

AGENDA
EMERGENCY OPERATIONS BOARD
Monday, July 18, 2005, 1:30 p.m.
EOB Room, P4 Level, City Hall East

I. Declaration of Quorum; Introductions; Approval of Minutes

II. Action Items

A. 2004 Emergency Management Workshop After Action Report - Mark Davis

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 2004 Emergency Management Workshop After Action Report.

B. Operation: "Evacuation 09-09-04" After Action Report - Terry Manning

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee with noted edits, approve and forward to the Mayor for transmittal to the City Council, the Operation: "Evacuation 09-09-04" After Action Report.

C. Report on the 2005 City of Los Angeles Emergency Preparedness Fair - Mark Davis

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 Emergency Preparedness Department report on the 2005 Emergency Preparedness Fair.

D. Urban Area Shared Information and Resources – EOC Technology Services and Incident Management System - Cliff Eng

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 Urban Area Shared Information and Resources - EOC Technology Services and Incident Management System Report.

III. Information Items

- A.** Homeland Security Grants - Anna Burton
- B.** Citywide Public Safety Bond Program - Rob Freeman
- C.** 2005 Emergency Management Workshop - Larry Meyerhofer
- D.** 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/epdeooeob1.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) 978-0540.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: July 11, 2005

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **2004 EMERGENCY MANAGEMENT WORKSHOP 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 2004 Emergency Management Workshop After Action Report.

Executive Summary

The 2004 City of Los Angeles Emergency Management Workshop was held October 19 - 22, 2004 at the UCLA Conference Center in Lake Arrowhead, CA. The theme was "Putting Homeland Security into Practice." A total of 141 participants attended representing 32 City departments.

The goal of the workshop was to review the status of and evaluate the City's emergency management and homeland security program, and develop recommendations for improvements. The objectives included: Review and evaluation of the City's current homeland security program; examine the lessons learned from major national and international events in 2004; brief management on the current terrorist threats facing the City and review programs and developments within the Governor's Office of Homeland Security and State Office of Emergency Services in 2004; improve inter-agency cooperation and strengthen the City's Emergency Operations Organization (EOO) through formal and informal networking and team building.

Presentations focused on homeland security, antiterrorism and local preparedness efforts. Speakers included Cpt. Peter Neffenger, U.S. Coast Guard, Edward Gabriel, New York City Office of Emergency Management, Grant Peterson presented the Rhode Island, West Warwick Station Club and Juan Jesus Sanchez Manzano from Madrid, Spain. Other panelists presented information on current threats in the local area.

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: April 27, 2005

To: Anna Burton, Chair
Emergency Management Committee

From: Mark Davis, Chair
2004 Emergency Management Workshop

Subject: **2004 EMERGENCY MANAGEMENT WORKSHOP AFTER ACTION REPORT**

The 2004 City of Los Angeles Emergency Management Workshop was held October 19 - 22, 2004 at the UCLA Conference Center in Lake Arrowhead, CA. The theme was "Putting Homeland Security into Practice."

Goal and Objectives

The goal of the workshop was to review the status of and evaluate the City's emergency management and homeland security program, and develop recommendations for improvements. The objectives included: Review and evaluation of the City's current homeland security program; examine the lessons learned from major national and international events in 2004; brief management on the current terrorist threats facing the City and review programs and developments within the Governor's Office of Homeland Security and State Office of Emergency Services in 2004; improve inter-agency cooperation and strengthen the City's Emergency Operations Organization (EOO) through formal and informal networking and team building.

Program Highlights

On the first evening, Cpt. Peter Neffenger, U.S. Coast Guard, gave an insight into the terrorism preparedness of his military unit and how they coordinate with their preparedness partners including the Harbor Department and Los Angeles Police Department (LAPD). On Wednesday morning, Edward Gabriel, New York City Office of Emergency Management, detailed the yearlong preparation for the 2004 Republican National Convention. Following Mr. Gabriel, Juan Jesus Sanchez Manzano gave a compelling story as the head of the Bomb Disposal Unit in Madrid, Spain detailing the response to the 2004 rail attacks.

