

**St. Charles Council on Aging, Inc.**  
**COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

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**(CEMP)**

Effective Date: \_\_\_\_\_ Revision: \_\_\_\_\_ Supersedes: \_\_\_\_\_

Approved by: *April Keller* April Keller 4/18/2024  
(Signature) (Print) (Date)

**Primary Agencies:**

Office of Emergency Preparedness  
Fire Department/Emergency Rescue  
Police Department

**Support Agencies:**

Department of Transportation and  
Development  
Parish Law Enforcement  
Parish Environmental Protection

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**1.0 INTRODUCTION**

The authority for implementing this Comprehensive Emergency Management Plan (CEMP) resides with the St. Charles Council on Aging, Inc. as provided in the Louisiana Department of Transportation and Development (LADOTD) "Transit Bus Safety Standard ("Standard"). This Plan has been developed in cooperation with the LADOTD, Office of Public Transportation. The CEMP identifies the activities to be implemented at the request of the local Office of Emergency Preparedness (OEP), consistent with the Parish Emergency Management Plan.

**1.1 Purpose**

To provide for the coordination of transportation resources and the identification of emergency transportation routes for the movement of people and materials.

**1.2 Scope**

- 1.2.1 Transportation resources may be obtained from public agencies, the private sector, and through volunteer resources. State and Federal resources may be available on a short-term basis. These resources shall be requested through the Office of Emergency Preparedness (OEP).
- 1.2.2 It is the policy of the St. Charles Council on Aging, Inc. that Parish & State Departments with transportation resources and support operations are responsible for restoring transportation systems under their control. Priorities shall be determined by the OEP.

## **2.0 POLICIES**

It is the policy of the St. Charles Council on Aging, Inc. to assist in verifying the integrity of transportation routes within its service area and report any discrepancies to the OEP. The provision and coordination of transportation assistance will be prioritized by the OEP. Transportation services will be coordinated by the OEP in conjunction with Parish and State agencies.

## **3.0 SERVICE CONDITIONS**

### **3.1 Emergency/Disaster Conditions and Hazards**

Refer to the St. Charles Council on Aging, Inc. Vulnerability Analysis.

### **3.2 Planning Assumptions**

It is most likely that damages to the transportation infrastructure will occur in the event of a significant disaster. The type and degree of damage will determine the effectiveness and efficiency of the response and recovery efforts. Initial response may be difficult to coordinate but will improve with the gradual clearing of access routes. The demand on the transportation system for response and recovery activities will most likely exceed the capabilities of the Parish, thus requiring assistance from the State.

## **4.0 CONCEPT OF OPERATIONS**

### **4.2 General**

The St. Charles Council on Aging, Inc. will, within its own resources, provide for the coordination of transportation resources and the identification of emergency transportation routes for the movement of people and materials.

### **4.2 Organization**

The OEP shall determine transportation priorities within the Parish and coordinate those priorities with the St. Charles Council on Aging, Inc. The magnitude of the event will determine the need for Parish and State transportation assistance.

### **4.3 Procedures**

Procedures are outlined in the Parish Comprehensive Emergency Management Plans.

## **5.0 St. Charles Council on Aging, Inc. RESPONSIBILITIES**

### **5.1 Emergency Response Activities**

The lead agency (determined in cooperation with OEP) for the movement of people in the Parish is the St. Charles Council on Aging, Inc. A St. Charles Council on Aging, Inc. representative may act as the Transportation Coordinator for the movement of people in emergency operations.

The St. Charles Council on Aging, Inc. may provide a representative to the OEP, as necessary, for the coordination of transportation activities. The St. Charles Council on Aging, Inc. shall, subject to the conditions of the disaster and availability of operators and equipment, support emergency operations with buses, vans, or other transportation vehicles at its disposal, upon request of the OEP.

The St. Charles Council on Aging, Inc. will respond to requests from the OEP to implement specific activities, including:

- Instituting Emergency Response Capabilities Audit
- Bomb Threat Procedures
- Developing/Expanding Emergency Telephone Directory
- Criminal Activity Report
- Emergency Action Plan
- Emergency Shutdown Procedures

### **5.2 Training and Exercises**

Training will be conducted as required by and coordinated with the OEP.

### **5.3 Modification and Update**

The St. Charles Council on Aging, Inc. will revise this CEMP to reflect new practices, policies, and procedures received from the OEP. Revisions will be filed with DOTD.

## **6.0 RESOURCE REQUIREMENTS**

Refer to the OEP Comprehensive Emergency Management Plan and Emergency Information System (EIS).

