

AGENDA
EMERGENCY OPERATIONS BOARD
Monday, January 22, 2007, 1:30 p.m.
EOB Room, P4 Level, City Hall East

I. **Declaration of Quorum; Introductions; Approval of September 18 and November 20, 2006 Minutes**

II. **Action Items**

A. **May 1, 2006 Immigration Reform Demonstration Emergency Operations Center Activation After Action Report – Chris Ipsen**

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 May 1, 2006 Immigration Reform Demonstration Emergency Operations Center Activation After Action Report.

B. **July 24, 2006 Heat/Power Outage Emergency Operations Center Activation After Action Report – Chris Ipsen**

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 July 24, 2006 Heat/Power Outage Emergency Operations Center Activation After Action Report.

C. **Transfer Emergency Operations Fund From Department Of General Services To Emergency Preparedness Department – Anna Burton**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Preparedness Department, approve to have the Emergency Operations Fund transferred from the Department of General Services to the Emergency Preparedness Department and request the City Attorney draft any necessary ordinance amendment required for this transfer.

D. **FY 2007/08 Proposed Emergency Operations Fund Budget – Anna Burton**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve the FY 2007/08 Proposed Emergency Operations Fund Budget.

E. Approve In Concept The Request Of The Departments Of General Services, Personnel, Los Angeles Housing, Transportation And Community Development FY 2007/08 Request For An Emergency Preparedness Coordinator – Anna Burton

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve in concept the request of the Departments of General Services, Personnel, Los Angeles Housing, Transportation and Community Development to have an Emergency Preparedness Coordinator position.

F. National Incident Management System Integration 2006 Compliance Report – Rob Freeman

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 National Incident Management System Integration 2006 Compliance Report.

III. Information Items

- A. Summary of January 17, 2007 Annual Emergency Preparedness Exercise - Chris Ipsen
- B. FY 2006/07 Emergency Preparedness Department Reorganization - Anna Burton
- C. Homeland Security Grants - Felipe Perez
- D. New Emergency Operations Center (Prop Q) - Rob Freeman
- E. NIMS / NRP Implementation Task Force - Rob Freeman
- F. Hospital Evacuation Tabletop Exercise - Sally Phillips/Tom Rich
- G. Introduction and Presentation by American Red Cross new Chief Executive Officer - Jim Quinn
- H. 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 cecilia.law@lacity.org or contact Cecilia Law at (213) 978-0540.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: November 6, 2006

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **MAY 1, 2006 IMMIGRATION REFORM DEMONSTRATION
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 May 1, 2006 Immigration Reform Demonstration Emergency Operations Center After Action Report.

Executive Summary

On May 1, 2006, the City's Emergency Operations Center (EOC) was activated in planned response to the Immigration Reform. This was a low level activation and a planned event. The size of this demonstration was unprecedented. More than 400,000 people attended. Post-event transportation needs far exceeded the expectations of responding departments. Responding departments noted communication systems worked well and the system in place to request resources worked well.

Attached is the After Action Report (AAR) outlining dates and times, responding departments, actions and recommendations for correction actions. The Emergency Preparedness Department will track recommendations for improvement and, as appropriate, report back through the Emergency Operations Organization.

With your approval, this report will be forwarded to the Mayor for transmittal to the City Council as an information item.

Attachment



**After Action Report
May 1, 2006
Immigration Reform Demonstration
EOC Activation**



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EXECUTIVE SUMMARY

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

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

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

The City of Los Angeles EOC was activated on May 1, 2006 at low level in response to the Immigration Reform Demonstration.

STRENGTHS

Key strengths identified during this activation include the following:

- This was a low level activation and a planned event. Many resources were already pre-deployed, hence there were few problems encountered.
- Overall communications between all the agencies were good.
- The responding EEO divisions worked well together, inter-agency coordination appeared seamless. The obtaining, managing and providing of resources also worked well during the activation.

AREAS FOR IMPROVEMENT

Throughout the activation, several opportunities for improvement in the EEO's ability to respond to a large scale demonstration were identified. Major recommendations include the following:

- Additional training should be given to each department's EOC/DOC responders on using the WebEOC software as well as their roles and responsibilities during activation.
- The size of the demonstration was unprecedented, and the needs for public transportation for 400,000 people far exceeded expectation. As a part of planning for future large scale events, a transportation plan should be developed with input from the LADOT and the Metro Transit Authority.
- Only agencies required to respond to the EOC should be present. Many EEO responders that were NOT called for the activation showed up to represent their departments and observe activities.

