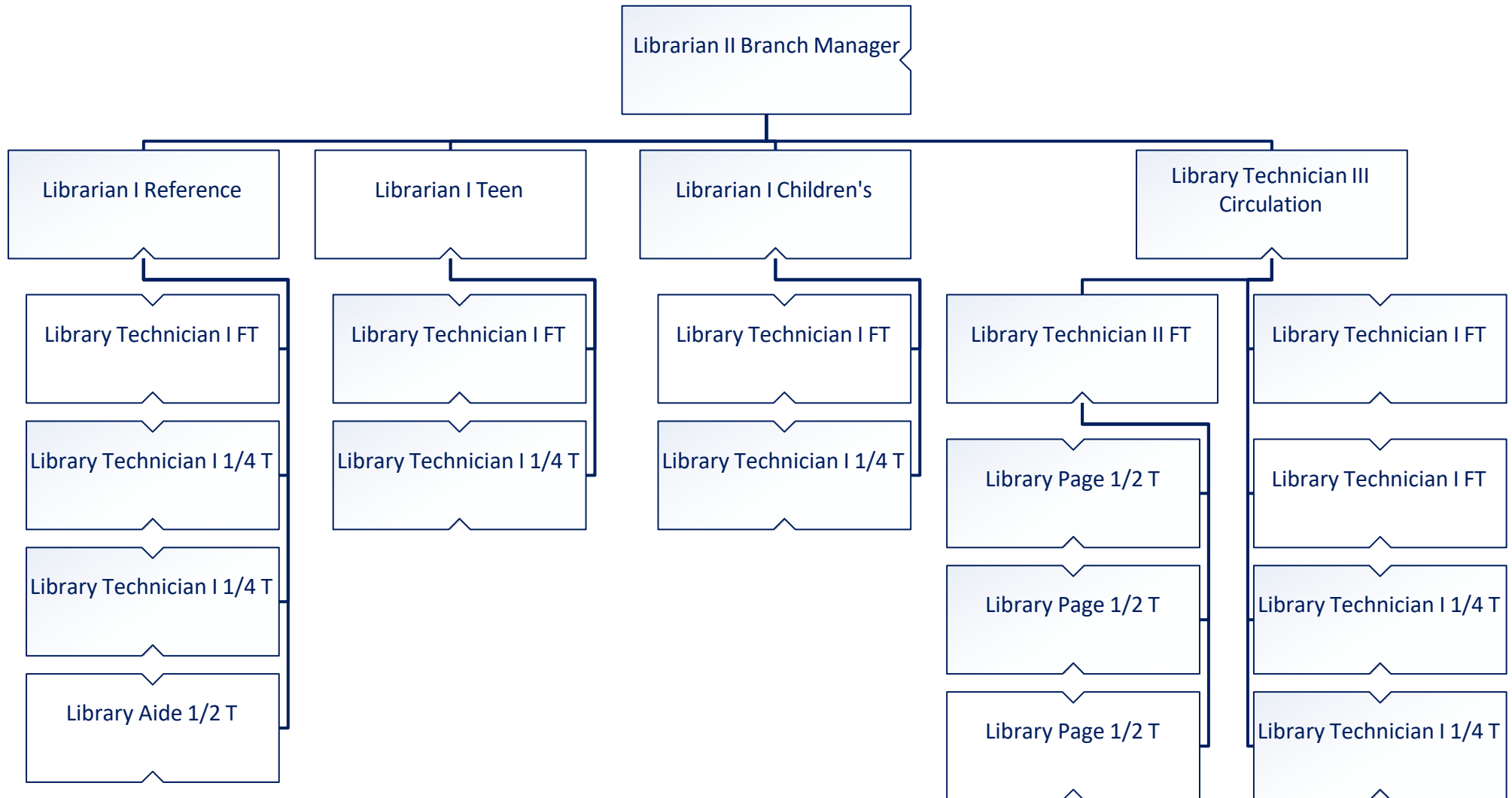
**ORGANIZATIONAL CHART:
SCOTLANDVILLE COMMUNITY BRANCH
7373 SCENIC HIGHWAY
BATON ROUGE, LA 70807**



ORGANIZATIONAL CHART: SOUTH COMMUNITY BRANCH



**ORGANIZATIONAL CHART:
ZACHARY COMMUNITY BRANCH
1900 CHURCH STREET
ZACHARY, LA 70791**



Disaster Assistance Information & Contact Numbers

EMERGENCY

State Emergency Website

www.emergency.louisiana.gov

Baton Rouge Emergency Links & Information

Emergency Agency Resources

<https://www.brla.gov/1320/Resources>

Baton Rouge Emergency Information

(Power, Road Closures, Shelters, etc.)

<https://city.brla.gov/emergency/>

Baton Rouge City Police Department

<https://www.brla.gov/203/Police-Department>

Headquarters:

9000 Airline Hwy.

Baton Rouge, LA 70815

(225) 389-2000 TDD: (225) 389-5453

Baton Rouge Fire Department

(225) 354-1400

<https://www.brla.gov/911/Fire-Department>

Centers for Disease Control & Prevention

1-800-232-4636 TTY: 888-232-6348

www.cdc.gov

Crisis Intervention Center (CIC)

24 Hours: (225) 924-3900

www.cicla.org

Disaster Assistance

www.disasterassistance.gov

East Baton Rouge Parish Sheriff's Office

8900 Jimmy Wedell Dr.

Baton Rouge, LA 70807

(225) 389-5000

www.ebrso.org

Emergency Medical Services

(225) 389-3300

www.brla.gov/183/Emergency-Medical-Services

Federal Emergency Management Agency (FEMA)

General Operator: (202) 646-2500

Register for Disaster Assistance:

1-800-621-FEMA (3362) or TTY: 1-800-462-7585

www.fema.gov

Louisiana 2-1-1

Phone: 211

www.louisiana211.org

Louisiana 511 Traveler Information

LA Department of Transportation & Development

www.511la.org

Louisiana Governor's Office of Homeland Security & Emergency Preparedness

7667 Independence Blvd.

Baton Rouge, LA 70806

(225) 925-7500

<http://gohsep.la.gov>

Louisiana State Police

LSP HQ Main Number: (225) 925-6006

www.lsp.org

Troop A Baton Rouge:

17801 Highland Rd.

Baton Rouge, LA 70810

(225) 754-8500 or 1-800-969-2059

Louisiana State Police Road Closure Hotline

1-800-469-4828

Mayor's Office of Homeland Security & Emergency Preparedness (OEP)

3773 Harding Blvd.

Baton Rouge, LA 70807

(225) 389-2100

www.brla.gov/412/Mayors-Office-of-Homeland-Sec-Emergency-

Traffic Video Real-Time

<http://www.trafficland.com>

U.S. Army Corps of Engineers Operation Blue Roof Program

1-888-766-3258

[www.fema.gov/news-](http://www.fema.gov/news-release/2004/10/02/operation-blue-roof)

[release/2004/10/02/operation-blue-roof](http://www.fema.gov/news-release/2004/10/02/operation-blue-roof)

Disaster Assistance Information & Contact Numbers

AGENCIES

Baton Rouge Social Security Offices

1-800-772-1213 or TTY: 1-800-325-0778

www.ssa.gov

South:

5455 Bankers Ave.

Baton Rouge, LA 70808

1-866-613-3070 or TTY: 1-225-382-2090

North:

4332 Harding Blvd.

Baton Rouge, LA 70807

1-888-487-0143 or TTY: 1-225-382-2082

Department of Environmental Quality (LDEQ)

602 N. Fifth St.

Baton Rouge, LA 70802

(225) 219-5337 or 1-866-896-5337

www.deq.louisiana.gov

Emergency Response

www.deq.louisiana.gov/subhome/emergency-response

East Baton Rouge Parish Housing Authority

4731 North Blvd.

Baton Rouge, LA 70806

(225) 923-8100 or TDD: 1-800-545-1833 x 930

www.ebrpha.org

Louisiana Dept of Children & Family Services

(Social Services Available)

627 N. Fourth St.

Baton Rouge, LA 70802

(225) 342-0286 or 1-888-524-3578

www.dcfs.la.gov

Louisiana Economic Development

617 N. Third St.

Baton Rouge, LA 70802

(225) 342-3000 1-800-450-8115

www.opportunitylouisiana.com

Louisiana Workforce Commission

(225) 342-3111 or TDD: 1-800-259-5154

www.laworks.net

Office of Workforce Development

1001 North 23rd St.

Baton Rouge, LA 70802

(225) 342-7960

Disaster Unemployment Assistance

1-866-783-5567

www.laworks.net/UnemploymentInsurance/UI_MainMenu.asp

Missing and Exploited Children

Louisiana Clearinghouse for Missing

& Exploited Children

LA-SAFE Hotline: 1-800-434-8007

www.lsp.org/cid_clearinghouse.html

National Center for Missing & Exploited Children

1-800-THE-LOST (843-5678)

www.missingkids.com

Next-of-Kin Registry

www.nokr.org

Emergency Phone Registration: 1-800-915-5413

USDA Supplemental Nutrition Assistance Program (SNAP)

www.fns.usda.gov/snap/supplemental-nutrition-assistance-program-snap

SNAP Toll Free Information Number

1-800-221-5689

www.fns.usda.gov/snap/snap-toll-free-information-number-1-800-221-5689

Louisiana SNAP Information

1-888-LA HELPU (524-3578)

[https://fns-](https://fns-prod.azureedge.net/sites/default/files/snap/louisiana-office.pdf)

[prod.azureedge.net/sites/default/files/snap/louisiana-office.pdf](https://fns-prod.azureedge.net/sites/default/files/snap/louisiana-office.pdf)

Louisiana Food Stamp Program

1-888-524-3578

www.dss.state.la.us/index.cfm?md=pagebuilder&mp=home&nid=34&pnid=7&pid=93&catid=0

Food Assistance for Disaster Relief

www.fns.usda.gov/disaster/disaster-assistance

Disaster Assistance Information & Contact Numbers

U.S. Office of Housing and Urban Development (HUD)

www.hud.gov

Telephone: (202) 708-1112

TTY: (202) 708-1455

HUD in Louisiana

<http://portal.hud.gov/hudportal/HUD?src=/states/louisiana>

New Orleans Field Office

Hale Boggs Federal Building

500 Poydras Street, 9th Floor

New Orleans, LA 70130

(504) 671-3001

U.S. Post Office Emergency Change-of-Address Form

<https://moversguide.usps.com>

CHARITIES

American Red Cross

Main 1-800 RED CROSS (733-2767)

Donate 1-800 HELP NOW (435-7669)

Hotline 1-800-256-4733

Disaster Action Teams 1-800-229-8191

www.redcross.org

Capital Area Red Cross

4655 Sherwood Common Blvd.

Baton Rouge, LA 70816

(225) 291-4533

www.redcross.org/la/baton-rouge/about

Capital Area United Way

700 Laurel St.

Baton Rouge, LA 70802

(225) 383-2643

www.cauw.org

Catholic Charities of the Diocese of Baton Rouge

1900 S. Acadian Thruway

Baton Rouge, LA 70808

(225) 336-8700

www.ccdiobr.org

Greater Baton Rouge Food Bank

10600 South Choctaw

Baton Rouge, LA 70815

(225) 359-9940

www.brfoodbank.org

Salvation Army

www.salvationarmyusa.org

Salvation Army Baton Rouge, LA Corps

7631 Airline Hwy.

Baton Rouge, LA 70805

(225) 355-4483

www.salvationarmyalma.org/batonrouge

St. Vincent de Paul

Main Office: (225) 383-7837

Prescription Services: (225) 383-7450

Shelter for Men: (225) 383-7343

Shelter for Women and Children: (225) 383-7341

To Volunteer or Make a Donation call:

(225) 383-7837

www.svdpr.com

Volunteer Louisiana

State Library Building

701 N. 4th Street, 4th Floor

Baton Rouge, LA 70802

(225) 342-2038

www.volunteerlouisiana.gov

TRANSPORT

AMTRAK

www.amtrak.com

1-800-USA-RAIL (1-800-872-7245)

TTY: 1-800-523-6590

Baton Rouge Metropolitan Airport

www.flybtr.com

9430 Jackie Cochran Dr.

Baton Rouge LA 70807-8020

(225) 355-0333

Capital Area Transit System (CATS)

2550 Florida Blvd.

Baton Rouge, LA 70802

(225) 389-8920

(225) 389-8282 Customer Care Hotline

www.brcats.com

Disaster Assistance Information & Contact Numbers

Greyhound Bus Lines

www.greyhound.com

Baton Rouge Greyhound Station:

1253 Florida Blvd.

Baton Rouge, LA 70802

(225) 383-3811

Customer Service, Fee & Schedule Information

1-800-231-2222

Louisiana Office of Motor Vehicles

1-877-368-5463

www.omv.dps.state.la.us

DMV - Baton Rouge

7701 Independence Blvd.

Baton Rouge, LA 70806

Drivers License & ID info....(225) 922-1175

Drivers Records.....(225) 925-6388

Registration and Title.....(225) 925-6146

MEDICAL

Emergency Medical Services

(225) 389-3300

www.brla.gov/183/Emergency-Medical-Services

Baton Rouge General Hospitals

Bluebonnet: (Emergency Services)

8585 Picardy Ave.

Baton Rouge, LA 70809

(225) 763-4000

Mid City: (No Emergency Services)

3600 Florida Blvd.

Baton Rouge, LA 70806

(225) 387-7000

www.brgeneral.org

Capital Area Human Services District

(Mental Health, Addiction Recovery,

Developmental Disabilities Services)

4615 Government St.

Baton Rouge, LA 70806

(225) 925-1906 or 1-866-628-2133

Crisis Intervention Center: 1-800-272-8367

www.cahsd.org

East Baton Rouge Parish Health Unit

353 N. 12th St.

Baton Rouge, LA 70802

(225) 242-4861

Vital Records (225) 242-4860

new.dhh.louisiana.gov/index.cfm/directory/detail/4797

State of Louisiana Health Units

new.dhh.louisiana.gov/index.cfm/page/394

Louisiana Department of Health and Hospitals

628 N 4th St.

Baton Rouge, LA 70802

(225) 342-9500

www.dhh.louisiana.gov

Louisiana Medicaid

1-888-342-6207

www.dhh.louisiana.gov/index.cfm/subhome/1

Louisiana Medicare

1-800-633-4227

www.medicare.gov/contacts/#findsomeone&stateCode=LA | Louisiana

LSU Urgent Care Centers, A Division of OLOL

LSU Patient Help Line: 1-877-578-8255

Central Scheduling and Clinic Locations:

(225) 358-4853

www.ololrhc.com/Pages/All-Care-and-Services/LSU-Health-Baton-Rouge/LSU-Health-Baton-Rouge-Clinic-Locations.aspx

North Clinic and Urgent Care (formerly EKL)

5439 Airline Hwy.

Baton Rouge, LA 70805

(225) 358-4853

Bocage Urgent Care Clinic

7353 Jefferson Hwy, Bldg. 2

Baton Rouge, LA 70806

Open daily, 9 a.m. - 9 p.m.

(225) 442-0500

<http://patientplusuc.com/>

Disaster Assistance Information & Contact Numbers

Mid City Patient Urgent Care Clinic

Located between CATS and BR General
2840 Florida Blvd.
Baton Rouge, LA 70802
Open daily, 9 a.m. - 9 p.m.
(225) 224-2402
<http://patientplusuc.com/>

Our Lady of the Lake Regional Medical Center

5000 Hennessy Blvd.
Baton Rouge, LA 70808
Main Number: (225) 765-6565
Lake Line Direct: (225) 765-5253
or 1-877-765-5253
www.ololrmc.com

Woman's Hospital

100 Woman's Way
Baton Rouge, LA 70817
(225) 927-1300
www.womans.org

MISCELLANEOUS

ABA Disaster Legal Services Program

www.americanbar.org/groups/young_lawyers/disaster_legal_services.html
Louisiana Severe Storms and Flooding Hotline:
1-800-310-7029

ABA Disaster Relief Legal Assistance

www.americanbar.org/groups/probono_public_service/resources/disaster_relief_legal_assistance.html
Disaster Distress Helpline: 1-800-985-5990
www.samhsa.gov/find-help/disaster-distress-helpline

Baton Rouge Area Chamber

(225) 381-7125
www.brac.org

Baton Rouge Hotels

www.visitbatonrouge.com/hotels

Baton Rouge Shelters

1-866-GET INFO (1-866-438-4636)

LifeShare Blood Center

Donor Hotline: 1-800-259-7233
www.lifeshare.org/donation-centers
Baton Rouge Location:
3849 North Blvd.
Baton Rouge, LA 70806
(225) 383-7728 or 1-866-543-3296

United Blood Services

Baton Rouge Location:
8234 One Calais Ave.
Baton Rouge, LA 70809
(225) 769-7233 or 1-877-827-4376
www.unitedbloodservices.org

USEFUL NEWS SERVICES

The Advocate—Newspaper www.theadvocate.com

News Radio 1150 WJBO www.wjbo.com

Times Picayune—NOLA Newspaper www.nola.com

WAFB—News Channel 9 www.wafb.com

WBRZ—News Channel 2 www.wbrz.com

WVLA NBC 33/WGMB Fox 44 www.brproud.com

Disaster Assistance Information & Contact Numbers

INSURANCE COMPANY EMERGENCY CLAIMS

(AIG) American International Group, Inc.:

www.aig.com 1-877-638-4244

Allstate Insurance: 1-800-255-7828

www.allstate.com

Armed Forces Insurance Co.: 1-800-255-0187

www.afi.org

Farm Bureau Insurance: 1-866-275-7322

www.lafarmbureau.com

Farmers Insurance Group: 1-800-435-7764

www.farmers.com

Federated Insurance: 1-888-333-4949

www.federatedinsurance.com

The Hartford: Auto 1-800-243-5860

www.thehartford.com Home 1-877-805-9918

Liberty Mutual: 1-800-225-2467

www.libertymutual.com

Progressive: Auto 1-800-274-4499

www.progressive.com Home 1-855-344-1040

Republic Group Insurance: 1-800-344-2275

<https://www.republicgroup.com>

SAFECO: 1-800-332-3226

www.safeco.com

State Farm Insurance: 1-800-782-8332

www.statefarm.com

Travelers Insurance: 1-800-252-4633

www.travelers.com

USAA: 1-800-531-8722

www.usaa.com

If you can't reach your insurance company or agent, or if you have problems with your claim call:

Louisiana Department of Insurance

1-800-259-5300

www.ldi.louisiana.gov

Baker Branch Library

Last Update March 2025

[illegible]

EMPLOYEE EMERGENCY CONTACT LIST

BLUEBONNET REGIONAL BRANCH LIBRARY

Last Update March 2025

[illegible]

CARVER

Last Update March 19, 2025

[illegible]

EMPLOYEE EMERGENCY CONTACT LIST

[Central]

Last Update March 2025

Last Name	First Name	Address	Home Number	Cell Phone Carrier	Cell Number	Emergency Contact Name/Relationship	Emergency Number	Out of Area Emergency Contact Name/Number
Harrison	Heather	n/a		ATT	225 301 1500	Kathleen (m)	225 654 6202 - 225 202 3929	Elaine Slaton 703 919 7019
Steward	Jenna	n/a	225 272 0072	V	225 955 0496	Connie / Jerry (p)	225 955 8179 / 225 955 8272	
Briggs	Frankie	n/a	225 272 9522		225 287 0631			
YA Librn Blank								
Breeden	Wendy	n/a		V	225 933 1077	Tim Burks (fiance)	225 304 3960	
Lazard	Javia	n/a		ATT	225 921 7248	Eric (h)	225 355 4470 / 225 620 3021	Ricahrd (s) 225 397 9769 Cheryl (sis) 225 620 6728
Charles	Lisa	n/a	225 271 3994		225 772 5472	April (sis)	225 202 0205	
Williams	Tracey	n/a	225 272 2108	V	225 405 7146	D'Mitri (h) John/Ruthie (p)	225 931 2235 / 225 654 5338	
Lightell	James	n/a		V	225 571 1777	Debra (aunt)	225 573 2892	
Cavalier	Deborah	n/a	225 272 7585		225 603 4828	Geraldine (sis)	225 761 8498	
McDuffie	Kevin	n/a			225 400 2986			
McManus	Michelle	n/a		V	225 975 2720			
Bullock	Rowan				225 301 8228	mother	225 572 0481	
Wright	Quiana	n/a			225 614 3939	JoAnn Robsevelt (p)	225 775 6165 / 225 775 6135 /225 505 2707	
Turner	Marianne		225 278 3843					
Sheppard	Kayla	n/a			504 295 2728	Tori Davis (mother)	504 905 4720	
Beavers	AriAnah		225 975 5714			Bailey Thornton (boyfriend)	225 592-1081	

Eden Park Branch Library

January 6, 2025

Fairwood

Last Update March 2025

Last Update March 2025

[illegible]

EMPLOYEE EMERGENCY CONTACT LIST

Greenwell Springs Road Regional Branch Library

Last Updated:

