

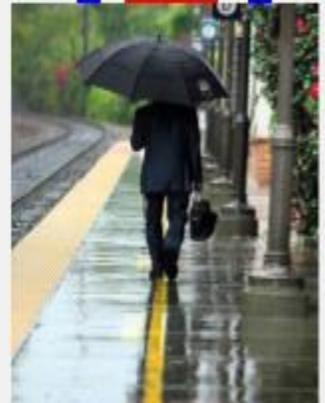
City of Los Angeles

# EMERGENCY OPERATIONS PLAN



## ADVERSE WEATHER Hazard Specific Annex

January 2023



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## **ANNEX DEVELOPMENT AND MAINTENANCE**

This Annex is developed in support of the City of Los Angeles Emergency Operations Plan (EOP) to facilitate response during incidents of adverse weather.

The Annex was developed by the Emergency Management Department with input from City departments and external stakeholders. Participation in the stakeholder collaboration was based on existing policies, regulations, authorities, and City, County, State, and Federal plans.

This Annex describes the overall Citywide response function and capabilities of identified stakeholders during response and recovery to this hazard. It should be used by each department and external agency identified within this Annex to develop their specific Standardized Operating Procedures (SOPs). These SOPs provide a more in-depth understanding of how departments and agencies will direct tactical operations. When developing SOPs, each stakeholder should take into consideration all of the activities identified in this document directly related to their area of responsibility. The SOP will describe how those activities interact with, support, or require support from all stakeholders identified within this document. City departments must ensure 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 stakeholder to this Annex identifies a 1) conflict in how their field response or support activities are performed in comparison to what is described in this Annex and/or 2) a conflict between their listed activities and/or responsibilities within this Annex and how they relate to or support another stakeholder's listed activities, such conflict is to be immediately reported to the Emergency Management Department (EMD) – Planning Division.

If, at any time, a stakeholder to this document changes, develops, or amends any policy, procedure, or operation affecting the contents of this document, immediately notify the EMD– Planning Division. This Annex is to be corrected immediately upon notification or observation of any operational errors or conflicts.

A periodic revision and formal review of this Annex will be conducted by EMD and stakeholders identified within the Annex, as well as any stakeholders that may need to be part of the review process. The EMD – Planning Division will lead the coordination of such an effort.

The completion of any corrections made after a notification of changes and the completion of the formal review will be reflected on 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 Annex or companion document to an applicable Functional Support Annex. Upon completion, it is reviewed and approved by the City's Emergency Management Committee (EMC). Upon EMC approval it is submitted to the Emergency Operations Board (EOB) of the City's Emergency Operations Organization (EEO), with a recommendation for approval. Upon review and approval by the EOB, the document 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 Annex to the City of Los Angeles EOP.

This Annex 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)<sup>1</sup>, California's Standard Emergency Management System (SEMS), and the National Incident Management System (NIMS).

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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).



## CITY EMERGENCY OPERATIONS PLAN/ANNEX CROSS REFERENCE

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

- The EOP is the overarching document within the City's all-hazards plans, describing the overall command, control, and coordination framework. It establishes the authorities, roles, and functions performed during incident response.
- 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 the 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 following: **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 Prevention Protection Annex, and the CBRN Annex (Chemical, Biological, Radiological, and Nuclear Appendices)**.
- Functional Annexes include the **Evacuation Annex, Emergency Alert and Warning Annex, Local Assistance Center Annex, Recovery Annex, Emergency Public Information Annex, the Resettlement Processing Center Annex, Communications Annex, Mass Care and Sheltering Annex (Traditional Sheltering, Non-Traditional Sheltering, Mass Feeding, Large Animal Support, Small Animal Support, Health and Medical Appendices), the Community Points of Distribution Annex, the Medical Points of Distribution Annex, the Critical Infrastructure Annex, and the Logistics Annex (Donations Management, Facilities, Distribution**
- **Management, Transportation, Fuel, Food and Potable Water, and Volunteer Management**

**Appendices).**

- 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 and Field Operation Guides (FOGs).

## **BACKGROUND**

Southern California experiences relatively stable weather patterns. The potential for extreme fluctuations in temperature, snowfall, and torrential rain in the City of Los Angeles is minimal. Although flooding does occur, it is generally localized and disruption to the overall area is minimal (see the Urban Flooding Annex for more information). Historic records are available which provide information during risk analysis planning on potential adverse weather conditions and a general estimation of the scale of impacts. Though adverse weather impacts can be modeled, changing weather patterns indicate the actual scale of future events might exceed any previous historical incidents.

### **Extreme Heat and Cold**

Extreme cold is rare in Los Angeles. The last time the temperature dropped below freezing in the downtown area was January 4, 1949, when it reached 28 degrees; the last snow event in the Downtown area occurred on January 22, 1962, with just a trace of snow. In February 2019, light snow fell in the Greater Los Angeles area, including parts of Malibu, Pasadena, and other communities near the San Gabriel and San Bernardino mountains.

Extreme heat events are much more common. The hottest temperature ever recorded in Downtown Los Angeles occurred on September 27, 2010, when temperatures soared to 113 degrees Fahrenheit.<sup>2</sup> Temperatures of 90 degrees Fahrenheit and above are common during spring and summer months.

### **Significant Precipitation Events**

In 2019, for the first time in over seven years, the State of California was officially declared drought-free. For much of the last decade, long periods of time with little to no rain was common. Still, significant precipitation events did occur, even during times of declared drought.

From January 8 to January 9, 2018, at least four inches of rain fell over parts of Los Angeles, Ventura, and Santa Barbara Counties, heavily impacting areas with burn scars from the previous wildfire season. The rain contributed to several major mudflows with the most severe impacting the city of Montecito on the Santa Barbara coast. An estimated 0.5 inches of rain fell within a five-minute period, causing mud and boulders from the Santa Ynez Mountains to flow down creeks and valleys into the city. Debris flows were up to 15 feet in height of mud, boulders and tree branches, moving at estimated speeds of up to 20 miles per hour. The rains and accompanying mudslides caused an estimated \$421 million in damages.<sup>3</sup> Twenty-one people died in the event.

Similarly, from January 7 to January 11, 2005, Southern California, and specifically the city of Los Angeles, received between 10 to 20 inches of rain. Fourteen people died in the event, with several hundred others displaced by flooding. The worst destruction was a major mudslide at La

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<sup>2</sup> National Weather Service All Time Records, [weather.gov](http://weather.gov).

<sup>3</sup> South, G. (2018, April 2). Montecito mudslides destroyed over \$421M worth of property. [Inman.com](http://Inman.com)

Conchita in Ventura County, which destroyed 15 homes and killed 10 people. In total, the entire Atmospheric River event caused an estimated \$200 to \$300 million in damages.

### **Wind Storms**

The last significant wind event in the Los Angeles area occurred overnight on December 12, 2013. Gusts up to 80 mph were common across the County. In the mountains, wind gusts as high as 92 mph were reported while gusts in excess of 60 mph were reported in some valley areas. Previously, similar strength winds were reported on December 1, 2011, with gusts up to 80 mph in the same area. According to the National Weather Service (NWS), the 2011 event was the worst wind storm to strike California in years. Pasadena, one of the hardest hit with weather related damages, clocked wind speeds at 95 mph.

Significant winds can cause extensive damages. They can also facilitate the ignition of wildfires, whether by causing downed power lines which then spark brushfires, and/or through the fueling of a fire with wind gusts. The Creek-Skirball Fire started on December 5, 2017, on Kagel Canyon Road, north of the City of Los Angeles. The fire quickly jumped Interstate 210, strong Santa Ana winds assisting in its growth and also creating challenges for firefighting efforts. Just short of a year later, on November 8, 2018, the Woolsey Fire ignited and burned 96,949 acres of land in Los Angeles and Ventura Counties. Again, strong Santa Ana winds caused the fire to grow quickly and created challenges for firefighters.

Although it is difficult to accurately predict long term weather patterns, it is possible to plan and implement mitigation measures to reduce the adverse impact of a threatened or actual event. This Annex identifies capabilities, available resources, and resource mobilization protocols.

Operations described in this Annex are scalable and can be used during response and recovery to incidents affecting any part of the City. This Annex presents the types of adverse weather the City of Los Angeles could experience. The City's command, control, and coordination operations address all hazards and apply to all incidents, regardless of scope and scale. Basic weather information is provided in **Attachment B – Southern California Climate Information**. The City of Los Angeles response to the most common adverse weather conditions is outlined in:

- **Attachment C - City of Los Angeles Hot Weather Response Guidelines**
- **Attachment D - City of Los Angeles Cold Weather Response Guidelines**
- **Attachment E - City of Los Angeles Adverse Weather Shelter SOP**

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

### **A. Purpose**

This Annex details the government's responsibilities for the management of an adverse weather event. The Annex can be used in conjunction with other annexes and plans designed for the protection of the population. Information contained in the plan is applicable to all locations and to all agencies, organizations, and personnel with adverse weather 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 of Los Angeles.
- Define procedures for rapid notification and response of City departments, stakeholders and the public in the event of an adverse weather emergency.
- Identify actions that can be accomplished within a few hours to a few days to mitigate any adverse weather impact.
- Ensure consistency with the State of California, the Los Angeles County Operational Area, and other local governments' emergency response plans and operations.
- Ensure consistency with the NWS weather related terminology and forecasts.

### **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 EOO responsibilities and other departments with essential resources. Of particular importance to this plan 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

Information in this Annex can be used by all departments to assist with decisions on safety actions to implement for the protection of field personnel.

### **C. Situation Overview**

#### **1. Characteristics**

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

The City of Los Angeles covers a total of 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>4</sup>, the 2017 population estimate for the City of Los Angeles is 4,041,707. This is approximately 8116 persons per square mile.

Los Angeles is a City that is rich in diversity. Residents come from destinations around the world, speak up to 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.

The term "people with disabilities" refers to a protected class. 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>5</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 Americans with Disabilities Act (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.

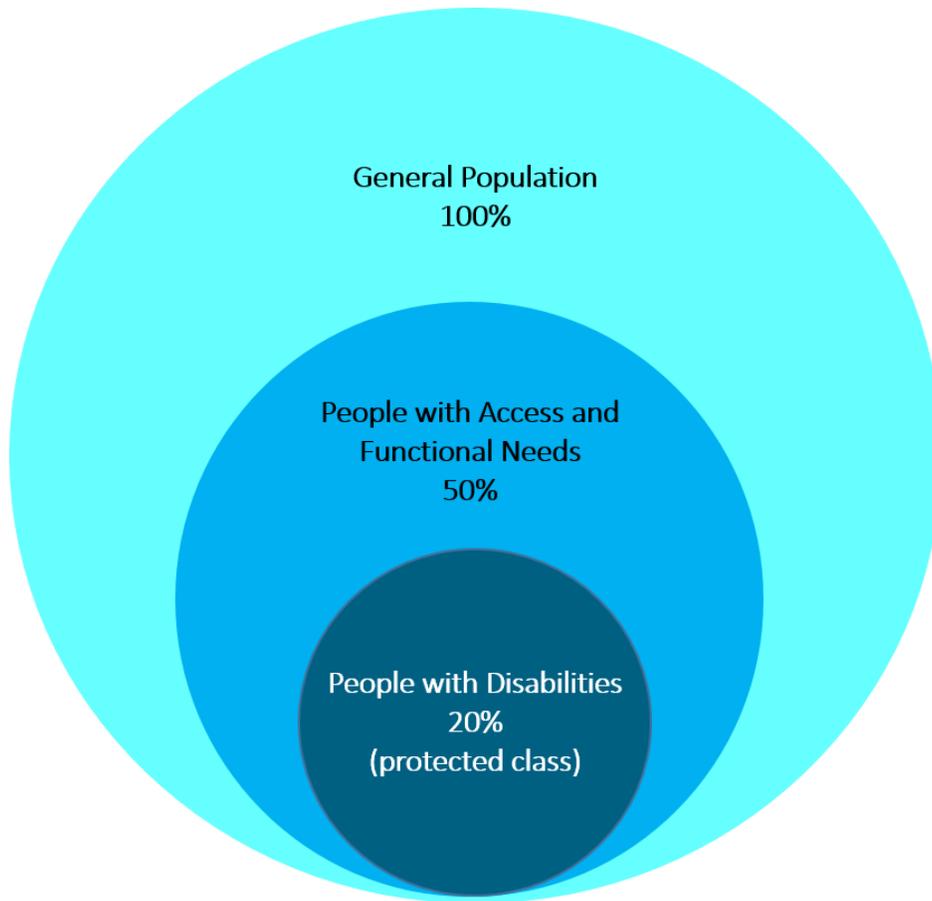
### **Others with Access and Functional Needs**

"Others with Access and Functional Needs" is a broad definition that includes anyone who might have additional needs before, during, or after a disaster, and may need assistance 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. **Figure 1: Relationships between Populations** displays these relationships:

<sup>4</sup> California Department of Finance, *E-1 Population Estimates for Cities, Counties, and the State*, January 1, 2017

<sup>5</sup> Los Angeles Department of Public Health, "Adult Disability in Los Angeles County." LA Health. Sept. 2006

**Figure 1: Relationships between Populations**



## 2. Vulnerabilities

The City of Los Angeles has multiple, accessible, redundant warning and notification systems to reach the public for warnings, safety instructions, and incident information. In some instances, the consequences of a disaster along with population density 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.

Due to the size and population 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, notifications, and/or resources.

## D. Assumptions

This Annex was created to integrate the concepts and structure defined by the NIMS, the California SEMS, and the Incident Command System (ICS). The following planning assumptions apply:

- In any disaster, primary consideration is given to the preservation of life. Additionally, time and effort must be prioritized to provide critical life-sustaining services.
- 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 so that it is consistent with updated processes, procedures, and protocols.
- Only departments that have a response role or a role closely supporting the response to an Adverse Weather event will be included in this document. The departmental roles listed are limited to those applicable to the event.
- 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 EOC may or may not be activated in support of an event. EOC activation is 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 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 social services including Functional Needs Support Services (FNSS). Sheltering activities could be temporary 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.
- Some events requiring evacuation may have little to no warning.
- Large-scale movement of populations may be necessary. Non-impacted jurisdictions may become “host” to displaced populations.

- Older adults and people with disabilities will be disproportionately affected by periods of extreme heat.
- Power outages may occur during extreme heat periods due to the increased use of air conditioning and the subsequent overloading of the electrical delivery system.
- Power outages may result from downed power lines during strong wind events.
- Power outages will strongly impact people with disabilities and others with access and functional needs that utilize medical devices or equipment to perform activities of daily living. Longer term power outages will require planning considerations for this population.

## II. CONCEPT OF OPERATIONS

### A. Standard Terminology

For a list of acronyms, see Attachment A.

#### 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. 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.

#### Disability

A person is legally defined by the Americans with Disabilities Act (ADA) as having a disability if that person meets one of the following requirements:

- Has a physical or mental impairment that substantially limits one or more major life activity;
- Has a history or record of such an impairment; and/or
- Is perceived by others as having such an impairment

A physical or mental impairment that substantially 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.

### B. Weather Terminology<sup>6</sup>

#### Coastal Flooding

Flooding which occurs when water is driven onto land from an adjacent body of water. This generally occurs when there are significant storms, such as tropical and extratropical cyclones. The National Oceanic and Atmospheric Administration (NOAA) identify three additional definitions relevant to reporting of coastal flooding conditions:

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<sup>6</sup> All definitions and temperature criteria are from the National Weather Service unless otherwise noted.

*Astronomical Tide* – The twice daily alternating rise and fall of sea-level produced by gravitational attraction of the moon and the sun.

*Storm Surge* – An abnormal rise of water generated by a storm, over and above the predicted astronomical tide.

*Storm Tide* – The water level rise during a storm due to the combination of storm surge and the astronomical tide.

**Excessive Cold** (*Centers for Disease Control and Prevention Definition*)

What constitutes extreme cold and its effects can vary across different areas of the country. In regions relatively unaccustomed to winter weather, near freezing temperatures are considered “extreme cold.” Whenever temperatures drop decidedly below normal and as wind speed increases, heat can leave the body more rapidly. Extreme cold is a dangerous situation that can bring on health emergencies in susceptible people, such as those without shelter or who are stranded, or who live in a home that is poorly insulated or without heat.

**Excessive Heat Warning**

An Excessive Heat Warning is issued within 0-36 hours of when dangerous conditions will happen. There is a high degree of certainty that the event will occur or it is already occurring. Warnings may be issued even if an excessive heat watch is not issued in advance.

**Excessive Heat Watch**

An Excessive Heat Watch is issued 12-72 hours in advance when dangerous heat is possible. There may be some uncertainty about the onset, extent or severity of the heat event.

**Extratropical Cyclone**

A cyclone in the middle and high latitudes often being 2000 kilometers in diameter and usually containing a cold front that extends toward the equator for hundreds of kilometers.

**Flash Floods**

A rapid and extreme flow of high water into a normally dry area, or a rapid water level rise in a stream or creek above a predetermined flood level, beginning within six hours of the causative event (e.g., intense rainfall, dam failure, ice jam). However, the actual time threshold may vary in different parts of the country. Ongoing flooding can intensify To flash flooding in cases where intense rainfall results in a rapid surge of rising flood waters.

**Fog**

Fog is water droplets suspended in the air at the Earth's surface. Fog is often hazardous when the visibility is reduced to ¼ mile or less.

**Freeze Warning**

Issued during the growing season when surface temperatures are expected to drop below freezing over a large area for an extended period of time, regardless whether or not frost develops.

**Freeze Watch**

A Freeze Watch is issued when there is a potential for significant, widespread freezing temperatures within the next 24 to 36 hours. Temperature drops below freezing usually occur starting in the autumn running through the end of the growing season. It is marked by the occurrence of first widespread freeze.

**Frost Advisory**

A Frost Advisory is issued when the minimum temperature is forecast to be 33 to 36 degrees on clear and calm nights during the growing season.

**Hazardous Weather Outlook**

A narrative statement frequently issued on a routine basis, describing potential hazardous weather and hydrologic information of concern, occurring in the next one to seven days.

**Heat Advisory**

A Heat Advisory is issued within 12-24 hours of moderately dangerous heat is about to happen. Lesser impact than a warning event level, however, heat illness may still occur if precautions are not taken.

**HeatRiskForecast**

Provides a color and numeric value that places forecast heat for a specific location into an appropriate level of heat concern, along with identifying groups potentially most at risk at that level.

**Red Flag Alert (LAFD definition)**

A Red Flag Alert can be declared for a 24-hour period when weather of 25-mph or more sustained wind plus relative humidity of 15% or less is forecast by the LAFD. The Red Flag Alert will activate no-parking laws on streets with "Red Flag Days" signage.

**Red Flag Warning**

A term used by fire-weather forecasters to call attention to limited weather conditions of particular importance that may result in extreme burning conditions. It is issued when it is an on-going event or the fire weather forecaster has a high degree of confidence that Red Flag criteria will occur within 24 hours of issuance. Red Flag criteria occurs whenever a geographical area has been in a dry spell for a week or two, or for a shorter period, if before spring green-up or after fall

color, and the National Fire Danger Rating System (NFDRS) is high to extreme and the following forecast weather parameters are forecasted to be met:

- 1) A sustained wind average 25 mph or greater;
- 2) Relative humidity less than or equal to 15%, and
- 3) A temperature of greater than 75°F.

In some states, dry lightning and unstable air are criteria. A Fire Weather Watch may be issued prior to the Red Flag Warning.

#### **Thunderstorms**

A storm produced by a cumulonimbus cloud and accompanied by lightning and thunder.

#### **Tornado**

A violently rotating column of air, usually pendant to a cumulonimbus, with circulation reaching the ground. It nearly always starts as a funnel cloud and may be accompanied by a loud roaring noise. It is the most destructive of all atmospheric phenomena.

#### **High Wind Warning**

A High Wind Warning is issued for sustained winds 40 to 73 mph ( $\geq 35$  kts) occurring for at least one hour, or anticipated gusts exceeding  $\geq 58$  mph ( $\geq 50$  kts).

#### **Santa Ana Winds**

The Santa Ana winds are strong, downslope winds that blow through the mountain passes in Southern California and northern Baja California in late fall and winter. They can range from hot to cold, depending on the prevailing temperatures in the source regions, the Great Basin and upper Mojave Desert. These winds, which can exceed 40 mph, are known for the hot, dry weather (often the hottest of the year), they bring in the fall. They can severely exacerbate brush or forest fires, especially under drought conditions.

### **C. Adverse Weather Task Force**

In 2015, ahead of predicted El Nino weather patterns, Mayor Eric Garcetti issued Executive Directive 14. Among other things, the Executive Directive created an El Nino Task Force. The Task Force was charged with ensuring City agencies have the resources to take actions necessary for public safety. The goal of the initiative focused on ensuring effective collaboration of City, County, State, Federal, and other stakeholders in addressing El Nino. Following El Nino, this Task Force became the Adverse Weather Task Force, which meets on an as-needed basis when adverse weather is predicted or occurring. The General Manager of EMD is the chair of this Task Force, with representative departments including, but not limited to Building and Safety, City Administrative Officer, Disability, Emergency Management, LAFD, General Services, Housing and Community Investment, Information Technology, LAPD, Public Works, Recreation and Parks, Transportation, and Water and Power. When adverse weather is

predicted, EMD can convene the Adverse Weather Task Force to share information and make recommendations on City response to the predicted weather.

#### **D. Initial Size-Up**

This phase occurs when pre-identified stakeholder departments (public safety and critical infrastructure) assess the current weather data and take precautionary measures to ensure response capability or take immediate mitigation measures. These pre-identified departments will also provide the initial elements of the City's situational awareness by providing impact assessments from the severe weather conditions, or if there was no warning time, initial field observations or critical infrastructure assessments. This initial size-up phase may involve a check-in or convening of the City's Adverse Weather Task Force representatives and scheduling of a Citywide Coordination Conference Call.

Immediately following a severe adverse weather warning or occurrence, pre-identified departments will immediately perform certain pre-planned functions. In addition, all City Departments will follow the policies and procedures as outlined in their individual Department Emergency Plan regarding the release, recall, or assignment of personnel in an emergency situation.

#### **E. Initial Response**

This phase occurs when departments perform an internal Continuity of Operations Plan (COOP) assessment, take initial safety precautions for personnel, and begin life safety, evacuation, and rescue activities as well as other initial response operations. Departments will initially implement their Department Emergency Plan and perform personnel accountability, including determining the release, recall, or reassignment of personnel. After determining the readiness of the department, Departments will then activate their emergency plans or SOPs to ensure the immediate mitigation measures and ensure response capability. Public safety departments will begin to prioritize calls for service, concentrating on response efforts with life preservation/life safety as a primary response action and property conservation as a secondary response action. Other departments with essential core City services will begin their response actions.

All communications with the public will follow the standards established by the **Early Warning and Notification** and/or **Emergency Public Information Annexes** to the City Emergency Operations Plan. All public information resources and procedures ensure that notifications are communicated to the whole community.

If the scale of the adverse weather incident meets the criteria, the EOC is activated. The role of the EOC is the coordination of resources to support the Field Command during incident response and recovery along with providing situational awareness to all stakeholders. The EOC Director is filled by the appropriate department with primary incident responsibilities during that phase of the operation. The EOC may transfer EOC leadership to different departments throughout multiple Operational Periods, based on the phase and objectives of the response. For example, during the initial life

preservation/life safety phase of the incident, the LAFD may be the lead department as the EOC Director. This role may be filled by LAPD if a civil unrest situation occurs. As life safety and property issues are dealt with, the transfer of the lead role as EOC Director could go to another department. An example would be a transfer to the Los Angeles Department of Water and Power (LADWP) or EMD during the recovery phase for restoration of water and power services. Another example of a change of leadership would be the Department of Public Works assuming the EOC Director role for an incident requiring extensive debris removal.

Mutual aid is also an option if City resources are exhausted, overwhelmed or there is a need for specialized equipment or Subject Matter Experts (SMEs). The request for additional or specialized resources may be conveyed from a field Incident Commander to their respective Department Operation Center (DOC) and then to the EOC. From there, EOC staff will follow predefined protocols for requesting and activating mutual aid within the region through SEMS to the Los Angeles County Operational Area (LAC OA) EOC or LAC Office of Emergency Management (OEM). The State can activate California Emergency Support Functions (ESFs) in support of local jurisdiction incident response and recovery.

