

EMERGENCY OPERATIONS PROCEDURES MANUAL

*EAST JEFFERSON LEVEE DISTRICT
HARAHAN, LOUISIANA*



2010

EAST JEFFERSON LEVEE DISTRICT
 2010 EMERGENCY OPERATING PLAN
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EMERGENCY OPERATIONS DIRECTORIES OMMITED FOR SECURITY PURPOSES

I. GENERAL

A. AUTHORITY

This manual is prepared as required by Louisiana Revised Statutes, RS 38:319, effective 22 July 1985.

B. PURPOSE AND SCOPE

The purpose of this manual is to provide recorded guidelines, procedures and resources which are essential to effectively and efficiently carry out the duties and responsibilities of the East Jefferson Levee District (EJLD) in control and prevention of disastrous flooding of the protected lands within the District. This manual details the procedures and operations to be followed before, during, and after disaster/emergency situations. It is not intended as the manual for normal operations of the Levee District. This manual will concern itself primarily with the East Jefferson Levee District's role in fighting floods from the Mississippi River and from hurricanes. Its contents will also serve as a resource document in any public emergency disaster relief assignment that might be directed under the emergency authority of the Governor. The Jefferson Parish Public Works Department and Parish Emergency Management Department are responsible for flooding of land areas within the levee system caused by locally heavy rainfall. In cases of flooding from heavy rainfall, the expertise and resources of the East Jefferson Levee District might be called upon if the resources of those agencies are extended beyond their capabilities.

C. MISSION

The East Jefferson Levee District will maintain and operate the flood protection levee system around the East Bank portion of Jefferson Parish to protect the citizens on the East Bank of Jefferson Parish from tidal and river flooding. The East Jefferson Levee District will ensure the integrity of the levee system throughout the year and maintain a high state of readiness with adequately trained personnel and sufficient operable equipment.

D. GEOGRAPHICAL AREA OF RESPONSIBILITY

The East Jefferson Levee District's jurisdiction includes all land areas in Jefferson Parish on the East Bank of the Mississippi River. The District is bound on the north by the waters of Lake Pontchartrain, on the east by the Orleans Parish line, on the south by the East Bank of the Mississippi River and on the west by the St. Charles Parish line. **(See Map page 2)**

II. HURRICANE PREPAREDNESS AND OPERATING PROCEDURES

A. GENERAL

The "Hurricane Season" extends from June 1st through November 30th. Rare storms have occurred both before and after this period. Most severe hurricanes are generated in the Atlantic Ocean off the west coast of Africa. Storms generated in this area are usually the most severe. Traveling long distances over open water fosters the strengthening of storms. Extremely severe hurricanes have, however, been known to develop in the Caribbean and the Gulf of Mexico.

The inability of science to accurately forecast the exact track of hurricanes limits preparatory actions. Jefferson Parish is extremely vulnerable to tidal surges and the heavy rainfall that frequently accompany hurricanes due to the geographical location of Jefferson Parish and the physical configuration of hurricanes.

In preparing for a hurricane, a risk analysis must be based on forecasts of:

- Projected path
- Speed of forward motion
- Maximum sustained wind
- Diameter
- Pressure gradient
- Estimated time of arrival (ETA)
- Rainfall pattern

The counter clockwise direction of winds revolving around a hurricane's eye and the path of the storm dictates whether a tidal surge enters Lake Pontchartrain or evacuates the waters of the lake. The forward speed of the storm, maximum wind velocities and pressure gradient affect the magnitude and duration of the tidal surge. The ETA can have an adverse affect on commencement and completion of preparatory actions.

B. EMERGENCY ACTIVITY PLAN

The East Jefferson Levee District Maintenance/Police Department, located at 1135 Lesan Drive, Kenner, Louisiana, is designated as the Hurricane Emergency Operations Center (EOC). The facility is the hub of the East Jefferson Levee District interagency radio communications and has standby emergency electrical power. Emergency equipment is stored at this location. The facility is a substantial steel frame building with controlled access. The EOC will be mobilized by order of the East Jefferson Levee District Executive Director. Command of the EOC will be under the Executive Director who will coordinate activities. The Executive Director and the Heads of the Maintenance and Police Departments are to be available in the EOC upon mobilization before, during, and after the hurricane until the EOC is demobilized. The staff and crew size of the Departments retained at the EOC during the storm will be dictated by the situation. The entire staff of the East Jefferson Levee District remains on standby for immediate recall as required.

Activities of the East Jefferson Levee District before, during, and after a storm will be coordinated with Jefferson Parish and all other Municipal Governmental Agencies having emergency planning and public safety responsibilities. However, the East Jefferson Levee District staff and resources will remain under the command and control of the East Jefferson Levee District Executive Director. The East Jefferson Levee District's actions and activities will be coordinated as necessary with the following agencies and organizations:

- Southeast Louisiana Flood Protection Authority - East ("SLFPA-E")
- Southeast Louisiana Flood Protection Authority - West ("SLFPA-W")
- U.S. Army Corps of Engineers New Orleans District
- State of Louisiana Department of Transportation and Development
- Louisiana Office of Emergency Preparedness
- U.S. Coast Guard
- Jefferson Parish and its various departments
- St. Charles Parish
- City of Kenner
- City of Harahan
- St. Tammany Parish
- Greater New Orleans Expressway Commission
- Orleans Levee District
- Lake Borgne Basin Levee District
- Pontchartrain Levee District
- West Jefferson Levee District
- New Orleans Aviation Board
- New Orleans Sewerage and Water Board
- Louisiana State Police
- Louisiana National Guard
- Norfolk Southern Railroad
- Canadian National Railroad

Contact numbers for the East Jefferson Levee District key personnel and those of the above agencies and organizations are included at the end of this document in the Emergency Operations Directory section.

