

**AGENDA (Revised)**  
**EMERGENCY MANAGEMENT COMMITTEE**  
**Wednesday, January 2, 2008 9:00 a.m.**  
**EOB Room, P- 4 Level, City Hall East**

- I. **Call to Order, Introductions, Approval of Minutes**
- II. **Subcommittee Reports and Planning Teams**
  - Budget – Mayra Puchalski
  - Community Preparedness – Carol Parks
  - Fire / Life Safety – Richard Wuerth / Lourdes Morales
  - Human Resources – Bobbi Jacobsen
  - Information Technology – Joyce Edson
  - Logistics – Val Melloff
  - Operations – Rob Freeman
  - Planning – Larry Meyerhofer
  - Shelter and Welfare – Kevin Regan
  - Training – Chris Ipsen
  - Others
- III. **New Emergency Operations Center (Prop Q) – Rob Freeman**
- IV. **16<sup>th</sup> Annual Emergency Preparedness Fair After Action Report – Carol Parks**
- V. **2007 Southern California Wild Land Fires Emergency Operations Center Activation After Action / Correction Action Report – Rob Freeman**
- VI. **The Extreme Heat and Cold Emergency Plan – Larry Meyerhofer**
- VII. **Citywide Status of Homeland Security Grants – Laura Shin**
- VIII. **Old / New Business**
- IX. **Adjournment**

Refreshments to be provided by the City Administrative Officer

**EMC MEETING INFORMATION IS AVAILABLE ON THE EMERGENCY PREPAREDNESS DEPARTMENT WEBSITE AT [www.lacity.org/epd](http://www.lacity.org/epd) - CLICK ON Emergency Operations Organization, then EMC.**

If you would like to be added to the EMC email distribution list, please send an email to [wendy.hwang@lacity.org](mailto:wendy.hwang@lacity.org) or contact Wendy Hwang (213) 978-0544.

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

Date: December 21, 2007

To: Anna M. Burton, Chair  
Emergency Management Committee

From: Carol P. Parks, Chair  
Emergency Preparedness Fair Subcommittee

Subject: **2007 CITY OF LOS ANGELES EMERGENCY PREPAREDNESS FAIR  
AFTER ACTION REPORT**

Recommendation

That the Emergency Management Committee (EMC) approve the 2007 City of Los Angeles Emergency Preparedness Fair After Action Report and forward to the Emergency Operations Board for approval at its next regularly scheduled meeting.

Executive Summary

The 16<sup>th</sup> Annual Emergency Preparedness Fair was led by staff of the Emergency Preparedness Department, supported by the City's Emergency Operations Organization and outside agencies.

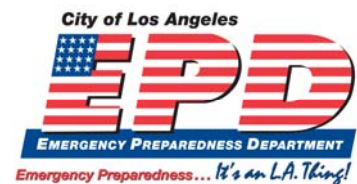
This year, the Fair was held at four locations across the City on September 8, 15, 20 and 29 in conjunction with National Preparedness Month. The locations included Dr. Martin L. King, Jr. Shopping Center in South Los Angeles, Westfield Fashion Square in Sherman Oaks, 7+FIG Plaza in Downtown Los Angeles, and Westchester Park in

The attached report itemizes Fair expenses, cash and in-kind donations. The Emergency Preparedness Department will work with all involved agencies to address the recommended areas of improvement for the City's 2007 Fair.

Attachment



**After Action Report  
September 2007  
16<sup>th</sup> Annual Emergency Preparedness Fair**



# TABLE OF CONTENTS

<b>Table of Contents.....</b>	<b>2</b>
<b>Executive Summary.....</b>	<b>3</b>
Strengths.....	3
Areas for Improvement.....	3
<b>Part 1: Event Overview.....</b>	<b>4</b>
Event Name.....	4
Duration.....	4
Event Dates.....	4
Lead Agency.....	4
Type.....	4
Locations.....	4
Participating Organizations.....	5
<b>Event Evaluation.....</b>	<b>6</b>
<b>Part 2: Analysis of Event &amp; Recommendations.....</b>	<b>7</b>
Strengths.....	7
Recommended Areas of Improvement.....	7
<b>Part 3: Financial Analysis.....</b>	<b>8</b>
Emergency Preparedness Fairs Summary of Expenditures and Income.....	9

