

**AGENDA**  
**EMERGENCY OPERATIONS BOARD**

Thursday, January 30, 2003, 1:30 p.m.  
EOB Room, P4 Level, City Hall East

**I. Declaration of Quorum; Introductions; Approval of Minutes**

**II. Special Recognitions**

Certificates of Appreciation for exemplary service and contributions to the Emergency Operations Organization will be presented to:

- A.** John Callahan, Deputy Chief, Los Angeles Fire Department
- B.** Dean Cathey, Assistant Chief, Los Angeles Fire Department
- C.** Tony Ighani, Station Manager, LA City View Channel 35

**III. Action Items**

**A. Miscellaneous Funding Request - Anna Burton**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve the expenditure of up to \$4,000 to fund the development of a public service announcement for radio and television aimed at improving public awareness of off-street parking requirements and evacuation routes.

**B. Homeland Security Needs Assessment - Anna Burton**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Preparedness Department, approve and forward to the Mayor for transmittal to the City Council, the revised Homeland Security Needs Assessment Report.

**C. 2003 Emergency Management Workshop - Carol Parks**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve in concept, a joint City/County 2003 Emergency Management Workshop, October 14 - 17, 2003.

**IV. Information Items**

- A. Mandatory/Voluntary Evacuation Policy - Terry Manning
- B. Emergency Planning Annual Reports - Larry Meyerhofer
- C. April 2003 Emergency Preparedness Fair - Larry Meyerhofer
- D. 2002 Emergency Management Workshop Recommendations - Rob Freeman
- E. Proposition Q Update - Rob Freeman
- F. Other Announcements - Board Members

**V. Public Comment Period**

Members of the public may address the Board on any matter which is within the subject matter jurisdiction of the Board.

**VI. Adjourn**

Following its regular meeting, the Emergency Operations Board will participate in the ongoing Operation Nighthawk Exercise, and through a tabletop exercise, simulate an emergency meeting of the Board.

EOB Meeting information is available on the Emergency Preparedness Department website. Go to <http://www.lacity.org/epd/epdEOB1.htm>.

If you would like to be added to the EOB email distribution list, please send an email to [claw@mailbox.lacity.org](mailto:claw@mailbox.lacity.org) or contact Cecilia Law at (213) 978-0542.

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

Date: January 13, 2003

To: William J. Bratton, Chair  
Emergency Operations Board

Emergency Operations Board Members

From: Bob Canfield, Executive Assistant  
Emergency Operations Board

Subject: **MISCELLANEOUS FUNDING REQUEST**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve the expenditure of up to \$4,000 to fund the development of a public service announcement for radio and television aimed at improving public awareness of off-street parking requirements and evacuation routes.

Executive Summary

City planning for brush fires is focusing on the development of a coordinated evacuation plan. Past experience tragically demonstrates that ineffective planning contributes to the loss of life and property.

An inter-departmental Brush Fire Evacuation Committee developed a plan to address response and evacuation issues. An essential element of this plan is maintaining access for emergency responders. A No Parking Priority Enforcement Program was developed by this committee to address public awareness and education. The public awareness and education component includes the development of a public service announcement (PSA) for annual use during brush fire season. This PSA will familiarize residents with evacuation routes, and emphasize the need to comply with off-street parking restrictions.

The development of this PSA will cost approximately \$8,000. If approved, the Emergency Operations Fund will provide up to 50% (\$4,000), the remainder to be provided by Channel 35.

Sufficient Emergency Operations Fund monies are available.

Attachment

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

Date: January 14, 2003

CF No. 02-0283

To: William J. Bratton, Chair  
Emergency Operations Board

Emergency Operations Board Members

From: Bob Canfield, Executive Assistant  
Emergency Operations Board

Subject: **HOMELAND SECURITY NEEDS ASSESSMENT**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Preparedness Department, approve and forward to the Mayor for transmittal to the City Council, the revised Homeland Security Needs Assessment Report.