The Executive Workgroup and Tabletop exercise were scheduled for Wednesday and Thursday afternoons. Executive management received a Archangel briefing by LAPD Lt. Tom McDonald. All others were involved in a terrorism tabletop exercise with events occurring at various high profile City locations. Participants were grouped to discuss response and recovery issues related to each terrorism scenario.

Thursday began with a homeland security panel assessing the current threats in the local area. The panel consisted of law enforcement personnel from the LAPD, Port Police, Airport Police, Sheriff and Federal Bureau of Investigation (FBI). Later that morning, Grant Peterson presented the West Warwick Station Club Fire After Action Report, the first presentation since its release. On the final day, Chief William Bratton was the keynote speaker. He shared the success of LAPD and its antiterrorism unit in the City. He also applauded everyone for taking the time to meet with each other to discuss emergency management and terrorism issues. A federal and state emergency management briefing followed. Ellis Stanley and Bill Bamattre gave closing remarks summarizing the conference. See agenda - Exhibit 1.

Participants

A total of 141 participants converged upon the conference center for the three-day workshop. Representatives from 32 City departments including sixteen General Managers met and discussed emergency management coordination with their peers from county, state, federal, international and various other public and private agencies. See participant list - Exhibit 2.

Critique

Everyone was asked to complete a participant evaluation and give the coordination team input regarding this year's conference and comment on ways to improve for future conferences. The majority of participants agreed that the workshop provided them with a better understanding of how the City coordinates with county, state and federal governments during Homeland Security events. Most of the attendees agreed that sufficient time was allotted for the table top discussion and the facilitators positively contributed to it. One suggestion was for future table top exercises to tie-in more closely to the presenters earlier/real life scenarios. The majority of the participants strongly agreed that the networking opportunities provided good resources for future events.

Recommendation

During the Executive Workshop session held Thursday, October 21, 2004, the Office of the Mayor, general managers and executive management from several City departments and outside agencies discussed the threat of an aircraft en route to Los Angeles being taken over by terrorists and the resulting local and federal emergency response. It was recommended that an exercise be conducted in the City to discuss this scenario in more detail. Participants should include all appropriate City departments, other local, state and federal agencies involved in air transportation security issues.

This exercise was conducted on November 30, 2004.

Attachments

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: July 11, 2005

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **OPERATION: "EVACUATION 09-09-04" AFER ACTION REPORT**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee with noted edits, approve and forward to the Mayor for transmittal to the City Council, the Operation: "Evacuation 09-09-04" Afer Action Report.

Executive Summary

The City of Los Angeles conducted a pre-planned, multi-building evacuation exercise on September 9, 2004. An Exercise Design Team, comprised of representatives from many City Departments, led by the Department of General Services (GSD), designed the event. Approximately 7000 people participated. The goal of the exercise was to improve operational readiness of the City's Emergency Operations Organization (EOO), Alternate Emergency Operations Center (AEOC), Building Emergency Coordinator's (BEC) and Department Operations Centers. Additionally, the evacuation drill was designed to observe AEOC activation response time, and exercise the new supervisory accountability guidelines as required by Mayoral Executive Directive 2000-8. The exercise involved the simultaneous evacuation of five City buildings and adjacent Federal buildings based on a credible Weapons of Mass Destruction (WMD) threat scenario. The involved buildings included City Hall, City Hall East, City Hall South, Parker Center and the Metropolitan Communication Dispatch Center, Joy Picus Child Care Center, as well as a Federal Building and courthouse.

It was recommended that future full-scale drills continue, but not be publicized. This will afford participants a more realistic practice opportunity. Consideration should be given to expanding the drill to include a second phase of moving personnel from the Safe Refuge Areas to alternate work sites. Additional refinement of the accountability data collection, and continued use during future exercises will support more rapid and accurate confirmation of building evacuation. Consideration should also be given to an alternate forms of communication.