# EXECUTIVE SUMMARY

Homeland security preparedness involves a cycle of outreach, planning, capability development, training, exercising, actual responses to events both planned and unplanned, evaluation, and improvement. This After-Action Report (AAR) is intended to assist the City of Los Angeles Emergency Operations Organization (EEO) in striving for preparedness excellence by analyzing a planned outreach event - the 16<sup>th</sup> Annual Emergency Preparedness Fair, and achieving the following:

- Identifying strengths to be maintained and built upon
- Identifying potential areas for further improvement
- Recommending follow-up actions

The recommendations in this AAR should be viewed as suggestions for future Emergency Preparedness Fairs. In some cases, agencies may determine the benefits of implementation are insufficient to outweigh the costs. In other cases, agencies may identify alternative solutions that are more effective. Each agency should review the recommendations and determine the most appropriate action and time needed for implementation.

The City of Los Angeles conducted the 16<sup>th</sup> Annual Emergency Preparedness Fair in September, 2007. The event was carried out over four weeks in various locations throughout the City.

## STRENGTHS

Key strengths identified during Fair planning through implementation include the following:

- Pre-planning efforts increase the success of the overall event. As this was an eight-month planning process, participating organizations had ample time to plan their response and participation in the four day event, resulting in few problems encountered during Fair days.
- Since emergency preparedness is a topic of much concern from the many communities in the City and has been highlighted in the media, the overall response from the community was tremendous. Residents who attended the events were eager and welcomed the opportunity to learn tips on preparedness.
- The effort made by all City departments as well as outside agencies, faith-based and community based organizations was overwhelming. Inter-agency coordination was excellent throughout the planning process and the actual events.

## AREAS FOR IMPROVEMENT

Throughout the events, several opportunities for improvement in the EEO's ability to prepare for future Fairs were identified. Major recommendations include the following:

- Although the eight month planning period was sufficient to coordinate the logistics of the Fair, additional planning and preparation time ahead of the event dates would allow for more marketing and exposure through various media outlets. It would also increase the chances of obtaining additional corporate sponsorship.

- Continue to provide logistical event information for each event; however, information should be distributed several weeks prior to the Fair date. This will provide participants with enough time to respond appropriately or disseminate the information to other staff members resulting in a more even flow of overall event set-up and preparation.
- Coordinate give away of safety items so that items acquired by attendees can be utilized in an emergency type kit. Possibly consider spreading the cost of such items among all participating departments.
- Event Coordinators should continue to look at suggestions of new sites or venues. Fair locations in malls have produced the greatest turnout as there is a natural foot pattern with shoppers and indoor locations reduce the need for canopies and other costly rental equipment. However, consideration for large outdoor areas that can accommodate a display of heavy duty public safety equipment, should be made for at least one Fair date. This will also provide opportunities for communities that do not have malls to host the annual event. Additionally, consideration for venues that support acoustics should be made as some of the venues may not be conducive to interactive presentations due to venue rules regarding noise levels.

## **PART 1: EVENT OVERVIEW**

### **EVENT NAME**

City of Los Angeles 16<sup>th</sup> Annual Emergency Preparedness Fair

### **DURATION**

Three Saturdays and one Thursday in September 2007

### **EVENT DATES**

September 8, 15, 20, and 29

### **Lead Agency**

Emergency Preparedness Department (EPD)

### **TYPE**

Outreach events

### **LOCATIONS**

West Los Angeles-Westchester Park, Sherman Oaks-Westfield Fashion Square, Central Los Angeles-7<sup>th</sup> + Fig Marketplace, South Los Angeles-Martin Luther King Jr. Shopping Center

### **PARTICIPATING ORGANIZATIONS**

- The American Red Cross of Greater Los Angeles
- Department of Aging
- Department of Animal Services
- Bureau of Street Services

