LOS ANGELES COUNTY OPERATIONAL AREA

EMERGENCY RESPONSE PLAN

Approved: June/2012

ACKNOWLEDGEMENT

The Los Angeles County Board of Supervisors gratefully acknowledges the following agencies/jurisdictions who contributed to the development of the Los Angeles County Operational Area Emergency Response Plan (OAERP).

County Departments

Chief Executive Office
Coroner
Fire
Health Services
Internal Services
Mental Health
Public Health
Public Social Services
Public Works
Sheriff's

Disaster Management Area Coordinators

PLAN CONCURRENCE

The Emergency Management Council (EMC) and the Operational Area (OA) policy group review and recommend approval of the OAERP to the Chair of the Board of Supervisor's as the OA Coordinator.

Note: Until the OA policy group has been established, the Operational Area Advisory Board (OAAB) has authority to review and recommend approval.

The Chair of the OAAB has reviewed and concurs with the OAERP.

3/29/2012

Keith Harrison, Office of Emergency Management Acting Administrator — Date
Chair, Operational Area Advisory Board

The County Chief Executive Officer, as the Chair of the EMC, has reviewed and concurs with the OAERP.

3/29/2012

William T Fujioka, Chief Executive Officer — Date
Chair, Emergency Management Council

LETTER OF APPROVAL

TO: OFFICIALS, EMPLOYEES, AND RESIDENTS OF THE OA

Preservation of life and property is an inherent responsibility of local, State, and Federal government. OA key partners developed this OAERP to ensure the most effective preparedness, response and recovery efforts for the maximum benefit and protection of the public in time of emergency.

While no plan can guarantee prevention of death and destruction, well-developed plans, carried out by knowledgeable and well-trained personnel, can minimize losses. The OAERP is a strategic and policy level document. It establishes the OA emergency organization, identifies departmental responsibilities, and specifies policies and general procedures for addressing emergencies impacting the OA. Further, this plan provides for the coordination of emergency operations plans of agencies/jurisdictions.

The OAERP conforms to the requirements of the National Incident Management System (NIMS) and the California Standardized Emergency Management System (SEMS).

The objective of the OAERP is to integrate OA resources to be an efficient organization capable of responding to emergencies using NIMS, SEMS, mutual aid and other appropriate response procedures. The OAERP is an extension of the State of California Emergency Plan. The OAERP will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

As the OA Coordinator, the Board of Supervisors gives its full support to the OAERP and urges all officials, employees, and residents, individually and collectively, to share in our commitment to the effective preparedness and response for emergencies and disasters.

This letter promulgates the OAERP which becomes effective upon approval by the OA Coordinator.

Signed _____ Date: 7/10/12

Zev Yaroslavsky, Chairman
County of Los Angeles Board of Supervisors

RECORD OF CHANGES

The OA will review the OAERP every three years and OEM will make changes as necessary for any updates.

Review Date	Nature of Update(s) (if any)	Page(s) Affected	Reviewer

RECORD OF DISTRIBUTION

AGENCIES/JURISDICTIONS RECEIVING COPIES OF THE PLAN	NUMBER OF COPIES
County Departments (1 per department)	29
American Red Cross	1
Board of Supervisors (1 per Office)	5
California Emergency Management Agency (Cal EMA), Southern Region	1
Cities in County of Los Angeles (1 per city)	88
Disaster Management Area Coordinators (1 per Coordinator)	8

Supporting and coordinating agencies/jurisdictions may electronically access a copy of this Plan through the OEM website.

CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CAL EMA) LETTER OF ACCEPTANCE

EDMUND G. BROWN JR.
GOVERNOR

MIKE DAYTON
ACTING SECRETARY

Cal E·M·A
CALIFORNIA EMERGENCY MANAGEMENT AGENCY

August 31, 2011

Michael Hooper
Los Angeles County Office of Emergency Management
1275 North Eastern Avenue
Los Angeles, CA 90063

Dear Mr. Hooper,

My staff has completed their review of the County of Los Angeles Emergency Response Plan (OAERP). I have reviewed the attached staff report and concur with its findings and recommendations. Accordingly, I have determined that the County of Los Angele ERP is acceptable in accordance with the requirements of the Emergency Services Act and the Standardized Emergency Management System. This plan is also consistent with state guidance available at the time the plan was developed. This acceptance is contingent upon implementation of the recommendations in the attached staff report and the adoption of the ERP by your governing body or their designee.

Following the adoption of your plan, please provide us with the following:

- one copy of the signed and adopted plan on a Compact Disc,
- Submission of the completed of Standard Operating Procedures (SOP)
- Any resolutions that pertain to the adoption of your ERP.

Thank you for your planning effort. I encourage you to continue to develop supporting operating procedures, exercise your plan, and review the plan every three years. If you have any questions or require any assistance, please contact my office at (562) 795-2906.

Sincerely,

Mary C. Montgomery
Acting Regional Administrator
Southern Region

cc: John Fernandes, Administratór, Los Angeles County Office of Emergency Management
Master File Cal EMA Southern Region

4671 LIBERTY AVENUE LOS ALAMITOS, CALIFORNIA 90720-5158
SOUTHERN REGION
(562) 795-2900 • (562) 795-2877 FAX

EMERGENCY PLAN CROSSWALK

EMERGENCY OPERATIONS PLAN
CROSSWALK FOR PLAN REVIEW

Jurisdiction Name: Los Angeles County Operational Area

Name of Submitter: Michael Hooper **Phone:** 323-980-2065

Reviewing Agency: Cal EMA **Review Date:** 8/31/11

Name of Reviewer: Mary Montgomery **Phone:** 562-795-2900

Purpose: This emergency plan review crosswalk is a quick reference for determining whether an emergency plan has addressed critical elements of California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). This crosswalk serves as general guidance for Emergency Operations Plan (EOP) review and may not be "all inclusive".

NIMS Requirement for EOPs: Each jurisdiction develops an EOP that defines the scope of preparedness and incident management activities necessary for that jurisdiction. The EOP should also describe organizational structures, roles and responsibilities, policies, and protocols for providing emergency support. The EOP facilitates response and short-term recovery activities (which set the stage for successful long-term recovery). It should drive decisions on long-term prevention and mitigation efforts or risk-based preparedness measures directed at specific hazards. An EOP should be flexible enough for use in all emergencies. A complete EOP should describe the purpose of the plan, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance, and authorities and references. It should also contain functional annexes, hazard-specific appendices, and a glossary. EOPs should pre-designate jurisdictional and/or functional area representatives to the IC or UC whenever possible to facilitate responsive and collaborative incident management. While the preparedness of the public is generally beyond the scope of the NIMS, EOPs should also include pre-incident and post-incident public awareness, education, and communications plans and protocols. (http://www.fema.gov/nimcast)

Instructions: For each element described below, please enter the location in the plan where the element is described (page number, chapter, section, paragraph, etc.). If this element is not applicable to your plan, list it as such. If the element is contained in another document, list the name of the document as appropriate. If the element is

in multiple sections or on multiple pages, please so indicate. A completed copy of this crosswalk should accompany each local EOP submitted to the OES regional office for review.

Note: Each element is identified as a SEMS EOP Element or a NIMS EOP Element. ***NIMS EOP Elements are indicated in Italics.***

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
FOREWORD SECTION		
1. Foreword/Preface/Introduction: Provides a foreword, preface or introduction that explains why the plan was developed and how the plan is to be used (SEMS EOP Element). ***This section should describe that the plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities (NIMS EOP Element).***	**Section 1, Page 19**	
2. Plan Concurrence: Provides evidence that the assigned emergency agencies are in agreement with how the plan describes their tasks. This may be in the form of a letter of concurrence or a sign-off sheet (SEMS EOP Element).	**Section ii**	
3. Letter of Approval: Provides evidence of a dated letter of promulgation or resolution from the governing board (SEMS EOP Element).	**Section iii**	
PART I: BASIC PLAN		
4. Table of Contents: Listing of where significant parts of the plan are located by page number and subsection of the plan (SEMS EOP Element).	**Page 14**	
5. Purpose: Describes the EOP purpose (NIMS EOP Element).	**Section 1, Page 20**	
6. Scope: Defines the scope of preparedness and incident management activities necessary for the jurisdiction (NIMS EOP Element).	**Section 1, Page 20**	
7. Authorities and References: Describes the EOP authorities and references (NIMS EOP Element). Provides authorities for the plan and its development. Identifies the references used in developing the plan (SEMS EOP Elements).	**Section 1, Page 21**	
8. Situation and Assumptions: Describes the EOP situation and assumptions (NIMS EOP Element). Summarizes the Jurisdictional Hazard Analysis. Includes a description of potential hazards. This could be in a narrative with maps, schematic, or matrix indicating severity potential, affected population estimates, frequency, and geographical characteristics of the jurisdiction. This and other relevant information should be included to provide a rationale for prioritizing emergency preparedness actions for specific hazards (SEMS EOP Element).	**Section 5, Page 81**	
9. Organization, Roles and Responsibilities: Describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support (NIMS EOP Element).	**Section 6, Page 83**	
10. Standardized Emergency Management System (SEMS) based Emergency Organization: Identifies agency roles and responsibilities during disaster situation, include an emergency organization chart. Indicate how the jurisdiction fulfills the five SEMS sections (Management, Plans/Intelligence, Operations, Logistics, Finance/Administration) (SEMS EOP Element).	**Section 2 Page 31**	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
11. Emergency Operations Center Organization Describes the roles and responsibilities of agencies and departments in the EOC, including who is responsible for ensuring the readiness of the EOC (SEMS EOP Element).	**Section 2, Page 40-55, Section 9, Appendix F, Page 118**	
12. Involvement of special districts, private and non-profit agencies. Identifies emergency responsibilities of special districts, private and volunteer agencies, and their roles in the EOC, REOC, Incident Command Post, or other emergency facility (SEMS EOP Element).	**Section 2, Page 57**	
13. Essential Facilities-Primary and Alternate EOC. Indicates the location of both the primary and alternate EOC and what conditions would cause the alternate EOC to be activated (SEMS EOP Element).	**Section 2, Page 38**	
14. Essential Facilities-Activation/Deactivation of EOC. Indicates how, when, and by whom, the Emergency Operations Center will be activated and deactivated (SEMS EOP Element).	**Section 2, Page 38**	
15. Essential Facilities-Alternate Government Facilities. Indicates an alternate seat of government to serve as government offices for performing day-to-day functions and a facility that could serve as an alternate emergency operations center (EOC) (SEMS EOP Element).	**Section 3, Page 70**	
16. Essential Facilities-Americans with Disabilities Act. Identifies how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act (SEMS EOP Element).	**Section 2, Page 29**	
17. Continuity of Government. Provides persons by position to succeed key government officials and members of the emergency management organization. Also indicates the level and duration of authority these individuals would assume (Gov. Code Sec. 8560) (SEMS EOP Element).	**Section 3, Page 72**	
18. Vital Record Retention. Indicates how vital records are to be protected in the event of a disaster. Most data storage systems have a back-up system. Identify the system, archiving schedules, and who has responsibility for its maintenance (SEMS EOP Element).	**Section 3, Page 74**	
19. Concept of Operations. Describes the EOP concept of operations (NIMS EOP Element). Includes the principles and methods used to carry out emergency operations, including the provision of emergency services by government agencies (Gov. Code Sec. 8560).	**Section 2, Page 26**	
20. Notification and Mobilization. Describes how resources are mobilized and managed (Gov. Code Sec. 8560). Includes methods to contact emergency response personnel during normal and after-hours. This may be in the form of an alert list (SEMS EOP Format).	**Section 3, Page 61**	
21. SEMS Coordination Levels. Indicates how the jurisdiction coordinates between the different SEMS levels (field, local, operational areas, region, state), how information is exchanged, how and when multi/inter-agency coordination and unified command are used. The Operational Area agreement should also be referenced; and the plan should indicate who performs the Operational Area responsibilities (SEMS EOP Element).	**Section 2, Page 31**	
22. Incident Command System (ICS). Indicates how ICS will be used in the field. This should include the interface between the field Incident Command Post and the EOC. It should also indicate methods of integrating state and federal field activities into local emergency management operations (SEMS EOP Element**)**. ***Pre-designates jurisdictional and/or functional area representatives to the IC or UC whenever possible (NIMS EOP Element).***	**Section 2, Page 31**	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
23. Field/EOC Communications and Coordination. Indicates how the EOC will coordinate and communicate with field units, operational areas, regions, and other entities, including the use of the Response Information Management System (SEMS EOP Element).	**Section 2, Page 56, Page 61**	
24. Field/EOC Direction and Control Interface. Describes the direction and control relationship between the field responders (ICS) and the EOC. This should include the reporting of pertinent information (SEMS EOP Element).	**Section 2, Page 57**	
25. Field coordination with Department Operations Centers (DOCs) and EOCs. Includes the use and coordination of DOCs and how they fit into the emergency management organization (SEMS EOP Element).	**Section 2, Page 57**	
26. Mutual Aid. Includes a general description of mutual aid system and processes (Gov. Code Sec. 8560) (SEMS EOP Element).	**Section 4, Page 76**	
27. Emergency Declarations. Indicates the purpose and process of emergency declarations (include samples) (SEMS EOP Element).	**Section 2, Page 67**	
28. Public Information: Includes pre-incident and post-incident public awareness, education, and communications plans and protocols (NIMS EOP Element). (Gov. Code Sec. 8560)	**Section 8, Page 91**	
29. Recovery Overview. Includes a general recovery concept of operations (SEMS EOP Element).	**Section 2, Page 61** **Section 2, Page 62**	
30. Recovery Organization. Provides a description of the recovery organization along with a diagram (SEMS EOP Element).	**Section 2, Page 61**	
31. Recovery Damage Assessment. Describes the damage assessment organization and responsibilities (SEMS EOP Element).	**Section 2, Page 64**	
32. Recovery Documentation. Describes the documentation process (SEMS EOP Element).	**Section 2, Page 64**	
33. Recovery After-action Reports. Includes the OES After-Action Questionnaire (SEMS EOP Element).	**Section 2, Page 47** **Appendix G, Page 129**	
34. Recovery Disaster Assistance. Describes the different programs, their purpose, restrictions, and application process. Include Public Assistance, Individual Assistance, and Hazard Mitigation Grant programs (SEMS EOP Element).	**Section 2, Page 65** **Section 2, Page 66**	
35. Administration and Logistics. Describes the administration and logistics of the EOP (NIMS EOP Element).	**Section 1, Page 23**	
36. Emergency Plan Maintenance and Distribution. ***Describes EOP development and maintenance (NIMS EOP Element).*** Who maintains the emergency plan? What is the process? Details schedules for modifications, revision list, distribution list, and who has responsibility for ensuring the plan is kept up-to-date (SEMS EOP Element).	**Section iv** **Section v** **Section 1, Page 24**	
37. Standard Operating Procedures (SOP) Development. Ensures emergency response agencies develop and maintain SOPs. Indicate in the plan the relationship and purpose of SOPs to the plan (SEMS EOP Element).	**Section 1, Page 24**	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
38. Training and Exercises. Describes the training and exercise programs for the jurisdiction, including who has personal responsibility for the programs. Training should include EOP orientation, SEMS training, a full-scale exercise, and other training as deemed necessary (SEMS EOP Element).	**Section 7, Page 88**	
PART II: FUNCTIONAL ANNEXES		
39. Functional Annexes. Contains functional annexes (NIMS EOP Element). Suggested annexes should address the five emergency management functions. They may be as simple as a checklist or as complex as to include function-based concepts of operation.	**Section 10, Page 154**	
40. Management Section. Should include the following activities and responsibilities (SEMS EOP Element): • Overall EOC management • Public Information assignment • Identification of a media center • Rumor control • Public inquires • Provision for public safety communications and policy • Identification of a Safety Officer • Facility security • Agency liaison • State/federal field activity coordination	**Not attached** **These SOPs are under development and require approval of the OAERP as the SOP basis before they can be completed**	
41. Operations Section. Should include the following activities and responsibilities (SEMS EOP Element): • General warning • Special population warning • Authority to activate Emergency Alert System • Inmate evacuation • Traffic direction and control • Debris removal • Evacuation • Evacuation and care for pets and livestock • Access control • Hazardous materials management • Coroner operations • Emergency medical care • Transportation management • Crisis counseling for emergency responders • Urban search and rescue • Disease prevention and control • Utility restoration • Flood operations • Initial damage assessments • Safety assessments • Shelter and feeding operations • Emergency food and water distribution	**Not attached** **These SOPs are under development and require approval of the OAERP as the SOP basis before they can be completed**	
42. Planning/Intelligence Section. Should include the following activities and responsibilities (SEMS EOP Element): • Situation status • Situation analysis • Information display	**Not attached** **These SOPs are under development and require**	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
• Documentation • Advance planning • Technical services • Action planning • Demobilization	**approval of the OAERP as the SOP basis before they can be completed**	
43. Logistics Section. Should include the following activities and responsibilities (SEMS EOP Element): • Field incident support • Communications support • Transportation support • Personnel • Supply and procurement • Resource tracking • Sanitation services • Computer support	**Not attached** **These SOPs are under development and require approval of the OAERP as the SOP basis before they can be completed**	
44. Finance/Administration Section. Should include the following activities and responsibilities (SEMS EOP Element): • Fiscal management • Time-keeping • Purchasing • Compensation and claims • Cost recovery • Travel request, forms, claims	**Not attached** **These SOPs are under development and require approval of the OAERP as the SOP basis before they can be completed**	
PART III: APPENDICES		
45. Appendices. Contains hazard-specific appendices (NIMS EOP Element).	**Section 9, Appendix K, Page 147** **Section 11, Page 155**	
46. Hazardous Materials. Incorporates or references the Hazardous Materials Area Plan requirements into the emergency plan. (SEMS EOP Element).	**Section 9, Appendix K, Page 151** **The County has a hazardous Materials Plan by request.**	
47. Dams. If there are dams in the area, the plan should have, or reference inundation maps that indicate what areas could flood, the time the flood wave arrives at specific locations and when the water will recede. Operational	**Section 9 Appendix K Page 150**	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
information necessary to carry-out an evacuation of all potentially flooded areas should be indicated for each dam. This information required for each dam should include shelter locations, location of critical facilities such as government center hospitals, nursing homes, schools, day care centers, etc. Each dam evacuation plan should also indicate other facilities with large concentrations of disabled persons or persons that lack their own transportation, or requiring special assistance (SEMS EOP Element).	**The Dam Plan has been identified to be developed**	
48. Other Hazards Specific to the Jurisdiction. The threat of domestic terrorism has gained the interest of emergency managers in recent years. Most of the State is prone to damages from earthquakes. Some coastal jurisdictions could be affected by tsunamis. Some alpine areas of the State are prone to avalanches and some to volcanic activity. The EOP should address response activities that are specific to all hazards that pose a threat to the jurisdiction (SEMS EOP Element).	**Section 9, Appendix K, Page 147**	
49. Glossary of Terms. Contains a glossary of terms (NIMS EOP Element). Provide a glossary that includes all the terms used throughout the plan (SEMS EOP Element).	**Section 9, Appendix A, Page 94**	
50. Resources. Identifies sources for materials and supplies internally and externally (SEMS EOP Element).	**Section 2, Page 50** **Section 9, Appendix D, Page 113** **Section 9, Appendix F, Page 122**	
51. Contact List. Includes a list of agencies and personnel not internal to the organization but critical to emergency operations (SEMS EOP Element).	**Section 2, Page 33**	
52. Supporting Documentation. Includes material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises, and performance (SEMS EOP Element).	**Vi,** **Vii,** **Section 2, Page 27** **Section 7, Page 88** **Section 9, Appendix C, Page 113** **Section 9, Appendix G, Page 129**	

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1. INTRODUCTION

Introduction

The OAERP addresses the OA's coordinated response to emergency situations associated with natural, man-made, and technological incidents. An OA is defined as a single county and all political subdivisions. The OAERP does not address normal day-to-day emergencies; 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.

1.1 Purpose

The OAERP establishes the coordinated emergency management system, which includes prevention, protection, response, recovery and mitigation within the OA. This plan describes:

- OA emergency organization
- Authorities and responsibilities of the OA emergency organization
- Mutual aid process during emergencies to ensure effective coordination of needed resources

1.2 Scope

The OAERP provides an overview of emergency management in the OA; it is not a detailed response document. Emergency response plans and other pertinent documentation exist for agencies/jurisdictions in support of this plan.

The OAERP incorporates and complies with the principles and requirements found in Federal and State laws, regulations and guidelines. The OAERP is compliant with the NIMS; the National Response Framework (NRF); and, the SEMS.

The intent of the OAERP is to define responsibilities and to provide guidance to agencies/jurisdictions within the OA on how to interface with the OA Coordinator during emergencies and disasters.

1.3 Assumptions

The OAERP is based on the following assumptions and considerations:

- The OA will coordinate resources to save lives, and minimize injury to persons and damage to property and the environment

- County of Los Angeles, as the OA Coordinator, will coordinate and facilitate emergency operations within the OA

- The County of Los Angeles will act as the County Emergency Operations Center (CEOC) as well as the Operational Area Emergency Operations Center (OAEOC)
- The County Emergency Operations Center/Operational Area Emergency Operations Center (CEOC/OAEOC) will coordinate emergency operations for the OA
- The CEOC/OAEOC will collect and disseminate situational awareness to the OA
- Request for mutual aid will follow established mutual aid channels
- In accordance with SEMS, the OA consists of a single county and all political subdivisions
- OA agencies/jurisdictions emergency plans are an extension of the OAERP

1.4 Authorities and References

The legal authorities used to write this plan are:

1.4.1 Local

- The County of Los Angeles has the authority to develop emergency response plans under Emergency Ordinance 2.68.220
- Emergency Ordinance 2.68.110. Local -- Authority to Proclaim –Ratification The Board of Supervisors (Board), or if the Board is not in session, in the following priority order, the Chair, the Chief Executive Officer, or the Sheriff may proclaim a local emergency. Whenever a local emergency is proclaimed by an authorized County officer, the Board shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect. (Ord. 2003-0005 § 7, 2003: Ord. 89-0106 § 5, 1989: Ord. 87-0020 § 9, 1987: Ord. 10493 § 43, 1972.)
- The Sheriff, as Director of Emergency Operations, will coordinate the CEOC/OAEOC emergency operations in conformance with Emergency Ordinance 2.68.190
- Master Mutual Aid Agreement, adopted on December 12, 1950 by the Board

1.4.2 OA Level

As defined in SEMS, the "OA 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 OA. An OA is used by the county and political subdivisions comprising the OA for the coordination of

emergency activities and to serve as a link in the system of communications and coordination between the State's emergency operations center and the operation centers of the political subdivisions comprising the OA.

