

City of Los Angeles

EMERGENCY OPERATIONS PLAN



LOGISTICS ANNEX

TRANSPORTATION APPENDIX

July 2018



TABLE OF CONTENTS

APPENDIX DEVELOPMENT AND MAINTENANCE	1
APPROVAL AND IMPLEMENTATION	2
RECORD OF CHANGES.....	3
CITY EMERGENCY OPERATIONS PLAN/ANNEX CROSS REFERENCE	4
BACKGROUND.....	5
I. PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS.....	6
A. Purpose	6
B. Scope.....	6
C. Situation Overview.....	7
D. Assumptions.....	8
II. CONCEPT OF OPERATIONS.....	11
A. Terminology	11
B. Situational Awareness.....	12
C. Coordination Process	12
D. Identification of Available Fleet	13
E. Mobilization and Use of Drivers	15
F. Identification of Logistics Supply Routes	15
G. Transportation of People	15
H. Deactivation	16
I. Documentation and Time-Keeping.....	16
III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.....	18
A. City of Los Angeles	18
B. County of Los Angeles.....	20
C. State of California	20
D. Federal Government.....	21
E. Non-Governmental Organizations (NGO).....	21
F. Other	22
IV. DIRECTION, CONTROL, AND COORDINATION.....	23
V. ADMINISTRATION, FINANCE AND LOGISTICS	24
VI. AGREEMENTS AND UNDERSTANDINGS.....	25
VII. AUTHORITIES AND REFERENCES.....	26

Attachment F-1: Acronyms 28

Attachment F-2: List of GSD Area I, II, and III Repair Facilities 30

APPENDIX DEVELOPMENT AND MAINTENANCE

This Appendix is developed in support of the City of Los Angeles Emergency Operations Plan to facilitate response during incidents in need of transportation commodities.

This Appendix is developed in cooperation and with input from the City departments with primary response or support activities, as well as input from appropriate non-City agencies with identified activities related to transportation.

This Appendix is developed to describe the overall Citywide response function and capabilities, and is to be used by each department identified within this Appendix to develop their own standardized operating procedures (SOPs) 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 relate 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 are inclusive of planning for people with disabilities and others with access and functional needs. If, at any time, any department identifies a conflict in how their field response or support activities are performed in comparison to what is described in this Appendix, and/ or identifies a conflict between their listed activities or responsibilities within this Appendix 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 Appendix changes, develops, or amends any policy, procedure, or operation that will change or affect the contents of this Appendix, that entity is to immediately notify the Emergency Management Department—Planning Division

This Appendix 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 Appendix will be conducted by departments and agencies that are identified within the Appendix, 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 Appendix will be reflected within the Record of Changes.

APPROVAL AND IMPLEMENTATION

This document is a Functional Support Appendix to the City of Los Angeles Emergency Operations Plan (EOP). It serves as either a stand-alone plan or companion document to an applicable Hazard Specific Response Annex to the EOP. The Appendix 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 EMC, it presents the Appendix to the Emergency Operations Board (EOB) with a recommendation for approval. Upon review and approval by the EOB, the Appendix goes 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 Appendix to the City of Los Angeles EOP.

This Appendix was developed with input from all applicable Los Angeles City departments. This Appendix is compliant with the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101, Developing and Maintaining Emergency Operations Plans, Version 2.0 (CPG 101 v.2).

CITY EMERGENCY OPERATIONS PLAN/ANNEX CROSS REFERENCE

During the response, 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 is 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**.
- 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 CBRN Annexes (Chemical, Biological, Radiological, and Nuclear)**.
- All actions related to fulfilling the purpose of this Appendix 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 Appendix, please refer to that specific department's Standard Operating Procedures.

BACKGROUND

The Transportation Appendix is a support document for use during emergency response and recovery efforts requiring transportation resources for the movement of the public and incident-related resources. This Appendix is designed to be scalable and implemented during incidents with minimal to extensive destruction. Efficient transportation of resources is critical to response and recovery operations in any emergency incident. The City of Los Angeles understands that access, use of streets, bridges, tunnels or rail lines, and key transportation routes may be interrupted.

This Appendix provides information regarding transportation resources during response and recovery efforts including the process of compiling transportation systems status updates; establishing traffic control in the vicinity of an emergency; the coordination process for the physical delivery of resource needs; the mobilization and use of drivers; and the identification of logistics supply routes.

Due to the variety of emergencies the City of Los Angeles encounters, there is a need for numerous types of vehicles with a range of capacities for movement of the public and incident-related resources. There is a wide variety of requests that the EOC may receive, which can range from food and water to power generators. The EOC may receive requests for materials in the form of liquid and gas that require specific cargo tank vehicles and transportation procedures for delivery. Additionally, accessible transportation is necessary for the City's diverse population that is inclusive of their varying needs. Upon assessing transportation needs and fleet availability, identifying safe transport routes is essential to responding to an emergency.

I. PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

A. Purpose

The Appendix details government responsibilities for the managed response of transportation resources. This Appendix can be used in conjunction with other annexes, appendices, and Standard Operating Procedures (SOPs) (particularly the Los Angeles Department of Transportation's (LADOT's) SOPs) designed for the protection of the population. This Appendix is applicable to all locations and to all agencies, organizations, and personnel with transportation resource responsibilities.