- California Department of Insurance
- Community Development Department
- Community Redevelopment Agency
- Controller's Office
- Council District Offices
- Cultural Affairs
- Department of Building & Safety
- Department on Disability
- Department of Environmental Affairs
- Department of Housing
- Department of Neighborhood Empowerment
- Department of Public Works
- Department Recreation and Parks
- Department of Transportation
- Department of Water and Power
- Emergency Preparedness Department
- Information Technology Agency
- Los Angeles Fire Department
- Los Angeles Police Department
- Los Angeles World Airports
- Los Angeles County Fire (HazMat)
- Los Angeles County Public Health
- Los Angeles County Department of Mental Health
- Los Angeles County Office of Emergency Management
- Lutheran Social Services of the Southwest
- Office of the Mayor
- Operation Hope
- Port of Los Angeles
- Ready America
- Southern California Earthquake Center
- Team Bank of America
- The Gas Company
- United American Indian Involvement
- Volunteer Center of Los Angeles
- 211 LA County

# EVENT EVALUATION

As a part of the planning effort in preparing Los Angeles for disasters, the City of Los Angeles EOO coordinated the 16<sup>th</sup> Annual Emergency Preparedness Fair in September 2007 to educate Los Angeles residents on the importance of being prepared and provide them with basic tips and information.

The 16<sup>th</sup> Annual Emergency Preparedness Fair was led by staff of Emergency Preparedness Department and supported by other City departments and outside agencies. Planning and coordination efforts started several months before the event. Meetings were held regularly to discuss strategies, locations, marketing, logistics, staffing and other needed resources.

The Fairs were held over three Saturdays and one Thursday, from September 8<sup>th</sup> to September 29<sup>th</sup>, at various locations throughout the City. These locations were the Martin Luther King Jr. Shopping Center in South Los Angeles, Westfield Fashion Square in Sherman Oaks, 7<sup>th</sup> + Fig Marketplace in the Downtown area and Westchester Park in Westchester.

Much support from City departments, Council District Offices and the Mayor's Office was given to this year's event which resulted in our ability to increase attendance at the Fairs and provide some hospitality services to the participants. Mayor Antonio Villaraigosa attended the first Fair where he kicked off the raffle prize give away with words to the community regarding the importance of preparedness. Not only was this welcomed by the community, but also helped achieve a sense of unity among participating City departments.

During each Fair event, free sample emergency kits were given out to the first 300 households who pledged to learn more about preparedness at each location. Booths were set up by participating organizations which included City departments, Volunteer, Faith-based and Community-based organizations. Emergency preparedness information, tips, brochures as well as give-away items were handed out to attendees. Staff at the booths also answered questions and concerns and some surveys were administered in the attempt to derive more raw data about attendees and their circumstances. There were drawings for prizes consisting of corporate sponsor and EOO Department contributions; and the famous grand prize, a ride for two on the Goodyear Blimp.

The advertising efforts include DWP customer monthly billing inserts, Fair flyers, posters and press releases. Additionally, this was the first year in which a poster contest was created in the attempt to engage students in the idea of preparedness and provide them with an opportunity to win savings bonds, and ultimately, fostering preparedness within their after-school programs and families. The poster contest was a great success and truly appreciated by the many students who took the opportunity to use their creative abilities to illustrate an important topic. Together, these marketing tools helped create an enthusiastic response from the community.

Mall management executives and facility staff were very supportive of the event. They made every effort in providing us with facility support (in one case, additional tables), housekeeping



and parking that we needed. The booths were located throughout the mall areas where the would-be shoppers were passing by.

Attendees to this year's Fairs were positive about the information they received. At some of the Fair locations many who visited were also repeat visitors from previous years, however, some attendees who visited the Fair at the new locations were unfamiliar with the topic of preparedness and expressed their appreciation for considering their community's needs. On several occasions, at all locations, attendees requested information in bulk to distribute to their community groups, faith-based organizations and schools. Additionally, the consensus from participants was that more kits should be given away and additional Fairs should be coordinated throughout the City.

## **PART 2: ANALYSIS OF EVENT AND RECOMMENDATIONS**

This section of the After-Action Report (AAR) provides an analysis of how well participants as a whole performed during the event and the areas for improvement for the future.

### **STRENGTHS**

- This was pre-planned event. Many resources were already there and participating organizations have previous experience, hence there were few problems encountered during the actual event dates.
- Overall communication between the participating agencies was good and mutual support among agencies was strong before and during the event.
- The participating organizations/agencies worked well together, inter-agency cooperation was excellent. The obtaining and providing of resources was carried out smoothly, thus ensuring the success of the Fair.