February 1, 2025

Last Name	First Name	Address	Home Number	Carrier	Cell Number	Emergency Contact Name/Relationship	Emergency Number	Out of Area Emergency Contact Name/Number
Bolden	Lillian	PO Box 77916, Baton Rouge, LA 70879	225-288-2725	Verizon/Ting	225 288 2725	Alvin Lewis	572 6715	N/A
Broussard	Madison	1443 Brightside Dr, Unit 322 Baton F 337-784-0497		AT&T	337-784-0497	Kaden Wyble (Partner) or Jennifer Broussard (Mother)	337-936-0777 or 832-969-0397	Chris Broussard (Uncle) 850-830-2240 or Allen Broussard (Father) 832-563-6543
Brown	Anne	636 N 28 th St Baton Rouge, LA 70802	N/A	Verizon	225-603-1148	Victor Holiday (boyfriend)	225-284-5101 work 225-436-6656	Emergency contact: Barbara and Isadore Brown (parents) Barbara's cell 225-936-8974, Isadore's cell 225-287-1649
Burton	Kyndia	8149 Albert Dr. Baton Rouge, LA 70806	N/A	AT&T	225 921-8154	Burton, Stephanie (mother)	225 921-8154	Additional Emergency Tedrick Burton, 225-333-8112; Terry Picket (friend) 225 276 1570
Cameron	Betty	2245 Zelmere St. Zachary, LA 70791	225-286-5201	AT&T	225-978-4276	Zechariah Cameron, son	Cell 225-588-3951	Jeremiah Cameron, 121A Jennifer Lane, Apt. A, Monroe, La. 71203. (225) 200-7842.
Cantu	Corey	425 Sherwood Forest Blvd. Baton Rouge, LA 70815	N/A	Verizon	225-892-1593	Patricia Pitre (grandmother)	225-892-2007	N/A
Cooper	Keith	1021 Woodway Dr., Baton Rouge, LA 70816	N/A	Verizon	225-773-8646	Allison Cooper (wife)	225-773-8645	N/A
Esmon	Lauren	7953 Kripple K Drive, Denham Springs LA 70706	N/A	AT&T	225 505-4303	Nancy Esmon	225.235.7350	no out of town contact
Franklin	Edna	2336 Martin Avenue Baton Rouge, LA 70802	225-612-5272	T-Mobile	225-508-6007	Irma Johnese (Sister)	(225) 772-8485	N/A
Gehring	Lisa	17432 Lake Azalea Dr. Baton Rouge, LA 70817	225-324-5234	AT&T		Kyle Gehring (Husband)	225 921 1912	Trey Gehring (Son) 225 328 2299
Geter	Laurie	17321 Chadsford Ave, Baton Rouge, LA 70817	N/A	AT&T	225-405-8786	James Geter (Husband)	225-721-9357	Melinda Downs (Mother) 225-235-3831
Graham	Brenda	9007 Highland Road #13, Baton Rouge, LA 70810		Verizon	225-241-7296	Lisa Chustz (Sister)	225-921-9017	Ronald Gauthier Home: 228-489-2386; Cell 281-788-8691
Hall	Katina	13255 Sugar Bowl Ave Baton Rouge, LA 70814	N/A	AT&T	225 603 9973	Kayla Hall (Daughter)	225 588-8874	Margarite Sampson Hall (Mom) cell #318-587-5019; Michelle Hall Lehmann (sister) 281-865-3108/979 645-3208

Johnson	Shanique	2806 S. Magnolia Dr. Baker, LA 70714	N/A	AT&T	(225) 301-4872	Valarie Johnson (mother)	225 931-9622	Sharlous Booker (Aunt) (225)-955-7736
McGee	Chantay	12529 Canterbury Drive Baton Rouge, LA 70814	N/a	AT&T	(225) 252-3340	Earnestine Hamilton (Mother) at 225 275-5852 or cell at 225 362-2024; Breanna McGee 225 715-4110; Samantha Thomas 225 287-	n/a	n/a
Perkins	Grover (prefers Pierre)		225-361-9680	AT&T		Father	225-361-9644 (father's cell)	Grandparents 985-201-9606 (grandmother's cell) or 985-246-0715 (grandfather's cell)
Perkins	Katherine			AT&T		Husband	225-361-9644 (husband's cell)	Parents 985-201-9606 (mom's cell) or 985-246-0715 (dad's cell)
Perry	Alix	1971 S Flannery Rd Baton Rouge, LA 70816	n/a	AT&T	337 344 9969	Eileen Perry (mother)	337 349-9307	n/a
Poore	Stephanie	11440 Bard Ave. Apt 430 Baton Rouge, LA 70815	915 276 2245	AT&T	915-329-6775	Jesse Trujillo (betrothed)	915 760 7582	Carmen Poore (Mother)
Richard	Antoinette	12133 Brianna Ave Baton Rouge, LA 70815	N/A	AT&T	225-397-2310	Christopher Richard (Son) or Bernadine Boutain (Cousin)	225-385-1814 or 225-692-9125	Jarred A. Richard (Son), Houston TX, 225-772-1822 or Brian Boutain (Cousin), 225-385-1222
Rittiner	Julia	226 McGehee Dr Baton Rouge LA 70815	N/A	Verizon	(985) 502-5901	Daniel Rittiner	985 502-5719	Laurentia Ruby 19818 Sablestone Circle, Katy, TX, 77450 703-839-2523
Slaughter	Capote	3115 Woodbrook Drive, Baton Rouge, LA 70816	N/A	AT&T	(404) 213-8227	Clarence Hatch Jr. (Fiance)	(225) 354-5295	Cyrile Slaughter (sister) 225-328-9057
Watts	William	5205 Trents Place Baton Rouge, LA 70817	N/A	Google Fi (T-Mobile Contracted Carrier)	978-4907	N/A	N/A	N/A
Williams	LaTasha	14228 Locust St, Baton Rouge, LA, 70819	N/A	AT&T	504-495-0790	Lois Williams (Mother)	225-495-0913	Gwen Brown (Aunt) 504-453-4348

Wilson	Nicole	735 Ray Weiland Dr Baker, LA, 70714	(225) 302-7243	AT&T	(225) 235-3762	Sandra Wilson (mother) Latoya Wilson (cousin)	Cell (225) 938-2261 Cell (225) 907-6464	N/A
Young	Lenny	8277 McClelland Dr Baton Rouge, LA 70811	225-357-5249	Tracfone	225-963-4277	Nina Young (Wife)	(225) 357-5249	7113 Young Avenue Port Allen, LA 70767

EMPLOYEE EMERGENCY CONTACT LIST

Jones Creek Regional Branch Library

Last Updated: March 1, 2025

Last Name	First Name	Address	Home Number	Cell Phone Carrier	Cell Number	Emergency Contact Name/Relationship	Emergency Number	Out of Area Emergency Contact Name/Number
Anderson	Allyson	15463 Springwood Ave 70817		ATT	225-485-2730	Jonathan Anderson (husband)	225-439-8978	Kathryn Carlson (mother): 225-324-3650
Baird	Margaret	10400 Lone Pine Rd, DS, 70726		Verizon	225-405-3572	John Baird (husband)	225-408-9567	
Bruno	Megan	12562 Laurel Ridge, St Amant, 70774		Verizon	225-290-2545	Carol Bruno	225-368-6065	Kaitlin Bruno 225-397-3903
Clark	Ashley	10905 Glenn Watts Rd		ATT	225-329-7044	James Clark (husband)	225-405-5645	Kenneth Eisworth (father): 225-328-1790
Coleman	Lacy	10795 Mead Rd, Apt 1709, 70816		Metro PC	225-508-2140	Quintasha Coleman (sister)	225-394-1935	
Cox	Ashley	4184 Jefferson Woods Dr 70809		ATT	225-485-5893	Jonna Cox - mother	225-772-8010	
Cramp	Tana	4326 Pine Park Dr 70809		Google fi	225-276-6119	Edmund Cramp/spouse	225-413-4876	225-715-3702/Karli Worthy-Falcon
Cronan	Aimee	12841 Woodshire Pl 70816		Verizon	225-315-7836	Suzie Cronan (mother)	225-337-5264	Hunter Dawkins 228 224 6781
Cunningham	Paul	2236 Brightside Drive 70820			225-424-3460	April Snellgrove	225-229-9103	Jeanette Johnson 225-330-1055
Davis	Michael	4500 Sherwood Common Blvd Bldg. 1 Apt. 104		Boost Mobile	225-733-5728	Judy Whitney-Davis (mother)	225-247-6016	Michael Davis Sr. (father) 225-802-1614
Day	Nita	10109 Serene Rd, DS, 70726		ATT	225-270-8402	Drew Day (Son) or Tommy Lemings (Brother)	(Drew) 225-304-2336; (Tommy) 225-603-7954	David Day 225-270-8404
Deen	Kristi	405 S College St, DS, 70726		ATT	225-603-7811	John Deen (Husband)	225-933-1614	
Desselle	Adrianna	13533 Willowridge Ave 70817		Verizon	225.620.8979	Tatiana Brennan- Mother	225-505-9894	Andrew B, Step-Dad, 225 806-7833
Dorn	Gretchen	5811 Fort Sumpter Dr 70817			772-643-1337	Eric Dorn, husband	727-466-7781	Chris Janssen (Brother) 713-909-4425
Dunbar	Amy	11613 Flamingo Dr 70814		Verizon	225-337-1173	Mary Dunbar (mother)	225-964-4946	
Hutcherson	Betty	239 Croydon Ave 70806		ATT	225-571-2802	Kelly Chapman (friend)	225-773-0784	Stacy Dixon (Neighbor) 225-978-4812
Jones	Mark	15544 Treasurer Ave 70817		ATT	225-205-7877	Ashley Jones (wife)	225-276-4376	Laura Potier (sister) 251-802-5611
Kazmierczak	Richard	366 McDonald Ave 70808		Mint Mobile	225-288-9433	Tamra Kazmierczak (Spouse)	225-572-7182	Nathanael P. Kazmierczak 225-572-6490
Knight	Diane	15054 Garden Park Ave 70817		ATT	501-454-5544	Grace Perkins (Friend)	225-573-5395	
Lamotte	DeEdra	8109 Superior Dr, DS, 70726	342-6034 (work)	ATT	225-333-0101	Kevin LaMotte (husband)	225-278-4884	Arthur Draper (father): 439-6121
Lemmons	Ginger	13528 Buckley Ave 70816	225.754.7664	Verizon	225-266-7041	Frank Lemmons (Husband)	225-892-3946	Bob Coon (Dad) C225.773.6193
Littrell	Jo	14434 Shenandoah Ave 70817		Pure Talk	225-247-8532	Richard Littrell (husband)	225-978-6781	Megan Littrell 720 336 3346
Martinez	Mallory	328 Greenhaven Dr 70810			337-329-3848	Caidon Campbell (Fiance)	225-964-2897	Mandy Martinez (Mom) 337-329-2731
McDuffie	Blake	1825 Darren Dr 70816		Verizon	225-315-2793	Sarah McDuffie (mother	225-273-1761 (h)	933-8750 (mom cell)
Penny	Albert	15044 Banff Court 70819		ATT	225-454-2230	Janell Schexandre (daughter)	225-806-1401	
Reynolds	Anthony	13604 Cypress Ridge Ave 70817			225-501-6057	Nancy Reynolds (mom)	225-308-1730	
Richardson	Christine	48185 Crawfish Rd, St Amant, 70774	675-8251 (home)	Cricket	225-439-8211	Elizabeth Richardson (mother)	225-715-0148	Lauren Chambers 281 684 2432
Sanchez	Savannah	1568 Bellfort Dr 70815		ATT	609-417-4543	Joshua Godwin (fiancé)	225-405-6677	
Sturdivant	Rebecca	5347 Stones River Ave 70817	(225)752-8478	Verizon	225-907-4628	Ray Sturdivant (Spouse)	225-907-4876	Mary Sturdivant (225)335-4628
Summers	Stacey	9688 Ashentree Dr 70818		ATT	225-305-8684	Andrew Summers (husband)	225-939-4283	Peggy M. (mother) 225-802-1461 (cell) 225-261-0431 (home)
Ulkins	Sarah	5839 Frederick Dr 70817		Verizon	225-218-5247	Kathy Ulkins (Mother)	225-218-5246	
Vought	Mary	11550 Southfork Ave, 401, 70816	928-2820 (home)	ATT	225-281-7561	Frances Beverly (sister-in-law)	225-931-1226	
White	Tammy	16061 Magnolia Trace Pkwy 70817	225-389-5105 (work)		225-235-4566	Regina Young	225-354-6641	Courtney White 225-354-5160
Whittington	Martha	13322 Prath Dr 70817		Lively	225-678-6760	Evelyn Mabile (Friend)	225-776-5651	

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Business Office

Last Update March 2025

[illegible]

EMPLOYEE EMERGENCY CONTACT LIST								
Main Circulation							Last Updated:	March 1, 2025
Last Name	First Name	Address	Home Number	Cell Phone Carrier	Cell Number	Emergency Contact Name/Relationship	Emergency Number	Out of Area Emergency Contact Name/Number
Allain	Randy	10207 CASH EL AVE; BR, LA 70815			588-1171	Son	975-1093	
Babin	Eric	22934 SABINE DR; DENHAM SPRINGS, LA 70726			247-7665		247-7666	
Bell	Sheri	2742 WOODLAND RIDGE BLVD; BR, LA 70816		AT&T	938-8562	Matt (son)	571-5963	
Blandino	Julia	2565 LYDIA AVE APT 3, BR, LA 70806			715-0515	Mother	715-0103	
Broussard	Joshua	5851 SHAKESPEARE DR; BR, LA 70817			397-9091	Mom	892-1704	
Collins	Kacy	5729 WRIGHT DR; BR, LA 70812		AT&T	938-8561	John Thomas (Husband)	936-8248	
Collins	Tonya	5960 SIEGEN LN APT 5306; BR, LA 70809			892-4570	Sister	715-2851	
Comeaux	Alexander	5616 STONEWALL DR; BR, LA 70817	615-7131		241-4136	Partner	620-6981	
Courtney	Lynn	8935 BAYSIDE AVE; BR, LA 70806	928-1772		603-3001	Jordan Courtney (son)	603-9107	
Davis	Core'ya	PO BOX 65393 BR LA 70896			572-1664	Mother	603-4208	
DeSoto	Emily	8745 Cottage Ave BR, LA 70806			225-772-8497	parent	225-603-6289	
Duplechin	Anthony	14104 WOODLAND RIDGE AVE; BR, LA 70816	752-2031	Verizon	955-1391	Jackie Duplechin (wife)	955-0518	
France	Abigail "Abby"	9418 WOODBINE ST, BR, LA 70815			337-8996	Bethany Hager (Mom)	205-9291	
Glass	Tristan "Blake"	4990 JAMESTOWN AVE UNIT 20; BR, LA 70808		AT&T	480-208-2741	Robin Gastalum	480-242-6624	
Greenup	Alyssa	9399 W CORONADO; BR, LA 70815	225-924-0135	AT&T	610-5580	Wanda Greenup (Mom)	931-0611	
Harrell	Rachael	510 PARK BLVD; BR, LA 70806		AT&T	337-962-7897	Aaron (Husband)	715-9599	
Holbrook	Steven	3702 JAMES VICTOR DR; BR, LA 70816		T-Mobile	246-3072	Alison Bitting- Sister	266-3061	
Klimavicz	Lily	3809 capital heights ave	225-316-5178			Dana Klimavicz (mom)	225-229-0923	
Knox	Jennifer	8071 HANKS DR.; BR, LA 70812		AT&T	916-6206	Aaron Hussey	200-2396	
Martin	Brionna	12074 NEWCASTLE AVE APT 205; BR, LA 70816	250-5429		726-3084	Grandmother	405-8314	

Matherne	Glenn	925 BROADMOOR CIR; BR, LA 70815			278-2683	Wife	278-2632	
McClure	Scott	16805 CHADSFORD AVE; BR, LA 70817		T-Mobile	828-5657	Ruth (Wife)	846-1589	
Mese	Quin	2370 GOVERNMENT ST; BR, LA 70806	387-0777		205-4889	Mom	726-5014	
Perry	Johnathan	4236 WASHINGTON AVE BR LA 70802	357-0780	AT&T	515-0038	Kelvin Perry (Father)	810-6871	
Saizon	Peggy	4827 LOYOLA DR; BR, LA 70808		AT&T	278-6911	Elizabeth Labord (Daughter)	278-6910	
Schmalz	Kenneth	2742 CARMEN DR BR LA 70806			504-982-0311	Jan DiCicco	504-231-1910	
Smith	Angelle	15762 HOGENVILLE AVE, BR, LA 70817			377-3315	Vanessa Smith (Mother)	903-931-2599	
Smith	Bennett	18716 GARDEN OAKS DR BR LA 70817			288-3339	Valerie Smith (Relative); Sampson Smith (Relative)	252-5361; 405-7561	
Solomon	Erin	26387 AVOYELLES AVE; DENHAM SPRINGS, LA 70726		G-Fi	276-5896	Stephen Solomon (Husband)	588-8712	
Suzuk	Hatice	7200 CYPRESS LAKE APT BLVD, APT 801 BR, LA 70809			252-8764	Husband	571-9018	
Ventura-Alvarado	Karla	3700 VICTORIA DR TRLR 72 BR LA 70812		BOOST MOBILE	207-5118	Carlos Ventura (Dad)	931-4307	
Watanabe	Cynthia	1337 S EUGENE ST, BR, LA 70806			620-5636	Albert Watanabe (Husband)	281-9838	
Wendt	Benjamin "Ben"	2520 GATES CIR APT 35, BR, LA 70809		AT&T	919-961-5034	Kita Adams (Significant Other)	910-709-6418	
Will	Veronica	207 ROSE ST; NEW ROADS, LA 70760		CRICKET	718-1790	Cassandra Will (Sister)	718-0668	James Bell 337-278-6004
Young	Guidry "Hank"	612 S 18TH ST GARAGE APT; BR, LA 70802			316-7867	Sister	933-7463	

[Collection Development]

Last Update March 2025

[illegible]

Computer Services

Last Updated: 03/28/2025

[illegible]

Main Children's Services

Last Update March 2025

[illegible]

EMPLOYEE EMERGENCY CONTACT LIST

[Facilities Services]

Last Update March 2025

[illegible]

EMPLOYEE EMERGENCY CONTACT LIST

Public Relations

Last Update March 2025

[illegible]

EMPLOYEE EMERGENCY CONTACT LIST

Main Reference

Last Update March 2025

Last Name	First Name	Address	Home Number	Cell Phone Carrier	Cell Number	Emergency Contact Name/Relationship	Emergency Number	Out of Area Emergency Contact Name/Number
Adams	Mary	10520 Classique Avenue	225-505-7234	Mint	225-505-7234	Gol Hannaman/friend	225-328-3865	
Allain	Peter	8950 Highland Rd	225-270-7968	T-Mobile	225-270-7968	Rebecca Hill/significant other	225 614 8583	
Badon	Daisha	3328 Paul Lane, Brusly, LA, 70719	225-247-0995	AT&T	225-247-0995	Donna Badon (Mother)	225-776-0749	
Barron	Joan	10920 Airline Hwy #57, 70816	225-293-2647	N/A		Beth Bartter (sister)	614-203-6225	
Billzone	Nell	78 Canterbury drive, Baton Rouge,LA 70	225-288-4019	Verizon	225-288-4019	Larry Robertson (Husband)	225-625-4648	Rosa Lee Gray (mother) 225-228-9583
Borjón-Jáquez	Araceli	12489 Lockhaven Ave	N/A	cricket	469-816-6980	Rosa Borjón-Jáquez (sister)	903-423-6257	
Bourgeois	Alec	4336 Capital Heights Ave	N/A	AT&T	225-937-0550	Amelia Gilmore/wife	985-688-5640	Kay Gilmore (MIL, Houma) 985-232-1767
Boutte	James	6028 Cherryridge Drive		VERIZON	225-955-3099	Crystal Johnson	(205) 602-6537	Daniel Boutte (son) 225-939-7403
Bullock	Kacey	5012 Cumberland Cove dr. 70817	708-674-3111	Verizon	708-674-3111	Alfred Bullock/husband	225-253-4077	Valerie Baxter/240-599-6592
Bryars	Paula	1416 Suffolk Dr	225 767-5706	Consumer Cellular	225 439-0079	Rich Bryars/husband	225 428-7172	Josh Abrams (son in Clearwater, FL) 727 251-3747
Courtney	Jordan	8935 Bayside Ave.	N/A	Cricket	225-603-9107	Lynn Courtney/mother	225-603-3001	
Day	Jan	3615 Willow Bay Drive, Baton Rouge, LA 70809	225.921.2393	ATT	225.921.2393	Michelle Day (daughter)	225.270.5597	Shirley McCaa (daughter, Anchorage, AK) 907.229.4578
de la Fuente	André	12138 Parkknoll Ave, Baton Rouge, LA 70816	N/A	AT&T	225-571-5603	Carrie Schmidt-de la Fuente/Wife	225-939-7168	225-921-0611 daughter, Adriana
Eastin	Melissa	966 Frances Harriet, BR, La. 70815	225-405-9252	ATT	225-405-9252	David Hinson	225-202-8882	Scott Eastin (brother) 404-704-2540
Esneault	Matthew	19523 Arcadian Shores Ave., Baton Rouge, LA 70809	N/A	AT&T	225-402-6818	Tricia Esneault/Mother	225-802-0581	
Fry	Marianne	2330 Kleinert Avenue	N/A	AT&T	225-931-6616	Cody Albright/Son	225-210-0174	Kim O'Brien/225-773-4470 (Daughter)
Halligan	Thomas	4306 Woodside Drive, Baton Rouge, LA 70808	(225) 924-3951	AT&T	(225) 405-1974	Christopher Kersey/Friend	(225) 223-2294	
Hulse	Frank	7982 Essen cove drive	N/A	AT&T	225-324-1768	Andrea Hulse (Wife)	(225) 324-4736	
Hurts	Matthew	N/A	N/A	T-Mobile	810-333-7318	N/A	225-234-1373	
Killebrew	Gerard	4586 Capital Heights Ave., Baton Rouge	(225) 252-7718	AT&T	(225) 252-7718	David Coco / significant other	(225) 931-0183	
Kime	Brigitte	8257 Rosemary Ave, Denham Spr. 70726	318-794-3144	ATT	318-794-3144	Maudrie Eldridge	225-235-9368	Charlene Bennett 601-516-0500
Laatsch	David	256 East Dr., BR 70806	225-573-8132	Google-Fi	225-573-8132	Katie Laatsch	225-931-1765	Dee Fisher (Sister) 513-504-3689
Langley	Austin	9851 Jefferson Hwy H24 70809	n/a	AT&T	(225)252-2344	Lori Langley/Mom	(225) 936-0817	
Larsen	Niels	1781 N. Little John Dr. 70815	225-478-8838	Boost / T Mobile	225-444-8036	Gigi Larsen / spouse	225-810-7419	Patrick Larsen 225-475-6686
Lee	Lynnette	3714 Merritt Anne Dr			225-978-4520	Caleb Lee (Husband)	225-278-5531	
Leger	Monica	7466 Goodwood Ave.	N/A	Boost / T Mobile	225-266-2420	Michael Brandyberry/Husband	412-491-9564	Cheryl (mom): 337-764-8214; Larry (dad): 225-683-5587
Marshall	Ammon	2025 Kleinert Ave, BR 70806	225-328-4683	Google Fi	225-328-4683	N/A		George Hardy (cousin)318-446-5597
McDaniel	Jessica	5388 Neubig Dr., Jarreau, LA 70749	225-802-4861	AT&T	225-802-4861	Daniel Reed/Significant Other	225-610-4724	
McGar	Zachary	15555 Confederate Ave	504-554-0949	Verizon	504-554-0949	Samantha McGar/Wife	504-234-9420	Jackie Dupuis/504-343-0980
Mooney	Theresa	06 Pierce Avenue, Baton Rouge, LA 70806		Verizon	225-963-9280	Allison R. Eskind (Daughter)	225-954-6725	T. Ryan Mooney (Son) 310-210-2327
Nikitopoulos	Alison	447 Kenwood Ave.	N/A	AT&T	225-205-3900	Dimitris Nikitopoulos (husband)	205-802-2574	Vaki Nikitopoulos (son in Ann Arbor, MI) 225-266-3246
Novak	Anne	18649 Lake Harbor Lane, Prairieville	225 751 3105	AT&T	225-223-5753	Roger Tilley (husband)	225-620-2674	
Payton	Cynthia	10640 Church Street, Maringouin, LA 70757	225-716-1677	Verizon	225-716-1677	Winston R. Payton-Starks (Son)	225-975-2477	Winston R. Payton-Starks (225) 975-2477
Phoenix-Moore	Teshaun	18125 Claudette Drive, Zachary LA 70791	N/A	T-Mobile	(225) 205-3721	Robin Phoenix-Moore (Wife)	(225) 454-1669	Mary Phoenix (504) 875-4130