C. MAINTENANCE DEPARTMENT MISSION

- Keep emergency supplies and equipment on hand and ready for use.
- Fill sandbags.
- Make gap and floodgate closures in the hurricane protection system. (see Table I)
- Perform general flood fight activities.
- Make emergency repairs to the hurricane protection system damaged during a storm.
- Open gap and floodgate closures after the storm.
- Clean up storm generated debris.
- Other miscellaneous duties as required.

D. POLICE DEPARTMENT MISSION

- Maintain security of East Jefferson Levee District property and flood control facilities.
- Traffic control at gap closures in the hurricane protection levee system.
- Pedestrian and traffic control on lakefront levees during pre-strike, strike, and post-strike hurricane conditions.
- Courier service during and after a hurricane strike as may be dictated by availability of communications.
- Participation in any search and rescue assignments.
- Procurement and distribution of food and drink to emergency work crews and command center personnel should such become necessary.
- Escort services for the movement of equipment owned by East Jefferson Levee District or its contractors.
- Post hurricane inspection of the lakefront to report damage.
- Other miscellaneous duties as required.

E. COMMUNICATIONS

The East Jefferson Levee District's primary communication system is the telephone and this system will be used whenever possible. The system is backed up by the East Jefferson Levee District radio network. When the Levee District is involved in a flood or hurricane emergency, communications will be made with the most effective system. All personnel will follow strict radio and telephone discipline and messages transmitted will be brief and specific.

The East Jefferson Levee District Administration Office is equipped with a Panasonic KX-TDA50 Digital Super Hybrid IP Telephone System provided by Clear Communications Incorporated. This system can receive or send as many as six outgoing or incoming calls simultaneously. The telephone numbers are as follows:

- District Administration Phone (504) 733-0087
- District Administration Fax (504) 733-2255

The Lesan Street Maintenance/Police Facility is equipped with a Panasonic KX-TDE-100 Pure Hybrid IP Telephone System provided by Clear Communications Incorporated. This system can receive or send as many as eight outgoing or incoming calls simultaneously. The telephone numbers are as follows:

- Maintenance Facility Phone (504) 469-7522
- Maintenance Facility Fax (504) 469-7512
- Police Phone (504) 467-1368
- Police Fax (504) 467-1973
- 24-Hour Emergency **911**

This Lesan facility serves as the EJLD EOC during hurricane emergencies and the EOC can be reached either on the Maintenance Facility number, (504) 469-7522, or the District Administration phone number (504) 733-0087. The District Administration number shall be transferred to the Maintenance/Police Facility when the District Administration is closed and the EOC is activated. To forward the Administration telephone calls to the Maintenance/Police Facility, use line 1, press 72# then dial 467-1368, let them know you are forwarding then hang up. To cancel this feature, use line 1 and press 73#.

In addition to the above telephone systems, the department supervisors have cellular telephones which are listed in The Emergency Operations Directory Section VIII of this manual.

The District Maintenance, Police and Administrative Departments will operate on a shared 700 MHz inter-operable digital radio system dispatched through 911 of Jefferson Parish. This shared system covers State Region 1, 4 Parish Area (Orleans, Plaquemines, Jefferson and St. Bernard). The Maintenance Department will use five (5) inter-operable radios, with an additional fifteen (15) 800 MHz portable radios for in District use only. The Police Department will use forty (40) inter-operable radios and the Administrative Department will use two (2) inter-operable radios.

There are two base consoles located in the Maintenance/Police Facility. The District's radio system provides reliable communications throughout the four parish area. The District's repeater station and antenna are located at our Maintenance/Police Facility and it is anticipated that the system will remain operative even if commercial power is lost. The District also has a mobile command center.

The Police Department is equipped with 38 police vehicles including (1) pick-up truck and (1) 2½-ton truck (deuce-and-a-half). The Maintenance Department is equipped with (1)150HP 200C Excavator, (1)180HP 750J-Bulldozer, (1) 115HP D5-Bulldozer, (1)100HP Ext. 5-Ton Fork Truck, (3) 115HP 580L Case Backhoes, (1) 115HP 590 Super-M Backhoe, (3) 255HP International 12yd Dump Trucks, (2) 180HP International 6yd Dump Truck Bobtails, (1)180HP International 15yd Trash Dump Truck, (1) 180HP 1-Ton Flatbed, (8)180HP Pick-up Trucks, (1)50HP Fork Truck, (1) 10-Ton Trailer, (1) 20-Ton Trailer, (1) 25-Ton Trailer, (1) 30-Ton Trailer, (2) Utility Trailers, (1) 81HP T-300 Bobcat and (1)5-Ton 12yd Dump Truck, 1 5th Wheel Tractor Trailer.

F. ANNUAL PREPAREDNESS PROCEDURES

1. During the month of April:

- The Superintendent of Operations shall inventory emergency supplies and equipment and shall replenish supplies and equipment as required. (4/10)
- The Superintendent of Operations shall maintain an adequate stockpile of filled super sandbags and ensure their condition. (4/10)
- The Executive Director and Superintendent of Operations shall review the hurricane portion of the EOP and revise as required. (4/10)
- The Superintendent of Operations shall test the operation of all floodgates. (3/10 & 4/10)
- The Superintendent of Operations shall contact emergency management personnel from other agencies and construction contractors working on the levee system to: (4/10)
 - a. ensure contacts for their respective agencies and companies are current
 - b. advise them of East Jefferson Levee District's hurricane emergency plans, and
 - c. advise them of plans for possible emergency closures in the hurricane protection system

2. During the month of May:

- The Executive Director shall review the revised Emergency Operations Plan. (5/10)
- The Executive Director, with the Superintendent of Operations, shall inspect the hurricane protection system to discuss and review emergency plans. (5/10)

G. HURRICANE OPERATION PROCEDURES

1. HURRICANE THREAT (STORM APPEARS TO BE TRACKING TOWARD THE GULF OF MEXICO).

- All East Jefferson Levee District personnel shall immediately review the hurricane portion of the Emergency Operations Procedures.
- The Superintendent of Operations shall contact personnel involved in closing gaps to ensure their readiness to mobilize.
- The Executive Director will contact the media to inform the public that no debris should be discarded onto the levee system. The Police and Maintenance Department will strictly enforce the public from discarding debris on the levee.

