

JEDCO, JEDCO Development Corp. & Forward Jefferson Emergency Plan



**Jefferson Parish Economic Development Commission
700 Churchill Parkway
Avondale, LA 70094
(504) 875-3908 * FAX (504) 875-3923
www.jedco.org**

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Introduction

Purpose of Plan

The purpose of the Emergency Plan is to guide the JEDCO, JEDCO Development Corp. & Forward Jefferson in a safe, timely, and effective response to incidents that threaten the parish's environment and public health, safety, or welfare. It is also intended to promote coordination among federal, state and local officials to the business recovery of the parish.

Scope of Plan

The JEDCO, JEDCO Development Corp. & Forward Jefferson Emergency Plan is intended for personnel of Jefferson Parish Economic Development Commission (JEDCO) and for other agencies that support JEDCO in large-scale, multi-divisional incident response. Incidents vary greatly in location and severity. The JEDCO, JEDCO Development Corp. & Forward Jefferson Emergency Plan applies only to incidents

- that occur on land or on inland or coastal waters of Jefferson Parish; and
- that present an imminent danger to public health, safety or welfare.

Priority 1 Assignments will be charged with establishing the JEDCO Emergency Office of Operations. This Office of Operations must be established within 72 hours of the conclusion of the disaster/event. These staff members will be assigned keys to the office as well as all access passes to Jefferson Parish, including the magnetic car emergency response signs.

For the purposes of this plan, the Priority 1 Re-Entry Assignments will be activated immediately following the disaster/event to enter the area once Jefferson Parish deems all critical life needs have been met and safety concerns have passed. These employees' functions have been predetermined as JEDCO's first responders to retrieve critical need items from JEDCO's facilities and aid in establishing the JEDCO Emergency Office of Operations.

Jerry Bologna, President & CEO
Scott Rojas, Director of Facilities and Information Technologies

All other employees (*Priority 2 and 3 Assignments*) will be contacted immediately following the disaster by phone or e-mail to define their individual roles. These employees should follow individual staff assignments located on pages 18 – 31, secure data and evacuate. If you change location during the evacuation, please resubmit the information to Employee Access link.

JEDCO Emergency Plan

Pre-Event Preparations

JEDCO will update and provide copies of this document to its Board of Commissioners, the Parish and our economic development partners.

Annually, JEDCO will also:

- Update JEDCO, JEDCO's Development Corp and Forward Jefferson's Emergency Plan.
- Update JEDCO's list of partner and media contacts for dissemination of business recovery information.
- Create emergency business assistance pages for website.

JEDCO Staff and Office Preparation

- Attempt to book and confirm housing needs for up to four essential staff members who will establish the JEDCO Emergency Operation Center.
- Prepare JEDCO's Administrative Office for the Evacuation:
 - Update first aid kit and batteries/ inventory quarterly.
 - Computer files backed up and removed from the premises. Computers hardware, printers, etc moved to interior offices when available, otherwise should be covered.
 - Emergency supplies/equipment (i.e. first aid kit, flashlights and battery operated radio) are stored in the kitchen closet for the use in the event of minor injuries or loss of electricity.
 - Clear all desktops, credenzas, etc. and store in drawers or interior offices. All other loose objects must be secured. Window shades are to be lowered and office doors shut but not locked.
- Distribute staff emergency contact list that includes evacuation locations (relative or friend's house, etc.) for each staff member. Confirm phone tree for staff and a call-in number, toll-free or remote location as back-up. (See Attached) Update website to include all information under the secure Employee Access link.
- Confirm and secure commitment for a remote office away from severe damage area through a reciprocal mutual-aid agreement with Louisiana Economic Development (LED). LED can provide a point-of-contact for staff and business affiliates to call to declare their situation after a storm and may provide needed supplies, staff assistance or other support. Determine alternative phone number that offers a point-of-contact in the event the toll free number becomes nonfunctional.
- Provide staff emergency contact information, including alternate/cell telephone numbers and alternate e-mail address, to LED and other organizations that will assist with response and recovery efforts.

- Organize the “JEDCO Business Recovery Team” that organizes the staff into key business response and recovery teams. Assign team and individual duties. Issue passes, keys and magnetic car passes for reentry.
- Synchronize remote server and secure logon information. All departments will backup individual computers as well as departmental files.
- Once all staff and office preparation is complete, evacuate! Staff will register evacuation contact information under the JEDCO’s Employee Access link. In the event the evacuation is associated with a hurricane, staff will register prior to the hurricane making landfall. Each staff member will bring this plan with him/her. JEDCO will follow parish directives for deployment/evacuation of essential and nonessential personnel. Below are instructions to access the JEDCO’s Employee Access Link and Remote E-Mail.

JEDCO Evacuation Policies

- JEDCO employees are to follow the declaration of the Jefferson Parish President pertaining to non-essential employees of Jefferson Parish during its voluntary evacuation announcement.
- JEDCO employees will be paid up to but not exceeding **three (3) weeks of salary** once a voluntary evacuation has been declared. It is each employee’s responsibility to return to his/her prospective duties once a work return date is announced. A work return date will be posted on the JEDCO website (along with other updates) and each employee is responsible for review of the JEDCO website to learn of the work return date.
- If an employee is unable to return on the posted date, that employee is responsible for notifying his/her immediate supervisor by posting that information on the JEDCO website or by calling directly. An employee will be allowed to use accrued vacation times if not returning as per the posted work return date. Once accrued vacation time expires, an employee will not be paid until he/she returns to work.

Remote Computer Access

Remote Employee Login Access

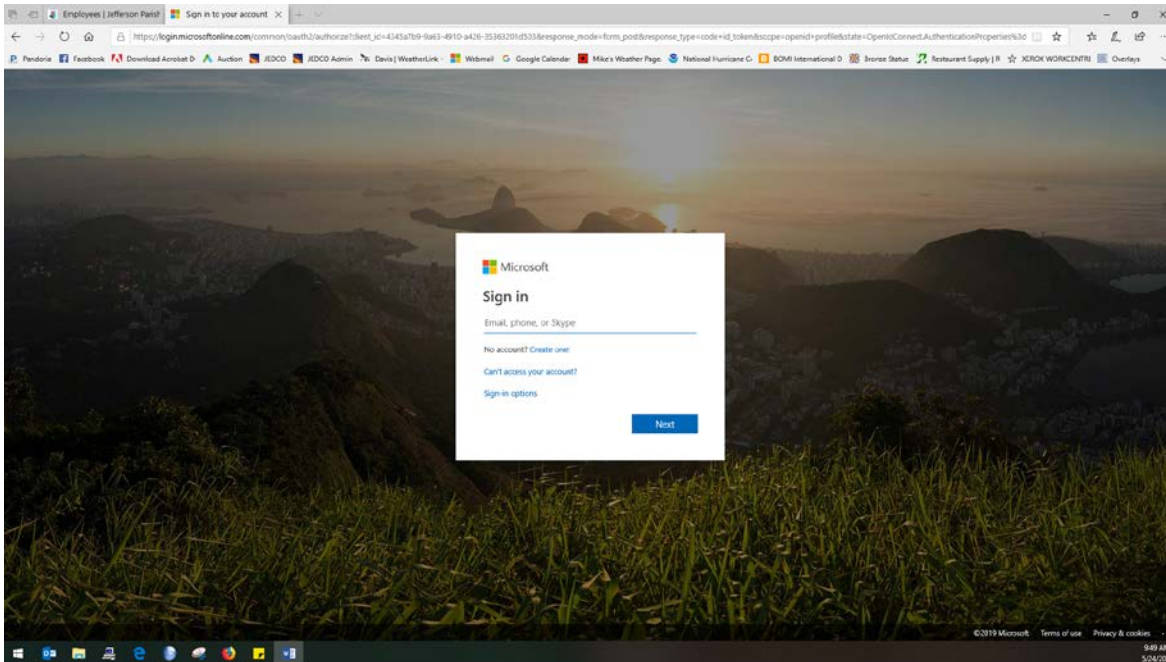
1. Go to JEDCO’s website www.jedco.org
On all page, under the page footer, click “Employee Access” (bottom footer)

You will see a box pop up asking for a user name and password
Username: **first initial and last name, all lowercase** (Example: srojas)
Password: **computer/e-mail password**
2. Or you can go directly to the forums and by pass this step by typing in <https://login.microsoftonline.com/>. Click on the register icon and follow the above directions. Remember everything is case sensitive!