At its June 1, 2005 meeting, the Emergency Management Committee Board approved the After Action Report and requested the following corrections:

- ITA be added to a the list of participating agencies
- Chapter 3, City Hall should be changed to reflect City Hall Buildings,
- Chapter 5, recognize that 800 Mhz radios were used during the exercise

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

Attachment

**OPERATION: "EVACUATE 09-09-04"
AFTER ACTION REPORT**

OPREATION “EVACUATE 09-09-04” EXECUTIVE SUMMARY

The City of Los Angeles conducted a pre-planned multi-building evacuation exercise on September 9, 2004 between the hours of 0930 - 1130 hours. The goal of the exercise was to improve operational readiness of the City's Emergency Operations Organization (EOO), Alternate Emergency Operations Center (AEOC), Building Emergency Coordinator's (BEC) and Department Operations Centers. Additionally, the evacuation drill was designed to observe AEOC activation response time, and exercise the new supervisory accountability guidelines as required by Mayoral Executive Directive 2000-8. The exercise involved simultaneous evacuation of five City buildings and adjacent Federal buildings based on a credible Weapons of Mass Destruction (WMD) threat scenario. The involved buildings included City Hall, City Hall East, City Hall South, Parker Center and the Metropolitan Communication Dispatch Center, Joy Picus Child Care Center, as well as a Federal Building and courthouse. An Exercise Design Team, which was comprised of representatives from ten City Departments with General Services Department (GSD) as the lead agency, designed this planned event. Approximately 7000 people participated in the exercise.

This was a well-planned well executed drill that successfully allowed the City to exercise simultaneous building evacuation, test newly established supervisory accountability guidelines, and observe Alternate Emergency Operation Center (AEOC) activation. Future full-scale drills should continue to be well planned, but not well publicized. This will afford participants a more realistic practice opportunity. Consideration should be given to expanding the drill to include a second phase of moving personnel from the Safe Refuge Areas to alternate worksites. Additional refinement of the accountability data collection (i.e. sign-in flexibility), and continued use during future exercises will support more rapid and accurate confirmation of building evacuation. Consideration should also be given to an alternate form of communication (e.g. Wi-Fi messaging, cell phones, etc), additional radios and additional designated channels. This will help to mitigate the radio communication issues identified during the drill.

Chapter 1: Exercise Overview

Exercise Name:

Operation: "Evacuate 09-09-04"

Exercise Date:

September 9, 2004

Sponsor:

City of Los Angeles

Type of Exercise:

Full-Scale Drill

Funding Source:

City of Los Angeles

Program:

Response Recovery Prevention Other.

Classification:

By Invitation Only

Scenario:

(O) Other- Hijacked aircraft traveling from Las Vegas, with a destination of Los Angeles Civic Center area.

Location:

Civic Center Area
Los Angeles, California

Participating Organizations:

- Department of City Planning
- Department of Public Works
- Department of Transportation

Chapter 1: Exercise Overview

- Department of Water and Power
- Emergency Preparedness Department
- General Services Department
- Los Angeles Fire Department
- Office of the Chief Legislative Analyst
- Office of the Mayor
- Personnel Department
- Police Department

County of Los Angeles

- County Office of Emergency Management (AEOC)

Number of Participants:

7000

Exercise Overview:

The City of Los Angeles conducted a pre-planned multi-building evacuation exercise on September 9, 2004 between the hours of 0930 - 1130 hours. The goal of the exercise was to improve operational readiness of the City's Emergency Operations Organization (EOO), Alternate Emergency Operations Center (AEOC), Building Emergency Coordinator's (BEC) and Department Operations Centers. Additionally, the evacuation drill was designed to observe AEOC activation response time, and exercise the new supervisory accountability guidelines as required by the Mayor's Executive Directive 2000-8. The exercise involved simultaneous evacuation of five City buildings and adjacent Federal buildings based on a credible Weapon of Mass Destruction (WMD) threat scenario. The involved buildings included City Hall, City Hall East, City Hall South, Parker Center and the Metropolitan Communication Dispatch Center, Joy Picus Child Care Center, as well as a Federal Building and courthouse.

