



# LOS ANGELES COUNTY OPERATIONAL AREA EMERGENCY RESPONSE PLAN

## BOARD OF SUPERVISORS

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Approval Date: February 17, 1998

## **LETTER OF PROMULGATION**

TO: OFFICIALS, EMPLOYEES, AND RESIDENTS OF LOS ANGELES  
COUNTY

Preservation of life and property is an inherent responsibility of local, state, and federal government. The County of Los Angeles developed its Los Angeles County Operational Area Emergency Response Plan (ERP) to ensure the most effective allocation of resources for the maximum benefit and protection of the public in time of emergency. The ERP conforms with the requirements of the California Standardized Emergency Management System (SEMS).

While no plan can guarantee prevention of death and destruction, good plans, carried out by knowledgeable and well trained personnel, can and will minimize losses. The ERP establishes the County's emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts among the various emergency departments, agencies, special districts and jurisdictions that comprise the Los Angeles County Operational Area.

The purpose of the ERP is to incorporate and coordinate all the facilities and personnel of County government, along with the jurisdictional resources of the cities and special districts within the County, into an efficient Operational Area organization capable of responding to any emergency using SEMS, mutual aid and other appropriate response procedures.

The ERP is an extension of the California Emergency Plan. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The Los Angeles County Board of Supervisors gives its full support to the ERP and urges all officials, employees, and residents, individually and collectively, to share in our commitment to the effective preparedness and response for all types of emergencies and disasters.

Yvonne Brathwaite Burke, Chair

Los Angeles County Board of Supervisors

## **FOREWORD**

The Los Angeles County Operational Area Emergency Response Plan (ERP) addresses the Los Angeles County Operational Area's planned response to extraordinary emergency situations associated with natural and man-made disasters and technological incidents. The ERP does not address normal day-to-day emergencies or the well-established and routine procedures used in coping with them. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters which can generate unique situations requiring an unusual or extraordinary emergency response.

The ERP is a preparedness document—designed to be read, understood, and exercised prior to an emergency and has been developed in compliance with the Standardized Emergency Management System (SEMS).

Appropriate member agencies of the County Emergency Organization are responsible for assuring the preparation and maintenance of standard operating procedures (SOPs)/emergency operating procedures (EOPs), resource lists and checklists that detail how assigned responsibilities are performed to support implementation of the ERP, and to ensure successful response during significant emergencies and major disasters. Such SOPs/EOPs include the specific emergency authorities that designated officials and their successors have during emergency situations.

## **ASSUMPTIONS**

The Los Angeles County Operational Area will coordinate all available resources to save lives and minimize injury to persons and damage to property.

The Los Angeles County Operational Area will utilize SEMS in emergency response operations.

The County of Los Angeles serves as the lead agency within the Los Angeles County Operational Area.

The Sheriff, as Director of Emergency Operations, will coordinate the County's and/or Operational Area's disaster response in conformance with Los Angeles County Code Title 2 - Administration, Chapter 2.68 Emergency Services, known as the "Emergency Ordinance."

The resources of the Los Angeles County Operational Area, using prescribed mutual aid agreements, will be made available to local agencies and residents to respond to disasters affecting this area.

Mutual aid assistance will be requested when disaster relief requirements exceed the County's and/or Operational Area's ability to meet them.

## **EMERGENCY MANAGEMENT GOALS**

Take effective life-safety measures and reduce property loss.  
Provide for the rapid resumption of impacted businesses and community services.  
Provide accurate documentation and records required for cost-recovery.

## **ORGANIZATION OF THE ERP**

**Part One - Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards. Intended audience—Emergency Organization of the County.

**Part Two - Emergency Organization Functions.** Description of the emergency response organization and emergency action checklists. Intended audience—County Emergency Operations Center (CEOC) staff.

**Part Three - Supporting and Legal Documents to the ERP.** Intended audience—Emergency Organization of the County.

## **USE OF THE ERP**

The ERP and the policies and procedures contained herein shall be adhered to:

On order of the Official designated by the Emergency Ordinance, provided that the existence or threatened existence of a Local Emergency has been proclaimed in accordance with the ordinance.

On the Governor's proclamation of a State of Emergency in the County of Los Angeles.

On proclamation of a State of War Emergency, as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).

On Presidential declaration of a National Emergency.

On receipt of an attack warning or the observation of a nuclear detonation.

Aspects of the ERP may be implemented to meet needs driven by a variety of less significant emergency situations, at the discretion of designated officials.

## **HAZARDOUS MATERIALS**

The Los Angeles County Fire Department is designated as the Administering Agency for hazardous materials for the County . (**Reference: Volume 10, Chapter 6, Subject 1, Los Angeles County Fire Department Emergency Operations Manual**). This Manual complies with, and relies on, the County's hazardous materials response plan as required by NRT1-A.

## **APPROVAL AND PROMULGATION**

The ERP has been developed through a cooperative process with all departments/agencies assigned a primary function in the Emergency Responsibilities Matrix (**Part Two, Management Section**). Upon approval by the Los Angeles County Board of Supervisors, the ERP will be officially adopted and promulgated.

## **TRAINING, EXERCISING, AND MAINTENANCE OF THE ERP**

County personnel involved in emergency response and management functions will be provided ongoing training, including local workshops, SEMS training and other special programs. Key management and emergency personnel will also receive additional specialized training, as available.

Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will actually be used in emergency situations. Table-top, as well as functional exercises, will be scheduled to exercise the ERP.

Each responsible County department will review its portion of the ERP and modify its SOPs/EOPs as required based on identified deficiencies experienced in drills, exercises or actual occurrences. Further, the ERP will be reviewed in its entirety every four years to ensure that its elements are valid and current. The Office of Emergency Management (OEM), in the Chief Administrative Office (CAO), is responsible for making revisions to the ERP that will enhance the conduct of response and recovery operations. OEM will prepare, coordinate, publish and distribute any necessary changes to the ERP to all County departments and other agencies, as shown on the distribution list on Page 7.

County Counsel will review documents which provide the legal basis for emergency planning to ensure conformance with SEMS requirements and modify the documents as necessary.

## **RECORD OF REVISIONS**

<b>Date</b>	<b>Section</b>	<b>Page Numbers</b>	<b>Entered By</b>
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## **DISTRIBUTION LIST**

<b>DEPARTMENTS/AGENCIES RECEIVING COPIES OF THE PLAN</b>	<b>NO. OF COPIES</b>
Governor's Office of Emergency Services (OES), Southern Region	2
Board of Supervisors (1 Per Office)	5
Sheriff's Department	10
Emergency Management Council (1 Per Member)	13
Chief Administrative Office	5
Coroner	5
County Counsel	2
Fire Department	10
Health Services	10
Internal Services Department	10
Public Social Services	10
Public Works	10
Office of Security Management	1
Office of County Security	1
Operational Area EOC	10
All Other County Departments (1 Per Department)	27
Each Disaster Management Area Coordinator (1 Per Coordinator)	8
Each City in Los Angeles County (1 Per City)	88
County Office of Education	1
County Special Districts (1 Per Appropriate District)	5
American Red Cross, Los Angeles Chapter	1
The Salvation Army	1
American Society of Civil Engineers	1
Associated General Contractors of California	1
Engineering Contractors Association	1
California Highway Patrol, Border Division	1
Civil Air Patrol	1
National Guard Commander, 40th Infantry Division (Mechanized)	1
National Guard Adjutant General, State of California	1
G. T. E.	1
The Gas Company	1
Pacific Bell	1
Southern California Edison	1
Metropolitan Water District	1
Los Angeles County Medical Association	1
Health Care Association of Southern California	1
Metropolitan Transit Authority	1
National Defense Transportation Association	1

## **APPROVAL BY THE COUNTY OF LOS ANGELES EMERGENCY MANAGEMENT COUNCIL**

The County of Los Angeles Emergency Management Council (EMC), created by Section 2.68.160 of the Emergency Ordinance and comprised of key County departments, is charged with overseeing the preparedness activities of the various County departments. This includes preparation of plans, training of County employees for emergency and disaster-related functions, and related emergency preparedness activities.

The EMC has reviewed the ERP and approved it on September 12, 1997. As needed, revisions to the ERP will be submitted to the EMC for approval.

Signed \_\_\_\_\_  
David E. Janssen  
Chief Administrative Officer  
Chairman, EMC

Date: February 17, 1998

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# **PART ONE**

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## **PART ONE, SECTION ONE BASIC PLAN**

### **PURPOSE**

The Basic Plan describes in general terms the planned response of the County Operational Area to emergencies associated with natural and man-made disasters and technological incidents. It provides an overview of operational concepts, identifies components of the County's Emergency Management Organization within the Standardized Emergency Management System (SEMS), and describes the overall responsibilities of the federal, state and local agencies for protecting life and property and assuring the overall well-being of the population.

### **AUTHORITIES AND REFERENCES**

The California Emergency Services Act (Act) provides the basic authorities for conducting emergency operations following the proclamation of emergencies by appropriate local officials and/or the Governor. The provisions of the Act are further reflected and expanded upon by local emergency ordinances. Disaster response and recovery operations will be conducted by the County as outlined in the Emergency Management Phases, and in accordance with the enabling legislation, ordinances, regulations, plans and agreements listed in **Part One, Section Two—Authorities and References**.

### **CONCEPT OF OPERATIONS**

County government has the following emergency management responsibilities:

The County of Los Angeles serves as the Operational Area Coordinator for all cities and special districts within the County's boundaries.

County departments and agencies are responsible for maintaining continuity of government in the County, as well as performing their legally mandated duties.

County departments and agencies are assigned specific responsibilities for the preparation and carrying-out of plans for the protection of life and property within the County in the event of an emergency.

The County Operational Area will place emphasis on: emergency planning; training of full time, auxiliary and reserve personnel; public awareness and education; and assuring the adequacy and availability of sufficient resources to cope with emergencies. Emphasis will also be placed on mitigation measures to reduce losses from disasters, including the development and enforcement of appropriate land use and design and construction regulations (see **Part One, Section Five—Hazard Mitigation**).

## **PROCLAMATIONS**

The Board of Supervisors, or if the Board is not in session in the following order of priority, the Chairman of the Board of Supervisors, the Chief Administrative Officer (CAO) or the Sheriff can proclaim a Local Emergency as referenced in Chapter 2.68 of the Emergency Ordinance.

The Governor may also proclaim a State of Emergency in the County of Los Angeles. **(See Part One, Section Three—Emergency Proclamations).**

## **HAZARD IDENTIFICATION AND ANALYSIS**

A hazard analysis has identified the potential for certain peacetime and national security emergency risks within the County. These hazards are identified in **Part One, Section Seven—Threat Assessments**, which also provides general and specific information on their possible impact on the County.

### **Peacetime Emergencies**

The response of the County Operational Area to natural disasters, civil unrest, incidents of terrorism or technological incidents will be dictated by the type and magnitude of the emergency. Generally, response to a major peacetime emergency situation will progress from local, to the County Operational Area, to state, to federal involvement.

### **National Security Emergencies**

National security emergencies may range from food and petroleum shortages to a worst-case scenario involving a terrorist attack on the United States utilizing weapons of mass destruction. Protective strategies to be employed in the event of a threatened or actual attack on the United States range from in-place protection to evacuations.

## **EMERGENCY MANAGEMENT PHASES**

Most emergencies occur with little or no advance warning, thus requiring immediate activation of emergency operations plans and the commitment of resources. All County departments and agencies are prepared to respond promptly and effectively to any emergency, and County government is prepared to assume its Operational Area responsibilities, including the provision and utilization of mutual aid (see **Part One, Section Six—Mutual Aid**).

Emergency management activities are often associated with the four emergency management phases indicated below. However, not every disaster includes all indicated phases.

## **Preparedness Phase**

The preparedness phase includes activities to develop operational capabilities and effective responses to a disaster, such as:

- Mitigation activities
- Emergency/disaster planning
- Training and exercises
- Public education

The Emergency Management Council (EMC) oversees the preparedness activities of the various County departments, including approval of the emergency operations plans prepared by County departments. By ordinance all County departments are required to have emergency plans which describe how they will carry out their non-deferrable priority missions.

## **Increased Readiness**

Increased readiness actions will be initiated by the receipt of a warning or the observation that an emergency situation is imminent. Actions to be accomplished include, but are not limited to:

- Review and update of emergency plans, Standard Operating Procedures (SOPs), and resource listings
- Testing warning and communications systems
- Dissemination of accurate and timely emergency public information
- Accelerated training of permanent and auxiliary staff
- Inspection of critical facilities
- Recruitment of additional staff and Disaster Services Workers (volunteers)
- Mobilization of resources

## **Response Phase**

### **Pre-Emergency/Emergency Imminent**

When a hazard is imminent, actions are precautionary and emphasize protection of life. Typical responses might be:

- Identifying the need for mutual aid and requesting that aid through appropriate channels
- Advising any threatened population of the emergency and apprising them of safety measures to be implemented
- Evacuation of any threatened area to safe locations

## **Emergency Response**

During this phase, emphasis is placed on saving lives and property, control of the situation and minimizing effects of the disaster. Immediate response is accomplished within the affected area by local government agencies and segments of the private sector. One or more of the following conditions may apply during this phase:

- The situation can be managed without mutual aid assistance
- Evacuation of certain areas may be required due to uncontrollable, immediate and ensuing threats
- Mutual aid from outside the County Operational Area is required
- The County Operational Area is either minimally impacted, or not impacted at all, and is requested to provide mutual aid to other jurisdictions
- Proclamation of a local emergency by the Board of Supervisors or other authorized County officer

The County Operational Area priorities include:

- Dissemination of accurate and timely emergency public information and warnings to the public
- Law enforcement
- Intelligence gathering/situation analysis
- Resource allocation and coordination
- Fire and rescue
- Evacuation
- Medical care
- Coroner operations
- Care and shelter
- Access and perimeter control
- Public health
- Safety assessment
- Restoration of vital services and utilities

When local resources are fully committed and additional resources are required, requests for mutual aid will be initiated through the Los Angeles County Operational Area according to existing mutual aid agreements. **Mutual aid, (unless mutual aid agreements indicate otherwise), and other resources and support are the financial responsibility of the requesting jurisdiction.**

The County Emergency Operations Center (CEOC) will be activated whenever there is a need to coordinate the emergency response of County departments, agencies, and local jurisdictions in a significant event. Provisions for activation of the CEOC are found in Chapter 2.68 of the Emergency Ordinance and conform to the requirements of SEMS.

In response to a major event, the Director of the State Office of Emergency Services (OES) may request a gubernatorial proclamation of a State of Emergency. If proclaimed, state agencies will, to the extent possible, respond to requests for assistance, and be coordinated with the State OES Director. State OES may also activate the State Operations Center (SOC) in Sacramento. The State Regional Emergency Operations Center (REOC) in Los Alamitos, or an alternate location, must be activated in accordance with SEMS regulations to support the Los Angeles County Operational Area.

If the Governor requests, and is granted, a Presidential declaration of an emergency or a major disaster under Public Law 93-288, he will appoint a State Coordinating Officer (SCO). The SCO and an appointed Federal Coordinating Officer (FCO) will coordinate and control state and federal recovery efforts in supporting local operations. All State emergency response efforts, and State initial recovery support, will be coordinated by the REOC.

## **Recovery Phase**

As soon as possible, the State OES Director, operating through the SCO, will bring together representatives of federal, state, county, and city agencies, as well as representatives of the American Red Cross (ARC), to coordinate assistance programs and establish support priorities. The Federal Emergency Management Agency (FEMA) will establish tele-registration to initiate the process of receiving federal, state and local recovery assistance. OES and FEMA may also open Disaster Application Centers (DACs) staffed by representatives of local, state and federal government agencies, private service organizations and others as appropriate. DACs provide a “one stop” service where disaster victims can obtain information necessary to apply for recovery assistance.

Once the Emergency Response Phase is over and life-safety issues have been stabilized, the County Recovery Coordination Center (RCC) in the CEOC will coordinate initial recovery operations of County departments and provide information, liaison and recovery coordination between State and federal agencies, the impacted cities, and other agencies that are part of Los Angeles County’s Emergency Organization.

Depending on the nature and severity of the emergency, the CAO may activate the County Office of Recovery (COR) to address the mid-and long-term recovery of County government. COR will develop and implement a strategic plan for restoration of County government services to the public by:

Coordinating and removing barriers to physical restoration of County facilities and infrastructure.

Identifying and assisting departments to aggressively seek all funding sources available (legislation, grants, claims reimbursements, etc).

Making recommendations on restoration priorities.

Coordinating and assisting to remove barriers to social recovery of the affected

population.

Coordinating and assisting to remove barriers to economic development, redevelopment and new development.

## **Mitigation Phase**

Mitigation efforts occur both before and following disaster events. Eliminating or reducing the impact of hazards which exist and are a threat to life and property are part of the mitigation efforts. Post-disaster mitigation is part of the recovery process. **(See Part One, Section Five—Hazard Mitigation).**

## **Standardized Emergency Management System (SEMS)**

In an emergency, normal governmental duties will be maintained, with emergency operations carried out by County departments and agencies assigned specific emergency functions. SEMS has been adopted by the County of Los Angeles for managing response to multi-agency and multi-jurisdiction emergencies, and to facilitate communications and coordination between all levels of the system and among all responding agencies. Title 19 of the California Code of Regulations, Chapter 1 of Division 2, requires this standard response structure and basic protocols to be used in emergency response.

When fully activated, SEMS consists of the following five levels: field response, local government, operational areas (countywide), regional, and state level.

### **Field Response Level**

At the field response level, emergency personnel and resources, under the command of an appropriate authority, carry-out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of the Incident Command System (ICS) at the field response level. The ICS field functions to be used for emergency management are: command, operations, planning/intelligence, logistics, and finance/administration.

### **Local Government Level**

Local governments include cities, counties, and special districts. Local governments manage and coordinate overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their EOC is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. **Note: Use of SEMS is not mandatory during the recovery phase of the disaster.**

In SEMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographic size, population, function and complexity. Local governmental levels provide the following functions: management, operations, planning/intelligence, logistics, and finance/administration. Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency operations through mutual aid (Government Code Section 8618). Additional details relative to the organization and responsibilities of the SEMS elements at each of the levels are provided in **Part Two—Management Section**.

## **Operational Area**

Under SEMS, the Operational Area serves as an intermediate level of the state's emergency services organization and encompasses the County and all political subdivisions located within the County, including special districts. The Operational Area is responsible for:

Coordinating information, resources and priorities among local governments within the Operational Area;

Coordinating information, resources and priorities between the regional level and the local government level; and

Using multi-agency or inter-agency coordination to facilitate decisions for overall Operational Area level emergency response activities.

SEMS regulations specify that all local governments within a county geographic area be organized into a single Operational Area. On July 5, 1995 the Los Angeles County Board of Supervisors adopted a resolution providing for formation of the Los Angeles County Operational Area, and in accordance with SEMS, the County of Los Angeles serves as the lead agency of the Los Angeles County Operational Area (**See Part Three - Legal Documents**). Additionally, the CEOC serves as the Operational Area Emergency Operations Center.

Activation of the Operational Area, during a State of Emergency or a Local Emergency, is required by SEMS regulations under the following conditions:

- 1) A local government within the Operational Area has activated its EOC and requested activation of the Operational Area EOC to support their emergency operations.
- 2) Two or more cities within the Operational Area have proclaimed a local emergency.
- 3) The county and one or more cities within the Operational Area have proclaimed a local emergency.
- 4) A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b).

- 5) A state of emergency is proclaimed by the governor for the county or two or more cities within the Operational Area.
- 6) The Operational Area is requesting or has received resources from outside its boundaries. Note: This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.

In addition to the above procedures mandated by SEMS, the County will activate the CEOC upon activation of the City of Los Angeles' EOC, pursuant to the Standard Operating Procedures, Emergency Management Operations between the County and the City of Los Angeles

Once a local emergency has been declared, the Sheriff of the County of Los Angeles is the Director of Emergency Operations with responsibility for coordinating emergency operations following whole or partial activation of the Los Angeles County Operational Area organization. Following activation of the Los Angeles County Operational Area organization, the Director of Emergency Operations establishes and maintains the CEOC to serve the Operational Area.

**Use of SEMS and the Operational Area structure is not mandatory during the recovery phase of a disaster.**

### **Regional**

Because of its size and geography, the state has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the most effective application and coordination of mutual aid and other emergency-related activities.

State OES has also established three Administrative Regions (Coastal, Inland and Southern). These Administrative Regions are the means by which State OES maintains day-to-day contact with local, county and private-sector emergency services organizations.

In SEMS, the regional level manages and coordinates information and resources among Operational Areas within the mutual aid region and also between the Operational Areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region. **(See Chart 3)**

### **State**

The state level of SEMS manages state resources in response to the emergency needs of the other levels and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The state level also serves as the coordination and communication link between the state and the federal disaster response system.

## **FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)**

FEMA serves as the main federal government contact during emergencies, major disasters and national security emergencies.

## **CONTINUITY OF GOVERNMENT**

A major disaster or national security emergency could result in the death or injury of key government officials and/or the partial or complete destruction of established seats of government, and public and private records essential to continued operations of government. Government at all levels is responsible for providing continuity of effective leadership, authority and adequate direction of emergency and recovery operations. The California Government Code Section 8643(b) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve. **Part One—Section Four** provides details on the Continuity of Government for the County of Los Angeles.

## **PUBLIC AWARENESS AND EDUCATION**

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services and knowledge of what individuals and groups should do to increase their chances of survival and recovery. Pre-disaster awareness and education programs must be viewed as equal in importance to all other preparation for emergencies and receive an adequate level of planning. These programs must be coordinated among local, state and federal officials to ensure their contribution to emergency preparedness and response operations. Emergency Public Information procedures are addressed in **Part Two—Management Section, and in Part Three—Management, Public Information.**

## **TRAINING AND EXERCISES**

Training and exercises are essential at all levels of government to assure the readiness of emergency operations personnel. The objective is to train and educate public officials, emergency response personnel and the public. Among the methods for training staff to manage emergency operations are exercises. Emergency plans should include provisions for training and exercises.

Exercises should be conducted on a regular basis to maintain readiness. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will actually be used in emergency situations. There are several forms of exercises:

Tabletop exercises, which provide a convenient and low-cost means to evaluate policy, plans and procedures and resolve coordination and responsibilities;

Functional exercises, designed to test and evaluate the capability of an individual function such as evacuation, medical, communications or public information; and

Full-scale exercises which simulate an actual emergency, typically involve complete emergency management staff, and are designed to evaluate the operational capability of the emergency management system.

## **ALERTING AND WARNING**

Success in saving lives and property is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. Depending on the size and nature of the emergency, the Los Angeles County Operational Area may warn the public through any one of a variety of systems including: The Emergency Alert System (EAS), Emergency News Network (ENN), Emergency Digital Information System (EDIS) and others as needed, based on the conditions present.

Various mechanical systems are in place and described in **Part Three—Operations** whereby an alert or warning may originate or be disseminated. **Part Three—Operations** also includes a description of these systems and an explanation of the "Emergency Conditions and Warning Actions" through which these systems may be accessed in Los Angeles County.

## **EMERGENCY CONDITIONS AND WARNING ACTIONS**

Agencies depend on warnings and emergency information to save the lives and property of people in threatened areas. Warning methods of specific emergency conditions are described below:

### **Earthquake**

State OES could receive notification of an earthquake, including damage reports as well as subsequent information, from various sources such as:

University of California Seismological Observatory, Berkeley

California Institute of Technology, Pasadena

Water Resources Department

OES Regional Offices

Federal/State/Local agencies

Honolulu Observatory

This information is received through the National Warning System (NAWAS), radio, teletype and/or telephone and would be further disseminated as appropriate using any or all of these means. The State Warning Center is tied into a statewide seismic alarm system activated during earthquakes, which alerts duty personnel.

### **Earthquake Advisories/Earthquake Predictions (Short-Term)**

**(Reference: California Earthquake Advisory Plan, October 1990, Section 3. Procedures on the advisory can be found in Sections 6 and 7 of this document.)**

On November 19, 1992 the EMC approved “Los Angeles County Policies and Procedures for Earthquake Predictions and Advisories.” The policy provides guidance and direction to County departments on the minimum prudent readiness actions they must take in response to a State OES issued Short-Term Earthquake Prediction or Earthquake Advisory within the Los Angeles County Operational Area. **See Part Three—Operations.**

### **Fire**

Initial warnings of major conflagrations are normally issued by the affected area through Fire and Rescue OES Regional Fire Coordinator, using whatever means of communications deemed appropriate and available. Requests for mutual aid follow established procedures.

### **Flood**

A flood emergency is normally preceded by a build-up period that permits marshaling of forces as required to combat the emergency. During the build-up period, OES cooperates with the National Weather Service (NWS) and the California Department of Water Resources (DWR) by relaying pertinent weather information and river bulletins to local government officials in the affected areas. OES receives this information over selected circuits and relays it to OES Regions through the OES private line teletype system and to law enforcement agencies via the California Law Enforcement Telecommunications System (CLETS).

### **Flood Stages and Bulletins**

During periods of potential flooding in Southern California, the NWS, Los Angeles, will issue the appropriate bulletins from Oxnard. After receiving these messages, the State Warning Center transmits these messages immediately on CLETS to local governments in areas that are likely to be affected.

### **Hazardous Materials**

Potential hazardous materials situations are identified during the planning phase by the Los Angeles County Fire Department. Area Plans address in detail the specifics for hazardous materials planning for the local area. **(Reference: Volume 10, Chapter 6, Subject 1, Los Angeles County Fire Department Emergency Operations Manual)**

Initial notifications of an incident are made by the responsible party or the responding agency to the **California Warning Center in Sacramento, at 800/852-7550** as soon as the incident occurs. The Warning Center then makes notifications to various state agencies and the regional duty officer.

### **Seismic Sea Wave (Tsunami)**

NAWAS is an integral part of the Tsunami alerting system. Reports of major earthquakes occurring at any point in the Pacific Basin, which may generate seismic sea waves, are transmitted to the Honolulu Observatory for evaluation.

The Observatory staff determines action to be taken and relays it over the NAWAS circuits to inform the West Coast states. The State NAWAS circuit is used to relay the information to local Warning Points in coastal counties. This information is also transmitted to local jurisdictions over appropriate radio systems, teletype and telephone circuits to ensure maximum dissemination.

A Tsunami **Watch Bulletin** is issued if an earthquake has occurred in the Pacific Basin and could cause a tsunami. A Tsunami **Warning Bulletin** is issued when an earthquake has occurred and a tsunami is spreading across the Pacific Ocean. When a threat no longer exists, a **Cancellation Bulletin** is issued.

### **Severe Weather Warning**

These include severe weather bulletins and statements relating to special weather conditions. Bulletins are issued by NWS offices in California when severe weather is imminent. By agreement, the NWS office issues the bulletin and transmits the information to the State Warning Center on the NWS teletype circuit. The Warning Center, in turn, relays the information to the affected areas. **(See Part Three—Operations/NWS for NWS Issuances).**

### **Other Emergencies**

Warnings and information concerning emergencies, other than those cited above, are disseminated using any appropriate system.

## **PART ONE, SECTION TWO AUTHORITIES AND REFERENCES**

### **GENERAL**

The California Emergency Plan, which is promulgated by the Governor, is published in accordance with the California Emergency Services Act (Act) and provides overall statewide authorities and responsibilities, describing the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan, in accordance with SEMS.

### **COUNTY OF LOS ANGELES EMERGENCY ORDINANCE**

Los Angeles County Code Title 2 - Administration, Chapter 2.68 Emergency Services is known as the "Emergency Ordinance." The Emergency Ordinance defines the duties and provides legal authority to prepare and carry out plans for the protection of life and property in the County of Los Angeles in the event of a disaster.

The Emergency Ordinance provides for:

Coordination and direction of the Los Angeles County Operational Area.

Establishment, coordination and direction of the EMC and the Office of Emergency Management (OEM).

Coordination of the preparatory and emergency functions of the County of Los Angeles with all other public agencies, organizations and individuals.

### **AUTHORITIES**

The following provide emergency authorities for conducting and/or supporting emergency operations:

#### **Federal**

Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)

Federal Civil Defense Act of 1950 (Public Law 920), as amended

NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team)

**State**

Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and Government Code Section 8607(a)

California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code)

“Good Samaritan” Liability (**see Part Three—Legal Documents**)

California Natural Disaster Assistance Act (Chapter 7.5 of Division 1 of Title 2 of the Government Code)

California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 25500 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials

Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency (**see Part Three—Legal Documents**)

Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency (**see Part Three—Legal Documents**)

California Master Mutual Aid Agreement (**see Part Three—Legal Documents**).

**Local (see Part Three—Legal Documents)**

County Charter

Emergency Services Ordinance No. 10493, approved by the Board of Supervisors (Chapter 2.68 of Title 2 of the Los Angeles County Code)

Master Mutual Aid Agreement, adopted December 12, 1950 by the Board of Supervisors

Resolution adopted on July 5, 1995 by the Los Angeles County Board of Supervisors forming the Los Angeles County Operational Area

Resolution No. \_\_\_\_ adopting the Los Angeles County Operational Area Emergency Response Plan, adopted \_\_\_\_ .

**REFERENCES**

Federal Response Plan (FEMA)  
Disaster Assistance Procedure Manual (State OES)  
California Emergency Resources Management Plan  
California Emergency Plan  
California Hazardous Materials Incident Contingency Plan  
California Law Enforcement Mutual Aid Plan  
California Fire and Rescue Master Mutual Aid Plan  
SEMS Guidelines

## **PART ONE, SECTION THREE EMERGENCY PROCLAMATIONS**

### **EMERGENCY PROCLAMATIONS (See Part Three—Legal Documents)**

#### **Local Emergency**

A Local Emergency may be proclaimed by the Board of Supervisors, or if the Board is not in session in the following order of priority, the Chairman of the Board of Supervisors, the CAO or the Sheriff as referenced in the Emergency Ordinance. A Local Emergency proclaimed by the Chairman of the Board of Supervisors, the CAO or the Sheriff must be ratified by the Board of Supervisors within seven days. The Board of Supervisors must review the need to continue the proclamation at least every fourteen days, and the local emergency must be terminated by resolution as soon as conditions warrant. Proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the County, caused by natural or man-made situations.

The proclamation of a Local Emergency provides the Board of Supervisors with the legal authority to:

Request that the Governor proclaim a State of Emergency.

Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew, within designated boundaries.

Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans or agreements.

Request state agencies and other jurisdictions to provide mutual aid.

Require the emergency services of any local official or employee.

Requisition necessary personnel and materials from any local department or agency.

Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.

Impose penalties for violation of lawful orders.

Conduct emergency operations without incurring legal liability for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

## **State of Emergency**

A State of Emergency may be proclaimed by the Governor when:

Conditions of disaster or extreme peril exist, which threaten the safety of persons and property within the state, caused by natural or man-made incidents.

Local authorities request such action.

The Governor finds that local authority is inadequate to cope with the emergency.

Whenever the Governor proclaims a State of Emergency:

Mutual aid shall be rendered in accordance with approved emergency plans when the need for outside assistance arises in any county, city and county, or city.

The Governor shall, to the extent deemed necessary, have the right to exercise all police powers vested in the state by the Constitution and the laws of the State of California within the designated area.

Jurisdictions may command the aid of citizens to cope with an emergency.

The Governor may suspend orders, rules, or regulations of any state agency and any regulatory statute or statute prescribing the procedure for conducting state business.

The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office.

The Governor may promulgate, issue and enforce orders and regulations deemed necessary.

## **State of War Emergency**

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus:

All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of his authority as provided for in the Act.

## **Presidential Declaration of a Major Disaster**

If an emergency is beyond the ability of local and state government to manage effectively, the Director of OES may recommend that the Governor request a Presidential Declaration of Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance (Public Law 93-288, as amended), which provides the authority for the Federal government

to respond to disasters and emergencies.

The Governor may request that the President declare a major disaster or an emergency for the State, and the President may issue a declaration, as warranted. For certain situations, the President may declare an emergency with or without a Governor's request, as specified in Title V of P.L. 93-288 as amended. Under Title V, the President may direct the provision of emergency assistance, either at the request of a Governor, or upon determination by the President that an "emergency exists for which the primarily responsibility for response rests with the United States..."

Following a Presidential Declaration of a Major Disaster, federal assistance is available to supplement the efforts and resources of state and local governments to alleviate public and the private sector damage and loss.

## **PART ONE, SECTION FOUR**

### **CONTINUITY OF GOVERNMENT**

#### **PURPOSE**

A major disaster or national security emergency could result in the death or injury of key government officials. At the same time, there could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry. Government at all levels is responsible for providing continuity of effective leadership, authority and adequate direction of emergency and recovery operations. The California Government Code and the State Constitution provide authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

#### **LINES OF SUCCESSION FOR OFFICIALS CHARGED WITH DISCHARGING EMERGENCY RESPONSIBILITIES**

Article 15, Sections 8635 through 8644 of the Emergency Services Act provide a means by which the continued functioning of political subdivisions can be assured by providing for the preservation and continuation of county government in the event of an enemy attack, or in the event a State of Emergency or Local Emergency is a matter of statewide concern.

In Section 2.68.090 of the Emergency Ordinance, the Board of Supervisors reserves the power to delegate any of its powers, functions or duties to the CAO or to any other officer created by authority of that chapter.

Section 2.68.245 provides that wherever in the Emergency Ordinance or by other law, duties or authority for emergency management are designated to the CAO or the Sheriff, both shall designate a chain of succession in the event either officer is not available to act in an emergency and file the designation with the Executive Officer-Clerk of the Board. If an emergency occurs in the absence of the principal, the first designee that can be contacted will have the full responsibility and authority to act for the principal officer until relieved by the principal or a person with higher priority on the list.

Following a whole or partial activation of the Los Angeles County Operational Area, the Sheriff, as Director of Emergency Operations, is empowered to coordinate the utilization of County, other local government, State and Federal resources within the Operational Area, and to coordinate operations conducted by the local governments in Los Angeles County in accordance with SEMS and approved mutual aid and operations plans.

The CAO, as Director of the County Emergency Organization and Director of the Office of

Emergency Management (OEM), has authority for organizing, directing and coordinating the emergency organization of the County. In the event of an emergency, the CAO is also empowered to obtain for operational and administrative purposes, vital supplies, equipment and other properties found lacking and needed for the protection of life and property, and to require emergency services of any County officer or employee, and to command the aid of as many citizens of the County as deemed necessary in the execution of duties.

The Los Angeles County Emergency Operations Center Standard Operating Procedures (CEOC-SOP) contains the Line of Succession for the SEMS leadership.

## **TEMPORARY COUNTY SEAT**

Section 23600 of the California Government Code provides among other things:

Boards of Supervisors shall designate alternative temporary County seats which may be located outside County boundaries. Additional sites may be designated subsequent to the original site designations if circumstances warrant.

A resolution designating the alternate County seats must be filed with the Secretary of State.

In the event the Hall of Administration is not usable because of emergency conditions, the temporary seat of County government will be as follows:

- |                |   |
|----------------|---|
| 1st Alternate: | Patriotic Hall<br>1816 South Figueroa Street<br>Los Angeles, CA 90015   |
| 2nd Alternate: | Health Services Administration Building<br>313 North Figueroa Street<br>Los Angeles, CA 90012                                 |
| 3rd Alternate: | Department of Parks and Recreation<br>South Coast Botanic Gardens<br>26300 Crenshaw Blvd.<br>Palos Verdes Peninsula, CA 90274 |
| 4th Alternate  | Department of Public Works<br>900 South Fremont Avenue<br>Alhambra, CA 91803  |

## **PRESERVATION OF VITAL RECORDS**

Los Angeles County Government will protect its essential records. The determination of the records to be preserved rests with each department or with the custodian of the records.

Vital records are defined as those records that are essential to:

Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include vital statistics, land and tax records, license registers and articles of incorporation.

Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.

Reestablish normal governmental functions and protect the rights and interests of government. Constitutions and charters, statutes and ordinances, court records, official proceedings and financial records would be included.

Record depositories should be located well away from potential danger zones and/or housed in facilities designed to withstand blast, fire, water, and other destructive forces. Such action will ensure that:

The rights and interests of individuals, corporations, other entities and government are preserved.

Records will be available during emergency operations and later, for reestablishing normal governmental activities.

Each County department should identify, maintain and protect its own essential records.

## **REFERENCES**

Judicial System, Article VI, Section 1, 4, 5, and 10, of the Constitution of California.

Local Government, Article XI, of the Constitution of California.

Preservation of Local Government, Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).

Temporary County Seats, Section 23600, Article 1 of Chapter 4 of Division 1 of Title 3 of the Government Code.



## **PART ONE, SECTION FIVE**

### **HAZARD MITIGATION**

#### **GENERAL**

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from natural hazards. Section 409 of Public Law 93-288, requires, as a condition of receiving federal disaster aid, that repairs and reconstruction be done in accordance with applicable codes, specifications, and standards. It also requires that the state or local government recipients of federal aid evaluate the natural hazards of the area in which the aid is to be used, and take action to mitigate them, including safe land use and construction practices.

To be effective, hazard mitigation actions must be taken in advance of a disaster. After disaster strikes, mitigation opportunities exist only during recovery, and even those opportunities can be limited by the absence of advance planning. Nevertheless, the immediate post-disaster period does present special opportunities for mitigation. Section 409 deals with the opportunities presented in a current disaster to mitigate potential hardship and loss resulting from future disasters. Hazard mitigation is a continuing effort in which all local communities and state agencies are encouraged to prepare hazard mitigation plans that identify ways to reduce damage caused by disasters.

The Los Angeles County Recovery Plan addresses actions, policies, and procedures for implementing Section 409 (Minimum Standards for Public and Private Structures) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended), following a Presidentially-declared Emergency or Major Disaster.

## **PART ONE, SECTION SIX**

### **MUTUAL AID**

#### **INTRODUCTION**

The statewide mutual aid system is one of the major components of California's emergency planning and response. The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement (**see Part Three—Legal Documents**), as provided for in the California Emergency Services Act. This is designed to ensure that adequate resources, facilities and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with an emergency.

The Master Mutual Aid Agreement creates a formal structure where each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements.

#### **MUTUAL AID SYSTEM**

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram in **Chart 1**.

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical and public works. These systems work through local government, operational area, regional and state levels, consistent with SEMS and their individual protocols.

#### **MUTUAL AID REGIONS**

To facilitate the coordination and flow of mutual aid, the State has been divided into six Emergency Mutual Aid Regions by State OES. (**See Chart 3**) The County is within Region I. Region I is in the OES Southern Administrative Region.

## **MUTUAL AID COORDINATORS**

The role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional and state levels. The flow of resource requests and information among mutual aid coordinators is illustrated on **Chart 2**.

## **AUTHORITIES AND REFERENCES**

Mutual aid assistance may be provided under one or more of the following authorities:

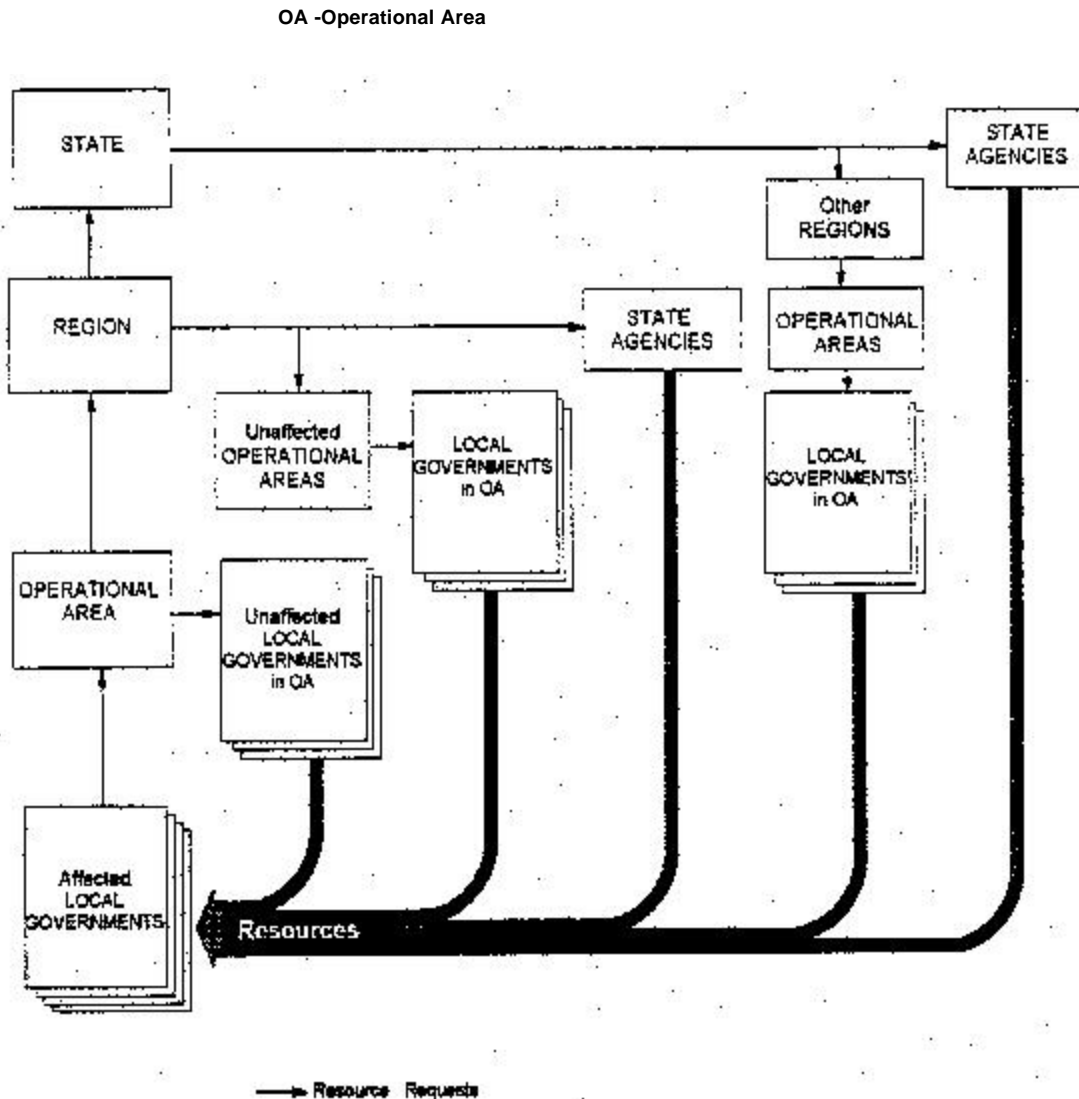
- California Master Mutual Aid Agreement
- California Fire and Rescue Master Mutual Aid Plan
- California Law Enforcement Mutual Aid Plan
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended)—provides federal support to state and local disaster activities

## **COUNTY OF LOS ANGELES MUTUAL AID AGREEMENTS**

<b>WITH</b>	<b>FOR</b>
State of California	Master Mutual Aid ( <b>Part Three, Legal Documents</b> )
Southern California Cities and Counties (Statewide)	Public Works Mutual Aid ( <b>Part Three, Legal Documents</b> )
Southern OES Region I & VI Counties	Inter-Region Cooperative Agreement for Emergency Medical and Health Assistance ( <u>when adopted</u> ) ( <b>Part Three, Legal Documents</b> )
U. S. Dept. of Health & Human Services	National Disaster Medical System Agreement ( <b>Part Three, Legal Documents</b> )
State of California	Emergency Managers Mutual Aid (EMMA)-( <u>when adopted</u> ) Medical Mutual Aid
Counties (Statewide)	California Coroner's Mutual Aid

## **CHART 1**

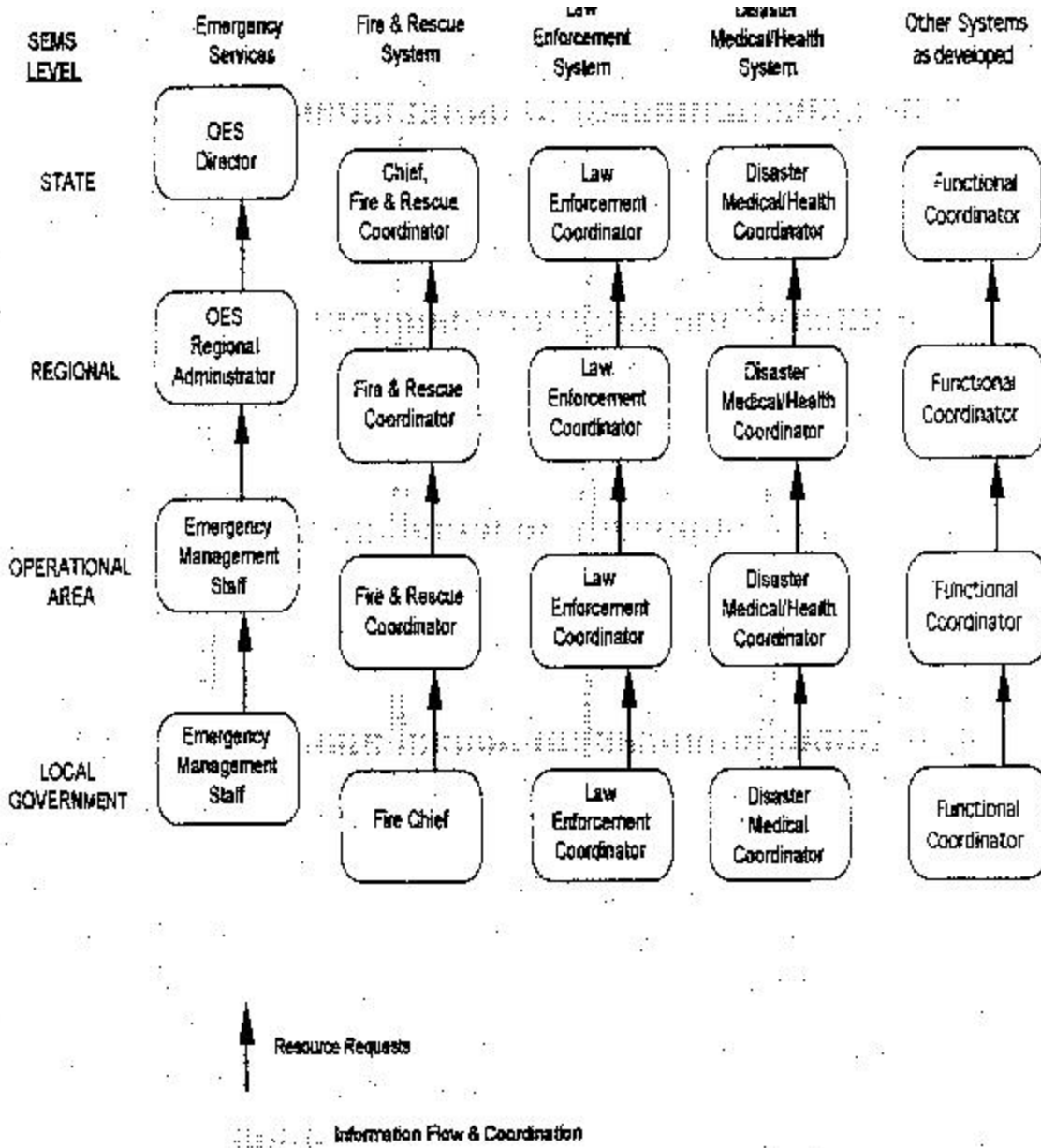
## MUTUAL AID SYSTEM FLOW CHART



- Notes:
- Local government may request mutual aid directly from other local governments where local agreements exist.
  - Discipline-specific mutual aid systems may have procedures that provide additional methods of obtaining state resources.
  - Volunteer and private agencies may be involved at each level.

## CHART 2

### MUTUAL AID COORDINATORS FLOW CHART



\*Law Enforcement Coordinator is the County Sheriff

# CHART 3

## STATE MUTUAL AID REGIONS MAP



## **PART ONE, SECTION SEVEN**

### **THREAT SUMMARY AND ASSESSMENTS FOR THE COUNTY OF LOS ANGELES**

This section consists of a series of threat summaries based on the results of the County of Los Angeles' hazard analysis. This hazard analysis study was conducted by the Subcommittee of the Emergency Management Council (EMC) in February 1997. The purpose is to describe the area at risk and the anticipated nature of the situation, which could result should the event threaten or occur. For further details, refer to the Safety Element of the County's General Plan.

#### **Geographic characteristics, population at risk to each identified hazard, and potential hazard considerations on which the plan is based:**

The County of Los Angeles encompasses over 4,000 square miles and has a population of 9.3 million persons. The County of Los Angeles includes 88 cities, as well as a large unincorporated area. The County is within Region I, Southern Administrative Region of State OES.

The County of Los Angeles is located in one of the most disaster-prone areas of the United States and is subject to exceptional earthquake hazard. The County has also experienced other types of major emergencies such as wildland fires, floods and civil unrest, and any of these could recur at any time.

A major earthquake occurring in Los Angeles County would have a catastrophic effect on the population, and could exceed the response capability of the Operational Area.

Major highways and rail lines traverse the County and transportation incidents (including hazardous material incidents), as well as pipeline ruptures or illegal dumping, could affect the County. Major industries also pose a potential for hazardous materials incidents from stationary hazardous materials users as well as transportation accidents, pipeline ruptures, and illegal dumping.

Portions of the County are subject to dam failure.

Portions of the County are subject to flooding, due to flash flooding, urban flooding (storm drain failure/infrastructure breakdown), river channel overflow, downstream flooding, etc.) The County has not historically been vulnerable to storm surge inundation associated with hurricanes and tropical storms.

A transportation incident such as a major air crash could impact areas within the County.

A civil unrest incident could impact areas within the County.

The entire Los Angeles basin is considered as a risk area for acts of terrorism. Therefore, both sheltering and evacuation will be conducted as necessary. In the increased readiness stage, expedient shelters will be utilized and information will be provided to the public as the County no longer maintains public fallout shelters.

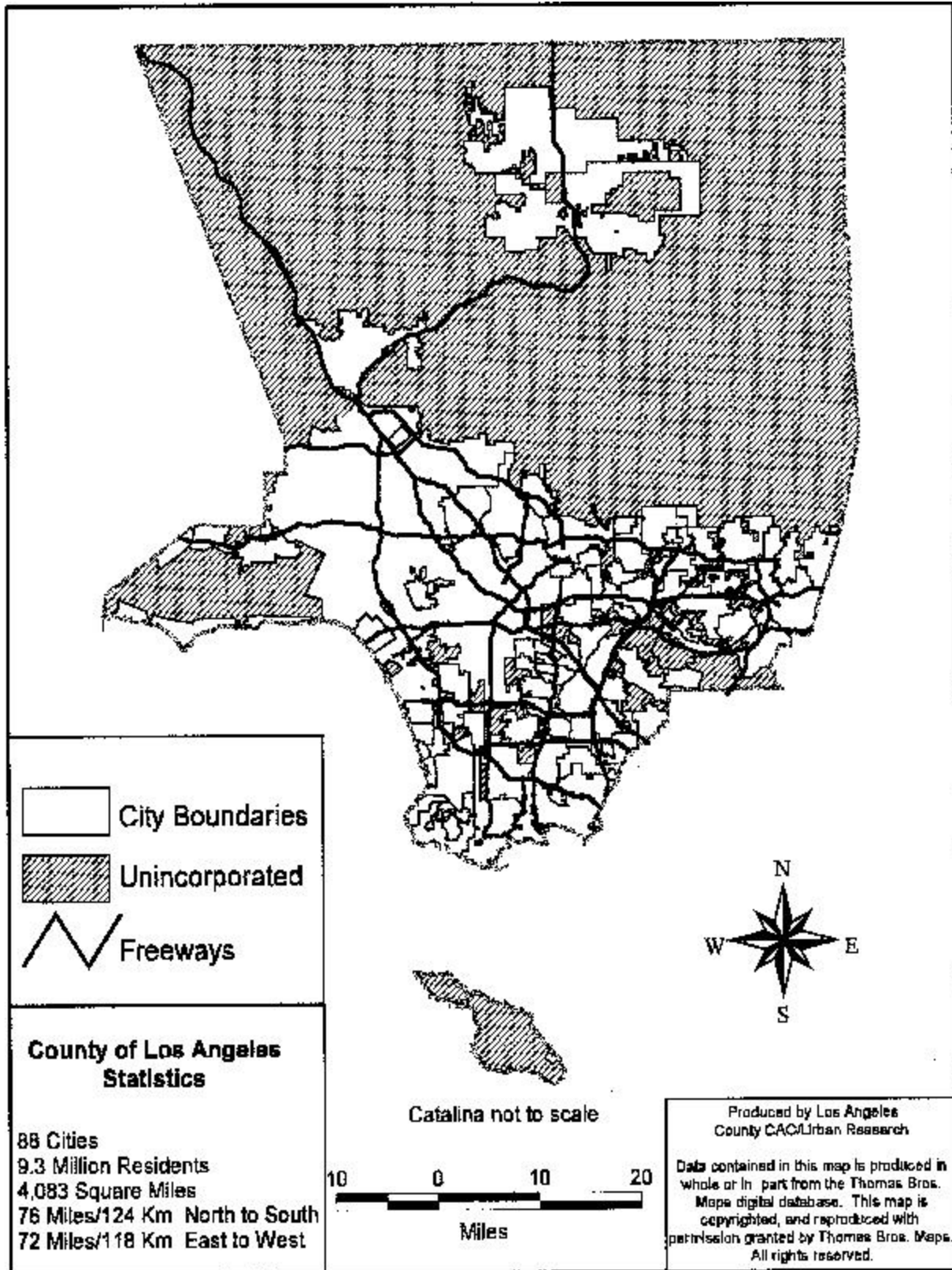
The County is not within the planned range of a radioactive plume of a nuclear power plant.

Any single incident or a combination of events could require evacuation and/or sheltering of the population.

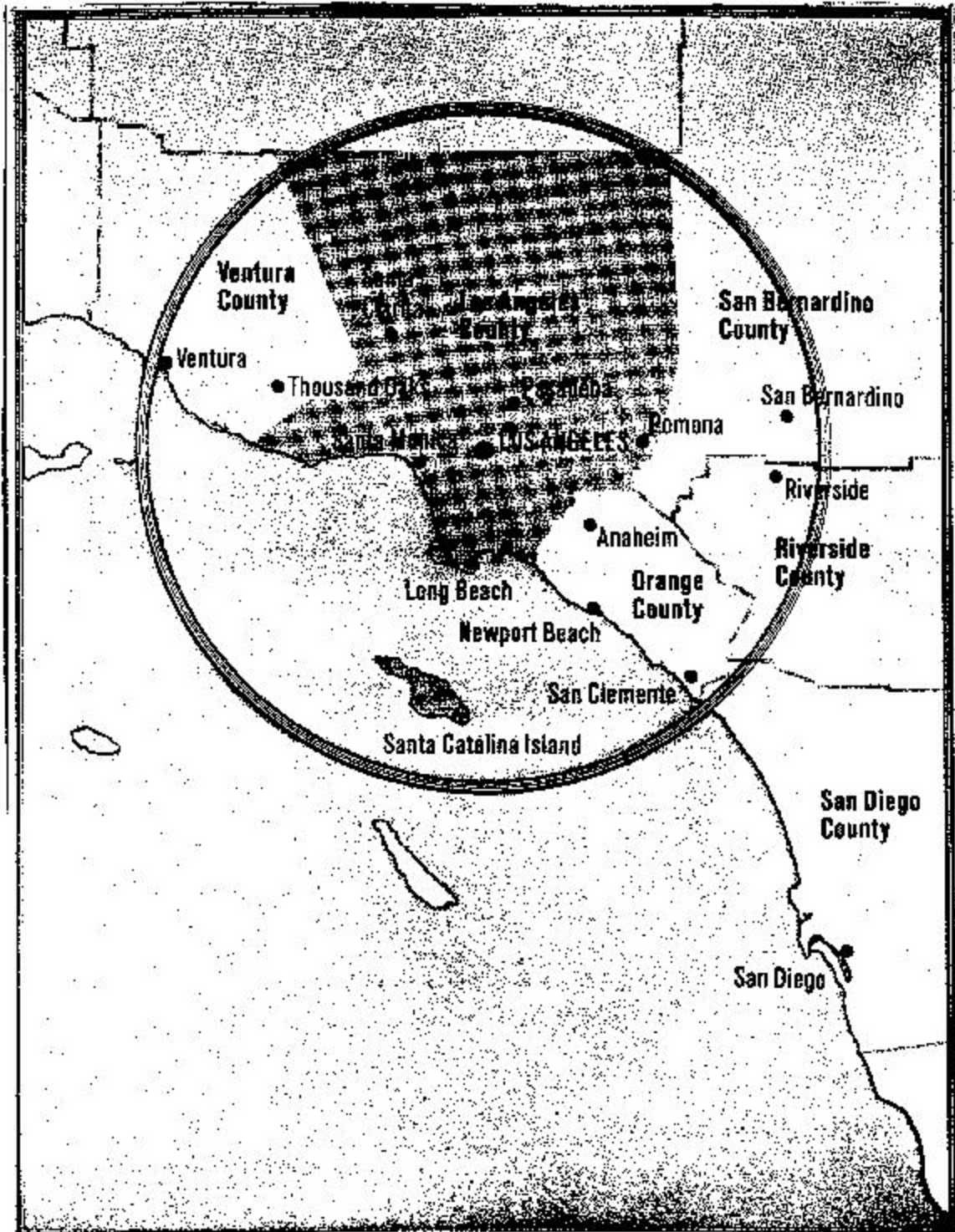
The following Threat Assessments identify and summarize the hazards which could impact the County of Los Angeles:

Threat Assessment 1	Major Earthquake Attachment 1      Earthquake Fault Map Attachment 2      Liquefaction Map
Threat Assessment 2	Hazardous Materials Incident
Threat Assessment 3	Wildland Fire
Threat Assessment 4	Flooding
Threat Assessment 5	Dam Failure
Threat Assessment 6	Transportation - Major Air Crash Attachment 1      Map of Airport Locations
Threat Assessment 7	Civil Unrest
Threat Assessment 8	National Security Emergency
Threat Assessment 9	Terrorism

# COUNTY MAP



## COUNTY MAP—ADJACENT JURISDICTIONS



## THREAT ASSESSMENT 1

### MAJOR EARTHQUAKE

#### GENERAL SITUATION

A major earthquake will cause significant social disruption and damage to buildings and infrastructure due to severe ground shaking. A large earthquake, catastrophic in its effect upon the population, could exceed the response capabilities of the individual cities and the Los Angeles County Operational Area. Response and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments.

The extent of damage from an earthquake is determined by the magnitude of the earthquake, distance from the epicenter, and characteristics of surface geology. This hazard is the primary cause of the collapse of buildings and other structures.

Los Angeles County is prone to major earthquakes from seismic faults, including the San Andreas Fault, the Newport-Inglewood Fault, and dozens of other faults throughout the County. These are illustrated on **Attachment 1, Map**. Earth scientists consider Los Angeles County to be continually prone to moderate to major earthquakes.

Many areas may have buildings destroyed or unusable due to the phenomenon of liquefaction (see **Attachment 2**), which occurs during severe ground shaking in soft, poorly graded granular soils where there is a high water table. Structures above the liquefaction strata may sink or structurally fail; pipelines passing through liquefaction materials may sustain an unusually large number of breaks.

#### SPECIFIC SITUATION

A major earthquake occurring in or near Los Angeles County has the potential to cause many deaths and casualties, extensive property damage, fires and hazardous material spills and other hazards. The effects could be aggravated by after shocks and by the secondary affects of fire, hazardous material/chemical accidents and possible failure of waterways and dams.

The shaking from a major earthquake has the potential to cause serious to catastrophic damage to buildings, including hospitals, businesses, schools, public service agencies, and other buildings critical to public and private use. Older buildings, including unreinforced masonry structures, are particularly vulnerable to damage from earthquakes. A major earthquake can also cause serious damage to dams, railways, airports, major highways and bridges, utilities, telephone systems, and other critical facilities. The damage can cause hazardous materials releases and extensive fires.

Extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food and temporary shelter could be required by injured or displaced persons. In the most serious earthquakes, identification and burial of the dead could exceed the capacity of the Coroner. Public health will be a major concern, due to potential contamination of water sources. A major earthquake will be a traumatic experience for people in Los Angeles County. Mental Health counseling will be needed for an extended period. A major earthquake will aggravate existing social problems, such as poverty and unemployment.

Evacuations of areas downwind from hazardous material releases may be essential to save lives. Many families could be separated, particularly if the earthquake should occur during working hours. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within the disaster area and by the disruption of public utilities and services.

The negative economic impact on Los Angeles County due to a major earthquake could be considerable, with a loss of employment and of the local tax base. A major earthquake could cause serious damage and/or outage of critical data processing facilities. The loss of such facilities could curtail or seriously disrupt the operations of banks, insurance companies and other elements of the financial community which could affect the ability of local government, business and the population to make payments and purchases.

The damage to water systems could cause water pollution or water shortages. Two of the three major aqueducts serving Southern California are expected to be out of service from three to six months following a major event; only the Colorado River Aqueduct is expected to remain in service. Ruptures could occur along the water pipelines in the County; damage to reservoir outlets could take weeks to repair. The majority of water wells are expected to be disabled by loss of electricity and the lack of backup power sources. In addition, shear forces could render a third of the wells inoperative for an indefinite period.

Further information on major earthquakes in Los Angeles County may be found in California Department of Conservation, Division of Mines and Geology Publications 60 and 99.

