

City of Los Angeles

# EMERGENCY OPERATIONS PLAN



## EARTHQUAKE

### Hazard Specific Annex

July 2021



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## **ANNEX DEVELOPMENT AND MAINTENANCE**

This Annex was developed in support of the City of Los Angeles Emergency Operations Plan (EOP) to facilitate response to earthquakes

This Annex was developed by the Emergency Management Department with input from City departments with primary response or support activities, as well as input from appropriate non-City agencies with identified activities related to earthquake incidents.

This Annex is developed to describe the overall Citywide response function and capabilities, and is to be used by each department identified within this Annex to develop their own Standard Operating Procedures (SOP) specifically for their department to direct tactical operations. When developing SOPs, each department is to take into consideration how all of the activities identified in this plan directly related to their own department, as well as how those activities interact with, support, or require support from other departments identified within this plan. Departments must ensure that their SOPs plan for all members of the community, including people with disabilities and others with access and functional needs. If at any time any department identifies a conflict in how their field response/support activities are performed in comparison to what is described in this Annex, and/or identifies a conflict in how their SOP activities are described in comparison to what is described in this Annex, identifies a conflict between their listed activities within this Annex and how they relate to or support another department's listed activities, such conflict is to be immediately reported to the Emergency Management Department – Planning Division.

If, at any time, a department, agency, or stakeholder to this plan changes, develops, or amends any policy, procedure, or operation that will change or affect the contents of this plan, that entity is to immediately notify the Emergency Management Department–Planning Division.

This Annex is to be corrected immediately upon notification or observation of any operational errors or conflicts. Such corrections are to be reflected within the Record of Changes.

Every other year, a formal review of this Annex will be conducted by departments and agencies that are identified within the Annex, as well as any other departments or agencies that may need to be part of the review process. The Emergency Management Department – Planning Division will lead such an effort. Upon completion of such formal review, all corrections to the plan will be reflected within the Record of Changes.

## **APPROVAL AND IMPLEMENTATION**

This document is a hazard specific annex to the City of Los Angeles EOP. It can serve as either a stand-alone plan or companion document to an applicable Functional Support Annex to the EOP. The Annex was developed with input from all applicable City of Los Angeles departments and allied stakeholders. Upon completion, it is reviewed by the City's Emergency Management Committee (EMC). When approved by the Emergency Management Committee, the document will be presented to the Emergency Operations Board (EOB) with a recommendation for approval. Upon review and approval by the EOB, the document will be sent to the Mayor of the City of Los Angeles with a recommendation to approve and forward to the City Council for adoption. Upon formal approval by the Mayor and adoption by the City Council, this document becomes an official Annex to the City of Los Angeles EOP.

This Annex was developed with input from all pertinent Los Angeles City departments. This Annex is compliant with the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101, Developing and Maintaining EOPs, Version 2.0 (CPG 101 V.2)<sup>1</sup>.

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<sup>1</sup> *Developing and Maintaining Emergency Operations Plans. Comprehensive Preparedness Guide (CPG) 101*, version 2.0 ed. (n.p.: U.S. Department of Homeland Security, Federal Emergency Management Agency, 2010).

## RECORD OF CHANGES

Each revision or correction to this Annex must be recorded. The record contains the date, location and brief description of change as well as who requested or performed such change.

| <b>Date</b>   | <b>Section/Page</b>                    | <b>Description of Change</b>  | <b>Changed By</b> |
|---------------|--|---|-------------------|
| December 2017 | All                                    | Updates/major changes as part of cyclical review of Annex                           | C. Chambers       |
| January 2018  | All                                    | Update/major changes as part of cyclical review of Annex                            | Alen Pijuan       |
| March 2018    | Entire Document                        | Incorporated submitted City Department updates/changes                              | Larry Meyerhofer  |
| Sep 2019      | Multiple                               | Various boilerplate changes   | Alen Pijuan       |
| Dec 2019      | LADBS Sections                         | Various updates   | Jeanean Barajas   |
| Dec 2019      | HCID Section                           | Various updates   | Eusebio Martinez  |
| Dec 2019      | Concept of Operations and DWP Section  | Various updates   | Lisa Hayes        |
| Dec 2019      | Concept of Operations and LAWA Section | Various updates   | Anthony Arakelian |
| July 2021     | All Plan Stakeholders                  | Reviewed and edited by all plan stakeholders after the EMD Planning Division reset. | Jon Brown         |
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## **CITY EMERGENCY OPERATIONS CENTER/ANNEX CROSS REFERENCE**

During the response to this identified hazard, the following functional support shall be used as deemed necessary:

- Throughout this document, where public information and communication with the public is referenced, see the Emergency Public Information Annex.
- Where internal communications systems are referenced, see the Communications Annex.
- Where early warning and notification is referenced, see the Early Warning and Notification Annex.
- Where sheltering, mass care, mass feeding and the provision of functional needs support services (FNSS) is referenced, see the Mass Care and Sheltering Annex; Resettlement Processing Center Annex; and Logistics Annex.
- Where reference is made to evacuations, see the Evacuation Annex.
- Where reference is made to Federal, State, Local or Non-Governmental Organizations providing recovery information, see the Local Assistance Center Annex and Recovery Annex.
- Where reference is made to response and restoration of critical infrastructure, see the Critical Infrastructure Annex.
- Where reference is made to Convergent Volunteer Management or Disaster Service Workers, see the Convergent Volunteer Annex.
- Hazard Specific Annexes include the Tsunami Annex, Earthquake Annex, Adverse Weather Annex, Brushfire Annex, Urban Flooding Annex, Off-Airport Major Aircraft Response Annex, Debris Flow Annex, Civil Disturbance Annex, Terrorism Annex and the CBRN Annexes (Chemical, Biological, Radiological, and Nuclear).
- Functional Annexes include the Evacuation Annex, Early Warning & Notifications Annex, Local Assistance Center Annex, Emergency Public Information Annex, Resettlement Processing Center Annex, Communications Annex, Mass Care & Sheltering Annex, and Logistics Annex.
- All actions related to fulfilling the purpose of this Annex will adhere to the City of Los Angeles Citywide American with Disabilities Act (ADA) guides, documents, and checklists.
- Where City departments have tasks assigned relative to this Annex, please refer to that specific department's SOPs.

## **BACKGROUND**

The City of Los Angeles maintains a Local Hazard Mitigation Plan that outlines earthquake hazards and identifies specific projects to mitigate or lessen the effects of earthquake hazards.

Due to the seismically active region in which the City is situated, earthquake hazards are recognized as a significant threat to the City of Los Angeles. There are many different tectonic faults in the region that can generate damaging earthquakes. Depending on the magnitude of the event, earthquake hazards can result in the loss or damage of human life, animal life, structures, property, critical infrastructures, utility services, and roadways/transportation routes.

In addition, each City department is required to develop and maintain a Department Emergency Plan that outlines and dictates department-specific roles and responsibilities to a variety of hazards in an “all hazards” approach. These Department Emergency Plans must meet National Incident Management System (NIMS) criteria as well as standards outlined by the City’s Emergency Management Department (EMD).

The City’s EOP includes hazard-specific Annexes, such as this Earthquake Annex. The annexes contain City department-specific roles and responsibilities as they pertain to a significant incident or disaster.

## **I. PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS**

### **A. Purpose**

This Annex details government’s responsibilities for the managed response to an earthquake incident. This Annex can be used in conjunction with other annexes and plans designed for the protection of the population. Organizations, operational concepts, responsibilities, and procedures described in this plan are applicable to all locations and to all agencies, organizations, and personnel with earthquake responsibilities within the City of Los Angeles.

The Annex has been developed to meet the following objectives:

- Provide a concept of operations and identify roles and responsibilities for each appropriate department within the City.
- Define procedures necessary for the rapid notification of City departments and the public in the event of an earthquake related emergency.
- Identify actions that can realistically be accomplished within a few hours to a few days to mitigate any adverse impacts.
- Ensure consistency with Federal, State of California, the Los Angeles County Operational Area, and other local governments’ emergency response plans and operations.

### **B. Scope**

Effective incident management begins with a host of preparedness activities conducted well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualifications and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

This Annex is applicable to Los Angeles City departments with Emergency Operations Organization (EEO) responsibilities and other departments with essential resources. Of particular importance to this document are:

- City departments with emergency public safety functions.
- City departments having routine interaction with the public.
- City departments performing emergency public safety or other critical services.

### **C. Situation Overview**

#### **1. Characteristics**

##### **a) Location**

The City of Los Angeles covers 498 square miles with approximately 468 square miles of land (214 square miles of which are hills and mountains) and approximately 29 square miles of water. The San Gabriel and Santa Susana Mountains bound the City on the North and the Santa Monica Mountains extend across the middle of the City. The Palos Verdes Hills and Pacific Ocean bound the City on the South and West.



b) Demographics

According to the California Department of Demographic Research Unit's "E-1 Population Estimates for Cities, Counties, and the State"<sup>2</sup>, the 2021 population estimate for the City of Los Angeles is 3,923,341. This is approximately 8,383 persons per square mile.

The City of Los Angeles is one of the most diverse cities in the world. Angelenos speak nearly 200 languages and are part of many different religious and belief systems. Community members who live, work, and play in Los Angeles include people with disabilities and others with access and functional needs.

This plan will use the phrase *people with disabilities and others with access and functional needs* to describe both those that meet the definition of disability as well as people who may or may not meet the definitions of civil rights laws or some of the 60 plus diverse definitions of disability<sup>3</sup>. The definitions for people with disabilities as well as others with access and functional needs are provided below:

*People with Disabilities*

"Disability" in this context is a legal term rather than a medical one. It refers to a Federally protected class under the 1990 ADA. Nationally, people with disabilities make up about 20% of the population. To be in compliance with the law, emergency managers must apply the concepts of accessibility, inclusion, and nondiscrimination in providing services to the general public which includes communication of public information and warnings, transportation, mass care and sheltering, and evacuations.

*Others with Access and Functional Needs*

"Others with Access and Functional Needs" is a broad definition that includes anyone who might have additional needs before, during, or after a disaster in accessing services. This includes individuals that may or may not meet the definitions of disability under existing civil rights laws, such as people with limited or no English language proficiency, individuals that are institutionalized, women in late-term pregnancy, or those with limited or no access to transportation. With this broader definition, about 50% of the population is considered to have an

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<sup>2</sup> California Department of Finance Demographic Research Unit, "Report E-1: Population Estimates for Cities, Counties, and the State, January 1, 2020 and 2021." State of California Department of Finance, May 1, 2021.

<sup>3</sup> Los Angeles County Department of Public Health Office of Health Assessment and Epidemiology, "Disability Among Adults in Los Angeles County". LA Health. Los Angeles County Department of Public Health, September 2019.

access or functional need. Anyone with a disability has an access and functional need, but not everyone with an access and functional need has a disability.

## 2. Vulnerabilities

The City of Los Angeles has multiple, accessible, redundant warning and notification systems that it will utilize to reach the public for advisories, information, and support. The primary mode of notification is the NotifyLA system and other modes include news releases, public service announcements to the media, and social media. Factors to consider during public notification are the type of disaster, the population density, demographic characteristics, and the terrain in area of Los Angeles. In some instances, the consequences of a disaster along with terrain, and the geographical area, may impact the effectiveness of notification systems.

The City of Los Angeles recognizes that disasters may exhaust local resources. The City continues to develop, update and/or maintain memorandum of understandings (MOUs), memorandums of agreement (MOAs), and contract amendments with private vendors to increase response capability and available resources. In addition, the City of Los Angeles' Business Operations Center (BOC) maintains communication channels with the private sector, who may provide donations in an event of an emergency or disaster.

Due to the population density and terrain of the City of Los Angeles, the City recognizes that, despite its best efforts, it may not have the capabilities or resources to reach every individual in terms of public warnings, notification and/or support.

## D. Assumptions

This Annex was created to integrate the concepts and structure defined by the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and the Incident Command System (ICS).

- All City, State, and Federal processes, procedures, and protocols reflected or referenced in this document were current as of the date of approval of this Annex. Before implementing this Annex, confirm that the processes, procedures, and protocols are unchanged. If necessary, before implementing, modify the Annex to reflect updated processes, procedures, and protocols.
- Only departments that have a response role or a role closely supporting the response to an earthquake will be included in this document. The departmental roles listed are limited to those applicable to earthquakes.
- In any disaster, primary consideration is given to the preservation of life, then incident stabilization, and property preservation. Additionally, time and effort must be given to providing critical life-sustaining needs.
- In a catastrophic incident, damage control and disaster relief will be required from the State and Federal government, other local governments, and as well as private organizations.

- The City Emergency Operations Center (EOC) may or may not be activated in support of an incident. EOC activation will be determined based on the scope and scale of the event.
- Electronic communications utilizing information technology systems will be compliant with Section 508 of the Rehabilitation Act.
- All printed public education material produced to support this Annex for distribution to the general public shall be available in accessible formats.
- Many residential, commercial, and institutional structures could be damaged; requiring a large Urban Search & Rescue/Heavy Rescue mobilization.
- Residents could be displaced, requiring shelter and welfare needs. Sheltering activities could be short term or long-term depending on the severity of the incident.
- Vital infrastructure such as potable water supplies, electrical power, natural gas, and sewer services could be compromised. Re-establishment of these vital resources will be critical.
- Transportation infrastructure could be damaged and/or in limited operation. Vital vehicle and rail corridors could be damaged and/or impassible. Re-establishment of transportation infrastructure will be critical.
- Communications infrastructure could be damaged, causing disruption in land-line telephone, cellular telephone, radio, microwave, computer and other communication services. Re-establishment of communications infrastructure will be critical.
- Southern California is an actively seismic area with thousands of seismic events occurring annually. Most of these seismic events produce little or no damage, however the potential for a catastrophic event that could potentially bring disastrous consequences exists.

## II. CONCEPT OF OPERATIONS

### A. Terminology

**Access and Functional Needs:** Access and functional needs as defined by the National Response Framework may be present before, during, or after an incident in one or more areas and may include, but are not limited to, maintaining independence, communication, transportation, supervision, and medical care. Emergency Support Function (ESF) #6 is utilized to coordinate assistance without regard to race, ethnicity, religion, nationality, gender, age, disability, English proficiency, or economic status of those who are seeking assistance as a result of a disaster.

**Disability:** A physical or mental impairment that limits one or more of the major life activities of such individual. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell

growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

**Earthquake**<sup>4</sup>: Earthquake is a term used to describe both sudden slip on a fault, and the resulting ground shaking and radiated seismic energy caused by the slip, or by volcanic or magmatic activity, or other sudden stress changes in the earth.

**Earthquake hazard**: Anything associated with an earthquake that may affect the normal activities of people. This includes surface faulting, ground shaking, landslide, liquefaction, tectonic deformation, tsunamis, and seiches.

**Earthquake risk**: The probable building damage, and number of people that are expected to be hurt or killed if a likely earthquake on a particular fault occurs. Earthquake risk and earthquake hazard are occasionally incorrectly used interchangeably.

**Fault**: A fault is a fracture along which the blocks of crust on either side have moved relative to one another parallel to the fracture.

**Fire Following Earthquake**: Fire following earthquake describes fires that ignite in the aftermath of an earthquake as a result of cascading effects from seismic-induced damage to buildings and other infrastructure systems. Of these fires, it has been estimated that gas-related ignitions account for 25% of the total number of ignitions according to assessments undertaken as part of the ShakeOut Scenario.

**Geologic hazard**: A geologic condition, either natural or man-made, that poses a potential danger to life and property.

**Liquefaction**: A process by which water-saturated sediment temporarily loses strength and acts as a fluid, like when you wiggle your toes in the wet sand near the water at the beach. This effect can be caused by earthquake shaking.

## **B. Initial Safety Assessment**

Initial safety assessments will take place immediately following a significant seismic event. City departments will conduct assessments based on their specific discipline and jurisdictions and report their findings back to their departments. Departments will then share information with the EOC if activated, or the EMD Duty Officer if the event does not warrant activation of the EOC. This includes such information as injured and deceased persons, collapsed or damaged buildings and infrastructure, fires, power outages, flooding, looting, and other life/safety issues. Windshield surveys will be conducted by Los Angeles Fire Department (LAFD), Los Angeles Police Department (LAPD), Harbor Department (POLA), Department of Public Works (DPW), and Los Angeles Department of Water and Power (LADWP). Safety assessment information will also come from the public

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<sup>4</sup> USGS Earthquake Glossary <http://earthquake.usgs.gov/learn/glossary/?alpha=ALL>

via 9-1-1, 3-1-1, social media, and other methods of communication. Los Angeles World Airports (LAWA) will assess the condition of Los Angeles International (LAX) and Van Nuys (VNY) airports and communicate whether they can safely continue operations. POLA will determine if conditions at POLA are safe to continue operation. Los Angeles Department of Transportation (LADOT) will determine if City roadways are safe and operational. All City departments will account for personnel through pre-determined methods.

**C. Search and Rescue**

In the event of a major earthquake, search and rescue operations will be critical in the preservation of life. LAFD will be the lead agency in search and rescue operations with other departments and agencies playing supporting roles. LAFD will organize search and rescue operations by developing a map of areas to be searched, establishing grids, defining responsibilities, and searching each sub-area. LAFD will record locations where survivors are found and shall not remove deceased victims prior to the arrival of the coroner unless absolutely necessary. In addition, LAFD will organize and provide supervision to Community Emergency Response Teams (CERT) under their direction and control.

**D. Public Safety Utility Control**

Earthquakes have the potential to damage utility infrastructure and disrupt continuity of service. Damage to utilities will be reported by City departments, as well as the private sector during the initial safety assessment and throughout the event. LADWP will isolate and discontinue all water and power systems that create life-threatening emergencies and deploy crews to repair damaged infrastructure. EMD, in coordination with the Joint Information Center (JIC), will regularly update the public on the situation including information on utilities impacts. LADOT will deploy a combination of Traffic Signal Repair Crews and Construction Crews to address downed traffic signals. Telecommunications, computer, radio, and database systems will be maintained and repaired by the Information Technology Agency (ITA). Assistance from the private sector may be required if damage to private utilities occurs (i.e. So Cal Gas Company). Other City departments, outside agencies, non-government organization (NGOs), and private sector entities may be requested to provide support to these operations if needed.

LADWP, So Cal Gas, and other agencies have mutual agreements. These agreements can be activated to access the resources of other utilities.

**E. Safety and Security Operations**

LAPD will be the lead agency in assuring the safety and security of the public by defining and establishing perimeters around hazards, maintaining law and order, and communicating other hazards to the appropriate department or agency. Airport Police and Port of LA Police will mirror the efforts of LAPD in their respective jurisdictions. LADOT will assist in traffic management and identifying evacuation routes.

**F. Fire Following Earthquake**

It is anticipated that earthquakes in urban areas may cause major fires. In areas of dense wood-frame construction, these fires may grow quickly to involve tens or hundreds of City blocks, known as conflagrations. The fire risk will be exacerbated due to damage to the water distribution system and possibly by traffic gridlock and blocked or damaged roadways. Weather and building density will also play a factor in the rate with which fires spread following an earthquake. In particular, an earthquake during Red Flag conditions, can magnify the danger of conflagration. Tens and even hundreds of City blocks could potentially be lost to fire following earthquake.

Following an earthquake, LAFD will be the lead agency in combating fires. LADWP will ensure water availability in critical areas for fire suppression efforts.

The LADWP Water System will assess areas having impacted water supply and ability to provide water for fire suppression. In the event the LAFD is in need of firefighting water supply in impacted areas, the LADWP will work to restore the system as rapidly as possible. The LAFD will also utilize available alternate water sources. The LAFD and LADWP will also work together, as needed, to identify a firefighting strategy following an earthquake.

