

**AGENDA**  
City of Los Angeles  
EMERGENCY OPERATIONS BOARD

**REGULAR MEETING**

Thursday, January 21, 2021  
2:00 P.M.

In accordance with the Governor's Executive Order N-29-20 (March 17, 2020) and due to ongoing and escalating concerns relative to the Coronavirus pandemic, the Emergency Operations Board (EOB) meeting will be conducted entirely telephonically. EOB members and staff will also have access to video teleconferencing capabilities. Such meetings will not be conducted at the EOB Boardroom, 500 E. Temple Street, Los Angeles, CA 90012.

Members of the public can listen to the meeting via telephone and are invited to address the Emergency Operations Board on any item on the agenda prior to action by the Board on that specific item by calling **669 900-6833**. Public participants will be asked for a meeting ID, they should enter **86199437689** followed by the # (pound sign). Participants press # (pound sign) again to continue. Participants press \*9 if they wish to comment and will be called on by the meeting moderator (EOB Executive Assistant).

Public comment will be limited to two (2) minutes per individual for each item addressed, unless there are more than ten (10) comment requests for each item, in which case the Board Chair may limit public comment to one (1) minute per individual. Time cannot be ceded to another speaker, and an individual may speak only once during any individual agenda item. Only those who are in the queue when the Board Chair begins public comment on a specific agenda item will be allowed to speak on that item.

*(NOTE: Pursuant to Government Code Section 54954.3(b) the legislative body of a local agency may adopt reasonable regulations, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.)*

It is requested that individuals who require the services of a translator contact the Executive Assistant to the Board at 213 484-4804 no later than the day preceding the meeting. Whenever possible, a translator will be provided.

Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend.

NOTE: The meeting is digitally recorded.

- I. Declaration of Quorum; Instructions Regarding Virtual Meeting Format, Approval of November 17, 2020 Minutes.
- II. Action Item

**A. 2020-2022 City of Los Angeles Emergency Operations Plan Revisions – Patrick Munongo**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee at its November 4, 2020 meeting, approve and forward to the Mayor and the City Council as information items the following revised annexes:

- Evacuation Annex
- Local Assistance Center Annex
- Recovery Annex

- III. Information Items
  - A. Presentation on LA County Public Health Vaccination Program – Dr. Paul Simon
  - B. LA Citywide Proposed Vaccination Augmentation Strategy – Mayor’s Office of Public Safety
  - C. EOC Activation Updates – Aram Sahakian
    - a. COVID-19 - Ongoing
    - b. Presidential Inauguration – January 20, 2021
- IV. Public Comments
- V. Presentations (as requested)
- V. Adjournment

**CITY OF LOS ANGELES**

INTER-DEPARTMENTAL CORRESPONDENCE



Date: January 15, 2021

To: Michel Moore, Chair  
Emergency Operations Board  
Emergency Operations Board Members

From: Carol Parks, Executive Assistant  
Emergency Management Department

Subject: **2020-2022 CITY OF LOS ANGELES EMERGENCY OPERATIONS PLAN REVISIONS - LOCAL ASSISTANCE CENTER ANNEX, RECOVERY ANNEX, EVACUATION ANNEX**

**Recommendation**

That the Emergency Operations Board, as recommended by the Emergency Management Committee at its meeting on November 4, 2020, approve and forward to the Mayor and the Council as an information item: Local Assistance Center Annex, Recovery Annex, and Evacuation Annex.

**Summary**

Federal guidelines require that the City of Los Angeles update its Emergency Operations Plan, Annexes, and Appendices every two years. The Emergency Management Department (EMD), identified as the lead City agency for emergency preparedness by the Administrative Code, oversees this process and has created a schedule to comply.

During the review and update process, pertinent departments were asked to update their sections of the plans. The Planning Subcommittee, represented by various City agencies, has also been given an opportunity to review and discuss these plans in an open forum. EMD requests that the EOB approve this plan and forward it to the Mayor and the Council.

**EXECUTIVE SUMMARY  
LOCAL ASSISTANCE CENTER ANNEX**

This Annex is developed in support of the City of Los Angeles Emergency Operations Plan (EOP) to facilitate response to incidents requiring the activation of a Local Assistance Center (LAC).

