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# Badge Distribution Plan

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## Re-Entry Pass



**Terrebonne Economic Development Authority**

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# Table of Contents

Purpose.....	1
Mission .....	1
Business Continuity Planning.....	1
Procedures.....	2
Distribution Information.....	2
Expiration.....	2
Fees.....	2
Process of Obtaining Passes .....	2
What you need to do to get a Business Pass (Re-Entry Badge) .....	2
Advantages and Disadvantages of the Re-Entry Passes .....	2
Protocol.....	3
Louisiana State Police Re-entry Protocol .....	3
Why a Tiered Approach.....	3
Re-Entry Implementation.....	3
Terrebonne Parish Badge Tier System.....	4
Identification Procedures .....	5
Curfew .....	5
Re-Entry Points.....	5
Appendix .....	i
Application for Re-entry Pass.....	1
Liability Release Form .....	1

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# Re-Entry Pass Distribution Plan

## Purpose

For future storm events, TEMA in cooperation with Terrebonne Parish Consolidated Government Homeland Security and Office of Emergency Preparedness, Terrebonne Parish Sheriff's Office, and Terrebonne Parish Consolidated Government has been tasked with coordinating re-entry pass distribution to organizations requiring Tier I or Tier II clearance into Terrebonne Parish. This document outlines the plan for critical infrastructure owners and operators and their contractors and personnel to re-enter the Parish. This plan is intended for Terrebonne Parish and to serve as a model.

To promote and facilitate the timely re-entry of essential response and recovery personnel, government officials, property owners, business owners, and media, etc. to speed the recovery of the Parish and its economy; and to provide uniform identification following a large-scale disaster to law enforcement personnel who direct access into the impacted area. This plan introduces procedures for identifying Level access reentry passes.

- 1) This plan will control essential business re-entry into Terrebonne Parish.
- 2) Additionally, this plan will assist with efficient and expedient business startup procedures.

## Mission

The provisions of this plan apply to all hazards requiring evacuation and are designed to promote and facilitate the timely re-entry of essential response and recovery personnel, government officials, property owners, business owners, media, etc, in order to expedite the recovery of Terrebonne Parish and its economy; and to provide uniform identification following a large-scale disaster to law enforcement personnel who are responsible for permitting access into the impacted areas. The plan clarifies processes and responsibilities in acquiring re-entry badges.

The passes are used to determine who may return to the parish if there is major storm damage and the parish needs to limit access for safety reasons.

## Business Continuity Planning

In the context of business continuity planning a disaster is any event that could cause a period of total or partial interruption to normal business operations.

Re-entry to business will be vital to assess the facilities condition / safety and to prepare to get the business back into operation.

## Procedures

### Distribution Information

Badges will be dispersed by Terrebonne Economic Development Authority which is located at 496 Corporate Drive, Houma, Louisiana. Please forward questions or concerns to TEDA at 985-873-6890 or [intern@tpeda.org](mailto:intern@tpeda.org).

Expiration.

Badges are good through the storm season of the year purchased.

Fees.

There is a \$5.00 fee for identification badges.

### Process of Obtaining Passes

What you need to do to get a Business Pass (Re-Entry Badge)

- A Business Pass is provided for critical infrastructure owners, operators, and their contractors.
- All companies must complete questionnaire. Contact a TEDA representative for more information.
- All participants must bring in a business card from the company/organization that includes name, business title, contact information. Please have alternative contact numbers available if not listed on the business card.
- All participants will be required to be photographed.
- All participants must sign a liability release form. See Appendix.

### Advantages and Disadvantages of the Re-Entry Passes

This Re-Entry Badge does not guarantee entry. Law enforcement agencies will use their judgment and allow passage only when location or roads are deemed "safe" for re-entry.

Passes are used to expedite the return of essential businesses that desire access to their property.

The employee understands that they or their employer is responsible for their accommodations during this period of recovery as many basic services such as electricity, water, and/or other necessities may not be available.

**Employers found to be issuing credentials to non-employees or non-essential employees will be subject to suspension of all their re-entry privileges.**

Employers are responsible for the use and misuse of the ID Badges. If an employee quits, retires, or is terminated, the employer must retrieve badge from the employee and return it to TEDA.

Re-entry phases can escalate and de-escalate depending upon the event.