If federal resources are requested, or if the incident is catastrophic, the federal government can activate its ESFs in support of the incident. Coordination of federal ESF efforts will be done at a Joint Field Office established by FEMA. Locally, both State and federal ESF response will be managed in a coordinated effort between the City, County, and the State.

#### **F. Expanded Response**

Expanded response is the phase of response that goes beyond the initial response activities. This includes such response efforts as continued COOP assessment, restoration of vital services, sheltering operations, critical debris removal and long-term sustained response operations.

#### **G. Short-term Recovery**

During an adverse weather event, short-term recovery efforts begin almost immediately. They are prioritized however, against initial life preservation and life safety response. The initial response efforts will most likely be a joint response between City departments with LAFD and/or the LAPD in the lead role or in a Unified Command role.

The key objectives of short-term recovery are to stabilize the situation, ensure continuity of essential government services, restore services related to health/safety, implement critical infrastructure recovery plans, and implement community/economic restoration. These include restoration of vital services including water, electricity, natural gas, sewer services, communications, and support to start restoration of homes, jobs, services and critical facilities quickly and efficiently. The first recovery actions are closely linked with emergency response processes. All actions described in the response phase as secondary emphasis are actually recovery efforts.

Additional short-term recovery efforts include extending sheltering operations for displaced residents, including transition and relocation into short-term or intermediate to long-term temporary housing. Successful Citywide recovery is dependent on systematic planning for the restoration of services, housing and economic vitality. The City will assist in rebuilding safely and wisely, which will reduce future hazards and optimize community improvements.

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

During an emergency situation or incident, it is important to keep specific records related to staff assignments and costs as well as those 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 timekeeping, and record retention of these documents.

In accordance with standard cost accountability practices for unique events, 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, proprietary and Council controlled, 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. Airports, Los Angeles World (LAWA)**

###### **a) Department Command and Control**

###### **i. Department Operations Center (DOC)**

- The Airport Response Coordination Center (ARCC) transitions into the department DOC based on scope and scale of an incident.
- The LAWA DOC serves as the central coordination center for the Department.

###### **ii. Field Command**

- The lead agency(s) for single incident command is dependent on the event. If it is a law enforcement related incident, Airport Police will take this role and coordinate with the LAPD and Los Angeles County Sheriff's Department. LAFD is the lead agency for single incident command of a natural disaster, aviation accident on-airport property, or a Hazardous Materials (HAZMAT) spill.
- The U.S. Coast Guard (USCG) is the lead agency for an off-airport aviation accident.
- The department operates under Unified Command when more than one agency with jurisdictional authority is involved in incident response at the airport.

###### **b) Logistics**

- ARCC/DOC Logistics Section will coordinate all resources.
- Resource requests are based on the need to achieve incident objectives.
- The DOC, in coordination with the Incident Command Post (ICP), will determine the transportation and distribution of emergency items including potable water and food rations.
- The DOC, in coordination with the ICP, will determine the need for police escort to achieve the above logistics objectives.
- The DOC will coordinate resources to support employees and personnel required to remain on-site during the event.

###### **c) Communications**

- The ARCC will coordinate all mass communication messaging and notification.
- The LAWA PIO disseminates timely information related to the incident to both the public and stakeholders, and coordinates with Public Relations to issue public information and press releases.
- The DOC will continue to monitor, coordinate, and distribute updates and exchange information with all involved agencies as well as with the ICP for situational status reports.
- Airport Police Dispatch will facilitate contact with additional first responders as necessary.

- v. The LAWA Public Information line may be available, as needed (also known as LAWA 411).
  - vi. The LAWA Information Management and Technology Group (IMTG) will be responsible for accessing and restoring communications impacted by the adverse weather.
- d) Reconnaissance and Information Gathering
- i. Fact Gathering
    - The ARCC will coordinate with LAWA divisions and field staff to determine the status of LAWA facilities and property.
    - Air Traffic Control (ATC) will conduct a 360-degree visual survey of the airport and report to the ARCC.
    - Airport Police and LAFD will conduct windshield surveys of the airport and report to the ARCC.
    - Transportation Security Administration (TSA) managers will conduct an assessment of TSA controlled areas including equipment status and report to the ARCC.
    - If requested, send a representative to the Adverse Weather Task Force.
  - ii. Assessment
    - The ARCC will gather reports and assess the potential scope of the incident and its impact on the airport.
    - Public safety will take precedence in determining emergency response objectives.
    - Airport Operations and Airport Police will work closely with the LAWA Information Management and Technology Group (IMTG) to assess damage to the communications infrastructure.
    - The ARCC Manager on Duty (MOD) will assess the situation to determine the need for a DOC activation.
  - ii. Information Sharing
    - Each LAWA division will report their situational status to the ARCC or participate in a conference call to provide updates.
    - The ARCC will disseminate updates and notifications to stakeholders via the ARCC Notification System.
    - LAWA Public Relations in conjunction with the LAWA Public Information Officer (PIO) will develop public information messages and dissemination strategies.
    - The ARCC will notify the Duty Officer or the EOC regarding the incident.
    - The ARCC/DOC will provide periodic situation updates to the EMD Duty Officer or if the EOC is activated at Level II or above, the EOC LAWA Agency Representative (AREP).
- e) Incident Stabilization
- i. Incident Response
    - The ICP(s) may be established near impacted location(s) and relay information to the ARCC/ DOC

- The ARCC MOD may activate the DOC, if necessary.
  - If the City EOC is activated at Level II or Level III a notification request will be sent to LAWA to deploy an AREP to the EOC. This AREP is the LAWA DOC's communication information sharing conduit with the City.
  - LAWA may assess the need to shelter-in-place or evacuate employees and travelers. If sheltering-in-place, LAWA shall follow the City Mass Care and Shelter Annex. If evacuating, LAWA shall follow the City's Evacuation Annex and LAWA's Terminal Evacuation Plan (for multiple terminals).
  - The ARCC/ DOC will coordinate with the EMD Duty Officer or the EOC to reach out to City officials and agencies.
  - The ARCC will issue a Notice to Airman (NOTAM), if required.
  - The ARCC will coordinate activities with airport tenants, Federal Aviation Administration (FAA) and other federal agencies (i.e., TSA, Customs and Border Protection (CBP), etc.).
  - Airport Police shall maintain security, implement emergency traffic plans, and coordinate law enforcement mutual aid.
  - Facilities Maintenance will support Airport Police with the necessary material resources to support and implement an on-airport traffic plan.
  - Airport Operations will inspect and remove foreign object debris on the airfield and coordinate access within the airfield and terminals.
  - Facilities Maintenance will secure areas deemed hazardous and support response operations as needed.
  - LAWA divisions and stakeholders may activate their COOPs, if necessary.
- ii. Ongoing Information Gathering, Assessment and Sharing
- The ARCC/ DOC will continuously assess operational capabilities and provide updates to stakeholders, executives, etc.
  - The ARCC will determine the feasibility of continuing air operations, as secondary events may arise.
  - LAFD will coordinate casualty assessment.
  - The ARCC will confirm operational status of all navigation and aircraft movement/flight operations equipment with the FAA Control Tower.
  - The ARCC will continue to provide situational updates to the EMD Duty Officer or to the LAWA AREP working in the EOC at requested reporting times. Maintaining the scheduled reporting is always weighed against the airports immediate life/safety initial stabilization priorities.
- iii. Assess Transition to Recovery
- Begin plans for demobilizing and restoring operations to normal functions.
  - Airport Operations will facilitate and support access for concessionaires, airline personnel and other on-property vendors to resume operations.
  - The LAWA Planning Development Group (PDG) will implement the Post Disaster Engineering Assessment Plan.

- f) Short-term Recovery
  - i. Short-term Recovery Operations
    - The LAWA DOC will set recovery priorities, designate resources and assign personnel accordingly.
    - Guest Experience will utilize their volunteer programs (i.e., Guest Experience Members, Volunteer Information Professionals, and Airport Response Team) to support passenger comfort and repopulation efforts.
    - The LAWA ADA Coordinator will coordinate with the responsible air carrier(s) to assist persons with disabilities (e.g., recovering personal items, and supplying replacement consumable medical supplies/durable medical equipment).
  - ii. Ongoing Information Gathering, Assessment and Sharing
    - Assess the capacity to demobilize resources and personnel engaged in response operations and support, while considering operations and safety needs.
    - LAWA PDG will update the Post-Disaster Engineering Assessment Plan to provide information and guidance concerning the structural integrity, demolition or repair analysis of LAWA facilities, and other infrastructure assessment and intelligence.
    - Facilities Maintenance will mitigate and repair damages to areas and facilities compromised by the event including continued structural stabilization and debris removal.
    - Environmental & Land Use Planning Division will provide recommendations and monitor environmental mitigation/remediation efforts required to address any hazardous material concerns caused as a consequence of the severe weather incident.
    - Assess transition to demobilization.
- g) Documentation
  - i. Record Keeping
    - LAWA Finance & Budget Division will submit the financial information to the City Administrative Officer (CAO) to seek reimbursement.
  - ii. Time Keeping
    - Labor and material costs spent toward an emergency will be uniquely coded, allowing it to be easily identified and tracked. LAWA follows all citywide cost accounting guidelines.
  - iii. Financial Reporting
    - LAWA Financial Reporting (payroll), Financial Management Systems, Accounting, and Finance & Budget Divisions will fulfill the responsibility of the Finance/Administration Section of the LAWA DOC.
- h) Demobilization of Department Resources
  - i. Assess resources indicated in current Incident Action Plan (IAP) and adjust resources accordingly.

## 2. 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.

Beginning March 15, 2011 the ADA only recognizes dogs as service animals. Pets and livestock will be handled by Animal Services as part of their standard operating procedures.

See the City 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) Department Command and Control

- i. The Department Emergency Preparedness Coordinator will report to the Incident Command as the Animal Services AREP, assess the overall needs of the Department, and cause the deployment of resources based on that determination.
- ii. The AREP will decide whether to open Pierce College, Hansen Dam or Los Angeles Equestrian Center for the intake of animals/livestock and assign an Animal Care Technician Supervisor (ACTS) to oversee the operation.
- iii. The AREP will have a Lieutenant or their designated representative report to staging area for effective control of resources during the performance of evacuations and other related activities.
- iv. Staff shall be placed on 12 hour shifts.

- v. Employees shall contact their district, supervisor, or person in charge to determine if they are immediately needed for emergency response or where placed on the 12 hour rotational shift.
  - vi. Rotating shifts will be developed to utilize staff that has not been working on the incident.
- b) Logistics
- i. The lead ACTS shall determine the overall needs of their facilities and the ACTS for off-site shelters shall determine the overall needs of their temporary facilities.
  - ii. Supervisors shall ensure employees 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 EOB has directed that non- essential employees are not to report to work.
  - iii. The AREP shall decide whether to activate the Volunteer Emergency Equine Response Team (VEERT).
  - iv. The Evacuation Leaders shall organize a grid within the area. Each team will define their responsibilities, search the area and within their assigned areas.
  - v. The Leads shall conduct animal/livestock evacuations according to the Incident Action Plan and direction of the AREP. They shall perform the rescue of injured, unattended and stray animals/livestock with safety in mind of structural damage and evacuation areas and routes.
  - vi. The Leads shall record the locations of where the animals/livestock are evacuated from and the location of any dead animals/livestock.
  - vii. Department will provide animal food and other supplies as necessary and arrange with the Department of General Services (GSD) to obtain water supplies for the animals.
  - viii. Department will coordinate animal sheltering activities through the EOC Mass Care Branch if activated in coordination with:
    - American Red Cross Los Angeles Region (ARC)
    - Los Angeles Unified School District (LAUSD)
    - In conjunction with RAP, which has the responsibility for providing Safe Refuge Centers and shelter facilities to the public
    - Animal Services will also be working with Los Angeles County Animal Control, county lifeguards and volunteer rescue groups for beached animals
  - ix. Examine MOUs with other agencies for continued staffing needs.
- c) Communications
- i. The Management Assistant will utilize the department's social media to disseminate information regarding emergency shelter sites in coordination with the EOC and/or the Joint Information Center (JIC) if one has been established.
  - ii. Department will set up a hotline, including a Teletypewriter (TTY) number for assisting pet owners in locating their shelter-bound animal.
  - iii. Continue communications throughout incident.

- iv. Divisions will report to executive management on the current status of their communications abilities.
  - v. Continue utilizing redundant communications outlined in “Initial Size-Up” section.
  - vi. To the extent possible and as permitted, begin utilizing primary methods of communication.
- d) Reconnaissance and Information Gathering
- i. Fact Gathering
    - The assigned Animal Services AREP is the department’s Emergency Preparedness Coordinator and shall attend briefing on current situation and then brief staff members.
    - Ensure initial reports from field units are received by the AREP.
    - Assessments of animal care facilities shall be performed and reported to the AREP, including capacity capabilities and type of open cage space available.
    - Information received by the AREP shall be compiled, evaluated, and acted upon as necessary.
    - The Evacuation Leader shall organize a grid within the area for team assignments to ensure evacuation areas have been thoroughly searched.
    - If requested, send representative to the Adverse Weather Task Force.
  - ii. Assessment
    - Assess the overall anticipated needs of the Department.
    - Assess potential need for Evacuation Team and VEERT.
    - Determine availability of Medical Personnel.
  - iii. Information Sharing
    - The ACTS shall perform an assessment of their animal care facilities and report to the AREP, the capacity capabilities and type of open cage space they have at this time.
    - The ACTS shall prepare their facilities for the incoming evacuated animals.
    - The ACTS shall keep the AREP posted on capacity, needs and activities at all times.
    - The AREP and the EOC Responder shall keep an open line of communication.
    - The Field Personnel shall communicate with the Evacuation Leader.
    - Information will be transmitted to the Evacuation Leader, then to the AREP for compilation, evaluation and action.
    - Initial reports shall originate from the field resources to the AREP.
    - Keep the AREP posted on capacity, needs, and activities at all times.
    - The Animal Services DOC or a department representative will provide periodic situation updates to the EMD Duty Officer or if the EOC is activated, the EOC Mass Care Branch.

e) Incident Stabilization

i. Incident Response

- Set up temporary and separate animal shelters nearby mass care shelter sites as necessary.
- Open the Pierce College, Hansen Dam or LA Equestrian Center for the intake of evacuated animals/livestock as necessary and assign a Shelter Unit Leader as directed by the AREP.
- Staff shelters with 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 shall include the existing operations and any off-site facilities where animals/livestock are being temporarily housed and cared for.
- Evacuation Leaders shall:
  - Conduct animal and/or livestock evacuations according to the Incident Action Plan and as directed by the AREP.
  - Perform the rescue of injured, unattended and stray animals/livestock.
  - Record the preceding locations for all evacuated and deceased animals/livestock.
- ACTS of each animal care facility shall:
  - Be responsible for checking the fire suppression equipment at the shelter to which he or she is assigned.
  - 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 AREP.
  - Prepare their facility for incoming evacuated animals.

ii. Ongoing Information Gathering, Assessment and Sharing

- Ensure initial reports from field units are received by the AREP.
- Ensure animal care facilities are adequate and assess the need for more or fewer facilities.
- ACTS will continuously update the AREP on the capacity of facilities and

- the types of open cage space available.
      - Transmit information to the AREP for compilation, evaluation and action.
    - iii. Assess Transition to Recovery
      - Develop a plan for reuniting animals with owners.
- f) Short-term Recovery
  - i. Short-term Recovery Operations
    - Based in immediate recovery assessment, reassess and determine need for activated positions.
    - The Department will reunite animals with their owners or custodians.
    - The Department will provide updated information as to the location of owners animals and allow the owners/custodians to redeem and pick up their animals from shelters or temporary evacuation sites.
  - ii. Ongoing Information Gathering, Assessment and sharing
    - 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 weather event on operations and recovery.
    - Determine threshold for beginning demobilization.
    - Assess transition to demobilization.
- g) Documentation
  - i. Record Keeping
 

The AREP and their staff, including the Resource Leader, are responsible for the call-ups of staff and equipment and for assigning these relative to the disaster. The AREP, RL or their staff maintains a log of these activities and utilize the ICS-204 form and the ICS-218 form. The Department has instructed all personnel to use the ICS-214 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 AREP, EOC Responder and staff 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 ICS-Forms.
- h) Demobilization of Department Resources
  - i. Begin scaling back activated incident command positions, while considering effective operations and safety.

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

#### **a) Department Command and Control**

- i. General Manager of LADBS or his authorized representative will establish overall policies and coordinate with the City EOC and EOB when activated.
- ii. For incidents when the DOC is activated, the structure of the DOC follows the ICS model.
- iii. Selected LADBS personnel will occupy and be organized into the required fields of the ICS model to effectively accomplish the department's objective.
- iv. The DOC Incident Commander provides overall DOC incident objectives and strategies.
- v. DOC Operations Chief will assess the overall needs of the department and deploy resources based on that determination.
- vi. DOC Command staff shall establish plans and priorities based upon the known situation.
- vii. DOC Command Staff shall establish tactics used to accomplish objectives which will vary according to existing conditions.
- viii. Provide assistance to other departments and agencies as needed.
- ix. Provide Safety Assessment (SA) report to the EMD Duty Officer or the EOC through WebEOC (transitioning to Veoci).
- x. Evaluate safety assessment results.
- xi. Identify and maintain a contact list of employees available for reassignment. All LADBS staff classifications are considered essential personnel. Certain staff may be assigned to perform any of the following types of duties:
  - Public safety operations
  - Emergency response
  - Purchasing activities
  - Customer services
  - Public relations
  - Financial responsibilities
  - Vital information
  - Recovery operations
- xii. Engage fast-track permitting process as necessary.
- xiii. DOC Incident Commander will ensure After Action reports are completed.
- xiv. The DOC coordinates the deployment of all City Safety Assessment Teams (SATs).
- xv. The EOC Safety Assessment Branch Director coordinates the strategic deployment of any mutual assistance SATs.

#### **b) Logistics**

- i. The DOC Operations Chief shall have overall control of all field operations and the establishment of use priorities.

- ii. All reports shall be directed to the DOC Logistics Chief who will monitor these reports to maintain situational status and also forward data to appropriate staff for data input.
  - iii. Emergency supply containers are available for use during an emergency, and are located at the following locations:
    - Bureau of Sanitation Yard, Stoner Avenue
    - Street Services Maintenance Yard, Oxnard Street
    - Bureau of Sanitation Yard, N. San Fernando Road
    - Bureau of Sanitation Yard, S. Denver Avenue
    - Bureau of Sanitation Yard, N. Gaffey Street
    - Bureau of Street Services, N. Alabama Avenue
    - Recreation & Parks Central Service Yard, Chevy Chase Drive
    - Council Office, Vanowen Valley
    - Bureau of Sanitation Yard, Lopez Canyon Road
- c) Communications
- i. LADBS radio capability will be maintained at Command Post locations and a communication plan shall be developed.
  - ii. If necessary employees will report on the department's automated call system to check in and await further instructions.
  - iii. LADBS utilizes the following communications devices and systems for primary and redundant communication needs:
    - Primary communications:
      - Commercial Telephones Local Area Network (LAN) Lines.
      - Cellular Telephones.
      - 800 MHz Digital Radios.
      - Emergency Alert System (EAS).
      - Everbridge (NotifyLA)
    - Alternate Communications
      - Couriers
      - Email/Internet
      - Government Employee Telecommunication Services (GETS)
      - Ham Radio
    - Wireless Priority Services (WPS).
    - Cell phones and hand held radios; (800 MHZ) will be the primary field communications systems.
    - Landline communications will be established, if practical, in a concerted effort to reduce radio traffic.

- Divisions will report to executive management on the current status of their communications abilities.
- iv. The DBS DOC PIO officer will be a subject matter expert for the department and provide information regarding safety assessment inspections, which the department performs.
- d) Reconnaissance and Information Gathering
  - i. Fact Gathering
    - Document damage to LADBS buildings and structures.
    - All reports shall be directed to the DOC Logistics Chief who will monitor these reports to maintain situational status. The DOC Logistics Chief will forward data to appropriate staff for data input.
    - Activate reporting protocols for emergency responders.
    - If requested, send representative to the Adverse Weather Task Force.
  - ii. Assessment
    - DOC Operations Chief and General Manager will assess the potential need for building Inspectors in affected areas.
    - SATs will be deployed to aid in assessments.
    - Registered Safety Assessment Program (SAP) Evaluators will also aid in assessment efforts.
  - iii. Information Sharing
    - DOC Operations Chief will contact the Department's General Manager, Executive Officer or Bureau Chief, based on protocols, and advise them of operations.
    - The DBS DOC or a department representative will provide periodic situation updates to the EMD Duty Officer or, if the EOC is activated, the EOC Safety Assessment Branch.
- e) incident Stabilization
  - i. Incident Response
    - Initiate SA system.
    - Deploy SATs.
    - SATs inspect buildings to determine imminent and potential hazards and report information to LADBS DOC and to all facility Building Emergency Coordinators.
  - ii. Ongoing Information Gathering, Assessment and 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.
  - Inspection and Code Enforcement Bureau will provide inspection staff for safety assessment, and provide support staff as needed for phones, data entry, etc.
  - The Permit and Engineering Bureau will provide engineers for safety assessments, plan checks, etc.
  - Enter inspection and safety evaluation data.
  - Prepare safety assessment reports.
  - Establish procedures to secure and repair damaged properties.
- iii. Assess Transition to Short-term Recovery
- 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 weather event on operations and recovery.
  - Analyze building code provisions based on the extent of damage to structures and develop recommendations for code changes.
  - Permit and Engineering Bureau will establish procedures to secure and repair damaged properties.
  - Establish procedures to expedite plan check and permit issuance on damaged buildings.
- f) Short-term Recovery
- i. Short-term Recovery Operations
- Based on immediate recovery assessment, reassess and determine need for activated positions.
  - Impose emergency building regulations.
- ii. Ongoing Information Gathering, Assessment and 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 shall place some type of barrier well in advance of the entrance. This physical barrier will alert those who are blind or who have low vision. An example is a hard barricade or scene tape used by police and fire to mark an area closed to the public.
  - The status of evaluated structures will be available online at [LADBS.org/Permit and Inspection Report](http://LADBS.org/Permit and Inspection Report).
  - Assess transition to demobilization.
- g) Documentation
- LADBS shall maintain proper documentation for all time and/or expense associated with the disaster’s initial response and recovery. Documentation shall commence as soon as there is an indication of a possible disaster and must continue until the recovery phase is complete, all requirements for financial

reimbursement are met, or until instructed otherwise.

i. Record Keeping

A unique designation that will be used for tracking purposes shall be designated for the adverse weather event. Such designation shall be utilized by the department's cost accounting, plan checking, and inspection programs (e-Time, PCIS, CEIS, etc.).

ii. Time Keeping

Proper documentation shall be any forms used by LADBS that document performed disaster related tasks (Rapid Screening Inspection Form, Emergency Inspection Request forms, etc.); 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 shall be reviewed for completeness and accuracy by data entry staff and then sent to the Financial Services Section at regularly scheduled intervals. All collected documentation shall be stored in accordance with Financial Services Section procedures and general accounting practices.

h) Demobilization of Department Resources

- i. Begin scaling back activated DOC and field CP positions, while considering effective operations and safety.

#### **4. Emergency Management Department (EMD)**

a) 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 potential City impacts are identified based on the NWS forecast, the EMD Duty Officer contacts the EMD GM and provides recommendations on whether to initiate a Citywide Coordination Conference Call or activate the EOC at the appropriate activation level.
- iv. If necessary, EMD will provide an Assistant Liaison Officer to the field Command Post depending on the scope and scale of the incident.
- v. In the event that the EOC is activated, EMD personnel will be folded into the EOC organization and assume various EOC roles and responsibilities as assigned, and coordination responsibilities for adverse weather impacts will transfer to the EOC.
- vi. The EMD Duty Officer and Duty Team is responsible for monitoring NWS weather updates and assessing potential impacts to evolving weather conditions.

