

AGENDA
EMERGENCY OPERATIONS BOARD

Monday, March 17, 2003, 1:30 p.m.
EOB Room, P4 Level, City Hall East

I. Declaration of Quorum; Introductions; Approval of Minutes

II. Action Items

A. Year 2002 - State of the City's Emergency Preparedness - Larry Meyerhofer

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Preparedness Department, approve and forward to the Mayor this Year 2002 - State of the City's Emergency Preparedness Report.

B. Update - Homeland Security Needs Assessment Report - 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. Fire Threat 2002 - EOC Activation After Action Report - Dean Cathey

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve and forward to the Mayor for transmittal to the City Council, the Fire Threat 2002 - Emergency Operations Center Activation After Action Report.

D. Human Resources Subcommittee Recommendations - Bobbi Jacobsen

Recommendation

That the Emergency Operations Board, as recommended by the Personnel Department General Manager, approve the Human Resources Subcommittee Recommendations.

E. Volunteer and Employee Coordination During a Disaster Report - Bobbi Jacobsen

Recommendation

That the Emergency Operations Board, as recommended by the Personnel Department General Manager, approve the Volunteer and Employee Coordination During a Disaster Report.

III. Information Items

- A.** Hope Coalition, Emergency Preparedness Department MOU - Susan Davis
- B.** Status of Emergency Operations Fund Budget - Bob Canfield
- C.** Homeland Security Grant - Anna Burton
- D.** NC4 - Dick Andrews
- E.** JCCLA - Carmen Steward
- F.** Emergency Planning Annual Reports - Larry Meyerhofer
- G.** April 2003 Emergency Preparedness Fair - Larry Meyerhofer
- H.** Public Safety General Obligation Bond - Rob Freeman
- I.** 2003 Emergency Management Workshop Update - Carol Parks
- J.** Other Announcements - Board Members

IV. Public Comment Period

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

V. Adjourn

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 or contact Cecilia Law at (213) 978-0542.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 13, 2003

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Ellis M. Stanley, Sr., General Manager
Emergency Preparedness Department

Subject: **YEAR 2002 - STATE OF THE CITY'S EMERGENCY PREPAREDNESS**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Preparedness Department, approve and forward to the Mayor this Year 2002 - State of the City's Emergency Preparedness Report.

Summary

In 2002, the City continued its efforts to address "traditional" threats, while intensifying its counter-terrorism preparedness and response capabilities. In compliance with Executive Directive No. EP-1, City departments conducted, or participated in, employee emergency preparedness training and exercises. The Emergency Preparedness Department (EPD) received annual emergency preparedness activities reports from 34 departments.

Planning - City Emergency Operations Organization (EEO) planning focused on updating and adjusting department emergency plans to meet revised requirements specified in the November 2001, Emergency Operations Board (EOB) approved guidelines. Additionally, considerable effort was devoted to homeland security preparedness. Department planning coordinators were trained in the new guidelines, and EPD provided individual assistance throughout the year. Most departments were able to complete plan revisions early in 2003.

Post-September 11, 2001, concerns resulted in many new initiatives to improve the City's preparedness. These initiatives included: (1) an exhaustive evaluation of City facility security systems and procedures; (2) a comprehensive Homeland Security Needs Assessment, identifying more than 160 projects needed to improve City security and response capability; (3) development of departmental plans to address changes to the Terrorism Threat Alert Level; (4) creation of a comprehensive port security plan; and, (5) full-time City participation in the Los Angeles County Operational Area Terrorism Early Warning Group.

Training - In 2002, City employees participated in a total of 93,049 preparedness related training classes, workshops, exercises, drills. While some employees attended only one training event, many participated in multiple types of training. Approximately half of all City personnel attended individual and family preparedness training. Major Citywide exercises included: Operation Stormy Weather, a modified tabletop exercise focusing on recovery processes following a major flood; the Kirkwood Bowl tabletop exercise to identify planning gaps and recommend solutions for preparing community and emergency responders in fire

areas; and Fire Threat 2002, a full-scale response exercise, testing new plans and improved joint Fire/Police operations in response to a rapidly moving threat and evacuation scenario.