Exercise Evaluation:

Evaluators were stationed at the Unified Command Post, pre-designated Safe Refuge Areas, building exits, and the Alternate EOC site at the Convention Center.

Chapter 1: Exercise Overview (cont'd)

Participants were provided a one page Exercise Critique Survey designed to elicit feedback on:

- Level of Emergency Operation Center training prior to the exercise
- Level of Building Emergency Coordinator / Floor Warden training prior to exercise
- Issues around supervisor accountability guideline implementation
- Issues around interagency communication and coordination
- Individual ability to respond to a credible terrorist threat

Additionally, an After Action Report was completed by each participating City Department, and each Observer-Evaluator completed an Observer Evaluator Form. The "Hot Wash" post-exercise evaluation was conducted on September 16, 2004.

Chapter 2: Exercise Goals and Objectives

The Exercise Design Team established the following goal and objectives for this exercise. All exercise goals were demonstrated during exercise play and ultimately accomplished. Through demonstration of these objectives, the exercise Players successfully simulated an effective response to scenario events. At the same time, exercise play revealed ways that future responses could be made more effective.

Goal 1: Improve operational readiness of the City of Los Angeles' Emergency Operations Organization (EOO), Alternate Emergency Operation Center (AEOC), Building Emergency Coordinators (BECs), and Department Operations Centers.

Objective 1: Exercise the City's ability to conduct multi-building evacuations of City Hall, City Hall East, City Hall South, Parker Center and the Metropolitan Communications Dispatch Center.

Objective 2: Exercise planning for and coordination of mass evacuation to safe refuge areas with assistance of Building Emergency Coordinators, Floor Wardens and other emergency responders.

Objective 3: Exercise the AEOC set-up for an emergency response with notification systems and procedures.

Objective 4: Observe the Level One AEOC activation response time to a terrorist threat.

Objective 5: Ensure interagency and interdepartmental communication and coordination.

Objective 6: Exercise new supervisory accountability guidelines.

Chapter 3: Exercise Events Synopsis

It is Thursday September 9, 2004, a City workday. At 9:30 a.m. the Los Angeles Police Department's Anti-Terrorist Division and the Terrorism Early Warning Group (TEW) reported that an aircraft traveling to Las Vegas was hijacked in mid-air and is now headed towards the Los Angeles Civic Center area. The Federal Bureau of Investigation confirms the hijacking was done by a terrorist organization, and confirms the need for a mandatory evacuation.

All agencies report that the aircraft will arrive within the next two hours and order an immediate evacuation of the areas around the Civic Center, specifically City Hall, City Hall East, City Hall South, Parker Center, Metropolitan Communication Dispatch and 300 N. Spring Street Federal Building.

The Los Angeles Fire Department and the Los Angeles Police Department will operate a Unified Command Post to coordinate emergency response in the affected area. The City's EOC will be activated at an alternate site, due to the nature of the threat. The Emergency Preparedness Department has announced that the EOC responders are to report to the Convention Center immediately.

0930 hours: Department of Transportation responded to the Unified Command Post. DOT engineering staff was pre-staged at the safe refuge area and other designated intersections in order to secure locations, manage street closure and maintain traffic flow. The DOT Automated Traffic Surveillance and Control Center (ATSAC) monitored the Central Business District. Special Traffic Operations (STO) Division provided traffic control for the duration of the exercise.

0950 hours: GSD notified Alternate Building Emergency Coordinators (BEC) for City Hall of the commencement of the exercise.

0955 hours: City Hall and Alternate BECs proceeded to the Fire Control Room and notified all employees, elected officials, and visitors through the public address system of the evacuation drill commencement. Floor Wardens, Assistant Floor Wardens, team leaders, elevator monitors, stairwell monitors, restroom monitors and other pre-designated staff deployed on each floor.

Floor Wardens directed all participants to the nearest stairwell for evacuation and ensured the floor was clear before departure. Team Leaders lead employees out of the building via pre-established evacuation routes. GSD Security, located at each building exit, directed all participants to the nearest Safe Refuge Area.

