

City of Los Angeles

# EMERGENCY OPERATIONS PLAN



## EARTHQUAKE

### Hazard Specific Annex

May 2018



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## **ANNEX DEVELOPMENT AND MAINTENANCE**

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

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

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

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

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

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

## **APPROVAL AND IMPLEMENTATION**

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

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

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

## RECORD OF CHANGES

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

[illegible]

## CITY EMERGENCY OPERATIONS CENTER/ANNEX CROSS REFERENCE

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

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

## **BACKGROUND**

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

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

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

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



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

### **A. Purpose**

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

The Annex has been developed to meet the following objectives:

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

### **B. Scope**

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

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

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

### **C. Situation Overview**

#### **1. Characteristics**

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

The City of Los Angeles covers 498 square miles with approximately 468 square miles of land (214 square miles of which are hills and mountains) and approximately 29 square miles of water. The San Gabriel and Santa Susana Mountains bound the City on the North and the Santa Monica Mountains extend

across the middle of the City. The Palos Verdes Hills and Pacific Ocean bound the City on the South and West.

b) Demographics

According to the California Department of Demographic Research Unit's "*E-1 Population Estimates for Cities, Counties, and the State*"<sup>2</sup>, the 2016 population estimate for the City of Los Angeles is 4,030,904. This breaks down to approximately 8094 persons per square mile.

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

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

*People with Disabilities*

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

*Others with Access and Functional Needs*

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

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<sup>2</sup> California Department of Finance, E-1 Population Estimates for Cities, Counties, and the State, January 1, 2015 and 2016

<sup>3</sup> Los Angeles Department of Public Health, "Adult Disability in Los Angeles County." LA Health. Sept. 2006.

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

## 2. Vulnerabilities

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

While the City has multiple, accessible, redundant warning and notification systems that it will utilize to reach the public for warnings, notification, and support, the city's topography adds to its vulnerability. Because of the population density of many areas of the city, a catastrophic or even major earthquake can impact a large number of people, and the language diversity mentioned above exacerbates the difficulties of public notification. The Santa Monica mountains divide the Los Angeles Basin from the San Fernando Valley. The Valley, where over one fourth of the city's population lives, is only connected to the Basin via two major thoroughfares. The primary mode of notification will be the NotifyLA application. Other modes will include news releases and public service announcements to the media and directly through social media.

The many foothills and canyons of the city are more vulnerable to fire and hinder communications. The communities in this area often have only one narrow one or two lane streets for ingress and egress. This makes evacuation, rescue, and fire protection attempts problematic.

## D. Assumptions

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

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

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

## II. CONCEPT OF OPERATIONS

### A. Terminology

**Access and Functional Needs:** Access and functional needs as defined by the National Response Framework may be present before, during, or after an incident in one or more areas and may include, but are not limited to, maintaining independence, communication, transportation, supervision, and medical care. 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 physical or mental impairment that limits one or more of the major life activities of such individual. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

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

**Earthquake hazard<sup>5</sup>:** Anything associated with an earthquake that may affect the normal activities of people. This includes surface faulting, ground shaking, landslide, liquefaction, tectonic deformation, tsunamis, and seiches.

**Earthquake risk<sup>5</sup>:** The probable building damage, and number of people that are expected to be hurt or killed if a likely earthquake on a particular fault occurs. Earthquake risk and earthquake hazard are occasionally incorrectly used interchangeably.

**Fault<sup>5</sup>:** A fault is a fracture along which the blocks of crust on either side have moved relative to one another parallel to the fracture.

**Fire Following Earthquake<sup>5</sup>:** Fire following earthquake describes fires that ignite in the aftermath of an earthquake as a result of cascading effects from seismic-induced damage to buildings and other infrastructure systems. Of these fires, it has been

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

<sup>5</sup> Los Angeles Department of Water and Power. *Preliminary Plan to Improve Water System for Managing the Fire Following Earthquake Risks*. July 2015.

estimated that gas-related ignitions account for 25% of the total number of ignitions according to assessments undertaken as part of the ShakeOut Scenario.

**Geologic hazard<sup>5</sup>:** A geologic condition, either natural or man-made, that poses a potential danger to life and property.

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

## **B. Initial Safety Assessment**

Initial safety assessments will take place immediately following a significant seismic event. City departments will conduct assessments based on their specific discipline and jurisdictions and report their findings back to their departments. Departments will then share information with the EOC if activated, or the EMD Duty Officer if the event does not warrant activation of the EOC. This includes such information as injured and deceased persons, collapsed or damaged buildings and infrastructure, fires, power outages, flooding, looting, and other life/safety issues. Windshield surveys will be conducted by Los Angeles Fire Department (LAFD), Los Angeles Police Department (LAPD), Port of Los Angeles (POLA), Department of Public Works (DPW), and Los Angeles Department of Water and Power (LADWP). Safety assessment information will also come from the public via 9-1-1, 3-1-1, social media, and other methods of communication. Los Angeles World Airports (LAWA) will assess the condition of Los Angeles International and Van Nuys airports and communicate whether they can resume full or partial operations. POLA will determine if conditions at POLA are safe to continue operation. Los Angeles Department of Transportation (LADOT) will determine if City roadways are safe and operational. All City departments will account for personnel through pre-determined methods.

## **C. Search and Rescue**

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

## **D. Public Safety Utility Control**

Earthquakes have the potential to damage utility infrastructure and disrupt continuity of service. Damage to utilities will be reported by City departments, as well as the private sector during the initial safety assessment and throughout the event. LADWP will

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

DWP, So Cal Gas, and other agencies have mutual aid agreements. These agencies can rely on these for assistance.

#### **E. Safety And Security Operations**

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

#### **F. Fire Following Earthquake**

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

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

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

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

Public Works Bureau of Engineering and LADOT will assess all roadways, bridges, and other vital transportation infrastructure for damage and operational capability. DWP will provide damage assessment teams to locations with high priority such as dams and

reservoirs, power generation plants, Los Angeles Aqueduct, water filtration plants, chlorination stations, John Ferraro Building, and command and control centers. Los Angeles Department of Building and Safety (LADBS) will assess the “Big 20” buildings pre-determined to be crucial to City operations. Designated ITA personnel are responsible for assessing damage and prioritizing repair to critical public safety systems as well as City-wide voice, data, and radio systems. LAPD maintains a list of Critical Infrastructure and Key Resources and will conduct windshield surveys of all locations within 30 minutes following a significant earthquake. Airports are considered vital infrastructure as a whole under ESF 8; therefore, LAWA will deploy the Post-Earthquake Assessment Team, made up of engineers and construction inspectors, based on the magnitude of the earthquake to assess the integrity of airport facilities, including runways, taxiways, and building fire/life safety systems. POLA is also considered to be vital infrastructure and is a key logistical hub for the region. POLA, in conjunction with the Army Corps of Engineers and United States Coast Guard (USCG), will be responsible for assessment of port facilities and ensuring shipping channels and navigable waterways are operational as soon as possible. All response and recovery operations for these locations will be prioritized and performed expeditiously in order to return them back to normal operations.

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

LADBS will establish a procedure to expedite assessments and permit issuance for damaged buildings. Inspectors and engineers will conduct safety assessment inspection of structures within a geographic area and post inspected buildings utilizing the ATC-20 placarding system, physical barriers where buildings are not safe and the Safety Assessment Module (SAM) system. Public Works Bureau of Engineering will provide additional inspectors and assist LADBS with the ATC-20 process. The Housing and Community Investment Department of Los Angeles (HCIDLA) will collaborate with LADBS to form safety assessment teams and conduct assessments of potentially unsafe residential structures. All reports of damaged buildings will be directed to LADBS and if activated, the information will then be shared with the EOC.

#### **I. Vital Traffic Corridor Management**

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



**J. Evacuation and Access Control**

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

DOT will provide support to LAPD when possible, by providing Traffic Officers at designated intersections on the outer perimeter to control vehicle and pedestrian access into the evacuated area. LAPD will enforce applicable safety guidelines for LADOT Traffic Officer assignments will be used in determining location placement. LADOT officers will not be placed in hazardous situations. LAPD will assist LADOT Traffic Officers as necessary, to provide enforcement support when LADOT Traffic Officers encounter persons who refuse to cooperate. In the event any persons get past LADOT staffed check points, LADOT will immediately notify LAPD. LAPD will make every attempt to locate the offenders and enforce the evacuation restrictions.

**K. Emergency Debris Removal**

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

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

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

Information collection, analysis, and dissemination should focus on:

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

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

During an emergency situation or incident, it is important to keep specific records related to staff assignments and costs, related to the response to and recovery from the emergency/incident. In accordance with standard cost accountability practices for unique events, man-made and/or natural disasters, each department has their own internal processes for ensuring proper documentation of actions, incident specific cost tracking, personnel time keeping, and record retention of these documents.

Each City department, both proprietary and Council controlled, operates their accounting practices within the guidelines of the Mayor's Executive Directives, the California Natural Disaster Assistance Act and the Federal Code of Regulations Title 44 of the Stafford Act to maximize potential reimbursement eligible costs and minimize ineligible costs.

### III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### A. City of Los Angeles

##### 1. 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 SOPs.

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

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

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

##### a) Reconnaissance and Information Gathering

###### i. Fact Gathering

- The agency representative (AR) is the department’s Emergency Management Coordinator and will attend briefings on current situation and then brief staff members.
- Ensure initial reports from field units are received by the AR.