Executive Summary

On February 20, 2002, the City Council adopted a motion directing the Emergency Preparedness Department (EPD), with the assistance of the Chief Legislative Analyst (CLA) and the Fire and Police Departments, to develop a plan for securing grant funding and other assistance from governmental and private sources to address the City's preparedness needs. EPD, the City Administrative Officer, the Office of the Mayor, the above mentioned departments, and others, developed a plan to facilitate the City's ability to receive future security-related grant funds. In April 2002, the task force Homeland Security Needs Assessment report was approved by the Emergency Operations Board and forwarded to the Mayor and City Council.

In January 2003, all City departments were asked to re-evaluated their Homeland Security needs. With additions, deletions, and/or consolidation of duplicate items, approximately \$31 million in saving has been identified. Departmental Homeland Security Needs now total 165 projects costing approximately \$102 million.

This report, if approved, will provide the City an up-to-date summary of its Homeland Security Needs. Report attachments provide summaries of the City's priorities, how the projects fit within each priority, and notable changes.

If approved, this report will be forwarded to the Mayor for transmittal to the City Council as an information item.

Supporting Document

Attachment One - City Priorities and Summary of Projects and Costs

Attachment Two - Revised Homeland Security Needs Assessment Report, dated January 07, 2003

Attachment Three - Summary of Additions, Deletions and/or Consolidations

Attachments

*City of Los Angeles*  
**Homeland Security Needs Assessment**

## **Attachment One - City Priorities**

Los Angeles has identified more than 160 security-related projects addressing the following City priorities.

### **1. Protect First Responders - \$9.6 million**

- Escape and High Efficiency Particulate Arresting (HEPA) Masks, and Personal Protective Equipment (PPE) (\$6.0 million)
- Weapons of Mass Destruction (WMD) Detection, Decontamination, and Disposal Equipment (\$3.0 million)
- Training and Exercises (\$0.6 million)

*Protect first responders from unplanned, unexpected emergency threats.* First responders (e.g., police, fire, paramedic, public works, etc.) who unexpectedly find themselves in life threatening situations as the result of Weapons of Mass Destruction must have the necessary equipment to survive, and continue to serve.

### **2. Protect Critical Facilities - \$32.8 million**

- Security Personnel and Equipment (\$18.3 million)
- WMD/Urban Search & Rescue (US&R) Personnel and Equipment (\$1.7 million)
- Emergency Response Command and Control Planning, Personnel and Equipment (\$5.9 million)
- Training and Exercises (\$1.2 million)
- Mitigation and Emergency Back-up Power (\$5.7 million)

*Protect critical facilities and personnel resources, the damage or loss of which poses an immediate threat to public health and safety.* The loss of Police and Fire 911 dispatch facilities, or other critical command and control facilities, and/or the personnel who operate these facilities, pose an immediate threat to public health and safety.

### **3. Intelligence Gathering/Rapid Response - \$46.3 million**

- Intelligence Gathering Personnel and Equipment (\$9.9 million)
- Security Personnel and Equipment (\$1.8 million)
- WMD/US&R Personnel and Equipment (\$0.2 million)
- Emergency Response Command and Control Planning, Personnel and Equipment (\$30.7 million)
- Training and Exercises (\$3.6 million)
- Mitigation and Emergency Back-up Power (\$0.05 million)

*Effective intelligence gathering and analysis, and the ability to rapidly respond to and dispose of known or suspected threat situations.* The only way to prevent terrorist acts is to effectively gather and analyze intelligence, and have the ability to decisively act on threat situations (e.g., bomb threats, hazardous materials incidents, etc.).

*City of Los Angeles*  
**Homeland Security Needs Assessment**

**Attachment One - City Priorities** - Continued

**4. Continuity of Government/Essential Government Services - \$.3 million**

- Security Personnel and Equipment (\$0.2 million)
- Emergency Response Command and Control Planning, Personnel and Equipment (\$0.1 million)
- Mitigation and Emergency Back-up Power (\$0.02 million)

Continuity of government and/or the Citywide delivery of essential government services. Protection of essential facilities and personnel resources, the damage or loss of which would result in a serious interruption to the continuity of government and/or the delivery of services by several departments and/or across widespread areas of the City. Public perception of local government's ability to provide essential services, maintain critical infrastructures and enforce laws in the wake of a major emergency is vital to maintaining civil order, public health and safety.