ITA Staff deployed with LAPD personnel and EPD staff with the Bureau of Street Services from City Hall East to the Los Angeles Convention Center.

Chapter 3: Exercise Events Synopsis

1000 hours: ITA and LAPD personnel and EPD with Bureau of Street Services arrived at the Los Angeles Convention Center.

1005 hours: City Hall buildings were confirmed empty (evacuation time: 10 minutes). Several special needs personnel were identified prior to the exercise. They were either sheltered in place or were accounted for by the LAFD personnel at the nearest stairwell.

1010 hours: AEOC established. Local Area Network (LAN), e-team, Internet and phone (via Voice Over Internet Provider) services were established.

1015 hours: All Floor Wardens were contacted via radio and confirmed at the Safe Refuge areas (total elapsed time 25 minutes).

Traffic congestion at Spring Street and Aliso Street required temporary redeployment of the Main Street and Aliso Street Officers to mitigate the problem. Once resolved, the Officers returned to their assigned post.

1026 hours: LAPD DOC trailer LAN, e-team and Internet services established. Downlink viewing also established.

1028 hours: LAPD DOC trailer telephone services established.

1031 hours: Unified Command Post was notified that all personnel were signed-in at the Safe Refuge Areas.

1046 hours: LAFD gave City Hall an “all clear” after conducting sweeps of every floor. LAFD and Civilian Employee Response Team (CERT) members coordinated staggered release of personnel (25% at a time) from the Safe Refuge Areas.

1109 hours: Building reentry was confirmed. GSD Security reported an orderly and efficient repopulation of buildings.

1125 hours: All streets reopened and back to normal operations.

1130 hours DOT was complete. Drill complete.

Chapter 4: Analysis of Mission Outcomes

Objective 1: Fire Department personnel assisted with the total building evacuation and when the last person left the building that the time was announced. The average time for initial evacuation was 12 minutes. However, the Fire Department conducted a final sweep of all floors in City Hall, which extended length of time associated with a complete evacuation to approximately 56 minutes. The total elapsed time to “All clear” should include the completion of the Fire Department’s final sweep.

Objective 2: Fire Department personnel assisted at the Safe Refuge Areas, addressing medical issues and comfort associated with long waits, heat, etc. The Safe Refuge Area accountability procedures resulted an extended length of time in the Safe Refuge Areas that created undue stress on all personnel.

In some instances here was a lack of direction for employees exiting certain doors. This resulted in a delay in reaching the alternate safe refuge area. Redirection to alternate Safe Refuge Areas resulted in some departments being split and deployed to separate sites that, in conjunction with a lack of clarity, resulted in difficulty and delay of employees signing in on other department accountability sheets.

Initial planning identified a DWP facility as a safe refuge area for federal employees. Since DWP was not part of the Exercise Design Team and a request for use was not submitted, authorized use of the facility was not obtained. Security and logistical issues made this an unlikely location for a safe refuge area. Additional meetings were required to develop an alternate plan.

Objective 3 & 4: AEOC was established and mission capable with communication systems (LAN, VOIP Telephone, e-team, etc) within fifteen minutes of exercise commencement. Twenty-four persons responded to the AEOC, including County Office of the Emergency Management, Police, Fire, ITA, EPD, GSD, City Administrative Officer, Bureau of Street Services, and Building and Safety.

The LAPD DOC trailer was mission capable within 32 minutes. Note that LAPD DOC trailer response time was much better than during a real event, since the LAPD DOC trailer was pre-deployed for the exercise.

Objective 5: The involved agencies - LAFD, LAPD, DOT, EPD, GSD and the Federal building representatives worked together very well within the unified command post structure.

Several departments reported radio communication problems. High traffic and limited access to radios created difficulty in relaying information. Radio communications with Floor Warden was limited.

Chapter 4: Analysis of Mission Outcomes

Objective 6: City Departments with employees located in the Civic Center successfully utilized the database provided by Personnel Department to account for employees participating in the exercise. Large departments (GSD and LAPD) reported a significant number of employees "Unaccounted For", due the database's ability to sort by division only and not employee location. These departments had to account for all employees in a division, even though only a few employees in each division actually participated in the exercise.