Outlook (E-Mail) Web Access Instructions

You can access your mail via Webmail from any computer by going by opening your web browser and typing in the following: <https://login.microsoftonline.com/> (cut and paste to browser)

Enter your E-mail credentials, note that you must enter your entire e-mail address ex: user@jedco.org as the “User ID” and your e-mail password and click “Sign in.” Click “Inbox” for your e-mail.



When you are finished with Outlook, please remember to close the application and the browser if you are using a shared computer.

Business Preparation

- Update emergency contact list for businesses, partners and resources that will assist with local response and recovery efforts. Business Retention will backup electronic and paper files to be evacuated.
- Update Constant Contact and prepare e-mail blast to alert JEDCO's database to disaster plans and contact information in the event that a voluntary evacuation is ordered.
- Update the business survey that can be used to capture pertinent information needed to determine assistance needs of industry sectors or individual businesses post disaster. See attached survey.
- Work with the Jefferson Chambers and other business organizations to develop an employer contact list to be used for dissemination of disaster preparation, response and recovery information. Contact businesses before threat is imminent (through survey sent to businesses by e-mail and internet communication) and request emergency contact information and provide JEDCO's contact information.
- Identify businesses that might be severely compromised or might pose a contamination or other threat if operations are shut down due to physical damage or loss of power for a sustained period of time.

Parish Preparation

- Contact Jefferson Parish Emergency Operation Center (EOC) and define roles as the "primary contact for business recovery" organization in the parish/region.
- Communicate business recovery information to Jefferson Parish EOC to determine the method of information dissemination.
- Facilitate communication with area businesses who are not Jefferson Parish Business Emergency Communication Network (BECN) hub partners.

During the Disaster

- JEDCO staff will continue to make calls as needed.
- Maintain website and social media as well as post updates.
- Continue media updates and status.
- Continue communications with Jefferson Parish Emergency Operations Center (EOC) as long as possible.
- Initiate contact with Louisiana Economic Development and Office of the Governor to open lines of communications and establish the JEDCO Emergency Office of Operation.
- Initiate contact with the JEDCO Partner Contacts.

Response/Recovery

- Contact LED to begin setup of the JEDCO Emergency Office of Operations within 72 hours of the conclusion of the disaster. Establish phone lines, internet and website connections.

- Begin communications using the JEDCO phone tree. Once calls are complete, please post employee information on the JEDCO website if not posted by the employee under the Employee Login.
- Assume pre-determined role (in cooperation with EOC and Jefferson Parish Government) to serve as the primary business recovery organization in the community. See attached.
- Contact EOC and/or Jefferson Parish emergency contact for preliminary estimates on the extent of damage and estimated time for recovery. This initial impact information will be shared with state partners in order to expedite delivery of assistance to employers in the parish.
- Contact media to disburse this information quickly. Post this information on www.jedco.org immediately. Contact outdoor advertisers (Bayou, Lamar, etc.) to negotiate free or reduced advertising for recovery information. Recovery information advertised via JEDCO should be available to businesses as well as the general public.
- Collaborate with LED and other partners to execute business impact surveys to determine the disaster's impact on major employers, individual business sectors and the small business community as well as to advertise the location(s) where assistance is available. JEDCO staff will be disbursed into geographic business areas of the parish to assist with this process. Individual assignments will be made post-disaster. Surveys will also be available via e-mail or the JEDCO website.
- Staff will contact their "key" companies that may have been affected to determine any loss of goods and services. Use the Post Hurricane/Disaster Business Impact Survey to help with the needs assessment.
- Determine businesses that are essential to recovery and implement protocol for conducting business under the post-hurricane evacuation. This should include building products suppliers, food distributors and commercial contractors, as well as companies providing other vital products and services to the recovery effort.
- Gathered survey data will be compiled by JEDCO to report to state and federal agencies.

Post-Disaster

- Identify representatives of federal, state, and parish business resources organizations (i.e. FEMA, SBA,) that will staff business resource workshops and business assistance centers for the community.
- Identify appropriate location (that accommodate 50-100) to hold Business Resource Workshop to educate local businesses on available financial and employment assistance, business counseling and other resources that are available to assist in their recovery.
- Identify appropriate location to set up a Business Assistance Center (that provides a waiting area, conference room and private counseling offices if possible) with telephone and fax/internet services and work with the Jefferson Chamber, WorkForce, SBA and others to staff center.
- Assist in assembling information regarding **initial physical/business impact** on community from sources in the community, including FEMA teams, parish emergency management officials, parish administrator's office, parish property appraiser's office, etc.
- Collaborate with partner contacts to execute a **projected economic impact** business survey to determine the disaster's impact on major employers, individual business sectors/small business community.

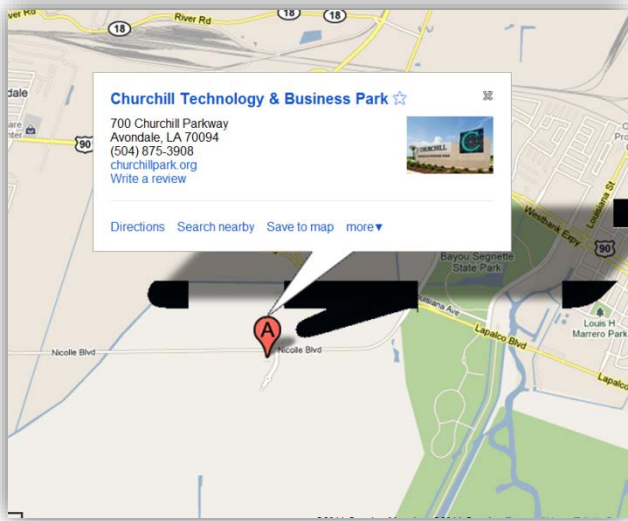
- Where appropriate, dependent on degree of economic impact of disaster, contact local legislators to request assistance in petitioning the Governor, Speaker of the House and President of the Senate to activate the Louisiana Small Business Emergency Bridge Loan Program.
- In the event the Small Business Emergency Bridge Loan Program is activated, assemble local bank representatives, work to identify an administrator of the program, and coordinate a committee meeting location.
- Identify businesses that might be prepared to resume operation and employment quickly with a minimal amount of debris removal or damage repair or a temporary “emergency” waiver of some permitting or other county regulation.

JEDCO Office of Operations

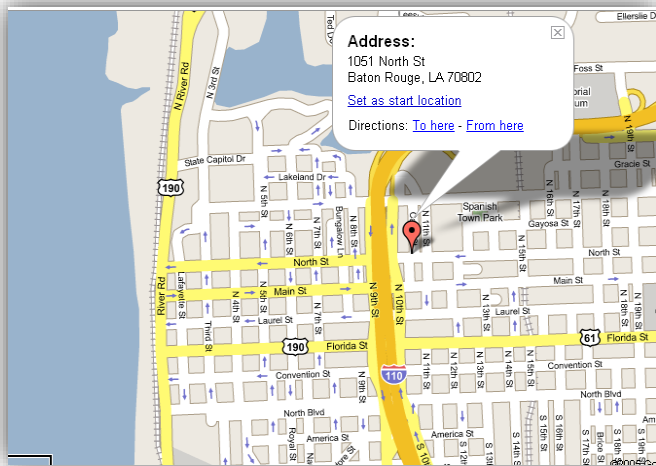
Arrangements have been made to relocate JEDCO during an emergency that requires evacuation of or unsafe return to the permanent office. Office space will be determined in the order as listed:

- **JEDCO**, 700 Churchill Parkway, Avondale, LA 70094
Phone: 504-875-3908
- **Louisiana Economic Development**, 1051 North 3rd Street, Baton Rouge, LA 70804
Phone: 504-342-9223

JEDCO's marketing and public relations manager will contact contact key media to advise of JEDCO's location, emergency headquarters and phone numbers where businesses and partners can reach JEDCO if needed.