The Appendix 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 of Los Angeles.
- Define procedures necessary for the rapid notification of City departments and the public in an event requiring logistical coordination of transportation during an emergency.
- Identify actions that can realistically be accomplished within a few hours to a few days to mitigate any adverse impact.
- Ensure consistency with Federal, State of California, the Los Angeles County Operational Area, and other local governments' emergency response plans and operations.
- Provide a concept of operations for the logistical coordination of transportation resources.
- Monitor and report status of damage and availability of transportation systems and assets.
- Provide a common understanding of the roles and responsibilities of key stakeholders involved in procuring and managing emergency transportation during a local emergency
- Document alternatives for obtaining emergency transportation to aid City department response activities during emergencies.

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 qualification and certification standards; equipment acquisition and certification standards; and publication management processes and activities.

This Appendix is applicable to Los Angeles City departments with Emergency Operations Organization (EOO) responsibilities and other departments with essential resources. Of particular importance to this Appendix 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*"¹, the 2016 population estimate for the City of Los Angeles is 4,030,904. This estimates out at approximately 8094 persons per square mile.

The City of Los Angeles is one of the most diverse cities in the entire world. Angelenos come from throughout the world, speak nearly 200 languages, and represent dozens of different religions. The community members who live, work, and play in Los Angeles include persons 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 disability². 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

¹ California Department of Finance, E-1 Population Estimates for Cities, Counties, and the State, January 1, 2015 and 2016

² Los Angeles Department of Public Health, "Adult Disability in Los Angeles County." LA Health. Sept. 2006.

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 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 warnings, notification, and support. The primary mode of notification will be the NotifyLA application. Other modes will include news releases and public service announcements to the media and directly through social media. Factors to consider are the type of disaster, the population density, and the terrain in areas 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), memorandum of agreements (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 emergency.

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

D. Assumptions

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

In the event of an incident, the following assumptions should also be considered:

- 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 Appendix. Before implementing this Appendix, confirm that the processes, procedures, and protocols are unchanged. If necessary, before implementing, modify the Appendix to reflect updated processes, procedures, and protocols.
- Only Departments that have a response role or a role closely supporting the response to an emergency event requiring the logistical coordination of transportation will be included in this Appendix. The departmental roles listed are limited to those applicable to the event.
- In any disaster, primary consideration is given to the preservation of life. 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 private organizations.
- The City Emergency Operations Center (EOC) may or may not be activated in support of an event. EOC activation will be determined based on the scope and scale of the event.
- Electronic communications and information technology systems will be compliant with Section 508 of the Rehabilitation Act.
- All printed public education material produced to support this Appendix for distribution to the general public shall be available in multiple 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 social service 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 in limited operation. Vital vehicle and rail corridors could be damaged and impassible. Re-establishment of transportation infrastructure will be critical.
- Transportation and distribution of first responders, commodities, and other required resources into and around an impacted area will be significantly impacted and limited by damage to transportation infrastructure (ports, airports, highways and roads), debris removal operations, inspections, and repair closures.
- Normal modes of transportation operations can be disrupted during assessments and repairs.

- Transportation will be further limited by potential fuel shortages, damage to fuel distribution and delivery capabilities, infrastructure, and power outages. Fuel logistics will be addressed in the Logistics Annex Fuel Appendix.

II. CONCEPT OF OPERATIONS

A. Terminology

Access and Functional Needs: Access and functional needs, as defined by the National Response Framework, can be present before, during, or after an incident in one or more areas and can include, but are not limited to, maintaining independence, communication, transportation, supervision, and medical care. Utilize Emergency Support Function (ESF) #6 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.

Accessible Transportation: Transportation vehicles which do not restrict access, are usable, and provide allocated space and / or priority seating for individuals who use wheelchairs, and which are accessible using lifts or ramps.³

Automated Traffic Surveillance and Control (ATSAC) System: ATSAC is a computer-based traffic signal control system that monitors traffic conditions and system performance; selects appropriate signal timing (control) strategies; and performs equipment diagnostics and alert functions. Sensors in the street detect the passage of vehicles, vehicle speed, and the level of congestion. This information is received on a second-by-second (real-time) basis and is analyzed on a minute-by-minute basis at the ATSAC Operations Center controlled by Los Angeles Department of Transportation (LADOT). The ATSAC is available at LADOT Operations Center and EOC Transportation Branch

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, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.⁴

Fleet: A group of vehicles operating under a unified command.

³ National Transit Database Glossary <http://www.ntdprogram.gov/ntdprogram/Glossary.htm>

⁴ Americans with Disabilities Act of 1990, as amended in 2008, Section 12102.

Paratransit: A service where individuals who are unable to use the regular transit system independently (because of a physical or mental impairment) are picked up and dropped off at their destinations.⁵

TransMAC: The Transportation Mutual Assistance Compact (TransMAC) is a California Statewide Compact. It is the formal process for members of the compact to receive or provide mutual assistance to each other in the form of transportation personnel, services, and equipment as needed in an emergency.