- vii. The EMD Duty Officer notifies relevant stakeholders, including the Mayor, EOB members, and the Los Angeles County OEM on the City's response stance to the adverse weather conditions.
- viii. The EMD Duty Officer will continue to maintain the 24/7 watch on the remainder of the City.

b) Logistics

- i. The EMD Duty Officer is responsible for anticipating any future resource needs of EOC Staff if the EOC is activated. This includes materials, supplies, food, communications needs, replacement personnel and facilities.
- ii. The EMD Duty Officer or the EOC is responsible for ensuring Field Command and DOC resource requests are assessed, prioritized, and closed out.

c) Communications

- i. EMD Duty Officer will assist in the coordination with LAPD to initiate a NotifyLA message to the public if an evacuation is necessary.
  - NotifyLA is a public mass notification system powered by the Everbridge platform.
  - NotifyLA is a web-based application that leverages comprehensive databases of geographically located hard-line (copper-wire) phone numbers that do not require citizen opt-in for emergency usage.
  - NotifyLA allows the City of Los Angeles Emergency Management Department to initiate voice messages, text messages and e-mails to the public based on their geographic location. Examples of emergency notifications include evacuation notices, shelter-in-place notices and imminent threat to life or property.
  - NotifyLA has the capability to send messages through the Wireless Emergency Alerts (WEA) system. This system allows those with mobile devices to receive geographically targeted, text-like messages alerting them of imminent threats to safety in their area.
- ii. Gathers and disseminates information to stakeholders and the public before, during and after the adverse weather incident.
- iii. Ensures that the City has a unified voice for all public messaging related to the incident.
- iv. Reviews and shares information with departments to ensure a consistent message is conveyed.
- v. Coordinates with 3-1-1 to provide the public with updated information about incidents.
- vi. Establishes and or supports Joint Information Centers with other agencies and jurisdictions as necessary.
- vii. Ensures communications systems are operational.
- viii. Verifies senior level staff are issued 800 MHz radios.
- ix. Utilizes secondary communications systems as needed.
- x. Establishes availability and accessibility of the following EOC communications devices either in the office or EOC:

- City Satellite Telephone System
- Operational Area Satellite Information System (OASIS)
- 800/900 MHz radio system
- GETS System
- EAS or other media system
- Voice over IP
- Telephones
- Cellular telephones
- Ring-down (direct lines) phones
- Hard wired backup phone system to 100+ key personnel and sites
- Fax machines
- Video Conferencing

d) Reconnaissance and Information Gathering

i. Fact Gathering

- EMD Duty Officer and Duty Team will obtain information from department sources.
- EMD will direct staff in collecting and consolidating ongoing reconnaissance information from field units, the ICP and other available information sources.
- If adverse weather is predicted the EMD Duty Officer will initiate a Citywide Coordination Conference call. The purpose of the call is to coordinate discussion among the EOC departments on the potential impact of adverse weather, mitigation/preparedness response efforts, and potential need for an EOC activation. They may decide to convene the Adverse Weather Task Force.
- The EMD Duty Officer will obtain a full weather briefing from the Oxnard NWS office at (805) 988-6619 for the forecasted outlook. The briefing should include any or all of the following:
  - Current weather update and a 24-72 hour forecasted outlook.
- If warranted and approved by EMD management, the EMD Duty Officer will coordinate EOC activation at the appropriate level. Level 3 is the lowest activation level focused primarily on coordination of situation reporting. A Level 3 activation will include the EOC Director, PIO, Planning & Intelligence Section Coordinator, and the Situation Analysis Unit Leader.
- Recommend top priorities for actions and resources for the incident if it extends for several days

ii. Assessment

- EMD will work with other Departments to determine the scope of the incident and its impact on City functions and facilities, as well as residents.

- If the EOC is not activated the EMD Duty Officer will assess the current weather situation and forecasts to determine resource needs.
- If the EOC will be activated the EMD Duty Officer will assess the current weather situation and weather forecasts to determine the activated EOC level and organization positions.
- Coordination with other departments will be initiated to determine the scope of the incident and its impact on City functions and facilities, as well as residents.
- LAFD and the NWS will continue to develop and provide written forecasts for future time periods if requested.
- The EOC 909A Situation Report will also provide current and forecasted weather along with any NWS Hazardous Weather life/safety impacts.

### iii. Information Sharing

- Staff will collect and consolidate ongoing reconnaissance information from field units, the ICP and other available information sources.
- EMD will facilitate information sharing between Departments. This information sharing may occur through the EOC, through the Adverse Weather Task Force, or by conference call initiated by the Duty Officer/Duty Team.

## e) Incident Stabilization

### i. Incident Response

- The EMD Duty Officer or the EOC is responsible for implementing all coordination actions in support of field command's efforts to stabilize the incident.
- The EMD Duty Officer and Duty Team coordinate and execute the processes to activate the City Emergency Operations Center (EOC), if necessary, in accordance with EMD standard operating procedures.
- If the EOC is activated, relevant stakeholders, including the Mayor, Emergency Operations Board (EOB) members, and the Los Angeles County Office of Emergency Management will be notified of activation of the City EOC and level of activation.
- EMD may fill the Liaison Officer (LNO) position, Assistant LNO position, and/or an Agency Representative position at the Command Post.
- EMD Duty Officer will assist in the coordination with LAPD to initiate a NotifyLA message to the public if an evacuation is necessary.
- All critical and communications functions provided by EMD in support of Citywide response/recovery are related to the operations of the EOC.

### ii. Ongoing Information Gathering, Assessment and Sharing

- The EMD Duty Officer or the EOC will continue to monitor, record, evaluate and assess information obtained by departments with field response personnel (including Fire, Police, Public Works, Water and Power, etc.) to anticipate future emergency management needs of the departments.

- The EMD Duty Officer will communicate with the County Office of Emergency Management Duty Officer to monitor the incident.
  - Monitor, record, evaluate and assess information obtained by LAFD and LAPD during initial size up to anticipate future emergency management needs of the departments.
- iii. Assess Transition to Recovery/Demobilization
- The EMD Duty Officer or EOC is responsible for determining key incident thresholds to trigger the transition to recovery actions and organization if needed.
  - Develop strategies related to the recovery phase of the incident.
- f) Short-term Recovery
- i. Short-term Recovery Operations
- Key objectives of short-term recovery are to maintain or return vital life support systems to at minimum operating public safety standards.
  - Under LA Administrative Code Chapter 3 Local Emergencies, EMD is the Chief of the EOC Recovery and Reconstruction Division. EMD also leads recovery efforts as the City's assigned Local Disaster Recovery Manager (LDRM).
  - Implement the City's Recovery Annex.
- ii. Ongoing Information Gathering, Assessment and Sharing
- Continuously sustain situational awareness by evaluating and disseminating information from field operations and relevant stakeholders.
  - Assess transition to demobilization.
- g) Documentation
- i. Record Keeping
- Whenever the EOC is activated, or EMD personnel are assigned to a CP, all EMD employees are required to complete an ICS 214 form.
  - The ICS 214 form memorializes the number of hours EMD personnel work on a particular incident.
  - In the case of an EOC activation, ICS 214 forms are collected by the Finance & Admin 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.
  - All situational awareness notifications and bulletins released by EMD are saved in a uniquely named event folder located in the Department R: Drive.
- ii. Time Keeping
- The ICS 214 form memorializes the number of hours EMD personnel work on a particular incident.
  - 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 spent on the incident.
- iii. Financial Reporting
  - EMD's Administrative Section is responsible for tracking disaster related response costs incurred by the Department.
- h) Demobilization of Department Resources
  - i. EMD will evaluate long-term recovery needs and facilitate resource coordination between stakeholders.
  - ii. 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
  - iii. EMD will determine a plan and time period in which assets will be relinquished and restoration to normal activity will occur based on information from other departments and weather forecasts. Reductions of resources may coincide with restoration of public services and lifting of temporary safety restrictions.

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

### **a) Department Command and Control**

- i. Bureau Commanders are responsible for coordinating activities within their commands and providing 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 be required to coordinate resource allocations with other Bureaus.
- ii. Battalion Commanders will continue to maintain command post/staging areas to provide a location for Battalion coordination and control of all emergency operations within that geographic area of command. Incoming incident notification, dispatching, information and reconnaissance, interdepartmental/interagency coordination, etc., will be managed from this location.
- iii. Emergency Medical Services (EMS) Battalion Captains shall continue to report as directed for command assignments by their Battalion Commander.
- iv. The LAFD DOC may be activated depending on the complexity of the adverse weather impacts and LAFD resource needs.
- v. If adverse weather impacts are projected as severe and extending across most areas of the City, LAFD can activate the four Bureau Area Commands to direct and prioritize operations and resource allocation.

### **b) Logistics**

- i. Logistical needs should be addressed as early as practical to facilitate requests arriving in a timely manner.
- ii. Commanders shall determine the total needs to maintain a sustained operation within a planning framework.

- iii. Commanders shall consider needs for staffing, apparatus, specialized equipment and technical expertise, personnel relief, food, water, fuel, supplies, etc.
- iv. Battalion Commanders will communicate to their Division Commander, any logistical needs which are beyond their procurement capabilities.

c) Communications

- i. Each Battalion and Bureau Headquarters or CP shall provide "interdepartmental/interagency liaison."
- ii. Fire Department radio capability will be maintained at such locations and a Communication Plan shall be developed.
- iii. All members shall utilize strict radio discipline and individual initiative to resolve transmission/ reception difficulties.
- iv. Mobile and handheld radios will be the primary field communications systems due to their self-contained configuration.
- v. Landline communication will be established, if practical, in a concerted effort to reduce radio traffic.
- vi. The department CP Vehicles may be activated to assist field commanders at the direction of the Incident Commander.
- vii. Multi-channel synthesized radios in command vehicles may be used to communicate with mutual aid and assisting agencies.
- viii. Amateur radio networks may be implemented to assist in backup communications.
- ix. All resources shall monitor the Tactical Channel and their regular dispatch frequency for that area.
- x. Chief Officers shall also monitor the command frequency.
- xi. Battalion and Assistant Bureau Commanders shall control radio traffic within their commands and, as conditions warrant, may re-designate the use of their allocated frequencies.
- xii. Internal Fire Department communications will be accomplished using the Department's 800 MHz radio system.
- xiii. Communications with other City Departments, State and Federal agencies will be coordinated at the Unified Command Post (UCP) and through Fire Department Metro Fire Communications.

d) Reconnaissance and Information Gathering

i. Fact Gathering

- Stations to conduct vehicle "windshield" survey of first in reporting district.
- Initial information reports will originate from field resources to Battalion Commanders as a result of the preliminary assessment in the immediate area by radio/Mobile Data Computer.
- Subsequent information reports will require in-depth reconnaissance of each geographic area of responsibility, from the ground and air.
- If requested, LAFD may send a representative to the Adverse Weather Task Force.

ii. Assessment

- Battalion Commanders shall, as necessary, initiate windshield surveys to develop situational awareness. Windshield surveys 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 of "special considerations" within each company district. This may vary due to time of day or existing conditions.
- Fire Department Helicopters shall be requested through the Division Commander.
- The Special Operations Bureau Deputy Chief shall have overall control of helicopter operations and the establishment of use priorities.

iii. Information Sharing

- Information will be transmitted through channels to the proper command level for compilation, evaluation and action.
- Information shall be forwarded concerning the following situations:
  - Fires: Life threatening, conflagration potential, evacuation needs, exposure potential, product involvement.
  - Structural Damage: Buildings, evacuation needs, bridges, dams, etc.
  - Physical Rescue: Problem evaluation, technical assistance required.
  - Hazardous Materials: Life threatening incidents, product, potential, evacuation needs.
  - Water Supply: Broken mains, dry system, etc.
  - Access Routes: Impassable streets, essential routes that can be readily cleared, safe, clear access routes.
  - Utilities: Area wide disruption of telephone service, power outages, gas leaks.
  - Other Situations: Identify problems requiring Department assistance or situations affecting Department operations.
  - The LAFD DOC or a department representative will provide periodic situation updates to the EMD DO, or if the EOC is activated, the EOC Fire/EMS Branch.

e) Incident Stabilization

i. Incident Response

- Evacuation of Department resources from fire stations severely affected areas and establishment of a unified post in each affected Battalion will occur.
- Assist in coordination of the movement of the public including people with disabilities and others with access and functional needs.
- Lookouts will be established for the purpose of providing real time information to concerned officers.

ii. Ongoing Information Gathering, Assessment and 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
  - 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 weather event on operations and recovery.
- f) Short-term Recovery
  - i. Short-term Recovery Operations
    - Determine priorities with regards to recovery operations.
    - Continue to provide and manage any needed supplies or equipment.
    - Provide fire protection, rescue and medical aid in evacuated and relocated areas.
    - Ensure sufficient resources are on scene to accomplish Department priorities and tasks set forth in action plan.
  - ii. Ongoing Information Gathering, Assessment and 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.
    - Update the EOC on Department responses and activities.
    - Gather, update, improve, and manage information with a standard systematic approach.
    - Assess transition to demobilization.
- g) Demobilization of Department Resources
  - i. Assess weather forecasts and evaluate their potential impact on recovery efforts.
  - ii. Using the forecasts and information from the EOC, determine the ability to demobilize resources and personnel.
  - iii. Establish plans for demobilizing resources and personnel.

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

- a) Department Command and Control
  - i. The DOC is activated by executive management when conditions warrant a centralized departmental operational response or situational reporting. The DOC liaises between executive management and the GSD divisions.
  - ii. Emergency response objectives are to be based on life safety, property damage and restoration of air operations.
  - iii. The GSD General Manager will assign leads to restore essential facilities, equipment and records. The leads will evaluate and coordinate needs based on up-to-date lists of GSD facilities and records.
  - iv. The GSD General Manager will make the final determination regarding

construction-related services to restore City government and services.

b) Logistics

- i. During an emergency, resource management is centralized under the GSD Emergency Planning Unit, in conjunction with executive management. This unit also plays a role in the EOC Logistics Section.
- ii. Provide logistical support (portable toilets, water, etc.) to shelters via EOC logistics during EOC activations. This logistical support includes any durable medical equipment or consumable supply needs.
- iii. Provide fuel for fire and police aircraft, emergency generators and non-emergency vehicles (police, fire and Proprietary Departments manage their own vehicle fleet fueling operations).
- iv. Maintain fuel sites for response operations (except proprietary departments).
- v. Supply motor pool vehicles (personnel transportation) to City agencies responding to recovery efforts.
- vi. Procure needed materials/supplies from City warehouses or suppliers allowing City departments to restore critical utility infrastructure.
- vii. GSD Supply Services orders, receives, stores, and processes all incident-related resources and supplies. Handles tool operations, which include storing, disbursing, and servicing of all tools and portable, nonexpendable equipment.
- viii. GSD Fleet Services maintains and repairs vehicles and qualifying mobile ground support equipment assigned to the incident, supplies fuel for all mobile equipment, and provides transportation in support of incident operations. Coordinates transportation pool consisting of vehicles from various agencies, including City fleet. Provides up-to-date information on the location and status of transportation vehicles to the Resources Unit.
- ix. GSD will acquire facilities for storage and relocation of personnel when required.

c) Communications

- i. Field personnel will communicate with their divisions and/or the DOC via their supervisors or directly to the DOC via email, phone, or runners.
- ii. Primary communications
  - Landline phones
  - E-mail
  - Cell phones
- iii. Alternate Communications
  - 800 MHz radios
  - Government Emergency Telecommunications Service (GETS) cards
  - Electronic tablets
  - Fax
  - Runners
  - GSD Employee Emergency Information Call-in Line

- Everbridge notification system
- iv. Divisions will report to executive management on the current status of their communications abilities.
- v. To the extent possible and as permitted, begin utilizing primary methods of communication.
- d) Reconnaissance and Information Gathering
  - i. Fact Gathering
    - Information will be communicated by the EOC representative back to Senior Management and vice versa.
    - Continue pre-identified modes of information gathering and reporting.
  - ii. Assessment
    - Assessment of operational capabilities will be continuously updated.
    - Provide situation assessment through the DOC to the EOC.
    - Continue to assess need for currently mobilized resources.
    - Continue to account for personnel and equipment.
  - iii. Information Sharing
    - Continue to send reports to the DOC.
    - Liaise with other City agencies for situational assessments.
    - If requested, send representative to the Adverse Weather Task Force.
- e) Incident Stabilization
  - i. Incident Response
    - GSD Building & Maintenance provides facility maintenance required to support incident operations for GSD maintained facilities.
  - ii. Ongoing Information Gathering, Assessment and Sharing
    - Assessment of operational capabilities will 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 weather event on operations and recovery.
    - Based in immediate recovery assessment, reassess and determine need for activated positions.
    - Begin scaling back activated incident command positions, while considering effective operations and safety.
- f) Short-term Recovery
  - i. Short-Term Recovery Operations
    - Support City services in their efforts, including procurement of needed materials/supplies to allow City departments to meet recovery operation

- needs.
- ii. Ongoing Information Gathering, Assessment and Sharing
  - Provide construction-related support activities, including damage evaluation and repairs as directed.
  - Continue providing support work to City departments.
  - Support public utilities, public works, local agencies, and other City departments in their evaluations and improvements.
- g) Documentation
  - i. The GSD's Finance and Special Services, in coordination with other divisions, is responsible for documenting costs associated with a departmental emergency/disaster response within the guidelines of ICS as required by Standard Emergency Management System and National Incident Management System.
  - ii. Oversee the cost accounting, procurement, and claims processing associated with the emergency.
  - iii. Maintain records of expenditures for personnel and equipment.
  - iv. Provide preliminary and follow-up estimates of damage costs and loss for reimbursement from federal and/or state funds.
  - v. Work with the CAO to manage federal/state reimbursements.
- h) Demobilization of Department Resources
  - i. Continuously assess the need of Department resources and personnel using weather forecasts and information from the EOC.
  - ii. Determine intervals or timelines for demobilization of resources and personnel.
  - iii. Communicate demobilization plans to relevant departments and the EOC.

## **7. Housing and Community Investment Department (HCIDLA)**

- a) Department Command and Control
  - i. Initial Communication
    - The HCIDLA EMC will participate in Citywide Coordination Conference Calls.
    - In accordance with the situation, the EMC will make contact with the HCIDLA GM and Code Enforcement (Inspection) leadership to brief them on the situation.
  - ii. Department Operations Center (DOC)
    - If the EOC is activated, HCIDLA will provide EOC representatives as requested and will activate its DOC if deemed necessary.
  - iii. Field Staff
    - The HCIDLA EMC will brief HCIDLA Emergency Inspection staff on the current situation.
- b) Logistics
  - i. The EMC, in coordination with the DOC, if activated, will coordinate all

resource requests.

c) Communications

- i. The EMC and DOC will coordinate with the EOC and the HCIDLA GM's Office, to disseminate internal information to all HCIDLA staff and public information to the public via Social Media, Public Counters, Housing Hotline, Family Source Centers, Systematic Code Enforcement inspection visits and more.

d) Reconnaissance and Information Gathering

i. Fact Gathering

- The EMC will determine damage and safety of HCIDLA office locations
- The EMC and DOC will determine availability of inspectors.
- The EMC and DOC will request and receive information from EMD, LADBS, LAFD, and ARC as to the potential need of HCIDLA inspectors and/or property information (HCIDLA has information/data of multi-family building ownership, code enforcement history, etc.)

ii. Assessment

- HCIDLA staff will research the CCRIS (property information) system as needed to obtain multi-family property details.

iii. Information Sharing

- As requested, HCIDLA will share property information with EMD, LADBS, LAFD, ARC or any other designated entity.

e) Incident Stabilization

i. Incident Response

- If incidents occur during normal business hours, the HCIDLA Hotline and HCIDLA Emergency Inspectors will receive referrals directly from LADBS, LAFD, ARC or the property tenants, managers and owners themselves.
- Referrals may also be received from HCIDLA Systematic Code Enforcement Program (SCEP) Inspectors already out in the field – from each of HCIDLA's Regional Offices throughout the City.
- If a referral is received during normal business hours, HCIDLA Emergency Inspectors will go to the property, conduct an assessment and post a green, yellow or red placard.
- If necessary, Emergency Inspectors will refer displaced tenants to the ARC.
- As necessary, Emergency Inspectors will also begin the process and documentation to issue orders to correct.
- If incidents occur outside of normal business hours, EMD may be contacted by ARC or LAFD. EMD may contact LADBS and HCIDLA.
- If outside of normal business hours, the HCIDLA EMC or Emergency Inspectors may receive a call from EMD or LADBS, requesting information.
- It is HCIDLA policy to respond, out in the field, the next morning during normal business hours. LADBS responds with 24-hour emergency inspectors.

- If HCIDLA information assistance is needed immediately, HCIDLA Emergency Unit Inspectors have the capability to research property information and make contact with the property owner to begin process towards repair.
- ii. Ongoing Information Gathering, Assessment and Information Sharing
  - HCIDLA Emergency Inspectors and EMC will provide information to LADBS, ARC, LAFD, tenants, property manager, property owner and EMD (if involved).
  - On multi-family properties, HCIDLA has the code enforcement authority, and will conduct follow ups inspections to ensure that properties are repaired.
- iii. Assess Transition to Recovery
  - If the DOC was activated, the EMC will assess and recommend deactivation to the GM.
- f) Short-term Recovery
  - i. Short-term Recovery Operations
    - Depending on each situation, HCIDLA Code Enforcement, Rent Stabilization, and Compliance staff may be involved in ensuring the property comes back online, looking after the rights of both the tenants and landlords.
  - ii. Ongoing Information Gathering, Assessment and Information Sharing
    - The EMC will provide updates to EMD, as requested.
- g) Documentation
  - i. Record Keeping
    - All work conducted by Emergency Unit Inspectors is maintained in the HCIDLA CCRIS (property inspection information) system.
    - Any DOC work, including requests, will be recorded, filed, and made available as requested.
  - ii. Time Keeping
    - Time and costs related to the emergency will be uniquely coded. HCIDLA follows citywide guidelines.
    - The EMC will coordinate with HCIDLA Accounting staff, who are also represented in the DOC, to ensure time keeping associated with the emergency event is made available as requested.
  - iii. Financial Reporting
    - The EMC will coordinate with EMD, CAO, HCIDLA Accounting, and any other HCIDLA Divisions involved, to complete any necessary financial reports.
- h) Demobilization
  - i. The EMC will assess the situation and recommend demobilization to the GM.

## **8. Police Department, Los Angeles (LAPD)**

- a) Department Command and Control
  - i. Establish a UCP with the LAFD and other response agencies based upon pre-existing protocols.
  - ii. Follow established guidelines in the current Emergency Operations Guide and existing Area Standing Plans.
  - iii. During an Unusual Occurrence, when the Chief of Police or the person acting in his stead (Acting Chief of Police or Department Commander) is unavailable, the Watch Commander, Communications Division, shall assume interim command of the Department until able to notify one of the Department staff officers according to the succession of command, and is thereby relieved of that responsibility.
  - iv. The Chief of Police has the ultimate responsibility for the control of an Unusual Occurrence. The Chief of Police may, however, designate another Command or Staff Officer to act as the Director of Emergency Operations for the duration of the Unusual Occurrence. This allows the Chief of Police to continue his normal function and serve as Chairperson of the City's EOB. The Chief of Police along with other board members will establish policy for citywide operations as they relate to the management of the Unusual Occurrence.
- b) Logistics
  - i. The DOC Logistics Section is responsible for all of the services and support needs of the incident, including obtaining and maintaining essential personnel, facilities, equipment, and supplies.
  - ii. Process logistics needs promptly to facilitate requests arriving in a timely manner.
  - iii. Ensure staffing, apparatus, specialized equipment and technical expertise, personnel relief, food, water, fuel, supplies, etc., are provided to field units.
  - iv. Requests logistical needs beyond the department's procurement capabilities through the DOC to the EOC.
- c) Communications
  - i. Effective command and coordination is dependent upon prompt, accurate, and complete information. All personnel shall have the responsibility to communicate pertinent information upward to the next higher level of authority.
  - ii. Each CP and the LAPD DOC shall maintain a Situation Status chronological log. The log shall be a summary of all significant information relative to the Adverse Weather Event.
  - iii. The following information shall be entered into a written record.
    - All incident messages related to the Adverse Weather Event should be recorded on an ICS Form 213, General Message Form, for the incident's chronological log.
    - Personnel assigned to the Adverse Weather Event should maintain an ICS 214 Activity Log, documenting participation.