- The Superintendent of Operations shall advise the Executive Director of the readiness posture of the Maintenance Department.
- The Superintendent of Operations shall review gap closure plans with maintenance personnel.
- The Executive Director shall brief the SLFPA-E President, the SLFPA-E Regional Director and the East Jefferson Levee District staff.

2. HURRICANE WATCH (STORM POSES THREAT TO EAST JEFFERSON PARISH WITHIN 48 HOURS)

- All East Jefferson Levee District departments shall increase readiness by placing their personnel on alert status.
- The Superintendent of Operations shall alert all maintenance personnel responsible for emergency gap closure.
- The Executive Director shall ensure that all contractors working on the hurricane protection project are ready to implement their emergency plans.
- The Maintenance Department shall fill additional super sandbags as required.
- The Maintenance Department shall remove the fence screen by the Maintenance/Police Facility. This will require (2) employees approximately (3) hours.
- All gates not required for essential access are closed as follows:
 1. West Return Levee - Gate W-7 at West Esplanade (W-8 at Vintage is not accessible - behind interim sheet pile wall)
 2. Lakefront Levee - Gate L-1, on the western end of levee at B.L. Station 1+00.
 3. East Return Levee - Gates E-4 and E-5 at Veterans Highway and Gate E-8 at Canal Street.

3. HURRICANE WARNING (STORM POSES THREAT TO EAST JEFFERSON PARISH WITHIN 24 HOURS)

- The Superintendent of Operations contacts Canadian National Railroad, and informs them that EJLD will close the C.N.R.R. gap using super sandbags.
- The Superintendent of Operations contacts Norfolk Southern Railroad, and requests clearance to close

floodgate E-9 on the 17th Street Canal, East Return Levee, B.L. Station 669+00.

- The Maintenance Department uses super sandbags and visqueen to close the following areas:
 1. Airline Highway (W-4)
 2. Canadian National Railroad gap (W-5)
 3. Driveway to Schwegmann parking lot (W-3)
- The Maintenance Department fills additional super sandbags as required.
- Closure of the Causeway Bridge shall be coordinated with Causeway officials and Jefferson Parish.

4. HURRICANE WARNING (STORM CONTINUES TO POSE THREAT TO EAST JEFFERSON PARISH WITHIN 12 HOURS).

- The Maintenance Department closes the WRL Canadian National Railroad gap, W-5 and W-4 across U.S. 61 (AIRLINE HIGHWAY) with visqueen, super sandbags and regular sandbags to seal small openings and to level the area adjacent to the rails. These closures must be coordinated with Jefferson Parish, the DOTD, the City of Kenner, CNR and St. Charles Parish.
- The Maintenance Department closes the Norfolk Southern Railroad gate, E-9, with a railroad representative.
- Contractor will close gaps at Bonnabel Blvd. at the Lake Levee, L-9 A&B. This closure must be coordinated with the East Jefferson levee District and Jefferson Parish.
- Contractor to close the Williams Boulevard Gap, L-4. This closure must be coordinated with the East Jefferson Levee District, City of Kenner and Treasure Chest Official, Dean Naquin.

H. PUBLIC SAFETY AND PROTECTION

It can be expected that the general-public will be either curious or thrill seeking upon the approach of a hurricane. It will be the responsibility of the EJLD Police Department to make every reasonable effort to keep this segment of the population off and behind the levees. This action is for the public safety and protection of the flood control facility. Citations and arrests will be a last resort.

I. DISSEMINATION OF INFORMATION

Incorrect or misleading information can be extremely dangerous during a hurricane or flood. Employees are forbidden to pass information to the public, to officials or other agencies, or to the news media. All requests for information concerning the situation or the Levee District's actions will be referred to the East Jefferson Levee District Administrative Office or to their Emergency Operations Center. News releases shall be made only by the Executive Director or an individual officially designated to do so.

J. EMERGENCY CONTRACTING AND PROCUREMENT

It is probable that before, during and immediately after emergencies involving hurricanes or floods, it will be necessary to contract for services, materials and supplies. This situation will not allow time to follow normal state procurement laws. This is recognized and emergency contracting authority is provided under RS 3:2212 A/6) and R.S.38:306 C.

To utilize these provisions which supersede the necessity for advertising and sealed bids, it is necessary that the SLFPA-E certify that a "public emergency exists" and publish such notice within 10 days in its official journal. Emergency contracts may be let and procurements made based on written quotations or records of telephone quotations. Purchases up to \$25,000 can follow normal procedures, but if that amount will be exceeded, then the emergency procedure must be followed and care must be taken to record details concerning the transactions and the conditions justifying their use.

K. RECOVERY

The goal of the Levee District is to assist the public, in the best way possible, to recover from the effects of the hurricane. All departments, in coordination with the Executive Director, will be available to assist in disaster recovery after the storm has passed.

As soon as safety will allow, the Maintenance Department shall remove and open road and railroad closures to allow for passage of emergency vehicles and normal commerce. Removal of other temporary flood control features will follow. After the storm passes and prior to returning the system to normal operations, the Maintenance Department shall then repair damage to Levee District facilities and replenish stockpiles to pre-hurricane inventory. The Maintenance Department shall replace the fence screen by the Maintenance/Police Facility, which will require (2) employees approximately (4) hours.

The Police Department shall continue their hurricane emergency duties until it is safe to resume normal operations. The Chief of Police will obtain the concurrence of the Executive Director to resume normal duties.

The Executive Director shall coordinate the cooperation of the Levee District in assisting the public in disaster recovery from the effects of the storm, returning the flood control system to normal status, and returning the Levee District to normal operations.