Pommier	Sarah	2415 Elwick Drive, Baton Rouge, LA 70816	337-418-1394	ATT	337-418-1394	Connor Elsea (husband)	225-803-8302	Alwyn Pommier (mother) 337-418-1395
Ricca	John	13137 Gentry Ave BR, La	225-753-0393	ATT	225-937-3485	Linda Robinson (daughter)	409-782-8237	Karen Thevenet 601-507-1347
Richard	Jason	17115 Sharpsburg Avenue	N/A	Verizon	225-993-1041	Andrea Richard (Mother)	225-772-5822	Amanda Richard (Sister) 540-252-9112

Technical Services

Last Updated: 03/28/2025

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EMPLOYEE EMERGENCY CONTACT LIST

Main Teen

Last Updated: November 9, 2023

Last Name	First Name	Address	Home Number	Cell Phone Carrier	Cell Number	Emergency Contact Name/Relationship	Emergency Number	Out of Area Emergency Contact Name/Number
Burton	Brandi	4848 Windsor Village Dr. #73, Baton Rouge, LA 70817	n/a	Verizon	225-252-4395	Charlotte Berard (friend)	225-978-0423	Nancy Hager (mother) 417-718-0444
Chapman	Kelly	5002 Claycut Road, Baton Rouge, LA 70806	n/a	Verizon	225-773-0784	Jason Chapman (brother)	225-326-3793	n/a
Rohwer	Darcy	2424 Drusilla Lane # 96, Baton Rouge, LA 70809	n/a	Google Fi	225-803-2402	Sheila Rohwer/Mother	225-803-2711	Kelsey Rohwer (sister) 225-937-0446
Moncada	Julie	2441 Inverrary Dr., Baton Rouge, LA 70816	n/a	T-Mobile	504-460-5677	Julia Lapeyrouse (friend)	225-571-1687	Kathy Mire (sister) 504-799-5090
Gore	Victoria	12727 Coursey Blvd. Bldg 16 Apt. 1110 Baton Rouge, LA 70817	n/a	AT&T	(985) 201-0629	Kymber Gore (sister)	225- 456-7084	Renee Hamilton (mother) 225-778-3220
Lee	Jana	12901 Jefferson Hwy Apt #1032 Baton Rouge, LA 70816	n/a	AT&T	225-454-8458	Cynthia Kay Lee/ Mother	225-335-2809	James Lee/brother/ 225-454-3469
Ostrom	Ann	9186 Meadowood St, BR LA 70815	n/a	Google Fi	225-485-7682	Kenny Ostrom/Husband	225-288-5384	Julie Weber 309-212-1877
Bridges	Harrietta	1232 Shadybrook Drive, Baton Rouge, LA 70816	225-274-0318	Sprint	225-802-0597	Kashanna Bridges (daughter)	225-266-2651	Kahari R. Singleton 832-435-0080
McCorkle	Hope	626 Woodhaven St, Baton Rouge, LA 70815	n/a	Cricket	225-715-9854	Jennifer Pulling/Spouse	985-966-5706	Faith McCorkle(Sister) 225-246-5251
Schmidt	Heather	12306 Lake la Dare Ave, Baton Rouge, LA 70816	n/a		225-931-9466	Jason Schmidt/Husband	225-573-5002	n/a

Pride

Last Update November 5, 2024

[illegible]

Scotlandville Branch Library

Last Update March 19, 2025

[illegible]

EMPLOYEE EMERGENCY CONTACT LIST								
South Branch			Last Updated:	4.23.25				
Last Name	First Name	Address	Home Number	Cell Phone Carrier	Cell Number	Emergency Contact Name/Relationship	Emergency Number	Out of Area Emergency Contact Name/Number
Abadie	Patrick	910 Laurie Lane, St Gabriel, LA 70776	N/A	AT&T	225.588.0006	Claudine Smack / Friend	225.907.9670	
Allison	Cade	729 Carriage Way, BR LA, 70808	N/A	Verizon	225 755 9403	Jesse Noelle / Parent	225.581.7524	
Brignac	Harper	12074 New Catle Ave, Apt 106, BR, LA, 70816	N/A	AT&T	225 362 4445	Anthony Brignac / Father	225.270.9992	
Budd	Jessica	2015 Rowcliff Dr, Port Allen, LA, 70767	N/A	Verizon	225 456 7910	Donna Budd / Mother	225.636.6713	
Copponex	Caroline	1048 Bullrush Dr, BR, 70810	N/A	Verizon	225.955.9810	Bart Copponex / Dad	225-955-9810	
Davis	Kristen	11510 Catalina Ave Baton Rouge, LA 70814	N/A	AT&T	225-620-7655	Betty Davis / Mother	225-324-8192	James Davis Jr - Brother - 225-270-5577
Finnell	Logan	330 Ingleside Drive, BR, 70806	N/A	Verizon	225.678.0378	Eric Morgan / Fiance	225.577.3452	
Franklin	Anneliese	10710, Zerlee St, BR, LA, 70807	N/A		225 775 9021			
Gosserand	Rosa	5133 Blair Ln Apt C Baton Rouge, LA 70809	N/A	AT&T	225-485-6536	June Pulliam / Mother	225-802-0056	
Hawkins	Jennifer	4321 Pine Ridge Dr, BR, LA, 70809	N/A	AT&T	225-270-9375	Robert Hawkins / Father	225.287.3420	Chris / Brother, 225.270.3398
Hursey	Kris	1327 Arlington St, BR, LA, 70806	N/A		225 573 7259	Denise Chaney Hursey	225.485.5553	
Juneau	Sarah	433 Longwood Ct, Apt B, 70806	N/A	Verizon	225 - 772-9647	Philip Juneau (dad)	225-368-6793	
Kempton	Alia	1448 Hearthstone Dr	N/A	Mint Mobile	720.261.0454	Rex Rainach / Partner	(225) 229-2878	Brian Kempton / father, (303) 246-3670. Ian Kempton / brother, (303)
Morrison	Lucy	847 Maximillian St, BR, LA, 70802	N/A	Verizon	225-718-3452	Michael Ray (Partner)	225.610.9254	Will Morrison / brother
Richard	Jay	8111 Old Plantation Way, BR ,LA 70806	N/A	Verizon	225-921-0258	Robbin Richards / Mom	225-921-7039	Jackie Woods / sister, 225-921-7037

Zachary Branch Library

3/27/2025

[illegible]

Library Cell Phone List

<u>Administration</u>	
Katrina Stokes	225-953-2739
Deputy Library Director	vacant
Antoinette Poland	225-978-4201
Rosana Sotile (per. cell)	225-326-8722

<u>Branch Services</u>	
Lori Juge	225-939-2647
Leila Reilly	225-270-1275
Jaleesa Delavallade	225-955-3499
Lib III	vacant

<u>Business Office</u>	
Rhonda Pinsonat	225-252-7142
Tanya Allison	225-993-1295
Latosha Hamilton	225-953-3223
Les Young	225-910-4977

<u>Children's Services</u>	
Tara Dearing	225-394-0668
Lauren Tomlin	225-362-9890

<u>Circulation</u>	
Cynthia Watanabe	225-270-1280

<u>Computer Services</u>	
Amanda Dial (per. cell)	225-892-1792
Daniel Dearing	225-436-4550
Jason Salsbury	225-364-7782
Tim Martin	225-316-6254
Stephen Solomon	225-588-8712
Josh Hill	225-270-1929

<u>Facilities Services</u>	
Alvin Rattle	225-955-1049
Brooks Chauvin	225-333-8444
Terry Lewis	225-397-5544
Billy Ray	225-397-5541
Leo Hill	225-939-3234
Darren Rivers	225-975-0278

Library Cell Phone List (Con't.)

<u>Training Librarian</u>	
Amy Sideris	225-270-5375

<u>Outreach/Community Services</u>	
Brandon Reilly	225-270-1271
Tameka Roby	225-939-3155
Alvin Coleman	225-270-1928
Louis Castenell (OTR Preschool)	225-964-1513

<u>Public Relations</u>	
Mary Stein	225-939-3623
Micki Talbot	225-955-9140

<u>Reference/Library Information Services</u>	
Andrew Tadman	225-252-6180

<u>Technical Services</u>	
Bryce Tomlin	225-252-4352
Jenny Wong	225-939-4018

<u>Teen Services</u>	
Brandi Burton	225-270-1279

<u>Branch Managers</u>	
Ashley Broussard (BAK)	225-270-1269
Kelley Young (BBR)	225-270-1270
Roblyn Honeysucker (CAR)	225-270-1278
Heather Harrison (CEN)	225-270-1272
Darilyn Butler (DGB)	225-270-1927
Kallan Jackson (EDE)	225-270-1276
Kimberly Reeves (FAI)	225-436-2405
Latasha Williams (GSR)	225-270-1282
Ashley Clark (JCR)	225-270-1277
Ginger Cagnolatti (PRI)	225-270-1283
Allison Cooper (RCB)	225-270-1273
Lauren Jung (SCO)	225-964-1797
Patrick Abadie (SOU)	225-975-7752
Zsa Zsa Boeneke (ZAC)	225-955-3499

Library Board of Control Continuity of Operations Plan

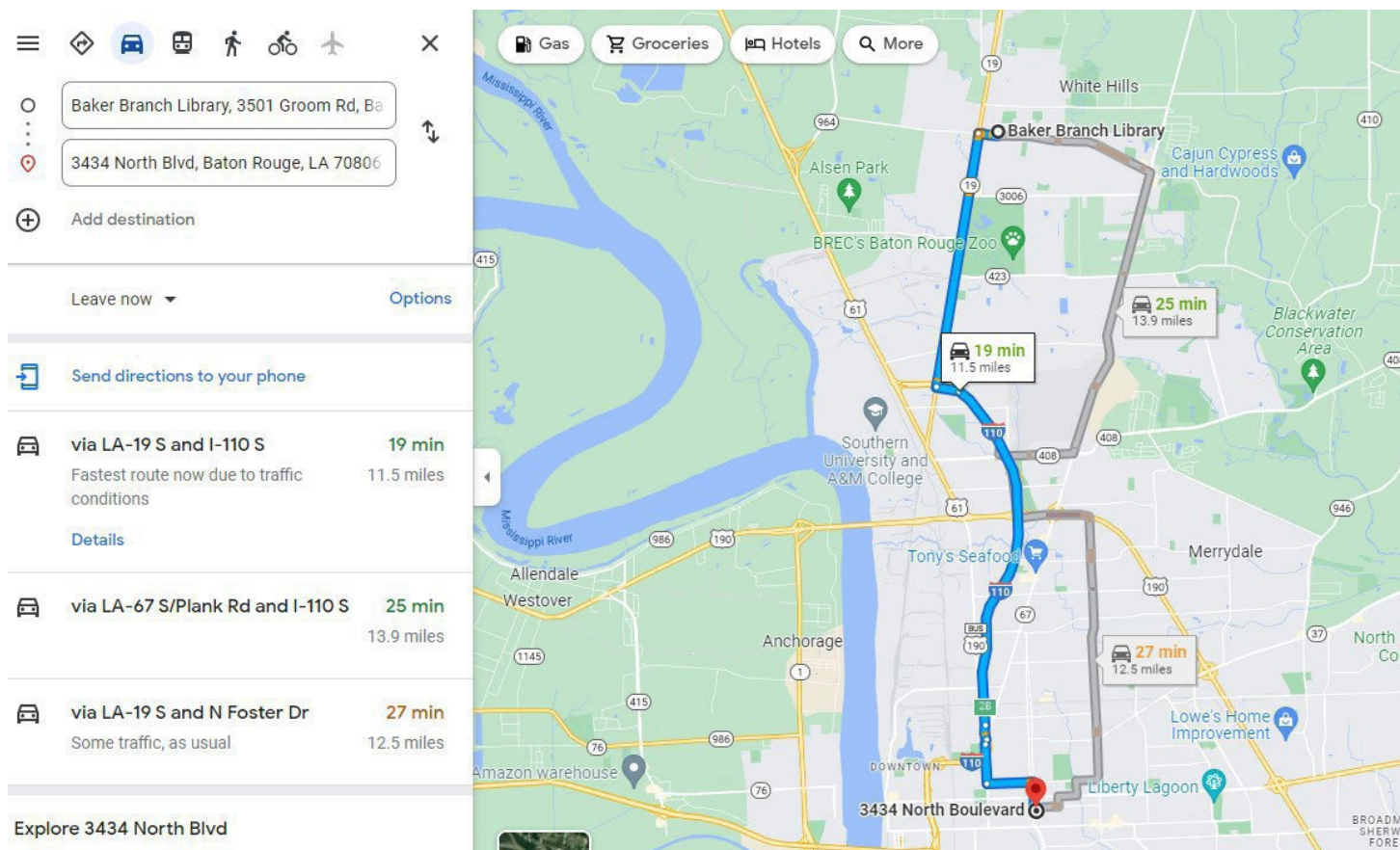
EMERGENCY CONTACT LIST

CONTACT	TITLE	TELEPHONE	EMAIL (Optional)
CITY-PARISH DEPARTMENTS			
Administration	Mavor's Office	389-3100	
	Council Administration/Treasurer's Office	389-3123	
Finance	Accounting Division	389-3069	
	Accounting-Accounts Payable	389-3064	
	Budgeting Division	389-3067	
Human Resources	Payroll Division	389-3134	
Information Services	Eric Romero, IS Director	389-3070	is@brgov.com
Homeland Security &	Clay Rives, Director	389-2100	MOHSEP@brogov.com
Public Works	Buildings and Grounds	389-4615	
	Maintenance	389-3158	
Purchasing	Shawn Hoover	389-3259	purchasinginfo@brgov.com
EBRP Sheriff's Office	Sid Gautreaux, Sheriff (Administration)	389-5055	
Baton Rouge Police Department	Chief's Command Staff Non-Emergencies	389-3800	brpdinfo@brgov.com
Emergency Medical Services	Michael Denicola, Interim EMS Director	389-5155	emsinfo@brgov.com
Baton Rouge Fire Department	Michael Kimble, Fire Chief	354-1400	brfdinfo@brgov.com
STATE AGENCIES			
State Library of Louisiana	Administration	342-4923	admin@state.lib.la.us
	Meg Placke, State Librarian	342-4923	mplacke@slol.lib.la.us
State Police	LSP HQ Main Number	925-6006	
	Evacuations and State Road Closures	511 or 1-800-469-4828	
Homeland Security	Governor's Office of Homeland Security	925-7500	
LIBRARY OPERATIONS			
Alarm Monitoring			
Fire Alarm Monitoring	Allied	292-1212	
Perimeter/Security Alarm Monitoring	Allied	292-1212	
Main Library After Hour	Alvin Rattle, Facilities Manager	955-1049	
Main Library After Hour	Grant Gibson	281-8423	
Delivery	Rob Shortess, Express Delivery	588-8704	Rob_shortess@yahoo.com
Janitorial Services			
Main Library	Ramelli; Ivette Gaborit	985-774-8716	ivette@ramelli.com
All Other Branches	TLG Janitorial		
	Matrese Grant, Owner	978-8280	matreseg@yahoo.com
	Dorothy Collins, Supervisor	328-1614	
Facilities	Southern Belle		
	Latonia Boston	406-9086	Sthbelle1@gmail.com
Grounds Maintenance	Daryel Prust, EDS	315-1866	daryel@uplifted.org
	Chris Casselberry, Greenseasons	752-2333	chrisjr@greenseasons.us
CONTACT	TITLE	TELEPHONE	EMAIL (Optional)
Electric Companies	DEMCO (CEN, GSR, PRI)	261-1160	
	for electrical outages after 4:30 p.m.	1-800-262-1160	
	Entergy (All other Branches)	1-800-968-8243	
Gas Companies	ATMOS (Main)	1-866-322-8667	
	Entergy	1-800-968-8243	
	City of Zachary (ZAC)	654-6871	
	Baker Utilities (BAK)	775-9952	
Water & Sewer	Baton Rouge Water (All other Branches)	925-2011	
	Parish Water Company (CEN, JCR, PRI)	952-7688	
	City of Zachary (ZAC)	654-6871	
	Baker Utilities (BAK)	775-9952	
Telephone Services	Cox (Vincente Boreros)	866-396-3947	Vincente.Boreros@cox.net
Telephone System (Line Repairs)	BRG Phones (Brian Olinde)	925-1043	brian@brgphones.com
Cable Television Services	Cox (Vincente Boreros)	866-396-3947	Vincente.Boreros@cox.net
Wireless Services	Computer Services (Juniper)	231-3720	
	Verizon (Cellular Services) - Elizabeth Braun Mille	r 800-922-0204	elizabeth.braun@verizonwireless.com
	Cox (Main Internet Connection)	866-396-3947	Vincente.Boreros@cox.net
Garbage Service	Republic Services	ofc. 663-7821	kswacker@republicservices.com
Tree Service	David Benton, Bayou Tree Service	910-0746	david.benton@bayoutree.com
Security Guards			
Security Consultant	Blair Nicholson	939-2191	BNicholson@EBRSO.ORG
National Alliance Security Agency, Inc (Main Library Security Guards)	Site Manager	281-8423	
	Jessica Kennedy, Executive Administrator	937-387-6517	jessica@nationalalliancesecurity.com
Media			
The Advocate	General Inquires	383-1111	
	News Tips	388-0315	
Media - Newspaper theadvocate.com	Vicki Ferstel		vferstel@theadvocate.com
	Greg Garland		ggarland@theadvocate.com
	Steven Hardy		shardy@theadvocate.com
	Darlene Denstorff		ddenstorff@theadvocate.com