PART 1: ACTIVATION OVERVIEW

ACTIVATION NAME

May 1, 2006 Immigration Reform Demonstration

DURATION

13 hours

ACTIVATION DATE

May 1, 2006

Lead Agency

Los Angeles Police Department (LAPD)

TYPE

EOC activation Level I

SCENARIO

Demonstration

LOCATION

Los Angeles and surrounding areas

RESPONSE ORGANIZATIONS

- Los Angeles Police Department (LAPD)
- Los Angeles Fire Department (LAFD)
- Information Technology Agency (ITA)
- Emergency Preparedness Department (EPD)
- Los Angeles Department of Transportation (LADOT)
- Department of Recreation and Parks (RAP)
- Bureau of Street Services (BOSS)
- Human Relations Commission (HRC)
- California Highway Patrol (CHP)
- Los Angeles County Sheriff's Department

ACTIVATION OVERVIEW

In response to the May Day protests in the Los Angeles area on May 1, 2006, the City of Los Angeles' Primary EOC located at City Hall East was activated at a Level I to coordinate and monitor the protest activities during the day.

ACTIVATION EVALUATION

The responding EOC divisions worked well together and inter-agency coordination appeared seamless. Outside agencies included the Los Angeles County Sheriff's Department and the California Highway Patrol.

SEMS, ICS and NIMS were not closely followed. Section meetings in the Operations Section and Section head briefings were not held. Briefings were held in the Board Room and everyone in attendance was asked to attend. Briefings to 40-50 responders also became somewhat unproductive. There were very few Operational Area issues. The County EOC was activated in support of the City and other out-of-city marches. The WebEOC software was utilized minimally, and most responders from both LAPD and LAFD were unfamiliar with the software. This was a pre-planned event. Responding departments used the EOC for a Police and Fire joint DOC activation. Normal EOC roles with section heads reporting to management were absent.

The obtaining, managing and providing of resources worked well. GIS mapping was provided. However, GIS staff was asked by various agency representatives to produce various maps with different legends and contents. Simple requests turned into extensive work.

The size of the crowds on May 1, 2006 was unprecedented. The needs for public transportation for 400,000 plus people far exceeded anticipation. The result was over-crowded public transit systems unable to pick up passengers. .

PART 2: ACTIVATION EVENTS SYNOPSIS

Initial notification to departments of the EOC activation was on Friday, April 28, 2006, at 4:00 p.m. The EOC was activated on Monday, May 1, 2006, from 7 a.m. to 8 p.m. at Level I. Deactivation was handled in stages starting Monday, May 1, 2006 at 6 p.m. and ended at 8 p.m.

Protest routes were mapped ahead of time by DOT. Several different marches during the day were monitored. There were in excess of fifteen representatives each from the Police and Fire Departments in the EOC.

No attempt was made to block access to the Port or LAX as intelligence had indicated. However, 90% of the Port's truck drivers failed to show up for work, impacting Port operations. The slow exodus of the participants at MacArthur Park and La Brea areas caused traffic delays. This resulted in the Sheriff's Department closing a subway station due to the behavior of the waiting crowd. The DOT's Automated Traffic Surveillance and Control Center (ATSAC) provided real time visual traffic information of assembly/rally points. This info was analyzed by DOT and LAPD staff to reposition resources to maximize the safety of marchers and the public.

The LAPD reported several minor injuries but no deaths related to demonstration. There were also a few arrests made for knife possession, or felony assault with a deadly weapon against police officers. Several other arrests were made for vandalism or local businesses.

PART 3: ANALYSIS OF ACTIVATION AND RECOMMENDATION

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

STRENGTHS

- This was a low level activation and a planned event. Many resources were already pre-deployed, hence there were few problems encountered.
- Overall communications between all the agencies were good.
- The responding EOC divisions worked well together, inter-agency coordination appeared seamless. The obtaining, managing and providing of resources also worked well during the activation.