- Assessments of animal care facilities shall be performed and reported to the AR, including capacity capabilities and type of open cage space available.
  - Information received by the AR will be compiled, evaluated, and acted upon as necessary.
  - Specialized Mobile Animal Rescue Team (SMART) Leader shall organize a grid within the area for team assignments to ensure evacuation areas have been thoroughly searched.
- ii. Assessment
- Animal Services will assess the overall anticipated needs of the Department.
  - Assess potential need to activate the SMART or Volunteer Emergency Equine Response Team (VEERT).
  - Determine availability of Medical Personnel.
  - Work with the Mass Care Branch in the EOC (if activated) or Recreation and Parks (RAP) Duty Officer (if EOC is not activated) to assess the overall need for Animal Services support of shelters being established.
- iii. Information Sharing
- The Animal Care Technician Supervisors (ACTS) will perform an assessment of their animal care facilities and report to the AR the capacity capabilities and type of open cage space they have at this time.
  - The ACTS will prepare their facilities for the incoming evacuated animals.
  - The ACTS will keep the AR posted on capacity, needs and activities at all times.
  - The AR and the EOC Responder will keep an open line of communication.
  - The field personnel will communicate with the AR.
  - Information will be transmitted to the AR for compilation, evaluation, and action.
  - Initial reports will originate from the field resources to the AR.
  - Keep the AR posted on capacity, needs, and activities at all times.
- b) Incident Stabilization
- i. Incident Response
- Animal Services will set up temporary and separate animal shelters nearby mass care shelter sites as necessary. Evaluate options to keep animal shelter operations as close as possible to the established shelter.
  - Open the North East Animal Care facility, Pierce College, Hansen Dam or LA Equestrian Center for the intake of evacuated animals/livestock as necessary and assign a Shelter Unit Leader as directed by the AR.
  - Staff the 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 will include the existing operations and any off-site facilities where animals/livestock are being temporarily housed and cared for
- The SMARTs shall:
  - Conduct animal and/or livestock evacuations according to the IAP and as directed by the AR.
  - Perform the rescue of injured, unattended, and stray animals/livestock.
  - Record the locations of all evacuated and deceased animals/livestock.
  - Provide animal support at animal shelters and general population shelters (service and emotional support animals).
- ACTS of each animal care facility shall:
  - Coordinate activities within each of their facilities.
  - Provide necessary direction and control to ensure effective deployment and optimum utilization of available resources.
  - Reassign resources to meet the specific needs within that facility
  - Coordinate resource allocation with the AR.
  - Prepare their facility for incoming evacuated animals.
- ii. Ongoing Information Gathering/Assessment/Sharing
  - Animal Services will ensure initial reports from field units are received by the AR.
  - Ensure animal care facilities are adequate and assess the need for more or fewer facilities.
  - ACTS will continuously update the AR on the capacity of facilities and the types of open cage space available.
  - Divisions will report to executive management on the current status of their communications abilities.
  - Transmit information to the AR for compilation, evaluation and action.
- iii. Assess Transition to Recovery/Demobilization
  - Animal Services will develop a plan for reuniting animals with owners.
  - Determine threshold for beginning demobilization.
- c) Initial Recovery
  - i. Initial Recovery Operations
    - Based in immediate recovery assessment, Animal Services will reassess and determine need for activated positions.
    - Reunite animals with their owners or custodians.

- Provide animal owners updated information as to the location for the retrieval and pick up their animals from shelters or temporary evacuation sites.
- ii. Ongoing Information Gathering, Assessment, and Sharing
  - Animal Services will assess the capacity to de-escalate resources engaged in response operations and support.
  - Determine the gaps in response activities related to departmental roles and responsibilities.
  - Assess latent impact of the incident on operations and recovery.
- iii. Demobilization of Department Resources
  - Begin scaling back activated incident command positions, while considering effective operations and safety.
- d) Department Command and Control
  - The Emergency Coordinator, as the AR, will assess the overall needs of the Department and will direct the deployment of resources based on that determination.
  - The AR will decide whether to open the North East Animal Care facility, Pierce College, Hansen Dam, or LA Equestrian Center for the intake of evacuated animals/livestock and will assign an ACTS.
  - The AR will have a Lieutenant or designated representative report to staging area for effective control of resources during the performance of evacuations and other related activities.
  - Staff will be placed on twelve hour shifts.
  - Employees shall contact their district, supervisor, or person in charge to determine if they are immediately needed for emergency response.
  - Rotating shifts will be developed to utilize staff that have not been working on the incident as necessary.
- e) Communications
  - The Management Assistant will utilize the department's social media to disseminate information regarding emergency shelter sites. If the EOC is activated, the Management Assistant will work with PIOs in the EOC to ensure this public messaging is accurate across all departments.
  - The Department will set up a hotline, including a TTY number, to assist pet owners in locating their shelter-bound animal. If a City hotline is set up or 311 used to help inform the public, information for pet owners will also be included on these incident-wide hotlines.
  - Continue communications throughout incident.
  - Divisions will report to executive management on the current status of their communications abilities.
  - Utilize primary and redundant communications outlined in "Initial Size-Up" section as permitted.

f) Logistics

- ACTS will determine the overall needs of their facilities and off-site shelters.
- Supervisors will ensure employees understand they are expected to report to work at their normal shift, unless they have been informed over the Emergency Alert System or other media that the Mayor's Office or the City Emergency Operations Board has directed that non-immediately essential employees are not to report to work.
- The AR will decide whether to activate the VEERT.
- The SMART Leaders will organize a grid within the area that each team will conduct evacuations from, define responsibilities, and search the areas assigned.
- The SMARTs will conduct animal/livestock evacuations according to the IAP and direction of the AR. They shall perform the rescue of injured, unattended, and stray animals/livestock with the safety of structural damage and evacuation areas/routes in mind.
- The SMARTs will record the locations of where the animals/livestock are evacuated from and the locations of any dead animals/livestock.
- Department will provide animal food and other supplies as necessary and arrange with the Department of General Services (GSD) and/or through the EOC to obtain water supplies for the animals.
- Department will coordinate animal sheltering activities with:
  - American Red Cross Los Angeles Region (Red Cross)
  - Los Angeles Unified School District (LAUSD)
  - In conjunction with RAP, will provide Safe Refuge Centers and shelter facilities to the public.
  - Animal Services will work with Los Angeles County Animal Control, County lifeguards, and volunteer rescue groups for beached animals.
- Examine MOUs with other agencies for continued staffing needs.

g) Documentation

i. Record Keeping

- The AR and their staff, including the Resource Leader (RL), are responsible for the call-ups and assignment of staff and equipment relative to the disaster. The AR, RL or their staff maintains a log of these activities and utilize the ICS-204 (Operations Assignment List) form and the ICS-218 form (Support Vehicle/Equipment Inventory). The Department has instructed all personnel to use the ICS-214 (Duty Log) and 218 forms while performing duties relative to the incident. To maintain and track costs for employees working the incident, all other employees will use every day Department forms, so as not to conflict.

ii. Time Keeping

- The AR, EOC Responder, and field personnel will track and maintain all costs relative to care for animals evacuated during the incident under the identification number of the animal within the Chameleon System.

iii. Financial Reporting

- Supervisors will assure that staffs involved in the disaster are utilizing the appropriate ICS-Forms.

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

a) Reconnaissance and Information Gathering

i. Fact Gathering

- Information will be transmitted through appropriate channels to the proper Command Staff for compilation, evaluation, and action.
- Initial information reports will originate from the field resources to Command Staff for preliminary safety assessment in the immediate area by radio or status check.
- Gather and disseminate information on issues such as areas of damage, road closures, and high risk security areas and communicate to the Operations Chief in order to inform inspectors and Safety Assessment Teams (SAT).
- Field Commanders shall, as necessary, initiate inspection teams to develop situational awareness. Inspection teams can be utilized as availability and conditions permit. This may be the only source of reporting structural damage.
- Surveys shall be conducted along the pre-established map route or through windshield surveys within each district. This may vary due to time of day or existing conditions.
- All reports shall be directed to the Logistics Chief who will monitor these reports to maintain situational status and will forward data to appropriate staff for data input.

ii. Assessment

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

iii. Information Sharing

- Issue policy statements to the Mayor, media and City departments through the PIO. If the EOC is activated, work through the EOC PIO and/or City's JIC to coordinate messaging and public information.
- Provide safety assessment report to the Mayor, City Council and EMD through WebEOC.
- Operations Chief will contact the Department's General Manager, Executive Officer or Bureau Chief, as per protocols, and advise them of operations.
- Preparation and dissemination of Public Service Announcements regarding building safety and recommendations to Angelenos.



b) Incident Stabilization

i. Incident Response

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

ii. Ongoing Information Gathering/Assessment/Sharing

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

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

be given to the existing situation, potential problem development, operational limitations, logistics needs, and staffing requirements.

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

e) Documentation

i. Record Keeping

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

ii. Time Keeping

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

and timesheets for any disaster related contract services used; and any other documentation as determined necessary by the Department, the City, or reimbursing agencies such as FEMA.

iii. Financial Reporting

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

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

a) Reconnaissance and Information Gathering

i. Fact Gathering

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

ii. Assessment

- Work with other departments to determine the scope of the incident and its impact on City functions and facilities, as well as residents, businesses, and the whole community.
- In coordination with other EOC sections, develop impact estimates.
- The Situation Analysis Unit of Planning Section will assess and vet information from all sources (e.g. City Department notifications, memos, media).

iii. Information Sharing

- If the EOC is not activated, the Duty Officer will collect and consolidate ongoing reconnaissance information from field units, the ICP and other available information sources. The Duty Officer will also make recommendation to the General Manager regarding EOC activation.
- If the EOC is activated, EMD will facilitate information sharing among departments.
- EMD acts as the EOC coordinator.
- EMD will coordinate any use of the NotifyLA Mass Notification System.

- The Department PIO serves as the centralized point for gathering and disseminating information before, during and after an incident.
- Reviews and shares information among departments to ensure a consistent message is conveyed.

b) Incident Stabilization

i. Incident Response

- If necessary, the EMD Duty Officer and Duty Team coordinate and execute the processes to activate the City EOC in accordance with EMD SOPs.
- When necessary, coordinate operations with emergency service organizations in other jurisdictions.
- EMD will provide mass notification support to City departments.
- Include language on our role in getting information up on 311.
- Per EMD and EOC SOPs, relevant stakeholders, including the Mayor, EOB members, and the Los Angeles County Office of Emergency Management (OEM) Operational Area will be notified of activation of the City EOC and level of activation.
- All critical functions provided by EMD in support of citywide response/recovery are related to the operations of the EOC.

ii. Ongoing Information Gathering/Assessment/Sharing

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

iii. Assess Transition to Recovery/Demobilization

- Develop incident objectives related to recovery and demobilization during the response phase of the incident.
- Assess the capacity to de-escalate resources engaged in response operations and support.
- Make recommendations to the EOC Director on the demobilization of the EOC and/or transition to a Recovery Center.

c) Initial Recovery

i. Initial Recovery Operations

- EMD will evaluate long-term recovery needs, and facilitate resource coordination between stakeholders.
- If necessary, lead efforts to establish a Local Assistance Center (LAC), please reference the Local Assistance Center Annex.

ii. Ongoing Information Gathering/Assessment/Sharing

- Continuously improve situational awareness by evaluating and disseminating information from field operations and relevant stakeholders.
  - The Communications Division and JIC will ensure that the City has a unified voice during a crisis.
- iii. Demobilization of Department Resources
- EMD management staff will evaluate its ability to demobilize resources and personnel; determine intervals or timelines for demobilization of resources and personnel; and communicate plans to relevant departments.
  - Determine a plan and time period in which assets will be relinquished and restoration to normal activity will occur. Reductions of resources may coincide with restoration of public services and lifting of temporary safety restrictions.
- d) Department Command and Control
- EMD will notify relevant stakeholders, including the Mayor, EOB members, and the Los Angeles County OEM Operational Area of the EOC activation.
  - EMD Duty Officer will communicate with the Los Angeles County OEM Duty Officer to monitor the incident.
- e) Documentation
- i. Record Keeping
- All situational awareness notifications and bulletins released by EMD are saved in a uniquely named event folder located in the Department R: Drive.
  - Whenever the EOC is activated, or EMD personnel are assigned to a command post, all EMD employees are required to complete an ICS-214 form.
- ii. Time Keeping
- If the EOC is activated, ICS-214 form 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.
- iii. Financial Reporting
- EMD's Administrative Section is responsible for tracking disaster related response costs incurred by the Department.