Security Operations will focus on:

- Restricting entry into the damaged areas
- Preventing looting in damaged areas
- Advising businesses of risk
- Providing security for recovery critical facilities

## Protocol

### Louisiana State Police Re-entry Protocol

Reentry will occur by a tiered approach based on the agency/organization's contributions to the general infrastructure of the Terrebonne Parish. Protocol will be based on the Standard Operating Procedures set forth by the State of Louisiana which are as follows:

- 1) Tier I. Tier I reentry will apply to those agencies that need immediate access to the area to ensure restoration of critical services such as water, lighting, and communications are restored. \*\*Terrebonne Parish's policy for Tier I will be broader in scope.
- 2) Tier II. Tier II reentry will apply to relief workers, Healthcare agencies, Insurance Agents, Banking Organizations, and other Business Operators that are considered critical to the recovery effort.
- 3) Tier III. Tier III will apply to businesses that are not considered part of Tier II and residents.

### Why a Tiered Approach

- Re-entry into the Parish may be extremely limited and may require law enforcement escort.
- Roads, bridges, and tunnels may have damage that slows or severely limits re-entry.
- Depending on damage, re-entry may only be possible by foot.
- Many streets could be blocked for weeks, further hampering re-entry.
- Debris, Hazmat, etc. needs to be considered.
- Re-entry plans need to address safety of personnel.

### Re-Entry Implementation

Where an official Emergency Declaration and Mandatory Evacuation has been made by the President of Terrebonne Parish and remains in effect, re-entry of businesses and the public will be permitted based on an assessment by Emergency Preparedness officials of the threat to public safety and security and the availability of sustainable living conditions.

All personnel granted access under Tier 1 or Tier 2 must be self-sustaining (food, water, medical supplies and secure quarters) and prepared to comply with movement and curfew restrictions issued by the President or his designee.

## Terrebonne Parish Badge Tier System

TEDA will issue Tier 1 and Tier 2 Passes. TEDA has established, in coordination and at the request of the Terrebonne's Parish President, a Tier Badge Ranking System to facilitate public safety and security in the event of a natural or manmade disaster(s) where an emergency declaration and mandatory evacuation order has been issued.

Tier I ~ Response Support: Individuals/agencies that provide critical services to assist First Responders in execution of their duties and those in direct support of critical infrastructure.

Tier II ~ Recovery Support: Core assessment teams of major employers or businesses deemed to be essential to the future return of residents or the economic vitality of the Parish.

TEDA representatives will make the determination for which Tier a business will qualify for re-entry purposes. Approval for a re-entry access badge is based on qualifying under pre-determined prioritized and sequenced tiers for re-entry. **Any false or inaccurate information provided in the application may be grounds for automatic refusal.**

Badge Ranking	Field
Tier I / II – A	Contractors
Tier I / II – B	Critical Business
Tier I / II – C	Oilfield Services
Tier I / II – D	Medical

Table: Illustrates general categories.

### **Tier I /II - A**

Tier I/II – A includes Contractors only. Included in this category is construction, electrical, plumbing, mechanical, and physical plant personnel. Badges will be numbered in the following sequence 1 – XXXX.

### **Tier I /II - B**

Tier I/II – B includes Critical Businesses. Critical Businesses are those which are needed to support the re-establishment of the Parish's Infrastructure. Included in this category are gas stations, convenience stores, grocery stores, pharmacies, agricultural producers, and ice houses. Badges will be numbered in the following sequence 2 – XXXX.

### **Tier I /II - C**

Tier I/II – C includes Oilfield Services. Oilfield Services consist of fabrication shops, crew change companies, supply vessels, and other facilities that are critical after a storm event. Badges will be numbered in the following sequence 3 – XXXX.

### **Tier I /II - D**

Tier I/II – D includes Medical Employees. Medical Employees that are deemed necessary for emergency operations. Medical Services consist of hospitals and critical procedure centers that are critical after a storm event. Badges will be numbered in the following sequence 4 – XXXX.

## Identification Procedures

Federal, State, and local government agencies and law enforcement officials agree to recognize specific identification from critical infrastructure owners and operators, and their contractors, subcontractors and assigns as they seek access into the restricted disaster area. The general identification procedures are intended to provide uniform guidance to law enforcement personnel responsible for directing access to disaster impacted communities.

- You will be required to pass re-entry checkpoints and may be stopped by emergency officials to confirm the validity of your TEDA - issued pass. Your identification may also be verified.
- Business Letter Pass holders should use a driver's license or photo business identification card in conjunction with Business Letter Pass.
- Only individual pictured on Tier ID card will be allowed through. No other individuals without Tier ID's in vehicle will be permitted to pass. Passes are not transferable; the user must have identification matching the pass.
- If you leave your vehicle, take the pass with you.