**5. All Government Services - \$13.6 million**

- Intelligence Gathering Personnel and Equipment (\$0.4 million)
- Security Personnel and Equipment (\$6.1 million)
- Emergency Response Command and Control Planning, Personnel and Equipment (\$4.7 million)
- Training and Exercises (\$.3 million)
- Mitigation and Emergency Back-up Power (\$2.1 million)

Delivery of all government services. Protection of facilities and personnel resources, the damage or loss of which would result in the interruption of operations or delivery of services by one or more departments and/or affect localized areas of the City. The City's long-term security is contingent on its economic vitality and its ability to deliver a wide range of services impacting many measurements of the community's overall quality-of-life.

*City of Los Angeles*  
**Homeland Security Needs Assessment**

**Attachment Three - Summary of Additions, Deletions and/or Consolidations**

- Bomb detection dogs/staff removed, previously funded (LAPD)
- Request for masks amended to include new costs, adjusted numbers and types requested (LAPD, LAFD, GSD)
- Amended costs for staffing and associated training (LAPD, LAFD)
- Amended costs for equipment to reflect current prices
- Increased costs for communication equipment (LAPD)
- HAZMAT staffing in Harbor area previously funded (LAFD)
- Staff costs for Terrorism Working Group (TWG) amended (LAPD, LAFD)
- Communications equipment for Command Post links merged (LAPD, LAFD, GSD)
- Facility security utilizing biometrics technology removed (GSD)
- Bollard system for street closures in Civic Center replaced with temporary K-Rail system (GSD)

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

Date: January 14, 2003

To: William J. Bratton, Chair  
Emergency Operations Board

Emergency Operations Board Members

From: Bob Canfield, Executive Assistant  
Emergency Operations Board

Subject: **2003 EMERGENCY MANAGEMENT WORKSHOP**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve in concept, a joint City/County 2003 Emergency Management Workshop, October 14 - 17, 2003.

Executive Summary

The City and County conducted joint emergency management workshops in 1991, 1995 and 1998. These workshops have provided an opportunity to resolve issues of mutual concern such as interagency coordination, emergency planning, damage assessment, transportation, mortality management, public information, the Joint Emergency Management Agreement and the Operational Area Terrorism Response Plan.

If approved, the City and County will jointly plan and participate in the 2003 workshop. Inter-agency issues of joint concern, relative to counter-terrorism preparedness, response and recovery have been identified as the workshop's theme.



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

Date: January 13, 2003

To: William J. Bratton, Chair  
Emergency Operations Board

Emergency Operations Board Members

From: Bob Canfield, Executive Assistant  
Emergency Operations Board

Subject: **2002 EMERGENCY MANAGEMENT WORKSHOP RECOMMENDATIONS**

Executive Summary

The attached report, outlines recommendations developed at the 2002 Annual Emergency Operations Organization (EOO) Emergency Management Workshop, October 22 - 25. This report was approved by the Emergency Management Committee (EMC) on January 8, and is provided for your information.

The Workshop Executive Work Group developed recommendations on the City's response to changes in the terrorism threat alert level, and security and credentialing of first responders and volunteers. On December 23, 2002, the Mayor directed all general managers to add a Terrorism Threat Alert Level Section to their respective departmental emergency plans. EPD formally notified the General Services and Personnel Departments of the Executive Work Group's recommendations relative to credentialing first responders and volunteers. On January 9, the Department of General Services, with participation by the Personnel, Police, Emergency Preparedness Departments, and many others, held the first of many planning meetings to address security and credentialing issues identified at the workshop.

Recommendations developed by the workshop's other work groups have been referred to the appropriate EMC subcommittees for evaluation. If appropriate, recommendations will be submitted through the EMC to the Emergency Operations Board.

EPD is compiling available documentation from the workshop, including previously distributed workbook information and presentation materials, and will make it available on the EPD website at [www.lacity.org/epd](http://www.lacity.org/epd) beginning March 3, 2003.

Questions regarding the workshop recommendations or documentation can be directed to Rob Freeman at 213-978-0599 or [rffreeman@mailbox.lacity.org](mailto:rffreeman@mailbox.lacity.org) .