#### **G. Vital Infrastructure Assessment, Repair and Continuity**

Public Works Bureau of Engineering and LADOT will assess all roadways, bridges, and other vital transportation infrastructure for damage and operational capability. LADWP will provide damage assessment teams to locations with high priority such as dams and reservoirs, power generation plants, Los Angeles Aqueduct, water filtration plants, chlorination stations, John Ferraro Building, and command and control centers. Los Angeles Department of Building and Safety (LADBS) will assess the “Big 20” buildings (Attachment B) pre-determined to be crucial to City operations. Designated ITA personnel are responsible for assessing damage and prioritizing repair to critical public safety systems as well as City-wide voice, data, and radio systems. LAPD maintains a list of Critical Infrastructure and Key Resources and will conduct windshield surveys of all locations within 30 minutes following a significant earthquake. Airports are considered vital infrastructure as a whole under ESF 8; therefore, LAWA will deploy teams of qualified personnel to assess the state of LAWA’s buildings and infrastructure, including runways, taxiways, terminals, and other facilities. The Port of LA (POLA) is also considered to be vital infrastructure and is a key logistical hub for the region. The Harbor Department in conjunction with the Army Corps of Engineers and United States Coast Guard (USCG), will be responsible for assessment of port facilities and ensuring shipping channels and navigable waterways are operational as soon as possible. All response and recovery operations for these locations will be prioritized and performed expeditiously in order to return them back to normal operations.

#### **H. Building Safety Assessment**

LADBS will establish a procedure to expedite assessments and permit issuance for damaged buildings. Inspectors and engineers will conduct safety assessment inspections of structures within a geographic area and post inspected buildings utilizing the ATC-20

placarding system, physical barriers where buildings are not safe (i.e caution tape). Public Works Bureau of Engineering will provide additional inspectors and assist LADBS with the ATC-20 process. The Housing and Community Investment Department of Los Angeles (HCIDLA) will collaborate with LADBS to form safety assessment teams and conduct assessments of potentially unsafe residential structures. All reports of damaged buildings will be directed to LADBS and if activated, the information will then be shared with the EOC.

**I. Vital Traffic Corridor Management**

DOT, in coordination with LAPD, will provide specific routes for emergency response personnel and will develop emergency travel routes for the general public when necessary. Public Works Bureau of Street Services shall coordinate with the EOC to identify and respond to obstructions affecting critical routes and pre-identified County disaster routes. The Bureau of Street Services will also clear priority public right-of-ways identified by the EOC. LAPD will assist LADOT in directing traffic flow and maintain a high visibility of enforcement. A perimeter around closed routes will also be maintained by LAPD and LADOT traffic enforcement officers. LAWA Airport Police will activate necessary airport traffic plans to manage traffic issues within their jurisdiction. Other City departments will provide support to this operation as needed.

**J. Evacuation and Access Control**

Significant earthquakes could require the evacuation of the public in order to preserve public safety. Once an area is evacuated it becomes a public safety vulnerability with risk to those people who may attempt to re-enter the area before it is deemed safe to return. The evacuated area also becomes vulnerable to potential property related crimes by persons without authorized access. When deemed safe, LAPD will patrol the perimeter of the evacuation zone to enforce the evacuation and ensure that residents or the general public does not have access into the evacuated area. If safety concerns do not allow for organized patrols within the evacuated area, LAPD will establish hard containment security perimeters immediately outside of the evacuation zone perimeter, to prevent entry into the area. More information on evacuation and access control can be found in the Evacuation Annex.

DOT will provide support to LAPD when possible, by providing Traffic Officers at designated intersections on the outer perimeter to control vehicle and pedestrian access into the evacuated area. LADOT officers will not be placed in hazardous situations. LAPD will assist LADOT Traffic Officers as necessary, to provide enforcement support when LADOT Traffic Officers encounter persons who refuse to cooperate. In the event any persons get past LADOT staffed check points, LADOT will immediately notify LAPD. LAPD will make every attempt to locate the offenders and enforce the evacuation restrictions. If evacuations are needed, LAWA Airport Police will take the lead in evacuating the public from LAWA property as appropriate and controlling access to certain areas of the airport(s). In addition, Airport Police will provide access corridors and escorts as needed for emergency vehicles from outside agencies responding to the airports.

#### **K. Emergency Debris Removal**

Prioritization of debris removal will be coordinated in the EOC. Response efforts are first directed to activities that protect lives, public health, and safety, such as search and rescue, evacuations and sheltering, firefighting, utility restoration, and clearing roads of hazards (i.e., debris and electrical hazards). The major emphasis during the initial response phase is to push debris from the traveled way to the curb to open emergency evacuation routes and roadways to critical facilities and affected neighborhoods. DPW will deploy Damage Assessment Teams to the field to assess and map the types of debris and the locations of the debris after a disaster. DPW will manage Contractors and contracts to facilitate debris removal and long-term recovery operations. For more information regarding the City's debris removal processes, see the Debris Removal Annex.

#### **L. Information Collection, Analysis, And Dissemination**

Information collection, analysis, and dissemination will be conducted by the incident command planning section, in conjunction with the City EOC and appropriate Department Operations Center (DOC) planning sections. This information will be used for conducting incident action planning, obtaining situational awareness, and other planning activities.

Information collection, analysis, and dissemination should focus on:

- Life/safety issues such as building collapse and fire
- Critical infrastructure status
- Shelter needs
- Civil disobedience such as looting
- Accessibility of roadways for emergency response

#### **M. Documentation and Time-Keeping**

During an emergency situation or incident, it is important to keep specific records related to staff assignments and costs related to the response to and recovery from the emergency or incident. Each department has their own internal processes for ensuring proper documentation of actions, incident-specific cost tracking, personnel time keeping, and record retention guidelines of these documents.

In accordance with standard cost accountability practice for unique events, human-made and/or natural disasters, all City departments are required to document their financial costs of labor, materials, and equipment in addressing the event. Each City department, proprietary and Council-controlled agency operates their respective accounting operations/practices within the guidelines of the Mayor's Executive Directives, the California Natural Disaster Assistance Act, and the Federal Code of Regulations Title 44 of the Stafford Act to maximize potential reimbursement- eligible costs and minimize ineligible costs.



### III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### A. City of Los Angeles

##### 1. Animal Services, Department of (Animal Services)

Note: There is a difference between “service animals”, “pets” and “livestock.” Service Animals must be allowed to remain with their owners and not separated as if they were pets or livestock except under certain circumstances identified in the ADA.

See the Mass Care and Sheltering Annex, Small Animal Support Appendix, Section II, I. Service Animals for information regarding service animals, how to determine if an animal is a “service animal”, how the “service animal” and its owner must be accommodated, how a “service animal” must be controlled and when a “service animal” may be excluded from a shelter.

In addition to the provisions about service dogs, revised ADA regulations have a new, separate provision for miniature horses that have been individually trained to do work or perform tasks for people with disabilities and others with access and functional needs. (Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.) Entities covered by the ADA must modify their policies to permit miniature horses where reasonable. The regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are:

- Whether the miniature horse is housebroken;
- Whether the miniature horse is under the owner’s control;
- Whether the facility can accommodate the miniature horse’s type, size, and weight;
- Whether the miniature horse’s presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

#### a) Reconnaissance and Information Gathering

##### i. Fact Gathering

- The emergency preparedness coordinator will assign an Animal Response Unit Leader as needed
- Ensure initial reports from field units are received by the AR.
- Assessments of animal care facilities shall be performed and reported to the AR, including capacity capabilities and type of open cage space available.
- Information received by the AR will be compiled, evaluated, and acted upon as necessary.

- Specialized Mobile Animal Rescue Team (SMART) Leader shall organize a grid within the area for team assignments to ensure evacuation areas have been thoroughly searched.
- ii. Assessment
- Animal Services will assess the overall anticipated needs of the Department.
  - Assess potential need to activate the SMART or Volunteer Emergency Equine Response Team (VEERT).
  - Determine availability of City Animal Medical Personnel.
  - Work with the Mass Care Branch in the EOC (if activated) or Recreation and Parks (RAP) Duty Officer (if EOC is not activated) to assess the overall need for Animal Services support of shelters being established.
- iii. Information Sharing
- The Animal Care Technician Supervisors (ACTS) will perform an assessment of their animal care facilities and report to the AR the capacity capabilities and type of open cage space they have at this time.
  - The ACTS will prepare their facilities for the incoming evacuated animals that cannot be sheltered with their owners.
  - The ACTS will keep the AR posted on capacity, needs and activities at all times.
  - The Agency Representative (AR) at the command post and the EOC Responder will keep an open line of communication.
  - The field personnel will communicate with the AR.
  - Information will be transmitted to the AR for compilation, evaluation, and action.
  - Initial reports will originate from the field resources to the AR.
  - Keep the AR posted on ongoing capacity, needs, and activities at all times.
- b) Incident Stabilization
- i. Incident Response
- Open the North East Animal Care facility, Pierce College, Hansen Dam or LA Equestrian Center for the intake of evacuated animals/livestock as necessary and assign an Animal Shelter Unit Leader as directed by the AR.
  - Staff the shelters with Animal Services Department staff.
  - Provide animal food, water, and other supplies as necessary.
  - If necessary, follow the Mobilization of Active Personnel protocol as outlined in the Department of Animal Service Emergency Plans Chapter 4.
  - Develop a plan for an operation which will continue for an extended period of time including:
    - Existing operations
    - Potential problem development
    - Operation limitations
    - Logistical needs
    - Staffing requirements

- The plan will include the existing operations and any off-site facilities where animals/livestock are being temporarily housed and cared for.
  - The SMARTs shall:
    - Conduct animal and/or livestock evacuations according to the Large Animal Sheltering Appendix IAP and as directed by the AR.
    - Perform the rescue of injured, unattended, and stray animals/livestock.
    - Record the locations of all evacuated and deceased animals/livestock.
    - Provide animal support at animal shelters and general population shelters (service and emotional support animals).
  - ACTS of each animal care facility shall:
    - Coordinate activities within each of their facilities.
    - Provide necessary direction and control to ensure effective deployment and optimum utilization of available resources.
    - Reassign resources to meet the specific needs within that facility
    - Coordinate resource allocation with the AR.
    - Prepare their facility for incoming evacuated animals.
- c) Initial Recovery
- i. Initial Recovery Operations
    - Animal Services will reassess and determine need for activated positions.
    - Reunite animals with their owners or custodians.
    - Provide animal owners updated information as to the location for the retrieval and pick up their animals from shelters or temporary evacuation sites.
  - ii. Ongoing Information Gathering, Assessment, and Sharing
    - Animal Services will assess the capacity to de-escalate resources engaged in response operations and support.
    - Determine the gaps in response activities related to departmental roles and responsibilities.
    - Assess latent impact of the incident on operations and recovery.
  - iii. Demobilization of Department Resources
    - Begin scaling back activated incident command positions, while considering effective operations and safety.
- d) Department Command and Control
- The Emergency Coordinator, as the AR, will assess the overall needs of the Department and will direct the deployment of resources based on that determination.
  - The AR will decide whether to open the North East Animal Care facility, Pierce College, Hansen Dam, or LA Equestrian Center for the intake of evacuated animals/livestock and will assign an ACTS.
  - The AR will have a Lieutenant or designated representative report to staging area for effective control of resources during the performance of evacuations and other related activities.
  - Staff will be placed on twelve-hour shifts.

- Employees shall contact their district, supervisor, or person in charge to determine if they are immediately needed for emergency response.
  - Rotating shifts will be developed to utilize staff that have not been working on the incident as necessary.
- e) Communications
- The Management Assistant will utilize the department's social media to disseminate information regarding emergency shelter sites. If the EOC is activated, the Management Assistant will work with PIOs in the EOC to ensure this public messaging is accurate across all departments.
  - The Department will set up a hotline, including a TTY number, to assist pet owners in locating their shelter-bound animal. If a City hotline is set up or 311 is used to help inform the public, information for pet owners will also be included on these incident-wide hotlines.
  - Divisions will report to executive management on the current status of their communications abilities.
- f) Logistics
- ACTS will determine the overall needs of their facilities and off-site shelters.
  - Supervisors will ensure employees understand they are expected to report to work at their normal shift, unless they have been informed over the Emergency Alert System or other media that the Mayor's Office or the City Emergency Operations Board has directed those non-immediately essential employees are not to report to work.
  - Department will provide animal food and other supplies as necessary and arrange with the Department of General Services (GSD) and/or through the EOC to obtain water supplies for the animals.
  - Department will coordinate animal sheltering activities with:
    - American Red Cross Los Angeles Region (Red Cross)
    - Los Angeles Unified School District (LAUSD)
    - In conjunction with RAP, will provide Safe Refuge Centers and shelter facilities to the public.
    - Animal Services will work with Los Angeles County Animal Control, County lifeguards, and volunteer rescue groups for beached animals.
  - Examine MOUs with other agencies for continued staffing needs.
- g) Documentation
- i. Record Keeping
- The AR and their staff, including the Resource Leader (RL), are responsible for the call-ups and assignment of staff and equipment relative to the disaster. The AR, RL or their staff maintains a log of these activities and utilize the ICS-204 (Operations Assignment List) form and the ICS-218 form (Support Vehicle/Equipment Inventory). The Department has instructed all personnel to use the ICS-214 (Duty Log) and 218 forms while performing duties relative to the incident. To maintain and track costs for employees working the incident, all other employees will use every day Department forms, so as not to conflict.

- ii. Time Keeping
  - The AR, EOC Responder, and field personnel will track and maintain all costs relative to care for animals evacuated during the incident under the identification number of the animal within the Chameleon System.
- iii. Financial Reporting
  - Supervisors will assure that staffs involved in the disaster are utilizing the appropriate ICS-Forms.

## **2. Building and Safety, Los Angeles Department of (LADBS)**

### **a) Reconnaissance and Information Gathering**

- i. Fact Gathering
  - Information will be transmitted through appropriate channels to the proper Command Staff for compilation, evaluation, and action.
  - Initial information reports will originate from the field resources to Command Staff for preliminary safety assessment in the immediate area by radio or status check.
  - Gather and disseminate information on issues such as areas of damage, road closures, and high-risk security areas and communicate to the Operations Chief in order to inform inspectors and Safety Assessment Teams (SAT).
  - Field Commanders shall, as necessary, initiate inspection teams to develop situational awareness. Inspection teams can be utilized as availability and conditions permit. This may be the only source of reporting structural damage.
  - Surveys shall be conducted along routes provided by other agencies based on windshield surveys or through windshield surveys. This may vary due to time of day or existing conditions.
  - All reports shall be directed to the Logistics Chief in the LADBS Department Operations Center (DOC) who will monitor these reports to maintain situational status and will forward data to appropriate staff for data input.
- ii. Assessment
  - Gather information and establish a list of damaged buildings in affected areas for the purpose of directing safety assessment operations.
- iii. Information Sharing
  - Issue policy statements to the Mayor, media and City departments through the PIO. If the EOC is activated, work through the EOC PIO and/or City's JIC to coordinate messaging and public information.
  - Provide safety assessment report to the Mayor, City Council and EMD Duty Officer or EOC through Incident Management Software.
  - The DOC Operations Chief will contact the Department's General Manager, Executive Officer or Bureau Chief, as per protocols, and advise them of operations.
  - Preparation and dissemination of Public Service Announcements regarding building safety and recommendations to Angelenos.

b) Incident Stabilization

i. Incident Response

- Code Enforcement Bureau
  - Impose emergency building regulations.
  - Provide inspection staff for safety assessment.
  - Provide support staff as needed for phones and data entry.
- Engineering Bureau
  - Provide engineers for safety assessment and plan checks.
  - Perform safety evaluation.
  - Enter inspection and safety evaluation data and prepare damage reports.
  - Follow protocols for issuance of permits, requests for inspections, and expediting issuance of permits for earthquake damaged properties.
  - Process ordinances needed to address changes to current codes to expedite the abatement of hazardous conditions.
  - Establish procedures to secure and repair damaged properties.
  - Establish procedure to expedite plan check and permit issuance on damaged buildings.
- Inspection Bureau
  - Provide inspection staff for safety assessment.
  - Provide support staff as needed for phones and data entry.
  - Provide alternate staff for use as couriers or other support positions.
  - Employees report using the automated system Everbridge.
  - Account and prepare a report of inspectors and engineers who are ready for deployment.
  - Staff the EOC and ICP, activate the DOC. (Please reword if awkward phrasing)
  - Enter inspection and safety evaluation data and prepare safety assessment reports.
    - Evaluate resources and staffing needs and, if needed, request mutual aid.
    - Update Department status through Incident Management Software.
    - Conduct briefings and debriefings for all Department staff.
- Resource Management Bureau
  - Activate data entry system for documentation and reporting of safety assessment information.
  - Distribute emergency incident timesheets and instruct staff on reporting work hours.
  - Compile all necessary documentation and apply for all reimbursable expenses to appropriate governmental agencies (e.g., FEMA).

ii. Ongoing Information Gathering/Assessment/Sharing

- Gather information and establish a list of damaged buildings in affected areas for the purpose of directing safety assessment operations.

- Notify EOC and other agencies of safety assessment inspection results as needed.
  - Gather and tabulate statistics on LADBS post-emergency response capabilities, activities/findings including type of construction, extent, and estimated cost of damages.
  - Perform safety evaluations of buildings and “drive-by”, triage-type windshield surveys.
  - Code Enforcement Bureau will provide inspection staff for safety assessment and provide support staff as needed for photos and data entry.
  - The Engineering and Inspection Bureau
    - Will provide engineers for safety assessments and plan checks.
    - Enter inspection and safety evaluation data.
    - Prepare safety assessment reports.
    - Establish procedures to secure and repair damaged properties.
- iii. Assess Transition to Recovery/Demobilization
- Assess the capacity to de-escalate resources engaged in response operations and support.
  - Determine the gaps in response activities related to departmental roles and responsibilities.
  - Assess latent impact of earthquake on operations and recovery.
  - Analyze building code provisions based on the extent of damage to structures and develop recommendations for code changes.
- c) Initial Recovery
- i. Demobilization of Department/Agency Resources
- Based in immediate recovery assessment, reassess, and determine need for activated positions.
- ii. Ongoing Information Gathering/Assessment/Sharing
- Notify City residents and patrons of the evaluated safety assessment by placing color placard at the main entrance of the building. For buildings that have been “red tagged” or deemed to be unsafe to enter, LADBS will place some type of barrier well in advance of the entrance of the structure to provide people who are blind or low vision with a physical barrier to alert them. Barrier or scene tape used by police and fire to mark an area closed to the public is an example of an approved barrier. Additionally, the public can access building status and additional information on the LADBS website.
- iii. Initial Recovery Operations
- Begin scaling back activated incident command positions, while considering effective operations and safety.
- d) Department Command and Control
- Prepare both short term and long-term plans for internal Departmental operations; such plans shall consider the overall plan for the Department’s continued operation. Considerations must be given to the existing situation,

potential problem development, operational limitations, logistics needs, and staffing requirements.