The Executive Director shall inspect, or arrange for the inspection of, all of the hurricane flood control features, assess damage, and recommend repairs or methods of repair.

The Executive Director shall demobilize the EOC when appropriate.

The Executive Director shall prepare an After-Action Report giving a history of events and recommendations for improved response in future storms.

III. FLOODGATES AND OPENINGS

WEST RETURN LEVEE (WRL)

W-3 WRL AT SCHWEGMANN'S PARKING LOT (75' OPENING) 25 SUPER SANDBAGS PLUS 60 REGULAR SANDBAGS AND VISQUEEN TYING IN BOTH ENDS ONE HIGH/IS CURRENTLY SANDBAGGED WITH 72 SUPER SANDBAGS PLUS 120 REGULAR SANDBAGS TYING IN BOTH ENDS TWO HIGH.

W-4 WRL AT U.S. 61 (AIRLINE HIGHWAY) (130' OPENING EL. + 3.5' NAVD) 45 SUPER SANDBAGS, PLUS 100 REGULAR SANDBAGS & VISQUEEN TO TIE-IN BOTH ENDS ONE HIGH/TWO HIGH WILL REQUIRE 97 SUPER SANDBAGS PLUS 200 REGULAR SANDBAGS TO TIE IN THE ENDS. MAY BE SANDBAGGED IF THE CONDITIONS ARE PROJECTED TO BE A CATEGORY 3 OR ABOVE.

W-5 WRL (SHEET PILING) Canadian National Railroad (CNRR) (42' OPENING)(EL.+5.9') 15 SUPER SANDBAGS PLUS 275 REGULAR SANDBAGS AND VISQUEEN TO BUILD A BED OVER BALLAST STONE AND TRACKS AND TIE-IN THE ENDS AT HEIGHT OF SHEET PILE. MAY BE SANDBAGGED IF THE CONDITIONS ARE PROJECTED TO BE A CATEGORY 3 OR ABOVE.

W-7 WRL AT WEST ESPLANADE (6.0' SWING GATE 9' HIGH) (TOP EL. +14.0'/SILL EL./+5.0').

W-8 WRL AT VINTAGE SECURED IN CLOSED POSITION & BEHIND INTERIM PROTECTION (sheet pile wall +14.0') & IS NOT ACCESSIBLE.

LAKE PONTCHARTRAIN LEVEE (LPL)

L-1 LPL (B.L. STA. 1+00) AT WRL (20' SWING GATE 5' HIGH) (TOP EL. +17.0'/SILL EL. +12.0').

L-3 LPL (B.L. STA. 119+00) AT THE WEST SIDE OF PUMP STATION #4 (22' SWING GATE 7' HIGH) (TOP EL. +17.00'/SILL EL. +10.0').

L-4 LPL AT WILLIAMS BLVD. **UNDER CONSTRUCTION** (PREVIOUSLY 60' ROLL GATE 4.5' HIGH)(PREVIOUSLY TOP EL.+14.5'/SILL EL. +10.0').

LPL AT CAUSEWAY BLVD.(CRIB WALL EL. +17.0') 20 SUPER SANDBAGS & 100 REGULAR SANDBAGS & VISQUEEN TO CLOSE TWO 45' WIDE BRIDGE OPENINGS.

L-9A LPL AT BONNABEL BOULEVARD SOUTH BOUND LANES - **UNDER CONSTRUCTION** - (PREVIOUSLY 20' SINGLE SWING 3.5' HIGH) (PREVIOUSLY - TOP EL. +16.0'/SILL EL. +12.5').

L-9B LPL AT BONNABEL BOULEVARD NORTH BOUND LANES - **UNDER CONSTRUCTION** (PREVIOUSLY 20' SINGLE SWING 3.5FT HIGH) (PREVIOUSLY TOP EL. +16.0'/SILL EL. +12.5')

COAST GUARD TEMPORARY RAMP - CONTRACTOR (LCKY) TO PLACE SUPERSIZE SANDBAGS ACROSS TEMPORARY RAMP & LEAVE 12' OPENING - EJLD WILL CLOSE OPENING W/STAGED SANDBAGS BEFORE STORM EVENT

L-10 LPL AT ORPHEUM 20' SINGLE SWING GATE (**NON-FUNCTIONING**) WITHIN HURRICANE PROTECTION SYSTEM.

EAST RETURN LEVEE (ERL)

E-1 ERL AT HAMMOND HIGHWAY (47' OPENING EL. +10.0' DECK) FLOOD-PROOF BRIDGE IN PLACE.

E-4 ERL NORTH SIDE OF VETS. HIGHWAY FLOOD-PROOFED BRIDGE (8' DOUBLE SWING GATE 6.5' HIGH) (TOP EL. +14.5'/SILL EL. +8.0').

E-5 ERL SOUTH SIDE OF VETS. HIGHWAY FLOOD-PROOFED BRIDGE (8' DOUBLE SWING GATE 6.5' HIGH) (TOP EL. +14.5'/SILL EL. +8.0').

E-8 ERL AT CANAL ST. (10' DOUBLE SWING GATE 3' HIGH) (TOP EL. +15.0'/SILL EL. +12.0').

E-9 ERL AT NORTHFORK SOUTHERN RAILROAD (NSRR B.L. STA 669 + 00) (22' SWING GATE 5' HIGH) (TOP EL. +15.0'/SILL EL. +10.3').

E-10 THRU E-19 (Coordinate with Jefferson Parish)

E-10 METAIRIE ROAD BRIDGE - (82' OPENING - 28 SUPERSIZE SANDBAGS NEEDED + 50 SMALL SANDBAGS TO CLOSE ONE HIGH) ROADWAY ELEV. 5.7'.

E-11 PALMETTO BRIDGE - (39' OPENING - 13 SUPERSIZE SANDBAGS + 25 SMALL SANDBAGS TO CLOSE ONE HIGH).