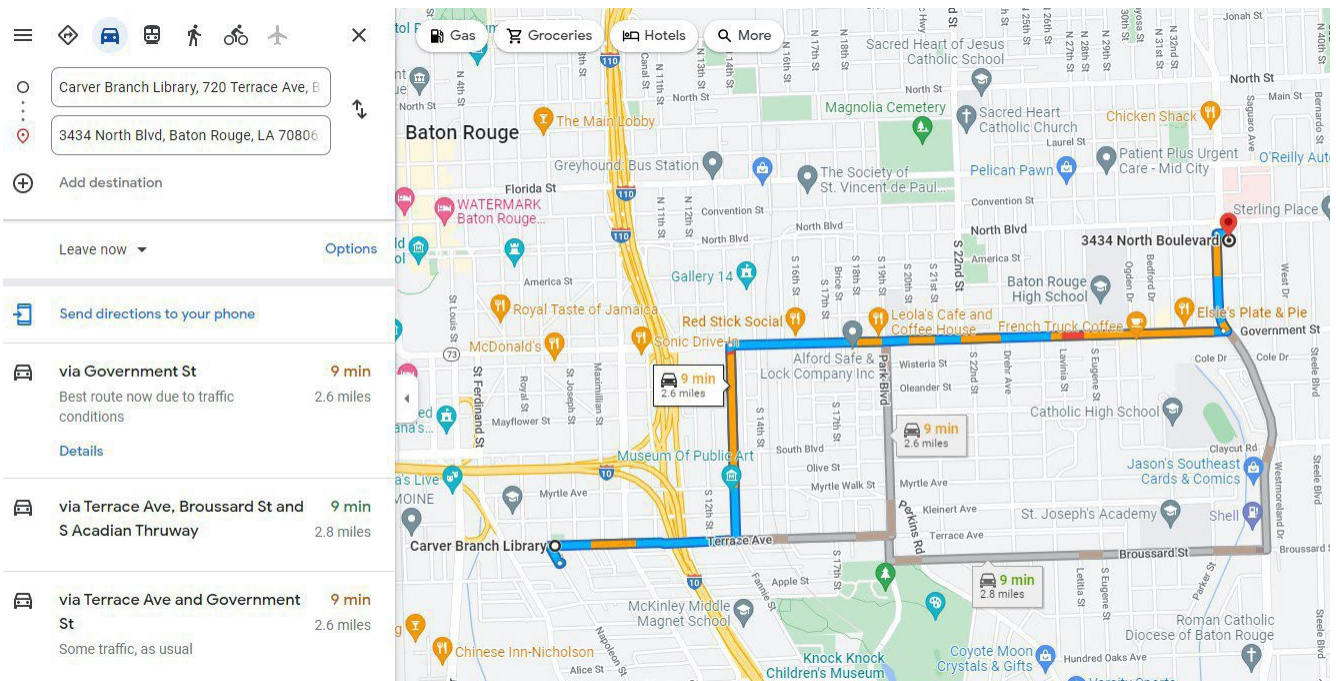
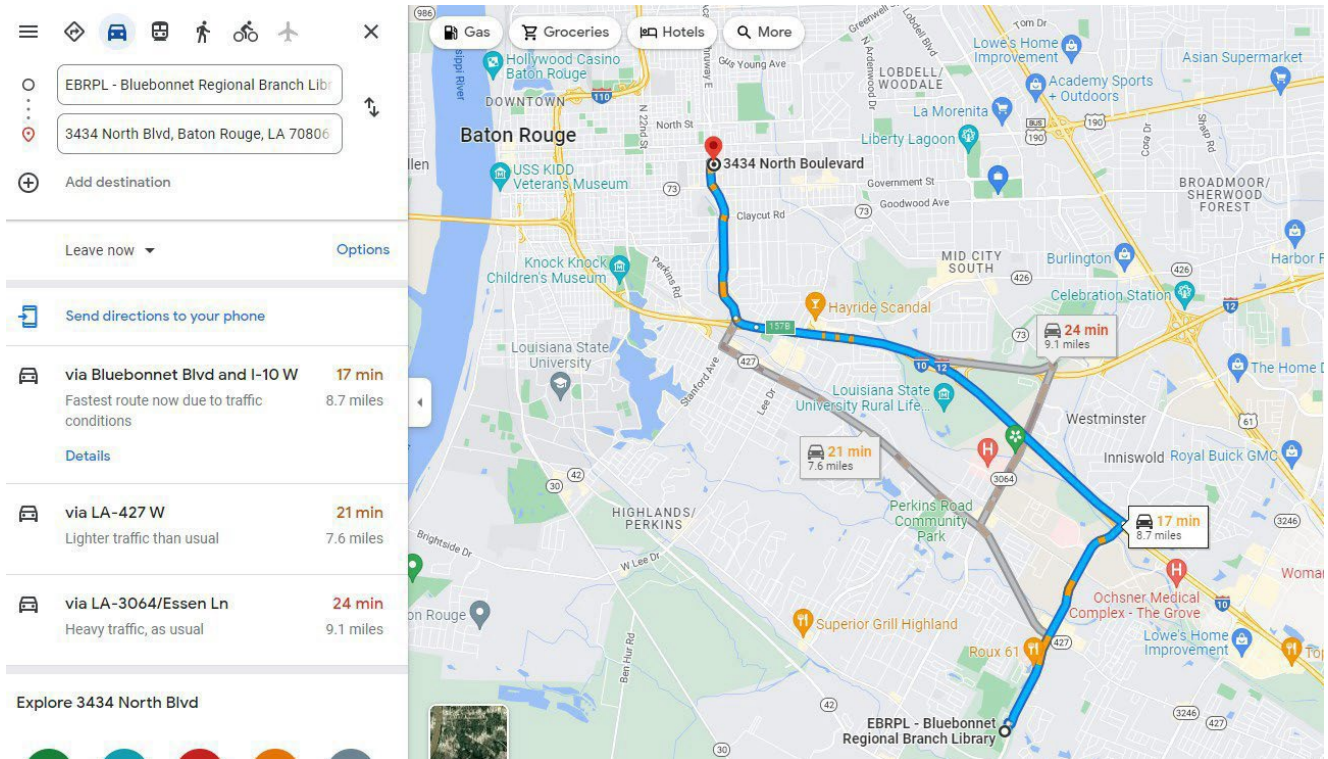
	Laura Maggi		lmaggi@theadvocate.com
	Matthew Sigur	388-0643	msigur@theadvocate.com
	Karen Martin	388-0378	kmartin@theadvocate.com
WAFB Channel 9 -- TV News www.wafb.com	Main Office	383-9999	
	News Desk	215-4801	news@wafb.com
	Graham Ulkins - Anchor		gulkins@wafb.com
WBRZ Channel 2 -- TV News www.wbrz.com	Main Office	387-2222	
	News Desk	336-2344	news@wbrz.com
WJBO iheartmedia.com Media - News Radio Station 1150 AM / 97.7 FM www.wjbo.com	Studio	499-9526	
	Office	231-1860	
	Jeremy Poursine - iheartmedia Program Director	408-0209	jeremypoursine@iheartmedia.com
WVLA NBC 33 Media - Television News Channel www.brproud.com	NEWS	768-9195	news@nbc33tv.com
	Main Office	766-3233	
	Assistant News Director	768-9195	
WGMB Fox 44 Media - Television News Channel www.brproud.com	Main Office		news@brproud.com
	Chad Sabadie		csabadie@brproud.com
	Lauren McCoy	768-9147	lmccoy@brproud.com
CONTACT	TITLE	TELEPHONE	EMAIL (Optional)
Times Picayune Media - Newspaper www.nola.com	Main Office	504 321 6493	
WRKF-FM 89.3 Public Radio www.wrkf.org	Main Office	926-3050	news@wrkf.org
	Barbara Clark		barbara@wrkf.org
	Jim Engster		jim@wrkf.org
Baton Rouge Arts Council http://artsbr.org	Communications Director - Ashley Fabre	344-8558 x 234	afabre@artsbr.org
	Liz Goad		lgoad@artsbr.org
WXOK, Cumulus Media - Radio	Operations Manager & Program Director -	236-3577	jmichael.wxok@cumulus.com
	LaTangela Sherman - On Air & Production Dir.	335 7220	430Status@gmail.com
Business Report - Newspaper www.businessreport.com	Editorial Dept. / Main Number	928-1700	editor@businessreport.com
	News Editor - Steve Sanoski	928-8899 x 131	ssanoski@businessreport.com
	Reporter/Online Editor - Deanna Narveson	928-8899 x 136	dnarveson@businessreport.com
	Reporter/Editor - Stephanie Riegel	505-8997	sriegel@businessreport.com
	JR Ball	229-6365	jrball@businessreport.com
Guaranty Broadcasting Media - Radio Stations The Tiger 100.7 WTGE FM Talk 107.3 WBRP FM Eagle 98.1 WDGL FM	General Inquires	421-8136	
	Talk Line - Studio	388-9898	
	Phone-In Line	499-1073	
	Market Station Manager - Gordy Rush	408-1118	
	www.1007thetiger.com		
	www.talk1073.com		
	Bill Profita	291-2727 x 4	bill.profita@guarantymedia.com
	Jim Engster	295-0389 x 4	jim@louisianaradionetwork.com
	www.eagle981.com		
	Scotty Drake	388-9898 x 159	scotty.drake@gbcradio.com

Maps, Directions and Access

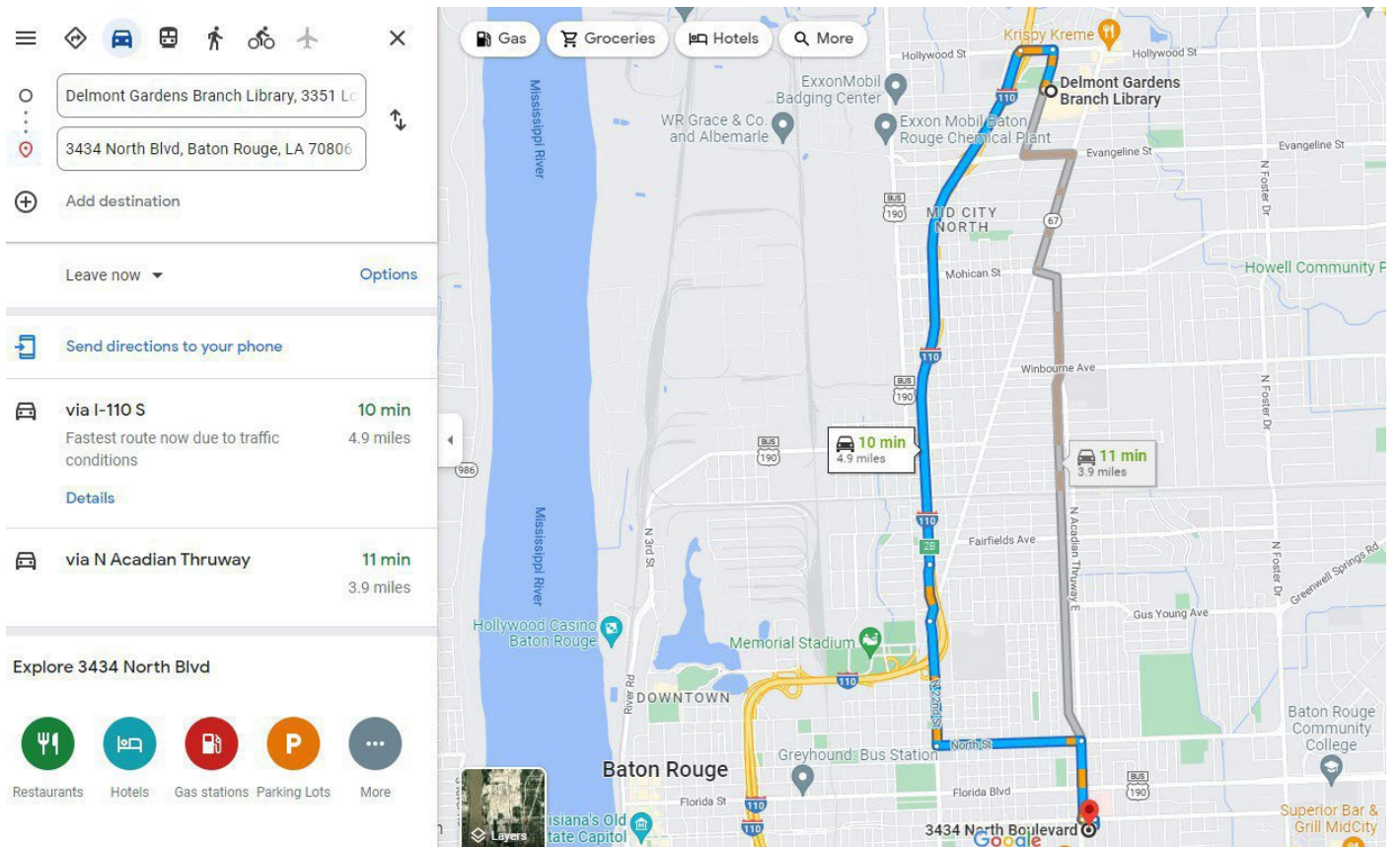
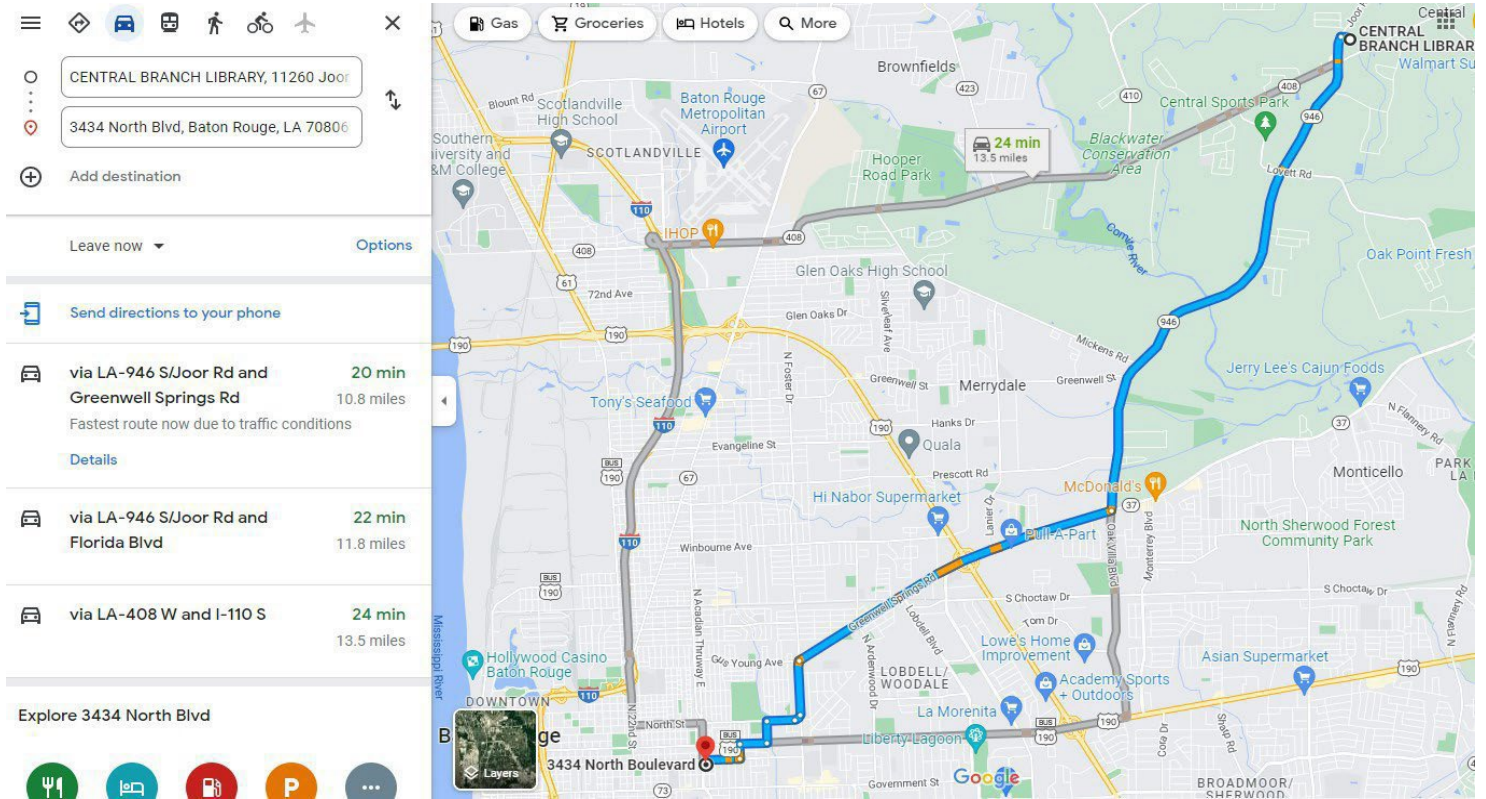
Routes from Branches to Outreach Services



