

AGENDA
EMERGENCY OPERATIONS BOARD
Monday, March 19, 2007, 1:30 p.m.
EOB Room, P4 Level, City Hall East

I. Declaration of Quorum; Introductions; Approval of Minutes

II. Action Items

A. Year 2006 - State of the City's Emergency Preparedness – Larry Meyerhofer

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Preparedness Department, approve and forward to the Mayor this Year 2006 State of the City's Emergency Preparedness Report.

B. Revised Emergency Operations Master Plan and Procedures – Anna Burton

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Preparedness Department, approve and forward to the Mayor for transmittal to the City Council, the revised City of Los Angeles Emergency Operations Master Plan and Procedures.

C. Report on the 2006 City of Los Angeles Emergency Preparedness Fair – 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 Emergency Preparedness Department report on the 2006 Emergency Preparedness Fair.

D. Recommended Standardization of Handheld Smart Device Units for EOC Responders and/of staff with EOC Responsibilities/Duties – 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 Recommended Standardization of Handheld Smart Device Units for EOC Responders and/or Staff with EOC Responsibilities/Duties.

III. Information Items

- A.** Departmental Emergency Plan Review Specific to NIMS Compliance - Rob Freeman
- B.** April 24 Mid-Year Emergency Management Workshop - Anna Burton
- C.** Homeland Security Grants – John Mills Pierre
- D.** New Emergency Operations Center (Prop Q) - Rob Freeman
- E.** Global Facilitators Service Corps Training on January 24 through 26 - Avis Ridley Thomas
- F.** Flag Presentation – David Malin
- G.** 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/epdeoeeob1.htm>.

If you would like to be added to the EOB email distribution list, please send an email to wendy.hwang@lacity.org or contact Wendy Hwang at (213) 978-0544.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 12, 2007

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

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

Subject: **YEAR 2006 – STATE OF THE CITY’S EMERGENCY PREPAREDNESS**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Preparedness Department (EPD), approve and forward to the Mayor this Year 2006 State of the City’s Emergency Preparedness Report.

Summary

The year 2006 brought on many challenges as a result of lessons learned from hurricane Katrina and Rita. The City successfully participated in several federal review audits regarding lessons learned which focused on emergency management plans and evacuation capabilities. Fortunately, results from these audits concluded that the City of Los Angeles is one of the best prepared urban areas in the Country.

In 2006, the City adopted and completed a National Incident Management System (NIMS) Implementation Plan. NIMS is the federally mandated system for integrated emergency operations for all levels of government. EPD served as the lead agency for this effort and chaired the City’s NIMS Integration Task Force. Representatives from more than twenty major City emergency response and support agencies participated in the drafting and execution of the plan. More than 6000 City employees were trained in NIMS. The City Emergency Operations Master Plan and Procedures was also revised in 2006 by the 14 EOO Divisions to comply with the NIMS requirements.

The City continues to be a recipient of State Homeland Security Grant Funds and Urban Area Security Initiative Grants. This funding has given the City an opportunity to increase the number of planning, training and exercise activities described in this report. Projects included participants from City departments, LAUA cities, county, state, and federal agencies, the Governor’s Office of Emergency Services, local non-profit organizations and representatives from private industry.

Discussion

Training - The EOO continued the City’s terrorism preparedness by conducting a number of table-top, field level, and full-scale exercises involving the Los Angeles Urban Area (LAUA) cities and the County. In addition, City departments conducted, or participated in, other types of

emergency preparedness training and exercises as well. Per Mayoral Executive Directive No. EP-1, the number of City employees participating in these training and exercises were reported to EPD by 32 participating departments and are reflected in Attachment One and Two of this report.

The Attachment identifies the types of activities and numbers participating city employees in each category throughout 2006. While some employees attended only one training event, many participated in multiple types of training. More than half of all City personnel attended individual and family preparedness training.