For a list of acronyms, see Attachment F-1

B. Situational Awareness

- Situational awareness will take place immediately following an emergency incident and will continue until the situation has stabilized.
- LADOT will determine if public transit systems are safe and operational. LADOT will then share relevant information with the City's EOC.

C. Coordination Process

Coordination between departments and coordinating members is integral to the effective execution of transportation strategies.

1. Coordination for the Movement of Material Resources

a) City Resources

- When the EOC receives a request for resources that can be fulfilled from GSD's warehouses, GSD will load the material onto a GSD vehicle, deliver to the requesting department's designated location, and unload the resources.

b) Vendor Resources

- Vendors are responsible for the transport of material resources and the coordination and management of their own supply routes.
- The City requires delivery and pickup of all commodities by City suppliers between the hours of 9:00 AM and 3:30 PM, Monday through Friday, unless otherwise instructed by authorized City personnel. Suppliers are determined in compliance if the actual delivery or pickup times are between 9:00 AM and 3:30 PM.
- City departments sharing facilities that order products from the same supplier shall make every effort to coordinate deliveries and pickups with the supplier.

⁵ A guide to disability rights laws. <http://www.ada.gov/cguide.htm>

- Emergency or critical need orders, or other non-conforming deliveries and pickups specifically requested by City departments, shall not constitute a violation of this requirement.

2. Coordination for the Movement of People

- When the EOC receives a request for the transportation of the public, EOC Operations (LADOT) will coordinate with their vendors for drivers, or with the EOC Logistics Section when necessary. LADOT will ensure that transportation assets are accessible for people with disabilities and others with access and functional needs, and require drivers to reserve accessible spots for seniors, mobility devices, and people with disabilities.
- As drivers are received, bus staging areas will be established in a nearby accessible lot prior to moving the public until routes are approved and LADPW has provided an update on road conditions.
- LADOT will organize with police and traffic officers to maintain order and safety at loading and unloading points.
- As bus drivers take the route, they will maintain contact with their dispatch officer and provide situational reports. Dispatch will relay information from the field to department strategy and project managers to inform decision making. Each partner provider will maintain communication with LADOT/Transportation Branch in the Department Operations Center (DOC) for direction and coordination through the LADOT representative at the Incident Command Post (ICP).
- Buses will continue to shuttle between pickup and drop off points.
- Drivers are required to have rest time after driving a set amount of hours based on supervisor's best judgment.
- LADOT will be responsible for providing transportation to fulfill all requests to move people. This includes transportation support at shelters, evacuation sites, and others as needed.
- LADOT will support transport requirement requests that are a result of the Community and Wellness Check SOP. This may include transportation from residents to Commodity Points-of-Distribution (C-PODs) or other sites that provide assistance to the public.

D. Identification of Available Fleet

Following an emergency situation, all City Departments will assess and report the status of damage to their transport systems as a result of the incident.

1. Aging, Department of (Aging)

Aging has accessible transportation vehicles that can be used during an emergency. Aging maintains agreements with vendors to coordinate vehicle use and appropriate drivers. In the event that Aging contracted drivers are not

available, EOC Transportation Branch, in coordination with Logistics, will identify licensed drivers and coordinate vehicle use to support the City.

2. General Services, Department of (GSD)

GSD maintains fleet inventory of vehicles assigned to GSD and other city departments for City transport vehicles.

3. Transportation, Los Angeles Department of (LADOT)

LADOT available fleets are identified based on damage assessments and by identifying which daily bus routes can be disrupted to accommodate for emergency situations in consultation with LADPW. LADOT will extend hours and modify routes during disasters. LADOT will require, when necessary, their contract and MOU providers to provide transportation services at their direction and according to LADOT established schedules. (A copy of the City owned fleet inventory by type, quantity and capacity can be obtained from LADOT). LADOT runs three public transportation lines with varying capacities. The following buses run daily routes and must be efficiently coordinated to reduce the impact on unaffected populations while allowing for sufficient buses to respond to the emergency:

a. Downtown Area Short Hop (DASH)

DASH buses operate routes throughout Los Angeles, connecting local neighborhoods to countywide bus routes. Most DASH buses run on clean propane fuel. All DASH buses are 30 feet (9.1 m) long, making it easier to navigate dense neighborhoods where there are narrower streets and tighter turns. LADOT has 220 DASH buses with the capacity to hold 27-35 people per bus, and can accommodate 2 wheelchairs at a time. DASH buses are contracted to a private vendor.

b. Commuter Express

The Commuter Express operates routes extending beyond City limits. Commuter express buses run on compressed natural gas. LADOT's 103 Commuter Express buses have the capacity to hold 49 people per bus, and can accommodate 2 wheel chairs at a time.

c. Dial-A-Ride

Dial-A-Ride buses are the City's paratransit service for individuals over the age of 65 and people with disabilities. The Dial-A-Ride fleet of 44 buses runs on diesel fuel. These buses have the capacity to hold 27-35 people and can accommodate 2 to 4 wheel chairs at a time.