## **EMERGENCY RESPONSE ACTIONS**

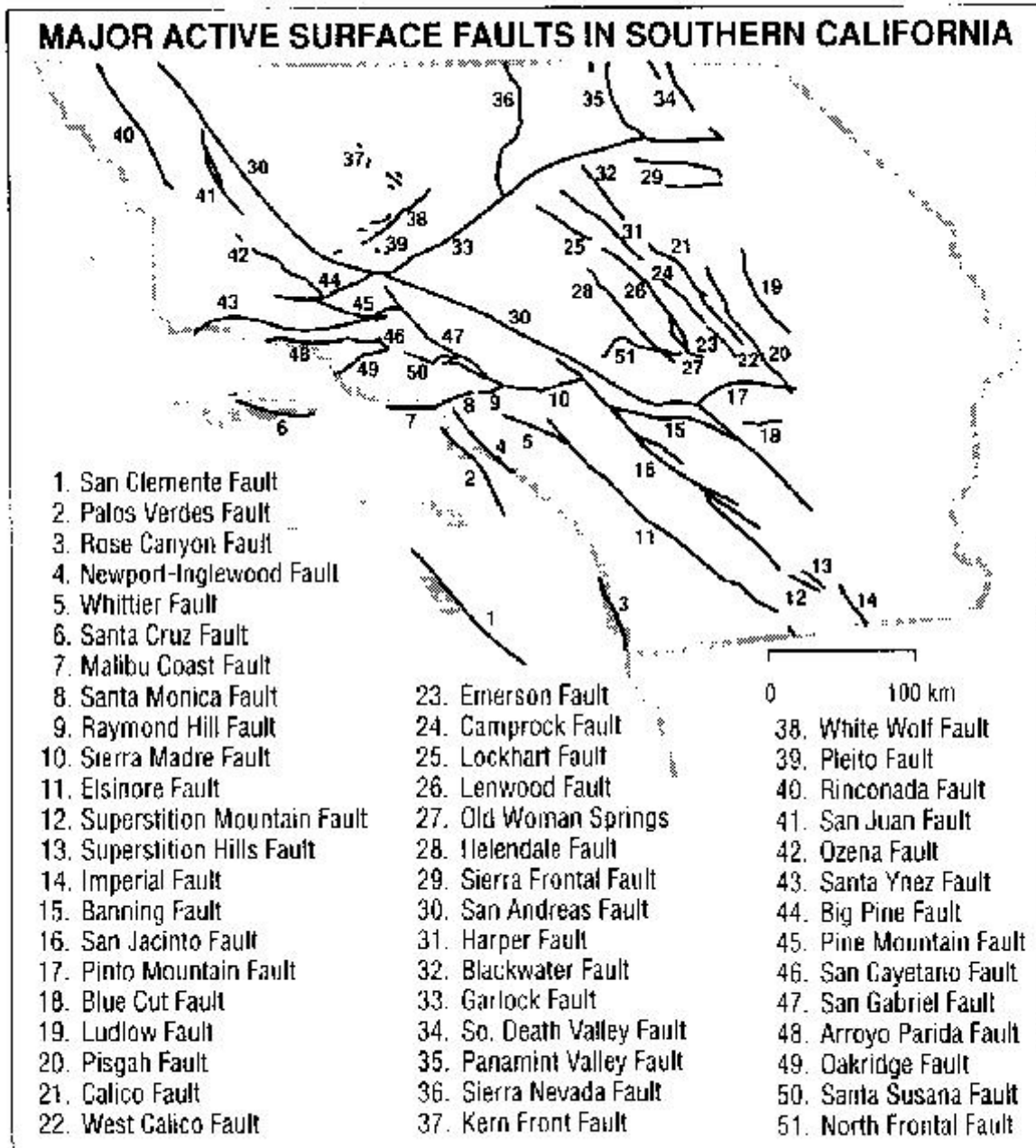
Emergency response actions applicable to common hazards are presented in the **Departmental Emergency Plans**.

## **ATTACHMENTS**

- 1 - Earthquake Fault Map
- 2 - Liquefaction Potential

# ATTACHMENT 1, THREAT ASSESSMENT 1

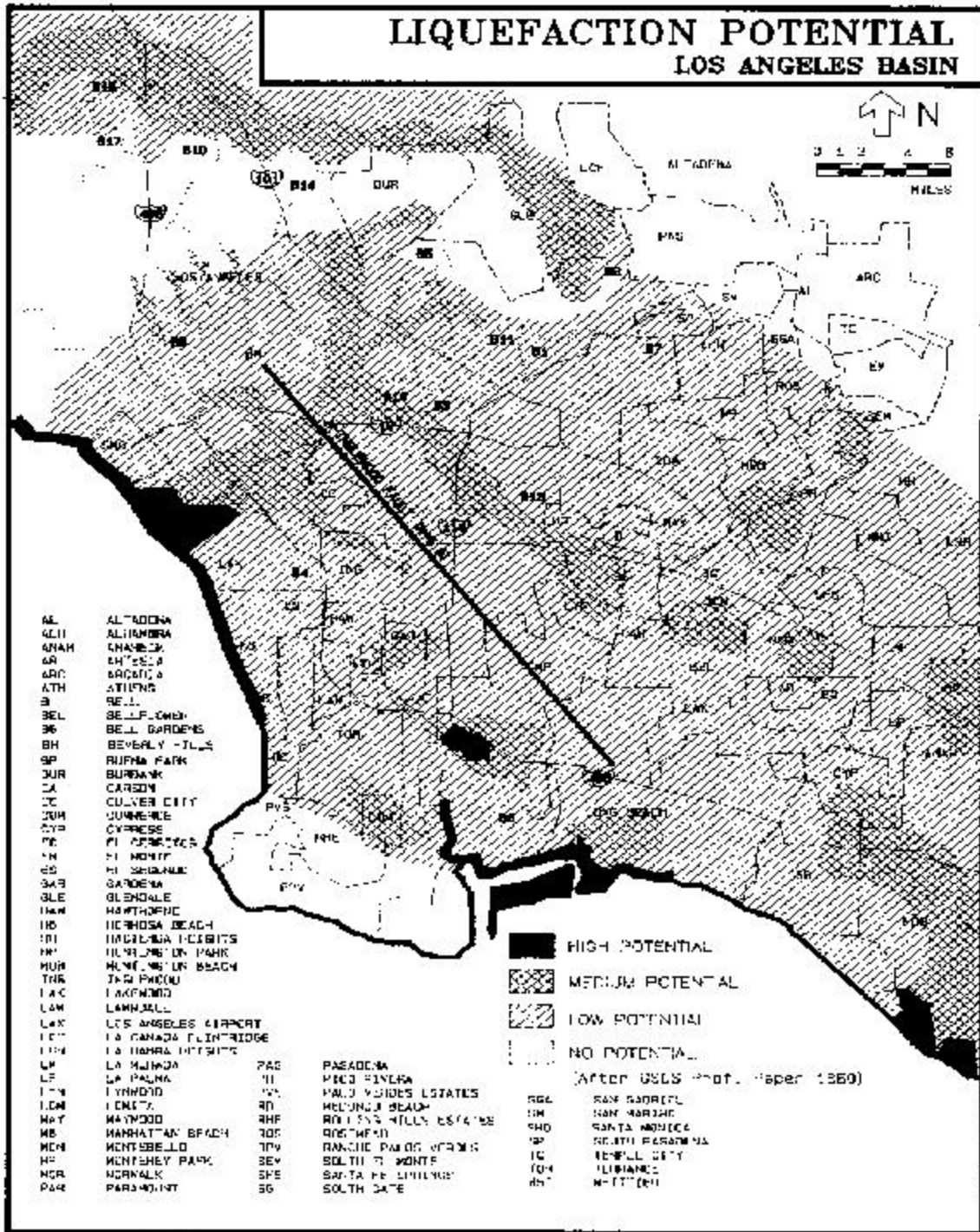
## EARTHQUAKE FAULT MAP



Source: Adapted from the map of major active Southern California surface faults published in "Seismic Hazards in Southern California: Probable Earthquakes, 1994-2024," Southern California Earthquake Center.

# ATTACHMENT 2, THREAT ASSESSMENT 1

## LIQUEFACTION POTENTIAL



## **THREAT ASSESSMENT 2**

### **HAZARDOUS MATERIAL INCIDENT**

#### **GENERAL SITUATION**

The release of a hazardous material to the environment could cause a multitude of problems that can be discussed in both a general and specific manner. However, the significance and magnitude of the problems for the environment, property or human health is dependent on the type, location and quantity of the material released. Higher risk areas include areas near rail and roadways used to transport hazardous materials and jurisdictions having industrial facilities which manufacture, use, store or dispose of hazardous materials.

Release of explosive, caustic and flammable materials has caused injuries and deaths and necessitated large scale evacuations. Toxic chemicals in gaseous and liquid form have caused injuries among emergency response personnel as well as passersby. When toxic materials have entered either surface, ground or reservoir water supplies, serious health effects have resulted. Release of hazardous chemicals can be especially damaging when they occur in highly populated areas or along transportation routes used simultaneously by commuters and hazardous materials haulers.

#### **SPECIAL SITUATION**

There is the potential for the occurrence of a limitless variety of hazardous materials incidents with varying degrees of severity. This potential variety makes Los Angeles County a special situation.

#### **EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to common hazards are presented in the **Departmental Emergency Plans**. Refer to the Los Angeles County Fire Department's Plan for specific information. Appropriate facility listings and maps are contained in that plan.

## **THREAT ASSESSMENT 3**

### **WILDLAND FIRE**

#### **GENERAL SITUATION**

The combination of population density, weather and encroaching residential and commercial development in Los Angeles County presents a virtually year-round threat of conflagration. Late spring through early fall months are commonly referred to as the “Fire Season.”

Vast portions of the Malibu area and the Santa Monica and San Gabriel Mountains are classic examples of the “chaparral-urban interface,” where steadily increasing development meets, then intrudes, upon wildland areas.

#### **SPECIAL SITUATION**

The frequent occurrence of 40-50 mile per hour Santa Ana or foehn winds, coupled with temperatures in excess of 90 degrees, relative humidity of 20 percent or less and dense and extremely dry ground cover in inaccessible mountain or canyon areas causes the kinds of wildland fires Los Angeles County experiences every year.

#### **EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to common hazards are presented in the **Departmental Emergency Plans**.

## **THREAT ASSESSMENT 4**

### **FLOODING**

#### **GENERAL SITUATION**

Floods are generally classed as either slow-rise or flash floods. Slow-rise floods in Los Angeles County may be preceded by a warning period of hours or days. Evacuation and sandbagging for slow-rise floods have often effectively lessened flood-related damage. Conversely, flash floods are most difficult to prepare for due to extremely limited, if any, advance warning or preparation time.

Emergency response personnel will be needed to assist in rescue efforts, securing utilities, cordoning-off flooded areas and controlling traffic. These actions may require additional personnel and equipment resources from adjacent jurisdictions or through existing mutual aid agreements.

#### **SPECIFIC SITUATION**

Areas of Los Angeles County subject to slow-rise flooding are not associated with overflowing rivers, aqueducts, canals or lakes. Slow-rise flooding is generally the result of one or a combination of the following factors: extremely heavy rainfall, saturated soil, areas recently burned in wild fires with inadequate ground cover growth, heavy coastal tide and wave action or heavy rainfall with runoff from melting mountain snow.

Inland and coastal areas are subject to slow-rise flooding. Desert and mountainous areas are subject to flash flooding.

Flood Hazard Maps are maintained by the Department of Public Works (DPW).

#### **EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to common hazards are presented in the **Departmental Emergency Plans**.

## **THREAT ASSESSMENT 5**

### **DAM FAILURE**

#### **GENERAL SITUATION**

Dam failures can result from a number of natural or man-made causes such as earthquakes, erosion of the face or foundation, improper siting, rapidly rising flood waters and structural/design flaws. A dam failure may cause loss of life, damage to property and other ensuing hazards as well as the displacement of persons residing in the inundation path. Damage to electric generating facilities and transmission lines could also impact systems in communities. These and other services could be seriously hampered by the loss of communications, damage to transportation routes and disruption of public utilities and other essential services.

Evacuation of the inundation areas may be required to save lives. Search and rescue operations would be needed to assist trapped or injured persons.

#### **SPECIFIC SITUATION**

There are several reservoirs in the Los Angeles County Operational Area which have a capacity greater than 50,000 acre feet. The DPW maintains an inventory of the dams impacting Los Angeles County or contract cities.

Dam Inundation Maps are maintained by the DPW and are available at the CEOC.

#### **EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to common hazards are presented in the **Departmental Emergency Plans**.

## THREAT ASSESSMENT 6

### TRANSPORTATION: MAJOR AIR CRASH

#### GENERAL SITUATION

A major air crash that occurs in a heavily populated residential area can result in considerable loss of life and property. The impact of a disabled aircraft as it strikes the ground creates the likely potential for multiple explosions, resulting in intense fires. The resulting explosions and fires have the potential to cause injuries, fatalities and the destruction of property at and adjacent to the impact point. The day and time when the crash occurs may have a profound affect on the number of dead and injured. Emergency medical care, food and temporary shelter may be required for injured or displaced persons. Damage assessment and disaster relief efforts associated with an air crash incident will require support from other local governments, private organizations and from the state and federal governments.

It can be expected that few, if any, airline passengers will survive a major air crash. The intense fires, until controlled, will limit search and rescue operations. Law enforcement will be needed to contain the affected area and for crowd control, including the media. Investigators from the National Transportation and Safety Board (NTSB) and the Federal Aviation Administration (FAA) will have jurisdiction over the crash area, (or the Federal Bureau of Investigation [FBI] if it is criminal in nature), assisted by the Los Angeles County Coroner's Office.

It is impossible to totally prepare, either physically or psychologically, for the aftermath of a major air crash. It can be anticipated that the mental health needs of survivors, the surrounding residents and emergency responders will greatly increase due to the trauma associated with such a catastrophe.

Airports with the greatest amount of air traffic are as follows:

**Los Angeles International Airport (LAX)**—Is the fourth busiest airport in the world and has experienced a four percent air traffic growth rate. Planes arrive and depart at a rate of one per minute.

**Long Beach Airport**—Is ranked the tenth busiest airport nationally in terms of air traffic it handles and is experiencing a 0.5 percent decrease in the rate of traffic. Planes arrive and depart at a rate of 1.5 every two minutes.

**John Wayne Airport**—Is ranked seventh nationally in terms of air traffic it handles, experienced a five percent growth increase in 1995 and increased slightly more in 1996.

**Ontario Airport**—Is ranked 46th busiest airport nationally in terms of air traffic that it handles and is experiencing a three percent growth rate which is projected to continue.

**Burbank Airport**—Is ranked 53rd busiest airport nationally in terms of air traffic that it handles and has experienced a five percent growth rate since 1994. Also, airport hours of operation are restricted from 7:00 a.m. to 10:00 p.m.

A map indicating the locations of each of the airports is included as **Attachment 1**.

## **EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to common hazards are presented in the **Departmental Emergency Plans**.

Attachment 1 - Map of Airport Locations

# ATTACHMENT 1, THREAT ASSESSMENT 6

## MAP OF AIRPORT LOCATIONS



## **THREAT ASSESSMENT 7**

### **CIVIL UNREST**

#### **GENERAL SITUATION**

Los Angeles County has a diverse population of 9.3 million persons. Occasionally, group or mob violence erupts as the result of underlying intergroup tensions, or as a consequence of mob behavior at large gatherings such as sports events or political demonstrations. This group violence, known as civil unrest, is characterized by rioting, looting, arson fires, and attacks on law enforcement and public safety personnel.

Civil unrest is the manifestation of a variety of economic, political and social factors which coalesce due to a specific group of conditions or group dynamics which contribute to the formation of a mob, which is then influenced by mob psychology.

Positive government action, including containing and isolating the disorder, dispersing participants, and arresting offenders is essential to control the spread of minor disturbances into large-scale civil disorder. Should a large disturbance or state of civil disorder occur, steps must be taken to ensure the rapid restoration of order and the protection of life and property.

#### **SPECIFIC SITUATION**

Los Angeles County has occasionally experienced both small and large-scale incidents of civil disorder. The 1992 Los Angeles Civil Unrest involved violent assaults on non-involved persons, attacks on firefighters, looting, and arson fires. A coordinated response from law enforcement, fire service and civil authorities, supported by state and federal military forces was mobilized. Transportation infrastructure, businesses and government activities were impacted and both injury and death resulted. The potential for political, economic or social tensions once again erupting into mass civil unrest must not be discounted. Should another civil disorder situation develop, law enforcement agencies need to rapidly assess the situation and deploy an appropriate level of personnel to manage the situation.

#### **EMERGENCY RESPONSE ACTIONS**

Law enforcement agencies must rapidly and accurately assess the situation and concentrate their activities on protecting life and property. Clear objectives must be stated by the Incident Commander (IC). These objectives should include the protection of non-involved persons and the protection of emergency responders. Clear rules of engagement articulating the amount of force to be used should be communicated to all responders. Only the minimum amount of force necessary to manage the situation is appropriate.

Key tactical objectives include:

- 1) Contain: Confine the disorder to the smallest area possible;
- 2) Isolate: Prevent the growth of the disorder;
- 3) Disperse: Make arrests if possible in a controlled and coordinated manner.

If necessary, law enforcement agencies may request the enactment of emergency ordinances to contain the spread of a disorder. Such measures include curfews, closing areas, restricting the sale of dangerous goods (i.e., gasoline outside of appropriate containers, etc.)

Additional management information is included in the Emergency Response Actions to common hazards presented in **Departmental Emergency Plans**.

## **THREAT ASSESSMENT 8**

### **NATIONAL SECURITY EMERGENCY**

#### **GENERAL SITUATION**

While the likelihood of large-scale nuclear war has diminished since the restructuring of the Soviet Union, continued threats resulting from weapons proliferation still remain. A potential threat involves the dispersal of radiological material or the use of a crude nuclear device by terrorists. The diversion of a nuclear weapon (known as loose nukes) is somewhat more remote, but cannot be completely discounted. Future threats may arise as smaller regional powers acquire intercontinental missile capability. While somewhat remote, the ability to respond to or manage a nuclear incident remains necessary.

#### **SPECIFIC SITUATION**

Recent concerns about weapons proliferation, smuggling nuclear materials, and the potential for nuclear, biological, or chemical (NBC) terrorism employed by sub-national actors requires an understanding of nuclear and national security emergencies.

The Federal Bureau of Investigation (FBI) is the lead federal agency with responsibility for crisis management (efforts geared toward preventing, interdicting and responding to the criminal aspects of terrorism) at all terrorist acts within the United States. The FBI closely coordinates this activity with local law enforcement through the Los Angeles Task Force on Terrorism (LATFOT) which includes representatives from the Los Angeles Sheriff's and Police Departments. The FBI is also responsible for marshaling specialized federal resources including Nuclear Emergency Search Teams (NEST) and other technical assistance from the Department of Energy (DOE).

Los Angeles County established the Operational Area Terrorism Working Group (TWG) in response to the heightened threat of terrorism and national security emergencies. The TWG is charged with developing and guiding terrorism response planning, and to develop training for first responders in NBC warfare. It is chaired by the County Office of Emergency Management (OEM), with representatives from multiple local, state and federal agencies. During non-emergency periods the TWG is a planning committee. During terrorist emergencies the collective brain trust of the TWG will serve in an advisory capacity to support strategic and tactical planning.

Efforts to resolve life safety threats to the public, including firefighting, rescue operations, and treatment of persons wounded by terrorist activity are known as consequence management. These efforts are the primary responsibility of local government and require close coordination between law enforcement, the fire service, health care and medical providers. These efforts

are coordinated through the CEOC and are addressed in the interagency Los Angeles County Operational Area Terrorism Response Plan. The Sheriff's Emergency Operations Bureau (EOB) has responsibility for marshaling interagency consequence management efforts. Federal consequence management efforts for national security emergencies are coordinated by the Federal Emergency Management Agency (FEMA) through the Federal Response Plan (FRP).

## **EMERGENCY RESPONSE ACTIONS**

Response activities to nuclear materials threat will consist of in-place protection measures, relocation and spontaneous evacuation.

## **THREAT ASSESSMENT 9**

### **TERRORISM**

#### **GENERAL SITUATION**

Los Angeles County has a diverse population of 9.3 million persons. The County is also home to many business and government agencies, transportation infrastructure, and cultural facilities which are vulnerable to terrorist attack. Terrorism remains a continuing threat throughout the world and within the United States. A variety of political, social, religious, cultural and economic factors underlie terrorist activities. Terrorists occasionally target civilian targets to spread their message or communicate dissatisfaction with the status quo. The media interest generated by terrorist attacks makes this a high visibility threat.

#### **SPECIFIC SITUATION**

Recent trends toward large scale incidents generating significant casualties make preparedness and the mechanisms for effective response essential. In addition to large scale attacks, a full range of assault styles must be considered. Contemporary terrorist activity runs the gamut from simple letter bombings, through assassinations with small arms, up to and including major car bombings.

Bombings and arson remain significant sources of terrorist activity. Related threats include bomb threats which disrupt the normal operations of transit systems and government or corporate facilities. Venues likely to suffer the impact of terrorism include aviation targets, mass transit targets, and government facilities. Entertainment and cultural facilities may also be targeted. Conventional political motivations for terrorism continue, however issues involving weapons proliferation, organized crime and narcotic trafficking are seen as having increasing influence. The potential for nuclear, biological, or chemical (NBC) terrorism employed by sub-national actors also is a potential concern.

Recent events make NBC emergencies a plausible scenario necessitating detailed contingency planning and preparation of emergency responders to protect the civilian populace in major urban centers such as Los Angeles County. Among the events heightening the threat level are the Sarin attack on the Tokyo subway, followed by an attempted cyanide assault on the subway six weeks later. The presence of cyanide residue in the debris of the World Trade Center bombing in New York heightens domestic concern. Biological incidents of note include the synthesis of Ricin by an anti-government, tax protest group whose members were convicted for violating the Biological Weapons Anti-Terrorism Act. Nuclear terrorism occurred in Moscow when Chechen insurgents claimed to have placed radiological waste in Moscow parks to further their cause.

The Federal Bureau of Investigation (FBI) is the lead federal agency with responsibility for

crisis management (efforts geared toward preventing, interdicting and responding to the criminal aspects of terrorism) at all terrorist acts within the United States. The FBI closely coordinates this activity with local law enforcement through the Los Angeles Task Force on Terrorism (LATFOT) which includes representatives from the Los Angeles Sheriff's and Police Departments. Efforts to resolve life safety threats to the public, including firefighting, rescue operations, and treatment of persons wounded by terrorist activity are known as consequence management. These efforts are the primary responsibility of local government and require close coordination between law enforcement, the fire service, health care and medical providers. During non-emergency periods consequence management planning is carried out through the TWG. During response to terrorism acts these efforts are coordinated through the CEOC and are addressed in the interagency Los Angeles County Operational Area Terrorism Response Plan. The Sheriff's EOB has responsibility for marshaling interagency consequence management efforts.

## **EMERGENCY RESPONSE ACTIONS**

An Operational Area Terrorism Response and Management Plan has been developed by the Terrorism Working Group (TWG) which was established by the Board of Supervisors in August 1996.

Emergency response actions applicable to common hazards are presented in the **Departmental Emergency Plans**.

# **PART TWO MANAGEMENT SECTION**

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# MANAGEMENT SECTION

## GENERAL

### PURPOSE

This section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under SEMS. It provides information on the County's emergency management structure and how the emergency management team is activated.

### OVERVIEW

Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

### OBJECTIVES

The Los Angeles County Operational Area coordinates emergency response and initial recovery during multiple jurisdictional and/or multiple agency disasters. This includes:

Conducting a countywide safety assessment (human, physical and financial) and the need for assistance.

Prioritizing Operational Area response and initial recovery activities.

Determining potential capabilities for mitigating the effects of the disaster or emergency (in County departments, other agencies, and other jurisdictions) and how the capabilities can best support the CEOC's overall goals and priorities.

Ensuring that the Operational Area's Mutual Aid system functions.

Assigning responsibility to appropriate departments, agencies and jurisdictions for carrying out County-approved plans.

Providing resources to departments, agencies, or jurisdictions performing Operational Area functions. Normally, departments, agencies or jurisdictions will obtain required resources through their own procurement system. The CEOC will back-up these systems when they are not able to obtain required resources in a timely manner.

Requesting and coordinating Regional, State and Federal support.

Maintaining the status of on-going multiple agency/jurisdictional emergency response and recovery operations.

Assisting in the coordination of resources among cities in the Operational Area.

Ensuring a smooth transition from Response to Initial Recovery operations.(It is anticipated that after Initial Recovery operations are well underway, day-to-day recovery operations will be run from department offices with periodic coordination meetings in the CEOC).

Preparing appropriate reports and media releases to keep the public, other governmental agencies (including the State), and elected officials informed of response and recovery operations.

## **CONCEPT OF OPERATIONS**

The Management Section will operate under the following policies during a disaster/emergency as the situation dictates:

SEMS will be followed.

All existing County and departmental operating procedures will be adhered to.

All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with departmental procedures.

While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.

## **LOS ANGELES COUNTY'S EMERGENCY ORGANIZATION AND RESPONSIBILITIES**

### **Los Angeles County's Emergency Organization**

Los Angeles County operates under SEMS which is further discussed in a separate Section of this ERP. The County's Emergency Organization is directed by the Sheriff who serves as the Director of Emergency Operations for Response Operations. The Director of Emergency Operations is responsible for implementing the ERP.

### **Los Angeles County Operational Area Emergency Management**

The Sheriff is the Director of Emergency Operations, with responsibility for coordinating emergency operations following activation of the Los Angeles County Operational Area Organization. Following such activation, the Director of Emergency Operations shall establish and maintain the CEOC to serve the Operational Area.

The CAO is the Director of the County Office of Emergency Management (OEM). The Director of OEM has authority for organizing, directing, and coordinating the emergency organization of the County. This includes training, directing the development and approval of all departmental emergency response plans, review and approval of all Board-ordered departmental emergency response plans and all emergency preparedness activities, consistent with the Sheriff's emergency operations responsibilities.

Once the Initial Recovery Phase of the disaster begins, the CAO becomes the Director of Recovery Operations and the County Recovery Coordination Center (RCC) is established and located in the CEOC.

The Los Angeles County Emergency Management Council (EMC) oversees the preparedness activities of the County departments. When the County Emergency Organization is mobilized, the Council's principal roles are to:

Provide a forum for Departments to resolve relevant policy issues and coordinate emergency operations with the overall needs of the County.

Make recommendations to the Director of Emergency Operations and the CAO. This would include recommendations such as the need and timing for transition from Emergency Response to Initial Recovery.

The Los Angeles County Operational Area Organization Matrix is on **Chart 1** and includes a description of the duties of County departments in the event of an emergency or major disaster. SEMS Functional Responsibilities are on **Chart 2**. The Los Angeles County Operational Area Hierarchy of Command is on **Chart 3**.

## **County Operations**

During the course of a disaster or emergency, County operations focus on:

Determining what has happened and what emergency response operations are being conducted.

Directing reconnaissance to gain more specific information about the emergency.

Coordinating emergency response operations among the multiple field operating agencies working together to resolve a problem.

Anticipating emergency response operations to ensure that the correct agencies will be working together to quickly resolve problems.

Developing criteria for Initial Recovery Operations.

Managing Initial Recovery Operations -- **transition to the RCC.**

The CEOC Management Support Staff, and Officer's-in-Charge (OICs) of the Operations, Planning/Intelligence and Recovery Sections will make recommendations to the Sheriff and CAO regarding the need to convert the CEOC to an RCC. The criteria for recommending to the Sheriff and CAO for conversion to an RCC generally are:

Emergency-related, life-saving and property protection operations have terminated.

Law and order have been restored and law enforcement agencies are able to return to normal operating modes.

There is a heavy management focus on the rapid completion of safety-related assessment operations and the subsequent detailed safety inspection of structures.

During Initial Recovery Operations, the RCC will work with State and Federal authorities to coordinate the Preliminary Damage Assessment (PDA) process of all affected jurisdictions within the Operational Area. Subsequent to the PDA process, jurisdictions will deal directly with State and Federal authorities to resolve issues affecting their governmental recovery, while the RCC will assist in the coordination of the economic and social recovery of the County. The County's role in Recovery is addressed in detail in the Los Angeles County Recovery Plan.

## **Los Angeles County Operational Area Provision of Aid to Cities**

(See City Assistance Requests Diagram, **Chart 5**)

The Operational Area is also the focal point for information transfer and support requests by cities within the County. The Los Angeles County Operational Area requests Law, Fire, Public Works, emergency managers or other mutual aid through its regular channels.

When a disaster or emergency occurs, a city will normally use its own internal assets to provide emergency services. If a city's internal assets are not sufficient to provide required services, the city will normally make a request to an adjoining jurisdiction for prearranged mutual aid.

If mutual aid is not available due to a lack of communications, lack of an existing system or the city has been so devastated that managers are not sure of what steps to take, a request for Operational Area support will be made to the Operational Area via the city's "contact" Sheriff Station EOC or On-Duty Watch Commander.

The Sheriff's Station will enter the request into the Emergency Management Information System (EMIS) and forward it to the appropriate CEOC agency or to the CEOC Planning/Intelligence Section if there is a question as to which agency should receive the request.

CEOC staff will analyze the request and the appropriate lead department CEOC representative will forward the request over EMIS to the individual Departmental Operations Center (DOC). Final resolution of the request may be handled by a lead or support department or may require that the Operational Area Mutual Aid Coordinator go to other Operational Areas for assistance.

The assisting department will directly inform the requesting city of the status of the request and also provide update information to the CEOC in a periodic Situation Report.

Existing mutual aid agreements and financial protocols will be followed.

If the County is not able to provide for or coordinate the requested support, the Operational Area Mutual Aid Coordinator for the type of support requested will make appropriate coordination through the CEOC to the State OES REOC or Disaster Field Office (DFO) for assistance.

The CEOC will provide cities with periodic situation reports.

## **OES Mutual Aid Region I**

The County is within OES Mutual Aid Region I and the OES Southern Administrative Region. The primary mission of Southern Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate non-law and non-fire Mutual Aid Regional response and recovery operations through the REOC. The OES Region Office may also serve as a Disaster Support Area (DSA).

## **State of California Emergency Organization**

The Governor, through State OES and its Mutual Aid Regions, will coordinate statewide operations to ensure the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. The OES Director, assisted by State agency directors and their staffs and identified volunteer agency staff, will constitute the State emergency management staff.

The State of California Emergency Organization Chart is on **Chart 4**.

# Chart 1 LOS ANGELES COUNTY OPERATIONAL AREA ORGANIZATION MATRIX

**Legend:**

- P = Principal Agency
- S = Support Agency
- R = Potential Resource
- C = Coordination
- L = Liaison

COUNTY DEPARTMENTS/ SPECIAL DISTRICTS/ LOCAL AGENCIES	FUNCTION																						
	PLANNING & MAPPING	INFORMATION TECHNOLOGY	DAMAGE ASSESSMENT	MANAGEMENT	EMERGENCY SITUATION ANALYSIS	PUBLIC INFORMATION	FIRE & RESCUE	LAW ENFORCEMENT	MEDICAL	PUBLIC HEALTH	CORONER	CARE & SHELTER (HUMAN SERVICES)	EVACUATION (MOVEMENT)	COMMUNITY SEARCH & RESCUE	SUPPLY ENGINEERING & RECOVERY	PERSONNEL	TRANSPORTATION	UTILITIES	FINANCE / ADMINISTRATION	HAZARDOUS MATERIALS	STATUS OF COUNTY GOVERNMENT	INITIAL RECOVERY	
ADMINISTRATIVE OFFICER, CHIEF		R	S	S									S	S	P			P		P	P		
AGRICULTURE / WEIGHTS & MEAS									S														
ALTERNATE PUBLIC DEFENDER						S				R	R												
ANIMAL CARE & CONTROL							R																
ASSESSOR		R												R									
AUDITOR - CONTROLLER															R								
BEACHES & HARBORS						S						R	S				R						
CHILDREN & FAMILY SERVICES											S												
COMMUNITY DEVELOPMENT COMM															R							S	
COMMUNITY / SENIOR SERVICES						R					S												
CORONER					R			R	R	P													
COUNTY COUNSEL															S								
DISTRICT ATTORNEY								S															
FIRE		R	R	R	R	P	P		R	R	R		P	R							P		
HEALTH SERVICES	R	R							P	P	R	R									R		
HUMAN RESOURCES															S								
INTERNAL SERVICES	R	R	R			R	R			R	R	R	R	P	C	L						S	
MENTAL HEALTH				R		R	R	R	R	R	R												R
MILITARY & VETERANS										R													
MUNICIPAL COURTS						S																	
PARKS & RECREATION						R				R	S		R	R									
PROBATION							S						R				R						
PUBLIC DEFENDER							S																
PUBLIC LIBRARY				R							S												
PUBLIC SOCIAL SERVICES											P	S											S
PUBLIC WORKS	R	P	R			R				R	R	R	R	P			R	R					S
RAPID TRANSIT (MTA)												R					S						
REGIONAL PLANNING															S								
REGISTRAR-RECORDER / CO CLERK																							
SCHOOLS / OFFICE OF EDUCATION		R		R							S												
SHERIFF	P	P	R	P	P	R	R	P		R	R	P	R										R
SUPERIOR COURTS							S				R	R	P	R									
TREASURER / TAX COLLECTOR										R								R					
ALL DEPARTMENTS																R		R					R

## **DEPARTMENT FUNCTIONAL DESCRIPTIONS**

Following is a brief description of the functions of County departments and their roles during an emergency or major disaster. All departments serve as a Potential Resource for Finance and Administration during such events.

### **Administrative Officer, Chief**

- The Chief Administrative Officer (CAO) serves as the Chair of the Emergency Management Council and is Director of the Office of Emergency Management (OEM). The CAO is charged with other duties and responsibilities, as defined in the Emergency Ordinance, in coordination of countywide emergency preparedness activities, response at the CEOC and cost-recovery efforts following major emergencies and disasters.

### **Agricultural Commissioner/Weights and Measures**

- The Department of Agricultural Commissioner/Weights and Measures is a Support Department to the Department of Health Services and is responsible for administering and enforcing laws and policies regarding standards for marketable foods, plants, weighing and measuring devices, and other commodities, and controlling and eradicating plant and animal pests.

In response to a disaster, the Department eliminates and prevents invasions of pests such as fruit flies which are harmful to crops; controls and eradicates noxious weeds; inspects produce and other commodities to ensure that they meet standards for public health, quantity and quality; and inspects gas pumps, scales and other commercial measuring devices to ensure that they work accurately.

### **Alternate Public Defender**

- During periods of emergency or disaster, the primary responsibilities and considerations of the Alternate Public Defender's office are the safety of employees and the public at work sites, preservation of vital departmental records and property, and continuation of legal services to clients. In addition to these responsibilities, the department shall provide supportive assistance to the Sheriff's Department.

### **Animal Care and Control**

- During emergencies, the Department of Animal Care and Control patrols disaster areas to rescue domestic animals displaced by catastrophic events and provides support to fire and law enforcement agencies responding to the crisis. Additionally, the Department offers emergency animal housing at its shelters. Depending on the circumstances, the Department may also set up temporary emergency animal shelters to assist persons who have taken their pets from evacuated areas.

### **Assessor**

- In response to an emergency, the Assessor will continue to provide for equitable, accurate and timely assessment of all taxable property within the County and make appropriate adjustments in the tax roles.

### **Auditor-Controller**

- Sustains professional financial leadership for the County through continued monitoring of financial performance by providing recommendations and reporting financial results, in sustaining economy and efficiencies, and in fulfilling the legal duties of the Auditor-Controller. Continuity of this mission following an event is essential to the conduct of County business.

### **Beaches and Harbors**

- During emergencies the Department of Beaches and Harbors is a support department to both the Fire and Sheriff's Departments. They will provide continuous essential services such as employee safety and the mobilization of off-highway and heavy equipment and personnel to mitigate damage to public and private property.

### **Children and Family Services**

- The primary concern of the Department of Children's Services (DCS) is the safety and well-being of the children in its care, the department's employees, and children otherwise known as "unaccompanied minors" who may be left unsupervised as a result of a disaster.

In a major disaster, DCS will provide a variety of services for displaced children and offer various programs, including 1) deployment of DCS staff to designated Red Cross shelters to process the initial intake and registration of unaccompanied minors, including follow-up action to reunite them with their parents/guardians or to provide appropriate placement; 2) support the Department of Public Social Services (DPSS), on request, in the provision of emergency welfare services, including assigning staff to emergency shelters or relief programs to assist in interviewing victims, processing requests for disaster assistance and other related tasks; and 3) continuing commitment to provide services to children under DCS care, including the placement children affected by a disaster.

### **Community Development Commission**

- The Community Development Commission (CDC), during an emergency, will continue and may need to augment, their response in implementing the County's housing and community development programs, including redevelopment, low-and moderate income housing development and rehabilitation in unincorporated areas of the County

and participating cities, including community revitalization and loan assistance for small businesses.

### **Community and Senior Services**

- The Department of Community and Senior Services (CSS) is designated as a support department to DPSS for disaster-response efforts. CSS will provide liaison through a human services community-based network of contractors through the operational units (Aging and Adult Services, Employment and Training, Community Services Block Grant) at Senior Centers, Community Centers, Senior Congregate and Home-Delivered Meals, Food Pantries and shelters throughout the County.

CSS also manages Adult Protective Services (APS) for high-risk individuals aged 18 and over, who are a danger to themselves and others. APS social workers will conduct health and safety checks on high-risk individuals, in coordination with DPSS IHSS social workers immediately following a disaster, to determine their status and need for assistance.

### **Coroner**

- The Coroner is mandated by law to inquire into and determine the circumstances, manner, and cause of all violent, sudden or unusual deaths occurring within Los Angeles County including all homicides, suicides, accidental deaths and natural deaths where the decedent has not seen a physician within 20 days prior to death.

In a major disaster, the Coroner is responsible for activating the Emergency Mortuary Response Plan, and will work with key agencies in establishing a Death Notification Center, Mass Fatality Collection Points and the dissemination of information according to protocols.

### **County Counsel**

- Provides legal representation, advice and counsel to the Board of Supervisors, the County and other public officers and agencies. In times of emergency, County Counsel serves as advisor to the Command Group and key CEOC staff on the legal aspects of emergency management, provides advice on the formulation of emergency orders, and reviews all emergency proclamations and orders prior to their being signed by the authorized executive.

### **District Attorney**

- The District Attorney's Office, pursuant to established contingency plans, will continue to represent the People in all felony prosecutions and juvenile hearings as well as in all misdemeanor prosecutions where there is no city attorney. In addition to these responsibilities, the Department shall provide supportive assistance to the Sheriff's Department.

## **Fire Department**

- The Fire Department's mission is to "proudly protect lives and property and the environment providing prompt, skillful, cost effective protection and life safety services." This includes response to emergencies of all types: fires, floods, earthquakes, wildland fires, hazardous materials incidents, civil disturbances, emergency medical rescues, Urban Search and Rescue incidents and ocean lifeguard rescues.

The Los Angeles County Fire Chief is designated as the Region I Coordinator and is primarily responsible for the overall coordination and dispatch of mutual aid fire and rescue resources during major emergencies.

## **Health Services**

- The mission of the Department of Health Services (DHS) during disaster response conditions is to provide for the medical and health needs of the population of the Los Angeles County Operational Area by organizing, mobilizing, coordinating and directing public and private medical and health resources. The Director of Health Services, as the Operational Area Coordinator, is responsible for the countywide management and allocation of medical and health resources, both public and private.

DHS is unique in that a majority of its medical response capability is provided by private sector health facilities. These facilities include hospitals, clinics and skilled nursing facilities that may also be designated as Casualty Collection Point (CCP) sites to handle mass casualties.

The Department also provides and coordinates public health services during disaster response conditions. Public health services may include preventive health services, including the control of communicable diseases; coordinating inspection of health hazards in damaged buildings; inspection of vital foodstuffs, water, drugs, and other consumables; mosquito and other vector control; and detection and identification of possible sources of contamination dangerous to the general physical and mental health of the community.

## **Human Resources**

- Provides a countywide human resources program for a comprehensive personnel system and assists departments in their operations and ability to develop and maintain a high-quality workforce to provide critical services to the public. During an emergency, the department may be called upon to implement personnel adjustments to respond to the event. They may also implement the Employee Disaster Assistance Program (EDAP) to help employee disaster victims.

## **Internal Services**

- It is the primary responsibility of the Internal Services Department (ISD) to gather safety assessment information relative to County facilities and report their status to the CEOC. Additionally, ISD must determine if County facilities are mechanically safe for occupancy; then if feasible, facilitate the repair or alterations of damaged/unsafe County facilities to safe operating levels, or secure them.

Under SEMS, ISD is also the head of the Logistics Section of the CEOC for the Los Angeles County Operational Area. ISD supports other emergency services by providing and repairing communications, by providing and repairing vehicles and off-highway equipment; by providing fuel, water and temporary power, by providing procurement support for essential emergency supplies, and by maintaining and/or restoring computer operations to support critical applications required for the operation of the County. ISD provides a liaison with utilities (except water) concerning the status of electrical, natural gas and telecommunications systems. ISD is also the transportation coordinator for mass transportation resources such as the Metropolitan Transit Authority (MTA).

### **Mental Health**

- The Department of Mental Health is responsible for providing care and treatment of mentally disordered individuals through County-operated mental health clinics and hospitals, State hospitals and private contract providers.

In response to a disaster, the Department will augment the Public Health and Medical Divisions of the Department of Health Services by providing disaster mental health services as requested through the Los Angeles County Emergency Operations Center. The Department will coordinate and provide mental health services, including Critical Incident Stress Debriefing (CISD) Teams, to community disaster victims and disaster workers throughout the entire duration of the disaster and its recovery period.

### **Military and Veterans**

- Assists veterans, their dependents and survivors in pursuing legal claims and benefits under Federal and State laws.

### **Municipal Courts**

- During periods of emergency or disaster, the primary responsibility and considerations of the Municipal Courts are: safety of employees and the public at work sites, preservation of vital departmental records, and maintaining the jurisdiction in misdemeanor cases, civil cases up to \$25,000, small claims up to \$5,000, and felony arraignments and preliminary hearings. In addition to these responsibilities, the Department shall provide supportive assistance to the Sheriff's Department.

### **Parks and Recreation**

- The role of the Department of Parks and Recreation in the event of a disaster is to make its parks and facilities available to relief and disaster agencies for use as evacuation centers or mass care shelters to provide care and shelter for disaster victims. Park Rangers will act as the primary security resource at these facilities.

In a widespread disaster, DPSS and Parks and Recreation personnel may be used to assist staff from the relief agencies.

### **Probation Department**

- The Probation Department, pursuant to standard operating procedures, will continue to enforce court orders, operate correctional institutions, incarcerate delinquents and, time permitting, recommend sanctions to the courts and design and implement additional programs to reduce crime and ensure victims rights. In addition to these responsibilities, the Department shall provide supportive assistance to the Sheriff's Department.

### **Public Defender**

- During periods of emergency or disaster, the primary responsibilities and considerations of the Public Defender's office are the safety of employees and public at work sites, preservation of vital departmental records and property, and continuation of legal services to clients. In addition to these responsibilities, the Department shall provide supportive assistance to the Sheriff's Department.

### **Public Library**

- The County of Los Angeles Public Library is designated as a support department to DPSS. Upon activation of the CEOC, or as instructed, the Public Library will assist disaster relief efforts by providing staff to support the County's Disaster Victim Inquiry System (DVIS).

In addition to supporting the disaster information needs of the residents of the County of Los Angeles, the Public Library's Maintenance Section has general maintenance workers experienced in all types of repairs, equipment and several types of vehicles which can be made available to support the Logistics Section if necessary.

### **Public Social Services**

- The Department of Public Social Services (DPSS) is designated as the Los Angeles County Area Branch Coordinator for Care and Shelter. DPSS is the Operational Area liaison with private, not-for-profit human services agencies, including Community Based Organizations. DPSS is also the Operational Area liaison with the grocery industry.

DPSS manages the Emergency Food Stamp program when activation is requested by the County and approved by the USDA. DPSS In-Home Supportive Services (IHSS) Social Workers conduct health and welfare checks on high risk disabled and elderly HISS recipients immediately following a disaster.

### **Public Works**

- The Department of Public Works (DPW) is the lead County department in conducting Safety Assessment and Construction and Engineering Recovery activities and has a lead role in responding to major emergencies. DPW is responsible for maintenance and repair of infrastructure, including the road network, flood control system, general aviation airports administered by the department, sewer and waterworks districts and building and safety functions.

### **Rapid Transit (MTA)**

- The Metropolitan Transit Authority (MTA) is the primary source of mass transportation equipment used by the Los Angeles County Operational Area. Both busses and mass transit trains are available for use in evacuations, transportation of equipment and supplies, transportation of emergency response workers and establishment of temporary bus/train lines for the transportation of victims to DACs and other relief locations such as mass shelters. Requests for MTA resources are handled through the Logistics Section, Transportation Coordinator in the CEOC.

### **Regional Planning**

- Regional Planning prepares and maintains the Countywide General Plan, administers the County's subdivision and zoning ordinances and maintains an information base on demographic and development conditions in the County.

Regional Planning supports the County departments of Public Works, Community Development Commission and the CAO in accomplishing the Construction/Engineering and Recovery functions and supports the Board of Supervisors and Regional Planning Commission in dealing with the many disaster-related land use/zoning issues.

Regional Planning maintains a responsive General Plan Safety Element supporting pre-event hazard reduction.

### **Registrar-Recorder/County Clerk**

- Conducts federal, State and local elections; verifies initiative and referendum petitions; records real estate documents; maintains birth, death, and marriage certificates; issues marriage licenses; files business documents. To the extent possible the department will continue to fulfill these duties in the aftermath of an event.

### **Schools/Office of Education**

- The Los Angeles County Office of Education (LACOE) is designated as the Los Angeles County Operational Area Coordinator for matters relating to public schools. As such LACOE shall monitor and report the overall condition of public education in the Operational Area. Reports will include the status of reunification of student populations with families, school closings and condition of facilities.

As a direct operator of a number of educational and administrative programs LACOE is responsible for coordinating response and recovery activities for its own programs.

As a support department to other Los Angeles County departments, LACOE may be called upon to assist in matters related to care and sheltering in public schools, coordinating assignment of school resources to the disaster effort and providing information to the public on the status of schools.

### **Sheriff**

- The Sheriff's Department performs mandated law enforcement functions regardless of the level of the emergency. Standard operating policies and procedures (i.e. Manual of Policy and Procedures, Emergency Operations Procedures, etc.) are in place to keep the peace, to enforce applicable laws fairly and impartially, to protect the rights of all people involved, and to prevent property damage and personal injury. During an emergency where the CEOC is activated, the Sheriff is the Director of Emergency Operations. It is anticipated that only in worst case emergencies involving the entire County would the supporting County law enforcement agencies be mobilized. The support law enforcement departments are: Superior and Municipal Courts, District Attorney, Public Defender, Alternate Public Defender and Probation.

**Superior Court**

- During periods of emergency or disaster, the primary responsibility and considerations of the Superior Court is: the safety of employees and the public at work sites, preservation of vital departmental records and property, and maintaining the jurisdiction in felony cases, civil cases in excess of \$25,000, small claims cases over \$5,000, and juvenile matters. In addition to these responsibilities, the Department shall provide supportive assistance to the Sheriff's Department.

**Treasurer-Tax-Collector**

- Bills, collects, invests and safeguards monies and properties on behalf of the County, other governmental agencies and entities and private individuals as specified by law. Continuity of this mission following an event is essential to the conduct of County business.

## Chart 2 CEOC SUPPORT FUNCTIONS

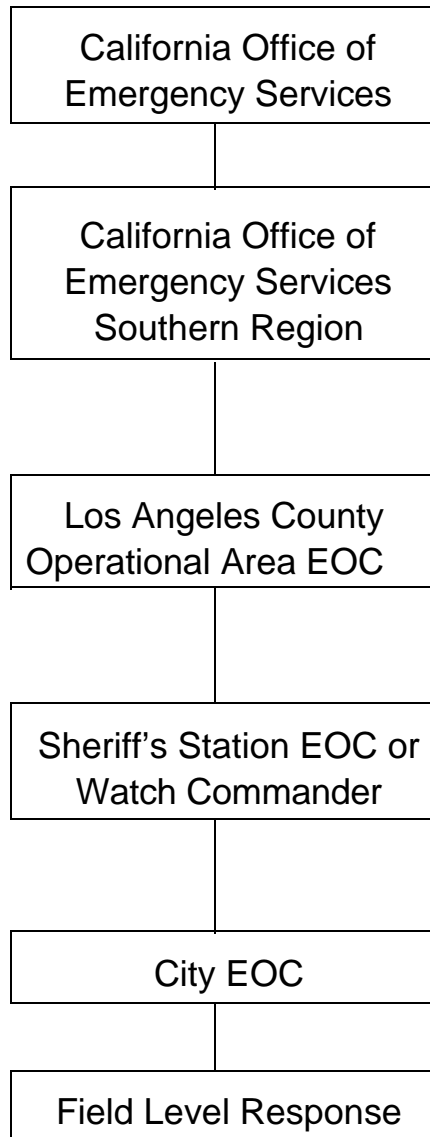
### SEMS FUNCTIONAL RESPONSIBILITIES

P = Primary Responsibility

Support Function	Management	Operations	Planning/ Intelligence	Logistics	Finance/ Administration	Recovery	Lead County Department
Management	P						LASD
Alerting and Warning		P					LASD
Situation Analysis/Disaster Intelligence			P				LASD
Safety Assessment			P				DPW
Information Technology				P			ISD
Fire and USAR		P					Fire
Hazardous Materials		P					Fire
Law Enforcement		P					LASD
Evacuation (Movement)		P					LASD
Emergency Public Information	P						LASD
Coroner		P					Coroner
Construction/ Engineering		P					DPW
Medical		P					DHS
Public Health		P					DHS
Radiological Protection		P					Fire
Care and Shelter/Human Services		P					DPSS
Supply Procurement				P			ISD
Transportation Resources				P			ISD
Utilities				P			ISD
Human Resources					P		CAO
Finance/Administration					P		CAO
Status of County Government					P		CAO
Initial Recovery						P	CAO

### Chart 3

## LOS ANGELES COUNTY OPERATIONAL AREA HIERARCHY OF COMMAND



### Chart 4

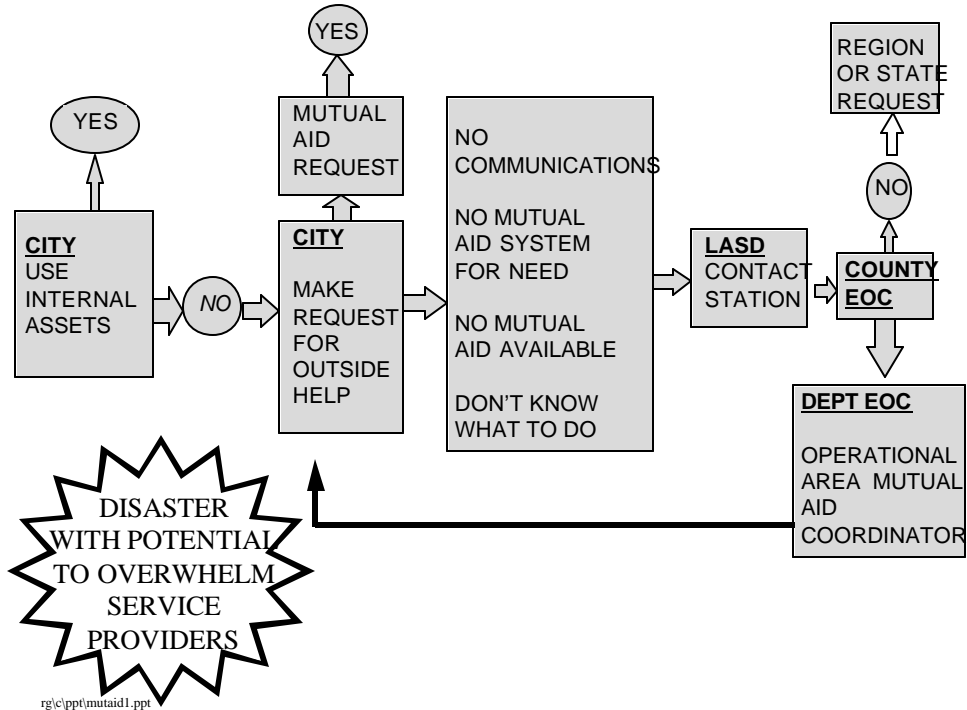
## STATE OF CALIFORNIA EMERGENCY MATRIX

	Agency/Function															
	A	B	C	D	E	F	G	H	I	J	K	L	M	R		
	Administration	Air Mail and Warning	Communications	Recovery Analyst	Fire and Marine	Health Services	Public Health	Police	State and Federal	State	State and Enterprise	Transportation	Utilities	Public Information	Technological Sect	Biological Protection
Alpine																
Air Resources Board																
Alcoholic Beverage Control																
Banana																
Boating																
Central Commission																
Conservation																
CA Conservation Corps																
Consumer Affairs																
Corrections																
Education																
F.M.S.A.																
Employment Dev.																
Energy																
Finance																
Fire Marshall																
Food & Drugs																
Food & Agriculture																
Forestry																
Franchise Tax Board																
General Services																
Health																
Highway Patrol																
Housing & Community Dev.																
Industrial Relations																
Insurance																
Judice																
Maritime Academy																
Mental Health																
Military																
Motor Vehicles																
Off. of Emergency Prep.																
Parks and Recreation																
Personnel Administration																
Personnel Board																
Public Utilities Comm.																
Rail Estate																
Rehabilitation																
Social Services																
State Lands																
Transportation																
Veterans Affairs																
Wine Mgmt. Board																
Water Resources																
Water Resources Com. Board																
Youth Authority																

\* P - Denotes principal agency/organization.

# Chart 5

## CITY ASSISTANCE REQUESTS DIAGRAM



## **STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)**

### **GENERAL**

SEMS is the system required by Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: field response, local government, operational area, regional and state.

SEMS incorporates the use of the ICS, the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, the Operational Area Satellite Information System (OASIS) and multi-agency or inter-agency coordination. Local governments must use SEMS to be eligible for funding of their personnel-related response costs under state disaster assistance programs.

The County of Los Angeles is incorporating SEMS in its emergency ordinances, agreements, Memorandum of Understandings, (MOUs) etc.

### **LOCAL GOVERNMENT LEVEL IN SEMS**

Local government is one of the five levels of SEMS. The basic role of a local government is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction.

A local government under SEMS is a city, county, city and county, school district, or special district. Special districts under SEMS are units of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project, as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under Section 6500 et seq. of that Code.

### **SEMS EOC ORGANIZATION**

SEMS regulations require local governments to provide for five functions: management, operations, planning/intelligence, logistics and finance/administration. These functions are the basis for structuring the EOC organization and are described below:

<b>Management</b>	Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
-------------------	---

<b>Operations</b>	Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of local government's EOC Action Plan.
<b>Planning/Intelligence</b>	Responsible for collecting, evaluating and disseminating information; developing the EOC Action Plan and After-Action Report in coordination with other functions; maintaining documentation.
<b>Logistics</b>	Responsible for providing facilities, services, equipment and materials.
<b>Finance/Administration</b>	Responsible for financial activities, human resources and other administrative aspects.
<b>Recovery</b>	Responsible for overall recovery policy implementation for County government.

In addition to the five aforementioned SEMS functions, the County of Los Angeles has established the Recovery function and created the Recovery Section as a functional part of the CEOC. **Note: Use of SEMS and the Operational Area structure is not mandatory during the Recovery Phase of a disaster.**

The CEOC organization also includes representatives from special districts, transportation agencies, utilities, volunteer agencies, and private agencies with significant response roles. See **Page M-19** for the SEMS Organization Chart.

### **Organization Flexibility—Modular Organization**

The five essential SEMS functions, plus the Recovery function, have been established as “sections” within the CEOC and all other functions are organized as branches, groups or units within sections. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet objectives will be activated. Those functions which are needed, but not staffed, will be the responsibility of the next higher element in the organization.

### **Management of Personnel—Hierarchy of Command and Span-of-Control**

The Officer-in-Charge (OIC) is the lead person of each organizational element in the CEOC. Each activated function will have an individual in charge, but a supervisor may be in charge of more than one functional element.

OIC's for Operations, Planning/Intelligence, Logistics, Finance/Administration and Recovery constitute the CEOC General Staff, responsible for:

Overseeing the internal functioning of their section, and

Interacting with each other, the CEOC Manager, and other entities within the CEOC to ensure the effective functioning of the CEOC organization.

## **CEOC ACTION PLANS**

At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves:

A process for identifying priorities and objectives for emergency response or initial recovery efforts, and

Documentation of the priorities and objectives, and the tasks and personnel assignments associated with meeting them.

The Planning/Intelligence Section is responsible for development of the CEOC Action Plan and for facilitation of action planning meetings. The action planning process involves the CEOC and General Staff along with other CEOC elements, special district representatives and other agency representatives, as needed. This is briefly addressed in **Part Two, Planning/Intelligence Section** and as referenced in the **CEOC-SOP**.

Action plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex, but should be sufficiently detailed to guide CEOC elements in implementing the priority actions. Guidelines for developing action plans and example action plan formats are contained in the **CEOC-SOP, Section Eight**.

## **MULTI-AGENCY OR INTER-AGENCY COORDINATION AT THE LOCAL GOVERNMENT LEVEL**

Multi-agency or inter-agency coordination is important for:

- Establishing priorities for response
- Allocating critical resources
- Developing strategies for handling multi-agency response problems
- Sharing information
- Facilitating communications

## **Multi-Agency or Inter-Agency Coordination in the CEOC**

Emergency response is coordinated at the CEOC through:

Representatives from County departments and agencies  
Representatives from outside agencies including special districts, volunteer agencies and private organizations

Coordination with agencies not represented in the CEOC may be accomplished through various methods of communications.

Involvement in the CEOC action planning process is essential for effective emergency management.

## **Multi-agency or Inter-agency Group Coordination**

May be established formally.

Should develop consensus on priorities, resource allocation and response strategies.

May function within the CEOC, at another location or through conference calls, but should remain in contact with the CEOC.

CEOC Action Plan should incorporate group priorities and objectives.

Group objectives should be implemented through the CEOC.

## **COORDINATION WITH THE FIELD RESPONSE LEVEL**

Coordination among SEMS levels is clearly necessary for an effective emergency response. In a major emergency, the CEOC may be activated to coordinate the overall response while the ICS is used by field responders. When the CEOC is directly overseeing Incident Command teams, the CEOC is operating in a centralized coordination and direction mode.

## **SPECIAL DISTRICT INVOLVEMENT**

Special districts are defined as local governments in SEMS. The emergency response role of special districts is generally focused on an extension of normal services. During disasters, some types of special districts will be more extensively involved in the emergency response based on the nature of the event and their need to support local operations.

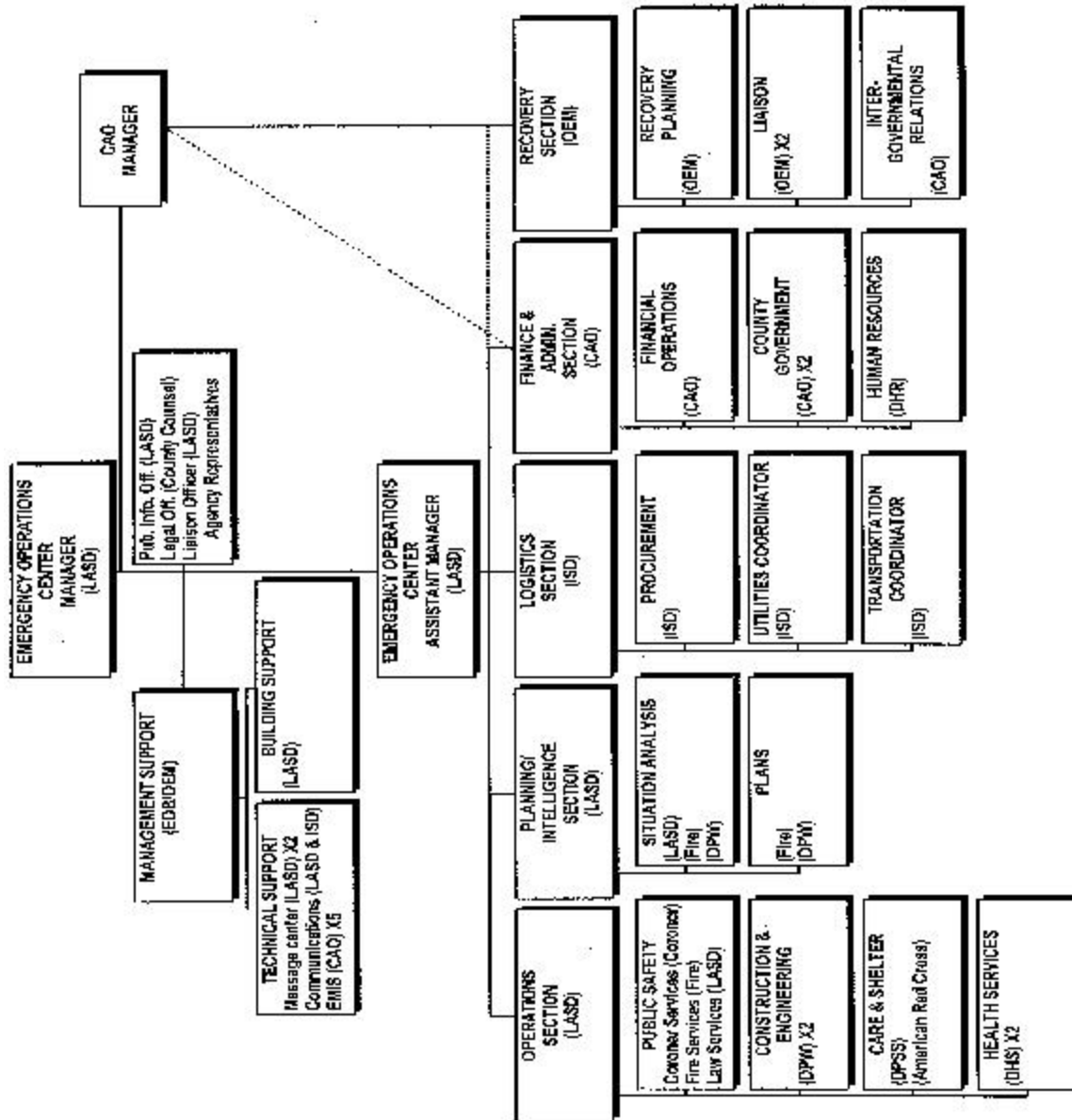
## **COORDINATION WITH VOLUNTEER AND PRIVATE AGENCIES**

The CEOC will generally be a focal point for coordination of response activities with many

non-governmental agencies. The County has established communication with private and volunteer agencies, utility companies, and transportation agencies. Those agencies playing a key role in the response have a representative at the CEOC.