- The LADBS General Manager, or his authorized representative, will establish overall policies and coordinate with the EOC Management when activated.
- DOC Operations Chief will assess the overall needs of the Department, and cause deployment of resources based on that determination.
- Command Staff will coordinate activities within their jurisdictions and control to ensure effective deployment and optimum utilization of available resources. They will reassign staff and resources as needed to meet specific needs within their divisions.
- The Safety Assessment Director will, as necessary, establish the Department's ICP or staging areas to provide a location for departmental coordination and control of all emergency operations within that geographic area of command. Incoming incident notification and dispatching will be managed from this location or forwarded to appropriate Command Staff.
- All personnel shall report as directed for assignments.
- Command staff will establish plans and priorities based upon the known situation.
- Command Staff will establish tactics used to accomplish objectives which will vary according to existing conditions.
- Command Staff will establish operational priorities based on problem assessment and availability of resources, considering that the overall objective during a major earthquake disaster is to accomplish the following priorities: life safety, incident stabilization, and preservation of property.
- Safety Assessment Branch Director and Operations Chief will obtain information on the magnitude and epicenter of the earthquake.
- All employees will report on the Department's Employee Response Tracking System, and Everbridge, to check in and await further instructions.
- Operations Chief will contact the Department's General Manager, Executive Officer or Bureau Chief as per protocols and advise them of operations.
- Provide assistance to other departments and agencies as needed.

e) Documentation

i. Record Keeping

- If necessary, a unique designation that will be used for tracking purposes shall be designated for the earthquake event. Such designation shall be utilized by the Department's cost accounting, plan checking, and inspection programs (e.g., e-Time, PCIS, CEIS).

ii. Time Keeping

- Proper documentation shall be any forms used by LADBS that document disaster related tasks performed (e.g. Rapid Screening Inspection Form, Emergency Inspection Request forms); the amount of time spent on each disaster related task (daily time sheets, mileage statements, etc.); invoices or receipts for the purchase of disaster related supplies; invoices and timesheets for any disaster related contract services used; and any other



documentation as determined necessary by the Department, the City, or reimbursing agencies such as FEMA.

iii. Financial Reporting

- All disaster-related documents will be reviewed for completeness and accuracy by data entry staff and then sent to Financial Services Section at regularly scheduled intervals. All collected documentation shall be stored in accordance with Financial Services Section procedures and general accounting practices.

**3. Emergency Management Department (EMD)**

a) Reconnaissance and Information Gathering

i. Fact Gathering

- EMD Duty Officer and the Duty Team will obtain information from all stakeholders involved in the incident.
- Direct staff in collecting and consolidating ongoing reconnaissance information from field units, the ICP, and other available information sources.
- The EMD Duty Officer and Duty Team will conduct citywide conference calls with City response departments and other agencies with response and support activities during an earthquake to determine their status.
- If the EOC is activated, the Situation Analysis Unit of the Planning Section and is responsible for information gathering.

ii. Assessment

- Work with other departments to determine the scope of the incident and its impact on City functions and facilities, as well as residents, businesses, and the whole community.
- Until the EOC is activated, the Duty Officer will gather information about the incident(s) caused by the earthquake, from the Incident Command Post(s) (ICP), and any Area Command Post.
- In coordination with other EOC sections, develop impact estimates.
- The Situation Analysis Unit of Planning Section will assess and vet information from all sources (e.g., City Department notifications, memos, media).

iii. Information Sharing

- If the EOC is not activated, the Duty Officer will collect and consolidate ongoing reconnaissance information from field units, the ICP and other available information sources. The Duty Officer will also make recommendation to the General Manager regarding EOC activation.
- If the EOC is activated, EMD will facilitate information sharing among departments.
- EMD will coordinate any use of the NotifyLA or Wireless Emergency Alert (WEA) Mass Notification System.
- The Department PIO serves as the centralized point for gathering and disseminating information before, during and after an incident. The PIO

and Joint Information System reviews and shares information among departments to ensure a consistent message is conveyed.

b) Incident Stabilization

i. Incident Response

- If necessary, the EMD Duty Officer and Duty Team coordinate and execute the processes to activate the City EOC in accordance with EMD SOPs.
- Los Angeles County Office of Emergency Management (LACOEM), the EOB, the Mayor, and other relevant stakeholders will be notified of the City EOC activation and the level of the activation.
- EMD may fill the Liaison Officer (LNO), Assistant LNO, and/or an Agency Representative position at the Command Post.
- EMD Duty Officer will coordinate with field responders to initiate a mass notification message to the public if an evacuation is necessary.
- When necessary, coordinate operations with emergency service organizations in other jurisdictions.
- EMD will provide mass notification support to other City departments when necessary.
- EMD will coordinate with the Joint Information System (JIS) to provide information to the public through 3-1-1.

ii. Ongoing Information Gathering/Assessment/Sharing

- The EMD Duty Officer will communicate with the County OEM Duty Officer to monitor the incident.
- EMD will monitor, record, evaluate and assess information obtained by LAFD, LAPD, DBS, LADWP, and other departments with field crews during initial size up to anticipate future emergency management needs of the departments.
- EMD will ensure the incident management software is functional and incoming information from departments is posted in appropriate areas.

iii. Assess Transition to Recovery/Demobilization

- 
- When possible, activate the Advanced Planning Unit/Demobilization Unit in the EOC to plan and facilitate for demobilization.
- Develop incident objectives related to recovery and demobilization during the response phase of the incident.
- Assess the capacity to de-escalate resources engaged in response operations and support.
- Make recommendations to the EOC Director on the demobilization of the EOC and/or transition to a Recovery Center.

c) Initial Recovery

i. Initial Recovery Operations

- EMD will evaluate long-term recovery needs and facilitate resource coordination between stakeholders.

- If necessary, lead efforts to establish a Local Assistance Center (LAC), please reference the Local Assistance Center Annex.
- ii. Ongoing Information Gathering/Assessment/Sharing
  - EMD will continuously improve situational awareness by evaluating and disseminating information from field operations and relevant stakeholders.
  - The PIO and JIS will ensure that the city has a unified voice during a crisis.
- iii. Demobilization of Department Resources
  - EMD management staff will evaluate its ability to demobilize resources and personnel; determine intervals or timelines for demobilization of resources and personnel; and communicate plans to relevant departments.
  - EMD will determine a plan and time period in which assets will be relinquished and restoration of normal activity will occur. Reductions of resources may coincide with restoration of public services and lifting of temporary safety restrictions.
- d) Department Command and Control
  - i) The EMD Duty Officer will be in charge of the EMD Duty Team and other department resources.
  - ii) The EMD Duty Officer will take direction from the EMD General Manager and/or Assistant General Manager.
  - iii) If the situation warrants, EMD will send a representative to the Incident Command Post.
  - iv) In the event that the EOC is activated, EMD personnel will assume various EOC roles and responsibilities as assigned.
  - v) EMD Duty Officer will communicate with the LACOEM Duty Officer to exchange information regarding the incident.
- e) Communications
  - i. EMD will coordinate use of 3-1-1 to provide the public with updated information about incidents.
  - ii. EMD will ensure communications systems are operational.
  - iii. EMD will verify that information management software is functional and incoming information from departments is posted to the Significant Events Board.
  - iv. EMD will partner with field responders to disseminate early warnings and notifications to the public that pertain to emergency management, including evacuation information and shelter locations.
- f) Logistics
  - i. EMD management will anticipate future personnel needs and schedule EMD staff accordingly.
  - ii. EMD will activate mutual aid procedures to ensure all future emergency management personnel needs are met, whether at the EOC or at other locations such as UCPs, FACs, LACs, shelters, etc.
- g) Documentation

- i. Record Keeping
  - All situational awareness notifications and bulletins released by EMD are saved in a uniquely named event folder located in the Department R: Drive and the EOC T: Drive.
  - Whenever the EOC is activated, or EMD personnel are assigned to a command post, all EMD employees are required to complete an ICS-214 form.
- ii. Time Keeping
  - If the EOC is activated, ICS-214 forms are collected by the Planning and Intelligence Section of the EOC.
  - The time spent on an incident is recorded on electronic time sheets as a separate line item.
  - EMD's Administrative Division can then calculate and record the total hours and dollars spent on the incident.
- iii. Financial Reporting
  - EMD's Administrative Section is responsible for tracking disaster related response costs incurred by the Department.

#### **4. Fire Department, Los Angeles (LAFD)**

##### **a) Reconnaissance and Information Gathering**

- i. Fact Gathering
  - Respond to ICP location with Command Vehicle, Plans Trailer, and portable generator trailer.
  - Staff Planning Section positions within the ICP - ICS structure.
  - Develop initial ICS 201 form and work with other Unified Command agencies to begin development of IAP for next operational period.
  - Capture and collect historical data and information for after action reporting and documentation.
- ii. Assessment
  - Information will be transmitted through channels to the proper command level for compilation, evaluation, and action.
  - Initial information reports will originate from field resources to Battalion Commanders as a result of the preliminary assessment in the immediate area by radio/status check.
  - Subsequent information reports from the ground and air will require in-depth reconnaissance of each geographic area of responsibility.
  - Battalion Commanders will, as necessary, initiate reconnaissance patrols to develop situational awareness. Helicopters, vehicles, foot patrols, and amateur radio systems can be utilized as availability and existing conditions permit. This may be the only source of reporting fires, structural damage, or rescue/medical needs.
  - Reconnaissance shall be conducted along the pre-established map route within each company district. This will vary due to time of day or existing conditions.

- Stations will move vehicles out of apparatus bay to pre-designated staging area and conduct visual assessment of station.
- Stations will conduct a vehicle “windshield” survey of their first in reporting district.

iii. Information Sharing

- Information shall be forwarded concerning the following situations:
  - Fires: Life threatening, conflagration potential, evacuation needs, exposure potential, and product involvement.
  - Structural Damage: Buildings, evacuation needs, bridges, and dams.
  - Physical Rescue: Problem and technical assistance required for evacuations.
  - Medical Needs or Disabilities and Access and Functional Needs: Problem evaluation, availability of casualty collection points, and assistance required.
  - Hazardous Materials: Life threatening incidents, product, potential, and evacuation needs.
  - Water Supply: Water mains and sewage lines.
  - Access Routes: Impassable streets and essential routes that can be readily cleared for safe access.
  - Utilities: Area wide disruption of telephone service, power outages, gas leaks.
  - Other Situations: Identify problems requiring Department assistance or situations affecting Department operations

b) Incident Stabilization

i. Incident Response

- Field commanders shall consider the following:
  - Immediate life loss potential, conflagration potential, essential service occupancies, and public health hazards.
  - Emphasize "quick knock down" tactics. Fires will be extinguished as quickly as possible, and companies will not engage in extended salvage and overhaul operations so as to remain available for other emergency duties.
  - Salvage and overhaul should be de-emphasized or eliminated.
  - In a mass fire incident, also known as conflagration, consider perimeter control. Utilize existing fire breaks and protect exposures. Heavy tractors to construct fire break shall be considered. Personnel from LAPD or other law enforcement agencies will normally be utilized for security or perimeter control.
- Water supply for firefighting purposes may be inadequate or nonexistent. Standing water sources such as reservoirs, lakes, and swimming pools will be utilized, and water supply lines will be established using standard firefighting supply hose or plastic piping in the form of Swimming Pool Augmented Water Supply.

- In the event of failure of a portion of the water system, commanders should consider the following:
  - Notify the LADWP and the Construction Services Hydrant Access Unit.
  - Consider a surface relay of water from an adjoining hydrant zone.
  - Local water storage facilities, reservoirs, swimming pools, and tanks may provide a source of firefighting water.
  - Use reserve hose in storage at fire stations and Supply and Maintenance.
  - Five-mile length of 6-inch portable water main is stored locally by the Office of Emergency Services. An additional ten-mile length is stored outside of the area (5-6 hours away).
  - Large volume water tenders are available through the Department and RAP.
  - Consider helicopter for water drops and filling of portable 1,000-gallon tanks.
  - Consider judicious use of water by quick knockdown tactics and/or perimeter control of a burning area.
- The rescue of trapped or injured persons may be a time consuming and meticulous job requiring organization, close supervision, technical expertise, coordination of heavy equipment and considerable personnel working with hand tools and specialized equipment. Consider the following:
  - Organize search and rescue operations within complex structures or geographic areas, by developing a map of the area, establish grids, define responsibilities, and search each sub area.
  - Implement standardized search and rescue operations and request specialized Urban Search & Rescue resources for complex operations.
  - Record locations where survivors are found. Dead bodies shall not be moved prior to arrival of the coroner, unless absolutely necessary.
  - Request light and heavy rescue equipment, lighting, and personnel as needed. A list of special equipment available from other agencies is located at Metro Fire Dispatch.
  - Helicopters may be utilized for transporting specialized personnel and equipment.
  - Organize and provide close supervision of LAFD CERT volunteers.
- To facilitate effective management of multiple incidents, field commanders should consider the following:
  - Availability of rescue ambulances for the emergency.
  - Activation of Medic Alert Center (MAC) and the Hospital Emergency Administration Radio (HEAR) network.
  - Assign Emergency Medical Services (EMS) personnel to MAC for liaison.
  - Supervision and staffing for triage and treatment operations, casualty collection points, alternate methods of treatment and transportation

- (i.e., mobile field hospitals, hospital ships, air resources, buses, and private ambulances).
- Availability of medical treatment facilities.
  - Notification of LAPD and Coroner of fatalities and establishment of temporary morgue as time and resources permit. Extreme care shall be exercised in handling fatalities to preserve identification, location found, and witnesses.
  - The Emergency Operations Chief Deputy shall, as necessary, make provisions for activating all available helicopters.
  - A Chief Officer shall be assigned by the Deputy Department Commander to function as Air Support Group.
  - A Chief Officer shall be assigned as the Helicopter (Helco)/Recon Officer and shall communicate with geographical ICs on the ground as needed.
  - Field Commanders should consider the following helicopter functions in meeting their responsibilities:
    - Utilizing a Helicopter (Helco)/Recon Officer for direction of air operations.
    - Transportation of work teams, medical personnel, medical supplies, and patients.
    - Patrol for fire reporting and perimeter observation of fire areas.
    - Specialized Air Operations (i.e., hoist, rescue, and air ambulance).
    - LAFD Helicopters may be requested through the IC.
    - The Emergency Operations Bureau Chief Deputy will have overall control of helicopter operations and the establishment of use priorities.
    - One helicopter may respond to each Bureau Command post, pick up observer(s), and conduct aerial reconnaissance in accordance with the Bureau reconnaissance plan.
    - Helicopters, thus assigned, shall remain under the control of those Bureau Commanders unless otherwise directed.
  - Underground high-pressure gas and petroleum pipelines severed by earthquake could cause fire and life hazards in any area of the city. Consider ruptured storage tanks, container breakage in storage facilities, and transportation mishaps. Flammable liquids or toxic chemicals could be in the streets, harbor, and inside structures. Toxic gases/products may permeate an area.
  - All Hazardous Materials Task Forces and Squads shall attempt to be fully staffed.
  - ICs shall consider the following:
    - Rescue, if possible
    - Provide for personnel and public safety
    - Establish a perimeter
    - Deny entry
    - Identify product

- Isolate/Contain
  - Identification/Notification of the responsible agency
  - Evacuation - Notify LAPD if evacuation is indicated
  - Use of Mobile Lab or HazMat Squad Companies for monitoring, technical expertise, and control information
  - Chemtrec notification for identification and guidance
  - Northridge Hospital TOX Center
  - Cal/Trans for HAZ MAT Teams
  - Los Angeles County Department of Health Services' Response Teams
  - Civil Support Hazmat Teams
  - Private HAZ MAT Companies
- ii. Ongoing Information Gathering/Assessment/Sharing
- Continue pre-identified modes of information gathering and reporting.
  - Damage to Department facilities should be documented with photographs and other reports.
- iii. Assess Transition to Recovery/Demobilization
- Assess the capacity to de-escalate resources engaged in response operations and support.
  - Determine the gaps in response activities related to departmental roles and responsibilities.
  - Assess latent impact of earthquake on operations and recovery.
- c) Initial Recovery
- i. Initial Recovery Operations
- LAFD will determine priorities with regards to recovery operations.
  - Continue to provide and manage any needed supplies or equipment.
  - Ensure sufficient resources are on scene to accomplish Department priorities and tasks set forth in action plan.
- ii. Ongoing Information Gathering/Assessment/Sharing
- Ensure field reports follow established protocols and are given to the appropriate individuals and departments.
  - Continuously improve situational awareness by assessing the available information from both field units and the EOC/DOC.
  - Update the EOC/DOC on Department responses and activities.
  - Gather, update, improve, and manage information with a standard systematic approach.
- iii. Demobilization of Department Resources
- Using information from the ICP, DOC, and EOC, determine the ability to demobilize resources and personnel.
  - Establish plans for demobilizing resources and personnel.
- d) Department Command and Control
- Fire Chief will establish overall policies and coordinate with the City EOB when activated.
  - Deputy Department Commander will assess the overall needs of the Department and will deploy resources based on that determination.



- Area Command may be implemented Department-wide, by geographic bureau, battalion, fire station boundaries or any other selected geographical area. Most Geographic Bureau Offices are set up to establish Area Command Posts (ACP) with additional radios, telephones, and media displays. When spontaneous incidents occur or when a Geographic Bureau elects, it may be more appropriate to utilize one of the two 24-hr Geographic Bureau Offices (i.e., CM22, CM42).
  - Bureau Commanders will coordinate activities within their commands and provide the necessary direction and control to ensure effective deployment and optimum utilization of available resources. They will reassign Battalion Commanders and resources to meet specific needs within that Bureau and may coordinate resource allocations with other bureaus.
  - Battalion Commanders will, as necessary, establish command post/staging areas to provide a location for Battalion coordination and control of emergency operations within that geographic area of command. Incoming incident notification, dispatching, information and reconnaissance, and interdepartmental/interagency coordination will be managed from this location.
  - EMS Battalion Captains shall report to as directed for command assignments by their Battalion Commander.
  - All commanders shall establish realistic plans and priorities based upon an objective appraisal of the known situation.
  - All commanders shall establish strategy and tactics used to accomplish objectives which will vary according to existing conditions.
  - In the event that individual commanders are unable to receive direction or assistance, their activities shall be guided by initiative and judgment to accomplish the overall objective.
  - All commanders shall establish operational priorities based on problem assessment and availability of resources, considering that the overall objective during a major earthquake disaster is to accomplish the following overarching priorities:
    1. Life Safety
    2. Incident Stabilization
    3. Preservation of Property
  - Recall of Off Duty Personnel:
    - Recall, if initiated, will normally be conducted as outlined in Vol. 1, 2/7, of the LAFD Manual of Operation.
    - In the event of widespread telephone disruption or other notification difficulties, recall instructions may be broadcast over local radio and television stations. During a declared disaster, the Emergency Broadcast System will be utilized for the City of Los Angeles.
    - Off-duty members will attempt to remain available for recall.
- e) Documentation
- i. Record-Keeping

- All units will maintain an ICS-214 form (Unit Activity Log).
  - Units may be required to complete an ICS-221 form (Demobilization Checkout).
  - Personnel may be required to complete an ICS 225 form (Incident Personnel Performance Rating).
  - Units may be required to complete a California Governor's Office of Emergency Services (Cal OES) F-42 form (Emergency Activation Record).
  - All personnel will maintain an F-101 form (Emergency Time Report)
- ii. Time Keeping
- LAFD will make every effort to submit the appropriate timekeeping paperwork as requested by Emergency Operations.
- iii. Financial Reporting
- Dispatches routinely involve only “on-duty” personnel. If the incident continues after normal operating hours, the members are paid over-time utilizing a Variation Code (V-code). Depending on the scale of the incident, more than one v-code may be assigned to track costs such as a separate code for incident support.
  - In the event that the incident required personnel to work into the next work shift, back fill is required. Back fill is the term used for those hired behind another at their place of work, while the member that is assigned to normally work is tied to an incident. The member working as the back fill will also utilize the same V-code for the incident and will make note of the person they are being hired to backfill for.
  - Once an incident has been completed, an internal form is completed notating all the personnel involved in the incident and the hours each worked. This form will also identify the type of equipment that was assigned. Another report is completed that compares the V-code utilized for the incident to that of the record made in the field to ensure consistency. This is also compared to the record from the Department’s Metro Fire Dispatch that records the resources utilized.

## **5. General Services, Department of (GSD)**

### **a) Reconnaissance and Information Gathering**

#### **i. Fact Gathering**

- Information will be communicated between the GSD DOC and the EOC representative.
- Establish and execute pre-identified modes of information gathering and reporting.

#### **ii. Assessment**

- Assessment of operational capabilities will be continuously updated.
- Provide situation assessment from the DOC to the EOC.
- Continue to assess the need for currently mobilized resources.
- Continue to account for GSD personnel and equipment.