- On July 5, 1995, the Board adopted SEMS; established the OA; and, designated the Chair of the Board as the OA Coordinator

- Resolution adopted on October 11, 2005, by the Board adopting NIMS

1.4.3 State

- SEMS Regulations (California Code of Regulations, Title 19, Division 2, Chapter 1; Government Code, Section 8607). This regulation requires the standard response structure and basic protocols of SEMS to be used in emergency response. Government Code, Section 8607 required the development of SEMS.

- California Emergency Services Act (ESA) (California Government Code, Title 2, Division 1, Chapter 7, Article 12, Sections 8550 - 8668). This Act provides the basic legal authorities for emergency management in the State and for conducting emergency operations in the State 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.

- “Good Samaritan” Law as amended by the California legislature August 6, 2009

- California Disaster Assistance Act (Government Code, Chapter 7.5, Division 1, Title 2)

- 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)

- California Health and Safety Code (Division 101, Chapter 1 and 2 Sections 101025 through 101095 annotating the authorities of the Health Officer)

- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency

- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency

- California Disaster and Civil Defense Master Mutual Aid Agreement

Please refer to the State Emergency Response Plan for additional details

1.4.4 Federal

- NIMS (Homeland Security Presidential Directive 5 “Management of Domestic Incidents”)
- NRF (Homeland Security Presidential Directive 8 “National Preparedness”)
- Title 44 Code of Federal Regulations
- 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)

1.5 Plan Structure

The OAERP consists of the following components:

- **The Basic Plan**: Describes in general terms the emergency management organizational and operational concepts relative to response and short-term recovery activities
- **Appendices:** Provides additional pertinent information, including a glossary of terms, acronyms, and supporting documents
- **Functional Annexes**: An annex explains how the OA will carry out a broad function in an emergency. When applicable, functional annexes describe the role of various agencies in support of this plan
- **Hazard-Specific Annexes**: The hazard-specific annexes describe the missions, responsibilities, and coordination processes of the OA

1.5.1 Plan Administration and Logistics

The OAERP is intended to be used in conjunction with agencies/jurisdictions within the OA and State plans.

OEM is responsible for keeping the plan up to date and develops revised drafts of the plan in coordination with agencies/jurisdictions. The OAERP is provided to Cal EMA for their review to ensure all elements of the State emergency plan crosswalk are met. Following Cal EMA review and acceptance, the plan is provided to the EMC (acting under delegated authority from the Board) which recommends approval to the Board. Revisions to the plan are presented to the EMC for their review and concurrence.

1.5.2 Plan Maintenance and Distribution

Maintenance

The OAERP, the basic plan, appendices, functional and hazard specific annexes has been developed and will be maintained through a cooperative process with agencies/jurisdictions. The OAERP shall be reviewed as needed, at least annually, and will be updated by the OA every three years; revised by OEM; approved by the OA Coordinator; and, distributed by OEM. Furthermore, each agency/jurisdiction shall update its emergency plan.

Distribution

The OAERP includes a distribution list that indicates who receives copies of the plan. OEM will distribute copies of the OAERP to agencies/jurisdictions as identified in the OAERP Record of Distribution. In addition a copy of the OAERP will be available on the OEM website.

1.5.3 Concurrent Implementation of Other Plans and Standard Operating Procedures (SOP)

The OAERP is not meant to be a stand-alone document. It is intended to be used in conjunction with other Federal, State, OA, agencies/jurisdictions emergency response plans, SOPs, and other pertinent documents. These documents include the specific emergency authorities that designate officials and their successors during emergency events. A list of emergency plans, annexes, and other pertinent documents is included in Section 9-Appendices**.**

2 CONCEPT OF OPERATIONS

2.1. Concept of Operations

The Hazard Mitigation Plan identifies potential threats to the OA. The OAERP identifies procedures to coordinate and support emergency response and recovery activities and will be tested through exercises and validated by the results of actual response. The goal is to maintain an emergency management organization with strong collaborative ties among governments, community-based organizations, volunteers, public service agencies, and the private sector.

2.2 Emergency Management Overview

2.2.1 Emergency Management Process

Emergency management activities are often associated with five phases indicated below. These phases comprise the disaster cycle.

Exhibit 2-1: Disaster Cycle

2.2.2 Prevention Phase

The Prevention Phase involves actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

2.2.3 Protection Phase

The Protection Phase reduces or eliminates a threat to people, property, and the environment. Primarily focused on adversarial incidents, the protection of critical infrastructure and key resources (CIKR) is vital to local jurisdictions, national security, public health and safety, and economic vitality. Protection planning safeguards citizens and their freedoms, critical infrastructure, property and the economy, from acts of terrorism, natural disasters, or other emergencies. It includes actions or measures taken to cover or shield assets from exposure, injury, or destruction. Protective actions may occur before, during, or after an incident and prevent, minimize, or contain the impact of an incident.

The Protection Phase may also include preparedness activities undertaken in advance of an emergency to develop operational capabilities and improve effective response to disasters. Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

Disaster plan development and maintenance

Agencies/jurisdictions are responsible for developing and maintaining emergency operations plans, SOPs, and other pertinent documents.

Training and exercises

Training is an essential component of preparedness and response. The OEM training program includes the following objectives:

- Orientation on the concepts and procedures presented in the OAERP
- Familiarization of those assigned to the CEOC/OAEOC with the function, equipment, and logistics of the facility

- Orientation on the organizational concepts associated with NIMS and SEMS

Exercises allow personnel, from first responders to senior officials, to validate training and practice prevention, protection, response, recovery and mitigation capabilities in a risk-reduced environment. Exercises are the primary tool for assessing preparedness and identifying areas for improvement, while demonstrating community resolve to prepare for major incidents. Exercises aim to help entities within the community gain objective assessments of its capabilities so that gaps, deficiencies, and vulnerabilities are addressed prior to a real incident.

Emergency Exercise Steering Committee (EESC)
The EESC is a subcommittee of the OAAB which assists in the design and development of capabilities and performance-based exercise programs that provide a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning for the OA.

Public Education/Outreach
Public Education and Outreach promotes effective hazard mitigation ideas and techniques through community education, outreach, training and coordination with public and private sectors. This is accomplished through a variety of outreach coordination, handouts and training such as: Emergency Survival Program (ESP), Emergency Survival Guide, expos, CERT training.

2.2.4 Response Phase

During this phase, emphasis is placed on protecting lives, property, and the environment, stabilizing the incident, and minimizing effects of the disaster. Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery. Immediate response actions are accomplished within the affected area by government agencies, emergency organizations and the private sector. Actions to be accomplished include, but are not limited to:

- Activating jurisdiction Emergency Operations Centers (EOCs) and agency Department Operations Centers (DOCs) to support field operations as appropriate
- Activating the CEOC/OAEOC to support OA operations
- Coordinating mutual aid requests
- Proclaiming local emergencies
- Coordinating and disseminating emergency public information
- Coordinating alerts and warnings

Notifications, Evacuations and Shelter Operations

During emergencies or disasters, it may be necessary to provide notifications, evacuations, and mass care and shelter.

The Sheriff has the responsibility for coordinating emergency notifications and evacuations for UA and to support agencies/jurisdictions within the OA.

The County Department of Public Social Services (DPSS) has the responsibility for coordinating emergency shelter operations for the UA and to support agencies/jurisdictions within the OA.

An Access and Functional Needs (AFN) Annex is currently under development by the OA which will address the requirements of the Americans with Disabilities Act of 1990 (ADA). This annex will address notifications, evacuations and shelter operations.

2.2.5 Recovery Phase

Recovery issues arise concurrently with response activities and continue long after response activities cease. Recovery includes but is not limited to individual and public assistance programs which provide temporary housing assistance, and grants and loans to eligible individuals, families and businesses and government entities to recover from the effects of an emergency/disaster. During initial recovery operations, the CEOC/OAEOC will work with local, State and Federal authorities to ensure recovery issues are addressed and coordinate the application for and delivery of recovery programs within the OA and or UA. Following deactivation of the CEOC/OAEOC the CEO, including the OEM, will continue to coordinate recovery activities for County Departments and the UA and/or in support of the OA. Recovery operations operate from decentralized locations or may require activation of a Recovery Coordination Center (RCC) to provide for centralized coordination of OA and or UA recovery activities.

2.2.6 Mitigation Phase

Mitigation includes actions taken to eliminate or reduce the impact of future disasters, and can involve lasting, often permanent changes. Post-disaster mitigation is part of the recovery process (see Hazard Mitigation Annex).

Jurisdictions within the OA are responsible for developing and maintaining individual Hazard Mitigation Plans. Los Angeles County has developed a Hazard Mitigation Plan for County and Unincorporated Areas.

2.2.7 National Incident Management System (NIMS)

NIMS provides a comprehensive national framework for incident management, applicable at all jurisdictional levels and across all functional disciplines. NIMS establishes standardized incident management processes, protocols, and procedures that all responders -- Federal, State, tribal, and local -- will use to coordinate and conduct response actions.

The OAERP conforms to NIMS.

2.2.8 Standardized Emergency Management System (SEMS)

SEMS is the Statewide system for managing response to multi-agency or multi-jurisdiction emergencies in California. SEMS is intended to facilitate communication and coordination between all levels of the system and among all responding agencies. SEMS provides the structure and foundation for the OA's emergency organization. SEMS is required by the California Emergency Services Act (ESA) 11 for managing multi-agency and multi-jurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the OA concept and multi-agency or inter-agency coordination. SEMS integrates the concepts and principles of NIMS into the existing SEMS structure.

The OAERP conforms to SEMS.

2.2.9 SEMS Coordination Levels

Catastrophic events are described in terms of the involvement and interaction of the five organizational levels. Table 2-1 summarizes the SEMS coordination levels.

- **State**: The State Operations Center (SOC) is activated to coordinate State agency response; mobilization of mutual aid resources from unaffected regions; and, initiate Federal assistance. The SOC also serves as the liaison with the National Operations Center (NOC).

- **Regional**: Responds to resource requests for OA including the tasking of State agencies and tracking of State resources and coordinates regional mutual aid resources

- **Operational Area**: The OA is used by the County and the political subdivisions comprising the OA:

- For coordination of emergency activities within the geographic area of the County,
- To serve as a link in the system of communication between the Regional Emergency Operations Center (REOC) and the EOC's of the political subdivisions within the OA

- **Local Government**: Local governments retain responsibility for managing the response within its jurisdictions. Local EOCs shall: establish priorities; mobilize and allocate available resources to support field units; and to provide situation reports and resource requests to the OA.

- **Field Response**: Affected jurisdictions will respond as feasible. Multiple ICPs may be established at various sites throughout the disaster area. Resource requests are made to agencies/jurisdictions EOC and DOC.

2.2.10 Incident Command System (ICS)

The ICS is a nationally used standardized emergency management system specifically designed to allow the 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 addresses both organization and process. ICS is used to manage facilities, equipment, personnel, procedures, and communications through the use of a common organizational structure and standardized procedures.

The CEOC/OAEOC uses ICS as the primary organizational structure in accordance with both NIMS and SEMS guidelines.

Level	Local Incident: No Additional Resources Required	Single Jurisdiction Incident: Some Additional Resources Required	Multiple Jurisdiction Incident: Additional Resources Required	Area-Wide Disaster: Damage in Multiple Operational Areas
State			SOC activated.	SOC activated. Coordinate resource requests. SOC may direct activation of other REOCs to assist with resource requests. State agency DOCs are activated. The SOC will coordinate with the NOC if Federal assistance is requested, if needed.
Regional			REOC activated. Coordinate resource requests.	REOC activated. Coordinate resource requests. Resources requested through the SOC.
Operational Area		CEOC/OAEOC may be activated; REOC notified. Coordinate resource requests.	CEOC/OAEOC activated; REOC notified. Coordinate resource requests. Resources requested through the REOC and regional mutual aid coordinators.	CEOC/OAEOC activated; REOC notified Coordinate resource requests. Resources requested through the REOC and regional mutual aid coordinators.
Local Government Includes the county for the UA	Supports field response as needed. Local EOCs may be activated, and will notify the OA. Retains responsibility for response management.	Supports field response as needed with available resources. Local EOCs (CEOC/OAEOC for the UA) are activated. When local government exhausts its resources, it submits a request to the OA. Retains responsibility for response management.	Supports field response as needed with available resources. Local EOCs are activated; OA notified. Resources requested through OA emergency management and mutual aid coordinators. Retains responsibility for response management.	Supports field response as needed with available resources. Local EOCs are activated; OA notified. Resources requested through OA and mutual aid coordinators. Retains responsibility for response management.
Field Response	Field units respond; resources requested through local government dispatch centers	Field units respond; resources requested through dispatch centers, EOC/DOCs.	Field units respond; resources requested through dispatch centers, EOC/DOCs.	Field units respond; resources requested through dispatch centers, EOC/DOCs.

Table 2-1: SEMS Coordination Levels

2.2.11 OA Policy Group

OA Policy Group

The OA Policy Group consists of two primary entities: The EMC and the Operational Area Coordination Group (OACG). The Board has delegated its powers, function and duties to the EMC which is responsible for overseeing the preparedness activities of County departments.

The OACG consists of OA jurisdictional representatives responsible for overseeing the emergency management activities. The primary responsibility of the policy group is to review current policies in place during a disaster and to establish emergency policies as necessary.

Note: Until the OACG has been established, the EMC has authority to review current policies in place during a disaster and to establish emergency policies as necessary.

Board of Supervisors

In accordance with the County Emergency Ordinance (Chapter 2.68.080 of the County Code) the Board has the power to "initiate, coordinate, and direct (except as otherwise noted in the ordinance), 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 Board will ensure that emergency operations meet the needs of the residents of Los Angeles County. The Board also provides guidance and support to the CEOC/OAEOC.

The Chair of the Board is the OA Coordinator.

Emergency Management Council

The EMC and its various committees is responsible for overseeing the preparedness activities of County departments, ensuring unity of purpose. This includes preparation and approval of plans, training of County employees for emergency and disaster-related functions, and related emergency preparedness activities (County Emergency Ordinance 2.68.170).

The EMC will assist by providing policy guidance to County Departments when the CEOC is activated.

Steering Committee

The EMC Steering Committee, established by the (County Emergency Ordinance 2.68.170), is a standing EMC Subcommittee. Membership includes the Chief Deputy Executive Officer who is the Chair, and the chief deputy of each voting member of the EMC. The Steering Committee will provide operational direction for

implementation of the programs and policies established by the EMC (County Emergency Ordinance 2.68.170). The Steering Committee will meet quarterly, at the direction of the EMC or upon call of the committee chair.

Subcommittee

The EMC established the Subcommittee to assist the EMC, Steering Committee, and OEM in developing emergency plans. Membership includes staff of the EMC. EMC Subcommittee members will add other departments or entities, as required for specific planning projects.

Operational Area Advisory Board

The mission of the OAAB is to provide input and guidance on Operational Area (OA) issues, planning documents, and public outreach materials that may affect people with access and functional needs. EESC has the following responsibilities:

- Review existing OA Plans, Annexes, and Standard Operating Procedures to identify their impact on individuals with access and functional needs and recommend any proposed changes to the OAAB. These documents include: Operational Area Emergency Response Plan (OAERP), Tsunami Annex, Recovery Annex, Emergency Public Information Annex, Access and Functional Needs Annex (Formerly Specific Needs Populations Annex), and CEOC SOP's.

- Propose, draft, and recommend new Operational Area Plans, Annexes, Standard Operating Procedures, and guidelines that will address the needs of those individuals with access and functional needs during an emergency/disaster.

- Review existing programs and propose new programs dealing with emergency preparedness and those with access and functional needs, and recommend any proposed changes to the OAAB.

- Propose new and revise existing public education / outreach materials (including ESP materials) that may affect and/or benefit people with access and functional needs.

- Review existing trainings and propose new trainings dealing with emergency preparedness and those with access and functional needs, and recommend any proposed changes to the OAAB.

Emergency Exercise Steering Committee (EESC)

The EESC is a subcommittee of the OAAB and serves as the exercise planning team for the OA. EESC has the following responsibilities:

- Establish a long-term, strategic vision for the OA's exercise program, including selecting capabilities to build and formulating a reasonable and efficient schedule
- Develop a comprehensive multi-year OA Training and Exercise Plan (TEP)
- Gain the commitment of OA members to follow and actively participate in the strategy set by the OA EESC
- Reduce redundancies, pursue economies of scale, and identify opportunities for multiple OA Members to work together on an exercise
- Reestablish the OA Exercise Calendar to include an exercise cycle that provides designated times of year for OA-wide exercises and OA Member-specific exercises and eliminates scheduling conflicts
- Serve as a traditional Exercise-Specific Planning Team to support the implementation of OA-wide exercises as needed (e.g., Golden Guardian)
- Improve relationships, preparedness, and coordination across agencies, jurisdictions, and the private sector

Operational Area Response and Recovery Steering Committee (OSC)

The OSC is a subcommittee of the OAAB and defines policy and develops procedures to support the CEOC SOP's and the OAERP and its annexes and advocate for end users. OSC has the following responsibilities:

- Report to the OAAB on a quarterly basis on enhancements, modifications and policy changes
- Provide a forum for discussion of existing, and/or proposed, OARRS functionality
- Identify software enhancements, integrations, and/or deficiencies
- Consult with the Technical Advisory Group (TAG) as to the feasibility of software modifications
- Approve and recommend implementation of software modifications
- Provide software modification priorities
- Identify and review needs of the user community
- Review new and developing OARRS functions and applications

OAAB Volunteer and Citizen Corps Committee

The mission of the Volunteer and Citizen Corps Committee is to enhance local governments' ability to use disaster volunteer resources and create a forum for existing volunteer programs to collaborate and build community networks. This committee has the following responsibilities:

- Provide a forum for local jurisdictions that maintain CERT or VIPS/VOPS, FireCorps, Neighborhood Watch, or other volunteer-based programs to pool knowledge, information, training and resources in support of citizen preparedness and community resiliency

- Develop, expand and enhance volunteer-related policies and protocols throughout the 89 local government jurisdictions in the OA

- Develop standards and best practices in the OA through collaborative efforts by local, regional and statewide CERT stakeholders

- Encourage the development of robust local CERT teams that may be leveraged into a statewide resource in support of the Disaster Corps program

- Increase participation in citizen preparedness programs through active support of local programs

- Support OA strategy to manage spontaneous volunteers in emergencies and disasters.

Disaster Management Area Coordinators

The Disaster Management Areas (DMA)s are established through a joint powers agreement between the Board and the 88 cities. The OA's 88 cities are divided into eight DMAs. Each DMA has a Coordinator (DMAC) who works with each city in its area to coordinate and train in planning for preparedness, response, mitigation and recovery from emergency/disasters; to advocate for cities and serve as liaisons to all levels of government.

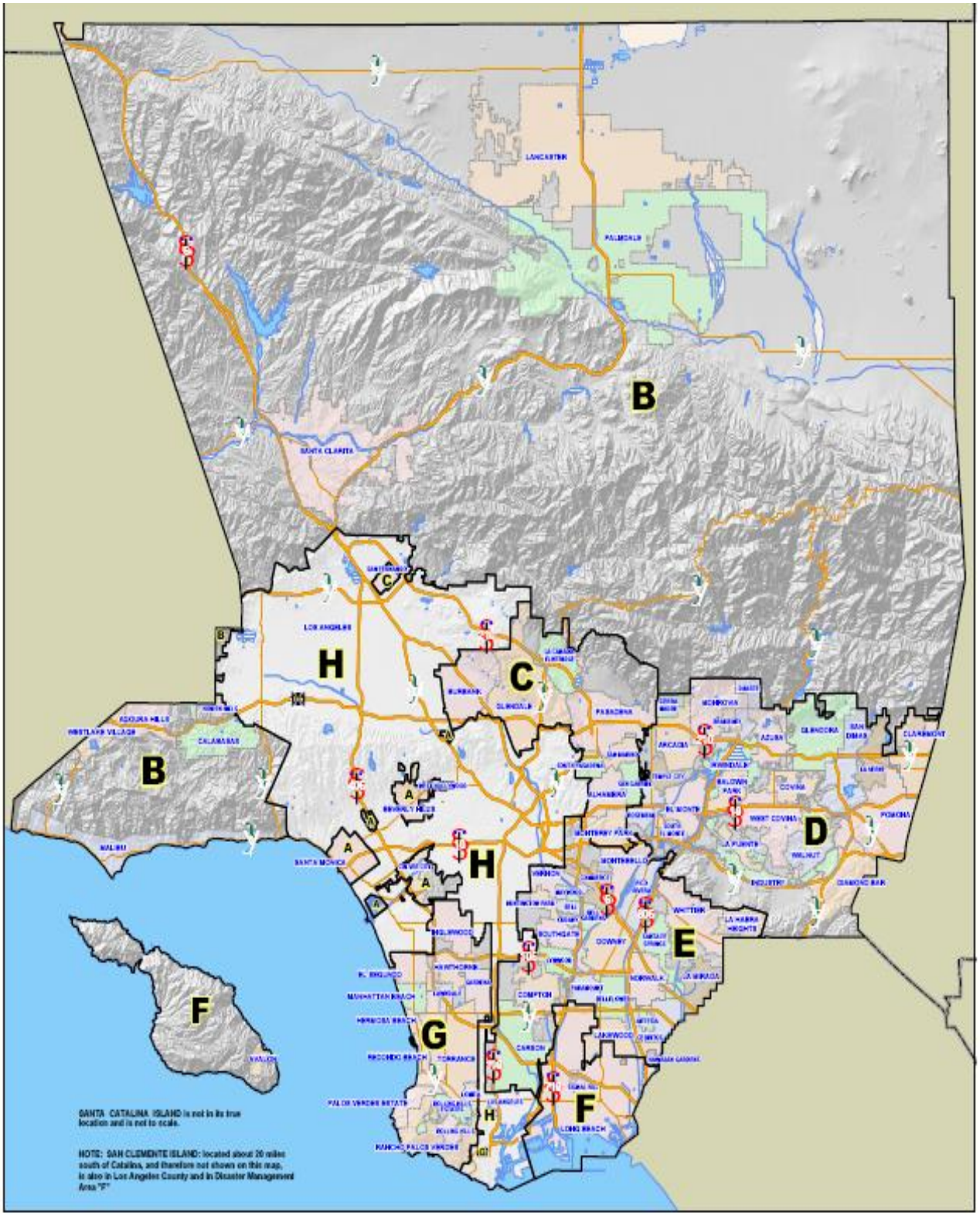


Exhibit 2-2: Disaster Management Areas

2.3 Operational Priorities

Agencies/jurisdictions within the OA have the following responsibilities:

- Protect-life, property, and the environment

- Respond to the emergency needs of people, including rescue, medical care, food, shelter, clothing; as well as animals
- Resumption of community services, essential to the health, safety, and welfare of the general public

2.3.1 County Emergency Operations Center (CEOC)/Operational Area Emergency Operations Center (OAEOC) Location and Description

The CEOC/OAEOC is located in the East Los Angeles area. The CEOC/OAEOC is approximately 36,000 square feet and includes a Situation Room, multiple planning rooms, communication systems, computer and technical support systems, conference rooms, office space and a media area. CEOC/OAEOC facility management maintains the CEOC/OAEOC in a constant state of “operational readiness”.