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

- a) Reconnaissance and Information Gathering
- i. Fact Gathering

- Respond to ICP location with Command Vehicle, Plans Trailer, and portable generator trailer.
  - Staff Planning Section positions within the ICP - ICS structure.
  - Develop initial ICS 201 form and work with other Unified Command agencies to begin development of IAP for next operational period.
  - Capture and collect historical data and information for after action reporting and documentation.
- ii. Assessment
- Information will be transmitted through channels to the proper command level for compilation, evaluation, and action.
  - Initial information reports will originate from field resources to Battalion Commanders as a result of the preliminary assessment in the immediate area by radio/status check.
  - Subsequent information reports from the ground and air will require in-depth reconnaissance of each geographic area of responsibility.
  - Battalion Commanders will, as necessary, initiate reconnaissance patrols to develop situational awareness. Helicopters, vehicles, foot patrols, and amateur radio systems can be utilized as availability and existing conditions permit. This may be the only source of reporting fires, structural damage, or rescue/medical needs.
  - Reconnaissance shall be conducted along the pre-established map route within each company district. This will vary due to time of day or existing conditions.
  - Stations will move vehicles out of apparatus bay to pre-designated staging area and conduct visual assessment of station.
  - Stations will conduct vehicle “windshield” survey of first in reporting district.
- iii. Information Sharing
- Information shall be forwarded concerning the following situations:
    - Fires: Life threatening, conflagration potential, evacuation needs, exposure potential, and product involvement.
    - Structural Damage: Buildings, evacuation needs, bridges, and dams.
    - Physical Rescue: Problem and technical assistance required for evacuations.
    - Medical Needs or Disabilities and Access and Functional Needs: Problem evaluation, availability of casualty collection points, and assistance required.
    - Hazardous Materials: Life threatening incidents, product, potential, and evacuation needs.
    - Water Supply: Water mains and sewage lines.
    - Access Routes: Impassable streets and essential routes that can be readily cleared for safe access.

- Utilities: Area wide disruption of telephone service, power outages, gas leaks.
- Other Situations: Identify problems requiring Department assistance or situations affecting Department operations

b) Incident Stabilization

i. Incident Response

- Field commanders shall consider the following:
  - Immediate life loss potential, conflagration potential, essential service occupancies, and public health hazards.
  - Emphasize "quick knock down" tactics. Fires will be extinguished as quickly as possible and companies will not engage in extended salvage and overhaul operations so as to remain available for other emergency duties.
  - Salvage and overhaul should be de-emphasized or eliminated.
  - In a mass fire incident, also known as conflagration, consider perimeter control. Utilize existing fire breaks and protect exposures. Heavy tractors to construct fire break shall be considered. Personnel from LAPD or other law enforcement agencies will normally be utilized for security or perimeter control.
- Water supply for firefighting purposes may be inadequate or nonexistent. Standing water sources such as reservoirs, lakes, and swimming pools will be utilized and water supply lines will be established using standard firefighting supply hose or plastic piping in the form of Swimming Pool Augmented Water Supply.
- In the event of failure of a portion of the water system, commanders should consider the following:
  - Notify the LADWP and the Construction Services Hydrant Access Unit.
  - Consider a surface relay of water from an adjoining hydrant zone.
  - Local water storage facilities, reservoirs, swimming pools, and tanks may provide a source of fire fighting water.
  - Use reserve hose in storage at fire stations and Supply and Maintenance.
  - Five-mile length of 6-inch portable water main is stored locally by the Office of Emergency Services. An additional ten-mile length is stored outside of the area (5-6 hours away).
  - Large volume water tenders are available through the Department and RAP.
  - Consider helicopter for water drops and filling of portable 1,000-gallon tanks.
  - Consider judicious use of water by quick knockdown tactics and/or perimeter control of a burning area.
- The rescue of trapped or injured persons may be a time consuming and meticulous job requiring organization, close supervision, technical



expertise, coordination of heavy equipment and considerable personnel working with hand tools and specialized equipment. Consider the following:

- Organize search and rescue operations within complex structures or geographic areas, by developing a map of the area, establish grids, define responsibilities, and search each sub area.
- Implement standardized search and rescue operations and request specialized Urban Search & Rescue resources for complex operations.
- Record locations where survivors are found. Dead bodies shall not be moved prior to arrival of the coroner, unless absolutely necessary.
- Request light and heavy rescue equipment, lighting, and personnel as needed. A list of special equipment available from other agencies is located at Metro Fire Dispatch.
- Helicopters may be utilized for transporting specialized personnel and equipment.
- Organize and provide close supervision of LAFD CERT volunteers.
- To facilitate effective management of multiple incidents, field commanders should consider the following:
  - Availability of rescue ambulances for the emergency.
  - Activation of Medic Alert Center (MAC) and the Hospital Emergency Administration Radio (HEAR) network.
  - Assign Emergency Medical Services (EMS) personnel to MAC for liaison.
  - Supervision and staffing for triage and treatment operations, casualty collection points, alternate methods of treatment and transportation (i.e. mobile field hospitals, hospital ships, air resources, buses, and private ambulances).
  - Availability of medical treatment facilities.
  - Notification of LAPD and Coroner of fatalities and establishment of temporary morgue as time and resources permit. Extreme care shall be exercised in handling fatalities to preserve identification, location found, and witnesses.
- The Emergency Operations Chief Deputy shall, as necessary, make provisions for activating all available helicopters.
- A Chief Officer shall be assigned by the Deputy Department Commander to function as Air Support Group.
- A Chief Officer shall be assigned as the Helicopter(Helco)/Recon Officer and shall communicate with geographical ICs on the ground as needed.
- Field Commanders should consider the following helicopter functions in meeting their responsibilities:
  - Utilizing a Helicopter(Helco)/Recon Officer for direction of air operations.
  - Transportation of work teams, medical personnel, medical supplies, and patients.

- Patrol for fire reporting and perimeter observation of fire areas.
- Specialized Air Operations (i.e. hoist, rescue, and air ambulance).
- LAFD Helicopters may be requested through the IC.
- The Emergency Operations Bureau Chief Deputy will have overall control of helicopter operations and the establishment of use priorities.
- One helicopter may respond to each Bureau Command post, pick up observer(s), and conduct aerial reconnaissance in accordance with the Bureau reconnaissance plan.
- Helicopters, thus assigned, shall remain under the control of those Bureau Commanders unless otherwise directed.
- Underground high-pressure gas and petroleum pipelines severed by earthquake could cause fire and life hazards in any area of the City. Consider ruptured storage tanks, container breakage in storage facilities, and transportation mishaps. Flammable liquids or toxic chemicals could be in the streets, harbor, and inside structures. Toxic gases/products may permeate an area.
- All Hazardous Materials Task Forces and Squads shall attempt to be fully staffed.
- ICs shall consider the following:
  - Rescue, if possible
  - Provide for personnel and public safety
  - Establish a perimeter
  - Deny entry
  - Identify product
  - Isolate/Contain
  - Identification/Notification of the responsible agency
  - Evacuation - Notify LAPD if evacuation is indicated
  - Use of Mobile Lab or HazMat Squad Companies for monitoring, technical expertise, and control information
  - Chemtrec notification for identification and guidance
  - Northridge Hospital TOX Center
  - Cal/Trans for HAZ MAT Teams
  - Los Angeles County Department of Health Services' Response Teams
  - Civil Support Hazmat Teams
  - Private HAZ MAT Companies
- ii. Ongoing Information Gathering/Assessment/Sharing
  - Continue pre-identified modes of information gathering and reporting.
  - Damage to Department facilities should be documented with photographs and other reports.
- iii. Assess Transition to Recovery/Demobilization
  - Assess the capacity to de-escalate resources engaged in response operations and support.

- Determine the gaps in response activities related to departmental roles and responsibilities.
  - Assess latent impact of earthquake on operations and recovery.
- c) Initial Recovery
- i. Initial Recovery Operations
    - LAFD will determine priorities with regards to recovery operations.
    - Continue to provide and manage any needed supplies or equipment.
    - Ensure sufficient resources are on scene to accomplish Department priorities and tasks set forth in action plan.
  - ii. Ongoing Information Gathering/Assessment/Sharing
    - Ensure field reports follow established protocols and are given to the appropriate individuals and departments.
    - Continuously improve situational awareness by assessing the available information from both field units and the EOC/DOC.
    - Update the EOC/DOC on Department responses and activities.
    - Gather, update, improve, and manage information with a standard systematic approach.
  - iii. Demobilization of Department Resources
    - Using information from the ICP, DOC, and EOC, determine the ability to demobilize resources and personnel.
    - Establish plans for demobilizing resources and personnel.
- d) Department Command and Control
- Fire Chief will establish overall policies and coordinate with the City EOB when activated.
  - Deputy Department Commander will assess the overall needs of the Department, and will deploy resources based on that determination.
  - Area Command may be implemented Department-wide, by geographic bureau, battalion, fire station boundaries or any other selected geographical area. Most Geographic Bureau Offices are set up to establish Area Command Posts (ACP) with additional radios, telephones, and media displays. When spontaneous incident occur or when a Geographic Bureau elects, it may be more appropriate to utilize one of the two 24-hr Geographic Bureau Offices (i.e., CM22, CM42).
  - Bureau Commanders will coordinate activities within their commands and provide the necessary direction and control to ensure effective deployment and optimum utilization of available resources. They will reassign Battalion Commanders and resources to meet specific needs within that Bureau, and may coordinate resource allocations with other bureaus.
  - Battalion Commanders will, as necessary, establish command post/staging areas to provide a location for Battalion coordination and control of emergency operations within that geographic area of command. Incoming incident notification, dispatching, information and reconnaissance, and

interdepartmental/interagency coordination will be managed from this location.