Jedco Building at Churchill – 700 Churchill Parkway
Avondale, LA 70094



LED – 1051 North 3rd Street
Baton Rouge, LA 70804

JEDCO Employee Contact Information

The following information should be considered as strictly confidential. This information is to be used in an emergency and not to be released to the public.

Bologna, Jerry 3552 Metairie Court Metairie, LA 70002 jerry.bologna@yahoo.com	Cellular	289-9410
Bordelon, Lacey G. 312 Gregory Drive Luling, LA 70070 laceyguidry@gmail.com	Cellular	669-4252
Cabrera, Lisa 6 Jasmine Lane St. Rose, LA 70087 lcabrera8@cox.net	Home: 461-8807 Cellular: 913-7646	
Galati, Janet 9515 Catalpa Loop Waggaman, LA 70094 janetrgalati@gmail.com	Cellular: 813-597-8614	
Grows, Cynthia 2548 W. Friendship Drive Harvey, LA 70058	Home 362-8085 Cellular 459-5478	
Kelly, Annalisa 615 North Salcedo Street New Orleans, LA 70119 annalisa.kelly@gmail.com	Cellular	373-9191
Lapeyrouse, Jennifer 813 Pacific Ave New Orleans, LA 70114 jlapeyrouse@yahoo.com	Cellular	985-226-2354
Lobue, Jessica 2570 Bent Tree Blvd Marrero, LA 70072 jklobue@yahoo.com	Cellular	382-3238
Manuel, Pamela 42 Robert Rd. Waggaman, LA 70094 mqlc@icloud.com	Cellular	405-6085

Martens, Mary Cellular 985-855-9605
3717 West Grandlake Blvd
Kenner, LA 70065
marylmartens@yahoo.com

Moreano, Kate Cellular 228-243-9205
7001 Amanda Street
Metairie, LA 70003
kmoreano@gmail.com

Ritter, Debbie Cellular 442-5864
3007 Danny Park
Metairie, LA 70002
debrarit@yahoo.com

Rojas, Scott Home 305-4272
8 Erin Court Cellular 250-2290
Harahan, LA 70123
scottrojas@cox.net

Ruiz, Margo Cellular 427-9207
9567 Silver Bell Place
Waggaman, LA 70094
margoruiz504@gmail.com

Scram, Kelsey Cellular 724-554-9735
1731 General Taylor
New Orleans, LA 70115

Weeks, Penny Cellular 237-5990
3016 7th Street
Metairie, LA 70002
weekspenny@yahoo.com

Wendel, Kate Cellular 782-7666
5747 Oxford Place
New Orleans, LA 70131
kate.wendelnola@gmail.com

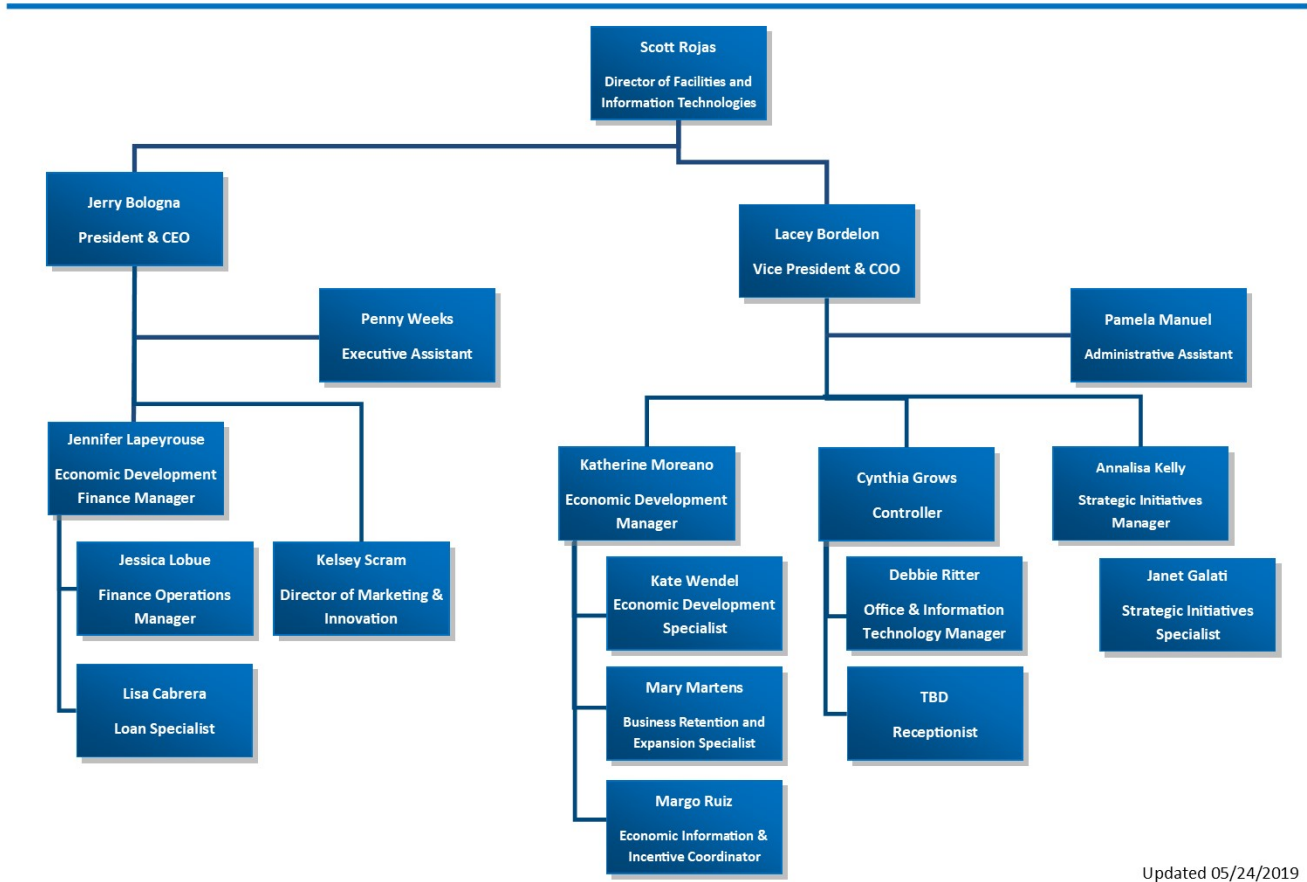
- In the event Jefferson Parish Emergency Operation Center (EOC) declares an emergency, JEDCO will activate the emergency contact procedures which include communications via the JEDCO website. The link can be found under the administrative link of Access JEDCO. Use predetermined user name and password to enter the system. Please post current location with contact information including address, phone number, cell number and e-mail address.
- Activate the JEDCO Team Call Procedures. All assigned managers should contact their team members as listed on the Team Call Procedures chart. Contact information for staff should be obtained and compiled to begin the operations of the JEDCO Emergency Office of Operations.
- In the event that a staff member is unable to contact an individual, refer to the employee contact sheets that have potential evacuation locations and alternate contact information.

- If staff members are not contacted by a supervisor within 48 hours of the completion of the disaster, attempt to contact the Director of Facilities and Information Technologies. The Director of Facilities and Information Technologies is designated as the alternate staff contact and will be charged with staff assignments.

JEDCO Team Call Procedures



Emergency Phone Tree



Updated 05/24/2019

Priority Staff Assignments

Priority 1 Assignments

Priority 1 Assignments will be charged with establishing the JEDCO Emergency Office of Operations. This Office of Operations must be established within 72 hours of the conclusion of the disaster. These staff members will be assigned keys to the office as well as all access passes to Jefferson Parish, including the magnetic car emergency response signs. The JEDCO Team Call Procedures begin with these staff members.

Jerry Bologna, President & CEO
Scott Rojas, Director of Facilities and Information Technologies

Priority 2 Assignments

Priority 2 Assignments will be charged with establishing post-hurricane business outreach. The initial assessment phase should begin with the top 100 companies, the critical need employers and JEDCO's borrowers. Early access consideration will be given to companies with inventory or chemicals dependent upon backup power.