The Annex has been developed to meet the following objectives:

- Provide a concept of operations and identify roles and responsibilities for each appropriate department within the City of Los Angeles.
- Define communication, coordination and procedures for notification and response of City departments, participating agencies, and the public in the event of a LAC activation.
- Identify actions that can realistically be accomplished within a few hours or a few days to mobilize and operate a LAC.
- Ensure consistency with Federal, State of California, the Los Angeles County Operational Area, and other supporting agencies' LAC guidelines.
- Ensure compliance with Federal and State laws pertaining to emergency management and for people with disabilities and others with access and functional needs.

**Event**

Activation of a LAC goes through five (5) phases: activation, deployment, mobilization, operational and demobilization. A brief overview is described below:

<b>Phase</b>	<b>Description</b>
1. Activation	Decision is made to activate LAC(s) and Oversight Team is formed.
2. Deployment	EMD notifies City departments that LAC will be opened and that they are requested to participate by providing information/services to clientele.
3. Mobilization	LAC facility is acquired, agencies that will participate are determined/coordinated, LAC staff is identified, and facility is set up to receive clients
4. Operational	LAC facility is opened to the public, and services are provided to clients
5. Demobilization	LAC is closed and facility is returned to its normal function

**A. Activation**

During the aftermath of a disaster, LACs will be opened to service individuals, family members, and business owners, with the following:

1. Guidance on disaster recovery,
2. Housing assistance and rental resource information,
3. Case resolution and referral services,
4. Status of applications being processed by FEMA, Small Business Administration (SBA), and/or State applications,

5. Information and referral services for the recovery needs for people with disabilities and others with access and functional needs,
6. Hazard Mitigation (HM) reconstruction information,
7. FEMA tele-registration, and
8. Assistance with vital records replacement.

**B. Deployment**

During the Deployment Phase, the EMD will serve as the LAC Director and will:

- Notify all designated City Departments and other participating agencies (Non Governmental Organizations / Faith-Based Organizations / Community-based Organizations / Private Non Profits) that are participants in a LAC operation.
- Notification will provide location, timeline, mobilization/opening requirements (LAC should be operational within 48-96 hours of notification).
- Coordinate logistical support to stand up the LAC.
- Coordinate with City and County Emergency Operations Centers (EOCs) to contact state and federal agencies participating in the LAC.

For disasters occurring within the City of Los Angeles, the City will provide the physical location and logistical support for LACs within its jurisdiction. LACs will operate at facilities controlled by the City, as opposed to private-for-profit businesses or other facilities not owned and operated by the City.

**C. Mobilization Staffing**

Once a LAC facility is identified and ready for operation, the LAC Director will begin assigning staff to the LAC. (Note: All of the staff positions may be filled by any City Agency as requested.)

<b>Position</b>	<b>Role</b>
LAC Director	Coordinates the activation and demobilization processes with the Oversight Team.
Operations Section Coordinator	Maintains daily operations of the facility, contracted services and security operations.
Public Information Officer	Works with the media to inform the public of LAC location, hours, etc. This role may also work with EOC Public Information Officers if the EOC is still activated.
Safety Officer	Develops the Site Safety Plan for the facility.
Logistics Section Coordinator	Coordinates the acquisition of supplies & equipment, establishing security operations, and managing IT functions.
Planning Section Coordinator	Develops and implements meeting schedules between the Operations, Logistics, Safety, and Public Information Officers to provide updates to the LAC Director.

ADA Coordinator	Advises operations on configuration of a LAC for physical accessibility, ensures appropriate signage in accessible formats, ensures program access and the provision of auxiliary aids and services for effective communication, and ensures that the information on the information board is accessible in appropriate formats for people with disabilities and others with access and functional needs.
Other Staff	Additional staff such as Community Emergency Response Team (CERT) Volunteers through the City of Los Angeles Fire Department may be used to fulfill support staff duties.

**D. Staff Operations**

Service provider booths will be staffed by representatives from each respective agency. Staffing procedures will be at the discretion of the agency, but agencies must keep their department booth staffed during operating hours. If agency representatives have questions or issues, they will direct them to the LAC Director.

Meetings with the service providers will be conducted daily to ensure that unmet disaster recovery needs are being addressed, that trends are being identified, and gaps and/or deficiencies are being corrected. The LAC Director will hold daily briefings with all service providers, either before or after LAC operating hours, to report and discuss ongoing issues, pending items, corrective actions, operational issues and daily communication.