E-12 NORTHLINE BRIDGE - (49' OPENING - 17 SUPERSIZE SANDBAGS + 25 SMALL SANDBAGS TO CLOSE ONE HIGH).

E-13 AIRLINE DRIVE - (114' ROADWAY + APPROX. 175' NORTH OF AIRLINE - 290 SUPERSIZE SANDBAGS + 150 SMALL SANDBAGS TO CLOSE 6' HIGH) (ELEV. -1.0').

E-14 KANSAS CITY SOUTHERN TRACKS - 2 SINGLES - 20 SUPERSIZE SANDBAGS + 100 SMALL SANDBAGS) (ELEV. 1.8').

E-15 JEFFERSON HIGHWAY - (187' OPENING - 63 SUPERSIZE SANDBAGS + 50 SMALL SANDBAGS TO CLOSE ONE HIGH) (ROADWAY ELEV. 3.0').

E-16 THRU E-19 SHOULD NOT NEED TO BE SANDBAGGED DUE TO CURRENT ELEV. (DID NOT FLOOD DURING KATRINA)

E-16 CHESTERFIELD STREET - (50' OPENING - 17 SUPERSIZE SANDBAGS + 50 SMALL SANDBAGS TO CLOSE ONE HIGH).

E-17 WILLOW STREET - (40' OPENING - 14 SUPERSIZE SANDBAGS + 50 SMALL SANDBAGS TO CLOSE ONE HIGH).

E-18 RAILROAD GAP - (257' OPENING - 86 SUPERSIZE SANDBAGS + 200 SMALL SANDBAGS TO CLOSE ONE HIGH).

E-19 RIVER ROAD - (76' OPENING - 26 SUPERSIZE SANDBAGS + 50 SMALL SANDBAGS TO CLOSE ONE HIGH) (ROADWAY ELEV. 8.9').

SANDBAG TOTAL: 768 SANDBAGS NEEDED TO CLOSE ALL EJLD GAPS

IV. MISSISSIPPI RIVER FLOOD PREPAREDNESS

A. GENERAL

The flood plan for the Lower Mississippi River utilizes a system of spillways designed to allow no more than one and a quarter million cubic feet per second (c.f.s.) of river water to pass through Jefferson Parish in a project flood, and levees to safely contain this size flood. There are differences between hurricane floods and river floods. Hurricanes are unpredictable, short-term events, accompanied by violent, stormy weather, and are relatively infrequent events. River floods are more predictable, long-term frequent events.

The National Weather Service and the Corps of Engineers monitor the river and can predict the water height against the Jefferson Parish Levees about two weeks before it occurs. This allows for preparation and since the water level in the river has nothing to do with local weather, work can be performed on the levees during the flood. The project flood on the entire system does not occur frequently. The operation of the spillways regulates all floods so that the allowable flow past the Jefferson levee is not exceeded. The project design flood for Louisiana is 3 million c.f.s. at the latitude of Old River. The spillway system diverts part of the flood and allows only 1.25 million c.f.s. of floodwater past Jefferson Parish in the Mississippi River. This spillway system will regulate smaller floods, less than 3 million c.f.s. project flood, in such a way to allow 1.25 million c.f.s. past Jefferson Parish. Therefore, the 1.25 million c.f.s. project flood in Jefferson Parish occurs much more frequently than the project flood at the latitude of Old River. Project flood (1.25 million c.f.s.) passes Jefferson Parish on the average of every five (5) to ten (10) years, a relatively frequent occurrence.

River floods cause some different problems for the levee system than those caused by hurricanes. The River flood is against the levee for a longer period of time allowing the earthen embankment to become saturated possibly causing leaks and seepage problems. Navigation continues in the River presenting danger from wave wash eroding the levee and levee damage from vessels grounding on the levee. In addition, the riverbed continues to change and may start to undermine the levees.

If discovered in time, all these problems can be handled safely. Therefore, the key word for river floods is vigilance. The levee system needs to be observed and measured to find problems soon enough to preserve the integrity of the levee system and the safety of the citizens of Jefferson Parish.

A flood fight on the Mississippi River can be assumed to start when the river gage at Carrollton reaches 11 feet and rising. At this point, the River begins to overflow its natural banks and comes against the man-made levees. Activity increases; diligent surveillance, inspections and high water reports are necessary. The businesses on the batture will be notified of the increased river stages and to expect pre-high water inspections, precautions, and preparations to be carried out.

As the River continues to rise to a stage of 15 feet on the Carrollton gage, surveillance patrols for the entire River levee shall be established. Authorized stockpiles of hand tools and emergency materials shall be inventoried and acquired if necessary.

If there is a continued rise in stages above 15 feet, the Corps' District Engineer will call for Phase I Mobilization. The Corps Sector Commander and staff will occupy the Sector Office and begin to participate and supplement the Levee District's surveillance patrols and serve as technical advisors to the Levee District.

B. ORGANIZATION

The EOC will not be activated during a river flood event. The Levee District will use its Administration Office at 203 Plaque Court as Headquarters for East Jefferson Levee District activities during a river flood event. Maintenance and Police will use their offices at 1135 Lesan Drive to respond to a river flood event.

The Executive Director will have overall control of flood related activities, using the resources of the Levee District to support the overall response to the flood event and keep SLFPA-E informed of the situation.

The Superintendent of Operations, working under the Executive Director, has the basic responsibility of levee surveillance and responding to any flood emergency with personnel, material, and equipment.

The Chief of Police has the responsibility of security of Levee District property and facilities, levee surveillance, assisting the operations forces responding to a levee emergency, and proper security and control of activities on the levee during these emergencies. No excavation work is performed when the Mississippi River attains or exceeds +11.0 feet NGVD at the Carrollton gage in New Orleans without written approval from the Corps of Engineers.