2.3.2 Alternate CEOC/OAEOC Location/s and Description

If the CEOC/OAEOC is incapacitated, the primary alternate CEOC/OAEOC is located in the County Department of Health Services Emergency Medical Services facility in Santa Fe Springs. The secondary site is the County Department of Public Health/Environmental Health facility located in Baldwin Park.

2.3.3 CEOC/OAEOC Coordination

The CEOC/OAEOC provides a facility for centralized emergency coordination and support to agencies/jurisdictions during an emergency or disaster.

Following the emergency response operations phase, the CEOC/OAEOC may transition into recovery coordination and establish a centralized means to coordinate early recovery operations.

The responsibilities of agencies/jurisdictions are to provide to the CEOC/OAEOC the following:

- Assessment and communication of situational awareness

- Status of emergency response

- Coordination of public information messages

- Request for or provision of resources
- Damage assessment information
- Initiation of recovery activities

2.3.4 Operational Area Coordinator

Cal EMA designated the County as the OA Coordinator. The Board has appointed its Chair as the OA Coordinator (County Emergency–Ordinance 2.68.100). The OA Coordinator's responsibilities are to coordinate and facilitate emergency operations for the county and its political subdivisions.

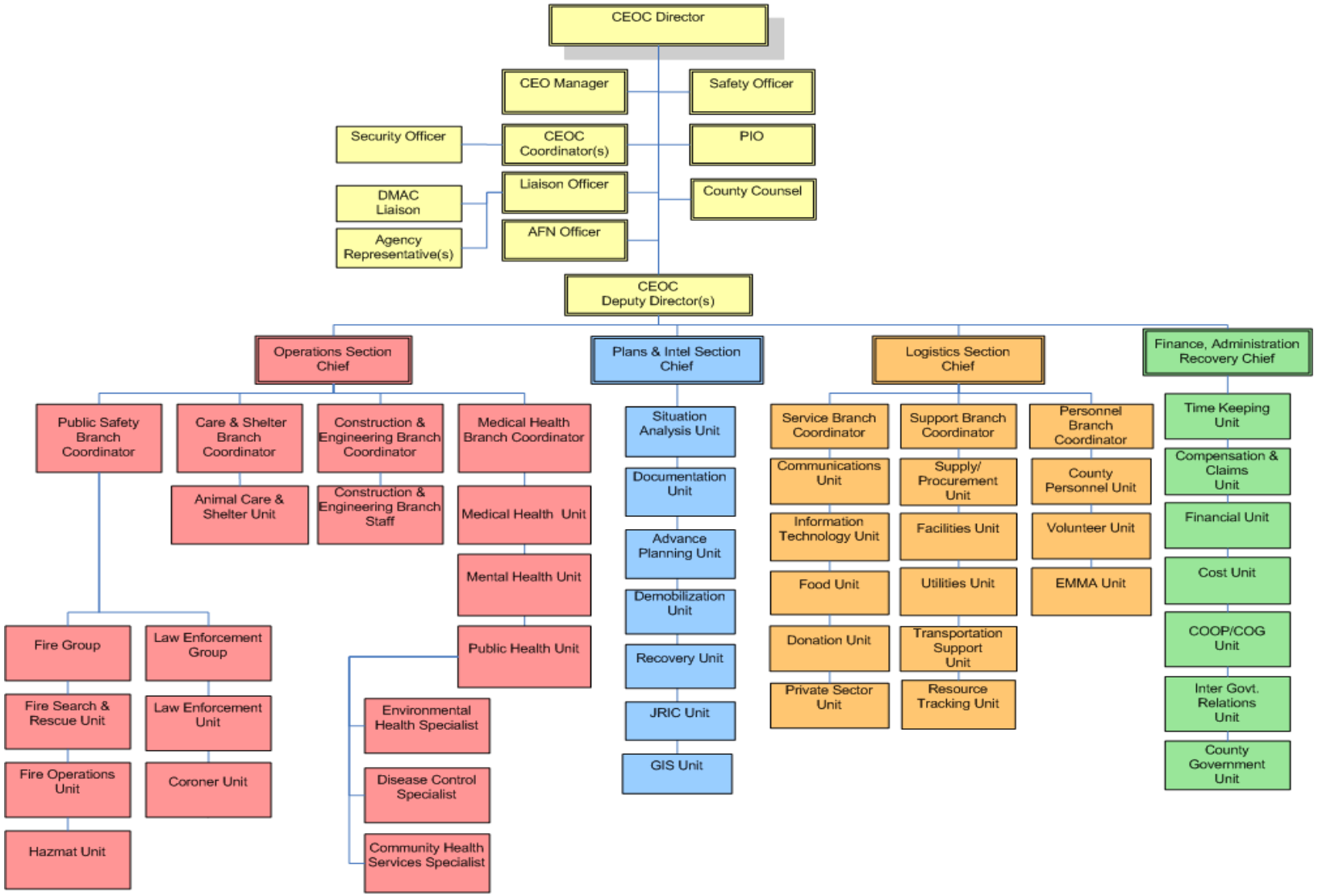


Table 2-2: CEOC/OAEOC Organization Chart

2.3.5 CEOC/OAEOC Management Section

The Management Section is responsible for ensuring implementation of the policies of the OACG. The Management Section is responsible for coordinating all emergency operations. It provides information on the OA's emergency management structure.

The Management Section consists of the following staff:

- CEOC/OAEOC Director (LASD personnel)
- CEOC/OAEOC Deputy Director
- CEO Manager CEOC/OAEOC Coordinator/s
- Security Officer
- Public Information Officer
- Risk and Legal Counsel
- Liaison Officer
- Disaster Management Area Coordinators
- Agency Representative(s) (TBD)
- Safety Officer
- Access and Functional Needs Officer

Management Section Staff

CEOC/OAEOC Director
The CEOC/OAEOC Director fulfills the responsibilities as defined in the County's Emergency Ordinance, Part 5, 2.68.190.

The CEOC/OAEOC Director has overall responsibility and authority for the operation of the CEOC/OAEOC. The Director will ensure that the CEOC/OAEOC is staffed and operated at a level commensurate with the emergency.

CEOC/OAEOC Deputy Director
The CEOC/OAEOC Deputy Director assists the CEOC/OAEOC Director in the overall coordination of the CEOC/OAEOC. This person must be qualified to assume the CEOC/OAEOC Director position at anytime.

CEO Manager
The CEO Manager is a senior member of the CEO's staff assigned to the CEOC/OAEOC. The CEO Manager provides guidance in continuity of Government and recovery planning.

CEOC/OAEOC Coordinator/s
The CEOC/OAEOC Coordinator/s assists the CEOC/OAEOC Director by providing professional, emergency management advice on policies, procedures, and CEOC/OAEOC operations. The CEOC/OAEOC Coordinator advises that all functional

activities within the CEOC/OAEOC are appropriately activated, staffed and operating efficiently.

Security Officer
The Security Officer is responsible for securing the CEOC/OAEOC during activation including personnel access control to the CEOC/OAEOC.

Public Information Officer (PIO)
The PIO serves as a conduit between internal/external stakeholders (media/public/organizations seeking information). The PIO is responsible for media coordination; preparation of daily CEOC/OAEOC press briefings and assisting in the preparation of press announcements for key elected officials.

Risk and Legal Counsel-County Counsel
Risk and Legal Counsel is responsible for providing legal support and review of key CEOC/OAEOC decisions. Advises the CEOC/OAEOC Director EMC Policy Group on issues regarding County Ordinances (applicability of Administrative Code 2.68, County Emergency Management Ordinance, etc.), and maintains the legal perspective of all activities conducted by the OA during the incident regarding proclamations and declarations, emergency orders and other emergency-related documentation.

Liaison Officer
The Liaison Officer is the point of contact for all agency representatives and oversees all liaison activities' within the CEOC/OAEOC. The Liaison Officer ensures external agency representatives are provided appropriate situation information and maintains records of all agency representatives.

Disaster Management Area Coordinators (DMAC's)
DMAC's advocate for their cities and facilitate communication with their respective EOCs. DMAC's represent concerns of cities to ensure needs and concerns of cities are properly represented at the CEOC/OAEOC, and participate as appropriate in the development of solutions affecting cities.

Agency Representative(s)
An Agency Representative is an individual assigned to the CEOC/OAEOC from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency; and, will provide information to their agency.

Safety Officer
The CEOC/OAEOC Safety Officer monitors and ensures that the work environment is free from hazards that could endanger persons working in the facility.

Access and Functional Needs Officer (AFN)
The CEOC/OAEOC AFN Officer is responsible to make recommendations on issues related to persons with access and functional needs throughout the OA. This position will work with CEOC/OAEOC General Staff as needed to ensure that the Sections address and coordinate response and recovery functions as they relate to and affect

people with access and functional needs in accordance with the ADA, the California State Emergency Plan as well as the OAERP.

Specific duties of personnel assigned to these Branches are included in the SOP.

2.3.6 Operations Section

The Operations Section's responsibility is to coordinate and monitor the implementation of the CEOC/OAEOC Action Plan, and provide support to agencies/jurisdictions.

The Operations Section consists of the following branches:

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

Operations Section Staff

Operations Section Chief
The Operations Section Chief is responsible for understanding the current situation, coordinating with and sharing information with all Branches in the Operations Section, identifying probable resource needs, and preparing strategies. The CEOC/OAEOC Director may assign a person from an agency with jurisdictional authority or expertise to assume this role.

Public Safety Branch Coordinator
The Public Safety Branch Coordinator is responsible for managing Public Safety Branch activities. This Branch provides staff support and analysis for all public safety issues which include Law Enforcement, Fire and Rescue, and Coroner operations, and the activation of the Emergency Alert System (EAS).

Fire Group Supervisor
The Fire Group Supervisor reports to the Public Safety Branch Coordinator. The Fire Group Supervisor is responsible for coordinating and supervising the Fire Operations Unit, Fire Search and Rescue Unit, and Hazmat Unit.

Fire Search & Rescue Unit Leader
The Fire Search & Rescue Unit Leader coordinates fire, disaster medical, hazardous materials, search and rescue operations in the unincorporated county or contract areas. Fire & Rescue Unit Leader also assists the CEOC/OAEOC in acquiring mutual aid resources, as necessary.

Fire Operations Unit Leader
Fire Operations Unit Leader reports to the Fire Group Supervisor. The Unit Leader provides coordination for mutual aid requests to and from the Operational Area Fire/ Rescue Mutual Aid Coordinator, as appropriate.

Hazmat Unit Leader
The Hazmat Unit Leader reports to the Fire Group Supervisor and determines the scope of the hazardous material incidents throughout the County. The Hazmat Unit Leader also assists in mobilizing hazardous materials teams at the request of Department Operations Center or CEOC/OAEOC Director.

Law Enforcement Group Supervisor
The Law Enforcement Group Supervisor supervises the Law Enforcement Unit Leader along with coordinating the activities with the Coroner's Unit Leader.

Law Enforcement Unit Leader
The Law Enforcement Unit Leader establishes and maintains communication with Law Enforcement Group Supervisor in the field or at the Department Operations Center (DOC) if activated.

Coroner Unit Leader
The County Coroner will coordinate with the appropriate agencies to properly determine cause of death of individuals and to account for and lawfully dispose of human remains; provide necessary mortuary services during disaster situations; provide system of identification and accountability of human remains; take charge of property of deceased persons.

Care and Shelter Branch Coordinator
This Branch is responsible for coordinating care and shelter, social services and school issues. The County Department of Public Social Services (DPSS) may fill the position of Care and Shelter Branch Coordinator.

Animal Care and Health Unit Leader
Animal Care and Health Unit coordinates directly with County of Los Angeles Department of Animal Care and Control (LACDACC) and 23 other animal control agencies within the county, along with other animal volunteer agencies to provide evacuation, food, potable water, shelter and other basic needs as required to animal disaster victims within the County. The Animal Care and Health Unit also coordinates with County of Los Angeles Veterinary Public Health, California Department of Food & Agriculture, the United States Department of Agriculture and others to address issues of veterinary public health significance such as disease outbreaks, sanitation and carcass disposal.

Construction and Engineering Branch Coordinator
The County Department of Public Works (DPW) will fill the position of Construction and Engineering Branch Coordinator. This position is responsible for managing the

Construction and Engineering Branch, which provides staff support and analysis for construction, engineering, jurisdictional safety assessment, and debris removal issues.

Construction & Engineering Branch Staff
The Construction & Engineering Branch Analyst(s) serves as a Technical Specialist and performs analysis and supports the Construction & Engineering Branch Coordinator in fulfilling his/her mission. When the Construction & Engineering Branch Coordinator is unavailable, the Construction & Engineering Analyst(s) shall also assume the role/responsibilities of the Branch Coordinator.

Medical Health Branch Coordinator
The Medical Health Operational Area Coordinator or their designee from Department of Health Services (DHS) or the Department of Public Health will fill the position of Medical Health Branch Coordinator. This Branch is responsible for providing staff support, status of, and analysis for all health, mental health, and public health-related issues.

Medical Health Unit Leader
The Medical Health Unit Leader coordinates with the Department of Health Services Medical Alert Center (MAC), the 24-hour DOC, to ensure emergency provision of resources for medical and personal care; to facilitate and/or coordinate the provision of private resources for medical and personal care for disaster victims; to supplement and support disrupted or overburdened medical service personnel and facilities, and to relieve personal suffering and trauma.

In concert with the MAC, CEOC/OAEOC staff will coordinate the provision of medical care throughout the County of Los Angeles.

Mental Health Unit Leader
The Mental Health Unit Leader's overall function is to provide services to county employees and the community. In addition the Unit Leader updates the Director/DOC with intelligence so that everyone involved is safe.

Public Health Unit Leader
The primary mission of the County of Los Angeles Department of Public Health in emergency response is to investigate, assess, and respond to threats to the overall health of the public within the OA. Examples of such threats are communicable disease outbreaks; natural disasters; chemical, hazardous and radiological materials release; bioterrorism; water and food contamination and other environmental hazards. Public Health does not provide individual emergency medical care, but rather responds on a widespread, countywide basis.

This position will be staffed as noted below during the indicated events:

- Disease Outbreak – Medical Doctor or Epidemiologist assigned from the Communicable Disease and Prevention Division or community Health Services Division

- Radiological Incident-An Environmental Health Specialist
- Natural Disaster – An Environmental Health Specialist
- Chemical Incidents – A Toxics Epidemiologist.

The Unit Leader also coordinates vector control plans for the affected disaster area(s) within the OA with the County Agricultural Commissioner.

Environmental Health Specialist
The Environmental Health Specialist ensures issues regarding the overall health safety of the public.

Disease Control Specialist
Public Health Disease Control Specialist has the responsibility to ensure issues regarding the potential spread of disease and overall health safety of the public are met.

This position will be staffed as noted below during the indicated events

Disease Control Specialist

- Disease Outbreak- Medical Doctor or Epidemiologist assigned from the Communicable Disease and Prevention Division.
- The Disease Control Specialist also coordinates disease reporting with DHS staff for the affected disaster area(s) within the County.

Community Health Services Specialist
Public Health Community Health Services Specialist has the responsibility to ensure issues regarding the availability of Public Health services to the County. This position will be staffed as noted below during the indicated events:

- All events-Public Health Nurse or Nurse Manager.

Specific duties of personnel assigned to these Branches are included in the SOP.

2.3.7 Planning/Intelligence Section

The Planning/Intelligence Section is responsible for collecting, evaluating, displaying, and disseminating information and maintaining documents. Planning/Intelligence also develops the CEOC/OAEOC Action Plans and Situation Reports (SITREP's) with the assistance of other staff sections, agencies/jurisdictions.

The Planning/Intelligence Section consists of the following Branches and Units:

- **Situation Analysis Branch**
- **Plans Branch**
    - **Action Planning Unit** (established as necessary)
    - **Advance Planning Unit** (established as necessary)
    - **Documentation Unit (**established as necessary)

- **Recovery Planning Unit**
  - **Recovery Planning Unit-Public Assistance**
  - **Recovery Planning Unit-Individual Assistance**

In accordance with SEMS/NIMS principles additional Branches or Units may be established as needed.

Essential Items to be Developed by the Plans/Intelligence Section

Action Plans (IAP and EAP's)
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 in the CEOC/OAEOC- the **Initial Action Plan (IAP)** and the **Event Action Plan (EAP).** The Initial Action Plan is developed during the first CEOC/OAEOC shift, or operational period during an activation. This plan is developed quickly and sets the initial objectives and goals for the first CEOC/OAEOC operational period. The Event Action Plan is developed at the end of each operational period and provides objectives and guidance for personnel working the next operational period. The CEOC/OAEOC-SOP provides guidelines on preparing CEOC/OAEOC Action Plans.

Situation Reports (SITREP's)
Situation Reports provide valuable situational awareness to the CEOC/OAEOC and provide the base information to guide the development of CEOC/OAEOC Action Plans and other related plans and reports. The CEOC/OAEOC Director, in coordination with Plans/Intel Section Chief, will determine the number and schedule of SITREP's during an operational period.

After-Action Reports (AAR's)
The completion of AAR's is a part of the required SEMS/NIMS reporting process. The Emergency Services Act, Section 8607(F) mandates that Cal EMA 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 Cal EMA within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)."

Planning/Intelligence Section Staff

Planning/Intelligence Section Chief

The Sheriff's Department will fill the position of Planning/Intelligence Section Chief. The Planning/Intelligence Section Chief will determine the need for establishing specific and/or specialized branches/groups/units. The following Branches and Units are included in the Plans/Intel Section:

- Situation Analysis Branch
- Plans Branch
    - Action Planning Unit (established as necessary)
    - Advance Planning Unit (established as necessary)
    - Documentation Unit (established as necessary)
- Recovery Branch
    - Recovery Planning Unit- Public Assistance
    - Recovery Planning Unit –Individual Assistance

Situation Analysis Unit Coordinator

The Situation Analysis Unit is led by the Situation Analysis Unit Coordinator and is responsible for collecting, analyzing, evaluating and disseminating information from cities and unincorporated areas (to include damage assessment information); County departments (including the operational status of departments) and other agencies; and preparation of Intelligence Reports, including regular CEOC/OAEOC Situation Reports (SITREP's). This Branch is critical to alerting the CEOC/OAEOC of potential problems affecting the OA.

Documentation Unit Leader

The Documentation Unit leader oversees the Documentation Unit, which is responsible for establishing a reliable system to ensure that copies of all plans, reports, and other materials produced by the Planning/Intelligence Section are maintained in a safe environment for future reference. This unit is also responsible for disseminating all relevant plans and reports to CEOC/OAEOC staff in a timely manner.

Advance Planning Unit Leader

The Advance Planning Unit Leader reviews all available status reports, action plans and other significant documents. The Unit also determines potential future impacts of the event or disaster, particularly issues which might modify the overall strategic CEOC/OAEOC objectives.

Demobilization Unit Leader

The Demobilization Unit Leader is responsible for the preparation of the Demobilization Plan and assisting the Management Sections/Units in ensuring that an orderly, safe, and cost effective movement of personnel and equipment is accomplished from the incident.

Recovery Planning Branch Coordinator
The Recovery Planning Branch Coordinator position is staffed by the OEM and then CEO staff. This Unit is responsible for coordinating the initial recovery operations of County departments. This Unit also provides information, liaison and recovery coordination with and between State and Federal agencies and the impacted agencies/jurisdictions that are part of the County of Los Angeles Emergency Organization.

The CEO is the Director of Recovery Operations and is responsible for overall recovery policy implementation once the Initial Recovery Phase of the disaster begins. During disaster recovery, the 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 Branch will function in the CEOC/OAEOC Planning/Intelligence Section to enable a “jump start” on the social and economic recovery of the OA.

Recovery Planning Unit Leader- Public Assistance
This position will be filled by the CEO/OEM personnel initially and then by CEO personnel. This position oversees the Recovery Planning Unit –Public Assistance which is responsible for analyzing available disaster intelligence for its recovery implications and strategic (long-range) planning in anticipation of recovery needs to public sector resources.

Recovery Planning Unit Leader- Individual Assistance
This position will be filled by the CEO/OEM personnel initially and then by CEO personnel. This position oversees the Recovery Planning Unit-Individual Assistance which is responsible for analyzing available disaster intelligence for its recovery implications and strategic (long-range) planning in anticipation of recovery needs to individuals, families and businesses.

Joint Regional Intelligence Center Unit Leader (JRIC)
The Joint Regional Intelligence Center Unit Leader (JRIC) provides support to the CEOC/OAEOC during terrorist related events. The JRIC provides the CEOC/OAEOC staff with an analysis of the impact of an actual terrorist attack on the OA, to include an assessment of intelligence data from restricted sources. The JRIC Unit Leader and/or selected staff take part in the CEOC/OAEOC Planning process and the JRIC subsequently assists in the development of courses of action for the Operational Area level event resolution. The specific organizational structure of the JRIC will be based on the JRIC requirements.

The Geographic Information System Unit (GIS) Leader
The GIS Unit leader is responsible for the preparation of GIS products and assisting the Plans and Intelligence Section in ensuring that GIS deliverables are provided in a timely manner.

Specific duties of personnel assigned to these Branches are included in the SOP.

2.3.8 Logistics Section

The Logistics Section's primary responsibility is to coordinate and ensure the acquisition, transportation and mobilization of resources to support the OA's Emergency Response and Initial Recovery operations. If the CEOC/OAEOC obtains supplies or services at the request of an agency/jurisdiction, the costs will be billed to the requesting entity.

The Logistics Section consists of the following Branches:

- Procurement Branch (ISD personnel)
- Utilities Branch (ISD personnel)
- Transportation Branch (ISD personnel)
- Personnel Branch (DHR personnel)
- Information Systems Branch (ISD and CEO personnel)
- Facilities Branch ((CEO, ISD and LASD personnel)

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

Logistics Section Staff

The Internal Services Department (ISD) will fill the position of Logistics Section Chief.
The following branches and units may be established as the need arises:

- Supply Procurement Branch
- Personnel Branch
- Facilities Unit
- Utilities Unit
- Transportation Support Unit
- Information Technology Unit
    1. Communications Unit
    2. Computer Support Unit

Logistics Section Chief
The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and materials in support of the incident. The Section Chief participates in the development and implementation of the Incident Action Plan.