Lacey Bordelon, Vice President & COO
Kelsey Scram, Director of Marketing and Innovation
Annalisa Kelly, Strategic Initiatives Manager
Janet Galati, Strategic Initiatives Specialist
Kate Moreano, Economic Development Manager
Jennifer Lapeyrouse, Economic Development Finance Manager
Jessica Lobue, Finance Operations Manager
Kate Wendel, Economic Development Specialist
Mary Martens, Business Retention and Expansion Specialist
Margo Ruiz, Economic Information & Tax Incentives Coordinator

Priority 3 Assignments

Priority 3 Assignments will be charged with establishing post-hurricane operations. These staff members will be assigned to establish overall operations of JEDCO including financing and accounting. Initially, the majority of these staff members may work remotely until conditions are safe to return to Jefferson Parish.

Penny Weeks, Executive Assistant
Cynthia Grows, Controller
Debra Ritter, Office/IT Manager
Lisa Cabrera, Loan Specialist
Pamela Manuel, Administrative Assistant
TBD, Receptionist

Individual staff assignment will be issued on the employee information sheets. Remember to backup all computer information and evacuate with laptops, memory stick and backup CDs. Move all computers away from the windows into the center of the office space and cover with plastic bags. All paper files must be secured and covered. Check the JEDCO website regularly for update and information. Register via the website under the employee login with current contact information.

Individual Staff Assignments

Jerry Bologna, President and CEO

- Coordinate with the executive assistant and/or the office manager to secure and backup all computer and paper files.
- Maintain communications with local, regional and state organizations to begin mapping out a plan for recovery.
- Evacuate with the Chase Bank security key and maintain account operations.

Employee Name:	Jerry Bologna	Alternate Email:	jerry.bologna@yahoo.com
Division:	Administration	Home Phone:	
Employee Title:	President & CEO	Mobile Phone:	504-289-9410
Work Phone:	875-3921	Home Address:	3552 Metairie Court
Location:	700 Churchill Parkway, Avondale, LA 70094	City & State:	Metairie, LA 70002
Work Email:	jbologna@jedco.org		

Lacey G. Bordelon, Vice President and COO

- Secure all paper files.
- Contact contractors/consultants for EDGE and other contracts managed by the VP regarding activation of JEDCO's emergency plan and establish forms of communication during and after emergency event

Employee Name:	Lacey G. Bordelon	Alternate Email:	laceyguidry@gmail.com
Division:	Administration	Home Phone:	
Employee Title:	Vice President & COO	Mobile Phone:	504-669-4252
Work Phone:	875-3919	Home Address:	312 Gregory Drive
Location:	700 Churchill Parkway, Avondale, LA 70094	City & State:	Luling, LA 70070
Work Email:	lbordelon@jedco.org		

Penny Weeks, Executive Assistant:

- Secure and backup all computer and paper files.
- Print Outlook Contacts for Jerry Bologna

Employee Name:	Penny Weeks	Alternate Email:	weekspenny@yahoo.com
Division:	Administration	Home Phone:	
Employee Title:	Executive Assistant	Mobile Phone:	504-237-5990
Work Phone:	875-3914	Home Address:	3016 7 th Street
Location:	700 Churchill Parkway, Avondale, LA 70094	City & State:	Metairie, LA 70002
Work Email:	pweeks@jedco.org		

Pamela Manuel, Administrative Assistant:

- Secure and backup all computer and paper files.
- Update Outlook Contacts for Lacey

Employee Name:	Pamela Manuel	Alternate Email:	mgllc@icloud.com
Division:	Administration	Home Phone:	
Employee Title:	Administrative Assistant	Mobile Phone:	504-405-6089
Work Phone:	875-3934	Home Address:	42 Robert Road
Location:	700 Churchill Parkway, Avondale, LA 70094	City & State:	Waggaman, LA 70094
Work Email:	pmanuel@jedco.org		

Scott Rojas, Director of Facilities and Information Technologies

- Activate Team Call Procedures.
- Secure and backup all computer and paper files.
- Activate Website commutations module.
- E-mail blast prior to evacuation location.
- Website communication potential and phone numbers.
- Maintain contact with Jefferson Parish and local media.
- Evacuate with JEDCO server and laptop.

Employee Name:	Scott Rojas	Alternate Email:	skippyjohnrojas@gmail.com
Division:	Administration	Home Phone:	504-305-4272
Employee Title:	Director of Facilities and Information Technologies	Mobile Phone:	504-250-2290
Work Phone:	875-3916	Home Address:	8 Erin Court
Location:	700 Churchill Parkway, Avondale, LA 70094	City & State:	Harahan, LA 70123
Work Email:	srojas@jedco.org		

Kate Moreano, Economic Development Manager

- Secure and backup all computer files not already saved to the server
- Ensure Salesforce MEMR report is up to date
- Generate report of retention companies of interest and/or critical needs for self
- Generate top 100 MEMR list providing an electronic copy to self, Kate Wendel, Mary Martens, Janet Galati, Annalisa Kelly and Lacey Bordelon
- Provide an electronic copy of driver companies report (if applicable) to self, Kate Wendel, Mary Martens, Janet Galati, Annalisa Kelly and Lacey Bordelon
- Evacuate with laptop and electronic copies of all aforementioned documents on flash drive

Employee Name:	Kate Moreano	Alternate Email:	kmoreano@gmail.com
Division:	EDS	Home Phone:	
Employee Title:	Economic Development Manager	Mobile Phone:	228-243-9205
Work Phone:	875-3945	Home Address:	7001 Amanda Street
Location:	700 Churchill Parkway, Avondale, LA 70094	City & State:	Metairie, LA 70003
Work Email:	kmoreano@jedco.org		

Kate Wendel, Economic Development Specialist

- Secure and backup all computer files not already saved to the server
- Generate report of retention companies of interest and/or critical needs for self
- Generate top 100 MEMR list, providing an electronic copy to self, Kate Moreano, Mary Martens, Annalisa Kelly and Lacey Bordelon
- Provide an electronic copy of driver companies report (if applicable) to self, Kate Moreano, Mary Martens, Janet Galati, Annalisa Kelly and Lacey Bordelon
- Evacuate with electronic copies of all aforementioned documents on flash drive

Employee Name:	Kate Wendel	Alternate Email:	Kate.wendelnola@gmail.com
Division:	EDS	Home Phone:	
Employee Title:	Economic Development Specialist	Mobile Phone:	504-782-7666
Work Phone:	875-3912	Home Address:	5747 Oxford Place
Location:	700 Churchill Parkway, Avondale, LA 70094	City & State:	New Orleans, LA 70131
Work Email:	kwendel@jedco.org		

Mary Martens, Business Retention & Expansion Specialist

- Secure and backup all computer files not already saved to the server
- Generate report of retention companies of interest and/or critical needs for self
- Generate top 100 MEMR list, providing an electronic copy to self, Kate Moreano, Kate Wendel, Annalisa Kelly and Lacey Bordelon
- Provide an electronic copy of driver companies report (if applicable) to self, Kate Moreano, Kate Wendel, Janet Galati, Annalisa Kelly and Lacey Bordelon
- Evacuate with electronic copies of all aforementioned documents on flash drive

Employee Name:	Mary Martens	Alternate Email:	marylmartens@yahoo.com
Division:	EDS	Home Phone:	
Employee Title:	Business Retention & Expansion Specialist	Mobile Phone:	985-855-9605
Work Phone:	875-3936	Home Address:	3717 W. Grandlake Blvd.
Location:	700 Churchill Parkway, Avondale, LA 70094	City & State:	Kenner, LA 70065
Work Email:	mmartens@jedco.org		

Annalisa Kelly, Strategic Initiatives Manager

- Secure and backup all computer and paper files.
- Alert Gretna Mayor and appropriate city staff to the activation of JEDCO's emergency plan and establish forms of communication during and after emergency event
- Generate report of Gretna retention companies of interest and/or critical needs (for self, Lacey, Kate M., Janet and Mary).