Attachment

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

Date: January 8, 2003

To: Bob Canfield, Chair  
Emergency Management Committee

From: Rob Freeman, Workshop Coordinator  
2002 Annual Emergency Management Workshop

Subject: **2002 EMERGENCY MANAGEMENT WORKSHOP RECOMMENDATIONS**

**Recommendation**

That the Emergency Management Committee approve and forward to the Emergency Operations Board for approval the following recommendations from the City's 2002 Annual Emergency Management Workshop (Arrowhead).

**I. Work group # 1 - Executive**

Recommendations

1. Direct City departments to add a terrorism threat alert level section to their emergency plan.
2. Direct the Department of General Services to develop a program for standardized credentialing/identification for emergency responders and to review the status of facilities security.
3. Direct the Personnel Department to review the City's program for coordination of volunteers during an emergency.

Background

On December 23, 2002, Mayor Hahn directed the heads of all City departments to add a terrorism threat level alert level section to their departmental emergency plans. This effort is coordinated by the Emergency Preparedness Department as part of their ongoing liaison support to City departments for maintenance of emergency plans. Threat level alert provisions will be addressed in the City's January 30, 2003 Annual Emergency Management Exercise.

The Department of General Services and the Personnel Department have been asked to address recommendations two and three respectively. Follow-up meetings on credentialing and facilities security have been scheduled.

## **II. Work group # 2 - Crisis Management**

### Recommendations

Refer the following work group recommendations to the EMC Human Resources Subcommittee for further review. Task the subcommittee to report back to the EMC at its March 5, 2003 meeting with final recommendations.

1. Establish procedures and protocols for coordination of crisis management issues and resources by the City's Emergency Operations Center.
2. Form a crisis management subcommittee or include psychologists as a part of an existing subcommittee such as Human Resources.
3. Post information regarding crisis management on the EPD website.
4. Develop training classes on critical incident stress management and pre-incident education and preparation. Include this information in new employee orientation.
5. Support workshops and conferences to disseminate information regarding relevant mental health issues.
6. Develop an effective peer support program (possible to train as part of LAPD peer support program)
7. Work towards the establishment of a citywide MOU for crisis management resources and services.
8. Evaluate the feasibility of assigning a psychologist to City departments other than Police, Fire and Personnel.

### Background

The work group identified several crisis management resource and coordination issues that need to be addressed. They recommended assigning them to an appropriate EMC subcommittee (Human Resources) for further evaluation, discussion and specific recommendations. The group recommended education programs, dissemination of information and effective use of available resources through establishment of a memorandum of understanding and peer support program as strategies for improving the City's crisis management program. Developed largely by LAPD, LAFD and the Los Angeles County Department of Mental Health Services, crisis management programs need to be available to all City departments.

## **III. Work group # 3 - Damage Assessment**

### Recommendations

Direct the EMC Planning Subcommittee (with assistance from the County of Los Angeles

Department of Public Works) to draft the following revisions to the Damage Assessment Annex of the City's Emergency Operations Master Plan and Procedures. Task the subcommittee to report back to the EMC at its May 7, 2003 meeting with final recommendations.

1. Revise forms to correct formatting (I. E. Form F-7 should be F-8) and bring them up to date to current standards.
2. Incorporate currently available data and mapping technologies from Los Angeles County or other City Departments in the damage assessment process,
3. Remove the LA City RIMS, Damage Assessment Report, Form F-5 that is no longer available in the Eteam software,
4. Update roles and responsibilities of departments that may have evolved since the Annex was last revised (I. E. Environmental Affairs) and
5. Provide more specific information about the roles and responsibilities regarding inspections of publicly owned real property.

#### Background

Existing damage assessment protocols in the City's Master Plan are outdated. Together with the County of Los Angeles Department of Public Works, the EMC Planning Subcommittee needs to review the Master Plan's Damage Assessment Annex to address the specific concerns raised by the work group which included a broad range of subject matter experts from the City and County.