- EMS Battalion Captains shall report to as directed for command assignments by their Battalion Commander.
- All commanders shall establish realistic plans and priorities based upon an objective appraisal of the known situation.
- All commanders shall establish strategy and tactics used to accomplish objectives which will vary according to existing conditions.
- In the event that individual commanders are unable to receive direction or assistance, their activities shall be guided by initiative and judgment to accomplish the overall objective.
- All commanders shall establish operational priorities based on problem assessment and availability of resources, considering that the overall objective during a major earthquake disaster is to accomplish the following overarching priorities:
  1. Life Safety
  2. Incident Stabilization
  3. Preservation of Property
- Recall of Off Duty Personnel:
  - Recall, if initiated, will normally be conducted as outlined in Vol. 1, 2/7, of the LAFD Manual of Operation.
  - In the event of widespread telephone disruption or other notification difficulties, recall instructions may be broadcast over local radio and television stations. During a declared disaster, the Emergency Broadcast System will be utilized for the City of Los Angeles.
  - Off-duty members will attempt to remain available for recall.

e) Documentation

- i. Record-Keeping
  - All units will maintain an ICS-214 form (Unit Activity Log).
  - Units may be required to complete an ICS-221 form (Demobilization Checkout).
  - Personnel may be required to complete an ICS 225 form (Incident Personnel Performance Rating).
  - Units may be required to complete a California Governor's Office of Emergency Services (Cal OES) F-42 form (Emergency Activation Record).
  - All personnel will maintain an F-101 form (Emergency Time Report)
- ii. Time Keeping
  - LAFD will make every effort to submit the appropriate timekeeping paperwork as requested by Emergency Operations.
- iii. Financial Reporting
  - Dispatches routinely involve only "on-duty" personnel. If the incident continues after normal operating hours, the members are paid over-time utilizing a Variation Code (V-code). Depending on the scale of the

incident, more than one v-code may be assigned to track costs such as a separate code for incident support.

- In the event that the incident required personnel to work into the next work shift, back fill is required. Back fill is the term used for those hired behind another at their place of work, while the member that is assigned to normally work is tied to an incident. The member working as the back fill will also utilize the same V-code for the incident and will make note of the person they are being hired to backfill for.
- Once an incident has been completed, an internal form is completed notating all the personnel involved in the incident and the hours each worked. This form will also identify the type of equipment that was assigned. Another report is completed that compares the V-code utilized for the incident to that of the record made in the field to ensure consistency. This is also compared to the record from the Department's Metro Fire Dispatch that records the resources utilized.

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

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

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

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

#### **ii. Assessment**

- Assessment of operational capabilities will be continuously updated.
- Provide situation assessment from the DOC to the EOC.
- Continue to assess 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.

### **b) Incident Stabilization**

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

- GSD Building Maintenance Division will provide City facility maintenance.
- GSD Asset Management Division will determine City owned facilities available to support incident operations.
- Assist City departments as necessary with available support to procure needed supplies.
- Assist City departments as necessary to identify alternate work locations and space for continuity of City operations.
- Provide limited construction-related support activities as required and request Union personnel from the hiring hall to assist with damage evaluation and repairs as needed.

- Support LADWP, DWP, local agencies, and other City departments in their evaluations and improvements.
- GSD Fleet Services maintains and repairs City owned vehicles and coordinates transportation pool vehicles in its inventory. Provides up-to-date information on the location and status of its pool of vehicles.
- ii. Ongoing Information Gathering/Assessment/Sharing
  - Assessment of operational capabilities will be continuously updated.
  - Continue pre-identified modes of information gathering and reporting.
- iii. Assess Transition to Recovery/Demobilization
  - Determine the gaps in response activities related to departmental roles and responsibilities.
  - Assess latent impact of earthquake on operations and recovery.
  - Based in immediate recovery assessment, reassess and determine need for activated positions.
- c) Initial Recovery
  - i. Initial Recovery Operations
    - Assist City departments as necessary to procure needed supplies.
  - ii. Ongoing Information Gathering/Assessment/Sharing
    - Provide limited construction-related support activities as required and request Union personnel from the hiring hall to assist with damage evaluation and repairs as needed.
    - Provide available support to City departments.
    - Support LADWP, DPW, local agencies, and other City departments in their evaluations and improvements.
  - iii. Demobilization of Department Resources
    - Continuously assess the need of department resources and personnel.
    - Determine intervals or timelines for demobilization of resources and personnel.
    - Communicate demobilizations and demobilization plans to relevant departments and the EOC if applicable.
- d) Department Command and Control
  - The DOC is activated by executive management when conditions warrant a centralized departmental operational response. The DOC liaises between executive management, GSD divisions, and the EOC.
  - Emergency response objectives are to be based on life safety, property damage, and restoration of normal operations.
  - The GSD General Manager will assign a lead to restore essential facilities, equipment, and GSD records. The lead will evaluate and coordinate needs based on up-to-date lists of GSD facilities and records.
  - The GSD General Manager will make the final determination regarding construction-related services to restore City government and services.
- e) Documentation

- GSD's Finance & Special Operations Division, in coordination with other divisions, is responsible for documenting costs associated with departmental emergency/disaster response within the guidelines of ICS as required by SEMS and NIMS.
- Oversee departmental costs associated with the emergency.
- Maintain GSD's records of expenditures for personnel and equipment.
- Provide preliminary and follow-up estimates of costs and loss for reimbursement from federal and/or state funds.
- Work with the CAO to manage federal/state reimbursements.

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

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

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

- Ensure Emergency Management Coordinator, General Manager, Executive Officer, Assistant General Manager and Director Positions are filled.
- Establish communication with the EMD/ Duty Officer.
- Use redundant forms of communication, including mass notification messages, to check in with employees and instruct them on when and where to report to work.
- Communicate with LADBS to obtain preliminary information regarding plans to conduct safety assessments and begin coordination.
- Determine damage and safety of office locations.

#### **ii. Assessment**

- Assess phone, data and systems connectivity, including state of hotline.
- Assess number of staff able to report in to work.
- Verify available emergency supplies.
- Establish initial situational awareness picture with LADBS.
- Begin DOC set up and Continuity of Operations Plan (COOP) activation, if necessary.

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

- Notify the EOC of any departmental activations.
- Provide staff to EOC seats in Mass Care and Safety Assessment, as requested.
- Activate department PIO function to coordinate public information.
- Establish/Implement communication among the General Manager, Executive Officer, Assistant General Manager, and DOC.
- Establish communication between EOC and DOC.
- Verify DOC is set up for response, planning, and resource/information request process.

### **b) Incident Stabilization**

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

- Collaborate with LADBS to conduct safety assessments, if requested.

- Operate hotline and public counters.
- Staff Reassurance Teams, if activated and requested by EMD.
- Staff LACs.
- Provide staff as Disaster Service Workers.
- ii. Ongoing Information Gathering/Assessment/Sharing
  - Coordinate with ITA on technology/systems issues.
  - Assist LADBS to determine quantity of safety assessment work and whether mutual aid is needed.
  - Ensure internal processes in place for employee timesheets, paychecks, and human resources related needs and issues.
  - Communicate any Disabilities and Access and Functional Needs assistance and training needs to the EOC.
- iii. Assess Transition to Recovery/Demobilization
  - Determine post-safety assessment transition of multi-family properties from LADBS to HCIDLA.
  - Assess public counters and hotline; expand, if needed.
  - Determine transition of staff from response to recovery tasks.
  - Assess staffing in DOC and EOC.
- c) Initial Recovery
  - i. Initial Recovery Operations
    - Issue orders to correct on multi-family properties.
    - Implement Urgent Repair and Handy worker Programs, if available.
    - Conduct Rent Stabilization Ordinance work; investigate and prevent illegal evictions; provide information on landlord and tenant rights.
    - Utilize contractor to provide Fair Housing services.
    - Oversight of Family Source Centers to continue to provide community services post-disaster
    - Develop programs and seek financing for housing recovery and reconstruction.
    - Coordinate with Federal, State and Local housing resources.
  - ii. Ongoing Information Gathering/Assessment/Sharing
    - Collaborate with LADBS to gather information on, and track, damaged residential properties and damage and rebuilding costs.
    - Track re-housing of individuals and families.
    - Assess housing recovery progress.
    - Provide ongoing housing recovery information to the United States Department of Housing and Urban Development (HUD), FEMA, EOC, and other applicable agencies.
    - Seek additional sources of funding and housing resources
  - iii. Demobilization of Department Resources
    - Most HCIDLA staff will be mobilized for housing recovery operations
    - Code/Inspection staff will transition from safety assessments to issuing orders to correct on multi-family properties.



- d) Department Command and Control
  - i. Ensure the following positions are filled: General Manager; Executive Officer; Assistant General Managers; and Directors.
  - ii. The General Manager is the Head of Department; the Executive Officer is the COOP Team lead and reports to the General Manager; the Assistant General Managers head each HCIDLA Bureau and report to the Executive Officer and General Manager; the Directors lead each HCIDLA division and report to their respective Assistant General Managers.
  - iii. Coordinate via the DOC, with the General Manager, Executive Officer, Assistant General Managers, and Directors structure providing the policies and guidance.
- e) Documentation
  - i. Record Keeping
    - Maintain all records of response and recovery work, including financing, construction, occupancy, and loan/grant documentation.
    - Maintain chronological records of the DOC/EOC activities.
  - ii. Time Keeping
    - Staff will document all time spent on emergency incident, including extended periods of disaster recovery work.
    - Accounting will coordinate with Controller's Office to issue employee pay checks even if timesheet systems are not working.
    - Accounting will work with CAO and Controller's Offices to create incident-specific work order numbers, as necessary.
    - Equipment and supplies purchased for incident response and recovery work will be documented.
  - iii. Financial Reporting
    - Accounting will request and compile all expense documentation from all HCIDLA Divisions and coordinate with EMC the documentation submission to the CAO – to determine cost recovery/reimbursement.
    - All Divisions will work with Accounting and the ConPlan Division to report programmatic and financial data to HUD.

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

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

- Test and restore as necessary: Data Center, Public Safety Dispatch Centers, Mountain sites with Public Safety Radio Communications infrastructure, 3-1-1, as well as radio, voice, and data systems.
  - Assign staff to document nature and extent of damage.
  - Test and restore as necessary business systems according to predefined order.
- iii. Information Sharing
- Provide information to ITA Management and Technology Unit Leader in the EOC.
  - Disseminate information via various social media platforms, the web (internet/intranet), City's Channel 35, 3-1-1 Call Center, and e-mail as appropriate and available.
- b) Incident Stabilization
- i. Incident Response
- Provide EOC technical support and communications support in the Logistics Section.
  - Provide communications support for ICP and operations support for alternate EOC locations.
- ii. Assess Transition to Recovery/Demobilization
- Maintain operability of the City's Computer Systems.
  - Maintain liaison with vendors to assist in recovery & operations of systems.
  - Provide information technology mutual aid pursuant to established agreements.
- c) Initial Recovery
- i. Initial Recovery Operations
- Restore technology systems to normal operation.
  - Provide support to recovery operations conducted by other departments.
- ii. Demobilization of Department/Agency Resources
- At the direction of Agency General Manager or their designee, demobilize resources according to policies and procedures established in the Department Emergency Plan.
  - Direction to demobilize ITA resources in the EOC facility will be received by EMD executive personnel and/or IC.
- d) Department Command and Control
- i. ITA has designated a DOC suitable to conduct emergency operations for the agency.
- ii. An alternate DOC location exists; changes of location are at the discretion of the ITA General Manager or their designee.
- iii. Procedures for DOC activation are detailed in the ITA Department Emergency Plan; copies reside with appropriate executive management, and the Enterprise Network Operations Center.