RECOMMENDED AREAS OF IMPROVEMENT

- SEMS, ICS and NIMS were not closely followed. WebEOC software was not fully utilized and many responders from the LAFD and LAPD were not familiar with the software. Additional training should be given to each department's EOC/DOC responders on how to use the software as well as their roles and responsibilities.
- GIS staff was asked by various agency representatives at the Command Center to produce various maps with different legends and contents. It is suggested that in the future the map requests shall come from Watch Commander only to avoid confusion and duplication.
- On some occasions, LAPD staff requested to operate the Automated Traffic Surveillance and Control Closed Circuit television (ATSAC CCTV) system for preemptive surveillance and assessment of persons of interest. This was in violation of the standing agreement between LAPD, LADOT and the City Attorney's Office. DOT recommends educating LAPD Incident Commanders of the standing agreement regarding usage of the CCTV system.
- The size of the protesting crowds (400,000) exceeded anticipation. The result was overcrowded subways and unruly behavior of waiting crowds at some stations. As a part of the planning process in the future, a transportation plan should be developed with input from the LADOT and the Metro Transit Authority (MTA). In addition, better liaison and communication should be established at each subway station and the actions between the LAPD, Los Angeles Sheriff's Department, LADOT and the MTA.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: November 6, 2006

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **JULY 24, 2006 HEAT/POWER OUTAGE 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 July 24, 2006 Heat/Power Outage Emergency Operations Center After Action Report.

Executive Summary

On July 24, 2006, the City's Emergency Operations Center (EOC) was activated in response to the extreme heat conditions and power outages in the Los Angeles areas. City and County agencies worked cooperatively to address life/safety issues of residents who had been without power for extended periods of time.

Attached is the After Action Report (AAR) outlining dates and times, responding departments, actions and recommendations for correction actions. The Emergency Preparedness Department will track recommendations for improvement and, as appropriate, report back through the Emergency Operations Organization.

With your approval, this report will be forwarded to the Mayor for transmittal to the City Council as an information item.

Attachment



**After Action Report
July 24, 2006
Heat/Power Outage
EOC Activation**



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EXECUTIVE SUMMARY

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

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

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

The City of Los Angeles EOC was activated on July 24, 2006 at Level I in response to extreme heat conditions and power outages in the Los Angeles area.

STRENGTHS

Key strengths identified during this activation include the following:

- EOC procedures were effective and all responding departments worked well together during activation.
- Inter-agency coordination appeared seamless.
- The obtaining, managing and providing of resources also worked well during the activation.

AREAS FOR IMPROVEMENT

Throughout the activation, several opportunities for improvement in the EEO's ability to respond to extreme heat and power outages were identified. Major recommendations include the following:

- The EOC processes need to be formalized and they should be familiar to the responding agencies, especially those agencies whose personnel play a leading role.
- Training should be provided to the core personnel on the Master Plan and its annexes. Other non City responding agencies should know where they are located and how to access them.
- Communication between agencies should be improved in the EOC. This will be achieved as the WebEOC system is customized to include departmental requirements for consistent and reliable information.

PART 1: ACTIVATION OVERVIEW

ACTIVATION NAME

July 24, 2006 Heat/Power Outage

DURATION

3 days

ACTIVATION DATE

July 24, 2006

LEAD AGENCY

Los Angeles Fire Department (LAFD)

TYPE

EOC activation Level I

SCENARIO

Extreme Heat/Power Outage

LOCATION

Los Angeles and surrounding areas

PARTICIPATING ORGANIZATIONS

- Commission for Children, Youth and Their Families (CCYF)
- Department of Aging (DOA)
- Department of Animal Services (ANI)
- Commission on Children, Youth and Their Families (CCYF)
- Department on Disability (DOD)
- Emergency Preparedness Department (EPD)
- Los Angeles Fire Department (LAFD)
- Department of General Services (GSD)
- Information Technology Agency (ITA)
- Mayor's Office
- Department of Public Works (BPW)
- Department of Recreation and Parks (RAP)
- Department of Water and Power (DWP)
- Los Angeles Chapter American Red Cross (ARC)
- Los Angeles County Department of Health Services (DHS)
- Metro Transit Authority (MTA)

ACTIVATION OVERVIEW

In response to the extreme heat and resulting power outages in the Los Angeles area on July 24, 2006, the EOC was activated at Level I to coordinate and monitor the related emergencies and public health/safety issues.

ACTIVATION EVALUATION

Overall, EOC procedures were effective and all responding departments worked well together during activation.

