

**MEMORANDUM OF UNDERSTANDING BETWEEN
DEPARTMENT OF SOCIAL SERVICES
Office of The Secretary
AND
*DEPARTMENT of CULTURE, RECREATION and TOURISM***

This Memorandum of Understanding (MOU) is entered into by the Department of Social Services (DSS), Office of Management and Finance (DSS/OMF) and the Department of Culture Recreation and Tourism.

I. Background

This MOU facilitates the working relationship between the aforementioned departments during times of emergency activation.

II. Liaison Officials

Louisiana Department of Social Services:

The primary point of contact that shall function as the lead liaison for all implementation of services described in this Memorandum of Understanding (MOU) agreement is as follows:

Name: Joshua Gill

Address: 627 North 4th Street, Baton Rouge, Louisiana 70802

Telephone: 225-342-4961 (office) 225-456-4343 (cell)

Email: jgill@dss.state.la.us

Department of Culture, Recreation and Tourism:

The primary point of contact who shall serve as lead liaison regarding implementation of services described in this Memorandum of Understanding (MOU) agreement is as follows:

Name: Gerald Ganey

Address: PO Box 94361

Telephone: 225-219-9413

Email: gganey@crt.state.la.us

The above individuals shall serve as the contact for the following functions: fiscal and budgetary decisions, programmatic decisions, daily program operation, service delivery operations, and program monitoring.

III. Purpose

To describe the supporting role the Department of Culture, Recreation and Tourism plays in support of the Department of Social Services in ESF-6 coordination and the delivery of Mass Care, Housing and Human Services during state assisted emergencies, as prescribed in the state ESF-6 plan.

IV. Statement of Work

A. DEPARTMENT OF CULTURE, RECREATION AND TOURISM

1. PREPAREDNESS

The Department of Culture, Recreation and Tourism will:

- Maintain up to date information on availability of cabins and campsites within the state park system. The State Park's Reservation Call Center will provide this information, available to the public by calling 1-877-226-7652.
- Maintain an inventory of campsites that are operating within the state. The office of State Park's Reservation Call Center will coordinate with the Louisiana Campground Owners Association (504-615-3379) to obtain availability estimates to add with the state park's campsites to get a total number for the state.
- Provide, upon request, information regarding the number and location of tourist in state at any given time. The Office of Tourism will work with the Tourism Bureaus, Hotel Associations and others to obtain this information.
- Maintain and update annually an inventory list of convention sites, hotels, and motels that are operating within the state.
- Provide outreach to and coordination of donated LRA membership and hospitality resources for the purpose of food preparation and distribution with Louisiana Volunteers and Organizations Active in Disasters to support the ESF-6 mass feeding function.
- Provide local governments with the tools and information for planning and operationalizing their local tourist evacuations, also providing an 800 number to assist evacuees in identifying availability of hotel spaces.
- Provide training for key employees on NIMS and ICS classes that are required by GOHSEP. All emergency support personnel engaged in emergency services delivery should complete the following Federal Emergency Management Agency (FEMA) Independent Study Courses (<http://training/fema.gov/EMIWeb/IS/>) by Sept 30, 2009:
 - *IS-100 Introduction to Incident Command System, I-100*
 - *IS-700 National Incident Management System (NIMS), An Introduction*

In addition to the above courses, all management support staff should complete the following training by Sept 30, 2009:

 - *IS-200 ICS for Single Resources and Initial Action Incidents*
 - *IS-800 National Response Plan (NRP), An Introduction*

The purpose of the FEMA Courses is to familiarize staff with the organizational structure of NIMS and ICS, which provides a consistent nation-wide standard for emergency management for all government, private sector and other organizations during an emergency. Furthermore, compliance with these training requirements will position the state to continue to access federal emergency management grant funds. Additional required training for sheltering operations will include:

 - *Red Cross Shelter Training*
- Identify a minimum of 10 support personnel, per region, (exceptions: New Orleans- 20, Baton Rouge- 25, Shreveport- 22) available to assist in shelter operations during emergencies and ensure that activated employees have transportation.

2. RESPONSE

The Department of Culture, Recreation and Tourism will:

- When the plan is activated, assign personnel to maintain contact with ESF-6 primary agencies to execute requests by serving as the point of contact for outreach to and coordination with elements of the hospitality industry.

- With the Louisiana Housing Finance Agency, obtain and maintain an inventory of state housing assets, including parks.
- Identify staff to serve on the Housing Management and Execution (HOME) Team to aid the assistance of evacuated victims to longer-term housing options.
- Provide identified staff, as needed, for ESF-6 sheltering functions.

3. RECOVERY

The Department of Culture, Recreation and Tourism will:

- Distribute information to evacuees located within state parks and hospitality venues within the State and in other states regarding availability of Disaster Recovery Centers, including locations and hours of operation.
- Supply staff to serve on the Housing Management and Execution (HOME) Team to aid the assistance of evacuated victims to longer-term housing options.

B. DEPARTMENT OF SOCIAL SERVICES

1. PREPAREDNESS

The Department of Social Services will:

- Request state cabin and campsite availability information.
- Request the annual inventory of tourist convention sites, hotels and motels operating in the state.
- Establish shelter locations for victims of natural and/or technological disasters for mass care, housing and human services.
- Provide training resources for identified staff to be trained for ESF-6 sheltering functions, NIMS, ICS and Shelter training.

2. RESPONSE

The Department of Social Services will:

- Implement plan to support ESF-6 operations.
- Assign and execute tasks in support of ESF-6.
- Request staff assistance and support when needed for sheltering operations.
- Request a minimum of 10 identified and trained staff, per region, for deployment to support ESF-6 sheltering functions during natural and/or technological disasters.

3. RECOVERY

The Department of Social Services will:

- Coordinate the delivery of transitional housing assistance services as needed post disaster.
- Provide personnel as needed to Disaster Recovery Centers to provide information and referral services and/or assistance to individuals applying for State and/or Federal aid.
- Coordinate after-action assessments as required.

V. Confidentiality Statement

DSS/OMF and [Department of Culture, Recreation and Tourism](#) shall abide by the Federal and State laws and regulations concerning confidentiality which safeguard information and the participant's confidentiality (LA. R.S. 46:56). DSS/OMF and

Department of Culture Recreation and Tourism will further abide by all Federal and State laws and regulations as relative to data sharing of pertinent information for performance accountability and program evaluation purposes.

Approved:

Louisiana Department of Social Services

Department of Culture, Recreation and Tourism

Kristy Nichols
Secretary, Department of Social Services

Dawn Watson
Secretary, Department of Culture,
Recreation and Tourism