#### **iii. Information Sharing**

- Continue to send reports to the DOC.
  - Liaise with other City agencies for situational assessments.
- b) Incident Stabilization
- i. Incident Response
    - GSD Building Maintenance Division will provide City facility maintenance.
    - GSD Real Estate Services Division will determine City owned facilities available to support incident operations.
    - Assist City departments as necessary with available support to procure needed supplies.
    - Assist City departments as necessary to identify alternate work locations and space for continuity of City operations.
    - Provide limited construction-related support activities as required and request Union personnel from the hiring hall to assist with damage evaluation and repairs as needed.
    - Support LADWP, DWP, local agencies, and other City departments in their evaluations and improvements.
    - GSD Fleet Services maintains, and repairs City owned vehicles and coordinates transportation pool vehicles in its inventory. Provides up-to-date information on the location and status of its pool of vehicles.
  - ii. Ongoing Information Gathering/Assessment/Sharing
    - Assessment of operational capabilities will be continuously updated.
    - Continue pre-identified modes of information gathering and reporting.
  - iii. Assess Transition to Recovery/Demobilization
    - Determine the gaps in response activities related to departmental roles and responsibilities.
    - Assess impact of the earthquake on GSD operations and recovery.
    - Based on immediate recovery assessment, reassess and determine need for activated positions.
- c) Initial Recovery
- i. Initial Recovery Operations
    - Assist City departments as necessary to procure needed supplies.
  - ii. Ongoing Information Gathering/Assessment/Sharing
    - Provide limited construction-related support activities as required and request Union personnel from the hiring hall to assist with damage evaluation and repairs as needed.
    - Provide available support to City departments.
    - Support LADWP, DPW, local agencies, and other City departments in their evaluations and improvements.
  - iii. Demobilization of Department Resources
    - Continuously assess the need of department resources and personnel.
    - Determine intervals or timelines for demobilization of resources and personnel.
    - Communicate demobilizations and demobilizations plans to relevant departments and the EOC if applicable.

- d) Department Command and Control
  - The DOC is activated by executive management when conditions warrant a centralized departmental operational response. The DOC liaises between executive management, GSD divisions, and the EOC.
  - Emergency response objectives are to be based on life safety, property damage, and restoration of normal operations.
  - The GSD General Manager will assign a lead to restore essential facilities, equipment, and GSD records. The lead will evaluate, and coordinate needs based on up-to-date lists of GSD facilities and records.
  - The GSD General Manager will make the final determination regarding construction-related services to restore City government and services.
- e) Documentation
  - GSD's Finance and Special Operations Division, in coordination with other divisions, is responsible for documenting costs associated with departmental emergency/disaster response within the Federal/State guidelines.
  - Oversee departmental costs associated with the emergency.
  - Maintain GSD's records of expenditures for personnel and equipment.
  - Provide preliminary and follow-up estimates of costs and loss for reimbursement from federal and/or state funds.
  - Work with the CAO to manage federal/state reimbursements.

## **6. Housing + Community Investment Department, Los Angeles (HCIDLA)**

- a) Reconnaissance and Information Gathering
  - i. Fact Gathering
    - Ensure Emergency Management Coordinator, General Manager, Executive Officer, Assistant General Manager and Director Positions are filled.
    - Establish communication with the EMD/ Duty Officer.
    - Use redundant forms of communication, including mass notification messages, to check in with employees and instruct them on when and where to report to work.
    - Communicate with LADBS to obtain preliminary information regarding plans to conduct safety assessments and begin coordination.
    - Determine damage and safety of office locations.
  - ii. Assessment
    - Assess phone, data and systems connectivity, including state of hotline.
    - Assess number of staff able to report into work.
    - Verify available emergency supplies.
    - Establish initial situational awareness picture with LADBS.
    - Begin DOC set up and Continuity of Operations Plan (COOP) activation, if necessary.
  - iii. Information Sharing
    - Notify the EOC of any departmental activations.
    - Provide staff to EOC seats in Mass Care and Safety Assessment, as requested.

- Activate department PIO function to coordinate public information.
  - Establish/Implement communication among the General Manager, Executive Officer, Assistant General Manager, and DOC.
  - Establish communication between EOC and DOC.
  - Verify DOC is set up for response, planning, and resource/information request process.
- b) Incident Stabilization
- i. Incident Response
    - Collaborate with LADBS to conduct safety assessments, if requested.
    - Operate hotline and public counters in order to inform landlord and tenants about resources available.
    - Staff Reassurance Teams (See Reassurance Team SOP), if activated and requested by EMD.
    - Provide staff as Disaster Service Workers.
  - ii. Ongoing Information Gathering/Assessment/Sharing
    - Coordinate with ITA on technology/systems issues.
    - Assist LADBS to determine quantity of safety assessment work and whether mutual aid is needed.
    - Ensure internal processes in place for employee timesheets, paychecks, and human resources related needs and issues.
    - Communicate any Disabilities and Access and Functional Needs assistance and training needs to the EOC.
  - iii. Assess Transition to Recovery/Demobilization
    - Determine post-safety assessment transition of multi-family properties from LADBS to HCIDLA.
    - Assess public counters and hotline; expand, if needed.
    - Determine transition of staff from response to recovery tasks.
    - Assess staffing in DOC and EOC.
- c) Initial Recovery
- i. Initial Recovery Operations
    - Issue orders to correct on multi-family properties.
    - Implement Urgent Repair and Handy Worker Programs, if available. If emergency funding is available, these programs could make minor (critical) repairs to help people get back into their homes.
    - Conduct Rent Stabilization Ordinance work; investigate and prevent illegal evictions; provide information on landlord and tenant rights.
    - Utilize contractor to provide Fair Housing services.
    - Oversight of Family Source Centers to continue to provide community services post-disaster
    - Develop programs and seek financing for housing recovery and reconstruction.
    - Coordinate with Federal, State and Local housing resources.

- Work closely with HACLA and housing industry non-profits and private sector entities such as apartment owners, management companies, tenant advocates, lenders and developers in order to provide recovery resources.
- ii. Ongoing Information Gathering/Assessment/Sharing
  - Collaborate with LADBS to gather information on, and track, damaged residential properties and damage and rebuilding costs.
  - Track re-housing of individuals and families.
  - Assess housing recovery progress.
  - Provide ongoing housing recovery information to the United States Department of Housing and Urban Development (HUD), FEMA, EOC, and other applicable agencies.
  - Seek additional sources of funding and housing resources.
- iii. Demobilization of Department Resources
  - Most HCIDLA staff will remain mobilized for long-term housing recovery operations
  - Code/Inspection staff will transition from safety assessments to issuing orders to correct on multi-family properties.
  - The DOC will inform the EOC when demobilization begins.
- d) Department Command and Control
  - i. Ensure the following positions are filled: General Manager; Executive Officer; Assistant General Managers; and Directors.
  - ii. The General Manager is the Head of Department; the Executive Officer is the COOP Team lead and reports to the General Manager; the Assistant General Managers head each HCIDLA Bureau and report to the Executive Officer and General Manager; the Directors lead each HCIDLA division and report to their respective Assistant General Managers.
  - iii. Coordinate via the DOC, with the General Manager, Executive Officer, Assistant General Managers, and Director's structure providing the policies and guidance.
- e) Documentation
  - i. Record Keeping
    - Maintain all records of response and recovery work, including financing, construction, occupancy, and loan/grant documentation.
    - Maintain chronological records of the DOC/EOC activities.
  - ii. Time Keeping
    - Staff will document all time spent on emergency incident, including extended periods of disaster recovery work.
    - Accounting will coordinate with Controller's Office to issue employee pay checks even if timesheet systems are not working.
    - Accounting will work with CAO and Controller's Offices to create incident-specific work order numbers, as necessary.
    - Equipment and supplies purchased for incident response and recovery work will be documented.
  - iii. Financial Reporting

- Accounting will request and compile all expense documentation from all HCIDLA Divisions and coordinate with EMC the documentation submission to the CAO – to determine cost recovery/reimbursement.
- All Divisions will work with Accounting and the ConPlan Division to report programmatic and financial data to HUD.

## **7. Information Technology Agency (ITA)**

### **a) Reconnaissance and Information Gathering**

#### **i. Fact Gathering**

- Request supervisors to poll and report availability of personnel for work assignments.
- Verify back-up systems are operational and files have been backed up.
- Verify availability of critical files from offsite locations in the event files are not available locally.
- Contact vendors and verify ability to provide support.

#### **ii. Assessment**

- Test and restore as necessary: Data Center, Public Safety Dispatch Centers, Mountain sites with Public Safety Radio Communications infrastructure, 3-1-1, as well as radio, voice, and data systems.
- Assign staff to document nature and extent of damage.
- Test and restore as necessary business systems according to predefined order.

#### **iii. Information Sharing**

- Provide information to ITA Management and Technology Unit Leader in the EOC.
- Utilize the incident management software to share information with all City partners.
- Disseminate information via various social media platforms, the web (internet/intranet), City's Channel 35, 3-1-1 Call Center, and e-mail as appropriate and available.

### **b) Incident Stabilization**

#### **i. Incident Response**

- Provide EOC technical support and communications support in the Logistics Section.
- Provide communications support for ICP and operations support for alternate EOC locations.

#### **ii. Assess Transition to Recovery/Demobilization**

- Maintain operability of the City's Computer Systems.
- Maintain liaison with vendors to assist in recovery & operations of systems.
- Provide information technology mutual aid pursuant to established agreements.

### **c) Initial Recovery**

#### **i. Initial Recovery Operations**

- Restore technology systems to normal operation.

- Provide support to recovery operations conducted by other departments.
  - ii. Demobilization of Department/Agency Resources
    - At the direction of Agency General Manager or their designee, demobilize resources according to policies and procedures established in the Department Emergency Plan.
    - Direction to demobilize ITA resources in the EOC facility will be received by EOC Management and/or IC.
- d) Department Command and Control
  - i. ITA has designated a DOC suitable to conduct emergency operations for the agency.
  - ii. An alternate DOC location exists; changes of location are at the discretion of the ITA General Manager or their designee.
  - iii. Procedures for DOC activation are detailed in the ITA Department Emergency Plan; copies reside with appropriate executive management, and the Enterprise Network Operations Center.
- e) Documentation
  - i. Record Keeping
    - ITA Administrative Staff will provide additional work orders as needed for accurate tracking of work performed associated with emergency operations.
    - Existing record keeping systems/documents will be used to accurately track work performed.
  - ii. Time Keeping
    - Existing time keeping systems/documents will be used in conjunction with existing or new work orders, as directed by ITA Administrative Services Section.
  - iii. Financial Reporting
    - ITA Administrative Services Section will collect and organize financial report and documents, according to CAO directives.

## **8. Los Angeles World Airports (LAWA)**

- a) Reconnaissance and Information Gathering
  - i. Fact Gathering
    - The Airport Response Coordination Center (ARCC) will be the initial location for the collection of situational awareness information from Airport Police and other LAWA Divisions, until the LAWA DOC is activated, at which point the DOC assumes the response and recovery coordination function for LAWA, while the ARCC will focus on continuity of operations.
    - Divisions with operational responsibilities will assess the impact on their operations and response capabilities and report their findings to the ARCC or DOC



- LAWA Airport Police, Airport Operations, Facilities Management Division (FMD), and LAFD will form unified command and establish an Incident Command Post (ICP) if viable and warranted
  - Once the Unified Command is established, the Unified Command will communicate with the DOC:
    - During an earthquake it is possible that the ICP could be at Fire Station 5 or another facility depending on the level of damage at LAX or Van Nuys Airport.
  - LAWA ICP(s) will report information that could affect tactical operations or strategic planning to the ARCC or the DOC if activated:
    - Divisions will assess their immediate areas of responsibility and will report findings to the ARCC or DOC
    - Divisions with operational responsibilities will assess the impact on their operations and response capabilities and report their findings to the ARCC or DOC
- ii. Assessment
- Airport Operations will determine the impact on airport operations (airside, landside, terminals) and report this information to the ARCC or DOC which will in turn relay the information to the Unified Command.
  - Information Management Technology Group (IMTG) will determine the impact on airport communications and data transfer systems and will provide a status report to the ARCC or DOC.
  - Facilities Management Division (FMD) will survey the integrity of airport facilities, fuel farms, conveyances, utility damage, and other airport infrastructure and will report information to the ARCC or DOC
  - The Planning Development Group (PDG) will mobilize engineers to survey the integrity of airport facilities, infrastructure, surrounding roadways, the Air Operations Area (AOA), and utility damage and will report information to the ARCC or DOC
  - The DOC will keep the City EOC informed regarding the situation and operational impacts at LAWA
- iii. Information Sharing
- Provide information to ITA Management and EOC.
  - Information dissemination via various social media platforms, the web (internet/intranet) and the City's Channel 35, and 3-1-1 Call Center, as well as e-mail, as appropriate, as systems are available.
- b) Incident Stabilization
- i. Incident Response
- Depending on the situation, LAWA may determine to either shelter-in-place or evacuate employees and travelers. If sheltering-in-place, LAWA will follow the Mass Care and Shelter Annex. If evacuating, LAWA will follow the Evacuation Annex. LAWA can possibly have over 20,000 people on property that will need to be transported off property to other locations, including shelters.

- The decision to activate the DOC will be determined by the need to support the Unified Command/ICP, the ARCC Duty Manager, the Manager on Duty, the Director of Emergency Management, executive management, or any combination of these parties.
  - If the DOC is activated, it will coordinate support to field responders as requested by the ICP/UCP and will act as the central location for department communications and situational awareness coordination through the DOC Director and DOC Liaison.
  - The COOP Team Leader, if activated, will inform the Executive Policy Group and facilitate information exchange at the executive level, and guide policy decisions that support field operations
  - Life safety will take precedence in determining emergency response objectives
  - Casualty assessments will be coordinated through LAFD
  - LAWA will send representative(s) to City EOC if available and safe to do so.
  - Airport Operations will conduct the following tasks:
    - Coordinate access for LAWA air traffic, airfield, and LAWA bussing resources to transport personnel and passengers off the airfield
    - Coordinate with Air Traffic Control (ATC) in an effort to resume normal operations once runways have been declared safe for use.
    - Coordinate with airlines to distribute contact information regarding Family Assistance Centers set up by the city for passengers and their families.
    - Communicate with and update concessionaires, vendors, and airline personnel.
  - Begin the development of a Common Operating Picture to enable effective and coordinated decision making.
- ii. Initial Internal Alerts/Notification and Situational Awareness
- **Airport Police:** Notification may occur via observation by Airport Police personnel or by telephone report
    - Airport Police staff shall notify Airport Police Dispatch
    - Supervisors shall notify ARCC personnel and provide ongoing status reports on the incident
  - **Information Management Technology Group (IMTG):** Will support notification efforts and update on status of airport IT systems and infrastructure.
  - **Airport Operations and Emergency Management:**
    - Will conduct necessary notifications and will update ARCC/DOC on impacts to Airside, Landside and Terminal operations.
  - **TSA:** TSA managers and supervisors will provide staff to the ICP or DOC upon request and will coordinate between the Federal Security Director and other key staff members

- **Facilities Maintenance Utilities Group (FMUG):** Will keep ARCC/DOC updated on damage assessment and status of airport infrastructure and facilities.
  - ARCC will transfer the collection of situational awareness information to the DOC upon activation
  - The DOC will provide situational awareness information to the EOC
  - LAWA Public Relations will provide information specific to LAWA to the City JIC; this is for public information purposes not public messaging such as the Wireless Emergency Alert (WEA) or NotifyLA systems.
  - External public messaging for the airport and identified surrounding areas will be coordinated by Public Relations staff in the DOC.
  - The LAWA ARCC/DOC will coordinate any necessary mass notification e.g., use of WEA or Notify LA
  - ARCC or DOC personnel will manage messaging throughout the terminal areas utilizing multiple methods such PA systems, visual and changeable message signs given they are operational.
  - ATC will provide updates of any contingency ATC operations to the ARCC or DOC.
  - A conference call may be initiated to obtain status and exchange information with LAWA divisions, agencies, and tenants if phone lines are operable.
- iii. Assess Transition to Recovery/Demobilization
- Develop incident objectives related to the recovery phase of the incident.
- c) Initial Recovery
- i. Initial Recovery Operations
- Access for responder vehicles shall be given priority.
  - In coordination with LADOT, temporary re-routing of traffic shall be facilitated by barricades, sign boards, and traffic personnel.
  - Access for concessionaires, airline personnel, and other on-property vendors will be provided to resume operations when it is safe to do so.
  - **Airport Police:** Escort outside resources off AOA; contract perimeters when/where appropriate to minimize impact on operations; continuously monitor and re-assign resources as the incident is resolved
  - **IMTG:** Business workaround procedures are defined in the IT Business Continuity Plans
  - **Central Utility Plant (CUP):** Inspect all CUP and utility equipment to ensure as normal as possible operations during the recovery period
  - **Planning and Development Group (PDG):** Engineers conducting safety assessments provide information and guidance concerning the structural integrity, demolition or repair analysis of LAWA facilities, and other infrastructure assessment and recovery planning
  - **Guest Services:** Support passenger repopulation as directed by UC **Public Relations:** Provide information to the public, elected officials, stakeholders, and media outlets concerning airport operations, return of

- services, and other information regarding LAWA's ability to provide services and operations at LAX and VNY in the aftermath of the earthquake
- **LAWA Operations and Emergency Management Group (OEMG):**
    - Division priorities include airfield movement areas, parking structures, terminals, and other mission critical infrastructure
    - Emergency Management will coordinate recovery efforts with outside agencies and jurisdictions
  - **TSA:**
    - Assess the status of all screening equipment
    - Modify staffing plans to accommodate immediate needs
    - Implement the [TSA] COOP if determined necessary by the FSD
  - **LAFD:**
    - MFC will automatically backfill additional resources (as necessary) that are deployed and operating at the airport to maintain consistent fire protection coverage
    - Additionally, long term operations will require rotation of personnel and staffing changes to cover personal and other leave requests (e.g., sick, injury, personal/family leave)
- ii. Ongoing Information Gathering/Assessment/Sharing
    - Continue to collect situational awareness information and use it to support a common operating picture.
  - iii. Demobilization of Department/Agency Resources
    - The ICP and DOC Planning and Logistics sections will coordinate and submit supporting documentation to the Finance section as needed.
- d) Department Command and Control
- The initial Command and Control function for earthquake related hazards begins in the ARCC.
  - Command and control is transferred to the DOC when activated. The DOC, in coordination with the ICP, will support LAWA and citywide emergency response and recovery objectives.
- e) Documentation
- i. Record Keeping, Timekeeping and Cost Reporting
    - Each division represented in the ICP and DOC will keep records on the appropriate ICS related forms (e.g., 214, 207)
    - Each division will record actions with subsequent costs and will submit those records to the appropriate accounting divisions. A statistical I/O may be established at the onset of the event by LAWA Emergency Management Division for tracking purposes.
    - That statistical I/O may be used by the Department to track all fiscal operations, including timesheets.
    - Each Division will continue to provide timekeeping and will enter the appropriate cost center code in the timesheets.
  - ii. Financial reporting

- LAWA will provide financial impact information to Local, State and Federal agencies to the City Administrative Officer (CAO).

**9. Personnel Department (Personnel)**

Coordinate with the EOC on the use of Disaster Services Workers (DSWs) and Convergent Volunteers, to support City disaster recovery and coverage of department short-staffing, as the result of the disaster.