Inter-agency coordination appeared seamless. The EOC, through the ITA/GIS Mapping Unit worked with RAP, Animal Services and the American Red Cross on criteria for potential sheltering issues.

The EOC processes should be current and adaptable to the changing environment. The SEMS/ICS methods and processes implemented in the EOC did not seem to fit current response needs. The intent of this activation was to assess, obtain and develop real time situational awareness from the various response support disciplines of the City to address extreme heat/power outage issues. The current system did not appear to meet these tasks. Instead, a “hasty planning” process occurred in a collective plenary session during the activation. There also appears to be a need for a core group of emergency management personnel to work with EOC Section Coordinators to ensure there is an understanding of functional roles in the EOC.

The obtaining, managing and providing of resources worked well. GIS provided aerial maps at the EOC Director’s request. EOO Support worked with ITA Network Security and Management to provide access to two critical DWP Power applications for DWP responders. EOO Support also provided some customization/modifications to the WebEOC.

PART 2: ACTIVATION EVENTS SYNOPSIS

Initial notification to departments of the EOC activation was on Monday, July 24, 2006 at 12:00 p.m. The EOC was deactivated on Wednesday, July 26, 2006 at 5:00 p.m.

On Monday, July 24, 2006, the EOC was activated at a Level I at the request of the Los Angeles Fire Department (LAFD) in coordination with Mayor Antonio Villaraigosa and the Emergency Preparedness Department (EPD). The purposes of this activation were to monitor the heat related power outages and emergencies, assess their impact on the City of Los Angeles and coordinate necessary response and services.

RAP identified and opened thirty (30) of City owned and operated senior centers as “cooling centers.” These facilities are air-conditioned and provide relief for citizens from the heat. EPD staff worked with RAP in keeping the cooling centers information current on the UPDATELA website, as well as the City’s website. City staff also coordinated shelter use and advertisement with the County of Los Angeles.

Throughout the activation, LADWP personnel responded to requests for information regarding affected customers, outage extent and restoration estimates. LAFD remained in normal deployment mode, and it reported no unusual increase in the number of incidents. The department reported that it treated approximately 31 cases of heat exposure from July 22 to July 26, 2006.

PART 3: ANALYSIS OF ACTIVATION AND RECOMMENDATION

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

STRENGTHS

- EOC procedures were effective and all responding departments worked well together during activation.
- Inter-agency coordination appeared seamless.
- The obtaining, managing and providing of resources also worked well during the activation.

RECOMMENDED AREAS OF IMPROVEMENT

- The EOC processes need to be formalized and should be familiar to the responding agencies, especially those agencies whose personnel play a leading role during activation.
- Training should be provided to core personnel on the Master Plan and its annexes. Training should also be provided to non-City agencies to ensure they know where Plans are located and how to access them.
- Communication between agencies should be improved. This will be achieved as the WebEOC system is customized to include departmental requirements for consistent and reliable information.
- Some department representatives claimed they did not get an automated message about the activation. The EOC activation notification process should be reviewed and tested to eliminate such problems.
- During activation, EOC responders requested the DWP to share its customers' information for the purpose of more effective responses. The department is reviewing internal processes for this information sharing to achieve the goal of improved communication, but it is also analyzing the security of access to its customer databases, links to such information sites, approval protocols and release of that information to outside agencies.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: November 7, 2006

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **TRANSFER EMERGENCY OPERATIONS FUND FROM DEPARTMENT OF
GENERAL SERVICES TO EMERGENCY PREPAREDNESS DEPARTMENT**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Preparedness Department, approve to have the Emergency Operations Fund transferred from the Department of General Services to the Emergency Preparedness Department and request the City Attorney draft any necessary ordinance amendment required for this transfer.

Executive Summary

The Emergency Operations Fund (EOF), Los Angeles Administrative Code (LAAC) Section 8.72., was created in 1980 by the Mayor and City Council to provide City departments a place to obtain funding for specialized equipment and training necessary for the fulfillment their Emergency Operations Organization (EOO) missions. Per LAAC, the preparation of the annual EOF budget, and its day-to-day oversight are the responsibility of the City's EOO Coordinator (General Manager, Emergency Preparedness Department [EPD], formerly the City Administrative Officer).