- Ensure an ICS Form 205, Communications Plan, is written at the incident command level.
- iv. Establish availability and accessibility of communications systems and devices, such as:
  - Satellite Telephone System
  - Operational Area Satellite Information System (OASIS)
  - Government Emergency Telecommunications Service/Wireless Priority Service (GETS/WPS) System 3-1-1 Call Center
  - EAS or other media system
  - Voice over internet protocol
  - Telephones
  - Cellular telephones
  - Ring-down (direct lines) telephones
  - Facsimile machines
  - Voice mail system
- v. Re-establish communications systems, if disrupted, or utilize back-up systems (refer to LAPD's Communications Systems Degradation Procedures).
- vi. Emergency Mass Notifications will follow the protocols listed in the City's Early Warnings and Notification Annex.
- d) Reconnaissance and Information Gathering
  - i. Fact Gathering
    - If directed by the Department Operations Center- Citywatch (DOC) the field personnel will report to the Area Watch Commander any significant damage they observe during their tour of duty. The Area Watch Commander will telephonically notify DOC of all reported Adverse Weather damage. The report may include a personnel status report, damage assessment of key installations, general damage assessment of the area, and any other pertinent information.
  - ii. Assessment
    - Ensure that an initial Size-Up has been obtained by field units and has been communicated to LAPD's Communications Division/DOC. Monitor the situation and status of the event.
    - As directed, provide LAPD's Communications Division/DOC with the personnel status report, general damage assessment of the Area, damage assessment of key installations, and/or aerial assessments.
    - Ensure that a situation status report is given including:
      - Location and size of the involved area (actual and potential.)
      - Type of area (business, residential, hillside, etc.).
      - Area that may need to be evacuated (refer to the Evacuation Annex).
      - Ingress/egress routes for emergency vehicles.
      - Additional Department personnel required, and location of staging

- area (emphasize number, not units).
- Location and radio designation of the Incident/Unified Command Post.
- Assess communications equipment (e.g. telephones, Astro radios, Area Command computers, Local Area Network (LAN)). If necessary, account for Area/division personnel by conducting a roll call for all on-duty Area/Division personnel.

iii. Information Sharing

- Within the timeframe established by LAPD's Communications Division/DOC, provide the LAPD's Communications Division /DOC with a personnel status report, damage assessment of key installations as well as a general damage assessment of the Area.
- The Chief of Police may advise the Mayor on law enforcement-related issues.
- If requested, send representative to the Adverse Weather Task Force. The LAPD's Communications Division, DOC, or a department representative will provide periodic situation updates to the EMD Duty Officer or if the EOC is activated, the EOC Law Enforcement Branch.

e) Incident Stabilization

i. Incident Response

- Identify areas to be evacuated, if necessary (refer to the City's Evacuation Annex).
- If necessary, provide perimeter control to keep unauthorized vehicles and pedestrians out of the area in accordance with directions from the Incident Commander.
- Open major ingress/egress routes for emergency vehicles.
- Maintain order and deter crime in the impacted areas.
- Assign all other resources as needed to the adverse weather event.
- If an Incident/Unified Command does not include LAPD, ensure an Area supervisor has been sent to the CP as an Agency Representative to maintain the liaison function. Establish and maintain communications with the CP Liaison Officer

ii. Ongoing Information Gathering, Assessment and Sharing

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

iii. Assess Transition to Recovery/Demobilization

- As control is established in the affected areas, Departmental resources assigned to incident-related operations may be reduced; however, there remains an obligation to assist and support other City Departments and agencies working in the area in whatever law enforcement role that is

- necessary.
  - Once order is established, attention should be directed toward restoring public services.
  - Assess transition to recovery.
- f) Short-term Recovery
  - i. Short-term Recovery Operations
    - Facilitate residential re-entry, if necessary and in accordance with the Evacuation Annex, by removing road closures and allowing residents to return to their homes.
    - Re-establish communication if disrupted.
    - Resume normal police operations.
  - ii. Ongoing Information Gathering, Assessment and Sharing
    - 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 weather event on operations and recovery.
    - Assess transition to demobilization.
- g) Documentation
  - i. Record Keeping
    - Under the supervision of the UCP Planning Section Chief, the Planning Section Documentation Unit Leader is responsible for the maintenance of accurate, up-to-date incident files. Examples of incident documentation include: The IAP, incident reports, communication logs, injury claims, situation status reports, etc. Thorough documentation is critical to post-incident analysis. Some of these documents may originate in other sections. This unit shall ensure each section is maintaining and providing appropriate documents. Incident files will be stored for legal, analytical, and historical purposes.
  - ii. Time Keeping
    - Under the supervision of the UCP Planning Section Chief, the UCP Resource Unit Leader is responsible for maintaining the status of all resources (primary and support) at an incident. This is achieved by overseeing the check-in of all resources, maintaining a status-keeping system indicating current location and status of all resources, and maintenance of a master list of all resources.
    - The UCP Resource Unit Leader oversees the recording of time for all Personnel/Equipment assigned to an incident. Personnel complete the timekeeping portion of the ICS Form 214, Activity Log, and overtime slips (when needed) and return them during demobilization to account for their time. The UCP Time Unit and UCP Finance and Administration Section is responsible for preparing the overall time report for the incident.

- LAPD timekeeping is documented via the Deployment Planning System (DPS).
- iii. Financial Reporting
  - The UCP Finance and Administration Section is responsible for collecting all cost data, performing cost effectiveness analyses, and providing cost estimates and cost saving recommendations for the incident.
- h) Demobilization of Department/Agency Resources
  - i. Deployment reduction should coincide with the removal of temporary regulations and the restoration of public service.
  - ii. Some emergencies present special problems because of a greater potential for looting; therefore, interior patrols should be maintained even after citizens are allowed limited access into closed areas.

## **9. Port of Los Angeles (POLA)**

- a) Department Command and Control
  - i. Executive Director- Senior Management
    - Monitor emergency information.
    - If necessary, declare that an emergency/disaster exists.
    - Activate the DOC.
    - Communicate response efforts and situational assessments to Board of Harbor Commissioners.
    - Provide guidelines on priorities, objectives and constraints.
    - Approve the recall of additional personnel.
    - Approve necessary emergency expenditures (e.g., purchasing and contracting).
    - Communicate with the Board of Harbor Commissioners.
    - Identify/assign the Incident Commander and method(s) of communication.
    - The order to evacuate would ultimately rest with field command acting on behalf of the Mayor, the Los Angeles Chief of Police, Fire Chief, and the Port Chief of Police.
    - The Port Police Department has the authority to initiate evacuations within the Port of Los Angeles.
  - ii. Division/ Section Heads
    - Division/section heads shall designate persons to act in their place whenever alternates have the responsibility to conduct all business and act in all matters normally assigned to his/her supervisor.
    - Place appropriate personnel on operational periods.
    - Organize evaluation teams based on inspection requirements.
    - All expanded response activities will be coordinated through the Port Police watch commander or his/her designee.
- b) Logistics

- i. Continuously update equipment and supply list critical to the response.
  - ii. Procure and distribute emergency supplies.
  - iii. Restock and replace emergency supplies as needed.
  - iv. Establish contact/vendors to supply barrier supplies and devices in the event City departments exhaust its resources.
  - v. Assess need and establish contacts for receiving or providing mutual aid assistance.
  - vi. Review and designate alternate worksites for employees.
  - vii. Coordinate heavy equipment and debris removal crews with other emergency response agencies.
  - viii. Support LAFD requests to provide equipment for road access.
  - ix. Continue to provide food, water and shelter for field personnel and others as needed.
  - x. The Goods Movement Division will assist with all supply chain entities. Monitor and provide status of external damage to cargo transportation corridors.
- c) Communications
- i. All Emergency Notifications will go through the Watch Commanders office.
  - ii. The Port Police Watch Commander will work with the Harbor Communications Division and implement an Everbridge notification with Port of Los Angeles (POLA) personnel from the various POLA divisions and sections.
  - iii. The POLA can communicate internally and with other agencies using a number of different resource including the following communication resources:
    - Everbridge Notification or Live Operator
    - Employee Telephone Notification System (All Employees) Out of area "800" telephone number
    - Police Communications (TX 452.250)
    - Astro/Saber Radio System
    - Police Patrol Boat and Port Pilots Astro/Saber Radio System and Marine Radio
    - Internet and e-mail
    - Employee Public Address System, Bullhorns, Long Range Acoustic Devices (LRAD), Helicopter Assisted with Public Address System
    - CANS, EAS, Dialogic, Electronic Message Boards
    - Landlines
    - 800 MHz Trunk Radio
    - Port Police Dispatch Telephonic Notification
    - Establish public information and assistance hotlines if deemed necessary
    - Locate and redistribute the 12 satellite phones as necessary
    - Deploy additional Trunk Radios as needed

- iv. Media Relations Division will disseminate information, including news releases coordinated with the City EOC or an activated JIC.
- d) Reconnaissance and Information Gathering
  - i. Fact Gathering
    - Contact appropriate Department personnel for notification, advice and consultation purposes.
    - If requested, send representative to the Adverse Weather Task Force.
  - ii. Assessment
    - Each division will conduct an initial assessment of operational capabilities and workforce.
    - Assess workforce and operational capability.
    - Assess potential scope of crisis and potential staffing needs.
    - Assess need and notify affected personnel to remove department and personal vehicles equipment from buildings and parking structures.
  - iii. Information Sharing
    - Communicate damage assessments and staffing determinations to relevant stakeholders.
    - Port Police will provide a representative to the City EOC when activated.
    - Periodically report incident status to EOC from the DOC when activated.
    - If requested, send a representative to the Adverse Weather Task Force.
- e) Incident Stabilization
  - i. Incident Response
    - Continue to maintain POLA operations if feasible, however curtail non-emergency operations if necessary.
    - Maintain security of the Port.
    - Dispatch damage assessment teams to impacted areas.
    - Assist in search and rescue operations.
    - Immediately upon the conclusion of a severe weather incident, all divisions within the department will account for all their personnel.
    - Inspection priorities are based on the following guidelines:
      - Safety hazards
      - Security issues
      - Environmental protection
      - Utility restoration
      - Operability of essential Port facilities
      - Access to Port facilities/ removal of debris
      - General surface and road conditions
      - Implement Division Business Continuity Plans and the Harbor Department Port Recovery Plan

- Deploy barricades, K-rails, and other safety devices for road closures and detour routes
  - ii. Ongoing Information Gathering, Assessment and Sharing
    - Each division should prepare situation status report and forward it to the DOC.
    - Port Police conduct initial response and survey of damage area.
    - Employee work locations must be deemed safe prior to continuing to utilize the location.
    - Complete damage assessments to critical infrastructure, department facilities and assess response capability. If roadways are lost, site assessments will be conducted via the waterways.
    - Ensure situational awareness and mapping of damage is completed.
    - Continue to update equipment and supply list critical to the response.
    - Assess and determine the need for further personnel.
    - Notify EMD DO or EOC and other agencies of safety assessment inspection results as needed.
  - iii. Assess Transition to Recovery
    - Establish criteria and/or ordinances for post event issues (i.e. debris removal, demo, and reimbursements). Determine long term issues that will take time to resolve.
    - 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 weather event on operations and recovery. Identify alternate locations that employees can work in case of primary work locations are damaged and will take a long time to repair.
- f) Short-term Recovery
  - i. Short-term Recovery Operations
    - Establish priority list of transportation corridors that need to be repaired and/or reconstructed.
    - Restore landside Port infrastructure.
    - Restore waterway navigability.
    - Ensure that essential functions and or incidents are restored and brought back to normal.
    - Vessel salvage/Wreck removal.
    - Restore Cargo Operations.
    - Coordinate with United States Army Corps of Engineers for restoration of deep draft and non-deep draft channels.
  - ii. Ongoing Information Gathering, Assessment, and 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.
- Update the EOC on Department responses and activities.
- Gather, update, improve, and manage information with a standard systematic approach.

g) Documentation

- i. If a determination was made that POLA would activate the DOC or the Port Police Operations Center, and overtime costs were incurred, the POLA accounting payroll section and police administration staff would attain the overtime records that were dedicated because of the severe weather event for both Police Officers and civilian staff.
- ii. If the severe weather impacts result in the need for long term recovery efforts that continue after the EOC is deactivated, a dedicated Work Order number is assigned by the Controller. All work will be charged against that number for tracking purposes.
- iii. The POLA Risk Management Division will assist in determining applicable insurance coverage's and reimbursement measures.
- iv. The POLA Accounting Division will be responsible for accessing the department funds needed during a disaster response.
- v. POLA has all of its employees input their hours worked into a timekeeping system called "HD Time".
- vi. Maintain record keeping, timesheets, and logs associated with the event.
- vii. Assign personnel in each division to document and log events for after action report.
- viii. Assess transition to demobilization.

h) Demobilization of Department/Agency Resources

- i. Assess weather forecasts and evaluate their potential impact on recovery efforts.
- ii. Using the forecasts and information from the EOC, determine the ability to demobilize resources and personnel.
- iii. Establish plans for demobilizing resources and personnel.

**10. Public Works, Department of (DPW)**

The Department of Public Works (DPW) is responsible for the construction, renovation, and operation of City facilities and infrastructure. The Department builds and maintains the City's streets, maintains the sewer collection system and operates water reclamation plants, and constructs storm drains as well as public buildings, rights-of-way, and service facilities. DPW does not repair or restore electrical service to the City of Los Angeles.

a) Department Command and Control

- i. Determine if the DPW Emergency Plan should be activated, and if activated, the Emergency Preparedness Coordinator will notify the EMD DO.

- ii. Establish and maintain communications between the EOC, Bureau Operations Centers (BOCs), and operational command centers.
  - iii. Review the City Debris Management Plan and ensure that personnel and resources are in place to assist in transferring and temporarily storing debris if necessary.
  - iv. Review mutual aid agreements and standing contracts. Reach out to stakeholders as necessary.
  - v. If requested, send a representative to the Adverse Weather Task Force.
- b) Logistics
- i. Division Managers and or BOC directors shall review and designate alternate worksites for employees as needed.
  - ii. Each BOC shall identify critical equipment resource locations and available equipment and operators.
- c) Communications
- i. All DPWs bureaus shall verify lines of communications between management, staff, and other City agencies using and testing various communications available (telephonic, electronic, 800 MHz radios, and or runners) and shall report any broken means to designated supervisors.
  - ii. Board of Public Works office maintains a confidential phone list of all bureau emergency contacts and distributes through the department Emergency Management Coordinator.
  - iii. All bureaus shall perform communication equipment check of all cellular phones, hand held radios and base stations.
  - iv. Each bureau will alert off duty personnel of possible recall.
- d) Reconnaissance and Information
- i. Fact Gathering
    - Deploy teams to assess staffing, infrastructure and utilities, other than water and electricity.
    - Establish communications within the department.
    - Establish communications within the City.
    - Monitors news media and weather reports.
  - ii. Assessment
    - Each bureau will establish emergency response crews.
    - Operating bureaus will prepare and present a situation status report to their Bureau Director and their bureau Emergency Coordinator.
    - Each bureau shall conduct an assessment of workforce and operational capability and provide a report to their designated manager/supervisors.
    - Operating bureaus shall inventory and check generators, maintain fuel for each.
    - Bureau of Engineering (BOE) shall coordinate with LADBS to establish criteria for damage assessment (percent of damage and cost).

- Bureau supervisors shall assess need and notify effected personnel to remove department and personal vehicles / equipment from buildings and parking structures in the threatened or affected areas.
- iii. Information Sharing
- Send representative to staff the EOC Public Works Branch when activated.
  - Update necessary reports with information from DPW employees in the field.
- e) Incident Stabilization
- i. Initial Incident Response
- Sanitation
    - Will conduct remote assessment of wastewater flow and pumping capability and provide a status report to division manager.
    - Water reclamation plants will conduct a visual inspection of all operating systems and provide a status report to division manager.
  - Street Services and Street Lighting
    - Will assess its capability and provide a preliminary status report to General Managers and to bureau emergency coordinator.
    - Assist LADWP by barricading and marking areas with electrical hazards.
    - Bureau of Street Services (BSS) shall activate their Bureau Operations Center to monitor and coordinate responses.
    - Activation of Adverse Weather Response Plan.
    - Personnel are placed on 12 hour shifts.
    - Provide roadway clearance for emergency response vehicles and evacuation.
    - Oversee the response to tree emergencies and the removal of tree debris impacting response efforts.
  - Engineering
    - Will mobilize Bridge and Tunnel inspection teams.
    - Will prepare to deploy personnel to staff the EOC Geographic Information System (GIS) Unit Leader in support of GIS mapping in the EOC Planning & Intelligence Section.
- ii. Ongoing Information Gathering, Assessment and Sharing
- Assessment of operational capabilities will be continuously updated.
  - Continue pre-identified modes of information gathering and reporting.
- iii. Assess Transition to Recovery
- 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 weather event on operations and recovery.
- f) Short-term Recovery
- i. Initial Recovery Operations
    - Work with other departments and, if activated, the Adverse Weather Task Force, to establish recovery goals and determine priorities.
    - Develop a list of needed repairs and establish repair priorities other than water and electricity.
    - 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
    - Assess weather forecasts and evaluate their potential impact on recovery efforts.
    - Assess transition to demobilization.
- g) Documentation
- i. Record Keeping
    - Initial Damage Assessments are to be reported on FEMA/Cal OES mandated forms.
    - The Public Works Financial Management Division is responsible for securing copies of all rental equipment charges, materials and copies of all field documentation charged to work order(s) used in the emergency, for tracking full cost recovery and future invoicing for seeking reimbursement from the Cal OES/or FEMA.
    - BSS shall document all activities on Storm/Disaster Daily Worksheets.
  - ii. Time Keeping
    - FEMA and Cal OES have forms to report the initial emergency response including: force account labor, contract labor and equipment and expense.
    - The Public Works Financial Management Division 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 and the CAO.
    - Costs are tracked using the City's Merlin system. The plus time sheets, purchase records, etc. will constitute documentation to support the Bureau's expenditure claims.

- The Financial Management Division is tasked with verifying that designated work orders have been opened and that all related Bureau costs are being charged correctly to that work order.
- h) Demobilization of Department/Agency Resources
- i. Continuously assess the need of Department resources and personnel using both weather forecasts and information from the EOC.
  - ii. Determine intervals or timelines for demobilization of resources and personnel.
  - iii. Communicate demobilizations and demobilization plans to relevant Departments and the EOC.

**11. Recreation and Parks, Department of (RAP)**

- a) Department Command and Control
  - i. The emergency organization of RAP conforms to the requirements of SEMS and ICS. During all DOC activations, the ICS organization shall be utilized at all times.
- b) Logistics
  - i. Coordinate with the ARC to provide supplies and staffing at shelter sites. Also coordinate with Los Angeles Unified School District (LAUSD), Salvation Army, Library Department, Housing and Community Investment Department, Animal Services, Department on Disability and the Department of Aging to identify additional shelter sites and support including Functional Needs Support Services (FNSS).
  - ii. Support equipment and staffing resource requests from the EOC.
  - iii. Continue to assess need for currently mobilized resources.
  - iv. Continue to account for personnel and equipment.
- c) Communications
  - i. Divisions will report to executive management on the current status of their communications abilities.
  - ii. To the extent possible and as permitted, begin utilizing primary methods of communication.
  - iii. Establish availability and accessibility of communications devices:
    - Telephones
    - Cellular telephones
    - 800/900 MHz radio system
    - Low-band radio system
    - Mobile radio vehicles
    - Fax machines
    - Email
    - Messengers
    - Amateur radio operations
    - EAS or other media system

- Out-of-state 800 voicemail system
  - Park Ranger Communications Center
  - DOC computer link from the DOC to the EOC
- d) Reconnaissance and Information Gathering
- i. Fact Gathering
    - Deploy inspection teams to 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.
    - Assessment of workforce and operational capability.
    - Assessment of pre-identified shelters operational status and implementation of mitigation measures ahead of adverse weather.
    - Mitigate known hazards ahead of adverse weather (securing equipment, staging sandbags, etc.).
    - If requested, send representative to the Adverse Weather Task Force.
  - iii. Information Sharing
    - Provide situation assessment through the DOC to the EOC.
    - If requested, send a representative to the Adverse Weather Task Force.
- e) Incident Stabilization
- i. Incident Response
    - Coordination of Shelter operations when the EOC is activated.
    - Arrange for shelter facilities for persons rendered homeless.
    - Report to EOC Operations Section.
    - If the response requires the activation of three more RAP facilities, the RAP DOC will be activated.
    - Brief and document all activities within the EOC Mass Care Branch.
    - Maintain database of vital information pertinent to Shelter-Welfare 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 worker functions to other departments (e.g. evacuation teams, traffic control, and park ranger law enforcement).
  - ii. Ongoing Information Gathering, Assessment and Sharing
    - Continue to assess operational capabilities.

- Complete damage assessments to critical infrastructure, department facilities and assess response capability.
  - Re-establish communications if interrupted.
- iii. Assess Transition to Recovery
- Assess the capacity to de-escalate resources engaged in response operations and support.
  - Determine the gaps in response activities related to the Department's roles and responsibilities:
    - Numbers of people spontaneously sheltering
    - General condition and need of the people spontaneously sheltering
    - Document equipment on site such as tents, port-a-potties, etc.
    - Situational awareness
    - Road closures
    - Park closures
  - Assess latent impact of weather event on operations and recovery.
- f) Short-term Recovery
- i. Short-term Recovery Operations
- Account for all RAP Personnel.
  - Remove hanging limbs, downed trees, and other debris at designated sheltering facilities and other facilities.
  - Continue to facilitate sheltering of the public, including people with disabilities and others with access and functional needs
- ii. Ongoing Information Gathering, Assessment and Sharing
- Initiate report to the CAO relative to all casualties, damage, losses, expenditures incurred.
  - Provide the DOC with further assessment of damage to Critical Facilities and resources.
  - Daily report provided to the public, via the Internet, by Public Information Division consistent with EOC public information.
  - Re-establish communications if interrupted.
  - Assess transition to demobilization.
- g) Documentation
- i. Record Keeping
- The Department implements certain procedures for documenting costs associated with emergency/disaster response. The emergency management coordinator is responsible for gathering all forms, time-keeping data, and other reports.
- h) Demobilization of Department Resources
- i. Continuously assess the need of Department resources and personnel using both weather forecasts and information from the EOC.

- ii. Evaluate both temporary and long-term sheltering needs.
- iii. Determine intervals or timelines for demobilization of resources and personnel.
- iv. Communicate demobilizations and demobilization plans to relevant Departments and the EOC.

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

- a) Department Command and Control
  - i. The emergency organization of the Department of Transportation conforms to the requirements of the SEMS and the ICS. During all DOC activations, the ICS organization shall be utilized at all times.
- b) Logistics
  - i. Ensure that response and evacuation assistance vehicles are able to reach their destinations using pre-identified emergency response routes when possible.
  - ii. Equipment and materials used during the incident should be inventoried as they are removed from use, and all damage documented.
  - iii. Efforts must be made to account for lost or abandoned equipment, and recovery attempted.
  - iv. Unused supplies should be returned to their source.
  - v. Provisions must be made for service, repair or replacement of damaged equipment and restocking of expended supplies.
- c) Communications
  - i. In the event the City EOC is activated, representatives from the Department of Transportation may be required to report to the City EOC to support its operation.
  - ii. The 3-1-1 Call-Out Center will notify the primary points of contact from LADOT advising of the activation of the City's Emergency Operations Center. Additionally, LADOT will notify EOC responders as directed by EMD.
  - iii. The primary contacts will notify members from the Department's EOC/DOC cadre to respond to the EOC and the DOC. This notification is done via landline, text cell phone communication, and Everbridge.
  - iv. Utilize 800 MHz radios as well as telephone and computer access to ensure communications internally with staff.
  - v. Establish means of communication with Department personnel and regularly brief them of the emergency status.
  - vi. Establish Departmental hotline as needed and/or City hotlines.
  - vii. Supply and confirm information regarding road closures and evacuation routes to the EOC.
  - viii. Public Information Officer will coordinate information regarding road closures and evacuation routes with the Joint Information Center (JIC) in the EOC. LADOT Public Information Officers will share information on social media in coordination with the JIC. LADOT will provide updated

information into the SALUS system, when possible.