### **RECOMMENDED AREAS OF IMPROVEMENT**

A meeting was held after the event in which most of the participating agency representatives attended. Many suggestions were made on how to improve the Fair next year and they can be summarized as follows:

- Continue to start the planning/preparation phase months in advance. However, allow additional time to begin the corporate sponsor solicitation as many organizations need ample time in order to budget sponsorship.
- Consider to look at areas that have not hosted Fair dates. Identifying underserved communities and locating venues within those areas would provide much needed outreach.
- Expand advertising channels to include such as television, community newspapers (like LA Opinion and Spanish language papers) and radio stations. These media outlets should be explored and weighed for their costs and benefits. There was much interest from local newspapers regarding advertising this year's event, however, most offers to advertise were for a fee. If possible, plan to budget for advertising in local papers and solicit free advertising. This would supplement the flyers and posters that the City prints.

- Ask the Mayor’s Office for support early in the planning phase. Also, conduct a “Kick-off Event” with the Mayor and his press corps, EPD Management and representatives from the EOB.
- Consider adding booths for emergency supply/preparedness vendors when possible. It would be good to have more than two vendors if space allows as attendees often inquire about addresses of companies where they can obtain emergency supplies.
- Consider changing the give away items and increasing the number of give away at each event.
- Develop a passport/pledge card system to increase participation among attendees at agency booths and create a series of questions that booth staff can ask attendees to peak their interest and engage them in the topic of preparedness.
- Utilize volunteers to count for attendance or create a system to capture numbers of attendees in order to compare statistics and participation.
- Consider using a series of questions at the entrance to capture raw data such as zip codes. This information can help identify regions where the need for preparedness outreach is greatest.
- Position Fair set-up in malls in a manner that facilitates interest. Booths that sit too far away from each other may lead to attendees losing interest as they may become distracted.
- Arrange for a larger “kids area” to help children understand basic elements of preparedness and foster a fun or interesting atmosphere for them.
- Assign personnel to be dedicated Master of Ceremonies for the event. This would help maintain a festive atmosphere and provide information to attendees as necessary.
- Each event should have a plan for informational signage to advise attendees of specific information and line designation to reduce confusion among attendees.
- Consideration for venues that support acoustics should be made as some of the venues may not be conducive to interactive presentations due to venue rules regarding noise levels.
- Coordinate give away of safety items so that items acquired by attendees can be utilized in an emergency type kit. Possibly consider spreading the cost of such items among all participating departments.
- Poster Contest element of marketing logistics needs to be implemented in a more timely manner. Also, consider opening contest to more participants and utilizing additional corporate sponsorship to provide for more savings bonds.

## **PART 3: FINANCIAL ANALYSIS**

The Emergency Preparedness Fair is an annually budgeted item of the City of Los Angeles Emergency Operations Fund. For FY ‘2007/08, the Fair was allocated funding at \$30,000. The table below details expenditures and donations (cash and in-kind). The cash donations of \$7,825.00 and in-kind donations valued at \$30,000, off-set expenditures for this month-long event.

## Emergency Preparedness Fairs 2007 Summary of Expenditures and Income

Item	Vendor	Cost
T-shirt printing (146 shirts)	Coastal Screen Print	\$ 641.64
2800 Anti-bacterial packers	Lee Wayne	\$ 906.00
1,000 high lighters	Lee Wayne	\$ 926.48
1,425 Band Aids	Lee Wayne	\$ 928.00
4,500 Rulers	Lee Wayne	\$ 934.87
1,500 Emergency Kits	Earthquake Management	\$11,641.38
Posters	City Publishing Services	\$ 219.18
Pledge Cards	City Publishing Services	\$ 18.80
Banners	City Publishing Services	\$ 421.09
Reception Invitations	City Publishing Services	\$ 356.07
Art Display for Bridge	City Publishing Services	\$ 640.68
Additional Posters	City Publishing Services	\$ 567.37
Balloons and Pencils	A to Z Enterprises	\$ 3,740.00
Ribbons	So. California Trophy Co.	\$ 200.26
Tents, generator, stage, etc.	AAA Rental	\$ 7,912.96
Balloon Décor	Design Street Studios	\$ 1,294.23
California Cuisine	Caterer for the Poster Contest Award Breakfast	\$ 1,347.71
Petty Cash Reimbursements	Various - supplies for fairs	<u>\$ 358.23</u>
	<b>Total</b>	<b>\$33,054.95</b>