- e) Documentation
  - i. Record Keeping
    - ITA Administrative Staff will provide additional work orders as needed for accurate tracking of work performed associated with emergency operations.
    - Existing record keeping systems/documents will be used to accurately track work performed.
  - ii. Time Keeping
    - Existing time keeping systems/documents will be used in conjunction with existing or new work orders, as directed by ITA Administrative Services Section.
  - iii. Financial Reporting
    - ITA Administrative Services Section will collect and organize financial report and documents, according to CAO directives.

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

- a) Reconnaissance and Information Gathering
  - i. Fact Gathering
    - The Airport Response Coordination Center (ARCC) will be the central location for the collection of situational awareness information from LAWA Airport Police and other LAWA Divisions
    - Divisions with operational responsibilities will assess the impact on operations and response capabilities and report their findings to the ARCC-DOC
    - LAWA Airport Police, Airport Operations, and LAFD will form unified command and establish an Incident Command Post (ICP) if viable and warranted
    - Once the Unified Command is established, the Unified Command will communicate with the DOC:
      - During an earthquake it is possible that the ICP could be at Fire Station 5 or even co-located with the DOC depending on the level of damage at LAX or Van Nuys Airport.
    - LAWA ICP(s) will report information that could affect tactical operations or strategic planning to the ARCC or the DOC if activated:
      - Divisions will assess their immediate areas of responsibility and will report findings to the ARCC-DOC
      - Divisions with operational responsibilities will assess the impact on operations and response capabilities and report their findings to the ARCC-DOC
  - ii. Assessment
    - Airport Operations will determine the impact on airport operations (airside, landside, terminals) and report this information to the ARCC or DOC which will in turn relay the information to the Unified Command.

- Information Management Technology Group (IMTG) will determine the impact on airport communications and data transfer systems and will provide a status report to the ARCC- DOC.
  - Facilities, Maintenance and Utilities Group (FMUG) will survey the integrity of airport facilities, fuel farms, conveyances and utility damage and will report information to the ARCC-DOC
  - The Planning Development Group (PDG) will activate the Post Earthquake Assessment Teams (PEATs) to survey the integrity of airport facilities, infrastructure, surrounding roadways, the Air Operations Area (AOA), and utility damage and will report information to the ARCC-DOC
  - The DOC Liaison will inform the City EOC
- iii. Information Sharing
- Provide information to ITA Management and EOC.
  - Information dissemination via various social media platforms, the web (internet/intranet) and the City's Channel 35, and 3-1-1 Call Center, as well as e-mail, as appropriate, as systems are available.
- b) Incident Stabilization
- i. Incident Response
- Depending on the situation, LAWA may need to determine to either shelter-in-place or evacuate employees and travelers. If sheltering-in-place, LAWA will follow the Mass Care and Shelter Annex. If evacuating, LAWA will follow the Evacuation Annex. LAWA can possibly have over 20,000 people on property that will need to be transported off property to other locations, including shelters. LAWA is prepared to provide shelter-in-place support for up to 12 hours.
  - The decision to activate the DOC will be determined by: the need to support the Unified Command/ICP (automatic), the ARCC Duty Manager, the Manager on Duty, the Director of Emergency Management, executive management, or any combination of these parties.
  - If the DOC is activated it will coordinate support to field responders as requested by the ICP/ICP and will act as the central location for department communications coordination through the DOC Director and DOC Liaison.
  - The COOP Team Leader, if activated, will inform the Executive Policy Group and facilitate information exchange at the executive level, and guide policy decisions that support field operations
  - Life safety will take precedence in determining emergency response objectives
  - Casualty assessments will be coordinated through LAFD
  - LAWA will send representative(s) to City EOC if available and is safe to do so.
  - Maintenance Services Division (MSD) will secure areas deemed hazardous once it is safe to do so.

- Airport Operations will conduct the following tasks:
    - Coordinate the access for LAWA air traffic, airfield, and LAWA bussing resources to transport personnel and passengers off the airfield
    - Coordinate with Air Traffic Control (ATC) in an effort to resume normal operations once runways have been declared safe for use.
    - Coordinate with airlines to distribute contact information regarding Public Assistance Centers set up by the City for passengers and their families.
    - Communicate with and update concessionaires, vendors, and airline personnel.
  - Begin the development of a Common Operating Picture to enable effective and coordinated decision making.
- ii. Initial Internal Alerts/Notification and Situational Awareness
- **LAFD:** Metropolitan Fire Communications (MFC) will dispatch and notify, per established procedures
  - **Airport Police:** Notification may occur via observation by Airport Police personnel or by telephone report
    - Airport Police staff shall notify Airport Police Communications Unit
    - Supervisors shall notify ARCC personnel and provide an ongoing status report on the incident
  - **IMTG:** Via Everbridge notifications
  - **Airport Operations and Emergency Management:**
    - Telephone notification to the ARCC-DOC by tenants, notification from law enforcement or from LADWP , images from closed circuit television (CCTV), information obtained by US Geological Survey website, and from other sources
    - Initial calls from the ARCC to VoIP phones on property
    - Direct communication between the ARCC DM and the Emergency Management Duty Officer in addition to Everbridge notifications
    - Within the Theme Building, an installed USGS sensor may provide additional information regarding the strength of the earthquake
  - **TSA:** TSA managers and supervisors will contact the Coordination Center, which in turn contacts the Federal Security Director and other key staff members
  - **MSD/Facilities Technical Services Division (FTSD):** Via Everbridge notifications
  - ARCC will transfer the collection of situational awareness information to the DOC
  - The DOC Liaison will provide situational awareness information to the EOC
  - LAWA JIC will provide information specific to Media and Public Relations needs to the City JIC; this is for public information purposes not public

messaging such as the Wireless Emergency Alert (WEA) or NotifyLA systems.

- External public messaging for the airport and identified surrounding areas will be coordinated by Public Relations staff in the DOC.
- LAWA Emergency Management staff in the DOC will coordinate any necessary mass notification e.g., use of WEA or Notify LA
- ARCC-DOC personnel will manage messaging throughout the terminal areas utilizing multiple methods such PA systems, visual and changeable message signs given they are operational.
- ATC will provide updates of any contingency ATC operations to the ARCC/DOC.
- A conference call may be initiated to obtain status and exchange information with LAWA divisions, agencies, and tenants if phone lines are operable.

iii. Assess Transition to Recovery/Demobilization

- Develop incident objectives related to the recovery phase of the incident.

c) Initial Recovery

i. Initial Recovery Operations

- Access for responder vehicles shall be given priority.
- In coordination with LADOT, temporary re-routing of traffic shall be facilitated by barricades, sign boards, and traffic personnel.
- Access for concessionaires, airline personnel, and other on-property vendors will be provided to resume operations when it is safe to do so.
- **Airport Police:** Escort outside resources off AOA; contract perimeters when/where appropriate to minimize impact on operations; continuously monitor and re-assign resources as the incident is resolved
- **IMTG:** Business workaround procedures are defined in each of the IT Business Continuity Plans
- **CUP:** Inspect all CUP and terminal equipment to ensure as normal as possible operations during the recovery period
- **PDG:** PEAT developed previously will provide information and guidance concerning the structural integrity, demolition or repair analysis of LAWA facilities, and other infrastructure assessment and intelligence
- **LAWA ADA:**
  - Coordinating with the responsible air carrier(s) for assisting persons with disabilities
  - Helping persons with disabilities in recovering personal items such as:
    - ✓ Durable medical equipment (DME)
    - ✓ Consumable medical supplies (CMS)
- **GEMs/VIPs/ART:** Support passenger repopulation as directed by UC and support ADA Coordinator recovery efforts
- **Media and Public Relations:** Provide information to the public, elected officials, stakeholders, and media outlets concerning airport operations,

return of services, and other information regarding LAWA's ability to provide services and operations at LAX in the aftermath of the earthquake

- **CBP:** [CBP] COOP Plan identifies emergency relocation sites for resumption of mission-essential functions if the earthquake damages CBP facilities
- **Airport Operations and Emergency Management:**
  - Ops Incident Commander (IC) within unified command shall collaborate in the production of an Incident Action Plan (IAP) for recovery of critical services
  - Division priorities include airfield movement areas and terminals
  - Emergency Management will guide sustained efforts for employee and passenger notification and support
- **TSA:**
  - Assess the status of all screening equipment
  - Modify staffing plans to accommodate immediate needs
  - Implement the [TSA] COOP if determined necessary by the FSD
- **LAFD:**
  - MFC will automatically backfill additional resources (as necessary) that are deployed and operating at the airport to maintain consistent fire protection coverage
  - Additionally, long term operations will require rotation of personnel and staffing changes to cover personal and other leave requests (e.g., sick, injury, personal/family leave)
- ii. Ongoing Information Gathering/Assessment/Sharing
  - Continue to collect situational awareness information and use it to support a common operating picture.
- iii. Demobilization of Department/Agency Resources
  - The ICP and DOC Planning and Logistics sections will coordinate and submit supporting documentation to the Finance section as needed.
- d) Department Command and Control
  - The initial Command and Control function for earthquake related hazards begins in the ARCC.
  - Command and control is transferred to the DOC. The DOC is staffed by Airport Operations, Airport Police, Emergency Management, Facilities Technical Services, Maintenance Services, PDG, Commercial Development Group as needed and available, external stakeholders such as the airlines, and TSA.
  - The DOC, in coordination with the ICP, will support LAWA and citywide emergency response and recovery objectives.
- e) Documentation
  - i. Record Keeping, Timekeeping and Cost Reporting

- Each division represented in the ICP and DOC will keep records on the appropriate ICS related forms (e.g., 214, 207)
  - Each division will record actions with subsequent costs and will submit those records to the appropriate accounting divisions. A statistical I/O may be established at the onset of the event by LAWA Emergency Management Division for tracking purposes.
  - That statistical I/O may be used by the Department to track all fiscal operations, including timesheets.
  - Each Division will continue to provide timekeeping and will enter the appropriate cost center code in the timesheets.
- ii. Financial reporting
- LAWA will provide financial impact information to Local, State and Federal agencies to the City Administrative Officer (CAO).