# SEMS ORGANIZATION CHART

## LOS ANGELES OPERATIONAL AREA EOC RESPONSE ORGANIZATION



## **COUNTY EMERGENCY OPERATIONS CENTER (CEOC)**

Day-to-day operations are conducted by County departments and agencies that are widely dispersed. The CEOC provides a facility for centralized communications and coordination during a major emergency or disaster, which facilitates appropriate response by the Director of Emergency Operations, Emergency Management Staff and representatives from organizations who are assigned emergency management responsibilities.

### **CEOC DESCRIPTION AND MANAGEMENT**

The CEOC is located at 1275 North Eastern Avenue, Los Angeles, California 90063. The CEOC is approximately 36,000 square feet and includes a Situation Room, multiple planning rooms, extensive communication systems, computer and technical support systems, conference rooms, office space and a media area. The Sheriff's Department and CAO DOCs are also included in the facility. Mechanical and electrical systems, as well as all technical support systems, are fully redundant with no single point of failure. The CEOC has the capability to house and feed staff for seven consecutive days. On-site services include a kitchen, restrooms, showers, food supply and a dormitory for 18 people.

The CEOC rests on 28 base isolators that allow the building to move 16 inches in any horizontal direction. All utility connections are flexible and design requirements are two to four times above the standards established by the Building Code. Forty thousand gallons of water are maintained on-site to ensure fire-fighting capability and the availability of domestic water should an off-site water main break due to an earthquake.

The building has three separate heating, ventilating and air-conditioning (HVAC) systems. If necessary, the systems can filter hazardous materials from all incoming air. Three 500 KVA diesel generators supply emergency power. All data systems are maintained during a power failure by a 200 KVA uninterruptible power supply (UPS) that can run the entire data systems operation at maximum load for 15 minutes. Generators come on line automatically within 10 to 30 seconds. Twenty-five thousand gallons of diesel fuel are maintained on-site to ensure seven days of emergency power. Resupply of emergency fuel is obtained through ISD.

The CEOC facility management is the responsibility of the Sheriff's Department, which includes maintaining the operational readiness of the CEOC. In addition, all lead County departments assigned permanent space in the CEOC are responsible for maintaining the operational readiness of their specific areas located in the CEOC.

Once activated, the CEOC serves as the focal point for management of County Operational Area operations and resource allocation as well as a point of liaison with State and Federal agencies during a crisis response. The technological systems of the CEOC center around EMIS, which integrates a relational data base, messaging, reports, resource tracking and a Geographic Information System (GIS) into an inter-related whole on Local Area and Wide

Area Networks. OEM is responsible for ensuring the operability of EMIS.

The EMIS computers allow direct data communications between the components of the emergency organization. EMIS has been designed to enhance communications and decision making by furnishing fast, accurate data while ensuring that communications remain intact. Command personnel in the CEOC can, within minutes of a disaster, view a map that will depict events and incidents as they are reported. Demographic information contained in the GIS will also be available so that the unique characteristics of the affected area(s) can be taken into account.

If the CEOC is incapacitated, the Sheriff's Communication Center (SCC) will serve as the alternate site. The Sheriff's Department is responsible for managing the alternate CEOC. Procedures are in place to relocate to and utilize the SCC in the event this becomes necessary.

## **CEOC PERSONNEL**

Staff assigned to the CEOC advise/brief County decision-makers of the emergency situation and recommend actions to protect the public. The Sheriff, as Director of Emergency Operations, has responsibility for ensuring that the Board of Supervisors is kept apprised of the situation and brings all major policy issues to the Board for review and action.

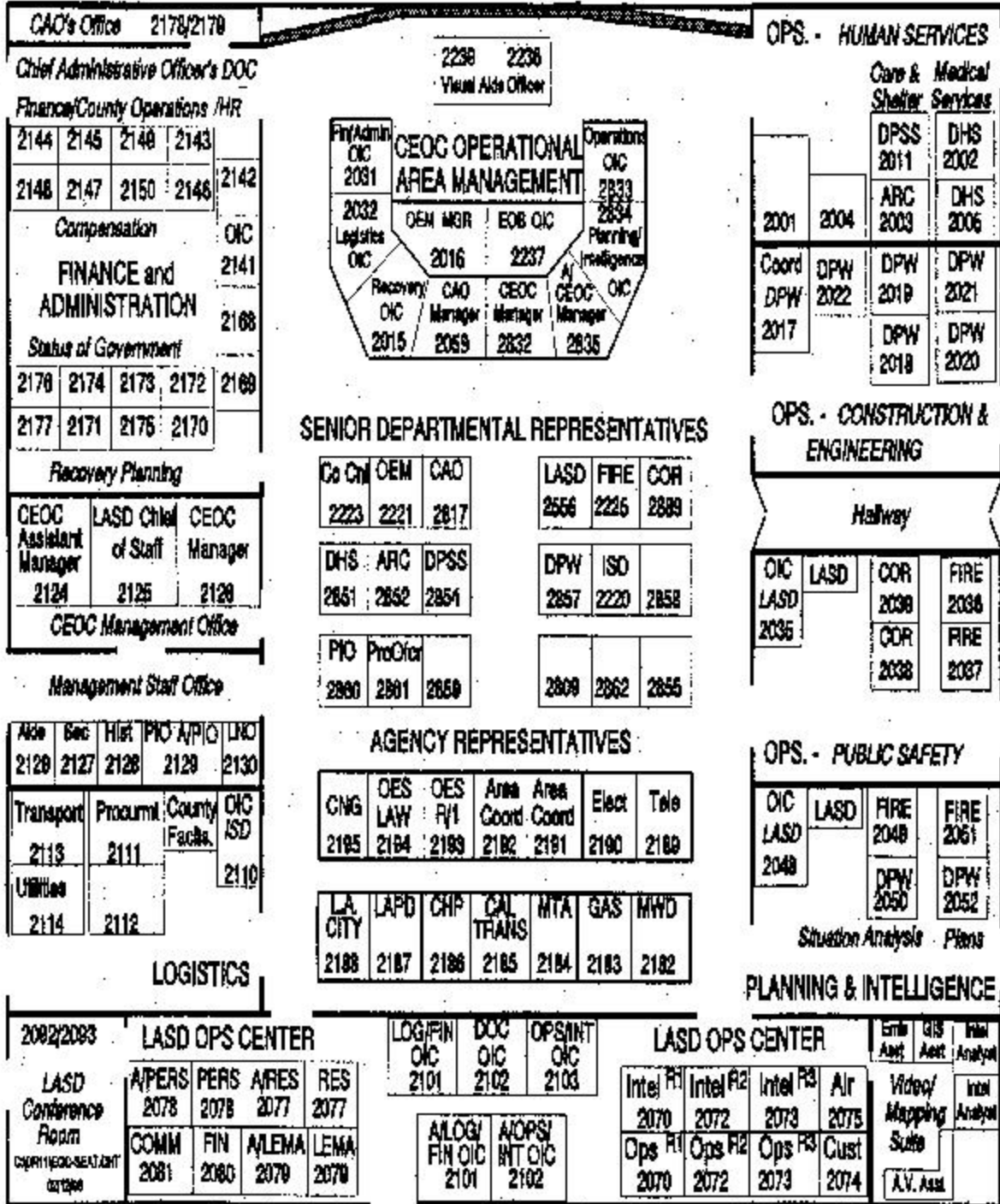
All members of the CEOC staff must clearly understand that while they are in the CEOC they are under the direction of the Sheriff (Director of Emergency Operations) during Emergency Response Operations), and the CAO (Director of Recovery Operations) during Recovery Operations. CEOC staff are expected to be knowledgeable about their department's emergency operations and broad capabilities, and capable of maintaining a focus on the countywide mission and function.

CEOC staffing requirements may increase or decrease, depending on the nature of the emergency. Requests for increased staffing must be approved by the CEOC Manager and promptly relayed by Human Resource Operations to the appropriate department's senior management. Departments need to treat such requests as priorities.

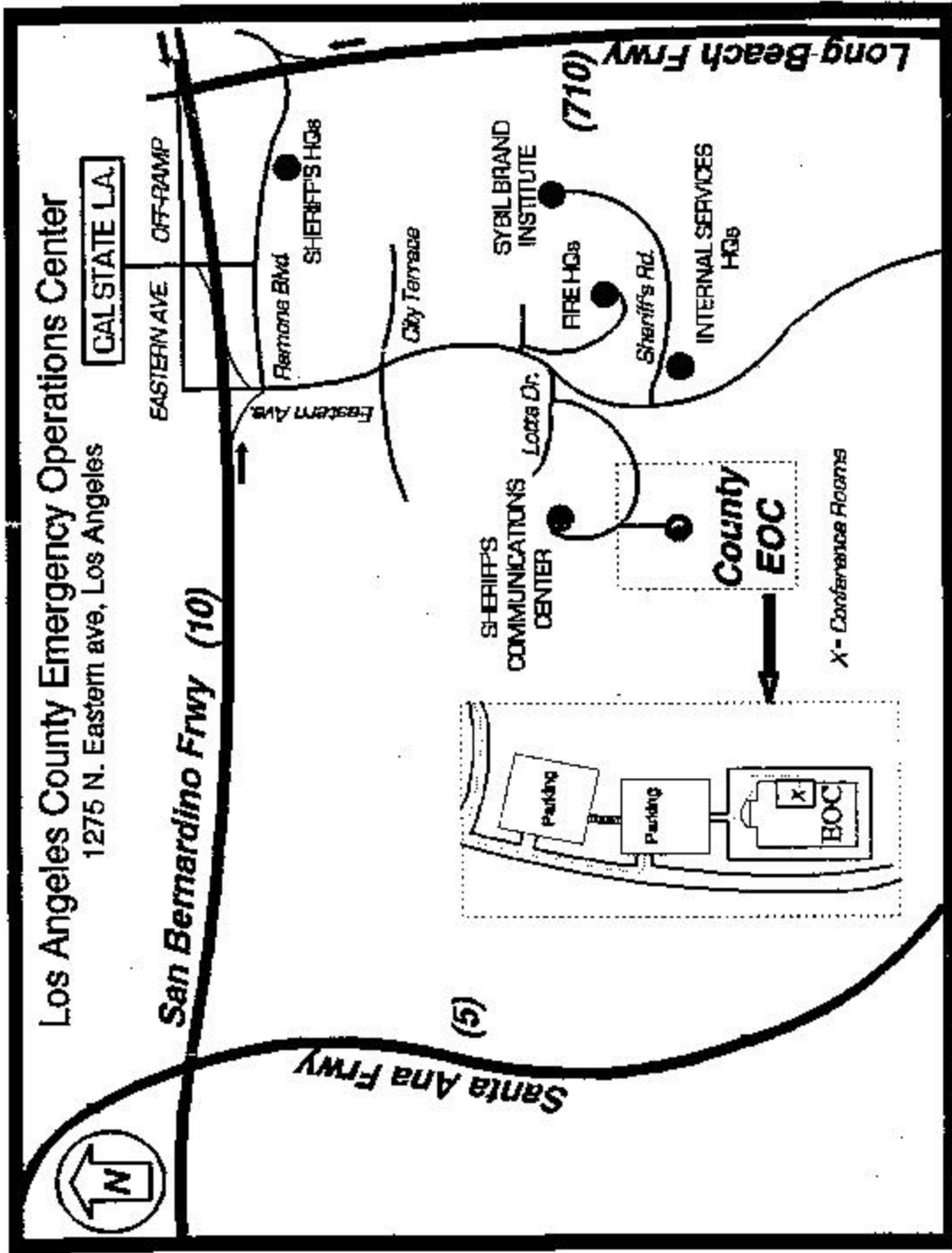
## **CEOC ORGANIZATION**

The CEOC organization is based upon SEMS and provides for five functions: Management, Operations, Planning/Intelligence, Logistics and Finance/Administration. The CEOC has added a Recovery Planning section to initiate strategic planning for recovery concurrent with Emergency Response Operations. **Note:** Once life/safety issues have been addressed and the CEOC is no longer in the Emergency Phase, the CEOC transitions into the RCC to provide a centralized means to coordinate early recovery operations.

# COUNTY OF LOS ANGELES CEOC DIAGRAM



# COUNTY OF LOS ANGELES CEOC MAP



# **COUNTY OF LOS ANGELES CEOC ACTIVATION POLICY**

## **ACTIVATION POLICY**

The CEOC shall be activated whenever there is a need to coordinate the emergency response of County departments, agencies and local jurisdictions in response to emergencies, disasters, or other significant events. The CEOC shall be activated consistent with the provisions of the Emergency Ordinance and the requirements of SEMS.

## **AUTHORITY TO ACTIVATE**

The Chairman of the Board of Supervisors, the CAO, the Sheriff or their authorized representatives may activate the CEOC.

Once the decision to activate is made, the Sheriff, as Director of Emergency Operations, may require County departments to activate their own DOCs in support of the CEOC. This does not preclude departments from using their own DOCs.

## **ASSESSMENT OF NEED TO ACTIVATE**

Activation of the CEOC may be preceded by an evaluation of the need by an assessment team consisting of OEM, Sheriff's Emergency Operations Bureau (EOB) and selected members of the Emergency Management Steering Subcommittee. The CAO will report to the Chairman of the Board of Supervisors regarding the activation of the CEOC.

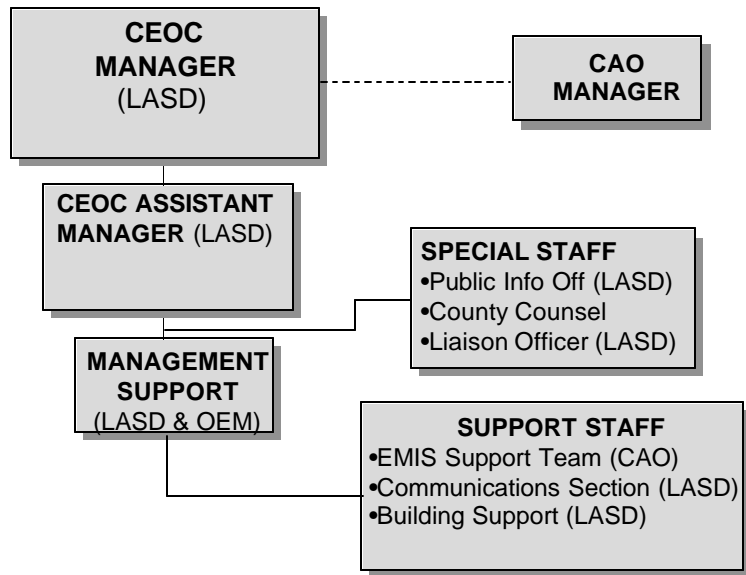
## **ACTIVATION NOTIFICATION**

EOB is responsible for notifying CEOC team members and other key personnel that the CEOC has been activated. OEM will notify the Emergency Management Council.

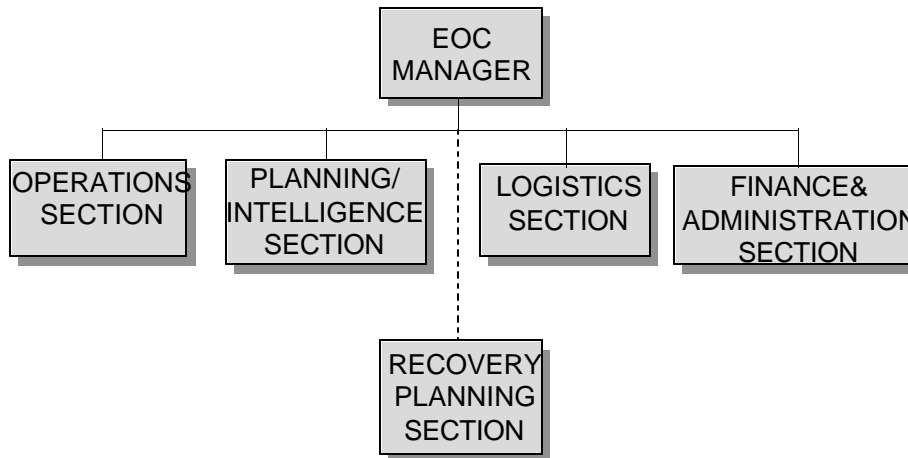
## **CEOC DEACTIVATION PROCEDURES**

Normally, the CEOC will be deactivated on recommendation of the CEOC Manager to the Sheriff; however, as Emergency Response operations return to normal, the first decision that must be made is whether or not there will be an activation of the RCC (see page M-6). Policy and procedures as to deactivation of the CEOC are included in the **CEOC-SOP**.

# MANAGEMENT SECTION ORGANIZATION CHART



## SEMS CEOC RESPONSIBILITIES CHART



### Responsibilities:

#### **CEOC Manager (Management Section)**

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The CEOC Manager will either activate appropriate sections or perform their functions as needed.

#### **Operations Section**

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the CEOC Action Plan.

#### **Planning/Intelligence Section**

Responsible for collecting, evaluating and disseminating information; developing the CEOC Action Plan in coordination with other sections; initiating and preparation of the After-Action Report and maintaining documentation.

#### **Logistics Section**

Responsible for providing communications, facilities, services, equipment, supplies and materials.

#### **Finance/Administration Section**

Responsible for financial activities, human resources and other administrative aspects.

#### **Recovery Section**

Responsible for coordinating initial recovery operations of County departments and provide information, liaison and recovery coordination between State and federal agencies, the impacted cities and other agencies that are part of Los Angeles County's Emergency Organization.

## **MANAGEMENT SECTION STAFF**

The Management role is filled by the CEOC Manager and is the position that is established at every CEOC activation to coordinate CEOC operations. For **Emergency Response Operations** the CEOC is led by a CEOC Manager from the Sheriff's Department. He/she may be assisted by an Assistant CEOC Manager. The CAO Manager is a senior member of the CAO's staff assigned to the CEOC to represent the CAO and to assist the CEOC Manager in resolving problems of intra-County coordination.

The CAO is the Director of **Recovery Operations** with countywide responsibilities and authority appropriate to that position. Once the Initial Recovery Phase of the disaster begins, the Director of Recovery is responsible for overall recovery policy implementation for County government. The Director of Recovery is assisted by OEM.

CEOC **Management Support** consists of the senior representative from the EOB and OEM. These emergency managers assist the CEOC Manager and all staff sections by providing professional emergency management advice and assistance. They ensure that the Operational Area CEOC has appropriate liaison personnel assigned to the State's REOC, City of Los Angeles' EOC, and, as necessary, the State/Federal Disaster Field Office (DFO) as well as monitoring the CEOC staff's accomplishment of the CEOC Work Plan and managing the CEOC Technical Support Staff.

The Management Section also includes Special Staff necessary to support the Management function as follows:

- Public Information Officer
- County Counsel
- Liaison Officer

In addition, CEOC Technical Support Staff ensure the functioning of the CEOC. Functions include:

- Communications
- EMIS
- Building Support Section

## **CEOC MANAGER**

The CEOC Manager, acting on behalf of the Sheriff, has countywide responsibilities and authority appropriate to that position as spelled out in Part 5 of the County's Emergency Ordinance. **All County agencies must ensure that their personnel recognize that the**

**CEOC Manager speaks for the Sheriff in his role as the County/Operational Area's Director of Emergency Operations and has authority as specified in the County's Emergency Ordinance.** Responsibilities are to:

Establish and maintain the CEOC to serve the Operational Area. Upon activation of the Operational Area and in all instances of an emergency, as defined in the Emergency Ordinance, collect and disseminate emergency information to concerned jurisdictions and agencies.

Coordinate the utilization of County, other local government, State and Federal resources within the Operational Area.

Coordinate operations conducted by the local governments in the Los Angeles County Operational Area in accordance with approved mutual aid and operations plans, consistent with the authority of the Chair of the Board of Supervisors as the Operational Area Coordinator.

Disseminate emergency information and instructions to the public.

Request the CAO, pursuant to Section 2.68.220B of the Emergency Ordinance, to requisition personnel or property, as necessary, for the conduct of emergency operations.

Select and designate at his/her discretion, members of an operations advisory council to advise and assist in the performance of duties as CEOC Manager.

## **CEOC MANAGER'S SPECIAL STAFF**

**Public Information Officer (PIO)** -- Sheriff's Department (LASD) personnel responsible for media coordination; preparation of daily CEOC press briefings and assisting in the preparation of press announcements for key elected officials. Responds to queries from the media, and manages the County Joint Information Center (JIC) if the JIC is established.

**County Counsel** -- County Counsel personnel responsible for providing legal support and review of key CEOC decisions. Supports staff sections with review of proclamations and declarations, emergency orders and other emergency-related documentation.

**Liaison Officer** -- LASD personnel who oversee all liaison activities within the CEOC. Ensures that personnel from assisting or cooperating external agencies are assigned to a CEOC staff section for accountability and support. Ensures external agency representatives are provided appropriate situation information. Maintains records of all non-County personnel in the CEOC and coordinates external agency assignments.

## **CEOC TECHNICAL SUPPORT STAFF**

**Communications Section** -- LASD and ISD personnel and volunteers who manage external communications assets to include the Countywide Integrated Radio System (CWIRS), Operational Area Satellite Information System (OASIS), Emergency Alert System (EAS), Emergency News Network (ENN), the Disaster Communications Service (DCS) the Sheriff's 480 Radio System and the Justice Data Interface Controller (JDIC) data system.

**EMIS Support Section** -- EMIS System Manager supported by assigned technical personnel who manage EMIS and its audio/visual interface.

**Building Support Section** -- EOB personnel will obtain assistance through ISD and LASD representatives in the CEOC to maintain building support and human support (including food service) systems. Personnel to operate the Audio/Visual/Computer Interface Room.

Specific duties of personnel in the Management Section follow.

## **MANAGEMENT SECTION**

### **CEOC CHECKLIST**

#### **CEOC MANAGEMENT**

#### **CEOC MANAGER - (LASD)**

#### **RESPONSIBILITIES**

1. Provide overall coordination and direction of CEOC operations.
2. Ensure that all required functional activities within the CEOC are appropriately activated, staffed and operating efficiently.
3. Exercise overall management responsibility for the establishment of operational area priorities; establish lead and support agency responsibility at multi-agency or multi-jurisdictional incidents; “resource” incidents; and request assistance from outside normal mutual aid programs. Ensure that CEOC-directed operations are accomplished within the priorities established and/or as reflected in the CEOC/RCC plan for the Operational Period.
4. Meet with staff section OIC's to discuss and resolve key issues.
5. Ensure that multi-agency or inter-agency coordination is accomplished effectively within the CEOC/RCC.
6. Conduct briefings to include situation status, CEOC status and priorities, and recommend priorities and objectives for the current and future operational periods. Establish procedures for information release and press briefings and review media releases.
7. Ensure that all CEOC personnel are made aware of key incidents and potential resolution.
8. Ensure that impacted jurisdictions are kept informed of Operational Area activities.
9. Ensure that the State REOC is kept appropriately informed of Operational Area activities. Ensure that State-required reports are submitted in a timely manner.
10. Ensure that accurate and complete records of CEOC operations are being maintained.

**CHECKLIST**

**Activation**

1. Check-in upon arrival at the CEOC.
2. Determine what staff have arrived at the CEOC and establish a temporary organizational structure as appropriate, ensuring that each staff section has an assigned OIC. Modify the organizational structure as additional personnel arrive.
3. Meet immediate subordinates.
4. Obtain a situation briefing from whatever sources are available. If EMIS is operational, review data screens for material that may have arrived prior to staff.
5. Determine own operating location, phone number and CWIRS contact number. Report phone number and CWIRS contact number to the Sheriff (CAO for RCC operations) and State REOC manager, and immediate subordinates in the CEOC.
6. Brief the Sheriff on the status of the CEOC activation. Get direction or guidance as necessary.
7. Confirm the delegation of authority (as required) from the Sheriff (CAO for RCC operations).
8. Confer with the Management Support Team to determine the level of CEOC activation and what representation is needed from County departments and other agencies.
9. Ensure that County Liaisons have been sent to the REOC and the City of Los Angeles' EOC as appropriate.
10. Determine the need for, and if necessary, establish an Assistant CEOC Manager.
11. Review the CEOC-SOP.
12. Review the CEOC Checklist for your position.

**Operational Duties**

1. Maintain a log of key activities.

2. Monitor assigned EMIS terminal for messages.
3. Keep continuously updated on key information from the field.
4. Schedule action planning meetings.
5. Monitor section level activities to assure that all appropriate actions are being taken.
6. Maintain contacts with the State, adjacent jurisdictions, and supporting jurisdictions as appropriate.
7. Ensure that the cities have a viable communications path to provide situational updates to, and request assistance from, the Operational Area CEOC.
8. Determine the types and frequency of reports to be issued by the CEOC/RCC.
9. Conduct or take part in all management briefings and meetings.
10. Direct staff in assessing the need for a local Declaration of Emergency. If one is required, ensure OEM personnel prepare the proclamation in accordance with the OEM Emergency Operations Handbook.
11. In conjunction with the PIO, conduct news conferences and review media releases as required. Establish procedures for information releases and press briefings.
12. At shift change, brief your replacement on key activity that impacts on your function.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Determine when the majority of life saving operations have ended and the emergency has stabilized. Confer with the Sheriff to develop a recommendation for shifting from Emergency Response to Initial Recovery.
2. Work with the RCC Management Support Section to determine necessary changes to the CEOC's staffing.
3. Advise the CAO Manager when it appears that emergency response operations may be winding down and it may be appropriate to transition to Initial Recovery.

**Deactivation**

1. Direct the staff to develop recommendations as to when, and under what circumstances, the CEOC should deactivate.
2. Authorize deactivation of sections, branches or units when they are no longer required.
3. Notify the REOC and city EOC's and County departments prior to deactivation of the CEOC/RCC.
4. Require staff section managers to validate their section logs prior to being released.
5. Ensure sections have submitted their required After-Action Report data.
6. Ensure that open actions not yet completed will be taken care of by a designated County department after deactivation.
7. Ensure that all State-required forms and reports have been submitted prior to releasing key staff.
8. Be prepared to provide input to the CEOC After-Action Report.
9. Ensure your parent department knows that you have been released from your CEOC assignment.
10. Close out your log and ensure an electronic copy is available in the system.

## **MANAGEMENT SECTION CEOC CHECKLIST**

### **CEOC MANAGEMENT ASSISTANT CEOC MANAGER - (LASD)**

#### **RESPONSIBILITIES**

1. Review in detail the CEOC Manager Checklist.
2. Assist the CEOC Manager in the accomplishment of his/her duties as requested.
3. Manage the CEOC in the absence of the CEOC Manager.
4. Manage the PIO function in the CEOC.

#### **CHECKLIST**

##### **Activation**

1. Check-in upon arrival at the CEOC.
2. Report to the CEOC Manager and get a briefing on your role and responsibilities and the situation. In the absence of the CEOC Manager assume that person's duties and review in detail, his/her checklist. Manage the CEOC until the CEOC Manager arrives. On his/her arrival, provide a detailed briefing on actions you have taken and the current situation.
3. Review the CEOC Manager's checklist and be prepared to assist in any activation functions as directed by the CEOC Manager.

##### **Operational Duties**

1. Review the Operational Duties Checklist of the CEOC Manager.
2. Assist the CEOC Manager in the accomplishment of any duties as directed.
3. In the temporary absence of the CEOC Manager, assume that person's duties.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Review the CEOC Manager's checklist for Transition to Initial Recovery.
2. Assist the CEOC Manager in transitional duties as directed.

**Deactivation**

1. Review the CEOC Manager's checklist for Deactivation.
2. Assist the CEOC Manager in deactivation duties as directed.

## **MANAGEMENT SECTION**

### **CEOC CHECKLIST**

#### **CEOC MANAGEMENT CAO MANAGER (CAO)**

#### **RESPONSIBILITIES**

1. Provide the CEOC Manager with guidance in dealing with County departments.
2. Assist the CEOC Manager in resolving problems associated with requesting support from specific County departments.
3. Assist in the resolution of finance, personnel, and recovery planning issues.
4. Represent the CAO in matters related to approving Emergency Proclamations and Emergency Orders.
5. Serve as the CEOC point-of-contact with the Board of Supervisors.
6. Serve as the senior CAO representative in the CEOC.

#### **CHECKLIST**

##### **Activation**

1. Check-in upon arrival at the CEOC.
2. Report to the CEOC Manager and obtain a briefing on your role and responsibilities and obtain briefing on the situation.
3. Determine operating location, phone number and CWIRS contact number. Report phone number and CWIRS contact number to the CAO, the CAO EOC manager (if established) the CEOC Manager, and the CEOC Management Support Staff.
4. Meet the CEOC Management Support Staff, staff section OIC's and others in the CEOC Command Group.

5. Determine need for 24-hour representation. Request the Chief Deputy CAO to identify a back-up Manager for the second shift.
6. Review the OEM Emergency Operations Handbook.
7. Review the CEOC-SOP.
8. Review the CEOC Checklist for your position.

**Operational Duties**

1. Maintain a log of key activities.
2. Monitor assigned EMIS terminal for messages.
3. Keep continuously updated on key information from the field.
4. Take part in all management briefings and meetings.
5. Assist the CEOC Manager in the determination as to the need for a local Declaration of Emergency. If one is required, ensure OEM personnel prepare the proclamation in accordance with the OEM Emergency Operations Handbook.
6. Coordinate directly with County department heads on any decisions that affect their department.
7. At shift change, brief your replacement on key activity that impacts your function.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Be prepared to become the RCC Manager, or request an RCC Manager through the Chief Deputy, CAO.
2. Work with the RCC Management Support Section to determine necessary changes to the CEOC's staffing.
3. Advise the CAO when it appears that emergency response operations may be winding down and it may be appropriate to transition to Initial Recovery.

4. Ensure that cities and the state are advised when the County/Operational Area EOC transitions to Initial Recovery and RCC operations.
5. Assist staff section managers in the transition from Emergency Response to Initial Recovery.

**Deactivation**

1. Work with the CEOC/RCC Management Support Section to develop recommendations as to when, and under what circumstances, the RCC should deactivate.
2. Authorize deactivation of RCC sections, branches or units when they are no longer required.
3. Ensure that the REOC, city EOC's and County departments are notified prior to deactivation of the RCC.
4. Require staff section managers to validate their section logs prior to being released.
5. Ensure that open actions not yet completed will be taken care of by a designated County department after deactivation.
6. Ensure that all State-required forms and reports have been submitted prior to releasing key staff.
7. Be prepared to provide input to the RCC After-Action Report.
8. Ensure your parent department or agency knows that you have been released from your CEOC assignment.
9. Close-out your log and ensure an electronic copy is available in the system.

## **MANAGEMENT SECTION**

### **CEOC CHECKLIST**

#### **CEOC MANAGEMENT CEOC MANAGEMENT SUPPORT SECTION (LASD AND OEM)**

#### **RESPONSIBILITIES**

1. Assist the CEOC Manager and Assistant CEOC Manager by providing professional, emergency management advice on emergency management and County emergency policies, procedures, and CEOC operations.
2. Assist the CEOC Manager and Assistant CEOC Manager to ensure that all required functional activities within the CEOC are appropriately activated, staffed and operating efficiently.
3. Meet with staff section OIC's to provide assistance in emergency management.
4. Assist in the conduct of briefings to include situation status, CEOC status and priorities, and recommend priorities and objectives for the current and future operational periods.
5. Assist in ensuring that all CEOC personnel are made aware of key incidents and potential resolution.
6. Ensure that the appropriate County liaison personnel are at the REOC, and the Los Angeles City EOC.
7. Assist in ensuring that State required reports are submitted in a timely manner and that cities are kept informed, as appropriate.
8. Assist in ensuring that accurate and complete records of CEOC operations are being maintained.
9. Provide management guidance to the CEOC EMIS Support Branch. Ensure the CEOC EMIS Support Branch is fully supporting CEOC priorities and missions.

10. Provide management guidance to the CEOC Building and Technical Support staff to ensure that building systems (such as communications, HVAC, electrical systems, water systems, etc.) are fully supporting CEOC needs.

## **CHECKLIST**

### **Activation**

1. Check-in upon arrival at the CEOC.
2. Report to the CEOC Manager and get a briefing on your role and responsibilities and the situation.
3. Determine your operating location, phone number and CWIRS contact number. Report phone number and CWIRS contact number to the CEOC Manager and Assistant CEOC Manager, REOC manager, CEOC staff section OIC's, and your departmental leadership.
4. Meet the Special Staff and General Staff Section OIC's.
5. Review the CEOC-SOP.
6. Review the CEOC Checklist for your position.
7. Ensure that CEOC systems and the physical layout are properly set up and ready for operations.
8. Ensure that telephone and radio communications are established and tested.
9. Ensure staff is assigned to initiate check-in procedures.
10. Assist in the determination as to what staff have arrived at the CEOC and the establishment of a temporary organizational structure as appropriate, ensuring that each staff section has an assigned OIC. Assist in the modification of the organizational structure as additional personnel arrive.
11. Obtain a situation briefing from whatever sources are available. If EMIS is operational, review data screens for material that may have arrived prior to staff.
12. Assist the CEOC Manager in briefing the Sheriff on the status of the CEOC activation as required. Get direction or guidance as necessary.

13. Assist the CEOC Manager in the determination of the level of CEOC activation and what representation is needed from County departments and other agencies.
14. Check to ensure there is good communications with the County Liaison to the State's REOC and the City of Los Angeles' EOC, as appropriate.

**Operational Duties**

1. Maintain a log of key activities.
2. Monitor assigned EMIS terminal for messages.
3. Keep continuously up-dated on key information from the field.
4. Assist to ensure that action planning meetings are scheduled and are effective.
5. Monitor section level activities to assist the CEOC Manager assure that all appropriate actions are being taken.
6. Assist management to determine the types and frequency of reports to be issued by the CEOC/RCC.
7. Take part in all management briefings and meetings.
8. Assist in the assessment as to the need for a local Declaration of Emergency. If one is required, ensure OEM personnel prepare the proclamation in accordance with the OEM Emergency Operations Handbook.
9. At shift change, brief your replacement on key activity that impacts on your function.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Assist in the determination as to when the majority of life saving operations have ended and the emergency has stabilized.
2. Assist CEOC management to determine necessary changes to the CEOC's staffing.
3. Advise the CAO Manager when it appears that emergency response operations may be winding down and it may be appropriate to transition to Initial Recovery.

**Deactivation**

1. Assist management to develop recommendations as to when, and under what circumstances, the CEOC should deactivate.
2. Ensure that the REOC and city EOC's and County departments are notified prior to deactivation of the CEOC/RCC.
3. Assist staff section managers in the pre-release validation of their section logs.
4. Assist management to ensure that open actions not yet completed will be taken care of by a designated County department after deactivation.
5. Assist management to ensure that all State-required forms and reports have been submitted prior to releasing key staff.
6. Be prepared to provide input to the CEOC After-Action Report.
7. Ensure your parent department or agency knows that you have been released from your CEOC assignment.
8. Close-out your log and ensure an electronic copy is available in the system.

## **MANAGEMENT SECTION**

### **CEOC CHECKLIST**

#### **CEOC EMIS SUPPORT BRANCH EMIS SUPPORT BRANCH OIC**

#### **RESPONSIBILITIES**

1. Manages all aspects of EMIS to include the relational data base, messaging system, Geographic Information System (GIS) and associated communications networks.
2. Ensures that EMIS operates at maximum capability during a CEOC activation.
3. Receives general guidance and priorities for overall system support requirements from the CEOC Management Support Section.
4. Ensures that analysis requirements of the Planning and Intelligence Section are being met.
5. Ensures that the data base functions and GIS interfaces of EMIS are able to support CEOC staff needs.
6. Monitors the functioning of both the Local Area Network (LAN) and Wide Area Network (WAN), and ensures that these networks remain operational. Will be required to have knowledge of both County department and non-County contractors who have the capability to quickly fix problems with EMIS.

#### **CHECKLIST**

##### **Activation**

1. Check-in upon arrival at the CEOC.
2. Report to the CEOC Management Support Section.
3. Obtain briefing on the situation from the CEOC Management Support Section.
4. Determine operating location and phone numbers for EMIS section. Report this

information to CEOC staff section OIC's, CEOC Management Support Section and appropriate entity at ISD Information Technology Section (ITS).

5. Check the operational status of EMIS.
6. Review the CEOC-SOP.
7. Review position checklist.
8. Meet the CEOC staff section OIC's, and advise them of your function.

**Operational Duties**

1. Maintain a log of key activities.
2. Monitor assigned EMIS terminal for messages.
3. Take part in all management briefings and meetings to ensure that EMIS can support decision-making.
4. Keep continuously up-dated on the status of the system.
5. Assist the CEOC Manager and staff section OIC's in obtaining the maximum support from EMIS.
6. Ensure GIS qualified personnel are always available to support the Situation Analysis section.
7. Keep CEOC management advised as to any unique EMIS capabilities that can facilitate decision-making.
8. At shift change, brief your replacement on key activity that impacts on your function.
9. Coordinate with the state's GIS and MIS managers on computer support operations.
10. Ensure system back-up to tape on a daily basis.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Coordinate with CEOC management on potential unique EMIS support for Initial

Recovery.

2. Ensure system readiness to support Initial Recovery operations.

**Deactivation**

1. Ensure that EMIS is able to provide a record of the CEOC activation.
2. Check with all staff section managers to ensure that EMIS is supporting their deactivation needs.
3. Close out your log and ensure an electronic copy is available in the system.
4. Ensure that your requirements for the After-Action Report have been met.
5. Ensure your parent department or agency knows that you have been released from your CEOC assignment.
6. Take part in any CEOC After-Action Report to ensure that EMIS is adequately supporting the process and that EMIS issues are properly addressed.

## **MANAGEMENT SECTION**

### **CEOC CHECKLIST**

#### **CEOC EMIS BRANCH**

#### **EMIS NETWORK ADMINISTRATOR**

#### **RESPONSIBILITIES**

1. Maintain the servers, shared Redundant Array of Inexpensive Disks (RAID), LAN inside the CEOC and WAN outside the CEOC.
2. Trouble-shoot and repair software problems with the Sun terminals and operating system.
3. Restore the system to operating condition when processes "hang".
4. Act as network supervisor, maintaining log-in scripts, user accounts and passwords.
5. Perform hardware moves and installations.
6. Assist in any necessary user training during an activation.

#### **CHECKLIST**

##### **Activation**

1. Check-in upon arrival at the CEOC.
2. Report to the EMIS Support Branch OIC.
3. Obtain briefing on the situation from the EMIS Support Branch OIC.
4. Determine operating location and phone numbers. Report this information to EMIS Support Branch OIC.
5. Check the operational status of the network (both LAN and WAN) and servers.
6. Review the CEOC-SOP.

7. Meet the rest of the EMIS Support Branch and advise them of your function.

### **Operational Duties**

1. Maintain a log of key activities.
2. Monitor assigned EMIS terminal for messages.
3. Keep continuously up-dated on the status of the system.
4. Assist the EMIS Support Branch OIC to obtain the maximum capability from EMIS.
5. Work cooperatively with EMIS GIS personnel to ensure their part of EMIS is fully functioning.
6. Keep the EMIS Support Branch OIC advised as to any unique network capabilities that can facilitate CEOC operations.
7. At shift change, brief your replacement on key activity that impacts on your function.

### **Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Coordinate with EMIS Support Branch OIC on potential unique EMIS support for Initial Recovery.
2. Ensure system readiness to support Initial Recovery operations.

### **Deactivation**

1. Check with the EMIS Support Branch OIC to ensure that the network is supporting deactivation needs.
2. Close out your log and ensure an electronic copy is available in the system.
3. Ensure that your requirements for the After-Action Report have been met. Be prepared to take part in any CEOC or EMIS Support Branch After-Action Report.
4. Ensure your parent department or agency knows that you have been released from your CEOC assignment.

## **MANAGEMENT SECTION**

### **CEOC CHECKLIST**

#### **CEOC EMIS SUPPORT BRANCH**

#### **EMIS DATA BASE ADMINISTRATOR (DBA) (CAO)**

#### **RESPONSIBILITIES**

1. Monitor the status of the EMIS data base both at the server level and at the stand-alone remote sites.
2. Trouble-shoot and repair data base problems with the Sun terminals and operating system.
3. Restore the data base to operating condition when processes "hang".
4. Ensure synchronization between the CEOC data base and remote terminal data bases.
5. Work with other members of the EMIS Support Branch to develop any needed additional data fields required to support an activation.
6. Perform hardware moves and installations.
7. Assist in any necessary user training during an activation.

#### **CHECKLIST**

##### **Activation**

1. Check-in upon arrival at the CEOC.
2. Report to the EMIS Support Branch OIC.
3. Obtain briefing on the situation from the EMIS Support Branch OIC.
4. Determine operating location and phone numbers. Report this information to EMIS Support Branch OIC.

5. Check the operational status of the data base in the CEOC.
6. Check the operational status of the remote terminal data bases.
7. Review the CEOC-SOP.
8. Review position checklist.
9. Meet the rest of the EMIS Support Branch and advise them of your function.

**Operational Duties**

1. Maintain a log of key activities.
2. Monitor assigned EMIS terminal for messages.
3. Keep continuously up-dated on the status of the system and the data base.
4. Assist the EMIS Support Branch OIC to obtain the maximum capability from EMIS.
5. Work cooperatively with EMIS GIS personnel to ensure their part of EMIS is fully functioning.
6. Keep the EMIS Support Branch OIC advised as to any unique data base capabilities that can facilitate CEOC operations.
7. At shift change, brief your replacement on key activity that impacts on your function.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Coordinate with EMIS Support Branch OIC on potential unique EMIS support for Initial Recovery.
2. Ensure system readiness to support Initial Recovery operations.

**Deactivation**

1. Check with the EMIS Support Branch OIC to ensure that the data base is supporting deactivation needs.

2. Close-out your log and ensure an electronic copy is available in the system.
3. Ensure that your requirements for the After-Action Report have been met and take part in any CEOC or EMIS Support Branch After-Action Report.
4. Ensure your parent department or agency knows that you have been released from your CEOC assignment.

## **MANAGEMENT SECTION**

### **CEOC CHECKLIST**

#### **CEOC EMIS SUPPORT BRANCH EMIS GIS ADMINISTRATOR (CAO)**

#### **RESPONSIBILITIES**

1. Monitor the status of the EMIS GIS to include Arc Info, Arc View and the supporting map databases.
2. Trouble-shoot and repair GIS problems with the Sun GIS terminals (Arc Info and Arc View) and all other terminals, including WAN and Arc View.
3. Restore GIS to operating condition when processes "hang".
4. Ensure synchronization between the GIS and all other components of EMIS.
5. Develop and/or coordinate the development of new or revised GIS map data developed on the CEOC GIS to support the activation.
6. Ensure that GIS data layers that are developed are compatible with the rest of EMIS, and to the extent practicable, are compatible with other County Arc Info/Arc View based GIS systems employing the Thomas Brothers digital map base.
7. Ensure that the Planning and Intelligence Section has GIS support for analysis operations.
8. Work with other members of the EMIS Support Branch to develop any needed additional GIS data layers to support an activation.
9. Perform hardware moves and installations.
10. Assist in any necessary user training during an activation.

**CHECKLIST**

**Activation**

1. Check-in upon arrival at the CEOC.
2. Report to the EMIS Support Branch OIC.
3. Obtain briefing on the situation from the EMIS Support Branch OIC.
4. Determine operating location and phone numbers. Report this information to EMIS Support Branch OIC.
5. Assist in the check of the operational status of all aspects of GIS in the CEOC.
6. Check the operational status of the remote terminal GIS functions.
7. Review the CEOC-SOP.
8. Review position checklist.
9. Meet the rest of the EMIS Support Branch and advise them of your function.

**Operational Duties**

1. Maintain a log of key activities.
2. Monitor assigned EMIS terminal for messages.
3. Keep continuously up-dated on the status of the GIS and EMIS in general.
4. Assist the EMIS Support Branch OIC to obtain the maximum capability from the EMIS by ensuring that GIS is fully functional.
5. Coordinate the work effort of the other EMIS GIS personnel to ensure that GIS is fully supporting the CEOC activation.
6. Keep the EMIS Support Branch OIC advised as to any unique GIS capabilities that can facilitate CEOC operations.

7. Modify existing GIS layers to support CEOC staff requirements, as approved by the EMIS Support Branch OIC.
8. Develop new GIS layers to support CEOC staff requirements as approved by the EMIS Support Branch OIC.
9. Assist CEOC staff in GIS queries using Arc View.
10. At shift change, brief your replacement on key activity that impacts on your function.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Coordinate with EMIS Support Branch OIC on potential unique EMIS support for Initial Recovery.
2. Ensure system readiness to support Initial Recovery operations.

**Deactivation**

1. Check with the EMIS Support Branch OIC to ensure that the GIS is supporting deactivation needs.
2. Close-out your log and ensure an electronic copy is available in the system.
3. Ensure that your requirements for the After-Action Report have been met.
4. Ensure your parent department or agency knows that you have been released from your CEOC assignment.
5. Be prepared to take part in any CEOC or EMIS Support Branch After-Action Report.

## **MANAGEMENT SECTION**

### **CEOC CHECKLIST**

#### **CEOC EMIS SUPPORT BRANCH**

#### **EMIS GIS SUPPORT (CAO)**

#### **RESPONSIBILITIES**

1. Assist the GIS Administrator to monitor the status of the EMIS GIS to include Arc Info, Arc View and the supporting map databases.
2. Trouble-shoot and repair GIS problems with the Sun GIS terminals (Arc Info and Arc View) and all other terminals, including WAN and Arc View.
3. Assist in the restoration of the GIS to operating condition when processes "hang".
4. Assist in ensuring synchronization between the GIS and all other components of EMIS.
5. Assist in, or develop, new or revised EMIS GIS map data to support the activation.
6. Ensure that GIS data layers that are developed are compatible with the rest of EMIS, and to the extent practicable, are compatible with other County Arc Info/Arc View based GIS systems employing the Thomas Brothers digital map base.
7. Work with other members of the EMIS Support Branch to develop any needed additional GIS data layers to support an activation.
8. Perform hardware moves and installations.
9. Assist in any necessary user training during an activation.

#### **CHECKLIST**

#### **Activation**

1. Check-in upon arrival at the CEOC.
2. Report to the EMIS GIS Administrator.

3. Obtain briefing on the situation from the EMIS GIS Administrator.
4. Determine operating location and phone numbers. Report this information to the EMIS GIS Administrator.
5. Assist in the check of the operational status of all aspects of GIS in the CEOC.
6. Assist in the check of the operational status of the remote terminal GIS functions.
7. Review the CEOC-SOP.
8. Review position checklist.
9. Meet the rest of the EMIS Support Branch and advise of your function.

**Operational Duties**

1. Maintain a log of key activities.
2. Monitor assigned EMIS terminal for messages.
3. Keep continuously up-dated on the status of the GIS and EMIS in general.
4. Assist the EMIS GIS Administrator to obtain the maximum capability from the EMIS by ensuring that GIS is fully functional.
5. Keep the EMIS GIS Administrator advised as to any unique GIS capabilities that can facilitate CEOC operations.
6. Modify existing GIS layers to support CEOC staff requirements, as approved by the EMIS Support Branch OIC.
7. Develop new GIS layers to support CEOC staff requirements as approved by the EMIS Support Branch OIC.
8. Assist CEOC staff in GIS queries using Arc View.
9. At shift change, brief your replacement on key activity that impacts on your function.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Coordinate with EMIS Support Branch OIC on potential unique EMIS support for Initial Recovery.
2. Ensure system readiness to support Initial Recovery operations.

**Deactivation**

1. Check with the EMIS GIS System Administrator to ensure that the GIS is supporting deactivation needs.
2. Close-out your log and ensure an electronic copy is available in the system.
3. Ensure that your requirements for the After-Action Report have been met.
4. Ensure your parent department or agency knows that you have been released from your CEOC assignment.
5. Be prepared to take part in any CEOC or EMIS Support Branch After-Action Report.

## **MANAGEMENT SECTION**

### **CEOC CHECKLIST**

#### **CEOC EMIS SUPPORT BRANCH EMIS GIS SUPPORT ANALYST (CAO)**

#### **RESPONSIBILITIES**

1. Assist CEOC staff (primarily Intelligence and Planning Section) in the analysis of GIS data.
2. Assist the GIS Administrator in monitoring the status of the EMIS GIS to include Arc Info, Arc View and the supporting map databases.
3. Trouble-shoot and repair GIS problems with the Sun GIS terminals (Arc Info and Arc View) and all other terminals, including WAN and Arc View.
4. Assist in the restoration of the GIS to operating condition when processes "hang".
5. Assist in ensuring synchronization between the GIS and all other components of EMIS.
6. Assist CEOC staff in developing or revising Arc View data layers to support the activation.
7. Ensure that GIS data layers that are developed are compatible with the rest of EMIS, and to the extent practicable, are compatible with other County Arc Info/Arc View based GIS systems employing the Thomas Brothers digital map base.
8. Work with other members of the EMIS Support Branch to develop any needed additional GIS data layers to support an activation.
9. Perform hardware moves and installations.
10. Assist in any necessary user training during an activation.

**CHECKLIST**

**Activation**

1. Check-in upon arrival at the CEOC.
2. Report to the EMIS GIS Administrator.
3. Obtain briefing on the situation from the EMIS GIS Administrator.
4. Determine operating location and phone numbers. Report this information to the EMIS GIS Administrator.
5. Report to the OIC of the CEOC Planning and Intelligence Section to obtain analysis work priorities and duties.
6. Assist in the check of the operational status of all aspects of GIS in the CEOC.
7. Assist in the check of the operational status of the remote terminal GIS functions.
8. Review the CEOC-SOP.
9. Review position checklist.
10. Meet the rest of the CEOC Planning and Intelligence Section and advise them of your function.
11. Meet the rest of the EMIS Support Branch.

**Operational Duties**

1. Maintain a log of key activities.
2. Monitor assigned EMIS terminal for messages.
3. Keep continuously up-dated on the status of the GIS and EMIS in general.
4. Assist Planning and Intelligence Section staff in the analysis of spacial data.

5. Assist the EMIS GIS Administrator to obtain the maximum capability from the EMIS by ensuring that GIS is fully functional.
6. Keep the EMIS GIS Administrator advised as to any unique GIS capabilities that can facilitate CEOC operations.
7. Modify existing GIS layers to support CEOC staff requirements, as approved by the Planning and Intelligence Section OIC.
8. Develop new GIS layers to support CEOC staff requirements as approved by the Planning and Intelligence Section OIC.
9. Assist the Planning and Intelligence Section staff in GIS queries using Arc View.
10. At shift change, brief your replacement on key activity that impacts on your function.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Coordinate with EMIS Support Branch OIC on potential unique EMIS support for Initial Recovery.
2. Ensure system readiness to support Initial Recovery operations.

**Deactivation**

1. Check with the Planning and Intelligence Section OIC to ensure that the GIS is supporting deactivation needs.
2. Close-out your log and ensure an electronic copy is available in the system.
3. Ensure that your requirements for the After-Action Report have been met.
4. Ensure your parent department or agency knows that you have been released from your CEOC assignment.
5. Be prepared to take part in any CEOC or EMIS Support Branch After-Action Report.

## **MANAGEMENT SECTION**

### **CEOC CHECKLIST**

#### **CEOC MANAGEMENT CEOC BUILDING SUPPORT SECTION (LASD)**

#### **RESPONSIBILITIES**

1. Assist the CEOC Manager and Assistant CEOC Manager to ensure that all required building functions within the CEOC are appropriately activated, staffed and operating efficiently.
2. Ensure that accurate and complete records of CEOC building functions are being maintained.
3. Ensure that building systems (such as communications, HVAC, electrical systems, water systems, etc.) are fully supporting CEOC needs.

#### **CHECKLIST**

##### **Activation**

1. Respond to the Sheriff's Communication Center (SCC) and advise the watch commander you will be in the CEOC.
2. Utilize your key card to open the front gate (or SCC will let you in).
3. Enter main security area.
4. Take security control from SCC.
5. Check the HVAC system to ensure there are no alarms.
6. Turn-on all monitors, log into the security system and unlock needed doors.
7. Review the CEOC-SOP.

8. Review the CEOC Checklist for your position.
9. Check-in upon arrival at the CEOC
10. Report to the CEOC Manager and get a briefing on your role and responsibilities and the situation.
11. Determine your operating location, phone number and CWIRS contact number. Report phone number and CWIRS contact number to the CEOC Manager and Assistant CEOC Manager, REOC manager, CEOC staff section OIC's, and your departmental leadership.
12. Meet the Special Staff and General Staff Section OIC's.
13. Ensure that CEOC systems and the physical layout are properly set up and ready for operations.
14. Ensure that telephone and radio communications are established and tested.
15. Turn on the main power in video village. Power-up the video and audio receivers, and VCRs (make sure video tapes are in and recording). Tune in the satellites and activate the senheiser amp.
16. Activate the senheiser transmitters in the electrical transfer room and ensure that all lighting (internal and external) are in the automatic position.
17. Turn on the video projectors and monitors and kill any audio on the situation.
18. Check to see that MDS's are operational.

**Operational Duties**

1. Maintain a log of key activities.
2. Monitor assigned EMIS terminal for messages.
3. Keep continuously up-dated on key information from the field.
4. At shift change, brief your replacement on key activity that impacts on your function.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to**

**operate the CEOC as an RCC - otherwise see Deactivation)**

1. Coordinate with CEOC Manager on potential unique support for initial recovery operations in the CEOC.
2. Assist CEOC management to determine necessary changes to the CEOC's staffing for the Building Support function.

**Deactivation**

1. Close-out your log and ensure an electronic copy is available in the system.
2. Ensure that open any actions are assigned to the appropriate agency or element for follow-on support.
3. Ensure that any required forms and reports completed prior to your release and departure.
4. Be prepared to provide input to the CEOC After-Action Report.
5. Ensure your parent department or agency knows that you have been released from your CEOC assignment.

## **MANAGEMENT SECTION**

### **CEOC CHECKLIST**

#### **CEOC SPECIAL STAFF**

#### **PUBLIC INFORMATION OFFICER (PIO) (LASD)**

#### **RESPONSIBILITIES**

1. The PIOs are provided to the CEOC by the Sheriff's Headquarters Bureau (SHB). The PIOs are assigned to the CEOC Management Staff Section and work directly for the Assistant CEOC Manager.
2. The PIO's principal responsibility is to coordinate information from the CEOC and to the extent available, ensure that the public within the Operational Area receives complete, accurate, timely, and consistent information concerning:
  - a. Life safety procedures.
  - b. Health preservation instructions.
  - c. Status of emergency services, operations, and restoration efforts.
  - d. Other public information, relief programs, and services.
3. Media coordination.
4. Coordinate the development and presentation of daily CEOC press briefings.
5. Necessity may dictate that the PIO function be expanded. Support from the other departmental PIOs may become necessary. The PIO function may expand into a Branch structure. At the discretion of the Assistant CEOC Manager, this Branch may be divided into divisions, groups, or units to meet functional needs.
6. Activation levels may require the establishment of a JIC to support the need for greater information management and media interface among multiple departments/agencies. Some additional responsibilities are:
  - a. Provide emergency PIO personnel support upon request.

- b. Serve as the CEOC information point of validation for other departments' PIO's.
- c. Refer inquiries to appropriate subject matter experts, DOC's or other appropriate sources.
- d. Serve as the dissemination point for all CEOC media releases concerning emergency operations conducted and those planned by county government within the Operational Area.
- e. Review and coordinate all related information releases.
- f. Coordinate the JIC briefing and media releases.
- g. Assist other PIO's from volunteer, state, and federal agencies in coordinating interviews and briefings.

## **CHECKLIST**

### **Activation**

1. Check-in upon arrival at the CEOC first Floor Security station. Obtain proximity card reader and CEOC identification card.
2. Report to the Assistant CEOC Manager or his designee (EOB OIC). Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
3. Obtain a situation briefing.
4. Review your position responsibilities, responsibilities of the Management Staff Section, CEOC checklist, and the CEOC-SOP.
5. Review organization in place at the CEOC. Know where to go for information and support.
6. Ensure that PIO positions are set up properly and that equipment and supplies are in place. Set-up your work station, including maps and status boards.
7. See Activation Procedures for EMIS, GIS, fax, telephone system, televisions, audio system, etc. Check radio equipment. If unable to operate, notify CEOC Logistics Section Communications Branch.

8. Open and maintain PIO Log.
9. Monitor assigned EMIS terminal for messages.
10. Meet with the Operations Section OIC, or his staff, and;
  - a. Determine current operations.
  - b. Noteworthy activities, etc.
  - c. Meet with the CEOC Planning/Intelligence Section OIC, and:
    - (1) Obtain and review any major incident reports.
    - (2) Obtain additional field information that may be noteworthy.
11. Obtain discipline-specific briefing on current operations from Agency Representatives.
12. Establish contact with other department's PIOs. Advise of your presence.
  - a. Determine major public information needs.
  - b. Determine any political issues.
  - c. Determine which radio and TV stations are operational.
13. Keep Assistant CEOC Manager current on all media issues.
14. Make plans for second CEOC shift, as necessary.
15. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

**Operational Duties**

1. Secure guidance from Assistant CEOC Manager regarding the information available and proper for release under initial conditions.
2. Review all information for relevance to public or government operations.

3. Interact with other Branches to provide and obtain information relative to public information operations.
4. Coordinate with Intelligence Section to define areas of special interest for public action. Identify means for capturing or recording the information as it is developed.
5. Develop a news briefing schedule. Arrange for preparation of briefing materials as required.
6. Develop an information release program.
7. Establish and maintain contact with other DOC PIOs, and Board Office Press Deputies, as appropriate.
8. Keep up-to-date on situation.
9. Maintain PIO Log in EMIS.
10. Attend all briefings.
11. Ensure all decisions or other important information are documented in EMIS.
12. Determine requirements for support to the emergency public information function at other EOC levels.
13. Determine overall staffing requirements (including support to local jurisdictions) and request additional support as required.
14. Obtain, process, and summarize information into a form usable for presentation.
15. Confirm all information and request authorization from the Assistant CEOC Manager to release.
16. Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level Information Officers for specific information.
17. Assist in arranging media visits.
18. Establish the content of EAS releases. Monitor EAS for releases.

19. As required, periodically prepare briefings for the CEOC Manager. Assist in the preparation of briefing materials for elected officials. Coordinate with appropriate CEOC Sections.
20. Coordinate releases and other public information issues through PIO network.
21. Continuously monitor media feeds into CEOC. Use to develop follow-on news releases and rumor control.
22. Maintain file copies of all information releases.
23. Provide copies of releases to the CEOC Manager and Assistant CEOC Manager.
24. Keep the CEOC Manager and Assistant CEOC Manager apprised of all unusual requests for information and of all major media reports or commentary, especially those which are inaccurate or unfavorable. Provide an estimate of the impact and severity and make recommendations as appropriate.
25. Conduct shift change briefings in detail. Ensure that in-progress activities are identified and follow-on requirements are known.
26. Prepare final news releases and advise media representatives of points-of-contact for follow-on stories.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Identify short and long-term recovery issues and send this list via EMIS e-mail to the CEOC Recovery Section.
2. Determine whether staff from your discipline should continue to be represented in the CEOC as part of the RCC and make appropriate recommendations to the Recovery Section.

**Deactivation**

1. Deactivate the Public Information position and close out logs when authorized by the Assistant CEOC Manager. Coordinate deactivation with the respective DOC PIOs.
2. Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.

3. Ensure that any required forms and reports are completed prior to your release and departure.
4. Be prepared to provide input to the After-Action Report.

## **MANAGEMENT SECTION**

### **CEOC CHECKLIST**

#### **CEOC SPECIAL STAFF COUNTY COUNSEL**

#### **RESPONSIBILITIES**

1. Serves as advisor to the Command Group and key CEOC staff on the legal aspects of emergency management.
2. Provides advice on the formulation of Emergency Orders.
3. Reviews all Emergency Proclamations and Orders prior to their being signed by the authorized executive.

#### **CHECKLIST**

##### **Activation**

1. Check-in upon arrival at the CEOC.
2. Report to the CEOC Manager and get a briefing on your role and responsibilities, and get a situation briefing.
3. Determine operating location, phone number and CWIRS contact number. Report phone number and CWIRS contact number to the CEOC Manager, Management Support Section, other Special Staff members, and County Counsel office and CEOC Section OIC's.
4. Review the CEOC-SOP.
5. Review CEOC Checklist for your position.
6. Determine need for 24-hour representation. Request County Counsel to identify a back-up representative for the second shift.
7. Review the OEM Emergency Operations Handbook.

**Operational Duties**

1. Maintain a log of key activities.
2. Monitor assigned EMIS terminal for messages.
3. Keep continuously up-dated on key information from the field by means of the latest Situation Report and briefings.
4. Take part in all management briefings and meetings.
5. Assist the CEOC Manager and OEM personnel in the formulation of a local Declaration of Emergency.
6. Assist the CEOC Manager in the determination of the need for, and wording for, any Emergency Orders. Assist OEM personnel in the preparation of Emergency Orders.
7. Keep County Counsel informed of the issuance of any Emergency Proclamations and Orders.
8. Coordinate with City Liaison officers and/or legal advisors of the most impacted jurisdictions to ensure that their legal issues are being addressed at the Operational Area level.
9. Advise CEOC management as to the need for County Counsel presence in the CEOC. (NOTE: It is very likely that after the first few days of an emergency, County Counsel may be able to provide support from normal office locations or from on-call status from home.)
10. At shift change, brief your replacement on key activity that impacts on your function.

**Transition to Initial Recovery**

**NOTE: It is likely that County Counsel may have to return to the CEOC for a short time to support the transition to Initial Recovery.**

1. Coordinate with CEOC management on potential legal issues associated with decisions necessary to prioritize or conduct initial recovery operations.
2. Coordinate with the REOC legal advisor for any potential legal impacts associated with Initial Recovery.

**Deactivation**

1. Ensure that legal advice will be available to support CEOC management during deactivation.
2. Ensure that a County Counsel representative will be tracking post-activation operations for potential legal impacts.
3. Ensure that your requirements for the After-Action Report have been met.
4. Ensure your parent department or agency knows that you have been released from your CEOC assignment.
5. Close-out your log and ensure an electronic copy is available in the system.