The City's Annual Emergency Management Workshop, New Directions for Changing Times, evaluated City preparedness and homeland security, and produced meaningful recommendations for improvements. Several of these recommendations have been implemented, or are being acted on by the concerned departments.

Facilities - There were no actual threats or disaster-related Emergency Operations Center (EOC) activations in 2002. Several tests/exercises were conducted to confirm the operational readiness of EOC responders and equipment. E-team, the EOC and Department Operations Center (EOC) automated information management system, was upgraded to version 1.6. City Hall East air supply intakes supplying P-4 were retrofitted, and relocated to reduce EOC vulnerability to chemical or biological attack.

Year 2002 Emergency Preparedness Training Activities

<u>New City Employee</u>	1,819
Emergency Orientation	1,819
<u>Standardized Emergency Management System (SEMS)</u>	277
Orientation	169
Field	98
Other	10
<u>Fire/Life Safety</u>	82,146
Personal/Family Preparedness	28,297
Workplace/Home/Auto	37,290
Building Emergency Coordinator (BEC)	3,075
Floor Warden	459
CPR/First Aid/AED	11,296
Emergency Response Team	1,494
Hazard Mitigation	235
<u>Emergency Response</u>	6,494
Department Operation Center (DOC) Training	374
Emergency Operation Center (EOC) Training	276
First Responder Training	3,278
Inter-Departmental Training	2,566
<u>State/Federal Sponsored</u>	233
OES - CSTI & FEMA - EMI	233
<u>Exercises</u>	1,872
City Emergency Preparedness Exercise	740
LA County Emergency Preparedness Exercise	13
Departmental Exercises	429
Other Exercises	690
<u>Actual Events</u>	230
Emergency Preparedness Fair	91
Emergency Preparedness Workshop	139
<u>Other Training</u>	37
Other Training and Activities	37
Total	93,049

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 11, 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: **UPDATE - HOMELAND SECURITY NEEDS ASSESSMENT REPORT**

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

In January 2003, all City departments were asked to re-evaluate their Homeland Security needs. This report was approved by the Emergency Operations Board (EOB) at its January 2003 meeting and subsequently forwarded to the Mayor for transmittal to the City Council.

Based on new information, another reassessment of the Homeland Security Needs Assessment Report was conducted in March 2003. Priority One needs were amended and reorganized, including a sectional prioritization, as reflected in the attached report. There are now 158 projects totaling approximately \$99 million.

As additional information is made available and/or grants are secured, the Emergency Preparedness Department will continue to update the information and submit updates through the EOB for transmittal to the Mayor and City Council.

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

Attachments

Attachment One - City Priorities and Summary of Projects and Costs

Attachment Two - Revised Homeland Security Needs Assessment Report, dated March 11, 2003

City of Los Angeles
Homeland Security Needs Assessment

Attachment One - City Priorities

Los Angeles has identified more than 150 security-related projects addressing the following City priorities.

1. Protect First Responders - \$5.9 million

- Escape and High Efficiency Particulate Arresting (HEPA) Masks, and Personal Protective Equipment (PPE) (\$4.9 million)
- Training and Exercises (\$1.0 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
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 7, 2003

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Bob Canfield, Executive Assistant
Emergency Operations Board

Subject: **FIRE THREAT 2002 - EMERGENCY OPERATIONS CENTER ACTIVATION
AFTER ACTION REPORT**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve and forward to the Mayor for transmittal to the City Council, the Fire Threat 2002 - Emergency Operations Center Activation After Action Report.