**E. Demobilization**

During the demobilization phase, LAC operations cease and the LAC facility is returned to its normal functions. This phase includes closeout meetings, facility clean-up, and the return of borrowed resources.

Plan/Annex/Appendix	Page # & Action Taken/Comments
Local Assistance Center	<ul style="list-style-type: none"> <li>- Cover Page: Updated the document date</li> <li>- Page 3: Updated record of changes</li> <li>- Page 31: Updated MOU with ARC</li> <li>- Page 70: Updated Attachment H: Video Remote Interpreting Service User Guide</li> <li>- Page 71: Update Attachment I: City of Los Angeles Local Assistance Center Accommodation Request</li> </ul>

## **EXECUTIVE SUMMARY RECOVERY ANNEX**

The Annex details the City government's responsibilities for a managed transition to post-disaster recovery from response operations outlined in the EOP and other supporting Hazard Specific/Functional Annexes.

This Annex has been developed to meet the following objectives:

- Provide a recovery concept of operations for the City of Los Angeles.
- Provide operational guidance to responders and decision-makers.
- Serve as a guide to familiarize City departments with the roles and responsibilities during the recovery phase.
- Define a scalable recovery organization.
- Identify actions that can realistically be initiated and sustained to recover from any adverse impact of a disaster.
- Ensure consistency with the National Disaster Recovery Framework (NDRF) Guiding Principles:
  - Individual and family empowerment
  - Leadership and local primacy
  - Pre-disaster recovery planning
  - Engaged partnerships and inclusiveness
  - Unity of effort
  - Timeliness and flexibility
  - Resilience and sustainability
  - Psychological and emotional recovery
- Ensure consistency with 2016 NDRF Recovery Support Functions, including safety assessment; security and reentry considerations; debris regulation and management; public assistance opportunities; public information platforms; environmental issues; short- and/or long-term community redevelopment; administration and finance issues; restoration of public infrastructure, services, and property; emergency permits, inspections, and construction licensure; safety; housing solutions; economic stability; restore and improve health and social services needs; and hazard mitigation.
- Ensure consistency with NIMS, 2016 Recovery Federal Interagency Operational Plan, California SEMS, and the 2019 California Disaster Recovery Framework.
- Ensure consistency with local, State, and Federal laws and guidelines as they pertain to specific recovery functions.

### **1. Short-Term Recovery**

The key objectives of short-term recovery are to restore the community to a functioning, if not pre-disaster, state. Pressure on the City will be immense to resume essential services and pay prompt attention to residents' needs and requests. Emergency repairs and minor reconstruction may occur during short-term recovery. Generally speaking, recovery that takes place while the Emergency Operations Center (EOC) is activated and primarily focused on coordinating response activities is considered short-term recovery. Short-term recovery activities may include changes or alterations to traffic patterns; extended and expanded mass care services; identifying affected natural cultural, and historical sites; taking action to expedite permitting processes; requesting private sector entities delay payment requirements; and addressing temporary housing and business space needs.

## **2. Intermediate Recovery**

During the intermediate recovery phase, activities focus on the transition from the short-term to long-term recovery phases. During this period, the EOC will shift from response-focused activities toward demobilization and the Long-Term Recovery Group (LTRG) will be activated. Intermediate phase activities may include coordinating with Los Angeles County resources and developing communications on long-term objectives; continuing to execute response-phase missions; and ensuring that adequate resources are available to complete long-term recovery objectives.

## **3. Long-Term Recovery**

Long-term recovery includes reconstruction of damaged or destroyed social, economic, natural, and built environments. The overarching focus of long-term recovery will be on building safely and wisely, reducing future hazards, and optimizing community improvements. All efforts will guide the affected community toward self-sufficiency, sustainability, and resilience.

### **Activation of the Recovery Function**

If the EOC is activated, the EOC Director will assess the situation and determine the appropriate time to initiate recovery. If the EOC is not activated or is at Level I, the City of Los Angeles Emergency Management Department (EMD) General Manager will determine when to initiate recovery. Recovery activities may be initiated concurrently with or shortly after the commencement of response operations, even while immediate life-saving activities are in progress. It is advantageous to initiate recovery activities as soon as possible. This Annex may go into effect immediately following any significant incident, and is applicable throughout the recovery continuum.