Chapter 5: Analysis of Critical Task Performance Recommendations

Objective 1&2:

- Future full-scale drills should continue to be well planned but not well publicized. This will afford participants a more realistic practice opportunity
- Drills should limit the planning staff and include “causalities” for different scenarios.
- Consideration should be given to exploring a second-phase of moving evacuees from Safe Refuge Areas to alternate work sites or moving large groups of people via public transit.
- All future plans should include appropriate authorization for use of facilities prior to finalizing plans.

Objective 3:

- Future exercise should consider assessing real time deployment of the LAPD DOC trailer.

Objective 4: N/A

Objective 5:

- Additional radios and designated channels will help to mitigate the radio communication issues identified during the drill. Consideration should also be given to an alternate form of communication (e.g. cell phones, etc)
- Consider providing 800 MHz radios to Floor Warden and BEC in order improve radio communication between and within City Hall buildings.
- Additional hand-held radios are needed for Assistant Floor Wardens.
- Additional radio frequencies (more than one) should be made available in order to facilitate Floor Warden, BEC, etc, communication.
- Consider acquiring dedicated AM frequency or WI-FI messaging capability for Floor Warden, BEC, etc.
- The ninth floor pre-established evacuation route exits through the parking garage. Locked garage doors prevented exit. New routes need to be established.
- Illuminated stairwell signage needed for each door, delineating exit routes. Not all floors have means of exit, and not all floors have upper and lower egress access.
- Illuminated stairwell strips on stairwell floors for safe navigation.
- All floors require better directional and exit signage.

Chapter 5: Analysis of Critical Task Performance Recommendations

Objective 6:

- A more robust database using daily extracts from PAYSr or another system should be developed. As the database was created from PAYSr, which does not list employees by location, the current database may have to be modified to allow best usage by all City departments.
- Mobile scanning equipment for employee ID's should be acquired and incorporated into the accountability procedures.
- Access to the database by Department Personnel Officers should be available from the City's Intranet page and should allow for multiple-user entries.

Chapter 6: Conclusion

The coordinate planning effort of participating City Departments was effective and led to a successful simultaneous building evacuation. All objectives of the exercise was met, and incorporation of the employee accountability process and activation of an AEOC as additional components of the exercise allowed the City to test several major response measures for the first time.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: July 11, 2005

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **REPORT ON THE 2005 CITY OF LOS ANGELES EMERGENCY
PREPAREDNESS FAIR**

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 Emergency Preparedness Department report on the 2005 Emergency Preparedness Fair.

Executive Summary

In 1995, the City Council authorized the Emergency Operations Organization Coordinator to accept in-kind donations and monies for deposit into the Emergency Operations Fund (EOF) to defray the costs of the City's Annual Emergency Preparedness Fair. The City Council instructed the Emergency Operations Board to submit an annual accounting of all donated monies, in-kind donations and Fair related expenses.

The attached report itemizes Fair expenses, cash and in-kind donations.

Supporting Document

Inter-Departmental Correspondence from the Emergency Preparedness Department, dated June 28, 2005.

Attachment

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: June 28, 2005

To: Anna Burton, Chair
Emergency Management Committee

From: Mark Davis, Chair
2005 Emergency Preparedness Fair

Subject: **REPORT ON THE 2005 CITY OF LOS ANGELES EMERGENCY PREPAREDNESS FAIR**

SUMMARY

City Council action on February 7, 1995 (C.F. 95-0307) authorized the Emergency Operations Organization Coordinator to accept in-kind donations and monies for deposit into the Emergency Operations Fund (EOF) to help defray the cost of the City's Emergency Preparedness Fair. The Council instructed the Emergency Operations Board (EOB) to submit an after-action report itemizing all monies accepted and deposited into the EOF, all fair related expenses and all in-kind donations received.