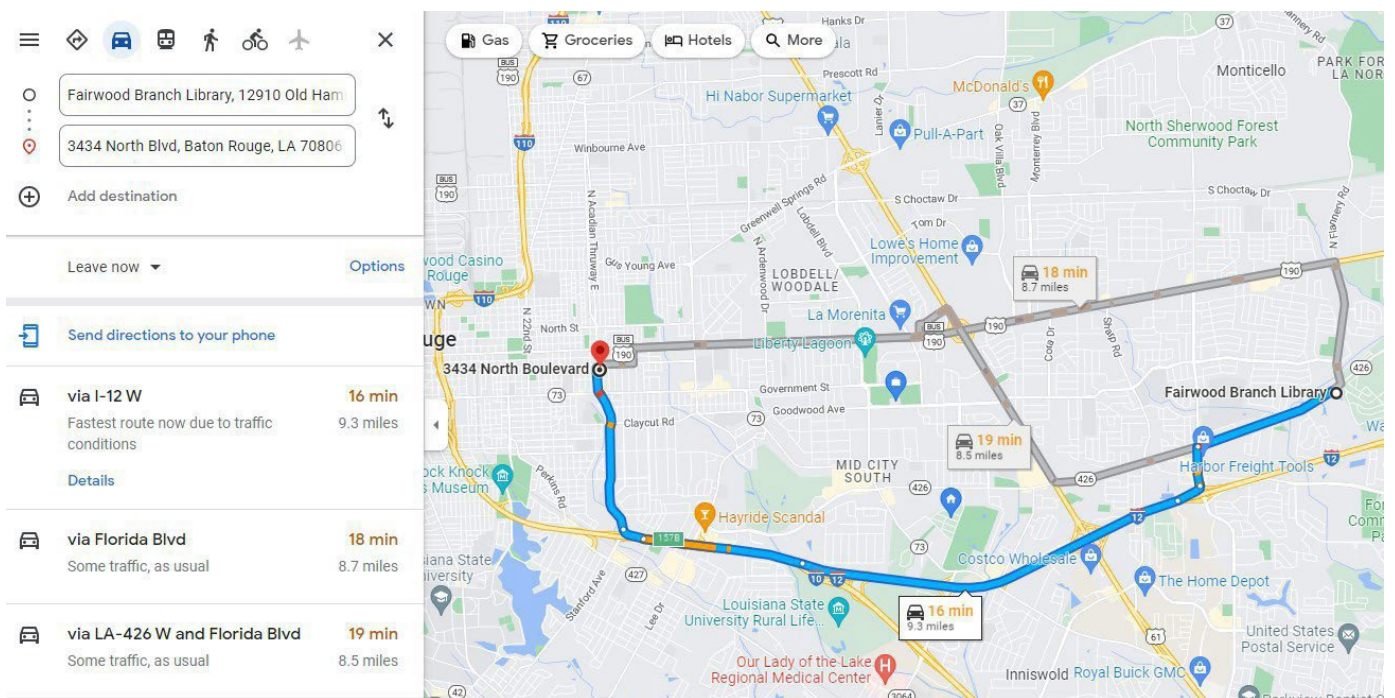
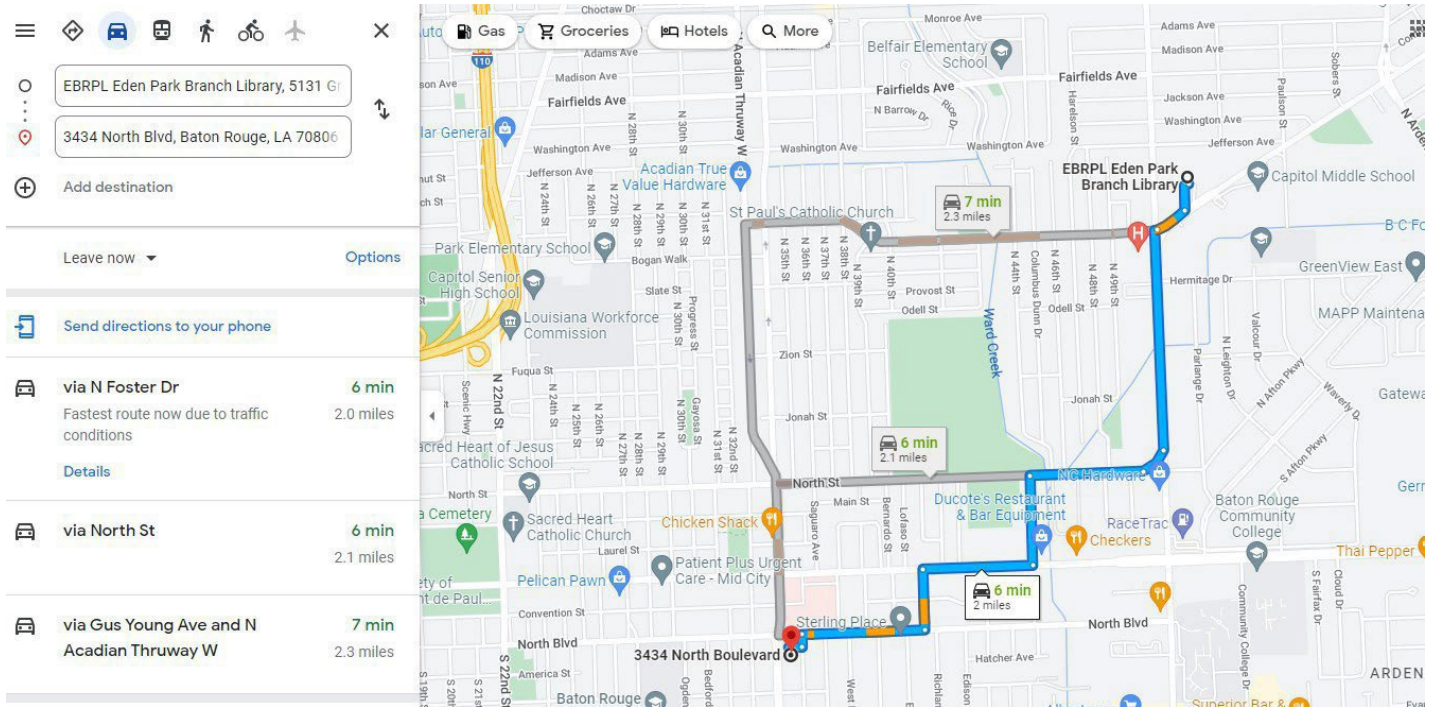
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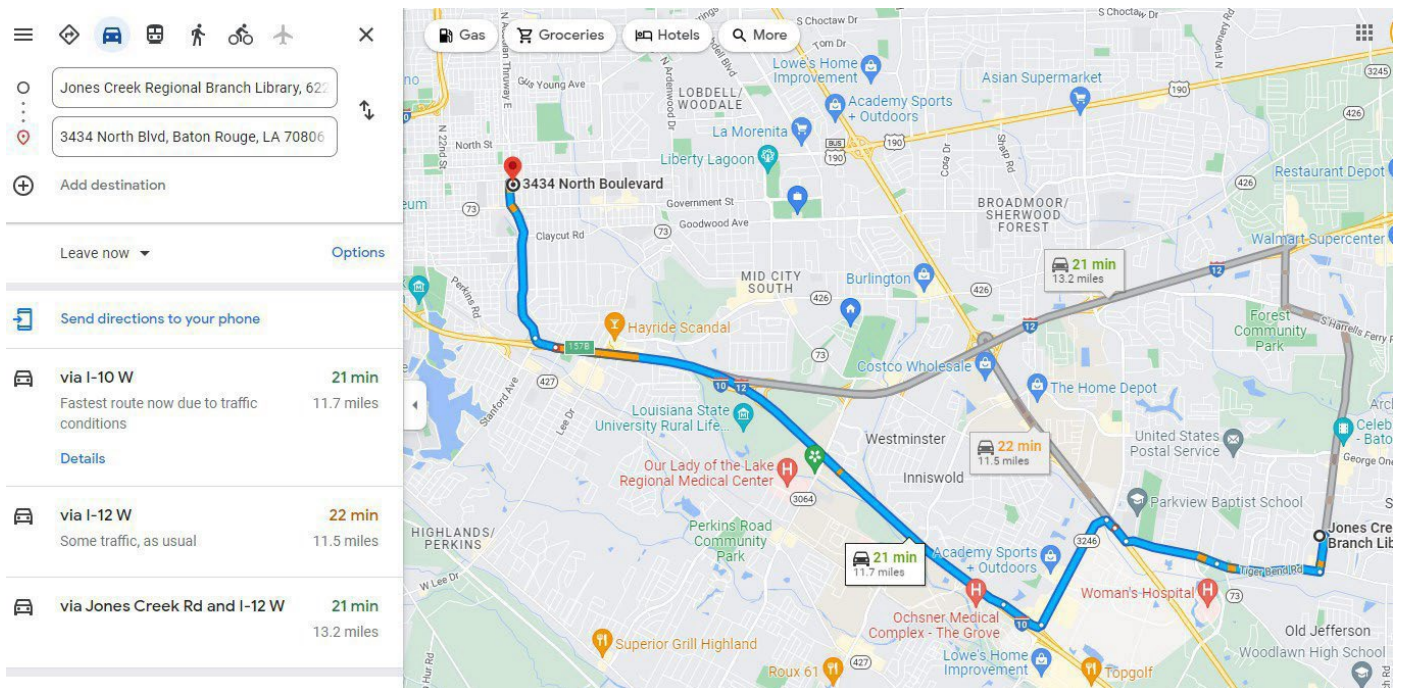
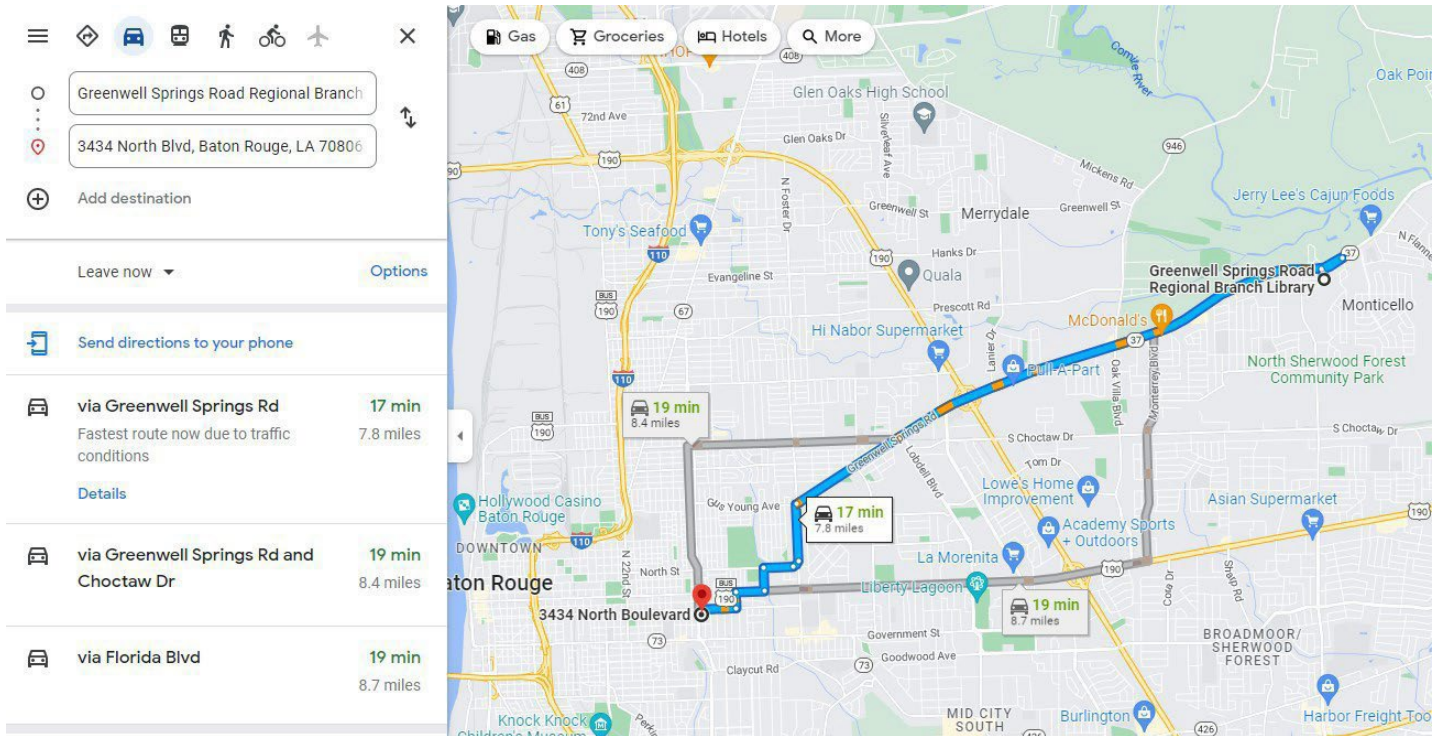
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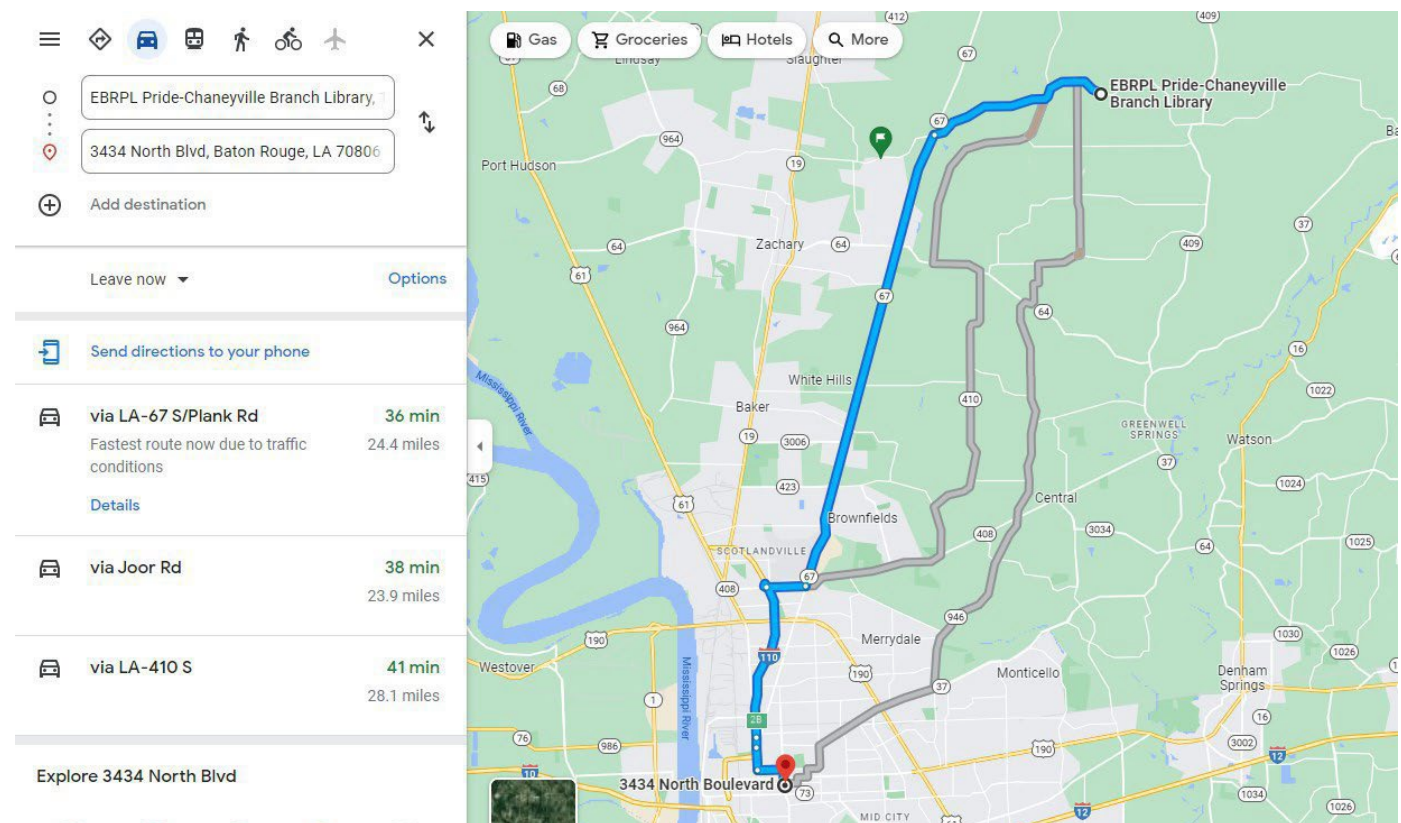
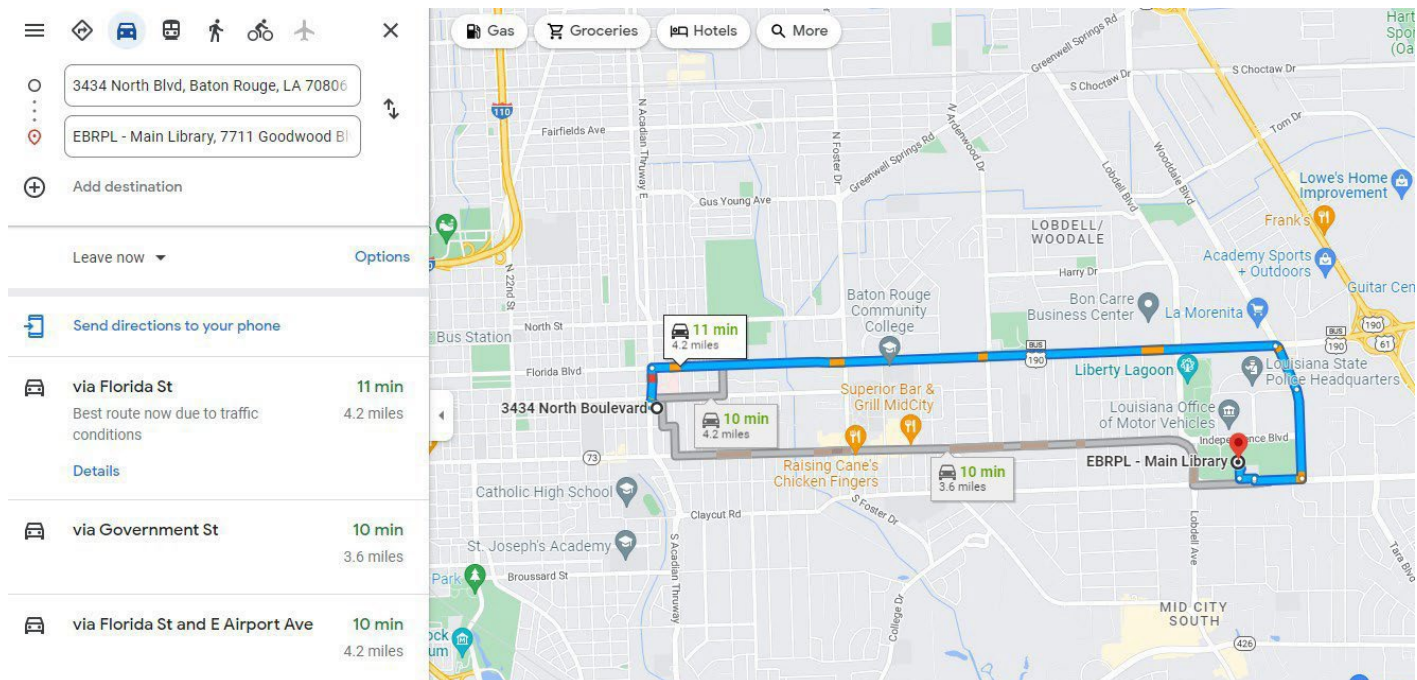
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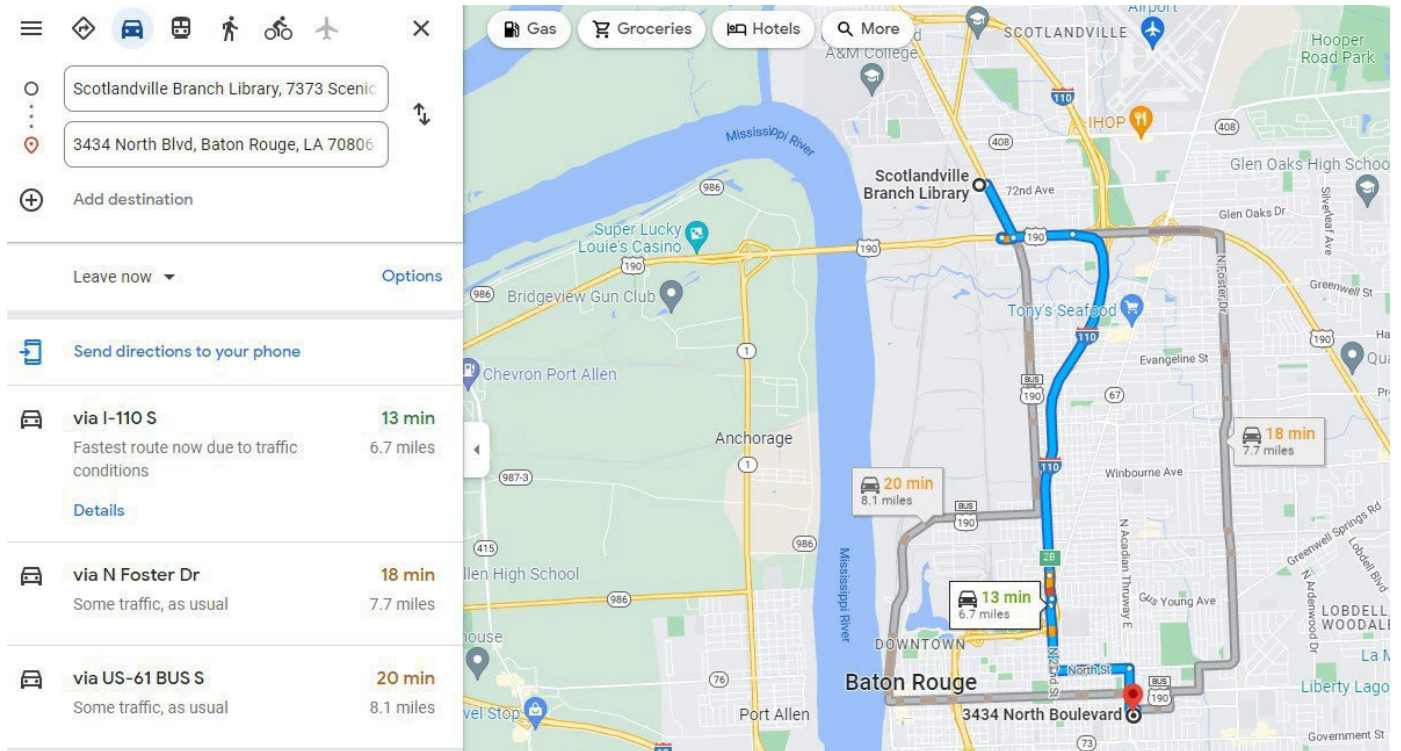
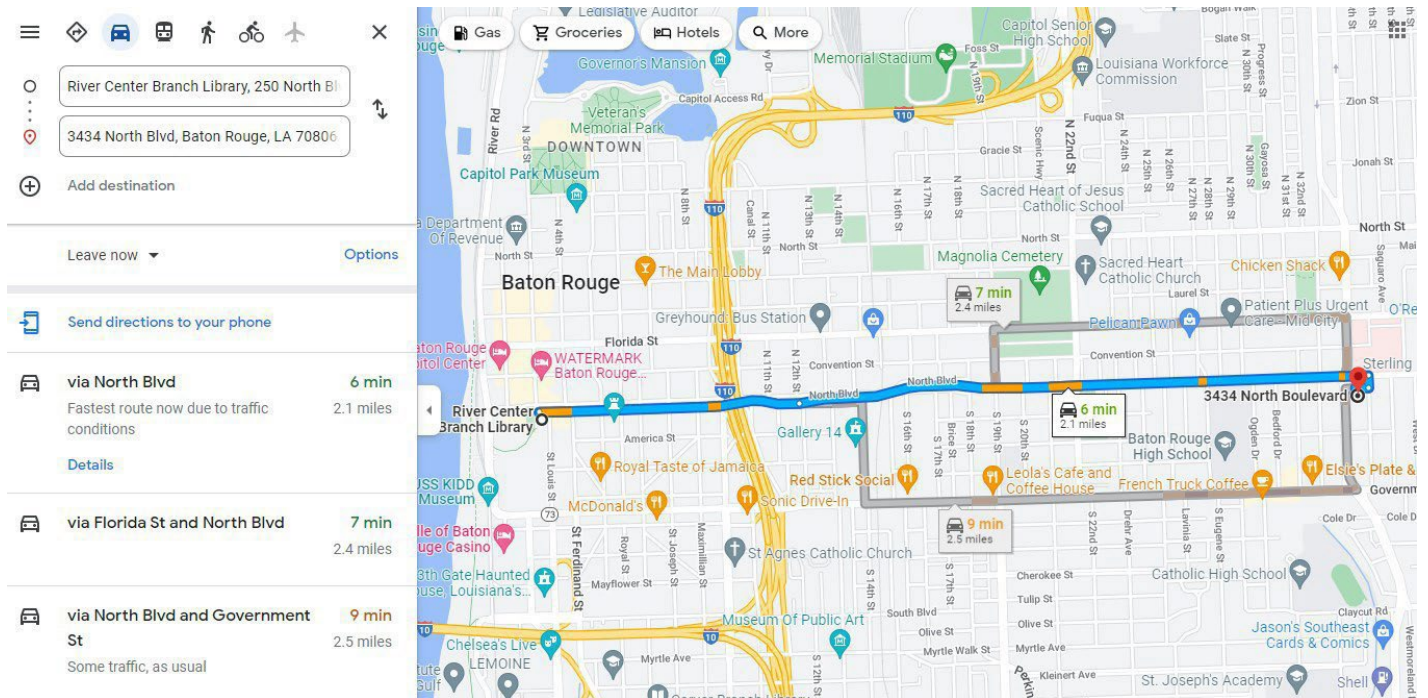
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EBRPL CONTINUITY PLAN



EBRPL CONTINUITY PLAN



EBRPL CONTINUITY PLAN

Best 10 min 16 min 1h 6m 20 min

2210 Glasgow Ave, Baton Rouge, LA 70806

3434 North Blvd, Baton Rouge, LA 70806

Add destination

Leave now Options

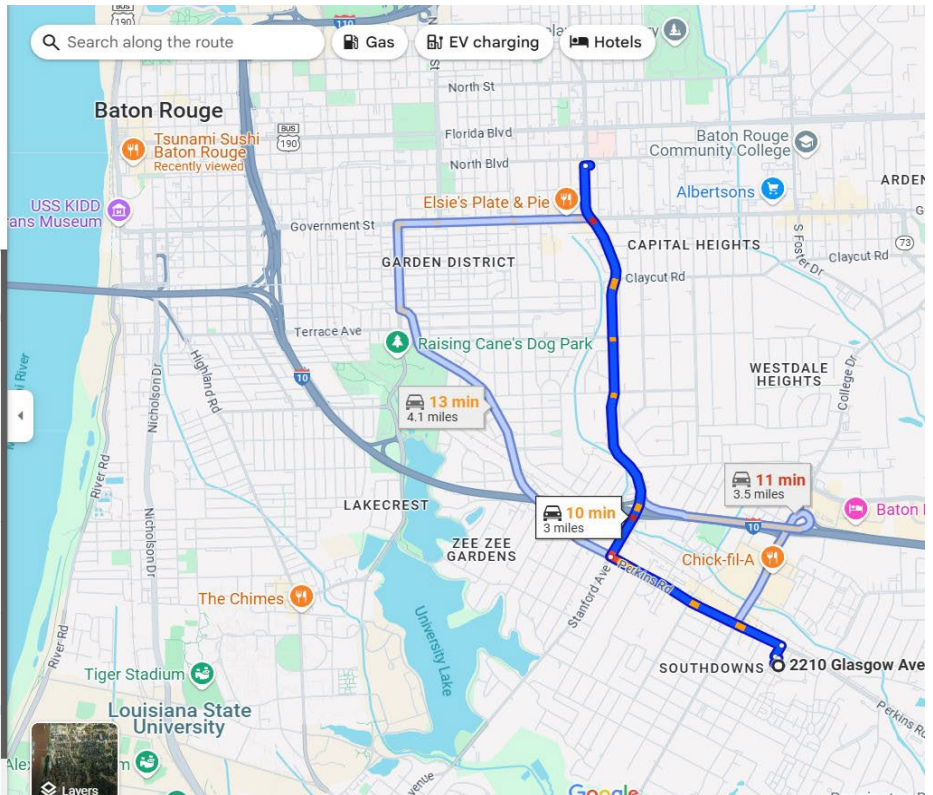
Send directions to iPhone Copy link

via Perkins Rd and S Acadian Thruway **10 min**
3.0 miles
Fastest route, despite the usual traffic
[Details](#)

via S Acadian Thruway **11 min**
3.5 miles
Heavy traffic, as usual

via Perkins Rd **13 min**
4.1 miles
Some traffic, as usual

Explore nearby 3434 North Blvd



EBRPL - Zachary Branch Library, 1900 Ch...