C. COORDINATION

The East Jefferson Levee District is the primary state or local agency responsible for activities involving the levee system. The U.S. Army Corps of Engineers, New Orleans District (COE), is the primary Federal agency responsible for activities involving the levee system.

The Executive Director shall maintain coordination with the COE Emergency Manager and the COE Sector Commander for the East bank of Jefferson Parish; the Jefferson Parish Office of Emergency Management; and the local District Design and Water Resources Engineer for the Louisiana Department of Transportation and Development.

The COE is intimately involved in the Mississippi River levee protection system. The Levee District will follow established COE emergency procedures and depend on their notice and advice on the timing and degree of emergency.

D. STATE OF ALERT

1. BANK FULL

The levee is susceptible to erosion when the river rises to a level to cover the batture and starts lapping at the levee toe. Wave wash from passing navigation and the river current can erode exposed earth. The main defense against this is concrete slope paving, imbedded sufficiently into the batture, and a solid stand of trees on the batture.

When the river rises to a stage of +11 feet the Maintenance Department and the Police Department shall inspect the river levee twice a week. The results of the inspections shall be reported to the Executive Director.

The Executive Director shall take appropriate action on the inspection reports.

Every summer, after the normal high water season, the Superintendent of Operations shall inspect the levee toe for signs of erosion, damaged slope paving, insufficient tree screen, or other factors that may lead to levee erosion in the next high water.

The results of this inspection shall be given to the Executive Director. The Executive Director shall take action to remedy the potential erosion locations.

2. PHASE I MOBILIZATION

Phase I Mobilization is ordered by the COE District Engineer. This mobilizes the COE Flood Fight Organization. This mobilization order usually comes when the river is expected to reach 15 feet on the Carrolton gage and increase. This is not an automatic order. The District Engineer considers the actual conditions and river predictions for various parts of the river before deciding on Flood Fight Mobilization.

Phase I involves inspection, surveillance, and the initial coordination between the Levee District and the COE Flood Fight team.

The Executive Director shall direct the Superintendent of Operations and the Police Department to inspect the levee daily. This inspection shall include the riverside and landside of the levee, the batture, and the condition of moorings along the levee, the condition of the crown of the levee and levee ramps and any type of construction within 1500' of the Mississippi River Levee. In an emergency, the ramps and levee crown will serve as access to the problem areas. This access shall be kept in the appropriate condition for this use. All-weather access ramps to the crown of the levee become extremely important for inspection vehicles and for transporting construction equipment on and off the levee if an emergency develops. Care must be used by surveillance

patrols to exclude sightseers and joy riders from using these ramps during high water. The locations of landside ramps are listed by baseline station and intersecting streets on pages 19-25 of this manual. Pipelines crossing the levee can frequently become trouble spots during high water. They must be taken into consideration in planning and implementing emergency repair measures. Pipelines crossing the levee are also listed on pages 19-25 of this manual.

The Executive Director shall direct the Chief of Police to assist the Maintenance Department with their inspections and to coordinate with the Jefferson Parish Sheriff's Office to control public access to the top of the levee, ramps, and adjacent roads and streets consistent with public safety and the increased vehicular traffic caused by the levee inspections.

The Executive Director shall do all this in close coordination with the COE Sector Commander.

The location of revetments, foreshore dikes, and levee slope paving is found on pages 19-25 of this manual. The location of these features is important for inspection purposes and for planning and executing emergency repairs.

3. PHASE II MOBILIZATION

Phase II mobilization will be ordered by the COE District Engineer or it may evolve as the river rises and the tempo of flood fighting increases. The COE is responsible for the operation of the levee system during Phase II and the East Jefferson Levee District assumes a support role. Phase II is an active flood fight and it is anticipated that all the forces of the East Jefferson Levee District will be mobilized in that effort.

The Executive Director shall maintain close coordination with the COE Sector Commander. Levee District resources will be used to best benefit public safety.

The Executive Director and the staff shall keep detailed cost accounts of actual expenditures, including labor, so an appropriate claim can be made for Federal and/or State reimbursement of Levee District expenditures.

A checklist of the type of emergencies that might develop with a Mississippi River flood and which must be planned for is as follows:

- Landside seepage and piping.
- Lateral scour at flood side river elevation. Pocket erosion of flood side slope caused by debris or waves generated by wind or vessel wakes.
- Landside sand boils.
- Navigation collisions with levee.

- Flood side bank failure or crevasses.
- Overtopping.

NOTE: Proven means for remedying or combating these emergencies are contained in U.S. Army Corps of Engineers, New Orleans District Flood Fight Manual. This manual is available at the Levee District Office.

The period when the river height drops has proven to be crucial in past flood fights. As the flood peaks and stages begin to fall, the rate of fall is very important. If flood stages reduce gradually, it lengthens the period of time that the upper bank is subject to scour by the current; yet, if the river drops quickly, it leaves a heavy saturated upper bank bearing on scour-steepened underwater banks and may cause bank and/or levee slides. The key to this critical period is to continue surveillance and inspections until the River safely returns to its natural banks.

E. PUBLIC PROTECTION AND INFORMATION

It can be expected that the general public will be curious prior to and during a flood. It will be the responsibility of the EJLD Police Department to make every reasonable effort to keep the public off of the levees for the protection all those involved. Citations and arrests will be a last resort.

Incorrect or misleading information can be extremely dangerous during a flood fight. Employees are not allowed to pass information to the public, to officials, other agencies or to the news media. All requests for information concerning the situation or the Levee Districts actions will be referred to the Executive Director or to the Emergency Operations Center.

F. RECOVERY

As the flood fight diminishes, the Executive Director shall commence demobilization of Levee District forces and equipment, consistent with the requirements of the COE Sector Commander. As equipment is demobilized, it shall be inspected for proper maintenance and repair. During flood fights, normal maintenance and operation procedures may not be followed because of the emergency. Immediately after the emergency, the Levee District shall first look to the needs of the employees, then the equipment, and EOC. The Levee District shall return to normal operations as soon as possible after the flood recedes.