**10. Police Department, Los Angeles (LAPD)**

a) Reconnaissance and Information Gathering

i. Fact Gathering

- Area personnel will report damage to the station (via telephone if possible), not to the Communications Division. (Communications will give similar instructions in an all-units broadcast.)

ii. Assessment

- Within one-half hour, provide the DOC with a personnel status report, damage assessment of key installations as well as a general damage assessment of the Area.

iii. Information Sharing

- The DOC will then provide the information found in the assessment to the EOC, if activated.

b) Incident Stabilization

i. Incident Response

- Implement the Area Earthquake Response Plan.
- Conduct a Size Up.
- Facilitate evacuation consistent with guidelines, policies and procedures indicated in the City's Evacuation Annex.
- Open major ingress/egress routes for emergency vehicles.
- Assess communications equipment (e.g., telephones, Astro radios, Area Command Center (ACC) computers, Local Area Network (LAN)).

ii. Ongoing Information Gathering/Assessment/Sharing

- Maintain communications with personnel resources. Officers must fulfill their primary functions of observing, estimating, and communicating the overall situation estimate, allowing the DOC to prioritize resources and coordinate a citywide response.

iii. Assess Transition to Recovery/Demobilization

- Sends personnel and equipment to the involved area to control the situation.
- As control is established in the involved area, the Department resources assigned to incidents may be reduced; however, there remains an obligation to assist and support other City Departments and agencies working in the area as necessary.
- Once order is established, attention should be directed toward restoring public services.

- c) Initial Recovery
  - i. Initial Recovery Operations
    - Re-establish communication if disrupted.
  - ii. Ongoing Information Gathering/Assessment/Sharing
    - Continue to implement the Area Earthquake Response Plan.
    - If damage is localized (i.e., one major situation), go to the scene and establish an ICP.
  - iii. Demobilization of Department/Agency Resources
    - Deployment reduction will coincide with the removal of temporary regulations and the restoration of public service.
    - Withdraw law enforcement resources to ensure involved areas are protected.
    - Interior patrols will be maintained even after citizens are allowed limited access into closed areas to prevent looting problems.
- d) Department Command and Control
  - The Chief of Police has the ultimate responsibility for the control of an Unusual Occurrence (i.e., Any event that is larger than day-to-day occurrences and may require more resources). The role of the Chief of Police during a major Unusual Occurrence is to ensure the Department's response is adequate and complies with all laws.
- e) Documentation
  - i. Record Keeping
    - The Resource Unit Leader is responsible for equipment and personnel time recordings.
  - ii. Time Keeping
    - Under the supervision of the Resource Unit Leader, the Check-in Recorder is responsible for overseeing the recording of time for all Personnel/Equipment assigned to an incident. Personnel fill out Unit Activity Log ICS Form 214 during check-in and overtime slips during demobilization to account for their time as needed.
  - iii. Financial Reporting
    - The Finance/ Administration Section is responsible for collecting all cost data, performing cost effectiveness analysis, and providing cost estimates and cost saving recommendations for the incident.

## **11. Harbor Department (POLA)**

- a) Reconnaissance and Information Gathering
  - i. Fact Gathering
    - Within the first hour, the assessment of operational and emergency response capabilities will be reported to the Watch Commander or to the DOC if activated.
    - Report any visible damage of the terminals and roadways surrounding the harbor with an emphasis on areas that could impact public safety and security.

- Determine the magnitude of the earthquake and the impact to the area. Information might only be available through satellite communications.
  - Monitor for tsunami activity/impact and maintain communications with the EOC regarding any tsunami warnings or advisories issued by the National Weather Service.
- ii. Assessment
- All divisions within the department will prepare a status report regarding workspace locations and personnel.
  - Construction, Engineering and Construction and Maintenance need to prepare teams to start an evaluation of the entire POLA. All damage assessments need to be coordinated through the Watch Commander or through the DOC if activated.
  - Wharfingers should outreach to the terminals and receive initial assessments from their perspective Facility Security Officers/Emergency Personnel.
- iii. Information Sharing
- Verify lines of communications among management, staff, and other City agencies.
  - Perform communication equipment check of all cellular phones, handheld radios, and base stations. Charge batteries, if possible.
  - If an earthquake occurs after-hours, employees are to call a designated number for instructions (located on the back of every employee ID card) and/or listen to local news for information.
  - IT, Personnel, and Port Police will alert off duty personnel of possible recall, which will be coordinated at the DOC.
- b) Incident Stabilization
- i. Incident Response
- Environmental Management Division
    - Evaluate damage, or potential damage, to water quality and wildlife.
    - Assist in identifying and classifying hazardous materials (e.g., flammability, toxicity, etc.) and proper removal procedures.
    - Prepare related reports.
  - Financial Management Division
    - Provide administrative support as needed.
  - Goods Movement Division
    - Coordinate and assist with all supply chain entities.
    - Monitor and provide status of external damage to cargo transportation corridors.
  - Human Resources Division
    - Establish department personnel pools and coordinate the management of citizen volunteers with the City's Personnel Department.
    - Provide employee personnel information (e.g., telephone numbers, job classification, special skills) to the Incident Commander for recall

procedures; assist with recall notification procedures; determine the status of vital records; control and monitor Port leased vehicles; and provide clerical assistance.

- Information Systems Division
  - Conduct damage assessment and activate the Department's Information Systems Disaster Recovery Plan.
  - Provide cellular telephones for emergency use; and coordinate the transfer of POLA telephone lines to designated alternative work sites, if needed.
- Legislative Representatives
  - Provide liaison with City, State and Federal government agencies.
- Marketing Division
  - Provide liaison to Port customers, both locally and throughout the world.
- Pilot Service
  - Conduct a survey of harbor waterways to establish routes of safe passage for vessels.
  - Move vessels to safety or to ensure Port safety.
  - Establish liaison with the U.S. Coast Guard, the Port of Long Beach, and tugboat companies.
  - Monitor and control vessels at anchor and leaving or entering the Port; maintain radio communications with vessels and other agencies; and follow instructions from the U.S. Coast Guard Captain of the Port.
- Planning and Research Division
  - Provide geographic information system (GIS) support regarding Department property.
  - Provide administrative assistance and general Port information.
- Port Police
  - Conduct initial response and survey of damage area(s).
  - The Port Police watch commander is pre-designated as the IC, who will coordinate and direct all initial emergency activities by the Department.
  - The watch commander will contact appropriate Department personnel for notification, advice, and consultation purposes.
  - If necessary, the Port Police will recall personnel responsible for directing, managing, and responding to a major emergency.
  - All internal emergency notifications will go through the Watch Commanders office.
  - Provide overall security of POLA.
  - Assist in the evacuation of the Port, if necessary.
  - Coordinate the operations and functions of the Department Operations Center.
  - Facilitate and coordinate with the EOC and terminal Facility Managers and Security Officers.



- Real Estate Division
  - Provide liaison with customers.
  - Provide notification to customers/tenets.
  - Provide property information for the optimal utilization of Port facilities (including locating temporary employee shelter sites), as well as other administrative tasks as needed.
- Media Relations Division
  - Provide personnel as part of the IC's command staff.
  - Disseminate information, including news releases coordinated with the City EOC and the Mayor's communications officer. This will be done following the guidelines, policies and procedures outlined in the City's Early Warning and Public Information Annex.
- Purchasing Division
  - Expedite the re-supply of materials, equipment, and supplies.
  - Coordinate emergency purchases and mutual aid from other public agencies.
- Risk Management Division
  - Assist in identifying and classifying hazardous materials (e.g., flammability, toxicity) and proper removal procedures.
  - Determine applicable insurance coverages and reimbursement measures.
  - Assist in evaluating employee safety matters related to State and Local laws.
- Treasury Management Division
  - Provide administrative support as needed.
- Wharfingers Division
  - Assist (along with Pilot Service), in providing information regarding the location and types of vessels at the Port.
  - Provide information about the types of cargo at the Port; conduct surveys of Port cargo terminals; establish liaison with terminal operators and vessel agents; and provide and record berth and space assignment information.
  - Control vehicles owned by the POLA for conducting daily port business.
  - Collect and process revenue as applicable.
  - Coordinate fish boat activities and identify live-aboard boats in marinas.
- ii. Ongoing Information Gathering/Assessment/Sharing
  - A Situation Status Unit will be activated in the DOC that will list, track, and map all areas of damage and concern. This will be a coordinated effort of GIS Mapping, Port Police, and any division that can assist reimbursement efforts.
- iii. Assess Transition to Recovery/Demobilization
  - A Demobilization Unit will be activated depending on the severity of the earthquake and Port assets. The DOC Planning Section will determine a

time period in which assets will be relinquished and restoration to normal activity will occur.

- c) Initial Recovery
    - i. Demobilization of Department/Agency Resources
      - Management will determine when outside agencies can be released and when immediate repairs and restoration of services can be executed by Department resources.
    - ii. Ongoing Information Gathering/Assessment/Sharing
      - Ongoing incident documentation will continue until the incident is resolved. Incident documentation will be utilized to prove damage and repairs were related to the disaster.
    - iii. Initial Recovery Operations
      - Law Enforcement as the lead agency would transition to an Engineering, Construction, and Construction and Maintenance lead.
      - Prioritization of repairs will require the approval of the Senior Management depending on the severity of damage. Prioritization of repairs may have to be coordinated with the City EOC, depending on the size and scope of the earthquake.
  - d) Department Command and Control
    - The DOC will coordinate an earthquake incident and will provide information to all the divisions within POLA related to the incident.
    - The Coast Guard Operations Center, the City EOC, the Long Beach Command Center/Maritime Coordination Center, LAPD – Harbor Division Operations Center, LAFD Area Command, Los Angeles Port Police Operations Center, and any field Command Posts will coordinate and share information during an earthquake incident as needed.
  - e) Documentation
    - i. Record Keeping
      - Priority and emphasis will be placed on documentation at all stages of the emergency, but especially during an extended period of recovery. All expenses beyond normal maintenance must be documented for possible reimbursement.
    - ii. Time Keeping
      - Accounting will create a Work Order number for the incident. All overtime, purchases, contracts, repairs, and other incident related expenses will be associated with this work order.
    - iii. Financial Reporting
      - The Emergency Management Coordinators and Accounting, Contracts and Purchasing will have to work closely to ensure cost recovery.
- 12. Public Works, Department of (DPW)**
- a) Reconnaissance and Information Gathering
    - i. Fact Gathering
      - Deploy teams to assess staffing, infrastructure, and utilities.

- Establish communications within the Department.
  - Establish communications within the City.
- ii. Assessment
- Each bureau will establish emergency response crews.
  - Operating bureaus will prepare and present a situation status report to their General Managers and their bureaus Emergency Management Coordinator.
  - Each bureau will conduct an assessment of workforce and operational capability and provide a report to their designated manager/supervisors.
  - Bureau supervisors will assess needs.
  - Bureau supervisors will notify effected personnel to remove department and personal vehicles / equipment from buildings and parking structures.
- iii. Information Sharing
- The Department will send representative(s) to EOC when activated.
  - Update necessary reports with information from DPW employees in the field.
  - Any reports provided to the General Manager will also be provided to the EMD Duty Officer or EOC, if activated.
- b) Incident Stabilization
- i. Incident Response
- Sanitation
    - Will conduct remote assessment of sewer flow and pumping capability and provide a status report to the General Managers and bureau emergency coordinator.
    - Sewage treatment plants will conduct a visual inspection of all operating systems and provide a status report to the General Managers and bureau emergency coordinator.
  - Street Services and Street Lighting
    - Will assess the capability to assist with life support operations and provide a preliminary status report to General Managers and to the bureau emergency coordinator.
    - Barricading and marking areas with electrical hazards.
    - Begin initial assessment of downed trees and power lines, and report this information to the Bureau Operation Centers and DOC.
  - Engineering
    - Will mobilize bridge and tunnel inspection teams.
    - Will prepare to staff EOC with GIS mapping and Public Works support.
  - Public Information Office
    - Will prepare to staff EOC PIO assistant functions.
    - Work within the EOC or JIC (if established) to conduct a public campaign for debris removal.
- ii. Ongoing Information Gathering/Assessment/Sharing
- Assess operational capabilities to be continuously updated.
  - Continue pre-identified modes of information gathering and reporting.

- iii. Assess Transition to Recovery/Demobilization
  - Assess the capacity to de-escalate resources engaged in response operations and support.
  - Determine the gaps in response activities related to departmental roles and responsibilities.
  - Assess latent impact of the earthquake on operations and recovery.
- c) Initial Recovery
  - i. Initial Recovery Operations
    - Working with other departments and the EOC, establish recovery goals and determine priorities.
    - Develop a list of needed repairs and establish repair priorities.
    - Allocate resources and personnel according to established priorities.
    - Restock and replace emergency supplies as needed.
    - Determine any potential long-term recovery needs and seek mutual aid assistance if necessary.
  - ii. Ongoing Information Gathering/Assessment/Sharing
    - Update reports with information from DPW employees in the field.
  - iii. Demobilization of Department/Agency Resources
    - Continuously assess the need of Department resources and personnel using information from the EOC.
    - Determine intervals or timelines for demobilization of resources and personnel.
    - Communicate demobilizations and demobilization plans to relevant departments and the EOC.
- d) Department Command and Control
  - Determine if the DPW Emergency Plan should be activated, and if activated the Emergency Management Coordinator will notify EMD.
  - Establish and maintain communications between the EOC, Bureau Operation Centers, and operational command centers.
  - Review the Debris Management Plan to ensure that personnel and resources are in place to assist in transferring and temporarily storing debris as necessary.
  - Review mutual aid agreements and standing contracts. Reach out to stakeholders as necessary.
- e) Documentation
  - i. Record Keeping
    - Initial Damage Assessments will be reported on FEMA/Cal OES mandated forms.
    - Each Department/Bureau's Financial Management Division/Section is responsible for securing copies of all rental equipment charges, materials, and all field documentation charged work order(s) used in the emergency, for tracking full cost recovery and future invoicing seeking reimbursement from the State or Federal government.
  - ii. Time Keeping

- FEMA and CalOES have forms to report the initial emergency response including force account labor, contract labor, and equipment expense.
- Each Department/Bureau's Financial Management Division/Section is responsible for securing copies of all timesheets.

iii. Financial Reporting

- Disaster related work and expenses must follow the Bureau's normal cost-accounting procedures, which follow the citywide cost accounting guidelines.
- Financial tracking and management will be coordinated through the Budget, Cost, and Revenue Section of the Bureau's Administrative Services Division. That Section is responsible for financial tracking and management coordination. The Section coordinates with the Office of Accounting, the CAO, and the Finance & Administration section of the EOC.
- Costs are tracked using the City's Merlin system. The plus time sheets, and purchase records will constitute documentation to support the Bureau's expenditure claims.
- The Financial Management Division will be verifying that designated work orders have been opened and that all related Bureau costs are being charged correctly to that work order.

**13. Recreation and Parks (RAP)**

a) Reconnaissance and Information Gathering

i. Fact Gathering

- Staff from Construction Division will deploy to park owned facilities to perform windshield surveys and gather information.

ii. Assessment

- Public safety will take precedence in determining emergency response objectives.
- Account for all personnel.
- Employee work locations must be deemed safe prior to continuing to utilize the location. RAP buildings will not be entered into following earthquakes of magnitude 5.0 or above until inspected by engineers.
- Assessment of workforce and operational capability.

iii. Information Sharing

- Provide situation assessment through the DOC to the EOC.

b) Incident Stabilization

i. Incident Response

- Coordinate of shelter functions when the EOC is activated.
- Arrange for shelter facilities and operations, in conjunction with the Mass Care Branch of the EOC.
- Report to EOC Operations Section, Mass Care Branch.
- Brief and document all activities within the Mass Care Branch.
- Maintain database of vital information pertinent to Shelter functions such as incidents, employee contact information, facilities, and maps.

- Provide resource information and resources to other departments (e.g., tractors, trucks, light towers) via the EOC.
  - Provide personnel to perform disaster service worker functions to other departments (e.g., evacuation teams, traffic control, and Park Ranger law enforcement) if necessary and requested.
- ii. Ongoing Information Gathering/Assessment/Sharing
- Assessment of operational capabilities will be continuously updated.
  - Ensure Situational Awareness and mapping of damage is completed.
  - Complete damage assessments to critical infrastructure, Department facilities, and assess response capability.
- iii. Assess Transition to Recovery/Demobilization
- Assess the capacity to de-escalate resources engaged in response operations and support.
  - Determine the gaps in situational awareness and/or response activities related to the Department's roles and responsibilities:
    - Number of people spontaneously sheltering.
    - General condition and need of the people spontaneously sheltering.
    - Need for enhanced services at shelter locations, such as health/medical support, and long-term recovery services.
    - Document equipment on site such as tents, and port-a-potties.
    - Situational awareness.
    - Road closures.
    - Park closures.
  - Assess latent impact of earthquake on operations and recovery.
- c) Initial Recovery
- i. Initial Recovery Operations
- Account for all Recreation and Parks Personnel.
  - Remove debris at designated sheltering facilities and other facilities. Coordinate with the EOC to expedite inspections for locations designated as shelters.
- ii. Ongoing Information Gathering, Assessment, and Sharing
- Initiate report to the CAO relative to all casualties, damage, losses, and expenditures incurred.
  - Provide the DOC with further assessment of damage to Critical Facilities and resources.
  - Working with the PIO in the EOC or, if activated, the JIC, by providing information to the public regarding the incident and its impacts on RAP facilities and programs.
  - Re-establish communications if interrupted.
- iii. Demobilization of Department Resources
- Continuously assess the need of Department resources and personnel using information from the EOC.
  - Evaluate both temporary and long-term sheltering needs.

- Determine intervals or timelines for demobilization of resources and personnel.
  - Communicate demobilizations and demobilization plans to relevant Departments and the EOC.
- d) Department Command and Control
- Assign Personnel to the City EOC and DOC when activated.
  - The Emergency Management Coordinator designee will be the Director of the DOC and will have:
    - Constant communication and coordination with Executive Staff.
    - Constant communication and coordination with the Incident Command or Unified Command.
    - Constant communication and coordination with the EOC through the EOC or EMD Duty Officer.
    - Command and control of the DOC Staff Per the Los Angeles Administrative Code (Chapter 03, Division 08), RAP functions as the head of the Public Welfare and Shelter Division of the City of Los Angeles EOC.
- e) Documentation
- i. Record Keeping
    - The Department implements certain procedures for documenting costs associated with emergency/disaster response. The DOC is responsible for gathering all forms, time-keeping data, and other reports. If the DOC is not activated, the RAP Emergency Management Coordinator will perform this function.
  - ii. Time Keeping
    - During an incident, specific codes are assigned so that all employees working the incident can document exact tasks and times.
  - iii. Financial Reporting
    - A comprehensive report is submitted to Finance and Executive Staff for approval and then submitted to the CAO. Cost tracking methods include the use of a designated work order number relative to the incident, expending time, fuel, materials and equipment. The information is gathered to calculate time used and cost incurred. A report is submitted to the executive staff and then to the City CAO.

**14. Transportation, Los Angeles Department of (LADOT)**

- a) Reconnaissance and Information Gathering
- i. Fact Gathering
    - Staff in the field will conduct windshield surveys to report damages.
  - ii. Assessment
    - The Department will conduct roll call for employee accountability and initiate emergency call out rosters when necessary.

- Assess Department facilities to determine status of essential services and public services.
  - Assess status of departmental equipment, materials, and supplies.
  - Assess capacity of transportation provider resources.
  - Conduct initial damage/safety assessment of the transportation infrastructure including freeways, streets, bridges and railroads.
- iii. Information Sharing
- Report findings to the Communications Center who will relay information to the DOC.
  - LADOT DOC will share information with the EMD Duty Officer and/or the EOC, if activated.
  - LADOT will utilize the EOC incident management software to ensure a common operating picture.
- b) Incident Stabilization
- i. Incident Response
- Mobilize personnel and material resources as needed.
  - Activate the DOC and/or ensure City EOC responders are activated when required.
  - Activate MOUs and Contracts with other agencies supplying common carrier services including but not limited to accessible transportation for people with disabilities and others with access and functional needs.
  - Provide assistance to field responders as needed.
- ii. Ongoing Information Gathering/Assessment/Sharing
- Ensure communication is established with essential facilities, field employees, other divisions and the City's EOC.
- iii. Assess Transition to Recovery/Demobilization
- Ensure immediate response operations are no longer needed.
  - Assess the viability of transitioning to a recovery phase.
  - Assess latent impact of earthquake on operations and recovery.
- c) Initial Recovery
- i. Initial Recovery Operations
- Install and maintain traffic control devices.
  - Develop and maintain emergency travel routes.
- ii. Ongoing Information Gathering/Assessment/Sharing
- Maintain communications to provide regular informational briefings with the City EOC.
- iii. Demobilization of Department/Agency Resources
- LADOT DOC will coordinate with the City EOC and Unified Commanders to ensure resources are no longer needed.
- d) Department Command and Control
- The LADOT General Manager has the ultimate responsibility for Command and Control.
  - There is an established succession plan in the event the General Manager is not available.