Development of the annual EOF proposed budget involves solicitation of requests from all departments. Each year, more than \$1 million in requests are received from departments. The Emergency Management Committee Budget Subcommittee (members include all departments) screens all requests, determines their appropriateness, and, if approved, prioritizes them for consideration by the Mayor. Historically, the EOF has received between \$400,000 and \$600,000 annually from the General Fund to support its programs. Programs described under the EOO have Citywide application.

The Mayor and City Council, through previously adopted budgets, have determined that, absent exigent circumstances, the EOF will not be used to fund equipment and software for the City's Emergency Operations Center (EOC). These expenses were determined to be the responsibility of EPD, in the same way that similar 911/Police Communications costs are the responsibility of LAPD.

By EOB policy, departments have two fiscal years to expend Mayor/Council approved EOF monies. At the end of the second fiscal year, any remaining monies are treated as Available EOF Funds for use at EOB direction. The EOF has no salary accounts.

The EOF is a trust fund, consequently, unused funds do not automatically revert to the General Fund at the end of the fiscal year. These unspent monies are expended at the Direction of the Emergency Operations Board Chair, and the EOO Coordinator, per the LAAC. By policy, all expenditures more than \$5,000 are approved by the EOB.

The Mayor and City Council have adopted a Donated Goods Policy, which includes that any monies donated to the City during a declared local emergency will be deposited in the EOF. Following the Northridge Earthquake, more than \$1 million were donated and deposited into the EOF. At the direction of the Mayor, these monies were used to upgrade the EOC and Alternate EOCs.

Every EOF expenditure is approved by the EOO Coordinator and the Chair of the Emergency Operations Board (EOB), or their designees. The Emergency Preparedness Department (EPD) coordinates and tracks this process, with the Department of General Services (GSD) handling EOF accounting issues. This recommendation would transfer the current GSD accounting function to existing EPD staff. All other policy and administrative oversight would remain the same.

If approved, EPD will work with the City Attorney to complete any required ordinance requirements.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: November 7, 2006

To: William J. Bratton, Chairman
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **APPROVE IN CONCEPT THE REQUEST OF THE DEPARTMENT OF GENERAL SERVICES, PERSONNEL, LOS ANGELES HOUSING, TRANSPORTATION AND COMMUNITY DEVELOPMENT DEPARTMENTS FY 2007/08 REQUEST FOR AN EMERGENCY PREPAREDNESS COORDINATOR**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve in concept the request of the Department of General Services, the Personnel, Los Angeles Housing, Transportation and Community Development Departments to have an Emergency Preparedness Coordinator position.

Executive Summary

Emergencies in the City of Los Angeles, the events of September 11, 2001, and Hurricanes Katrina and Rita emphasize the need for all City departments to have a full time Emergency Preparedness Coordinator (EPC). This position would coordinate department and participate in Emergency Operations Organization planning, employee preparedness, and Citywide coordination of all emergency management projects. However, to date, most City departments do not have an EPC position, or even a full time staff person committed to this function.

In November 2004, the Office of the City Administrative Officer (CAO) was directed to review, in cooperation with the Emergency Preparedness Department (EPD), the possibility of transferring and / or consolidating emergency preparedness positions in other City departments (CF 04-2318). In May 2004, EPD submitted a summary to the CAO of existing staffing levels of EPC positions in all City departments. Based on the findings that of the fifteen (15) EOB member departments, only seven (7) had an EPC, EPD recommended a phased increase of staffing. The first recommendation was for all EOB member departments to have an EPC position. The second would be for all Emergency Management Committee (EMC) departments that play a critical role in emergency preparedness, response and recovery, and whose emergency preparedness responsibilities are currently being performed by other staff, to have an EPC. The third phase would include other departments that are members of the EMC. The only non-EOB

department at the time this report was submitted that had an EPC was the Department Animal Services.

Since the submission of the abovementioned report, two (2) EOB departments have added an EPC position.

At the request of the EMC at its November 1, 2006 meeting, EPD surveyed all current EOB departments, including the Los Angeles Housing Department who was recently requested to be added as Board member, to determine if any were requesting an EPC position in their proposed FY 2007/08 budgets. Four (4), the Department of General Services, Personnel, Los Angeles Housing and Transportation Departments, responded affirmatively. One other, the Community Development Department, also responded and requested EOB support for their request for an EPC.