Access Transit

- d. LADOT maintains agreements with providers for transportation assets to supplement the above fleet. LADOT has agreements with Taxi Operators, the Charter Bus Program, and TransMAC (List or provide location where we can find list of transportation resources).
4. Los Angeles Unified School District (LAUSD)
LAUSD provides transportation assistance as available during non-school hours through the use of private bus lines that support the district. LADOT maintains agreements with LAUSD and will coordinate their response to support the City.

E. Mobilization and Use of Drivers

- Certified drivers are necessary to handle vehicles with certain specifications.
- The EOC Operations Coordinator receives the request from the DOC and then forwards it to the Logistics Section Personnel Unit Leader.
- Departmental requests for drivers will utilize the NIMS model resource request protocol. If the request is through a rental agreement with the City, the renter must provide the certified driver.
- LADOT has contracted drivers that are certified and familiarized with bus mechanisms. Requests are forwarded from the EOC to the LADOT Branch Director who will contact contractors to fill the need for drivers. In the case of a shortage of drivers, LADOT will activate their MOUs with partner providers as an alternate source for drivers

F. Identification of Logistics Supply Routes

Logistics supply routes are identified as the situation arises in coordination with LADOT, LADPW, the Los Angeles Fire Department (LAFD), and the Los Angeles Police Department (LAPD). As updates from dispatch and project and strategy managers are received, routes will be redeveloped to allow for the safe movement of resources.

- The EOC Operations Section Transportation Branch will compile information on the status of the transportation system and work with the EOC Logistics Section and EOC Operations Section Law Enforcement and Public Works Branches to identify acceptable routes to support logistics operations.
- LADOT will establish traffic control points at major intersections in the vicinity of the emergency to control traffic flow. Depending on the incident, LADOT may halt roadway construction and re-open lane closures.

G. Transportation of People

- The Incident Command Post/Unified Command (ICP/UC) will request resources through the Field ICP Logistics Section.

- If the ICP Logistics Section cannot fulfill the request, the Field Liaison Officer will reach out to LADOT DOC to obtain resources as needed (How about EOC).
- Should resources not be available to meet the request, further resources will be requested through the SEMS process to the Operational Area via the Los Angeles County Office of Emergency Management Duty Officer.
- If the City EOC is activated, the ICP/UC will request resources through the Field ICP Logistics Section.
- If the ICP Logistics Section cannot fulfill the request, the Field ICP Logistics Section will work to request City resources through internal channels such as field-to- Department Operations Center (DOC), DOC –to-EOC or field-to-EOC.
- At the EOC level, the Operations Section Transportation Branch is staffed by LADOT to activate their MOUs with partner providers.
- If LADOT resources are exhausted, the Logistics Section and Administration and Finance Section will work to enact an emergency contract for transportation personnel and resources. To meet requests, the following resources are available:
 - Purchase or Rental from a Vendor
 - Mutual Aid
 - Assistance for Hire
- Should these contracts not be able to meet the operational need, the City EOC will forward the request to the Operational Area and request additional resources through SEMS process.

H. Deactivation

Deactivation of transportation-related response will occur when the need for additional transportation coordination has diminished, ceased, or returned to normal operations. Deactivation may occur incrementally according to the need or lack of transportation resource support. Once a plan for demobilization has been coordinated, deactivation or scaling back may occur at the discretion of LADOT, the EOC Director, or the Operations Section Coordinator.

I. Documentation and Time-Keeping

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

In accordance with standard cost accountability practices for unique events and man-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 operates their respective accounting 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. Disability, Department on (DOD)
 - Provides representatives to fill the Disabilities and Access and Functional Needs Technical Specialist (DAFN Technical Specialist) and the Functional Needs Support Services (FNSS) position in the EOC.
 - Provides ADA Coordinators to assist and provide technical assistance in the field Command Post.
 - Coordinates with the Transportation Branch, Housing Unit, and Evacuation Unit Leader to identify persons, facilities that require accessible transportation to/from their shelters, evacuation site, and homes.
2. Emergency Management Department (EMD)
 - Monitor situation.
 - Make contact with other City, County, State and Federal agencies as necessary and requested by the incident commander.
 - Receive and direct requests to appropriate department.
3. General Services, Department of (GSD)
 - Maintain fuel and maintenance sites for City owned vehicle use.
 - Maintain and dispatch safe, reliable and appropriate vehicles and equipment for City Council-controlled departments.
 - Provide and maintain automobiles, trucks, and special purpose equipment.
4. Office of the Mayor
 - The Mayor, acting as Director of the Emergency Operations Organization (EOO) (Los Angeles Administrative Code, Division 8)
 - May obtain vital supplies and other such property as is needed for the protection of life and property of the people, and bind the City for the fair value thereof, and, if required immediately, may commandeer the same for public use.
5. Police Department, Los Angeles (LAPD)
 - Coordinate with LADOT and LADPW to monitor the transportation system and identify safe routes for the movement of people.
 - Provide police officers to maintain safety and order at pickup and drop off locations.
 - Escort emergency vehicles responding to a disaster as necessary.

6. Port of Los Angeles (POLA)
 - Coordinate the allocation of vehicles and boats, as well as resources to move people, equipment, and essential supplies.

