



Hillar C. Moore, III
OFFICE OF THE DISTRICT ATTORNEY
Nineteenth Judicial District

DISASTER RESPONSE

Effective Date: 06/01/08

Review: Annual

Reviewer: Chief of Administration

Last Reviewed: 06/01/17

- I. **THREAT ENVIRONMENT**:- Two primary threat scenarios are envisioned:
- A. Loss of access to DA facilities from temporary events such as:
 - 1. weather events (e.g., flooding or hurricane wind damage)
 - 2. individual or mass protest preventing access
 - 3. chemical plant/railroad/barge/truck releases
 - B. Partial or complete destruction of DA facilities resulting from catastrophic events such as:
 - 1. fire
 - 2. explosion
- II. **LOCATION OF OFFICES**
- A. The majority of DA offices are located in City Hall,
 - 1. 222 St. Louis Street
 - 2. B2 (IT), 5th(Main Office), 6th (Section 4, Bonds, Litigation, DV), and 10th (VAC's and Sex Crimes) floors
 - 3. City Hall is a 10 story concrete building.
 - B. Additional offices are located at the S-3 Building by City Police HQ
 - 1. 9048 Airline Highway
 - 2. 2nd floor (Child Support Enforcement)
 - 3. The S-3 building is a 2 story masonry and steel building.
 - C. Juvenile Annex
 - 1. 8333 Veterans Memorial Boulevard
 - 2. located by Juvenile Court in the adjacent parking lot
 - 3. The Juvenile Annex is a 10-office modular building.
 - D. Violent Crimes Unit
 - 1. 7919 Independence Blvd.
 - 2. Located at Louisiana State Police Headquarters on the 3rd floor
 - 3. LSP Headquarters is a 3 story masonry and steel building.
 - E. Crime Strategies Unit
 - 1. 9000 Airline Highway (City Police Headquarters)
 - 2. Located in Room 2000 on the 2nd floor
 - 3. City Police Headquarters is a steel frame building.
 - F. PTI offices
 - 1. 8894 Airline Hwy, Suite Q
 - 2. Known as "Connells Village Shopping Center"
 - 3. This is a steel frame building.



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III. RISK ASSESSMENT

A. Temporary loss of access- **moderate to high risk**

1. Due to the proximity of the Main office and Triangle Building to the Mississippi River there is a substantial risk of flooding interfering with operations. Actual flood stage for downtown baton rouge is 45 feet.
2. Proximity to the Gulf Coast provides a substantial risk for hurricane events for all offices
3. The location of many governmental and judicial offices downtown are likely targets for individual or mass protest for the Main Office. The S-3 building has had access issues during City Police compound “lock-downs” associated with protests.
4. Additionally, the buildings located in downtown Baton Rouge are
 - a. within the chemical release zone of neighboring chemical plants
 - b. near chemical transporting railroads
 - c. near chemical transporting river barge traffic
 - d. near the I-10/I-110 chemical transport corridor
5. Historically, temporary loss of access to the City Hall has occurred during
 - a. 1989 Exxon plant explosion
 - b. 1997 Benzene barge leak
 - c. 2005 Katrina River Center riot rumors
 - d. 2008 Hurricane Gustav
 - e. 2008 snowstorm
 - f. 2010 ice event
 - g. 2014 winter storm closure
 - h. 2016 weather closures

B. Partial or complete destruction of DA facilities-**low to moderate risk**

1. Fire
 - a. Given the number of offices and operations in the City Hall, including the full service “coffee shop” that includes fryer facilities on the 10th floor and the numerous office kitchens and coffee machines located throughout the building, fire is an ever-present risk
 - b. Water sprinkler systems are present that should limit fire damage to a localized area and prevent the loss of the entire building.
 - c. The City Hall fire alarm system is designed to function on a “zone” alarm basis. This means that if one “smoke



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detector” detects fire on one floor, it only rings alarms on the floor with the smoke and on the next higher and lower floors; it does not ring alarms throughout the entire building, even though the sound does carry through the stairwells. . Should the fire cause another “smoke detector” to signal an alarm or should the fire set off the water sprinkler system, then the alarm system will ring as a “general” alarm on all floors in the building. The main office will supplement all alarms with office pages as appropriate. Please evacuate your buildings to a pre-designated staging area whenever an alarm goes off for your facility.

2. Bomb threats and explosions
 - a. As the site of local government, the building has been and will continue to be a potential target by individuals alleging bomb threats (real or false alarms). All threats should be immediately reported to the District Attorney or one of our Chief Investigators.
 - b. The entire downtown center of Baton Rouge, including the City Hall, is also well within the potential blast zone of a major chemical plant, railroad, river barge, and truck explosion.

IV. SCOPE OF DA RISK

A. Internal Prosecution Files

1. Low risk
2. These can largely be replicated from arresting agency files.

B. Internal Prosecution Computer Files

1. Low risk
2. Back-up computer files of all email records, our case management records, and shared user drives are maintained by our IT vendor (General Informatics [REDACTED]).
3. Restoring the entire DA IT system from cloud back-up is estimated to currently take 2 days.