### Donations (Cash):

	Amount
BICEPP	\$ 1,625.00
Bank of America	200.00
Sempra Energy	1,000.00
Community Redevelopment Agency (CRA)	<u>5,000.00</u>
	<b>Total \$ 7,825.00</b>

### Donations (In-Kind Value):

DWP	Fair marketing (DWP bill insert)	\$15,000.00
	Preparedness Information Printing	\$ 5,000.00
	Graphics	\$ 3,000.00
CRA	Plastic document bags	\$ 2,000.00
The Sun Newspaper	Fair Advertisement	\$ 5,000.00
	<b>Total</b>	<b>\$30,000.00</b>

**Emergency Preparedness Fairs 2007  
Overall Summary**

**Income (Source)**

Emergency Operations Fund	\$30,000.00
Corporate Sponsor Donations	\$ 7,825.00
In-Kind Donations	\$30,000.00
<b>Total</b>	<b>\$67,825.00</b>

**Expenses**

**\$33,054.95**

**CITY OF LOS ANGELES**  
INTERDEPARTMENTAL CORRESPONDENCE

Date: December 27, 2007

To: Anna Burton, Chair  
Emergency Management Committee

Members of the Emergency Management Committee

From: Rob Freeman, Operations Division Chief  
Emergency Preparedness Department

Subject: **2007 SOUTHERN CALIFORNIA WILD LAND FIRES EOC  
ACTIVATION AFTER ACTION / CORRECTIVE ACTION REPORT**

**Recommendation**

That the Emergency Management Committee (EMC) approve and forward to the Emergency Operations Board (EOB) for approval the attached City of Los Angeles after action – corrective action report for the October 2007 Southern California Wild Fires Emergency Operations Center (EOC) activation.

**Background**

The City's EOC was activated on October 21, 2007 in response to the numerous wild land fires that occurred throughout southern California. The EOC was activated to coordinate information, resources and mutual aid efforts, and to monitor the threat or impact of the fires on the City. The attached report provides specific narrative, recommendations and corrective actions for the activation. Comments or questions can be directed to me at [rob.freeman@lacity.org](mailto:rob.freeman@lacity.org) or 213 978-0590.

Attachment



**After Action Report  
October 21-24, 2007  
Southern California Wild Land Fires  
EOC Activation**



## TABLE OF CONTENTS

<b>Table of Contents</b> .....	<b>2</b>
<b>Executive Summary</b> .....	<b>3</b>
Strengths.....	3
Areas for Improvement.....	4
<b>Part 1: Activation Overview</b> .....	<b>4</b>
Activation Name.....	4
Duration.....	4
Activation Date.....	4
Lead	
Agency.....	4
Type.....	4
Scenario.....	4
Location.....	4
Participating Organizations.....	5
Activation Evaluation.....	5
<b>Part 2: Activation Events Synopsis</b> .....	<b>6</b>
<b>Part 3: Analysis of Activation &amp; Recommendations</b> .....	<b>6</b>
Strengths .....	6
Recommended Areas of Improvement/Corrective Actions.....	6

## **EXECUTIVE SUMMARY**

Homeland security preparedness involves a cycle of outreach, planning, capability development, training, exercising, actual responses to events both planned and unplanned, evaluation, and improvement. This After-Action Report (AAR) is intended to assist the Los Angeles Emergency Operations Organization (EOO) in striving for preparedness excellence by analyzing Emergency Operations Center (EOC) activation response during an event and achieving the following:

- Identifying strengths to be maintained and built upon
- Identifying potential areas for further improvement
- Recommending follow-up actions

The recommendations in this AAR should be viewed as suggestions for future EOC activation. In some cases, agencies may determine the benefits of implementation are insufficient to outweigh the costs. In other cases, agencies may identify alternative solutions that are more effective. Each agency should review the recommendations and determine the most appropriate action and time needed for implementation.

The City of Los Angeles EOC was activated on October 21, 2007 at 2:00 pm at a modified Level I in response to major wild land fires in Santa Clarita and Malibu. Over the next 72 hours, a total of 18 major fires broke out in the seven southern California counties. Sparked by strong Santa Ana winds, the fires threatened wide areas of land and numerous structures. Fortunately, none occurred within the City of Los Angeles. However, to assist our neighboring jurisdictions and to be prepared in case something threatened or broke out in the City, the LAFD, LAPD and other departments activated their Department Operations Center (DOCs) and the City activated the EOC at a modified Level I response.

