

LOS ANGELES COUNTY DISASTER MANAGEMENT AREA COORDINATORS (DMACS) DUTY STATEMENT

Policy Statement—The first priority of any DMAC will be to the cities within his/her own Area; second priority will be assistance to the other Areas and cities within and to the Los Angeles County Operational Area (Op Area) Emergency Operations Center (EOC) (OAEOC) —City Liaison post. Response to assistance requests will be to Areas of greatest need.

NON-EMERGENCY ROLE

Mission Statement—Coordinate with Area cities in planning for preparedness, mitigation and recovery from emergencies/disasters.

Minimum Responsibilities/Services	Optional Responsibilities/Services as Directed by the Area Board
<ul style="list-style-type: none"> ● Disseminate emergency management information received from the County/County Op Area to the Area cities. ● Work with the Op Area in development and submission of required EMPG documents. ● Cooperate and participate with the Op Area and the County Office of Emergency Management (OEM) in operational planning, exercises and training affecting Area jurisdictions. ● Coordinate and communicate with other disaster services organizations during disasters. ● Attend pertinent federal, state, Op Area and other training programs, workshops and seminars to improve emergency programs; brief Area cities on essential or relevant information. ● Represent the Area at appropriate meetings, including Op Area, state, federal, private and non-profit organizations. 	<ul style="list-style-type: none"> ● Organize, conduct and assist in training programs, conferences, etc. ● Using available federal, state and local guidance, coordinate and assist, as appropriate, in the development of member cities' emergency plans, programs and policies. ● Conduct regular board meetings/workshops on relevant topics. ● Provide public information materials to member cities, general public, schools and businesses; respond to public inquiries; maintain an audio visual library and maintain information on resources available during a disaster. ● Assist member cities in preparation and revisions of necessary ordinances and resolutions and other paperwork required by FEMA, State OES and/or Op Area. ● Assist member cities in planning and organizing preparedness exercises, as requested.

Minimum Responsibilities/Services (Cont.)

- Liaison with the Sheriff's Department, Emergency Operations Bureau (EOB) and Station Coordinator; Red Cross Chapter(s); Los Angeles County (OEM) and other county departments; State OES and FEMA. Coordinate with these agencies in special projects or programs.
- Prepare annual budget information; maintain all financial records.
- Maintain all records necessary for participation in EMPG funding.

Optional Responsibilities/Services as Directed by the Area Board (Cont.)

- Consult with and provide expertise for member cities who are developing Emergency Operation Centers (EOCs), including information on appropriate displays, supplies, communications systems, etc., as requested.
- Maintain the Area office, including record keeping, Area-wide information file, correspondence, and all clerical and secretarial duties.

DMAC Mutual Aid

- Subject to availability, provide backup services for absent Area Coordinator. Respond to urgent information requests and disseminate critical information to cities in the absence of their DMAC.

Note: The amount of time given to any one activity will vary depending on the annual emergency management focus and emergency activations.

EMERGENCY ROLE

(Minimum Responsibility)

Mission Statement—Advocate for Area cities and liaison with the Los Angeles County Operational Area (Op Area) Emergency Operations Center (EOC) (OAEOC) as necessary; assist other Areas as requested; staff City Liaison post at OAEOC.

- Check in with Area cities to quickly determine the impact of the emergency/disaster.
- Provide a quick Area status report to the OAEOC to supplement individual cities' reports. This is not a detailed or formal report. It should be considered outside the normal reporting system and will provide the OAEOC with an indication of where potential problems might exist as well as indicate which Disaster Management Area Coordinators (DMACs) might be in the best position to directly provide staffing to assist the most heavily impacted Area(s) and the OAEOC (staffing may come from the DMAC or from a city within the DMAC's Area).
- Get feedback from the OAEOC as to which DMAC Areas appear to be most heavily impacted and which appear least impacted. Feedback will include a recommendation from the OAEOC as to which DMAC should provide staffing to the OAEOC (staffing may come from the DMAC or from a city within the DMAC's Area).
- DMAC or selected city provides shift staffing to the OAEOC to represent concerns of cities, to ensure that the needs and concerns of cities are properly represented in the OAEOC, and to participate, as appropriate, in the development of solutions affecting cities.