The Section Chief activates and supervises the Service and Support Branch Coordinators and the Units within the Logistics Section. The Logistics Section Chief position is staffed by representative of the ISD.

Service Branch Coordinator
The Service Branch Coordinator, when activated, is responsible for the management of all service activities at the incident, including food, communications, and medical support.

Communications Unit Leader
The Communications Unit Leader is responsible for developing plans for the effective and efficient use of incident communications equipment and facilities, installing and testing equipment, and supervision of the CEOC/OAEOC Communications. The Unit Leader is also responsible for the distribution and recovery of equipment assigned to incident personnel. The Communications Unit Leader reports to the Logistics Section Chief. All functions not assigned by the Communications Unit Leader remain the responsibility of the Unit Leader.

Food Unit Leader
The Food Unit Leader is responsible for determining feeding requirements at all incidents, including all remote locations (e.g., Camps, Staging Areas), as well as providing food for personnel unable to leave the tactical field assignment.

Donations Unit Leader
The Donations Unit leader oversees all aspects of donations management.

Private Sector Unit Leader
The Homeland Security Advisory Committee (HSAC, Business Executive Network System- BENS) staffs this position. This position acts as a liaison to the private sector to procure needed materials when they are not readily available by other government means.

Support Branch Coordinator
The Support Branch Coordinator, when activated, is responsible for the management of all service activities at the incident, including food, communications, and medical support.

Supply/Procurement Unit Leader
The Supply/Procurement Unit Leader is responsible for ordering personnel, equipment, and supplies, receiving and storing all supplies for the incident, maintaining an inventory of supplies, and servicing non-expendable supplies and equipment.

Facilities Unit Leader
The Facilities Unit Leader in coordination with the Procurement Branch Coordinator, ensures the provision of support to the operations of the CEOC/OAEOC building and Alternate CEOC/OAEOC, as well as managing County facility space allocations in support to emergency, including recovery needs.

Utilities Unit Leader
The Utilities Unit Leader oversees the Utilities Branch which coordinates with

commercial utility companies (except water) to obtain the status of utilities and communicate OA priorities. This Branch will also coordinate the operational status of County communication systems and ensure that the CEOC/OAEOC's communications systems are functioning.

Transportation Support Unit leader
The Transportation Support Unit Leader oversees the status of fleet transportation resources and communicates OA priorities.

Resources Tracking Unit Leader
Resources Tracking Unit Leader is responsible for maintaining detailed tracking records of resources allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resources information displays in the CEOC/OAEOC. It cooperates closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section (to provide resources information to the EOC Action Plan).

Personnel Branch Coordinator
The Personnel Branch Coordinator is responsible for managing this branch which assesses the availability of County employees to be redeployed to departments in need. The recommended deployment shall be approved by the CEOC/OAEOC Director and CEO Manager in charge at the CEOC/OAEOC. Redeployment decisions/actions shall be shared with the Operations Section Chief. This branch will also coordinate volunteer support.

County Personnel Unit Leader
The County Personnel Unit leader is responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests received; registering volunteers as Disaster Services Workers and for managing CEOC/OAEOC personnel issues and requests.

Volunteer Unit Leader
The Volunteer Unit Leader is responsible for managing the Volunteer Unit. This Unit will be activated during a response and recovery phases of emergency management for all hazards. County of Los Angeles may take complete responsibility for activating and implementing this Unit, or can designate responsibility. The Volunteer Unit will focus on the mobilization, coordination and referral of Spontaneous Volunteers and service programs only.

County of Los Angeles Operational Area: The primary agency that is responsible for the coordination of the OA mobilization and deployment of volunteers. As the OA, the role of the County of Los Angeles for Spontaneous Volunteer coordination is as follows is:

- Prepare and maintain this plan and all associated procedures

- Determine need to activate the spontaneous volunteer management plan at time of disaster

- Coordinate activation, implementation and demobilization of spontaneous volunteer management annex

- Coordinate and communicate with cities in County of Los Angeles for the purposes of:

  - Leveraging and sharing resources for establishing Emergency Volunteer Centers (EVCs)
  - Providing consistent messaging to the public about volunteer needs & EVC locations
  - Coordinating mutual aid
  - Addressing duplication of efforts or gaps in services for EVCs
  - Providing consistent messaging to the public about volunteer needs & EVC locations
  - Coordinating mutual aid

- Coordinate with other agencies and organizations for maximum utilization of limited resources

- Coordinate spontaneous volunteers and service programs to assist the efforts of both governmental agencies and Non Government organizations (NGOs) throughout the affected communities

County of Los Angeles Serving Unincorporated Areas: Responsible for providing direct services to the unincorporated area of County of Los Angeles. In this role, the County will:

- Establish EVCs as needed in unincorporated areas of the County

- Utilize volunteers as DSWs in departments providing services throughout the County

- Coordinate with cities neighboring an unincorporated area to provide a multi-jurisdictional EVC

Emergency Managers Mutual Aid (EMMA) Unit Leader
The Emergency Managers Mutual Aid (EMMA) Leader coordinates emergency management personnel to support local jurisdictions, Operational Areas, and regional emergency operations during emergencies.

Specific duties of personnel assigned to these Branches are included in the SOP.

2.3.9 Finance and Administration Section

The Finance and Administration Section is responsible for ensuring that finance and administrative actions in support of OA Emergency Response are performed in a manner that will facilitate meeting the requirements of State and Federal guidelines for disaster operations.

The Finance and Administration Section consists of the following Units:

- Time Keeping Unit
- Compensation and Claims Unit
- Financial Unit
- Cost Unit
- COOP/COG Unit
- Intergovernmental Relations Unit
- County Government Unit

Finance, Administration Section Staff

A CEO senior manager will fill the position of Finance and Administration Section Chief. The Finance and Administration Section Chief 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 Chief
The Finance/Administration Section Chief provides financial management direction at the CEOC/OAEOC and directs the Financial Operations, County government branches and Intergovernmental Relations Branches.

Time Keeping Unit Leader
The Time keeping Unit Leader is responsible for ensuring the accurate recording of daily personnel time and compliance with specific agency time recording policies. Personnel Time Recorder will maintain time records for all personnel assigned to an incident as established by agency policy. On long term incidents, they may also maintain records of all personnel-related items, e.g., transfers promotions, etc.

Compensation and Claims Unit Leader
The Compensation/Claims Unit Leader is responsible for initiating documentation arising from injuries, property damage, or deaths occurring on an incident. As a part of this responsibility, the Compensation/Claims Unit Leader is responsible for gathering

evidence and preparing claims documentation for any event involving damage to public or private properties which could result in a claim against the County. The Compensation/Claims Unit Leader reports to the Finance Administration Section Chief.

Financial Unit Leader
The Financial Unit Leader is responsible for administering all financial matters pertaining to vendor contracts, leases, fiscal agreements and tracking expenditures that extend beyond the purchasing authority of Logistics.

The Financial Unit works very closely with the Logistics Supply/Procurement Unit, which will develop and implement the procurement plan and perform all incident ordering. Due to the requirement for legal input, this Unit should be staffed by personnel from both Legal and the Finance and Information Services Departments.

Cost Unit Leader
The Cost Unit provides all incident cost analysis. It ensures the proper identification of all equipment and personnel requiring payment; records all cost data, analyzes and prepares estimates of incident costs; and maintains accurate records of incident costs.

COOP/COG Unit Leader
The COOP/COG Unit obtains and analyzes the status of County Government, provides staff support for EMC meetings and ensures appropriate action is taken based on directives from EMC. The Unit also manages any required liaison from CEO Fiscal, Intergovernmental Relations, or Real Estate Management staff.

Intergovernmental Relations Unit Leader
The Intergovernmental Relations Unit Leader is responsible for interacting with other elements of County government, state and Federal government for administrative and recovery application purposes.

County Government Unit Leader
The County Government Unit Leader gathers and analyzes information on the operational status of County departments and special districts. This Unit makes recommendations regarding:

- Restoration priorities for County departments
- Redirection of departments (with deferrable missions) to assist with disaster-related missions
- Monitoring the operational status of County government
- Managing facility space allocations to support emergency needs

Specific duties of personnel assigned to these Branches are included in the SOP.

LOS ANGELES COUNTY OPERATIONAL AREA COORDINATION

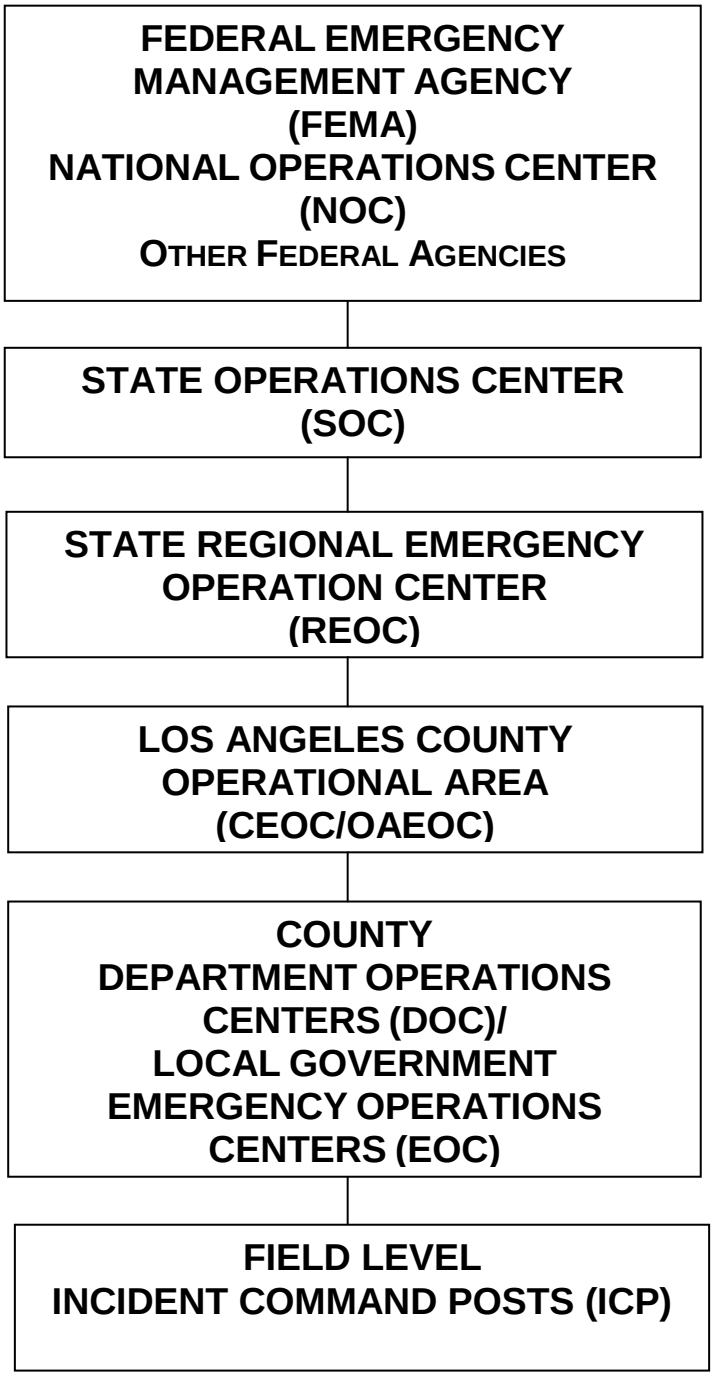


Exhibit 2-3: Los Angeles County Operational Area Coordination

2.4 OA Coordination

2.4.1 Field Coordination with Department Operations Centers and Emergency Operation Centers

Direct communications and coordination will be established between the CEOC/OAEOC and agency/jurisdiction DOCs and EOCs. Agencies/jurisdictions will provide the CEOC/OAEOC with situational awareness and resource status. DMACs may also serve as a CEOC/OAEOC liaison for agencies/jurisdictions.

2.4.2 Coordination with Special Districts and Agencies

The emergency response role of special districts is generally focused on their normal services or functional area of responsibility. During disasters, some types of special districts will be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local governments. The special districts that serve more than one local government and/or serve the UA will coordinate directly with the CEOC/OAEOC. Ideally, the special districts, involved in the emergency response will have a representative at the CEOC/OAEOC, serving as the focal point of coordination and work with other local government representatives. The level of involvement of special districts, public utilities, private organizations, and volunteer agencies will vary considerably depending upon the kind of incident.

2.4.3 The Distinction between Field Response and Response at the County Emergency Operations Center/Operational Area Emergency Operations Center (CEOC/OAEOC)

Units in the field receive tactical direction from an ICP in accordance with the ICS principles. The CEOC/OAEOC is considered a multi-agency/jurisdiction coordination entity and is intended to support EOC/DOCs.

2.4.4 Coordination with the Cal EMA Southern Region

Direct coordination and communications with the Southern REOC are essential. There is one primary method and one alternate method for the OA to coordinate with the Southern REOC:

- Primary – The Southern REOC sends a field representative to the OA
- Alternate – The OA and the Southern REOC coordinate through various telecommunications systems

2.4.5 Coordination with State and Federal Response

There may be instances where a State or Federal agency will have a field response. State agency field response may be the result of a flood fight effort, hazardous material accident, or other hazard scenarios. When a State or Federal agency is involved in field operations, coordination may be established with CEOC/OAEOC, and the appropriate jurisdiction, where the incident occurs.

For additional information refer to the CEOC/OAEOC SOP.

2.5 Authority to Activate the CEOC/OAEOC

Authority

The Chair of the Board, the CEO, the Sheriff or authorized representatives may activate the CEOC/OAEOC.

The CEOC/OAEOC shall be activated whenever there is a need to coordinate the emergency response of agencies/jurisdictions in response to emergencies, disasters, or other significant events.

The CEOC/OAEOC shall be activated consistent with the provisions of the County's Emergency Ordinance 2.68.070 and the requirements of SEMS when any of the following conditions exist:

- A local government within the OA has activated its EOC and requested activation of the CEOC/OAEOC to support its emergency operations
- Two or more cities within the OA have proclaimed a local emergency
- The county and one or more cities have proclaimed a local emergency
- A city, a city and the county, or the county has requested the governor's proclamation of a state of emergency
- A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area
- The OA is requesting resources from outside its boundaries, except for those resources used in normal day-to-day operations and obtained through existing agreements
- The OA has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations and obtained through existing agreement

In addition, the CEOC/OAEOC will be activated upon activation of the City of Los Angeles' EOC pursuant to the Memorandum of Understanding between the County and the City of Los Angeles (See Appendix I).

Evaluation

Activation of the CEOC/OAEOC is preceded by evaluation of the need by one or more of the following: OEM, the Sheriff's EOB, or by request of impacted agencies/jurisdictions.

Upon activation of the CEOC/OAEOC or when the Board proclaims a local emergency, the Sheriff becomes the Director of Emergency Operations with responsibility for coordinating emergency operations and establishing and maintaining the CEOC/OAEOC.

In accordance with SEMS, activation of the CEOC/OAEOC requires the activation of the REOC. Policy and procedures are included in the CEOC/OAEOC SOP manual.

2.5.1 Activation Notification

Notifications regarding CEOC/OAEOC activation are made by the following entities:

- The CEO will report to the Chair of the Board
- The Sheriff's EOB is responsible for notifying CEOC/OAEOC team members and other key personnel
- OEM will initiate administrative notifications to members on its basic notification group using the following methods:
    - OARRS, and/or CEOC/OAEOC emergency mass notification system

2.5.2 CEOC/OAEOC Deactivation Procedures

The CEOC/OAEOC will be deactivated on recommendation of the CEOC/OAEOC Chair of the Board, the CEO, the Sheriff or authorized representatives. Policy and procedures are included in the CEOC/OAEOC SOP manual.

2.5.3 Levels of CEOC/OAEOC Activation

LEVELS OF CEOC/OAEOC ACTIVATION DURING EMERGENCIES

LEVEL	EVENT	MINIMUM STAFFING
Duty Officer-Remote Activation The OEM Duty Officer, in coordination with the EOB Duty Officer may remotely coordinate CEOC/OAEOC response activities and will monitor low level events and communicate with and/or advise departments/agencies of event status. Remote Activation (CEOC/OAEOC function being coordinated away from CEOC/OAEOC)	An event requiring CEOC/OAEOC activation to provide for centralized emergency management, primarily of event monitoring and information coordination, is necessary. The level of activity does not require the staffing of the CEOC/OAEOC facility to carry out the mission. A Local Emergency may or may not have been proclaimed. The Sheriff DOC and/ or one or more other DOC's or city EOC's may be activated in support of field response. OEM and EOB Duty Officers will maintain communications and coordination as necessary.	OEM Duty Officer On call OEM Administrator Sheriff EOB Duty Officer The OEM Duty Officer in unified effort guided by OEM Administrator and EOB management will perform the CEOC/OAEOC functions/roles unless the event and/or situation escalate requiring staffing changes.
Level 1- EOC Facility Open An event requiring CEOC/OAEOC activation to provide for centralized emergency management. The level of activity requires minimal staffing of the CEOC/OAEOC facility to carry out the mission EOC facility open (2 or less sections)	A Local Emergency may be proclaimed or is under consideration. The Sheriff DOC and/ or one or more other DOC's or city EOC's may be activated in support of field response. CEOC/OAEOC activities include information and activity coordination and activation of the OA Joint Information Center function.	EOC Director,(PIO ,EOC Coordinator(s) as needed) CEO Manager Plans & Intel Section Chief Other General Staff and Section positions as required
Level 2- Limited Staffing An event requiring CEOC/OAEOC activation to provide for centralized emergency management. The level of activity requires increased staffing of the CEOC/OAEOC facility to carry out the mission. Limited Staffing (3 or less sections)	A Local Emergency may be proclaimed or is under consideration. The Sheriff DOC and/ or one or more other DOC's or city EOC's may be activated in support of field response. CEOC/OAEOC activities may include information and activity coordination, resource request/mutual aid coordination at the OA level and the activation of the OA Joint Information Center (JIC) function.	EOC Director and Management Section Officers CEO Manager All Section Chiefs Branch and Unit Leaders, as appropriate for the situation Other positions as required
Level 3-Full Staffing An event requiring CEOC/OAEOC activation to provide for centralized emergency management. The level of activity requires full staffing of the CEOC/OAEOC facility to carry out the mission. Fully Staffed (All sections)	The event entails major impacts and coordination of information and activities including mutual aid at the Region Level. A Local Emergency and a State of Emergency will be proclaimed and a presidential declaration of an Emergency or Major Disaster may be requested. Agencies/jurisdictions DOCs, EOCs and the OA JIC will open.	All EOC Positions are fully staffed

Table 2-3: Activation Levels

2.6 Notification and Mobilization

The State, County and local governments have established essential communications support procedures to provide the informational links between the Federal, SOC, REOC, the OA, and local jurisdictions.

OEM maintains several contact lists of agencies and personnel critical to emergency operations. Those contact lists include: EOC participants, agencies/jurisdictions, Cal EMA, and other emergency organizations.

The following communication and information systems are available:

Federal

- Emergency Alert System (EAS) serves the OA by transmitting public emergency messages from both the Sheriff's Communications Center (SCC) and the CEOC/OAEOC. Television and radio broadcasters then rebroadcast these messages to the public. It is also used to receive important emergency information from the State and Federal Government.
- California Integrated Seismic Network (CISN)
  CISN is the product of a cooperative effort between the California Institute of Technology, Berkeley Seismic Lab and the United States Geological Survey. Earthquake data is collected simultaneously by each of the seismic partners and then rapidly shared via the Internet. This allows viewers to see earthquake time, location and magnitude within minutes of the earthquake. The website is www.cisn.org.

State REOC

- California State Warning Center (CSWC), operated by the Cal EMA is the designated dissemination agency of alerts to notify potentially impacted jurisdictions through the OA Coordinator.
- Emergency Digital Information Service (EDIS), a service provided by the Cal EMA, delivers official information about emergencies and disasters to subscribers (including the OA, public, and media) via satellite data cast technology.
- Operational Area Satellite Information System (OASIS) is a satellite-based video teleconferencing system that links all 58 California counties with each other and the State Warning Center.
- California Law Enforcement Telecommunications System (CLETS) is the telecommunications system that links all law enforcement agencies of all counties. CLETS provides California law enforcement agencies with the capability of obtaining information directly from Federal, State, and local computerized information files.

- Response Information Management System (RIMS) is an electronic data management system that links the OA with the REOC.

Operational Area

- The CEOC automated notification system is a high-speed automated notification system with the purpose of delivering emergency, informational and time sensitive messages to multiple recipients or groups within the OA. The system has the capability to contact persons via work/personal phone, pager, fax or e-mail.

- County Wide Integrated Radio System (CWIRS) radios provide connectivity between jurisdiction EOCs, the CEOC/OAEOC, the DMACs and County DOCs.

- Operational Area Response and Recovery System (OARRS) is a web-based system that functions as the OA's primary tool for agencies/jurisdictions and other operational area partners to report their status and needs to the OA. In the event of an emergency, the OA requires information regarding the impact on the agencies/jurisdictions to properly establish priorities and deploy resources in a timely manner.

- Alert LA County is used by the Sheriff's Communications Center (SCC) to notify residents, schools, and businesses via recorded telephone, text and/or e-mail messages of emergencies or critical situations as well as provide information regarding necessary actions, such as evacuations.

- The Sheriff's Disaster Communications Service (DCS) is an amateur radio organization that provides communications support for OA jurisdictions and agencies. DCS operators staff the CEOC/OAEOC message center and communicate with other EOCs on designated amateur radio frequencies. Radio Amateur Civil Emergency Service (RACES) functions under the direction and coordination of the Sheriff's Department Disaster Communications Service (DCS).

2.7 Recovery Considerations

2.7.1 Concept of Operations

Agencies/jurisdictions will be involved in recovery operations. In the aftermath of a disaster, communities will have specific needs that must be met before they can re-establish their pre-disaster conditions. There will be a need for:

- Damage assessment
- Restoration of essential services
- Assessment of short-term and long-term needs

Local governments will help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. The OA is currently developing the Recovery Plan Annex which will contain detailed information, structure, application process, disaster assistance programs, SOP checklist, and additional information relative to the recovery process.

2.7.2 Phases of Recovery

Recovery occurs in two phases: short-term and long-term. Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal and clean-up, and orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). Short-term recovery operations will include all the agencies participating in the OA's disaster response.

The goal of short-term recovery is to restore local government services to at least minimal capacity.

The goal of long-term recovery is to restore facilities to pre-disaster condition if possible. Long-term recovery includes hazard mitigation activities, restoration and reconstruction of public facilities and disaster response cost recovery.