Exercises - Major Citywide exercises included The Los Angeles' Urban Area Homeland Security Exercise Series Operation: Safe Passage, The State of California Homeland Security Exercise Series targeting mass venue facilities - Large Stadium Initiative - at the Los Angeles Memorial Coliseum. The Tabletop Exercise Series focusing on wildfires in the Hollywood Hills, bomb explosions at the Beverly Center Mall, and large sinkhole in the Los Angeles area. National business recovery exercises with private financial firms which included Bank of America and Washington Mutual. The Los Angeles County Operational Exercise Series that focused on simultaneous incidents in the region called Operation: Double Header.

The City's Annual Emergency Management Workshop took place in October and focused on "Managing Catastrophic Events." More than 150 department managers and emergency management staff as well as outside agency partners attended the program to assess the lessons learned in the aftermath of Hurricane Katrina and to review the City's readiness to respond to and recover from a natural or man-made disaster of this proportion.

Planning - The City developed a City Health Emergency Response Plan for health related emergencies. The City obtained more than 60,000 doses of anthrax antibiotic medication to medicate every City department first responder and critical mission employee. The City also successfully pre-positioned the medication and developed and provided plans, procedures, and training to City department representatives for the dissemination of this medication in case of a terrorist attack.

EPD and other key City departments developed a Tsunami Response Plan that includes evacuation protocols and procedures in the event of a tsunami. A tri-fold brochure containing evacuation maps, safe refuge sites, and other vital information for tsunami preparedness was also developed and will be distributed to affected residents and business owners in 2007.

Community Outreach - During 2006, EPD Community Emergency Management Division participated in over sixty-five (65) public outreach events to promote emergency preparedness among residents, businesses, neighborhood councils, schools, faith-based organizations and other community groups. Other major activities included hosting the second Neighborhood Preparedness Ambassador Program that provides Neighborhood Council representatives with an understanding of the role of City government during disasters.

The largest public outreach effort was held as a part of the federal government's National Preparedness Month campaign. During the month of September, the department held the City's Fifteenth Annual Emergency Preparedness Fair at: Westside Pavilion, Northridge Fashion Center,

Baldwin Hills Crenshaw Plaza, and Lincoln Park; distributed emergency preparedness checklists at all thirty-three (33) of the Los Angeles-based Vons stores; and co-sponsored with the Business and Industry Council for Emergency Planning and Preparedness (BICEPP), the third Community Emergency Response (CERT) Team Challenge.

EOC Activations - The City EOC activated twice in 2006: May 1, 2006, for the Immigration Protest, and July 24, 2006, for the Power Outage/Excessive Heat Emergency. In addition, several tests and exercises were conducted to confirm the operational readiness of EOC responders and equipment.

Proposition Q - During 2006, the public bond funded (Prop. Q) project to design and construct a new Emergency Operations Center as part of a comprehensive Public Safety Complex remained on time and within budget. Construction of the facility began in January of 2006. By December of 2006 construction was 30% complete for the EOC/Police DOC/Fire Dispatch Center as well as the new Fire Station 4. A Project Management Team including EPD was assembled in 2006 to prepare a comprehensive communications systems design and implementation plan. A project budget, timeline and objectives were developed that will be executed in 2007 and 2008. The facility is scheduled to open in November of 2008.