- ix. Use mobile changeable message signs and mobile broadcaster to inform the public of evacuation/detour routes.
  - x. Post evacuation routes and refuge sites on the Website.
  - xi. Initiate the LADOT Automatic Activation procedures in the event of an adverse weather event.
  - xii. Upon automatic activation or notification to activate the Department Emergency Plan, information and guidance for LADOT staff will normally be passed via telephone using an emergency notification telephone tree/cascade or similar system.
  - xiii. Certain persons have been designated to assist the Communications operators in making notification to engineering and field personnel.
  - xiv. The Acting Senior Transportation Engineer in charge of Special Traffic Operations has the role of the 24-hour Engineer-On-Call.
  - xv. This position is responsible for emergency calls for engineering assessments during any type of emergency or disaster.
  - xvi. This position has the authority to activate the LADOT DOC for emergencies wherein LADOT employees will be activated to respond to a situation requiring the services of the LADOT.
- d) Reconnaissance and Information Gathering
- i. Fact Gathering
    - Windshield surveys conducted by staff in the field to report damage.
  - ii. Assessment
    - Conduct windshield surveys at LADOT facilities and report any damages.
    - Determine viability of emergency travel routes to be used.
  - iii. Information Sharing
    - Report findings and current status of their communications abilities to the Communications Center (818-752-5120) who will relay to the DOT DOC (323-224-6557).
    - If requested, send representative to the Adverse Weather Task Force.
    - The DOT DOC or a department representative will provide periodic situation updates to the EMD DO or if the EOC is activated, the EOC Transportation Branch.
- e) Incident Stabilization
- i. Incident Response
    - Contact the Department Emergency Management Coordinator(s) at (213) 294-6708 and (213) 220-3495 for activation of the LADOT Severe Adverse Weather Plan and in addition, the General Manager and management team of the Department of Transportation.
    - Maintain and/or restore transportation services and facilities.
    - Coordinate public transportation resources to include accessible

transportation.

- Assist in disaster response and recovery efforts by other Departments.
  - Provide for the safe and orderly movement of emergency, rescue and other traffic.
  - Maintain resources necessary to maintain services essential to public safety.
  - LADOT PIO will post information regarding road closures and evacuation routes on the LADOT website.
  - Use mobile changeable message signs and mobile broadcaster to inform the public of evacuation/detour routes when possible.
  - Post evacuation routes and refuge sites on LADOT website.
  - Assist in the implementation of the evacuation plans developed for the Harbor, Venice and West Los Angeles areas.
  - Assist LAPD in prohibiting the ingress of any unauthorized vehicular traffic into the evacuation zones and facilitates the egress of evacuees.
- ii. Ongoing Information Gathering, Assessment and Sharing
- Divisions will report to the communications center on the current status of their communications abilities.
  - To the extent possible and as permitted, begin utilizing primary methods of communication.
  - Continue modes of communication designated in the departmental SOP for information gathering and reporting.
  - Continue to assess roads and damage to infrastructure for recovery.
- iii. Assess Transition to Recovery
- Ensure immediate response operations are still needed.
  - Assess the viability of transitioning to a recovery phase.
  - Assess latent impact of weather event on operations and recovery.
- f) Short-term Recovery
- i. Short-term Recovery Operations
- Materials and temporary traffic controls will remain in place until the completion of repairs to roadways and other transportation facilities.
  - Records must be kept of all costs for emergency, temporary and permanent repairs.
  - Efforts to maintain records of expenditures of time and equipment as well as to obtain reimbursement shall continue.
  - All applications for reimbursement shall be prepared and submitted in an expeditious manner.
- ii. Ongoing information gathering, Assessment and Sharing
- Nine key areas LADOT addresses:
    - Residential, Commercial, and Industrial Rehabilitation

- Public Sector Services
  - Economic Recovery
  - Land Use/Re-use
  - Organization and Authority
  - Psychological Rehabilitation
  - Vital Records
  - Inter-jurisdictional Relationships
  - Traffic Mitigation
  - Assess transition to demobilization
- g) Documentation
- i. Record-keeping
    - All hours associated with an incident are also captured and summarized into cost tracking worksheets. The worksheets are then processed and calculated using established LADOT practices and in conformance with the Public Assistance Program.
    - The detailed documentation is reviewed by the payroll/timekeeping unit and accounting unit. Worksheets identifying equipment usage are also collected and summarized.
- h) Demobilization of Department Resources
- i. Continuously assess the need of Department resources and personnel using both weather forecasts and information from the EOC.
  - ii. Determine intervals or timelines for demobilization of resources and personnel.
  - iii. Communicate demobilizations and demobilization plans to relevant Departments and the EOC.
  - iv. Assess the resources and personnel needed for any long-term roadway closures.

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

The Los Angeles Department of Water and Power delivers reliable, safe water and electricity to over 4 million residents and businesses in the City of Los Angeles and the Owens Valley.

- a) Department Command and Control
  - i. System heads or their designees will be responsible for initiating their system emergency response plans, and notifying the General Manager through their Senior Assistant General Manager of the activation of their system's emergency response plans.
  - ii. LADWP has two primary DOCs (Water and Power), and an Information Technology Emergency Center (ITEC) that perform internal coordination functions.
- b) Logistics

- i. Information Technology - Support LADWP by evaluating and recommending actions concerning network, telephone, radio, mainframe, server and applications.
  - ii. Human Resources - Support LADWP with in-house, contract and volunteer employee assistance resources.
  - iii. Communications, Media and Community Affairs (CMCA)– Support LADWP by acting as liaison to other governmental agencies, community associations, the public, news media, employees, Board of Commissioners, and LADWP executive management.
  - iv. Customer Services Division - Support LADWP by providing information to customers, City departments, LADWP units and other entities regarding water and electric services, and collecting customer reports of service interruptions related to ongoing events.
  - v. Supply Chain Services - Support LADWP by purchasing materials, supplies, services, and equipment.
  - vi. Security Services – Support LADWP by providing employee and asset protection services.
  - vii. Corporate Safety – Support LADWP by evaluating and recommending actions concerning hazardous waste, air quality, recycling, and other environmental services.
  - viii. Financial Services Organization – Support LADWP by providing finance and planning, budget, controller and audit services.
  - ix. Fleet Services – Support LADWP by providing fuel, equipment, maintenance and repair of vehicles and equipment, and helicopter support.
- c) Communications
- i. Systems Divisions will report to executive management on the current status of their communications abilities.
  - ii. LADWP utilizes the following communications devices and systems for primary and redundant communication needs:
  - iii. Primary Communications
    - Internet
    - WebEOC
    - Social media
    - Landline Telephone (both VOIP and non-VOIP)
    - 900 MHz, UHF and low-band radio systems (base, vehicle and handheld).
    - Cell phones
    - Mass Notification System (Jetty and NotifyLA)
    - LADWP Intranet
  - iv. Alternate Communications
    - Government Emergency Telecommunications

- Service/Wireless Priority System (GETS/WPS)
  - Wireless Emergency Alerts (WEA)
  - Out-of-State voice-mail systems
  - Mobile radio equipped vehicles
  - Satellite phones
  - EAS or other broadcast media
  - 800 MHz radio system (LA City)
  - Video conferencing
  - Messengers
- d) Reconnaissance and Information Gathering
- i. Fact Gathering
    - During an emergency, there are several ways damage assessment information is reported to the LADWP DOCs. These include:
    - Information from employees assigned to conduct windshield surveys, safety inspections of specific facilities, systems, and other areas.
    - Customers, the general public or others reporting system damage to LADWP.
    - Radio and TV reports.
    - Communications with City departments and partner agencies.
  - ii. Assessment
    - Following an incident, LADWP Systems maintain established protocols to check the status of critical infrastructure and equipment. Actions include forming safety assessment teams, assessing infrastructure for damage, and functionality, and prioritizing repair work for assignments.
  - iii. Information Sharing
    - Dissemination of information to line management in order to keep 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.
    - If requested, LADWP will send a representative to the Adverse Weather Task Force.
- e) Incident Stabilization
- i. Incident Response
    - Arrange for emergency fencing, shoring, and repair of LADWP facilities as required to ensure employee and public safety.
    - If necessary, initiate consideration of fast-track repair permit ordinance.
    - As available, provide equipment and personnel to assist in removing downed trees from de-energized electric lines.
    - Restore access to facilities.
    - Maintain secure areas for utility restoration crews.

- Assign representatives to assist the Utility in coordinating the repairs of utility facilities.
- ii. Ongoing Information Gathering, Assessment and Sharing
  - Both Water and Power Systems work closely with LADWP Communications, Media and Community Affairs (CMCA) to validate information, craft and disseminate internal and external information, broadcast and print, regarding service interruptions and progress of restoration efforts. Information is gathered and shared through various portals such as Jetty, social media, media outlets, as well as internal e-mail distribution. This process is continued throughout the response and recovery phases.
  - Strive to maintain water and power services for police facilities, fire facilities, hospitals, wastewater & solid waste facilities, and to Life Support Discount Program (LSDP) customers.
- iii. Assess Transition to Recovery
  - Information regarding the demobilization of resources will be communicated from the field to the LADWP DOCs, and forwarded to the City EOC as appropriate.
  - Facilitating the situational status briefings help identify the System's ability to transition from recovery to demobilization as resources no longer needed for response/recovery can then be transitioned back into routine service.
- f) Short-term Recovery
  - i. Short-term Recovery Operations
    - Activate the LADWP DOCs in accordance with the LADWP Emergency Response Plan for command and management in the coordination of Power System response for restoration of power supply, which 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 and work to 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.
    - 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.
- Restore those power facilities which affect the greatest number of persons.
  - Strive to maintain power services for police facilities, fire facilities (including hydrants), hospitals, wastewater and solid waste facilities and to life support discount customers.
  - Ensure that facilities have reliable logistical support, services, and infrastructure systems [e.g., water, power, heating/ventilation/air conditioning (HVAC), and adequate physical security and access controls.
  - Ensure that the alternate facility is not in the same immediate geographical area as the primary facility, thereby reducing the likelihood that the alternate facility would be impacted by the same incident that impacts the primary facility.
  - Consider cooperative agreements such as MOUs, mutual aid agreements with other agencies, or contract agreements with vendors who provide services such as virtual office technologies.
  - Maintain water supply to the distribution system for fire suppression and customer needs.
  - Restore those water facilities which affect the greatest number of persons.
  - Maintain/restore water quality.
  - Provide temporary water service connections (e.g. above ground service connections to fire hydrants) to act as temporary water fountains, including in areas identified as high risk (e.g. large planned events, areas with high numbers of homeless persons, etc.).
  - Provide resources (equipment, materials, vehicles and labor) to setup and distribute emergency water supply to the public.
- ii. Ongoing Information Gathering, Assessment and Sharing
- Manage system load upon deficiencies.
  - Perform damage assessment of essential facilities and equipment through emergency engineering inspections. Inspections will be commensurate with the availability of personnel for inspections 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 and personnel safety, and unusable facility due to damage. Inspections will also comment on extent of damage and description of damage.
  - 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.
  - Maintain communication systems in working order.

- Damage assessment and reporting of water facilities.
- Prevent or minimize property damage.
- Water facilities repair.
- Continue water data gathering and documentation.
- Assess transition to demobilization.

g) Documentation

i. Record-Keeping

- Critical documents that are generated during an emergency response that are needed for cost recovery are the responsibility of the systems 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 materials
- If any reports for damages are submitted to the EOC, a copy should be submitted to the LADWP Crisis Management Center (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 department-wide documentation related to Cal OES/FEMA and insurance claims.

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 City Administrative Office (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 that 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

iii. Financial Reporting

- Financial Services Organization (FSO) is responsible for directing Department-wide documentation related to FEMA/Cal OES disaster reimbursement claims and for coordinating submittals to the City's CAO, which, in turn, coordinates the Citywide FEMA/Cal OES documentation and reporting requirements.
- The LADWP FSO, in conjunction with the LADWP OEM and the City CAO shall develop and implement audit-ready packages for expenditures associated with emergency/disaster recovery/restoration and hazard mitigation. This guidance will be based upon processes developed from current FEMA and Cal OES guidance and outlines the instructions necessary for compiling documentation that is designed to meet the Federal and State audits' requirements.
- Each of the three major systems in LADWP (Water, Power, and Joint) is responsible for compiling documentation and records of its own lead jobs or projects consistent with departmental provisions. The effort is coordinated by a system-level FEMA Documentation Coordinator.

h) Demobilization of Department Resources

- i. Continuously assess the need of Department resources and personnel using both weather forecasts and information from the EOC. Determine intervals or timelines for demobilization of resources and personnel.
- ii. Communicate demobilization plan to relevant Departments and the EOC.

**B. County of Los Angeles**

Although the City of Los Angeles has no authority to assign responsibilities to Los Angeles County departments, many County departments are the primary agency responsible for providing certain services to the City of Los Angeles. The March 21, 1995 Council approved Agreement between the City and County outlines these responsibilities (See Section VI. Agreements and Understandings).

County departments, along with the services they provide, include:

**1. Emergency Medical Services Agency, Los Angeles County (EMS Agency)**

- Ensure timely, compassionate, and quality emergency and disaster medical services.
- Coordinate the County's emergency medical services system including hospitals, fire departments, and ambulance companies.
- Report to the Los Angeles County Operational Area EOC and staff the EOC Operations Section Health Branch.

- Provide an AREP to the CP to liaise with onsite personnel.
- Coordinate transport and distribution of injured victims/patients to the appropriate medical facility.

## **2. Mental Health, Los Angeles County Department of (LACDMH)**

- Coordinate and provide mental health services to community disaster victims and disaster emergency responders throughout the duration of the disaster and its recovery period.
- Triage all requests for crisis counseling services.
- Verify lines of communication between management, staff and other county agencies.
- Dispatch teams to field sites.
- Provide specially trained mental health liaisons to work at the City of Los Angeles or County EOC in the Operations Section Mass Care Branch to support ESF #8 and the coordination of county response.
- Review and designate alternate worksites for employees as needed.
- Deploy licensed and specialty trained staff to requesting county and City departments.
- Provide triage, education, assessment and intervention of individuals impacted by the disaster.
- Provide crisis counseling to support the psychological and emotional well-being of the community.
- Maintain continuity of care for people with mental illness who were receiving care prior to the disaster.

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

- If requested (such as for extreme heat or cold), send a representative to provide subject matter expertise to the Adverse Weather Task Force.
- Within 72 hours inspect all food sources, retail, wholesale, and food service industry in the affected areas if necessary.
- Conduct an assessment of the water supply system including structural damage of buildings, storage tanks, pipelines, and processing equipment will be conducted by large water purveyors.
- Oversees environmental health and safety issues for certain types of regulated housing facilities.
- Anticipated that vector infestations will be created as waste management systems are disrupted and breeding site potential is increased.
- Respond to hazardous materials incidents generated by the earthquake, in coordination with other response agencies.
- Conduct disease surveillance.
- Conduct disease control.
- Ensure sanitary conditions at shelters which do not facilitate the spread of

disease or other conditions which would negatively impact the health of the public.

- Monitoring and addressing any adverse impacts on animal health or situations that may present a zoonotic threat.
- Support efforts to manage wastewater, sewage, and other liquid waste in the post-disaster environment.
- Assists the coroner's office and other responding agencies with public health concerns regarding the management of mass fatalities stemming from the incident.

#### **4. Public Social Services, Los Angeles County Department of (LACDPSS)**

- Provide support to staff at established shelters or adverse weather centers.
- Activate In-Home Supportive Services (IHSS) At-Risk Notification Plan to check on the well-being of disproportionately IHSS recipients in impacted areas.

#### **5. Office of Emergency Management, Los Angeles County (LAC OEM)**

- Coordinates between all cities and the County.
- Coordinates care issues, including care, shelter, and possible public health concerns.
- Coordinates evacuation needs.
- Coordinates with DPH on potential public health impacts on people and animals.
- Coordinates with DPS on refuge areas and sheltering needs
- Activates the County EOC to support larger-scale mass care and sheltering activities.
- Coordinates requests for resources according to SEMS.
- Request state activation of state emergency adverse weather centers in the vicinity as needed.

### **C. State of California**

Although the City of Los Angeles has no authority to assign responsibilities to State of California agencies, many state agencies provide support services to the City of Los Angeles.

State agencies, along with the services they provide include:

#### **1. California Department of Public Health**

- Plans and executes activities to prepare Californians for public health emergencies.
- Oversees statewide public health disaster planning.

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

- Coordinates, at the jurisdiction's request and when deemed appropriate, the establishment of a Disaster Recovery Center (DRC) in lieu of a Local Assistance Center (LAC).
- May provide financial support for extraordinary eligible costs associated with LAC operations through the California Disaster Assistance Act.

### **3. California Highway Patrol (CHP)**

- Minimizes the loss of life, personal injury, and property damage resulting from traffic collisions through the evaluation of how adverse weather circumstances may impact the safety of roadways and drivers.
- Assists other public agencies when appropriate.
- Manages traffic and emergency incidents on state highway and other roadways under the jurisdiction of the CHP.
- Collaborates with local, state, and federal public safety agencies to protect California.

### **4. California National Guard**

- Provides support to local authorities for domestic disasters.
- Provides support for domestic civilian law enforcement agencies.
- Provides other designated support.

## **D. Federal**

Although the City of Los Angeles has no authority to assign responsibilities to Federal agencies, many federal agencies provide support services to the City of Los Angeles.

Federal agencies, along with the services they provide include:

### **1. Federal Emergency Management Agency (FEMA)**

- Offers public assistance to support state and local government recovery including reimbursements for emergency animal evacuation and sheltering activities.
- Provides public assistance to local jurisdictions through the State and, in a major disaster, often through operations at a Joint Field Office.
- Provides individual assistance directly to individuals at FEMA Disaster Recovery Centers or requested by electronic means (e.g., telephone, internet).
- Provides public assistance to support State and local government recovery and individual assistance to individuals impacted by the disaster.

### **2. National Weather Service (NWS)**

- Provides weather decision services for events that threaten lives and livelihoods.
- Delivers a broad suite of water forecasting services to support management of the Nation's water supply.
- Enhances climate services to help communities, businesses, and governments

understand and adapt to climate related risks.

- Provides sector-relevant information in support of economic productivity.
- Enables integrated environmental forecast services supporting healthy communities and ecosystems.
- As requested, provides expertise regarding adverse weather predictions and impacts.

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

Although the City of Los Angeles has no authority to assign responsibilities to non-governmental organizations, many NGOs provide support services to the City of Los Angeles.

NGOs, along with the services they provide include:

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

- Provides mass care services and help meet the immediate needs of affected people after a major or catastrophic event (See Mass Care Annex and Mass Feeding Appendix).
- ARC will communicate and share information with the City of Los Angeles through an AREP to the EOC or through available communications.
- ARC satellite phones are a primary point of communication when traditional communications are limited or inoperable.
- ARC has the ability to use multiple local radio systems.
- Provides an AREP to the City of Los Angeles EOC and/or CP to serve as liaison between the City of Los Angeles and the ARC EOC.
- AREP will be deployed upon request to the Red Cross Disaster Duty Officer.
- Requests for mass care services such as sheltering and fixed or mobile feeding should be made through the ARC AREP and ARC EOC.
- ARC requests for resources, access, and supplies may be requested through the AREP at the City of Los Angeles EOC.

##### **2. Emergency Network Los Angeles (ENLA)/Voluntary Organizations Active in Disaster (VOAD)**

- Coordinates emergency assistance through NGOs within the Los Angeles Operational Area (OA) (e.g., faith-based organizations and community-based organizations).
- May provide coordination of care and shelter services and agency representation at the City EOC, as necessary.

#### **F. Other**

Although the City of Los Angeles has no authority to assign responsibilities to other organizations, many provide support services to the City of Los Angeles.

Other organizations, along with the services they provide include:

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

- Staffs the LAUSD desk in the EOC Mass Care Branch in the Operations Section of the EOC.
- Works with Red Cross and Department of Recreation and Parks in designation and operation of shelter sites.
- Makes available LAUSD facilities and open spaces as shelter sites.
- LAUSD Police provide security for LAUSD shelter sites.

**2. Southern California Gas Company**

- Assesses any damages to pipeline systems and takes appropriate action on any issues that could affect public safety.
- Patrols and inspects transmission and distribution pipeline systems.
- Ensures restoration resources are deployed effectively.
- Emergency Response Team initiates a logistics plan that includes staging sites, hotels, food, and other items necessary to support crews from outside the affected area or crews from other companies.
- Restoration of natural gas service.

**3. Los Angeles Homeless Services Authority (LAHSA)**

- LAHSA is an independent agency established by the City and County of Los Angeles to coordinate and manage funds for programs providing shelter, housing, and services to homeless persons in Los Angeles.
- During periods of adverse weather that may impact homeless populations, LAHSA will work with the Mayor's Office on Homeless Policy, EMD, or the EOC to determine whether additional steps should be taken to protect homeless populations.
- LAHSA will work directly with homeless shelters to determine resource needs and determine if hours should be modified or extended to protect homeless populations (see the Inclement Weather SOP).
- If additional LAHSA-operated Inclement Weather Shelters are opened, LAHSA outreach workers will start referring at-risk persons to the Inclement Weather Shelters beginning not less than 12 hours prior to the predicted arrival of inclement weather, and throughout the duration of the inclement weather as long as it is physically safe to do so.
- If additional shelters are necessary because of adverse weather beyond the capacity of regular LAHSA-funded shelters, LAHSA may work with the City to request additional shelter space be made available. While the location may be provided by the City of Los Angeles, LAHSA-run Inclement Weather Shelters are the responsibility of LAHSA, including shelter set-up, intake, security, demobilization, and clean up.

- If requested, LAHSA will participate on Adverse Weather Task Force calls and report on the needs of and special considerations for homeless populations in predicted adverse weather.

#### **IV. DIRECTION, CONTROL, AND COORDINATION**

This Adverse Weather Annex may be activated when the Mayor proclaims a local emergency, if there is an automatic activation based on predicted or imminent weather conditions, or when City departments determine activation is necessary in consultation with the EMD. An automatic activation of the Annex 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 Annex, such as departmental initial response actions, go into effect immediately following a predicted or imminent weather event. The remainder of phased actions described in the Annex Attachments 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 adverse weather incidents.

In advance of or simultaneous with the City Annex activation, City departments and outside agencies with such plans, will also activate their departmental adverse weather 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, filling, and tracking internal resource requests, department to department (DOC-to-DOC) resource requests, field to department (field-to-DOC), and department to EOC (DOC-to-EOC). Each department is responsible for the tracking of their own resources, including the tracking of personnel.

If an incident meets designated thresholds for a Local Proclamation of Disaster, a Gubernatorial Proclamation, or a Presidential Disaster Declaration, the CAO, acting as the City's Authorized Agent, will develop a method for collecting financial documentation from departments as needed. These records are required as part of the City's reimbursement application process.

## VI. AGREEMENTS AND UNDERSTANDINGS

### A. Emergency Management Agreement between the County of Los Angeles and the City of Los Angeles.



SALLY R. REED  
CHIEF ADMINISTRATIVE OFFICER

**COUNTY OF LOS ANGELES**  
**CHIEF ADMINISTRATIVE OFFICE**  
713 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101

March 9, 1995

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

15

MAR 21 1995

*Jeanne Sturges*  
JEANNE STURGES  
EXECUTIVE OFFICER

**RECOMMENDATION TO APPROVE THE EMERGENCY MANAGEMENT  
AGREEMENT BETWEEN THE COUNTY AND THE CITY OF LOS ANGELES  
(3 -VOTES)**

On September 13, 1993, the Los Angeles County Emergency Management Council (EMC) and the Los Angeles City Emergency Operations Board (EOB) held their fourth annual joint emergency management meeting. At that meeting, the joint EMC/EOB directed the County and City Emergency Management staffs to develop a common agreement to enhance emergency management. The joint staffs subsequently met to develop a joint Emergency Management agreement that addressed items of common concern to facilitate emergency management.

At their fifth joint emergency management meeting on September 28, 1994, the resultant draft emergency management agreement was approved by the EMC and EOB. Key provisions of the agreement include:

- Recognition by the City of Los Angeles that the County is the Operational Area Coordinator for the entire County of Los Angeles to include all political jurisdictions within the County.
- The establishment of the Joint City/County of Los Angeles Emergency Management organization (JCCLA).
- Procedures for requesting support between the two jurisdictions.
- Procedures for resolving coordination problems between the two jurisdictions.

jntagree.lba

Honorable Board of Supervisors  
March 9, 1995  
Page 2

This agreement has been signed by the principal Emergency Managers in both the County (the CAO and Sheriff) and the City (Chief of Police and CAO). To ensure that the provisions of this agreement have the maximum impact on emergency planning and operations, both the City's Emergency Operations Board and your County's Emergency Management Council recommend that the agreement be officially approved by the City Council and the County Board of Supervisors.

**THEREFORE, IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the attached Emergency Management Agreement between the County and the City of Los Angeles by adopting this resolution.