7. Public Works, Department of (DPW)
 - Assess damage to roads and bridges.
 - Maintain and repair City street lighting system.
 - Maintain and repair improved streets, alleys, medians, and sidewalks.
 - Remove debris to facilitate transportation operations.
 - Install appropriate signage, inclusive for people with access and functional needs, traffic control devices, and barricades.
 - Assist LAPD and LADOT in full and partial street closures and detour routes.
 - Provide street repair and maintenance, street lighting, sewers, storm drains, channels, bridges, waste and debris removal, placement of barricades, and engineering investigation as requested.

8. Transportation, Los Angeles Department of (LADOT)
 - LADOT Transportation Branch Director will be seated at an EOC Pod.
 - Determine the impact of the emergency on their resources and the availability of fleets for use.
 - Mobilize emergency transportation resources including accessible buses and taxis to transport emergency workers, evacuate populations, transport populations, and expedite emergency operations.
 - Monitor transportation system in collaboration with LAPD.
 - Identify safe transportation routes for the movement of people in coordination with LAPD and LADPW.
 - Prepare special traffic control plans to direct and control traffic around disaster sites.
 - Coordinate the redirection of daily routes and make provisions of available buses for operations.
 - Maintain and repair LADOT buses.

B. County of Los Angeles

Although the City of Los Angeles has no authority to assign responsibilities to County departments, many County departments are the primary agency responsible for providing certain services to the City of Los Angeles. Those County departments are listed in the following, along with the services they are responsible for providing in the event of an emergency incident requiring the logistical coordination of transportation vehicles.

1. Public Works, Los Angeles County Department of (LACDPW)
 - Maintain and repair roads, traffic signals, and bridges.
 - Provide trucking support and equipment transport.

- Provide compressed air and pneumatic tools.
- Deliver and place barricades, K-rails, and other traffic safety devices at the request of LAPD or LAFD.

C. State of California

Although the City of Los Angeles has no authority to assign responsibilities to State of California departments and agencies, many State departments and agencies have primary or support responsibility for providing certain services to the City of Los Angeles. Those State departments and agencies are listed in the following, along with the services they are responsible for providing in the event of an emergency incident requiring the logistical coordination of transportation vehicles.

1. California Department of Transportation (Caltrans)
 - Contribute to situational awareness by updating appropriate departments on highways and freeways statuses.
 - Maintain and repair the highway system.
 - Provide transportation resources in the event local resources cannot meet situational needs.
2. California Highway Patrol (CHP)
 - Manage traffic for the safe and efficient movement of people and resources.
 - Provide highway system status updates to appropriate departments.
3. California National Guard (CNG)
 - Provide ground and air transportation assets.
 - Assists in patient movement and evacuation including aero medical evacuation.
 - Assist law enforcement by providing security forces, air transportation, rotary wing aircraft and other unique capabilities.
 - Assists with evacuating threatened populations.
4. California Office of Emergency Services (Cal OES)
 - Provide transportation resources in the event local resources cannot meet situational needs.

D. Federal Government

Although the City of Los Angeles has no authority to assign responsibilities to Federal government agencies, many Federal entities have primary or support responsibility for providing certain services to the City of Los Angeles. Those Federal agencies are listed in the following, along with the services they are responsible for providing in the event of an emergency incident requiring the logistical coordination of transportation vehicles.

1. United States Coast Guard (USCG) Sector Los Angeles-Long Beach

- Support the National Response Framework through operational pre-scripted mission assignments including support for Emergency Support Function (ESF) #7 – Resource Management:
 - Vessel transportation
 - Rotary wing lift/fixed wing transportation support
2. United States Marine Corps (USMC)
 - When requested by local authorities during crisis, Installations West-Marine Corps Base Camp Pendleton supports operations including transportation.
 3. United States Army Corps of Engineers (USACE), Los Angeles District
 - Support the following logistics function: major end items (Mobile Units).

Defense Support to Civilian Authorities (DSCA)

- Provides military resources to support local authorities.

E. Business Operations Center (BOC)

The City of Los Angeles has a BOC within its EOC to leverage private resources from 15 sectors, including but not limited to, Non-Governmental Organizations (NGOs). The City of Los Angeles can make resource requests to the BOC and NGOs to provide assistance and resources based on the needs. Those NGOs are listed in the BOC, along with the services they are responsible for providing in the event of an emergency incident requiring the logistical coordination of transportation vehicles.

1. American Red Cross Los Angeles Region (Red Cross)
 - Assist during the recovery process by providing mass care services as outlined in the Memorandum of Understanding 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.

F. Other

Although the City of Los Angeles has no authority to assign responsibilities to other organizations, many have primary or support responsibility for providing certain services to the City of Los Angeles. Those who provide services are listed in the following, along with the services they are responsible for providing in the event of an emergency incident requiring the logistical coordination of transportation vehicles.