3434 North Blvd, Baton Rouge, LA 70806

Add destination

Leave now Options

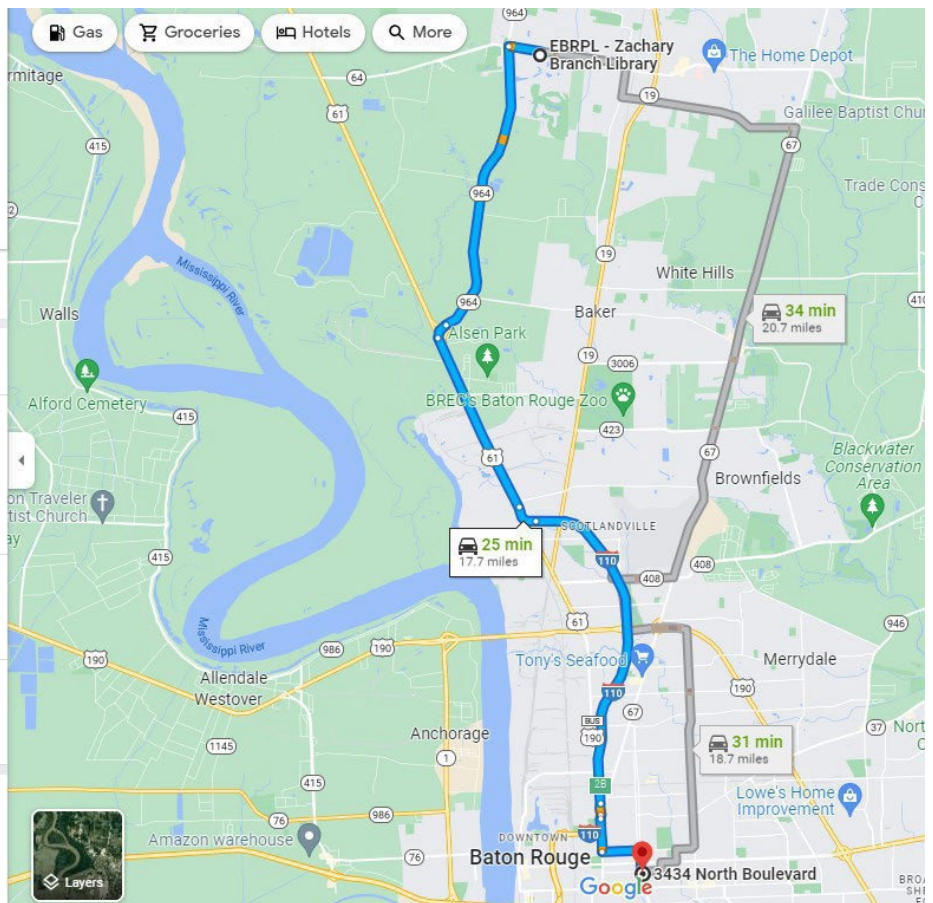
Send directions to your phone

via LA-964 S and I-110 S **25 min**
17.7 miles
Fastest route now due to traffic conditions
[Details](#)

via LA-964 S **31 min**
18.7 miles

via LA-67 S/Plank Rd **34 min**
20.7 miles

Explore 3434 North Blvd



Routes from Main Library to Branches

The image displays a Google Maps interface with a route from Independence Park Library to Baker Branch Library. The map shows the Mississippi River, major highways (I-10, I-190, LA-19), and various landmarks including Southern University and A&M College, BREC's Baton Rouge Zoo, and the Blackwater Conservation Area. Two routes are highlighted: a blue route (fastest) and a grey route (alternative). The blue route is 14.7 miles and takes 25 minutes. The grey route is 13.4 miles and takes 27 minutes. The interface includes a sidebar with search filters (Gas, Groceries, Hotels, More), a list of destinations, and a table of route options.

Search Filters: Gas, Groceries, Hotels, More

Destinations:

- Independence Park Library, 7711 Goodwood
- Baker Branch Library, 3501 Groom Rd, Baton Rouge
- Add destination

Options: Leave now

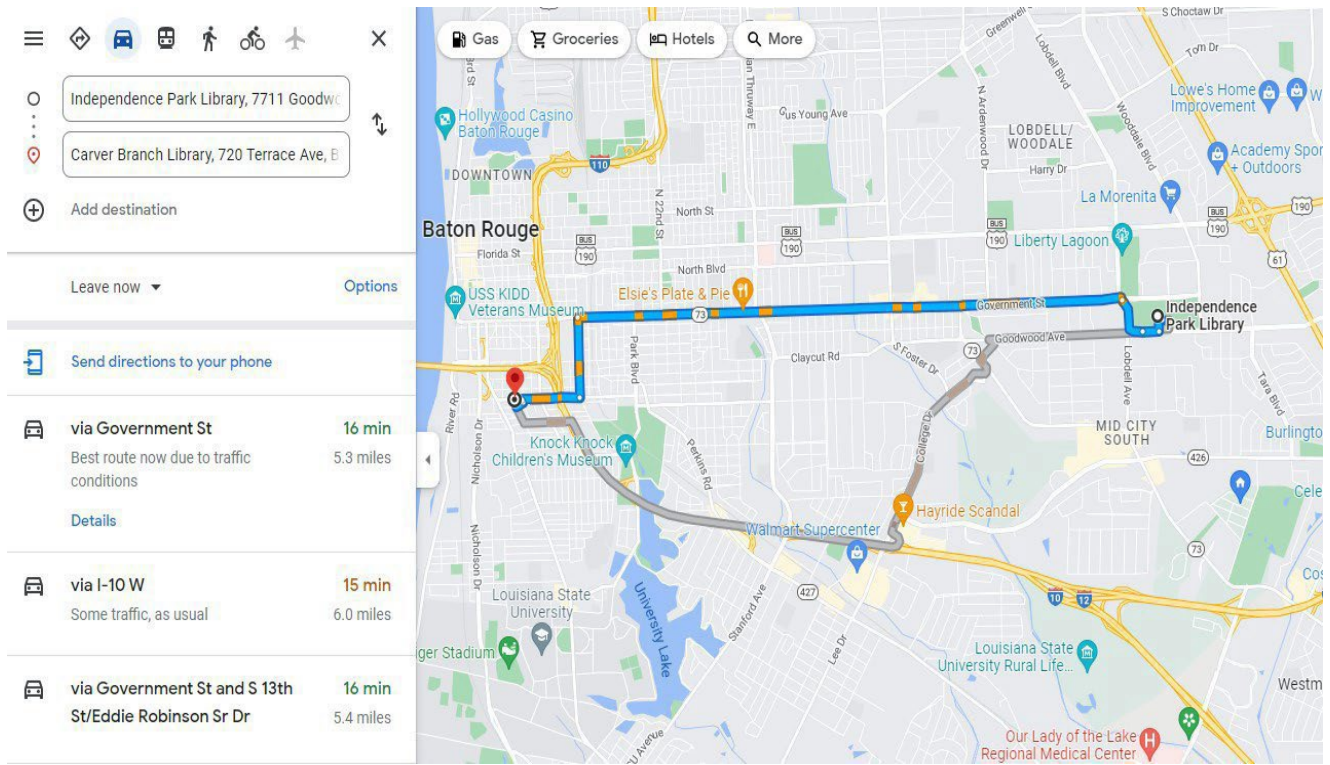
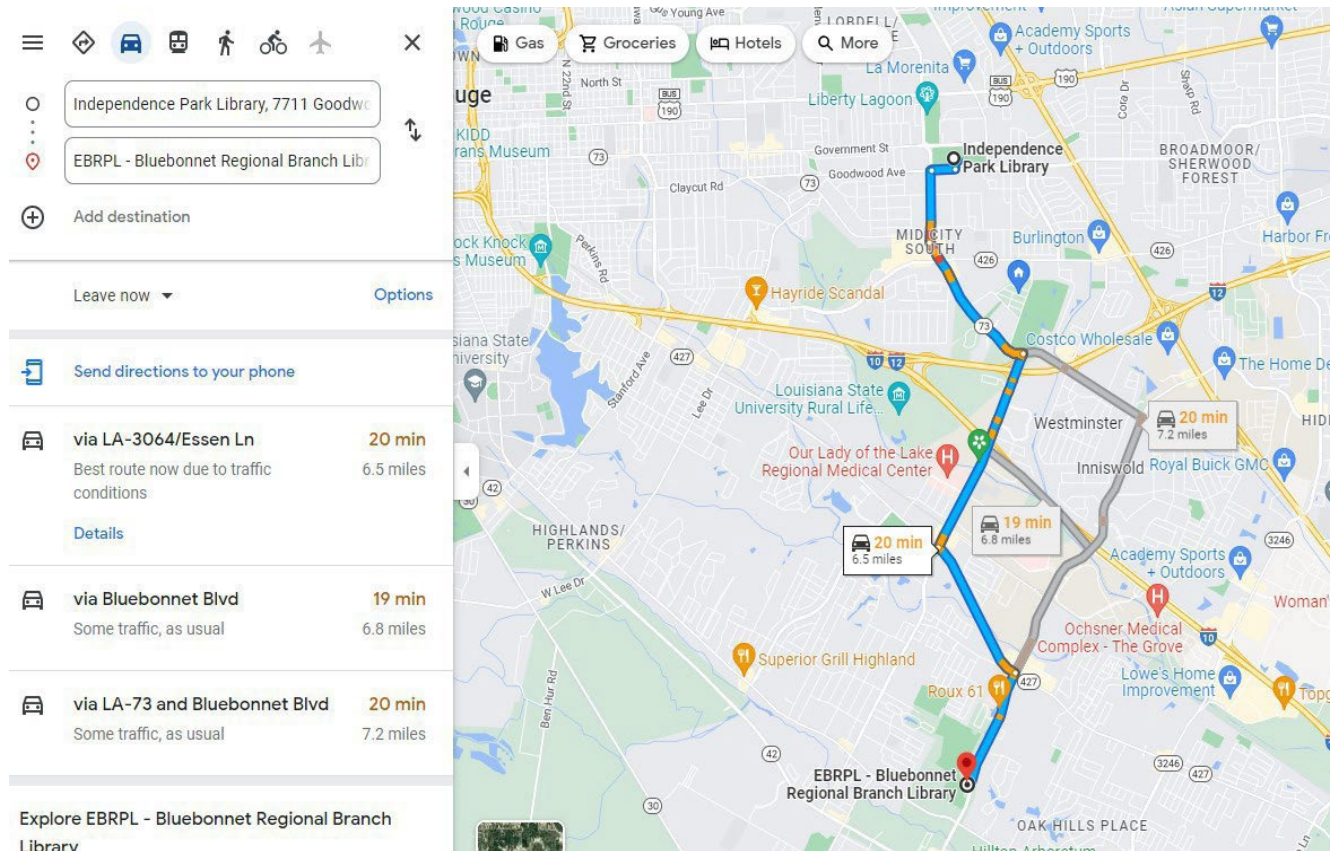
Send directions to your phone

Route	Time	Distance
via I-110 N	25 min	14.7 miles
via US-61 N/U.S. Hwy 190 W	27 min	13.4 miles
via I-110 N and LA-19 N	29 min	17.9 miles

Explore Baker Branch Library

Map Data: ©2022 Google, United States

EBRPL CONTINUITY PLAN



EBRPL CONTINUITY PLAN

Independence Park Library, 7711 Goodwood Ave

CENTRAL BRANCH LIBRARY, 11260 Joor Rd

Add destination

Leave now

Options

Send directions to your phone

via LA-946 N Joor Rd

Fastest route now due to traffic conditions

Details

20 min

10.1 miles

Explore CENTRAL BRANCH LIBRARY

Restaurants

Hotels

Gas stations

P

Parking Lots

...

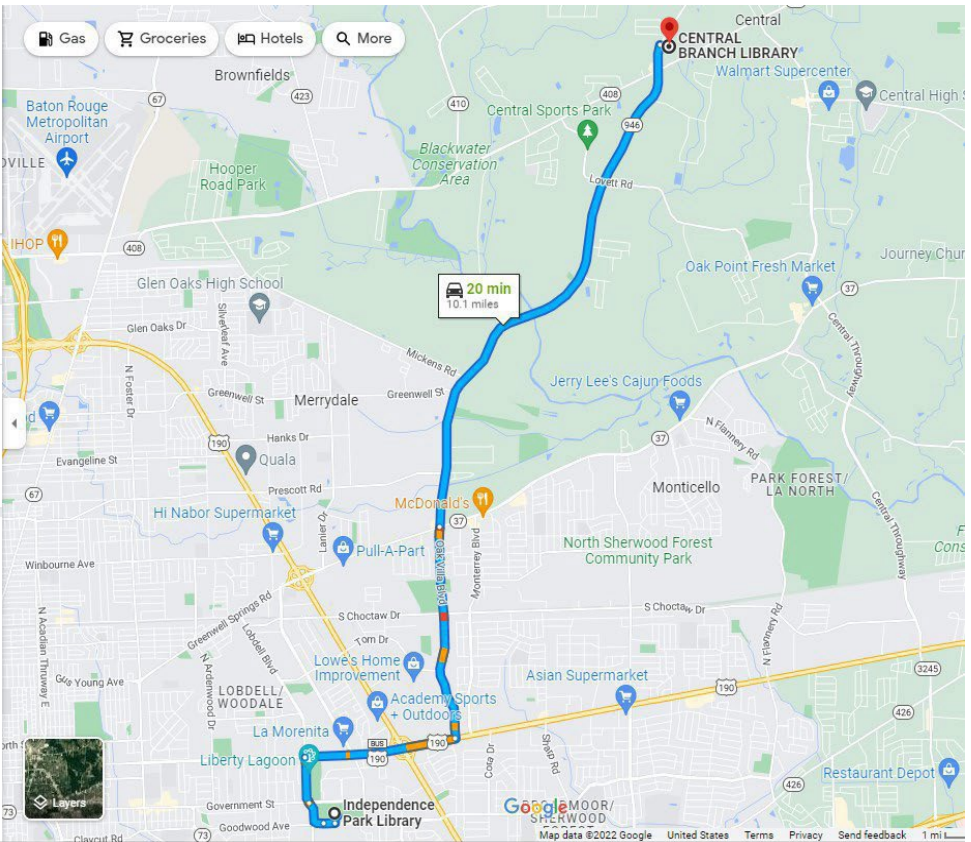
More

Gas

Groceries

Hotels

More



Independence Park Library, 7711 Goodwood Ave

Delmont Gardens Branch Library, 3351 Lobdell Ave

Add destination

Leave now

Options

Send directions to your phone

via Florida Blvd and I-110 N

Fastest route now due to traffic conditions

Details

17 min

7.7 miles

via Lobdell Ave

18 min

6.5 miles

via US-61 N/U.S. Hwy 190 W and Evangeline St

18 min

7.0 miles

Explore Delmont Gardens Branch Library

Restaurants

Hotels

Gas stations

P

Parking Lots

...

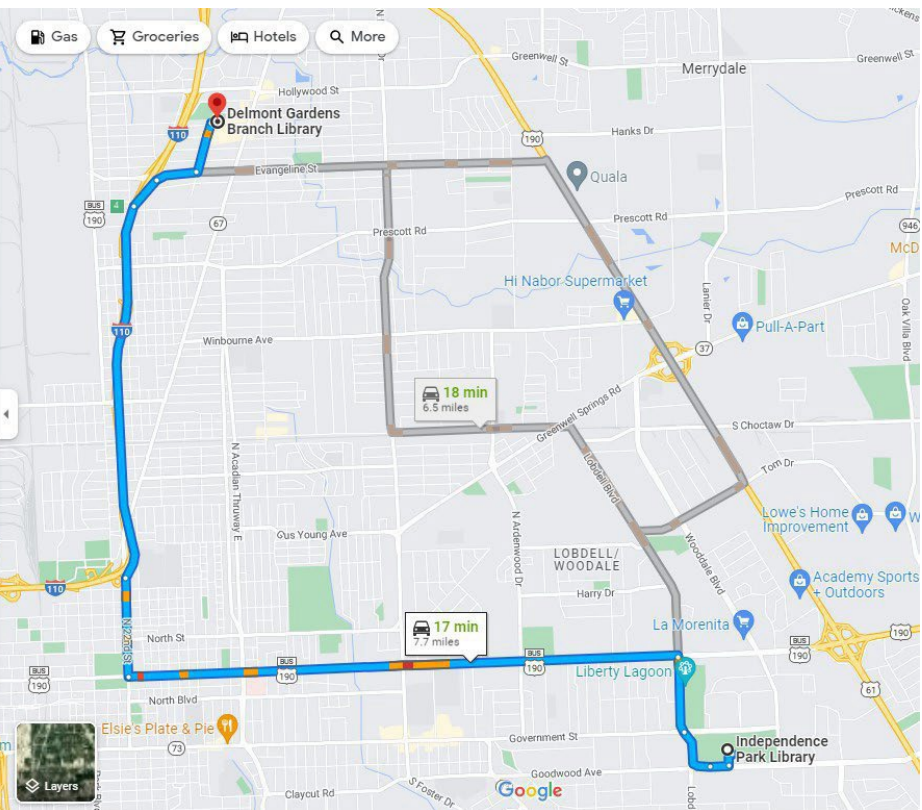
More

Gas

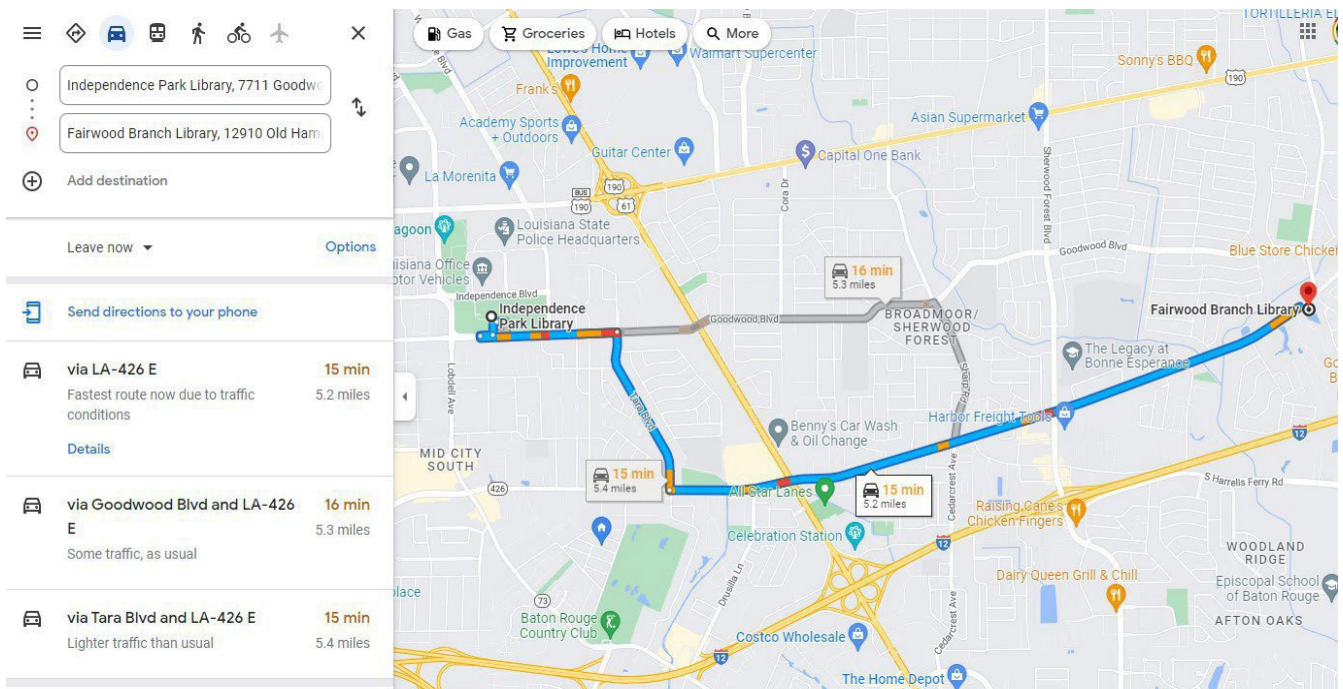
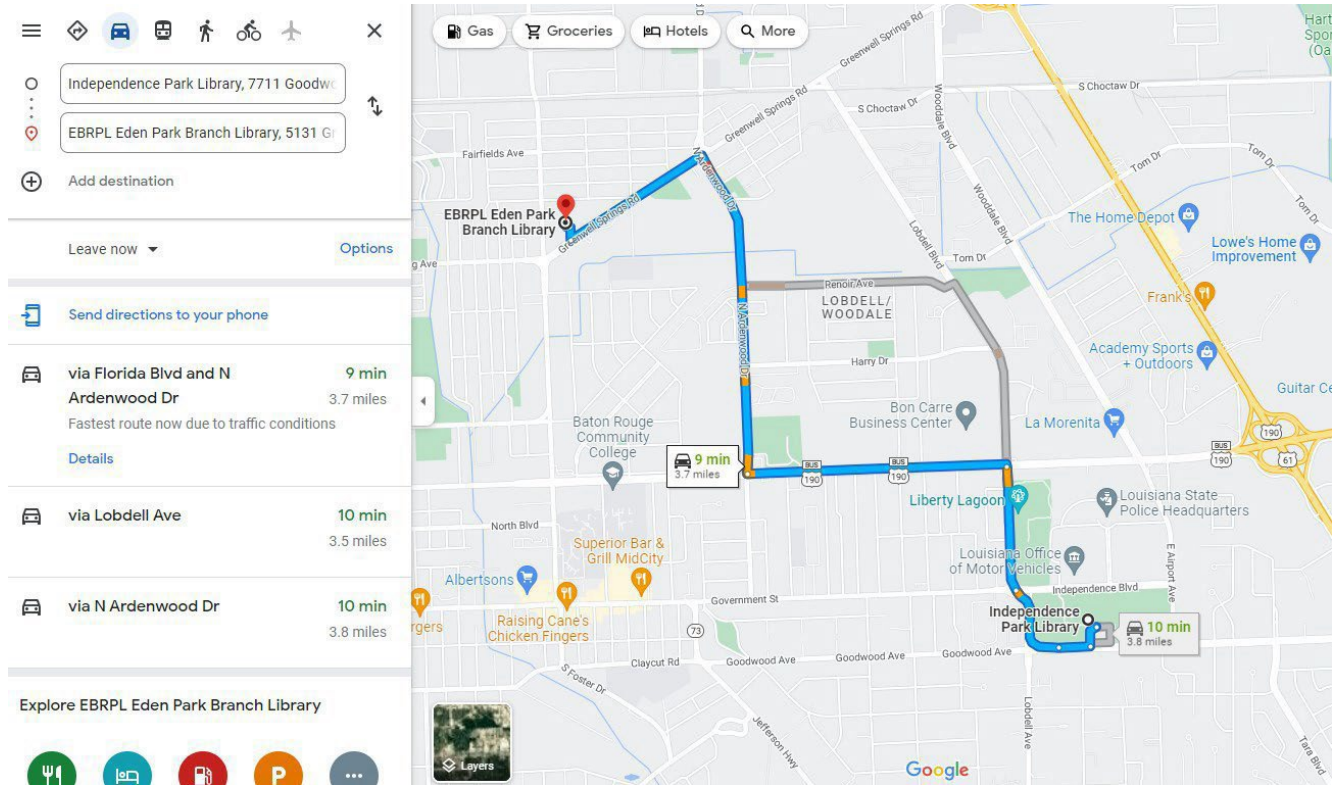
Groceries

Hotels

More



EBRPL CONTINUITY PLAN



EBRPL CONTINUITY PLAN

Independence Park Library, 7711 Goodwood Ave

Greenwell Springs Road Regional Branch

Add destination

Leave now

Options

Send directions to your phone

via Florida Blvd, Monterrey Blvd and LA-37 N/Greenwell Springs Rd

16 min

6.5 miles

Fastest route now due to traffic conditions

Details

via Monterrey Blvd and LA-37 N/Greenwell Springs Rd

17 min

6.6 miles

Explore Greenwell Springs Road Regional Branch Library

Restaurants

Hotels

Gas stations

Parking Lots

More

Map showing the fastest route from Independence Park Library to Greenwell Springs Road Regional Branch Library via Florida Blvd, Monterrey Blvd, and LA-37 N/Greenwell Springs Rd. The route is highlighted in blue and takes 16 minutes for 6.5 miles. Other nearby locations include Hi Nabor Supermarket, Pull-A-Part, Lowe's Home Improvement, Walmart Supercenter, and Asian Supermarket.