- The LADOT emergency organization conforms to the SEMS and ICS requirements. During all DOC activations, ICS organization shall be utilized.

e) Documentation

i. Record Keeping

- Request a work order number from LADOT accounting for the Emergency Event.
- All employees will maintain an ICS-214 form.

ii. Time Keeping

- DOT Emergency Management Coordinator coordinates the collection of all response information for staff and resources deployed to an emergency incident. Responding staff hours are processed and recorded through the online payroll system which is reviewed and approved bi-weekly by division supervisors.
- Time designated to a specific incident, both regular and overtime hours, is delineated by applying the hours worked to a work order number for that specific incident. All hours associated with the specific work order number are then calculated and a summary of work hours is completed.
- All hours associated with an incident are summarized into cost tracking worksheets. Worksheets are then processed and calculated using established LADOT practices in conformance with the Public Assistance Program.
- Once staffs report their incident response hours, the payroll/timekeeping and accounting units review the documentation and generate a cost report based on the work order number. The accounting cost report is then cross checked with other documentation and worksheets.
- Equipment use is gathered from equipment use logs and activity reports generated by the responding staff. Equipment usage reports identify the type of equipment used, hours used, and reason for use.

iii. Financial Reporting

- Initiate a Disaster Accounting System to document disaster costs for potential cost recovery and reimbursements.

**15. Water and Power, Los Angeles Department of (LADWP)**

a) Reconnaissance and Information Gathering

i. Fact Gathering

- During an emergency, there are several ways damage assessment information is reported to the DOC. These include:
  - Information from employees assigned to conduct windshield surveys and safety inspections of specific facilities, systems, and other areas.
  - Information from the Control Centers that monitor critical infrastructure for both water and power systems.
  - Citizens or customers reporting system damage to telephone or radio operators and customer service representatives at department offices.
  - Radio and TV reports.

- Communications with other City agencies.
  - ii. Assessment
    - Following a seismic event, LADWP Systems maintain established protocol to check the status of critical infrastructure and equipment. The Water System has a Reservoir Inspection Team (RIT) and a Disaster Assessment Team (DAT). These teams and others assess infrastructure for damage and functionality, and then prioritize repair work for assignments.
  - iii. Information Sharing
    - Both Water and Power Systems work closely with the LADWP Communications, Media and Community Affairs (CMCA) to validate information; craft and disseminate internal and external information; and broadcast and print information regarding service interruptions and progress of restoration efforts.
    - As requested, LADWP CMCA will send a PIO to the City's JIC if established. The LADWP CMCA will work with other City departments engaged in earthquake response to ensure consistent messaging.
- b) Incident Stabilization
- i. Incident Response
    - Water System, Power System, and Joint Systems implement emergency response plans including damage assessment and call out of all key personnel needed for restoration of services.
    - Deploy staff to the City EOC as requested.
    - CMCA provides public information to media for broadcast/print regarding service interruptions and progress of restoration efforts.
    - LADWP's DOC's establish and maintain communication links with the EOC.
    - According to department emergency plans, systems issue emergency communications equipment as secondary devices to employees with specific functional and operational responsibilities.
    - Identify and ensure the logistical operations of alternate work locations if needed.
    - Gather and disseminate information on high-risk areas, road closures, and concentrated areas of damage.
    - Form safety assessment teams.
    - Activate the DOCs in accordance with the LADWP Emergency Response Plan for the command and management of system response to restore Power Supply. Power Supply includes the Distribution System, Generation Facilities, Transmission Facilities, and Power Purchasing Infrastructure.
    - Assign a restoration coordinator.
    - Deploy patrol and trouble crews throughout the City and along the Department's major transmission routes into the City to locate trouble problems, make repairs, and restore service as safely and quickly as possible.

- Responsible for transferring customer load to alternative sources and curtailment of customer load based on the demands of the emergency event.
- Support restoration efforts by providing equipment or personnel as available to assist in removing downed trees from de-energized electric lines, restoring access to facilities by utility personnel and equipment, and maintaining areas secure for utility restoration crews.
- Manage system load upon deficiencies.
- Work with appropriate Local, State, and Federal entities to facilitate the restoration of utilities immediately following a disaster.
- Attempt to secure assistance in accordance with existing contracts and agreements to meet reserve requirements as necessary.
- Perform damage assessment of essential facilities and equipment through emergency engineering inspections. Inspections will be commensurate with the availability of inspectors and consistent with operating requirements (refer to the LADWP Operating Orders).
- Damage Reports will be made upon inspection and shall assign damage rating scores based on safety hazard to personnel, system reliability, system hazard, personnel safety, and facility availability due to damage. Inspections will also comment on extent of damage and description of damage.
- The LADWP Life Support Equipment Discount Program database is shared regularly with LAFD for developing tactical search and rescue or evacuation activities.
- Restore power facilities which affect the greatest number of persons; with prioritization for public safety, health and individuals who are reliant on electrical power for life sustaining equipment.
- Damage cost estimates will be provided as requested by governmental authorities for the purpose of seeking State and/or Federal Disaster assistance upon approval of senior management.
- Ensure that LADWP facilities have reliable logistical support, services, and infrastructure systems (e.g., water, power, heating/ventilation/air conditioning), and adequate physical security and access controls.
- Consider MOU cooperative agreements, mutual aid agreements with other agencies, or contract agreements with vendors who provide services such as virtual office technologies.
- If possible, maintain water supply to the distribution system for fire suppression purposes and customer needs. Work closely with LAFD to determine what areas have the greatest needs for fire suppression.
- Restore those water facilities which affect the greatest number of persons.
- Maintain/restore Water Quality.
- Issue PSAs through the PIO instructing the public regarding drinking/using water safely
- Repair damaged departmental communication systems.

- Provide temporary water service connections (e.g., above ground service connections to fire hydrants).
  - Provide resources (equipment, materials, vehicles and labor) to setup and distribute emergency water supply to the public.
- ii. Ongoing Information Gathering/Assessment/Sharing
- Both Water and Power Systems work closely with the LADWP CMCA to validate information and disseminate internal and external information regarding service interruptions and progress of restoration efforts. This process is continued throughout the response and recovery phases of a seismic event.
- iii. Assess Transition to Recovery/Demobilization
- Information regarding the demobilization of resources will be communicated from the field to the DOCs and forwarded to the City EOC as appropriate.
  - Facilitating the situational status briefings to identify the System's ability to transition from recovery to demobilization as resources are no longer needed for response/recovery and can then be transitioned back into routine service.
- c) Initial Recovery
- i. Initial Recovery Operations
- Continue restoration of services and asses need for mutual aid resources.
- ii. Ongoing Information Gathering/Assessment/Sharing
- Work with other City departments through the EOC to determine the nature and scope of recovery efforts.
- iii. Demobilization of Department/Agency Resources
- The demobilization of the resources and personnel from the incident is a team effort involving all personnel from the respective System working on the incident. It is the responsibility of the Planning Section Chief to ensure that a systematic plan is established and implemented by the Demobilization Unit.
  - Information regarding the demobilization of resources will be communicated from the field to the DOCs and forwarded to the City EOC as appropriate.
- d) Department Command and Control
- The DOCs are activated during emergency events that impact or threaten to impact LADWP operations. The DOCs serve as the centralized point for collection and dissemination of information and coordination of Department resources for response, recovery, and employee safety management during emergency situations or during any other event/incident that warrants the activation of the DOC.
  - The LADWP has both water and power primary DOCs that perform internal coordination functions, including: how the organization gathers, processes, and disseminates information; sets priorities; allocates resources; and coordinates activities to restore normal operations and critical business

functions. The Senior Assistant General Manager for each system has the authority to activate their DOC.

- The LADWP maintains and operates a Crisis Management Center (CMC) that acts in support of the DOCs for the Water and Power Systems. Activation of the CMC shall be at the request of the General Manager or designee.
  - The purpose of the CMC is as follows:
    - Provide a location and staff for the administrative and clerical functions of the Crisis Management Team when they meet.
    - Support Customer Services and CMCA in administration, collection and dissemination of information to customers, media and other governmental agencies about a major disaster or emergency that significantly affects the Department.
    - Support Joint System and Building Emergency Coordinators in the collection of damage assessment information regarding security and life/safety threats to Department employees.
    - Support the Financial Services Organization in the collection of damage assessment information that may significantly affect LADWP facilities such that a financial loss would adversely affect the Department.
    - Assist Joint System in their efforts to coordinate requests for personnel or material resources with other organizations.
  - The General Manager (or Acting General Manager) will convene periodic meetings of certain high-level managers (referred to as the Crisis Management Team) for the purpose of using this forum to:
    - Disseminate information to line management for their prompt reuse in keeping LADWP employees informed of the nature of the emergency, the impact of the emergency on department operations and services to customers, and the plans for and progress made in restoration.
    - Develop policies and/or procedures, not directly related to water and electric operating-type matters, for coping with the emergency situation. Note that water and electric operating-type matters are handled by the respective Water and Power Emergency Command Centers.
    - Identify and recruit labor and other resources for department operating-type business units and other City emergency response organizations responding to the emergency as to.
  - The Voice Operations Center Chief Communications Operator shall be responsible for providing personnel for the CMC Communications Room. At least one Communications Operator shall be available in the CMC for the duration of the time the CMC is in operation. If required by the Director, the Communications Operator shall be able to provide telecommunication and radio operation services.
- e) Documentation
- i. Record Keeping
    - Documentation should be started in the early stages of an emergency. Depending upon the situation, different types of documentation provide

the source documents or database for the After-Action Report. Documentation should not be restricted to reports or forms used exclusively by the planning function but should include materials from the entire emergency organization. Ideally, key components of this database, such as time-keeping procedures, should be identified as part of pre-incident planning. They should then be used during an actual event. Some recommended types of documentation include:

- Action Plans developed to support operational period activities
- Forms used in ICS and Emergency Operation Center
- Activity logs and journals
- Written messages
- Situation reports
- Function and position checklists
- Public information and media reports
- FEMA developed forms

ii. Time Keeping

- Financial documentation and cost tracking is an important element of any emergency plan. Certain costs may be eligible for Federal or State reimbursement. The CAO is responsible for coordinating disaster grants and assistance following disasters. Reimbursement through FEMA and Cal OES is dependent on complete and accurate documentation of all disaster related work and expenses.
- Critical documents that are generated during an emergency response are needed for cost recovery are the responsibility of the divisions to archive and protect. Cost recovery documentation includes the following:
  - Signed daily timesheets, civil service classifications, hours, base hourly rates, and applicable fringe benefits for labor.
  - Quantities, descriptions, purchase orders, invoices/vouchers, and payment records for materials or services.
  - Usage records with dates, hours, and rates for equipment.
  - Inventory depletion records for stock material usage.
  - Contract documentation for services and material.
- If any reports for damages are submitted to the EOC, a copy should be submitted to the CMC LADWP OEM. All systems are responsible for the collection of information about the event, location, scope, category, and cost estimate of response and damages. OEM is the single point of contact during the recovery phase until the Project Worksheets are approved. After this point, the Financial Services Organization (FSO) of the LADWP is responsible for directing LADWP-wide documentation related to Cal OES/FEMA and insurance claims.

iii. Financial Reporting

- FSO is responsible for directing department-wide documentation related to FEMA/Cal OES disaster reimbursement claims and for coordinating

submittals to the City Administrative Office, which in turn, coordinates the City-wide FEMA/Cal OES documentation and reporting requirements.

- Each of the three major systems in LADWP (Water, Power, and Joint) are responsible for compiling documentation and records of their own jobs or projects consistent with the Disaster Reimbursement Documentation Manual provisions. The effort is coordinated by a system-level FEMA Documentation Coordinator within Finance (FSO).

## **B. County of Los Angeles**

Although the City has no authority to assign responsibilities to County departments, many County departments are the primary agencies responsible for providing certain services to the City. Those County departments are listed in the following, along with the services they are responsible for providing in the event of an earthquake emergency.

### **1. Coroner, Los Angeles County Department**

It is the duty of the Department of Coroner to determine the circumstances, manner and cause of all violent, sudden, or unusual deaths. The Los Angeles County Department of Coroner is the lead agency on fatality management during a disaster.

### **2. Fire Department, Los Angeles County (LACoFD)**

The LACoFD is a first-responder agency responding to life and health threats of varying scope and degree. The Health Hazardous Materials Division's (HHMD's) Emergency Operations Section (EOS) provides 24-hour-a-day response to spills and releases of hazardous materials and wastes throughout the County.

### **3. Health Services, Los Angeles County Department of (LACDHS)**

LADHS serves the healthcare needs of the City's residents and encompasses clinics, Emergency Medical Services Agency, rehabilitation services, and personal health services. The department runs four hospitals, as well as multiple comprehensive health centers. LADHS has mobilized command centers that automatically engage in the event of a natural or other disaster. In event of emergency, LADHS will communicate updated health information to residents via the news media and coordinate with local law enforcement and related federal agencies.

#### **a) Emergency Medical Services Agency, Los Angeles County (EMS Agency)**

- The EMS Agency coordinates and supports the County's emergency medical services system with hospitals, fire departments, ambulance providers and other healthcare partners to provide emergency medical services and maintains the County's emergency supplies. The EMS Agency serves as the lead for the emergency medical services system in the County and is responsible for coordinating all system participants in its jurisdiction, encompassing both public and private sectors.
- Supports the medical response required for mass care operations

**4. Public Health, Los Angeles County Department of (LACDPH)**

The LACDPH protects health, prevents disease, and promotes the health and well-being for all persons in Los Angeles County and is considered the City's primary public health administrator. Public health laboratories test and confirm agents that can threaten health and aids in recognizing nationwide outbreaks from bacteria that can cause severe illness. LACDPH also operates Points-of-Distribution (PODs) for mass vaccination emergencies with a scan-based data collection system. LACDPH is also responsible for activating the Los Angeles County Multi-Agency Radiological Response Plan (MARRP).

**5. Public Works, Los Angeles County Department of Public Works (LACDPW)**

LACDPW is responsible for the design, construction, operation, maintenance, and repair of roads, traffic signals, bridges, sewers, water supply, flood control, water quality, and water conservation facilities, and for the design and construction of capital projects. As a first responder agency for the County, LACDPW maintains a 24-hour EOC to respond to emergencies and disasters, such as flood, earthquakes, mud and debris flows, as well as problems reported by the public and other agencies.

**6. Sheriff's Department, Los Angeles County (LASD)**

The Los Angeles County Sheriff's Department is the primary public safety agency for jurisdictions within the County of Los Angeles. The department maintains patrol divisions and homeland security, among many other responsibilities, for the County.

**C. State of California**

In California, the State's main role in any emergency is to assist local government. However, the City has no authority to assign responsibilities to State of California departments, many State departments have primary or supporting responsibility for providing certain services to the City. Those State departments are listed below, along with the services they are responsible for providing in the event of an earthquake emergency.

**1. California Department of Public Health (CDPH)**

CDPH is the state agency responsible for protecting and ensuring the health of Californians. CDPH manages Branches, Divisions, and Laboratories to support the response to and recovery from earthquake emergencies.

**2. California Department of Transportation (Caltrans)**

Caltrans is the state agency responsible for highway, bridge, and rail transportation planning, construction, and maintenance. Caltrans aids in pre-planning, road management and traffic control and routing. These tasks are also managed in cooperation with local law and state law enforcement.



**3. California Division of Occupational Safety and Health (Cal/OSHA)**

Cal/OSHA protects workers and the public from safety hazards. Regional and District Emergency Response Investigation Teams assist federal, state and local ICs in managing and investigating significant events such as catastrophic incidents, accidents, uncontrolled releases of hazardous substances or natural disasters.

**4. California Governor's Office of Emergency Services (Cal OES)**

Cal OES exists to enhance safety and preparedness in California to protect lives and property by effectively preparing for, preventing, responding to, and recovering from all threats, crimes, hazards, and emergencies. Cal OES is the coordinating entity between agencies.

**5. California Emergency Medical Services Authority (EMSA)**

Disaster Medical Assistance Teams (DMATs) are a national network of response teams composed of approximately 35 - 100 civilian volunteers from the medical, health and mental health care professions. DMATs provide austere medical care in a disaster area or medical services at transfer points and reception sites associated with patient evacuation.

DMATs are a component of the National Disaster Medical System, a cooperative asset-sharing program among federal government agencies. DMATs can be federalized and activated to provide supplemental or replacement medical care and other services to communities impacted by a disaster.

In addition to their federal role, DMATs can be mobilized and deployed by the EMS Authority as a medical mutual aid resource for local mass casualty incidents within the State.

**6. California Environmental Protection Agency (CalEPA)**

Cal/EPA develops, implements, and enforces the state's environmental protection laws that ensure clean air, clean water, clean soil, safe pesticides and waste recycling and reduction. Cal/EPA is NIMS compliant for emergency preparedness and operates as a state agency with specific jurisdiction under SEMS, as coordinated by Cal OES.

The Cal/EPA Emergency Response Management Committee (ERMaC) coordinates preparedness for and responses to environmental emergencies in California under assigned statutory authorities. ERMaC's mission is to manage public health and environmental consequences of emergency events through effective, coordinated agency-wide preparedness, response, recovery and mitigation activities. ERMaC is responsible for emergency planning and training and coordinates all Cal/EPA entities in emergency response and recovery. It serves as the forum for developing and maintaining the Cal/EPA collective Administrative Orders and emergency response plans.

**7. California Highway Patrol (CHP)**

The CHP provides safety, service, and security to the people of California by minimizing the loss of life, personal injury, and property damage; servicing the public; assisting other public agencies when appropriate; managing traffic and emergency incidents; and protecting public and state assets. The CHP is the state IC for any on-highway incident.

**8. California National Guard - 95th Civil Support Team**

In response to Presidential Decision Directive 39, the United States Army created Civil Support Teams to counter chemical/biological terrorist threat. The team managed under the National Guard and directed by the State Adjutant General, is completely self-contained and self-sufficient. The 95th Civil Support Team is primary responsible for Northern California but can be deployed anywhere within the United States or its territories. The team is operational 24 hours a day, 7 days a week.

**D. Federal**

Although the City has no authority to assign responsibilities to Federal departments, many federal departments have primary or supporting responsibility for providing certain services to the City. Those federal departments are listed below, along with the services they are responsible for providing in the event of an earthquake.

**1. Centers for Disease Control and Prevention (CDC)**

The CDC is one of the major operating components of the United States Department of Health and Human Services. The CDC Emergency Preparedness and Response website is CDC's primary source of information and resources for preparing for and responding to public health emergencies. The CDC Director's EOC may be contacted at 770-488-7100.

**2. National Oceanic and Atmospheric Administration (NOAA)**

NOAA provides the single Federal atmospheric prediction of hazardous material concentration to all levels of the Incident Command. The IMAAC is an off-site resource that supports the incident response remotely.

The NOAA HazMat Duty Officer is available 24-hours a day, seven days a week at 206-526-4911. The NOAA main number is 206-526-6317.