City departments need to have full-time staff committed to emergency preparedness. While the Emergency Preparedness Department provides overall coordination of Citywide emergency planning, training, exercising and outreach activities, it is not capable of ensuring the operational readiness of the many City departments, bureaus and agencies that have specific response and recovery roles. It is recommended that these agencies designate full time staff resources such as an Emergency Preparedness Coordinator to manage and coordinate their specific operational missions and functions as defined in the Los Angeles Administrative Code, the Emergency Operations Master Plan and Procedures and its various annexes, and their respective Department Emergency Plan in accordance with Mayor's Executive Directive EP-01.

If approved, this will not impact on the Emergency Operations Fund or other Emergency Operations Organization resources. On the contrary, support of this request will reiterate the importance of the need for all City departments to have current emergency plans and trained employees ready to assist in any emergency situation.

Attachment – Click the following link

http://clkrep.lacity.org/councilfiles/04-2318_rpt_cao_5-27-05.pdf

Attachment

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: November 6, 2006

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **FY 2007/08 PROPOSED EMERGENCY OPERATIONS FUND BUDGET**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve the FY 2007/08 Proposed Emergency Operations Fund Budget.

Executive Summary

The development of the FY 2007-08 Proposed Emergency Operations Fund (EOF) budget involved the review of \$1,579,372 in requests from twelve (12) City departments. The Emergency Management Committee (EMC) and its subcommittees reviewed each request and propose a Fiscal Year 2007/08 EOF Budget of \$367,507.

If approved, the budget will be forwarded as presented for inclusion into the Mayor's FY 2007/08 Proposed Budget.

Attachment

FY 2007/08 Proposed Emergency Operations Fund Budget

PROPOSED FY 2007/08 EOF BUDGET

EMERGENCY OPERATIONS FUND				
SUMMARY OF REQUESTED FUNDING BY DEPARTMENT				
FISCAL YEAR 2007-08				
Dept.	Description	Cost		
Department of Animal Services				
	Collapsible Cages	5,500		
	Mighty Mover Trailer	15,000		
			20,500	Subtotal Animal Services
Department of Building and Safety				
	Command Module Cabinetry for Emerg Vehicle	12,000		
	Portable Gas Detectors	9,000		
	88" Standing Display Unit	1,500		
			22,500	Subtotal Building and Safety
Emergency Operations Organization (EOO)				
	Community Preparedness/Public Outreach	45,000		
	EOO Training (Combined EOO, Housing, ITA)	55,000		
	EOO Annual Workshop	50,000		
	EOO Emergency Preparedness Fair	25,000		
			175,000	Subtotal EOO
Fire Department				
	CERT Safety Equipment & Supplies	15,000		
	CERT ID System Supplies	6,500		
	CERT Fog Machine	4,000		
			25,500	Subtotal Fire
Department of General Services				
	120 Floor Warden Kits	14,700		
	60 Pairs of Two-way Radios	2,300		
	368 AA Batteries	280		
			17,280	Subtotal General Services
Housing Department				
	8' Folding Tables	2,418		
	Folding Chairs	600		
	Portable Stand Lights	2,650		
	Light Strings	989		
	Portable Generators	3,400		
	Pop Up Tents	4,760		
			14,817	Subtotal Housing
Personnel				
	Volunteer Staging Area Equipment	10,000		
			10,000	Subtotal Personnel
Police Department				
	Digital Cameras	2,160		
	Mobile Public Address System	4,500		
			6,660	Subtotal Police
Department of Recreation & Parks				
	Mobile Generators	42,000		
			42,000	Subtotal Recreation & Parks
Department of Transportation				
	Digital Wall Display/Dry Erase Board	12,500		
	Digital Camcorder	750		
	Trailer Mounted Generator	14,500		
	Mobile PA System	5,500		
			33,250	Subtotal Transportation
			\$367,507	TOTAL - EOF

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: January 12, 2007

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **NATIONAL INCIDENT MANAGEMENT SYSTEM INTEGRATION 2006
COMPLIANCE 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 National Incident Management System Integration 2006 Compliance Report.

Executive Summary

At its January 2007 Emergency Management Committee (EMC) Meeting, the National Incident Management System (NIMS) Integration Task Force presented its 2006 Compliance Report. The EMC approved its summary of compliance achievements and recommended the attached report be forwarded to the Emergency Operations Board for approval and forwarding to the Mayor and City Council. In summary, the City has adequately met the 2006 federal fiscal year requirements. Documentation and self-certification will be formally input into the federal tracking database by the Emergency Preparedness Department.