Independence Park Library, 7711 Goodwood Ave

Jones Creek Regional Branch Library, 6220 S. Harte Rd

Add destination

Leave now

Options

Send directions to your phone

via LA-73

23 min

8.0 miles

Fastest route now due to traffic conditions

Details

via US-61 S

23 min

7.7 miles

Heavy traffic, as usual

via I-12 E

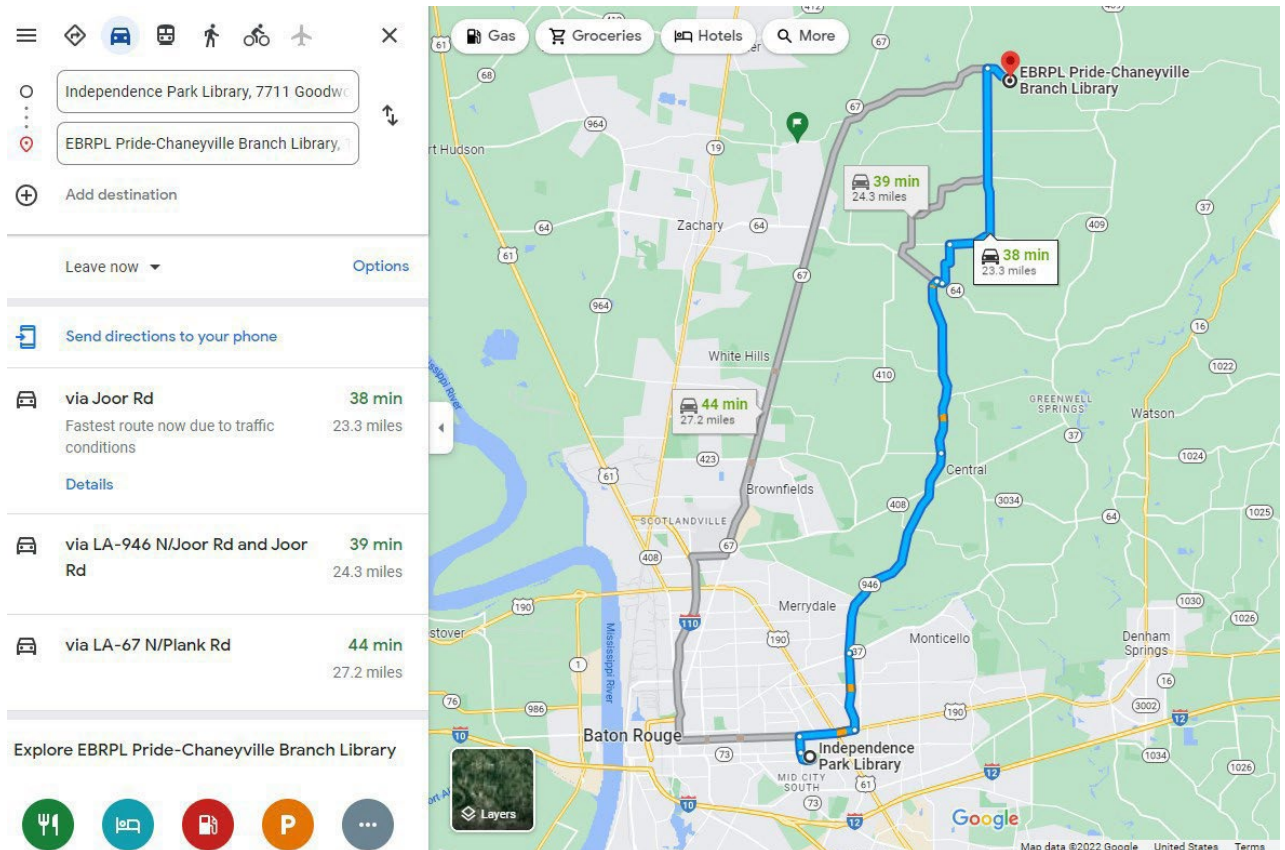
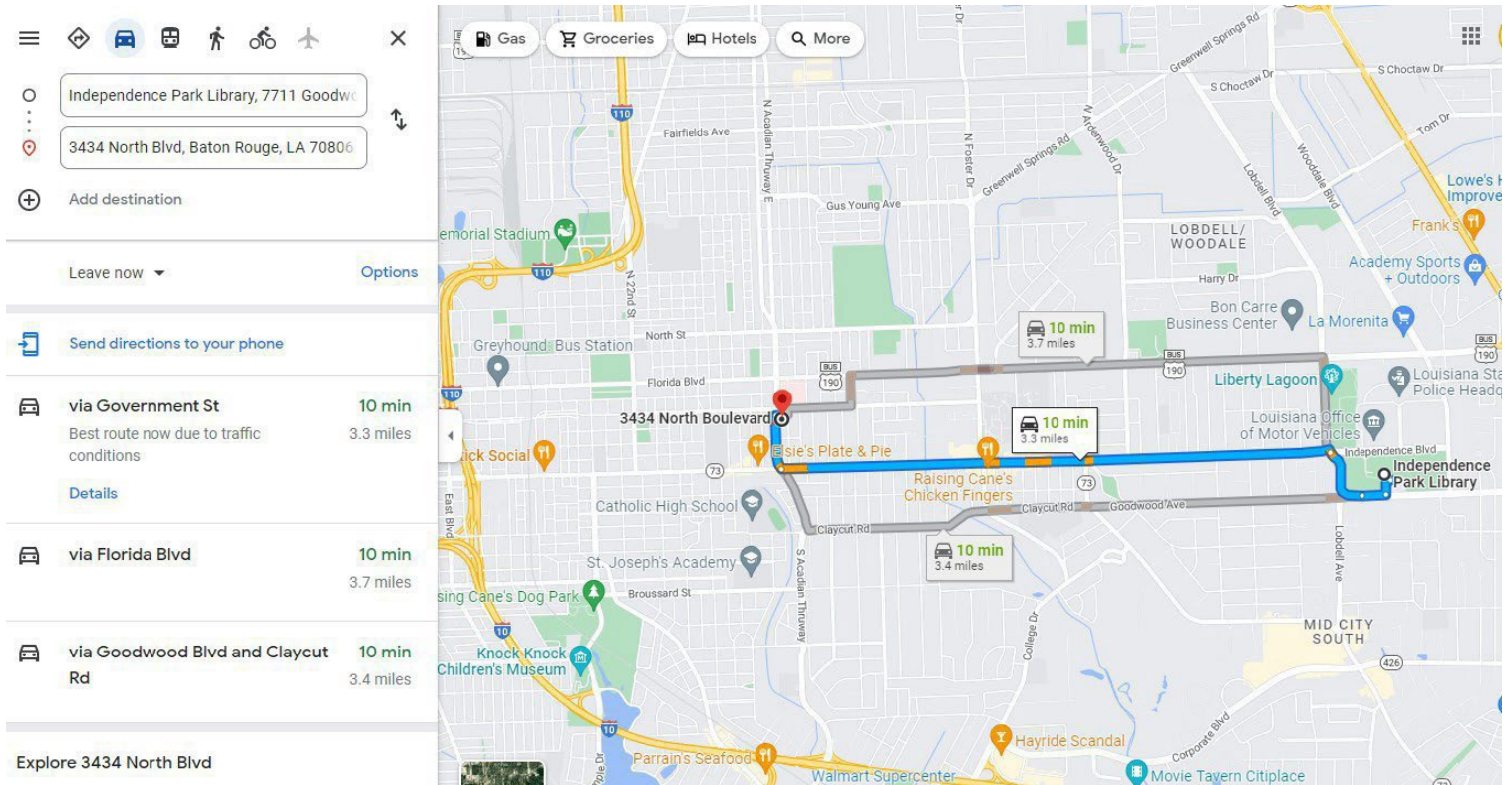
24 min

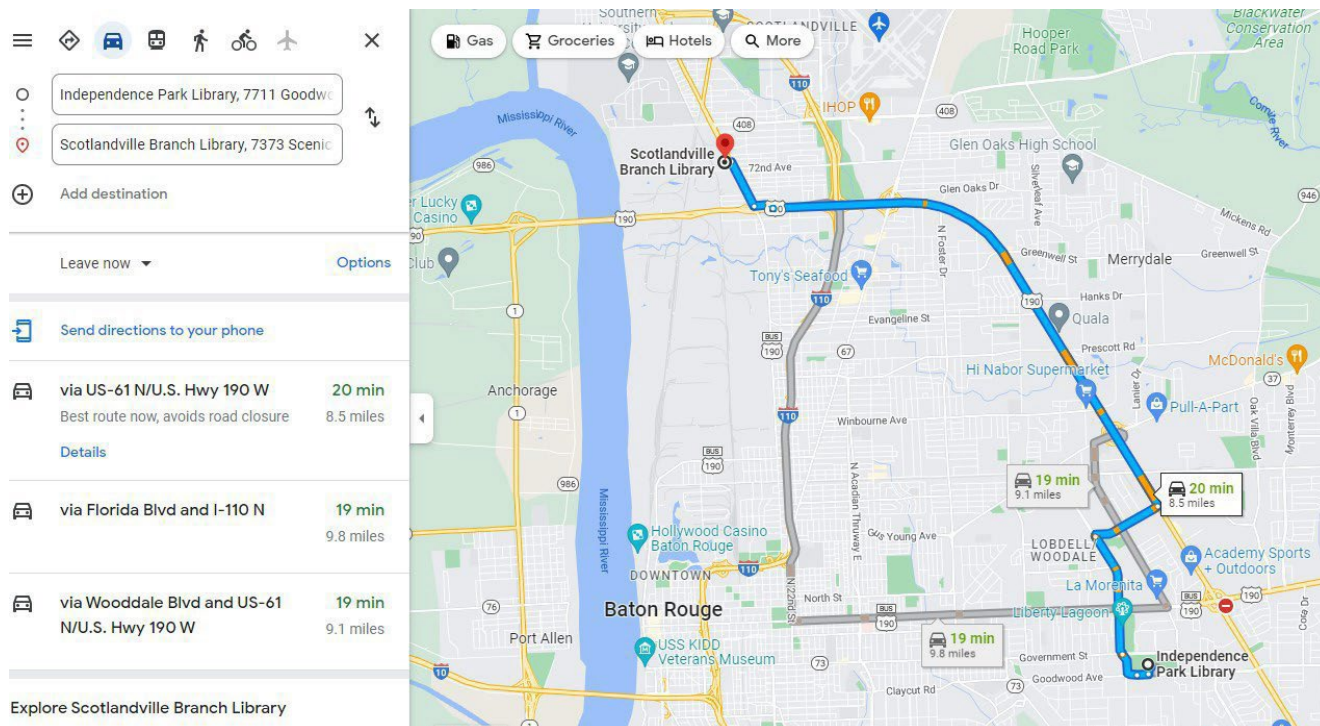
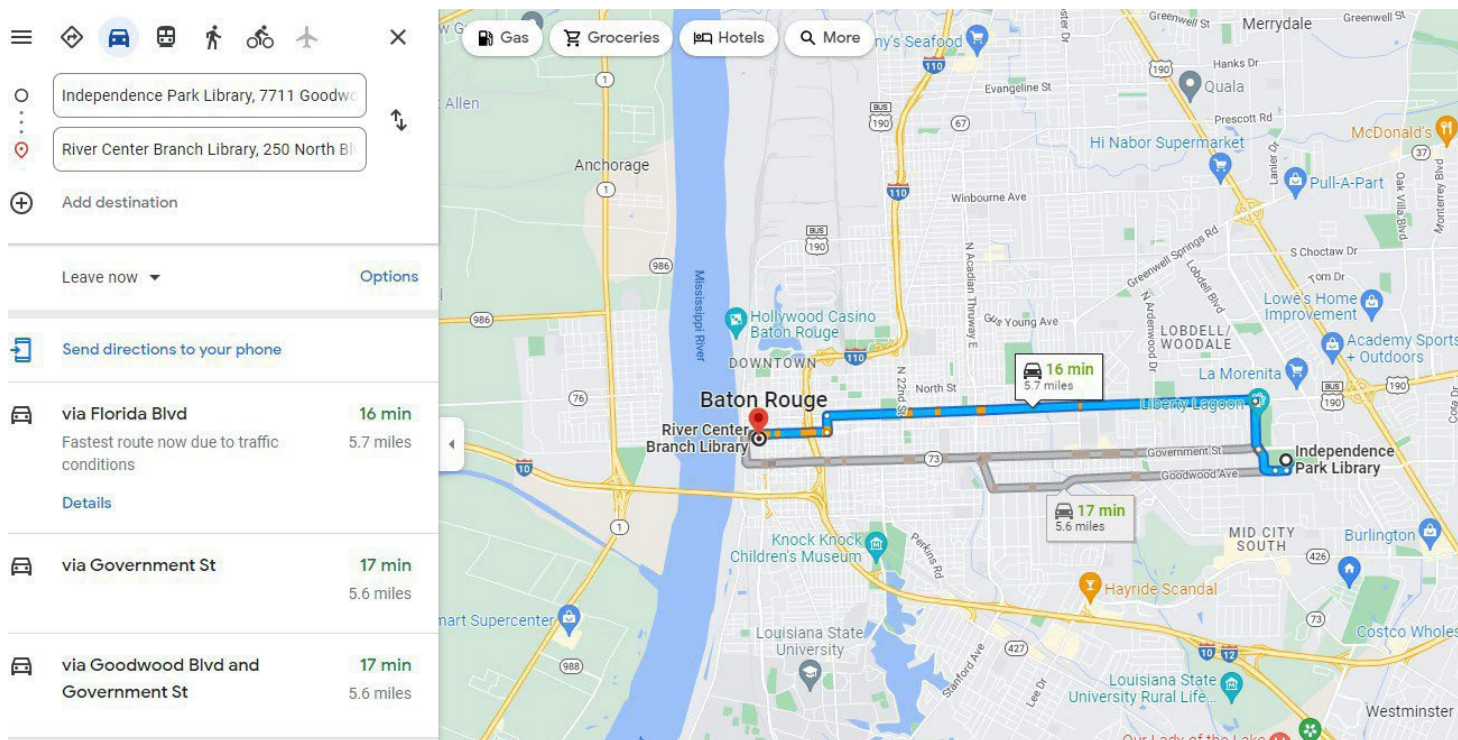
9.7 miles

Heavy traffic, as usual

Map showing the fastest route from Independence Park Library to Jones Creek Regional Branch Library via LA-73. The route is highlighted in blue and takes 23 minutes for 8.0 miles. Other nearby locations include Costco Wholesale, Walmart Supercenter, and Ochsner Medical Center - Baton Rouge.

EBRPL CONTINUITY PLAN





FACILITY SERVICES STAFF LOCATION	
Alvin Rattle: River Center & Carver	
Billy Ray: Baker & Scotlandville	
Brooks Chauvin: Main, Eden Park & Delmont Gardens	
Darren Rivers: Zachary & Pride-Chaneyville	
Rhett Hodges: Greenwell Springs & Central	
Leo Hill: Fairwood & Outreach Services	
Terry Lewis: Jones Creek, Bluebonnet & South	
Vacant Trade Specialist	

EBRPL Building Integrity Checklist

Facility Address:

- ☐ The facility provides services and infrastructure systems (e.g., water, electrical power, heating and air conditioning).
- ☐ Has the building sustained power for 24 hours or more
- ☐ Is the HVAC fully operable and consistently holding a temperature for at least 12 hours
- ☐ Is there minor physical damage to the infrastructure
- ☐ Is the parking lot accessible
- ☐ Does the facility have IT infrastructure established for cellular activity
- ☐ Does the facility have IT infrastructure established for full operations
- ☐ Does the facility have backup power generation
- ☐ Does the facility have capability to install a generator
- ☐ Is there at minimum one passable route to access the building
- ☐ If there is infrastructure damage, can it be easily remedied
- ☐ Is there major damage to the building causing it to be uninhabitable

FIELD NOTES:

ALL EMPLOYEES MUST SIGN IN AND OUT

EAST BATON ROUGE PARISH LIBRARY

BRANCH: _____ **MAIN DIVISION:** _____

HURRICANE/EMERGENCY EVENT: _____ **DATE OF EVENT:** _____

TO BE FILLED OUT IN BLUE INK

[illegible]

EAST BATON ROUGE PARISH LIBRARY EMPLOYEE SIGN-IN SHEET DESTINATION LOG

Year: _____

LOCATION: _____

ONLY BLUE INK

For travel between locations ONLY

[illegible]



EAST BATON ROUGE PARISH LIBRARY

7711 Goodwood Boulevard
Baton Rouge, Louisiana 70806
(225) 231-3750 www.ebrpl.com
Text A Librarian (225) 361-8476 * Facebook / Twitter

GENERIC LIBRARY OPENINGS AND CLOSINGS NEWS RELEASE...adjust as needed

FOR IMMEDIATE RELEASE

Month, date, year

MEDIA CONTACT: Micki Talbot
mtalbot@ebrpl.com
(225) 231-3712

LIBRARIES RE-OPEN FOLLOWING HURRICANE Name

The East Baton Rouge Parish Library has re-opened the following locations:

Main Library, Baker Branch Library, Bluebonnet Regional Branch Library, Carver Branch Library, Central Branch Library, Delmont Gardens Branch Library, Eden park Branch Library, Fairwood Branch Library, Greenwell Springs Road Regional Branch Library, Jones Creek Regional Branch Library, Pride-Chaneyville Branch Library, River Center Branch Library, Scotlandville Branch Library, and Zachary Branch Library.

Libraries are open seven days per week; normal opening hours will be observed but due to curfew, all branches will close at 6:00 pm.

Free public computer use with WiFi and access to the Internet is available at all locations. The Library's website, www.ebrpl.com, provides links to help sites that will be of special interest to evacuees from Hurricane Name. In addition to providing information assistance, Library Information Service, (225) 231-3750, has set up a housing information exchange to post notices and contact information for those willing to house evacuees. The Library's Text-A-Librarian service (text 66746 and typeeref, then the question) has also resumed.

Library patrons will not be fined for materials checked out during closed days due to Hurricane Name.

For more information, call (225) 231-3750 or visit us online at www.ebrpl.com.

The East Baton Rouge Parish Library is a community service organization that connects our citizens with information, resources, materials, technology and experiences in order to make a positive difference in their lives. The Main Library at Goodwood is joined by 13 branches open seven days a week (hours vary), and Library services are available 24 / 7 at www.ebrpl.com. Please follow us on Facebook, Twitter, Instagram, YouTube and Pinterest.



7711 Goodwood Boulevard
Baton Rouge, Louisiana 70806
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Text A Librarian (225) 361-8476 * Facebook / Twitter

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Month, date, year

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mtalbot@ebrpl.com

(225) 231-3712

LIBRARY OFFERS RESOURCES FOR HURRICANE EVACUEES

The East Baton Rouge Parish Library offers the following resources for hurricane evacuees.

- Gift books for children and adults are being sent to shelters
- Free Internet and PCs at all library facilities
- Library cards with full privileges for adults who have been displaced due to Hurricane **Name**
- Community Services Directory, which is accessible via the Library's website at www.ebrpl.com and in print at all libraries, provides contact information for local service organizations
- In addition to providing information assistance, Library Information Service, (225) 231-3750, has set up a housing information exchange to post notices and contact information for those willing to house evacuees
- Library website, www.ebrpl.com, provides links to help sites that will be of special interest to evacuees from Hurricane **Name**

Library patrons will not be fined for materials checked out during closed days due to Hurricane **Name**.