C. Trial Evidence

1. Moderate risk
2. Only the small portion of trial evidence that has been pulled in advance of trial from the custody of arresting agency is subject to loss in the event that DA facilities are destroyed.
3. The majority of evidence is housed and maintained in the custody of the arresting agencies.

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D. Continuity of Pay and Benefits

1. Low Risk
2. Payroll and benefit records are maintained by a private vendor (Advantage: ██████████) offsite with an out-of-state back-up system.

E. Total Loss of Communications

1. Low Risk
2. All supervisory personnel, all prosecutors, and all investigators are provided an allowance and required to maintain smart phones for voice, text, and data communications (including internet access) that can function as mobile computers in the event of a disaster.
3. Other personnel may elect to have their personal smartphones set up to receive office data communications.
4. The office case-management system is available over the internet from offsite locations by remote access. Each employee must obtain approval to do this. Note: In the event of power loss to the downtown building, a cloud server will be created. The office email system is web-based (ebrda.org) and should continue to operate during the course of an emergency.
5. The office also maintains a voluntarily “opt-in” text messaging system to send emergency text notifications to employee cell phones at the employee’s cost.
6. The office website (www.ebrda.org) is maintained on an out-of-state server (www.ipower.com) and is accessible by smart phone for posting of communications during an emergency.
7. In addition, each trial section investigator has a law enforcement radio for law enforcement communications. The Duty Investigator has the radio base station in the duty office.

V. SUCCESSION PLANNING

- A. All disaster response decisions will be made by the District Attorney or, in his absence and by law (La. Const. Art. 5 § 30), the First Assistant. Where this document refers to District Attorney, the First Assistant has authority to act in the District Attorney’s absence.
- B. By law (La. R.S. 18:602), should the office of the District Attorney become vacant, the First Assistant shall assume the position of District Attorney for an unexpired term of one year or less. If the unexpired term exceeds one year, the Governor shall determine the date for a special election within 10 days of the vacancy.



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VI. KEY DA DISASTER PRIORITIES

- A. Determine the level of DA response to the disaster based upon:
 1. The safety threat to DA employees,
 2. The need to support Court Operations
 3. Other factors including State operations, City-Parish operations and School Board operations.
- B. Communicate the preliminary DA response to DA employees via text messaging and email, to the Media and public via twitter ,facebook, and the office website. Baton Rouge OEP should also be notified during any OEP managed emergency. Extended outages should also be posted on the emergency forum of ldaa.org.
- C. Assess internal DA workforce status.
- D. Communicate DA workforce status to key court and law enforcement contacts.
- E. Ensure DA personnel payroll and benefits continuity.
- F. Ensure DA computer systems continuity.
- G. Provide DA personnel for Court designated alternate locations.

VII. RESPONSE TO LEVEL OF DISASTER

- A. Level I - Interruption of operations due to loss of access of less than 72 hours
 1. Temporary suspension of District Attorney operations will be communicated by the District Attorney to employees and the media and public.
 2. Each employee must keep their supervisor or section chief informed of their work status during any interruption of operations.
 3. The District Attorney will also maintain communications with the Chief Criminal Judge, , the Sheriff, the Mayor, the Chief of Police, the Coroner, and the Emergency Operation Manager (MOHSEP) for the Parish.
 4. No other changes in operations are anticipated.
- B. Level II - Interruption of operations due to loss of access or partial destruction for 72 hours up to 6 weeks
 1. In addition to Level I responses, in the event of (a) temporary loss of access or partial destruction of DA facilities, (b) a declaration of closure of the courts by the judges of the 19th JDC or (c) alternate location of the criminal courts by a declaration of the judges of the 19th JDC, the District Attorney will contact his Section Chiefs and inform them of the need to support the Court from an alternate location.



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2. Every Section Chief has the responsibility of contacting his or her employees and ascertaining their work status and reporting such to the District Attorney.
 3. Each employee must keep their supervisor or section chief informed of their work status during any interruption of operations.
 4. In addition, internet based contact information for supervisory employees will be posted on the ebrda.org website.
 5. Employees will be temporarily allowed to work from home.
- C. Level III - Interruption of operations by loss of access or partial or complete destruction for 6 weeks or longer
1. In addition to Level I and Level II responses, the District Attorney will arrange for temporary office facilities in support of alternate DA or Court locations.
- D. Alternate Locations
1. The judges of the 19th JDC have made prior arrangements for the Criminal Courts to be temporarily situated at the EBR Parish Prison, the Angola Penitentiary, or Hunt Correctional Institute, depending on where the EBR Parish Prison population has been relocated due to the disaster.
 2. The DA may use the Juvenile Annex as a temporary disaster office near the EBR Parish Prison.
 3. The DA may use the PTI offices as a temporary disaster office location near City Police.
 4. The DA may use CSU offices as a temporary disaster office near City Police.
 5. The DA may use CSE offices as a temporary disaster officer near City Police.
- E. Employees
1. During a disaster, employees are to take immediate care of themselves and their families and then communicate their work status to their supervisor or section chief.
 2. The District Attorney will then make provisions to provide essential staff in support of the courts at all times that the courts are open.
 3. Employees are to keep informed of office closures and other emergency communications that are made public through the office website, emails, and text messaging.
- F. Vehicles-The District Attorney maintains the following utility vehicles in the office fleet in support of disaster response:
- 1 Chevrolet Tahoe: Joey Cloy, Chuck Smith
1 Ford Explorer: Dusty Guidry



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- 6 Ford Pick-up Trucks: Hillar Moore, Van Foster (4x4) ,
 Russ Hebert, Mike Karaty, Jeff Malone, Bruce Parker
- 2 Dodge Ram Trucks: Brad Taylor, Mike Vicari
- 1 Dodge Van: Sheila Napoli
- 1 HMMVV: Kelly Walker

In addition, the office maintains 2 community response utility trailers, each with a portable generator.