On April 9, 16, 23, 30 and June 18, 2005 the City hosted its Fourteenth Annual Emergency Preparedness Fair in the Crenshaw, San Pedro, West Valley, West Los Angeles and East Valley areas, respectively. The total cost of the fair was approximately \$14,766.

The report is as follows:

I. Funds Available

Based on the cost of previous fairs, the City's 2004-05 Adopted Budget provided \$10,000 for the 2005 Fair.

II. In-Kind Donations

The City received an estimated \$73,971 of in-kind donations. Attachment 1 identifies the organizations and the estimated value of their donation.

III. Funds Expended

A.	Equipment and furniture rentals.....		\$3,478
	Triple A Rents & Events	\$3,478	

B. Printing of posters, flyers, advertising and information material \$10,996

Fair Flyers	\$202
Posters	\$1,218
Advertising & Media Services	\$9,552
Certificates	\$24

C. Office supplies:	\$292
Paper Stock and other supplies	\$292

TOTAL FAIR COST \$14,766

The format of the Emergency Preparedness Fair was designed to take the fair into high-volume community venues. This year's Fair was successful in exposing greater numbers of people to the City's preparedness message, while at the same time reducing direct and indirect costs. Planning for the event also took in account other events occurring in the City and paired where possible to reach the maximum audience.

RECOMMENDATION

That the Emergency Management Committee approve and forward to the Emergency Operations Board for approval.

FISCAL IMPACT STATEMENT

Approval of this report will have no impact on the City's General Fund.

Attachment

Attachment 1

2005 Emergency Preparedness Fair

Item	Description/Amount	Vendor	Actual Cost
Canopies & Furniture	Malls, Ports O'Call and Branford Park Rentals:	Triple A	
	Canopies 10' x 10/ 8' Tables with drapes/Chairs		
4/9/2005	Baldwin Hills Crenshaw Plaza		\$518
4/16/2005	Ports O'Call		\$1,470
4/23/2005	Westfield Promenade		\$170
4/30/2005	Westside Pavilion		\$360
6/18/2005	Branford Park		\$960
		Sub total Rentals	\$3,478
Advertising/Printing	10,000 flyers	GSD - Print Shop	\$202
	250 Posters	GSD - Print Shop	\$1,218
	Cable TV Ads	Comcast Spotlight	\$9,552
	150 Fair Participant Certificates	EOO	\$24
		Sub total Advertising	\$10,996
Office Supplies	Paper stock, card stickers and other office supplies	Office Depot	\$292
		Sub total Supplies	\$292
		Total Expenditures	\$14,766
In-Kind Donations	Description	Company/Agency	
	Emergency Kits	LA County Dept of Health Services	\$16,888
	Giveaway and Raffle Items	Community Redevelopment Agency	\$22,146
	Raffle Items	Magic Johnson Theaters	\$72
	50 Deluxe First Aid Kits	Westside Pavilion	\$2,500
	Raffle Items	Fire Department	\$400
	Raffle Items	American Red Cross	\$400
	Raffle Items	Harbor Department	\$1,800
	Raffle Items	Public Works - Street Services	\$480
	Sign Language Interpreter Services	Dept on Disability	\$1,272
	1.5 Million Fair Billing Mailers	DWP	\$24,085
	Cable TV Advertising	Comcast Spotlight	\$3,928
		Total In-kind Donations	\$73,971

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: July 11, 2005

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **URBAN AREA SHARED INFORMATION AND RESOURCES - EOC
TECHNOLOGY SERVICES AND INCIDENT MANAGEMENT SYSTEM**

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 Urban Area Shared Information and Resources - EOC Technology Services and Incident Management System Report.

Executive Summary

At its June 1, 2005, the Emergency Management Committee approved the recommendation to support development of Memorandum of Agreements (MOU) between the City of Los Angeles and Los Angeles Urban Area partner cities. Each City would require a separate MOU which would allow use of the Emergency Operations Center Information Management System (EOCIMS). The City currently has a contract with WebEOC which is a internet based messaging software tool. This application, although housed on City servers, has the capability of individual customization for use by other agencies, as well as maintaining the security of the City data and information input during disaster response.