2.7.3 Recovery Operations Organization

Recovery operations begin at the onset of the event. Once life safety operations have terminated and the emergency has stabilized; emergency operations will transition to the recovery organization. Recovery operations will be coordinated by the CEO. Recovery issues involving agencies/jurisdictions will be coordinated between the CEO and supporting agencies. The CEO will convene meetings with representatives from affected agencies/jurisdictions. These meetings will be held to collectively make policy decisions and to gather and disseminate information regarding completed and ongoing recovery operations. Recovery Organization Exhibit 2-4 summarizes the recovery operations organizational structure.

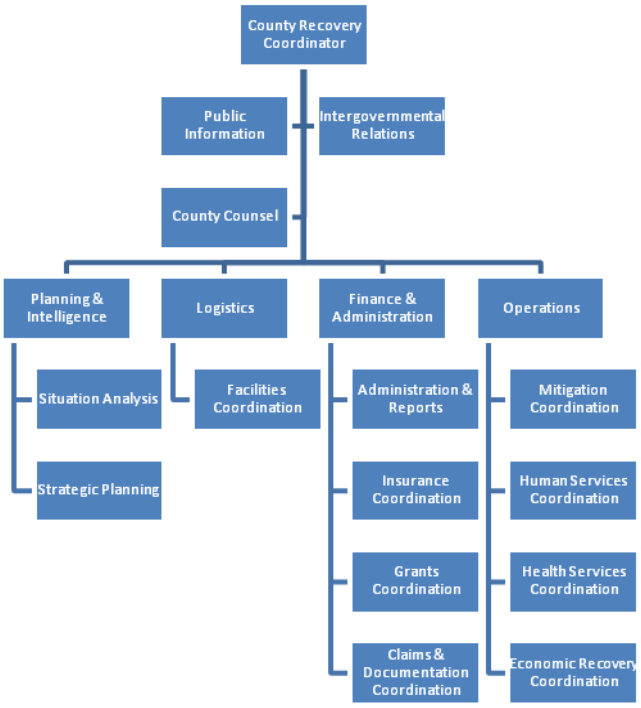


Exhibit 2-4: Recovery Organization

2.7.4 Recovery Damage Assessment

An Initial Damage Estimate (IDE) will be developed during the emergency response phase to support a request for gubernatorial proclamation and for the State to request a presidential declaration.

This will be followed by a detailed assessment of damage during the recovery phase by agencies/jurisdictions as needed. This detailed assessment will provide the basis for determining the type and amount of State and/or Federal assistance available for recovery.

2.7.5 Recovery Documentation

Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs. Agencies/jurisdictions should implement its financial disaster accounting systems.

Various State and Federal assistance programs require different types of documentation for costs recovery. Agencies/jurisdictions must initiate its internal documentation process at the beginning of the event.

Under the California Disaster Assistance Act (CDAA), documentation is required for damage sustained to public buildings, levees, flood control works, irrigation works, county roads, city streets, bridges, and other public works.

Under Federal disaster assistance programs, documentation must be obtained regarding damage sustained to roads, water control facilities, public buildings and related equipment, public utilities, faculties under construction, recreational and park facilities, educational institutions, and certain private non-profit facilities. Documentation is the key to recovering expenditures related to emergency response and recovery operations. For agencies/jurisdictions documentation must begin at the field response level and continue throughout the operations of the CEOC/OAEOC as the disaster unfolds.

2.7.6 Disaster Assistance Programs

The disaster assistance programs may be available for the following:

- Individuals
- businesses (including agriculture interests)
- governments
- non-profit organizations

Loans, grants and assistance may be available through a variety of programs, offered by relief agencies, State and Federal, if eligibility requirements are met. See the following chart (Table 2-4: Summary of Disaster Assistance Availability) for a description of available programs. OEM in coordination with other agencies/jurisdictions will establish assistance centers to address the needs of the impacted communities.

SUMMARY OF DISASTER ASSISTANCE AVAILABILITY

Assistance Available with Concurrence from Cal EMA with a Local Proclamation	Assistance Available with a State Proclamation	Assistance Available with Presidential Declaration
Red Cross Mennonite Disaster Service California Disaster Assistance Act (CDAA) (with Cal EMA Director Concurrence) Assistance with Utilities Local Government Tax Relief Salvation Army US Small Business Administration Disaster Loans US Department of Agriculture Other Community and Volunteer Organizations	Board of Registration for Professional Engineers and the Contractor's License Board Department of Aging California Disaster Assistance Act (CDAA) (with Cal EMA Director Concurrence) Department of Motor Vehicles Department of Social Services Franchise Tax Board US Small Business Administration Disaster Loans State Board of Equalization Department of Insurance US Department of Agriculture Department of Veterans Affairs CALVET Prior Assistance Available with Local Declarations	Cora C. Brown Fund (Individual Assistance) Crisis Counseling Program Disaster Unemployment Temporary Housing Program Individual and Family Grant Program Internal Revenue Service Tax Relief Legal Aid Public Assistance Hazard Mitigation Veterans Affairs Assistance (Housing/Medical) Federal Financial Institutions Employment Development Assistance Prior Assistance with Local/State Declarations

Table 2-4: Summary of Disaster Assistance Availability

2.8 Emergency Proclamations and Disaster Declarations

2.8.1 The Purpose of a Proclamation of a local emergency:

When there is a condition of extreme or potential peril to the safety of persons and property, and the condition is beyond the capability of a local jurisdiction to control effectively, the local governing body (city council, board of supervisors or a person authorized by ordinance) may proclaim that a local emergency exists.

- Gives public employees and governing bodies certain legal immunities for emergency actions taken
- Enables local agencies to request state assistance under the State California Disaster Assistance Act (CDAA), if the conditions described in the CDAA warrant a local emergency
- Allows the Chief Executive Officer or other authorized official designated by local ordinance to:
    - Establish curfews
    - Take any measures necessary to protect and preserve public health and safety
    - Exercise all authority granted by local ordinance

2.8.2 Proclamation of Local Emergency Process

A local emergency may be proclaimed due to a specific situation, such as flood, earthquake, or other condition. Furthermore; the type of disaster, date of occurrence and area affected are to be identified.

- A copy of the resolution must be provided to the Cal EMA through the OA
- To qualify for assistance under the state CDAA, such proclamations must be made within 10 days of the event
- A Local Emergency proclaimed by a authorized official (designated by ordinance) must be ratified by the governing body within seven days
- The governing body shall review, at its regularly scheduled meetings and at least every 14 days, until the local emergency is terminated, the need for continuing the local emergency

- The governing body shall proclaim the termination of the local emergency when conditions warrant

2.8.3 Cities Covered Under a County Proclamation

When a county proclaims a local emergency pursuant to Section 8630 of the Government Code, based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also proclaim the existence of a local emergency independently. Further, cities within a county are bound by county rules and regulations adopted by the county pursuant to Section 8634 of the Government Code during a county proclaimed local emergency when the local emergency includes both incorporated and unincorporated territory of the county even if the cities do not independently proclaim the existence of a local emergency.

2.8.4 Local Resolution Requesting State Director, Cal EMA Concurrence in Local Emergencies

Following the proclamation of a local emergency and in the event public property has been damaged or destroyed and assistance is needed in the repair and restoration, the governing body may request the Cal EMA Director to concur in their proclamation of a local emergency and to provide assistance under the CDAA. The resolution must indicate the nature and date of the emergency, and the person designated to receive, process, and coordinate all aid. The resolution will be sent to Cal EMA through the OA.

To assist the Cal EMA Director in evaluating the situation, and in making a decision on whether or not to concur in the local emergency, the following is required to accompany the resolution:

- Copy of local emergency proclamation

- Initial Damage Estimate or Damage Assessment Summary (if requested)

2.8.4.1 California Disaster Assistance Act (CDAA)

In order to receive CDAA funds, the local emergency has to be proclaimed within 10 days of the incident period. CDAA does not make reference to reviewing the proclamation <u>every 14 days;</u> although, locals are required to do this under the Emergency Services Act. In addition, locals have to certify that they are in compliance with the SEMS as a condition of receiving cost reimbursement for their emergency work labor costs under CDAA. (Disaster Assistance Funding Guidance)

Note: The Local Emergency proclamation must be made within 10 days of the occurrence

to qualify for assistance under the CDAA. Financial assistance available under the CDAA is administered by Cal EMA.

2.8.5 State of Emergency/Presidential Declaration/Resolution Requesting Governor to Proclaim a State of Emergency

After a proclamation of a local emergency, the governing body of the agencies/jurisdictions, having determined that local resources are not sufficient to mitigate the situation, may request by letter or resolution that the Governor proclaim a state of emergency in the area to fully commit state and mutual aid assistance and provide resources to assist local government. To support its request for a gubernatorial proclamation, it is essential that the local agency/jurisdiction forward an estimate of damage and financial loss to Cal EMA through the OA as rapidly as possible. Estimates of loss are an important part of the criteria that Cal EMA considers when making a determination to proclaim a state of emergency and request a Presidential Declaration of Emergency or Disaster.

A copy of the request for a Governor's proclamation, with the following supporting data, must be forwarded, and may be faxed, to the OA Coordinator for transmission to the Cal EMA Director:

- Copy of the local emergency proclamation
- Damage assessment summary and estimate of financial loss (while this information may not be readily available at the point the proclamation is sent, it must be provided as rapidly as possible following the local proclamation)

The Cal EMA prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's proclamation, Cal EMA prepares the proclamation.

2.8.5.1 Available Without a Governor's Proclamation of Emergency

Cal EMA Director's Concurrence
If the local jurisdiction has proclaimed an emergency, and public property has been damaged, it may be in the jurisdiction's best interest to request a "State Director, Cal EMA Concurrence in Local Emergency". Such concurrence makes available certain funding under the CDAA for repair and restoration of public facilities.

Department of Water Resources
Under provisions of the Water Code, the Department of Water Resources may declare an emergency resulting from floods, storms or fire-ravaged lost watershed and provide assistance to avert, alleviate, repair or restore damaged property having a general public interest and state interest.

Department of Transportation
Under Government Code, the Department of Transportation may declare an emergency and provide assistance to avert, alleviate, repair or restore streets, roads, bridges damaged by storms or floods.

2.8.6 Presidential Declaration

Following the proclamation of a state of emergency, the Cal EMA Director may recommend that the Governor request a Presidential Declaration of a major disaster under the authority of Public Law 93-288. The Governor's request to the president is submitted through the FEMA. Supplementary justification data may be required to accompany the state and local proclamations and Initial Damage Estimate.

2.8.6.2 Federal Emergency Management Agency (FEMA)

FEMA does not require local governing bodies to renew their local emergency proclamations every 14 days in order to receive federal funding.

2.8.6.3 Presidential Declaration of Emergency (Federal)

Depending on the circumstances, the President may make a Declaration of Emergency instead of a Declaration of Disaster. Emergency Declarations provide the support of any or all of 27 federal agencies. It also authorizes reimbursement of emergency work, such as debris removal and emergency protective measures. It stops short, however, of providing reimbursement for permanent restoration work and individual assistance.

2.9. After-Action Reporting

SEMS requires any city, city and county, or county proclaiming a local emergency for which the governor proclaims a State of Emergency to complete and transmit an After-Action Report (AAR) to Cal EMA within (120) days of the close of the incident period. The AAR will provide, at a minimum:

- Response actions taken
- Application of SEMS
- Suggested modifications to SEMS
- Develop a corrective action plan
- Identify areas of improvement and training needs
- Update recovery activities to date
- Identify areas of concern and issues

The Director of Recovery operations is responsible for the development of the AAR which will include jurisdictional and agency concerns. Individual jurisdictions within the OA will be responsible for developing its own AAR.

The Director of Recovery operations has tasked OEM for the completion and distribution of the AAR, including sending it to the Cal EMA Southern Region, local agencies/jurisdictions within the 120-day period. Information will be incorporated from the agencies/jurisdictions as applicable. The AAR is a public document that shall be made available at http://www.lacoa.org. The Cal EMA After-Action Questionnaire can be found in Appendix G.

3. CONTINUITY OF GOVERNMENT

Continuity of Government

Governments at all levels are responsible for providing continuity of effective leadership, authority and adequate direction of emergency response and recovery operations. The California Government Code Section 8643(b) and the Constitution of the State of California provide the authority for State and local government to reconstitute itself in the event incumbents are unable to serve.

3.1 Lines of Succession

Lines of succession for officials can be assured by providing for the preservation and continuation of government in the event of an emergency. (Government Code Sections 8635-8644)

In the absence of the Board, the County Emergency Ordinance provides the power to delegate the authorities, powers, functions and duties of the Board to the CEO or Sheriff. Agencies/jurisdictions will identify lines of succession in its emergency plans.

3.2 Alternative Temporary Government Seats

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

- The Board shall designate by resolution an alternative temporary county seat, which may be outside the boundaries of the county.

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

- 1st Alternative: Department of Military & Veterans Affairs
  Patriotic Hall
  1816 South Figueroa Street
  Los Angeles, CA 90015

- 2nd Alternative: Department of Health Services
  Health Services Administration Building
  313 North Figueroa Street
  Los Angeles, CA 90012

- 3rd Alternative: Department of Parks and Recreation
  South Coast Botanic Gardens
  26300 Crenshaw Blvd.
  Palos Verdes Peninsula, CA 90274

- 4th Alternative: Department of Public Works
  900 South Fremont Avenue,
  Alhambra, CA 91803

- 5th Alternative: Department of Parks and Recreation
  Arboretum & Botanical Gardens
  301 N. Baldwin Avenue,
  Arcadia, CA 91007

The OA Coordinator will notify all agencies/jurisdictions of the relocation of the county seat. Individual jurisdictions may need to relocate its seat of government outside its jurisdictional boundaries (Government Code Section 8642). Jurisdictions will need to notify the OA Coordinator and the Cal EMA Southern Region.

3.3 Vital Records Retention

Local Government has the responsibility to protect its essential records. The determination of the records to be preserved rests with each agency/jurisdiction with the custodian of the records.

Examples of vital records may include:

- 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 map; locations of emergency supplies and equipment; emergency operations plans and procedures; personnel rosters; etc.

- Reestablish governmental functions and protect the rights and interests of government. Constitutions, 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 housed in facilities designed to withstand blast, fire, water, and other destructive forces. Each agency/jurisdiction should identify, maintain and protect its own essential records.

4. MUTUAL AID SYSTEM

4.1 Mutual Aid System

The mutual aid system is designed to facilitate the rendering of aid to agencies/jurisdictions stricken by an emergency whenever its respective resources are overwhelmed or inadequate.

The CEOC/OAEOC coordinates mutual aid requests for agencies/jurisdictions. If the OA is not able to facilitate the requested support, it will request assistance from the State. Requests for Federal assistance during an emergency will be coordinated through the State.

The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in Figure 4-1.

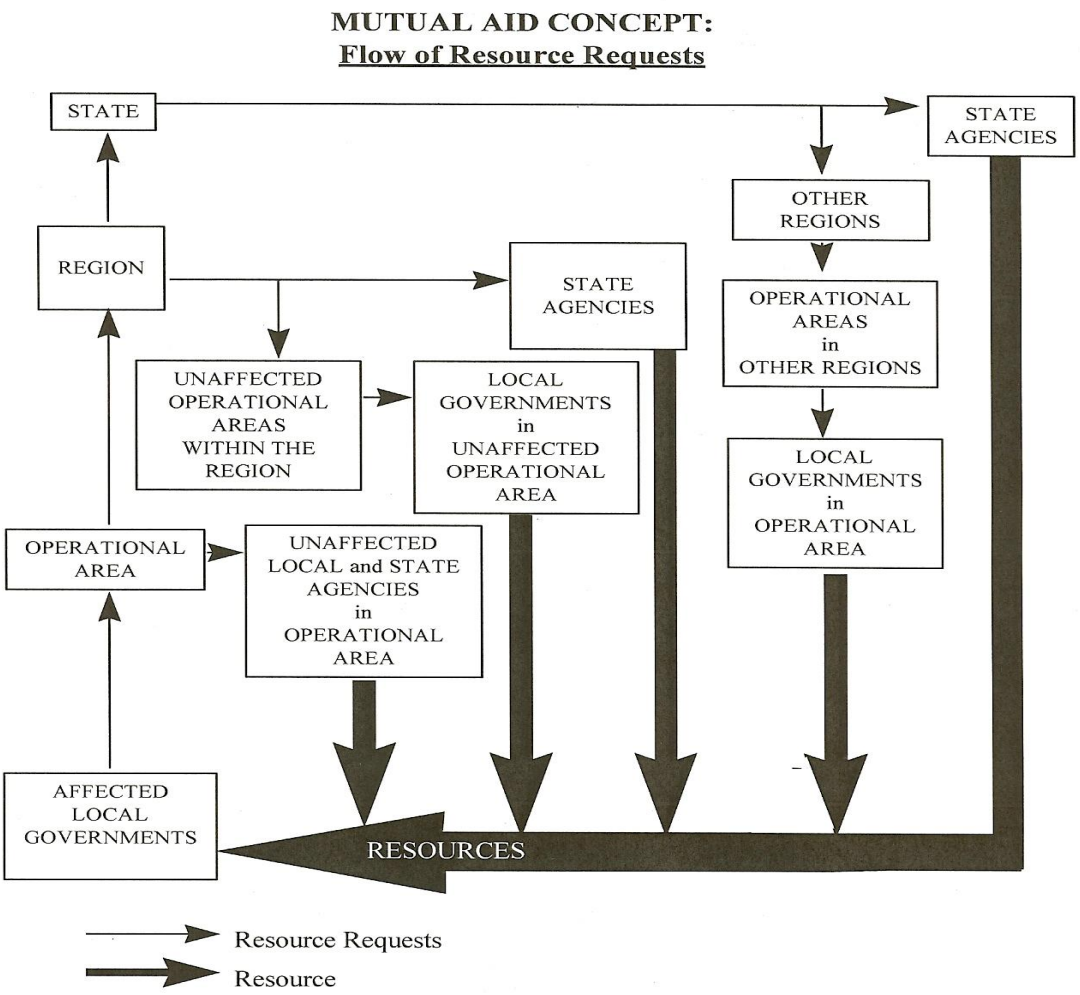


Figure 4-1: Agency/Jurisdiction Assistance Requests

4.2 Master Mutual Aid System

Statewide mutual aid is voluntary aid provided between and among local jurisdictions and the State under the terms of the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), (see Appendix C: Legal and Supporting Documents), as provided for in the California Emergency Services Act. The MMAA creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance without the expectation of reimbursement, to other jurisdictions within the State.

A statewide mutual aid system, operating within the framework of the MMAA, allows for the mobilization of resources to and from local governments, operational areas, regions and state 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 Figure 4-1: Agency/Jurisdiction Assistance Requests.

The system includes several discipline-specific mutual aid agreements, such as fire and rescue, law, medical, building and safety, coroners, emergency managers (EMMA) and public works. These systems are consistent with NIMS and SEMS at all levels.

In addition to the mutual aid agreements that are in place within the State of California, the Governor signed the Emergency Management Assistance Compact (EMAC) which allows California to participate with the other states in a nationwide mutual aid system.

4.2.1 Mutual Aid Regions

Mutual Aid Regions I-VI were established in California under the Emergency Services Act and each contains designated counties. The OA is located in Mutual Aid Region I, which is in the Cal EMA Southern Administrative Region. (See Figure 4-2: California Mutual Aid Region).

4.2.2 Mutual Aid Coordinators

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic 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. In the OA, this would be coordinated through the OEM.

Mutual aid system coordinators at an EOC may be located in various functional elements (sections, branches, groups or units) or serve as an agency representative, depending on how the EOC is organized and the extent to which it is activated.

4.2.3 Participation of Volunteer, Non-Governmental and Private Agencies

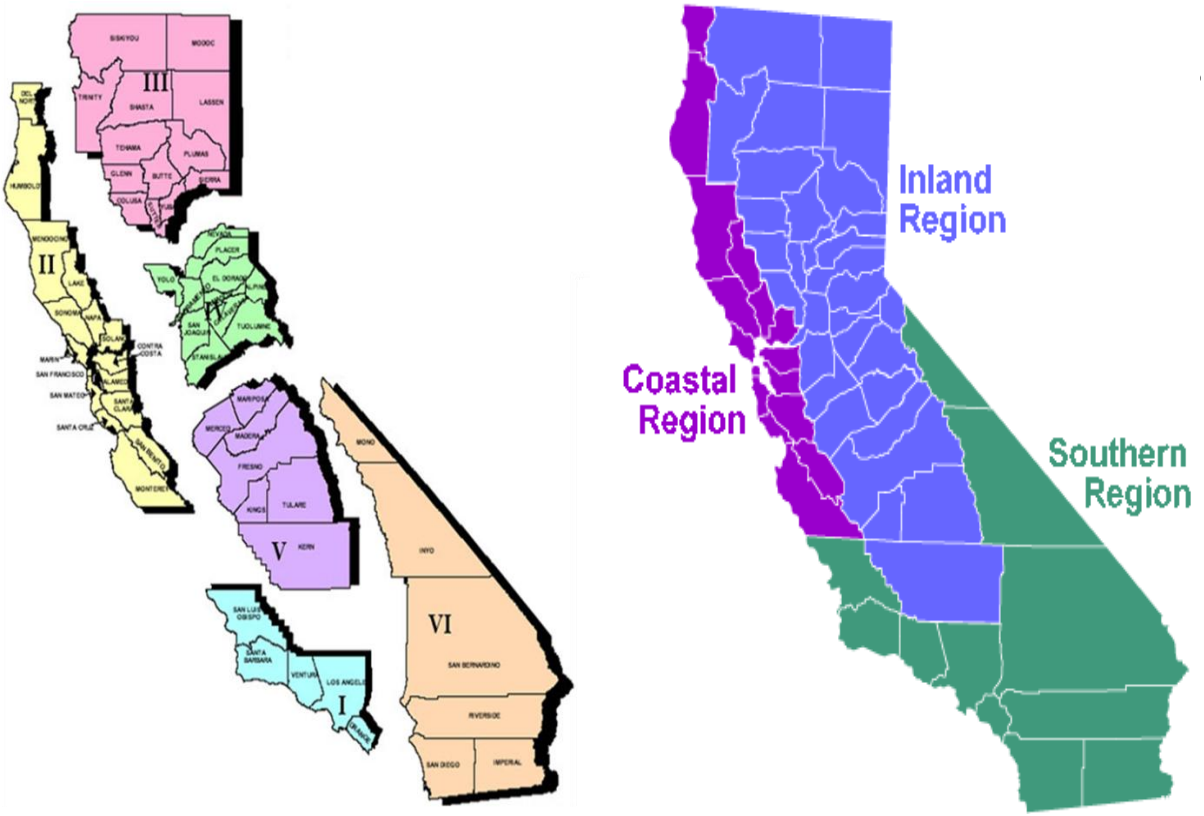
Volunteer, non-governmental and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Agencies/jurisdictions emergency preparedness partnerships including volunteer agencies such as the American Red Cross, Salvation Army, Disaster Communications Services, community and faith-based organizations and others are an essential element of local, state and national emergency response to meet the needs of disaster victims. Volunteer agencies and non-governmental organizations mobilize volunteers and other resources through its own systems. They also may identify resource needs that are not met within its own systems that would be requested through the mutual aid system.