Attachment

Year 2006 Emergency Preparedness Training Activities

<u>I. New City Employee</u>	2,452
Emergency Orientation	2,452
<u>II. National Incident Management System</u>	28,665
IS 700 NIMS Awareness.....	16,809
IS 800 NIMS Awareness.....	11,856
ICS 100 Intro to ICS.....	16,575
ICS 200 BASIC ICS.....	14,874
<u>III. Standardized Emergency Management System (SEMS)</u>	4,501
Orientation	4,170
Field	331
<u>IV. Fire/Life Safety</u>	32,255
Personal/Family Preparedness	35,812
Workplace/Home/Auto	32,357
<u>Building Emergency Education Program (BEEP)</u>	8,238
Building Emergency Coordinator (BEC).....	462
Floor Warden	989
CPR/First Aid/AED.....	5,716
Emergency Response Team	847
Hazard Mitigation	686
<u>V. Emergency Preparedness Training and Departmental Exercises</u>	6,044
Department Operation Center (DOC) Training	344
Emergency Operation Center (EOC) Training.....	128
First Responder Training	1,809
Inter-Departmental Training.....	1,575
OES/FEMA Sponsored Training (CSTI, EMI, etc.)	134
ICS/Unified Command Training	279
February 13, 2006 Operation Chimera	76
February 15, 2006 Operation Safe Passage.	452
March 16, 2006 Operation Sinkhole	17
March 28, 2006 Operation Safe Passage	612
April 5-6, 2006 Bank of American Tabletop	14
April 11, 2006 Operation Safe Passage.	298
May 11, 2006 Puente Hills Fault Tabletop.....	1
May 12, 2006 Beverly Center Tabletop	16
June 23, 2006 LSI Tabletop.....	60
July 19-20, 2006 Operation Magma Exercise	157
August 3, 2006 Operation Blue Shield	11
August 23, 2006 Operation Hollywood Hills Brushfire	22
November 9, 2006 Operation Double Header	39
Other(s).....	1,823
<u>VI. Emergency Preparedness Events</u>	243
September, 2006 Emergency Preparedness Fair.....	111
March/April, 2006 Ambassador Program Workshop.....	26
September, 2006 Emergency Preparedness Workshop.....	106
<u>VII. Department Emergency Plan Revisions</u>	15
Department Emergency Plan Revisions	15

GRAND TOTAL 82,398

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 12, 2007

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **REVISED EMERGENCY OPERATIONS MASTER PLAN AND PROCEDURES**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Preparedness Department, approve and forward to the Mayor for transmittal to the City Council, the revised City of Los Angeles Emergency Operations Master Plan and Procedures.

Executive Summary

At the February 5, 2007 meeting of the Public Safety Committee, the Emergency Preparedness Department (EPD) was directed to update all organizational charts within the Emergency Operations Organization Master Plan and Procedures Manual (Master Plan) to directly reflect the line of succession of the Mayor.

EPD will update the existing Master Plan to include reference on each organization chart to reflect the line of succession as noted within the Los Angeles Administrative Code (LAAC), Section 8.25. This LAAC section designates those City officials responsible for the continuity of government in the event of the absence or inability to serve by the responsible officials:

- President, City Council
- President, Pro tempore, City Council
- Assistant, President Pro tempore, City Council
- All other council members according to seniority, and where seniority is the same, then by alphabetical order by last name
- Chair, Emergency Operations Board

EPD will also update and include this reference on all organizational charts listed or referenced in any Master Plan Annexes. As updated, each plan will be forwarded for approval.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 12, 2007

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **REPORT ON THE 2006 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 2006 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. The Emergency Preparedness Department will work with all involved agencies to address the recommended areas of improvement for the City's 2007 Fair.

Attachment

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: February 28, 2007

To: Anna Burton, Chair
Emergency Management Committee

Emergency Management Committee Members

From: Chris Ipsen, Chair
Emergency Preparedness Fair Sub-Committee

Subject: **2006 CITY OF LOS ANGELES EMERGENCY PREPAREDNESS FAIR AFTER ACTION REPORT**

RECOMMENDATION

That the Emergency Management Committee (EMC) approve the 2006 City of Los Angeles Emergency Preparedness Fair After Action Report and forward to the Emergency Operations Board for approval at its next regularly scheduled meeting.

EXECUTIVE SUMMARY

The 15th Annual Emergency Preparedness Fair was led by staff of Emergency Preparedness Department, supported by the City's Emergency Operations Organization and outside agencies.

The fair was held over four Saturdays, from September 9th to September 30th, at various locations throughout the City. These locations were Westside Pavilion in West Los Angeles, Northridge Fashion Center in the San Fernando Valley, Baldwin Hills Crenshaw Plaza in Central Los Angeles and Lincoln Park in East Los Angeles.