## **9. Personnel Department (Personnel)**

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

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

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

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

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

#### **ii. Assessment**

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

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

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

### **b) Incident Stabilization**

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

- Implement the Area Earthquake Response Plan.
- Conduct a Size Up.
- Determine the size of the involved area (actual and potential).
- Identify any areas that may need to be evacuated.
- Facilitate evacuation consistent with guidelines, policies and procedures indicated in the City's Evacuation Annex.
- Open major ingress/egress routes for emergency vehicles.
- Assess communications equipment (e.g. telephones, Astro radios, Area Command Center (ACC) computers, Local Area Network (LAN).



- ii. Ongoing Information Gathering/Assessment/Sharing
  - Maintain communications with personnel resources. Officers must fulfill their primary functions of observing, estimating, and communicating the overall situation estimate, allowing the DOC to prioritize resources and coordinate a citywide response.
- iii. Assess Transition to Recovery/Demobilization
  - Sends personnel and equipment to the involved area to control the situation.
  - As control is established in the involved area, the Department resources assigned to incidents may be reduced; however, there remains an obligation to assist and support other City Departments and agencies working in the area as necessary.
  - Once order is established, attention should be directed toward restoring public services.
- c) Initial Recovery
  - i. Initial Recovery Operations
    - Re-establish communication if disrupted.
  - ii. Ongoing Information Gathering/Assessment/Sharing
    - Continue to implement the Area Earthquake Response Plan.
    - If damage is localized (i.e., one major situation), go to the scene and establish an ICP.
  - iii. Demobilization of Department/Agency Resources
    - Deployment reduction will coincide with the removal of temporary regulations and the restoration of public service.
    - Withdrawal law enforcement resources to ensure involved areas are protected.
    - Interior patrols will be maintained even after citizens are allowed limited access into closed areas to prevent looting problems.
- d) Department Command and Control
  - The Chief of Police has the ultimate responsibility for the control of an Unusual Occurrence. The role of the Chief of Police during a major Unusual Occurrence is to ensure the Department's response is adequate and complies with all laws.
- e) Documentation
  - i. Record Keeping
    - The Resource Unit Leader is responsible for equipment and personnel time recordings.
  - ii. Time Keeping
    - Under the supervision of the Resource Unit Leader, the Check-in Recorder is responsible for overseeing the recording of time for all Personnel/Equipment assigned to an incident. Personnel fill out Unit Activity Log ICS Form 214 during check-in and overtime slips during demobilization to account for their time as needed.

iii. Financial Reporting

- The Finance/ Administration Section is responsible for collecting all cost data, performing cost effectiveness analysis, and providing cost estimates and cost saving recommendations for the incident.

**11. Port of Los Angeles (POLA)**

a) Reconnaissance and Information Gathering

i. Fact Gathering

- Within the first hour the assessment of operational and emergency response capabilities will be reported to the Watch Commander or to the DOC if activated.
- Report any visible damage of the terminals and roadways surrounding the harbor with an emphasis on areas that could impact public safety and security.
- Determine the magnitude of the earthquake and the impact to the area. Information might only be available through satellite communications.
- Monitor for tsunami activity/impact and maintain communications with the EOC regarding any tsunami warnings or advisories issued by the NSW.

ii. Assessment

- All divisions within the department will prepare a status report regarding workspace locations and personnel.
- Construction, Engineering and Construction and Maintenance need to prepare teams to start an evaluation of the entire POLA. All damage assessments need to be coordinated through the Watch Commander or through the DOC if activated.
- Wharfingers should outreach to the terminals and receive initial assessments from their perspective Facility Security Officers/Emergency Personnel.

iii. Information Sharing

- Verify lines of communications among management, staff, and other City agencies.
- Perform communication equipment check of all cellular phones, hand held radios, and base stations. Charge batteries, if possible.
- If earthquake occurs after hours employees are to call a designated number for instructions (located on the back of every employee ID card) and/or listen to local news for information.
- IT, Personnel, and Port Police will alert off duty personnel of possible recall, which will be coordinated at the DOC.

b) Incident Stabilization

i. Incident Response

- Environmental Management Division
  - Evaluate damage, or potential damage, to water quality and wildlife.

- Assist in identifying and classifying hazardous materials (e.g., flammability, toxicity, etc.) and proper removal procedures.
  - Prepare related reports.
- Financial Management Division
  - Provide administrative support as needed.
- Goods Movement Division
  - Coordinate and assist with all supply chain entities.
  - Monitor and provide status of external damage to cargo transportation corridors.
- Human Resources Division
  - Establish department personnel pools and coordinate the management of citizen volunteers with the City's Personnel Department.
  - Provide employee personnel information (e.g., telephone numbers, job classification, special skills) to the IC for recall procedures; assist with recall notification procedures; determine the status of vital records; control and monitor Port leased vehicles; and provide clerical assistance.
- Information Systems Division
  - Conduct damage assessment and activate the Department's Information Systems Disaster Recovery Plan.
  - Provide cellular telephones for emergency use; and coordinate the transfer of POLA telephone lines to designated alternative work sites, if needed.
- Legislative Representatives
  - Provide liaison with City, State and Federal government agencies.
- Marketing Division
  - Provide liaison to Port customers, both locally and throughout the world.
  - Coordinate the use of the Angelena II for Emergency Response (i.e. alternate DOC, People Movement).
- Pilot Service
  - Conduct a survey of harbor waterways to establish routes of safe passage for vessels.
  - Move vessels to safety or to ensure Port safety.
  - Establish liaison with the U.S. Coast Guard, the Port of Long Beach, and tugboat companies.
  - Monitor and control vessels at anchor and leaving or entering the Port; maintain radio communications with vessels and other agencies; and follow instructions from the U.S. Coast Guard Captain of the Port.
- Planning and Research Division
  - Provide geographic indexing system (GIS) support regarding Department property.

- Provide administrative assistance and general Port information.
- Port Police
  - Conduct initial response and survey of damage area(s).
  - The Port Police watch commander is pre-designated as the IC, who will coordinate and direct all initial emergency activities by the Department.
  - The watch commander will contact appropriate Department personnel for notification, advice, and consultation purposes.
  - If necessary, the Port Police will recall personnel responsible for directing, managing, and responding to a major emergency.
  - All internal emergency notifications will go through the Watch Commanders office.
  - Provide overall security of POLA.
  - Assist in the evacuation of the Port, if necessary.
  - Coordinate the operations and functions of the Department Operations Center.
  - Facilitate and coordinate with the EOC and terminal Facility Managers and Security Officers.
- Real Estate Division
  - Provide liaison with customers.
  - Provide notification to customers/tenets.
  - Provide property information for the optimal utilization of Port facilities (including locating temporary employee shelter sites), as well as other administrative tasks as needed.
- Media Relations Division
  - Provide personnel as part of the IC's command staff.
  - Disseminate information, including news releases coordinated with the City EOC and the Mayor's communications officer. This will be done following the guidelines, policies and procedures outlined in the City's Early Warning and Public Information Annex.
- Purchasing Division
  - Expedite the re-supply of materials, equipment, and supplies.
  - Coordinate emergency purchases and mutual aid from other public agencies.
- Risk Management Division
  - Assist in identifying and classifying hazardous materials (e.g., flammability, toxicity) and proper removal procedures.
  - Determine applicable insurance coverage's and reimbursement measures.
  - Assist in evaluating employee safety matters related to State and Local laws.
- Treasury Management Division
  - Provide administrative support as needed.

- Wharfingers Division
  - Assist (along with Pilot Service), in providing information regarding the location and types of vessels at the Port.
  - Provide information about the types of cargo at the Port; conduct surveys of Port cargo terminals; establish liaison with terminal operators and vessel agents; and provide and record berth and space assignment information.
  - Control vehicles owned by the POLA for conducting daily port business.
  - Collect and process revenue as applicable.
  - Coordinate fish boat activities and identify live-boards in marinas.
- ii. Ongoing Information Gathering/Assessment/Sharing
  - A Situation Status Unit will be activated in the DOC that will list, track, and map all areas of damage and concern. This will be a coordinated effort of GIS Mapping, Port Police, and any division that can assist reimbursement efforts.
- iii. Assess Transition to Recovery/Demobilization
  - A Demobilization Unit will be activated depending on the severity of the earthquake and Port assets. The DOC Planning Section will determine a time period in which assets will be relinquished and restoration to normal activity will occur.
- c) Initial Recovery
  - i. Demobilization of Department/Agency Resources
    - Management will determine when outside agencies can be released and when immediate repairs and restoration of services can be executed by Department resources.
  - ii. Ongoing Information Gathering/Assessment/Sharing
    - Ongoing incident documentation will continue until the incident is resolved. Incident documentation will be utilized to prove damage and repairs were related to the disaster.
  - iii. Initial Recovery Operations
    - What initially started as a Law Enforcement lead would transition to an Engineering, Construction, and Construction and Maintenance.
    - Prioritization of repairs will require the approval of the Senior Management depending on the severity of damage. Prioritization of repairs may have to be coordinated with the City EOC, depending on the size and scope of the earthquake.
- d) Department Command and Control
  - The DOC will coordinate an earthquake incident and will provide information to all the divisions within POLA related to the incident.
  - The Coast Guard Operations Center, the City EOC, the Long Beach Command Center/Maritime Coordination Center, LAPD – Harbor Division Operations Center, LAFD Area Command, Los Angeles Port Police Operations Center, and

any field Command Posts will coordinate and share information during an earthquake incident as needed.

e) Documentation

i. Record Keeping

- Priority and emphasis will be placed on documentation at all stages of the emergency, but especially during an extended period of recovery. All expenses beyond normal maintenance must be documented for possible reimbursement.

ii. Time Keeping

- Accounting will create a Work Order number for the incident. All overtime, purchases, contracts, repairs, and other incident related expenses will be associated with this work order.

iii. Financial Reporting

- The Emergency Management Coordinators and Accounting, Contracts and Purchasing will have to work closely to ensure cost recovery.

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

a) Reconnaissance and Information Gathering

i. Fact Gathering

- Deploy teams to assess staffing, infrastructure, and utilities.
- Establish communications within the Department.
- Establish communications within the City.

ii. Assessment

- Each bureau will establish emergency response crews.
- Operating bureaus will prepare and present a situation status report to their General Managers and their bureaus emergency coordinator.
- Each bureau will conduct an assessment of workforce and operational capability and provide a report to their designated manager/supervisors.
- Bureau supervisors will assess needs.
- Bureau supervisors will notify effected personnel to remove department and personal vehicles / equipment from buildings and parking structures.

iii. Information Sharing

- The Department will send representative(s) to EOC when activated.
- Update necessary reports with information from DPW employees in the field.

b) Incident Stabilization

i. Incident Response

- Sanitation
  - Will conduct remote assessment of sewer flow and pumping capability and provide a status report to the General Managers and bureau emergency coordinator.