**3. United States Army Corps of Engineers (USACE)**

The USACE are responsible for vital infrastructure within Los Angeles such as Hansen and Sepulveda Dam. Additionally, they play a crucial role in supporting the POLA. In the event of a major earthquake, the City will request support through SEMS.

**4. United States Coast Guard (USCG)**

The USCG Base in Los Angeles-Long Beach provides direct support of USCG activities in Southern California. USCG provides Hazardous Materials Response Special Teams.

The Pacific Strike Team maintains custody of a variety of response equipment to execute its USCG missions and duties under the National Response System. Personnel undergo a rigorous training program and are equipped to respond to oil discharges, HazMat releases, and WMD incidents.

#### **5. United States Department of Defense (DoD)**

The DoD supports Local, State, and Federal government agencies in planning for and responding to domestic emergencies. Local units may respond under the immediate response doctrine when necessary to save lives, prevent human suffering, or mitigate great property damage. Many units execute MOUs for mutual support of emergency services with local jurisdictions or municipalities. National Guard units may also respond under State control when directed by appropriate state authorities. Upon the declaration of an emergency or major disaster by the President, the Secretary of Defense or his Executive Agent provides federal military support. For most domestic emergency responses requiring DoD assets, the DCO controls all DoD response elements. Because of the potentially large number of DoD requirements, it may activate a Response Task Force to command and control all federal military personnel responding for consequence management (with the exception of the Joint Special Operations Task Force). The Response Task Force deploys to support the federal crisis and consequence management operations in support of the Lead Federal Agency during domestic operations. Certain DoD laboratories can also be called upon to respond with specialized equipment and capabilities. Active Duty, National Guard, and Reserve forces possess expertise, trained manpower, and equipment that can support response to a major earthquake and its cascading effects. DoD supports all ESFs identified in the Federal Response Plan.

#### **6. United States Department of Homeland Security (DHS)**

DHS maintains one vital mission: to secure the nation from the many threats we face and ensure a homeland that is safe, secure, and resilient against terrorism and other hazards. DHS prevents terrorism and enhances national security, secures and manages federal borders and ensures resilience to disasters.

##### **a) Federal Emergency Management Agency (FEMA)**

FEMA is the lead Federal agency for consequence management, which entails both preparedness for and dealing with the consequences of a major earthquake. Although the affected State and Local governments have primary jurisdiction for emergencies, a major earthquake causing mass destruction could create havoc beyond their capability to respond. If this were to happen, FEMA would coordinate consequence management activities including measures to alleviate damage, loss, hardship, or suffering caused by the incident; to protect public health and safety; to restore essential government services; and to provide emergency assistance. FEMA would implement the Federal Response Plan, cooperating with State and Local emergency response agencies. Final authority to make decisions on-scene regarding the consequences of the incident (rescue and treatment of casualties, protective actions for the affected community) rests with the local IC.

## **7. United States Environmental Protection Agency (EPA)**

The US EPA is responsible for protecting human health and the environment by writing and enforcing regulations based on laws passed by Congress. Environmental protection minimizes significant risks to human health.

The US EPA 24-Hour Contact Number is 732-321-6660. To contact the Radiological Emergency Response Team, use the 24-hour contact number at 800-424-8802 or via the National Response Center at 202-267-2675.

## **E. Non-Governmental Organizations (NGO)**

Although the City has no authority to assign responsibilities to NGOs, how they respond and the services they provide in the event of an earthquake may greatly impact the City. Listed below are the outside agencies that will be critical and the roles they will play in assisting the City.

### **1. American Red Cross Los Angeles Region (Red Cross)**

- Assist during the recovery process by providing mass care services as outlined in the MOU with the City.
- Staff the Red Cross position in the City EOC Mass Care Branch.
- Determine the most effective service delivery strategies for meeting client needs based on the culture, economy, and geography of the affected region and the scope of the disaster relief operation.
- Integrate efforts of the national NGOs that provide mass care services.

### **2. Emergency Network Los Angeles (ENLA)**

- Provide avenues for communication, collaboration, and networking for nonprofit organizations to effectively use resources to coordinate recovery.
- Partner with City agencies to provide general assistance to the public.

### **3. Salvation Army Emergency Disaster Services Department**

- Advise the City on best practices for coordinating in-kind, unsolicited, and solicited donations following a major disaster. This includes identifying items to be solicited, advertising the need through the use of traditional and social media, and collecting, distributing, warehousing, and reporting of donations.
- Accept in-kind donations on behalf of the City.
- The Salvation Army will serve the needs of disaster survivors at LACs. The Salvation Army will do so by using its existing inventory as well as solicited in-kind donations.
- Provide disaster emergency assistance vouchers usable at the Salvation Army stores in the Los Angeles area.

## **F. Other**

Although the City has no authority to assign responsibilities to other organizations, many provide primary or support responsibility for providing certain services to the City. Those

who provide services are listed below, along with the services they are responsible for providing in the event of an earthquake.

**1. Los Angeles Unified School District (LAUSD)**

- Staffs the LAUSD position in the Mass Care Branch in the Operations Section of the EOC.
- The LAUSD Office of Emergency Services or the LAUSD EOC is the point of contact for matters relating to the use of LAUSD public schools during emergencies.
- Works with the Red Cross and RAP in shelter site(s) designation and operation.
- Renders LAUSD facilities and open spaces as shelter sites.
- Works with other departments and agencies as necessary in the event of an earthquake.
- LAUSD Police provide security for LAUSD shelter sites.
- Works with LADOT to coordinate transportation assets.

**2. Metropolitan Transit Authority (MTA)**

Transportation resources will be a vital commodity following any significant event in the metropolitan Los Angeles area. MTA maintains the largest fleet of publicly operated mass transit busses in the Los Angeles region as well as a light rail system. Multiple jurisdictions may be requesting use of these transportation assets following a significant event. The City shall coordinate transportation resources and assets from all sources through LADOT/Transportation Branch.

**IV. DIRECTION, CONTROL AND COORDINATION**

This Earthquake Annex may be activated when the Mayor declares a local emergency or if the EMD Duty Officer, after consulting with the EMD General Manager or Assistant General Manager, determines the situation warrants a Level I, II, or III EOC activation and the implementation of the Annex's policies and procedures.

Some portions of this Annex, such as the initial response, go into effect immediately following an earthquake event. The remainder of this Annex is only activated when the incident grows in scope to a point where activation of the EOC is warranted. Activation of the EOC is not necessarily automatic or necessary with all earthquakes.

In advance of or simultaneous with the City plan activation, City departments and agencies will also activate their departmental emergency and earthquake plans as necessary.

## **V. ADMINISTRATION, FINANCE, AND LOGISTICS**

Each department is required to have documented internal administrative procedures in place to track financial costs related specifically to the response and/or recovery of an incident. These procedures must include tracking all expenditures specifically related to the incident, including personnel costs such as straight and overtime payroll costs related specifically to the incident. Departments are also required to have in place, documented internal administrative procedures for fulfilling and tracking internal, department to department (DOC-to-DOC), field to department (field-to-DOC) and department to EOC (DOC-to-EOC) resource requests. Each department is responsible for the tracking of their own resources, including the tracking of personnel.

If an incident meets designated thresholds for Proclamation or Declaration of a State and/or Federal Emergency or Disaster, the Department of the CAO, acting as the City's Authorized Agent, will develop a method for collecting financial documentation from departments as needed for submission as part of the City's reimbursement application process.

**VI. AGREEMENTS AND UNDERSTANDING**

**City of Los Angeles and City of Beverly Hills – Animal Care and Control Services**

**CONTRACT SUMMARY SHEET**

TO: THE OFFICE OF THE CITY CLERK,  
COUNCIL/PUBLIC SERVICES DIVISION  
ROOM 395, CITY HALL  
DATE: 01/13/2016

**(PLEASE DO NOT STAPLE THE CONTRACT FOR THE CLERK'S FILE)**

**FORM MUST BE TYPEWRITTEN**

FROM (DEPARTMENT): Animal Services

CONTACT PERSON: John Forland PHONE: (213) 482-9554

CONTRACT NO.: C-126963 COUNCIL FILE NO.: 08-2600

ADOPTED BY COUNCIL: 12/16/2015  
DATE  
APPROVED BY BPW: \_\_\_\_\_  
DATE  
NEW CONTRACT \_\_\_\_  
AMENDED AND RESTATED \_\_\_\_  
ADDENDUM NO. \_\_\_\_  
SUPPLEMENTAL NO. \_\_\_\_  
CHANGE ORDER NO. \_\_\_\_  
AMENDMENT \_\_\_\_

CONTRACTOR NAME: The City of Los Angeles, Department of Animal Services

TERM OF CONTRACT: 01/01/2016 THROUGH: 12/31/2020

TOTAL AMOUNT: Not to exceed \$240,000 for any 12-month period

PURPOSE OF CONTRACT:  
Provide animal care and control services to the City of Beverly Hills.

**NOTE: CONTRACTS ARE PUBLIC RECORDS - SCANNED AND UPLOADED TO THE INTERNET**

**S**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
LOS ANGELES DEPARTMENT OF ANIMAL SERVICES  
AND  
THE CITY OF BEVERLY HILLS  
FOR ANIMAL CARE AND CONTROL SERVICES**

This Memorandum of Understanding (hereinafter referred to as MOU) is entered into and made effective as of January 1, 2016, by and between

**CITY OF LOS ANGELES**  
A Municipal Corporation  
Acting By and Through Its  
Department of Animal Services  
221 North Figueroa Street, Suite 600, 6<sup>th</sup> Floor  
Los Angeles California 90012

Hereinafter referred to as CITY and

**CITY OF BEVERLY HILLS**  
A Municipal Corporation  
455 N. Rexford Drive  
Beverly Hills, California 90210

Hereinafter referred to as BEVERLY HILLS

WHEREAS, beginning in June 2005, BEVERLY HILLS expressed interest in establishing a service agreement (MOU) with CITY to provide animal regulation enforcement and animal care center services including taking in stray animals, adopting out animals, licensing of dogs, and dead animal pick-up services, that have been offered for many years by the Los Angeles County Department of Animal Care and Control, mostly through their shelter in Carson, California; and

WHEREAS, BEVERLY HILLS has been interested in providing their community with a shelter location that is in closer proximity than the County shelter in Carson, and is willing to reimburse costs, fully burdened with applicable overhead costs, to the CITY for that convenience; and

WHEREAS, many BEVERLY HILLS residents are currently utilizing CITY services and that the West Los Angeles Animal Care Center takes in, cares for, and adopts out animals for BEVERLY HILLS residents; and

WHEREAS, the Los Angeles Board of Animal Services Commissioners and the City Council approved an MOU agreement with BEVERLY HILLS, (Council File 08-2600) on October 15, 2008, and the CITY and BEVERLY HILLS entered into the MOU (C-115071) on January 21, 2009 providing services to BEVERLY HILLS; and

WHEREAS, the MOU successfully concluded on January 31, 2012, and

WHEREAS, CITY will continue to provide services from that date by means of an Interim MOU (CF 08-2600) (C-126011) from December 1, 2011 until either a new agreement is signed or through December 31, 2015, whichever is sooner, and

WHEREAS, the parties intend to enter into this MOU to continue animal care and control services



Memorandum of Understanding  
TO PROVIDE ANIMAL CARE AND CONTROL SERVICES FOR BEVERLY HILLS  
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provided by CITY to BEVERLY HILLS for a new term.

NOW THEREFORE, in consideration of the terms, covenants, and conditions hereinafter contained to be kept and performed by the respective parties, it is agreed as follows:

**I. RESPONSIBILITIES OF CITY**

**A. Services Provided by CITY**

To the extent resources are available, CITY, through its Department of Animal Services, will continue to provide BEVERLY HILLS with the following services pursuant to the terms of this MOU:

1. Intake and animal care for stray animals and owner relinquishments.
2. Adoption services and other public services such as vaccination clinics.
3. Respond to calls for service forwarded to CITY by BEVERLY HILLS for animals at-large, injured, potentially dangerous, or animals who are potentially victims of cruelty or inhumane treatment as defined by law.
4. Issue dog licenses, administer licensing information, administer a voluntary cat registration program, administer spay/neuter exemption, register and collect fees for same.
5. Issue permits for animal-related businesses and events, and collect fees for same.
6. Issue Notices to Comply, Citations, Fees, Fines, and/or penalties for violation of laws and regulations.
7. Prepare documents necessary to assist in investigations and prosecution of cases involving animals.
8. Intake and care of animals impounded as evidence.
9. Conduct potentially dangerous animal administration procedures when required, according to the terms specified by BEVERLY HILLS in writing prior to a hearing, and as agreed to by CITY, which hearings for residents of BEVERLY HILLS will be held within 30 days.
10. Assist in animal evacuation or other emergency service requirements, as resources are available.
11. Provide public education information on animals, wildlife, pet ownership, and related topics.

**B. Service Exclusions**

CITY will not provide:

1. Trapping and removal of wildlife or any animals for reasons of nuisance to residents of property owners.
2. Dead animal pickup.
3. Euthanasia by owner request upon relinquishment.
4. Administrative processes and hearings for barking dog complaints.
5. The City of Los Angeles shall not, through this contract, directly or indirectly assist any trap neuter release/return (TNR) program for the time that such assistance shall be prohibited by a court of law.

**C. CITY Staffing, Equipment, Materials**

1. Staffing: CITY will continue to provide staffing to meet estimated needs of the geographic district of West Los Angeles and the animal services requirement for that portion that includes BEVERLY HILLS. CITY does not warrant that staff or officers will be available at all times, or at any given time that service is requested by BEVERLY HILLS, but will endeavor to provide a reasonable level of service based on the seriousness of calls received

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TO PROVIDE ANIMAL CARE AND CONTROL SERVICES FOR BEVERLY HILLS  
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from the entire West Los Angeles district area, Staff and officers providing service will be appropriately qualified, trained, and supervised.

2. Equipment and Materials: CITY shall, inclusive of the charges described in Section IV, PAYMENT AND BILLING, provide and furnish all labor, equipment, and supplies for services to be provided, including vehicles and weapons. Weapons and security equipment shall not be left unsecured at any time. Staff and officers performing services in BEVERLY HILLS will wear the standard Animal Control Officer uniforms issued by CITY.
3. Supervision: Services under this MOU shall be principally supervised by the Director of Field Operations, or the General Manager's designee, who will be BEVERLY HILLS' primary contact person.
4. Coordination Meeting: CITY and BEVERLY HILLS shall meet as often as necessary, as determined by the circumstances in the administration of the MOU, to discuss problems, reports, and the status of MOU services.
5. Reports: Animal Control Officers shall prepare all required written reports, including reports on incidents, injuries (CITY or Non-City employees), accidents, fires, altercations, crimes, etc. Any discharge of a weapon by Animal Control Officers in BEVERLY HILLS will be reported to BEVERLY HILLS within 24 hours.
6. Information and Media Requests: CITY representatives shall provide information as requested from members of the general public in the course of providing services under this MOU. Situations in which general interest leads to direct news media contacts must be dealt with carefully to ensure that all statements or information offered by the CITY and BEVERLY HILLS reflect the policies and positions of the respective parties. CITY Animal Control Officers will not speak, in any form, to the media in regard to BEVERLY HILLS policy or issues. However, CITY and any persons so designated by CITY are authorized and expected to speak about CITY's performance under this MOU.
7. Notifications: Major incidents that involve BEVERLY HILLS Police or Fire Department response must be communicated via telephone to BEVERLY HILLS in accordance with the notification protocols provided. In addition such incidents shall also be reported to Beverly Hills Code Enforcement via telephone with a follow up incident report or other written documentation.
8. Occupational Safety and Health Act: CITY agrees that, for the purpose of being in compliance with the requirements of the Occupational Safety and Health Act of 1970, services performed for BEVERLY HILLS shall be deemed the CITY's responsibility. Employees of the CITY shall not be considered employees of BEVERLY HILLS.
9. Appearance in Court: Animal Control Officers will make court appearances as required in every case when citations or arrests result in court action as part of their normal and customary duties, with authorization for overtime, if necessary, to be charged to BEVERLY HILLS under this MOU. If a court appearance is necessary, BEVERLY HILLS will provide written notification of the court appearance request to the Director of Field Operations, or the General Manager's designee, who will be BEVERLY HILLS' primary contact person.

D. Performance of the Work

1. CITY shall comply with all laws, ordinances, rules, and regulations applicable to services rendered under this MOU and to their performance of all the terms and conditions of this MOU as set forth by the applicable City, County, State, and Federal governments.
2. Public service complaints shall be reviewed by BEVERLY HILLS and referred to the CITY for information or follow up by the CITY as appropriate. If CITY fails to reasonably provide service, or if in the judgment of BEVERLY HILLS, services are deficient, BEVERLY HILLS shall communicate such to CITY and CITY shall make diligent efforts to correct deficiencies, including but not limited to scheduling, staffing, or supervision changes at

CITY's discretion to resolve the performance issue. Services may be considered to have not been performed satisfactorily when conditions exist such as:

- a. Work is not performed in strict accordance with professional standards and this MOU.
  - b. Equipment is not used properly resulting in equipment abuse, or is not maintained in good operating condition.
  - c. Duties and tasks are not performed within the scheduled work shift or staff regularly is unable to handle service calls.
  - d. Excessive performance complaints are received from the public.
3. For consistency of enforcement, whenever appropriate during the term of this MOU, the CITY shall notify BEVERLY HILLS of pending, approved, or implemented changes to CITY's codes, ordinances, or procedures affecting animal care and control services of the CITY so that BEVERLY HILLS may evaluate and implement corresponding changes to its codes, ordinances, or recommend changes to the terms of this MOU as appropriate. (See Section II.E. below.) For purposes of this MOU, adoption of code changes by the City Council of the CITY shall be understood to include approval by BEVERLY HILLS. Modification of this MOU for this purpose does not require subsequent City Council approval.

## **II. RESPONSIBILITIES OF BEVERLY HILLS**

- A. **Service Requests:** The primary means of communication to CITY to request service assistance in Beverly Hills will be by the BEVERLY HILLS constituent services request operator by way of Beverly Hills Code Enforcement Division, who will filter calls so that CITY's services are deployed only when appropriate under this MOU, and will inform callers that the services are provided by CITY. BEVERLY HILLS will reasonably ensure that information used by CITY to dispatch officers is accurate and will communicate back with requestor as needed to provide status on service response. In the event CITY is unable to respond to a service request because of call priority elsewhere or insufficient resources, BEVERLY HILLS will provide other assistance to their residents as needed. BEVERLY HILLS will contact CITY by means of telephone or cellular phone and will be provided internal telephone numbers for this purpose. In promoting animal services for their residents, BEVERLY HILLS will discourage direct contact to CITY for service requests, but will encourage direct patronage of the West Los Angeles Animal Care Center.
- B. **Prosecutions and Cruelty Cases:** BEVERLY HILLS will handle investigations and prosecutions of cases involving animals, with assistance from CITY as necessary.
- C. **Information and Data:** BEVERLY HILLS will provide information and data to CITY, including geographic and address information as requested. Such information may include, but not be limited to, history of enforcement activity or licensing problems with residents, and Geographic Information Systems (GIS) data to update CITY's Chameleon database.
- D. **Excluded Services:** BEVERLY HILLS will seek other service providers for excluded services, including nuisance animal and wildlife calls. However, BEVERLY HILLS will discourage wildlife trapping, removal, and euthanasia, and instead will encourage education to assist residents in successful co-existence with wildlife.
- E. **Code Adoption:** BEVERLY HILLS has adopted Los Angeles Municipal Code 53.00 et seq. by reference. BEVERLY HILLS may evaluate future changes to the Code, and notify CITY of its preferences for enforcement of such changes. (See Section I.D.3 above.)