#### **IV. Work group # 4 - Training and Exercises**

##### Recommendations

Refer the following work group recommendations to the EMC Training Subcommittee for further review. Task the subcommittee to report back to the EMC at its May 7, 2003 meeting with final recommendations.

1. Revise the Training Annex to the Emergency Operations Master Plan and Procedures as follows:
  - Separate training needs for essential and non-essential employees.
  - Develop a tiered progression of training based on emergency function.
  - Develop training on financial documentation.
  - Provide training for executives and EOC management on citywide responsibilities from the Master Plan
  - Develop training fo elected officials – EPD briefing on emergency preparedness, tour of the EOC.
  - Define training frequency, not just “as-needed”

- USAR – department specific training may not fit in the training annex.
2. Consider new technologies for delivery of training
- Computer based training
  - On-line presentations as alternative to classroom training

### Background

These recommendations represent an ongoing effort to improve design, implementation and coordination of emergency management training and exercise programs and should be forwarded to the Training Division of the Emergency Preparedness Department and to the EMC Training Subcommittee for further review, discussion and revision as necessary.

## **V. Work group # 5 - Emergency Public Information**

### Recommendations

Refer the following work group recommendation to the EMC Media Task Force for further review. Direct the Task Force to report back to the EMC at its May 7, 2003 meeting with final recommendation.

1. Review the EOC Emergency Public Information Section organizational model developed by the California Specialized Training Institute (CSTI) and determine the feasibility of adopting this model for the City's EOC.

### Background

Instructors at CSTI, the emergency management training arm of the Governor's Office of Emergency Services, have developed a model for organizing the Emergency Public Information Section of an Emergency Operations Center that differs from the structure used by the City of Los Angeles' EOC. The CSTI model is organized along functional lines consistent with the state's Standardized Emergency Management System (SEMS) and has been successfully applied at the State Operations Center and other government EOCs. Work group participants were trained in the new model and participated in an exercise designed to reinforce its applicability to the City's emergency public information program.

## **VI. Work group # 6 - Public Facilities Security**

### Recommendations

Refer the following work group recommendations to the EMC Logistics Subcommittee for further review. Task the subcommittee to report back to the EMC at its March 5, 2003 meeting with final recommendations.

1. Direct the Department of General Services to conduct periodic meetings of the following specialized security/policing agencies within the City of Los Angeles:
  - General Services Department Security Services Division
  - Los Angeles World Airports Police
  - Port of Los Angeles Police
  - Recreation and Parks Park Rangers
  - Convention Center Security
  - Department of Water and Power Security
  - Housing Authority Police
  - Los Angeles Unified School District Police
  - Library Department Security
2. Urge regular attendance of those specialized security/policing agencies at the monthly EMC meetings.
3. Direct the Department of General Services to develop a standardized training program/curriculum for Security Officers employed by the City of Los Angeles.
4. Have the Mayor issue an Executive Directive regarding City Security procedures.
5. Request the EMC Budget Subcommittee for available Emergency Operations funds to purchase hand-held public address systems (megaphones) for BEC/Floor Wardens.
6. Establish a City-wide Security Czar responsible for the development and integration of security technologies between City departments and GSD Security Services Division.

### Background

The Department of General Services has already scheduled follow-up meetings on security issues and will as chair of the EMC Logistics Subcommittee will coordinate further development of recommendations suggested by the work group.

## **VII. Work group # 7 - Non-declared Emergencies**

No recommendations submitted.

## **VIII. General Recommendations**

Refer the following recommendations to the 2003 Emergency Management Workshop Planning Committee for their consideration.

1. Reduce the total number of workshop participants for the 2003 program to emphasize management participation.
2. Continue the use of work groups but require all work group facilitators to attend a pre-workshop facilitator training program to insure objectivity and effectiveness.
3. Continue to invite outside agency presenters as appropriate.
4. Panel session presentations need to be shorter to allow more time for questions and answers. Panel moderators need to keep panelists on topic and on time.
5. Make sure table top exercises focus on policy rather than tactical issues and recommendations.
6. Explore the possibility of a joint workshop with the County of Los Angeles in 2003.
7. Continue to explore opportunities for sponsorship support of workshop program elements (e.g., workbook portfolios, technical support, social hour support).