1. Los Angeles Unified School District (LAUSD)

- Provide transportation assistance, as available during non-school hours.
2. Los Angeles County Metropolitan Transit Authority (MTA)
- The MTA is not an agency of Los Angeles County. It is a special district created by legislative act. Requests for MTA support to the City of Los Angeles will be routed through the standard SEMS process and through the County Emergency Operations Center (EOC).
- Provide assistance in coordination with LADOT.
 - May provide bus drivers in the case of a shortage of bus drivers for LADOT.
 - May provide additional transportation support by providing buses for the movement of people.
 - May assist in organizing safe logistical transportation routes, including rail.
 - May contribute to situational awareness by updating appropriate departments with information regarding transportation system information.
3. Shuttle Services
- Private shuttle systems, such as the Hollywood Bowl and University of Southern California (USC) campus shuttles, have certain hours and seasons of operations that make them viable options during situations where transportation services may be limited.
- Provide vehicles and drivers for the transportation of people and resources.
 - Collaborate with LADOT, LAPD and other relevant departments to coordinate the transportation process.

IV. DIRECTION, CONTROL, AND COORDINATION

This Transportation Appendix may be activated when the Mayor proclaims a local emergency, or if there is an automatic activation. An automatic activation follows a disaster or event that the City has identified, in advance, as one that requires an immediate response. Disasters requiring automatic activation are those events that pose an immediate threat to public safety.

Some portions of this Appendix go into effect immediately following an incident requiring the logistical coordination of transportation during an emergency. The remainder of this Appendix is only activated when the incident grows in scope to a point where activation of the Emergency Operations Center (EOC) is warranted. Activation of the EOC is not necessarily automatic or necessary with all incidents.

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

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 requesting, 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 Chief Administrative Officer (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 UNDERSTANDINGS

Currently, there are no Contracts, Memoranda of Agreements or Understandings for this Appendix.

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/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended>

- b) Homeland Security Presidential Directive-5 (HSPD-5).

<https://www.dhs.gov/sites/default/files/publications/Homeland%20Security%20Presidential%20Directive%205.pdf>

- c) National Incident Management System. Department of Homeland Security. December 2008.

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://www.caloes.ca.gov/LegalAffairsSite/Documents/Cal%20OES%20Yellow%20Book.pdf>

- c) California Code of Regulations, Title 19, Chapters 1 through 6, including:
i. Chapter 1, Standardized Emergency Management System.

http://www.caloes.ca.gov/PlanningPreparednessSite/Documents/SEMS_Regulations.pdf

- ii. Chapter 6, Disaster Assistance Act.

<http://www.caloes.ca.gov/PlanningPreparednessSite/Documents/02%20California%20Code%20of%20Regulations%202900q.pdf>

- d) California State Emergency Plan.
<http://www.caloes.ca.gov/PlanningPreparednessSite/Documents/SEP%20Update%20for%20Public%20Comment%202016.pdf>
- 3. County
 - a) Operational Area Emergency Response Plan <http://lacoa.org/oaerp.htm>
- 4. City
 - a) City Emergency Operations Plan

B. References

1. Federal Emergency Management Agency, Emergency Support Function #1 – Transportation Annex, January 2008.
<https://www.fema.gov/pdf/emergency/nrf/nrf-annexes-all.pdf>
2. 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.
3. Los Angeles Department of Public Health, “Adult Disability in Los Angeles County.” LA Health. Sept. 2006.
<http://publichealth.lacounty.gov/wwwfiles/ph/hae/ha/Disability02.pdf>

ATTACHMENT F-1: ACRONYMS

Acronym	Full Name
ADA	Americans With Disabilities Act
Aging	Department of Aging
ATSAC	Automated Traffic Surveillance and Control
Cal OES	California Governor's Office of Emergency Services
Caltrans	California Department of Transportation
CAO	Chief Administrative Officer
CHP	California Highway Patrol
City	City of Los Angeles
CNG	California National Guard
CPG	Comprehensive Preparedness Guide
C-POD	Commodity Point of Distribution
DASH	Downtown Area Short Hop
DOC	Department Operations Center
DPW	Department of Public Works
EMD	Emergency Management Department
EOB	City of Los Angeles Emergency Operations Board
EOC	Emergency Operations Center
EOO	Emergency Operations Organization
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
FNSS	Functional Needs Support Services
GSD	Department of General Services
ICP	Incident Command Post
ICP/UC	Incident Command Post/Unified Command
ICS	Incident Command Structure
LADOT	Los Angeles Department of Transportation
LAFD	Los Angeles Fire Department
LAPD	Los Angeles Police Department
LAUSD	Los Angeles Unified School District
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MTA	Los Angeles County Metropolitan Transit Authority
NGO	Non-Governmental Organization
NIMS	National Incident Management System

POLA	Port of Los Angeles
Red Cross	American Red Cross Los Angeles Region
SEMS	Standardized Emergency Management System
SOP	Standard Operating Procedure
TransMAC	Transportation Mutual Assistance Compact
USACE	United States Army Corps of Engineers
USC	University of Southern California
USCG	United States Coastal Guard
USMC	United States Marine Corps

ATTACHMENT F-2: LIST OF GSD AREA I, II, AND III REPAIR FACILITIES

GSD AREA I REPAIR FACILITIES

Area I Headquarters:

- **South Central Shop**

Responsible for repair and maintenance of refuse collection vehicles. Shop hours are from 6:00 a.m. to 1:00 a.m., Monday through Friday. For service after shop hours, contact the 3-1-1 Call Center at 3-1-1 from a centrex line or Citywide or 213-978-3231 from the greater Los Angeles area.