- Sewage treatment plants will conduct a visual inspection of all operating systems and provide a status report to the General Managers and bureau emergency coordinator.
- Street Services and Street Lighting
  - Will assess the capability to assist with life support operations and provide a preliminary status report to General Managers and to the bureau emergency coordinator.
  - Barricading and marking areas with electrical hazards.
  - Begin initial assessment of downed trees and power lines, and report this information to the Bureau Operation Centers and DOC.
- Engineering
  - Will mobilize bridge and tunnel inspection teams.
  - Will prepare to staff EOC with GIS mapping and Public Works support.
- Public Information Office
  - Will prepare to staff EOC PIO assistant functions.
  - Work within the EOC or JIC (if established) to conduct a public campaign for debris removal.
- ii. Ongoing Information Gathering/Assessment/Sharing
  - Assess operational capabilities to be continuously updated.
  - Continue pre-identified modes of information gathering and reporting.
- iii. Assess Transition to Recovery/Demobilization
  - Assess the capacity to de-escalate resources engaged in response operations and support.
  - Determine the gaps in response activities related to departmental roles and responsibilities.
  - Assess latent impact of the earthquake on operations and recovery.
- c) Initial Recovery
  - i. Initial Recovery Operations
    - Working with other departments and the EOC, establish recovery goals and determine priorities.
    - Develop a list of needed repairs and establish repair priorities.
    - Allocate resources and personnel according to established priorities.
    - Restock and replace emergency supplies as needed.
    - Determine any potential long-term recovery needs and seek mutual aid assistance if necessary.
  - ii. Ongoing Information Gathering/Assessment/Sharing
    - Update reports with information from DPW employees in the field.
  - iii. Demobilization of Department/Agency Resources
    - Continuously assess the need of Department resources and personnel using information from the EOC.
    - Determine intervals or timelines for demobilization of resources and personnel.

- Communicate demobilizations and demobilization plans to relevant departments and the EOC.
- d) Department Command and Control
- Determine if the DPW Emergency Plan should be activated, and if activated the Emergency Management Coordinator will notify EMD.
  - Establish and maintain communications between the EOC, Bureau Operation Centers, and operational command centers.
  - Review the Debris Management Plan to ensure that personnel and resources are in place to assist in transferring and temporarily storing debris as necessary.
  - Review mutual aid agreements and standing contracts. Reach out to stakeholders as necessary.
- e) Documentation
- i. Record Keeping
- Initial Damage Assessments will be reported on FEMA/Cal OES mandated forms.
  - Each Department/Bureau's Financial Management Division/Section is responsible for securing copies of all rental equipment charges, materials, and all field documentation charged work order(s) used in the emergency, for tracking full cost recovery and future invoicing seeking reimbursement from the State or Federal government.
- ii. Time Keeping
- FEMA and CalOES have forms to report the initial emergency response including force account labor, contract labor, and equipment expense.
  - Each Department/Bureau's Financial Management Division/Section is responsible for securing copies of all timesheets.
- iii. Financial Reporting
- Disaster related work and expenses must follow the Bureau's normal cost-accounting procedures, which follow the citywide cost accounting guidelines.
  - Financial tracking and management will be coordinated through the Budget, Cost, and Revenue Section of the Bureau's Administrative Services Division. That Section is responsible for financial tracking and management coordination. The Section coordinates with the Office of Accounting, the CAO, and the Finance & Administration section of the EOC.
  - Costs are tracked using the City's Merlin system. The plus time sheets, and purchase records will constitute documentation to support the Bureau's expenditure claims.
  - The Financial Management Division will be verifying that designated work orders have been opened and that all related Bureau costs are being charged correctly to that work order.



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

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

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

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

##### **ii. Assessment**

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

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

- Provide situation assessment through the DOC to the EOC.

#### **b) Incident Stabilization**

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

- Coordinate of shelter functions when the EOC is activated.
- Arrange for shelter facilities and operations, in conjunction with the Mass Care Branch of the EOC.
- Report to EOC Operations Section, Mass Care Branch.
- Brief and document all activities within the Mass Care Branch.
- Maintain database of vital information pertinent to Shelter functions such as incidents, employee contact information, facilities, and maps.
- Provide resource information and resources to other departments (e.g. tractors, trucks, light towers) via the EOC.
- Provide personnel to perform disaster service worker functions to other departments (e.g. evacuation teams, traffic control, and Park Ranger law enforcement) if necessary and requested.

##### **ii. Ongoing Information Gathering/Assessment/Sharing**

- Assessment of operational capabilities will be continuously updated.
- Ensure Situational Awareness and mapping of damage is completed.
- Complete damage assessments to critical infrastructure, Department facilities, and assess response capability.

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

- Assess the capacity to de-escalate resources engaged in response operations and support.
- Determine the gaps in situational awareness and/or response activities related to the Department's roles and responsibilities:
  - Number of people spontaneously sheltering.
  - General condition and need of the people spontaneously sheltering.
  - Need for enhanced services at shelter locations, such as health/medical support, and long term recovery services.

- Document equipment on site such as tents, and port-a-potties.
  - Situational awareness.
  - Road closures.
  - Park closures.
  - Assess latent impact of earthquake on operations and recovery.
- c) Initial Recovery
- i. Initial Recovery Operations
    - Account for all Recreation and Parks Personnel.
    - Remove debris at designated sheltering facilities and other facilities. Coordinate with the EOC to expedite inspections for locations designated as shelters.
  - ii. Ongoing Information Gathering, Assessment, and Sharing
    - Initiate report to the CAO relative to all casualties, damage, losses, and expenditures incurred.
    - Provide the DOC with further assessment of damage to Critical Facilities and resources.
    - Working with the PIO in the EOC or, if activated, the JIC, by providing information to the public regarding the incident and its impacts on RAP facilities and programs.
    - Re-establish communications if interrupted.
  - iii. Demobilization of Department Resources
    - Continuously assess the need of Department resources and personnel using information from the EOC.
    - Evaluate both temporary and long-term sheltering needs.
    - Determine intervals or timelines for demobilization of resources and personnel.
    - Communicate demobilizations and demobilization plans to relevant Departments and the EOC.
- d) Department Command and Control
- Assign Personnel to the City EOC and DOC when activated.
  - The Emergency Management Coordinator designee will be the Director of the DOC and will have:
    - Constant communication and coordination with Executive Staff.
    - Constant communication and coordination with the Incident Command or Unified Command.
    - Constant communication and coordination with the EOC through the EOC or EMD Duty Officer.
    - Command and control of the DOC Staff Per the Los Angeles Administrative Code (Chapter 03, Division 08), RAP functions as the head of the Public Welfare and Shelter Division of the City of Los Angeles EOC.

- e) Documentation
  - i. Record Keeping
    - The Department implements certain procedures for documenting costs associated with emergency/disaster response. The DOC is responsible for gathering all forms, time-keeping data, and other reports. If the DOC is not activated, the RAP Emergency Management Coordinator will perform this function.
  - ii. Time Keeping
    - Recreation and Parks utilizes the “D-Time” system. During an incident, specific work order codes are assigned so that all employees working the incident to document exact tasks and times.
  - iii. Financial Reporting
    - A comprehensive report is submitted to Finance and Executive Staff for approval and then submitted to the CAO. Cost tracking methods include the use of a designated work order number relative to the incident; expending time, fuel, materials and equipment. The information is gathered to calculate time used and cost incurred. A report is submitted to the executive staff and then to the City CAO.

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

- a) Reconnaissance and Information Gathering
  - i. Fact Gathering
    - Staff in the field will conduct windshield surveys to report damages.
  - ii. Assessment
    - The Department will conduct roll call for employee accountability and initiate emergency call out rosters when necessary.
    - Assess Department facilities to determine status of essential services and public services.
    - Assess status of departmental equipment, materials, and supplies.
    - Assess capacity of transportation provider resources.
    - Conduct initial damage/safety assessment of the transportation infrastructure including freeways, streets, bridges and railroads.
  - iii. Information Sharing
    - Report findings to the Communications Center who will relay information to the DOC.
- b) Incident Stabilization
  - i. Incident Response
    - Mobilize personnel and material resources as needed.
    - Activate the DOC and/or ensure City EOC responders are activated when required.
    - Activate MOUs and Contracts with other agencies supplying common carrier services including but not limited to accessible transportation for people with disabilities and others with access and functional needs.

- Provide assistance to LAPD and LAFD as needed.
- ii. Ongoing Information Gathering/Assessment/Sharing
  - Ensure communication is established with essential facilities, field employees, other divisions and the City's EOC.
- iii. Assess Transition to Recovery/Demobilization
  - Ensure immediate response operations are still needed.
  - Assess the viability of transitioning to a recovery phase.
  - Assess latent impact of earthquake on operations and recovery.
- c) Initial Recovery
  - i. Initial Recovery Operations
    - Install and maintain traffic control devices.
    - Develop and maintain emergency travel routes.
  - ii. Ongoing Information Gathering/Assessment/Sharing
    - Maintain communications to provide regular informational briefings with the City EOC.
  - iii. Demobilization of Department/Agency Resources
    - LADOT DOC will coordinate with the City EOC, LAPD, and LAFD to begin releasing resources.
- d) Department Command and Control
  - The LADOT General Manager has the ultimate responsibility for Command and Control.
  - There is an established succession plan in the event the General Manager is not available.
  - The LADOT emergency organization conforms to the SEMS and ICS requirements. During all DOC activations, ICS organization shall be utilized.
- e) Documentation
  - i. Record Keeping
    - Request a work order number from LADOT accounting for the Emergency Event.
    - All employees will maintain an ICS-214 form.
  - ii. Time Keeping
    - DOT Emergency Management Coordinator coordinates the collection of all response information for staff and resources deployed to an emergency incident. Responding staff hours are processed and recorded through the online D-Time System which is reviewed and approved bi-weekly by division supervisors.
    - Time designated to a specific incident, both regular and overtime hours, is delineated by applying the hours worked to a work order number for that specific incident. All hours associated with the specific work order number are then calculated and a summary of work hours is completed.
    - All hours associated with an incident are summarized into cost tracking worksheets. Worksheets are then processed and calculated using

established LADOT practices in conformance with the Public Assistance Program.