FISCAL IMPACT STATEMENT

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

Attachment



After Action Report September 2006 15th Annual Emergency Preparedness Fair



TABLE OF CONTENTS

- Table of Contents..... 2**
- Executive Summary.....3**
- Strengths.....3
- Areas for Improvement.....3
- Financial Summary.....4

- Part 1: Event Overview.....5**
- Event Name..... 5
- Duration/Event Dates..... 5
- Lead Agency.....5
- Type..... 5
- Location..... 5
- Participating Organizations..... 5
- Event Overview..... 6**

- Part 2: Analysis of Event & Recommendation.....7**

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 (EOO) in striving for preparedness excellence by analyzing a planned outreach event- the 15th Annual Emergency Preparedness Fair, 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 emergency preparedness fairs. 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 conducted the 15th Annual Emergency Preparedness Fair in September, 2006, as part on National Preparedness Month. The City of Los Angeles' Emergency Preparedness Department and the Emergency Operations Organization hosted the Fair at locations throughout Los Angeles and were held on Saturdays.

STRENGTHS

Key strengths identified during this activation include the following:

- This was a planned outreach event. Many resources were already pre-planned and participating organizations already had prior experience, hence there were few problems encountered.
- Feedback from the community about the fair was very good. Citizens who attended the events were enthusiastic and welcomed learning about preparing and responding to disasters, life-saving techniques, and emergency kit essentials.
- The EOO divisions and outside agencies support was overwhelming. Inter-agency coordination was excellent throughout the planning process and the actual events.

AREAS FOR IMPROVEMENT

Throughout the fair, opportunities for improvement in the EOO's ability to prepare and host future events were identified. Recommendations include the following:

- More lead time for planning and preparation that would allow for additional marketing possibilities and increased exposure for the fair. This would also assist in identifying additional corporate sponsorship in support of the fair.

- The size of the crowds at locations should be considered – historical data- in order to properly staff each site or for the request of additional staff/volunteers.
- Fair Coordinators should look at suggestions that new sites or venues should be considered in the future in order to improve the citizens’ interest and reach broader audiences, because the malls concept has been used for several years and there may be better alternatives available that would allow the EOO to maximize the exposure of our emergency preparedness efforts.

FINANCIAL SUMMARY

The total cost of the fair was \$22,220. The financial report is as follows:

- **Cash Donations:**

The City through EPD accepted and deposited \$10,000 in cash donations from Community Redevelopment Agency and Northrop Grumman.

- **Funds Expended:**

A.	Equipment and furniture rentals.....	\$2,200
B.	Printing of posters, flyers, advertising and information material.....	\$4,698
	Giveaway Items.....	\$5,351
	Emergency Kits.....	\$9,971
	Total Cash Expenditures.....	\$22,220

TOTAL FAIR COST **\$22,220**

PART 1: EVENT OVERVIEW

EVENT NAME

City of Los Angeles'15th Annual Emergency Preparedness Fair

DURATION/ EVENT DATES

Four Saturdays in September 2006: September 9, 16, 23, and 30

LEAD AGENCY

Emergency Preparedness Department (EPD)

TYPE

Outreach events

LOCATIONS

- West Los Angeles-Westside Pavilion
- San Fernando Valley-Northridge Fashion Center
- Central Los Angeles-Baldwin Hills Crenshaw Plaza
- East Los Angeles-Lincoln Park

PARTICIPATING ORGANIZATIONS

- Department of Aging
- Los Angeles World Airports
- American Red Cross
- Animal Services
- Department of Building & Safety
- Los Angeles County Registrar-Recorder
- Community Development Department
- Community Redevelopment Agency
- Department on Disability
- Emergency Preparedness Department
- Los Angeles Fire Department
- The Gas Company
- Housing Department
- Information Technology Agency
- Los Angeles Police Department
- Port of Los Angeles
- Public Works Department
- Recreation and Parks Department
- State Department of Insurance
- Department of Transportation
- Los Angeles Unified School District
- Department of Water and Power

EVENT OVERVIEW

As a part of the outreach effort in preparing Los Angeles for disasters, the City of Los Angeles' EOO hosted the 15th Annual Emergency Preparedness Fair in September 2006, as part of National Preparedness Month to educate citizens on the importance of being prepared and provide them with basic tips and information.