If approved, the Emergency Preparedness Department (EPD) will work cooperatively with the Information Technology Agency, the Office of the City Attorney, and others as appropriate, to coordinate the development and implementation of each MOU. An organizational and business model for management of the shared information and resources program, EOC technology services and incident management system will be developed to maintain the policies and direction of the Urban Area Security Initiatives program, the Los Angeles Urban Area Working Group and the Department of Homeland Security. A cost sharing agreement will also be developed to support the long term maintenance and use of the system by non-City agencies.

Once implemented, the City of Los Angeles, as the Core City for the Los Angeles Urban Area, would be able to share and collect information related to disaster response and recovery with each of the Urban Area cities, the County of Los Angeles and the Department of Homeland Security in a real-time setting.

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: May 30, 2005

REF: OTS-359-05

To: Information Technology Sub-Committee
Emergency Operations Organization

From: Clifford Eng, Assistant General Manager
Information Technology Agency

Anna M. Burton, Assistant General Manager
Emergency Preparedness Department

Subject: **URBAN AREA SHARED INFORMATION AND RESOURCES – EOC
TECHNOLOGY SERVICES AND INCIDENT MANAGEMENT SYSTEM**

The Los Angeles Urban Area (LAUA), consists of the City of Los Angeles, the unincorporated area of the County of Los Angeles and seventeen cities with contiguous borders to the City, and was created as a result of Los Angeles' designation as one of the nations Urban Areas in April 2003. The LAUA group allocates Urban Area Security Initiative (UASI) grant funds allocated to the LAUA, and the City as the "Core City" to the Urban Area, administers the grant.

Within the FY '05 LAUA application, funding was approved by the LAUA Approval Authority to connect LAUA partners through the Core City's EOC Information Management System (EOCIMS). LAUA partners may, in certain pre-approved circumstances, be able to view incidents and response activities in the Core City as well be able to use the system in their own Emergency Operations Center (EOC). In order for the Core City to allow this access and use, Memorandum of Understandings must be approved by each jurisdiction.

RECOMMENDATION

Recommend that Emergency Operations Organization (EOO) approve and authorize the Emergency Preparedness Department (EPD), in consultation with the Information Technology Agency (ITA), and City Attorney to develop Memorandum of Agreements (MOAs) with interested Los Angeles Urban Area (LAUA) partners, and to create an organizational and business model for the management of the shared information and resources program – EOC technology services and incident management system, in keeping with the policies and direction of the Urban Area Securities Initiative (UASI) program, the Los Angeles Urban Area Working Group, and the Department of Homeland Security (DHS).

OPERATIONAL AND BUSINESS MODEL

To provide the initial connectivity and system modifications required for our LAUA partners to access and utilize WebEOC, as well as provide a method for the ongoing maintenance/upgrades and support of this and other systems/services that may be offered for subscription in the future, the following Operational and Business Model is proposed.

Operational Model:

The City of Los Angeles EOO will be the service provider to subscribing LAUA partners for the provision of the EOC Information Management System (IMS), which is currently WebEOC, and any subsequent system/service that is developed by the EOO for emergency management and approved by the City for a shared resource offering.

The City will, through individual MOA's with subscribing LAUA partners commit to a level of system availability and support efforts to ensure application availability and operability as an application service provider (ASP). On-site support will be maintained by the subscribing partner.

Business Model:

The City of Los Angeles EOO will be the business partner of the subscribing Urban Area jurisdictions for the shared resources and services provided. A cost allocation formula will be developed by EPD, ITA and the CAO which will be applied to all subscribing jurisdictions, and the collected "fees for service" will be deposited in the Emergency Operations Fund (EOF), in trust, to be used solely for the ongoing maintenance/upgrades and support of this and other systems/services provided through the shared resources project.

If you have any questions or comments, please contact Clifford Eng at (213) 485-3949, Anna Burton at (213) 978-0528 or Joyce Edson, at (213) 978-2812.