Respectfully submitted,



SALLY R. REED  
Chief Administrative Officer

SRR:MAT  
RWG:gmb5

Attachment

c: Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller  
All Department Heads  
Mayors of the Cities of Los Angeles County

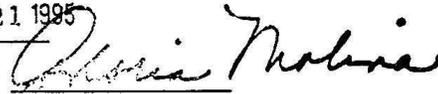
Jntagree.lbs

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, PROVIDING FOR APPROVAL OF THE EMERGENCY MANAGEMENT AGREEMENT BETWEEN THE COUNTY AND THE CITY OF LOS ANGELES

1. WHEREAS, Los Angeles County Code Chapter 2.68 empowers the Board of Supervisors and delegated officials to prepare and carry out plans and operations for the protection of life and property; and
2. WHEREAS, Los Angeles County Code Chapter 2.68 charges the County Emergency Management Council with recommending to the Board adoption of County emergency mutual aid plans and agreements; and
3. WHEREAS, the County Emergency Management Council and the City Emergency Operations Board have jointly developed an Emergency Management Agreement between the County and the City of Los Angeles; and
4. WHEREAS, the approval of this agreement is being recommended by the County Emergency Management Council and the City Emergency Operations Board;

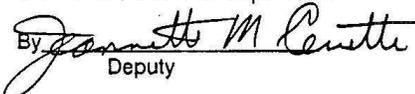
NOW, THEREFORE BE IT RESOLVED by the Board of Supervisors that the Emergency Management Agreement between the County and the City of Los Angeles, dated September 28, 1994, be approved for the conduct of emergency management planning and operations involving the County and City of Los Angeles, and that the agreement remain in effect unless jointly rescinded by the County of Los Angeles Emergency Management Council and the City of Los Angeles Emergency Operations Board.

Dated: MAR 21 1995

  
GLORIA MOLINA, Chair  
Board of Supervisors  
County of Los Angeles

ATTEST:

JOANNE STURGES  
Executive Officer and  
Clerk of the Board of Supervisors

By   
Deputy



APPROVED AS TO FORM BY  
COUNTY COUNSEL:

DE WITT W. CLINTON

By   
John Krattli, Deputy

Jntagree.lbs

**EMERGENCY MANAGEMENT AGREEMENT  
BETWEEN  
THE COUNTY AND THE CITY OF LOS ANGELES**

**1. PURPOSE**

- a. This agreement is entered into by the City and County of Los Angeles in recognition of the impact an emergency within the City of Los Angeles can have on emergency management throughout the County.
- b. The primary purpose of this agreement is to ensure close coordination of emergency planning, response, and recovery operations between the City and County.
- c. The City of Los Angeles recognizes and fully supports California's Standard Emergency Management System (SEMS) mandate that the County shall be the Operational Area Coordinator unless other written agreements are made by the County.
- d. Upon acceptance of this agreement, County and City staff will be directed to develop a detailed Joint Emergency Operations Procedures Guide to implement the concepts of this document. This guide must be approved by the joint emergency management organizations.

**2. THE JOINT CITY/COUNTY OF LOS ANGELES EMERGENCY MANAGEMENT ORGANIZATION (JCCLA)**

- a. The County and the City establish JCCLA as a cooperative agreement to backup, complement and mutually support their respective and collective emergency preparedness, response and recovery operational organizations.
- b. JCCLA will be composed of the Los Angeles City Emergency Operations Board (EOB) and the Los Angeles County Emergency Management Council (EMC). The Chair of JCCLA will rotate annually between the two organizations. There will be a JCCLA Subcommittee composed of emergency management specialists from the departments that are represented on JCCLA. JCCLA shall meet semi-annually to validate the JCCLA Subcommittee's work and provide guidance to the Subcommittee. The Subcommittee shall meet quarterly to accomplish its work and carry out the decisions of JCCLA. Work groups will meet as necessary to develop any detailed staff recommendations. The Los Angeles City and County Offices of Emergency Management (OEM) shall be responsible for providing staff support for JCCLA its organization.

**3. FUNCTIONAL RELATIONSHIPS OF THE COUNTY AND THE CITY WITHIN THE LOS ANGELES COUNTY OPERATIONAL AREA**

- a. The County is the SEMS Operational Area Coordinator for the entire County of Los Angeles to include all political jurisdictions within the County, under



the part of the City to directly involve its OES Liaison will be followed by immediate notification of the County EOC.

- e. To ensure that all affected jurisdictions fully participate in, and understand the allocation of assets in support of needs, the County and the City will use the concepts of multi-agency or inter-agency coordination, as developed in the Standardized Emergency Management System (SEMS), when the Los Angeles County Operational Area is activated and when addressing emergency response and mutual aid decisions of common concern. When there is a shortage of assets, multi-agency coordination will include the direct participation of OES liaison personnel assigned to the respective City and County EOCs. This can occur whenever either the City or County deem it appropriate.
- f. The County and the City will exchange intelligence and situation reports and the County will forward the Los Angeles City reports to the State and other appropriate agencies as attachments to County reports.
- g. The County and the City will provide reciprocal Emergency (and post emergency) Management Mutual Aid (EMMA) support, as then existing resources permit.
- h. The County and the City will provide reciprocal Operational Area Satellite Information System (OASIS) backup communications capability in the event either the County or City OASIS links are interrupted and will, as their then existing resources permit, communicate for both agencies until the other's normal OASIS operations can be resumed.
- i. All County and City emergency organizations, operations and terminology will, unless otherwise noted in this agreement, conform to the State of California SEMS.

#### 4. OTHER FUNCTIONAL UNDERSTANDINGS

- a. The County Emergency Management Council (EMC) and the City Emergency Operations Board (EOB) have jointly entered into functional understandings in the following eight emergency management areas. For information purposes, copies of the approved understandings are attached to this agreement.
  - 1) Emergency Operations Center (EOC) Liaison
  - 2) Transportation System Restoration
  - 3) Sheltering and Mass Care
  - 4) Structural Evaluation and Mass Care
  - 5) Damage Assessment

- 6) Mass Fatalities
- 7) Disaster-Related Medical/Health Services
- 8) Joint Information Center (JIC) liaison.

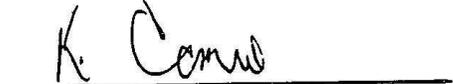
b. The County and the City are signatories of the following mutual aid agreements: (NOTE: List to be developed.)

Approved at the Joint Los Angeles City Emergency Operations Board/Los Angeles County Emergency Management Council Meeting on September 28, 1994:

  
 SALLY R. REEB, Chief Administrative Officer  
 Chair, Emergency Management Council  
 County of Los Angeles

  
 WILLIE L. WILLIAMS, Chief of Police  
 Chairman, Emergency Operations Board  
 City of Los Angeles

  
 SHERMAN BLOCK, Sheriff  
 Vice Chair,  
 Emergency Management Council  
 County of Los Angeles

  
 KEITH COMRIE, City Administrative  
 Officer  
 Vice Chair, Emergency Operations Board  
 City of Los Angeles

File No. 95-0704

TO THE COUNCIL OF THE  
CITY OF LOS ANGELES

Your

PUBLIC SAFETY COMMITTEE

reports as follows:

	<u>Yes</u>	<u>No</u>
Public Comments	<u>XX</u>	<u>—</u>

PUBLIC SAFETY COMMITTEE REPORT relative to Joint City/County of Los Angeles Emergency Management Agreement.

Recommendations for Council action, as recommended by the Emergency Operations Board, the County's Emergency Management Council and the Mayor:

APPROVE the Joint City/County of Los Angeles Emergency Management Agreement that ensures close coordination of inter-agency emergency planning, response and recovery operations, to remain in effect unless jointly rescinded by the County of Los Angeles Emergency Management Council and the City Emergency Operations Board.

FISCAL IMPACT STATEMENT: No fiscal impact.

Summary:

The Emergency Operations Board of the City has transmitted the Joint City/County of Los Angeles (JCCLA) Emergency Management Agreement to City Council for approval. In a communication dated April 14, 1995, the Mayor concurred with the recommendations of the Emergency Operations Board and stated that the County Board of Supervisors approved the agreement on March 21, 1995. The Agreement was approved at a joint meeting on September 28, 1994 of the City's Emergency Operations Board (EOB) and the County's Emergency Management Council (EMC). The Agreement's purpose is to ensure close coordination of inter-agency emergency planning, response and recovery operations. The document will establish protocols by which the City can directly contact the Governor's Office of Emergency Services (OES) if necessary to expedite disaster related mutual aid requests. It has also been recommended that the agreement remain in effect unless jointly rescinded by the County EMC and the City's EOB.

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

AB  
5-10-95

*M. P. ...*  
*Laura Chick*

REPT.  
ADOPTED

MAY 16 1995

LOS ANGELES CITY COUNCIL

ELIAS MARTINEZ  
City Clerk

J. Michael Carey  
Executive Officer

When making inquiries  
relative to this matter  
refer to File No.

CITY OF LOS ANGELES  
CALIFORNIA



RICHARD J. RIORDAN  
MAYOR

Office of  
CITY CLERK  
Council and Public Services  
Room 395, City Hall  
Los Angeles, CA 90012  
Council File Information - (213) 485-5703  
General Information - (213) 485-5705

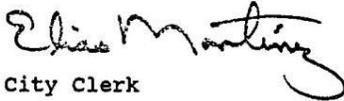
Pat Healy  
Chief Legislative Assistant

95-0704

April 19, 1995

PUBLIC SAFETY COMMITTEE

In accordance with Council Rules, transmittal from the Mayor  
relative to Joint City/County of Los Angeles Emergency Agreement,  
was referred on April 18, 1995, to the PUBLIC SAFETY COMMITTEE.

  
City Clerk  
amm

**TRANSMITTAL**

1000-00001

TO	DATE	COUNCIL FILE No.
The Council	APR 14 1995	
FROM		COUNCIL DISTRICT
The Mayor		

Attached, please find a Joint City/County Emergency Management Agreement developed by the Emergency Operations Board to ensure close coordination of inter-agency emergency planning, response and recovery operations. Among its many covenants, this document establishes protocols by which the City of Los Angeles can directly contact the Governor's Office of Emergency Services (OES) if necessary to expedite disaster related mutual aid requests. Absent a written agreement approved by the Board of Supervisors, the City is required by state law (California Standardized Emergency Management System - SEMS) to always process all such requests through the county which acts as the City's Operational Area Coordinator. The Board of Supervisors approved this agreement on March 21, 1995. Council approval will allow this agreement to remain in effect unless jointly rescinded by the County Emergency Management Council and the City Emergency Operations Board. I concur with the recommendations of the Emergency Operations Board and transmit this agreement for your consideration.

  
RICHARD J. RIORDAN  
MAYOR

PUBLIC SAFETY  
APR 18 1995

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: *April 7, 1995*

To: Richard J. Riordan, Mayor

From: Willie L. Williams, Chairman  
Emergency Operations Board

Subject: **JOINT CITY/COUNTY OF LOS ANGELES EMERGENCY  
MANAGEMENT AGREEMENT**

The attached Emergency Management Agreement between the City and County of Los Angeles was approved by the Emergency Operations Board (EOB) and the County's Emergency Management Council (EMC) at a joint meeting on September 28, 1994. The Los Angeles County Board of Supervisors approved this agreement on March 21, 1995. This agreement is forwarded to you for your approval and transmittal to the Council for its approval.

The purpose of the Joint City/County of Los Angeles (JCCLA) Emergency Management Agreement is to ensure close coordination of inter-agency emergency planning, response and recovery operations. Among its many covenants, this document establishes protocols by which the City of Los Angeles can directly contact the Governor's Office of Emergency Services (OES) if necessary to expedite disaster related mutual aid requests. Absent a written agreement approved by the Board of Supervisors, the City is required by state law (California Standardized Emergency Management System - SEMS) to always process all such requests through the county which acts as the City's Operational Area Coordinator.

At their joint meeting on March 23, 1995, the EOB and the County Emergency Management Council approved Standard Operating Procedures (SOPs) for use by their respective Emergency Operations Centers (EOCs) to facilitate the implementation of this agreement. A copy of the SOPs is attached for information purposes only.

It is recommended that this agreement be approved and remain in effect unless jointly rescinded by the County of Los Angeles Emergency Management Council and the City Emergency Operations Board. If there are any questions regarding this agreement or SEMS please contact the Board's Executive Assistant, Bob Canfield at 485-5231.

  
\_\_\_\_\_  
Willie L. Williams  
Chief of Police

Attachments  
26134b25

## **VII. AUTHORITIES AND REFERENCES**

### **A. Authorities**

#### **I. Federal**

- a) The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. <http://www.fema.gov/about/stafact.shtm>
- 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>
- f) FEMA Emergency Management Institute Independent Study Course IS-271.a, Anticipating Hazardous Weather & Community Risk, 2<sup>nd</sup> Edition, [University Corporation for Atmospheric Research](#), September, 2012

#### **II. State of California**

- a) California Constitution <http://law.iustia.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:
  - i. Chapter 1, Standardized Emergency Management System.  
<https://law.resource.org/pub/us/ccr/gov.ca.oal.title19.html>
  - ii. Chapter 6, Disaster Assistance Act Regulations.  
<http://www.kintera.org/atf/cf/%7BE475D1A4-FB9C-4135-AE8B-9310119C7F19%7D/CHAPTER%206%20%20CDAA.pdf>

#### **III. County of Los Angeles**

- a) Operational Area Emergency Response Plan.  
<http://lacoa.org/PDF/OA%20ERP.pdf>

#### **IV. City of Los Angeles**

- a) Emergency Management Department General Manager Inter-Departmental Correspondence Regarding Accessibility of Emergency Management Department Materials
- b) March 21, 1995 Council-approved Agreement between County and City

#### **B. References**

FEMA Emergency Management Institute Independent Study Course IS-271.a, Anticipating Hazardous Weather & Community Risk, 2nd Edition, University Corporation for Atmospheric Research, September, 2012

Los Angeles (City) State & County QuickFacts.

[census.gov/qfd/states/06/0644000.html](http://census.gov/qfd/states/06/0644000.html)

National Weather Service Glossary. Accessed via <http://w1.weather.gov/glossary/>

Los Angeles Department of Public Health, "Adult Disability in Los Angeles County."

LA Health. Sept. 2006.

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
AC	Area Command
ACTS	Animal Care Technician Services
ADA	Americans With Disabilities Act
Animal Services	Department of Animal Services
AREP	Agency Representative
ARC	American Red Cross
ARCC	Airport Response and Coordination Center
ATC	Air Traffic Control
BOC	Bureau Operations Center
BOE	Bureau of Engineering
BSS	Bureau of Street Services
Cal/OSHA	California Division of Occupational Safety and Health
CalEPA	California Environmental Protection Agency
Cal OES	California Governor's Office of Emergency Services
Caltrans	California Department of Transportation
CAO	City Administrative Officer
CDAAs	California Disaster Assistance Act
CDPH	California Department of Public Health
CEMO	Climate Emergency Mobilization Office
CHP	California Highway Patrol
City	City of Los Angeles
COOP	Continuity of Operations Plan
CP	Command Post
CPG	Comprehensive Preparedness Guide
DART	Department Air Rescue Team
DAFN	Disabilities, Access, and Functional Needs
DMAT	Disaster Medical Assistance Teams
DO	Duty Officer
DOC	Department Operations Center
DOD	Department on Disability
DPS	Deployment Planning System
LACDPSS	Los Angeles County Department of Social Services

DPW	Department of Public Works
DRC	Disaster Recovery Center

EAS	Emergency Alert System
EMD	Emergency Management Department
EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
EMSA	California Emergency Medical Services Authority
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
EPI	Emergency Public Information
ESF	Emergency Support Function
EWN	Emergency Warning Network
FAA	Federal Aviation Administration
FMIS	Financial Management Information System
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FMD	Financial Management Division
FNSS	Functional Needs Support Services
FOG	Field Operation Guide
FSO	Financial Services Organization
GETS	Government Employee Telecommunications Services
GIS	Geographic Information System
GSD	Department of General Services
HEAR	Hospital Emergency Administrative Radio
HHS	United States Department of Health and Human Services
HVAC	Heating, Ventilation, and Air Conditioning
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
IHSS	In-Home Support Services
IMTG	Information Management and Technology Group

JIC	Joint Information Center
JFO	Joint Field Office
LA	Los Angeles

LAC	Local Assistance Center
LACDHS	Los Angeles County Department of Health Services
LACDMH	Los Angeles County Department of Mental Health
LACDPH	Los Angeles County Department of Public Health
LAC EMS	Los Angeles County Emergency Medical Services
LACoFD	Los Angeles County Fire 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
LAHSA	Los Angeles Homeless Services Authority
LAN	Local Area Network
LAPD	Los Angeles Police Department
LAUSD	Los Angeles Unified School District
LAWA	Los Angeles World Airports
LDRM	Local Disaster Recovery Manager
LRAD	Long Range Acoustic Device
LRAD	Life Support Discount Program
MAC	Medical Alert Center
Manual	Disaster Reimbursement Documentation Manual
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NCDC	National Climatic Data Center
NESDIS	National Environmental Satellite, Data, and Information Service
NFDRS	National Fire Danger Rating System
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NOTAM	Notice to Airman
NWS	National Weather Service
OA	Los Angeles Operational Area

OASIS	Operational Area Satellite Information System
LAC OEM	Los Angeles County Office of Emergency Management
LDRM	Local Disaster Recovery Manager
PIER	Public Information and Emergency Response

PIO	Public Information Officer
POLA	Port of Los Angeles
RACR	LAPD Real Time Analysis and Critical Response
RAP	Department of Recreation and Parks
Red Cross	American Red Cross Los Angeles Region
Red Cross EOC	American Red Cross Los Angeles Region Emergency Operations Center
RH	Relative Humidity
RL	Resource Leader
SA	Safety Assessment
SAP	Safety Assessment Program
SAT	Safety Assessment Team
SEMS	Standardized Emergency Management System
SMART	Specialized Mobile Animal Rescue Team
SME	Subject Matter Expert
SOP	Standard Operating Procedure
TSA	Transportation Security Administration
TTY	Talk to You
UCP	Unified Command Post
UHRC	Unified Homelessness Response Center
USCG	United States Coast Guard
US DHS	United States Department of Homeland Security
VEERT	Volunteer Emergency Equine Response Team
VOAD	Voluntary Organizations Active in Disaster
WPS	Wireless Priority System

## ATTACHMENT B: SOUTHERN CALIFORNIA CLIMATE INFORMATION

The threat of hazardous weather in the City of Los Angeles has long been recognized. The effects of hazardous weather can be mitigated to some degree, but the impacts of such events can be widespread and unpredictable. Early recognition of hazardous weather can help in mitigating adverse consequences. Learning how to understand and utilize weather forecast products and tools improves the ability to anticipate impacts, while advanced planning efforts can better prepare City departments to respond to the consequences of an adverse weather event.

Identifying the types of adverse weather relevant to the City of Los Angeles helps facilitate these advanced planning efforts. Adverse weather may include or contribute to any of the following hazards:

- Climate change and sea-level rise
- Dam failure
- Drought
- Earthquake
- Flood
- Landslide
- Tsunami
- Wildland/Urban Interface Fire
- Human-caused hazards

Using the criteria set forth by the FEMA Emergency Management Institute Independent Study Course IS-271.a, *Anticipating Hazardous Weather & Community Risk*, a weather hazard risk assessment for the City of Los Angeles has been developed.

**Table 2: Adverse Weather Probability** details the types of adverse weather common to the area as well as their probability of occurrence:

**Table 2: Adverse Weather Probability<sup>7</sup>**

Probability	Hazard(s)
High	Excessive heat
Moderate	Excessive cold
	Thunderstorms
	Extratropical cyclones
Low	Tornadoes
	Flash floods
	Coastal floods
	Fog
	Windstorms

<sup>7</sup>FEMA Emergency Management Institute Independent Study Course IS-271.a, *Anticipating Hazardous Weather & Community Risk*, 2nd Edition, University Corporation for Atmospheric Research, September 2012

## **HAZARD PROBABILITY**

### **HIGH PROBABILITY**

#### **Excessive Heat**

What is considered excessive heat varies according to the normal climate of a region; severe heat conditions are much warmer than average for a particular time and place. Three or more consecutive severe heat days is referred to as an excessive or extreme heat event.

Heat wave activity is on the rise in California and humid heat waves in particular are becoming more prevalent. Heat ranks as among the deadliest of all natural hazards. Even though heat-related deaths and illnesses are largely preventable, many people annually succumb to extreme and especially humid heat. Sudden rises in temperature or prolonged heat waves increase death rates.

### **MODERATE PROBABILITY**

#### **Excessive Cold**

What is considered an excessively cold temperature varies according to the normal climate of a region (e.g., in a relatively warm climate, temperatures just below or at freezing can be hazardous). Excessive cold may accompany or follow winter storms—or can occur without storm activity.

#### **Thunderstorms**

Thunderstorms are produced by a cumulonimbus cloud and are always accompanied by lightning and thunder. Thunderstorms can produce damaging winds, tornadoes, large hail, flooding and flash flooding. Severe thunderstorms are officially defined as storms that are capable of producing large hail (inch or larger) and/or wind gusts over 58 miles per hour. Hail this size can damage property such as plants, roofs, and vehicles. Wind this strong is able to break off large branches, knock over trees, or cause structural damage to trees. Thunderstorms also produce tornadoes and dangerous lightning; heavy rain can cause flash flooding.

#### **Extratropical Cyclones**

Most of the storms that affect U.S. weather are extratropical. These are deep, low-pressure storms that form outside the tropics off the Pacific Coast, in the Gulf of Mexico, over the Atlantic Ocean, or in the Great Lakes. Extratropical cyclones form outside the tropics, cover a large area (700 to 1000 miles across), are often larger than tropical cyclones, have a storm center that is colder than the surrounding air and have their strongest winds in the upper atmosphere.

### **LOW PROBABILITY**

#### **Tornadoes**

Tornadoes are the most violent storms on earth. While the State of California has tornadoes, such storms represent a relatively low risk for most areas, including Los Angeles. Wind speeds in tornadoes range from values below that of hurricane speeds to more than 300 miles per hour. Unlike hurricanes, which produce wind speeds of similar values over relatively widespread areas (when compared to tornadoes), the maximum winds in tornadoes are often confined to extremely small areas and vary substantially over very short distances, even within the funnel itself. Tornadoes are measured by the Fujita Tornado Scale which classifies tornadoes by intensity categories (F0-F12) based on the maximum winds occurring within the

funnel.

### **Flash Floods**

A flash flood occurs suddenly, within a short time (from minutes to less than six hours) after a causative event. Flash floods are the number one weather-related killer in the United States. Nearly half of all flash-flood fatalities are auto related. Causative events include heavy rains from slow moving thunderstorms, dam or levee failure, or the sudden release of water from the breakup of an ice jam. Intense, short-duration rainfall on impervious areas, such as urban areas or certain soils, also causes flash floods. Flash floods are most prevalent on small streams, generally draining areas ranging in size from a few square miles to several hundred square miles. The most dangerous flash floods are usually associated with steep mountain streams, canyons, and desert washes where they can manifest themselves as a wall of water traveling downstream.

### **Coastal Floods**

Coastal flooding is the inundation of land areas along the oceanic coast by sea waters over and above normal tidal action. Such flooding can originate from the ocean front, back bays, sounds, etc. Los Angeles falls within California's South Coast Hydrologic Region.<sup>8</sup> This region extends north from the United States – Mexico border to the Tehachapi, San Bernardino, San Gabriel, and San Jacinto mountains. Nearly one-third of the area is coastal plain. Much of the flooding is sudden and severe, resulting in massive slides, debris flows, and mudflows affecting the general public and maritime interests along much of the coastline.

### **Fog**

Fog is a visible aerosol consisting of tiny water droplets or ice crystals suspended in the air at or near the Earth's surface. Fog can be considered a type of low-lying cloud, usually resembling stratus, and is heavily influenced by nearby bodies of water, topography, and wind conditions. Fog is often hazardous when the visibility is reduced to 1/4 mile or less.

### **Windstorms/High Winds**

High winds are generally short-duration events involving straight-line winds or gusts of over 50 mph, strong enough to cause property damage. High winds or a windstorm are especially dangerous in areas with significant tree stands and areas with exposed property, poorly constructed buildings, manufactured housing units, major infrastructure, and above-ground

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<sup>8</sup>State of California Hazard Mitigation Plan (2018). California Governor's Office of Emergency Services.

utility lines. A windstorm can topple trees and power lines, cause damage to residential, commercial and critical facilities, and leave tons of debris in its wake.