### **Long Term Recovery Group**

As the Emergency Operations Center focuses on transitioning from response to recovery, EOC responders and agencies will also have recovery mission assignments. The LDRM will lead the transition to Long-Term recovery and the creation of the Long Term Recovery Group (LTRG). The LTRG will consist of a core group of departments, the Disabilities Access and Functional Needs (DAFN) Technical Specialist, and other community-based organizations (CBOs), faith-based organizations (FBO), Non-Governmental Organization (NGO), and National Voluntary Organizations Active in Disaster (VOAD) representatives. The LTRG may identify additional agencies based on the nature of the incident. The LTRG may include additional stakeholders from groups such as churches, schools, voluntary organizations, housing authorities, and healthcare providers. A visual depiction of the organization of the Long-Term Recovery Group is found in Attachment B.

### **Safety Assessment**

Safety Assessment is an integral component of overall recovery efforts. As such, the Los Angeles Department of Building and Safety (LADBS) and the Los Angeles Housing and Community Investment Department (HCIDLA) both have trained professionals ready to conduct structural safety assessments. HCIDLA's focus is on residential multi-family properties.

During pandemics, the Personnel Department's Medical Services Division (MSD) provides safety guidance and recommendations for the safety of City facilities and employees.

Plan/Annex/Appendix	Page # & Action Taken/Comments
Recovery Annex	<ul style="list-style-type: none"> <li>- Cover Page: Updated the document date</li> <li>- Page 1: Updated typos and grammatical errors in Development and Maintenance section</li> <li>- Page 2: Updated Approval and Implementation section</li> <li>- Page 3: Updated Record of changes</li> <li>- Page 12: Added Pandemic specific language regarding personnel safety</li> <li>- Page 14: Updated Access and Accessible definitions in Terminology section</li> <li>- Page 18, 19, 20: Updated language regarding essential workers in a pandemic</li> <li>- Various pages: typographical errors, formatting consistency, grammatical errors, and awkward phrasing</li> </ul>

## **EXECUTIVE SUMMARY EVACUATION ANNEX**

This Annex is developed in support of the City of Los Angeles Emergency Operations Plan (EOP) to facilitate response to incidents requiring evacuations of City of Los Angeles residents.

The Annex has been developed to meet the following objectives:

- Provide a concept of operations to support evacuation procedures, including but not limited to transportation resources.
- Describe the evacuation operation roles and responsibilities between Local, State and Federal responding agencies and organizations.
- Provide a coordinated evacuation network that follows the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and relevant City, County, State, and Federal laws.

Most local evacuations will be coordinated and administered by local government officials. During any local government-administered evacuation not requiring activation of the State Operations Center (SOC), State assistance may be provided by various agencies under normal statutory authority through coordination by the California Office of Emergency Services (Cal OES). This coordination is managed under SEMS from the local jurisdiction through the operational area up to the state.

This Annex is coordinated with the Los Angeles Operational Area (OA) Emergency Response Plan and will be incorporated in OA and County unincorporated area emergency response planning.

### **Authority**

Whenever a menace to public health or safety is created by a calamity (e.g., flood, storm, fire, earthquake, explosion, accident) or there is an occurrence or presence of another disaster, Section 409.5 of the California Penal Code allows peace officers to close the area where the menace exists for the duration thereof. Any unauthorized person who willfully and knowingly enters an area closed under this authority and who willfully remains within the area after receiving notice to evacuate or leave will be guilty of a misdemeanor. (Users of this document should consult California Penal Code Section 409.5 8 for further guidance or clarification regarding this authority.) If the calamity creates an immediate menace to public health, the local Health Officer may close the area where the menace exists pursuant to the conditions set forth in this section.

California law authorizes officers to close an area and restrict access to any area where a menace to public health or safety exists. However, there is no California precedent (court opinion) that gives law enforcement such restrictive authority over private property, nor any law that requires an individual to evacuate their own residence. There is no precedent that one must leave their own property in time of fire, flood, other calamity, or disaster. Further, there is no law that gives law enforcement any right to enter private property for the purpose of a mandatory evacuation against the property owner's will.

**Note:** Personnel conducting evacuations cannot forcibly evacuate any person.

When Incident Command or law enforcement personnel believe that a responsible adult is unwilling or unable to take actions necessary to ensure the safety of a minor, law

enforcement personnel may take the appropriate steps to remove the child from the immediate danger in the interest of life/safety under the California Welfare and Institutions Code 9.

