

**MEMORANDUM OF UNDERSTANDING BETWEEN
LOUISIANA DEPARTMENT OF SOCIAL SERVICES
Office of The Secretary
AND
*LOUISIANA NATIONAL GUARD***

This Memorandum of Understanding (MOU) is entered into by the Louisiana Department of Social Services (DSS) and the Louisiana National Guard (LANG).

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 who 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

Louisiana National Guard

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: LTC Bill Doran

Address: 7667 Independence Blvd, Baton Rouge, LA 70806

Telephone: 225-925-7500

Email: william.doran@us.army.mil

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 Louisiana National Guard plays in support of the Department of Social Services in ESF-6 coordination and the delivery of Mass Care, Emergency Assistance, Housing and Human Services during state-assisted emergencies, as prescribed in the Louisiana State Emergency Operations Plan..

IV. Statement of Work

A. LOUISIANA NATIONAL GUARD

1. PREPAREDNESS – The Louisiana National Guard will:

- Coordinate with DSS to secure appropriate accommodations for guardsmen that will be deployed to shelters during emergencies.

2. RESPONSE - The Louisiana National Guard will:

- Upon receipt of a State declaration of emergency, and upon notification of state-run shelter activation by ESF-6 (Mass Care, Emergency Assistance, Housing and Human Services), assign personnel to maintain contact with the EOC to execute missions in support of ESF-6.
- At H-72, Guardsmen (20) shall be on site at each state supported shelter operation, as set forth in this MOU, to assist with the set-up of cots and other duties as assigned by the shelter managers. The state-run shelters consist of the following shelter types: Medical Special Needs Shelters (MSNS), Temporary Medical Operations Staging Areas (TMOSA), and Critical Transportation Needs Shelters (CTNS). See attached Shelter Matrix for a list of shelter locations and regional DSS contact information.
- **Ensure deployed guardsmen remain at shelters and assist with daily operations. Upon arrival of the 1st evacuees, the LANG mission will change from support to DSS to an ESF 13 security support mission only.**

3. RECOVERY - The Louisiana National Guard will:

- Assist with the standing down of shelter operations, as requested by the shelter managers.
 - Upon total evacuation of the shelter, Louisiana National Guard personnel with concurrence from the shelter manager and the Louisiana State Police, will revert from the ESF 13 security support mission back to the ESF 6 shelter support mission. This communication will occur from the LANG LNO, informing the ESF 13 LNO that the security mission is completed. Then the LANG LNO will report to the shelter manager for further direction.

B. LOUISIANA DEPARTMENT OF SOCIAL SERVICES

1. PREPAREDNESS - The Louisiana Department of Social Services will:

- Identify and establish state-run shelter locations to address the mass care, emergency assistance, housing and human services needs of victims of emergencies and disasters.
- Prepare and update information pertinent to the assignment and execution of tasks in support of ESF-6 missions.
- Request identified staff to be trained and familiar with state-run shelter operations and NIMS/ICS incident management protocols.

2. RESPONSE - The Louisiana Department of Social Services will:

- Stand up identified shelter locations for victims of emergencies and disasters who require transportation and/or medical assistance in order to evacuate from the affected area.
- Deploy identified and trained personnel to assist in sheltering functions related to ESF-6 missions.
- Implement plan to support all ESF-6 missions.
- Assign and execute tasks in support of ESF-6 missions as needed.

3. RECOVERY - The Louisiana Department of Social Services will:

- Assign personnel as needed to Disaster Recovery Centers to provide information, referral services and/or assistance to individuals and families applying for State and/or Federal aid.
- Coordinate after-action assessments as required.

V. Confidentiality Statement

DSS and LANG 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 and LANG 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

Louisiana National Guard

Kristy Nichols
Secretary, Department of Social Services

Major General Bennett C. Landreneau
Adjutant General, Louisiana National Guard

Attachments: CTNS List
MSNS/TMOSA List
SOS List

Former Outlet Mall	1,500	7288 Greenwood Rd Shreveport, Louisiana
Former Wal-Mart	1,300	2030 East Madison St Bastrop, Louisiana 71220
Former Sam's Club	2,000	8810 Jewella Ave Shreveport, Louisiana 71109
Accent Building - Former State Farm (2009 Lease Pending)	1,700	22 State Farm Drive Monroe, Louisiana
New State Shelter	1,500	8125 Hwy 71 South Alexandria, Louisiana 71302
Westpark Building	2,000	7455 Atkinson Dr Shreveport, Louisiana 71129

CTNS Shelter	Capacity	Address
Riverview Theatre	500	600 Clyde Fant Pkwy Shreveport, Louisiana 71101
CenturyTel Center	1,300	2000 CenturyTel Center Drive Bossier City, Louisiana 71112
Hirsch Coliseum (Potential not for use after September 30th)	1,600	3701 Hudson Street Shreveport, Louisiana 71109

Non-State Run CTNS Shelters Capacity Address

MSN Shelters	Capacity	Address
Bossier Civic Center	90	620 Benton Road Bossier City, Louisiana 71111
Heymann Center	160	1373 College Drive Lafayette, Louisiana 70503
LSU/P-Mac	300	North Stadium Drive LSU Campus Baton Rouge, Louisiana 70803
Nicholls State University	200	200 Ardoyne Road Thibodaux, Louisiana 70301
Southeastern University	200	Kinesiology Building 400 Tennessee Avenue Hammond, Louisiana 70402
University of LA @ Monroe	150	Ewing Coliseum 4201 Bon Aire & NE Drive Monroe, Louisiana 71209

New State Shelter	400	8125 Hwy 71 South Alexandria, Louisiana 71302
-------------------	-----	--

Federal Medical Stations	Capacity	Address
LSU Fieldhouse	500	LSU Campus Cypress Drive Baton Rouge, Louisiana 70803
Riverfront Convention Center	300	707 Main Street Alexandria, Louisiana 71301
Grambling State University	200	Intramural Sports Center 100 Central Street Grambling Louisiana 71245

Sex Offender Shelter	Capacity	Address
David Wade Correctional Center	120	David Wade Correctional Center 670 Bell Rd. Homer, Louisiana 71040