### **Santa Ana Winds**

Santa Ana winds are a specific type of windstorm and a principal feature of Los Angeles weather. These are offshore winds, usually warm, blowing from the mountains to the coast, and occurring principally in fall and winter, with a frequency peaking in December. Santa Ana winds are marked by light coastal winds, clean air and low humidity. They may last from a day to over a week. The Santa Ana condition is usually one of warm temperatures when the rest of the United States is in the grip of winter. High pressure builds over the Great Basin in fall and winter as cold air travels into that region from Canada. When the surface pressure gradient reaches or exceeds ten millibars, as measured from Tonopah, Nevada, to Los Angeles, wind gusts can reach 70 mph in the mountains and below passes and canyons near Los Angeles.

Santa Ana winds broadly affect the Los Angeles area. Winds tend to channel below specific passes and canyons, coming in gust clusters. High winds may blow in one neighborhood, while a few blocks away there are only gentle warm breezes. Offshore winds from the northeast or east must reach 30 mph or more below passes and canyons to reach minimum criteria for Santa Ana wind advisories. Typically wind speeds are in the 40 to 55 mph range, and in extreme cases, winds can gust locally to over 100 mph.

## ATTACHMENT C: CITY OF LOS ANGELES HOT WEATHER RESPONSE GUIDELINES

The following information will be reviewed and updated periodically to ensure a coordinated response across the City and County of Los Angeles. The City of Los Angeles Emergency Management Department will revise these response guidelines as necessary.

### Definitions and Terms

The National Weather Service (NWS) uses the following terms:

- **HeatRisk Forecast:** Provides a color and numeric value that places forecast heat for a specific location into an appropriate level of heat concern, along with identifying groups potentially most at risk at that level.
- **Heat Sensitive Groups:** Heat commonly affects certain groups, typically identified as heat sensitive or heat vulnerable, at lower thresholds than other populations. Some of these groups include:
  - The elderly and the very young;
  - Those on certain medications and/or those with preexisting conditions which make them more sensitive to heat;
  - Those working outdoors -- especially new workers, temporary workers, or those returning to outdoor work after a week or more off;
  - Those exercising or doing strenuous activities outdoors during the heat of the day – especially those not used to the level of heat expected, those who are not drinking enough fluids, or those new to that type of activity;
  - Those without a reliable source of cooling and/or hydration;
  - Those not acclimated to the level of heat expected – especially those who are new to a much warmer climate
  - Some economic sectors that are affected by increasing levels of heat, such as energy, agriculture, and transportation.

### The City and County of Los Angeles use the following terms:

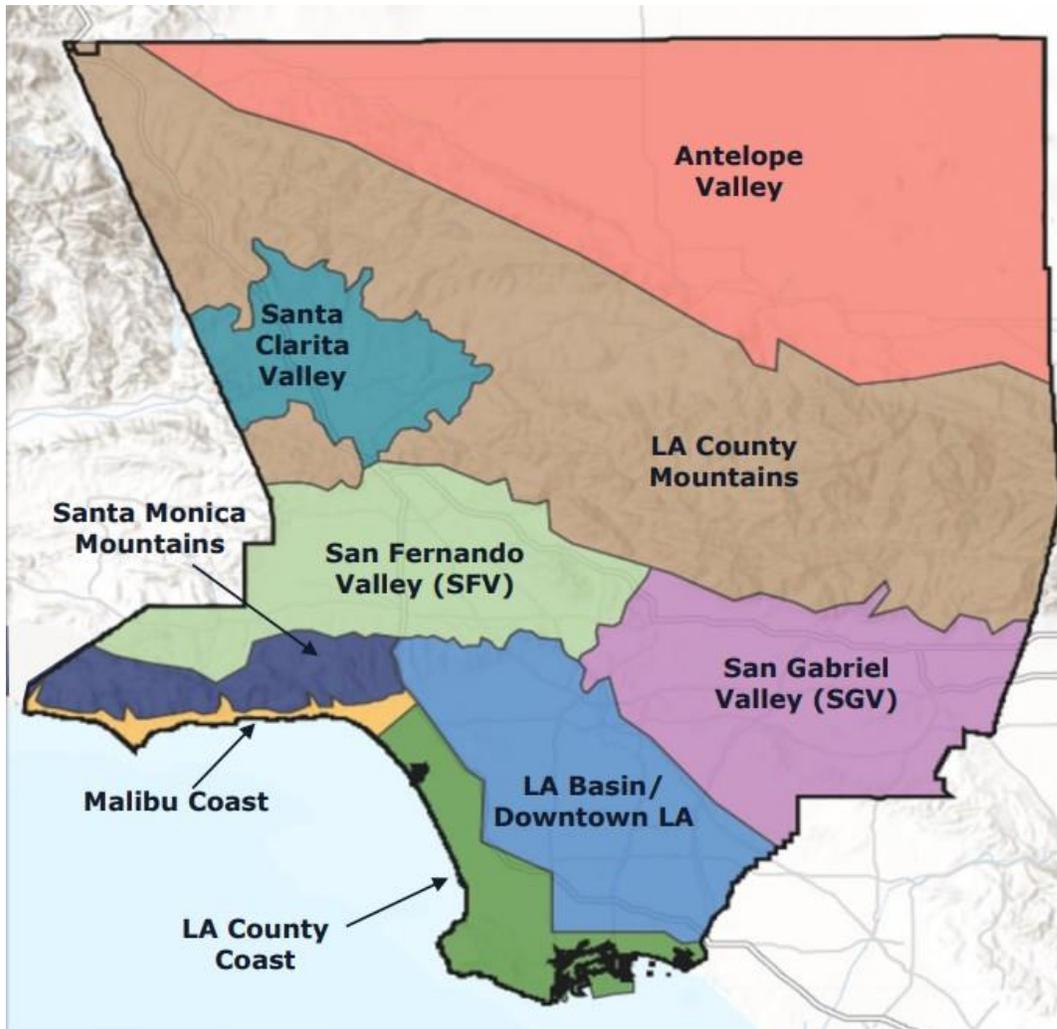
- **Cool Spot:** Any air-conditioned facility (public or private) or public pool where services already exist, and residents can find relief from heat. For example, shopping malls, restaurants, and shade structures at parks.
- **Cooling Center:** Specific air-conditioned publicly accessible facilities that meet minimum criteria of ADA accessibility, public access to water and restrooms, and a capacity of 30 or more people. Cooling Centers are available to the public during normal business hours. For example, including but not limited to, recreation centers and public libraries.
- **Augmented Cooling Center:** Facilities that will temporarily serve as Cooling Centers outside of their normal business hours or operations when certain criteria are met.

### The Los Angeles County Department of Public Health uses the following terms:

County Health Officer maintains the responsibility and authority to issue Health Officer Advisories, warnings, and, if necessary, Orders. Heat Advisories and Warnings are generally issued in line with NWS heat products. Borderline or unique heat events are coordinated between NWS and DPH.

- **Heat Advisory:** Issued in line with NWS when HeatRisk for any zone(s) forecast as moderate to high.
- **Excessive Heat Warning:** Issued in line with NWS when HeatRisk for any zone(s) forecast as high to very high.

**LA County Zones:**



## National Weather Service Forecast

The City of Los Angeles utilizes the National Weather Service and LA County Department of Public Health heat products as triggers for hot weather response.

NOAA or NWS issues severe weather products using the advisory/watch/warning concept. In the case of a significant heat event, NWS typically emails agency partners many days in advance of a heatwave as the first notification of the developing event. As the heat wave approaches, one of the following heat products will likely be issued by the NWS Los Angeles/Oxnard Office with the appropriately listed lead time:

- **Heat Advisory - Take Action:** A Heat advisory is issued within 12-24 hours of when moderately dangerous heat is about to happen. Lesser impact than a warning level event, however, heat illness may still occur if precautions are not taken.  
*Note: NWS excessive Heat Watch can be converted to a heat advisory.*
- **Excessive Heat Watch - Be Prepared:** An Excessive Heat Watch is issued 48-72 hours in advance of when dangerous heat is possible. There may be some uncertainty about the onset, extent, or severity of the heat event.
- **Excessive Heat Warning – Take Action:** An Excessive Heat Warning is issued within 24-48 hours of when dangerous heat is possible. There is a high degree of certainty that the event will occur or that event will occur or it is already occurring. Warnings may be issued even if a watch was not issued in advance.

The infographic is divided into two columns. The left column is titled 'EXCESSIVE HEAT WATCH' in yellow. Below the title, it states: 'An Excessive Heat Watch is issued when **dangerous heat is possible.**' It then provides instructions: 'Reschedule outdoor activities in the coming days. Make sure that children, the elderly, and pets have a place to cool off during the heat.' At the bottom of this column is the text 'Be Prepared.' in yellow. The right column is titled 'EXCESSIVE HEAT WARNING' in orange. Below the title, it states: 'An Excessive Heat Warning is issued when **dangerous heat is happening or about to happen.**' It then provides instructions: 'Avoid heavy activity & direct sunlight. Stay hydrated, find a cool indoor place, and check on children, elderly & pets.' At the bottom of this column is the text 'Take Action!' in orange. At the bottom left of the entire infographic is the NOAA logo and the text 'weather.gov'.

## Understanding National Weather Service Heat Risk Products

NWS HeatRisk Forecast: <https://www.wrh.noaa.gov/wrh/heatrisk/#close>

The purpose of the NWS experimental HeatRisk product is to help you understand what forecasted heat means to the Southern California region. This product is supplementary to the official NWS heat watch/warning/ advisory program and is meant to provide continuous heat risk guidance for decision makers and heat sensitive populations. The HeatRisk is divided into five categories:

HeatRisk Values	Risk of Heat Effects	Levels of Heat Concern
When the HeatRisk is this value:	...the risk of heat effects are:	...as symbolized by this color:
0	Very low	Green
1	Low	Yellow
2	Medium	Orange
3	High	Red
4	Very High	Magenta

When HeatRisk values are 1 or greater, heat is considered to be of concern-at first for those who are extremely sensitive to heat, then for everyone else as HeatRisk values continue to elevate to higher levels. For example, a HeatRisk value of 0 represents no heat risks; a HeatRisk value of 2 represents a moderate or potential risk for members of heat sensitive groups; while a HeatRisk value of 3 represents a high potential risk of heat effects for anyone without proper hydration and adequate cooling.

Each HeatRisk category corresponds to a different level of potential heat concern. The five levels of heat concern and what they mean are shown in the table below:

Numerical Value	Meaning	Who/What is at Risk?	How Common is this Heat?	For those at risk, what actions can be taken?
0	<ul style="list-style-type: none"> <li>Level of heat poses <b>little to no risk</b></li> </ul>	<ul style="list-style-type: none"> <li>No elevated risk</li> </ul>	<ul style="list-style-type: none"> <li>Very Common</li> </ul>	<ul style="list-style-type: none"> <li>No additional preventative actions should be necessary.</li> </ul>
1	<ul style="list-style-type: none"> <li>Heat of this type is <b>tolerated by most</b>; however there is a <b>low risk for sensitive groups</b> to experience health effects</li> </ul>	<ul style="list-style-type: none"> <li>Primarily those who are extremely sensitive to heat</li> </ul>	<ul style="list-style-type: none"> <li>Very Common</li> </ul>	<ul style="list-style-type: none"> <li>Increase hydration</li> <li>Reduce time spent outdoors or stay in the shade when the sun is strongest</li> <li>Open windows at night and use fans to bring cooler air inside buildings</li> </ul>
2	<ul style="list-style-type: none"> <li><b>Moderate risk for members of heat sensitive groups</b> to experience health effects</li> <li><b>Some risk for the general population who are exposed to the sun and are active</b></li> <li>For those without air conditioning, <b>living spaces can become uncomfortable during the day</b>, but should cool below dangerous levels at night</li> </ul>	<ul style="list-style-type: none"> <li>Primarily heat sensitive groups, especially those without effective cooling or hydration</li> <li>Some transportation and utilities sectors</li> </ul>	<ul style="list-style-type: none"> <li>Fairly common most locations</li> <li>Very common in southern regions of country</li> </ul>	<ul style="list-style-type: none"> <li>Reduce time in the sun between 10 a.m. and 4 p.m.</li> <li>Stay hydrated</li> <li>Stay in a cool place during the heat of the day</li> <li>Move outdoor activities to cooler times of the day</li> <li>Open windows at night and use fans to bring cooler air inside buildings and circulate air</li> </ul>

3	<ul style="list-style-type: none"> <li>● <b>High Risk for much of the population who are 1) exposed to the sun and active or 2) are in a heat sensitive group</b></li> <li>● <b>Dangerous to anyone without proper hydration or adequate cooling</b></li> <li>● <b>Poor air quality</b> is possible</li> <li>● <b>Power interruptions may occur</b> as electrical demands increase</li> </ul>	<ul style="list-style-type: none"> <li>● Much of the population, especially those who are heat sensitive and anyone without effective cooling or hydration</li> <li>● Most transportation and utilities sectors</li> </ul>	<ul style="list-style-type: none"> <li>● Uncommon most northern locations</li> <li>● Fairly common in southern regions of country</li> </ul>	<ul style="list-style-type: none"> <li>● Try to avoid being outdoors in the sun between 10 a.m. and 4 p.m.</li> <li>● Stay hydrated</li> <li>● Stay in a cool place especially during the heat of the day</li> <li>● If you have access to air conditioning, use it. Fans may not be adequate</li> <li>● Cancel outdoor activities during the heat of the day</li> </ul>
4	<ul style="list-style-type: none"> <li>● <b>Very High Risk for entire population</b></li> <li>● <b>Very dangerous to anyone without proper hydration or adequate cooling.</b></li> <li>● <b>This is a multi-day excessive heat event.</b> Prolonged heat is dangerous to anyone not prepared.</li> <li>● <b>Poor air quality</b> is likely.</li> <li>● <b>Power outages are increasingly likely</b> as electrical demands may reach critical levels.</li> </ul>	<ul style="list-style-type: none"> <li>● Entire population is at risk.</li> <li>● For heat sensitive groups, especially people without effective cooling, <b>this level of heat can be deadly.</b></li> <li>● Most transportation and utilities sectors</li> </ul>	<ul style="list-style-type: none"> <li>● Rare most locations</li> <li>● Occurs up to a few times a year in southern regions of country, especially the Desert Southwest</li> </ul>	<ul style="list-style-type: none"> <li>● Avoid being outdoors in the sun between 10 a.m. and 4 p.m.</li> <li>● Stay hydrated</li> <li>● Stay in a cool place, including overnight</li> <li>● If you have access to air conditioning, use it. Fans will not be adequate</li> <li>● Cancel outdoor activities during the heat of the day</li> </ul>

### COOLING CENTERS

The primary facilities that operate the City of Los Angeles Cooling Centers belong to Recreation and Parks and the Los Angeles Public Libraries. They are always open to the public during regular business hours. During periods of excessive heat, the City may extend facility hours beyond regular business hours. The EMD Duty Officer, LA County Dept. of Public Health, LADOT, Recreation and Parks, and Libraries will coordinate to assess activating augmented cooling centers. Key considerations include:

The primary facilities that operate the City of Los Angeles Cooling Centers belong to the Los Angeles Public Libraries. They are open to the public during regular business hours. During periods of excessive heat, the City may extend facility hours beyond regular business hours. The EMD Duty Officer, LA County Dept. of Public Health, Recreation and Parks, and Libraries will coordinate to assess activating augmented cooling centers.

Cooling centers provide locations for members of the public to find relief from extreme heat and relax in an accessible, air conditioned facility where water and bathrooms are available. These cooling centers are traditionally hosted at City facilities, including libraries and recreation centers. A cooling center map (<https://ready.lacounty.gov/heat/>) is maintained by the Los Angeles County Office of Emergency Management, which shows all cooling center locations in the county. When additional facilities are activated due to heat waves, it is updated with the new hours/days of operation of existing facilities, and any facilities that

were added. The City of LA integrates mapping data on cooling centers with the county-wide map to ensure that residents can easily find cooling centers near them, regardless of the jurisdiction that operates the center. RAP has no designated stand alone cooling center buildings but rather utilizes existing infrastructure for activation of Cooling Centers. The additional sites are coordinated with EMD based on the Hot Weather Response. The following factors are key considerations:

- National Weather Service HeatRisk forecast
- Predicted high temperatures
- Minimal evening/overnight drop in high temperatures
- Duration of heat wave
- Vulnerable populations
- Disruption in power services

### **RECREATION AND PARKS (RAP) FACILITIES**

Hours of operation vary by facility. In general, RAP facilities are open from 10 AM to 9 PM on weekdays, 9 AM to 5 PM on Saturdays, and are closed Sundays. Specific facilities may have different hours. The public will be directed to [www.laparks.org](http://www.laparks.org) for facility addresses, site details, and hours of operation.

If it is determined that RAP facilities should remain open beyond regular business hours, RAP will make recommendations on which facilities should extend their hours based on the affected HeatRisk area(s). RAP will inform the EMD Duty Officer of these specific sites. RAP has evaluated all facilities for ADA compliance and have classified them as:

- A. Fully accessible or requiring minor modifications
- B. requiring some modifications; OR
- C. Requiring major modifications

Whenever possible, RAP utilizes selection A. They will work with the Department on Disability to provide reasonable accommodation, ensuring accessibility and effective communications for people with disabilities and others with access and functional needs.

### **LIBRARY FACILITIES**

Branch libraries are generally open to the public Monday and Wednesday 10 AM to 8 PM, Tuesday and Thursday 12 PM to 8 PM, Friday and Saturday 9:30 AM to 5:30 PM, and closed on Sundays. Exceptions to these operating hours include the Robertson branch, which is closed on Saturday and open Sunday 1 PM to 5 PM; the Central Library and the eight regional branch libraries (Arroyo Seco, Exposition Park, Goldwyn Hollywood, Mid-Valley, North Hollywood, San Pedro, West Los Angeles and West Valley) are generally open Monday through Thursday 10 AM to 8 PM, Friday and Saturday 9:30 AM to 5:30 PM, and Sunday 1 PM to 5 PM. Specific hours of operation can be found at [www.lapl.org](http://www.lapl.org).

*Note: Please be advised that staffing shortages at the Los Angeles Public Library may open later and/or close earlier than the listed public hours on the website.*

## **AUGMENTED COOLING CENTER SELECTION/ACTIVATION**

When a heat event is forecasted to reach a level of augmented cooling center activation, a determination will be made as to the quantity and locations of the sites. EMD will convene a discussion with the Mayor's Office of Public Safety, Recreation and Parks, Libraries, and the Chief Heat Officer. Each agency will provide the following:

**EMD** – Provide decision making data such as the National Weather Service HeatRisk Map, public transportation routes, air quality, County site locations and other pertinent information as necessary.

**RAP/LAPL** – Provide and operate augmented cooling center facilities based on HVAC, ADA accessibility, ongoing community programming, geographic distribution, and any other factors as necessary.

**Chief Heat Officer** – Based on all available information, subject matter expertise, and accounting for social equity, health disparities, and additional vulnerability factors, the Chief Heat Officer will make recommendations to the Mayor's Office of Public Safety.

**Mayor's Office of Public Safety** – Provide final decisions on the quantity and locations of augmented cooling sites for City-wide implementation based on the information provided and the availability of City resources.

**City of Los Angeles Heat Weather Response Coordination**

The City of Los Angeles’ hot weather response will be triggered based on NWS heat products: Heat Advisory, Excessive Heat Watch and Excessive Heat Warning. The City’s response to the NWS forecast is in conjunction with the Operational Area and external agency partners.

***Recommended courses of action when heat advisory is in place or when a dept. deems necessary.***

HEAT ADVISORY	
<b>LA County Response</b>	<ul style="list-style-type: none"> <li>● LACDPH issues a heat product in line with NWS when HeatRisk for any zone(s) are forecasted as moderate to high. Note that a NWS excessive heat watch can be converted to a heat advisory.</li> <li>● LACOEM promotes specific air-conditioned public facilities that meet minimum criteria as “cooling centers” when Heat Advisory is issued for more than two days.</li> <li>● LACDPSS will contact In-Home Supportive Services to advise them of the heat and appropriate actions.</li> </ul>
<b>LA City Operational Coordination</b>	<ul style="list-style-type: none"> <li>● EMD Duty Officer will discuss with management and consider an adverse weather coordination call.</li> <li>● EMD will coordinate with the County OEM and LACDPH to ensure City response is aligned with the County’s.</li> <li>● EMD will discuss critical infrastructure impacts such as outages and other public safety concerns related to this heat event.</li> <li>● LAFD, LAPD, LADWP will begin collecting data on customer service calls and discuss it with EMD so that the City can make more informed decisions.</li> <li>● LADWP will provide information on power and water supply outages and will inform EMD Duty Officer when power outages reach 10k+ households.</li> </ul>
<b>LA City Public Information</b>	<ul style="list-style-type: none"> <li>● EMD will promote existing cooling centers in alignment with County OEM.</li> <li>● EMD will send out an all-city email regarding actions City employees can take to protect themselves during heat events.</li> <li>● EMD will coordinate with ENLA, Faith-Based Networks, DAFN Coalition, and Heat Relief 4 LA Network to publicize cooling resources.</li> <li>● CEMO will promote the City of LA’s heat relief map with locations of cooling centers and other resources.</li> <li>● UHRC will distribute information about the heat event via email to their network including LAHSA and their service providers.</li> <li>● DOD will be available as a resource to ensure all social media posts are ADA compliant.</li> <li>● StreetsLA will promote the STAP program and include it as part of the City’s heat relief map.</li> <li>● 311 will provide information about heat relief resources to those who do not have access to the internet.</li> <li>● All departments will consider sharing heat related information with respect to their agency’s</li> </ul>

	mission.
<b>*Distribution of Cooling Supplies</b>	<ul style="list-style-type: none"> <li>• DOD can provide cooling resources such as fans to vulnerable communities through partner agencies or Council Districts. DOD does not publicize these resources or distribute them directly.; instead they work directly with agencies or Council District offices that serve individuals with disabilities or who are in need.</li> <li>• EMD to provide outreach to local communities of the locations of existing permanent hydration stations. EMD can request locations of permanent hydration stations from DWP, RAP, LAWA, LA Public Library, LA Convention Center, LA ZOO, Streets LA, and GSD.</li> </ul>
<b>Cooling Centers</b>	<ul style="list-style-type: none"> <li>• LAPL will be formally promoted as Cooling Centers when Heat Advisories or Excessive Heat Warnings are in effect for 2+ days. These cooling centers operate under normal business hours.</li> <li>• RAP will pre-identify cooling centers that are readily accessible during normal hours of operation. Contact the RAP Duty officer for a list of these sites as they may vary throughout the year.</li> </ul>
<b>Vulnerable Communities</b>	<ul style="list-style-type: none"> <li>• UHRC will start informing the community and conduct outreach when a heat advisory is in place or expected to be issued. When possible, the UHRC requests to be notified 7 days before the event occurs to begin outreach efforts.</li> <li>• LADOT can provide climate control buses as a heat relief resource during encampment cleanups or extreme scenarios.</li> <li>• DOD can provide resources for vulnerable communities (see Distribution of Cooling Supplies).</li> </ul>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>• No actions required at this level.</li> </ul>

\*The distribution of these supplies are ongoing as needed and not necessarily correlated to NWS heat products.