Future NIMS requirements and ongoing maintenance will be reported as appropriate through the EOB 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.

Attachment

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: December 22, 2006

To: Anna Burton, Chair
Emergency Management Committee

From: Rob Freeman, Chair
National Incident Management System Integration Task Force

Subject: NATIONAL INCIDENT MANAGEMENT SYSTEM INTEGRATION 2006 COMPLIANCE REPORT

Recommendation

That the Emergency Management Committee (EMC) accept and forward to the Emergency Operations Board (EOB) for review and approval this report that documents City of Los Angeles Emergency Operations Organization (EOO) compliance with the federal fiscal year 2006 requirements of the National Incident Management System (NIMS).

Executive Summary

On behalf of the City's NIMS Integration Task Force, I am pleased to report that as of September 30, 2006, the City of Los Angeles EOO has met the 2006 federal fiscal year requirements for compliance with the federal NIMS. Compliance will be formally documented and self-certified through revision to the City's existing entry in the NIMCAST federal database. This revision will be processed through the Los Angeles County Operational Area and the State of California Governors' Office of Emergency Services (OES) and included in the State's overall NIMCAST certification.

The City has achieved compliance in the following areas:

1. Adoption of NIMS by local governing body and approval of an Implementation Plan
2. Institutionalized use of the Incident Command System (ICS)
3. Completion of required staff training
4. Use of a NIMS compliant Resource Management System
5. Use of a NIMS compliant Joint Information System (JIS)
6. Adoption of NIMS compliant responder Certification and Qualification standards
7. Use of NIMS compliant Information Management/Communications Technology protocols
8. Revision of existing Emergency Operations Plan to ensure NIMS compliance
9. Adoption of a plan to ensure ongoing NIMS maintenance

The following report details compliance achievements in each of these areas, identifies compliance goals that will be addressed through ongoing maintenance, and offers recommendations for meeting federal 2007 fiscal year requirements for the City.

1. Adoption of NIMS by local governing body and approval of an Implementation Plan

On April 22, 2006, the Los Angeles City Council approved a motion to formally recognize NIMS as the emergency operations response and management system for the City of Los Angeles. The Council also approved a NIMS Implementation Plan that was drafted by the NIMS Integration Task Force and approved by the City's EMC and EOB. This plan outlined specific tasks and deadlines to be accomplished in order to achieve compliance with the 2006 federal requirements. This plan has been successfully implemented.

2. Institutionalized use of the Incident Command System (ICS)

All divisions of and departments in the City of Los Angeles EOO are presently using the NIMS required ICS in their preparedness, response, training and exercising activities. The EOO has already met local compliance requirements of the State of California Standardized Emergency Management System (SEMS) and has formally institutionalized use of ICS on a citywide basis. EOO department and division compliance with NIMS ICS requirements are documented in the City's Emergency Operations Master Plan and Procedures and its various hazard and function specific annexes.

3. Completion of required staff training

All EOO divisions and departments identified staff that required NIMS training and implemented training programs incorporating on-line study and classroom courses to complete the training. All of the City's major emergency preparedness, response, recovery and support agencies participated in this project. More than 6,000 City employees from over twenty agencies complete basic level NIMS awareness and ICS training. Almost 1000 staff also received training on the National Response Plan (NRP). Detailed department training records are available through the Emergency Preparedness Department (EPD). NIMS training is an ongoing challenge. Departments targeted supervisory level field, Department Operations Center (DOC) and Emergency Operations Center (EOC) responders for initial NIMS training during the 2006 federal fiscal year. Additional support staff will be trained during the 2007 fiscal year as part of ongoing maintenance of NIMS compliance.

4. Use of NIMS compliant Resource Management System

The City's existing EOC Information Management System (WebEOC) has been modified and enhanced by the addition of a NIMS compliant resource management module. Using the federal resource management list of 120 types of standard resources and associated protocols for detailed sub-descriptions, staff from the Department of General Services, the Information Technology Agency and EPD have upgraded the system to provide DOC and EOC responders with a standardized, automated tool for requesting, assigning and tracking resources. This application is intended for use during major incidents where multiple City and/or outside agencies respond. The application does not replace current resource procurement and deployment systems in use by various City departments; rather it enhances the capability of these existing systems to address large, complex incidents where resource needs are too large to be met by individual agencies and must be coordinated through DOCs and the EOC. More than 200 resource entries have been input into the system, with more planned for fiscal year 2007. The system is operational and has already been used for EOC activations and training sessions.