The Executive Director shall review the flood fight events and prepare an after action report. This report shall include "lessons learned" and a general account and chronology of events. The Emergency Operations Procedures shall be revised as needed.

The Executive Director shall take the appropriate steps to obtain Federal and/or State reimbursements of Levee District expenditures during the flood fight.

V. Mississippi River Levee Features

<u>Baseline Station Number</u>	<u>Feature</u>
000+00	Beginning of East Jefferson Levee District; St. Charles Parish Line, Slope paving and revetment. USCG Light Tower, "Fairview" and LS elect. Line to tower
008+30	Ramp, Asphalt, Single and Powerline crossing to Belle Chase Marine
008+10	Alliance St.; Pedestrian Access Path
013+75	Powerline, high voltage on batture towers parallel to levee.
017+00	Cycle Construction
017+10	Power/Telephone crossing
019+71	4" water pipeline crossing
020+00	Blair Avenue
030+00	Manufab
040+00	Pollock Street, Centanni Street
045+36	Power/Telephone crossing
045+61	Pipeline crossing, 36" Kenner Sewer Line and overhead guywire crossing
050+00	Hanson Avenue
060+00	Decatur Street
070+00	Warren Street
080+00	George Avenue
090+00	Duncan Street-Kenner School
100+00	Daniel Street; Bike Path Access
107+00	Walkway to LaSalle Landing Dock, Kenner - Williams Blvd.
110+00	Felix Street

NOTE - Street names are not exact but are those closest to the location.
Mississippi River Levee Features

<u>Baseline Station Number</u>	<u>Feature</u>
112+09	Powerline crossing Mile 114.0 USCG Navigational Light Tower
120+00	Bowman Cleaners
130+00	Taylor Street - Ramp, Single, Shell, LS only
137+54	Buried Telephone Cable crossing, river and levee
140+00	Wilker Neal Street
140+64	High Voltage Powerline on batture ends, LP&L Crosses to LS of levee
150+00	Mark Twain Apartments, L&L Oil
160+00	Ramp, Asphalt, Single, Florida Street to Magnolia Holding
162+35	2-Pipeline crossing, 48" Jefferson Parish sewer line
164+77	2" water pipeline to Magnolia Holdings and L&L Oil
170+00	New Subdivision
177+57	Powerline crossing
180+00	Caroline Street
183+75	Powerline crossing
190+00	Rebel Street
200+00	Henfer Street
205+00	USCG - Navigational Light Tower
210+00	Virginia Street; Drolla Park
220+00	Midway
230+00	LaSalle
240+00	Orchard Street

NOTE - Street names are not exact but are those closest to the location.

Mississippi River Levee Features

Baseline Station Number	Feature
250+00	Moss Lane
260+00	Lee Court
263+40	Powerline Crossing - Colonial Heights
266+46	Ramp, Single, Shell abandoned, RS only
270+00	Hennessy Court
279+32	Pipeline crossing, Harahan 20" sewer line
280+00	Normandy Street
290+00	Park Avenue
300+00	Berkley Street
310+00	Colonial Golf Course
320+00	Colonial Country Club
328+35	Upstream
328+40	Guyline crossing
329+00	Bike Path Rest Area
330+00	O.K. Street
331+40	Guyline Crossing
340+00	Riverside Drive
345+00	Downstream limit, Buried Telephone Cable crossing
350+00	Riverside Drive
353+00	Powerline and telephone crossing, Imperial Avenue, Kirby Inland
354+00	Ramp, Single, Asphalt
355+60	2" Water Pipeline crossing
359+00	Sand Pit levee on batture

NOTE - Street names are not exact but are those closest to the location.

Mississippi River Levee Features

Baseline Station Number	Feature
360+00	Ravan Street
370+00	Oakland Street
380+00	Bailey Street, Durr Heavy Const
382+36	2" Pipeline crossing
382+61	Powerline crossing
390+00	Chrislaur Street
394+58	Downstream Limit, Concrete Slope Paving
395+00	Pedestrian Bike Path Access
396+00	Guyline crossing, LP&L Towers, low voltage line
400+00	Powerline Drive, powerline crossing, low voltage line, LP&L towers
401+78	Ramp, concrete, Double
410+00	Woods Resources
413+60	Powerline crossing
418+00	Ramp, Concrete, Luhr Bros DBA Construction Aggregate
420+00	Brookhollow Drive
423+30	Downstream Limit
430+00	Evans Avenue
435+28	Ramp, Asphalt, Double, Petroleum Helicopters & Amer. Commercial Lines
440+00	Bourgeois Court
441+57	Powerline crossing
442+77	Powerline crossing
444+03	Guyline crossing

NOTE - Street names are not exact but are those closest to the location.

Mississippi River Levee Features

Baseline Station Number	Feature
450+00	Plantation Drive
451+50	Powerline Crossing
452+53	2" waterline
455+20	Power and Telephones line crossing, Input/Ouput-Digicourse
455+60	Ramp, Concrete, Double, Power and Waterline crossing, - National Maintenance & Repair
460+00	Laitram Lane
462+16	Powerline Crossing
463+66	Guyline Crossing
465+24	Huey P. Long Bridge
470+00	St. George Avenue
472+94	Powerline Crossing, Massman Const.
473+44	Ramp, Shell, Single
480+00	Dodge Avenue
484+00	Guyline Crossing
485+00	Rip-rap; Upstream Limit
488+00	Ramp, Asphalt, Single, Powerline and Water Line Crossing
490+00	Central Avenue
491+80	Guyline Crossing
493+20	Gas Pipeline (2) 10"
496+00	Pedestrian Bike Path Access; Guyline Crossing
498+60	Guyline Crossing
500+00	Jefferson Playground

NOTE - Street names are not exact but are those closest to the location.