EVENT EVALUATION

The 15th Annual Emergency Preparedness Fair was led by staff of Emergency Preparedness Department, supported by the City's Emergency Operations Organization and outside agencies. Planning and coordination efforts started several months before the event. Meetings were held regularly to discuss strategies, locations, marketing, logistics, staffing and other needed resources.

The fair was held over four Saturdays, from September 9th to September 30th, at various locations throughout the City. These locations were Westside Pavilion in West Los Angeles, Northridge Fashion Center in the San Fernando Valley, Baldwin Hills Crenshaw Plaza in Central Los Angeles and Lincoln Park in East Los Angeles.

During the fair, free sample emergency kits were given out to the first 300 households at each location. Booths were set up by participating departments and organizations. Emergency preparedness information, tips, brochures as well as give-away items were handed out to attendees. Staff at the booths also answered questions and concerns from citizens. Raffle prizes include a ride on the Goodyear Blimp, emergency preparedness backpacks, lunch for four at the Los Angeles Fire Department's Historic Museum in Hollywood, polo shirts, flashlights, gift baskets from the Department of Water and Power and other essential emergency kit supplies.

Raffle prizes from corporate sponsors were used to promote emergency preparedness in all households. Council Members were present at three of the four events.

The response from the community was enthusiastic. The advertising efforts include DWP customer monthly billing inserts, fair flyers, posters and press releases. This provided a good marketing platform and drew a lot of residents to the venues. At some locations, people were lining up for the event more than an hour before the starting time. Most citizens were very positive about the information they received and were looking forward to starting their preparedness efforts.

The mall executives were very supportive of the event. They made every effort in providing table spaces and parking as needed. The booths were centrally located in the mall areas where shoppers were enticed to stop by and get prepared.

PART 2: ANALYSIS OF EVENT AND RECOMMENDATION

This section of the After-Action Report (AAR) provides an analysis of how well departments and organizations performed during the event and the areas for improvement for the future.

STRENGTHS

- Most citizens were very positive about the information they received and were looking forward to starting their preparedness efforts.
- Overall communication between the participating agencies was good and mutual aid/support among agencies was strong before and during the event.
- The participating organizations/agencies worked well together, inter-agency cooperation was excellent. The obtaining and providing of resources was carried out smoothly, thus ensuring the success of the Fair.

RECOMMENDED AREAS OF IMPROVEMENT

A Debrief meeting was held after the fair in which most of the participating departments and organizations were represented. Many suggestions were made on how to improve future Emergency Preparedness Fairs and are summarized as follows:

- Start the planning phase earlier because of the cumbersome requirements for coordinating such a large and complex event.
- Consider changing the locations. Look at bigger areas such as the Zoo or the City's Recreation and Parks facilities where a carnival atmosphere can be provided and more kids could play and have a hands-on experience.
- More advertising resources, such as television, community newspapers (like LA Opinion and Spanish language papers) and radio stations should be explored and weighed for their costs and benefits. The previous years' events have been heavily dependent on flyers, posters and mailing inserts.
- Start solicitation of corporate sponsorship early because many large corporations include community outreach/sponsorship in their budgets for the following year.
- Ask for Mayor's Office support and conduct a "Launch Event" with the Mayor and his press corps. If possible, recruit a celebrity to support and highlight the Fair during the month of September.
- Consider adding booths for emergency supply/preparedness vendors. A lot of fair participants inquired about contact information for companies where they could obtain emergency supplies and kits.
- Solicit TV station, like KTLA TV to sponsor events such as "Kids Day", and provide kids areas at the venues to teach children the importance of emergency preparedness.
- Consider changing the give away items and increasing the number of giveaways at each event, depending on funding.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 12, 2007

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **RECOMMENDED STANDARDIZATION OF HANDHELD SMART DEVICE
UNITS FOR EOC RESPONDERS AND/OR STAFF WITH EOC
RESPONSIBILITIES/DUTIES**

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 Recommended Standardization of Handheld Smart Device Units for EOC Responders and/or Staff with EOC Responsibilities/Duties.