## **MANAGEMENT SECTION**

### **CEOC CHECKLIST**

#### **CEOC SPECIAL STAFF SECTION**

#### **LIAISON OFFICER (LASD)**

#### **RESPONSIBILITIES**

1. The Liaison Officer is provided to the CEOC by the EOB. The Liaison Officer is assigned to the CEOC Manager's Special Staff Section and functions as the personal representative of the CEOC Manager to the agency representatives who respond to the CEOC.
2. The Liaison Officer is responsible for overseeing all liaison activities. These include:
  - a. Coordinating Agency Representatives assigned to the CEOC.
  - b. Handling requests from other agencies for sending liaison personnel to other EOC's.
  - c. Ensuring that personnel from assisting or cooperating agencies are assigned to a CEOC staff section for accountability and support.
  - d. Ensuring that all developed CEOC guidelines, supporting materials and checklists are disseminated to Agency Representatives
  - e. Keeping a record of all non-County personnel in the CEOC.
  - f. Assisting the hosting Section or Branch with dissemination of such operational documents as directives, operations plans and situation information and ensuring proper information flow.
  - g. Ensuring that deactivation of the Agency Representatives is accomplished.

## **CHECKLIST**

### **Activation**

1. Check-in upon arrival at the CEOC first Floor Security station. Obtain proximity card reader and CEOC identification card.
2. Report to the CEOC Manager or his/her designee (EOB OIC). Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
3. Obtain a situation briefing.
4. Review your position responsibilities, responsibilities of the Management Staff Section, CEOC checklist, and the CEOC-SOP.
5. Review organization in place at the CEOC. Know where to go for information and support.
6. Ensure that Liaison position is set up properly and that equipment and supplies are in place. Set-up your work station, including maps and status boards.
7. See Activation for EMIS, GIS, fax, telephone system, televisions, audio system, etc. Check radio equipment. If unable to operate, notify CEOC Logistics Section Communications Branch.
8. Open and maintain Liaison Log.
9. Monitor assigned EMIS terminal for messages.
10. Meet with the Operations OIC and;
  - a. Obtain and review any current operations.
  - b. Obtain guidance for Agency Representatives.
  - c. Obtain list of Agency Representatives not present, yet needed.
11. Meet with the CEOC Planning/Intelligence Section OIC, and:
  - a. Obtain and review any major incident reports.

- b. Obtain future intelligence estimates.
  - c. Obtain current list of Agency Representatives from Security Officer.
12. Ensure Agency Representative's:
- a. Area is set-up.
  - b. EMIS terminals are operational.
  - c. Telephones are operational.
13. Make plans for second CEOC shift, as necessary.
14. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

**Operational Duties**

- 1. Secure management guidance from CEOC Manager.
- 2. Meet with Agency Representatives and assist with their set-up.
- 3. Assign each Agency Representative to a Section or a Branch (See CEOC-SOP).
- 4. Establish information exchange protocols between Section/Branch and the representatives.
- 5. Continuously monitor Representative's needs.
- 6. Arrange for preparation of briefings and supporting materials as required.
- 7. Brief or ensure Agency Representatives are briefed on:
  - a. Current situation.
  - b. Operational Area priorities.
  - c. Operations plan(s).

8. Keep up-to-date on the situation.
9. Maintain Liaison Log in EMIS.
10. Attend all briefings.
11. Determine if outside liaison is required from:
  - a. Other governmental agencies.
  - b. Volunteer Organizations.
  - c. Private Sector organizations.
  - d. Utilities (not already represented in pool) .
12. Request Agency Representatives contact their agency to:
  - a. Determine level of activation.
  - b. Establish information exchange protocols and schedules to meet CEOC needs.
  - c. Obtain any intelligence or situation information which may be useful to the CEOC.
13. Compile list of Agency Representatives and make it available to all CEOC staff.
14. Respond to requests from Sections/Branches for Agency information.
15. Confer with CEOC Manager and respond to requests from other agencies for CEOC representation elsewhere.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Identify short and long-term recovery issues and send this list via EMIS e-mail to the CEOC Recovery Section.

2. Determine whether staff from your discipline should continue to be represented in the CEOC as part of the RCC and make appropriate recommendations to the Recovery Section.

**Deactivation**

1. Release Agency Representatives no longer required in the CEOC. Consult with the CEOC Manager, Assistant CEOC Manager or the Sheriff's Chief-of-Staff regarding the necessity for continued representation through the Recovery Phase.
2. When all Agency Representatives have left the facility, deactivate the Liaison position and close-out the Liaison Log in EMIS.
3. Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
4. Ensure that any required forms and reports are completed prior to your release and departure.
5. Be prepared to provide input to the After-Action Report.

## **MANAGEMENT SECTION**

### **CEOC CHECKLIST**

#### **CEOC SPECIAL STAFF SECTION**

#### **AGENCY REPRESENTATIVES**

**(Various Agencies)**

#### **RESPONSIBILITIES**

1. The Agency Representative is an individual who represents the concerns of his/her agency to the CEOC and its staff for the period of CEOC activation. The Agency Representative should be able to speak for his/her agency within established limits. The Agency Representative may facilitate requests to his/her agency, but does not directly pass or process resource requests.
2. The Agency Representative is assigned to the CEOC Manager's Special Staff and specifically reports to the Liaison Officer. The Liaison Officer's primary function is to oversee the agency representatives' physical and organizational (e.g., housekeeping) needs in the CEOC. The representative is assigned to a specific Section or Branch for operational connectivity and interaction.

#### **CHECKLIST**

##### **Activation**

1. Check-in upon arrival at the CEOC first Floor Security station. Obtain proximity card reader and CEOC identification card.
2. Report to the Liaison Officer and:
  - a. Clarify any issues you may have regarding your authority, assignment and what others in the organization do.
  - b. Obtain a situation briefing.
  - c. Obtain and review your position expectations, the CEOC checklist, and the CEOC-SOP.
  - d. Review organization in place at the CEOC. Know where to go for information and

- support.
- e. Obtain CEOC Organizational chart, floor plan and telephone directory.
3. Ensure your position is set up properly and that needed equipment and supplies are in place. Set-up your work station, including maps and status boards.
  4. See Activation for EMIS, GIS, fax, telephone system, televisions, audio system, etc. Check radio equipment. If unable to operate, notify CEOC Logistics Section Communications Branch via the Liaison Officer.
  5. Open and maintain your position-specific Log in EMIS.
  6. Monitor assigned EMIS terminal for messages.
  7. Contact the CEOC Section/Branch appropriate to your responsibility (assigned in the CEOC-SOP) and:
    - a. Obtain and review any current operations.
    - b. Obtain and review any major incident reports.
    - c. Obtain future intelligence estimates.
    - d. Obtain reporting guidance.
  8. Make plans for second CEOC shift, as necessary.
  9. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

### **Operational Duties**

1. Obtain current situation briefing from the person you are relieving, or from the Liaison Officer.
2. Assign each Agency Representative to a Section or a Branch (See CEOC-SOP).
3. Establish information exchange procedures between the Section/Branch and the representatives.

4. Continuously monitor Representative's needs.
5. Arrange for preparation of briefings and supporting materials as required.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Identify short and long-term recovery issues and send this list via EMIS e-mail to the CEOC Recovery Section.
2. Determine whether staff from your discipline should continue to be represented in the CEOC as part of the RCC, and make appropriate recommendations to the Recovery Section via the Liaison Officer.

**Deactivation**

1. See Liaison Officer Checklist for deactivation of Agency Representative position(s).
2. Be prepared to provide input to the After-Action Report.
3. Ensure your Agency knows that you have been released from your CEOC assignment.

# **PART TWO OPERATIONS SECTION**

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# OPERATIONS SECTION

## GENERAL

### PURPOSE

The Operations Section's responsibility is to coordinate and monitor the implementation of the Operational Area's Operations Plan, and provide support to multiple agency/multiple jurisdictional response operations. Specific duties include:

Implementing the CEOC Action Plan, strategies and priorities and monitoring progress towards mitigating the effects of the disaster.

Supporting Emergency Response and Initial Recovery operations with involved departments, agencies and jurisdictions.

Validating, prioritizing and forwarding unmet resource requests to the Logistics Section.

Keeping the CEOC Manager briefed on Operations issues.

The Operations Section consists of the following branches:

- **Public Safety Branch** (Sheriff, Fire and Coroner personnel)
- **Construction and Engineering Branch** (Public Works personnel)
- **Health Services Branch** (Health Services personnel)
- **Care and Shelter Branch** (Department of Public Social Services and American Red Cross personnel)

Specific duties of personnel assigned to these Branches are included at the end of this Section.

### CONCEPT OF OPERATIONS

The Operations Section will operate under the following policies during a disaster/emergency as the situation dictates:

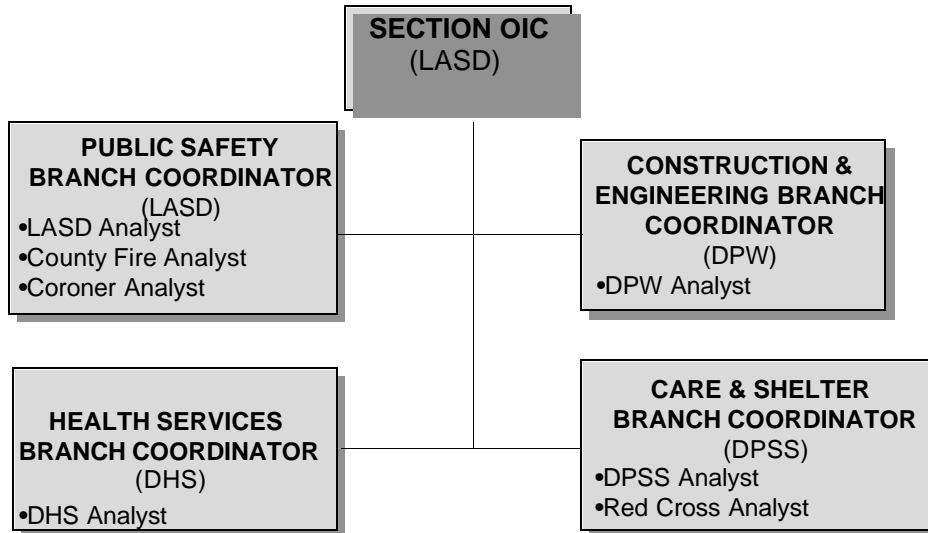
SEMS will be followed.

All existing County and departmental operating procedures will be adhered to.

All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with departmental policy.

While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.

# OPERATIONS SECTION ORGANIZATION CHART



## **OPERATIONS SECTION STAFF**

The Sheriff's Department will fill the position of Operations Section Officer-in-Charge (OIC). The following branches/units may be established as the need arises:

- Public Safety Branch
- Construction and Engineering Branch
- Health Services Branch
- Care and Shelter Branch

### **Operations Section OIC**

The Operations Section OIC provides leadership to the Operations Branches. The Operations Section OIC is responsible for:

- Understanding the current situation.
- Identifying probable resource needs.
- Preparing alternative strategies.

### **Public Safety Branch**

The Public Safety Branch is responsible for providing staff support and analysis for all public safety issues to include Law Enforcement, Fire and Rescue, and Coroner operations. Specific responsibilities include monitoring the status and Operational Area management of:

- Major deployments of Fire, Law and Coroner personnel and assets.
- Major fire, Urban Search and Rescue and Hazardous Materials incidents.
- Major law enforcement incidents and traffic problems.
- Status of Law, Fire and Coroner Mutual Aid.
- Status of Sheriff's (LASD) Aero Bureau and Fire's Air Operations Division's helicopters.
- Status of the water distribution systems.
- Status of the EAS.
- Locations of large numbers of deceased.
- Number and location of temporary morgues.

### **Construction and Engineering Branch**

The Construction and Engineering Branch is responsible for providing staff support and

analysis for construction, engineering, jurisdictional safety assessment, and debris removal issues. Specific responsibilities include monitoring the status and Operational Area management of:

- Major flood control systems (dams, channels, debris basins, etc.) May be obtained from the Corps of Engineers or the owning jurisdiction.
- Water systems (may be obtained from the owning jurisdiction or the Metropolitan Water District-MWD).
- Disaster Route System, including significant damage to major sections of the system and road closures in general.
- Major rail lines (information obtained by coordination with the railroads).
- Major airfields (may be obtained from the owning jurisdiction or the Federal Aviation Administration-FAA).
- Harbors and seaports (may be obtained from the owning jurisdiction or the Coast Guard).
- Various sewage systems.
- Requests for Public Works Mutual Aid.
- Safety assessment programs and priorities to include the number of teams working versus number required/requested; estimate of the percent of safety inspections completed; and the number of buildings destroyed or damaged, and ordered demolished, with their estimated value.

## **Health Services Branch**

The Health Services Branch is responsible for providing staff support, status of, and analysis for all health-related issues to include:

- An estimate of injured patients admitted, treated and released by public and private hospitals, clinics or Casualty Collection Points (CCPs).
- The status of major public and private hospitals and the number of beds available versus an estimate of need.
- The status of community clinics and Skilled Nursing Facilities.
- The number, location and capacity of field CCP sites established by the County.
- The number and status of Disaster Medical Assistance Teams (DMAT) requested and/or on the scene.
- The disaster-caused health impacts to the food and water distribution systems.
- The status of inspections and advisories on general sanitation matters.
- The prevention and control of communicable diseases.
- The status of Mental Health support to the Operational Area and jurisdictional activity.
- Requests for mutual aid in the health services area and the reasons for and status of those requests.

## **Care and Shelter Branch**

The Care and Shelter Branch is responsible for providing staff support, status of and analysis for all care and sheltering, social service and school issues. Specific responsibilities include monitoring the status and Operational Area management of:

- The location, number and status of temporary shelters.
- The number of displaced residents.
- The location and status of food distribution points.
- Coordination of human resource needs with InfoLine and other private human service providers including the American Red Cross (ARC), The Salvation Army and Emergency Network Los Angeles (ENLA).

## **OPERATIONS SECTION**

### **CEOC CHECKLIST**

#### **CEOC OPERATIONS SECTION OPERATIONS SECTION OIC (LASD)**

#### **RESPONSIBILITIES**

4. Ensure that the operations function is carried out including the coordination of response for all operational functions assigned to the CEOC.
5. Ensure that operational objectives and assignments identified in the CEOC Operations Action Plans are carried out effectively.
6. Establish the appropriate level of Branch organization within the Section and continuously monitor the effectiveness of that organization. Make changes as required.
7. Exercise overall responsibility for the coordination of Branch activities within the Section. Ensure that all state agency actions within the Branches are accomplished within the priorities established.
8. Report to the CEOC Manager on all matters pertaining to Section activities.

#### **CHECKLIST**

##### **Activation**

1. Check-in upon arrival at the CEOC first Floor Security station. Obtain proximity card reader and CEOC identification card.
2. Report to the CEOC Manager or his designee (EOB OIC). Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
3. Obtain a situation briefing.
4. Review your position responsibilities, responsibilities of the Operations Section and its Branches, CEOC checklist, and the CEOC-SOP.

5. Review organization in place at the CEOC. Know where to go for information and support.
  6. Determine which of the following Branch staff(s) have been activated. Activate if necessary.
    - a. Public Safety
    - b. Construction and Engineering
    - c. Health Services
    - d. Care and Shelter
  7. Ensure that Operations Section and its necessary Branches are set up properly and that appropriate personnel, equipment, and supplies are in place. Set-up your work station, including maps and status boards.
  8. See Activation Procedures for EMIS, GIS, fax, telephone system, televisions, audio system, etc. Check radio equipment. If unable to operate, notify CEOC Logistics Section Communications Branch.
  9. Open and maintain Section Log.
  10. Monitor assigned EMIS terminal for messages.
  11. Establish contact with appropriate Branch DOCs. Advise of your presence.
    - a. Determine any major incident reports.
    - b. Determine the status of their DOC Operations Sections.
    - c. Determine on-going and planned operations.
    - d. Determine the status of any requests for assistance.
- NOTE:** Use the Branch staff for these Status Reports, when possible.
12. Meet with the CEOC Planning/Intelligence Section OIC, and:
    - a. Obtain and review any major incident reports.

- b. Obtain from Planning/Intelligence Section additional field operational information that may pertain to or affect Section operations.
13. Determine which Agency Representatives are in place or have been activated, and their estimated time of arrival (ETA). Activate if necessary.
14. Brief Agency Representatives.
15. Based upon the situation as known or forecast:
  - a. Determine likely future Operations Section strategic objectives.
  - b. Develop plan for carrying out all responsibilities.
  - c. Make a list of the key issues currently facing the Section and the period of time needed for the execution of a given set of operational actions.
  - d. Establish list of actions to be accomplished within the next Operational Period.
16. Advise the CEOC Manager regarding the status of the Operations Section.
17. Meet regularly with Branch Coordinators.
18. Continuously assess the need to activate additional staff and Agency Representatives.
19. Make plans for second CEOC shift, as necessary.
20. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

**Operational Duties**

1. Ensure Section logs and files are maintained.
2. Maintain current, clear, and understandable displays associated with your section.
3. Keep up-to-date on the situation and resources associated with your section. Maintain the current status in EMIS at all times.
4. Ensure all decisions or other important information are documented in EMIS with copies to Branch Coordinators, respective DOCs and CEOC Management.

5. Review all information for relevance to respective Branch DOCs and ensure critical information is transmitted to respective DOC managers.
6. Transmit all emergency information by the most expedient method, then keystroke it into EMIS for record-keeping purposes.
7. Ensure regular situation reports are provided to and received from the respective DOCs via Branches, if activated.
8. Provide situation and resources information to the Planning/Intelligence Section on a periodic basis or as the situation requires.
9. Conduct periodic Section briefings for up-coming Operational period, sharing updated information.
10. Attend and participate in CEOC briefings and planning meetings.
11. Work closely with the Planning/Intelligence Section OIC in the development of Operations Plans.
12. Work closely with each Branch Coordinator to ensure Operations objectives as defined in the current Operations Plan are being addressed.
13. Ensure that Branches coordinate all resource needs and that they are initially channeled through the appropriate DOC for action.
14. Ensure that intelligence from Branch Coordinators and Agency Representatives is made available to the Planning/Intelligence Section.
15. Anticipate potential situation changes. Develop contingency plans.
16. Share status information with other sections as appropriate.
17. Brief the CEOC Manager on major problem areas that now need or will require solutions.
18. Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section:
  - a. Notification of any emergency expenditures.
  - b. Daily time-sheets.

19. Make sure that all contacts with the media are fully coordinated first with the CEOC PIO.
20. Brief your relief at shift change time.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Identify any discipline-specific response issues that are still outstanding and ensure that these are being handled by departments in the Operations Section.
2. Identify short and long-term recovery issues and send this list via EMIS e-mail to the CEOC Recovery Section.
3. Determine whether staff from the Operations Section should continue to be represented in the CEOC as part of the RCC and make appropriate recommendations to the Recovery Section.

**Deactivation**

1. Authorize deactivation of organizational elements within the Section when they are no longer required. Ensure that any open actions are handled by section or transferred to other CEOC elements as appropriate.
2. Deactivate the Section and close-out logs when authorized by the CEOC Manager.
3. Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
4. Ensure that any required forms or reports are completed prior to your release and departure.
5. Be prepared to create an After-Action Report.

## **OPERATIONS SECTION**

### **CEOC CHECKLIST**

#### **PUBLIC SAFETY BRANCH BRANCH COORDINATOR (LASD)**

#### **RESPONSIBILITIES**

1. The Public Safety Branch of the Operations Section is comprised of representatives from the Sheriff's, Fire, and Coroner's Departments. The Public Safety Branch is responsible for providing the CEOC with analysis on major issues relative to:
  - a. Major deployments of fire, law and coroner personnel and assets
  - b. Major fire, USAR and HazMat incidents
  - c. Major law enforcement incidents and traffic problems
  - d. Status of Law, Fire and Coroner Mutual Aid
  - e. Status of LASD Aero Bureau and Fire's Air Operation Division's helicopters
  - f. Status of the water distribution systems
  - g. Status of the Emergency Alert System (EAS)
  - h. Locations of large numbers of deceased
  - i. Number and locations of temporary morgues
  
2. The Public Safety Branch representatives should be able to speak for their respective departments within established limits.

#### **CHECKLIST**

#### **Activation**

## ***Los Angeles County Operational Area Emergency Response Plan***

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1. Check-in upon arrival at the CEOC first floor Security station. Obtain Proximity Card reader and CEOC identification card.
2. Report to the Operations Section OIC or his designee (EOB OIC). Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
3. Obtain a situation briefing.
4. Review your position responsibilities, responsibilities of the Public Safety Branch, CEOC checklist and the CEOC-SOP.
5. Review organization in place at the CEOC. Know where to go for information or support.
6. Ensure the Public Safety Branch is set-up properly and appropriate personnel, equipment, and supplies are in place. Set-up work station, including maps and status boards.
7. See Activation Procedures for EMIS, GIS, fax, telephone system, televisions, audio system, etc. Check radio equipment. If unable to operate, notify CEOC Logistics Section Communications Branch.
8. Open and maintain Public Safety Branch log.
9. Monitor assigned EMIS terminal for messages.
10. Establish contact with respective DOCs. Advise of your presence.
11. Determine any major incident reports.
12. Determine the status of their DOC Operations Sections.
13. Determine on-going and planned operations.
14. Determine the status of any requests for assistance.
15. Meet with CEOC Planning/Intelligence Section and:
  - a. Obtain and review any major incident reports.
  - b. Obtain from the Planning and Intelligence Section additional field operational information which may pertain to or affect the Public Safety Branch operations.

16. Determine which Agency Representatives are in place or have been activated, and their estimated time of arrival (ETA) at the CEOC. Activate if necessary.
17. Brief Agency Representatives who are assigned to your Branch.
18. Based on the situation as known or forecast, determine likely future Public Safety Branch needs.
  - a. Make a list of the key issues currently facing the Public Safety Branch. Clearly establish action items to be accomplished within the next operational period.
  - b. Request additional personnel for the Public Safety Branch as necessary.
19. Advise Operations Section OIC on Public Safety Branch status.
20. Make plans for second EOC shift, as necessary.
21. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

**Operational Duties**

1. Ensure that Public Safety Branch logs and files are maintained.
2. Maintain current, clear, and understandable displays associated with your Branch.
3. Keep up-to-date on situation and resources associated with the Public Safety Branch. Maintain the current status in EMIS at all times.
4. Ensure all decisions or other important information are documented into EMIS with copies to respective DOCs.
5. Review all information for relevance to your respective DOC and support departments.
6. Communicate critical information to respective DOC managers.
7. Transmit all emergency information by the most expedient method, then keystroke it into EMIS for recordation purposes.
8. Ensure regular situation reports are provided to and received from the respective DOCs.

## ***Los Angeles County Operational Area Emergency Response Plan***

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9. Provide situation information to the Planning/Intelligence Section on a periodic basis or as the situation requires.
10. Continuously obtain and review any major incident reports which may affect your Branch.
11. Work closely with the Planning/Intelligence Section in the development of Operations Action Plans.
12. Attend Operations Section meetings.
13. Work closely with other Branch Coordinators to ensure the Operations Section objectives as defined in the current Operations Plan are addressed.
14. Ensure resource needs are initially channeled through the respective DOCs for action and that the Operations OIC is kept informed of request's status.
15. Ensure fiscal and administrative requirements are coordinated through the Finance and Administration Section.
16. Supervise the Public Safety Branch staff.
17. Brief the Operations Section OIC on major problem areas that now need or will require solutions.
18. Share status information with other Branches and Agency Representatives as appropriate.
19. Anticipate potential situation changes. Develop contingency plans.
20. Ensure that all contacts with the media are fully coordinated first with the CEOC PIO and the respective DOC PIOs.
21. Brief your relief at shift change time.

### **Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Identify any discipline-specific response issues that are still outstanding and ensure that these are being handled by your department.
2. Identify short and long-term recovery issues and send this list via EMIS e-mail to the

CEOC Recovery Section.

3. Determine whether staff from your discipline should continue to be represented in the CEOC as part of the RCC, and make appropriate recommendations to the Recovery Section.

**Deactivation**

1. Deactivate the Public Safety Branch and close out logs when authorized by the Operations Section OIC or the CEOC Manager. Coordinate deactivation with the respective DOC Operations Chiefs.
2. Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
3. Ensure that any required forms and reports are completed prior to your release and departure.
4. Be prepared to provide input to the After-Action Report.

## **OPERATIONS SECTION**

### **CEOC CHECKLIST**

#### **CONSTRUCTION AND ENGINEERING BRANCH BRANCH COORDINATOR (DPW)**

#### **RESPONSIBILITIES**

1. The Construction and Engineering Branch is responsible for providing analysis for construction, engineering, jurisdictional safety assessment, and debris removal issues. This includes the Operational Area point of contact for information on the following systems or services:
  - a. Flood Control
  - b. Water Systems
  - c. Sewage systems
  - d. Transportation systems
  - e. Disaster Routes
  - f. Major rail lines
  - g. Major airfields
  - h. Harbors and seaports
  - i. Building inspectors
  
2. The Construction and Engineering Branch Coordinator is assigned to the CEOC from the Los Angeles County Department of Public Works (DPW). The Construction and Engineering Branch representative should be able to speak for DPW management within established limits.

#### **CHECKLIST**

**Activation**

1. Check-in upon arrival at the CEOC first floor Security station. Obtain Proximity Card reader and CEOC identification card.
2. Report to the Operations Section OIC or his designee (EOB OIC). Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
3. Obtain a situation briefing.
4. Review your position responsibilities, responsibilities of the Construction and Engineering Branch, CEOC checklist and the CEOC-SOP.
5. Review organization in place at the CEOC. Know where to go for information or support.
6. Ensure the Construction and Engineering Branch is set-up properly and appropriate personnel, equipment, and supplies are in place. Set-up work station, including maps and status boards.
7. See Activation Procedures for EMIS, GIS, fax, telephone system, televisions, audio system, etc. Check radio equipment. If unable to operate, notify CEOC Logistics Section Communications Branch.
8. Open and maintain Construction and Engineering Branch log.
9. Monitor assigned EMIS terminal for messages.
10. Establish contact with respective DOCs. Advise of your presence.
  - a. Determine the status of their DOC Operations Sections.
  - b. Determine on-going and planned operations.
  - c. Determine the status of any requests for assistance.
11. Meet with CEOC Planning/Intelligence Section and:
  - a. Obtain and review any major incident reports.
  - b. Obtain from the Planning and Intelligence Section additional field operational information which may pertain to or affect the Construction and Engineering Branch

operations.

12. Determine which Agency Representatives are in place or have been activated, and their estimated time of arrival (ETA) at the CEOC. Activate if necessary.
13. Brief Agency Representatives who are assigned to your Branch.
14. Based on the situation as known or forecast, determine likely future Construction and Engineering Branch needs:
  - a. Make a list of the key issues currently facing the Construction and Engineering Branch. Clearly establish action items to be accomplished within the next operational period.
  - b. Request additional personnel for the Construction and Engineering Branch as necessary.
15. Advise Operations Section OIC on the Construction and Engineering Branch status.
16. Make plans for second CEOC shift, as necessary.
17. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

### **Operational Duties**

1. Ensure that Construction and Engineering Branch logs and files are maintained.
2. Maintain current, clear, and understandable displays associated with your Branch.
3. Keep up-to-date on situation and resources associated with Construction and Engineering Branch. Maintain the current status in EMIS at all times.
4. Ensure all decisions or other important information are documented in EMIS with copies to respective DOCs.
5. Review all information for relevance to your respective DOC and support departments.
6. Communicate critical information to your respective DOC manager.
7. Transmit all emergency information by the most expedient method, then keystroke it into

- EMIS for record-keeping purposes.
8. Ensure regular situation reports are provided to and received from the respective DOCs.
  9. Provide situation information to the Planning/Intelligence Section on a periodic basis or as the situation requires.
  10. Continuously obtain and review any major incident reports which may affect your Branch.
  11. Work closely with the Planning/Intelligence Section in the development of Operations Action Plans.
  12. Attend Operations Section meetings.
  13. Work closely with other Branch Coordinators to ensure the Operations Section objectives as defined in the current Action Plan are addressed.
  14. Ensure resource needs are initially channeled through the respective DOCs for action and that the Operations OIC is kept informed of request's status.
  15. Ensure fiscal and administrative requirements are coordinated through the Finance and Administration Section.
  16. Supervise the Construction and Engineering Branch staff.
  17. Brief the Operations Section OIC on major problem areas that now need or will require solutions.
  18. Share status information with other Branches and Agency Representatives.
  19. Anticipate potential situation changes. Develop contingency plans.
  20. Ensure that all contacts with the media are fully coordinated first with the CEOC PIO and the respective DOC PIOs.
  21. Brief your relief at shift change time.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Identify any discipline-specific response issues that are still outstanding and ensure that

these are being handled by your department.

2. Identify short and long-term recovery issues and send this list via EMIS e-mail to the CEOC Recovery Section.
3. Determine whether staff from your discipline should continue to be represented at the CEOC as part of the RCC, and make appropriate recommendations to the Recovery Section.

**Deactivation**

1. Deactivate the Construction and Engineering Branch and close out logs when authorized by the Operations Section OIC or the CEOC Manager. Coordinate deactivation with the respective DOC Operations Section OIC.
2. Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
3. Ensure that any required forms and reports are completed prior to your release and departure.
4. Be prepared to provide input to the After-Action Report.

## **OPERATIONS SECTION**

### **CEOC CHECKLIST**

#### **HEALTH SERVICES BRANCH BRANCH COORDINATOR (DHS)**

#### **RESPONSIBILITIES**

1. The Health Services Coordinator's position is staffed by an individual assigned to the CEOC and furnished by the Los Angeles County Department of Health Services (DHS). This representative shall speak for the Department within established limits.
2. The Coordinator has primary responsibility for:
  - a. Coordinating local government medical and health services, both public and private, during a disaster.
  - b. Ensuring coordination between the DHS DOC and other CEOC functions.
  - c. Supporting the emergency requirements of the medical and health care functions.
  - d. Supporting both DPSS and ARC representatives in the CEOC and the cities in the county to ensure the most effective delivery of service.
3. The Health Services Coordinator will fully support CEOC activities and priorities and will discuss all DPSS, ARC and CEOC concerns and priorities with the DHS DOC Operations Section OIC.
4. The Coordinator is responsible to both the DHS DOC Operations Section OIC and to the CEOC Manager.

#### **CHECKLIST**

##### **Activation**

1. Check-in upon arrival at the CEOC first floor Security station. Obtain Proximity Card reader and CEOC identification card.

***Los Angeles County Operational Area Emergency Response Plan***

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2. Report to the Operations Section OIC or his designee (EOB OIC). Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
3. Obtain a situation briefing.
4. Review your position responsibilities, responsibilities of the Health Services Branch, CEOC checklist and the CEOC-SOP.
5. Review organization in place at the CEOC. Know where to go for information or support.
6. Ensure the Health Services Branch is set-up properly and appropriate personnel, equipment, and supplies are in place. Set-up work station, including maps and status boards.
7. See Activation Procedures for EMIS, GIS, fax, telephone system, televisions, audio system, etc. Check radio equipment. If unable to operate, notify CEOC Logistics Section Communications Branch.
8. Open and maintain Health Services Branch log.
9. Monitor assigned EMIS terminal for messages.
10. Establish contact with respective DOCs. Advise of your presence.
  - a. Determine any major incident reports.
  - b. Determine the status of their DOC Operations Sections.
  - c. Determine on-going and planned operations.
    - (1) Ascertain the number of health facilities which require evacuation.
    - (2) Coordinate service restoration to undamaged health facilities.
    - (3) Ascertain the location and type of existing and/or potential public health hazards.
    - (4) Identify activated CCP sites and maintain a current listing.
    - (5) Identify the number of DMATs deployed and maintain a current listing.

- d. Determine the status of any requests for assistance.
11. Meet with CEOC Planning/Intelligence Section and:
    - a. Obtain and review any major incident reports.
    - b. Obtain from the Planning and Intelligence Section additional field operational information which may pertain to or affect the Health Services Branch operations.
  12. Determine which Agency Representatives are in place or have been activated, and their estimated time of arrival (ETA) at the CEOC. Activate if necessary.
  13. Brief Agency Representatives who are assigned to your Branch.
  14. Based on the situation as known or forecast, determine likely future Health Services Branch needs.
    - a. Make a list of the key issues currently facing the Health Services Branch. Clearly establish action items to be accomplished within the next operational period.
    - b. Request additional personnel for the Health Services Branch as necessary.
  15. Advise Operations Section OIC on the Health Services Branch status.
  16. Make plans for second CEOC shift, as necessary.
  17. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

### **Operational Duties**

1. Ensure that Health Services Branch logs and files are maintained.
2. Maintain current, clear, and understandable displays associated with your Branch.
3. Keep up-to-date on situation and resources associated with the Health Services Branch. Maintain the current status in EMIS at all times.
4. Ensure all decisions or other important information are documented in EMIS with copies to respective DOCs.

5. Review all information for relevance to your respective DOC and support departments.
6. Communicate critical information to your respective DOC manager.
7. Transmit all emergency information by the most expedient method, then keystroke it into EMIS for record keeping purposes.
8. Ensure regular situation reports are provided to and received from the respective DOCs.
9. Provide situation information to the Planning/Intelligence Section on a periodic basis or as the situation requires.
10. Continuously obtain and review any major incident reports which may affect your Branch.
11. Work closely with the Planning/Intelligence Section in the development of Operations Action Plans.
12. Attend Operations Section meetings.
13. Work closely with other Branch Coordinators to ensure the Operations Section objectives as defined in the current Operations Plan are addressed.
14. Ensure resource needs are initially channeled through the respective DOCs for action and that the Operations OIC is kept informed of request's status.
15. Ensure fiscal and administrative requirements are coordinated through the Finance and Administration Section.
16. Supervise the Health Services Branch staff.
17. Brief the Operations Section OIC on major problem areas that now need or will require solutions.
18. Share status information with other Branches and Agency Representatives.
19. Anticipate potential situation changes. Develop contingency plans.
20. Ensure that all contacts with the media are fully coordinated first with the CEOC PIO and the respective DOC PIOs.

21. Brief your relief at shift change time.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Identify any discipline-specific response issues that are still outstanding and ensure that these are being handled by your department.
2. Identify short and long-term recovery issues and send this list via EMIS e-mail to the CEOC Recovery Section.
3. Determine whether staff from your discipline should continue to be represented in the CEOC as part of the RCC, and make appropriate recommendations to the Recovery Section.

**Deactivation**

1. Deactivate the Health Services Branch and close out logs when authorized by the Operations Section OIC or the CEOC Manager. Coordinate deactivation with the respective DOC Operations Section OIC.
2. Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
3. Ensure that any required forms and reports are completed prior to your release and departure.
4. Be prepared to provide input to the After-Action Report.

## **OPERATIONS SECTION**

### **CEOC CHECKLIST**

#### **CARE AND SHELTER BRANCH BRANCH COORDINATOR (DPSS)**

#### **RESPONSIBILITIES**

1. The Care and Shelter Branch is responsible for providing the CEOC with analysis of major issues relative to the emergency shelter and feeding needs of disaster victims and to represent Care and Shelter concerns with other disciplines within the CEOC.
2. The DPSS DOC has primary responsibility for coordinating local government care and shelter activities.
3. The Care and Shelter Branch Coordinator will:
  - a. Work closely with the DPSS DOC to ensure coordination with other CEOC functions.
  - b. Support the emergency requirements of the care and shelter functions and of DPSS and its support county departments.
  - c. Work closely with the ARC representative in the CEOC, the DPSS DOC, and with cities in the county to ensure the most effective possible delivery of services.
  - d. Fully support CEOC activities and priorities.
  - e. Discuss all ARC and CEOC concerns and priorities with the DPSS DOC Manager.
4. The Care and Shelter Branch Coordinator is responsible to both the DPSS DOC Manager and to the CEOC Operations OIC. It is not expected that there will be any conflict in instructions between the DPSS and CEOC, but any conflict must be discussed immediately with the DPSS DOC Manager.

#### **CHECKLIST**

#### **Activation**

1. Check-in upon arrival at the CEOC first floor Security station. Obtain Proximity Card reader and CEOC identification card.
2. Report to the Operations Section OIC or his designee (EOB OIC). Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
3. Obtain a situation briefing.
4. Review your position responsibilities, the responsibilities of the Care and Shelter Branch, CEOC checklist and the CEOC-SOP.
5. Review organization in place at the CEOC. Know where to go for information or support.
6. Ensure the Care and Shelter Branch is set-up properly and appropriate personnel, equipment, and supplies are in place. Set-up work station, including maps and status boards.
7. See Activation Procedures for EMIS, GIS, fax, telephone system, televisions, audio system, etc. Check radio equipment. If unable to operate, notify CEOC Logistics Section Communications Branch.
8. Open and maintain Care and Shelter Branch log.
9. Monitor assigned EMIS terminal for messages.
10. Establish contact with respective DOCs. Advise of your presence.
  - a. Determine any major incident reports.
  - b. Determine the status of the DOC Operations Sections.
  - c. Determine on-going and planned operations.
  - d. Determine the status of any requests for assistance.
11. Meet with CEOC Planning/Intelligence Section and;
  - a. Obtain and review any major incident reports.
  - b. Obtain from the Planning and Intelligence Section additional field operational information which may pertain to or affect the Care and Shelter operations.

12. Meet and discuss the human services situation with the ARC, any city agency representatives in the CEOC, and the Health Services Branch staff.
13. Ensure that the ARC representative has work space and is informed on CEOC activities and attends appropriate briefings.
14. Determine which Agency Representatives are in place or have been activated, and their estimated time of arrival (ETA) at the CEOC. Activate if necessary.
15. Brief Agency Representatives who are assigned to your Branch.
16. Based on the situation as known or forecast, determine likely future Care and Shelter Branch needs.
  - a. Make a list of the key issues currently facing Care and Shelter Branch. Clearly establish action items to be accomplished within the next operational period.
  - b. Request additional personnel for the Care and Shelter Branch as necessary.
17. Advise Operations Section OIC on Care and Shelter Branch status.
18. Make plans for second CEOC shift, as necessary.
19. Coordinate closely with the Recovery Section on issues with longer-term recovery potential.
20. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

**Operational Duties**

1. Ensure that Care and Shelter Branch logs and files are maintained.
2. Maintain current, clear, and understandable displays associated with your Branch.
3. Keep up-to-date on situation and resources associated with the Care and Shelter Branch. Maintain the current status in EMIS at all times.
4. Ensure all decisions or other important information are documented into EMIS with copies to respective DOCs.

5. Review all information for relevance to your respective DOC and support departments.
6. Communicate critical information to respective DOC managers.
7. Transmit all emergency information by the most expedient method, then keystroke it into EMIS for record-keeping purposes.
8. Ensure regular situation reports are provided to and received from the respective DOCs.
9. Provide situation information to the Planning/Intelligence Section on a periodic basis or as the situation requires.
10. Continuously obtain and review any major incident reports which may affect your Branch.
11. Work closely with the Planning/Intelligence Section in the development of Operations Action Plans.
12. Attend Operations Section meetings.
13. Work closely with other Branch Coordinators to ensure the Operations Section objectives as defined in the current Operations Plan are addressed.
14. Ensure resource needs are initially channeled through the respective DOCs for action and that the Operations OIC is kept informed of request's status.
15. Ensure fiscal and administrative requirements are coordinated through the Finance and Administration Section.
16. Supervise the Care and Shelter Branch staff.
17. Brief the Operations Section OIC on major problem areas that now need or will require solutions.
18. Share status information with other Branches and Agency Representatives as appropriate.
19. Anticipate potential situation changes. Develop contingency plans.
20. Ensure that all contacts with the media are fully coordinated first with the CEOC PIO and the respective DOC PIOs.

21. Brief your relief at shift change time.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Identify any discipline-specific response issues that are still outstanding and ensure that these are being handled by your department.
2. Identify short and long-term recovery issues and send this list via EMIS e-mail to the CEOC Recovery Section.

3. Determine whether staff from your discipline should continue to be represented in the CEOC as part of the RCC, and make appropriate recommendations to the Recovery Section.

**Deactivation**

1. Deactivate the Care and Shelter Branch and close out logs when authorized by the Operations Section OIC or the CEOC Manager. Coordinate deactivation with the respective DOC Operations Chiefs.
2. Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
3. Ensure that any required forms and reports are completed prior to your release and departure.
4. Be prepared to provide input to the After-Action Report.

# **PART TWO PLANNING/INTELLIGENCE SECTION**

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# PLANNING/INTELLIGENCE SECTION

## GENERAL

### PURPOSE

The Planning/Intelligence Section is responsible for collecting, evaluating, displaying, and disseminating information and maintaining documents. Planning/Intelligence also develops the Operational Area's action plans with the assistance of other staff sections, agencies, departments and jurisdictions. The Section is responsible for:

Chairing planning meetings, ensuring agencies and staff sections are represented.

Leading the development of CEOC-approved plans.

Preparing the CEOC's Intelligence Reports.

Ensuring each agency and staff section properly prepares their portion(s) of the CEOC Plans.

Briefing and obtaining the CEOC Manager's approval of the completed plan and coordinating its distribution.

Briefing the CEOC Manager on issues that are developed through the intelligence gathering process.

The Planning/Intelligence Section consists of the following Branches:

- **The Situation Analysis Branch** (Sheriff's Department, Fire Department, Department of Public Works and EMIS Support Team).
- **The Plans Branch** (Fire Department and Department of Public Works).

Specific duties of personnel assigned to these Branches are included at the end of this Section.

### ACTION PLANNING

Action plans are an essential part of SEMS at all levels. Action planning is an effective management tool involving two essential items:

- A process to identify objectives, priorities and assignments related to major emergency response or recovery actions.
- Plans which document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives.

There are two kinds of action plans—Incident Action Plans and CEOC Action Plans. CEOC Action Plans focus on jurisdictional-related issues. The format and content for Action Plans at the Incident level and at CEOC levels will vary. The process for developing Action Plans is quite similar for all SEMS levels. **The CEOC-SOP, Section Eight, CEOC Analysis, Decision Making and Plans provides guidelines on preparing CEOC Action Plans.**

### **After-Action Reports (AARs)**

The completion of AARs is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607(F) mandates that State OES in cooperation with involved state and local agencies complete an AAR within 120 days after each declared disaster.

Section 2450(a) of the SEMS regulations state that ... “Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an AAR to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j).”

## **CONCEPT OF OPERATIONS**

The Planning/Intelligence Section will operate under the following policies during a disaster/emergency as the situation dictates:

SEMS will be followed.

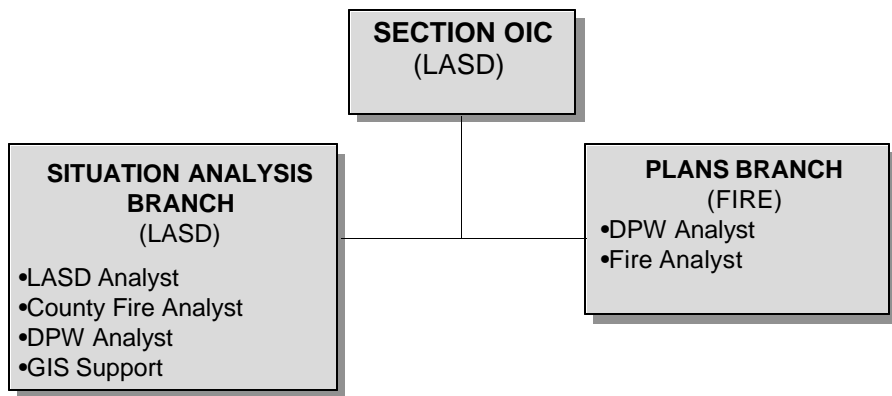
All existing County and departmental operating procedures will be adhered to.

All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with departmental procedures.

While in a disaster mode, operational periods will be 12 hours for the duration of the

event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event-driven.

**PLANNING/INTELLIGENCE SECTION  
ORGANIZATION CHART**



## **PLANNING/INTELLIGENCE SECTION STAFF**

The Sheriff's Department will fill the position of Planning/Intelligence Section OIC. The Planning/Intelligence Section OIC will determine the need for establishing specific and/or specialized branches/groups/units. The following may be established as the need arises:

- Situation Analysis Branch
- Plans Branch

The Planning/Intelligence Section OIC may activate additional branches/groups/units as necessary to fulfill an expanded role.

### **Planning/Intelligence OIC**

The Planning/Intelligence Section OIC is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.

### **Situation Analysis Branch**

The Situation Analysis Branch is responsible for collecting, analyzing, evaluating and disseminating information from cities and unincorporated areas (to include safety assessment information); County departments (including the operational status of departments) and other agencies; and preparation of Intelligence Reports. This Branch is critical to alerting the CEOC of potential problems affecting the Operational Area.

### **Plans Branch**

The Plans Branch is responsible for coordinating the development of Operational Area Plans. This Branch must work with all appropriate CEOC staff, County Departments, other agencies and cities to develop Action Plans.

## **PLANNING/INTELLIGENCE SECTION**

### **CEOC CHECKLIST**

#### **CEOC PLANNING/INTELLIGENCE SECTION**

#### **OIC (LASD)**

#### **RESPONSIBILITIES**

2. The Planning/Intelligence Section of the CEOC is comprised of representatives of the Fire and Public Works Departments, with the OIC provided by the Sheriff's Department.
3. Ensure that the responsibilities of section are carried out including:
  - a. Collecting, analyzing, and displaying situation information.
  - b. Preparing and disseminating periodic situation reports to appropriate sections/organizations.
  - c. Developing Operational Area Operations Plans.
  - d. Advance planning.
  - e. Providing Geographic Information System (GIS) analysis to the various Sections within the CEOC.
  - f. Planning for demobilization.
4. Establish the appropriate level of Branch organization within the Section and continuously monitor the effectiveness of that organization. Make changes as required.
5. Exercise overall responsibility for the coordination of Branch activities within the Planning/Intelligence Section.
6. Report to the CEOC Manager on all matters pertaining to Section activities.

#### **CHECKLIST**

#### **Activation**

1. Check-in upon arrival at the CEOC first Floor Security station. Obtain proximity card reader and CEOC identification card.

## ***Los Angeles County Operational Area Emergency Response Plan***

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2. Report to the CEOC Manager or his/her designee (EOB OIC). Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
3. Obtain a situation briefing. Meet with the OIC's of Operations and Logistics and exchange available situation information.
4. Review your position responsibilities, responsibilities of the Planning/Intelligence Section and its Branches, CEOC checklist, and the CEOC-SOP.
5. Review organization in place at the CEOC. Know where to go for information and support.
6. Determine which of the following Branch staff(s) have been activated. Activate if necessary.
  - a. Situation Status
  - b. Plans
7. Ensure that Planning/Intelligence Section and its necessary Branches are set up properly and that appropriate personnel, equipment, and supplies are in place. Set-up your work station, including maps and status boards.
8. See Activation Procedures for EMIS, GIS, fax, telephone system, televisions, audio system, etc. Check radio equipment. If unable to operate, notify CEOC Logistics Section Communications Branch.
9. Open and maintain Section Log.
10. Monitor assigned EMIS terminal for messages.
11. Meet with CEOC Operations OIC and Branch Coordinators.
  - a. Obtain and review status of major incidents and other reports.
  - b. Determine on-going and planned operations.
  - c. Determine the status of their DOC Planning/Intelligence Sections.
  - d. Determine the status of any requests for assistance.

- e. Obtain any additional field operational information that may pertain to or affect your Section.
12. Determine which Agency Representatives are in place or have been activated, and their estimated time of arrival (ETA). Activate if necessary.
  13. Brief Agency Representatives.
  14. Based upon the situation, as known or forecasted:
    - a. Determine likely future short and long-term problems.
    - b. Ensure the appropriate intelligence feeder mechanism exists.
    - c. Establish reporting requirements from subordinate DOCs, Agency Representatives, field elements, etc.
    - d. Review reports for relevance to CEOC strategic perspective.
  15. Continuously advise the Operations Section and the CEOC Manager regarding significant incidents and problems associated with the event.
  16. Meet regularly with Branch Coordinators.
  17. Continuously assess the need to activate additional staff and/or Agency Representatives.
  18. Make plans for second CEOC shift, as necessary.
  19. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

**Operational Duties**

1. Ensure Section logs and files are maintained.
2. Maintain current, clear, and understandable displays associated with your section.
3. Keep up-to-date on the situation and resources associated with your section. Maintain the current status in EMIS at all times.

## ***Los Angeles County Operational Area Emergency Response Plan***

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4. Ensure all decisions or other important information are documented in EMIS with copies to Branch Coordinators and Operations OIC, respective DOCs, and CEOC Management.
5. Review all reports to ensure critical information is transmitted to the Operations Section and its Branches.
6. Transmit all emergency information by the most expedient method, then keystroke it into EMIS for record keeping purposes.
7. Ensure regular intelligence and situation reports are provided to and received from the respective DOCs.
8. Provide situation and resources information to the Operations Section on a periodic basis or as the situation requires.
9. Conduct periodic Section briefings for up-coming Operational period, sharing updated information.
10. Attend and participate in CEOC briefings and host CEOC planning meetings.
11. Work closely with the Operations Section OIC:
  - a. In the development of Operations Plans.
  - b. To ensure objectives as defined in the current Operations Plan are being addressed.
12. Anticipate potential situation changes. Develop contingency plans.
13. Share status information with other Sections as appropriate.
14. Brief the Operations OIC and the CEOC Manager on major problem areas that now need or will require solutions.
15. Make sure that all contacts with the media are fully coordinated first with the CEOC PIO.
16. Brief your relief at shift change time.
17. Conduct periodic Section briefings. Ensure that all organizational elements are aware

of priorities.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate CEOC as an RCC - otherwise see Deactivation)**

1. Identify any discipline-specific response issues that are still outstanding and ensure that these are being handled by your department.
2. Identify short and long-term recovery issues and send this list via EMIS e-mail to the CEOC Recovery Section.
3. Determine whether staff from your discipline should continue to be represented in the CEOC as part of the RCC, and make appropriate recommendations to the Recovery Section.

**Deactivation**

1. Authorize deactivation of organizational elements within the Section when they are no longer required. Ensure that any open actions are handled by section or transferred to other CEOC elements as appropriate.
2. Deactivate the Section and close-out logs when authorized by the CEOC Manager.
3. Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
4. Ensure that any required forms or reports are completed prior to your release and departure.
5. Be prepared to create an After-Action Report.

**PLANNING/INTELLIGENCE SECTION**

**CEOC CHECKLIST**

**SITUATION ANALYSIS**

**BRANCH COORDINATOR (LASD)**

**RESPONSIBILITIES**

1. Responsible for the collection and organization of incident status and situation information.
2. Responsible for the analysis and display of this information, to include safety and casualty assessment, maps and graphics, and weather analysis.
3. Report to the Planning/Intelligence OIC on all matters pertaining to the Branch activities.

**CHECKLIST**

**Activation**

1. Check-in upon arrival at the CEOC.
2. Obtain a briefing and any special instructions from the Planning/Intelligence OIC.
3. Collect incident data at the earliest possible opportunity.
4. Obtain and review incident reports, and other reports from adjacent areas, that have arrived at the CEOC.
4. Monitor media broadcasts (radio and TV) as may be appropriate.
5. Obtain sound recordings, photos, maps and videos of the incident.
6. Determine the likely future of short and long term problems, including the need for evacuation.
7. Display current situation.

**Operational Duties**

1. Ensure that Branch logs and files are maintained.
2. Continually review information in EMIS for situation updates.
3. Anticipate potential situation changes and assist in the development of contingency plans.
4. Regularly brief OIC on current situation.
5. Attend and participate in CEOC planning meeting.
6. Participate in incident planning meetings as required by the OIC.
7. Provide resources and situation status information in response to specific requests.
8. Brief your relief at shift change.
9. Make sure that all contacts with the media are fully coordinated first with the CEOC PIO.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Identify any discipline-specific response issues that are still outstanding and ensure that these are being handled by your department.
2. Identify short and long-term recovery issues and send this list via EMIS e-mail to the CEOC Recovery Section.
3. Determine whether staff from your discipline should continue to be represented in the CEOC as part of the RCC, and make appropriate recommendations to the Recovery Section.

**Deactivation**

1. Authorize deactivation of organizational elements within the Branch when they are no longer required. Ensure that any open actions are handled by the Branch or transferred to other CEOC elements as appropriate.

***Los Angeles County Operational Area Emergency Response Plan***

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2. Deactivate the Branch and close-out logs when authorized by the OIC.
3. Ensure that any required forms or reports are completed prior to your departure.
4. Be prepared to create an After-Action Report.

**PLANNING/INTELLIGENCE SECTION**

**CEOC CHECKLIST**

**CEOC PLANS BRANCH**

**BRANCH COORDINATOR (FIRE DEPARTMENT)**

**RESPONSIBILITIES**

1. Ensure that the plans function is carried out, including the coordination for the development of the Operational Area plans.
2. Ensure that all appropriate CEOC staff, County departments, other agencies and cities participate in development of Action Plans.
3. Report to the Planning/Intelligence OIC on all matters pertaining to the branch activities.
4. Conduct periodic Branch briefings. Ensure that all organizational elements are aware of priorities.

**CHECKLIST**

**Activation**

1. Check-in upon arrival at the CEOC first floor security station. Obtain proximity card reader and CEOC identification card.
2. Report to the Planning/Intelligence OIC, Planning/Intelligence Section.
3. Obtain a situation briefing, responsibilities of the Planning/Intelligence Section and its Branches, CEOC checklist and the CEOC-SOP.
4. Review your position responsibilities.
5. Review organization in place at the CEOC. Know where to go for information or support.
6. Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.

7. Open and maintain Plans Branch logs.

## **Los Angeles County Operational Area Emergency Response Plan**

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8. See Activation Procedures for EMIS, GIS, fax, telephone system, televisions, audio system, etc. Check radio equipment. If unable to operate, notify CEOC Logistics Section Communications Branch.
9. Establish contact with other adjacent DOCs. Determine status of Planning/Intelligence Section at other EOCs.
10. Obtain and review status and major incident reports and other reports from adjacent areas that have arrived at the CEOC.
11. Meet with Operations Section and Logistics Section Coordinators and exchange available situation information.
12. Based upon situation, as known or forecasted:
  - (1) Determine likely future short and long-term problems.
  - (2) Ensure the appropriate intelligence feeder mechanism exists.
  - (3) Establish reporting requirements from DOCs, Agency Representatives, field elements, etc.
  - (4) Review reports for relevance to CEOC strategic perspective.
13. Review responsibilities of units in section. Develop plan for carrying out all responsibilities.
14. Make a list of key issues currently facing your Branch. Clearly establish with assembled personnel action items to be accomplished within the next operational period.
15. Request additional personnel for the Branch as necessary for maintaining a two-shift operation.
16. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

### **Operational Duties**

1. Ensure that Branch logs and files are maintained.

## **Los Angeles County Operational Area Emergency Response Plan**

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2. Keep up-to-date on the situation and resources associated with your Branch. Maintain current status in EMIS at all times.
3. Maintain current, clear and understandable displays associated with your Branch.
4. Conduct periodic branch briefings for up-coming Operational period, sharing updated information.
5. Attend and participate in CEOC briefings and host CEOC planning meeting.
6. Anticipate potential situation changes. Develop contingency plans.
7. Brief OIC on major problem areas that will require solutions.
8. Share status information with other Sections/Branches as appropriate.
9. Monitor the establishment of units within your Branch. Determine the need for and designate Unit Coordinators.
10. Make sure that all contacts with the media are fully coordinated first with the CEOC PIO.
11. Brief your relief at shift change time.

### **Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation).**

1. Identify any discipline-specific response issues that are still outstanding and ensure that these are being handled by your department.
2. Identify short and long-term recovery issues and send this list via EMIS e-mail to the CEOC Recovery Section.
3. Determine whether staff from your discipline should continue to be represented in the CEOC as part of the RCC, and make appropriate recommendations to the Recovery Section.

### **Deactivation**

1. Authorize deactivation of organizational elements within the Branch when they are no longer required. Ensure that any open actions are handled by the Branch or transferred to other CEOC elements as appropriate.

## ***Los Angeles County Operational Area Emergency Response Plan***

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2. Deactivate the Branch and close-out logs when authorized by the OIC.
3. Ensure that any open actions are assigned to the appropriate agency or elements for follow-on support.
4. Ensure that any required forms or reports are completed prior to your release and departure.
5. Be prepared to create an After-Action Report.

# **PART TWO LOGISTICS SECTION**

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# LOGISTICS SECTION

## GENERAL

### PURPOSE

The Logistics Section's primary responsibility is to ensure the acquisition, transportation and mobilization of resources to support the Operational Area's Emergency Response and Initial Recovery operations. This Section initiates and coordinates procurement of all necessary supplies, services, equipment and materials deemed necessary and approved by both the Operations Section OIC and the Finance and Administration OIC.

The Logistics Section work effort will focus on requests initiated by the CEOC or expediting CEOC-approved requests from County departments or other agencies that have been unable to fulfill their own logistical needs. **If the CEOC obtains supplies or services at the request of a County department or a city, the costs will be billed to the requesting entity.**

Specific duties of the Logistics Section include:

Locating and providing all approved and prioritized resource requests and monitoring the status of requested materials.

Monitoring and coordinating utilities (except water which is coordinated by the Fire Department).

Coordinating the status of and maintaining communication systems (except the Sheriff and Fire Departments), and ensuring the CEOC Manager's communications priorities are being supported.

Augmenting communications systems.

Maintaining proper and accurate documentation of all actions taken and all items procured to ensure that required records are preserved for future use and State OES and FEMA filing requirements.

Briefing the CEOC Manager on Logistical issues.

The Logistics Section consists of the following Branches:

- **Procurement Branch** (ISD personnel)
- **Utilities Branch** (ISD personnel)
- **Transportation Branch** (ISD personnel)

Specific duties of personnel assigned to these Branches are included at the end of this Section.

## **CONCEPT OF OPERATIONS**

The Logistics Section will operate under the following policies during a disaster/emergency as the situation dictates:

SEMS will be followed.

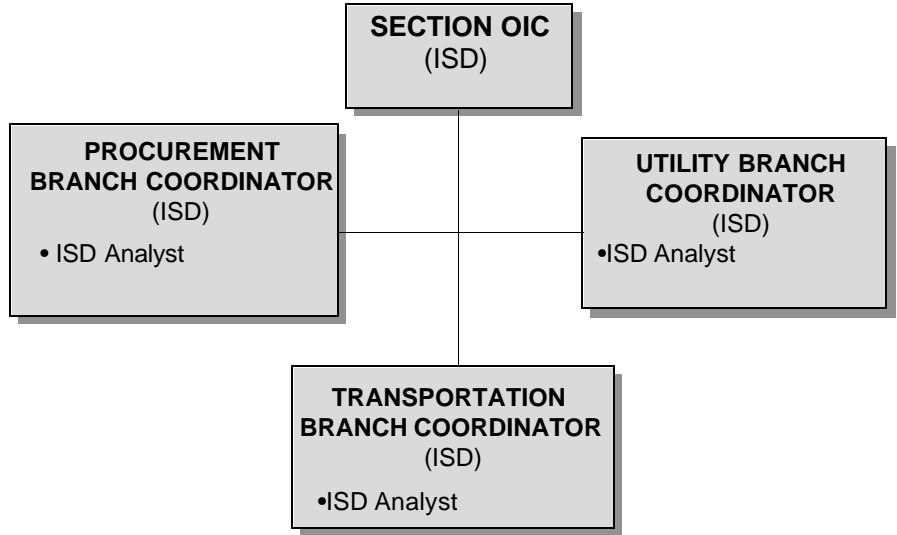
All existing County and departmental operating procedures will be adhered to.

All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with departmental procedures.

While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event-driven.

Available and accessible resources from neighboring jurisdictions, military installations, state and federal levels of government, the private sector and volunteer organizations will be accessed through the County's own resources and private sector resources.

**LOGISTICS SECTION  
ORGANIZATION CHART**



## **LOGISTICS SECTION STAFF**

The Internal Services Department will fill the position of Logistics Section OIC. The following units may be established as the need arises:

- Procurement Branch
- Utilities Branch
- Transportation Branch

### **Logistics Section OIC**

The Logistics Section OIC is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources. Information is needed to:

- Understand the current situation.
- Identify probable resource needs.
- Prepare alternative strategies for procurement and resources management.

### **Procurement Branch**

The Procurement Branch is responsible for expediting priority purchasing, requisitions, and acquisitions to meet CEOC goals. (**NOTE:** The CAO is responsible for space management).

### **Utilities Branch**

The Utilities Branch staff coordinates with commercial utility companies (except water) to obtain the status of utilities and communicate Operational Area priorities. This Branch will also coordinate the operational status of County communication systems and ensure that the CEOC's communications systems are functioning.

### **Transportation Branch**

The Transportation Branch coordinates the status of fleet transportation resources and communicates Operational Area priorities.

## **LOGISTICS SECTION**

### **CEOC CHECKLIST**

#### **LOGISTICS SECTION OIC (ISD)**

#### **RESPONSIBILITIES**

1. The Logistics Section, headed by the Logistics Section OIC, is responsible for providing facilities, services, equipment and materials to support the Operational Area's response and recovery operations.
2. Exercise overall responsibility for the coordination of Branch activities within the Section. Ensure that all state agency actions within the Branches are accomplished within the priorities established.
3. Oversee procurement of all prioritized resources requested; and monitor the status of requests.
4. Coordinate needs and issue resolution with appropriate utilities (except water which is coordinated by the County Fire Department).
5. Coordinate with appropriate agencies/entities to ensure the viability of County communication systems. Ensure the CEOC Manager's priorities are being supported.
6. Augment communication systems, as needed.
7. Coordinate and analyze the status of County facilities.
8. Brief the CEOC Manager on Logistical issues.
9. Ensure that operational objectives and assignments identified in the CEOC Operations Action Plans are carried out effectively.
10. Establish the appropriate level of Branch organization within the Section and continuously monitor the effectiveness of that organization. Make changes as required.
11. Report to the CEOC Manager on all matters pertaining to Section activities.

**CHECKLIST**

**Activation**

1. Check-in upon arrival at the CEOC first Floor Security station. Obtain proximity card reader and CEOC identification card.
2. Report to the CEOC Manager or his/her designee (EOB OIC). Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
3. Obtain a situation briefing.
4. Review your position responsibilities, responsibilities of the Logistics Section and its Branches, CEOC checklist, and the CEOC-SOP.
5. Review organization in place at the CEOC. Know where to go for information and support.
6. Determine which of the following Branch staff(s) have been activated. Activate if necessary.
  - (1) Procurement
  - (2) Utilities
  - (3) Transportation
7. Ensure that Logistics Section and its necessary Branches are set up properly and that appropriate personnel, equipment, and supplies are in place. Set-up your work station, including maps and status boards.
8. See Activation Procedures for EMIS, GIS, fax, telephone system, televisions, audio system, etc. Check radio equipment. If unable to operate, notify CEOC Logistics Section Communications Branch.
9. Open and maintain Section Log.
10. Monitor assigned EMIS terminal for messages.
11. Establish contact with the ISD DOC.