- **Harbor Shop**

Responsible for the repair and maintenance of refuse collection vehicles, passenger cars, trucks, street sweepers, and construction equipment. Shop hours are from 6:00 a.m. to 3:30 p.m., Monday through Friday. For service after shop hours, or holidays and weekends, contact the 3-1-1 Call Center at 3-1-1 from a centrex line or Citywide or 213-978-3231 from the greater Los Angeles area.

- **North Central Shop**

Responsible for the repair and maintenance of refuse collection vehicles. Shop hours are from 6:00 a.m. to 1:00 a.m., Monday through Friday. For service after shop hours, or holidays and weekends, contact the 3-1-1 Call Center at 3-1-1 from a centrex line or Citywide.

- **Western Shop**

Responsible for the repair and maintenance of refuse collection vehicles and street sweepers. Shop hours are from 6:00 a.m. to 1:00 a.m., Monday through Friday. For service after shop hours, or holidays and weekends, contact the 3-1-1 Call Center at 3-1-1 from a centrex line or Citywide.

- **East Valley Shop**

Responsible for the repair and maintenance of refuse collection vehicles and street sweepers. Shop hours are from 6:00 a.m. to 1:00 a.m., Monday through Friday. For service after shop hours, or holidays and weekends, contact the 3-1-1 Call Center at 3-1-1 from a centrex line or Citywide.

- **West Valley Shop**

Responsible for the repair and maintenance of refuse collection vehicles and street sweepers. Shop hours are from 6:00 a.m. to 1:00 a.m., Monday through Friday. For service after shop hours, or holidays and weekends, contact the 3-1-1 Call Center at 3-1-1 from a centrex line or Citywide.

- **Major Truck Repair/Body Shop (24th Street Facility)**

- Body Shop

Auto Body Repair Supervisor

- Major Truck Repair

Automotive Supervisor: Responsible for the specialized repair and maintenance of refuse collection vehicles. Shop hours are from 6:00 a.m. to 1:00 a.m., Monday through Friday. For service after shop hours contact the 3-1-1 Call Center at 3-1-1 from a centrex line

- **Sweeper Shop**

Responsible for the maintenance and repair of street sweepers and small equipment. Shop hours are from 6:00 a.m. to 2:30 p.m., Monday through Friday. For services after shop hours contact the 3-1-1 Call Center at 3-1-1 from a centrex line or Citywide.

- **Lopez Canyon Shop**

Responsible for the repair and maintenance of landfill construction equipment. Shop hours are from 6:00 a.m. to 3:30 p.m., Monday through Friday.

GSD AREA II REPAIR FACILITIES

Area II Headquarters:

7th Street Facility - Machine and Weld Shop

Responsible for providing fabricated vehicle and machine parts and welding service for City vehicles and equipment. Shop hours are from 6:00 a.m. to 2:30 p.m. Monday through Friday. Field service is provided for vehicular breakdowns.

- **Aerial Equipment inspection and Services**

Responsible for the repair, maintenance, inspection and testing of aerial lift equipment. Shop hours are from 6:00 a.m. to 2:30 p.m., Monday through Friday. For service from 2:30 p.m. to 12:00 a.m., contact the 7th Street Facility at (213) 485-4964. For service between the hours of 1:00 a.m. and 6:00 a.m., or on weekends and holidays, contact the 3-1-1 Call Center at 3-1-1 from a centrex line or Citywide.

- **7th Street Facility - Construction Equipment Repair Shop**

Responsible for the repair and maintenance of construction equipment, such as compressor, skip loaders, long trailers and water pumps. Shop hours are from 6:00 a.m. to 12:00 a.m. Monday through Friday. For after hours service, contact the 3-1-1 Call Center at 3-1-1 from a centrex line

7th Street Facility - Major Repair Shop

Responsible for the repair and maintenance of 3/4 ton vehicles through 5 ton tractors and heavy duty trucks. Shop hours are from 6:00 a.m. to 1:00 a.m., Monday through Friday. For services after shop hours, contact the 3-1-1 Call Center at 3-1-1 from a centrex line or Citywide.

- **7th Street Facility - Minor Repair Shop**

Responsible for the repair and maintenance of trucks weighing less than 26,000 pounds. Shop hours are from 6:00 a.m. to 2:30 p.m. Monday through Friday. For service from 2:30 p.m. to 12:00 a.m., contact the 7th Street Facility at (213) 485-4964. For service between the hours of 12:00 a.m. and 6:00 a.m., or on weekends and holidays, contact the 3-1-1 Call Center at 3-1-1 from a centrex line or Citywide.

North Hollywood Shop

Responsible for the repair and maintenance of medium to heavy duty trucks, street sweepers, and construction equipment. Shop hours are from 6:00 a.m. to 12:00 a.m., Monday through Friday. For service after shop hours contact the 3-1-1 Call Center at 3-1-1 from a centrex line.

- **Central Service Yard**

Responsible for the repair and maintenance of medium to heavy duty trucks, and construction equipment. Shop hours are from 6:00 a.m. to 2:30 p.m., Monday through Friday. For service between the hours of 2:30 p.m. and 12:00 a.m., contact the North Hollywood Shop. For service between 12:00 a.m. and 6:00 a.m., or weekends and holidays, contact the 3-1-1 Call Center at 3-1-1 from a centrex line or Citywide.