## **STRENGTHS**

Key strengths identified during this activation include the following:

- Unified Command/Coordination was implemented early and worked well.
- Departments provided responders to the City's EOC as requested in a timely fashion.
- Contingencies for evacuation were addressed effectively by LAPD, LAFD and DOT.
- Inter-agency coordination within the EOC was effective and overall situational awareness was outstanding
- The Utilities Division (DWP) monitored wind caused incidents and outages and kept the EOC informed on their status.



## **AREAS FOR IMPROVEMENT**

Throughout the activation, several opportunities for improvement in the EOC's ability to coordinate and support response to a major brush fire monitoring and mutual aid were identified. Major recommendations include the following:

- Review and update departmental EOC responder call-out rosters to insure they are accurate and current.
- Review EOC responder notification protocols to ensure that all agencies are notified for response or informational purposes. Not all agencies were contacted.
- Continue and expand the effective use of the WebEOC information management application including regular training of EOC responders in that system.
- Review and improve the resource management function of WebEOC. Specific suggestions were offered by the Department of General Services who coordinates the EOC Logistics function.
- Review and revise if necessary the City's Red Flag Alert parking enforcement policy as it pertains to DOT.
- Review and improve public information management procedures to insure all branches of the Operations Section have input into the process. Animal Services offered specific suggestions for improvement.

## **PART 1: ACTIVATION OVERVIEW**

### **ACTIVATION NAME**

October 21-24, 2007 Southern California Wild Land Fires

### **DURATION**

4 days

### **ACTIVATION DATE**

October 21, 2007, 2:00 pm – October 24, 2007, 9:00 am.

### **LEAD AGENCY**

Los Angeles Fire Department (LAFD)

### **TYPE**

EOC Activation, Modified Level I

### **SCENARIO**

Major Wild Land Fires

### **LOCATION**

18 total fires located in Los Angeles County, Orange County, San Diego County, Riverside County, San Bernardino County, and Ventura County.

## **PARTICIPATING ORGANIZATIONS**

- Department of Aging
- Department of Animal Services (ANI)
- City Administrative Officer (CAO)
- Department on Disabilities (DOD)
- Emergency Preparedness Department (EPD)
- Los Angeles Fire Department (LAFD)
- Los Angeles Police Department (LAPD)
- Department of General Services (GSD)
- Information Technology Agency (ITA)
- Office of the Mayor
- Department of Public Works (PW)
- Department of Recreation and Parks (RAP)
- Department of Water and Power (DWP)
- Los Angeles Unified School District (LAUSD)

## **ACTIVATION EVALUATION**

In response to a major wild land fires that broke out in southern California on October 21, 2007, the Los Angeles City Fire Department (LAFD) requested activation of the City's Emergency Operations Center (EOC).

Based on the potential for wild land fires in adjacent areas to impact the City and the provision of Fire Mutual Aid by the City to other jurisdictions, LAFD requested activation of the EOC to provide City-wide coordination of information, resources and mutual aid efforts.

Fires were initially reported in Malibu and Santa Clarita but over the next 72 hours, a total of 18 major fires broke out in the seven southern California county area. Sparked by strong Santa Ana winds, the fires threatened wide areas of land and numerous structures. Fortunately, no fires occurred within the City of Los Angeles. However, to assist our neighboring jurisdictions and to be prepared in case something threatened or broke out in the City, the LAFD, LAPD and other departments activated their Department Operations Center (DOCs) and the City activated the EOC at a modified Level I response.

The decision was made to activate the EOC at what has been termed a "modified level one," where certain positions are required to be staffed and others are requested as needed based on the specific event or incident. This type of activation is actually referred to in the Master Plan as **Level Two**, a scaleable level of activation where the lead agency, EOC Director and Management Section can select appropriate agency representation beyond the minimal Level One requirements of EOC Section Coordinators and support staff. This is a point of clarification for future activation and training.

The City's established procedures for activating, opening and staffing the EOC were followed but with some difficulties. There is a need to continue ongoing review and improvement of the activation/notification procedures within EPD and ITA.