4.3 Mutual Aid Systems and Authorities

Agencies/jurisdictions may have pre-existing mutual aid agreements with other entities or levels of government.

These agreements are in addition to existing mutual aid systems. Examples of mutual aid assistance may be provided under one or more of the following authorities:

- California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA)
- California Fire and Rescue Master Mutual Aid Plan
- California Law Enforcement Mutual Aid Plan
- California Coroner's Mutual Aid Plan
- California Emergency Managers Mutual Aid Plan
- California Medical and Health Mutual Aid Plan
- National Emergency Management Assistance Compact (EMAC)
- County Emergency Ordinance 2.68
- California Emergency Services Act



Figures 4-2, 4-3: California Mutual Aid Regions (left) and Cal EMA Administrative Regions (Right)

5. LOS ANGELES COUNTY HAZARD ANALYSIS AND MITIGATION

5.1 Hazard Analysis and Mitigation

Hazard mitigation planning is the process of developing a sustained course of action to reduce or eliminate long-term risk to people and property from the effects of both natural and technological hazards. The OA is subject to a wide range of destructive disasters, including earthquakes, floods, wildfires, and human-caused disasters, such as terrorist acts and civil disturbances.

Mitigation assessments and actions are described and prioritized in Local Hazard Mitigation plans (LHMP). In compliance with the Disaster Mitigation Act of 2000, the Los Angeles County LHMP describes each of the threats faced by our communities and puts forth strategies to reduce or eliminate known risks. The LHMP addresses all major natural and human-caused disasters that occur within the geographic boundaries of the OA. The LHMP details the hazards faced by the County in priority ranking (Table 5-1). Each agency/jurisdiction in the OA is responsible for the completion of its own hazard mitigation plan. The LHMP addresses many mitigation goals and strategies that cross political boundaries.

The hazard mitigation goals set forth in LHMP's are as follows:

- Promote Disaster-resistant future development
- Increase public understanding and support for effective hazard mitigation
- Enhance hazard mitigation coordination and communication with Federal, State, local and tribal governments
- Build internal and external support and commitment to become less vulnerable to hazards
- Reduce the possibility of damage and losses to existing assets, particularly people and facilities/infrastructure

High Risk Priority Hazards	Moderate Risk Priority Hazards	Low Risk Priority Hazards
• Earthquake • Wildland Fires • WMD Terrorism • Utility Loss • Flood • Drought • Biological/Health • Water and Waste Water • Economic Disruption • Data/Telecommunications • Civil Unrest	• Large Venue Fires • Transportation Incidents, rail/air/pipeline • Hazardous Materials • Radiological Incident/Accident • Special Events • Dam Failure • Landslides • Transportation/loss of ability • Explosion • Severe Weather	• Biological/Agriculture • Tsunami • Sinkholes/subsidence • Rise in Ground Water • Mine Safety • Volcano • Tornados • Hurricanes

Table 5-1: High, Medium and Low Risk Hazards in the County of Los Angeles (source: 2005 Local Hazard Mitigation Plan)

5.2 Agency/Jurisdiction Role in Post-Disaster Hazard Mitigation

Local agencies/jurisdictions are expected to appoint an authorized applicant's representative to be a single point of contact for hazard mitigation measures under the terms of the Federal and State Agreement. The applicant's authorized representative shall, to the extent of legal authority, implement and enforce land use regulations and safe construction practices which are agreed upon as conditions for FEMA grants or loans.

For additional information refer to State, County and individual jurisdiction LHMP.

5.3 Hazard Mitigation Grant Programs

Local agencies/jurisdictions without a LHMP will not be eligible to apply for, or receive, funds for the Pre-Disaster Mitigation (PDM), Hazard Mitigation Grant Programs (HMGP), or Flood Mitigation Assistance (FMA) programs.

Pre-Disaster Mitigation (PDM) Grant Program	Provides financial assistance to agencies/jurisdictions as it develops and updates local plans or identify and redress pre-disaster conditions to reduce vulnerability in a disaster. PDM funding is provided through the National Pre-Disaster Mitigation Fund and is subject to Congressional appropriations.
Hazard Mitigation Grant Program (HMGP)	After disaster strikes, mitigation opportunities and financial assistance may be available through the HMGP. The program's purpose is to fund projects that are cost-effective and which substantially reduce the risk of future damage, hardship, loss, or suffering as a result of a major natural disaster.
Flood Mitigation Assistance Program (FMA)	FEMA's FMA provides funding to States and communities for measures that reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insurable under the National Flood Insurance Program (NFIP). The program provides grants for mitigation planning, projects, and technical assistance, with a goal of reducing claims under the NFIP.

Table 5-2: Mitigation Grant Programs

6. ROLES AND RESPONSIBILITIES

Roles and Responsibilities

6.1 Federal

Please refer to the NRF for more details.

6.2 State Government and Region

Please refer to the State Emergency Response Plan for more details.

6.2.1 The Emergency Management Organization of Los Angeles County

County Emergency Code 2.68.060-County Emergency Organization

A. The county emergency organization shall be comprised of all officers and employees of the county, volunteer forces registered to aid the county 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 County of Los Angeles during such emergency. The county emergency organization includes the ARC, the Salvation Army, the County of Los Angeles Medical Association, Healthcare Association of Southern California, National Defense Transportation Association, Associated General Contractors of California, Engineering Contractors Association, American Society of Civil Engineers, 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. (Ord. 2003-0005 § 3, 2003: Ord. 89-0106 § 3, 1989: Ord. 87-0020 § 4, 1987: Ord. 10493 § 20, 1972.)

6.2.2 Los Angeles County Operational Area

The OA Coordinator has responsibility for activating the OA and will coordinate inter-jurisdictional emergency operations in accordance with SEMS. The OA Coordinator has delegated operational responsibilities to the Sheriff and the CEO. The Sheriff will coordinate emergency operations following an emergency, and the CEO will coordinate the County Emergency Organization and resource management.

The Sheriff, as the Director of Emergency Operations, is responsible for coordinating emergency operations following activation of the CEOC/OAEOC. Following a whole or partial activation, the Director of Emergency Operations is empowered to:

- Implement OAERP
- Establish and maintain the CEOC/OAEOC to serve the OA
- Coordinate the utilization of County, other local government, State and Federal resources within the OA
- Support operations conducted by local governments within the County in accordance with SEMS and approved mutual aid and operations plans

The CEO, as Director of the County Emergency Organization and Director of the OEM, has responsibility for organizing, directing and coordinating the preparedness efforts of the Emergency Management Organization of County of Los Angeles. This includes training, exercising, 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.

In the event of an emergency, the CEO is also empowered to:

- Requisition personnel or property as necessary for the conduct of emergency operations

- Initiate, coordinate and direct, as otherwise provided, all activities made necessary as a result of an emergency which directly affects the county government and requires organized community action with Los Angeles County. Once the Initial Recovery Phase of the disaster begins, the CEO becomes the Director of Recovery Operations and the County Recovery Coordination Center (RCC) is established and located in the CEOC/OAEOC.

The County of Los Angeles Emergency Management Council (EMC) oversees the preparedness activities of the various county departments, ensuring unity of purpose. This includes preparation and approval of plans, training of county employees for emergency and disaster related functions and related emergency preparedness activities. When requested, the EMC shall assist the Board when the county emergency organization is mobilized" When the County Emergency Organization is mobilized, the EMC's principal roles are to:

- Provide a forum for 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 CEO. This would include recommendations such as the need and timing for transition from Emergency Response to Initial Recovery

7. TRAINING AND EXERCISES

7.1 Training and Exercises

Training and exercises are essential to assure the readiness of emergency personnel and will provide OA personnel with an opportunity to become thoroughly familiar with the OAERP.

Personnel involved in emergency response and management functions outlined in the OAERP will be provided ongoing training to meet Federal, State, and local requirements and recommendations. Key management and emergency personnel will receive additional specialized training necessary to enhance their skills and knowledge base.

The OAAB **Emergency Exercise Steering Committee (EESC)** provides strategic OA guidance on exercise and planning efforts. The EESC serves as the exercise planning team for the OA. The EESC has the following responsibilities:

- Support the implementation of OA exercises as needed
- Develop a comprehensive multi-year OA Training and Exercise Program (TEP)
- Improve relationships, preparedness, and coordination across agencies, jurisdictions, and the private sector through coordinated training and OA exercises

Each agency/jurisdiction is responsible for developing and providing training and exercises for its plans, policies and procedures.

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 be used in emergency situations. There are several forms of exercises:

- Seminars/Workshops are low-stress, informal discussions in a group setting with little or no simulation. It is used to provide information and introduce people to policies, plans and procedures
- Tabletop exercises, which provide a convenient and low-cost means to evaluate policies, plans and procedures and resolve coordination and responsibility issues;
- Functional exercises, designed to test and evaluate the capability of an individual function such as evacuation, communications or public information; and
- Full-scale exercises, which simulate an actual emergency, typically involve emergency management staff, and are designed to evaluate the operational capability of the emergency management system.

OEM is responsible for developing and coordinating all CEOC/OAEOC staff training and exercises. OEM will also coordinate an annual exercise in coordination with agencies/jurisdictions.

8. PUBLIC INFORMATION AWARENESS AND EDUCATION

8.1 Public Information

The OA Coordinator along with the agency/jurisdiction will work collaboratively to coordinate a unified public information process. This process will include public awareness and education, and communication plans and protocols.

The Emergency Public Information (EPI) Annex describes the process for the OA to work collectively to disseminate information and instructions to the public.

For additional information please see Section 10, Functional Annexes-EPI Plan

8.2 Public Awareness and Education

Agencies/jurisdictions within the OA are responsible for providing pre-incident awareness and education programs, and community outreach programs. These programs must be viewed as equal in importance to all other preparation for emergencies and receive an adequate level of planning. OEM is responsible to coordinate and support agencies/jurisdictions within the OA to achieve this goal.

8.2.1 Pre-Incident Awareness and Education

These are some of the pre-incident awareness and education programs, communication plans and protocols conducted within the OA:

- **OA Preparedness Expos:** Participate and host emergency preparedness expos as part of an ongoing community outreach program

- **Public Service Announcements on Preparedness/Alerts/Warnings:** Provide Public Service announcements to the community through the media

- **Community meetings:** Brings together government and the community by providing all-hazards emergency preparedness and awareness programs and addresses community concerns and questions

- **Community Emergency Response Team (CERT)**: Provide CERT training to communities to equip them to better prepare and respond to emergency situations. When emergencies happen, CERT members can give critical support to first responders, provide immediate assistance to victims, and organize spontaneous volunteers at a disaster site. CERT members can also help with non-emergency projects that help improve the safety of the community.

- **Emergency Survival Program (ESP)**: Conduct public education campaigns for all hazards through the ESP program and other materials such as Emergency Survival Guides

8.2.2 Post-Incident Awareness

The following are examples of post–incident awareness programs and services used by agencies/jurisdictions available to the public immediately following an emergency and during a sustained response.

- **Use of 2-1-1 Information and Referral Services:** 2-1-1 supplements the public information programs. 2-1-1 is an information and referral service to increase the public's access to vital emergency-related information, including evacuation routes, shelter locations, road closures, referrals to essential health and social services. The 2-1-1 program improves access to government and non-profit community services for people who are most at risk, including older adults, people with disabilities, and other access and functional needs, non-English speaking, those incapacitated by the disaster and people new to their communities.

- **Non-Governmental Organizations Assistance (NGO):** Many NGOs, such as the ARC, the Mennonite Disaster Services and the Salvation Army, provide recovery assistance to individuals, families and community organizations. This may include assistance for shelter, food, clothing, and housing reconstruction.

- **Local Assistance Centers (LAC):** The LAC provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services.

To undertake these tasks, all OA PIO's must work together and with media representatives to disseminate information and instructions to the public when emergencies occur.

See Section 10, Functional Annexes-EPI Plan

9. APPENDICES

9.1 APPENDIX A – Glossary of Key Terms

A

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.

Adult Protective Services (APS): Adult Protective Services (APS) is a State-mandated service program which investigates situations involving elders (age 65 or older) and dependent adults (physically or mentally impaired 18 - 64 year olds) who are reported to be endangered by physical, sexual or financial abuse, abandonment, isolation, abduction, neglect, or self-neglect. Any endangered elder or dependent adult is eligible for APS without regard to income.

After-Action Report (AAR): A report covering response actions, application of SEMS, modifications to plans and procedures, training need and recovery activities. AAR's are required under SEMS within 120 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: A Federally-chartered volunteer agency that provides disaster relief to individuals and families.

Available Resources: Incident-based resources which are available for immediate assignment.

B

Board of Supervisors: The governing body of the County of Los Angeles.

Branch: The SEMS organizational level having functional or geographic responsibility for major parts of incident operations.

C

California Disaster Assistance Act (CDAA) provides state financial assistance for recovery efforts to counties, cities, special districts, and certain eligible private non-profit agencies after a Cal EMA Agency Secretary's Concurrence or a Governor's Proclamation. CDAA may be implemented as a "stand alone" funding source following a state disaster.

California Emergency Council: The official advisory body to the Governor on all matters pertaining to Statewide emergency preparedness.

California Emergency Management Agency (Cal EMA): Cal EMA is responsible for the coordination of overall state agency response to major disasters in support of local government. The Agency is responsible for assuring the state's readiness to respond to and recover from all hazards – natural, manmade, war-caused emergencies and disasters – and for assisting local governments in their emergency preparedness, response, recovery, and hazard mitigation efforts.

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. The purpose of this chapter and the policy of this state that all emergency services functions of this state be coordinated as far as possible with the comparable functions of its political subdivisions, of the federal government including its various departments and agencies, of other states, and of private agencies of every type, to the end that the most effective use may be made of all manpower, resources, and facilities for dealing with any emergency that may occur.

Care and Shelter: The Operations Branch that coordinates relief programs, including the food, clothing, and shelter needs of disaster victims.

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.

Chair: The Chair of the Board of Supervisors.

Checklist: A list of actions taken by an element of the emergency organization in response to a particular event or situation.

Chief Executive Officer (CEO): The Chief Executive Officer of the County of Los Angeles with emergency responsibilities as defined in Chapter 2.68 of Title 2 of the County of Los Angeles Code, the Emergency Ordinance.

Civil Unrest: Any incident intended to disrupt community affairs that require police intervention to maintain public safety, including riots and mass demonstrations, as well as terrorist attacks.

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 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.

Community-based Organizations (CBO): CBO's are non-profits that operate within a single local community. They are essentially a subset of the wider group of nonprofits. Like other nonprofits they are often run on a voluntary basis and are self funding.

Community Emergency Response Team (CERT): Provide CERT training to communities to equip them to better prepare and respond to emergency situations. When emergencies happen, CERT members can give critical support to first responders, provide immediate assistance to victims, and organize spontaneous volunteers at a disaster site.

Continuity of Government (COG): Governments at all levels are responsible for providing continuity of effective leadership, authority and adequate direction of emergency response and recovery operations.

County: The County of Los Angeles and all the political subdivisions contained therein.

County Office of Recovery (COR): The function activated by the CEO to address the 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 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/OAEOC): The focal point for management of County OA operations and resource allocation as well as a point of liaison with State.

D

Damage Assessment: The process utilized by an agency/jurisdiction 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).

Department Operations Center (DOC): A agency/jurisdiction may have its departments activate DOC's to coordinate emergency response activities. DOCs may coordinate through their respective EOC's.

Disaster: A sudden calamitous emergency event causing great damage, loss or destruction.

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 Communication Services (DCS): Established in the 1950's as a Civil Defense Operation. Designed to enhance communication in the County by augmenting communication when normal communication systems are impacted.

Disaster Management Area Coordinator (DMAC): The Operational Area with 88 cities has divided the County into 8 Disaster Management Areas (DMAs). Each DMA has a Coordinator (DMACs) who works with each city in its Area to coordinate and train in planning for prevention, protection, response, preparedness, recovery and mitigation,

from emergency/disasters. The DMACs are an advocate for Area cities and serve as liaisons in the OA EOC.

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.

Emergency: A condition of disaster or of extreme peril to the safety of persons and property.

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 Assistance Compact (EMAC): This compact provides mutual assistance between the States entering into this compact in managing emergency or disaster that is duly declared by the governor of the affected State, whether arising from natural disaster, technological hazard, manmade disaster, civil emergency aspects of resource shortages, community disorders, insurgency, or enemy attack.

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 Organization: Public and private organizations in the County of Los Angeles which are defined in the Emergency Ordinance as part of the County's response and relief efforts following a disaster.

Emergency Network Los Angeles (ENLA): A network of County of Los Angeles non-profit CBOs; and VOADs that provide assistance to individuals, families, and organizations following emergencies and disasters.

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. EOCs carry out the role of the multi-agency coordination entity as

described in NIMS.

Emergency Ordinance: County of Los Angeles 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 Public Information (EPI): Information disseminated to the public by official sources during an emergency using broadcast and print media.

Emergency Volunteer Center (EVC): An Emergency Volunteer Center is a centralized clearinghouse established to increase the capacity of communities to coordinate spontaneous volunteers during disaster response and recovery activities.

EOC Action Plan: The plan developed at SEMS EOC levels which contain objectives, actions to be taken, assignments and supporting information for the next operational period.

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.

Event Action Plan: The Event Action Plan is intended to document the direction, priorities and activities of an event, establishes Operational objectives by function in support of priorities, and provides accountability for the After Action Report process.

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 response plan (ERP).

F

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.

Field Treatment Site: 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.

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.

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 Section Chief's:
Operations, Planning/Intelligence, Logistics, Finance/Administration

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.

Hazardous Material: A substance or combination of substances which, poses a substantial or potential danger to humans or the environment.

Hazard Mitigation: Measures 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.

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.

Incendiary, Chemical, Biological, Radiological, Nuclear, or Explosive (ICBRNE): Methods and devices of special concern potentially used by Terrorist.

In Home Supportive Services (IHSS): The In-Home Supportive Services (IHSS) Program helps pay for services provided to eligible persons who are 65 years of age or over, or legally blind, or disabled adults and children, so they can remain safely in their own homes.

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 Assistance Center: The LAC provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services. The LAC is normally staffed and supported by local, State and Federal agencies, as well as non-profit and voluntary organizations.

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).

Logistics Section: One of the five primary functions found at all SEMS levels. This Section is responsible for providing facilities, services and materials for the incident or at an EOC.

Los Angeles Task Force on Terrorism (LATFOT): The FBI closely monitors potential terrorism activity with local law enforcement through the Los Angeles Task Force on Terrorism (LATFOT) which includes representatives from the Los Angeles Sheriff and Police Departments.

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.

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: Radio, television, newspapers, and other methods of public information

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-Jurisdiction: 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, OA, 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 Cal EMA 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 Response Framework (NRF): This *National Response Framework (NRF)* is a guide to how the Nation conducts all-hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation, linking all levels of government, nongovernmental organizations, and the private sector.

National Incident Management System (NIMS): Homeland Security Presidential Directive 5: Management of Domestic Incidents (HSPD-5) requiring development of the National Incident Management System (NIMS). NIMS provides a comprehensive national framework for incident management, applicable at all jurisdictional levels and across all functional disciplines.

Non-Governmental Organization (NGO): The Non-Governmental Organization is a legally constituted, voluntary association of individuals or groups that is neither a governmental agency nor a for-profit enterprise, although it may and often does receive both government and corporate funds. Regardless of funding source, an NGO maintains its status only to the extent that it excludes government representatives from membership or participation.

O

Office of Emergency Management (OEM): Created by the Emergency Ordinance. Pursuant to the Emergency Ordinance, the CEO 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.

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 County of Los Angeles OA.

Operational Area Advisory Board (OAAB): The OA Advisory Board (OAAB) represents County government, cities, non-governmental organizations and special districts. The mission of the OAAB is to provide a forum for emergency response partners to cooperatively work together to address issues affecting the planning, response and recovery to disasters in the OA.

Operational Area Coordination Group (OACG): The OACG consists of OA jurisdictional representatives responsible for overseeing the emergency management

activities. The OACG along with the EMC creates the policy group whose responsibility is to review current policies in place during a disaster and to establish emergency policies as necessary.

Operational Area Response and Recovery (OARRS): The computerized data base used in the CEOC/OAEOC during emergencies/disasters. OARRS gathers and distributes information for use by emergency managers and other County officials.

Operational Area Satellite Information System (OASIS): The communications system using leased transponder space from commercial satellite operators to establish virtually uninterruptible communication between State, regional and OA 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. This Section is 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. This 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 the 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 tool designed to make efficient use of skilled radio amateurs throughout the State in accordance with approved civil defense communications plans. Operators are registered with Cal EMA 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.

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/OAEOC 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 County of Los Angeles's Emergency Organization.

Regional Emergency Operations Center (REOC): Facilities found at Cal EMA Administrative Regions. REOC's are used to coordinate information and resources among OA's and between the OA's and the State level.

Response Information Management System (RIMS): The computerized data base utilized by State Cal EMA 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.

Section Chief: 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 CHIEF.

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.

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 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 California Emergency Management Agency at the State level in SEMS.

T

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 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.

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

Vital Records: Vital Records are defined as those records that are essential to the rights and interests of individuals, governments, corporations and other entities, including records for conducting emergency response and recovery operations, and re-establishment of government functions.

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.