Employee Name:	Annalisa Kelly	Alternate Email:	annalisa.kelly@gmail.com
Division:	Strategic Initiatives	Home Phone:	373-9191
Employee Title:	Strategic Initiatives Manager	Mobile Phone:	373-9191
Work Phone:	875-3918	Home Address:	615 North Salcedo Street
Location:	700 Churchill Parkway, Avondale, LA 70094	City & State:	New Orleans, LA 70119
Work Email:	akelly@jedco.org		

Janet Galati, Strategic Initiatives Specialist

- Secure and backup all computer and paper files.
- Alert Gretna Mayor and appropriate city staff to the activation of JEDCO's emergency plan and establish forms of communication during and after emergency event
- Generate report of Gretna retention companies of interest and/or critical needs (for self, Lacey, Annalisa, Kate M. and Mary).

Employee Name:	Janet Galati	Alternate Email:	janetrgalati@gmail.com
Division:	Strategic Initiatives	Home Phone:	
Employee Title:	Strategic Initiatives Specialist	Mobile Phone:	813-597-8614
Work Phone:	875-3940	Home Address:	9515 Catalpa Loop
Location:	700 Churchill Parkway, Avondale, LA 70094	City & State:	Waggaman, LA 70094
Work Email:	jgalati@jedco.org		

Margo Ruiz, Economic Information and Tax Incentives Coordinator

- Secure and backup all computer files not already saved to the server
- Save marketing database spreadsheet, top revenue producers report, and critical needs employers report to flash drives and provide copies to self, Kate Moreano, Kate Wendel, Mary Martens, Janet Galati, Annalisa Kelly and Lacey Bordelon
- Evacuate with electronic copies of all aforementioned documents on flash drive

Employee Name:	Margo M. Ruiz	Alternate Email:	margoruiz504@gmail.com
Division:	EDS	Home Phone:	
Employee Title:	Economic Development & Tax Incentives Coordinator	Mobile Phone:	504-427-9207
Work Phone:	875-3920	Home Address:	9567 Silver Bell Place
Location:	700 Churchill Parkway, Avondale, LA 70094	City & State:	Waggaman, LA 70094
Work Email:	mruiz@jedco.org		

Cynthia Grows, Controller

- Secure and backup all computer and paper files.
- Evacuate with JEDCO checks.
- Contact staff members assigned under Team Call Procedures.
- Evacuate with banking and personnel information and maintain account operations.

Employee Name:	Cynthia Grows	Alternate Email:	
Division:	Accounting/Administration	Home Phone:	504-362-8085
Employee Title:	Controller	Mobile Phone:	504-459-5478
Work Phone:	875-3930	Home Address:	2548 West Friendship Dr.
Location:	700 Churchill Parkway, Avondale, LA 70094	City & State:	Harvey, LA
Work Email:	cgrows@jedco.org		

Debra Ritter, Office Manager

- Secure and backup all computer and paper files, prepare server and remote server. Confirm remote e-mail and outlook access is active.
- Evacuate with backup copy and JEDCO checks.
- Evacuate with banking information and maintain account operations.
- Contact LED to set-up phone lines and office.
- Confirm office is prepared for evacuation.

Employee Name:	Debbie Ritter	Alternate Email:	debrarit@yahoo.com
Division:	Administration	Home Phone:	
Employee Title:	Office/IT Manager	Mobile Phone:	504-442-5864
Work Phone:	875-3929	Home Address:	3007 Danny Park
Location:	700 Churchill Parkway, Avondale, LA 70094	City & State:	Metairie, La 70002
Work Email:	dritter@jedco.org		

TBD, Receptionist

- Secure and backup all paper files.
- Assist Controller and Office & Information Technology Manager

Employee Name:		Alternate Email:	
Division:	Administration	Home Phone:	
Employee Title:	Receptionist	Mobile Phone:	
Work Phone:	875-3908	Home Address:	
Location:	700 Churchill Parkway, Avondale, LA 70094	City & State:	
Work Email:			

Jennifer Lapeyrouse, Economic Development Finance Manager

- Secure and backup all computer and paper files as needed.
- Backup paper files. Back-up individual files on flash drive for Word and Excel.
- Contact staff members assigned under Team Call Procedures.
- Responsible for contacting financial customers for assessment.

Employee Name:	Jennifer Lapeyrouse	Alternate Email:	jlapeyrouse@yahoo.com
Division:	Finance	Home Phone:	
Employee Title:	Economic Development Finance Manager	Mobile Phone:	985-226-2354
Work Phone:	875-3924	Home Address:	813 Pacific Ave.
Location:	700 Churchill Parkway, Avondale, LA 70094	City & State:	New Orleans, LA 70114
Work Email:	jlapeyrouse@jedco.org		

Jessica Lobue, Finance Operations Manager

- Secure and backup all computer and paper files.
- Back-up individual files on flash drive for Word and Excel.
- Responsible for moving all computer equipment, files etc. to an inside office for safekeeping.
- Responsible for contacting financial customers.

Employee Name:	Jessica K. Lobue	Alternate Email:	jklobue@yahoo.com
Division:	Finance	Home Phone:	
Employee Title:	Finance Operations Manager	Mobile Phone:	504-382-3238
Work Phone:	875-3925	Home Address:	2570 Bent Tree Blvd.
Location:	700 Churchill Parkway, Avondale, LA 70094	City & State:	Marrero, LA 70072
Work Email:	jlobue@jedco.org		

Lisa Cabrera, Financing Programs Coordinator:

- Back-up Loan Management System (LMS).
- Secure and backup all computer and paper files.

Employee Name:	Lisa Cabrera	Alternate Email:	lcabrera8@cox.net
Division:	Finance	Home Phone:	504-461-8807
Employee Title:	Loan Specialist	Mobile Phone:	504-913-7646
Work Phone:	875-3926	Home Address:	6 Jasmine Lane
Location:	700 Churchill Parkway, Avondale, LA 70094	City & State:	St. Rose, LA 70087
Work Email:	lcabrera@jedco.org		

Kelsey Scram, Director of Marketing and Innovation

- Secure and backup all computer and paper files.
- Social Media and press outreach

Employee Name:	Kelsey Scram	Alternate Email:	kmscram@gmail.com
Division:	Marketing	Home Phone:	
Employee Title:	Director of Marketing and Innovation	Mobile Phone:	724-554-9735
Work Phone:	875-3927	Home Address:	1731 General Taylor
Location:	700 Churchill Parkway, Avondale, LA 70094	City & State:	New Orleans, LA 70115
Work Email:	kscram@jedco.org		

JEFFERSON PARISH LEGISLATIVE DELEGATION MEMBERS 2016-2020 Legislative Term

DELEGATION OFFICE

MAILING ADDRESS / EMAIL	PHONE / FAX	STAFF
Jefferson Parish Legislative Delegation Office Post Office Box 44434 Baton Rouge, Louisiana 70804 Email: jeffdel@legis.la.gov	(O) 225.342.0357 (F) 225.342.8351	Rubye Noble, Legislative Liaison & Senior Asst. Parish Atty. Legislative Aides: Kendall Langs Ty DeLee Rachel Archey Sean Hughes Ryne D'Arensbourg

SENATORS (7)