G. Generators –The District Attorney maintains one 5000W and one 2000W portable generator suitable for use with electronic equipment. Both are housed in community response trailers.

ALTERNATE COMMUNICATIONS IN THE EVENT OF A CITY HALL DISASTER

*** CONFIDENTIAL - DISTRICT ATTORNEY DISASTER PLAN USE ONLY ***

DA KEY PERSONNEL

Cell Phone

Alt. Email

Hillar Moore, District Attorney	[REDACTED]	[REDACTED]
Tracey Barbara, 1st Asst, Chief - Sections	[REDACTED]	[REDACTED]
Dana Cummings, Chief - Litigation	[REDACTED]	[REDACTED]
Stephen Pugh, Chief – Special/Services	[REDACTED]	[REDACTED]
Mark Dumaine, Chief - Administration	[REDACTED]	[REDACTED]
Kory Tauzin, Section I	[REDACTED]	[REDACTED]
Steve Danielson, Section II	[REDACTED]	[REDACTED]
Jermaine Guillory, Section III	[REDACTED]	[REDACTED]
April Leon, Section IV	[REDACTED]	[REDACTED]rg
Darwin Miller, Section V	[REDACTED]	[REDACTED].org
Larry McAlpine, Section VI	[REDACTED]	[REDACTED].org
Stephen Pugh, Section VII	[REDACTED]	[REDACTED].org
Ron Gathe, Section VIII	[REDACTED]	[REDACTED]
Will Morris, CSU	[REDACTED]	[REDACTED]
Chris Hester, VCU	[REDACTED]	[REDACTED]
Curtis Nelson, Juvenile	[REDACTED]	[REDACTED]
Jermaine Guillory, III & Family Law	[REDACTED]	[REDACTED]g
Sonya Cardia-Porter, Sex Crimes	[REDACTED]	[REDACTED]
Monisa Thompson, Appellate	[REDACTED]	[REDACTED]
Melanie Fields, Victim Assistance Director	[REDACTED]	[REDACTED]
Dusty Guidry, Pretrial Director	[REDACTED]	[REDACTED]

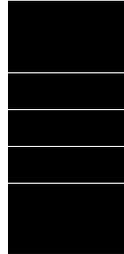


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IT Manager, General Informatics (24/7)
 Linda Pitcher, Finance Director
 Laurie Englade, Personnel Assistant
 Linda Southall, DA's Executive Secretary
 Russ Hebert, Chief Legal Investigator
 Brad Taylor, Chief Operations Investigator
 Sarah Tirrell, Assets & Bond Forfeiture



COURT KEY PERSONNEL

Home Phone

Alt. Contact

Anthony Marabella, Judge Sec. 1
 Richard Anderson, Judge Sec. 2
 Michael Erwin, Judge Sec. 3
 Bonnie Jackson, Judge Sec. 4
 Louis Daniel, Judge Sec. 5
 Richard Moore, Judge Sec. 6
 Beau Higginbotham, Judge Sec. 7
 Trudy White, Judge Sec. 8
 Doug Welborn, Clerk of Court
 Ann McCrory, Judicial Administrator
 Frank Howze, Bail Bond Project



OTHER COURT KEY PERSONNEL

Work Phone

Alt. Contact

Commissioner Quintillis Lawrence
 Commissioner Nicole Robinson
 Adam Haney, Judge Juvenile
 Pamela Johnson, Judge Juvenile
 Deron Patin, Juvenile Services Director
 Mike Mitchell, Public Defender



SHERIFF KEY PERSONNEL

Sid J. Gautreaux, Sheriff
 Lawrence McLeary, Chief Criminal Dpy
 Dennis Grimes, Warden Prison



POLICE KEY PERSONNEL



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Carl Dabadie, Chief
 David Hamilton, Commander



DEPARTMENT OF CORRECTIONS KEY PERSONNEL

James Leblanc, Secretary
 Timothy Hooper, Warden Hunt
 DOC Incident Command
 Kevin Reeves, LSP Superintendent



CORONER'S KEY PERSONNEL

Beau Clark, Coroner
 Shane Evans, Chief Investigator



EMERGENCY OPERATIONS KEY PERSONNEL

JoAnne Moreau, Director (MOHSEP)
 James Waskom, Director (GOHSEP)



MEDIA

WAFB (2)
 WBRZ (9)
 WVLA(33)
 WJBO (1150 AM)
 THE ADVOCATE