9.2 APPENDIX B – List of Acronyms

AAR	After-Action Report
APS	Adult Protective Services
BEC	Building Emergency Coordinator
Cal EMA	California Emergency Management Agency
Cal Trans	California Department of Transportation
CBO	Community Based Organization
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CEO	Chief Executive Office(r)
CDAA	California Disaster Assistance Act
CDAT	County Disaster Assistance Team
CEOC/OAEOC	County Emergency Operations Center
CEOC/OAEOC -SOP	County Emergency Operations Center/Operational Area Emergency Operations Center- Standard Operating Procedures
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
COR	County Office of Recovery
CUBE	Cal Tech U.S. Geological Broadcast of Earthquakes
CWIRS	Countywide Integrated Radio System
DAC	Disaster Application Center
DCS	Disaster Communication Services
DART	Disaster Assessment and Recovery Team
DFO	Disaster Field Office
DMAC	Disaster Management Area Coordinator
DMAT	Disaster Medical Assistance Team
DVIS	Disaster Victim Inquiry System
DOC	Department Operations Center
DOE	Department of Energy
DSR	Damage Survey Report
DWR	California Department of Water Resources
EAS	Emergency Alert System
EDAC	Employee Disaster Assistance Coordinator
EDAP	Employee Disaster Assistance Program
EDIS	Emergency Digital Information System
EMAC	Emergency Management Assistance Compact
EMC	Emergency Management Council
EMMA	Emergency Managers Mutual Aid
ENLA	Emergency Network Los Angeles
EOB	Emergency Operations Bureau (LASD)

EOC	**Emergency Operations Center**
EOP	**Emergency Operating Procedures**
EOP	**Emergency Operations Plan**
EPA	**Environmental Protection Agency**
EPI	**Emergency Public Information**
ERP	**County of Los Angeles OA Emergency Response Plan**
ERT	**Emergency Response Team**
EVC	**Emergency Volunteer Center**
FAA	**Federal Aviation Administration**
FAC	**Family Assistance Center**
FAX	**Facsimile**
FBI	**Federal Bureau of Investigation**
FCC	**Federal Communications Commission**
FCO	**Federal Coordinating Officer**
FEMA	**Federal Emergency Management Agency**
FIRESCOPE	**Firefighting Resources of California Organized for Potential Emergencies**
FRERP	**Federal Radiological Emergency Response Plan**
FRP	**Federal Response Plan**
FTS	**Field Treatment Sites**
GIS	**Geographic Information System**
HAZMAT	**Hazardous Materials**
HVAC	**Heating, Ventilation and Air Conditioning**
IC	**Incident Commander**
ICBRNE	Incendiary, Chemical, Biological, Radiological, Nuclear, or Explosive
ICS	**Incident Command System**
IHSS	**In-Home Supportive Services**
ISD	**Internal Services Department**
JFO	**Joint Field Office**
JIC	**Joint Information Center**
JDIC	**Justice Data Interface Controller**
JRIC	**Joint Regional Intelligence Center**
LAC	**Local Assistance Center**
LACOE	**County of Los Angeles Office of Education**
LACTA	**County of Los Angeles Transportation Authority**
LASD	**County of Los Angeles Sheriff's Department**
LAX	**Los Angeles International Airport**
MAC	**Medical Alert Center**
MMAA	**Master Mutual Aid Agreement**

MTA	**Metropolitan Transit Authority**
MWD	**Metropolitan Water District**
NAWAS	**National Warning System**
NBC	**Nuclear, Biological or Chemical Terrorism**
NEST	**Nuclear Emergency Search Teams**
NIMS	**National Incident Management System**
NGO	**Non-Governmental Organization**
NRF	**National Response Framework**
NRT	**National Response Team**
NWS	**National Weather Service**
OA	**Operational Area**
OAAB	**Operational Area Advisory Board**
OACG	**Operational Area Coordination Group**
OARRS	**Operational Area Response and Recovery System**
OASIS	**OA Satellite Information System**
OEM	**Office of Emergency Management**
Cal EMA	**California Emergency Management Agency**
PDA	**Preliminary Damage Assessment**
PIO	**Public Information Officer**
RACES	**Radio Amateur Civil Emergency Services**
RADEF	**Radiological Defense**
RCC	**Recovery Coordination Center**
REOC	**Regional Emergency Operations Center**
RIMS	**Response Information Management System**
SCAQMD	**South Coast Air Quality Management District**
SCE	**Southern California Edison**
SEMS	**Standardized Emergency Management System**
SOC	**State Operations Center**
SOP	**Standard Operating Procedure**
USAR	**Urban Search and Rescue**
VOAD	**Volunteer Organizations Active in Disaster**

9.3 APPENDIX C – Legal and Supporting Documents

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

Resolution adopted on October 11, 2005, by the Board adopting NIMS

SEMS Regulations (California Code of Regulations, Title 19, Division 2, Chapter 1; Government Code, Section 8607).

California Emergency Services Act (ESA) (California Government Code, Title 2, Division 1, Chapter 7, Article 12, Sections 8550 - 8668).

County of Los Angeles Emergency Ordinance 2.68

Resolution of the Board of Supervisors of the County of Los Angeles Providing for the Formation of the County of Los Angeles OA (July 5, 1995)

Orders and Regulations which may be Selectively Promulgated by the Governor During a State of Emergency

Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency

Local Emergency Proclamations/Orders

California Disaster and Civil Defense Master Mutual Aid Agreement

California Emergency Plan

National Incident Management System (NIMS) (Homeland Security Presidential Directive 5 “Management of Domestic Incidents”)

National Response Framework (Homeland Security Presidential Directive 8 “National Preparedness”)

Assembly Bill 83-Good Samaritan Personal Liability Immunity
Senate Bill 39-Personal liability immunity: disaster service workers.
U.S. Public Law 105-19, *Volunteer Protection Act of 1997*

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)

9.4 APPENDIX D – Emergency Functions (EF)/ Emergency Support Function (ESF) List

California Emergency Functions, The California Emergency Functions (CA-EFs) are intended for use by the State of California. Local governments and OAs are not required to implement the CA-EF concept unless they choose to do so. The California Emergency Functions are established to augment State operations during all phases of emergency management.

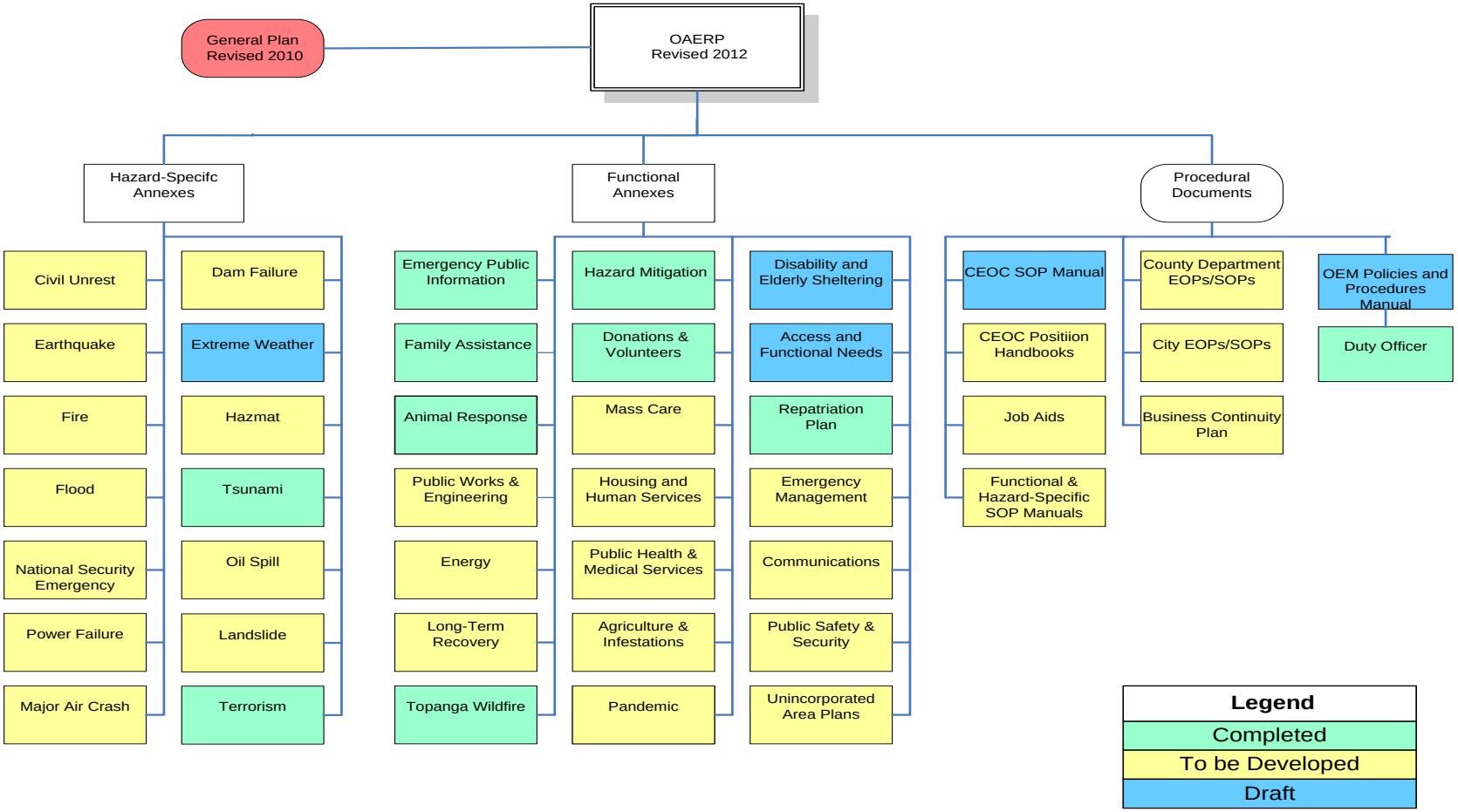
CA-EF Title	Definition	County Department	State Agency	Federal ESF
Transportation	Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents.	Internal Services Department	Business, Transportation and Housing Agency	ESF #1 – Transportation
Communications	Provides resources, support and restoration of government emergency telecommunications, including voice and data.	Internal Services Department, Chief Information Office	Office of Chief Information Officer	ESF #2 - Communications
Construction and Engineering	Organizes the capabilities and resources of the government to facilitate the delivery of services, technical assistance, engineering expertise, construction management and other support to local jurisdictions.	Public Works Department	State and Consumer Services Agency	ESF #3 – Public Works and Engineering
Fire and Rescue	Monitors the status of fire mutual aid activities. Coordinates support activities related to the detection and suppression of urban, rural and wild land fires and emergency incident scene rescue activities and provides personnel, equipment and supplies to support local jurisdictions.	Fire Department	California Emergency Management Agency	ESF #4 – Firefighting
Management	Coordinates and resolves issues among the CA-EFs in the phases of emergency management to ensure consistency in the development and maintenance of the SEP annexes. During emergencies, serves in an advisory capacity to the EOC Director.	Chief Executive Office-Office of Emergency Management	California Emergency Management Agency	ESF #5 – Emergency Management

CA-EF Title	Definition	County Department	State Agency	Federal ESF
Care and Shelter	Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification and victim recovery.	Department of Public Social Services	Health and Human Services Agency	ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services
Resources	Coordinates plans and activities to locate, procure and pre-position resources to support emergency operations.	Internal Services Department	State and Consumer Services Agency	ESF #7 – Logistics Management and Resource Support
Public Health and Medical	Coordinates Public Health and Medical activities and services Statewide in support of local jurisdiction resource needs for preparedness, response, and recovery from emergencies and disasters.	Public Health, Health Services	Health and Human Services Agency	ESF #8 – Public Health and Medical Services
Search and Rescue	Supports and coordinates response of personnel and equipment to search for and rescue missing or trapped persons. Supports and coordinates responses to search for, locate and rescue missing or lost persons, missing and downed aircraft, high angle rock rope rescue and investigations of missing person incidents that may involve criminal acts and water rescues. Supports and coordinates responses to search for, locate and rescue victims of structure collapse, construction cave-ins, trench, confined space, high angle structure rope rescue and similar emergencies and disasters and water rescues.	Fire Department Sheriff	California Emergency Management Agency	ESF #9 – Search and Rescue
Hazardous Materials	Coordinates resources and supports the responsible jurisdictions to prepare for, prevent, minimize, assess, mitigate, respond to and recover from a threat to the public or environment by actual or potential hazardous materials releases.	Fire Department	California Environmental Protection Agency	ESF #10 – Oil and Hazardous Materials Response
Food and Agriculture	Supports the responsible jurisdictions and coordinates activities during emergencies impacting the agriculture and food industry and supports the recovery of impacted industries and resources after incidents.	Agricultural Commissioner/ Weights and Measures	Department of Food and Agriculture	ESF #11 – Agriculture and Natural Resources

CA-EF Title	Definition	County Department	State Agency	Federal ESF
Law Enforcement	Coordinates law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities and public safety in accordance with Law Enforcement and Coroner's Mutual Aid Plans.	Sheriff	California Emergency Management Agency	ESF #13 – Public Safety and Security
Long-Term Recovery	Supports and enables economic recovery of communities and California from the long-term consequences of extraordinary emergencies and disasters.	Chief Executive Office-Office of Emergency Management	SCSA and BTHA	ESF #14 – Long-Term Community Recovery
Public Information	Supports the accurate, coordinated, timely and accessible information to affected audiences, including governments, media, the private sector and the local populace, including the special needs population.	Chief Information Office	California Emergency Management Agency	ESF #15 – External Affairs
Evacuation	Supports responsible jurisdictions in the safe evacuation of persons, domestic animals and livestock from hazardous areas.	Sheriff	Business, Transportation and Housing Agency	N/A
Volunteer and Donations Management	Supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources to support incidents requiring a response.	Chief Executive Office	California Volunteers	N/A

Appendix D, Table 9-1: California Emergency Functions/Federal ESF Emergency Functions List

9.5 APPENDIX E – Operational Area Emergency Response Plan Structure



APPENDIX E, Exhibit 9-1: Operational Area Emergency Response Plan Structure

9.6 APPENDIX F – Roles and Responsibilities of County Departments

The following is a brief description of the roles and responsibilities of County departments during an emergency or major disaster.

Executive Office, Chief

The Chief Executive Officer (CEO) serves as the Chair of the EMC and is the Director of the OEM. The CEO is charged with other duties and responsibilities, as defined in the County Emergency Ordinance (2.68.204), in coordination of countywide emergency preparedness activities, response at the CEOC/OAEOC and cost-recovery efforts following major emergencies and disasters.

Affirmative Action Compliance

As a support department to the CEO, Affirmative Action Compliance's role in a disaster is to provide guidance for all people with disabilities, access and functional needs. This includes the County's compliance with the American's with Disabilities Act, as well as coordination of specialized vendors that provide services to the specific needs community.

Agricultural Commissioner/Weights and Measures

The Department of Agricultural Commissioner/Weights and Measures (ACWM) provides support to the Department of Public Health. ACWM 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 ACWM 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 [something is missing]; 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 as needed.

Animal Care and Control

During emergencies, the Department of Animal Care and Control responds to disaster areas to rescue domestic animals, and provides support for the placement of exotic animals, birds, reptiles 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. This department also acts as a support department to the Sheriff as needed.

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 roll. The Assessor's office is also a support to the Department of Public Works (DPW).

Auditor-Controller

As a support to the CEO, the Auditor-Controller maintains professional financial control and 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 the Fire Department. 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.

Board of Supervisors, Executive Office

This office ensures that the County Board of Supervisors can meet and conduct official business. During an emergency, they are a support to the CEO, and work to maintain continuity of government operations

Chief Executive Office

During emergencies the Chief Executive Office has the primary role of providing central coordination for initial recovery, damage assessments, personnel needs, finance and administration issues, maintaining the status of county government. The CEO provides support to the Sheriff's Department with managing situational analysis, public information, as well as support to Internal Services Department (ISD) for supplies and

procurement and support to DPW for construction and engineering recovery.

Chief Information Office

During an emergency, this office is a support to the CEO, and provides leadership and guidance in maintaining the County information technology systems.

Child Support Services

Assumes primary responsibility for the administration, collection, enforcement, and distribution of child support payments. Assist custodial and non-custodial parents with child support processes and procedures. The department is a support to the Department of Social Services (DPSS)

Children and Family Services

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

In a major disaster, DCFS is a support for DPSS and provides 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 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 DCFS care, including the placement of children affected by a disaster.

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 In Home Supportive Services (IHSS) social workers immediately following a disaster, to determine their status and need for assistance.

Community Development Commission/Housing

The Community Development Commission (CDC), during an emergency, will continue and may need to augment, its 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. It is a support to the DPW during a major disaster.

Consumer Affairs

The Consumer Affairs Department provides public information and community outreach; participates in community fairs and events by distributing educational brochures on a variety of consumer topics; and, makes presentations to community organizations, agencies, and other interested groups. It is a support to the CEO

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 County of Los Angeles.

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/OAEOC 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 being signed by the authorized executive. County Counsel services a support to the CEO during major emergencies.

County Office of Education

Coordinates information and requests for assistance between schools and community college special districts and the CEOC/OAEOC.

- **Schools/Office of Education**

  The Office of Education is designated as a support department to DPSS. The County of Los Angeles Office of Education (LACOE) is designated as the OA

Coordinator for matters relating to public schools. As such LACOE shall monitor and report the overall condition of public education in the OA. 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 County of Los Angeles 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.

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 as needed.

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

Health Services

The mission of the Department of Health Services (DHS) during disaster response is to provide for the medical and health needs of the population of the OA by organizing, mobilizing, coordinating and directing public and private medical and health resources. The Director of Health Services, as the OA 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 Field Treatment Sites (FTS) sites to handle mass casualties.

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 is a support to the CEO and 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 its status to the CEOC/OAEOC.

ISD supports other emergency services by providing and repairing communications, vehicles and off-highway equipment; providing fuel, water and temporary power, 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 Metro.

- **Metro**

  The Metro is the primary source of mass transportation equipment used by the OA and a support to ISD. Both busses and mass transit trains may be 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 Disaster Assistance Centers (DAC's) and other relief locations such as mass shelters. Requests for Metro resources are handled through the Logistics Section, Transportation Coordinator in the CEOC/OAEOC.

Mental Health

The mission of the Department of Mental Health during a disaster is to coordinate and provide mental health services to the community, emergency responders and maintain continuity of care to existing consumers. The department is responsible for the countywide management and allocation of mental health resources to the community.

Military and Veterans Affairs

Assists veterans, its dependents and survivors in pursuing legal claims and benefits under Federal and State laws. They are a support to the Coroners Department during an emergency.

Museum of Art

The Museum of Art is a support to the CEO and may be called upon to support emergency operations with personnel.

Museum of Natural History

The Museum of Natural History is a support to the CEO and may be called upon to support emergency operations with personnel.

Parks and Recreation

In the event of a disaster, the Department of Parks and Recreation will make its parks and facilities available to relief and disaster agencies 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. Parks and Recreation are a support for DPSS during an emergency.

Probation Department

The Probation Department, pursuant to SOPs, 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 victim rights. In addition to these responsibilities, the Department shall provide supportive assistance to the Sheriff's Department as needed.

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 as needed.

Public Health

This Department of Public Health directs and coordinates public health actions and services during disaster response conditions. Public health actions may include:

- Management and command of disease control operations
- Activation of mass dispensing operations
- Activation of quarantine and isolation options
- Issuance of Health Officer Orders
- Activation of seizure orders in support of health operations

- Activation of radiological response plans and management of radiation incident operations

Public Health services may include:

- Managing of radioactive sources
- Coordinating inspection of health hazards in damaged buildings
- Inspecting foodstuffs and issuance of disposal orders
- Inspecting potable water delivery systems
- Inspecting and certifying medications
- Providing vector control
- Inspecting emergency sheltering and feeding operations
- Detecting and identifying possible sources of contamination dangerous to the general physical and mental health of the community

Public Library

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

Public Social Services

The Department of Public Social Services (DPSS) is the OA coordinator for care and shelter. DPSS is the OA liaison with private, not-for-profit human services agencies, including Community Based Organizations. DPSS is also the OA liaison with the grocery industry.

DPSS manages the CalFresh (formerly the Emergency Food Stamp program) 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 IHSS consumers immediately following a disaster.

Public Works

The Department of Public Works (DPW) is the lead County department in conducting Damage 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.

Registrar-Recorder/County Clerk

The Registrar-Recorder/County Clerk is designated as a resource department to the CEO. 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.

Sanitation District

The Sanitation Districts (Districts) consists of 23 independent special districts in Los Angeles County. The Districts operate wastewater and solid waste facilities that provide services to 5.5 million citizens of the County. Districts' facilities include wastewater reclamation plants, pumping plants, main trunk sewers, municipal sanitary landfills, energy facilities, recycling and transfer stations, and composting facilities. The Districts is aligned with DPW to respond as needed for a public works' emergency or disaster.

Sheriff

During an emergency where the CEOC/OAEOC is activated, the Sheriff is the Director of Emergency Operations. The supportive 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

The Treasurer-Tax-Collector is s a support department to the CEO. Bills, collects, invests, 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.

County departments and emergency functions

County Departments and Emergency Functions	Alert & Warning	Information Technology	Damage Assessment	Management & Situation Analysis	Emergency Public Information	Radiological Protection	Fire & Rescue	Law Enforcement	Emergency Medical Services	Public Health	Coroner	Care & Shelter / Human Svcs.	Evacuation	Urban Search & Rescue	Construction Eng. & Recovery	Supplies & Procurement	Personnel	Transportation Resources	Utilities	Finance & Administration	Hazardous Materials	Status of County Government	Initial Recovery
Chief Executive Officer			R	S	S										S	S	P			P		P	P
Agricultural Weights & Measures										S													
Alternate Public Defender								S															
Animal Care & Control							R			R		R											
Assessor			R												R								
Auditor																	R						
Beaches & Harbors								S					R	S				R					
Children & Family Services												S											
Community & Senior Services					R							S											
Coroner					R				R	R	P												
County Counsel															S								
District Attorney								S															
Fire		R	R	R	R	S	P		R	R	R			P		R					P		
Health Services	R	R							P	R	R	R									R		
Human Resources																		S					
Internal Services		R	R	R			R	R				R	R	R	R	P		C	L				S
Mental Heath					R		R	R	R	R	R	R											R
Military & Veteran's Affairs											R												
Parks & Recreation							R				R	S		R	R								
Probation								S						R									
Public Defender								S															

County Departments and Emergency Functions	Alert & Warning	Information Technology	Damage Assessment	Management & Situation Analysis	Emergency Public Information	Radiological Protection	Fire & Rescue	Law Enforcement	Emergency Medical Services	Public Health	Coroner	Care & Shelter / Human Svcs.	Evacuation	Urban Search & Rescue	Construction Eng. & Recovery	Supplies & Procurement	Personnel	Transportation Resources	Utilities	Finance & Administration	Hazardous Materials	Status of County Government	Initial Recovery
Public Health			S			P			R	P		S	S								S		R
Public Library					R							S											
Public Social Services												P	S										S
Public Works		R	P	R			R				R	R	R	R	P			R	R				S
Regional Planning															S								
Registrar-Recorder County Clerk																	R						
Sheriff	P	P	R	P	P	R	R	P			R	R	P	R				R					
Treasurer Tax Collector											R						R						
All Departments																	R			R		R	

Legend
P-Primary
R-Resource
S-Support
L-Liaison
C-Coordinator

Appendix F, Table 9-2: County departments and emergency functions

9.7 APPENDIX G – Cal EMA Emergency After Action Report Questionnaire

AFTER ACTION REPORT QUESTIONNAIRE

(The responses to these questions can be used for additional SEMS/NIMS evaluation)

Response/Performance Assessment Questions	yes	no	Comments
1. Were procedures established and in place for responding to the disaster?			
2. Were procedures used to organize initial and ongoing response activities?			
3. Was the ICS used to manage field response?			
4. Was Unified Command considered or used?			
5. Was the EOC and/or DOC activated?			
6. Was the EOC and/or DOC organized according to SEMS?			
7. Were sub-functions in the EOC/DOC assigned around the five SEMS functions?			
8. Were response personnel in the EOC/DOC trained for their assigned position?			
9. Were action plans used in the EOC/DOC?			
10. Were action planning processes used at the field response level?			
11. Was there coordination with volunteer agencies such as the Red Cross?			
12. Was an Operational Area EOC activated?			
13. Was Mutual Aid requested?			
14. Was Mutual Aid received?			
15. Was Mutual Aid coordinated from the EOC/DOC?			
16. Was an inter-agency group established at the EOC/DOC level? Were they involved with the shift briefings?			
17. Were communications established and maintained between agencies?			
18. Was the public alert and warning conducted according to procedure?			