*All actions at the previous level will be taken in addition to the following*

**EXCESSIVE HEAT WATCH**

<b>LA County Response</b>	<ul style="list-style-type: none"> <li>● OEM no formal actions when an Excessive Heat Watch is issued. However, OEM will notify applicable partners of the probability of an Excessive Heat Warning being issued in the coming days.</li> </ul>
<b>LA City Operational Coordination</b>	<ul style="list-style-type: none"> <li>● EMD Duty Officer will coordinate an adverse weather call to discuss the City-wide response.</li> </ul>
<b>LA City Public Information Response</b>	<ul style="list-style-type: none"> <li>● EMD will issue a press release with information on cooling centers and actions the public should take to mitigate the effects of heat related illnesses.</li> </ul>
<b>Distribution of Cooling Supplies</b>	<ul style="list-style-type: none"> <li>● ARC can provide refreshments and relief through their mobile canteen vehicle if emergency situations arise during a heat event.</li> </ul>
<b>Cooling Centers</b>	<ul style="list-style-type: none"> <li>● RAP will determine the need to activate their DOC and conduct assessments to ensure facilities are properly running. RAP will also begin to identify potential augmented cooling center locations.</li> </ul>
<b>Vulnerable Communities</b>	<ul style="list-style-type: none"> <li>● ARC can serve as force multiplier to address secondary impacts of excessive heat through supplying water and meals to City respite centers or via mobile distribution into the community. In coordination with City and community efforts, ARC can support canteening at cooling centers or open shelters for heat-related displacement.</li> </ul>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>● LADOT will make every effort to keep traffic lights operational during heat events or provide Traffic Officers where necessary.</li> <li>● LADOT may provide transportation to Cooling Centers if provided 2-3 days of lead time and a council district requests them. It can be coordinated through the council program and their charter funds.</li> <li>● LADOT can provide climate control buses during an emergency or for populations who are unable to seek refuge. During an emergency, LADOT can also activate the TRANSMAC agreement and requests resources from other transportation agencies.</li> </ul>

*All actions at the previous level will be taken in addition to the following*

**EXCESSIVE HEAT WARNING**

<p><b>LA County Response</b></p>	<ul style="list-style-type: none"> <li>● LACDPH will issue heat product in line with NWS when HeatRisk for any zone(s) forecast as high to very high.</li> <li>● LACOEM will formally activate "augmented cooling centers" which are pre-identified county facilities that will serve as cooling centers outside of their normal business hours when certain criteria are met.</li> </ul>
<p><b>LA City Operational Coordination</b></p>	<ul style="list-style-type: none"> <li>● EMD - Duty Officer will facilitate regular Adverse Weather Coordination Calls. Assess the need to activate the City EOC and establish the appropriate activation level.</li> </ul>
<p><b>LA City Public Information Response</b></p>	<ul style="list-style-type: none"> <li>● Continue with efforts identified at subsequent levels.</li> </ul>
<p><b>Distribution of Cooling Supplies</b></p>	<ul style="list-style-type: none"> <li>● Continue with efforts identified at subsequent levels.</li> </ul>
<p><b>Cooling Centers</b></p>	<ul style="list-style-type: none"> <li>● RAP/LAPL - Augmented Cooling Center activation: Formal activation is required for augmented centers to be made available during extended periods of Excessive Heat Warnings if standard Cooling Centers options are limited (example: Sunday). These operate outside normal business hours.</li> </ul>
<p><b>Vulnerable Communities</b></p>	<ul style="list-style-type: none"> <li>● Continue with efforts identified at subsequent levels.</li> <li>● ARC can serve as force multiplier to address secondary impacts of excessive heat through supplying water and meals to City respite centers or via mobile distribution into the community. In coordination with City and community efforts, ARC can support canteening at cooling centers or open shelters for heat-related displacement.</li> </ul>
<p><b>Transportation</b></p>	<ul style="list-style-type: none"> <li>● LADOT can provide transportation during emergencies (e.g. Assisted living facility has a power outage and residents need to be transported).</li> </ul>

## ATTACHMENT D: CITY OF LOS ANGELES COLD WEATHER RESPONSE GUIDELINES

The Emergency Management Department (EMD) is responsible for gathering weather data on a daily basis to identify weather trends indicating a progressive increase or decrease of temperature.

Extreme low temperatures are unlikely in Los Angeles. However, relatively low temperatures in Los Angeles, especially when paired with precipitation, can be a hazard. This is especially true for vulnerable populations.

### Definitions and Terms

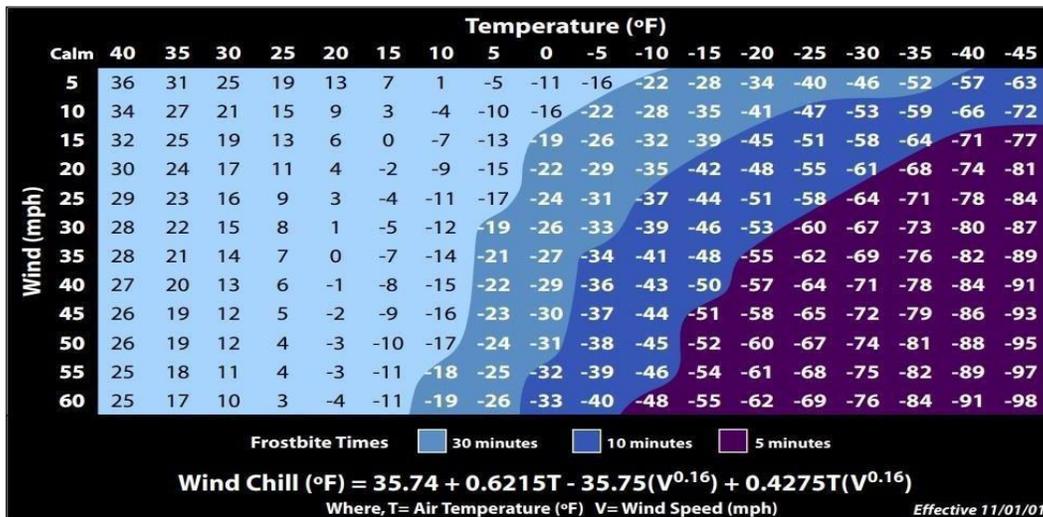
The National Weather Service (NWS) uses the following terms:

- **Frost Advisory** – Issued when the surface air temperature is expected to be 32°F or below over a widespread area for a climatologically significant period.
- **Freeze Watch** – Issued approximately 24 hours in advance when there is potential for temperatures of 28°F or lower.
- **Freeze Warning** – Issued for imminent conditions of temperatures to 28°F.

Historically, the lowest recorded temperature for downtown Los Angeles is 28°F.<sup>11</sup> No specific rules exist for determining when wind chill becomes dangerous. As a general rule, the threshold for potentially dangerous wind chill conditions is about -20°F. When the NWS considers issuing Frost Advisory, Freeze Watch or Freeze Warning, they **do not** consider wind chill factors.



### Wind Chill Chart



<sup>11</sup> <http://www.laalmanac.com/weather/we04.htm>

*NOTE: The ranges stated are for persons of average health. Those with medical conditions, taking medications, elderly, or those with other conditions may be affected well above these ranges.*

### **Warming Centers**

The use of warming centers can pose significant and unique challenges. Unlike cooling centers, which are usually open only during normal City business hours, warming centers may extend beyond normal facility operating hours. Warming centers require a significantly more complex planning effort and commitment of staff overtime; modified shift schedules to provide service during evening hours could also affect facility availability the next day. Warming centers may require sleeping, feeding and personal hygiene accommodations. The decision to open warming centers must be made early to give the maximum amount of preparation time. The opening of these centers may also require coordination with outside agencies such as the American Red Cross (ARC), the Salvation Army, the Los Angeles Homeless Services Authority (LAHSA), and the Faith Based Organizations as needed. The City of Los Angeles works with the LAHSA to fund and run a Winter Shelter Program for those who need a place to stay warm. Locations and transportation information can be found on the LAHSA website at <https://www.lahsa.org/winter-shelter> or by calling the Los Angeles County Information line at 2-1-1. For the deaf and hard of hearing, the TDD line is accessible at [1-800-660-4026](tel:1-800-660-4026). If the City of Los Angeles opens a warming center, the City Mass Care and Shelter Annex and supporting Appendices will be utilized.

## **Shelters**

The purpose of the adverse weather sheltering process is to reduce the potential for loss of life, injury, and additional risk factors caused by inclement weather which could affect unsheltered persons in the City of Los Angeles. Cold temperatures paired with precipitation may be considered hazardous to unsheltered populations long before these conditions are considered hazardous to sheltered populations. In circumstances where unsheltered populations might be at risk due to adverse weather, shelters can be opened. Factors to consider include at-risk populations, weather forecasts, predicted weather severity, and the scope of potential impact and predicted duration of hazardous weather. Please refer to the *Inclement Weather SOP* for more information and detail.

The EMD Duty Officer, Duty Team, Public Health Emergency Planner, RAP, and EMD GM will work together to determine whether warming centers or overnight shelters should be opened and/or hours of existing centers will be extended.

## **Cold Weather Action Phases**

### **Phase One**

The City's cold weather response will be implemented when any of the following triggers are observed:

- The NWS has issued a Frost Advisory for anywhere within the City of Los Angeles.
- Temperatures are predicted to be at or below 50 degrees and storms with continuous rain for 24 hours or more are predicted.

*Note: NWS will send an email to its partners on possible cold weather forecasts.*

In Phase One pre-incident planning activities, the EMD DO, Duty Team, and EMD management, using forecasted weather predictions and other tools, will determine whether a Phase Two or Three response may be required in the coming days. The Duty Team will provide departments with regular updates on the City's preparedness stance and the City phase activation status. EMD will push out cold weather messaging through social media and other means, including reminders to the public of the availability of City facilities during cold temperature conditions. EMD will work with LAPD and other departments to ensure that police officers and other City employees who regularly come into contact with the public are aware of the availability of City facilities to stay warm. In addition, LAFD, LAPD and LADWP will begin collecting data on customer service calls so the City can make more informed critical decisions regarding cooling actions.

The EMD DO will discuss with EMD management any critical infrastructure impacts with particular focus on response actions. The EMD DO and EMD management may make the decision to initiate a Citywide Coordination Conference Call or activate the EOC to a Level 2 or 3.

## Phase Two

Phase Two of the City's cold weather response will be implemented with any of the following triggers:

- The NWS issues a Freeze Watch or Freeze Warning for anywhere within the City of Los Angeles.
- Significant precipitation (0.5" or greater) and low temperatures (below 50 degrees) are predicted within the next 24 hours.

If weather conditions meet Phase Two criteria, the EMD DO and Duty Team perform the following:

- Will gather information as to the severity and duration of the cold weather.
- Will initiate a Citywide Coordination Conference call with City departments and advise them of the weather predictions and impacts to City personnel who work outside doing physical labor.
- Will assess the need for hours to be extended at warming centers and/or for additional locations to be opened to serve as warming centers, and will make recommendations on the conference call.
- Will keep departments informed by issuing a special EMD Bulletin through the EMD DO email.
- Will issue a press release regarding warming centers and recommended actions for the public to take.
- Will coordinate with other departments in issuing public information. This information will be used to educate and inform the public on steps to mitigate or to respond to adverse weather related incidents.
- Will work with other departments to ensure [www.emergency.lacity.org/coldweather](http://www.emergency.lacity.org/coldweather), [www.lamayor.org/coldweather](http://www.lamayor.org/coldweather), other relevant City websites, and messaging to the media is coordinated.
- Will work with 311 to ensure that if warming centers are opened, this information is available.
- Will work with LADWP to assess the likelihood of power outages during the cold weather.
- Will be the source contact for inquiries regarding adverse weather related incidents or actions. This point of contact may be through the EMD DO.
- Will coordinate with the County OEM and LACDPH.

The Los Angeles Department of Water and Power (LADWP) will provide information about power outages and water supply shortages to identify the impacted areas of the City. LADWP will notify the EMD DO when power outages reach 10,000 households.

### **Phase Three**

Phase Three of the City's cold weather response will be implemented with any of the following triggers:

- Temperatures have gone below 32°F anywhere in the City of Los Angeles.
- Temperatures have gone below 50°F with sustained precipitation of 24 hours or more.

If weather conditions meet Phase Three criteria, the EMD DO and Duty Team perform the following:

- Will gather information as to the severity and duration of the weather.
- Will hold regular conference calls with City departments. These conference calls may include:
  - Updates from EMD or NWS on the status of weather predictions
  - Updates from LAFD on any increase in cold-related calls
  - Updates from LADWP on power outages
  - Updates from EMD or the Mayor's Office on public messaging
  - Updates from LAHSA and/or RAP on the use of warming centers
- Will keep departments informed issuing information through the Daily Briefs and EMD Bulletins from the DO.
- Will discuss the need to activate the City's EOC and the appropriate activation level.
- Will coordinate with other departments in issuing public information. This information will be used to educate and inform the public on steps to mitigate or to respond to adverse weather related incidents.
- Will be the single source contact for inquiries regarding adverse weather related incidents or actions. This point of contact may be through the EMD DO or EOC if activated.
- Will coordinate with the County OEM and LACDPH.

The Los Angeles Department of Water and Power will provide information about power outages so focused attention can be provided to those areas of the City most affected by power outages. LADWP will notify the EMD DO when power outages reach 10,000 households.

### **Phase Four: Emergency Operations Center Activation**

Phase Four of the City's cold weather response will be implemented with any of the following triggers:

- LAFD requires resource support because of a surge in cold-related calls.
- Significant numbers of cold-related fatalities are reported in the City.
- Significant power outages (10,000 or greater) are reported across the City.

In Phase Four, all the actions performed in earlier phases will continue and the EOC will be activated at Level 2 or 3 based on the scale of impacts across the City. In addition, a Citywide Coordination Conference call may be scheduled.

### **Los Angeles Homeless Services Authority (LAHSA)**

LAHSA is a joint powers authority of the City and County of Los Angeles, created in 1993 to address the problem of homelessness in Los Angeles County. LAHSA is the lead agency in the HUD-funded Los Angeles Continuum of Care, and coordinates and manages over \$800 million annually in federal, state, county, and city funds for programs providing shelter, housing, and services to people experiencing homelessness.

**Winter Shelter Program (WSP)** - Provides emergency shelters for individuals experiencing homelessness during cold and wet weather conditions annually between November 1st - March 31st but can be extended beyond March 31st based on funding and directive from funders.

Winter Shelter Programs are located across the County. Their locations can be found at the following site: <https://www.lahsa.org/winter-shelter>. They operate 14-24 hours per day - 7 days a week. Participants in the WSP are offered three (3) meals in a 24-hour period, a bed/cot, blanket, and have access to sanitation facilities and showers.

Individuals wishing to access the WSP must be at least 18 years of age and experiencing homelessness as defined by the Department of Housing and Urban Development.

**Augmented Winter Shelter Program (AWSP)** - In addition to the WSP, the Augmented Winter Shelter Program (AWSP) provides emergency shelters for individuals experiencing homelessness during *severe* cold and wet weather conditions during the same time frame (November 1 - March 31). The following are severe weather conditions that may trigger activation of the AWSP in a geographic area or countywide.

#### **Triggers:**

- *Cold Weather Conditions:* Issued when the NWS forecast calls for three (3) days of low daytime temperatures accompanied by night wind chill temperatures of 32 degrees.
- *Rain Conditions:* Issued when the forecast calls for 1 inch of rain in 24 hours or calls for three consecutive days or more of 1/4 inches of rain with temperatures at or below 50 degrees.
- Conditions not previously identified by the plan but for which it would be prudent to do so based upon critical need such as when the National Weather Service (NWS) issues a flood watch, warning, or the Department of Public Health issues Cold Weather Alert.

Additional program information can be found here: <https://www.lahsa.org/winter-shelter>

# ATTACHMENT E: CITY OF LOS ANGELES ADVERSE WEATHER SHELTERING SOP



## EMERGENCY MANAGEMENT DEPARTMENT STANDARD OPERATING PROCEDURE

(LAEMD 0.045.01. REV.7.18.19)

### SHELTERS ACTIVATED DURING INCLEMENT WEATHERS

#### I. PURPOSE

The purpose of the sheltering process during adverse weather is to reduce the potential for loss of life, injury, and additional risk factors caused by inclement weather which could affect unsheltered persons in the City of Los Angeles.

#### II. SCOPE/APPLICABILITY

During Phase 1b of the Adverse Weather Incident Phase Matrix (see Attachment A of this plan), when the EOC is activated at Level 3 (the lowest level), the EOC Director will consider information from the National Weather Service, and will advise Recreation and Parks (RAP), the City's Homelessness Policy Director, and/or the City's designated Los Angeles Homeless Services Authority (LAHSA) representative of sheltering triggers and recommendations.

During Phase 1b, specific recommendations will be made regarding the opening of additional inclement weather shelters. During severe winter weather, the health and safety of homeless Angelenos may be at risk during what many would experience as "just a rain storm". Hypothermia can occur when a person remains cold and wet over time. The City may open facilities to provide homeless populations and their belongings, dry and warm shelter during continuous precipitation.

The following criteria shall be considered when making the recommendation to open shelters ahead of predicted severe weather in Los Angeles:

- **Duration of Rain** – Storms resulting in predicted continuous rain of 24 hours or more may necessitate opening emergency shelters for homeless populations
- **Temperatures** – Overnight lows at or below 50 degrees increase hypothermia risks. When temperatures are at or below 50 degrees emergency shelters may be opened when continuous rain is predicted for 12 hours or longer
- **Wind** – Wind and the resultant wind chill can significantly increase the chance of hypothermia during rainstorms. The EOC shall take into consideration the effect of wind on persons exposed to the elements when making recommendations
- **Timing** – Rainfall duration, sustained rainfall, and/or cumulative rainfall can impact

- hypothermia risks for homeless populations
- **Capacity** – Existing shelter resources activated for the inclement weather cannot support the anticipated need

The following circumstances will trigger the opening of additional Winter Shelter sites in the City of Los Angeles:

- **Duration of Rain** – Predictions of continuous rain in the same location for three days in a row
- **Temperatures** – Lows of 32 degrees or below

Shelters located in the City of Los Angeles shall allow clients to remain indoors throughout the day when rain is occurring, and terminations from emergency housing are prohibited when the City of Los Angeles EOC is activated for inclement weather. Additionally, as much as possible, public buildings will be open to the homeless. All shelters hosted by the City or receiving funding from the City will be ADA compliant. All shelters opened for the severe weather shall close within 8 hours of the cessation of rain. The EOC will monitor NWS predictions and advise the EOC Mass Care Branch Director and the City’s Homelessness Policy Director when shelters should close due to improving weather conditions.

### III. ROLES AND RESPONSIBILITIES

The EMD DO, the RAP DO, or Field Command could request shelters be opened and relevant stakeholders notified. For City-run and operated Shelters, normal shelter operations, plans, and processes will be followed.

During time periods of inclement weather when existing shelter programs are in use, City-facility shelters will serve as a “third tier” option. When existing winter shelters and additional City-facility shelters are at or near full capacity, they will work with the Los Angeles County Office of Emergency Management to activate the County’s Augmented Winter Shelter Sites. In a situation where 80% occupancy is reached at the County’s Augmented Winter Shelter sites, the City’s Augmented Shelter Program would be activated if a need was identified.

#### **LAHSA Operated Shelters**

Through the Housing and Community Investment Department (HCID), the Los Angeles Homeless Services Authority (LAHSA) will be contracted to operate and manage adverse weather shelters opened to specifically support homeless populations.

Once directed to open Shelters, LAHSA will initiate their protocols and processes to open and staff the identified Homeless Storm Shelters. In all cases, LAHSA will endeavor to open identified Inclement Weather Shelters within 6 hours of the arrival of continuous rainfall per the recommendation of the EOC or the automatic triggers.

LAHSA will be responsible for deploying contract and volunteer staff to manage the shelters throughout their opening.

LAHSA will be responsible for providing meals, bedding, access to personal hygiene facilities and supplies, facility security and custodial services. LAHSA will also make temporary space

adjustments to provide appropriate protection of more vulnerable sub-populations such as families, single women, transgendered persons, youth, the elderly and other persons with disabilities, and others with access and functional needs. On a case-by-case basis, people with cognitive disabilities will be housed via motel vouchers for their own protection and the protection of others.

When possible, LAHSA will partner with case managers and other allied medical and behavioral health outreach teams to meet with individuals, assess their needs including DAFN services, address immediate health conditions, and initiate plans to create pathways to permanent housing upon exit of the Shelters. Shelters should remain open for the duration of continuous precipitation.

LAHSA outreach workers will start referring at-risk persons to the Shelters beginning not less than 12 hours prior to the predicted arrival of inclement weather, and throughout the duration of the inclement weather as long as it is physically safe to do so.

While the location may be provided by the City of Los Angeles, LAHSA-run Shelters are the responsibility of LAHSA, including shelter set-up, intake, security, demobilization, and clean up.

**Figure 2: Adverse Weather Shelter Operations in the City of Los Angeles**

Activity	Notes	Responsible Department
Monitoring of weather conditions		EOC
Request Activation of Inclement Weather Shelters	Stakeholders will be convened to make the final determination about the need to request Inclement Weather Shelters	EOC
Notifications	Notifications to the public shall be done through LAHSA’s network and through standard EMD/EOC social media networks and traditional media contacts. Notifications to other City departments shall be done through the EOC	EOC, LAHSA
Opening of shelter space	A RAP representative will be on hand at all RAP facilities being used as shelters for the duration of their use. The opening of a shelter space also	RAP

	includes making any necessary modifications to make the facility ADA compliant	
Transportation	Any transportation requirements for unsheltered populations to the Inclement Weather Shelter	LAHSA
Set up of shelters, intake of citizens	Includes set up of additional restroom facilities and showers if necessary	LAHSA
Shelter operations	Includes security and feeding	LAHSA
Recommendation to close shelter based on weather reports and predictions	EOC should strive for a 12-hour notification window between decision to close and time for shelter to close	EOC
Demobilization of Shelters	Demobilization of shelters includes tear down, clean up, decontamination if necessary, and a return of the facility to its pre-shelter state	LAHSA
After Action Report	LAHSA to provide via the template provided by EMD	LAHSA

#### IV. PROCEDURE

- A. The EMD DO and Duty Team will perform the following actions: Monitor weather predictions in coordination with the National Weather Service
- B. Activate the EOC at the appropriate level if needed
- C. Determine the need for Shelters to protect the life safety of all Angelenos
- D. Determine the impacted areas of the City that will need shelters
- E. Coordinate with LAHSA and County OEM to determine the capacity of existing shelters
- F. Request Recreation and Parks or LAHSA to open additional Shelters if needed
- G. Facilitate resource requests and support needs for any opened shelters
- H. Monitor weather conditions and predictions and advise the RAP DO and/or LAHSA of the timing of Shelter closures

**Further sheltering procedures and protocols can be found in the City Mass Care Annex and supporting Appendices.**

#### V. IMPLEMENTATION & TRAINING

All EMD DOs will be briefed on this SOP within five days of final draft approval, and new EMD Emergency Management Coordinators will be trained on the SOP within 14 days of approval. All new EMD Emergency Management Coordinators will be trained on the SOP within 30 days of their date of hire.

#### VI. MAINTENANCE

This SOP will be reviewed every January for quality improvement ensuring capture of lessons learned.

**VII. RECORDS OF CHANGE**

Each revision(s) to this SOP must be recorded in the following table. Once the revision(s) have been made, the SOP will be forwarded to the General Manager for approval. Upon approval, all affected parties will be notified.

**Figure 3: Sheltering SOP Record of Changes**

Date	Section	Description	Changed By

**VIII. DISTRIBUTION**

All EMD Emergency Management Coordinators will be provided a copy of this SOP and the Adverse Weather Incident Phase Matrix.

**IX. APPROVED BY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**X. REFERENCES**

- City of Los Angeles Emergency Operations Plan, November, 2014
- City of Los Angeles Mass Care Annex, November, 2014

**XI. ATTACHMENTS**

A. Draft Adverse Weather Incident Phase Matrix

## ATTACHMENT E – ADVERSE WEATHER INCIDENT PHASE MATRIX

Phase 1: Pre-incident			Phase 2: Response			Phase 3: Recovery
<b>1a</b> Normal Operations	<b>1b</b> Elevated Threat	<b>1c</b> Credible Threat	<b>2a</b> Immediate Response	<b>2b</b> Deployment and Employment	<b>2c</b> Sustained Response	<b>3</b> Recovery Restoration and Rebuilding
	<b>Prediction &amp; pre-arrival</b>	<b>Initial impacts or solidified predictions</b>	<b>Significant adverse weather impacts</b>		<b>Lessening of adverse weather impacts</b>	
<b>Possible</b> Significant adverse weather impacts could occur but are neither certain nor imminent.		<b>Likely</b> Significant adverse weather impacts can be expected during the outlook period.	<b>Occurring</b> Significant adverse weather impacts (windstorms, flooding, mud & debris flows, freezing, power outages, infrastructure impacts, etc.) are already occurring or are forecast to occur during the outlook period			
			<b>Protective actions, evacuations, rescues, deployments, response</b>			
24-48 hrs		12-24 hrs	0 – 24 hrs	24 – 72 hrs	3 – 5 days	6+ months
<b>EOC and DOC activation recommendations made</b>		<b>EOC and DOCs activate Staging occurs</b>	<b>Unified Area and Incident Commands</b>		<b>EOC moves to recovery focus, demobilization</b>	
Plan, Organize, Equip, Train & Exercise		Make recommendations regarding emergency homeless shelters	Assign Recovery Coordinator 0 - 2 hrs			