## Curfew

Depending on the intensity of the disaster and the level of damage caused, Terrebonne Parish may institute curfews and other crime prevention and anti-looting measures. All personnel granted access under Tier 1 or Tier 2 must be self-sustaining (food, water, medical supplies and secure quarters) and prepared to comply with movement and curfew restrictions issued by the Mayor or his designee. Enacted curfews will not prevent clearance to public safety personnel, utility personnel, contractors, critical business, and oilfield service personnel.

## Re-Entry Points

Two locations have been identified as re-entry points into Terrebonne Parish. They are: Hwy 311 at Hwy 90 and Hwy 24 at Hwy 90. All other entry points into Terrebonne Parish will be closed to reentering traffic.

## Appendix

Application for Re-entry Pass

Liability Release Form



**TERREBONNE**  
Economic Development Authority  
Houma, LA

**Terrebonne Parish Consolidated Government  
Re-Entry Application**

For future storm events, TEDA in cooperation with Homeland Security and Office of Emergency Preparedness, Terrebonne Parish Sheriff's Office, and Terrebonne Parish Consolidated Government has been tasked with coordinating reentry pass distribution to organizations requiring Tier I and Tier 2 clearance into Terrebonne Parish.

**Note:** This re-entry badge does not guarantee entry. Law enforcement agencies will use their judgment and allow passage only when roads are deemed to be safe.

The employee understands that they or their employer is responsible for their accommodations during this period of recovery as many basic services such as electricity, water, or other necessities may not be available.

**Employers found to be issuing credentials to non-employees or non-essential employees will be subject to suspension of all their re-entry privileges.**

Employers are responsible for the use and misuse of the ID Badges. If an employee quits, retires, or is terminated, the employer must retrieve badge from the employee and return it to the TEDA.

**Only individual pictured on Tier ID card will be allowed through. Tier ID card does not permit passages of passengers of vehicle; including pets, family members, co-workers, etc.**

**Name of Applicant/Job Title:** \_\_\_\_\_

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Number: \_\_\_\_\_ Email: \_\_\_\_\_

Availability: \_\_\_\_\_

Licensure: \_\_\_\_\_

Proof of Bond: \_\_\_\_\_

Capabilities/Essential Services: \_\_\_\_\_

\_\_\_\_\_

Equipment: \_\_\_\_\_

\_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_ **Supervisor's Signature:** \_\_\_\_\_



**TERREBONNE**  
Economic Development Authority  
Houma, LA

**LIABILITY RELEASE FORM**

In exchange for issuance of a permit or pass to enter or re-enter Terrebonne Parish following a storm event or any other emergency event requiring evacuation of all or parts of Terrebonne Parish, the undersigned agrees and does hereby release, Terrebonne Economic Development Authority, Terrebonne Parish Consolidated Government, Terrebonne Parish Sheriff's Office, Houma Police Department, Louisiana State Police, and any of their employees, boards or commissions, districts, officers, agents, servants, and employees, including volunteers, from and against any and all claims, demands, expense, losses, suits, cost, actions, fines, penalties, and liability, whether actual or alleged, arising out of or resulting from injury, sickness, disease, or death to any person or the damage, loss, expense or destruction of any property, including loss of use resulting there from, which may occur, be caused by, or in anyway resulting from or connected to the emergency situation or subject storm event.

The undersigned further agrees to abide by all the rules and regulations promulgated by the above agencies during storm related events or other emergency situations.

The undersigned understands that life threatening obstacles and hazards to life and limb may exist and that public services, including emergency response, may not be available due to the condition that exist in this emergency situation, and undersigned assumes all of the risk, known and unknown, associated with these conditions.

The undersigned further understands and agrees, to the fullest extent permitted by law, to fully protect, defend, indemnify, save and hold harmless the Terrebonne Economic Development Authority, Terrebonne Parish Consolidated Government, Terrebonne Parish Sheriff's Office, Houma Police Department, Louisiana State Police, and any of their employees, boards or commissions, districts, officers, agents, servants, and employees, including volunteers, from and against any and all claims, demands, expense, losses, suits, costs, actions, fines, penalties, and liability, whether actual or alleged, arising out of or resulting from injury, sickness, disease, or death to any person or damage, loss, expense or destruction of any property, including loss of use resulting there from, which may occur, be caused by, or in anyway resulting from or connected to undersigned entry or re-entry to Terrebonne Parish or the entry or re-entry of any of undersigned officers, agents, or employees.

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Signature of Authorized Representative / Applicant

Date

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Printed Name of Authorized Representative / Applicant

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Company/Organization Represented