- (1) Determine any major incident reports.
- (2) Determine the status of the DOC Logistics issues.
- (3) Determine ongoing and planned operations.
- (4) Determine the status of any requests for assistance.

**NOTE:** Use the Branch staff for these status reports, when possible.

12. Meet with the CEOC Operations Section OIC to review any potential needs for CEOC-directed logistics actions.
13. Determine which Logistics-related Agency Representatives are in place or have been activated, and their estimated time-of-arrival (ETA). Activate them if necessary.
14. Brief Agency Representatives.
15. Based upon the situation, as known or forecasted:
  - (1) Determine likely future Logistics Section strategic objectives.
  - (2) Develop plan for carrying out all responsibilities.
  - (3) Make a list of the key issues currently facing the Section and the period of time needed for the execution of a given set of operational actions.
  - (4) Establish list of actions to be accomplished within the next Operational Period.
16. Advise the CEOC Manager regarding the status of the Logistics Section.
17. Meet regularly with Branch Coordinators.
18. Continuously assess the need to activate additional staff and Agency Representatives.
19. Make plans for second CEOC shift, as necessary.
20. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

**Operational Duties**

1. Ensure Section logs and files are maintained.
2. Maintain current, clear, and understandable displays associated with your Section.
3. Keep up-to-date on the situation and resources associated with your Section. Maintain the current status in EMIS at all times.
4. Ensure all decisions or other important information are documented in EMIS with copies to Branch Coordinators, respective DOCs, and CEOC Management.
5. Review all information for relevance to the ISD DOC and ensure critical information is transmitted to appropriate DOC personnel.
6. Ensure regular situation reports are provided to and received from the ISD DOC.
7. Conduct periodic Section briefings for upcoming Operational period.
8. Attend and participate in CEOC briefings and planning meetings.
9. Work closely with the Operations Section and Finance and Administration Section OICs on the need for logistical support and financing that support.
10. Work closely with each Branch Coordinator to ensure logistical objectives, as defined in the current Operations Plan, are being addressed.
11. Ensure that Branches coordinate all resource needs and that they are initially channeled through the appropriate DOC for action.
12. Ensure that intelligence from Branch Coordinators and Agency Representatives is made available to the Planning/Intelligence Section.
13. Anticipate potential situation changes. Develop contingency plans.
14. Share status information with other sections, as appropriate.
15. Brief the CEOC Manager on major problem areas that now need or will require solutions.
16. Ensure that all fiscal and administrative requirements are coordinated through the

Finance/Administration Section including:

(1) Notification of any emergency expenditures

(2) Daily time sheets

17. Make sure that all contacts with the media are fully coordinated first with the CEOC PIO.
18. Brief your relief at shift change time.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Identify any discipline-specific response issues that are still outstanding and ensure that these are being handled by your department.
2. Identify short and long-term recovery issues and send this list via EMIS e-mail to the CEOC Recovery Section.
3. Determine whether staff from your discipline should continue to be represented in the CEOC as part of the RCC, and make appropriate recommendations to the Recovery Section.

**Deactivation**

1. Authorize deactivation of organizational elements within the section when they are no longer required. Ensure that any open actions are handled by section or transferred to other CEOC elements, as appropriate.
2. Deactivate the Section and close-out logs when authorized by the CEOC Manager.
3. Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
4. Ensure that any required forms or reports are completed prior to your release and departure.
5. Be prepared to create an After-Action Report.
6. Ensure that your parent department or agency knows that you have been released from your CEOC assignment.

## **LOGISTICS SECTION**

### **CEOC CHECKLIST**

#### **PROCUREMENT BRANCH BRANCH COORDINATOR (ISD)**

#### **RESPONSIBILITIES**

- 1 Ensure that the procurement function is carried out, including the coordination of response for all procurement functions assigned to the Logistics Section.
- 2 Ensure that logistics objectives and assignments identified in the CEOC Logistics Section/Procurement Branch Action Plans are carried out effectively.
- 3 Establish the appropriate level of Branch organization within the Logistics Section and continuously monitor the effectiveness of the organization. Make changes as required.
- 4 Exercise overall responsibility for the coordination of Procurement Branch activities. Ensure that all the actions within the Branch are accomplished within the priorities established.
- 5 Report to the Logistics OIC on all matters pertaining to the Branch activities.

#### **CHECKLIST**

##### **Activation**

1. Check in upon arrival at the CEOC.
2. Report to the Logistics OIC, Logistics Section. Clarify any issues you may have regarding your authority and assignment.
3. Obtain a situation briefing.
4. Review your position responsibilities.
5. Review organization in place at the CEOC. Know where to go for information and support.

***Los Angeles County Operational Area Emergency Response Plan***

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6. Ensure that the Procurement Branch is set up properly and that appropriate equipment, and supplies are in place. Set up your work station.

## ***Los Angeles County Operational Area Emergency Response Plan***

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7. If requested to do so by the Logistics OIC, activate EMIS, CWIRS, fax, conventional and cellular communications lines. Confirm emergency communications information with ISD DOC during communication check-in. Inform ISD DOC that the CEOC is activated.
8. Open and maintain Procurement Branch Log.
9. If requested by the Logistics OIC, determine status of other Branch representatives (utilities and transportation). Obtain ETAs for representatives en route to the CEOC.
10. Meet with your Branch and obtain a briefing on the current situation. Compile status report for your Branch and provide to Logistics OIC as soon as it is possible.
11. Meet with the Logistics OIC. Obtain and review any major field incident reports. Obtain from Planning/Intelligence Section additional field operational information that may pertain to or affect Branch operations.
12. Based upon the situation, as known or forecasted:
  - (1) Make a list of key resource issues currently facing the Branch and the period of time needed for the execution for a given set of logistical actions.
  - (2) Determine Section's likely future strategic objectives.
  - (3) Develop plan for carrying out all responsibilities.
  - (4) Establish list of actions to be accomplished within the next operational period.
13. Determine the need for representation or participation of outside resource representatives, e.g. MTA, Southern California Edison (SCE), The Gas Company.
14. Make plans for second Procurement Branch shift, as necessary.
15. Regularly advise the Logistics OIC of the status of the Procurement Branch.
16. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

### **Operational Duties**

1. Ensure Branch logs and files are maintained.

2. Anticipate potential situation changes. Develop contingency plans.

## **Los Angeles County Operational Area Emergency Response Plan**

3. Keep up-to-date on the situation and resources associated with your Branch. Maintain current status at all time.
4. Maintain current, clear, and understandable displays associated with your Branch.
5. Provide situation and resources information to the Planning/Intelligence Section on a periodic basis or as the situation requires.
6. Make sure that all contacts with the media are fully coordinated first with the CEOC PIO. This should be elaborated upon in a general guidance statement for all staff members.
7. Conduct periodic Branch briefings for upcoming Operational period, sharing updated information.
8. Attend and participate in Section briefings and planning meetings.
9. Work closely with the Logistics OIC in the development of action plans.
10. Ensure that Branches coordinate all resources/needs through the proper CEOC channels.
11. Ensure that intelligence from Branch Coordinators and Agency Representatives is made available to the Planning/Intelligence Section.
12. Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section to include:
  - (1) Notification of any emergency expenditures
  - (2) Daily time sheets
13. Brief the Logistics OIC on major problem areas that now need or will require solutions.
14. Share status information with other Branches, as appropriate.
15. Brief your relief at shift change time.
16. Deactivate Branches when no longer required. Ensure all paper work is complete and logs are closed.

### **Transition to Initial Recovery (Accomplished only when there is a formal decision to**

**operate the CEOC as an RCC - otherwise see Deactivation)**

1. Identify any discipline-specific response issues that are still outstanding and ensure that these are being handled by your department.
2. Identify short and long-term recovery issues and send this list via EMIS e-mail to the CEOC Recovery Section.
3. Determine whether staff from your discipline should continue to be represented in the CEOC as part of the RCC and make appropriate recommendations to the Recovery Section.

**Deactivation**

1. Authorize deactivation of organizational elements within the Branch when they are no longer required. Ensure that any open actions are handled by the Logistics Section or transferred to other CEOC elements as appropriate.
2. Deactivate the Branch and close-out logs when authorized by the Logistics OIC.
3. Ensure that any open actions are assigned to appropriate agency or element for follow-on support.
4. Ensure that any required forms or reports are completed prior to your release and departure. Return support supplies to their storage areas.
5. If requested to do so by the Logistics OIC, inform the ISD DOC that your section of the CEOC is deactivating. Send out appropriate CWIRS and EMIS messages to support DOCs informing them of the deactivation.
6. Obtain copies of any supporting data (logs, radio messages, EMIS printouts) for your After-Action Report.

## **LOGISTICS SECTION**

### **CEOC CHECKLIST**

#### **UTILITIES BRANCH**

#### **BRANCH COORDINATOR (ISD)**

#### **RESPONSIBILITIES**

1. Ensure that the utilities coordination function is carried out, including the coordination of response for all utilities functions assigned to the Logistics Section.
2. Ensure that logistics objectives and assignments identified in the CEOC Logistics Section/Utilities Branch Action Plans are carried out effectively.
3. Establish the appropriate level of Branch organization within the Logistics Section and continuously monitor the effectiveness of the organization. Make changes as required.
4. Exercise overall responsibility for the coordination of Utilities Branch activities. Ensure that all the actions within the Branch are accomplished within the priorities established.
5. Report to the Logistics OIC on all matters pertaining to the Branch activities.

#### **CHECKLIST**

#### **Activation**

1. Check in upon arrival at the CEOC.
2. Report to the Logistics OIC, Logistics Section. Clarify any issues you may have regarding your authority and assignment.
3. Obtain a situation briefing.
4. Review your position responsibilities.
5. Review organization in place at the CEOC. Know where to go for information and support.
6. Ensure that the Utilities Branch is set up properly and that appropriate equipment, and

supplies are in place. Set up your work station.

## ***Los Angeles County Operational Area Emergency Response Plan***

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7. If requested to do so by the Logistics OIC, activate EMIS, CWIRS, fax, conventional and cellular communications lines. Confirm emergency communications information with the ISD DOC during communication check-in. Inform ISD DOC that the CEOC is activated.
8. Open and maintain Utilities Branch Log.
9. If requested by the Logistics OIC, determine status of other Branch representatives (transportation and procurement). Obtain ETAs for representatives in route to the CEOC.
10. Meet with your Branch and obtain a briefing on the current situation. Compile status report for your Branch and provide to Logistics OIC as soon as it is possible.
11. Meet with the Logistics OIC. Obtain and review any major field incident reports. Obtain from Planning/Intelligence Section additional field operational information that may pertain to or affect Branch operations.
12. Based upon the situation as known or forecasted:
  - (1) Make a list of key utilities issues currently facing the Branch and the period of time needed for the execution for a given set of logistical actions.
  - (2) Determine likely future Logistics Section's strategic objectives.
  - (3) Develop plan for carrying out all responsibilities.
  - (4) Establish list of actions to be accomplished within the next operational period.
13. Determine the need for representation or participation of outside resource representatives, e.g. SCE, The Gas Company, Pac Bell, GTE.
14. Make plans for second Utilities Branch shift, as necessary.
15. Regularly advise the Logistics OIC of the status of the Utilities Branch.
16. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

### **Operational Duties**

1. Ensure Branch logs and files are maintained.

## ***Los Angeles County Operational Area Emergency Response Plan***

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2. Anticipate potential situation changes. Develop contingency plans.
3. Keep up-to-date on the situation and resources associated with your Branch. Maintain current status at all time.
4. Maintain current, clear, and understandable displays associated with your Branch.
5. Provide situation and resources information to the Planning/Intelligence Section on a periodic basis or as the situation requires.
6. Make sure that all contacts with the media are fully coordinated first with the CEOC PIO. This should be elaborated upon in a general guidance statement for all staff members.
7. Conduct periodic Branch briefings for upcoming Operational period.
8. Attend and participate in section briefings and planning meetings.
9. Work closely with the Logistics OIC in the development of action plans.
10. Ensure that Branches coordinate all resources/needs through the proper CEOC channels.
11. Ensure that intelligence from Branch Coordinators and Agency Representatives is made available to the Planning/Intelligence Section.
12. Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section to include:
  - (1) Notification of any emergency expenditures.
  - (2) Daily time sheets.
13. Brief the Logistics OIC on major problem areas that now need or will require solutions.
14. Share status information with other Branches as appropriate.
15. Brief your relief at shift change time.
16. Deactivate Branches when no longer required. Ensure all paper work is complete and logs are closed.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation).**

## ***Los Angeles County Operational Area Emergency Response Plan***

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1. Identify any discipline-specific response issues that are still outstanding and ensure that these are being handled by your department.
2. Identify short and long-term recovery issues and send this list via EMIS e-mail to the CEOC Recovery Section.
3. Determine whether staff from your discipline should continue to be represented in the CEOC as part of the RCC, and make appropriate recommendations to the Recovery Section.

### **Deactivation**

1. Authorize deactivation of organizational elements within the Branch when they are no longer required. Ensure that any open actions are handled by the Logistics Section or transferred to other CEOC elements as appropriate.
2. Deactivate the Branch and close-out logs when authorized by the Logistics OIC.
3. Ensure that any open actions are assigned to appropriate agency or element for follow-on support.
4. Ensure that any required forms or reports are completed prior to your release and departure. Return support supplies to their storage areas.
5. If requested to do so by the Logistics OIC, inform the ISD DOC that your Branch of the CEOC is deactivating. Send out appropriate CWIRS and EMIS messages to support DOCs informing them of the deactivation.
6. Obtain copies of any supporting data (logs, radio messages, EMIS printouts) for your After-Action Report.

## **LOGISTICS SECTION**

### **CEOC CHECKLIST**

#### **TRANSPORTATION BRANCH BRANCH COORDINATOR (ISD)**

##### **RESPONSIBILITIES**

Make a list of key issues currently facing the Branch and the period of time needed for the execution for a given set of logistical actions.

1. Ensure that the transportation function is carried out, including the coordination of response for all transportation functions assigned to the Logistics Section.
2. Ensure that logistics objectives and assignments identified in the CEOC Logistics Section/Transportation Branch Action Plans are carried out effectively.
3. Establish the appropriate level of Branch organization within the Logistics Section and continuously monitor the effectiveness of the organization. Make changes as required.
4. Exercise overall responsibility for the coordination of Transportation Branch activities. Ensure that all the actions within the Branch are accomplished within the priorities established.
5. Report to the Logistics OIC on all matters pertaining to the Branch activities.

##### **CHECKLIST**

###### **Activation**

1. Check in upon arrival at the CEOC.
2. Report to the Logistics OIC, Logistics Section. Clarify any issues you may have regarding your authority and assignment.
3. Obtain a situation briefing.
4. Review your position responsibilities.
5. Review organization in place at the CEOC. Know where to go for information and

support

6. Ensure that the Transportation Branch is set up properly and that appropriate equipment and supplies are in place. Set up your work station.
7. If requested to do so by the Logistics OIC, activate EMIS, CWIRS, fax, conventional and cellular communications lines. Confirm emergency communications information with ISD DOC during communication check-in. Inform ISD DOC that the CEOC is activated.
8. Open and maintain Transportation Branch Log.
9. If requested by the Logistics OIC, determine status of other Branch representatives (utilities and procurement). Obtain ETAs for representatives en route to the CEOC.
10. Meet with your Branch and obtain a briefing on the current situation. Compile status report for your Branch as soon as you can. Provide to Logistics OIC as soon as it is obtained.
11. Meet with the Logistics OIC. Obtain and review any major field incident reports. Obtain from Planning/Intelligence Section additional field operational information that may pertain to or affect Branch operations.
12. Based upon the situation as known or forecasted:
  - (1) Make a list of key transportation issues currently facing the Branch and the period of time needed for the execution for a given set of logistical actions
  - (2) Determine likely future Logistics Section strategic objectives.
  - (3) Develop plan for carrying out all responsibilities.
  - (4) Establish list of actions to be accomplished within the next operational period.
13. Determine the need for representation or participation of outside resource representatives, e.g. MTA, contractors, schools, etc.
14. Make plans for second Transportation Branch shift, as necessary.
15. Regularly advise the Logistics OIC of the status of the Transportation Branch.
16. Adopt a proactive attitude. Think ahead and anticipate situations and problems before

they occur.

**Operational Duties**

1. Ensure Branch logs and files are maintained.
2. Anticipate potential situation changes. Develop contingency plans.
3. Keep up-to-date on the situation and resources associated with your Branch. Maintain current status at all time.
4. Maintain current, clear, and understandable displays associated with your Branch.
5. Provide situation and resources information to the Planning/Intelligence Section on a periodic basis or as the situation requires.
6. Make sure that all contacts with the media are fully coordinated first with the CEOC PIO. This should be elaborated upon in a general guidance statement for all staff members.
7. Conduct periodic Branch briefings for upcoming Operational period, sharing updated information.
8. Attend and participate in Section briefings and planning meetings.
9. Work closely with the Logistics OIC in the development of action plans.
10. Ensure that Branches coordinate all resources/needs through the proper CEOC channels.
11. Ensure that intelligence from Branch Coordinators and Agency Representatives is made available to the Planning/Intelligence Section.
12. Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section to include:
  - (1) Notification of any emergency expenditures.
  - (2) Daily time sheets.
13. Brief the Logistics OIC on major problem areas that now need or will require solutions.

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14. Share status information with other branches as appropriate.
15. Brief your relief at shift change time.
16. Deactivate Branches when no longer required. Ensure all paper work is complete and logs are closed.

### **Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Identify any discipline-specific response issues that are still outstanding and ensure that these are being handled by your department.
2. Identify short and long-term recovery issues and send this list via EMIS e-mail to the CEOC Recovery Section.
3. Determine whether staff from your discipline should continue to be represented in the CEOC as part of the RCC, and make appropriate recommendations to the Recovery Section.

### **Deactivation**

1. Authorize deactivation of organizational elements within the Branch when they are no longer required. Ensure that any open actions are handled by section or transferred to other CEOC elements as appropriate.
2. Deactivate the Branch and close-out logs when authorized by the Logistics OIC.
3. Ensure that any open actions are assigned to appropriate agency or element for follow-on support.
4. Ensure that any required forms or reports are completed prior to your release and departure. Return support supplies to their storage areas.
5. If requested to do so by the Logistics OIC, inform the ISD DOC that your section of the CEOC is deactivating. Send out appropriate CWIRS and EMIS messages to support DOCs informing them of the deactivation.
6. Obtain copies of any supporting data (logs, radio messages, EMIS printouts) for your After-Action Report.

# **PART TWO FINANCE/ADMINISTRATION SECTION**

## **CONTENTS**

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# **FINANCE/ADMINISTRATION SECTION**

## **GENERAL**

### **PURPOSE**

The Finance and Administration Section is responsible for ensuring that finance and administrative actions in support of Operational Area Emergency Response and Initial Recovery operations are performed in a manner that will facilitate meeting the requirements of State and Federal guidelines for disaster operations. This section is co-located in the Chief Administrative Office's (CAO) Department Operations Center (DOC). Personnel assigned may also serve as staff for the CAO DOC.

Specific duties of the Finance and Administration Section include:

Providing financial management guidelines and direction during Emergency Response and Initial Recovery operations.

Establishing a system within the CEOC to monitor financial support for CEOC-approved operations and authorizing funding for CEOC-approved expenditures for goods or services.

Ensuring that logistical support requests directed by the CEOC are charged to the appropriate fund and requests from County departments or cities are charged to the requesting entities.

Monitoring the operational status of County departments and prioritizing restoration activities (to the extent feasible based on the overall needs of the Operational Area) and consistent with priorities established by the CEOC Manager.

Briefing the CEOC Manager on finance and administrative issues.

Coordinating volunteer support.

Coordinating the procurement of facility space for all County uses.

Establishing countywide disaster-related personnel policies and recommending disaster-related redeployments of the available, non-essential County workforce.

The Finance and Administration Section consists of the following Branches:

- **Financial Operations Branch** (CAO personnel)
- **County Government Branch** (CAO personnel)
- **Human Resources Branch** (DHR personnel)

Refer to the **CEOC-SOP, Annex C, “CEOC Financial Guidelines for Use During Emergency Response and Initial Recovery.”**

Specific duties of personnel assigned to these Branches are included at the end of this Section.

## **CONCEPT OF OPERATIONS**

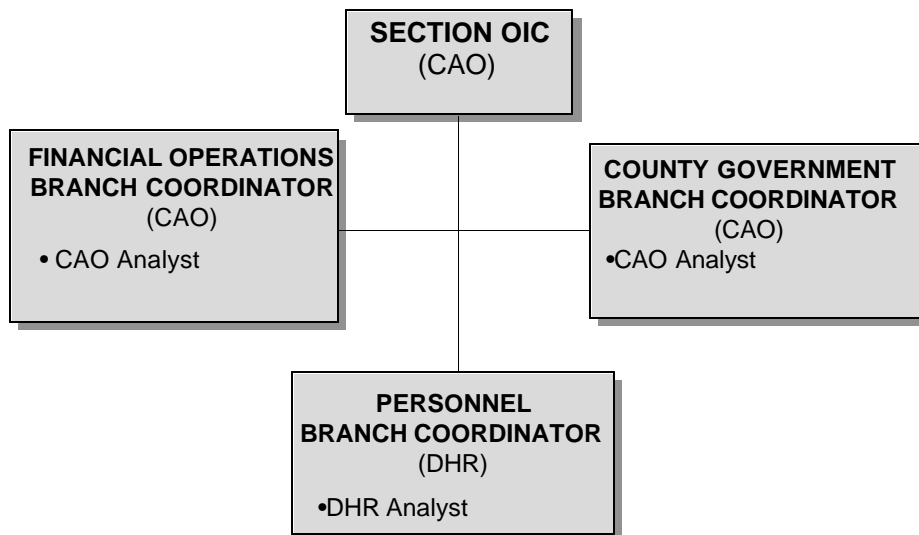
The Finance and Administration Section will operate under the following policies during a disaster/emergency as the situation dictates:

SEMS will be followed.

All existing County and departmental fiscal operating procedures will be adhered to.

While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event-driven.

## FINANCE/ADMINISTRATION SECTION ORGANIZATION CHART



## **FINANCE AND ADMINISTRATION SECTION STAFF**

A CAO senior manager will fill the position of Finance and Administration Section OIC. The Finance and Administration Section OIC will determine the need for establishing specific and/or specialized branches/groups/units and may activate additional branches/groups/units to fulfill an expanded role if necessary.

### **Finance/Administration Section OIC**

The Finance and Administration Section OIC provides financial management direction at the CEOC and directs the Financial Operations, County Government and Human Resources Branches.

### **Financial Operations Branch**

The Financial Operations Branch provides disaster-related financial guidance and facilitates recovery of emergency-related County expenditures. This Branch assists departments and jurisdictions in meeting State and Federal requirements for reimbursement and initiates disaster claims policies and procedures, including guidance on recovery of force account labor expenses.

### **County Government Branch**

The County Government Branch gathers and analyzes information on the operational status of County departments and special districts. This Branch makes recommendations regarding:

- Restoration priorities for County departments.
- Redirection of departments (with deferrable missions) to assist with disaster-related missions.
- Management of facility space allocations to support emergency needs.

### **Human Resources Branch**

The Human Resources Branch assesses the availability of County employees to be redeployed to departments in need. The recommended deployment shall be approved by the CAO Manager in charge at the CEOC. Redeployment decisions/actions shall be shared with the Operations Section OIC.

**FINANCE AND ADMINISTRATION SECTION**

**CEOC CHECKLIST**

**FINANCE AND ADMINISTRATION OIC (CAO)**

**RESPONSIBILITIES**

The Finance and Administration Section OIC should:

1. Provide financial management direction at the CEOC during an emergency response.
2. Establish a system within the CEOC to authorize financing for CEOC-approved operations.
3. Ensure that approved and authorized CEOC financing requests are charged to the appropriate fund or to the requesting entity.
4. Monitor the operational status of County departments and prioritize near-term restoration activities consistent with priorities established by the CEOC Manager.
5. Brief the CEOC Manager and the CAO Duty Manager on finance and administrative issues.
6. Recommend/implement disaster-related redeployment of available, non-essential County and volunteer workforce, and emergency hiring, as appropriate.
7. Coordinate the procurement of facility space for County uses.
8. When more than one staff is assigned to a Branch, designate the Branch Coordinator.

**CHECKLIST**

**Activation**

7. Upon arrival at the CEOC, the OIC should check-in at the first floor Security Station and obtain a Proximity Card reader and CEOC identification card.
8. Report to the CEOC Manager or designee.

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9. Obtain a situation briefing from the CEOC Manager or designee, the CAO Duty Manager, or the Finance and Administration Section OIC if you are replacing that position.
10. Confirm your operating location, phone number and CWIRS contact number and report them to the Chief Deputy, Chief Administrative Officer's secretary, or the highest ranking person available in the CAO, and the CEOC Manager or designee (unless you are replacing an OIC that has previously reported this information).
11. Review the responsibilities of your position and Section by walking through your CEOC checklist (with CEOC-SOP available). Also, review the CEOC organization, as activated, to note potential information or support resources.
12. Ensure the Finance and Administration Section and its Branches are set-up properly with appropriate personnel, equipment, and supplies, including maps and status boards. Activate additional elements of the Section, if appropriate and warranted.
13. Ensure that the EMIS, GIS, fax, telephone system, televisions, audio system, etc., are activated and check radio equipment. (If unable to operate, notify CEOC Logistics Section Communications Branch).
14. Brief staff who are assigned to the section.
15. Meet with other Section OIC's, as necessary, to review the situation and anticipate future requirements for Finance and Administration support. Develop plan for carrying out these responsibilities.
16. Advise the CEOC Manager regarding the status of the Finance and Administration Section.

### **Operational Duties**

1. Open and maintain Section log.
2. Maintain current, clear, and understandable displays/materials associated with the section including financing transactions and reports on the availability/unavailability of County services and the status of County departments.
3. Monitor assigned EMIS terminal for messages and keep continuously updated on key emergency information resulting from the event. Ensure all decisions and important information are entered into EMIS.

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4. Advise the CAO's office and the CAO Duty Manager (On-site) of your presence and any major and critical issues. Find out what are the CAO's priority issues and expectations.

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5. Authorize funding to support resource requests deemed appropriate and necessary by the Operations Section and identify financing sources, unless you identify concerns which require policy discussion with the CAO Duty Manager.
6. Maintain a finance log indicating the point of contact including from Operations Section and department/entity involved in the request. Include nature of the funding request, any authorization provided, fund origins, and other data appropriate to accurately document and track the authorized expenditure.
7. Prepare a "Status of County Government" report based on reports from departments transmitted to the CAO EOC or gathered by their departmental representatives at the CEOC.
8. Coordinate the temporary relocation of County offices in the impacted areas and identify available space, as necessary, including requests from the Logistics Section.
9. Coordinate the re-deployment of non-essential County and volunteer personnel, as necessary to address emergency personnel needs, including requests from the Logistics Section. Make recommendations to the CAO Duty Officer regarding emergency hires, as appropriate.
10. Share information with other Sections and agency representatives at the CEOC and develop plans, including contingency plans, as appropriate.
11. Ensure that all Section contacts with the media are fully coordinated first with the CEOC PIO and the respective PIOs at the CEOC.
12. At the end of your duty shift brief your relief OIC, as appropriate, and transition all materials.

### **Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. If, following emergency response operations, the CEOC transitions to the RCC, you should brief the OIC who will replace you, especially concerning issues with potential recovery implications.
2. Ensure that all materials which are not referred to the recovery team are appropriately secured and directed.
3. Ensure recovery staff has your office/home phone number in case further contact is required.

**Deactivation**

1. Deactivate and close-out logs when authorized by the CEOC Manager. Coordinate the Section's deactivation with the CAO's office.
2. Ensure that any open actions not specifically to be archived by CAO are formally transferred to CEOC management/staff, recovery efforts, or to a responsible department/agency.
3. Ensure that any non-County agencies that have worked with your Section in the CEOC know that you are deactivating so that they can take appropriate actions.
4. Ensure that any required forms and reports are completed prior to your release and departure.
5. Be prepared to provide input for use in the After-Action Report.

**FINANCE AND ADMINISTRATION SECTION**

**CEOC CHECKLIST**

**STAFF, FINANCIAL OPERATIONS BRANCH (CAO)**

**RESPONSIBILITIES**

Staff of the Financial Operations Branch of the Finance and Administration Section should:

1. Support the OIC of the Section in implementing financial management direction at the CEOC during an emergency response.
2. Provide staff support to implement, as staff, the system at the CEOC that authorizes financing for CEOC-approved operations.
3. Work to ensure that approved and authorized CEOC financing requests are charged to the appropriate fund or to the requesting entity.
4. Continually update the OIC on financial operations.

**CHECKLIST**

**Activation**

1. Upon arrival at the CEOC, check-in at the first floor Security Station and obtain a Proximity Card reader and CEOC identification card.
2. Report to the Section OIC.
3. Obtain a situation briefing from the OIC, or Branch staff if you are replacing that position.
4. Confirm your operating location and phone number with the OIC.
5. Review the responsibilities of your position and Branch by walking through your CEOC checklist. Also, review the CEOC organization, as activated, to note potential information or support resources.
7. Work to ensure your work area is set-up properly with appropriate equipment, and

## **Los Angeles County Operational Area Emergency Response Plan**

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supplies, including maps and status boards.

8. Work to ensure that the EMIS, GIS, fax, telephone system, televisions, audio system, etc., are activated, and check radio equipment. If unable to operate, notify your OIC.
9. Meet with other staff, as necessary, to review the situation and anticipate future requirements for support. Consider a plan for carrying out these responsibilities.
10. Advise the OIC regarding the status of financial operations.

### **Operational Duties**

1. Open and maintain an activity log.
2. Work to maintain current, clear, and understandable displays/materials associated with the Branch, including financing transactions.
3. Monitor assigned EMIS terminal for messages and keep continuously updated on key emergency information resulting from the event. Work to ensure all decisions and important information are entered into EMIS.
4. Under the direction and authorization of the OIC, implement funding to support resource requests made by the Operations Section and identify financing sources. Alert OIC of any funding requests which require policy discussion.
5. Using a finance log approved by the OIC, indicate personnel contacts, including those from the Operations Section, the department/entity involved in the request, the nature of the funding request, any authorizations provided, fund origins, and other data appropriate to accurately document and track the authorized expenditure.
6. Share information with other staff and the OIC, as appropriate.
7. Ensure that all contacts with the media are handed-off to the OIC, unless otherwise directed.
8. At the end of your duty shift, brief your relief staff, as appropriate, and transition all materials.

### **Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. If, following emergency response, the CEOC transitions to the RCC, you should brief the staff who will replace you, especially concerning issues with potential recovery

implications.

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2. Ensure that materials which are not referred to the recovery team are appropriately secured and directed.
3. Advise recovery staff of your office and home phone number in the event further contact is necessary.

### **Deactivation**

1. When the CEOC is deactivated, close-out logs, as directed by the OIC.
2. Ensure that your open actions not specifically to be archived by CAO are formally transferred to CEOC management/staff, recovery efforts, or to a responsible department/agency.
3. Work to ensure that any non-County agencies that have worked with your Branch in the CEOC know that you are deactivating so that they can take appropriate action.
4. Work to ensure that any required forms and reports in your Branch are completed prior to your release and departure.
5. Be prepared to provide input for use in the After-Action Report.

**FINANCE AND ADMINISTRATION SECTION**

**CEOC CHECKLIST**

**STAFF, COUNTY GOVERNMENT BRANCH (CAO)**

**RESPONSIBILITIES**

Staff of the County Government Branch of the Finance and Administration Section should:

1. Monitor the status of County government and provide information on the status of departments to CEOC.
2. Implement the system at the CEOC that monitors the status of County government.
3. Continually update the OIC on the status of County government.
4. Coordinate the procurement of facility space for all County uses in an emergency.

**CHECKLIST**

**Activation**

1. Upon arrival at the CEOC, check-in at the first floor Security Station and obtain a Proximity Card reader and CEOC identification card.
2. Report to the OIC of the Section.
3. Obtain a situation briefing from the OIC, or Branch staff if you are replacing that position.
4. Confirm your operating location and phone number with the OIC.
5. Review the responsibilities of your position and Branch by walking through your CEOC checklist. Also, review the CEOC organization, as activated, to note potential information or support resources.
6. Work to ensure your work area is set-up properly with appropriate equipment, and supplies, including maps and status boards.
7. Work to ensure that the EMIS, GIS, Fax, telephone system, televisions, audio system, etc.,

are activated, and check radio equipment. If unable to operate, notify your OIC.

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8. Meet with other staff, as necessary, to review the situation and anticipate future requirements for support. Consider a plan for carrying out these responsibilities.
9. Advise the OIC regarding the status of County government.

### **Operational Duties**

1. Open and maintain an activity log.
2. Maintain current, clear, and understandable displays/materials associated with the Branch including the status of County departmental operations.
3. Monitor assigned EMIS terminal for messages and keep continuously updated on key emergency information resulting from the event. Work to ensure all decisions and important information are entered into EMIS.
4. Monitor the operational status of County departments through communication with the departments by fax and telephone, and through contact with departmental staff representatives at the CEOC. Recommend priorities for near-term restoration activities consistent with priorities established by the CEOC Manager.
5. Coordinate the procurement of facility space for County use based on needs arising from the emergency.
6. Share information with other staff and the OIC, as appropriate.
7. Ensure that all contacts with the media are handed-off to the OIC, unless otherwise directed.
8. At the end of your duty shift, brief your relief staff, as appropriate, and transition all materials.

### **Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. If, following emergency response, the CEOC transitions to the RCC, you should brief the staff who will replace you, especially concerning issues with potential recovery implications.
2. Ensure that materials which are not referred to the recovery team are appropriately secured and directed.

## ***Los Angeles County Operational Area Emergency Response Plan***

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3. Advise recovery staff of your office and home phone number in the event further contact is necessary.

### **Deactivation**

1. Deactivate and close-out logs when authorized by the Section OIC.
2. Ensure that your open actions not specifically to be archived by CAO are formally transferred to CEOC management/staff, recovery efforts, or to a responsible department/agency.
3. Ensure that any non-County agencies that have worked with your Branch in the CEOC know that you are deactivating so that they can take appropriate action.
4. Ensure that any required forms and reports in your Branch are completed prior to your release and departure.
5. Be prepared to provide input for use in the After-Action Report.

**FINANCE AND ADMINISTRATION SECTION**

**CEOC CHECKLIST**

**HUMAN RESOURCES BRANCH  
BRANCH COORDINATOR**

**RESPONSIBILITIES**

The Branch Coordinator for the Human Resources Branch should:

1. Support the Officer-in-Charge (OIC) of the Section by establishing procedures to ensure that the Human Resources function is carried-out.
2. Exercise overall responsibility for the coordination of Human Resource activities within the Branch. Ensure that all the actions within the Branch are accomplished within the priorities established.
3. Ensure that Human Resources objectives and assignments identified in the CEOC Finance/Administration Section/Human Resource Branch plans (action plans) are carried out effectively.
4. Establish the appropriate level of Branch organization within the Section and continuously monitor the effectiveness of the organization. Make changes as required.
5. Report to the Finance/Administration OIC on all matters pertaining to the Branch activities.

**CHECKLIST**

**Activation**

1. Upon arrival at the CEOC, check-in at the first floor Security Station and obtain a Proximity Card reader and CEOC identification card.
2. Report to the Finance/Administration OIC, Finance/Administration Section. Clarify any issues you may have regarding your authority and assignment.
3. Obtain a situation briefing from the OIC, or Branch staff if you are replacing that position.

4. Confirm your operating location and phone number with the OIC.

## **Los Angeles County Operational Area Emergency Response Plan**

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5. Review the responsibilities of your position by walking-through your CEOC checklist. Also, review the CEOC organization, as activated, to note potential information or support resources.
6. Set up your work station properly with appropriate equipment and supplies, including maps and status boards.
7. Work to ensure that EMIS, GIS, CWIRS, fax, conventional and cellular communications lines, audio systems, televisions, etc., for the Human Resources Branch are activated. If unable to operate, notify your OIC. Confirm emergency communications information with ISD DOC during communication check-in.
8. Open and maintain Human Resources Branch Log.

### **Operational Duties**

1. Meet with your Branch to obtain the current situation. Compile status report for your Branch and provide to Finance/Administration OIC as soon as possible.
2. Get any major field incident reports. Get (from Planning/Intelligence Section) additional field operational information that may pertain to or affect Branch operations.
3. Based upon the situation, as known or forecasted:
  - a. Make a list of key issues currently facing the Branch and the period of time needed for the execution for a given set of personnel actions.
  - b. Determine future Finance/Administration Section strategic objectives.
  - c. Develop plan for carrying out the responsibilities.
  - d. Establish a list of actions to be accomplished within the next operational period.
4. Determine the need for representation or participation of outside resource representatives, e.g., union hiring.
5. Based on CAO or Board of Supervisors direction, prepare correspondence to all County departments transmitting policy on personnel issues such as paid leave for employees, overtime, emergency duties, etc.

## ***Los Angeles County Operational Area Emergency Response Plan***

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6. Work with the CAO to prepare a policy memo to all County departments on payment of disaster-related overtime and instructions on how to code their time cards for overtime related to disaster response.
7. Work with the CAO to provide directive to all County departments on policy and procedures relating to reimbursement of meals/lodging during a local emergency.
8. Work with the CAO to prepare memo to all County Departments on policy for granting leaves of absence in the event that disaster prevents employees from reporting to their positions.
9. Make plans for second Human Resources Branch shift, as necessary.
10. Regularly advise the Finance/Administration OIC of the status of the Human Resources Branch.
11. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
12. Ensure Branch logs and files are maintained.
13. Anticipate potential situation changes and develop contingency plans.
14. Keep up-to-date on the situation and resources associated with your Branch and maintain current status at all time.
15. Maintain current, clear, and understandable displays associated with your Branch that can be easily communicated to the OIC.
16. Provide situation and resources information to the Planning/Intelligence Section on a periodic basis or as the situation requires.
17. Make sure that all contacts with the media are fully coordinated first with the OIC and the CEOC PIO. This should be elaborated upon in a general guidance statement for all staff members.
18. Conduct periodic section briefings for upcoming Operational period.
19. Attend and participate in Section briefings and planning meetings.
20. Work closely with the Finance/Administration OIC in developing action plans.

***Los Angeles County Operational Area Emergency Response Plan***

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21. Ensure that Branches coordinate all resources/needs request through the proper CEOC channels.
  
22. Ensure that intelligence from Branch Coordinators and Agency Representatives is made available to the Planning/Intelligence Section.

## **Los Angeles County Operational Area Emergency Response Plan**

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23. Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section to include:
  - a. Notification of any emergency expenditures.
  - b. Daily time sheets
24. Brief the Finance/Administration OIC on major problem areas that now need or will require solutions.
25. Share status information with other branches as appropriate.
26. Brief your relief at shift change time.

### **Transition to Initial Recovery**

1. Notify all County EDACs that the “recovery” mode has been activated. Instruct EDACs to survey Departmental employees for assessment of needs. Work with EDACs to coordinate matching employee emergency recovery skills to areas of need.
2. Convene meeting with, or send memo to, all County Employee Disaster Assistance Coordinators (EDACs) providing them with employee disaster assistance packets with information on who to contact for:
  - a. financial aid/loans
  - b. child care
  - c. transportation
  - d. crises counseling
  - e. food
  - f. shelter
  - g. consumer affairs
  - h. building and reconstruction
  - i. legal aid
3. Work with the CAO to prepare memo to all County Departments on policy and procedures for utilizing the County’s Leave Donation Program.
4. Work with the CAO to prepare memo to all County Departments on policy and procedures for utilizing advance vacation pay for emergency recovery.

### **Deactivation**

1. Deactivate and close out logs when authorized by the section OIC.

## ***Los Angeles County Operational Area Emergency Response Plan***

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2. Ensure that your open actions not specifically to be archived by CAO are formally transferred to CEOC management/staff, recovery efforts, or to a responsible department/agency.
3. Ensure any non-County agencies that have worked with your section in the CEOC know that you are deactivating so that they can take appropriate action.
4. Ensure that any required forms and reports in your Branch are completed prior to your release and departure.
5. Be prepared to provide input for use in the After-Action Report.

# **PART TWO RECOVERY SECTION**

## **CONTENTS**

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# RECOVERY SECTION

## GENERAL

### PURPOSE

The Recovery Section coordinates initial recovery operations of County departments and provides information, liaison and recovery coordination with and between State and Federal agencies, the impacted cities and other agencies that are part of the Los Angeles County Emergency Organization.

The Chief Administrative Officer (CAO) is the Director of Recovery Operations, responsible for overall recovery policy implementation once the Initial Recovery Phase of the disaster begins. During disaster recovery, the Emergency Management Council (EMC) serves as advisor to the Director of Recovery and the Board of Supervisors on issue resolution and recovery priorities.

Concurrent with response activities, the Recovery Section will function in the CEOC to enable a “jump start” on the social and economic recovery of the County. Specific duties include:

Establishing initial recovery actions under the direction of the CAO and in consultation with the EMC.

Gathering safety assessment information to support recovery operations.

Prioritizing and coordinating the use and distribution of recovery resources that are not already managed by a County department.

Coordinating recovery actions and programs with OES and other governmental agencies, as required.

Providing recovery information to, and coordinating information with, the County's Joint Information Center (JIC) which provides public information.

Providing briefings and written reports on the status of initial recovery to the Board of Supervisors, the EMC and other officials.

Exchanging information with local, state and federal recovery centers.

Coordinating public information with Infoline, which manages the County Disaster Hot Line.

Coordinating and assisting in establishment of federal Disaster Assistance Application Centers (DACs).

Gathering information on state, federal, County and private agency victim assistance programs.

Providing support for County departments' recovery operations, as required.

The Recovery Section consists of the following Branches:

- **Recovery Planning Branch** (OEM personnel)
- **Liaison Branch** (OEM personnel)
- **Intergovernmental Relations Branch** (CAO personnel)

Specific duties of personnel assigned to these Branches are included at the end of this section.

## **CONCEPT OF OPERATIONS**

The Recovery Section will operate under the following policies during a disaster/emergency as the situation dictates:

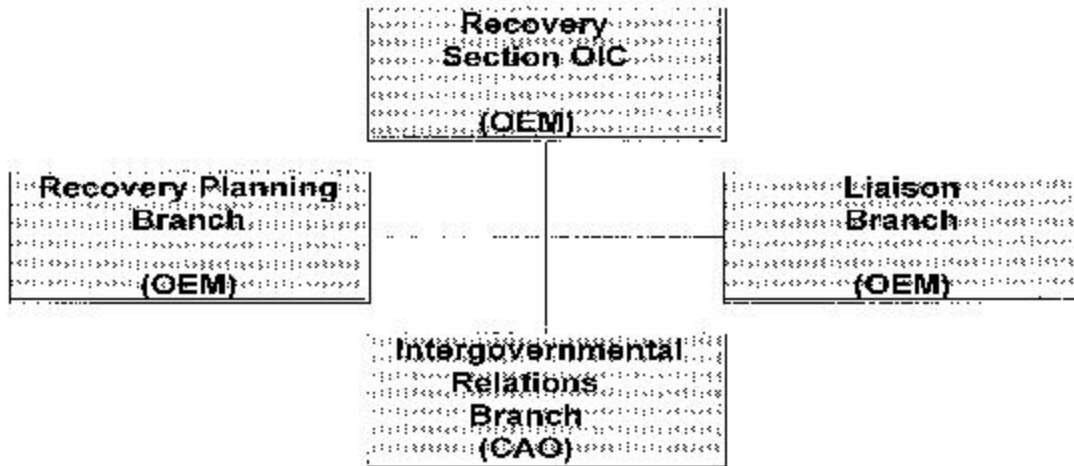
SEMS will be followed. **Note: Use of SEMS is not required during the Recovery Phase.**

All existing County and departmental operating procedures will be adhered to.

All on-duty personnel are expected to remain on-duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with departmental procedures.

While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.

# RECOVERY SECTION ORGANIZATION CHART



## **RECOVERY SECTION STAFF**

The CAO will fill the position of Recovery Section OIC. The following branches/units may be established as the need arises:

- Recovery Planning
- Liaison
- Intergovernmental Relations

### **Recovery Section OIC**

The Recovery Section OIC provides leadership to, and directs, the Recovery Branches. Information is needed to:

- Understand the current situation in order to direct development of an action plan to “jump start” initial recovery.
- Identify probable resource needs for initial recovery.
- Prepare alternative strategies for initial recovery.

### **Recovery Planning Branch**

The Recovery Planning Branch is responsible for analyzing available disaster intelligence for its recovery implications and strategic (long-range) planning in anticipation of recovery needs.

### **Liaison Branch**

The Liaison Branch is responsible for providing early liaison with County departments and cities regarding recovery activities and priorities established by the CAO, as well as coordinating appropriate early recovery issues and activities with OES. The Liaison Branch coordinates with OES on DACs, Disaster Field Office (DFO) liaison operations and Preliminary Damage Assessment teams (PDA). The Liaison Branch is responsible for preparing the local Declaration of Emergency as directed by the CEOC Manager.

### **Intergovernmental Relations Branch**

The Intergovernmental Relations Branch is responsible for interacting with Intergovernmental Relations in the CAO relative to the County's disaster-related legislative issues, advocacy efforts and liaison to the DFO.

## **RECOVERY SECTION**

### **CEOC CHECKLIST**

#### **RECOVERY SECTION OIC (OEM)**

#### **RESPONSIBILITIES**

1. Gather information on the Initial Recovery implications of the disaster.
2. Conduct initial recovery planning and coordination with local, state and federal representatives.
3. Manage the three Branches within the Recovery Section.

#### **CHECKLIST**

##### **Activation**

1. Check-in upon arrival at the CEOC first floor Security Station. Obtain proximity card reader and CEOC identification card.
2. Report to the CAO Manager and obtain a briefing on your role, responsibilities and the situation.
3. Review CEOC organization in place so that you know where to go for information or support.
4. Review your position responsibilities, CEOC checklist and the CEOC-SOP.
5. Determine your operating location, phone number and CWIRS contact number. Report phone number and CWIRS contact number to the CAO Manager, the Management Support Section, CEOC staff section OICs, and the OEM Manager.
6. Ensure your Section is set up properly and appropriate personnel, equipment and supplies are in place. Set-up work station, including maps and status board.
7. See Activation Procedures for EMIS, GIS, fax, telephone system, televisions, audio system, etc. Check radio equipment. If unable to operate, notify CEOC Logistics Section Communications Branch.

8. Meet with Special Staff and OICs from other Sections.
9. Determine which of your section Agency Representatives are in place or have been activated, and their estimated time of arrival (ETA) at the CEOC. Activate them if necessary.
10. Brief Agency Representatives who are assigned to your Section.

**Operational Duties**

1. Open and maintain a log of key activities.
2. Monitor assigned EMIS terminal for messages.
3. Keep continuously up-dated on key information from the field.
4. Obtain a briefing of available on-site and external communications capabilities and restrictions.
5. When reporting in for a new shift, obtain shift change briefing from the CAO Manager and the Recovery Section OIC you are relieving.
6. Exercise overall management of all Branches within the Recovery Section. Make a list of key issues currently facing the Section. Based on the situation as known or forecast, determine likely future Section needs:
  - a. Clearly establish action items to be accomplished within the next operational period.
  - b. Request additional personnel for the Section, as necessary.
7. Make plans for second CEOC shift, as necessary.
8. Advise Liaison Branch of the need for preparation of a local Declaration of Emergency, as directed by the CEOC Manager.
9. Provide recovery-related briefings and written reports to the Board of Supervisors, the Chief Administrative Officer, Emergency Management Council and other officials.
10. Oversee preparation/direct release of recovery-related policy letters/memos to County

departments and other agencies. Coordinate, as appropriate, with the Finance/Administration Section and the County Disaster Assistance Team (CDAT) and other sections of the CAO.

11. Direct development of the initial recovery action plan by the Recovery Planning Branch to "jump start" initial recovery operations.

12. Establish liaison with OES, FEMA, Board of Supervisors, appropriate County departments and impacted cities and agencies.
13. Coordinate recovery actions and programs with OES and other governmental agencies, as required.
14. Prioritize and coordinate the use and distribution of recovery resources which are not already managed by a County department.
15. Establish liaison with the CAO PIO and identify spokespersons in various fields of expertise with ability to prepare and provide public information on initial recovery efforts.
16. Ensure that all contacts with the media are fully coordinated first with the CEOC Emergency PIO and the respective DOC PIOs.
17. Exchange information with local, State and Federal recovery centers.
18. Coordinate recovery-related matters with the County's Joint Information Center (JIC) and Infoline.
19. Deploy appropriate County representatives to the Disaster Field Office (DFO) to provide liaison/coordination during the initial recovery operations.
20. Coordinate with County Counsel and CEOC management on potential legal issues associated with decisions necessary to prioritize or conduct initial recovery operations.
21. Direct departments to designate Recovery, Claims and Grants coordinators.
22. Communicate with the Construction and Engineering Section on the status of safety inspection surveys for County facilities.
23. Coordinate with CAO Financial Management on the need to request "advance" disaster relief funds from FEMA and OES. Ensure fiscal and administrative requirements are coordinated through the Finance and Administration Section.
24. Validate, prioritize and forward unmet recovery-related resource requests to the Logistics Section.
25. Hold regular meetings with Recovery Section Branch Coordinators. Provide situation briefings and share status information with other Sections, as appropriate.

26. Depending on the severity of the disaster, assess the need to convert to the Recovery Coordination Center (RCC) and make appropriate recommendations to the CAO Manager and CEOC Manager. General criteria to convert to the RCC:
  - a. Emergency-related life-saving and property protection operations have terminated/are at infrequent level.
  - b. Law enforcement agencies are able to return to normal operating modes.
  - c. There is a heavy management focus on rapid completion of safety-related damage assessment operations and detailed inspection of structures.
  - d. Human/social issues such as housing, food and public health are coming to the fore.
27. Develop recommendations, in consultation with the CAO Manager and the CEOC Manager, to activate the County Office of Recovery (COR) within the CAO to coordinate the County's mid-and long-term recovery efforts. Be prepared to make recommendations on the number, level and types of disciplines that should comprise COR.
28. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur. Develop contingency plans.
29. Maintain current, clear and understandable displays associated with your Section.
30. Ensure all decisions or other important information are documented into EMIS with copies to respective DOCs.
31. Ensure all emergency information is keystroked into EMIS.
32. Share status information with other Branches and Agency Representatives, as appropriate.
33. Review all information for relevance to your respective DOC and support departments.
34. Communicate critical information to respective DOC managers.
35. At shift change, brief your replacement on key activity that impacts on your function.
36. Ensure that your replacement has a phone number or other means of contacting you in event of need.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Assist CEOC management in determining necessary changes to the CEOC's staffing for the conversion to an RCC.
2. Recommend reassignment of Recovery Section staff to appropriate RCC staff positions.
3. Keep the OEM Manager advised of the status of converting the CEOC to an RCC.
4. Brief RCC staff who will replace you on:
  - a. Status of recovery actions in progress.
  - b. Issues with potential recovery implications.
  - c. Existing State and/or Federal contacts who have a role to play in recovery.
5. Ensure replacement staff has your office and home phone number.

**Deactivation**

1. Ensure that your Branch Coordinators close-out their logs. Ensure that electronic copies of their logs are available in the computer system.
2. Ensure that any open actions are formally transferred to a remaining CEOC staff section or to a responsible department/agency.
3. Ensure that any non-County agencies that work with your staff section in CEOC know that your Section is deactivating so that they can take appropriate actions.
4. Be prepared to provide input to the After-Action Report.
5. Ensure your parent department or agency knows that you have been released from your CEOC assignment.
6. Close-out your log and ensure an electronic copy is available in the system.
7. Transfer your operations to recovery or return to normal operations, as appropriate.

8. Ensure all required forms and reports are completed prior to departure.
9. Leave phone number where you can be contacted.

## **RECOVERY SECTION**

### **CEOC CHECKLIST**

#### **RECOVERY PLANNING BRANCH COORDINATOR (OEM)**

##### **RESPONSIBILITIES**

1. Analyze available disaster intelligence for its recovery implications.
2. Conduct strategic (long-range) planning in anticipation of recovery needs.

##### **CHECKLIST**

###### **Activation**

1. Check-in upon arrival at the CEOC first floor security station. Obtain proximity card reader and CEOC identification card.
2. Report to the Recovery Section OIC and obtain a briefing on your role, responsibilities, and the situation.
3. Determine your operating location, phone number and CWIRS contact number. Report phone number and CWIRS contact number to your Section OIC.
4. Review your position responsibilities, responsibilities of the Recovery Section, your CEOC checklist and the CEOC-SOP.
5. See Activation Procedures for EMIS, GIS, fax telephone system, televisions, audio system, etc. Check radio equipment. If unable to operate, notify CEOC Logistics Section Communications Branch.
6. Ensure your Branch is set-up properly and appropriate personnel, equipment and supplies are in place. Set-up work station, including maps and status boards.
7. Review organization in place at the CEOC. Know where to go for information or support.
8. Meet with the Recovery Section Staff.

9. Determine which of your Branch Agency Representatives are in place or have been activated, and their estimated time of arrival (ETA) at the CEOC. Activate if necessary.
10. Brief Agency Representatives who are assigned to your Branch.

**Operational Duties**

1. Open and maintain a log of key activities.
2. Monitor assigned EMIS terminal for messages.
3. Keep continuously updated on key information from the field.
4. Obtain a briefing of available on-site and external communications capabilities and restrictions.
5. Obtain shift change briefing from Section OIC and staff you are relieving.
6. Based on the situation as known or forecast, determine likely future Branch needs:
  - a. Make a list of the key issues currently facing your Branch. Clearly establish items to be accomplished within the next operational period.
  - b. Request additional personnel for the Branch, as necessary.
7. Make plans for a second CEOC shift, as necessary.
8. Establish ongoing liaison with Planning/Intelligence Section to obtain the following:
  - a. Status/scope/location of damage
  - b. Status/scope/location of injuries/deaths
  - c. Status/scope/location of displaced persons
  - d. Business impacts
  - e. Significant departmental operations
  - f. Damage to departments

- g. Dollar losses
- h. Weather updates
- i. Response planning objectives/course of action

9. Coordinate closely with Liaison Branch to obtain/share recovery information from local, state and federal agencies.
10. Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
11. Coordinate with CAO DOC on issues relating to departments' status/capabilities.
12. Analyze all in-coming damage intelligence and response operations' information for recovery implications, such as:
  - a. Growing numbers of homeless and need for temporary housing/housing vouchers/mid-term housing options
  - b. Mid and longer-term economic impacts
  - c. Psychological impacts (short and long-term)
  - d. Gaps in human recovery services
  - e. Need for donated goods/services to assist in recovery
  - f. Public health needs and services
12. Evaluate initial recovery actions County departments should take.
13. Ensure that all contacts with the media are fully coordinated first with the CEOC PIO and the respective DOC PIOs.
14. Develop an action plan to "jump-start" initial recovery operations and recommendations to address emerging recovery issues and longer-term needs.
15. Coordinate action plan and recommendations with appropriate CEOC sections.
16. Ensure all decisions or other important information are documented into EMIS with copies to respective DOCs.
17. Review all information for relevance to the CAO DOC and support departments.
18. Communicate critical information to respective DOC managers.

19. Ensure all emergency information is keystroked into EMIS.
20. Ensure fiscal and administrative requirements are coordinated through the Finance and Administration Section.
21. Brief the Recovery OIC on major problem areas that now need or will require solutions.
22. Share status information with other Branches/Sections and Agency Representatives, as appropriate.
23. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
24. Conduct periodic briefings for the Branch. Ensure staff is aware of priorities.
25. Attend meetings in conjunction with Branch/Section coordinators. Provide situation briefings.
26. Keep Recovery OIC apprised of all activities.
27. Share status information with other Branches/Sections, as appropriate.
28. Brief your relief at shift change time.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Brief RCC staff who will replace you on:
  - a. Status of recovery plans in progress.
  - b. Issues with potential recovery implications.
  - c. Existing State and/or Federal contacts who have a role to play in recovery.
2. Ensure replacement staff has your office and home phone number.

**Deactivation**

1. Deactivate position and close out logs, or prepare to transition to Recovery Coordination Center (RCC) operations when authorized by the Recovery OIC.

2. Ensure that any open actions are assigned to the appropriate agency or element for follow-up support.
3. Ensure all required forms and reports are completed prior to your departure.
4. Ensure that any non-County agencies that work with your department or staff section in the CEOC know that your Branch is deactivating so that they can take appropriate actions.
5. Ensure your parent department or agency knows that you have been released from your CEOC assignment.
6. Prepare an After-Action Report for inclusion in the Section Report.
7. Leave phone number where you can be contacted.

## **RECOVERY SECTION**

### **CEOC CHECKLIST**

#### **LIAISON BRANCH COORDINATOR (OEM)**

#### **RESPONSIBILITIES**

The Liaison Branch coordinates with OES on Disaster Application Centers (DACs), Disaster Field Office (DFO) liaison operations and Preliminary Damage Assessment teams (PDA). The Liaison Branch is responsible for advising the CEOC management on the need to declare an emergency and preparing the declaration as directed by the CEOC Manager. The Branch is also responsible for providing early liaison with County departments and cities regarding recovery activities and priorities established by the CAO, as well as coordinating appropriate early recovery issues and activities with OES. In addition, this Branch performs other functions that typically are the purview of OEM.

#### **CHECKLIST**

1. Check-in upon arrival at the CEOC first floor Security station. Obtain Proximity Card reader and CEOC identification card.
2. Report to the Recovery Section OIC. Clarify any issues you may have regarding your authority and assignment and what others do in the organization.
3. Obtain a situation briefing.
4. Review your position responsibilities, CEOC checklist and the CEOC-SOP.
5. Review organization in place at the CEOC. Know where to go for information or support.
6. Ensure your Branch is set-up properly and appropriate personnel, equipment, and supplies are in place. Set-up work station, including maps and status boards.
7. Determine operating location, phone number and CWIRS contact number. Report phone number and CWIRS contact number to your Section OIC.
8. See Activation Procedures for EMIS, GIS, fax, telephone system, televisions, audio system, etc. Check radio equipment. If unable to operate, notify CEOC Logistics Section Communications Branch.

9. Determine which of your section Agency Representatives are in place or have been activated, and their estimated time of arrival (ETA). Activate them if necessary.
10. Brief Agency Representatives who are assigned to your Section.

**Operational Duties**

1. Open and maintain a log of key activities.
2. Monitor assigned EMIS terminal for messages.
3. Determine any major incident reports.
4. Determine ongoing and planned operations.
5. Determine the status of requests for assistance.
6. Ensure all decisions or other important information are documented into EMIS with copies to respective DOCs.
7. Meet with CEOC Planning/Intelligence Section and:
  - a. Obtain and review any major incident reports.
  - b. Obtain additional field operational information which may pertain to, or affect, future recovery operations.
  - c. Obtain status/scope/location of damage and displaced persons to estimate anticipated demand for County services.
  - d. Determine business impacts and potential demand for County services.
  - e. Determine significant departmental operations/damage to departments in order to assess their capabilities to provide necessary services.
8. If needed, prepare a local Declaration of Emergency. Refer to the OEM Emergency Operations Handbook for samples and directions. Have County Counsel review and approve the Declaration.
9. Obtain CAO (or designee) signature on declaration. Ensure that signed declaration is rapidly transmitted to the REOC. Notify cities of declaration through Cities' Liaison.

10. Establish early liaison with County departments and cities regarding recovery activities and priorities established by the CAO. Depending on the situation, and without impeding departmental response priorities/operations, consider the following:
  - a. Determine availability of regular and special government services.
  - b. Obtain input from departments/cities on requirements for immediate recovery needs.
  - c. Coordinate with CDAT to establish meetings with Recovery Coordinators (if feasible).
11. Reinforce need to maintain appropriate cost data.
12. Review existing policy letters to determine which need to be issued and/or revised to send to County departments. Coordinate with IGR Branch and CDAT and other sections of the CAO, as appropriate.
13. Provide liaison with and between County departments, cities, OES and FEMA for recovery issues not addressed by IGR and legislative initiatives.
14. Coordinate/share information with Intergovernmental Relations Branch as appropriate.
15. Coordinate/share information with the Cities' Liaison in CEOC.
16. Advise CEOC PIO on availability of government services, hours of operation and locations based on input from County departments/cities.
17. Consult with IGR Branch and/or CAO Intergovernmental Relations to establish liaison with the following:
  - a. Appropriate Board deputies to determine preferred DAC locations and Supervisors' issues/concerns
  - b. Disaster Field Office (DFO)
  - c. Cities
18. Maintain communications with the County representative at the DFO.

19. Ensure fiscal and administrative requirements are coordinated through Finance and Administration Section.
20. Coordinate with other CEOC Sections and County departments to identify the need for Emergency Managers' Mutual Aid (EMMA).
21. Request EMMA through the State REOC, as appropriate, and coordinate provision of EMMA resources with departments.

22. Consult with social service departments to determine if the need exists for "special" DACs to accommodate needs of particular population, i.e., elderly or others with special needs.
23. Meet with FEMA, OES and representatives from impacted cities to determine when and where DACs should open and what federal, state, County and non-profit services, i.e., Infoline and Red Cross, should be offered.
24. Identify potential sites for the DAC(s):
  - a. Coordinate with Chief Administrative Office (CAO) (space/facilities management); County Parks and Recreation; Department of Community and Senior Citizens Services (DCSCS).
  - b. Consult with impacted cities to determine availability of facilities and resources.
25. Determine required DAC furnishings and what FEMA will provide. Coordinate with Logistics Section for items to be provided by the County.
26. Confer with the Department of Human Resources (DHR) on the need for "mini" or "mobile" DACs for County emergency responders who are disaster victims. Make the request to FEMA and work with them to implement. (Note: Limited Federal resources may preclude the ability to comply with such a request).
27. Inform County departments and outside agencies assigned to the DACs of the locations, starting dates, hours of operation, and any other logistical details.
28. Ensure that all contacts with the media are fully coordinated first with the CEOC PIO and the respective DOC PIOs.
29. Provide appropriate information to the County Joint Information Center (JIC) or the CEOC PIO for use in preparing press releases advising the public of DAC locations and availability of County services at those locations.
30. Work cooperatively with FEMA and OES as needed to develop informational handouts regarding DAC logistics and services for distribution to disaster victims at the DACs.
31. Ensure that all necessary steps have been accomplished in time for the opening of the DACs.
32. Keep up-to-date on situation. Maintain current status at all times.

