

LAVNS (Louisiana Automated Victim Notification System) Hurricane Preparedness Plan

LACLE recognizes how important LAVNS is to the victims of crime in your parish. As such, we are working with Appriss, Inc. to implement emergency plans to mitigate the outages posed by Hurricane Gustave (and possibly other storms). Please review the following procedures that we will implement **should your agency lose power or be forced to evacuate**:

Plan #1: Agency Evacuation

If your jail facility will be implementing an evacuation plan, please contact Appriss Operations Center (AOC) which is staffed 24/7. The number is 866-277-7477 x 2 or aocd@appriss.com.

1. Let us know when you plan to have your facility evacuated.
2. Let us know if you will be shutting off your computer systems (suggested)
3. Let us know the name and mobile phone number for the contact person at your agency we can follow up with during the hurricane
4. Appriss will provide you with an Incident # to track your request
5. Appriss will provide you with EOL (Emergency Override Line) information for your Parish along with a list of your offenders who have at least 1 registered victim on their file. This will allow you to remotely update records in case of release/escape/etc while we are not getting information from your booking system.
6. Appriss will send a alert message to all registered Victims for your Parish
 - a. "This is a message from the LA Automated Victim Notification Service. XXXXX Parish is shutting down data flow for offender notification services in preparation for the incoming hurricane. You may not receive updates during this period. We will notify you once these services have been restored. The main number for XXXXX Parish Jail is XXXXXXXXXXXX. Thank you."
7. Once the storm has past, contact us to let us know when/if you can get back into your agency.
 - a. We will check to confirm we have data flow back
 - b. We will rectify records to make sure we are current with your files
 - c. We will notify Victims that the system is back in service.
8. If your facility is not usable after the storm, please keep us advised to the status of your inmates; what facility is currently housing them etc.
9. Appriss will be in contact with LACLE to keep them advised of your facilities status on LAVNS.

Plan #2 Agency in hurricane path offline with no previous contact.

If a LAVNS agency goes offline without us hearing from the agency in advance, we will attempt to contact that agency for details. If we can reach someone who can provide assistance, we will follow the steps from Plan #1. If we are unable to make contact, we will proceed with disabling the agency from LAVNS and start with step 6 from plan #1 to notify victims.

1. Appriss will send a alert message to all registered Victims for your Parish
 - a. "This is a message from the LA Automated Victim Notification Service. XXXXX Parish is not sending data for offender notification services. You will not receive updates during this period. We will notify you once these services have been restored. The main number for XXXXX Parish Jail is XXXXXXXXXXXX. Thank you."
2. Once the storm has past, we will attempt to contact you to confirm you can get back into your agency and have functioning JMS to provide LAVNS data.

- a. We will check to confirm we have data flow back
 - b. We will rectify records to make sure we are current with your files
 - c. We will notify Victims that the system is back in service.
3. If your facility is not usable after the storm, please keep us advised to the status of your inmates; what facility is currently housing them etc.
 4. Appriss will be in contact with LCLE to keep them advised of your facilities status on LAVNS.

Again, LCLE and Appriss, our LAVNS contractor will do everything possible to keep victims apprised about possible interruptions in service during the emergency. **If you have any questions, please do not hesitate to contact John Dixon at 225.925.4429 (work) or 225.270.4481 (cell).**