Mississippi River Levee Features

Baseline Station Number	Feature
507+59	Jefferson Parish Water Intake Bridge, Vehicle, Concrete; Ramp, Single, Concrete
508+42	(3)48" Pipelines, Conduit Crossing
509+40	Ramp, Concrete, Single
510+00	Arnoult Road
510+50	Ramp, Single, Shell
511+00	Ramp, Single, Shell
519+27	Guyline Crossing
520+00	Shrewsbury Road; Claiborne Court
522+27	Start Slope Paving
526+77	Powerline Crossing
527+47	Ramp, Asphalt, Single; Power and Water line, Huey P. Long Fleet
530+00	Causeway Boulevard
540+00	Maine Street; Downstream Limit
550+00	Labarre; Rio Vista
550+80	Ramp, Concrete, Abandoned
551+88	Powerline Crossing; US Coast Guard Light Mile 104
560+00	Betz Avenue
563+25	(2) 36" Pipelines and Conduit; Pedestrian Bridge to Oschner Water Intake
568+00	Pedestrian Bike Path Access
570+00	Coolidge Street; Oschner Hospital
573+00	Guyline Crossing
578+00	End Slope Paving, Bertucci

NOTE - Street names are not exact but are those closest to the location

Mississippi River Levee Features

Baseline Station Number	Feature
580+00	Jules Street
583+58	Powerline Crossing
584+22	Telephone Line Crossing
587+53	Ramp, Shell, Single; Bertucci Construction
590+00	Industrial Avenue
591+50	Power and Telephone Line Crossing
592+30	Ramp, Asphalt, Double; Powerline to New Orleans Sewerage and Water Board, Water Intake Plant
594+30	Pipeline Crossing (4) 48", Water Intake #2, New Orleans Sewerage and Water Board
595+23	Pipeline Crossing and Concrete walkway, Shell Oil
596+43	Ramp, Shell, Double to LP&L Power Tower; Pedestrian Bike Path Access
598+38	LP&L High Voltage crossing
598+73	Powerline crossing to LP&L Tower lights
599+36	Start Slope Paving
600+86	Batture Camps Begin, Pope Street
603+00	4 Waterlines to Camps
608+60	End of East Jefferson Levee District, Orleans Parish Line, Monticello St

NOTE - Street names are not exact but are those closest to the location.

VI. ACCIDENT AND MEDICAL EMERGENCY PLAN

<p><u>EAST JEFFERSON LEVEE DISTRICT</u></p> <p>OPERATING PROCEDURE</p>	<p>TITLE</p>	<p>NO.</p>
	<p>SUPERSEDES</p> <p>ALL THIS TOPIC</p>	<p>DATE EFFECTIVE</p> <p>06/11/97</p>
<p>SUBJECT: WORKER'S COMPENSATION INJURY PROCEDURE</p>		

PURPOSE: To ensure the employee receives medical treatment from a pre-approved medical facility for all work related injuries.

PROCEDURE: The East Jefferson Levee District employee must immediately notify his/her Supervisor when a work related injury occurs.

A Supervisor's Accident/Incident Report must be completed by the Supervisor for all work related injuries.

The completed forms must be forwarded to the Administration Department within twenty-four (24) hours after a work related injury occurs Monday through Friday and by the close of business on Monday if injury occurs on weekends.

The respective supervisor or his/her designee will escort the injured employee to the Pelican State Outpatient Center with the "Authorization to Treat Form". If the injury is an emergency by nature, the injured employee should be taken to the nearest medical facility by the first responding medical unit.

VII. MEDICAL TREATMENT AUTHORIZATION

Employee's Name	Social Security No.
Company Name: East Jefferson Levee District 203 Plaque Court Harahan, La. 70123	Injury Date & Time A.M. P.M.
Signature of Person Authorizing Treatment	Title Date:

The following medical facilities are available in case of emergency situations.

Pelican State Outpatient Center	Ochsner Medical-Kenner
East Jefferson General Hospital	Ochsner Clinic

VIII. ACCIDENT/INCIDENT REPORTING POLICY

Employees must notify Supervisor of all job-related injuries, accidents and incidents and notify the East Jefferson Levee District Police of all vehicular accidents/incidents.

EMPLOYEES' PROCEDURE

Employees out on sustained injuries, i.e. worker's compensation, will be responsible for keeping the Administrative Department informed of their progress with an updated progress report of their injuries, after every doctor's visit.

Supervisors must notify the Administrative Office of all accidents, incidents and injuries and notify the East Jefferson Levee District Police of all vehicular accidents/incidents. This requirement is mandatory regardless whether injuries were sustained, or whether damage to property occurred. All accidents/incidents involving EJLD employees and the general public must be reported to EJLD Police Department immediately for documentation and investigation.

SUPERVISOR'S PROCEDURE

Complete a Supervisor's Accident/Incident Report Form and send to the Administration Department within (24) hours on weekdays and on Monday at close of business for weekend accidents/incidents.

Supervisor (or their designated alternate) shall notify the Administration Department, as soon as possible, of the accident/incident. Investigation and completion of Worker's Compensation Insurance Forms if required will be initiated.

- EJLD Human Resources
- Fran Campbell, Exec. Director

Employees with non-emergency injuries must have a completed Medical Authorization Form from their immediate supervisor to receive medical treatment for an injury at an appropriate medical facility.

Employees with emergency injuries must be taken by the responding medical emergency unit to the nearest medical facility.

The employee is responsible for notifying the Administrative Office of when he/she is able to return to work. The Human Resources Department will issue a memo to the supervisor informing the employee to return to work when fit for full duty. Any employee involved in an accident with an EJLD vehicle/equipment must submit to a Drug/Alcohol Test immediately after the accident.

EMERGENCY OPERATIONS DIRECTORIES- OMMITED FOR SECURITY PURPOSES