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TO PROVIDE ANIMAL CARE AND CONTROL SERVICES FOR BEVERLY HILLS  
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- F. Services by CITY: BEVERLY HILLS shall suitably inform the public that Animal Care and Control services in Beverly Hills are provided by CITY. BEVERLY HILLS shall disclose this information on BEVERLY HILLS' website by maintaining a web-page dedicated to animal services. In addition, BEVERLY HILLS will notify residents when service calls are received by BEVERLY HILLS, and as appropriate, BEVERLY HILLS will include this information in written material disseminated by BEVERLY HILLS to its residents, such as newsletters, flyers, etc.
- G. If necessary, BEVERLY HILLS will use best efforts to assist and secure the safety of CITY personnel performing duties hereunder when needed.

**III TERM OF THIS MOU**

The term of this MOU shall be from **January 1, 2016 through December 31, 2020.**

**IV. PAYMENT AND BILLING**

BEVERLY HILLS shall pay CITY for services rendered under this MOU as set forth in this Section and Exhibit A attached hereto, and incorporated herein as if set out in full.

Charges and rates are set annually by CITY and become effective on July 1 of each year. Charges are determined by calculation of full cost recovery of direct services provided to BEVERLY HILLS. In no event shall reimbursement to CITY exceed \$240,000.00 for any twelve-month period.

Payment Due: Payment shall be due within 30 days of receipt by BEVERLY HILLS of an invoice. Invoices shall be submitted by CITY by the 15<sup>th</sup> of the month following the service period. Submission by email is acceptable. Payment shall be remitted in full by BEVERLY HILLS within 30 days of receipt of each invoice. Payment shall be in arrears for the services provided during the prior month if not paid within 30 days of receipt.

Fee Calculation: Each month BEVERLY HILLS shall owe one twelfth (1/12) of the CITY's annual calculated administrative overhead cost for services provided during the billing period (month); plus the actual costs for each hour, or fraction thereof, that Animal Control Officers provide services; plus the actual cost per day of each sheltered animal; less revenue received from licenses paid by residents of BEVERLY HILLS and collected by CITY during the billing period. Returned checks will be deducted and will not be counted as paid and collected. Should services be provided for a period of time that is not a complete calendar month (i.e. services beginning or ending in the middle of a month), the amount paid by BEVERLY HILLS shall be prorated by CITY at a daily rate for that month's cost of services. Permit fees assessed and collected (such as fees for petting zoos, operation of animal hospitals, pet stores, etc.) will be retained by CITY and not deducted from calculations of amounts owed to cover costs.

Fee Rate Adjustment: For the MOU and extensions, the fee rate shall be adjusted in an amount necessary to maintain full recovery of costs incurred by CITY. Fee rates covering service after January 1, 2016 shall be adjusted, as necessary by the CITY whenever costs change. The CITY shall inform BEVERLY HILLS in advance of the date and amounts of adjustments. The proposed adjusted rate shall be presented by CITY to BEVERLY HILLS at least 30 days in advance of the proposed change for consideration and approval by BEVERLY HILLS. The adjusted rate shall be incorporated into the MOU in full as an addition to Exhibit A, and invoices for services provided after the date of fee rate adjustment shall be based on the adjusted cost rate.

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TO PROVIDE ANIMAL CARE AND CONTROL SERVICES FOR BEVERLY HILLS  
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Invoices shall be submitted to:

City of Beverly Hills  
Code Enforcement Division  
455 N. Rexford Drive  
Beverly Hills, California 90210  
(310) 285-1173

Payment shall be remitted to:

Accounting Section  
Department of Animal Services  
City of Los Angeles  
221 North Figueroa Street, Suite 600, 6<sup>th</sup> Floor  
Los Angeles California 90012  
(213) 482-9558

Upon request, the CITY shall furnish an Activities Report to support an invoice with information regarding significant activities/observations that occurred during the month requested, including the dates and times of occurrences.

**V. INDEMNIFICATION**

- A. Government Code Section 895.2 imposes joint civil liability upon public entities solely by reason of such entities being parties to an agreement. Accordingly, the parties hereby agree that pursuant to Government Code Section 895.4 and 895.6, each party shall assume the full liability imposed upon it or any of its officers, agent, or employees by law for injury caused by any negligent or wrongful act or omission occurring in the performance of that party's obligations under this MOU.
- B. Each party shall indemnify, defend, and hold harmless the other party for any claim, demand, causes of action, liability, loss, cost or expense arising from or related to the services or the performance of the indemnifying party's obligations under this MOU.
- C. In the event of a third-party loss caused by negligence or a wrongful act or omission by more than one party, each party shall bear financial responsibility in proportion to its percentage of fault as may be mutually agreed or judicially determined. The provisions of Civil Code Section 2778 regarding interpretation of indemnity agreements are hereby incorporated.

**VI. TERMINATION**

- A. Either party may terminate this MOU immediately for default of any material term or condition following a 30-day written notice to cure that states with particularity the reasons for the default and demand for cure. If the matter or matters complained about are not cured within 30 days of notice by either party, the party demanding the cure may give the other part a 30-day written notice to terminate.
- B. This MOU may be terminated by either party without cause upon a 90-day written notice.
- C. Upon termination of this MOU, CITY shall provide a final invoice for all charges and fees due as of the termination date, to be paid by BEVERLY HILLS within 30 days of receipt.

**VII. INCORPORATION OF EXHIBITS**

This MOU and Exhibit A represent the entire integrated agreement of the parties and supersede all prior written or oral representations, discussions, and agreements. The following document is incorporated and made a part hereof by reference:

Exhibit A. Rates and Estimated Total Annual Charges

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be executed by their duly authorized representatives.

Memorandum of Understanding  
TO PROVIDE ANIMAL CARE AND CONTROL SERVICES FOR BEVERLY HILLS  
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IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be executed by their duly authorized representatives.

CITY OF LOS ANGELES

By Brenda F. Barnette

Date 12-18-15

BRENDA F. BARNETTE  
General Manager  
Department of Animal Services

APPROVED AS TO FORM:  
MICHAEL N. FEUER, City Attorney

By [Signature]

DOV S. LESEL  
Assistant City Attorney

Date 12, 16, 15

ATTEST:  
HOLLY L. WOLCOTT, City Clerk

By [Signature]  
Deputy City Clerk

Date 1-13-16



Agreement Number \_\_\_\_\_

C-126963

CITY OF BEVERLY HILLS

By [Signature]  
MANDI ALUZRI MA  
City Manager

Date 1/11/16

APPROVED AS TO FORM:  
By [Signature]  
DAVID M. SNOW  
Interim City Attorney

Date 1/6/16

ATTEST:  
By [Signature]  
SUSAN HEALY KEENE, AICP  
For Director of Community Development

Date 12/27/15

**EXHIBIT A**  
**MOU Between the Department of Animal Services (City) and the City of Beverly Hills**

**RATES AND ESTIMATED TOTAL ANNUAL CHARGES\***  
**JANUARY 1, 2016 - DECEMBER 31, 2020**

| <b>Rate Schedule</b>                  |   |                                       |                                       |                                       |                                       |
|---------------------------------------|---|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <b>DESCRIPTION</b>                    | <b>Rates</b>                            |                                       |                                       |                                       |                                       |
|                                       | <b>July 1, 2015 -<br/>Dec. 31, 2015</b> | <b>Jan. 1, 2016<br/>Dec. 31, 2016</b> | <b>Jan. 1, 2017<br/>Dec. 31, 2017</b> | <b>Jan. 1, 2018<br/>Dec. 31, 2018</b> | <b>Jan. 1, 2019<br/>Dec. 31, 2020</b> |
| Monthly Administrative Overhead       | \$3,834.72                              | \$3,834.72                            | TBD                                   | TBD                                   | TBD                                   |
| Officer Hours - ACO I                 | \$71.11                                 | \$71.11                               | TBD                                   | TBD                                   | TBD                                   |
| Officer Hours - ACO II                | \$75.83                                 | \$75.83                               | TBD                                   | TBD                                   | TBD                                   |
| Daily Animals - First Week            | \$29.57                                 | \$29.57                               | TBD                                   | TBD                                   | TBD                                   |
| Daily Animals - Subsequent Weeks      | \$16.39                                 | \$16.39                               | TBD                                   | TBD                                   | TBD                                   |
| Less Annual Altered Licenses Sold     | -\$20.00                                | -\$20.00                              | TBD                                   | TBD                                   | TBD                                   |
| Less Three-Year Altered Licenses Sold | -\$55.00                                | -\$55.00                              | TBD                                   | TBD                                   | TBD                                   |
| Less Annual Unaltered Licenses Sold   | -\$100.00                               | -\$100.00                             | TBD                                   | TBD                                   | TBD                                   |

| <b>Estimated Total Annual Charge</b>                            |   |                                       |                                       |                                       |                                       |
|---|---|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <b>DESCRIPTION</b>  | <b>Charges</b>                          |                                       |                                       |                                       |                                       |
|   | <b>July 1, 2015 -<br/>Dec. 31, 2015</b> | <b>Jan. 1, 2016<br/>Dec. 31, 2016</b> | <b>Jan. 1, 2017<br/>Dec. 31, 2017</b> | <b>Jan. 1, 2018<br/>Dec. 31, 2018</b> | <b>Jan. 1, 2019<br/>Dec. 31, 2020</b> |
| The estimated total annual charge for the MOU* will not exceed: | \$85,000.00                             | \$87,000.00                           | TBD                                   | TBD                                   | TBD                                   |

\*Future amounts for MOU extensions will be determined by the City based on costs and anticipated use of services.

[Beverly Hills MOU 2016 - 20 Attachment A - Rates & Est. Annual Use.xls](#)



## VII. AUTHORITIES AND REFERENCES

### A. Authorities

1. Federal
  - a) The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.  
[https://www.fema.gov/media-library-data/1490360363533-a531e65a3e1e63b8b2cfb7d3da7a785c/Stafford\\_ActselectHSA2016.pdf](https://www.fema.gov/media-library-data/1490360363533-a531e65a3e1e63b8b2cfb7d3da7a785c/Stafford_ActselectHSA2016.pdf)
  - b) Homeland Security Presidential Directive-5 (HSPD-5)  
<http://www.gpo.gov/fdsys/pkg/PPP-2003-book1/pdf/PPP-2003-book1-doc-pg229.pdf>
  - c) National Incident Management System. Department of Homeland Security. December 2008.  
[http://www.fema.gov/pdf/emergency/nims/NIMS\\_core.pdf](http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf)
  - d) National Response Framework. Department of Homeland Security. January 2008.  
<http://www.fema.gov/pdf/emergency/nrf/nrf-core.pdf>
  - e) Americans with Disabilities Act of 1990, as amended.  
<http://www.ada.gov/pubs/ada.htm>
2. State
  - a) California Constitution  
<http://law.justia.com/california/constitution/>
  - b) California Emergency Services Act, 2006  
<http://hazardmitigation.calema.ca.gov/docs/ESA-all8-06-final.pdf>
  - c) California State Emergency Plan  
<http://www.calema.ca.gov/PlanningandPreparedness/Pages/State-Emergency-Plan.aspx>
  - d) California Code of Regulations, Title 19, Chapters 1 through 6, including:
    - Chapter 1, Standardized Emergency Management System  
<https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I58E13FD0D45111DEA95CA4428EC25FA0&originationContext=documenttoc&transitionType=Default&contextData=%28sc.Default%29>
    - Chapter 6, Disaster Assistance Act Regulations  
<https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I58E13FD0D45111DEA95CA4428EC25FA0&originationContext=documenttoc&transitionType=Default&contextData=%28sc.Default%29>

[Regulations?guid=I3C59D61E3F68495894B4E7EF36056939&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://www.sos.ca.gov/Regulations/guid/I3C59D61E3F68495894B4E7EF36056939&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))

3. County

a) Operational Area Emergency Response Plan

<https://ceo.lacounty.gov/emergencydisaster-plans-and-annexes/>

**B. References**

1. Los Angeles (City) State & County Quick Facts.  
[Quickfacts.census.gov/qfd/states/06/0644000.html](https://quickfacts.census.gov/qfd/states/06/0644000.html)
2. Los Angeles Department of Public Health, "Adult Disability in Los Angeles County." LA Health. Sept. 2006.
3. Kailes, J. and Enders, A. in "Moving Beyond 'Special Needs' A Function-Based Framework for Emergency Management Planning," Journal of Disability Policy Studies, Vol/No. 44/207, pp. 230-237

## ATTACHMENT A: ACRONYMS

| Acronym         | Full Name   |
|-----------------|---|
| ACC             | Area Command Center                                   |
| ACP             | Area Command Post                                     |
| ACTS            | Animal Care Technician Supervisors                    |
| ADA             | Americans With Disabilities Act                       |
| Animal Services | Department of Animal Services                         |
| AOA             | Air Operations Area                                   |
| AR              | Agency Representative                                 |
| ARCC            | Airport Response Coordination Center                  |
| ATC             | Air Traffic Control                                   |
| BOC             | Business Operations Center                            |
| CAO             | Chief Administrative Officer                          |
| Caltrans        | California Department of Transportation               |
| Cal/OSHA        | California Division of Occupational Safety and Health |
| CalEPA          | California Environmental Protection Agency            |
| Cal OES         | California Governor's Office of Emergency Services    |
| CCTV            | Closed Circuit Television                             |
| CDC             | Centers for Disease Control and Prevention            |
| CDPH            | California Department of Public Health                |
| CERT            | Community Emergency Response Teams                    |
| CHP             | California Highway Patrol                             |
| CMC             | Crisis Management Center                              |
| CMS             | Consumable Medical Supplies                           |
| COOP            | Continuity of Operations Plan                         |
| CPG             | Comprehensive Preparedness Guide                      |
| DAT             | Disaster Assessment Team                              |
| DHS             | United States Department of Homeland Security         |
| DMAT            | Disaster Medical Assistance Team                      |
| DME             | Durable Medical Equipment                             |
| DOC             | Department Operations Center                          |
| DoD             | United States Department of Defense                   |
| DPW             | Department of Public Works                            |
| DSW             | Disaster Services Workers                             |
| EMC             | Emergency Management Committee                        |
| EMD             | Emergency Management Department                       |

|            |  |
|------------|--|
| EMS        | Emergency Medical Services                                 |
| EMSA       | California Emergency Medical Services Authority            |
| EMS Agency | Los Angeles County Emergency Medical Services Agency       |
| ENLA       | Emergency Network Los Angeles                              |
| EOB        | City of Los Angeles Emergency Operations Board             |
| EOC        | Emergency Operations Center                                |
| EOO        | Emergency Operations Organization                          |
| EOP        | Emergency Operations Plan                                  |
| EOS        | Emergency Operations Section                               |
| EPA        | United States Environmental Protection Agency              |
| ERMaC      | Emergency Response Management Committee                    |
| ESF        | Emergency Support Function                                 |
| FEMA       | Federal Emergency Management Agency                        |
| FMUG       | Facilities, Maintenance and Utilities Group                |
| FNSS       | Functional Needs Support Services                          |
| FSO        | Financial Services Organization                            |
| FTSD       | Facilities Technical Services Division                     |
| GIS        | Geographic Information System                              |
| GSD        | Department of General Services                             |
| HCIDLA     | Housing and Community Investment Department of Los Angeles |
| HEAR       | Hospital Emergency Administration Radio                    |
| HHMD       | Health Hazardous Materials Division                        |
| HUD        | United States Department of Housing and Urban Development  |
| IAP        | Incident Action Plan                                       |
| IC         | Incident Commander   |
| ICP        | Incident Command Post                                      |
| ICS        | Incident Command Structure                                 |
| IMTG       | Information Management Technology Group                    |
| ITA        | Information Technology Agency                              |
| JIC        | Joint Information Center                                   |
| LAC        | Local Assistance Center                                    |
| LACDHS     | Los Angeles County Department of Health Services           |
| LACDPH     | Los Angeles County Department of Public Health             |
| LACDPW     | Los Angeles County Department of Public Works              |
| LACoFD     | Los Angeles County Fire Department                         |
| LASD       | Los Angeles County Sheriff's Department                    |
| LADBS      | Los Angeles Department of Building and Safety              |
| LADOT      | Los Angeles Department of Transportation                   |
| LADWP      | Los Angeles Department of Water and Power                  |


|           |  |
|-----------|--|
| LAFD      | Los Angeles Fire Department                                |
| LAN       | Local Area Network   |
| LAPD      | Los Angeles Police Department                              |
| LAUSD     | Los Angeles Unified School District                        |
| LAWA      | Los Angeles World Airports                                 |
| LSDDP     | Life Support Device Discount Program                       |
| MAC       | Medic Alert Center   |
| MARRP     | Los Angeles County Multi-Agency Radiological Response Plan |
| MFC       | Metropolitan Fire Communications                           |
| MOA       | Memorandum of Agreement                                    |
| MOU       | Memorandum of Understanding                                |
| MSD       | Maintenance Services Division                              |
| MTA       | Metropolitan Transit Authority                             |
| NIMS      | National Incident Management System                        |
| NGO       | Non-Government Organization                                |
| NOAA      | National Oceanic and Atmospheric Administration NOAA       |
| OEM       | Los Angeles County Office of Emergency Management          |
| PDG       | Planning Development Group                                 |
| Personnel | Personnel Department, Los Angeles                          |
| PIO       | Public Information Officer                                 |
| POD       | Points-of-Distribution                                     |
| POLA      | Port of Los Angeles  |
| RAP       | Recreation and Parks                                       |
| Red Cross | American Red Cross Los Angeles Region                      |
| RIT       | Reservoir Inspection Team                                  |
| RL        | Resource Leader  |
| SAT       | Safety Assessment Team                                     |
| SEMS      | Standardized Emergency Management System                   |
| SMART     | Specialized Mobile Animal Rescue Team                      |
| SOP       | Standard Operating Procedure                               |
| USACE     | United States Army Corps of Engineers                      |
| USCG      | United States Coast Guard                                  |
| VAL       | Voluntary Agency Liaison                                   |
| V-Code    | Variation Code   |
| VEERT     | Volunteer Emergency Equine Response Teams                  |
| VOAD      | Voluntary Organizations Active in Disaster                 |
| WEA       | Wireless Emergency Alert                                   |

## ATTACHMENT B: LIST OF “BIG 20 BUILDINGS”



### CITY OF LOS ANGELES 'BIG 20 BUILDINGS'

1. City Hall  
200 North Spring Street  
Los Angeles, CA 90012
2. City Hall East  
200 North Main Street  
Los Angeles, CA 90012
3. City Hall South  
111 East First Street  
Los Angeles, CA 90012
4. LAPD Administration Building  
100 West 1st Street  
Los Angeles, CA 90012
5. Personnel Department Building  
700 East Temple Street  
Los Angeles, CA 90012
6. Piper Tech  
555 Ramirez Street  
Los Angeles, CA 90012
7. San Pedro  
638 South Beacon Street  
San Pedro, CA 90731
8. Braude Building  
6262 Van Nuys Boulevard  
Van Nuys, CA 91401
9. WLA City Hall  
1645 Corinth Avenue  
Los Angeles, CA 90025
10. Metro Communication/Dispatch  
100 North Los Angeles Street  
Los Angeles, CA 90012
11. Van Nuys City Hall  
14410 Sylvan Street  
Van Nuys, CA 91401

12. Figueroa Tower  
201 North Figueroa Street  
Los Angeles, CA 90012
13. Figueroa Tower  
221 North Figueroa Street  
Los Angeles, CA 90012
14. 
15. Inspection WLA  
11620 Wilshire Boulevard  
Los Angeles, CA 90025
16. Garland Building  
1200 West 7<sup>th</sup> Street  
Los Angeles, CA 90017
17. Convention Center  
1201 South Figueroa Street  
Los Angeles, CA 90015
18. Valley 911 Building  
23001 Roscoe Boulevard  
Woodland Hills, CA 91304
19. Public Works-Broadway Building  
1149 South Broadway  
Los Angeles, CA 90015
20. Emergency Operations Center  
500 East Temple St.  
Los Angeles, CA 90012