5. Use of NIMS compliant Joint Information System (JIS)

Pursuant to Part 6 of the City's Emergency Operations Master Plan and Procedures, the City's EOC conducts emergency public information in accordance with both SEMS and NIMS/ICS. Public information officers (PIOs) from various City agencies work through the Office of the Mayor as the City's lead PIO during periods of emergency preparedness and response. When the City's EOC is activated, the Office of the Mayor serves as ICS Section Coordinator for Information and Public Affairs and coordinates the work of other departmental PIOs in that Section. During the 2006 fiscal year, enhancements to the City's WebEOC application were recommended. These recommendations included the purchase of additional, specialized emergency public information software which would enhance our ability to develop, release and disseminate information to the public and media. Efforts are underway to purchase this software by December 31, 2006 using available homeland security grant funds.

6. Adoption of NIMS compliant responder Certification and Qualification standards

The federal NIMS Integration Center (NIC) is in the process of issuing specific responder certification and qualification standards and recommended requirements. They recently issued standards for fire service responders which are consistent with those already in use by the Los Angeles City Fire Department. We anticipate standards for other disciplines will be issued including those regarding EOC responders. EPD has developed certification criteria for our EOC responders that include training, exercise and activation participation elements. These pre-date, but are consistent with draft NIMS standards for these functions and are already compliant with the ICS and SEMS. Other City agencies including the Los Angeles Police Department, the Department of Water and Power, and the Department of Public Works have developed internal training and qualification requirements for field, DOC and EOC responders.

7. Use of NIMS compliant Information Management/Communications Technology protocols

The City has upgraded its EOC Information Management System (WebEOC) to serve as a real time, data sharing tool for use at the field, DOC and EOC level. This application is designed to give responders a common operational picture of situation status during major incidents and emergencies. While the application provides the City with a NIMS compliant information management capability, further customization and upgrades are underway that will be completed during the 2007 fiscal year. Other technology upgrades such as interoperable radio communications capabilities are coordinated by LAPD, LAFD and ITA. Enhancements that further address NIMS communications systems compliance are undertaken as resources are available. The City maintains ICS communications protocols and capabilities with the Los Angeles County Operational Area, State OES and federal DHS/FEMA in accordance with SEMS.

8. Revision of existing Emergency Operations Plan to ensure NIMS compliance

The City's Emergency Operations Master Plan and Procedures (Master Plan) was reviewed and revised to ensure NIMS compliance. This revision has been approved by the EOB. The revision was comprehensive and addressed all aspects of NIMS compliance including the subject areas described above. The Master Plan serves as the City's overall Emergency Operations Plan and is now NIMS compliant. Additional resources are required

to bring individual departmental emergency plans into compliance with NIMS. A draft Request for Proposal (RFP) has been submitted to the Mayor's Office requesting the use of available homeland security grant funds to hire a planning consultant to review and revise the various departmental plans to ensure NIMS compliance during the 2007 federal fiscal year.

9. Adoption of a plan to ensure ongoing NIMS maintenance

Because NIMS training and compliance requirements are ongoing concerns, the NIMS Integration Task Force will continue to monitor compliance, coordinate training and exercises, and work with City agencies to maintain our NIMS compliant status. There are additional training requirements for the 2007 fiscal year that are being reviewed and a plan developed to accomplish them. Additionally, with new staff and the regular transition of staff assigned to emergency operations and management duties, basic NIMS training needs to be included as a formal, regular component of EOO and department specific training programs. EPD will continue to offer and coordinate this training on a citywide basis. Departments are also challenged to maintain and enhance their training capabilities to maintain compliance.

Conclusion

It is further recommended that the EMC continue the work of the NIMS Integration Task Force as a working group to monitor compliance and develop plans to address new federal requirements. The Task Force is chaired by EPD and includes representatives from all of the major emergency preparedness and response agencies in the City. This Task Force should continue to meet quarterly during the 2007 federal fiscal year. The EMC Operations Subcommittee, as needed, can manage monthly reports and other required items.

Please refer any questions regarding this report to me at 213 978-0590 or rob.freeman@lacity.org.

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