## **PART 2: ACTIVATION EVENTS SYNOPSIS**

The request to activate the EOC was issued by LAFD at approximately 2:00 pm on October, 2007. The EOC was activated to monitor the situation status of the various wild land fires in southern California and assess their impact or potential impact on the City of Los Angeles. Additionally the EOC maintained resource status awareness regarding fire mutual aid efforts. The EOC remained activated until 9:00 am on October 24, 2007.

Because the fires did not occur within the City of Los Angeles, the EOC had a more limited operational role than was the case with the May, 2007 Griffith Park Wild Land Fire activation. The severity and wide spread nature of the fires in other jurisdictions presented a significant potential risk to the City. The EOC remained activated until this reasonable threat was no longer a consideration and LAFD's Fire Mutual Aid efforts were reduced to a level where their DOC could monitor and coordinate activities.

## **PART 3: ANALYSIS OF ACTIVATION AND RECOMMENDATIONS**

This section of the After-Action Report (AAR) provides an analysis of how well participants as a whole responded during the activation and describes the areas for improvement and corrective action.

### **STRENGTHS**

- Unified Command/Coordination was implemented early and worked well.
- Departments provided responders to the City's EOC as requested in a timely fashion.
- Contingencies for evacuation were addressed effectively by LAPD, LAFD and DOT.
- Inter-agency coordination within the EOC was effective and overall situational awareness was outstanding
- The Utilities Division (DWP) monitored wind caused incidents and outages and kept the EOC informed on their status.

### **RECOMMENDED AREAS OF IMPROVEMENT/CORRECTIVE ACTIONS**

- EOC responder notification protocols need to be reviewed to ensure that all agencies are notified for response or informational purposes. Not all agencies were contacted. Specifically, not all Public Works bureaus were given individual notifications.
- Departmental EOC response rosters provided to EPD and ITA need to be reviewed again to insure there is no inaccurate or outdated information. Some

responder data is incomplete; Animal Services pointed out that some of their responder data was outdated or incomplete.

- Continue and expand the effective use of the WebEOC information management application including regular training of EOC responders in that system. Several departments commented on lack of responder training in WebEOC. In some cases, departmental responders for this activation had not attended WebEOC classes conducted by EPD. EPD will continue to work with all responder departments to insure their staff complete this training which is offered monthly.
- The resource management functions of WebEOC need to be reviewed and improved. Specific suggestions were offered by the Department of General Services (GSD) who coordinates the EOC Logistics function. EPD and ITA need to thoroughly review this aspect of WebEOC as part of the ongoing Citywide effort to develop a comprehensive Logistics Plan. GSD needs to work with EPD regarding their specific suggestions for improvement in EOC resource management workflow processes.
- Review and revise if necessary the City's Red Flag Alert parking enforcement policy as it pertains to DOT. There was some uncertainty regarding enforcement and citation procedures. These issues are field level concerns that are not directly related to EOC operations. Recommend DOT continue to work with LAPD and LAFD on this matter directly.
- Review and improve public information management procedures to insure all branches of the Operations Section have input into the process. Animal Services offered specific suggestions for improvement.

The Emergency Preparedness Department (EPD) will take the lead on implementing and tracking these corrective actions and will report back to the Emergency Management Committee (EMC) and the Emergency Operations Board (EOB) regarding progress made.

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

Date: December 24, 2007

To: Anna Burton, Chair  
Emergency Management Committee

From: Larry Meyerhofer, Chair  
Extreme Heat and Cold Emergency Plan Task Force

Subject: **ACCEPT THE EXTREME HEAT AND COLD EMERGENCY PLAN AND  
FORWARD TO THE EMERGENCY OPERATIONS BOARD**

Recommendation

That the Emergency Management Committee (EMC) accept the attached Extreme Heat and Cold Emergency Plan from the Task Force and forward for approval to the Emergency Operations Board (EOB) at its next regularly scheduled meeting.

Executive Summary

On September 5, 2007 the Mayor directed the EOB to initiate an immediate review and revision of the City's 2001 Heat Annex to reflect lessons learned during the summer's extreme weather emergencies. In response to the Mayor's direction, an Extreme Heat and Cold Emergency Planning Task Force consisting of pertinent City Departments, academia, business, and the non-profit sector were consulted.

Attached is the final draft of the plan representing the work of the Task Force.

Attachment