Executive Summary

The Information Technology Agency (ITA) has Citywide responsibility of researching and evaluating technology, and setting operational standards for the use of technology in City business functions. ITA is also the Chair of the Emergency Operations Organization (EOO) IT Sub-Committee and is responsible for researching and evaluating technology, setting and maintaining operational standards and readiness for the City's Emergency Operations Center (EOC).

The use of handheld "smart" devices (cellular phones, email, personal calendars, etc.) for general business functions continue to grow. Many of these devices are used by City personnel with direct EOO and EOC responsibilities.

Based on ITA's responsibilities and the expanded uses of these types of devices, it is recommended that a policy be approved standardizing the type of device used by personnel with an EOC role or responsibility. The standard device recommended by ITA is the Blackberry device.

This recommendation does not imply all personnel should be purchased a new device if they have one other than a Blackberry, or personnel who do not have a direct EOC responsibility be issued a new device.

Attachment

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: February 22, 2007

To: Anna Burton, Chair
Emergency Management Committee

Emergency Operations Board Members

From: Robert Fukunaga, Chair
EOO IT Sub-Committee



Subject: **RECOMMENDED STANDARDIZATION OF HANDHELD SMART DEVICE
UNITS FOR EOC RESPONDERS AND/OR STAFF WITH EOC
RESPONSIBILITIES/DUTIES**

Recommendation

That the Emergency Management Committee (EMC) accept the recommendation for standardization of handheld smart device units for EOC responders and/or staff with EOC responsibilities, as laid forth in this correspondence from the EOO IT Sub-Committee, and forward for approval to the Emergency Operations Board (EOB) at its next regularly scheduled meeting.

Executive Summary

History:

The Information Technology Agency (ITA) City has the Citywide responsibility of researching and evaluating technology, and setting operational standards for the use of technology in City business functions.

ITA is the chair of the Emergency Operations Organization (EOO) IT Sub-Committee, and is responsible for researching and evaluating technology, setting and maintaining operational standards and readiness for the City's Emergency Operations Center (EOC).

The use of handheld "smart" devices (cellular phones, email, personal calendars, etc.) for general business functions continues to grow over time. The issuance of "smart" devices by the City of Los Angeles to personnel who have critical department/city functions and responsibilities also continues to grow, however the selection of specific device models has varied, as has the model's functions and capabilities.

Summary:

The IT Sub-Committee proposes a policy recommendation to standardize the type of PDA/Cellphone device selected for City personnel, who are provided a PDA/Cellphone as a result of an EOC role and/or responsibility they fulfill. The standard proposed for selection is the Blackberry device.

Need:

The selection of the Blackberry device as the EOC PDA/Cellphone as a standard, will:

- enable EOC responders the maximum channels of communication possible for comparable devices currently on the market:
 - cellular telephone,
 - Blackberry (RIM) network PIN-to-PIN (individual Blackberry to Blackberry) and Blast (all Blackberry) user messaging outside of the City network, and
 - Citywide Blackberry Enterprise Server (BES) access to the Citywide GroupWise email system and
- allow ITA and EOC Support staff to concentrate remote access for handheld devices to a common platform, maximizing time, energy and financial resources, to bring forth a full suite of new functionality and services, rather than scatter our efforts on a variety of technical solutions for the various handheld devices/platforms.

Fiscal Impact:

The City currently has a substantial inventory of Blackberry platform users, many of whom are personnel who have emergency response or EOC roles/responsibilities. It is not anticipated that there will be a significant, if any, fiscal impact.

If approved, this report will be forwarded to the EOB for approval.