33. Maintain current displays. Make sure that information reports or displays you prepare are clear and understandable.
34. Attend meetings in conjunction with Branch/Section coordinators. Provide situation briefings.
35. Based on the situation as known or forecast, determine likely future Liaison Branch needs.
  - a. Make a list of the key issues currently facing the Branch. Clearly establish action items to be accomplished within the next operational period.
  - b. Request additional personnel for the Branch as necessary.
36. Keep the Recovery Section OIC advised on the Branch's status.
37. Make plans for second CEOC shift, as necessary.
38. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
39. Anticipate potential situation changes. Develop contingency plans.
40. Brief your relief at shift change time. Include information on how you can be contacted while off shift.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

1. Brief RCC staff who will replace you on:
  - a. Status of work in progress.
  - b. Issues with potential recovery implications.
  - c. Existing State and/or Federal contacts who have a role to play in recovery.
2. Work with State and Federal authorities to coordinate Preliminary Damage Assessment (PDA) process of all affected jurisdictions within the Operational Area. Coordinate scheduling of the PDA through the Construction and Engineering Branch (DPW) and the Cities' Liaison.

3. Ensure replacement staff have your office and home phone number.

**Deactivation**

1. Deactivate position and close out logs, or prepare to transition to RCC operations when authorized by the Recovery OIC.
2. Ensure that any open actions are assigned to the appropriate agency or element for follow-up support.
3. Ensure all required forms and reports are completed prior to your departure.
4. Deactivate position and close-out logs when authorized by the Recovery OIC.
5. Ensure all required forms or reports are completed prior to your release/departure.
6. Prepare After-Action Report for inclusion in Section Report.
7. Leave contact phone number where you can be reached.

## **RECOVERY SECTION**

### **CEOC CHECKLIST**

#### **INTERGOVERNMENTAL RELATIONS BRANCH COORDINATOR (CAO)**

#### **RESPONSIBILITIES**

The Intergovernmental Relations Branch is responsible for interacting with Intergovernmental Relations in the CAO relative to the County's disaster-related legislative issues, advocacy efforts, and providing liaison staff to the DFO.

#### **CHECKLIST**

##### **Activation**

1. Check-in upon arrival at the CEOC first Floor Security station. Obtain proximity card reader and CEOC identification card.
2. Report to the Recovery Section OIC or his designee. Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
3. Obtain a situation briefing. Meet with the coordinators of the other Recovery Section Branches and exchange available situation information.
4. Review your position responsibilities, responsibilities of the Recovery Section and its Branches, your Branch CEOC checklist and the CEOC-SOP.
5. Review organization in place at the CEOC. Know where to go for information and support.
6. Ensure that your Branch is set up properly and that appropriate personnel, equipment, and supplies are in place. Set-up your work station, including maps and status boards.
7. Determine your operating location, phone number and CWIRS contact number. Report phone number and CWIRS contact number to your Section OIC.
8. See Activation Procedures for EMIS, GIS, fax, telephone system, televisions, audio system, etc. Check radio equipment. If unable to operate, notify CEOC Logistics Section

Communications Branch.

9. Determine which of your Branch Agency Representatives are in place or have been activated, and their estimated time of arrival (ETA) at the CEOC. Activate them if necessary.
10. Brief Agency Representatives who are assigned to your Branch.

**Operational Duties**

1. Open and maintain a log of key activities.
2. Monitor assigned EMIS terminal for messages.
3. Keep continuously updated on key emergency information resulting from the event.
4. Maintain current, clear, and understandable displays associated with your Branch.
5. Keep up-to-date on the situation and resources associated with your Branch. Maintain the current status in EMIS at all times.
6. Based on the situation as known or forecast, determine likely future Branch needs:
  - a. Make a list of the key issues currently facing the Branch. Clearly establish action items to be accomplished within the next operational period.
  - b. Request additional personnel for the Branch as necessary.
7. Make plans for second CEOC shift as necessary.
8. Contact CAO Intergovernmental Relations to establish liaison in the following areas:
  - a. Presidential Discretionary Funds.
  - b. Disaster-related grants.
  - c. Emergency funding legislation/special appropriations.
  - d. VIP coordination (ensure you keep the CEOC Manager informed of any VIP coordination issues).
  - e. Disaster Field Office (DFO) representation.

- f. Federal/State waivers.
- 9. Interact with other Sections and Branches within the CEOC to obtain information, assist in coordination, and arrange for support as necessary.
- 10. Ensure that all contacts with the media are fully coordinated first with the CEOC PIO and the respective DOC PIOs.
- 11. Provide appropriate information to the Planning/Intelligence Branch.
- 12. Coordinate/share information with Cities' Liaison.
- 13. Attend meetings in conjunction with Branch/Section coordinators. Provide situation briefings.
- 14. Ensure all developed guidelines, directives, action plans and appropriate situation information is disseminated to Agency Representatives.
- 15. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- 16. Anticipate potential situation changes. Develop contingency plans.
- 17. Ensure all decisions or other important information are documented into EMIS with copies to respective DOCs.
- 18. Share status information with other Sections as appropriate.
- 19. Keep Recovery OIC apprised of activities; ensure he/she is briefed on political issues and players.
- 20. At shift change, brief your replacement on key activity that impacts on your function. Leave information on how you can be contacted while off shift.

**Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)**

- 1. Brief RCC staff who will replace you on:
  - a. Status of work in progress.

- b. Issues with potential recovery implications.
  - c. Existing State and/or Federal contacts who have a role to play in recovery.
2. Ensure replacement staff has your office and home phone number.

**Deactivation**

1. Deactivate position and close-out logs when authorized by the Recovery OIC. Ensure an electronic copy of your log is available in EMIS.
2. Ensure that any open actions are formally transferred to a remaining CEOC staff section or transferred to CAO IGR or a responsible department/agency.
3. Ensure that any non-County agencies that work with your staff section know that you are deactivating.
4. Ensure all required forms or reports are completed prior to your release/departure.
5. Ensure your parent department knows that you have been released from your CEOC assignment.
6. Prepare After-Action Report for inclusion in Section Report.
7. Leave contact phone number where you can be reached.

## **PART THREE—LEGAL DOCUMENTS**

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## **ARTICLE 9.5 — DISASTER PREPAREDNESS (CALIFORNIA GOVERNMENT CODE 8607—SEMS LAW)**

### **8607. Standardized emergency management system**

- (a) By December 1, 1993, the Office of Emergency Services, in coordination with all interested state agencies with designated response roles in the state emergency plan and interested local emergency management agencies shall jointly establish by regulation a standardized emergency management system for use by all emergency response agencies. The public water systems identified in Section 8607.2 may review and comment on these regulations prior to adoption. This system shall be applicable, but not limited to, those emergencies or disasters referenced in the state emergency plan. The standardized emergency management system shall include all of the following systems as a framework for responding to and managing emergencies and disasters involving multiple jurisdictions or multiple agency responses:
- (1) The Incident Command Systems adapted from the systems originally developed by the FIRESCOPE Program, including those currently in use by state agencies.
  - (2) The multi-agency coordination system as developed by the FIRESCOPE Program.
  - (3) The mutual aid agreement, as defined in Section 8561, and related mutual aid systems such as those used in law enforcement, fire service and coroners operations.
  - (4) The operational area concept, as defined in Section 8559.
- (b) Individual agencies' roles and responsibilities agreed upon and contained in existing laws or the state emergency plan are not superseded by this article.
- (c) By December 1, 1994, the Office of Emergency Services, in coordination with the State Fire Marshal's Office, the Department of the California Highway Patrol, the Commission on Peace Officer Standards and Training, the Emergency Medical Services Authority, and all other interested state agencies with designated response roles in the state emergency plan, shall jointly develop an approved course of instruction for use in training all emergency response personnel, consisting of the concepts and procedures associated with the standardized emergency management system described in subdivision (a).
- (d) By December 1, 1996, all state agencies shall use the standardized emergency

management system as adopted pursuant to subdivision (a), to coordinate multiple jurisdiction or multiple agency emergency and disaster operations.

- (e) (1) By December 1, 1996, each local agency, in order to be eligible for funding of response-related costs under disaster assistance programs, shall use the standardized emergency management system as adopted pursuant to subdivision (a) to coordinate multiple jurisdiction or multiple agency operations.
- (2) Notwithstanding paragraph(1), local agencies shall be eligible for repair, renovation, or any other non-personnel costs resulting from an emergency.
- (f) The office shall, in cooperation with involved state and local agencies, complete an after-action report within 120 days after each declared disaster. This report shall review public safety response and disaster recovery activities and shall be made available to all interested public safety and emergency management organizations.

#### **8607.1. Legislative intent**

- (a) It is the intent of the Legislature that a statewide system for fire hydrants be adopted so that all firefighters can respond to emergencies calling for the use of water at any location in the State of California. Without this statewide standardized system, the lives of firefighters and those they serve would be put in serious jeopardy in a mutual aid fire response effort stretching across city and county boundaries.
- (b) By January 1, 1994, the State Fire Marshal shall establish a statewide uniform color coding of fire hydrants. In determining the color coding of fire hydrants, the State Fire Marshal shall consider the national system of coding developed by the National Fire Protection Association as Standard 291 in Chapter 2 on Fire Flow Testing and Marking of Hydrants. The uniform color coding shall not preempt local agencies from adding additional markings.
- (c) Compliance with the uniform color coding requirements of subdivision (b) shall be undertaken by each agency that currently maintains fire hydrants throughout the state as part of its ongoing maintenance program for its fire hydrants.
- (d) By July 1, 1994, the State Fire Marshal shall develop and adopt regulations establishing statewide uniform fire hydrant coupling sizes. The regulations adopted pursuant to this section shall include provisions that permit the use of an adapter mounted on the hydrant as a means of achieving uniformity. In determining uniform fire hydrant coupling sizes, the State Fire Marshal shall consider any system developed by the National Fire Protection Association, the National Fire Academy, or the Federal Emergency Management Agency.



- (e) By December 1, 1996, each local agency, city, county, city and county, or special district in order to be eligible for any funding of mutual aid fire response related costs under disaster assistance programs, shall comply with regulations adopted pursuant to this section. Compliance may be met if at least one coupling on the hydrant is of the uniform size.
- (f) Subdivision (d) shall not be applicable to the City and County of San Francisco due to the existing water system.

## **8607.2 Plans**

- (a) All public water systems, as defined in subdivision (f) of Section 4010.1 of the Health and Safety Code, with 10,000 or more service connections shall review and revise their disaster preparedness plans in conjunction with related agencies, including, but not limited to, local fire departments and the office to ensure that the plans are sufficient to address possible disaster scenarios. These plans should examine and review pumping station and distribution facility operations during an emergency, water pressure at both pumping stations and hydrants, and whether there is sufficient water reserve levels and alternative emergency power such as onsite backup generators and portable generators.
- (b) All public water systems, as defined in subdivision (f) of Section 4010.1 of the Health and Safety Code, with 10,000 or more service connections following a declared state of emergency shall furnish an assessment of their emergency response and recommendations to the Legislature within six months after each disaster, as well as implementing the recommendations in a timely manner.
- (c) By December 1, 1996, the Office of Emergency Services shall establish appropriate and insofar as practical, emergency response and recovery plans, including mutual aid plans, in coordination with public water systems, as defined in subdivision (f) of Section 4010.1 of the Health and Safety Code, with 10,000 or more service connections.

**CALIFORNIA CODE OF REGULATIONS  
TITLE 19  
DIVISION 2  
OFFICE OF EMERGENCY SERVICES**

**ADOPTED REGULATIONS**

**CHAPTER 1**

**Article 1. Short Title**

**§2400. Short Title.**

This Chapter shall be known and may be cited as the Standardized Emergency Management System (SEMS) Regulations.

Note:       AUTHORITY:   GOVERNMENT CODE §8607(a)  
              REFERENCE:       GOVERNMENT CODE §8607

**Article 2. Purpose and Scope**

**§2401. Purpose and Scope.**

These regulations establish the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program including those currently in use by state agencies, the Multi-Agency Coordination System (MACS) as developed by FIRESCOPE program, the operational area concept, and the Master Mutual Aid Agreement and related mutual aid systems.

SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. SEMS requires emergency response agencies use basic principles and components of emergency management including ICS, multi-agency or inter-agency coordination, the operational area concept, and established mutual aid systems. State agencies must use SEMS. Local government must use SEMS by December 1, 1996 in order to be eligible for state funding of response-related personnel costs pursuant to activities identified in California Code of Regulations, Title 19, §2920, §2925, and §2930.

Individual agencies' roles and responsibilities contained in existing laws or the state emergency plan are not superseded by these regulations.

Note: AUTHORITY: GOVERNMENT CODE §8607(a), §8607(b)  
REFERENCE: GOVERNMENT CODE §8607, HEALTH AND SAFETY CODE §13071,  
§13072

### **Article 3. Definitions**

#### **§2402. Definitions.**

- (a) "Action Plan" means the plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.
- (b) "Activate" means at a minimum, a designated official of the emergency response agency implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.
- (c) "Department Operations Center" means an EOC used by a distinct discipline, such as fire, medical, hazardous material, or a unit such as Department of Public Works, Department of Health, or local water district. Department operations centers may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.
- (d) "Disaster Assistance Program" is a program that provides state funding or reimbursement for local government response-related personnel costs incurred in response to an incident as defined in §2402(l).
- (e) "Emergency" means a condition of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.
- (f) "Emergency Operations Center" means a location from which centralized emergency management can be performed.
- (g) "Emergency Response Agency" means any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

- (h) "Emergency Response Personnel" means personnel involved with an agency's response to an emergency.
- (i) "Incident" means an occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.
- (j) "Incident Action Plan" means the plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.
- (k) "Incident Commander" means the individual responsible for the command of all functions at the field response level.
- (l) "Incident Command System (ICS)" means the nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.
- (m) "Local Government" means local agencies as defined in Government Code §8680.2 and special districts as defined in California Code of Regulations, Title 19, Division 2, Chapter 5, NDAA, §2900(y).
- (n) "Multi-agency or inter-agency coordination" means the participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.
- (o) "Office of Emergency Services" means the Governor's Office of Emergency Services.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)  
REFERENCE: GOVERNMENT CODE §8607, §8680.2, §8558(c)

#### **Article 4. Standardized Emergency Management System**

##### **§2403. SEMS Organizational Levels and Functions.**

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- (a) All emergency response agencies shall use the Standardized Emergency Management System in responding to, managing, and coordinating multiple agency or multiple jurisdiction incidents, whether single or multiple discipline.
  - (b) There are five designated levels in the SEMS organization: field response, local government, operational area, regional, and state. Each level is activated as needed.
    - (1) "Field response level" commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to and incident or threat.
    - (2) "Local government level" manages and coordinates the overall emergency response and recovery activities within their jurisdiction.
    - (3) "Operational area level" manages and/or coordinates information, resources, and priorities among local governments within the operational area and serves as the coordination and communication link between the local government level and the regional level.
    - (4) "Regional level" manages and coordinates information and resources among operational areas within the mutual aid region designated pursuant to Government Code §8600 and between the operational areas and the state level. This level along with the state level coordinates overall state agency support for emergency response activities.
    - (5) "State level" manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and state level, and serves as the coordination and communication link with the federal disaster response system.
  - (c) Local government, operational area, regional and state levels shall provide for all of the following functions within SEMS: management, operations, planning/intelligence, logistics, and finance/administration.
    - (1) Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
    - (2) Operations is responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's action plan.
    - (3) Planning/Intelligence is responsible for collecting, evaluating, and disseminating

information; developing the organizational level's action plan in coordination with the other functions; and maintaining documentation.

- (4) Logistics is responsible for providing facilities, services, personnel, equipment, and materials.
- (5) Finance/Administration is responsible for financial activities and administrative aspects not assigned to the other functions.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)  
REFERENCE: GOVERNMENT CODE §8607, §8559, §8605, §8600

**§2405. Field Response Level.**

- (a) Emergency response agencies operating at the field response level of an incident shall utilize the Incident Command System, incorporating the functions, principles, and components of ICS.
- (1) The functions of ICS are command, operations, planning, logistics, and finance.
- (A) Command is the directing, ordering, and/or controlling of resources by virtue of explicit legal, agency, or delegated authority.
- (B) Operations is responsible for the coordinated tactical response of all field operations directly applicable to or in support of mission(s) in accordance with the Incident Action Plan.
- (C) Planning (may be referred to as planning/intelligence) is responsible for the collection, evaluation, documentation, and use of information about the development of the incident and the status of resources.
- (D) Logistics is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.
- (E) Finance (may be referred to as finance/administration) is responsible for all financial and cost analysis aspects of the incident, and for any administrative aspects not handled by the other functions.
- (2) The principles of ICS are that:
- (A) The system provides for the following kinds of operation: single jurisdictional responsibility/single agency involvement, single jurisdictional responsibility with multiple-agency involvement, and multiple-jurisdictional responsibility with multiple-agency involvement.
- (B) The system's organizational structure adapts to any emergency or incident to which emergency response agencies would be expected to respond.
- (C) The system shall be applicable and acceptable to all user agencies.
- (D) The system is readily adaptable to new technology.

(E) The system expands in a rapid and logical manner from an initial response to a major incident and contracts just as rapidly as organizational needs of the situation decrease.

(F) The system has basic common elements in organization, terminology and procedures.

- (3) The components of ICS are common terminology, modular organization, unified command structure, consolidated action plans, manageable span-of-control, predesignated incident facilities, comprehensive resource management, and integrated communications.

(A) Common terminology is the established common titles for organizational functions, resources, and facilities within ICS.

(B) Modular organization is the method by which the ICS organizational structure develops, based upon the kind and size of an incident. The organization's staff builds from the top down with responsibility and performance placed initially with the Incident Commander. As the need exists, operations, planning, logistics, and finance may be organized as separate sections, each with several units.

© Unified command structure is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility or accountability.

(D) Consolidated action plans identify objectives and strategy determinations made by the Incident Commander for the incident based upon the requirements of the jurisdiction. In the case of a unified command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The action plan for the incident covers the tactical and support activities required for the operational period.

(E) Manageable span-of-control within ICS is a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The kind of incident, the nature of the response or task, distance, and safety will influence the span-of-control range. The ordinary span-of-control range is between three and seven personnel.

(F) Predesignated incident facilities are identified within ICS. The determination of the kinds and locations of facilities to be used will be based upon the requirements of the incident.

(G) Comprehensive resource management is the identification, grouping, assignment,

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(H) Integrated communications are managed through the use of a common communications plan and an incident-based communications center established for the use of tactical and support resources assigned to the incident.

- (b) Where an agency has jurisdiction over multiple-agency incidents, it shall organize the field response using ICS to provide for coordinated decision-making with emergency response agencies.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)  
REFERENCE: GOVERNMENT CODE §8607(a)(1), §8607(e), HEALTH AND SAFETY CODE §13071, §13072

**§2407. Local Government Level.**

- (a) The Standardized Emergency Management System as described under SEMS Organizational Levels and Functions (§2403) shall be utilized:

- (1) when the local government emergency operations center is activated.  
(2) when a local emergency, as defined in Government Code §8558(c), is declared or proclaimed.

- (b) When a local government EOC is activated, communications and coordination shall be established between the Incident Commander(s) and the department operations center(s) to the EOC or between the Incident Commander(s) and the EOC. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.

- (c) Communications and coordination shall be established between a local government EOC, when activated, and any state or local emergency response agency having jurisdiction at an incident occurring within that local government's boundaries.

- (d) Local government shall use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)  
REFERENCE: GOVERNMENT CODE §8558(c), §8607(a), §8607(e)

**§2409. Operational Area Level.**

- (a) "Operational Area Level" means an intermediate level of the state emergency services

organization, consisting of a county and all political subdivisions within the county area. Each county geographic area is designated as an operational area. An operational area is used by the county and political subdivisions comprising the operational area for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operation centers and the operation centers of the political subdivisions comprising the operational area, as defined in Government Code §8559(b) and §8605. This definition does not change the definition of operational area as used in the existing fire and rescue mutual aid system.

- (b) All local governments within a county geographic area shall be organized into a single operational area by December 1, 1995, and the county board of supervisors shall be responsible for its establishment.
- (c) The operational area authority and responsibility under SEMS shall not be affected by non-participation of any local government(s) within the operational area.
- (d) The county government shall serve as the lead agency of the operational area unless another member agency of the operational area assumes that responsibility by written agreement with county government.
- (e) The lead agency of the operational area shall:
  - (1) Coordinate information, resources and priorities among the local governments within the operational area.
  - (2) Coordinate information, resources, and priorities between the regional level and the local government level. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.
  - (3) Use multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.
- (f) The operational area EOC shall be activated and SEMS used as described in the SEMS Organizational Levels and Functions (§2403) when any of the following conditions exists:
  - (1) A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
  - (2) Two or more cities within the operational area have declared or proclaimed a local emergency.

- (3) The county and one or more cities have declared or proclaimed a local emergency.

- (4) A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in Government Code §8558(b).
- (5) A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.
- (6) The operational area is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.
- (7) The operational area has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)  
REFERENCE: GOVERNMENT CODE §8607(a), §8558(c), §8559(b), §8605, §8561, §8616, §8617, §8618

### **§2411. Regional Level.**

- (a) The regional level EOC shall be activated and SEMS used as described in SEMS Organizational Levels and Functions (§2403) when any operational area EOC within the mutual aid region is activated.
- (b) The lead agency for establishment of the regional level EOC shall be OES.
- (c) The location of the regional level EOC shall be identified by OES to accommodate the needs of the operational area(s) served.
- (d) When the regional level EOC is activated, communications and coordination shall be established with the operational area(s), the state level EOC, and regional level department operations centers. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.
- (e) The regional level shall use multi-agency or inter-agency coordination to facilitate decisions for overall regional level emergency response activities.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)

REFERENCE: GOVERNMENT CODE §8607(a), §8600, §8559(a)

**§2413. State Level.**

- (a) The state level EOC shall be activated and SEMS used as described in SEMS Organizational Levels and Functions (§2403) when any of the following conditions exists:
  - (1) A regional level EOC is activated.
  - (2) Upon the governor's proclamation of a state of emergency.
  - (3) Upon the governor's proclamation of an earthquake or volcanic prediction.
- (b) The lead agency for establishment of the state level EOC shall be OES.
- (c) When the state level EOC is activated, communications and coordination shall be established with the regional level EOC(s), state level department operations centers, and federal emergency response agencies. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)  
REFERENCE: GOVERNMENT CODE §8607(a), §8558(b)

**§2415. Mutual Aid.**

- (a) "Mutual Aid" means voluntary aid and assistance by the provision of services and facilities, including but not limited to: fire, police, medical and health, communication, transportation, and utilities. Mutual aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.
- (b) "Mutual Aid System" means the system which allows for the progressive mobilization of resources to/from emergency response agencies, local governments, operational areas, regions, and the state with the intent of providing adequate resources to requesting agencies. The California mutual aid system includes several discipline-specific mutual aid systems (e.g., fire and rescue, law enforcement, medical and public works) which are consistent with the Master Mutual aid Agreement.
- (c) All mutual aid systems and agreements shall be consistent with SEMS and the Master Mutual aid Agreement.
- (d) Unless otherwise provided by agreement, the responsible local official in whose jurisdiction(s) an incident requiring mutual aid has occurred remains in charge and retains

overall direction of personnel and equipment provided through mutual aid (as provided for in Government Code §8618).

Note: AUTHORITY: GOVERNMENT CODE §8607(a)  
REFERENCE: GOVERNMENT CODE §8607(a)(3), §8561, §8616, §8617, §8618

## **Article 5. Standardized Emergency Management System Advisory Board**

### **§2425. Establishment and Purpose.**

The Director, OES, shall establish the SEMS Advisory Board consisting of representatives from emergency response agencies to provide advice on all aspects of this Chapter.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)  
REFERENCE: GOVERNMENT CODE §8607(a), §8587

## **Article 6. Training**

### **§2428. Minimum Performance Objectives.**

- (a) Emergency response agencies shall determine the appropriate level(s) of SEMS instruction for each member of their staff, based upon staff member's potential assignment during an emergency response.
- (b) Emergency response agencies shall ensure that their emergency response personnel can demonstrate and maintain, to the level deemed appropriate, the minimum SEMS performance objectives required by their agencies' training programs. Agencies shall use the Minimum Performance Objectives contained in the Approved Course of Instruction (ACI) Syllabus dated March 1, 1995, which are hereby incorporated by reference, as the basis for their training programs. Minimum Performance Objectives are contained in Paragraph D of each Course Module description.
- (c) SEMS minimum performance objectives shall be met through completion of materials from the ACI, completion of equivalent courses of instruction, or through incorporation of the objectives into exercises.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)  
REFERENCE: GOVERNMENT CODE §8607(a) and §8607(e)

## **Article 7. Compliance**

### **§2443. General Provisions**

- (a) Local government must use SEMS in order to be eligible for state funding of response-related personnel costs occurring in response to an incident as defined in §2402(I). All state agencies shall use SEMS to coordinate multiple jurisdiction or multiple agency emergency and disaster operations.
- (b) Compliance with SEMS shall be documented in the areas of planning, training, exercise, and performance.
- (c) All applicants for reimbursement or response-related personnel costs shall self-certify compliance with §2445, §2446, §2447, and §2448. This self-certification shall be submitted in writing with the application.
- (d) Evidence of compliance with SEMS as set forth in §2445, §2446, §2447, and §2448 shall be available for review.
- (e) When the OES Director determines sufficient evidence exists to warrant a SEMS Compliance review, a Review Team shall be established to evaluate the compliance with SEMS of any local government which has requested funding of its response-related personnel costs under disaster assistance programs, or any operational area or state agency. The OES Director shall notify the local government, operational area, or state agency being evaluated, the SEMS Advisory Board, and the fund(s) administrator of any disaster assistance program of the establishment of the Review Team. At a minimum, participants on the Review Team shall include peers of the entity being evaluated, OES staff, and others knowledgeable in emergency operations and SEMS. The Review Team shall meet with the local government, operational area, or state agency being evaluated and solicit all pertinent information. The team may also review records and interview persons knowledgeable on the SEMS compliance activities of the entity being evaluated. The Review Team shall report its findings to the local government, operational area, or state agency that was evaluated, the SEMS Advisory Board, and the OES Director. This report must be issued within ninety (90) days of the establishment of the Review Team.
- (f) The SEMS Advisory Board shall examine the Review Team's report within sixty (60) days of submittal of the report. The SEMS Advisory Board shall also consider additional information pertinent to the evaluation. The local government, operational area, or state agency being evaluated may submit additional information to the Board, either verbally or in writing. After consideration, the SEMS Advisory Board shall submit a recommendation to the OES Director. A copy of the recommendation shall be forwarded to the local government, operational area, or state agency being evaluated.

- (g) The OES Director shall make a determination on whether or not the local government, operational area, or state agency being evaluated was in compliance with SEMS. This determination shall be forwarded to the local government, operational area, or state agency being evaluated by certified letter within thirty (30) days of the SEMS Advisory Board's recommendation. A copy of the determination shall be provided to the fund(s) administrator of any disaster assistance program.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)  
REFERENCE: GOVERNMENT CODE §8607(e), §8682.9, 8558(c)

#### **§2444. Appeal Process.**

- (a) In the event the local government, operational area, or state agency being evaluated disagrees with the determination of the OES Director, the local government, operational area, or state agency may request a reconsideration of the determination. The request must be submitted within thirty (30) days of receipt of the letter of determination.
- (b) The request for reconsideration shall be in writing and indicate why the local government, operational area, or state agency disagrees with the decision, any new or additional pertinent information, and any legal authority or other basis for the disagreement with the determination.
- (c) The OES Director shall review the request for reconsideration and make a determination. The local government, operational area, or state agency that submitted the request for reconsideration shall be notified of the OES Director's decision by certified letter within thirty (30) days of receipt of the request for reconsideration. A copy of the determination shall be provided to the fund(s) administrator or any disaster assistance program.
- (d) The OES Director's decision shall be considered final for the purposes of the appeal process.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)  
REFERENCE: GOVERNMENT CODE §8607(e)

#### **§2445. Planning.**

Local governments, operational areas, and state agencies shall include the use of SEMS in emergency plans and procedures pursuant to §2403, §2405, §2407, §2409, §2411, §2413, and §2415.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)

REFERENCE: GOVERNMENT CODE §8607(a), §8607(b), §8607(c), 8607.2(c)

**§2446. Training.**

Local governments, operational areas, and state agencies shall document SEMS training provided to its emergency response personnel pursuant to §2428.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)  
REFERENCE: GOVERNMENT CODE §8607©

**§2447. Exercises.**

Local governments, operational areas, and state agencies shall incorporate the use of SEMS pursuant to §2403, §2405, §2407, §2409, §2411, §2413, and §2415 at all levels of operation when exercises are performed.

Note: AUTHORITY: GOVERNMENT CODE §8607(a), §8607.2(c)  
REFERENCE: GOVERNMENT CODE §8607(c), §8607.2(c)

**§2448. Performance.**

Local governments, operational areas, and state agencies shall document the use of SEMS. Documentation shall include activities performed pursuant to §2403, §2405, §2407, §2409, §2411, §2413, and §2415 during the emergency.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)  
REFERENCE: GOVERNMENT CODE §8607(d)

**Article 8. After-Action Reports**

**§2450. Reporting Requirements.**

- (a) Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an After-Action Report to OES within ninety (90) days of the close of the incident period as specified in California Code of Regulations, Title 19, §2900(j).
- (b) The After-Action report shall, at a minimum, be a review of response actions taken, application of SEMS, suggested modifications to SEMS, necessary modifications to

plans and procedures, identified training needs, and recovery activities to date.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)  
REFERENCE: GOVERNMENT CODE §8607(f)

## **EMERGENCY ORDINANCE**

The following is the Los Angeles County Code Chapter 2.68 - Emergency Ordinance which defines duties and provides legal authority to prepare and carry out plans for the protection of life and property in Los Angeles County in the event of an emergency.

### **CHAPTER 2.68**

#### **EMERGENCY SERVICES**

##### **Parts:**

- 1 Definitions and General Provisions**
- 2 Organizations**
- 3 Board Powers**
- 4 Emergency Management Council**
- 5 Director of Emergency Operations**
- 6 Office of Emergency Management**
- 7 Miscellaneous Provisions**

#### **PART 1**

##### **Definitions and General Provisions**

##### **Sections:**

- |          |  |
|----------|--|
| 2.68.010 | Title of Provisions.                     |
| 2.68.020 | Purpose.                                 |
| 2.68.030 | Construction of Language.                |
| 2.68.040 | Officers and Deputies Powers and Duties. |
| 2.68.050 | Definitions.                             |

##### **2.68.010. TITLE OF PROVISIONS**

This chapter shall be known as and may be cited as the "emergency ordinance."

##### **2.68.020. PURPOSE**

The declared purposes of this Chapter are to provide for the preparation and carrying out of plans for the protection of life and property within the County of Los Angeles in the event of an

emergency; the establishment, coordination, and direction of the Los Angeles County Operational Area Organization; the establishment, coordination, and direction of the County of Los Angeles Emergency Management Council; the establishment, coordination, and direction of the County of Los Angeles Office of Emergency Management; and the coordination of the preparatory and emergency functions of the County of Los Angeles with all other public agencies, organizations, and individuals.

**2.68.30. CONSTRUCTION OF LANGUAGE**

Unless the provisions or the context requires otherwise, the general provisions, rules of construction, and definitions set forth in this Part 1 shall govern the construction of this chapter.

**2.68.40. OFFICERS AND DEPUTIES POWERS AND DUTIES**

Whenever a power is granted to, or a duty is imposed upon a public officer, the power may be exercised or the duty may be performed by a deputy of the officer or by a person authorized, pursuant to law or ordinance, by the officer, unless this chapter expressly provides otherwise.

**2.68.050. DEFINITIONS**

- A. "Board" means the Board of Supervisors of the County of Los Angeles;
- B. "California Emergency Services Act" means Chapter 7 of Division 1 of Title 2 of the Government Code now comprising Sections 8550 to 8668 inclusive, and as amended;
- C. "Chairman" means the Chairman of the Board of Supervisors of the County of Los Angeles;
- D. "Chief Administrative Officer" means the Chief Administrative Officer of the County of Los Angeles;
- E. "Sheriff" means the Sheriff of the County of Los Angeles;
- F. "Forester and Fire Warden and/or Fire Chief" means the Forester and Fire Warden of the County of Los Angeles and the Fire Chief of the Consolidated Fire Protection District of the County of Los Angeles;
- G. "County" means the County of Los Angeles;

H. "County District" or variance thereof includes the Los Angeles County Flood Control District, the Consolidated Fire Protection District within Los Angeles County, every County Waterworks District within Los Angeles County, and every other type of district within Los Angeles County the governing body of which is the Board;

I. Emergency Preparedness Commission means the Emergency Preparedness Commission for the County and cities of Los Angeles;

J. "Emergency" includes a "local emergency," "state of emergency," and a "state of war emergency" as defined in the California Emergency Services Act;

K. "Operational Area Organization" means the Los Angeles County Operational Area Organization, which is an intermediate level of the State Emergency Services Organization, consisting of the County and all political subdivisions within the County;

L. "Person" includes every person, firm, and corporation;

M. "Section" means a section of this Chapter unless some other ordinance or statute is specifically mentioned;

N. "Shall" is mandatory and "may" is permissive;

O. "State" or variance thereof means the State of California.

## **PART 2**

### **Organizations**

#### **Sections:**

2.68.060 County Emergency Organization

2.68.070 Operational Area Organization

#### **2.68.060. COUNTY EMERGENCY ORGANIZATION**

A. All officers and employees of the County, together with those volunteer forces registered to aid them during a duly proclaimed emergency, and all groups, organizations and persons who may by agreement or operation of law, including persons impressed into service under the provisions of Section 2.68.220.C of this Chapter, be charged with duties incident to the protection of life and property in Los Angeles County during such emergency shall constitute the County Emergency Organization. The County Emergency Organization includes the American Red Cross, Salvation Army, the Los Angeles County Medical Association, Hospital

Council of Southern California, National Defense Transportation Association, Associated General Contractors of California, Engineering Contractors Association, Civil Air Patrol, and such other organizations and groups as may offer and have their services accepted prior to, during, or after an emergency.

B. Under the direction of the Emergency Management Council, the County Emergency Organization shall be exercised in whole or in part, at least annually. The responsibility for coordinating the exercise shall be rotated among the voting members of the Emergency Management Council.

**2.68.070. OPERATIONAL AREA ORGANIZATION**

Pursuant to the provisions of the California Emergency Services Act, the Los Angeles County Operational Area Organization is created to serve in a "state of war" emergency as a link in the system of communications and coordination between the State's emergency operating centers and the emergency operating centers of the County, County Districts, and cities comprising the Operational Area. In the event of a major non-war emergency, the Los Angeles County Operational Area Organization may be activated in whole or in part to serve all or a portion of Los Angeles County upon request of the governing bodies of the affected jurisdictions or their authorized officials and with the concurrence of the Chairman, or in his absence, in the following priority order, the Chief Administrative Officer or the Sheriff.

**PART 3**

**Board Powers**

**Sections:**

- 2.68.080 Powers
- 2.68.090 Delegation of Powers
- 2.68.100 Chairman Designated as Operational Area Coordinator
- 2.68.110 Local Emergency - Authority to Proclaim - Ratification
- 2.68.120 Local Emergency - Termination
- 2.68.130 State of Emergency - Who May Request Conditions
- 2.68.140 Mobilization of County Emergency Organization
- 2.68.150 Authority for Emergency Orders and Regulations

**2.68.080. POWERS**

The Board specifically reserves the power to initiate, coordinate, and direct, except as otherwise provided, all activities made necessary by war or as the result of an emergency

which directly affects the County government and requires organized community action within Los Angeles County. The initiation, coordination, and direction provided for in this section may be expressed by the Chairman.

**2.68.090. DELEGATION OF POWERS**

The Board hereby specifically reserves the power to delegate any of its powers, functions, or duties to the Chief Administrative Officer or to any other officer created by authority of this Chapter, or to any other County officer, and to revise and change powers, functions, and duties so delegated.

**2.68.100. CHAIRMAN DESIGNATED AS OPERATIONAL AREA COORDINATOR**

The Chairman is hereby designated the Operational Area Coordinator, with responsibility for coordinating mutual aid and inter-jurisdictional emergency operations during a state of war emergency and other types of emergency as may be agreed upon by local governments in Los Angeles County. Coordination will be exercised as prescribed in this Chapter and in approved emergency and mutual aid plans.

**2.68.110. LOCAL EMERGENCY -- AUTHORITY TO PROCLAIM -- RATIFICATION**

The Board, or if the Board is not in session, in the following priority order, the Chairman, the Chief Administrative Officer, or the Sheriff may proclaim a local emergency. Whenever a local emergency is proclaimed by an authorized County officer, the Board of Supervisors shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect.

**2.68.120. LOCAL EMERGENCY -- TERMINATION**

Pursuant to the Emergency Services Act, the Board shall review at least every 14 days until such local emergency is terminated the need for continuing the local emergency, and shall proclaim the termination of such local emergency at the earliest practicable date that conditions warrant.

**2.68.130. STATE OF EMERGENCY -- WHO MAY REQUEST CONDITIONS**

The Board, or if the Board is not in session, in the following priority order, the Chairman, the Chief Administrative Officer, or the Sheriff, may request the Governor to proclaim a state of emergency where the conditions of disaster, or of extreme peril to the safety of life and

property within the County caused by such conditions as air pollution, oil or chemical spill, fire, flood, storm, riot, earthquake or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which conditions, by reason of their magnitude, are likely to be beyond the control of the County, and require the forces of a mutual aid region or regions to combat.

**2.68.140.                    MOBILIZATION OF COUNTY EMERGENCY ORGANIZATION**

The Board, or if the Board is not in session, in the following priority order, the Chairman, the Chief Administrative Officer, or the Sheriff, following a duly proclaimed local emergency or a proclaimed state of emergency, shall have responsibility for requiring the partial or total mobilization of the County Emergency Organization, if deemed necessary to afford prompt protection and relief to stricken areas.

**2.68.150.                    AUTHORITY FOR EMERGENCY ORDERS AND REGULATIONS**

The Board, to provide prompt response to emergency situations following the proclamation of a local emergency as authorized in this Chapter, the proclamation of a state of emergency, or the existence of a state of war emergency, specifically delegates, in the following priority order, to the Chairman, the Chief Administrative Officer, or the Sheriff, authority to promulgate orders and regulations to provide for the protection of life and property, including but not limited to orders and regulations imposing a curfew within designated boundaries, where necessary to preserve the public order and safety. Such orders and regulations should, when circumstances permit, be jointly concurred in, but may be independently promulgated when the situation makes concurrence impractical. All such orders and regulations to be effective must be in writing and signed by the promulgating official, and must be confirmed at the next regular meeting of the Board.

**PART 4**

**Emergency Management Council**

**Sections:**

2.68.160 Created - Membership

2.68.170 Powers and Duties - Emergency Management Council

2.68.180 Meetings

**2.68.160.                    CREATED - MEMBERSHIP**

The County of Los Angeles Emergency Management Council is created and will consist of the following:

- A. The Chief Administrative Officer, who shall be Chairman;
- B. The Sheriff, who shall be Vice-Chairman;
- C. The Forester and Fire Warden;
- D. The Director, Department of Public Works;
- E. Chief, Medical & Health Services/The Director, Department of Health Services;
- F. The Director, Internal Services Department;
- G. The Director, Department of Public Social Services;
- H. The County Counsel; who shall be an ex-officio member and without vote;
- I. The Chief Medical Examiner-Coroner; who shall be an ex-officio member and without vote;
- J. The County Superintendent of Schools who shall be an ex-officio member and without vote;
- K. One member to be nominated by the Los Angeles Chapter of the American Red Cross and appointed by the Board; who shall be an ex-officio member and without vote.
- L. Such other ex-officio non-voting members appointed by the Chairman, as appropriate.

**2.68.170. A. POWERS AND DUTIES - EMERGENCY MANAGEMENT COUNCIL**

It shall be the duty of the County Emergency Management Council to oversee the preparedness activities of the various County departments, ensuring unity of purpose. This includes preparation of plans, training of County employees for emergency and disaster related functions, and related emergency preparedness activities.

When requested, the Council shall assist the Board of Supervisors when the County Emergency Organization is mobilized. The Council may appoint committees as it deems necessary to carry out its responsibilities.

**B. POWERS AND DUTIES - CHAIRMAN OF THE EMERGENCY MANAGEMENT COUNCIL**

The Chairman of the Emergency Management Council shall:

1. Coordinate the activities of the Emergency Management Council;
2. Establish and maintain liaison with County departments and districts not directly represented on the Emergency Management Council regarding emergency preparedness activities;
3. Advise the Emergency Management Council prior to the beginning of the fiscal year of the recommended budget relating to emergency preparedness for each County department having emergency/disaster responsibilities, and which items are included in the Chief Administrative Officer's annual budget recommendations to the Board;
4. Coordinate and provide for dissemination of public information relating to emergency preparedness activities as may be required.
5. Review and recommend to the Board adoption of County emergency and mutual aid plans and agreements.

**C. POWERS AND DUTIES - EMERGENCY MANAGEMENT COUNCIL MEMBER  
DEPARTMENT HEADS**

Department Heads shall:

1. Formulate and maintain plans for departmental operations during emergency conditions, including a written plan for activation of the department as part of, and which carries out its role in the County Emergency Organization;
2. Ensure that these plans are supportive of and work in harmony with those of other County departments, and conform to the Los Angeles County Multihazard Functional Plan for Emergency Operations; and
3. Ensure that department personnel are trained in emergency management/operations and that designated personnel participate in regular refresher training and emergency exercises, as directed by the Emergency Management Council.

**D. EMERGENCY MANAGEMENT STEERING COMMITTEE**

The Emergency Management Steering Committee is created as a standing Emergency Management Council subcommittee. The Committee's membership will be Assistant Director of the Office of Emergency Management, who shall be Chairman, and the Chief Deputy of each voting member of the Emergency Management Council or the voting member's executive level designee.

The Emergency Management Steering Committee will provide operational direction for implementation of the programs and policies established by the Emergency Management Council. The Committee will either meet quarterly, at the direction of the Emergency Management Council or upon call of the Committee Chairman.

**2.68.180. MEETINGS**

The County Emergency Management Council shall meet upon call of the Chairman, or in his absence or inability to call such meeting, upon call of the Vice-Chairman at least three times each calendar year, one of which must be during an emergency exercise.

**PART 5**

**Director of Emergency Operations**

**Sections:**

2.68.190 Sheriff to Act as Director - Jurisdiction

2.68.200 Power and Duties

**2.68.190. SHERIFF TO ACT AS DIRECTOR - JURISDICTION**

The Sheriff of the County of Los Angeles is hereby designated Director of Emergency Operations with responsibility for coordinating emergency operations following whole or partial activation of the Los Angeles County Operational Area Organization.

**2.68.200. POWER AND DUTIES**

Following activation of the Los Angeles County Operational Area Organization, the Director of Emergency Operations shall have the following duties:

A. To establish and maintain the County Emergency Operations Center to serve the Operational Area; upon activation of the Operational Area Organization and in all instances of an emergency, as defined herein, to collect and disseminate emergency information to concerned jurisdictions and agencies;

B. To coordinate the utilization of County, other local government, State and Federal resources within the Operational Area;

C. To coordinate operations conducted by the local governments in the Los Angeles County Operational Area in accordance with approved mutual aid and operations plans, consistent with the authority of the Chairman as Operational Area Coordinator;

D. To disseminate emergency information and instructions to the public;

E. To request the Chief Administrative Officer, pursuant to Section 2.68.220.B of this Chapter, to requisition personnel or property as necessary for the conduct of emergency operations;

F. To select and designate at his discretion, members of an operations advisory council to advise and assist him in the performance of his duties as Director of Emergency Operations. The composition of such an advisory council shall be determined on the basis of the situation prevailing at the time;

G. To respect insofar as possible, in carrying out the above duties, the integrity of local government entities and the unity of their service forces.

## **PART 6**

### **Office of Emergency Management**

#### **Sections:**

2.68.210 Created - Officers and Staff

2.68.220 Director - Powers and Duties

2.68.230 Assistant Director - Powers and Duties

#### **2.68.210. CREATED - OFFICERS AND STAFF**

A. There is created the County of Los Angeles Office of Emergency Management. The Chief Administrative Officer shall be the Director of the County Office of Emergency Management.

B. There is created the position of Assistant Director of the County Office of Emergency Management, who shall be appointed by the Director.

C. The County Office of Emergency Management shall have such staffing as determined by the Director.

#### **2.68.220. DIRECTOR - POWERS AND DUTIES**

A. Subject to the provisions of PARTS 3 and 4 of this Chapter, the Director of the County Office of Emergency Management shall have complete authority for organizing, directing and coordinating the emergency organization of the County, including training, directing the development and approval of all multi-departmental emergency response plans, review and approval of all Board ordered departmental emergency response plans and all emergency preparedness activities, consistent with the exercise by the Sheriff of the latter's duties and powers in all matters relating to preservation of life and property within the County, and consistent with his authority as Director of Emergency Operations.

B. The Assistant Director, acting by and for the Director of the Office of Emergency Management, shall:

1. Supervise the day-to-day responsibilities associated with organizing, directing and coordinating the emergency organization of the County.

2. Establish and maintain liaison with city governments within Los Angeles County, other governmental and quasi-governmental agencies and volunteer organizations relating to emergency preparedness.

3. Prepare and process emergency operations program papers and applications for Federal and State funds.

4. Coordinate disaster recovery services to the public including one-stop disaster application centers to administer local/Federal/State financial aid programs.

C. In the event of an emergency as defined in Part 1 of this Chapter, the Director, or in the Director's absence, the highest ranking member of the Director's staff available, is hereby empowered to:

1. Obtain for operational and administrative purposes vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property, and to bind the County for the fair value thereof, and, if required immediately, to commandeer the same for public use.

2. Require emergency services of any County officer or employee, and to command the aid of as many citizens of the County as he deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits and immunities as are provided by State law when registered as disaster service workers.

3. At his discretion, delegate any or all of these authorities and responsibilities to the Sheriff.

**2.68.230.                    ASSISTANT DIRECTOR - POWERS AND DUTIES**

The Assistant Director, County Office of Emergency Management shall, under the supervision of the Director, be in administrative charge of the County Office of Emergency Management and provide staff support to the Emergency Management Council, as necessary. He shall have such other powers and duties as may be assigned or delegated by the Director.

**PART 7**

**Miscellaneous Provisions**

**Sections:**

2.68.240 Emergency Operations Plan in Effect When - Department and Employee Responsibilities

2.68.245 Delegation and Succession

2.68.250 Volunteers

2.68.260 Training

2.68.270 Services, Supplies, and Equipment for Special Districts

2.68.280 Expenditures

2.68.290 Unlawful Acts Designated - Penalty for Violations

**2.68.240.            EMERGENCY OPERATIONS PLAN IN EFFECT WHEN -  
DEPARTMENT AND EMPLOYEE RESPONSIBILITIES**

County departments, commissions, agencies, boards, districts, officers and employees shall have emergency duties, responsibilities and assignments for war and non war emergencies as prescribed in the Multihazard Functional Plan For Emergency Operations. which will have the effect of law during a declared emergency as provided for in this Chapter.

**2.68.245.            DELEGATION AND SUCCESSION**

Wherever in this ordinance or by other law, duties or authority for emergency management are designated to the Chief Administrative Officer or the Sheriff, both shall designate a chain of succession in the event either officer is not available to immediately act in an emergency and shall file such designation with the Executive Officer Clerk of the Board. If an emergency occurs in the absence of the principal, the first level individual on such lists that can be contacted and is able to act shall have the full responsibility and authority to act for the principal officer until relieved by the principal or a person with higher priority on such list.

**2.68.250.            VOLUNTEERS**

Volunteers who perform service in the County Emergency organization or the Operational Area Organization in accordance with provisions of this Chapter shall so serve without compensation. Volunteers shall be registered with the Emergency Management Council as "disaster service workers" in order to be eligible for Worker's Compensation benefits, as provided for starting with Section 3201 of Part 1, of Division 4, of the State Labor Code.

**2.68.260.            TRAINING**

The head of each County department and district shall insure that training in emergency preparedness subjects is conducted:

1. For managerial personnel as relates to the emergency operations responsibilities of the respective County department, and the County Emergency Organization.
2. For key personnel selected for Emergency Operations Center duty initially upon such assignment, and refresher training annually thereafter.
3. For individual County employees in disaster survival subjects (one time).

Training may be accomplished within the respective department, collectively with other County Departments, or by attendance at appropriate training institutions.

**2.68.270. SERVICES, SUPPLIES, AND EQUIPMENT FOR SPECIAL DISTRICTS**

As consideration for the furnishing of emergency services by any Los Angeles County special district, as provided in County and Operational Area Emergency Plans, when the emergency period or potential emergency does not arise from conditions the response to which is the responsibility of the special district, the services, supplies, and equipment, of every department, agency, board, commission, officer and employee of the County, and of every other County district, shall be available to said County district during an emergency or threatened emergency arising from conditions within the purview of said County district.

**2.68.280. EXPENDITURES**

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants of and property in the County of Los Angeles.

**2.68.290. UNLAWFUL ACTS DESIGNATED - PENALTY FOR VIOLATIONS**

It is a misdemeanor, punishable by a fine not to exceed \$500.00, or by imprisonment for a period not to exceed six (6) months, or both, for any person, during an emergency, to:

A. Willfully obstruct, hinder, or delay any member of the County Emergency Organization in the enforcement of any lawful rule or regulation issued pursuant to this Chapter, or in the performance of any duty imposed upon him by virtue of this Chapter;

B. Do any act forbidden by any lawful rule or regulation issued pursuant to this Chapter, if such act is of a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of the county or to prevent, hinder, or delay the defense of protection thereof; and,

C. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the State, the County, County Districts, or any city in the County of Los Angeles.

## **Resolution of the Board of Supervisors of the County of Los Angeles Providing for the Formation of the Los Angeles County Operational Area**

1. **WHEREAS**, the Los Angeles County area has recently suffered major earthquakes, fires, floods, and civil unrest, and the potential for a major catastrophe due to earthquake, fire, flood, or other natural or manmade disasters remains high; and
2. **WHEREAS**, greater efficiency, planning, and response can be achieved by joining the efforts of the cities and the County together in an emergency organization; and
3. **WHEREAS**, the State of California has adopted Standardized Emergency Management System (SEMS) Regulations in Title 19, Division 2 of the State's Code of Regulations which state that all local governments within the county geographic area shall be organized into a single Operational Area by December 1, 1995 and that the County Board of Supervisors shall be responsible for its establishment; and
4. **WHEREAS**, SEMS states the county government shall serve as the lead agency of the Operational Area unless another member agency of the operational area assumes that responsibility by written agreement with county government;

**NOW, THEREFORE BE IT RESOLVED** by the Board of Supervisors of the County of Los Angeles, that:

1. The Los Angeles County Operational Area is hereby established;
2. In accordance with the State of California's Standardized Emergency Management System, the County of Los Angeles will serve as the lead agency of the Los Angeles County Operational Area; and
3. The County Office of Emergency Management will coordinate with the Sheriff's Department, the Emergency Management Council's Subcommittee and the Civil Defense Area Coordinators to develop: An Operational Area Advisory Council consisting of (as a minimum) the Civil Defense Area Coordinators and representatives from the County's lead emergency management departments; and, Operational Area Standard Operating Procedures for operations during an emergency.

The foregoing Resolution was on the fifth day of July, 1995, adopted by the Board of Supervisors of the County of Los Angeles and ex-officio the governing body of all other special assessment and taxing districts, agencies and authorities for which said Board so acts.

/signed/ JOANNE STURGES, Executive Officer  
Board of Supervisors

APPROVED AS TO FORM:  
/signed/ DEWITT W. CLINTON  
County Counsel

Extracted from the California Emergency Plan

**ORDERS AND REGULATIONS WHICH MAY BE  
SELECTIVELY PROMULGATED BY THE GOVERNOR  
DURING A STATE OF EMERGENCY**

**Order 1 (Employment)**

It is hereby ordered that the period of employment for State Personnel Board emergency appointments, as provided in Section 19120 of the Government Code and State Personnel Board Rules 301-303, be waived for positions required for involvement in emergency and/or recovery operations. The requirements and period of employment for such appointments will be determined by the Director, California Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

**Order 2 (Medical Supplies)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all drugs and medical supply stocks intended for wholesale distribution shall be held subject to the control and coordination of the Department of Health Services, Food and Drug Section. Authority imparted under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

**Order 3 (Salary Payment)**

It is hereby ordered that during the proclaimed State of Emergency appropriate parts of Sections 18020-18026 of the Government Code and State Personnel Board Rules 130-139 be waived to permit cash compensation to personnel whose work is designated by the Director, California Office of Emergency Services, as essential to expedite emergency and recovery operations for all time worked over the employee's regular workweek, at a rate of 1-1/2 times the regular rate of pay. The Director, Office of Emergency Services, will also designate the beginning and ending dates for such overtime for each individual involved. This waiver shall not extend beyond the termination date of said State of Emergency.

**Order 4 (Bonding)**

It is hereby ordered that, in the area proclaimed to be in a State of Emergency and/or that

specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to state contracting bonding requirements for the performance of heavy rescue, debris removal, expedient construction, preparation of mobile home sites, and related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.

### **Order 5 (Temporary Housing)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety, or intrastate transportation laws, ordinances, regulations, or codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

### **Order 6 (Petroleum Fuels)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, distribution of intra-state petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use into a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgment of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

### **Order 7 (Banking)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all banks will take emergency operating actions pursuant

to Section 1916 of the Financial Code. Actions taken under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

**Extracted from the California Emergency Plan**

**ORDERS AND REGULATIONS PROMULGATED BY  
THE GOVERNOR TO TAKE EFFECT UPON THE  
EXISTENCE OF A STATE OF WAR EMERGENCY**

**Order 1 (Orders and Regulations in Effect)**

It is hereby ordered that the following orders and regulations, numbered 2 through 12, having been duly made in advance of a State of War Emergency, approved by the California Emergency Council, and filed with the Secretary of State and the county clerk of each county, shall take full effect upon the existence of a State of War Emergency and shall remain in full force and effect until amended or rescinded or until termination of said State of War Emergency. (See Section 8567(a), (b), and (d), State Emergency Services Act.)

**Order 2 (Warning)**

It is hereby ordered that, immediately upon the existence of a State of War Emergency, all counties, cities and counties, and cities of the State will immediately sound the indicated warning signal and/or take all other appropriate actions to warn residents. The warning signals necessary to effectuate this action shall be those prescribed by the Federal Government for this purpose.

**Order 3 (Authority and Implementation under State of War Emergency)**

It is hereby ordered that the Director of the Office of Emergency Services is authorized and directed to act on behalf of the Governor and in the name of the State of California in implementing and operating the California War Emergency Plan; and he is authorized to assume command and control of operations within the state in accordance with such plan, insofar as adherence to such plan is adequate, and to deviate from such plan, as directed by the Governor or to the extent and in such manner as he may deem necessary for the protection of life, property, and resources of or within the state against unforeseen circumstances or hazards which, by reason of their character or magnitude, are beyond the scope of such plan; and

It is further ordered that the Director of the Office of Emergency Services is authorized to delegate such powers as are herein granted, or as authorized under Article 5 of the California Emergency Services Act, to personnel of his office as he may deem necessary, and such personnel may act on behalf of and in the name of the Director of the Office of Emergency Services in carrying out any authority so delegated.



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#### **Order 4 (Personnel)**

It is hereby ordered that all public employees or persons holding positions of responsibility in the State or in accredited local emergency organizations, and all registered disaster service workers, and all unregistered persons impressed into service during a State of War Emergency by a person having the authority to command the aid of citizens in the execution of his duties, are hereby declared to be members of the Statewide War-Emergency Organization; and

It is further ordered that all officials of local political subdivisions of the State and all registered disaster service workers who perform duties in the State or Regional emergency operations headquarters are hereby declared to be personnel of the State War-Emergency Organization for the period of the State of War Emergency, subject to the direction of the Governor, the Director of the Office of Emergency Services, and/or the Manager of the regional headquarters to which such persons are assigned or attached; and

It is further ordered that all officials and registered disaster service workers heretofore designated as Coordinators or as staff personnel of Operational Area organizations, which have been ratified by the California Emergency Council, are hereby declared to be personnel of the State War Emergency Organization.

#### **Order 5 (War Powers)**

It is hereby ordered that the governmental functions for the protection of lives, property, and resources of the State and of every political subdivision thereof shall continue in full force and effect, and all duly constituted officials of the State and of every political subdivision thereof shall continue to discharge their responsibilities and shall comply with, enforce, and assume the responsibility for implementing such regulations and orders not inconsistent with or contradictory to rules, regulations, or orders issued by the President of the United States or the Commanding General, Sixth United States Army, as are now or may hereafter be promulgated by the Governor, in accordance with approved plans and procedures.

#### **Order 6 (Sales Restrictions)**

It is hereby ordered that, in accordance with national and state policy, as reflected in the General Freeze Order, Part A, California Emergency Resources Management Plan, all retail sales and transfers of consumer items are prohibited for a period of at least five days following the onset of a State of War Emergency, except for the most essential purposes as determined by federal, state, or local authorities and except for essential health items and perishables in danger of spoilage.

**Order 7 (Alcohol Sales)**

It is hereby ordered that the sale of alcoholic beverages shall be discontinued immediately.

**Order 8 (Petroleum Sales)**

It is hereby ordered that all petroleum stocks for California distribution, including those in refinery storage, major distributing installations, and pipe line terminals, shall be held subject to the control of the State Petroleum Director; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for petroleum products shall operate in accordance with rules and regulations prescribed by the State Petroleum organization as outlined in Part B-VII of the California Emergency Resources Management Plan.

**Order 9 (Food Sales)**

It is hereby ordered that all wholesale food stocks, including those under the control of processors, wholesalers, agents and brokers, be held subject to the control of the State Food Director, except that:

- (1) Fresh fluid milk, fresh vegetables, and bread are not subject to this order; and
- (2) Supplies necessary for immediate essential use, on the basis of 2000 calories per person per day, of persons in homes or in mass care centers, restaurants, hotels, hospitals, public institutions, and similar establishments feeding approximately 100 persons or more per day, may be obtained from wholesale and/or retail sources upon approval by local authorities operating in accordance with existing state and federal food supply policies; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for food stocks shall operate in accordance with rules and regulations prescribed by the State Food Organization as outlined in Part B-III of the California Emergency Resources Management Plan.

**Order 10 (Medical Supplies)**

It is hereby ordered that all drugs and medical supply stocks in California, intended for wholesale distribution, shall be held subject to the control of the Chief, State Emergency Medical and Health Organization; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for drugs and medical supplies shall operate in accordance with rules and regulations prescribed by the State Emergency Medical and Health Organization as outlined in Part B-IV of the California Emergency Resources Management Plan.

**Order 11 (Banking)**

It is hereby ordered that all banks will take emergency operating actions pursuant to Sections 1915 and 1916 of the Financial Code.

**Order 12 (Rent Control/Rationing)**

It is hereby ordered that, pursuant to the California Emergency Resources Management Plan, Part B-II, Economic Stabilization, and in conjunction with the lifting of the General Freeze Order as referred to in Order 6, price and rent control and consumer rationing will be invoked and administered by the State Economic Stabilization Organization. Rationed items may include those identified in the list of essential survival items contained in Part A, California Emergency Resources Management Plan, and such other items as may be in short supply.

## **LOCAL EMERGENCY PROCLAMATIONS/ORDERS**

### **Emergency Proclamations and Orders**

1. Overview of the Purpose of a Proclamation

A Local Emergency may be proclaimed by the local governing body or a duly authorized local official, as specified by the local emergency ordinance. A proclamation will normally be made when there is an actual disaster or threat of disaster, or of extreme peril to the safety of persons or property within the territorial limits of a county, city and county, or city. Perilous conditions include air pollution, fire, flood, storm, epidemic, riot, earthquake, infestation, or other conditions, including war or imminent threat of war. Labor controversies do not constitute a local emergency (ref. Article 2, California Emergency Services Act).

2. Authority to Proclaim (ref. Chapter 2.68 County Emergency Ordinance)

- a. The Board of Supervisors may proclaim a local emergency when any one, or all of the following conditions exist:
  - 1) County resources are exhausted and assistance from outside the county is needed;
  - 2) Local government and disaster victims need financial assistance; and/or
  - 3) Government must exercise emergency powers.
- b. If the Board is not in session, the proclamation may be made in the following priority order:
  - 1) The Board Chair;
  - 2) The Chief Administrative Officer; or
  - 3) The Sheriff.
- c. The proclamation must be ratified by the Board within seven days. State law also requires the Board to review the proclamation every 14 days and to terminate it when the emergency condition no longer exists.

3. The Authority Provided by a Local Emergency Declaration (ref. Chapter 2.68 of Title 2 of the Los Angeles County Code, County Emergency Ordinance).
  - a. Request that the governor proclaim a State of Emergency.
  - b. Promulgate orders and regulations necessary to protect life and property, including orders or regulations imposing a curfew within designated boundaries.
  - c. Exercise full power to provide mutual aid to any affected area in accord with local ordinances, resolutions, emergency plans, or agreements.
  - d. Request that State agencies provide mutual aid.
  - e. Require the emergency services of any local official or employee.
  - f. Requisition necessary personnel and material of any department or agency.
  - g. Obtain vital supplies and equipment and, if required immediately, to commandeer the same for public use.
  - h. Impose penalties for violation of lawful orders.
  - i. Conduct emergency operations without facing liabilities for performance, or failure to perform. (Note: Article 17 of the California Emergency Services Act provides for certain privileges and immunities.)
4. When the Governor Proclaims a State of Emergency.
  - a. Mutual aid shall be rendered in accordance with approved emergency plans whenever the need arises in any county, city and county, or city.
  - b. The Governor shall, to the extent necessary, have the right to exercise, within the area designated, all police powers vested in the State by the Constitution and the laws of the State of California.
  - c. Jurisdictions may command the aid of citizens, as necessary to cope with an emergency.
  - d. The Governor may suspend the provisions of any regulatory statute, or statute prescribing the procedure for conducting State business, or the orders, rules, or

regulations of any State agency.