The following library facilities are open: Main Library, Baker Branch Library, Bluebonnet Regional Branch Library, Carver Branch Library, Central Branch Library, Delmont Gardens Branch Library, Eden Park Branch Library, Fairwood Branch Library, Greenwell Springs Road Regional Branch Library, Jones Creek Regional Branch Library, Pride-Chaneyville Branch Library, River Center Branch Library, Scotlandville Branch Library, and Zachary Branch Library. Normal opening hours will be observed but due to curfew, all branches will close at 6:00 pm.

For more information, call (225) 231-3750 or visit us online at www.ebrpl.com.

The East Baton Rouge Parish Library is a community service organization that connects our citizens with information, resources, materials, technology and experiences in order to make a positive difference in their lives. The Main Library at Goodwood is joined by 13 branches open seven days a week (hours vary), and Library services are available 24 / 7 at www.ebrpl.com. Please follow us on Facebook, Twitter, Instagram, YouTube and Pinterest.

East Baton Rouge Parish Library

Special Collections

DISASTER

PROCEDURE

MANUAL

Baton Rouge Room

&

Genealogy

2025

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PHONE NUMBERS

Call 911 first if there is IMMEDIATE danger to life.

The following staff members have the authority to make major decisions. Names are listed in calling order.

Library Director

Katrina Stokes **231-3700** **953-2739 (Library Cell)**

Deputy Director

Vacant

Assistant Director, Branch Services

Lori Juge 231-3780 939-2647 (Library Cell)

Assistant Director, Administrative Services

Mary Stein **231-3710** **939-3623** (c) **275-9587(h)**

Library Business Manager

**Rhonda Pinsonat 231-3705 252-7142 (Library Cell)
718-5365 (Personal Cell)**

To be called if the staff above cannot be reached:

Andrew Tadman 231-3735 252-6180(c)

Melissa Eastin **231-3752 405-9252(c)**

Library Facilities Manager

Alvin Rattle **955-1049 (cell) 231-3779 (library)**

DAR contacts for emergency response:

State principal chairwoman:

Barbara Roberts 927-0030

President: Rachel Grace 752-0395

State DAR librarian: Nancy Bickham: 225-721-1057

Name	Phone	Alternate	Emergency
Janice (Jan) Day	225-921-2393	225-921-9270 (Mom)	225-270-5597 Michelle (daughter)
Melissa Eastin	225-405-9252	225-202-8882	225-202-8882 (David)
Brigitte Kime	318-794-3144		(601) 516-0500 Charlene Bennett
David Laatsch	225-573-8132		225-931-1765 (Katie)
Ammon Marshall	225-328-4683		318-446-5597 George Hardy Cousin in Alexandria
John Ricca	225-937-3485 (cell)	225-753-0393 (home)	C- 409-549-4445 (John) C- 409-782-8237 (Linda)
Kathy Rome	C- 225-636- 6619		C- 225-316-6732 (Rose)
Pommier, Sarah	337-418-1394		Connor Elsea 225-803-8302
Bonnie Van	(225) 290-7991		Tracy Ryan Cell (225) 290- 3708
Mary Adams	(225) 505-7234		Gol Hannaman (225) 328-3865

Public Safety, non-emergencies:

Baton Rouge Fire Department	354-1500
Baton Rouge Police Department	389-2000
EBRP Sheriff's Department	389-5000

Medical care:

Baton Rouge General	387-7000
Our Lady of the Lake	765-6565

LakeLine Direct **1-877-765-525** *(24-hour nurse advice)*

Poison Control Center, Louisiana **1-800-256-9822**
Poison Control Center, national **1-800-222-1222**

LSU Hill Memorial Library:

Gina Costello, Head, Special Collections **578-6552**
Public service desk **578-6544**
Reference desk **578-6568**

Utility Companies:

Entergy	1-800-368-3749
Baton Rouge Water Co.	925-2011

FEMA-Correspondence-Unit@dhs.gov

Telephone: 1 (800) 621-FEMA (3362)

Fax: 1 (800) 827-8112

BUILDING ASSESSMENT

The first action to take after you communicate with Library Administration is an assessment of the condition of the library building. If there is any doubt that it is safe to enter the building, contact the Department of Public Works at 389-3168. A structural engineer will need to make an onsite visit.

Call 911 first if there is IMMEDIATE danger to life.

The next priority is to make the building weather tight by closing any window or wall openings, and covering roof damage, in order to prevent further damage to the collection.

RESPONSIBILITIES AND PRIORITIES

- **Personal safety must take priority over all other considerations.** Watch out for hidden nails, sharp metal, broken glass, splintered wood, slippery floors and heavy waterlogged objects. Reactions to the presence of mold can be: tightening of chest, flu-like symptoms, or death. Be sure tetanus and other shots are current, wear masks, eye protection, plastic gloves, and protective clothing.
- Prior to any emergency, Patricia Husband will keep a record of Baton Rouge Room materials that are particularly rare, fragile, or valuable. Priority file cabinets, boxes and shelves will be marked with reflective tape. A backup of the Baton Rouge Room database will be kept offsite in the office of Patricia Husband
- In the event of a disaster, the first staff member to arrive should immediately take charge until/unless relieved by the Library Director, Assistant Director, Division head, or branch manager.
- Appoint a person to secure the building from unauthorized personnel.
- Set up a communications/command station.
- Assess the salvage problem.
- Do not clean anything until you have taken photos.
- Formulate a plan of action and determine immediate priorities and supply needs, appropriating whatever is needed from all areas of the library.

- Delegate responsibilities, including the taking of photographs. The more photos taken the better. You don't know what may become important if working with insurance adjusters.
- Set up teams with leaders to deal with salvage.
- Appoint a person to meet and direct arrivals of supplies and personnel.
- Priorities should be vital records and the Baton Rouge Room.

SUPPLIES

The following is a recommended list of disaster supplies for special collections.

DO NOT ENTER AN AREA IF THERE IS DANGER OF ELECTRICAL SHOCK!

First aid kit:

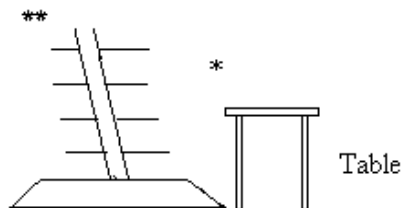
- First aid instruction book
- First aid adhesive tape
- Sterile gauze pads and bandages
- Band-Aids in varying widths
- First aid cleansing wipes for minor wounds
- Peroxide (disinfectant)
- Antibiotic ointment

Items and amounts:

Barricade tape	Disposable camera	Pails	Sponges
Batteries	Dust masks	Paper towels	Stack-n-nest containers
Battery charger	Extension cord-100'	Pedestal fan	Unprinted newspaper
Broom	Flashlights [4]	Pencils-sharpened	Utility light
Bucket w/lib-5 gal	Freezer wrap	Pens-Sharpie	Wastebasket-plastic-seamless
Clipboards	ID stickers-staff	Plastic drop cloths	Wax paper
Cloth towels	Lab aprons	Plastic sheeting	Wet/dry vacuum
Clothesline cord	Latex gloves	Plastic boxes	Work gloves
Cotton mops	Masking tape	Rubber gloves	Zip-loc plastic bags, gallon size
Disinfectant spray	Note pads, lined	7" scissors	Cameras

COLLAPSED BOOK SHELVES

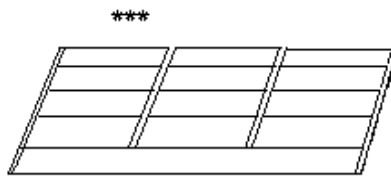
- First, clear the area of staff and patrons near the collapsed stack.
- Rope off the area with barricade tape
- In the case of a totally collapsed stack, do not rush into action. Remove books that are lying in positions which place them under stress. Work slowly to avoid further damage.
- In the case of a partial collapse, immediate action is needed.
- First, pick up any fallen books that are in the way.
- Do not expose yourself or others to any danger of personal injury.
- If the leaning stack can be firmly braced with something readily at hand, do so, but don't waste time if the means to do so aren't readily at hand. **DO NOT BRACE AGAINST ANOTHER STACK.**
- Place a narrow table or chair alongside the collapsing range on the side **opposite** the direction of the sway*. Work from on top of the table or chair, and pass books to a human chain.
- Lighten the weight which is pushing the stack in the direction of its lean or sway by removing books in this order:
 1. Top shelves first
 2. Shelves on the side of the sway first**



SWAY (sideways)

stand on table while removing books
from swaying stacks

3. Shelves opposite the direction of the lean first***



LEAN (along length of range)

Books which are wedged are helping to keep the range from total collapse.

Remove these last.

WATER DAMAGE

Wet paper is very fragile. Any wet material should be handled as little as possible.

Moist paper combined with warmth equals mold. **In order to prevent mold from developing it is essential to stabilize water damaged materials within 48-72 hours. Weather conditions are critical. When it is hot and humid 48 hours is the maximum safe period. When the weather is cold more time can be taken, but do not go beyond 72 hours.** If access to an area has been delayed for several days, mold development may have already started. If mold is already present, block the ventilation system so as to prevent the spread of mold to the other floors of the library. Have mold type identified for toxicity. If there is a large amount of material it may be necessary to have the material fogged by a professional fumigator.

Damp books are even more susceptible to mold than wet ones. All books, even those that seem dry, should be removed from the damaged area and examined. They should be stored in an area with good air circulation, air conditioning, and low humidity. All books should be thoroughly dry and checked for mold before they are returned to their places.

As soon as the area has been declared safe by the Fire Department or Library Administration:

- Stabilize the environment
 1. In winter open doors to lower temperature as much as possible, but not below 32 degrees F. Shut off the heat. Circulate air with fans
 2. In summer lower the air conditioning as much as possible. Circulate air with fans to dry indirectly. Don't aim fans at objects.
 3. Lower humidity as much as possible by bringing in dehumidifiers. Mop up water as soon as possible

- Survey the extent of the damage. Make notes describing what you see, including the number of ranges and approximate number of books/materials affected, and whether shelves are swaying or leaning. Use the camera to photograph the scene.
- Determine immediate supply needs and priorities.
 1. Delegate responsibilities
 2. Appoint a person to meet and direct arrivals of supplies and personnel
 3. Appoint someone to secure the area from unauthorized entry
 4. Set up a central communications area
 5. Make arrangements for set-up of equipment and supplies

Retrieving materials:

- If there has been a fire, warn staff to watch for hot spots. Always feel something before opening. If hot, call a firefighter.
- Establish a location for wrapping and packing wet materials into crates or boxes. Move tables into area to provide work surfaces. Cover tables with plastic.
- Establish a human chain from the location of books to the wrapping and packing site. If distance is too far, establish book truck convoys to move materials (cover trucks with plastic).
- Delegate someone to be at the head of the chain who can make rough priority and sorting decisions such as:
 1. Separate coated from non-coated materials.
 2. Separate books that are so wet they need interleaving from damp books that can be air dried.
 3. Separate materials that need freezing from materials that can be air dried.
- Books that have been lying in water are retrieved first.
- Remove water on floor as rapidly as possible.
- Remove coated books before others.
- Remove any boxes of materials from floor.
- Remove wettest books next.
- Soaked carpet should be removed promptly, cut it away from the shelves if need be.
- Books that are to be frozen should be kept closed to minimize warping.
- Books with coated paper should not be allowed to dry out until they are interleaved or frozen. It is better to allow them to stay wet if they can't be tended to promptly.

- Do not empty cardboard boxes if they are very wet. Freeze as is.
- Never wash books if time is critical, and no untrained person should be allowed to wash water-damaged materials
- **Never under any circumstances** wash material that contains water soluble materials such as non-permanent ink, water colors, tempura, etc.

FREEZING MATERIALS

Suggested priority for freezing

- Materials that have developed mold
- Leather and vellum bound volumes
- Manuscripts and art on paper stock
- Materials on coated stock
- Journals & monographs on non-coated stock

Purpose of freezing

- It gives you time for making decisions, such as which items could be replaced instead of restored.
- Freezing stabilizes water soluble materials such as inks and dyes.
- Freezing is not a drying method, nor will it kill spores, but it will keep spores dormant.

Packing materials for freezing

- If cardboard boxes are used, line with plastic or freezer paper
- Wrap each book in freezer paper to prevent items from sticking. Leave the tops and bottoms of books unwrapped to facilitate drying.
- Books should be wrapped and packed in the best shape and condition possible. However, if warped or bent item can't be put into better shape without damage, wrap and freeze as is.
- Pack books SPINE DOWN, or on one side, never fore-edge down. Do not pack materials too tightly.
- Label boxes
- Packaged materials waiting for transportation to freezers should be kept at 4 degrees F or below to prevent mold growth.

Shipping frozen materials

- Load boxed material onto wooden pallets or skids if available for ease in transportation and to provide air spaces under boxes.
- Load material in truck so that air can circulate between containers.
- Include instruction that materials should be frozen rapidly at the freezer facility to -20 degrees F or below to create the smallest possible ice crystals.

PROCEDURES FOR HANDLING SPECIAL MATERIALS

Photographs, slides, microforms

Do not freeze microfilm, microfiche, or color slides unless they cannot be dried professionally. If material has to be frozen, it should be done as quickly as possible.

Seal black and white negative film and prints in polyethylene bags and place in non-metal garbage cans under clean, cold running water until material can be shipped. Materials can be left under these conditions for up to three days before the emulsion will separate from film backing

Eastman Kodak Company provides emergency service for cleaning and drying: (716)724-4000.

Color slides and color negatives and positive film must be sent to Kodak within 48 hours. (Eastman Kodak, 343 State St., Rochester, NY, 14650)

Materials should be shipped to the laboratory in cold water. For a trip of several hours it may be necessary to add ice (not dry ice) to keep it cold.

Framed photographs

Remove from frames at once so photographs will not stick to frames. Lay photos between blotters to dry

Single sheets (paper)

Do not attempt to separate single sheets. Normally frozen “as is” and separated later after vacuum or freeze drying.

DO NOT ATTEMPT to sponge off mold.

Materials in drawers and boxes (including archival storage boxes)

Do not turn wet manuscript boxes upside down to empty, as the contents could stick to container and be torn.

If contents are thoroughly wet, freeze contents and containers as is.

If materials are damp and will not be damaged by handling, repack into dry boxes before freezing. If in doubt, freeze boxes as found.

Phonograph records

Remove discs from wet or damaged jackets. Always hold disks by their edges

Wipe discs gently with a soft, lint-free cloth and place in a rack to dry in a low dust environment. If disks are heavily soiled, wash gently in clean water (room temperature or slightly cooler) without any soap added. Air dry. Do not use paper towels. Take care that labels are not lost or damaged.

Audio and video tapes

Rinse soil and mud off tapes. Dry within 48 hours if they include paper boxes and labels. Otherwise they can stay wet for several days.

Do not freeze.

Do not touch magnetic media with bare hands

Handle open reels by hubs or reels

Air dry. Preservation copying may be necessary.

Keep all labels and identifying marks with the tapes.

Floppy disks

Avoid touching magnetic surfaces of diskettes.

Keep wet and pack immediately. Pack vertically in plastic crate or tub.

Air dry as soon as possible

Compact disks

Air dry disks immediately. Do not scratch the surface.

If disks can't be dried immediately, pack vertically in crates or cardboard cartons.

Parchment or vellum

Immediately air-dry, vacuum-dry, or freeze-dry.

Moisture causes these materials to cockle. Seek advice of professional conservator regarding flattening.

DRYING MATERIALS

Costs for drying and replacing materials should be weighed against the availability for purchase of damaged items. If replacement is possible it is nearly always cheaper than restoration. If water damaged material was infected by mold before freezing, it should be sent to a commercial disaster recovery company to be sterilized by fogging with a fungicide.

Freeze-drying and vacuum-drying

- Freeze drying causes water in materials to pass directly from the frozen to the vapor phase without going through the liquid phase.
- Vacuum-drying generally means that water in materials does pass through a liquid state on its way to vapor
- These methods are used by commercial disaster recovery companies

Air-Drying

- Drying should be done in a large open workspace, with constant air circulation and dehumidification.
- Temperatures should be maintained at 65-70 degrees F (maximum) with a relative humidity of 35-45% (maximum).
- Wet blotting materials should be removed from the area as fast as possible in order to keep the humidity down.
- If books are contorted, they can be remolded into shape before drying.
- Separate wet materials into small stacks so air can flow freely around them and materials on the bottom won't be crushed.
- If books are dirty, they should be cleaned.
- If you need to know how much water has been absorbed, weigh the item when wet, and weigh again after drying.
- Drain books by standing them on their heads (less strain on the spine) with covers sufficiently spread to make them stand up. Do not fan the pages. Each book should stand on a piece of absorbent paper. Change this paper frequently. If books need help to stand up, use Styrofoam or foam rubber supports, not metal book ends.
- Open books carefully. When dried sufficiently to open without damage, the book may be interleaved with absorbent sheets. Change these frequently.
- After the interleaving process is done, the books will be almost dry. At this point they may be laid flat under moderate pressure to reduce cockling and warping.
- If desired, partially dry books may be hung over nylon lines to finish drying. (Do not hang when very wet or they will be damaged further.) Hanging can help restore the spine to its original shape.

- **NEVER RESHELVE DRYING BOOKS.** They should be shelved in a holding area with 35-45% humidity, separate from other, undamaged stacks. It should be a well-ventilated and air-conditioned area, with a temperature not to exceed 65 degrees F. There, books can be inspected for further repair, rebinding, or restoration needs. Make random inspections for mold infestation. Newly dried materials should never be packed in boxes unattended for more than a day or two. Books should remain in the holding area at least 6 months before returning them to the main stacks. During this time in the holding area, temperature and humidity should be gradually adjusted to duplicate the conditions in the main stacks. Inspect books before returning to main stacks
- Before reshelving these books, wash main stack shelves with disinfectant, including the corners, bottoms, and sides of shelves. Make sure they are completely dry before reshelving the books, and the main stack area has had the temperature and humidity restored and maintained for several days.
- Site inspections should continue periodically for a year to be sure that no mold has begun to grow.

WASHING MUDDY BOOKS

This method requires a large room with plumbing and drainage

- Install hoses feeding to bottoms of 6-8 (20 gallon) plastic garbage cans, to keep water running and keep dirt overflowing out
- Keep books tightly closed (they will fall apart if opened)
- Gently sponge underwater (daub – do not rub or brush – this will only drive dirt deeper)
- Move books from can to can in successively cleaner water
- Spray with fine stream of water at end of the procedure
- Press out water with hands (don't use mechanical presses)
- Dry or freeze

NOTE:

Do not attempt this method with open volumes, manuscripts, books printed on coated paper, art on paper, or photographs.

The washing of materials containing water-soluble components, such as inks, water-colors, tempera, dyes used in certain maps, etc., should not be attempted without the guidance of an expert.

Appendix:

What to do in the Baton Rouge Room BEFORE a Storm

1. If any roof leaks or other water threats are apparent protect the area(s) with visqueen located in the lateral cabinets to the right of the Baton Rouge Reading Room door.
2. Unplug all electronics.
3. Cover the map scanner, the Epson Scanner, the FRED tower and the large format printer in the Baton Rouge work room, the book scanner and the Epson scanner in the reading room.
4. If you plan on evacuating, text the number of where you are going to Melissa Eastin 225-405-9252.

Special Collections Salvage Priorities List

(All directions are with your back to the Baton Rouge Room/
Genealogy reading room door)

Baton Rouge Room Inventories can be found in
[ArchivesSpace](#)

*******The following items should be removed if power is or may
be out for more than a few days.**

1. **PHOTOGRAPHS and ORAL HISTORIES** Located in lateral cabinets on the outside wall of the archivist's office. Take the entire contents of these cabinets.
2. **MAPS:** Take the Sanborn Map Books, put them on the cart first and stack the rest of the maps on top. Start with the top two drawers on each side of the cabinet and work your way down.

3. COSTUMES AND TEXTILES: Large boxes located on the top shelf of the oversize row. Keep boxes flat. These items are VERY FRAGILE.

*******The following items should be removed if power is out indefinitely*******

4: LOCKED STORAGE: Melissa Eastin, Emily Ward and Rhonda Pinsonat have keys to this area. Start with the back wall moving from left to right. These are the most unique items in this area. Many items are fragile, handle with care. Rare books should be boxed before being moved.

5. STACKS: The **BOXES OF PERSONAL PAPERS** located in the storage room on rows 7-11. GET AS MANY AS POSSIBLE. These items are irreplaceable. **SCRAPBOOKS** on row 12, again, get as many as possible. Retrieve wet or damaged items first. Freeze the wet ones A.S.A.P (see disaster manual for list of businesses with freezers).

6. THE SCANNERS: The Epson desk top scanner, the book scanner and the map scanner in the Genealogy work room. BE CAREFUL...these items are the most physically fragile that need to be moved.

7. THE VERTICAL FILES: Located in the lateral cabinets to the right of the front door. These contain some unique items, but can withstand some time in a humid environment.

8. GENEALOGY STACKS: The volumes marked with ORANGE DOTS are core to the collection and need to be preserved. *

Move these items to a triage area (which will be determined when the call to evacuate is made). Preferably one that is cool and dry. If the archivist is present s/he will determine the safest location. If items are damaged consult the archivist before trying to repair, wash, or dry anything.

Staffing recommendations for moving:

Assuming we have access to three carts, six staff members, besides the archivist will be needed for an evacuation with one day's lead time. Obviously the more staff we have, the faster it will go.

Using three flat carts working in teams of two per cart begin removing the items starting at #1 on the list above.

I estimate that working with flat carts, it is possible to move 4 shelves per trip (with thoughtful stacking of boxes). This would mean a total of 90 to 100 trips taking about 15-20 minutes each (loading and unloading). Using the three team rotation, it will take about a day and a half to effectively evacuate the Baton Rouge Room to item #7. It will only take about an hour to evacuate items #1 & #2.

This is not removing everything, just the most valuable, vulnerable and unique items.