SENATOR NAME / ADDRESS / EMAIL	PHONE / FAX	LEGISLATIVE STAFF	COMMITTEE ASSIGNMENT
HON. JOHN A. ALARIO Senate President, District 8 1063 Muller Parkway Westwego, Louisiana 70094	(O) 504.340.2221 (F) 504.341.0794	Gay Smith (Senate) smithg@legis.la.gov Kathleen Doming (District) alarioj@legis.la.gov	<i>Senate President</i>
HON. CONRAD APPEL Senator, District 9 721 Papworth Avenue, Suite 102A Metairie, LA 70005	(O) 504.838.5550 (F) 504.838.5552	Patsy Green (District) appelc@legis.la.gov	Environmental Quality, <i>Vice-Chair</i> Commerce Education Finance
HON. TROY CARTER Senator, District 7 P.O. Box 50730 New Orleans, LA 70150	(O) 504.299.3298	Winifred Warrick (District) cartert@legis.la.gov	Labor and Industrial Relations, <i>Vice-Chair</i> Judiciary C Revenue & Fiscal Affairs Senate & Governmental Affairs
HON. DANIEL R. MARTINY Senator, District 10 131 Airline Highway, Suite 201 Metairie, LA 70001	(O) 504.834.7676 (F) 504.834.5409	Jennifer Balsler (District) martinyd@legis.la.gov	Commerce, <i>Chair</i> Judiciary A Local & Municipal Affairs
HON. J.P. MORRELL Senate, District 3 6001 Stars and Stripes Blvd., Suite 221 New Orleans, LA 70126	(O) 504.284.4794 (F) 504.284.4796	Krystal Diaz Gerard Willi morrelljp@legis.la.gov	Revenue & Fiscal Affairs, <i>Chair</i> Judiciary B Labor & Industrial Relations Senate & Governmental Affairs
HON. KAREN CARTER PETERSON Senate District 5 650 Poydras St., Suite 2850 New Orleans, LA 70113	(O) 504.568.8346 (F) 504.568.8405	Oliver Thomas petersonk@legis.la.gov	Senate & Governmental Affairs, <i>Chair</i> Judiciary B Local & Municipal Affairs Revenue & Fiscal Affairs
HON. GARY SMITH JR. Senate District 19 Physical: 9 Apple Street Norco LA 70079 Mailing: P. O. Box 189 Norco, LA 70079	(O) 985.764.9122 (F) 985.764.6710	Greta Nassar smithgl@legis.la.gov	Judiciary B, <i>Chair</i> Insurance Revenue & Fiscal Affairs Transportation

REPRESENTATIVES (12)

REPRESENTATIVE NAME / ADDRESS / EMAIL	PHONE / FAX	LEGISLATIVE STAFF	COMMITTEE ASSIGNMENT
HON. ROBERT E. BILLIOT Representative, District 83 10 Westbank Expressway Westwego, LA 70094	(O) 504.436.8929 (F) 504.436.8994	Wendy Maise (District) billiotr@legis.la.gov	Appropriations Municipal, Parochial and Cultural Affairs Natural Resources
HON. PATRICK CONNICK Representative, District 84 5201 Westbank Expressway, Suite 100 Marrero, LA 70072	(O) 504.371.0240 (F) 504.371.0242	Erika Seifert (District) connickp@legis.la.gov	Commerce Natural Resources
HON. JERRY GISCLAIR Representative, District 54 P.O. Drawer 1448 Larose, LA 70373-1448	(O) 985.798.7707 (O) 866.542.2780 (F) 985.798.7757	Denna Guidry (District) gisclair@legis.la.gov	Agriculture Natural Resources Transportation, Highways, and Public Works
HON. CAMERON HENRY Representative, District 82 1539 Metairie Road Suite A Metairie, LA	(O) 504.838.5433 (F) 504.838.5435	Stephanie Gerarve (District) henryc@legis.la.gov	Appropriations, <i>Chair</i>
HON. STEPHANIE HILFERTY Representative, District 94 3331 Severn Avenue Suite 206 Metairie, LA 70002	(O) 504.885.4154 (F) 504.885.4156	William Rafferty (District) hilfertys@legis.la.gov	Commerce Education Municipal, Parochial, and Cultural Affairs
HON. CHRIS J. LEOPOLD Representative, District 105 1500 Woodland Highway, Suite A Belle Chasse, LA 70037 Post Office Box 40 Port Sulphur, LA 70083	(O) 504.393.5649 (F) 504.393.5603	Raye Cappiello-Usey (District) leopoldc@legis.la.gov	Natural Resources, <i>Vice Chair</i> Commerce Judiciary
HON. RODNEY LYONS Representative, District 87 2100 Woodmere Blvd., Suite 160 Harvey, LA 70058	(O) 504.510.5417 (F) 504.349.8704	Lois Jessie (District) lyonsr@legis.la.gov	Commerce Municipal, Parochial, and Cultural Affairs Natural Resources
HON. JOSEPH MARINO Representative, District 85 200 Derbigny St., Ste. 4300 Gretna, LA 70053	(O) 504.361.6013 (F) 504.361.6687	Julie Montagino (District) marinoj@legis.la.gov	Administration of Criminal Justice Judiciary
HON. JOE STAGNI Representative, District 92 2002 20th Street Suite 204-A Kenner, LA 70062	(O) 504.465.3479 (F) 504.465.3481	Louis Laine and Nelby Hopkins stagnij@legis.la.gov	Health and Welfare Municipal, Parochial and Cultural Affairs
HON. JULIE STOKES Representative, District 79 District: 4203 Williams Blvd, Ste. 200 Kenner, LA 70065	(O) 504.468.8603 (F) 504.468.8605	David Zoller (District) stokesj@legis.la.gov	Health and Welfare Ways and Means
HON. KIRK TALBOT Representative, District 78 9523 Jefferson Highway, Suite B River Ridge, LA 70123	(O) 504.736.7299 (F) 504.736.7113	Tia P. Russell (District) talbotk@legis.la.gov	Insurance, <i>Chair</i>
HON. POLLY THOMAS Representative, District 80 3100 Ridgelake Drive, Suite 201 Metairie, LA 70002-4938	(O) 504.837.6559 (F) 504.324.9926	Jill Scudari thomaspj@legis.la.gov	Education

IMPORTANT PHONE NUMBERS

UTILITIES

Company	Business Phone	Emergency Phone
ATMOS – Business Division	1-888-286-6700 (888-Atmos00)	1-866-322-8667 (866-ECAtmos)
AT&T	1-866-620-6900	1-866-620-6900
Cox Communication	504-304-8444	504-304-1700
Entergy – Business Division	1-800-368-3749	
Jefferson Parish Utilities – Water	504-736-6060 504-736-6744	East 504-838-4363 West 504-349-5081

ECONOMIC DEVELOPMENT CONTACTS

City Partner	Contact	Phone	E-Mail
Greater New Orleans Inc.	Michael Hecht	504-527-6907	mhecht@gnoinc.org
City of New Orleans Economic Development	Rebecca Conwell	504-658-4200	rcconwell@nola.gov
Louisiana Economic Development Director Government Affairs	Pat Witty Mandi Mitchell (Asst. Sec.)	225-342-9223 225-342-6499	witty@la.gov mandi.mitchell@la.gov

BUSINESS ASSISTANCE PARTNERSHIP CONTACTS

Community Partner	Contact	Phone	Email
East Jefferson Business Association	Debra Talbott	504-837-8680	www.ejba.org
Elmwood Business Association	Michele Angelo	504-733-8900	elmwoodba@gmail.com
Westbank Business and Industry Association (WBIA)	Lisa Jennings	504-367-1721	hcia@bellsouth.net
The Jefferson Chamber of Commerce	Todd Murphy	504-835-3880	todd@jeffersonchamber.org

ENTERGY

4809 Jefferson Hwy., Jefferson, LA 70121

LOUISIANA CUSTOMER SERVICE OFFICE

Reporting Entergy Outages should follow the following steps:

Step 1: Ensure customers call the following for any outages or power line concerns:

Customer Service:
1-800-368-3749 (1-800-ENTERGY)

Power Outages & Emergencies:

1-800-968-8243 (1-800-9OUTAGE)

Step 2: Once the customer has called to report the issue and need status on the reported situation, then JEDCO can reach Patrick Hamby:

His contact information is for JEDCO internal use only.