- **Hyperion Shop**

Responsible for the repair and maintenance of passenger cars, light trucks, medium to heavy duty trucks, street sweepers, and construction equipment. Shop hours are from 6:00 a.m. to 2:30 p.m. Monday through Friday. For service from 2:30 p.m. to 12:00 a.m., contact the North Hollywood Facility. For service between the hours of 12:00 a.m. and 6:00 a.m., or on weekends and holidays, contact the 3-1-1 Call Center at 3-1-1 from a centrex line.

- **Central Repair Shop**

Responsible for the repair and maintenance of all elected official vehicles, other passenger cars, and light trucks. Shop hours are from 6:00 a.m. to 1:00 a.m., Monday through Friday. For service after shop hours contact the 3-1-1 Call Center at 3-1-1 from a centrex line.

- **Central Parking Enforcement Shop**
- **Valley Parking Enforcement Shop**
- **Western Parking Enforcement Shop**
- **Valley Center Shop**

Responsible for the repair and maintenance of passenger cars and light trucks. Shop hours are from 6:00 a.m. to 2:30 p.m., Monday through Friday. For service between the hours of 2:30 p.m. and 12:00 a.m., contact the North Hollywood Shop. For service between 12:00 a.m. and 6:00 a.m., or weekends and holidays, contact the 3-1-1 Call Center at 3-1-1 from a centrex line or Citywide.

- **36th Street Shop**

Responsible for the repair and maintenance of passenger cars and light trucks. Shop hours are from 6:00 a.m. to 2:30 p.m., Monday through Friday. For service from 2:30 p.m. to 10:00 a.m., contact the 7th Street Facility. For service between the hours of 12:00 a.m. and 6:00 a.m., or on weekends and holidays, contact the 3-1-1 Call Center at 3-1-1 from a centrex line or Citywide.

- **Heliport Shop**

Provides routine inspection and routine/non-routine repair of all City aircraft operated by Police, Fire, and the Department of Water and Power. Shop hours are from 6:00a.m. to 11:30 p.m. Monday through Friday. For service after shop hours, or holidays and weekends, contact the 3-1-1 Call Center at 3-1-1 from a centrex line.

- **Golf Repair Facilities**

The Golf Repair Facilities are responsible for the repair and maintenance of vehicles and equipment for the Department of Recreation and Parks. Show hours are from 6:00 a.m. to 3:30 p.m., Monday through Friday.

- **Griffith Golf Shop**
- **Hansen Dam Golf Shop**
- **Harbor Golf Shop**
- **Rancho Golf Shop**
- **Sepulveda Golf Shop**
- **Woodley Golf Shop**

GSD AREA III REPAIR FACILITIES

Area III Headquarters:

- **Tire Repair Shop**

Responsible for the repair and maintenance of tires used on Council-controlled City vehicles and equipment. Shop hours are from 6:00 a.m. to 3:30 p.m., Monday through Friday. For service from 3:30 p.m. to 1:00 a.m., contact the 7th Street Facility. For service between the hours of 1:00 a.m. and 6:00 a.m., or on weekends and holidays, contact the 3-1-1 Call Center at 3-1-1 from a centrex line or Citywide.

Field service is available for vehicles that are inoperable. Vehicles that can be driven should be brought to the assigned repair shop for tire repair or replacement.

In order to provide field service, the following items of information are required:

1. Driver's name, Department and work number
2. Vehicle license number
3. Equipment number
4. Type of equipment/vehicle
5. Location of equipment/vehicle
6. Description and location of damaged tire (left rear, right front, etc.)
7. Size of tire (information found on tire)
8. Number of lugs

- **Auto Body Repair Shop**

Responsible for the general repair and maintenance of all City vehicular equipment (excluding refuse collection vehicles, which are repaired by the 24th Street Body Shop). This includes passenger cars, service trucks, street sweepers, and construction equipment. Additionally, this Shop handles all body repair work which is a direct result of an accident. Shop hours are from 6:00 a.m. to 2:30 p.m., Monday through Friday. For service from 2:30 p.m. to 12:00 a.m., contact the 7th Street Facility. For service between the hours of 12:00 a.m. and 6:00 a.m., or on weekends and holidays, contact the 3-1-1 Call Center at 3-1-1 from a centrex line or Citywide.

PROCEDURE FOR REQUESTING MAINTENANCE AND REPAIR SERVICE:

When requesting vehicle/equipment maintenance and repair service, please consider the following:

1. Service is provided to Council-controlled City departments, excluding Police and Fire.

2. All City vehicles are assigned a repair facility for service.
3. A Trouble Report (Form GS/FS 270) is required for all services. Departments are encouraged to call ahead for appointments.
4. For towing of inoperable equipment, contact the appropriate repair shop by vehicle type and area of the City. For service between 12:00 a.m. and 6:00 a.m., or weekends and holidays, contact the 3-1-1 Call Center at 3-1-1 from a centrex line or Citywide.
5. A City vehicle involved in an accident should follow the instructions found in the glove compartment of the vehicle.