19. Was public safety and disaster information coordinated with the media through the JIC?			
20. Were risk and safety concern addressed?			
21. Did event use Emergency Support Function (ESFs) effectively and did ESF have clear understanding of local capability?			
22. Was communications inter-operability an issue?			

Additional Questions

23. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources. ***Note: Provide statistics on number of personnel and number/type of equipment used during this event. Describe response activities in some detail.***

_____
_____
_____
_____
_____

24. As you responded, was there any part of SEMS/NIMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?

_____
_____
_____
_____
_____

25. As a result of your response, did you identify changes needed in your plans or procedures? Please provide a brief explanation._____
_____
_____
_____
_____

26. As a result of your response, please identify any specific areas needing training and guidance that are not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines.

_____
_____
_____
_____
_____

27. If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities, and claims filed.

_____
_____

NARRATIVE
Use this section for additional comments.

_____
_____

_____
_____
_____

POTENTIAL CORRECTIVE ACTIONS
Identify issues, recommended solutions to those issues, and agencies that might be involved in implementing these recommendations. Address any problems noted in the SEMS/NIMS Function Evaluation.

Indicate whether issues are an internal agency specific or have broader implications for emergency management.
(Code: I= Internal; R =Regional, for example, OES Mutual Aid Region, Administrative Regions, geographic regions, S=Statewide implications)

Code	Issue or Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion

APPENDIX G, Figure 9-1: After-Action Report Questionnaire

9.8 APPENDIX H – Proclamations/Declarations-Frequently Asked Questions

Frequently Asked Questions

Local Emergency (City/County)

What is a local emergency?
Conditions of disaster or extreme peril (air pollution, fire, flood, storm, epidemic, riot, drought, sudden/severe energy shortage, plant or animal infestation or disease, Governor's warning of earthquake/volcanic predictions, and earthquakes) to safety of persons/property that are likely to exceed resources/capability of the "proclaiming" political jurisdiction.

Where is it proclaimed?
Within a county, city and county, or city.

Who proclaims it?
It depends on each jurisdiction's ordinance. Usually the mayor, city manager, police, fire chief, or emergency manager. For Los Angeles County it's the Chair of the Board of Supervisors, the Board of Supervisors, the Chief Administrative Officer, or the Sheriff (in that order).

Why proclaim a local emergency?
It provides:

- immunity from negligence
- authority to promulgate emergency orders and regulations
- confers extraordinary police powers
- exceptions to statutorily mandated procedures
- first step in process to access state/federal disaster relief programs

When should a local proclamation be made?

- When the jurisdiction needs the combined forces (resources)of other jurisdictions to respond effectively to the emergency; and
- When immunity, authority, extraordinary powers, exceptions to mandates, and financial relief are a necessary component of an effective response.

Under the Standardized Emergency Management System (SEMS), cities must send

their local proclamations to California Emergency Management Agency (Cal EMA) through their county Operational Area Coordinator.

Note:
It is not necessary for a city to proclaim an emergency if the county proclaims an emergency for the entire geographic county area or for a specific area that includes the impacted city or cities.

State of Emergency (State)

What is a state of emergency?
Conditions of disaster or extreme peril to safety of persons/property likely to exceed the resources of any single county, city and county, or city and require combined forces of a mutual aid region or regions.

Where is it proclaimed?
Anywhere within the state where the conditions of extreme peril/disaster exist.

Who requests it?
Usually the county, although the state may make its own determination absent a local request.

Who proclaims it?
The governor.

Why proclaim a state of emergency?

- One or more local governments have proclaimed local emergencies and requested assistance from the state
- A gubernatorial proclamation will provide certain immunities and privileges for state and local authorities responding to the emergency
- The state proclamation authorizes the governor to expend emergency funds and use state resources, i.e., state agencies, National Guard, California Conservation Corps, etc
- It activates the Natural Disaster Assistance Act (NDAA) which provides financial assistance to repair, restore, reconstruct, or replace public real property or public facilities belonging to local agencies
- For local agency overtime costs and costs of supplies used during eligible response projects
- For certain indirect costs, and the direct cost to administer the disaster claims

It paves the way for access to federal disaster relief programs. Once a Presidential

Declaration of Disaster is made, the Federal Emergency Management Agency (FEMA) will reimburse 75% of eligible public assistance programs, with the state and local government providing the remaining 25%.

When should the governor proclaim a state of emergency?

- When the scope of the emergency's physical and economic impact clearly warrants the need for mutual aid and other types of resources and assistance; and

- When immunity, authority, extraordinary powers, exceptions to mandates and financial relief are a necessary component of an effective response.

Presidential Declaration of Disaster (Federal)

What is a presidential declaration of major disaster?
Any natural catastrophe (hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought), or regardless of cause, any fire, flood, or explosion which the President determines to be of such severity as to warrant major federal disaster assistance.

Where is it declared?
Anywhere within the United States where such conditions exist. States include the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, the Trust Territory of the Pacific Islands, the Commonwealth of the Northern Mariana Islands, or the Federated States of Micronesia.

Who requests it?
The Governor of the impacted state, based on finding that the disaster is of such severity and magnitude that effective response is beyond the ability of the State and affected local jurisdictions.

Who declares the existence of a major disaster?
The President of the United States.

Why make a disaster declaration?
The disaster is of such a magnitude that federal resources are needed to combat its effects.

The declaration makes a broad range of assistance available to individual victims. "Individual Assistance" may include:

- Temporary housing for disaster victims, including home repair funds in lieu of other forms of temporary housing

- Disaster unemployment and job placement assistance for people who lose their job as a result of the disaster

- Individual and family grants (IFG) of up to $10,400 to help meet disaster-related needs when those needs cannot be met by other programs
- Legal services to low-income disaster victims
- Crisis counseling and referrals
- Loans to individuals, businesses, and farmers for repair, rehabilitation or replacement of damaged real and personal property and some production losses not fully covered by insurance
- Agricultural assistance
- Veteran's assistance
- Tax relief, including help from the IRS in claiming casualty losses resulting from the disaster, and State tax assistance
- Waiver of penalties for early withdrawal of funds from certain time deposits
- The Cora Brown Fund, to assist victims with needs that have not been or will not be met by government agencies or private organizations

Under a major disaster declaration, assistance may be approved to fund 75% of the costs for the following:

- Debris clearance, when in the public interest, on public or private lands or waters
- Emergency protective measures for the preservation of life and property
- Repair or replacement of roads, streets and bridges
- Repair or replacement of water control facilities
- Repair or replacement of public buildings and related equipment
- Repair or replacement of public utilities; and
- Repair or restoration of recreational facilities and parks

Other forms of assistance that may be made available include:

- Community disaster loans from FEMA
- Repairs and operating assistance to public elementary and secondary schools by

the Department of Education

- Use of Federal equipment, supplies, facilities, personnel, and other resources from various Federal agencies

- Repairs to Federal-aid system roads when authorized by DOT; and

- Repairs to projects when authorized by the U.S. Army Corps of Engineers or the Soil Conservation Services

Cities are encouraged to consult their local city attorney regarding these issues.

9.9 APPENDIX I – Memorandum of Understanding (MOU) Between the County and the City of Los Angeles

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

1. **PURPOSE**

   a. This agreement is entered into by the City and County of Los Angeles in recognition of the impact an emergency within the City of Los Angeles can have on emergency management throughout the County.

   b. The primary purpose of this agreement is to ensure close coordination of emergency planning, response, and recovery operations between the City and County.

   c. The City of Los Angeles recognizes and fully supports California's Standard Emergency Management System (SEMS) mandate that the County shall be the Operational Area Coordinator unless other written agreements are made by the County.

   d. Upon acceptance of this agreement, County and City staff will be directed to develop a detailed Joint Emergency Operations Procedures Guide to implement the concepts of this document. This guide must be approved by the joint emergency management organizations.

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

   a. The County and the City establish JCCLA as a cooperative agreement to backup, complement and mutually support their respective and collective emergency preparedness, response and recovery operational organizations.

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

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

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

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all circumstances.

b. The County will provide the City:

1) A computer work station to enable the City to enter into and exchange data with the County's Emergency Management Information System (EMIS) through the system's Wide Area Network (WAN).

2) A County-wide Integrated Radio System (CWIRS) terminal to enable the City to enter into the County's various emergency management radio talk groups.

3) Liaison at the City Emergency Operations Center (EOC) whenever the City EOC is activated for an event of concern to the Operational Area.

4) The City specifically relies on the following County departments/agencies to provide, as mandated, appropriate disaster/emergency related services:

Department of Children's Services	Department of Public Social Services
Coroner - Chief Medical Examiner	Sheriff's Department for custody services and Law Enforcement Mutual Aid
District Attorney	Municipal Courts
Health Services Department	Superior Courts
Mental Health Department	Probation Department
Public Defender	

c. The City of Los Angeles agrees to provide the County with dedicated EOC liaison whenever both City and County EOC's are activated for a common purpose.

d. Unless otherwise provided for by State law, City requests for emergency mutual aid resources or assistance (to include requests for National Guard support) will be coordinated with and requested through the Sheriff in his role as the Director of Emergency Operations/Law Enforcement mutual aid coordinator for the Operational Area. In the event the County is not able to respond to City mutual aid or emergency response requests, the City EOC Manager shall coordinate directly with the County EOC Manager to resolve the issue. If a mutually agreeable resolution is not forthcoming, the City may request issue resolution assistance through the City's California Governor's Office of Emergency Services (OES) Liaison. Any decision on

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

e. To ensure that all affected jurisdictions fully participate in, and understand the allocation of assets in support of needs, the County and the City will use the concepts of multi-agency or inter-agency coordination, as developed in the Standardized Emergency Management System (SEMS), when the Los Angeles County Operational Area is activated and when addressing emergency response and mutual aid decisions of common concern. When there is a shortage of assets, multi-agency coordination will include the direct participation of OES liaison personnel assigned to the respective City and County EOCs. This can occur whenever either the City or County deem it appropriate.

f. The County and the City will exchange intelligence and situation reports and the County will forward the Los Angeles City reports to the State and other appropriate agencies as attachments to County reports.

g. The County and the City will provide reciprocal Emergency (and post emergency) Management Mutual Aid (EMMA) support, as then existing resources permit.

h. The County and the City will provide reciprocal Operational Area Satellite Information System (OASIS) backup communications capability in the event either the County or City OASIS links are interrupted and will, as their then existing resources permit, communicate for both agencies until the other's normal OASIS operations can be resumed.

i. All County and City emergency organizations, operations and terminology will, unless otherwise noted in this agreement, conform to the State of California SEMS.

4. **OTHER FUNCTIONAL UNDERSTANDINGS**

a. The County Emergency Management Council (EMC) and the City Emergency Operations Board (EOB) have jointly entered into functional understandings in the following eight emergency management areas. For information purposes, copies of the approved understandings are attached to this agreement.

1) Emergency Operations Center (EOC) Liaison

2) Transportation System Restoration

3) Sheltering and Mass Care

4) Structural Evaluation and Mass Care

5) Damage Assessment

6) Mass Fatalities

7) Disaster-Related Medical/Health Services

8) Joint Information Center (JIC) liaison.

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

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9.10 APPENDIX J – California Master Mutual Aid Agreement

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, countywide, regional, statewide, 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

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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." (Section 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, the parties to this agreement shall abide by such mutual aid agreements in accordance with the 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. Countywide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties thereto 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. Statewide 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.

c. 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, the 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.

   c. 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 effected by any party as follows:

   a. The Governor on 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.

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Signed by: EARL WARREN

GOVERNOR

On behalf of the State of California and all its Departments and Agencies

ATTEST:

November 15, 1950 Signed by:

FRANK M. JORDAN
SECRETARY OF STATE

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.

9.11 APPENDIX K – Hazards Specific to the OA

The following list identifies specific hazards impacting the OA. Individual agencies/jurisdictions should have SOPs and annexes identifying its response actions to each specific hazard. The OA takes an "all-Hazards" approach responding to hazards. For additional hazard specific information, please refer to the OA All Hazards Mitigation Plan. As a rule there are general commonalities in our response activities for all hazards. These include but are not limited to:

- Alerts, warnings, and notifications
- Public Information
- Safety/Damage assessments
- Mass Care and Shelter
- Prioritization of incidents
- Identification and allocation of resources
- Mass casualty management
- Search and rescue
- Evacuation

Response activities for specific hazards can be located in individual agencies/jurisdictions SOPs and response plans.

Earthquake

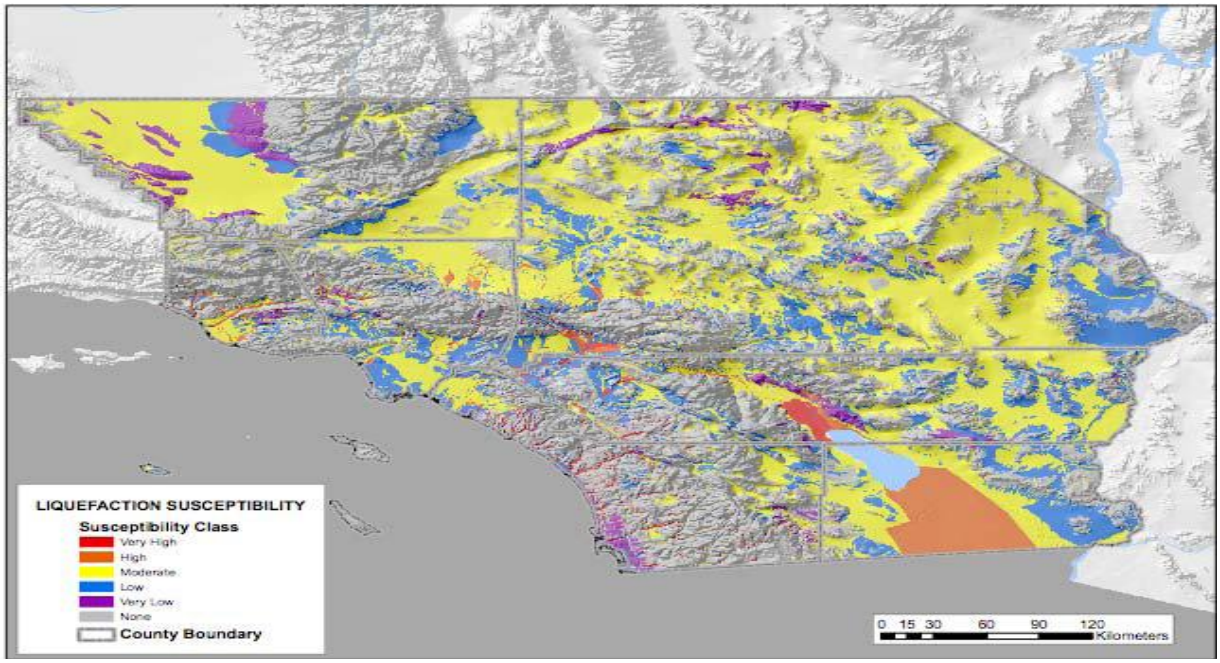
Situation

An earthquake may 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 OA. 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.

The OA is prone to earthquakes from seismic faults, specifically the San Andreas Fault, and dozens of other faults throughout the OA (For a specific listing of earthquake faults maps please refer to the All-Hazards Mitigation Plan).

Appendix K: Figure 9-2: Earthquake Fault Map **(***Slip along the San Andreas Fault, as modeled is shown by the height of the red "fence" along the fault.***)**



Appendix K, Figure 9-3: Liquefaction Map

Wildland Fire

Situation

A wildfire may cause significant social disruption and damage to buildings and infrastructure. The combination of population density, weather and encroaching residential and commercial development in the OA presents a virtually year-round threat of conflagration.

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 wildland areas in an area prone to fire danger.

Terrorism

Situation

Terrorism remains a constant threat 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 OA is home to many business and government agencies, transportation infrastructure, and cultural facilities which are vulnerable to terrorist attack. The media interest generated by terrorist attacks makes this a high visibility threat.

The potential for incendiary, chemical, biological, radiological, nuclear or explosive (ICBRNE) is a plausible scenario necessitating detailed contingency planning and preparation of emergency responders to protect the civilian populace in major urban centers such as the OA.

The Federal Bureau of Investigation (FBI) closely coordinates this activity with local government. These efforts are the primary responsibility of agencies/jurisdictions within the OA and require close coordination.

Utility Loss

Situation

Utility (electrical) disruptions create a great potential for disruption of equipment/systems dependent on reliable sources of electrical power including: computer systems, rail and automotive traffic control systems, building elevators, health maintenance devices, and others. Normal emergency response may be impacted by power outages. There is a potential for a large number of power outage incidents to occur simultaneously. 911 systems, local law, fire, and emergency medical dispatch systems may become congested due to multiple, simultaneous power outage-related events.

The CEOC will activate if a wide scale power outage occurs.

Flooding

Situation

Floods are generally classed as either slow-rise or flash floods. Slow-rise floods in the OA 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.

Areas of the OA 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.

Downtown Los Angeles averages fifteen inches of rain a year, some peaks in the San Gabriel mountains may receive more than forty inches of precipitation annually. Inland and coastal areas are subject to slow-rise flooding. Desert and mountainous areas are subject to flash flooding.

Dam Failure

Situation

Dam failures can result from a number of natural or man-made causes. 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. Evacuation of the inundation areas may be required to save lives.

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

Dam Inundation Maps are at the CEOC/OAEOC. The County Dam Failure Plan is currently being developed.

Drought

Situation

A severe and long-lasting drought could affect the entire population of the OA either directly or indirectly, through damage, economic impact and water shortages.

California's extensive system of water supply infrastructure -- its reservoirs, groundwater basins, and inter-regional conveyance facilities -- mitigates the effect of short-term dry periods for most water users. To support water needs during drought periods local government agencies may implement water reduction programs limiting water use and consumption.

Biological/Health

Situation

Agencies/jurisdictions work collaboratively to conduct rapid, coordinated epidemiologic investigations or health needs assessments while providing technical assistance to response partners in the mitigation of public health emergencies including Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) events, natural and manmade disasters, and other large-scale infectious disease outbreaks.

The County of Los Angeles Fire Department is designated as the Administering Agency for hazardous materials response for the County (County of Los Angeles Code, Title 12 Environmental Protection, Chapter 12.64, Section 12.64.020). Title 12 complies with, and relies on, the County's hazardous materials response plan as required by NRT1-A. The County has a Hazardous Materials Response Plan by reference.

Water and Waste Water

Situation

Water

Our groundwater basins are over-drafted and our existing surface storage cannot meet water demands. Additional external water sources are relied upon to supplement the OA water needs. Water shortages may cause significant social disruption and hamper the ability to provide critical response capabilities. At the same time, growers, manufactures and businesses and the population are demanding a greater volume of water. Water systems throughout the OA are aging infrastructures.

Wastewater

Nature has the ability to cope with small amounts of water waste and pollution. However, it can be overwhelmed if there is damage or malfunction to the wastewater systems. If waste water is not properly treated, human health and the environment can be negatively impacted. In addition, spills and overflows can happen when wastewater systems have not been upgraded to facilitate new growth, and sewer pipes have not been replaced in time to avert a main break.

Economic Disruption

Situation

The OA is susceptible to a wide range of natural and human caused risks that could negatively impact the local community. This may affect agencies/jurisdictions ability to provide local services to residents. The OA identifies that economic disruption plans are a critical part of a comprehensive OA recovery plan. The need to develop a comprehensive OA recovery plan has been identified.

The OA Coordinator will collaborate with agencies/jurisdictions on economic recovery strategies.

Data Telecommunications

Situation

The OA depends upon information systems and communications networks to carry out nearly all aspects of day to day business. Risk Management plays a critical role in protecting our information assets, and our missions.

Cyber crime is a clear and present threat. Criminals are stealing intellectual property and committing fraud, unleashing viruses which compromise and may damage telecommunication systems. Agencies/jurisdictions within the OA have implemented some or all of these security practices:

- Creating computer security policies
- Managing computer security at multiple levels brings many benefits. Initiate Risk Management and Risk Assessment processes
- Preparing for Contingencies and Disasters
- Implement an effective computer security awareness and training program
- Maintain a record of system activity by system or application processes

Civil Unrest

Situation

The OA has a diverse population. 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 public safety personnel.

A coordinated response from agencies/jurisdictions within the OA will be mobilized. 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, protection of life and property, and the preservation of the environment. The OA has occasionally experienced both small and large-scale incidents of civil disorder. Civil unrest may cause a disruption to transportation infrastructure, businesses and government activities.

Agencies/jurisdictions must rapidly and accurately assess the situation and concentrate their activities on protecting life and property.

The OA Coordinator will work with agencies/jurisdictions support 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..)

10. FUNCTIONAL ANNEXES

Annexes not attached, available upon request

- **Animal Response Annex**
  (Approved 03-25-2010)
- **Family Assistance Annex**
  (Approved 12-02-2010)
- **Donations Annex**
  (Approved 03-25-2010)
- **Emergency Public Information Plan Annex**
  (Approved 08-21-2003)
- **Repatriation Annex**
  (Approved 2004)
- **Topanga Plan Annex**
  (Approved 07-29-2009)
- **Volunteers Annex**
  (Approved 12-02-2009)

11. HAZARD-SPECIFIC ANNEXES

Annexes not attached, available upon request

- **Tsunami Annex**
  (Approved 05-30-2006)

- **Terrorism Annex**
  (Approved 03-19-2003)

- **Hazard Mitigation Annex**
  (Approved 10-19-2004)

12. LISTING OF TABLES, CHARTS, AND FIGURES

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2-3 Activation Levels
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