Patrick Hamby
Customer Service Representative
phamby@entergy.com
504-840-2520 office
(Note, during an emergency, his office location/number might change)
985-249-4134 cell

FINANCIAL ASSISTANCE PARTNERSHIP CONTACTS

Community Partner	Contact	Phone
SBA Local Office	Michael Ricks	(504) 589-6685
SBA Fresno Office	Joel Stiner	(559) 487-5136, Ext. 215
SBA Loan Servicing Center in Sacramento, CA	Richard Taylor richard.taylor@sba.gov	(916) 735-1221
SBA Loan Servicing Center in Sacramento, CA	Sandy Lear sandy.lear@sba.gov	(916) 735-1956
Well Fargo	Chris Urban	(410) 884-2339
NADCO		(703)748-2575
EDA Austin Regional Office	Chris Rys	512-492-5998
HUD Jefferson Parish Community Development	Tamithia Shaw	(504) 736-6262
JEDCO Attorney	Warren E. Mouldoux	(504) 367-4444 Office (504) 236-0806 Cell

PARTNER CONTACTS

<p>Jefferson Parish 910 3rd Street, Gretna, LA 70053 Phone: 504-349-5360 Fax: 504-736-6638 Contact : Joseph Valiente Email: jvaliente@jeffparish.net</p>	<p>City of Gretna 2nd and Huey P. Long Ave. Post Office Box 404 Gretna, LA 70358 Phone: 504-363-1505 Fax: 504-363-1509 Contact: Belinda Constant Email : bconstant@gretnala.com</p>
<p>City of Grand Isle Post Office Box 200, Ludwig Lane Grand Isle, LA 70358 Phone: 985-787-3196 Fax: 985-787-3859 Contact: David Camardelle</p>	<p>City of Jean Lafitte 2654 Jean Lafitte Blvd. Lafitte, LA 70067 Phone: 504-689-2208 Fax: 504-689-7801 Contact: Tim Kerner</p>
<p>City of Harahan 6437 Jefferson Highway Harahan, LA 70123 Phone: 504-737-6383 Fax: 504-737-6384 Contact: Tim Baudier Email: cohmayor@bellsouth.net</p>	<p>City of Kenner 1801 Williams Blvd., Bldg. B Kenner, LA 70065 Phone: 504-468-7206 Fax: 504-468-6632 Contact : Ben Zahn Contact : 504-468-7200</p>
<p>City of Westwego City Hall 1100 4th Street Westwego, LA 70094 Phone: 504-341-3424 Fax: 504-341-8941 Contact: Joe Peoples</p>	<p>Jefferson Convention and Visitor Bureau 1221 Elmwood Park Blvd., Suite 411 Jefferson, LA 70123 Phone: 504-731-7083 Fax: 504-731-7089 Contact: Violet Peters Email : violet@visitjeffersonparish.com</p>
<p>Jefferson Parish Sheriff's Office 1233 Westbank Expressway, Building B 5TH Floor Harvey, LA 70058 Business Phone: 504-363-5701 Fax : 504-363-5711</p>	<p>Jefferson Parish School Board 501 Manhattan Blvd., Suite 3500 Harvey, LA 70058 Phone: 504-349-7970 Fax: 504-349-7960 Cont :Monica Pierre</p>
<p>Louisiana SBDC Xavier University 909 South Jefferson Davis Pkwy Room 203 New Orleans, LA 70123 Phone: 504-831-3730 Contact: Carman Sunda</p>	<p>Oakwood Mall 197 West Bank Expressway Gretna, LA 70053 Phone: 504-361-1550 Fax: 504-366-474 Contact: Matt Brown Cell: 504-218-0507</p>
<p>Esplanade Mall 1401 West Esplanade Kenner, LA 70065 Phone: 504-468-6116 Contact: Damian Kennedy Cell: 504-229-8382</p>	<p>Lakeside Mall 3301 Veterans Memorial Blvd. Metairie, LA 70002 Phone: 504-835-8000 Fax: 504-831-1170 Contact : Glen Wilson</p>
<p>Clearview Mall 4436 Veterans Memorial Blvd. Metairie, LA 70006 Phone: 504-885-0202 Fax: 504-885-4100 Contact : Greg Kelly</p>	

MEDIA CONTACTS

<p>WWL 4 (CBS) 1024 N. Rampart St. New Orleans, LA 70116 Phone: 504-529-6298 / 504-529-6321 Fax: 504-529-6472 Email: pressrelease@wwltv.com</p>	<p>WVUE 8 (FOX) 1025 S. Jefferson Davis Parkway New Orleans, LA 70125 Phone: 504-486-6161 or 504-483-1503 Fax: 504-483-1543 Email: fox8news@fox8tv.net</p>
<p>WDSU 6 (NBC) 846 Howard Avenue New Orleans, LA 70130 Phone: 504-679-0607 Fax: 504-679-0733 Email: newsdesk@wdsu.com</p>	<p>WGNO 26 (ABC) No. 2 Canal St., Suite 800 New Orleans, LA 70130 Phone: 504-619-6363 Fax: 504-619-6332 Email: news@wgno.com</p>
<p>The Times-Picayune 3800 Howard Avenue New Orleans, LA 70125 Phone: 504-826-3352 Fax: 826-3007 Contact: Tim Morris, Metro New Manager Email: tmorris@nda.com or dbroach@nola.com Drew Broach-Managing Producer -504-883-7059 Katherine Sayre-Lead Business Reporter-504-352-8672 or ksayre@nola.com</p>	<p>City Business 111 Veterans Blvd., Suite#1440 Metairie, LA. 70005 Phone: 504-293-9299, 504-834-9292 Fax: 504-832-3550 Contact : Natalie Chandler Email: natalie.chandler@npg.com</p>
<p>Biz New Orleans-McMedia 111 Veterans Blvd., Ste 1800 Metairie, LA 70005 Phone: 504-832-3555 Fax: 504-830-7254 Email: todd@myneworleans.com</p>	<p>WWL- 870 AM 1450 Poydras St., Ste. 500 New Orleans, LA 70112 Phone: 504-593-6397 or 504-260-1870 Fax: 504-593-1850 Dave Cohen-News Director Email: dave@wwl.com or tommy@wwl.com</p>
<p>WRNO-FM 929 Howard Avenue New Orleans, LA 70130 Phone: 504-620-0972 Fax: 504-679-7345 Contact: Richard Hunter – Reporter – 504-620-0995 Email: hunterdrj@aol.com</p>	<p>WGSO-990 AM 330 Carondelet St. New Orleans, LA 70130 Phone: 504-525-3314 or 504-556-9696 Fax: 504-299-8735 Email: info@wgso.com</p>
<p>PELICAN OUTDOOR ADVERTISING 5027 River Road Harahan, LA 70123 One: 504-738-5153 - Cell: 759-2127 Fax: 738-7558 E-mail: jd@pelicanbillboards.com</p>	<p>Lamar Advertising 909 Broad Street, Suite B New Orleans, LA 70125 Phone: 504-581-1542 Fax: 504-522-8027 Website: www.lamar.com/NewOrleans Contact : Jeff Burton Email: jburton@lamar.com</p>
<p>RENAISSANCE PUBLISHING 110 Veteran Blvd. # 123 Metairie, LA 70005 Phone: 504-828-1380 Todd Matherne, CEO Cell: 504-830-7247 Email: todd@myneworleans.com</p>	<p>THE ADVOCATE NEW ORLEANS 329 Baronne St. New Orleans, LA 70112 Phone: 504-636-7400 Jeff Adelson /Chad Calder, JP Reporters Email: jadelson@theadvocate.com ccalder@theadvocate.com</p>

Requires assistance	
No assistance required	
No answer/Not available	

POST HURRICANE/DISASTER BUSINESS IMPACT SURVEY

INTERVIEW INFORMATION:	
Interviewer(s):	
Phone call or In-person visit?	Date of Call/Visit:
COMPANY INFORMATION	
Company Name:	
Address:	
Contact Name:	
Phone:	
FACILITY	
1. Has there been damage to the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What type of damage occurred?	

2. Is there water or debris blocking access to the facility?	
3. What is the estimated cost of physical damage to the facility?	
4. How long is the estimated closure? (in days)	
5. Have you contacted local Emergency Operations Center (EOC) offices? <input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Is temporary space needed? If so, what kind: ___ Office ___ Industrial ___ Flex ___ Retail ___ Other	
Other explanation: _____	
Square footage needed: _____ Length of time: _____	
WORKFORCE	
7. Are workers able to get to your facility? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If not, why?	

8. What is the estimated number of jobs impacted due to non-operation?	
9. What is the estimated payroll amount affected to non-operations? \$	
UTILITIES	
10. Is the electricity on at the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Who is the provider?	
11. Is the gas on at the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Who is the provider?	
12. Is water on at the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Who is the provider?	
13. Is the telecom service on at the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Who is the provider?	
14. Which utility providers have you contacted?	