- e. The Governor may commandeer or utilize any private property or personnel (other than the media) in carrying out his responsibilities.
  - f. The Governor may promulgate, issue and enforce orders and regulations as he deems necessary.
5. Factors to Consider in Determining Whether to Proclaim a Local Emergency.
- a. The proclamation activates eligible State and Federal disaster relief programs to provide financial relief to both local government and the public.
  - b. Government's swift action to proclaim the emergency is likely to send a reassuring message to the public that officials intend to pursue every avenue available to assist the disaster victims. Conversely, delaying action or failing to take action to proclaim the emergency may give the public the false impression that government is insensitive to their plight.
  - c. It is not necessary for the affected city or cities to declare an emergency if the county has already done so. (Ref. Article 2, California Emergency Services Act)
  - d. Cities within a county are bound by county rules and regulations adopted by the county during a proclaimed local emergency when the emergency is in both the incorporated and unincorporated territory. (Ref. 62 California Attorney General Opinions, 701, dated 1979)
  - e. The proclamation provides the following:
    - 1) Immunity from negligence;
    - 2) Protection against personal injury in temporary shelters;
    - 3) Authority to promulgate orders and regulations;
    - 4) Confers extraordinary police powers and responsibilities for designated county officers; and
    - 5) Exceptions to statutorily mandated procedures, i.e., construction contracts may be let without competitive bid, etc.
6. Steps to Take to Issue an Emergency Proclamation or Order.

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- a. Determine under whose authority the proclamation or order is to be issued (Chairman of the Board, the CAO, or the Sheriff) and who will sign it (Chair of the Board, the CAO, the Sheriff or their designee).
    - 1) The OEM Emergency Operations Handbook includes samples of proclamations and orders for the signature of the Chair of the Board when the Board is in session, and the Chair of the Board and the Chief Administrative Officer when the Board is not in session. Other samples are to be modified for signature by the Chair of the Board, the CAO or the Sheriff.
    - 2) If one of the listed files from the OEM Handbook is used the underlined instruction areas must be filled in by adding the appropriate date, the type disaster or emergency, the location or areas affected, and appropriate signature blocks.
  - b. Complete the appropriate proclamation or order.
  - c. In the event the proclamation or order is not signed by the Board, draft a letter from the CAO to the Board of Supervisors requesting that the Board ratify the proclamation or order.
  - d. Have the final draft proclamation or order reviewed by a County Counsel representative.
  - e. Submit the proclamation or order with the Board Letter to the approval authority for approval and signature. In the CEOC, the designated CAO Manager has authority to act for the CAO; however, always attempt to obtain confirmation from the CAO.
7. Emergency Proclamations and Orders Directory

Refer to the OEM Emergency Operations Handbook for samples of Emergency Orders and Proclamations.

Extracted from the California Emergency Plan

## **CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT**

This agreement made and entered into by and between the STATE OF CALIFORNIA, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California;

WITNESSETH:

WHEREAS, It is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, It is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to, fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster; and

WHEREAS, It is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, county-wide, regional, state-wide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

- (1) Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.
- (2) Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.

- (3) It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.
- (4) It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.
- (5) It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Sec. 1564, Military and Veterans Code.)
- (6) It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government that the parties to this agreement shall abide by such mutual aid agreements in accordance with law.
- (7) Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:
  - (a) County-wide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and affected

by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

- (b) State-wide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
  - © The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision, or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.
  - (d) Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.
  - (e) The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.
  - (f) The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, and County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.
- (8) This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party

that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of who the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.

- (9) Approval or execution of this agreement shall be as follows:
- (a) The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.
  - (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT." Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.
  - © The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.
- (10) Termination of participation in this agreement may be affected by any party as follows:
- (a) The Governor, upon behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as to such party 20 days after the filing of such notice.
  - (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution give notice of termination of

participation in this agreement and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

/signed/ EARL WARREN  
GOVERNOR  
On behalf of the State of  
California and all its  
Departments and Agencies

ATTEST: /signed/ FRANK M. JORDAN  
Secretary of State

November 15, 1950  
(GREAT SEAL)

**Note:**

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans Code. Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

- (a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State

of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.

## **PUBLIC WORKS MUTUAL AID AGREEMENT**

This Mutual Aid Agreement ("Agreement") is made and entered into by those parties who have adopted and signed this Agreement.

WHEREAS, the California Office of Emergency Services, the League of California Cities, the County Supervisors Association of California, and the American Public Works Association have expressed a mutual interest in the establishment of a plan to facilitate and encourage public works mutual aid agreements between political subdivisions throughout California; and

WHEREAS, the parties hereto have determined that it would be in their best interests to enter into an agreement that implements that plan and sets forth procedures and the responsibilities of the parties whenever emergency personnel, equipment, and facility assistance is provided from one party's Public Works Department to the other;

WHEREAS, no party should be in a position of depleting unreasonably its own resources, facilities, or services providing such mutual aid; and

WHEREAS, such an agreement is in accord with the California Emergency Services Act set forth in Title 2, Division 1, Chapter 7 (Section 8550 et seq.) of the Government Code and specifically with Article 14 (Section 8630 et seq.) of the Act.

NOW, THEREFORE, IN CONSIDERATION OF THE CONDITIONS AND COVENANTS CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. For this Agreement, the following terms shall be ascribed the following meanings:
  - a. "Coordinator" shall mean the person designated by each party to act on behalf of that party on all matters relative to mutual aid, to include but not be limited to requests, responses, and reimbursement.
  - b. "Local Emergency" shall mean the actual or threatened existence of conditions of disaster or extreme peril to the safety of persons or property within the territorial limits of one of the parties caused by human or natural conditions such as air pollution, fire, flood, storm, wind, earthquake, explosion, transportation accident, hazardous material problem, tsunami, sudden or severe energy shortage, epidemic, riot or other occurrences, other than conditions resulting from a labor controversy, which occurrences, or the immediate threat thereof, are likely to be beyond the control of the personnel, equipment, or facilities of that party to this Agreement and which personnel, equipment or facilities of the other party are

therefore desired to combat.

- c. An "Operational Area" for the coordination of public works mutual aid shall normally be a County and all the jurisdictions within the County that are parties to this Agreement. A different public works operational area may be established by the parties in some unique cases.
2. Coordinators designated by each party shall be designated by Title, Name, Address and Phone Number, and if said Coordinator changes, the other parties of the Agreement shall be notified in writing as soon as practical after the appointment has been made through the Agreement Coordinator designated in paragraph 18 hereinafter.
3. When a Local Emergency has been proclaimed by party's governing body or authorized official, the Coordinator may request assistance.
4. When request for assistance is received, the assisting Coordinator shall promptly advise of the extent of response, provide whatever personnel, equipment, and/or facilities as can be provided without jeopardizing the safety of persons or property within their jurisdiction. No party receiving a request for assistance shall be under any obligation to provide assistance or incur any liability for not complying with the request.
5. When the assisting Coordinator's personnel, equipment, and/or facilities are no longer required or when assisting Coordinator advises that the resources are required within their own jurisdiction, the requesting Coordinator shall immediately arrange for the return of those resources.
6. Requesting party shall be responsible for the safekeeping of the resources provided by the assisting party. Requesting Coordinator shall remain in charge of the incident or occurrence and shall provide control and direction to the resources provided by the assisting party. The request may include for providing supervisory personnel to take direct charge of the resources under the general direction of the requesting Coordinator. Requesting Coordinator shall make arrangements for housing and feeding, assisting personnel, fueling, servicing, and repair of equipment if such support is requested by assisting Coordinator. Assisting party's personnel shall not be deemed employees of requesting party and vice versa.
7. The requesting party agrees to pay all direct, indirect, administrative and contracted costs of assisting party incurred as a result of providing assistance pursuant to this Agreement, based upon standard rates applicable to assisting party's internal operations. Payment shall be made within sixty (60) days after receipt of a detailed invoice. Requesting party shall not assume any liability for the direct payment of any salary or wages to any officer or employee of assisting party.

8. Requesting party shall hold harmless, indemnify, and defend the assisting party, its officers, agents, and employees against all liability, claims, losses, demands, or actions for injury to, or death of, a person or persons, or damages to property arising out of, or alleged to arise out of or in consequence of, this Agreement provided such liability, claims, losses, demands, or actions are claimed to be due to the acts or omissions of the requesting party, its officers, agents, or employees, or employees of the assisting party working under the direction and control of the requesting party when the act or omission of such assisting party employee occurs or is alleged to occur within the scope of employment under the direction and control of the requesting party.
9. When mutual aid is provided, the requesting and assisting agencies will keep account records of the personnel, equipment, and materials provided as required by Federal and State (NDAA) and FEMA guidelines to maximize the possibility of Federal and State disaster reimbursement. Each party shall have access to other party's records for this purpose.
10. Agreement shall take effect immediately upon its execution and shall remain in effect until terminated.
11. Any party may withdraw from Agreement without cause upon delivery of sixty (60) days prior written notice to the Agreement Coordinator designated in Paragraph 18 hereinafter.
12. To the extent that they are inconsistent with this agreement all prior agreements for public works mutual aid between the parties hereto are hereby null and void.
13. Requests for mutual aid assistance under this Agreement when more than one County is impacted by a disaster, should be channeled through the appropriate Regional State Office of Emergency Services to ensure maximum effectiveness in allocating resources to the highest priority needs.
14. Requests for Public Works assistance from outside of an operational area should be channeled through the authorized emergency management organizations for the requesting and providing parties' operational areas.
15. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration in accordance with the Rules of the American Arbitration Association and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.
16. This Agreement in no way acts to abrogate or waive any immunity available under the Tort Claims Act.

17. Initial signatories to this Agreement are:

Los Angeles County  
Orange county

18. The County of Los Angeles shall act as the initial Agreement Coordinator of this program for the purpose of:

- a. Receipt of new members to the Agreement.
- b. Maintaining a current list of signatory parties and representatives.
- c. Circulating annually a list of all parties and Representatives to all signatory parties.
- d. Arranging for amendments to Agreement as may be necessary.

The party acting as Agreement Coordinator may transfer these responsibilities to another party with the consent of that party and upon notification of the other parties to the Agreement.

19. All signatory parties agree that any other qualified public agency or quasi public agency may become a party to this agreement by executing a duplicate copy of this agreement and sending same to the Agreement Coordinator, initially the County of Los Angeles, addressed as follows:

The Los Angeles County Department of Public Works  
900 South Fremont Avenue  
Alhambra, CA 91803-1331  
Attention: Disaster Services Coordinator

IN WITNESS THEREOF, the parties hereto have executed this Agreement by their duly authorized officers on the dates hereinafter indicated.

//Adopted by Los Angeles County Board of Supervisors October 31, 1989.

//Adopted by Orange County Board of Supervisors January 9, 1990.

## **INTER-REGION COOPERATIVE AGREEMENT FOR EMERGENCY MEDICAL AND HEALTH DISASTER ASSISTANCE**

This Agreement is made and entered into by and between the signatory Counties of the State Office of Emergency Services (OES) Mutual Aid Region I and Region VI.

WHEREAS, there exists a great potential for a medical/health calamity capable of producing mass casualties that overwhelm local ability to contain and control; and

WHEREAS, in preparation for this threat, the signatories of this document, singularly and severally, agree to assist any participating County consistent with the OES Region I and Region VI Medical Health Mutual Aid Plans and the Standardized Emergency Management System by providing such assistance as possible without compromising each County's own jurisdiction's medical/health responsibility; and

WHEREAS, the OES Region I and Region VI Disaster Medical/Health Coordinators, selected in accordance with the OES Region I and Region VI Medical Mutual Aid Plan, are responsible for regional coordination of medical/health mutual aid within OES Region I and Region VI when so requested by an affected County of Region I or VI; and

WHEREAS, each County is desirous of providing to the others a reasonable and reciprocal exchange of emergency medical and health services where appropriate; and

WHEREAS, this Agreement is made and entered into by and between the Counties for those agencies within their respective jurisdictions, both public and private, capable of providing emergency medical and health support; and

WHEREAS, each County has emergency medical personnel, equipment, and supplies which can be made available, in the spirit of cooperation, under this Agreement; and

WHEREAS, each County enters into this Agreement for the prudent use and reimbursement of emergency medical and health services including, but not limited to, personnel, equipment, and supplies utilized in assisting any party participating in this Agreement.

NOW Therefore, it is agreed as follows:

1. The Operational Area Medical/Health Coordinators, the Health Officers, or authorized designee from the affected County within OES Region I or Region VI may request emergency medical health services through the OES Region I or Region VI Disaster Medical/Health Coordination System in accordance with the Region Plan and the Standardized Emergency Management System.
2. Parties to this Agreement shall be financially responsible for those emergency medical and health personnel and supplies which they request. In responding to the request of an affected County identified in this Agreement or to the region as a whole, each of the assisting Counties shall provide emergency medical and health assistance to the extent it is reasonably available and to meet the needs of the requesting County.
3. Financial responsibility of the requesting parties to this Agreement shall be limited to costs for personnel, supplies, and equipment confirmed by their request for assistance. Accurate records and documents related to mutual aid requests hereunder shall be maintained by both the parties that provide and request mutual aid assistance.
4. Release or reassignment of mutual aid, personnel, supplies, and equipment between the Counties in OES Region I and Region VI, shall be coordinated through the requesting region.
5. Details as to amounts and types of assistance available, methods of dispatching same, communications during the mutual aid event, training programs and procedures, and the names of persons authorized to send and receive such requests, together with lists of equipment and personnel which may be utilized, shall be developed by the Health Officers of each County. Such details shall be provided to the signatories of this document.
6. The requesting County is the controlling authority for use of emergency medical and health within its jurisdiction. In those instances where the assisting operational area providers arrive on scene before the jurisdictional area, the assisting personnel will take the necessary action dictated by the situation.
7. Within one hundred eighty days (180) following its provision of services and supplies for a disaster or calamity, an assisting County shall present its billing and a precise accounting of its costs for the incident to the requesting County. The requesting County shall pay this billing within ninety (90) days of its receipt unless other arrangements are made between the assisting and requesting Counties.

8. Any party to this Agreement may terminate its participation in this Agreement upon ninety (90) days advance written notice to the other parties.
9. The requesting County agrees to indemnify and hold harmless the assisting County and their authorized agents, officers, volunteers and employees against any and all claims or actions arising from the requesting County's negligent acts or omissions and for any costs or expenses incurred by the assisting County or requesting County on account of any claim thereof. The assisting County agrees to indemnify and hold harmless the requesting County and their authorized agents, officers, volunteers and employees against any and all claims or actions arising from the assisting County's negligent acts or omissions on account of any claim thereof.
10. The body of this Agreement expresses all understandings of the parties concerning all matters covered and shall constitute the total Agreement, whether by written or verbal understanding of the parties, their officers, agents or employees.

No change or revision shall be valid unless made in the form of a written amendment to this Agreement which is formally approved and executed by all the participating parties.

11. This Agreement shall in no way affect or have any bearing on any preexisting mutual aid contracts between any of the Counties for fire and rescue services. To the extent an inconsistency exists between such contract and this Agreement, the former shall control and prevail.
12. This Agreement does not relieve any of the Counties from the necessity and obligation of using its own resources for furnishing emergency medical and rescue services within any part of its own jurisdiction. An assisting County's response to a request for assistance will be dependent upon the existing emergency conditions with its own jurisdiction and the status of its resources.
13. This Agreement shall not be construed as, or deemed to be an agreement for the benefit of anyone not a party hereto, and anyone who is not a party hereto shall not have a right of action hereunder for any cause whatsoever.
14. Notices hereunder shall be sent by first class mail, return receipt requested, to the Operational Area Disaster Medical Health Coordinator who represents the various signatory agencies.

IN WITNESS WHEREOF, the Board of Supervisors of each County has caused this Agreement to be subscribed on their behalf by their respective duly authorized officers, on the dates hereinafter indicated.

//Adopted by the Los Angeles County Board of Supervisors June 3, 1997

//Adopted by the San Luis Obispo County Board of Supervisors July 10, 1997

//Adopted by the Santa Barbara County Board of Supervisors October 14, 1997

//Adopted by the Ventura County Board of Supervisors September 9, 1997

//Adoption by the following Counties is pending:

Imperial County

Inyo County

Mono County

Orange County

Riverside County

San Bernardino County

San Diego County

## **NATIONAL DISASTER MEDICAL SYSTEM AGREEMENT**

THIS AGREEMENT is made and entered into this 24th day of January, 1995,  
by and between COUNTY OF LOS ANGELES (hereafter  
"County"),

and DEPARTMENT OF HEALTH AND HUMAN  
SERVICES, PUBLIC HEALTH SERVICES  
("PHS").

WHEREAS, a national emergency, whether from earthquakes, tidal waves, volcanic eruptions, industrial accidents, terrorist attacks, or a conventional military conflict, could rapidly overwhelm the health care resources of any particular area of the nation; and

WHEREAS, the possibility of such an occurrence in the United States, no matter how remote, requires a coordinated response of the nation's health care system; and

WHEREAS, PHS has therefore established the National Disaster Medical System ("NDMS") to assist in the delivery of health care for victims of incidents that exceed the medical care capability of the affected State, region, or Federal health care system; and

WHEREAS, the NDMS program is a joint effort of the Department of Health and Human Services ("HHS"), the Department of Defense ("DOD"), the Federal Emergency Management Agency ("FEMA"), and the Veterans Administration ("VA"), and each manages a particular component of the system; and

WHEREAS, the NDMS is designated and organized to provide medical aid in the form of medical response units, medical evacuation system, and a network of hospitals that have agreed in advance to accept patients in the event of a mass casualty emergency; and

WHEREAS, the goal of NDMS is to create a medical mutual aid system linking existing medical resources into a national network of medical care; and

WHEREAS, to achieve this goal, PHS seeks to develop mutual aid alliances with public and private sector organizations throughout the nation in an effort to coordinate the development and use of disaster medical resources for national emergencies; and

WHEREAS, County, a major provider of health care to residents of Los Angeles County, wishes to participate in NDMS by forming and sponsoring a single Disaster Medical Assistance Team ("DMAT") for disaster response, comprised of volunteer qualified County employees and other medical and administrative personnel who work or reside in or around Los Angeles County; and

WHEREAS, this Agreement is authorized by provisions of Government Code section 26227 and 53703.

NOW, THEREFORE, the parties hereto agree as follows:

1. TERM: The term of this Agreement shall commence on the date of its approval by County's Board of Supervisors and shall continue in full force and effect indefinitely, unless either party has given the other prior written notice to terminate this Agreement. This Agreement may be terminated at any time by either party by giving at least thirty (30) days prior written notice thereof to the other party.

2. GENERAL RESPONSIBILITIES OF PHS: In major disasters or emergencies occurring in the United States and in territories under the jurisdiction of the Federal government, PHS has been designated as the Federal agency responsible for the provision of Federal medical care and public health assistance. On a day-to-day basis, PHS, through its divisions and regional offices, may furnish technical advice and assistance with respect to emergency medical service issues to State, County, and other local health officials upon request.

3. GENERAL RESPONSIBILITIES OF COUNTY: County shall foster development of its disaster medical response capability and shall support the NDMS program in national emergencies as set forth herein.

4. SPECIFIC RESPONSIBILITIES OF PHS: PHS representatives shall:

A. Mobilize the NDMS system to provide medical care and public health assistance in any major disaster occurring in Los Angeles County, upon the request of a duly authorized Federal, State, or County government official. All activities with respect to any such mobilization by PHS and of the constituent units under its supervision shall be performed at no cost to County.

B. Mobilize and direct, at no cost to County, County's DMAT personnel who participate as part of PHS's response to major disasters and emergencies occurring in areas outside of Los Angeles County.

C. Provide County DMAT members during mobilization with all Federal

employment benefits applicable to Federal temporary workers including, but not limited to, worker's compensation and wages at the Federal GS entry level appropriate to the qualifications and experience level of the individual. The mobilization period shall be deemed to commence at the time a DMAT member embarks on a vehicle to the designated mobilization site for further transportation to the scene of the major disaster/emergency. The mobilization period shall end upon return by PHS of the member to the mobilization site. During the mobilization period, County DMAT personnel shall be appointed and shall serve as employees of PHS.

D. Provide, or bear all costs associated with, travel, food, accommodations, and logistical support for County DMAT members during the mobilization period.

E. Indemnify, defend, and hold harmless County and DMAT members from any and all claims and liability arising or resulting from the acts or omissions to acts of a DMAT member performed within the course of his/her Federal employment during the mobilization period.

F. Provide general guidance and assistance to County on the development, organization, and composition of County DMAT units or teams, as appropriate, at no cost to County.

G. Provide County with assistance in obtaining needed supplies and equipment from Federal and donor sources for County DMAT necessary for rapid deployment (Level 1) response and training. If additional Federal monies are made available to PHS for the purchase of DMAT supplies and equipment, PHS shall immediately notify County's DMAT representative(s) in writing of this availability and shall advise County's DMAT representative(s) in writing of the process for obtaining such funding.

PHS shall assure that the County DMAT unit is resupplied with all necessary supplies and equipment, at PHS's total cost, at the scene of a major NDMS disaster response.

H. Provide to County any available NDMS training booklets and pamphlets for use in County DMAT training, at no cost to County. PHS shall also provide written information to County about its suggested NDMS personnel system to assist in the administration of the County's DMAT, also at no cost to County.

5. SPECIFIC RESPONSIBILITIES OF COUNTY: County's Director of Health Services ("Director") or his/her duly authorized designee(s) shall:

A. Recruit, organize, train, and maintain a DMAT unit comprised of no less

than 35 volunteer County employees and other volunteers who either work or reside in or around Los Angeles County. The composition of the team shall consist of physicians, nurses, paramedics, emergency medical technicians, clerical, communications, and administrative personnel. County shall make every effort to recruit, organize, train and maintain 100 - 200 total volunteers to ensure that at least 35 individuals could be mobilized at any given time.

The County DMAT unit administration will be provided at the offices of the local EMS Agency. Training will be conducted on County sites or at sites designated by the PHS or State Emergency Medical Services Authority. All County DMAT supplies and equipment provided by PHS and donor sources to County will be maintained and stored in a locked County facility. County agrees to accept DMAT supplies and equipment from PHS. All such supplies and equipment may be utilized only for NDMS activities. Director or his/her designee(s) shall maintain an inventory of DMAT supplies and equipment which shall be available for review to authorized PHS representatives upon request.

Except as specifically noted hereinbelow, recruitment, organization, and training of the County DMAT volunteers shall be in accordance with the NDMS "Disaster Medical Assistance Team Organization Guide", dated July 25, 1986 ("Guide"), incorporated herein by reference. DMAT training shall be offered by Director or his/her designee to the County DMAT members each calendar quarter. There shall be a minimum 32 hours of such training provided annually.

B. Mobilize, as appropriate, the DMAT membership for local and State emergencies or disaster.

C. In the event of a major national disaster or emergency occurring outside the State of California, but within another territory or state of the United States, and following the request of an authorized official of PHS for NDMS mobilization, alert the DMAT membership for mobilization at a designated site. The DMAT shall be assembled and ready for transport at County's Harbor-UCLA Medical Center normally within twelve (12) hours of the PHS call for mobilization. Mobilization of County employees and other volunteers who are members of the DMAT is contingent, however, on those conditions and understandings noted hereinbelow.

6. CONDITIONS WHICH MAY PREVENT PHS MOBILIZATION OF COUNTY DMAT UNIT OR PERSONNEL:

A. Volunteer Status of County DMAT Membership. The parties recognize that the personnel comprising the County DMAT unit are volunteers who at any time can choose individually not to participate in an NDMS mobilization. County has no legal means to compel their participation and PHS shall have no right or cause of action

whatsoever against County or its DMAT membership if one or more of the County DMAT members decline mobilization. County reserves the right to decline a request for team mobilization and development if an insufficient number of team members are available to participate.

B. Needs of County. PHS recognizes that the County's own health care delivery system, which serves a large and principally indigent patient population, has often limited health personnel resources, particularly in nursing and specialty physician areas. In the event of a PHS mobilization of the County DMAT, PHS shall have no right or cause of action whatsoever against County if Director makes a finding that one or more of the DMAT members who are County employees may not be mobilized because of the health care needs at the time of the County health care delivery system.

7. RECRUITMENT OF COUNTY DMAT MEMBERS: While County intends to make reasonable efforts to recruit persons to fill each of the DMAT positions or billets suggested in the Guide, PHS recognizes County cannot warrant or guarantee that any of these positions or billets will in fact be filled.

8. NO DUTY IMPOSED ON COUNTY TO PURCHASE DMAT EQUIPMENT OR SUPPLIES: Nothing in this Agreement shall be regarded or interpreted as imposing a duty on County to purchase or provide DMAT equipment or supplies.

9. MAXIMUM PERIOD OF DMAT MOBILIZATION/MAXIMUM NUMBER OF DMAT MOBILIZATIONS: Unless County's Board of Supervisors in a national or regional disaster situation approves and authorizes a longer mobilization time, the maximum period PHS may use a County's DMAT volunteer for any mobilization for a particular disaster situation is ten (10) days. However, County may, through Director, upon request of PHS, "back-fill" DMAT positions so that other team members not initially deployed may replace initially deployed members. Such a rotation of volunteers could extend the total length of time that the DMAT is actually deployed. County's DMAT personnel shall be returned to an appropriate location within Los Angeles County immediately following determination by PHS that the DMAT's assistance at the disaster site is no longer required, or on the last day of the stated maximum period of mobilization, whichever occurs first.

County's DMAT may only be mobilized by PHS for a national or regional disaster if a sufficient number and adequate composition of skilled volunteers are willing and available to be deployed.

10. DMAT MOBILIZATION/VACATION OR LEAVE OF ABSENCE--COUNTY EMPLOYEES: PHS recognizes that DMAT members who are County Department of Health Services employees may use, at the discretion of Director, accrued vacation time or a leave of absence without pay to serve on the DMAT unit during a mobilization in which the DMAT

is placed under PHS control and supervision.

11. NOCOUNTYCONTROL OVER COUNTY DMAT DURING PHS MOBILIZATION: In the event of a major national or regional disaster occurring outside the State of California and resulting in a PHS request for County DMAT mobilization, County agrees to release its DMAT to PHS control and supervision subject to the conditions noted hereinabove. During the entire period of their mobilization, the DMAT members will be Federal employees. During this period, County shall exercise no authority over the DMAT or the DMAT members.

12. RESOLUTION OF LANGUAGE INCONSISTENCY: To the extent there exists any inconsistency between the language in the body of this Agreement and the language in the Guide, the former shall govern and prevail.

13. CONTRACT LAWS OF THE STATE OF CALIFORNIA SHALL APPLY: In the event of any dispute between the parties relative to the formation or interpretation of this Agreement, resort shall be made to the contract laws of the State of California for resolution thereof.

14. MERGER PROVISION: This instrument fully expresses all understandings of the parties concerning the subject matter of this Agreement and shall constitute the total Agreement. No addition to, or alteration of, the terms of this instrument, whether by written or verbal understanding of the parties, their officers, agents, or employees, shall be valid and effective unless made in the form of a written amendment to this instrument which is formally adopted and executed in the same manner as this instrument.

15. NOTICES: Notices hereunder shall be in writing and may either be delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, to the parties at the following addresses and to the attention of the persons named. Director shall have the authority to issue all notices which are required or permitted by County hereunder. Addresses and persons to be notified may be changed by either party by giving ten days prior written notice thereof to the other party.

A. Notice to County shall be addressed as follows:

- (1) Local EMS Agency  
5555 Ferguson Drive  
Commerce, California 90022  
Attn: Director
- (2) Department of Health Services  
Contracts and Grants Division  
313 North Figueroa Street, Sixth Floor-East

Los Angeles, California 90012  
Attn: Chief

B. Notices to PHS shall be addressed as follows:

- (1) National Disaster Medical System  
5600 Fishers Lane, Room 4-81  
Rockville, Maryland 20857  
Attn: Director

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Agreement to be subscribed by its Chairman and the seal of said Board to be hereto affixed, and attested by the Executive Officer thereof, and PHS has caused this Agreement to be subscribed in its behalf by its duly authorized director, the day, month, and year first above written.

COUNTY OF LOS ANGELES  
/signed/ GLORIA MOLINA  
Chairman, Board of Supervisors

/signed/ FRANK E. YOUNG, M.D., Ph.D., Director  
Office of Emergency Preparedness  
National Disaster Medical System  
Department of Health and Human Services  
Public Health Services

ATTEST: /signed/ JOANNE STURGES, Executive  
Officer of the Board of Supervisors  
of the County of Los Angeles

January 24, 1995  
(THE COUNTY SEAL)

## **GOOD SAMARITAN LIABILITY**

### **CALIFORNIA HEALTH & SAFETY CODE, SECTION 1799.102**

No person, who in **good faith** and not for compensation, renders emergency care at the scene of an emergency shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.

### **CALIFORNIA GOVERNMENT CODE, SECTION 8659**

Any physician or surgeon (whether licensed in this state or any other state), hospital, pharmacist, nurse or dentist who renders services during any state of war emergency, a state of emergency, or a local emergency at the express or implied request of any responsible state or local official or agency shall have no liability for any injury sustained by any person by reason of such services, regardless of how or under what circumstances or by what cause such injuries are sustained; provided, however, that the immunity herein granted shall not apply in the event of a willful act or omission.

### **CALIFORNIA GOVERNMENT CODE, SECTION 13970**

Direct action on the part of private citizens in preventing the commission of crimes against the person or property of others, or in apprehending criminals, or rescuing a person in immediate danger of injury or death as a result of fire, drowning, or other catastrophe, benefits the entire public. In recognition of the public purpose served, the state may indemnify such citizens, their surviving spouses, their surviving children, and any persons dependent upon such citizens for their principal support in appropriate cases for any injury, death, or damage sustained by such citizens, their surviving spouses, their surviving children, and any persons dependent upon such citizens for their principal support as a direct consequence of such meritorious action to the extent that they are not compensated for the injury, death or damage from any other source. A claim shall be denied if an award has been made under Article I (commencing with Section 13960) of this chapter for the same incident.

### **CALIFORNIA GOVERNMENT CODE, SECTION 50086**

No person who is summoned by the county sheriff, city police department, fire department, park range, or other local agency to voluntarily assist in a search or rescue operation, who possesses first aid training equivalent to the Red Cross advanced first aid and emergency care training standards, and who in good faith renders emergency services to a victim prior

to or during the evacuation or extrication of the victim, shall be liable for any civil damages as a result of any acts or omissions by such person in rendering such emergency services.

## **PART THREE—MANAGEMENT**

### **PUBLIC INFORMATION**

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The Public Information Officer (PIO)

Media Access Regulations

## THE PUBLIC INFORMATION OFFICER (PIO)

All levels of government, business and the news media are responsible for providing the public with accurate, timely and consistent information. County departments have Public Information Officers (PIOs), that fulfill this function on a routine daily basis, governed by department policy, standard operating procedures, etc. However, during an emergency where the County Emergency Operations Center (CEOC) is activated, the Sheriff's Department's PIOs become the **CEOC PIOs**.

Informing the public is a special priority during emergency incidents and the public expects timely information about the emergency.

The objectives of Emergency Public Information are:

Provide the general public with information about the emergency and instructions about what they should do.

Provide the media with accurate, timely information about the extent of the emergency and response efforts, including special County programs and services for disaster victims.

To meet these objectives all individual department PIOs must work through the CEOC PIOs to disseminate emergency information and instructions to the public, via the media.

A **primary role** of the CEOC PIO is to disseminate emergency instructions and critical information through the media to the public.

A **secondary role** is to provide the public with accurate and complete information regarding the incident (cause, size, status, resources committed and potential short or long-term impacts).

## EMERGENCY NOTIFICATION

Emergency notification instructions and advisories are primarily a local government responsibility. During the initial emergency phase, the PIO will assist in alerting the public to hazards using the Emergency Alert System (EAS) and other appropriate means. (Refer to EAS for detailed instructions). Notifications will include emergency instructions on protective actions to avoid injury and protect property. These public notifications should be made as

soon as possible, through the broadcast media, to provide adequate time for response.

Emergency notifications must be coordinated with the CEOC PIO (if CEOC activated).

## **EMERGENCY PHASE**

The PIO function should be established as soon as possible to ensure prompt access to all current emergency response and health or safety information available. The on-scene PIO's must coordinate efforts with the CEOC PIO in the CEOC.

Rapid dissemination of information is especially critical in a breaking event. The information should advise the public of the nature of the hazard or potential hazards, area involved, evacuations and traffic control. Communication with the public is accomplished most easily with the assistance and support of the media.

## **RUMOR CONTROL**

Government is responsible for providing information and instructions to the public along with establishing an effective rumor control system. It is important to establish Rumor Control to respond to public and media inquiries. The Rumor Control function can act as an information clearing house during emergencies. It must be able to:

- provide sufficient, accurate information
- monitor medial reports
- correct erroneous information

## **MEDIA INFORMATION**

### **Media Information Center**

The CEOC was designed to accommodate the news media. The CEOC PIOs will follow established policies and protocols when dealing with the media at the CEOC or at the emergency site.

Activation levels may require the establishment of a Joint Information Center (JIC) to support the need for greater information management and media interface among multiple departments/agencies. The Sheriff's Department manages the JIC if it is established.

### **Media Identification**

Provisions for press passes should be determined before an incident occurs. Press passes are issued by law enforcement agencies to representatives from legitimate news gathering agencies. Provisions for a system of temporary press passes will be addressed to cover the

occasion when legitimate journalists arrive on the scene of a major incident.

When establishing media access procedures, it is important to remind personnel assigned to road barriers and other access points about laws governing the admittance of news media representatives. As a general guideline, any person employed by a news gathering agency, be it newspaper, wire service, television or radio station, or as a free lance journalist or photojournalist, is authorized access to disaster areas under Penal Code section 409.5(d) or 409.6(d). **(See Part Three—PIO/Media Access Regulations, Page 7)** Media Representatives should not be admitted to National Defense Areas such as the crash site of a military aircraft (66 Ops.Cal.Atty.Gen. 497 [1983]).

Other means of identification are Media Vehicle Placards and Press Photographer license plates (California Vehicle Code Section 5008). These plates can be identified by the letters PP inside a triangle-shaped shield, followed by a number. These vehicle identification plates serve only to identify the vehicle as the property of a media representative and all persons inside the vehicle should be properly identified.

## **News Conferences and Briefings**

State policy provides media representatives equal access to information developed for release. For access within law enforcement or fire lines, media representatives must have valid "authorized" media identification issued by a public safety agency or authorization on company letterhead (67 Ops.Cal.Atty.Gen 535 [1984]).

Media briefings and press conferences should be conducted on a regular or "as needed" basis. In preparing for briefings and press conferences, PIOs shall:

- Designate a spokesperson.
- Announce briefing times and locations.
- Coordinate media site tours if they do not hinder response efforts.
- Conduct any media tours.

Information that is not confidential, and will not hamper an investigation or jeopardize the rights and safety of an individual, may be released.

## **Media Pools**

The media should be allowed reasonable access. If restrictions or limitations are unavoidable, as a last resort, a "pool" system may be used to avoid congestion. The media pool should be requested by the senior public safety officer present and organized by media representatives. Journalists on-scene should be permitted to select representatives from each medium (radio, television, newspaper, wire service, magazine, video and still photographers). They should also consider selecting representatives from each level of

coverage (local, regional, national and international). These representatives are escorted into the area, and will share **all** information, including photograph video/audio tapes with other accredited journalists. Only journalists present when the pool is activated should be allowed access to pool material. A sign-up sheet may be used to record participants. Selected journalists must be willing and able to meet deadlines to share pool information.

When access is denied or severely restricted, a valid explanation must be provided.

## **COMMUNICATIONS**

PIOs may use the telephone to inform the media and to respond to inquiries from the public. Their telephone lines should be separate from operational lines so as not to interfere with the response function. The Sheriff's Department maintains the media phone list. Telecopiers and faxes may be used for coordination among PIOs at all levels.

### **Alternate Communication Resources**

The Radio Amateur Civil Emergency Services (RACES) or Disaster Services Communications (DCS) may be used if telephone service is not available. There are no direct connections in place between news media and amateur radio (ham) organizations. Information obtained through amateur radio may be disseminated if it is in the public interest and no other source is available.

### **Emergency Digital Information System (EDIS)**

EDIS is a direct computer link to media organizations for alerts, bulletins, briefings and other information pertaining to media and public safety activities. The National Weather Service is a regular contributor to the EDIS including warnings during abnormal conditions. Local jurisdictions can access EDIS with existing equipment. For further information contact the OES Regional Telecommunications Coordinator.

Traffic reporting services can also be used to broadcast news of an emergency, as they are capable of receiving and disseminating information quickly.

## **POST-EMERGENCY PHASE**

### **Recovery**

Information will continue to be released after termination of the emergency phase, either by

the CEOC PIOs (if the CEOC is still activated) or by individual department's PIOs (pursuant to department policy and procedures). This may include information on clean-up, possible health effects, traffic reports, restoration of essential service, extent of damage and available assistance programs.

## EMERGENCY PUBLIC INFORMATION CONSIDERATIONS

### LIFE - SAVING / HEALTH PRESERVATION INSTRUCTIONS

- \* What to do (and why)
- \* What not to do (and why)
- \* Information (for parents) on status and actions of schools (if in session)
- \* Hazardous/contaminated/ congested areas to avoid
- \* Curfews
- \* Road, bridge, freeway overpass and dam conditions, and alternate routes
- \* Evacuations:
  - \* Routes
  - \* Instructions (including what to do if vehicle breaks down)
  - \* Arrangements for persons without transportation
  - \* Location of mass care/medical/coroner facilities, food, safe water
- \* Hospital status
- \* First aid information
- \* Firefighting instructions
- \* Emergency telephone numbers  
Stress to out-of-area media that people should NOT telephone into the area. Lines must be kept open for emergency calls.
- \* Instructions/precautions about utility use, sanitation, how to turn off utilities
- \* Essential services available-- hospitals, grocer stores, banks pharmacies, etc.

- \* Weather hazards/public health risks

### EMERGENCY STATUS INFORMATION

- \* Verify all information before release
- \* Media hotline number.
- \* Public hotline number
- \* Description of emergency situation, including:
  - \* number of confirmed deaths and injuries
  - \* property damage to cities, communities and business and dollar value
  - \* persons displaced
  - \* magnitude of earthquake, number of fires, etc.
- \* Description of government and private response efforts (mass care, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.)
- \* Any of the Priority 1 information in summary form on a "nice to know" rather than "vital to know and act upon" basis
- \* Status of Local Proclamation, Governor's Proclamation and Presidential Declaration
- \* Where people should report/call to volunteer
- \* How people in other areas can obtain information about

relatives/friends in the disaster area (coordinate with Red Cross on release of this information) How disaster victims can locate family members.

## **OTHER USEFUL INFORMATION**

Usually this type of information will be released in the Recovery Period, because of the lack of time and other priorities during the other phases.

- \* State/Federal assistance available.
- \* Disaster Application Center opening dates/times
- \* Historical events of this nature
- \* Charts/photographs/  
statistics from past events
- \* Human interest stories
- \* Acts of heroism
- \* Historical value of property  
damaged/destroyed
- \* Prominence of those killed/injured

## **MEDIA RELATIONS**

For information on media access, **see Media Access Regulations (Part Three—PIO, Page 7)**. Contact County Counsel if you have questions regarding media access.

**The CEOC PIO will speak for the entire County when the CEOC is activated. All other PIOs speak for their agency or level of government.**

## **MEDIA ACCESS REGULATIONS**

The following are extracts from Government Codes and Regulations relating to the granting of access to the media to closed or restricted areas during incidents and disasters:

### **California Penal Code**

#### **Section 409.5 Power of peace officers to close areas during emergencies; Entering or remaining within area as misdemeanor; Exception as to newspaper representatives, etc.**

(a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments or sheriff's office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (l) of Section 830.3, may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section.

(b) Officers of the California Highway Patrol, California State Police, police departments, or sheriff's office or officers of the Department of Forestry designated as peace officers by subdivision (f) of Section 830.3 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

**(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.**

## **Federal Aviation Regulations**

### **Subpart B - Flight Rules**

#### **Section 91.37 Temporary Flight Restrictions**

(a) Whenever the Administrator determines it to be necessary in order to prevent an unsafe congestion of sight-seeing aircraft above an incident or event which may generate a high degree of public interest, or to provide a safe environment for the operation of disaster relief aircraft, a Notice to Airmen will be issued designating an area within which temporary flight restrictions apply.

(b) When a Notice to Airmen has been issued under this section, no person may operate an aircraft within the designated area unless—

- (1) That aircraft is participating in disaster relief activities and is being operated under the direction of the agency responsible for relief activities;
- (2) That aircraft is being operated to or from an airport within the area and is operated so as not to hamper or endanger relief activities;
- (3) That operation is specifically authorized under an IFR ATC clearance;
- (4) VFR flight around or above the area is impracticable due to weather, terrain, or other considerations, prior notice is given to the Air Traffic Service facility specified in the Notice to Airmen, and en route operation through the area is conducted so as not to hamper or endanger relief activities; or,
- (5) That aircraft is carrying properly accredited news representatives, or persons on official business concerning the incident or event which generated the issuance of the Notice to Airmen; the operation is conducted in accordance with 91.79 of this chapter; the operation is conducted above the altitudes being used by relief aircraft unless otherwise authorized by the agency responsible for relief activities; and further, in connection with this type of operation, prior to entering the area the operator has filed with the Air Traffic Service facility specified in the Notice to Airmen a flight plan that includes the following information:**
  - (i) Aircraft identification, type and color.**
  - (ii) Radio communications frequencies to be used.**
  - (iii) Proposed types of entry and exit of the designated**

area.

- (iv) Name of news media or purpose of flight.
- (v) Any other information deemed necessary by ATC.

## **PART THREE—OPERATIONS**

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## **LOS ANGELES COUNTY OPERATIONAL AREA ALERTING AND WARNING PROCEDURES**

This section outlines the methods for alerting and warning the public, within the Los Angeles County Operational Area, if there is a major emergency. Such warnings may be necessary for fires, floods, hazardous material incidents, and as a precautionary measure, for a short-term earthquake prediction.

### **FEDERAL ALERTING AND WARNING SYSTEMS**

#### **EAS      Emergency Alerting System**

The Emergency Alerting System (EAS) has replaced the Emergency Broadcast System (EBS), which was unable to take advantage of today's sophisticated communications and broadcast technologies. EAS has been designed to provide the means for media to disseminate emergency public information, and enable the President, federal, state and local governments, to communicate with the public through commercial broadcast stations.

EAS uses the facilities and personnel of the broadcast industry on a volunteer basis. EAS operates according to standard operating procedures, established and approved EAS plans, and within the rules and regulations of the Federal Communications Commission (FCC). Although participation in EAS is voluntary, participating broadcast stations agree to comply with established rules and regulations of the FCC, and are required by the FCC to broadcast a common program.

EAS can be accessed at federal, state and local levels, to transmit essential information to the public. FCC rules establish message priorities under Part 73.922(a) as follows:

Priority One	Presidential Messages (carried live)
Priority Two	EAS Operational (Local) Area Programming
Priority Three	State Programming
Priority Four	National Programming and News

Presidential messages, national programming and news are routed over established network facilities of the broadcast industry. State programming originates from the State Operations Center (SOC) and is transmitted throughout the state using the state's California Law Enforcement Radio System (CLERS) VHF/UHF radio relay stations.

The FCC has established committees of broadcast industry personnel at each governmental level to develop EAS plans. These include:

Federal	The EAS Advisory Committee
State	State Emergency Communications Committee
Local	Operational Area Emergency Communications Committee

## **NAWAS National Warning System**

The National Warning System (NAWAS) is a dedicated wire-line system providing two-way voice communications between federal warning centers, state warning points and local warning points. If the situation ever presents itself, NAWAS is a nationwide system developed to send warnings of impending attack throughout the nation. The system may be activated from two federal facilities that are staffed 24 hours daily: the National Warning Center (North American Air Defense Command, Colorado Springs), and the Alternate National Warning Center (Olney, Maryland).

During major peacetime emergencies, state agencies may use portions of NAWAS augmented by state and local systems. Each state has a warning point that controls the NAWAS connection within the state (see California Warning System [CALWAS] for more information).

### **-- Tests**

NAWAS is tested three times daily at unscheduled times. The state warning point, OES, acknowledges the test for California. If OES does not respond, the alternate California Highway Patrol (CHP) headquarters in Sacramento, will acknowledge the test. Immediately following the national test, the state CALWAS test is conducted.

### **-- Signals (For informational purposes only--this warning system is no longer used in Los Angeles County)**

#### **Attention or Alert**

The **Attention** or **Alert** signal is a three to five minute steady tone on sirens, horns or other devices. This signal means: "An emergency situation exists or is imminent. Listen to your local area radio or television station for essential information."

#### **Attack Warning Signal**

The **Attack Warning** signal, a three to five minute wavering tone on sirens or a series of short blasts on horns or other devices, are repeated as often as NAWAS instructs or as local government authorities deem necessary. The **Attack Warning** signal indicates that an actual attack against this country has been detected. This signal is used for the initial

attack warning and subsequent attack warnings. **THIS SIGNAL WILL NOT BE USED FOR ANY OTHER PURPOSE AND HAS NO OTHER MEANING.** Everyone should immediately protect themselves and listen to the area EAS station for instructions.

**NWS National Weather Service**

The National Weather Service (NWS) transmits continuous weather information on 162.40, 162.475 and 162.55 MHZ frequencies. Severe weather broadcasts are preceded with a 1,050 MHZ tone that activates weather monitoring receivers equipped with decoders. The Weather Service can also access NAWAS to announce severe weather information.

**STATE ALERTING AND WARNING SYSTEMS**

**CALWAS California Warning System**

The California Warning System (CALWAS) is the state portion of NAWAS that extends to communications and dispatch centers throughout the state. OES headquarters ties into the federal system through the Warning Center in Sacramento, with circuits extending to county warning points. The CHP headquarters, in Sacramento, is the state's alternate warning point. Both state and federal circuits are monitored 24 hours a day at the Warning Center, the alternate point and each of the local warning points. Counties not on this system receive warning through other means (normally over the California Law Enforcement Telecommunications System [CLETS]).

Immediately following the NAWAS test, the State conducts the CALWAS test. Additionally, on alternate Wednesdays, the Alternate State Warning Point conducts a test at 10:00 a.m. local time.

Backup systems for CALWAS includes:

- CESFRS** California Emergency Services Fire Radio System
- CESRS** California Emergency Services Radio System
- CLEMARS** California Law Enforcement Mutual Aid Radio System
- CLERS** California Law Enforcement Radio System
- CLETS** California Law Enforcement Telecommunications System

**CESFRS California Emergency Services Fire Radio System**

California Emergency Services Fire Radio System (CESFRS) is the statewide communications network available to all fire agencies. The three available channels have been designated as Fire White Number 1, Fire White Number 2 and Fire White Number 3.

Fire White Number 1 is authorized for base station and mobile operations. Fire White Number 2 and Fire White Number 3 are for mobile and portable use only. All three White channels are designated by the FCC as "Inter-system" channels and are intended solely for inter-agency fire operations, i.e. mutual aid. Fire White Number 2 and Fire White Number 3 are intended for on-scene use only.

## **CESRS California Emergency Services Radio System**

The California Emergency Services Radio System (CESRS) serves as an emergency communications system for OES and county emergency services organizations. The system assists in the dissemination of warning information, supports disaster and emergency operations, and may be used on a day-to-day basis for administrative emergency services business. Statewide communications are provided through a number of microwave interconnected mountain top relays. CESRS operates under appropriate FCC rules and regulations and is administered by the State of California through OES. (For more information, see the "California Emergency Services Radio System, Plan and Licensing Guide," July 1990, written by OES Telecommunications Division.)

## **CLEMARS California Law Enforcement Mutual Aid Radio System**

California Law Enforcement Mutual Aid Radio System (CLEMARS) was established to provide common police radio frequencies for use statewide by state and local law enforcement agencies, during periods of man-made or natural disasters, or other emergencies where inter-agency coordination is required. CLEMARS operates under appropriate FCC rules and regulations, and is administered by the State of California through OES.

The system establishes four priorities for use:

- I. Emergency Operations of law enforcement agencies, primarily mutual aid activities.
- II. Emergency or urgent operations of above, involving a single agency.
- III. Special event control activities, generally of a pre-planned nature and generally involving joint participation of two or more agencies; or two or more police divisions or stations of CHP, etc. Drills, rehearsals, command post exercises and like activities shall be considered as Priority III activities.
- IV. When no traffic of higher priority classification is in progress, agencies participating in CLEMARS may utilize the frequency for local communications, as a secondary means of communication.

The Sheriff, as Regional Law Enforcement Coordinator, is responsible for coordination of use of the system within the Mutual Aid Region.

## **CLERS California Law Enforcement Radio System**

California Law Enforcement Radio System (CLERS) is a microwave interconnected radio repeater system with statewide coverage. It may also have been referred to locally as "IntercityRadio." This system was designed for use by law enforcement agencies for point-to-point communications and to provide a backup warning system to all counties in the state. OES provides and maintains the statewide repeater system and microwave network for use by law enforcement agencies. System users are responsible for providing their own base station equipment and obtaining proper licensing from the FCC. CLERS participation is voluntary, and many agencies no longer maintain the equipment. The Telecommunications Bureau of OES is the contact for CLERS.

### **CLETS      California Law Enforcement Telecommunications System**

California Law Enforcement Telecommunications System (CLETS) is a high-speed message switching system, which became operational in 1970. CLETS provides law enforcement and criminal justice agencies access to various data bases and the ability to transmit, and receive point-to-point administrative messages to other agencies within California or via the National Law Enforcement Telecommunications System (NLETS) to other states and Canada. Broadcast messages can be transmitted intrastate to participating agencies in the Group Bulletin Network and to regions nationwide via NLETS. CLETS has direct interface with the FBI-NCIC, NLETS, DMV, Oregon and Nevada. The State provides the computer hardware, switching center personnel, administrative personnel and the circuitry to one point in each county. The local agencies provide the circuitry and equipment which link them to their county termination point. A number of agencies have message switching computer (MSC) systems and computer aided dispatch (CAD) systems which directly connect to CLETS. Many of these systems have mobile data terminals (MDT's), which allow an officer in the field to inquire directly into various systems. In the County of Los Angeles, the CLETS terminal and the CLETS Information Manual are located at the Sheriff's Communication Center (SCC), 1277 North Eastern Avenue, Los Angeles. The local interface, provided by the County of Los Angeles, is known as the Justice Data Interface Controller (JDIC).

### **EAS      Emergency Alerting System**

Each state has been divided into a number of Emergency Alerting System Operational Areas (OA), consisting of one or more counties within radio reception range of Emergency Alert System (EAS) stations serving the area. California has thirty EAS Operational Areas. Almost all AM-FM radio and television broadcast stations have national defense emergency authorizations and several of these are protected from fallout. The purpose of EAS in California is to provide warning, emergency information, instructions and news of a man-made or natural threat to public safety, and welfare.

One primary station in each OA assumes the function of the Common Program Control Broadcast Station. The primary station is called the CPCS-1 Station. If for any reason a CPCS-1 is unable to carry out this responsibility, either primary or alternate broadcast stations

assigned as CPCS locations, will be activated in descending order. CPCS assignments are made by the FCC, not the State or local governments. OA's are urged to develop EAS systems that employ a system whereby the local OES feeds all the radio stations simultaneously and not just the CPCS-1 Station.

See the Federal EAS description for Program Priorities. Message priorities are as follows:

Priority One                    Immediate and positive action without delay is required to save lives.

Priority Two                    Actions required for the protection of property and instructions to the public requiring expedient dissemination.

Priority Three                Information to the public and all others.

See the Los Angeles County Operational Areas EAS Plan for details of local operations

## **EDIS            Emergency Digital Information System**

The Emergency Digital Information System (EDIS) provides local, state and federal agencies with a direct computer link to the news media and other agencies during emergencies. EDIS supplements existing emergency public information systems, such as EAS. By combining existing data input networks with a digital radio distribution system, EDIS gives authorized agencies a direct data link to the news media and other agencies.

The main purpose of EDIS is to distribute official information to the public during emergencies. However, a system that is not used day-to-day will not be used with confidence during an emergency. Therefore, certain non-emergency uses of EDIS are permitted so long as they do not interfere with more urgent transmissions.

EDIS may be used to transmit information in the following categories, listed in priority order:

**FLASH**    Alerts and warnings of immediate life-safety value to the public.

**NEWS**    Information of immediate benefit to the public, including reports of unusual natural, social or technological events; government activities requiring specific action by the public; road and traffic information and instructions for those affected by an emergency.

**INFO**     Advisory messages for coordination between government and the news media, such as times and locations of news briefings, schedules for media tours of emergency scenes, "pool coverage" arrangements, and airspace restrictions.

**TEST**      Transmissions to verify operation of equipment and for training of originating personnel.

Senders of EDIS messages should bear in mind that almost anyone can obtain the equipment to receive EDIS messages. Confidential or sensitive information should never be transmitted over EDIS.

**(References: Emergency Digital Information System Plan [EDIS], July 1991, written by the OES Telecommunications Division.)**

### **ENN        Emergency News Network**

The Los Angeles County Emergency News Network (ENN) is a communications protocol that incorporates voice, data and video transmission. It has been developed to provide direct access from local government agencies to media and corporate organizations for the immediate dissemination of emergency information.

Printed "text" information messages may be transmitted through any available JDIC terminal directly to the commercial broadcast media and other public subscribers. EDIS is used as a pathway for ENN messages and is monitored by local, state and national media. **(See Operations—for ENN Administrative Policy.)**

### **OASIS        Operational Area Satellite Information System**

The Operational Area Satellite Information System (OASIS) project, funded under the Earthquake Hazards Reduction Act of 1986, was established to create the most robust communications system possible using leased transponder space from commercial satellite operators. The result is the establishment of a system which allows virtually uninterrupted communication between state, regional and Operational Area level EOC's.

The Los Angeles County antenna is located at the Sheriff's Communication Center (SCC), with four lines terminating in the CEOC, one at Fire Command and Control, and one at the DPW DOC.

## **OPERATIONAL AREA ALERTING, NOTIFICATIONS AND WARNING SYSTEMS**

### **CUBE        Caltech/U.S. Geological Survey Broadcast of Earthquakes**

The Caltech/U.S. Geological Survey Broadcast of Earthquakes (CUBE) system is the product of a cooperative effort between the California Institute of Technology and the United States Geological Survey. Earthquake data is collected at Caltech Seismological Laboratory in Pasadena and is reduced to provide earthquake time, location and magnitude. This information is then transmitted to a commercial paging system where it is broadcast to government and private sector subscribers' paging units. These pagers may be carried by

personnel or connected to a personal computer that receives the information and displays it on a map. The CUBE project offers the following capabilities to government.

Automatically provides near real-time locations and magnitudes of earthquakes;

Automatically provides estimates of the distribution of ground shaking following significant earthquakes; and

Warns of imminent ground shaking in the seconds following an earthquake, but before waves actually reach sites that may be damaged.

Subscribers within Los Angeles County government include emergency management personnel from the following departments: CAO; Sheriff; Fire Department and DPW. Computer connections are located at the County/Operational Area EOC, Fire Department DOC and DPW DOC.

## **LOCAL ALERTING AND WARNING SYSTEMS**

### **Automated Telephone Systems (CAN, Teleminder and other call-back systems)**

Certain Sheriff's Stations, such as Carson, East Los Angeles, etc. can access this system through their contract cities.

### **EAS      Emergency Alerting System**

The EAS is administered by the Sheriff of Los Angeles County. Activation of EAS is for emergent events and conditions of concern to a significant segment of the population of Los Angeles County. The message must be a voice message, which may be prerecorded, and it must follow established protocols for EAS activation (Ref. Los Angeles County Operational Areas EAS Plan).

### **ENN      Emergency News Network**

The ENN is a subset of EAS. It is a digital format that allows messages to be sent via the State of California's EDIS. The digital message will be received by the media, schools, large businesses and anyone who monitors the South Coast Air Quality Management District (SCAQMD) channels. It is less restrictive than and EAS broadcast and can be originated by any agency with access to a JDIC terminal. In addition to emergency messages, it allows for routine or test messages.

### **Radio**

Within the protocol of an EAS activation, agreements have been established for the use of Radio as a means of alerting and warning.

### **Miscellaneous**

Additionally, the County of Los Angeles utilizes mobile emergency vehicle/helicopter sirens and public address systems, and Neighborhood Watch Block Captains for word of mouth notifications.

The County of Los Angeles Operational Area does not maintain a fixed site siren system.

**Extracted from Guidelines for Rapid Damage Intelligence  
“The First Two Hours,” The Emergency Preparedness  
Commission for the County and Cities of Los Angeles, May 1994**

**LOCAL JURISDICTION  
SAMPLE CRITICAL FACILITIES**

Critical facilities are those locations providing essential lifeline services to the community, or qualifies as a high occupancy structure, or qualifies as a high risk hazard to the community. Critical facilities and their priority will vary, but some examples of their priority would be:

**PRIORITY 1 — Highest priority for support for emergency services, evacuation and resumption of services**

**Major Government Buildings**

Fire Stations  
Sheriff Stations  
Public Works Yards  
City Halls  
County Hall of Administration  
County Emergency Operations Center and Departmental Operations Centers for lead departments

**Medical Facilities**

Hospitals  
Emergency Clinics  
Convalescent/Residential Care Facilities  
Blood Banks

**PRIORITY 2**

**Transportation**

Freeways  
Major Arterial Roads

Airports and Mass Transit Assembly Areas

Railways

Bridges, Overpasses

**Essential Lifeline/Utility System Sites**

Electric  
Gas  
Water  
Sewage  
Telephone  
Grocery/Foodbank Distribution Centers

**Educational Facilities**

All Schools

**Detention Facilities**

Prisons  
Jails  
MacLaren Children's Center  
Juvenile Detention Centers

**PRIORITY 3**

**High Occupancy Structures/Locations**

Shopping Malls  
Stadiums, arenas  
High Rise Buildings  
Large Industrial Complexes

**High Risk Construction/Engineering**

Dam  
Reservoirs/Flood Control Basins  
Tilt-up Buildings  
Unreinforced Masonry Buildings

**High Risk HAZMAT Locations**

Oil Refineries  
Chemical/Waste Processing and Treatment Plants  
Gas Stations  
Identified High Risk HAZMAT carriers/handlers  
Pipelines for petroleum

**INFORMATION ON CRITICAL FACILITIES LISTS WOULD INCLUDE:**

Critical facility number designation  
Name of facility  
Street address  
Thomas Brothers map coordinates  
Title/name of facility contact person  
Telephone number (optional)  
Type of hazard potential (optional)

**LOS ANGELES COUNTY OPERATIONAL AREA  
DAMAGE ASSESSMENT FORMS AND FORMATS  
FOR USE BY THE CITIES**

**GENERAL CONCEPT APPROVED BY THE LOS ANGELES COUNTY  
EMERGENCY MANAGEMENT COUNCIL  
JANUARY 29, 1997**

Damage Assessment is integrated into the total emergency management reporting system. It is not a separate information system. Below is a brief summary of the Damage Assessment component of the Los Angeles County Operational Area emergency management system.

8. **Reconnaissance Report** (due to the Operational Area EOC within an hour after request by the Operational Area EOC).
  - a. A report submitted by cities that indicates the city's ability to provide services. This is a "one time only" report and is not expected to be precise or definitive. It provides the Operational Area with an indicator of where potential problems may exist and the ability of a city to provide services to its residents.
  - b. Normally, the County EOC will send out a request to jurisdictions asking that they initiate this report. Jurisdictions should self initiate the report if there is a large scale earthquake that obviously has caused damage within the jurisdiction.
  - c. The Reconnaissance Report is sent to the jurisdiction's Contact Sheriff Station for subsequent transmittal to the Operational Area EOC.
  
9. **General Area Survey** (Retained by the city. The report is initiated after a request for a General Area Survey Summary Report by the Operational Area EOC.)
  - a. The report is the result of a windshield survey that provides the location of areas (Public Safety Reporting Districts) where residents appear to have been adversely impacted due to damage, with a very brief description of the impact. The report is not expected to be precise. It is general and designed to give planners and managers a feel for areas that have been impacted by the disaster so that assistance can be arranged and qualified inspectors can subsequently be sent in to do a detailed assessment. This report is used to compile a General Area Survey Summary Report.

- b. While this is a "damage" report, critical to the emergency response process is knowledge of the impact the disaster is having on residents in the area. For purposes of this report, damage and its impact has been divided into six categories.
  - c. The General Area Survey Report is sent to the jurisdiction's EOC for analysis and compiling of the General Area Survey Summary Report.
  - d. Smaller jurisdictions may be able to skip this report and go directly to the Safety Survey Report.
10. **General Area Survey Summary Report** (The Initial report is due to the Operational Area EOC two hours after request by the Operational Area EOC. It is sent through the LASD Contact Station.)
- a. This report provides the Operational Area EOC with summarized results of the General Area Survey. It is used by the Operational Area to start the process of determining the need for qualified Building Inspectors and Structural Engineers.
  - b. Smaller jurisdictions may be able to skip this report and go directly to the Safety Survey Report. If so, the information in the Safety Survey must be provided in a timely manner to ensure the Operational Area can properly prioritize the full need for qualified inspectors and engineers.
  - c. The information is sent through the LASD Contact to the Operational Area EOC.
11. **City Status Report** (initial report due within two hours of a request by the Operational Area EOC, with subsequent reports normally due twice a day at times to be announced).
- a. This is a detailed report on the status of services, utilities and incidents within a city. It is sent to the County Operational Area EOC on an announced basis (normally twice a day) or as new critical information is developed.
  - b. The Damage Assessment component of this report is the Incident information. Incident information is used to record damage impacting critical facilities or geographical areas, as well as other incidents impacting the city. Incidents reported to the County should be those that impact the ability of the city to provide services or have a major impact on large numbers of residents.
  - c. The report is sent to the to the jurisdiction's Contact Sheriff Station for subsequent transmittal to the Operational Area EOC.