Executive Summary

On September 30, 2002, the Emergency Operations Organization conducted Fire Threat 2002, a full-scale emergency preparedness training exercise. Participants simulated a fast moving, uncontrolled brush fire in a heavily populated hillside area of the San Fernando Valley.

The City's Emergency Operations Center (EOC) was activated at 7:30 a.m. Eleven departments responded and coordinated departmental emergency response. The primary objectives were to: (1) Evaluate the effectiveness of joint operations of the Fire, Police and other departments; (2) Evaluate inter-agency communications and coordination capabilities; (3) Familiarize first responders and on-scene managers with issues related to a fast moving, life-threatening fire; evaluate the ability of available resources to effectively evaluate urban hillside areas in the face of a rapidly moving threat; (4) Evaluate the effectiveness of emergency public information protocols; and (5) Provide the EOC, Department Operations Centers, City administrators and elected officials an opportunity to address related policy issues.

Following the exercise, the Director of the Emergency Operations Center (EOC) briefed the Emergency Operations Board (EOB) at a simulated emergency meeting. The EOB discussed exercise related issues.

The Fire Department, as EOC Director, collected departmental recommendations for improvement. These included increased training on the automated messaging system, a higher level of staffing at the EOC and DOCs during future exercises, and reinforcement to all responders of the availability of alternate communications resources. Exercise related recommendations were approved by the Emergency Management Committee at its March 5 meeting and are being forwarded to the appropriate subcommittees.

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

Attachment

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 11, 2003

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Bob Canfield, Executive Assistant
Emergency Operations Board

Subject: **HUMAN RESOURCES SUBCOMMITTEE RECOMMENDATIONS**

Recommendation

That the Emergency Operations Board, as recommended by the Personnel Department General Manager, approve the Human Resources Subcommittee Recommendations.

Executive Summary

At the City's 2002 Emergency Management Workshop, the Executive Workgroup directed the Personnel Department to identify major issues regarding crisis management resource and coordination. The Emergency Management Committee (EMC) Human Resources Subcommittee met in February with representatives from Personnel, Fire, Police, and Emergency Preparedness Departments, the Office of Finance and the Office of the Mayor to review this and related issues. As a result, the subcommittee recommends that their primary focus be in four areas: (1) formalize City policy on crisis management; (2) develop training classes and information related to critical incident stress management; (3) review development of a Citywide peer support program; and (4) assess current level of existing services related to critical incident stress management.

If approved, the Human Resources Subcommittee will focus its work in the above four areas. The subcommittee will meet to further develop these issues and will report back to the Emergency Operations Board through the EMC.

Attachment

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 11, 2003

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Bob Canfield, Executive Assistant
Emergency Operations Board

Subject: **VOLUNTEER AND EMPLOYEE COORDINATION DURING A DISASTER REPORT**

Recommendation

That the Emergency Operations Board, as recommended by the Personnel Department General Manager, approve the Volunteer and Employee Coordination During a Disaster Report.

Executive Summary

At the City's 2002 Emergency Management Workshop, the Executive Workgroup directed the Personnel Department to identify major issues regarding the City's coordination of volunteers. A task force was established under the direction of Ms. Margaret Whelan, General Manager, Personnel Department.

The task force has been meeting since December 2002 and has identified fourteen major issues. To resolve these issues, the Personnel Department proposes to work in conduction with the Police, Fire and Emergency Preparedness Departments and the Mayor's Volunteer Bureau to develop an Emergency Volunteer policy. They will also develop a unified "skill bank terminology" to identify the available skills of volunteers and employees, for use during a disaster. This terminology recommendation will be forwarded to the Office of the Controller as a suggested field for inclusion into the City's personnel database, PaySR.

The Personnel Department will also work with the Department of General Services in support of the Credentialing Task Force and will assist when needed in the review of the donations management policy.

The task force's final recommendation is to review the "Resource Directory of General Telephone Numbers" for possible placement on the City's Internet web site.

If approved, the task force will focus its work in these areas.

Attachment