TRANSPORTATION/MARKETS	
15. Are you able to get supplies to the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No	
16. How long do you anticipate not being able to receive supplies? (in days)	
17. What percent of customers are/were affected due to non-operations?	
18. Are there any needed supplies? _____ _____	
19. Name major suppliers affected: _____ _____	
20. Name major customers affected: _____ _____	
OTHER KEY FACTORS:	
21. Are there other key factors hindering operations? <input type="checkbox"/> Access to business <input type="checkbox"/> Construction/Contractor needs <input type="checkbox"/> Customer base <input type="checkbox"/> Debris removal <input type="checkbox"/> Employees Transportation <input type="checkbox"/> Financial/Business loans <input type="checkbox"/> Short-term capital <input type="checkbox"/> Long-term capital <input type="checkbox"/> Housing <input type="checkbox"/> Insurance settlement <input type="checkbox"/> Legal <input type="checkbox"/> Product supply	<input type="checkbox"/> Training/Personnel <input type="checkbox"/> Personal problems <input type="checkbox"/> Water damage <input type="checkbox"/> Other _____ _____ _____ _____ _____ _____ _____ _____ _____

RESOURCES

Louisiana Office of Homeland Security and Preparedness. 1-800-256-7036 or 225-925-7500
www.ohsep.louisiana.gov
Louisiana Department of Transportation (www.dotd.state.la.us). 225-379-1100
National Weather Service Forecast Office (New Orleans/Baton Rouge). 504-522-7330
Louisiana State University Hurricane Center (hurricane.lsu.edu) 225-578-4813
Louisiana Office of Tourism www.louisianatravel.com
Louisiana State Police (www.lsp.org) 225-925-6325 (*LSP from any cell phone)
Louisiana State Police Road Closure Hotline 1-800-469-4828
Louisiana Governor's Office (www.gov.state.la.us) 1-866-366-1121
Louisiana Attorney General (www.ag.state.la.us) 225-326-6705
Cleco Corporation 1-800-622-6537
Entergy. 1-800-ENTERGY (368-3749)
. Power outages: 1-800-9OUTAGE (968-8243)
Washington St. Tammany Electric Cooperative (www.wste.coop) 985-643-6612
. Power outages: 1-866-672-9773
Louisiana Department of Environmental Quality (www.deq.louisiana.gov). 1-866-896-LDEQ (5337)
Louisiana Department of Insurance (www.lds.la.gov) 1-800-259-5300 or 225-342-5900
Louisiana Department of Wildlife & Fisheries (www.wlf.louisiana.gov) 225-765-2800
Louisiana Department of Natural Resources (www.dnr.louisiana.gov) 225-342-4500
Louisiana Department of Health and Hospitals (www.dhh.state.la.us) 225-342-9500
Louisiana Department of Social Services (www.dss.state.la.us) 1-888-524-3578 or 225-342-0286
Louisiana Department of Labor www.laworks.net
US Coast Guard (8th District) 504-846-6160

National Information

American Red Cross 1-866-GET-INFO (1-866-438-4636)
. www.redcross.org
Environmental Protection Agency www.epa.gov
Federal Emergency Management Agency (FEMA) 1-800-621-FEMA (3362)
. www.fema.org
National Oceanic and Atmospheric Administration (NOAA) www.noaa.gov
NOAA National Coastal Data Development Center www.ncddc.noaa.gov
NOAA National Climatic Data Center www.ncdc.noaa.gov
NOAA National Data Buoy Center www.ndbc.noaa.gov
NOAA National Hurricane Center www.nhc.noaa.gov
NOAA National Oceanographic Data Center. www.nodc.noaa.gov
NOAA National Weather Service www.nws.noaa.gov
NOAA Coastal Services Center. www.csc.noaa.gov
NOAA National Environmental Satellite, Data, and Information www.nesdis.noaa.gov
NOAA Watch - NOAA's All-Hazard Monitor. www.noaawatch.gov
US Department of Homeland Security. www.dhs.gov

GLOSSARY OF COMMON TERMS

Coastal Flood Warning – A warning that significant wind, forced flooding, is to be expected along low-lying coastal areas if weather patterns develop as forecast.

Coastal Flood Watch – An alert that significant wind – forced flooding is to be expected along low-lying coastal areas if weather patterns develop as forecast.

Hurricane – A warm eye tropical cyclone in which the maximum sustained wind is 74 miles per hour (64 knots) or greater.

Hurricane Advisory – A method for disseminating hurricane and storm data to the public every six (6) hours.

Hurricane Eye – The relatively calm area near the center of the storm. In this area winds are light and sky often partly covered by clouds.

Hurricane “Season” – The portion of the year having relatively high incidence of hurricane. In the Atlantic, Caribbean and Gulf of Mexico it is usually regarded as the period from June through November.

Hurricane Warning – A warning that one or both of the following dangerous effects of a hurricane are expected in a specified coastal area in 24 hours or less: (a) sustained winds of 74 miles per hour (64 knots) or higher; (b) dangerously high water or a combination of dangerously high water and exceptionally high waves, even though winds expected may be less than hurricane force.

Hurricane Watch – An announcement for specific areas that a hurricane or an incipient hurricane condition poses a threat to coastal and inland communities. All people in the indicated areas should take stock of their preparedness requirements, keep abreast of the latest advisories and bulletins, and be ready for quick action in case a warning is issued for their area.

Jefferson Parish Emergency Operations Center (EOC) – Parish facility that serves as a central location for the coordination of all emergency preparedness and response activities.

Squall – A sudden increase of wind speed by at least 18 miles per hour (16 knots) and rising to 25 miles per hour (22 knots) or more and lasting for at least one minute.

Storm Surge – The high and forceful dome of wind-driven waters swooping along the coastline near where the eye makes landfall or passes close to the coast.

Storm Warning – A warning of sustained winds in the range of 55 to 73 miles per hour (48 – 63 knots) inclusive.

Sustained Wind – The wind obtained by averaging observed value over a one-minute period.

Tornado – A relatively short-lived storm that is composed of violently rotating columns of air that descent in the familiar funnel shape from a thunderstorm cloud system.

Tornado Watch – Indicates a tornado has been sighted or is spotted on radar. Warnings will give the location of the tornado and area immediately affected by the warning.

Tropical Cyclone - A non-frontal cyclone of synoptic scale, developing over tropical or subtropical waters and having a definite organized circulation.

Tropical Depression – A tropical cyclone in which the maximum sustained surface wind is 38 miles per hour (33 knots) or less.

Tropical Disturbance – A moving area of thunderstorms in the tropics.

Tropical Storm – A warm core tropical cyclone in which the maximum sustained surface wind is in the range of 39 to 73 miles per hour (34 – 63 knots) inclusive.

Tropical Storm Watch – An announcement for specific areas that at tropical storm or forecast of tropical storm conditions poses a possible threat to coastal areas generally within 36 hours. A tropical storm watch should normally not be issued if the system is forecast to attain hurricane strength.

Tropical Storm Warning – A warning for tropical storm conditions including possible sustained winds within the range of 39 to 73 miles per hour (34 – 63 knots) which are expected in a specified coastal area within 24 hours or less.

Tropical Wave – A westward moving trough of low pressure embedded in the deep easterly current. It tends to organize a low-level circulation and may travel thousands of miles with little change in shape, sometimes producing significant shower and thundershower activity along its path.

Acknowledgement

The recently updated JEDCO, JEDCO Development Corporation and Forward Jefferson Emergency Plan (revised 5/24/19) details procedures and guidelines that each JEDCO employee is to comply with in situations which are deemed emergencies by JEDCO management.

JEDCO reverses the right, in its sole discretion, to modify, revoke, suspend, terminate, or change any or all such procedures or guidelines in whole or in part, at any time, with or without notice.

Thank you for your support and cooperation. We look forward to total and successful cooperation among all employees in exercising a safe, timely, and effective response.

Please acknowledge your receipt and understanding of the JEDCO, JEDCO Development Corporation and Forward Jefferson Emergency Plan by signing below.

Employee

Date