12. **Safety Survey Report** (retained by the jurisdiction).
  - a. This report is the result of a windshield survey of previously identified areas in which there have been reports of damage.
  - b. This is primarily a damage report. The report is designed to identify dangerous buildings which require immediate detailed evaluation for purposes of vacating and/or demolition. The report also provides a record of the levels and concentration of damage within a given area. The results of this report are used by the jurisdiction to prioritize the subsequent deployment of qualified building inspectors and structural engineers and to develop the Safety Survey Summary Report for forwarding to the County Department of Public Works.
  - c. Field workers provide this information to the jurisdiction.
13. **Safety Survey Summary Report** (Due to County Public Works once a day).
  - a. This is a summary of the results of the Safety Survey Report. It is used by the Operational Area to assist in establishing priorities for mutual aid Building Inspectors and Structural Engineers.
  - b. This report is provided to the County Public Works contact person.
14. **ATC-20 Report** (retained by the jurisdiction).
  - a. This is a statewide standardized report used by building inspectors and structural engineers to report the assessed status of a building.
  - b. The data contained in this report will be collected for analysis and subsequent record keeping by the impacted jurisdiction. This information is critical to support claims to the state and federal governments. Additionally, individual ATC-20 reports are used to compile a Facilities Inspection Status Report for the Operational Area.
15. **Facilities Inspection Status Report** (due once a day until inspection programs are complete. The report will be initiated by a request from the County Department of Public Works and information is sent to County Public Works.)
  - a. This report provides the status of on-going inspection programs. It is based on the number of facilities identified as needing inspection (Safety Survey Report) and the number actually inspected (ATC-20 standards). The information assists the Operational Area in prioritizing the assignment of mutual aid building inspectors and

structural engineers to best meet jurisdictional needs.

- b. The report provides a summary of the ATC-20 color codes of structures or facilities inspected. The ATC-20 report is the basis for the inspection data collected in this report.
- c. The report is provided to the County Department of Public Works (DPW) contact person. County DPW provides the report to the Operational Area EOC.

## **DISASTER ASSESSMENT AND RECOVERY TEAMS (DARTs)**

Following a major disaster, county human services departments will form inter-disciplinary Disaster Assessment and Recovery Teams (DARTs) which will go to parks and other areas where large numbers of people are gathered to provide emergency services. The mission of the DARTs is to:

Identify health and human needs and services that will assist large groups of people to recover and return to their pre-disaster position as quickly as possible; and

Maximize resource utilization for quicker response to health and human needs for larger groups of people; and

Encourage people to move to established shelters and to return to their homes, if safe.

DARTs will self-activate to areas where it is known that large groups of people are assembled. As cities and Sheriff Stations report to the CEOC other locations where people are gathered, the teams will be sent to these locations. Teams will also travel through areas where it is likely that people will be assembled.

Teams will initially be composed of county human services departments and other appropriate agencies. Local building and safety and other support functions will be added as required to assist in moving people from open areas to shelters and their homes.

## **DISASTER ROUTE PRIORITY PLAN FACT SHEET**

### **THE DISASTER ROUTE PRIORITY PLAN**

The Disaster Route Priority Plan (Plan) is a countywide multi-jurisdictional plan to quickly assess the condition of the highway system and critical facilities, and prioritize the clearing, repair, and restoration of key regional highway routes following a major disaster, such as a large earthquake. The Disaster Routes also serve as alternate interim transportation routes to the freeway system if portions of the freeway system are damaged or destroyed.

Following the 1971 Sylmar earthquake, the Plan was developed in conjunction with neighboring counties and public works directors and city engineers throughout the County. It has been approved by the Los Angeles County Board of Supervisors, most of the cities in the County and the Emergency Preparedness Commission for the County and Cities of Los Angeles.

### **NEED FOR THE PLAN**

The Plan is critically needed by first-line emergency responders such as fire, search and rescue, and emergency medical personnel in the early period immediately following the disaster to gain access to the impacted areas to save lives and protect property. It is also needed to provide access to these areas as the recovery and restoration efforts begin, so that required resources can be brought in as quickly as possible.

### **PLAN ELEMENTS**

The Plan consists of a network of key major highways providing access to all areas of the County. The Plan calls upon the County and all the cities to work together in a coordinated effort to assess the condition of the Disaster Routes and clear and reopen them on a priority basis.

### **THE COUNTY'S AND CITIES' ROLES IN CARRYING OUT THE PLAN**

The State of California by law requires that the counties and cities throughout the State respond to disasters under the Standardized Emergency Management Systems (SEMS) in order to be eligible for State disaster reimbursement of personnel costs. Under SEMS, the Los Angeles County Operational Area is the coordinator for emergency response and point

of contact for State emergency assistance. The Disaster Route Priority Plan carries out this concept by designating the Director of the County of Los Angeles Department of Public Works (DPW) to work with the cities in a disaster to quickly determine the condition of the Disaster Routes, and to coordinate assistance to those cities who need it in clearing or repairing the Disaster Routes. This assistance would normally be provided under the terms of the Public Works Mutual Aid agreements currently in force.

### **HOW THE PLAN WORKS IN A DISASTER**

In a major disaster, such as a large earthquake with widespread damage, the County DPW's road maintenance forces will immediately survey and report the condition of the portions of the Disaster Routes in the unincorporated areas and contract cities. The County DPW will also dispatch personnel to non-contract cities' EOCs or their DPWs to gather information on the portions of the Disaster Routes in those cities. County DPW personnel will also obtain information on the status of the freeway system from Caltrans and the California Highway Patrol. The status of the Disaster Routes will be reported to DPW's DOC where it will be disseminated immediately to the CEOC for further dissemination to emergency response agencies, cities and the public.

DPW personnel will also work closely with the impacted cities to coordinate any needed assistance in clearing and repairing damaged portions of the Disaster Routes in those cities.

### **FURTHER INFORMATION ABOUT THE DISASTER ROUTES**

The DPW Traffic and Lighting Division is the designated coordinator for this Plan. Further information and maps detailing the North and South County Disaster Routes are available through DPW.

## **EMERGENCY NETWORK LOS ANGELES/ LOS ANGELES VOLUNTARY AGENCIES ACTIVE IN DISASTER (ENLA/VOAD)**

Following a disaster many critical services are provided to disaster victims by private, not-for-profit organizations. The American Red Cross (ARC) and The Salvation Army are national relief organizations with unquestioned qualifications and expertise. The County has well-established post-disaster relationships with these agencies. Many other not-for profit agencies have also been active in past disasters and have organizational commitments to provide emergency services following disasters. Many of these organizations provide day-to-day services to the community and have developed high levels of proficiency within their service specialities.

SEMS guidelines recommend that the Operational Area establish a relationship with local voluntary agencies who provide relief activities in the community following a disaster. The Los Angeles County Operational Area works with ENLA/VOAD as the primary representative for not-for-profit human service agencies.

The Operational Area will work in concert with the ENLA/VOAD organization to strengthen working relationships with well-established not-for-profit agencies which have plans to provide services to disaster victims. County human services representatives will work with ENLA/VOAD agencies to establish the best possible public/private collaborations to provide effective services following a disaster.

It is the intent of the Operational Area not to duplicate services which can be more effectively provided through not-for-profit agencies.

Following a major disaster, the Care and Shelter Branch (DPSS) will liaison with private, not-for-profit organizations through ENLA/VOAD key agencies.

# COUNTY OF LOS ANGELES

## EMERGENCY NEWS NETWORK ADMINISTRATIVE POLICY

June 19, 1996

The Los Angeles County Emergency News Network (ENN) is a communications protocol that incorporates voice, data and video transmissions. Its intent is to provide direct media access to local government agencies for the immediate distribution of emergency information.

**Printed** "text" information messages may be transmitted through any available JDIC terminal directly to the commercial broadcast media and other public subscribers. The state-wide **EDIS** is used as the pathway for **ENN** messages and is monitored by local, state and national media. EAS voice and video broadcasts are transmitted from the CEOC.

Considering law enforcement's administrative control of JDIC access and their operational interest in the impact of "emergency announcements," the administration of ENN access is the concern of local police agencies. The following "Administrative Policy" establishes a standard for countywide conventions when using ENN through law enforcement channels.

- I. Only essential public service information of an urgent nature should be transmitted via ENN. Before initiating an ENN message, two factors should be considered. These factors are: 1) the need for an immediate broadcast; and 2) threat significance.

Decision-makers must first decide if the situation involves a current or imminent event that requires an **immediate** public broadcast. Secondly, does the event have the potential to adversely effect or present a **significant threat** to the general health or well being of the target communities.

- a. A particular caution against using **ENN** for non-emergent issues is that the decision to use **ENN** infers that an emergency exists.

- (1) Misuse of the system will result in a loss of credibility for the system and for the jurisdiction initiating the broadcast.

2. Occasionally, events become the concern of more than one local municipality, or civil jurisdiction. ENN-generated broadcasts containing instructions to the public must reflect

a coordinated effort among the concerned authorities. Any real, or perceived conflict in instructions, suggested courses of action, or remedies for a particular issue must be avoided.

a. Take the time to consult neighboring municipalities, the local contact Sheriff's station, or the CEOC (if operational) concerning the language, the intent and impact of your message.

3. Information messages must be brief and to the point. They need to be timely, accurate and as complete as possible. Pertinent follow-up information should be broadcast in periodic updates, when appropriate.

a. Always use plain, simple English. Avoid technical language, and distinctive terms, or jargon not commonly understood by the public.

b. Identify the specific occurrence, or threat, that is prompting the broadcast with clear instruction about what is being requested of, or recommended to the concerned population (tell them what they need to do).

c. Use a workable description of the geographical area of concern using easily understood boundaries, as much as possible.

- d. Identify the time(s) and date(s) that an event advisory will remain valid, including the expected duration of the problem (if known), or anticipated time frame for periodic reevaluations.
  - e. Clearly identify the agency and jurisdiction issuing the message.
    - (1) Include a point of contact for message verification and follow-up discussion by media representatives.
    - (2) Include any points of contact for the public to obtain additional information and clarification of issues.
  - f. Be sure to issue an "all clear," or "end of incident" message when appropriate.
    - (1) Include any significant information and/or restrictions concerning the re-entry of previously evacuated, damaged, or contaminated areas.
4. Follow the ENN standards for message priorities as stated in the EDIS Plan, prepared by OES, and as articulated in the ENN format.
- a. **FLASH** Immediate (emergency) warnings of threats to life and property, usually requiring action by members of the public.
  - b. **URGENT** Time-critical news and information regarding an emergency of an unusual nature [or, an imminent threat].
  - c. **NEWS** Information of immediate benefit to the public that they will need to cope with an emergency, or unusual situation.
    - (1) may include curfew advisories related to an ongoing crisis, or the locations of shelters, or assistance centers etc.
  - d. **INFO** Advisory messages for (internal) coordination between government and news media.
  - e. **TEST** Messages to verify system/equipment operation, or to train operating personnel.
5. Communications via this media remain the sole responsibility and liability of the civil authority initiating the broadcast.

6. The Chief law enforcement officer within each city, or civil jurisdiction of the County, having extensive public service responsibilities and control of JDIC access, is considered the responsible agent for the administration of these policies within that jurisdiction.
  - a. Access to, or use of ENN for communicating public service messages must be subject to the review and concurrence of said agent.
    - (1) The definition of "Chief" law enforcement officer includes any other subordinate officer, as designated by the Chief officer for this intent.

### **System Information**

Access to EDIS/ENN is accomplished via JDIC terminals. To confirm local access, type "EDIS" on a blank JDIC screen. If you receive the ENN format, you are on line. If you do not receive the format, you need to have EDIS/ENN turned "on" for each terminal you select. To accomplish this call the JDIC Information Center at (213) 267-2832 and follow their instructions (you may also turn this feature "off" on terminals that you don't want to access ENN).

The JDIC terminal does not receive ENN broadcast messages. Actual ENN broadcasts are transmitted on VHF channel 39.32. To obtain the exact specifications and a "parts list" for EDIS/ENN broadcast receiver equipment, contact OES Telecommunications Branch, Southern Section, at (310) 795-2991, or the Telecommunications Advisory Group (TAG) through the OEM at (213) 974-1120 for detailed information.

The local ENN is a subsidiary of Los Angeles County's EAS. Both EAS and local ENN access is administered by the Sheriff's Department.

Administrative inquiries should be directed to the Sheriff's Emergency Operations Bureau (EOB) at (213) 980-2200 8:00 a.m. to 5:00 p.m. daily. The "after hours" contact is the Sheriff's Communications Center (SCC) Watch Commander at (213) 267-2505.

## **NATIONAL WEATHER SERVICE (NWS) ISSUANCES**

### **TYPES OF ISSUANCES**

**OUTLOOK**—For events possible to develop in the extended period (extended definition depends on the type of event)

**ADVISORY**—For events that are occurring or are forecast to develop in the short term (generally within the next 6 hours)

**WATCH**—For the **possibility** of an event happening within the short term (generally refers to the next 6 to 12 hours)

**WARNING**—The most serious issuance. For life-threatening events occurring or forecast to develop within the short term (generally within the next 6 hours)

**STATEMENTS (OR UPDATES)**—Issued as updates to the above products

### **SPECIFIC TYPES OF ISSUANCES**

#### **FLASH FLOODING:**

**Flash Flood Warning:** Flash Flooding is occurring or imminent.

**Urban and Small Stream Flood Advisory:** Flooding is occurring or imminent, but is not life threatening. (Nuisance flooding.) This may be upgraded to a Flash Flood Warning if conditions worsen.

**Flash Flood Watch:** There is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours).

**Flash Flood Statement:** Updates any of the above three issuances.

**Tornado and Severe Thunderstorm Warnings:** Issued on the observation of a tornado, funnel cloud, or severe thunderstorm (a thunderstorm is defined as severe when it is

accompanied by 58 mph winds or 3/4" hail), or the indication of any of the above based on radar data.

**Tornado and Severe Thunderstorm Watches:** Issued by the National Severe Storms Forecast Center in Kansas City, MO when there is a likelihood of development of either tornadoes or severe thunderstorms.

## **OTHER TYPES OF ISSUANCES**

**Dense Fog Advisory:** Issued when dense fog (visibility below 1/2 mile) is expected to last for three hours or longer)

**Dense Fog Warning:** Issued when widespread zero or near-zero visibilities are forecast to last three hours or longer

### **Example**

Today is Monday, February 13. Weather models indicate a strong Pacific storm will affect the Southern California forecast area on Wednesday. The forecast models have been very consistent, and the likelihood of this storm is fairly certain.

The NWS would issue a Special Weather Statement discussing a developing storm expected. Other Statements would generally be issued every six to eight hours between Monday and Wednesday. In the meantime, the NWS would continue watching the date to better pinpoint the storm track, severity, timing and rainfall totals.

For this example, by early Tuesday morning we have determined the storm will begin Wednesday morning, then intensify Wednesday afternoon.

Tuesday evening, or early Wednesday morning, the NWS will issue a Flash Flood Watch.

The event begins, and based on satellite and radar pictures, more is on the way. It looks as though the heavy rains may cause flash flooding in certain areas, but most areas will only have street flooding and other “nuisance” problems. The NWS issues a Flash Flood Warning for the first area, and Urban and Small Stream Flood Advisories for the others. Follow-up statements are then issued as frequently as new information is available.

**Note: This is one of the most critical times when feedback information from cities, counties and agencies is most helpful.**

The following numbers are for the NWS, including severe weather emergencies. Please use the numbers for their intended purpose and keep the restricted numbers confidential.

**National Weather Service**

520 North Elevar Street  
Oxnard, CA 93030

All telephone numbers are 805/988-

<b>Number</b>	<b>Line</b>	<b>Use</b>
6618/6619	Weather Warnings	24 hour/restricted
6613	Fax	24 hour/restricted
6610	Public number	Business hours/unrestricted
6611	Recorded weather	24 hours/unrestricted
6615	Administration	Business hours/restricted
6623	Administration—Warning Coordination	Business hours/information only

## **LOS ANGELES COUNTY POLICIES AND PROCEDURES FOR EARTHQUAKE PREDICTIONS AND ADVISORIES**

**Approved by the Los Angeles County Emergency Management Council  
November 19, 1992**

### **I. PURPOSE**

This policy statement provides guidance and direction to County departments on the minimum prudent readiness actions they must take in response to an OES-issued Short-Term Earthquake Prediction, or Earthquake Advisory within the Los Angeles County area.

### **II. BACKGROUND**

Over the past twenty-five years, the science of earthquake prediction has been steadily emerging. The California Earthquake Prediction Evaluation Council (CEPEC) was formed under provisions of Section 8590 of the Government Code to act as an advisory body to the Director of OES on the validity of earthquake predictions and the merit of short-term assessments of seismic potential.

Recent studies indicate that the risk of having a strong earthquake in Los Angeles County, particularly in the San Gabriel Valley, has increased. It is anticipated that we will see an increase in both Earthquake Predictions and Earthquake Advisories in the future. Given this likelihood, it is imperative that the County establish policies and procedures to address its response to these notices.

### **III. "PREDICTION" AND "ADVISORY" DEFINITIONS**

The following definitions are taken from the OES California Short-Term Earthquake Prediction Response Plan:

#### **A. EARTHQUAKE PREDICTIONS**

For operational purposes, a scientifically-based earthquake prediction includes the expected time, place, magnitude, and probability of occurrence. Time frames are as follows:

- (1) "Long-term prediction" means a prediction of an earthquake that is expected to occur within a few years up to a few decades.

- (2) "Intermediate-term prediction" means a prediction of an earthquake that is expected to occur within a period of a few weeks to a few years.
- (3) "Short-term prediction" means a prediction of an earthquake that is expected to occur within a few hours to a few weeks. If the probability of occurrence is considered high, a short-term prediction can be further defined as leading to:
  - (a) "Alert:" 3 days to a few weeks,
  - (b) "Imminent Alert:" up to 3 days.

### **Notification Process**

OES will notify local governments of all validated earthquake predictions through a telephone and radio fan-out process. Systems used may include, but not be limited to, CALWAS, CLETS, the State Relay Network and commercial telephone services. OES will issue a formal Cancellation of Prediction at the end of the period defined in the initial Prediction.

## **B. EARTHQUAKE ADVISORIES**

Earthquake Advisories are statements by OES regarding scientific assessments that, within a specified period (usually 3-5 days), there is an enhanced likelihood for damaging earthquakes to occur in areas designated in the Advisory. They are issued:

- (1) following earthquakes in which there is concern about subsequent damaging earthquakes, and
- (2) only after OES has received notification from the scientific community of special concern regarding an evolving sequence and where, in OES' judgment, there are significant public safety considerations. The basis of the advisories is existing knowledge of the seismic history and potential of the area under consideration.

### **Notification Process**

Advisories are not formal predictions. Based on advice from CEPEC or other responsible scientific authorities, OES will notify local jurisdictions in the area that there is an enhanced seismic risk. OES will issue a formal Cancellation of Advisory at the end of the period defined in the initial Advisory. It is the responsibility of county offices that receive the Advisory to forward the information immediately to a) all cities within the county, b) county emergency

services coordinators.

### **Future Local Jurisdictions' Notification Process**

Notifications of both Predictions and Advisories will be made to local jurisdictions via OASIS.

#### **IV. COUNTY POLICY**

It is Los Angeles County's policy to accept Earthquake Predictions or Earthquake Advisories that are issued by State OES based on the valid, scientific determinations made by the CEPEC or the recognized scientific community. If the County Office of Emergency Management (OEM) receives predictions or advisories from any other source they shall be documented and referred to the State OES for evaluation, but no other readiness actions shall be implemented.

#### **V. SHORT-TERM PREDICTIONS, AND EARTHQUAKE ADVISORIES**

"Short-Term" predictions indicate that an earthquake is expected to occur within a few hours to a few weeks. Earthquake Advisories relay the scientific community's assessment that within a specified period (usually 3-5 days) there is an enhanced likelihood for damaging earthquakes to occur in designated areas. **This policy document only addresses short-term Earthquake Predictions and Earthquake Advisories of impending moderate to strong earthquakes.**

#### **VI. NOTIFICATION**

OES will notify the County Office of Emergency Management (OEM) that a valid Earthquake Prediction or Earthquake Advisory has been issued. Predictions will include information on the location, magnitude, time frame, probability of occurrence, and other pertinent information. Advisories will include information on the background of the Advisory, the areas included in the Advisory and the period of time in which the Advisory is in effect.

- 1) Upon OES notification, the **OEM will notify all County departments' Emergency Coordinators with instructions to implement the readiness actions listed below.** Notification may be made by telephone or by written facsimile message.

### **Future Notification Process for County Departments**

Notifications will be made to departments via CWIRS.

- 2) Cities will be notified of receipt of Earthquake Advisories by either the Sheriff's Department JDIC, CAO facsimile or, as a last resort, OEM telephone contact.

## **VII. READINESS ACTIONS**

The following actions are considered to be the minimum prudent readiness actions all departments shall take in response to an OES Short-Term Earthquake Prediction or Earthquake Advisory of a moderate to strong earthquake:

1. Managers and supervisors shall immediately review building and department emergency plans with all staff. **Update all home phone numbers and alternate reporting locations.**
2. Evaluate staffing and scheduling needs and take appropriate action. **Put key emergency response personnel on indefinite standby with predesignated assignments.**
3. Building Emergency Coordinators (BECs) shall walk through buildings and take prompt action to correct visible nonstructural hazards.
4. BECs shall check: 1) first aid kits for completeness; 2) working condition of fire extinguishers; 3) flashlights and batteries; 4) emergency food and water supplies, etc.
5. Review deployment of emergency response equipment in conjunction with staffing needs.
6. Order tests of all emergency communications, including Sheriff's test of the Emergency Alert System (EAS).
7. Ensure that all computer equipment has been secured.
8. Ensure that vital records are protected.
9. Ensure that all County vehicle fuel tanks are kept full.
10. Expedite readiness of automotive equipment. Give priority to emergency response vehicles.
11. Review mutual aid agreements and discuss readiness posture with conjoined departments/agencies.

12. Review earthquake safety tips with all employees.
13. Implement additional instructions, as directed by OEM.

The following information is extracted from the “Multi-Agency Emergency Response Procedures for Potable Water Procurement & Distribution,” California Potable Water Task Force, January 1996. Extracts are relative to the local jurisdiction.

## **EMERGENCY POTABLE WATER PROCUREMENT AND DISTRIBUTION**

### **INTRODUCTION**

The procedures for emergency potable water are designed to facilitate acquisition of alternative potable water to populations in California in the event of a state or local emergency. The procedures set forth specific activities that should be considered by each level Emergency Operations Center (**EOC**) to evaluate emergency situations and then to procure and distribute potable water to critical locations if needed.

Successful implementation of these procedures will require the support of public, private and volunteer agencies. The following is a summary of the primary response agency(s) functions. **Attachment "A" includes a detailed outline of the local agency's specific responsibilities.**

**Note:** For the purpose of this document: "alternative potable water" and "emergency potable water" means water that is supplied from an alternative source and/or delivery system. The Governor's Office of Emergency Services will assist local government in pursuing possible Federal reimbursement for costs incurred.

## **ATTACHMENT A**

### **Emergency Potable Water Procurement/Distribution**

## **RESPONSE LEVEL ROLES AND RESPONSIBILITIES**

**Responsible Agent:** **FIELD RESPONSE** (Public or private and include, but not limited to, water utilities, public works, local law enforcement and fire protection).

**Function:** Provide assessment of incident to Local Emergency Operations Center (LEOC) and respond as directed by Incident Command and/or individual department management.

**Duties:**

1. Within the purview of individual agency, assess impact of incident based on field observations and provide emergency situation reports to LEOC.

Critical information would include:

cause and extent of water system damage

estimated duration of system outage

geographical area affected

population affected

actions taken to restore system

resources needed to reactivate system

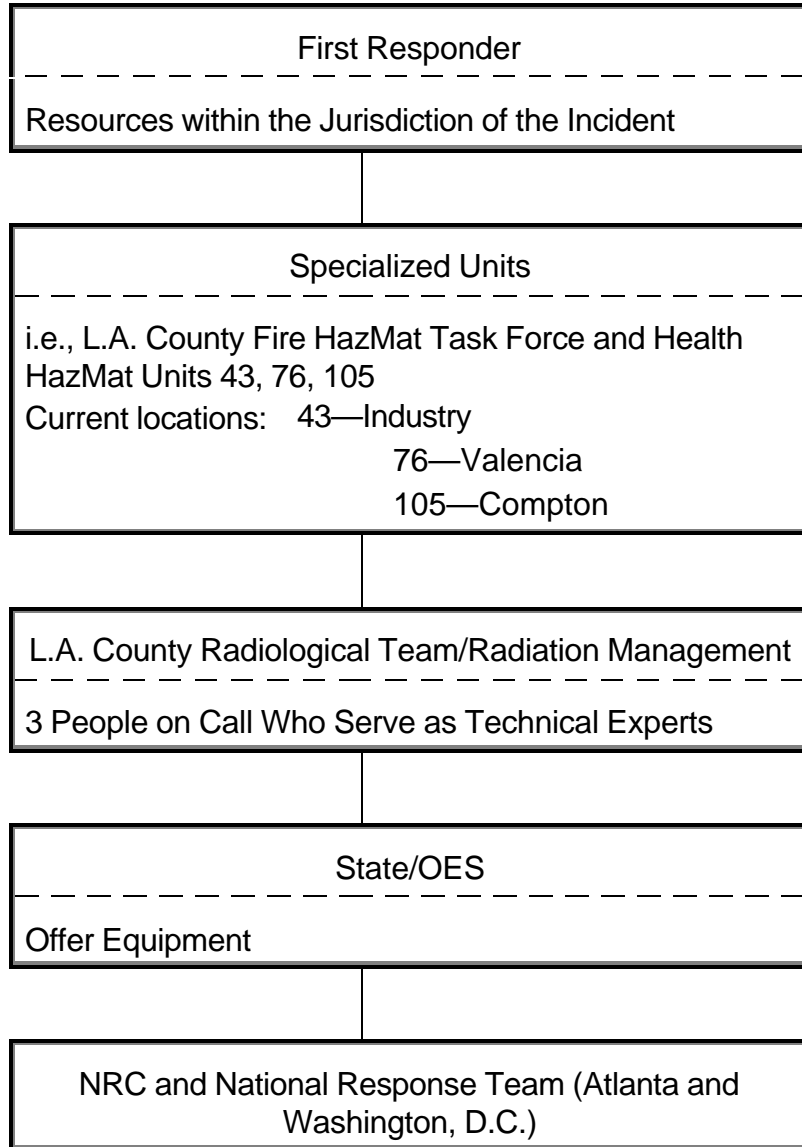
emergency potable water needs (quantity and prioritized areas)

2. Respond to incident as directed by Incident Command and/or individual department management.
3. Request needed resources through LEOC and/or through existing mutual aid agreement systems.
4. Ensure water utilities are informed of bottled/hailed water activities within their service area.
5. Coordinate with Department of Health Services (DHS) District Office, water utilities and LEOC Public Information Office for appropriate public

information announcements and Media interface.

# RADIOLOGICAL PROTECTION PROCEDURES IN THE LOS ANGELES COUNTY OPERATIONAL AREA

## RADIOLOGICAL INCIDENTS—TIERED RESPONSE



## PROCEDURES

Los Angeles County Fire Department Emergency Operations Manual

North American Emergency Response Guide

## **RADIOLOGICAL PROTECTION REQUIREMENTS**

In conjunction with the Logistics Section, obtain and maintain radiation and hazardous materials detection devices.

Selected Los Angeles County Fire Department fire apparatus carry radiological equipment that can detect beta and gamma radiation.

All Los Angeles County Fire Department HazMat Squads carry radiological equipment that can detect alpha, beta and gamma radiation.

Maintain radiation exposure records for response personnel and require dosimeter readings at appropriate frequencies, if necessary, during emergency operations.

Safety Officer—at incident site

Long-term maintenance (career exposure)

Individual personnel records—Radiation exposure records will be maintained by the Health Programs Office, Los Angeles County Fire Department.

Health care providers

Develop procedures for radiological decontamination of response personnel, victims, equipment, supplies, instruments and facilities.

See Los Angeles County Fire Department Emergency Operations Manual

Hazardous Materials Incidents—Volume 10, Chapter 6, Subject 1, pages 12-13

Radiological Monitoring—Volume 5, Chapter 7, Subject 1, pages 78-80

In conjunction with the Medical Branch, identify medical facilities with the capability to

decontaminate radiological or chemically contaminated casualties.

See Los Angeles Department of Health Services Disaster Plan, Section 11: Departmental Policies Related to Disaster Response, Reference Number 807.

In conjunction with the Medical Branch, develop procedures for determining the levels of radiation exposure of affected individuals and providing treatment and care.

Utilize the radiological equipment at scene to determine levels of radiation exposure.

Apply regular department procedures for treatment.

Appoint personnel to perform radiological monitoring, reporting and decontamination duties during emergencies.

Appointment of personnel—

Is specific to the incident

Tiered response

Every Los Angeles County fire fighter is a radiological monitor

In conjunction with the Planning/Intelligence Section, prepare radiological reports for submission to the state or federal governments, as appropriate.

Utilizing federal guidance with input from the state and local health agencies, arrange for crisis training of emergency services staff and shelter teams for radiological monitoring reporting and decontamination duties.

All Los Angeles County fire fighter recruits receive radiological monitoring training and are certified.

Station in-service drills are held on radiological monitoring to update field personnel.

In conjunction with the Logistics Section, maintain an inventory list of the source and quantity of available RADEF instruments.

Selected Los Angeles County Fire Department fire engines and Los Angeles County Health HazMat units carry appropriate equipment to detect high and low levels of radiation.

All Los Angeles County Fire Department HazMat Squads carry radiological

equipment that can detect alpha, beta and gamma radiation.

State OES is responsible for personnel, procedures and frequency of maintenance and calibration of RADEF instruments. Contact appropriate representative in OES Region One.

The Los Angeles County Operational Area does have a bulk storage of RADEF instruments at the Fire Training Center.

## **PART THREE—PLANNING/INTELLIGENCE TABLE OF CONTENTS**

After Action Reports  
    After Action Report Forms

## **AFTER-ACTION REPORTS (AARs)**

The following material is extracted from the **SEMS Bulletin No. PP-2  
After-Action Reports** dated June 1996

State law specifies that the Office of Emergency Services (OES) must develop AARs in conjunction with involved jurisdictions following a disaster as part of compliance with SEMS. In addition, cities and counties declaring local emergencies for which the governor proclaims a state of emergency, shall complete and transmit an AAR to OES within ninety (90) days of the close of a disaster. In the past, OES has prepared AARs from a variety of different approaches, and sometimes for different purposes and different audiences. Various methods have been used to collect the information from local agencies necessary for AARs. A specialist committee was appointed by the SEMS Technical Group to study this issue.

As a result of this study, it was recommended that AARs focus on SEMS usage. AARs will provide recommendations for improving response actions using SEMS. While the primary audience will be the emergency management community, the report will be accessible to anyone who requests a copy and will be distributed to state libraries. AARs will be well structured, geared to multiple audiences, and written in simple language. A composite document will provide an historical record of a disaster. The reports are not intended to be used for enforcement of SEMS.

Finally, information for the preparation of AARs should be collected from local and state agencies through a questionnaire and the Response Information Management System (RIMS). Computerization of the questionnaire will simplify and streamline input at all levels. OES will be responsible for the final AAR.

The SEMS Advisory Board approved the Technical Group's recommendations at their June 6, 1996 meeting.

## **AFTER-ACTION REPORT QUESTIONNAIRE INSTRUCTION SHEET**

### **Section A**

6. Check the appropriate box for your agency.

"City" A city is required to prepare an after action report only if they declared a local emergency and the Governor proclaims a State of Emergency as well.

"County" A county is required to do an after action report if they declared a local emergency, and the Governor proclaims a State of Emergency as well.

"Operational Area" An operational area needs to do an after action report if they activated their EOC. They may be called upon to coordinate with their cities/county to ensure they have completed their questionnaires.

"State Agency" If a state agency responds to a declared disaster, they must do an after action report.

"Federal Agency" Although the SEMS regulations do not affect federal agencies, they often have a critical role and their input to the after action report is vital.

"Affiliated Agency" Agencies, such as an ambulance company or other agency that contracts with the jurisdiction to provide a response service and volunteer agencies like the American Red Cross and Salvation Army, are not required to do an after action report. Like federal agencies, their input regarding their response and recovery activities is valuable to the overall report.

"Special District" Only public-owned special districts, including public-owned utility districts, are required to do after action reports. Privately-owned special districts only need to do after action reports on a voluntary basis if they had any response or recovery role in the disaster.

2. The person actually filling out the questionnaire should print their name, agency, and phone number in case they need to be contacted in the future.

### **Section B**

Questions 1-19 are directed towards the application of SEMS during the response phase. They are designed to determine the levels of SEMS used and the coordination with other agencies.

These questions require yes or no answers or a "not applicable" (N/A) if it doesn't apply to your agency. If you wish to expand on an answer, you may do so on a separate sheet of paper.

The terms "EOC" and "DOC" are standard terms used to describe the Emergency Operations Center and Department Operation Center, respectively. Discipline-specific operations centers should be considered the same as an EOC/DOC.

### **Section C**

Questions 20-24 are directed towards the aspects of SEMS noted in the regulations: response actions taken, modifications needed to the system, necessary changes to plans or procedures, changes to training, and recovery activities to date. Their purpose is to obtain information from each disaster to determine how to improve the system.

**AFTER ACTION REPORT QUESTIONNAIRE FOR**

\_\_\_\_\_ (Disaster Name)

DUE BY: \_\_\_\_\_

**Section A.**

1. THIS FORM IS FOR (check one):

- CITY (required if declared independently and the Governor proclaims as well)
- COUNTY (required if declared independently and the Governor proclaims as well)
- OPERATIONAL AREA (required if disaster declared by a local agency and the Governor proclaims as well)
- STATE AGENCY (required if responded to a declared disaster)
- FEDERAL AGENCY (not required)
- AFFILIATED AGENCY (not required)
- SPECIAL DISTRICT (required if publicly-owned)

2. Completed by \_\_\_\_\_ Name (print) \_\_\_\_\_ Agency \_\_\_\_\_  
 \_\_\_\_\_ Phone Number

**Section B.**

QUESTION	Yes	No	N/A
1. Were procedures established and in place for response to the disaster?			
2. Were procedures used to organize initial and ongoing resources?			
3. Was the ICS used to manage field response?			
4. Were all ICS Sections used?			
5. Was Unified Command considered or used?			
6. Was your EOC and/or DOC activated?			
7. Was the EOC/DOC organized according to SEMS?			
8. Were subfunctions in the EOC/DOC assigned around the five SEMS functions?			
9. Were response personnel in the EOC/DOC trained?			
10. Were action plans used in the EOC/DOC?			
11. Were action planning processes used at the field response level?			
12. Was coordination performed with volunteer agencies (such as American Red			
13. Was an Operational Area EOC activated?			
14. Was Mutual Aid requested and received?			
15. Were the EOC/DOC mutual aid efforts coordinated?			
16. Was a multi-agency or inter-agency group established at the EOC/DOC level?			

17. Was communication established and maintained between agencies?			
18. Was public warning completed according to procedure?			
19. Was there coordination with the media regarding the disaster and public safety?			

**Section C.**

**AFTER ACTION REPORT QUESTIONNAIRE FOR**

\_\_\_\_\_  
(Disaster Name)

20. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources.
  
  
  
  
  
  
  
  
  
  
21. As you responded, was there any part of SEMS that did not work for your agency? If so, how would/did you change the system to meet your needs?
  
  
  
  
  
  
  
  
  
  
22. As a result of your response to this incident, are any changes needed in your plans and procedures? If so, please explain.
  
  
  
  
  
  
  
  
  
  
23. As a result of your response to this incident, can you identify any specific areas not covered in the current SEMS Approved Course of Instruction?
  
  
  
  
  
  
  
  
  
  
24. If applicable, what recovery activities have you taken to date? Include such things as damage assessment surveys completed, hazard mitigation efforts undertaken, claims filed, and reconstruction activities.

## **PART THREE—DEFINITIONS**

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Glossary of Terms

Acronyms

## **GLOSSARY OF TERMS**

**This Glossary of Terms contains definitions of terms commonly used in SEMS as well as terms used in the Los Angeles County Operational Area.**

### **A**

**Advance Element of the Emergency Response Team (ERT-A):** The portion of the Emergency Response Team (ERT) deployed to the field to respond to a disaster incident.

**Action Plan:** The plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

**Activate:** At a minimum, a designated official of the emergency response agency who implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

**Aerial Reconnaissance:** An aerial assessment of the damaged area which includes gathering information on the level and extent of damage and identifying potential hazardous areas for on-site inspections.

**After-Action Report (AAR):** A report covering response actions, application of SEMS, modifications to plans and procedures, training need and recovery activities. AARs are required under SEMS within 90 days after any declared emergency.

**Agency:** A division of government with specific function, or a non-governmental organization (e.g., private contractor, business, etc.) offering a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance).

**Agency Representative:** An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident, or to the Liaison Coordinator at SEMS EOC levels.

**American Red Cross (ARC):** A federally-chartered volunteer agency that provides disaster relief to individuals and families.

**Area Command:** An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it.

Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

**Assigned Resources:** Resources checked-in and assigned work tasks on an incident.

**Assignments:** Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

**Assistant:** Title for subordinates of the Command Staff positions at the Field SEMS level.

**Assisting Agency:** An agency directly contributing tactical or service resources to another agency.

**Available Resources:** Incident-based resources which are available for immediate assignment.

## **B**

**Base:** The location at an incident where primary logistics functions are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base"). The Incident Command Post may be co-located with the Base.

**Board of Supervisors:** The governing body of the County of Los Angeles.

**Branch:** The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.). Branches are also used in the same sequences at the SEMS EOC Levels.

## **C**

**California Emergency Services Act:** Chapter 7 of Division 1 of Title 2 of the Government Code now comprising Sections 8550 to 8668 and as amended.

**California Emergency Council:** The official advisory body to the Governor on all matters pertaining to statewide emergency preparedness.

**Care and Shelter:** The Operations Branch that coordinates relief programs, including the food, clothing, and shelter needs of disaster victims.

**Casualty Collection Points (CCP):** A location within a jurisdiction used for the assembly, triage, medical stabilization and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources. Preferably the site should include, or be adjacent to, an open area

suitable for use as a helicopter pad.

**Catastrophic Disaster:** Although there is no commonly accepted definition of a catastrophic disaster, the term implies an event or incident which produces severe and widespread damage of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response.

**Chain of Command:** A series of management positions in order of authority.

**Chairman:** The Chairman of the Board of Supervisors.

**Check-in:** The process whereby resources first report to an incident or into an EOC.

**Checklist:** A list of actions taken by an element of the emergency organization in response to a particular event or situation.

**Chief Administrative Officer (CAO):** The Chief Administrative Officer of the County of Los Angeles with emergency responsibilities as defined in Chapter 2.68 of Title 2 of the Los Angeles County Code, the Emergency Ordinance.

**Civil Disorder:** Any incident intended to disrupt community affairs that requires police intervention to maintain public safety, including riots and mass demonstrations, as well as terrorist attacks.

**Civil Preparedness Guidance (CPG):** A series of FEMA Policy documents.

**Critical Facilities:** See Essential Facilities

**Command:** The act of directing, and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

**Command Post:** See Incident Command Post

**Command Staff:** The Command Staff at the SEMS Field level, which consists of the Information Officer, Safety Officer and Liaison Officer, who report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director, but may be designated as Coordinators. At EOCs, the functions may also be established as Sections or Branches to accommodate subsequent expansion.

**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g. a trailer or mobile van) used to provide the major part of an Incident Communications Center.

**County:** The County of Los Angeles and all the political subdivisions contained therein.

**County Office of Recovery (COR):** The function activated by the CAO to address the mid-and long-term recovery of County government, depending on the nature and severity of the disaster or emergency.

**Countywide Integrated Radio System (CWIRS):** The radio communications network used by all County departments except Fire and Sheriff. CWIRS is a back-up communications system that can be used by County departments in times of emergency when conventional and cellular communications are disrupted.

**County Emergency Operations Center (CEOC):** The focal point for management of County Operational Area operations and resource allocation as well as a point of liaison with State and Federal agencies during a crisis response. The CEOC functions under SEMS.

## **D**

**Damage Assessment:** The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector and the community caused by a disaster or emergency event.

**Dam Failure:** Part or complete collapse of a dam causing downstream flooding.

**Declaration:** The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

**Declaration Process:** When a disaster strikes, local authorities and individuals request help from private relief organizations and their State government, which give all assistance possible. If assistance is beyond their capability, the Governor requests a Presidential declaration of a major disaster or an emergency.

**Delegation of Authority:** A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed.

**Demobilization Unit:** Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned resources.

**Department Operations Center (DOC):** An EOC used by County departments, such as the Department of Public Works, Department of Health Services, ISD, DPSS etc.

**Deputy Incident Commander (Section Chief or Branch Director):** A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore

must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

**Designated Area:** Any emergency or major disaster-affected portion of a State that has been determined eligible for Federal assistance.

**Direction and Control (Emergency Management):** The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

**Disaster:** A sudden calamitous emergency event causing great damage, loss or destruction.

**Disaster Application Center (DAC):** A facility jointly established by the Federal and State Coordinating Officers within or adjacent to an disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

**Disaster Assistance Program (DAP):** A program that provides state funding or reimbursement for local government response related personnel costs incurred in response to an incident as defined in Section 2402 (i).

**Disaster Field Office (DFO):** A central facility established by the Federal Coordinating Office within, or immediately adjacent to, disaster-impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

**Disaster Support Area (DSA):** A predesignated facility anticipated to be at the periphery of a disaster area, where disaster relief resources (manpower and material) can be received, accommodated or stockpiled, allocated, and dispatched into the disaster area. A separate portion of the area may be used for receipt and emergency treatment of casualty evacuees arriving via short-range modes of transportation (air and ground) and for the subsequent movement of casualties by heavy, long-rang aircraft to adequate medical care facilities.

**Dispatch Center:** A facility from which resources are assigned to an incident.

**Division:** Divisions are used to divide an incident into geographical areas of operation. Divisions area identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

## **E**

**Earthquake:** The sudden motion or trembling of the ground produced by abrupt displacement of rock masses, usually within the upper ten to twenty miles of the earth.

**Earthquake Advisory:** A statement issued by the State of California Office of Emergency Services (OES), usually following a medium-sized earthquake, regarding scientific opinion that there is an enhanced likelihood for additional seismic activity within a specified period (usually three to five days).

**Emergency:** A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, civil unrest, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

**Emergency Alert System (EAS):** A system that enables the President and federal, state, and local government to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

**Emergency Management (Direction and Control):** The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

**Emergency Management Council (EMC):** Created by the Emergency Ordinance to oversee the preparedness activities of the various County departments. This includes preparation of plans, training of County employees for emergency and disaster-related functions, and related emergency preparedness activities.

**Emergency Management Director (Emergency Services Director):** The individual within each political subdivision having overall responsibility for jurisdiction emergency management coordination efforts. In Los Angeles County, the Sheriff is the Director of Emergency Operations.

**Emergency Management Information System (EMIS):** The computerized data base used in the CEOC during emergencies/disasters. EMIS gathers and distributes information for use by emergency managers and other County officials.

**Emergency Management Organization:** Public and private organizations in Los Angeles County which are defined in the Emergency Ordinance as part of the County's response and relief efforts following a disaster.

**Emergency Medical Services (EMS):** Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

**Emergency Medical Technician (EMT):** A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

**Emergency Operations:** Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

**Emergency Operations Center (EOC):** A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

**Emergency Operations Plan:** The plan that each jurisdiction has and maintains for responding to appropriate hazards.

**Emergency Ordinance:** Los Angeles County Code Title 2 - Administration, Chapter 2.68 Emergency Services, which defines the duties and provides the legal authority to prepare and carry out plans for protection of life and property in the County of Los Angeles in the event of a disaster.

**Emergency Plans:** Those official and approved documents which describe principles, policies, concepts of operations, methods and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies.

**Emergency Preparedness Commission (EPC):** The Emergency Preparedness Commission for the County and Cities of Los Angeles.

**Emergency Public Information (EPI):** Information disseminated to the public by official sources during an emergency, using broadcast and print media.

**Emergency Public Information System:** The network of information officers and their staff who operate from EPICs (Centers) at all levels of government within the state. The system also includes the news media through which emergency information is released to the public.

**Emergency Response Agency:** Any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

**Emergency Response Personnel:** Personnel involved with an agency's response to an emergency.

**EOC Action Plan:** The plan developed at SEMS EOC levels which contains objectives, actions to be taken, assignments and supporting information for the next operational period.

**Essential (Critical) Facilities:** Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, police and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

**Evacuee:** An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

**Exercise:** Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

## **F**

**Facilities Unit:** Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

**Federal Coordinating Officer (FCO):** The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

**Federal Disaster Assistance:** Provides in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

**Federal Disaster Relief Act:** Public Law 93-288, as amended, that gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major peacetime disasters.

**Federal Emergency Management Agency (FEMA):** The agency created in 1979 to provide a

single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response and recovery.

**FEMA-State Agreement:** A formal legal document between FEMA and the affected State stating the understandings, commitments, and binding conditions for assistance applicable as the result of the major disaster or emergency declared by the President. It is signed by the FEMA Regional director, or designee, and the Governor.

**Field Coordination Center:** A temporary facility established by OES within or adjacent to areas affected by a disaster. It functions under the operational control of the OES mutual aid regional manager and is supported by mobile communications and personnel provided by OES and other state agencies.

**Finance/Administration Section:** One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

**Function:** In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term "Management" replaces Command. The term Function is also used when describing the activity involved, e.g., "the planning function."

## **G**

**General Staff:** The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of:

Operations Section Chief  
Planning/Intelligence Section Chief  
Logistics Section Chief  
Finance/Administration Section Chief

**Geographic Information System (GIS):** A mapping-based system designed to plot and visually display incidents.

## **H**

**Hazard:** Any source of danger or element of risk to people or property.

**Hazard Analysis:** An analysis of the potential hazards which could cause a disaster.

**Hazard Area:** A geographically defined area in which a specific hazard presents a potential threat to life and property.

**Hazardous Material:** A substance or combination of substances which, because of quantity, concentration, physical chemical, radiological, explosive, or infectious characteristics, poses a

substantial or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

**Hazardous Material Incident (Stationary):** Any uncontrolled release of material capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, or store hazardous materials well as all sites that treat, store and dispose of hazardous material.

**Hazardous Material Incident (Transportation):** Any spill during transport of material that is potentially a risk to health and safety.

**Hazard Mitigation:** A cost-effective measure that will reduce the potential for damage to a facility from a disaster event.

**Hazard Mitigation Plan:** The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society which includes the actions needed to minimize future vulnerability to hazards.

**Hierarchy of Command:** See Chain of Command

## I

**Incident:** An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

**Incident Action Plan:** The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

**Incident Commander (IC):** The individual responsible for the command of all function at the field response level.

**Incident Command Post (ICP):** The location at which the primary command functions are executed. The ICP may be co-located with the incident base or other incident facilities.

**Incident Command System (ICS):** The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

## J

**Jurisdiction:** The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district city, county, state or federal boundary lines), or functional (e.g., police department, health department, etc.) See Multi-jurisdiction.

## **L**

**Liaison Officer:** A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

**Life-Safety:** Refers to the joint consideration of both the life and physical well-being of individuals.

**Local Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.

**Local Government:** Local agencies as defined in Government Code 8680.2 and special district as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, NDAA,2900(y).

**Local Government Advisory Committee (LGAC):** Committees established by the Director of OES to provide a forum for the exchange of information among the cities and counties of a Mutual Aid region. The LGAC may develop a consensus of action and policy among local emergency managers on issues, policies, and programs of concern to local governments, and if necessary bring such concerns to the attention of OES Executive Management.

**Logistics Section:** One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

## **M**

**Major Disaster:** Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship or suffering caused thereby.

**Mass Care Facility:** A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid and essential social services.

**Master Mutual Aid Agreement:** An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California to assist each other by providing resources during

an emergency. Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

**Media:** All means of providing information and instructions to the public, including radio, television, and newspapers.

**Mitigation:** Pre-event planning and actions which aim to lessen the effects of potential disaster.

**Mobilization:** The process and procedures used by all organizations federal, state and local for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multi-Agency Coordination:** The functions and activities of representatives of involved agencies and/or jurisdictions who make decisions regarding the prioritizing of incidents and the sharing and allocations of critical resources.

**Multi-Agency Coordination System (MACS):** The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

**Multi-Agency Incident:** An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or unified command.

**Multi-Jurisdiction Incident:** An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

**Mutual Aid Agreement:** Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

**Mutual Aid Coordinator:** An individual at the local government, operational area, region or state level responsible for coordinating the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

**Mutual Aid Region:** A mutual aid region is a subdivision of State OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

## **N**

**National Emergency Training Center (NETC):** FEMA's campus in Emmitsburg, Maryland, composed of the United States Fire Administration (USFA) and the Emergency Management Institute (EMI).

**Nuclear Incident (Fixed Facility):** Any occurrence at a nuclear power plant resulting in a potential or actual release of radioactive material in sufficient quantity which threatens the health and safety of nearby populations.

## **O**

**Office of Emergency Management (OEM):** Created by the Emergency Ordinance. Pursuant to the Emergency Ordinance, the CAO as Director of OEM has complete authority for organizing, directing and coordinating the emergency organization of the County of Los Angeles, consistent with the Sheriff's authority as Director of Emergency Operations.

**Office of Emergency Services (OES):** The Governor's Office of Emergency Services.

**Operational Area (OA):** An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area. The County of Los Angeles serves as the lead agency for the Los Angeles County Operational Area.

**Operational Area Satellite Information System (OASIS):** The communications system using leased transponder space from commercial satellite operators to establish virtually uninterrupted communication between state, regional and Operational Area level EOCs.

**Operational Period:** The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

**Operations Section:** One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC.

## **P**

**Planning Meeting:** A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

**Planning Section (also referred to as Planning/Intelligence):** One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident.

**Political Subdivision:** Includes any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

**Public Information Officer (PIO):** The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

## **R**

**Radio Amateur Civil Emergency Services (RACES):** An emergency services designed to make efficient use of skilled radio amateurs throughout the state in accordance with approved civil defense communications plans. Operators are registered with an OES agency to provide emergency communications support.

**Radiological Protection:** The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

**Reception Area:** An area which, through a hazard analysis and related preparedness planning, is pre-designated to receive and care for (or provide basic needs for) persons displaced from a hazard area.

**Recovery:** Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs which provide temporary housing assistance, and grants and loans to eligible individuals and government entities to recover from the effects of a disaster.

**Recovery Coordination Center (RCC):** Established in the CEOC to coordinate initial recovery operations of County departments and to provide information, liaison and recovery coordination between State and federal agencies, the impacted cities and other agencies that are part of Los Angeles County's Emergency Organization.

**Regional Director (RD):** A director of a regional office of FEMA, or his/her designated representative. As used in the Stafford Act, Regional Director also means the Disaster Recovery Manager who has been appointed to exercise the authority of the Regional Director for a particular emergency or major disaster.

**Regional Emergency Operations Center (REOC):** Facilities found at State OES Administrative Regions. REOCs are used to coordinate information and resources among Operational Areas and between the Operational Areas and the state level.

**Reporting Locations:** Specific locations or facilities where incoming resources can check-in at the incident. See Check-in.

**Response Information Management System (RIMS):** The computerized data base utilized by State OES for emergency management information.

**Resources:** Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

**Response:** Activities to address the immediate and short-term effects of an emergency or disaster

Response includes immediate actions to save lives, protect property and meet basic human needs. Based on the requirements of the situation, response assistance will be provided to an affected State under the Federal Response Plan (FRP) using a partial activation of selected ESS or full activation of all ESS to meet the needs of the situation.

## **S**

**Safety Officer:** A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

**Search:** Systematic investigation of an area or premises to determine the presence and/or location of persons entrapped, injured, immobilized or missing.

**Section:** That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, Administration/Finance.

**Section Chief (Officer-in-Charge [OIC]):** The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance. At the EOC level, the position title will be OIC.

**Shelter Manager:** An individual who provides for the internal organization, administration, and operation of a shelter facility.

**Special District:** A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance). This may include a joint powers authority established under section 6500 et seq. of the Code.

**Stafford Act:** Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

**Staging Areas:** Locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

**Standard Operating Procedures (SOPs):** A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure. SOPs support an annex by indicating in detail how a particular task will be carried out.

**Standardized Emergency Management System (SEMS):** A system required by the California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operation Area, Region and State.

**State Coordinating Officer (SCO):** The person appointed by the Governor to act for the State in

cooperation with the Federal Coordinating Officer.

**State Emergency Organization:** The agencies, board, and commissions of the executive branch of state government and affiliated private sector organizations.

**State Emergency Plan:** The State of California Emergency Plan as approved by the Governor.

**State of Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, or conditions causing a "state of war emergency," which conditions by reason of magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

**State of War Emergency:** The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the state or nation is directly attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government that such an enemy attack is probable or imminent.

**State Operations Center (SOC):** An EOC operated by the Governor's Office of Emergency Services at the state level in SEMS.

## **T**

**Triage:** A process of priority sorting sick and injured people on the basis of urgency and type of condition presented so that they can be routed to appropriate medical facilities.

**Tsunami:** Also called a seismic sea wave. It is a large oceanic wave generated by earthquakes, submarine volcanic eruptions, or large submarine landslides in which sudden forces are applied to the water mass. The fastest tsunami waves can move at speeds of hundreds of miles per hour in the open ocean. However, as the waves enter shallower waters in coastal area, wave velocity decreases and wave height can increase to 100 feet or more on impact at the shore line.

## **U**

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command area multi-jurisdictional. (See Area Command and Unified Command).

**Unified Command:** In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

**Unit:** An organizational element having functional responsibility. Units are commonly used in

incident Planning, Logistics or Finance/Administration Sections and can be used in operations for some applications. Units are also found in EOC organizations.

**Unity of Command:** The concept by which each person within an organization reports to only one designated person.

**Urban Fire:** Any instance of uncontrolled burning which results in structural damage to residential, commercial, industrial, institutional or other properties in developed areas.

**Urban Search and Rescue:** The complex process in which trained personnel use specialized equipment to locate and extricate victims trapped in collapsed buildings, and the mobilization and management of such personnel and equipment.

## **V**

**Volunteers:** Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group.

## **W**

**Wildland Fire:** Any instance of uncontrolled burning in grasslands, brush, or woodlands.

## **LIST OF ACRONYMS AND ABBREVIATIONS**

<b>AAR</b>	<b>After-Action Report</b>
<b>ARC</b>	<b>American Red Cross</b>
<b>ATC-20</b>	<b>Applied Technology - 20</b>
<b>BEC</b>	<b>Building Emergency Coordinator</b>
<b>Cal Trans</b>	<b>California Department of Transportation</b>
<b>CALWAS</b>	<b>California Warning System</b>
<b>CAO</b>	<b>Chief Administrative Office(r)</b>
<b>CCP</b>	<b>Casualty Collection Points</b>
<b>CDAT</b>	<b>County Disaster Assistance Team</b>
<b>CEOC</b>	<b>County Emergency Operations Center</b>
<b>CEOC-SOP</b>	<b>County Emergency Operations Center Standard Operating Procedures</b>
<b>CEPEC</b>	<b>California Earthquake Prediction Evaluation Council</b>
<b>CESFRS</b>	<b>California Emergency Service Fire Radio System</b>
<b>CESRS</b>	<b>California Emergency Services Radio System</b>
<b>CHP</b>	<b>California Highway Patrol</b>
<b>CISD</b>	<b>Critical Incident Stress Debriefing</b>
<b>CLEMARS</b>	<b>California Law Enforcement Mutual Aid Radio System</b>
<b>CLERS</b>	<b>California Law Enforcement Radio System</b>
<b>CLETS</b>	<b>California Law Enforcement Telecommunications System</b>
<b>CPG</b>	<b>Civil Preparedness Guide</b>
<b>COR</b>	<b>County Office of Recovery</b>
<b>CUBE</b>	<b>Cal Tech U.S. Geological Broadcast of Earthquakes</b>
<b>CWIRS</b>	<b>Countywide Integrated Radio System</b>
<b>DAC</b>	<b>Disaster Application Center</b>
<b>DART</b>	<b>Disaster Assessment and Recovery Team</b>
<b>DFO</b>	<b>Disaster Field Office</b>
<b>DHR</b>	<b>Department of Human Resources</b>
<b>DHS</b>	<b>Department of Health Services</b>
<b>DMAT</b>	<b>Disaster Medical Assistance Team</b>
<b>DOC</b>	<b>Department Operations Center</b>
<b>DOE</b>	<b>Department of Energy</b>

<b>DPSS</b>	<b>Department of Public Social Services</b>
<b>DPW</b>	<b>Department of Public Works</b>
<b>DSR</b>	<b>Damage Survey Report</b>
<b>DWR</b>	<b>California Department of Water Resources</b>
<b>EAS</b>	<b>Emergency Alert System</b>
<b>EDAC</b>	<b>Employee Disaster Assistance Coordinator</b>
<b>EDIS</b>	<b>Emergency Digital Information System</b>
<b>EMC</b>	<b>Emergency Management Council</b>
<b>EMIS</b>	<b>Emergency Management Information System</b>
<b>EMMA</b>	<b>Emergency Managers Mutual Aid</b>
<b>EMP</b>	<b>Electromagnetic Pulse</b>
<b>EMS</b>	<b>Emergency Medical Services</b>
<b>EMT</b>	<b>Emergency Medical Technician</b>
<b>ENLA</b>	<b>Emergency Network Los Angeles</b>
<b>ENN</b>	<b>Emergency News Network</b>
<b>EOB</b>	<b>Emergency Operations Bureau</b>
<b>EOC</b>	<b>Emergency Operations Center</b>
<b>EOP</b>	<b>Emergency Operating Procedures</b>
<b>EOP</b>	<b>Emergency Operations Plan</b>
<b>EPA</b>	<b>Environmental Protection Agency</b>
<b>EPC</b>	<b>Emergency Preparedness Commission for the County and Cities of Los Angeles</b>
<b>EPI</b>	<b>Emergency Public Information</b>
<b>ERP</b>	<b>Los Angeles County Operational Area Emergency Response Plan</b>
<b>ERT</b>	<b>Emergency Response Team</b>
<b>FAA</b>	<b>Federal Aviation Administration</b>
<b>FAX</b>	<b>Facsimile</b>
<b>FBI</b>	<b>Federal Bureau of Investigation</b>
<b>FCC</b>	<b>Federal Communications Commission</b>
<b>FCO</b>	<b>Federal Coordinating Officer</b>
<b>FEMA</b>	<b>Federal Emergency Management Agency</b>
<b>FIRESCOPE</b>	<b>Firefighting Resources of California Organized for Potential Emergencies</b>
<b>FRERP</b>	<b>Federal Radiological Emergency Response Plan</b>
<b>FRP</b>	<b>Federal Response Plan</b>

<b>GIS</b>	<b>Geographic Information System</b>
<b>HAZMAT</b>	<b>Hazardous Materials</b>
<b>HVAC</b>	<b>Heating, Ventilation and Air Conditioning</b>
<b>IC</b>	<b>Incident Commander</b>
<b>ICS</b>	<b>Incident Command System</b>
<b>IHSS</b>	<b>In-Home Supportive Services</b>
<b>ISD</b>	<b>Internal Services Department</b>
<b>JIC</b>	<b>Joint Information Center</b>
<b>JDIC</b>	<b>Justice Data Interface Controller</b>
<b>LACOE</b>	<b>Los Angeles County Office of Education</b>
<b>LACTA</b>	<b>Los Angeles County Transportation Authority</b>
<b>LAN</b>	<b>Local Area Network</b>
<b>LATFOT</b>	<b>Los Angeles Task Force on Terrorism</b>
<b>LASD</b>	<b>Los Angeles County Sheriff's Department</b>
<b>LAX</b>	<b>Los Angeles International Airport</b>
<b>MAC</b>	<b>Medical Alert Center</b>
<b>MTA</b>	<b>Metropolitan Transit Authority</b>
<b>MWD</b>	<b>Metropolitan Water District</b>
<b>NAWAS</b>	<b>National Warning System</b>
<b>NBC</b>	<b>Nuclear, Biological or Chemical Terrorism</b>
<b>NEST</b>	<b>Nuclear Emergency Search Team</b>
<b>NRT</b>	<b>National Response Team</b>
<b>NWS</b>	<b>National Weather Service</b>
<b>OA</b>	<b>Operational Area</b>
<b>OASIS</b>	<b>Operational Area Satellite Information System</b>
<b>OEM</b>	<b>Office of Emergency Management</b>
<b>OES</b>	<b>Office of Emergency Services</b>
<b>OIC</b>	<b>Officer-in-Charge</b>
<b>PDA</b>	<b>Preliminary Damage Assessment</b>

<b>PIO</b>	<b>Public Information Officer</b>
<b>PSI</b>	<b>Pounds per Square Inch</b>
<b>RACES</b>	<b>Radio Amateur Civil Emergency Services</b>
<b>RADEF</b>	<b>Radiological Defense</b>
<b>RAID</b>	<b>Redundant Array of Inexpensive Disks</b>
<b>RCC</b>	<b>Recovery Coordination Center</b>
<b>REOC</b>	<b>Regional Emergency Operations Center</b>
<b>RIMS</b>	<b>Response Information Management System</b>
<b>SCAQMD</b>	<b>South Coast Air Quality Management District</b>
<b>SCE</b>	<b>Southern California Edison</b>
<b>SCO</b>	<b>State Coordinating Officer</b>
<b>SEMS</b>	<b>Standardized Emergency Management System</b>
<b>SHB</b>	<b>Sheriff's Headquarters Bureau</b>
<b>SOC</b>	<b>State Operations Center</b>
<b>SOP</b>	<b>Standard Operating Procedure</b>
<b>TWG</b>	<b>Operational Area Terrorism Working Group</b>
<b>USAR</b>	<b>Urban Search and Rescue</b>
<b>VOAD</b>	<b>Volunteer Organizations Active in Disaster</b>
<b>WAN</b>	<b>Wide Area Network</b>