### **Resource Management**

Tactical evacuation operations are controlled at the field level. If the field exhausts all available resources, the Incident Command Post (ICP)/Unified Command (UC) shall:

- For law enforcement resources, use existing protocols to obtain law enforcement mutual aid through LAPD Department Operations Center (DOC).
- For firefighting resources, use existing protocols to obtain firefighting mutual aid through LAFD DOC.
- For resources that do not fall within the above categories, contact the Emergency Management Department (EMD) Duty Officer (213-200-6414). EMD will contact the appropriate departments, the Los Angeles County Duty Officer, or EOC for outside agency assistance.

In larger events, the City EOC may be activated. The EOC will coordinate the acquisition of additional resources from other departments, other partner agencies, or the Operational Area (OA).

For potential tsunami events, Cal OES alerts the Los Angeles County Office of Emergency Management (OEM). OEM notifies the Los Angeles County Fire Department (LACoFD), the Los Angeles County Sheriff (LASD), and the City's EMD.

- LACoFD notifies the fire dispatch center for each potentially impacted jurisdiction.
- LASD notifies each potentially impacted jurisdiction through the California Law Enforcement Telecommunications System (CLETS).
- OEM notifies EMD of potentially impacted jurisdictions. Once EMD is notified, the EMD Duty Officer notifies LAFD Metropolitan Fire Communications (MFC) and LAPD DOC.
- All notifications and communications relating to Los Angeles World Airports (LAWA) property will go through the Airport Response and Coordination Center (ARCC).

### **Public Warning**

Multiple forms of messaging, including utilization of the citywide mass notification systems, will be used to notify the public of an existing evacuation in accordance with the Early Warning and Notification Annex and Citywide Guidance Documents.

- For immediate spontaneous emergency evacuations, first responders will conduct "door-to-door" notifications, will conduct public announcements from public safety vehicles, and will initiate an electronic mass notification per standing SOPs.

Public warning safety messages will provide:

- Shelter-in-place messages; instructing the public to remain inside their location.
- Evacuation warning; providing impacted areas to prepare the public to move out of the area.
- Evacuation order; issue a mandatory and immediate evacuation of the public out of the impacted area.

- If necessary, public health will advise the public on safety instructions, as related to the public health emergency.

The California Department of Social Services (CDSS) will attempt to contact each assisted living facility that maintains a valid alternate contact number and point of contact. Facilities will maintain and carry their Emergency Disaster Plan (or equivalent), emergency contact lists and phone numbers.

**Conducting an Evacuation**

Conducting the evacuation is a law enforcement responsibility in the City of Los Angeles with LAPD as the primary lead agency. Evacuations, however, may be initiated by another agency Incident Commander, before the LAPD is on-scene. On arrival, the LAPD will initiate or join both the Command and the Evacuation Branch function of ICS organization, assuming an incident and Evacuation Branch leadership role.

- Other law enforcement agencies may be tasked with initiating an evacuation within the City and may maintain command of the evacuation depending on the circumstances.
- Other City departments with peace officers and resources to support the evacuation may be called to serve in secondary support roles as the situation deems necessary. City agencies with personnel holding either full or limited peace officer powers include: Port of Los Angeles (POLA) Police Department, LAWA Police, Recreation and Parks (RAP) Rangers, and Los Angeles Animal Services (Animal Services) Animal Control Officers.

Plan/Annex/Appendix	Page # & Action Taken/Comments
Evacuation Annex	<ul style="list-style-type: none"> <li>- Cover Page: Updated the document date</li> <li>- Page 1: Updated typos and grammatical errors in Development and Maintenance section</li> <li>- Page 2: Updated Approval and Implementation section</li> <li>- Page 3: Updated Record of changes</li> <li>- Page 14-15: Addition of <i>Emerging Infectious Disease</i> and <i>COVID-19</i> definitions</li> <li>- Page 20: addition of emergency infectious disease protocols during an evacuation.</li> <li>- Page 23: Updated LAFD roles and responsibilities</li> <li>- Page 24: Updated GSD roles and responsibilities</li> <li>- Page 26: Updated RAP roles and responsibilities</li> <li>- Various pages: typographical errors, formatting consistency, grammatical errors, and awkward phrasing</li> </ul>