- Once staffs report their incident response hours, the payroll/timekeeping and accounting units review the documentation and generate a cost report based on the work order number. The accounting cost report is then cross checked with other documentation and worksheets.
- Equipment use is gathered from equipment use logs and activity reports generated by the responding staff. Equipment usage reports identify the type of equipment used, hours used, and reason for use.

iii. Financial Reporting

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

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

a) Reconnaissance and Information Gathering

i. Fact Gathering

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

ii. Assessment

- Following a seismic event, LADWP Systems maintain established protocol to check the status of critical infrastructure and equipment. The Water System has a Reservoir Inspection Team (RIT) and a Disaster Assessment Team (DAT). These teams and others assess infrastructure for damage and functionality, and then prioritize repair work for assignments.

iii. Information Sharing

- Both Water and Power Systems work closely with the LADWP Office of Public Affairs to validate information; craft and disseminate internal and external information; and broadcast and print information regarding service interruptions and progress of restoration efforts.
- As requested, LADWP Office of Public Affairs will send a PIO to the City's JIC if established. The LADWP Office of Public Affairs will work with other City departments engaged in earthquake response to ensure consistent messaging.

b) Incident Stabilization

i. Incident Response

- Water System, Power System, and Joint Systems implement emergency response plans including damage assessment, and call out of all key personnel needed for restoration of services.
- Deploy staff to the City EOC as requested.
- Public Affairs provides public information to media for broadcast/print regarding service interruptions and progress of restoration efforts.
- LADWP's Water and Power DOC's establish and maintain communication links with the EOC.
- According to department emergency plans, systems issue emergency communications equipment as secondary devices to employees with specific functional and operational responsibilities.
- Identify and ensure the logistical operations of alternate work locations if needed.
- Gather and disseminate information on high-risk areas, road closures, and concentrated areas of damage.
- Form safety assessment teams.
- Activate the DOC in accordance with the LADWP Emergency Response Plan for the command and management of Energy Services response to restore Power Supply. Power Supply includes the Distribution System, Generation Facilities, Transmission Facilities, and Power Purchasing Infrastructure.
- Assign a restoration coordinator.
- Deploy patrol and trouble crews throughout the City and along the Department's major transmission routes into the City to locate trouble problems, make repairs, and restore service as safely and quickly as possible.
- Responsible for transferring customer load to alternative sources and curtailment of customer load based on the demands of the emergency event.
- Support restoration efforts by providing equipment or personnel as available to assist in removing downed trees from de-energized electric lines, restoring access to facilities by utility personnel and equipment, and maintaining areas secure for utility restoration crews.
- Manage system load upon deficiencies.
- Work with appropriate Local, State, and Federal entities to facilitate the restoration of utilities immediately following a disaster.
- Attempt to secure assistance in accordance with existing contracts and agreements to meet reserve requirements as necessary.
- Perform damage assessment of essential facilities and equipment through emergency engineering inspections. Inspections will be

commensurate with the availability of inspectors and consistent with operating requirements (refer to the LADWP Operating Orders).

- Damage Reports will be made upon inspection and shall assign damage rating scores based on safety hazard to personnel, system reliability, system hazard, personnel safety, and facility availability due to damage. Inspections will also comment on extent of damage and description of damage.
  - Share updated Life Support Device Discount Program (LSDDP) database with LAFD for developing tactical search and rescue or evacuation activities.
  - Restore power facilities which affect the greatest number of persons; with prioritization for individuals who are reliant on electrical power for life sustaining equipment.
  - Damage cost estimates will be provided as requested by governmental authorities for the purpose of seeking State and/or Federal Disaster assistance upon approval of senior management.
  - Ensure that LADWP facilities have reliable logistical support, services, and infrastructure systems (e.g., water, power, heating/ventilation/air conditioning), and adequate physical security and access controls.
  - Consider MOU cooperative agreements, mutual aid agreements with other agencies, or contract agreements with vendors who provide services such as virtual office technologies.
  - If possible, maintain water supply to the distribution system for fire suppression purposes and customer needs. Work closely with LAFD to determine what areas have the greatest needs for fire suppression.
  - Restore those water facilities which affect the greatest number of persons.
  - Maintain/restore Water Quality.
  - Issue PSA's through the PIO instructing the public regarding drinking/using water safely
  - Repair damaged communication systems.
  - Provide temporary water service connections (e.g. above ground service connections to fire hydrants).
  - Provide resources (equipment, materials, vehicles and labor) to setup and distribute emergency water supply to the public.
- ii. Ongoing Information Gathering/Assessment/Sharing
- Both Water and Power Systems work closely with the LADWP Office of Public Affairs to validate information and disseminate internal and external information regarding service interruptions and progress of restoration efforts. This process is continued throughout the response and recovery phases of a seismic event.
- iii. Assess Transition to Recovery/Demobilization

- Information regarding the demobilization of resources will be communicated from the field to the DOCs, and forwarded to the City EOC as appropriate.
  - Facilitating the situational status briefings to identify the System's ability to transition from recovery to demobilization as resources are no longer needed for response/recovery and can then be transitioned back into routine service.
- c) Initial Recovery
- i. Initial Recovery Operations
    - Continue restoration of services and assess need for mutual aid resources.
  - ii. Ongoing Information Gathering/Assessment/Sharing
    - Work with other City departments through the EOC to determine the nature and scope of recovery efforts.
  - iii. Demobilization of Department/Agency Resources
    - The demobilization of the resources and personnel from the incident is a team effort involving all personnel from the respective System working on the incident. It is the responsibility of the Planning Section Chief to ensure that a systematic plan is established and implemented by the Demobilization Unit.
    - Information regarding the demobilization of resources will be communicated from the field to the DOCs, and forwarded to the City EOC as appropriate.
- d) Department Command and Control
- The DOCs are activated during emergency events that impact or threaten to impact LADWP operations. The DOCs serve as the centralized point for collection and dissemination of information and coordination of Department resources for response, recovery, and employee safety management during emergency situations or during any other event/incident that warrants the activation of the DOC.
  - The LADWP has three primary DOCs (Water, Power, and Information Technology) that perform internal coordination functions, including: how the organization gathers, processes, and disseminates information; sets priorities; allocates resources; and coordinates activities to restore normal operations and critical business functions. Large divisions or organizations maintain DOCs are equipped to perform internal coordination function during an emergency. Smaller divisions or organizations but rely on the existing infrastructure in their normal work locations to perform the same function. The Senior Assistant General Manager for each system has the authority to activate their DOC.
  - The LADWP maintains and operates a Crisis Management Center (CMC) that acts as DOC for the Water and Power Systems. Activation of the CMC shall be at the request of the General Manager or designee.
  - The purpose of the CMC is as follows:



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

of pre-incident planning. They should then be used during an actual event. Some recommended types of documentation include:

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

ii. Time Keeping

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

iii. Financial Reporting

- FSO is responsible for directing department-wide documentation related to FEMA/Cal OES disaster reimbursement claims and for coordinating submittals to the Office of the CAO, which in turn, coordinates the City-wide FEMA/Cal OES documentation and reporting requirements.

The Disaster Reimbursement Documentation Manual developed by the LADWP shall be used for assembling audit-ready packages for expenditures associated with emergency/disaster recovery/restoration and hazard mitigation. The Manual is based upon processes developed from previous

disasters and it outlines the instructions and guidelines necessary for compiling documentation that is designed to meet the requirements of the Federal and state audits.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**C. State of California**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**D. Federal**

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

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

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

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

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

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

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

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

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

The USCG Base in Los Angeles-Long Beach provides direct support of USCG activities in Southern California. USCG provides Hazardous Materials Response Special Teams. The Pacific Strike Team maintains custody of a variety of response equipment to execute its USCG missions and duties under the National Response System. Personnel undergo a rigorous training program and are equipped to respond to oil discharges, HazMat releases, and WMD incidents.

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

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

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

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

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

FEMA is the lead Federal agency for consequence management, which entails both preparedness for and dealing with the consequences of a major earthquake. Although the affected State and Local governments have primary jurisdiction for emergencies, a major earthquake causing mass destruction could create havoc beyond their capability to respond. If this were to happen, FEMA would coordinate consequence management activities including measures to alleviate damage, loss, hardship, or suffering caused by the incident; to protect public health and safety; to restore essential government services; and to provide emergency assistance. FEMA would implement the Federal Response

Plan, cooperating with State and Local emergency response agencies. Final authority to make decisions on-scene regarding the consequences of the incident (rescue and treatment of casualties, protective actions for the affected community) rests with the local IC.

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

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

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

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

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

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

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

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

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

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

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



- Provide disaster emergency assistance vouchers usable at the Salvation Army stores in the Los Angeles area.

## **F. Other**

Although the City has no authority to assign responsibilities to other organizations, many provide primary or support responsible for providing certain services to the City. Those who provide services are listed in the following, along with the services they are responsible for providing in the event of an earthquake.

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

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

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

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

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

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

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

In advance of or simultaneous with the City plan activation, City departments and agencies will also activate their departmental earthquake 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 fulfilling and tracking internal, department to department (DOC-to-DOC), field to department (field-to-DOC) and department to EOC (DOC-to-EOC) resource requests. Each department is responsible for the tracking of their own resources, including the tracking of personnel.

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

## **VI. AGREEMENTS AND UNDERSTANDINGS**

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

## VII. AUTHORITIES AND REFERENCES

### A. Authorities

#### 1. Federal

- a) The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.  
[https://www.fema.gov/media-library-data/1490360363533-a531e65a3e1e63b8b2cfb7d3da7a785c/Stafford\\_ActselectHSA2016.pdf](https://www.fema.gov/media-library-data/1490360363533-a531e65a3e1e63b8b2cfb7d3da7a785c/Stafford_ActselectHSA2016.pdf)
- b) Homeland Security Presidential Directive-5 (HSPD-5)  
<http://www.gpo.gov/fdsys/pkg/PPP-2003-book1/pdf/PPP-2003-book1-doc-pg229.pdf>
- c) National Incident Management System. Department of Homeland Security. December 2008.  
[http://www.fema.gov/pdf/emergency/nims/NIMS\\_core.pdf](http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf)
- d) National Response Framework. Department of Homeland Security. January 2008.  
<http://www.fema.gov/pdf/emergency/nrf/nrf-core.pdf>
- e) Americans with Disabilities Act of 1990, as amended.  
<http://www.ada.gov/pubs/ada.htm>

#### 2. State

- a) California Constitution  
<http://law.justia.com/california/constitution/>
- b) California Emergency Services Act, 2006  
<http://hazardmitigation.calema.ca.gov/docs/ESA-all8-06-final.pdf>
- c) California State Emergency Plan  
<http://www.calema.ca.gov/PlanningandPreparedness/Pages/State-Emergency-Plan.aspx>
- d) California Code of Regulations, Title 19, Chapters 1 through 6, including:
  - Chapter 1, Standardized Emergency Management System  
<https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I58E13FD0D45111DEA95CA4428EC25FA0&originationContext=documenttoc&transitionType=Default&contextData=%28sc.Default%29>

- Chapter 6, Disaster Assistance Act Regulations  
[https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I3C59D61E3F68495894B4E7EF36056939&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I3C59D61E3F68495894B4E7EF36056939&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))

3. County

- a) Operational Area Emergency Response Plan <http://lacoa.org/oaerp.htm>

**B. References**

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

## ATTACHMENT A: ACRONYMS

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

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



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