

AGENDA
EMERGENCY OPERATIONS BOARD
Monday, May 21, 2007, 1:30 p.m.
EOB Room, P4 Level, City Hall East

I. Declaration of Quorum; Introductions; Approval of Minutes

II. Action Items

A. FY 2007/08 Amended Emergency Operations Fund Budget Spending Plan – Carol Parks

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve the FY 2007-08 Amended Emergency Operations Fund Budget spending plan.

B. Emergency Operations Organization Partnering With The Transportation Foundation of Los Angeles – Carol Parks

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Preparedness Department, approve partnering with the Transportation Foundation of Los Angeles.

C. Emergency Operations Fund Request for Available Funding – Carol Parks

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve the expenditure of up to \$12,000 to fund a facilitator training course aimed at improving the capability of staff to facilitate training opportunities, outreach activities, workshop seminars and other Emergency Operations Organization events.

D. 2007 City of Los Angeles Emergency Preparedness Exercise 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 2007 City of Los Angeles Annual Emergency Preparedness Exercise After Action Report.

III. Information Items

- A.** Departmental Emergency Plan Review Specific to NIMS Compliance - Rob Freeman
- B.** April 24 Mid-Year Emergency Management Workshop – Rob Freeman
- C.** Homeland Security Grants – Felipe Perez
- D.** New Emergency Operations Center (Prop Q) - Rob Freeman
- E.** May 8 Griffith Park Wild Land Fire – Tony Valera

F. 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/epdeo0eob1.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: April 30, 2007

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **FY 2007/08 AMENDED EMERGENCY OPERATIONS FUND BUDGET
SPENDING PLAN**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve the FY 2007-08 Amended Emergency Operations Fund Budget spending plan.

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 proposed a Fiscal Year 2007/08 EOF Budget of \$367,507.

Subsequent to this approval, the FY 2007-08 EOF was reduced in the Mayor's Budget to \$183,100. Attached for your approval, as recommended by the EMC, is a revised FY 2007-08 EOF spending plan.

If approved, the budget will be forwarded to all appropriate City departments.

Attachment

FY 2007-08 Amended Emergency Operations Fund Budget Spending Plan

FY 2007-08 Amended Emergency Operations Fund Budget Spending Plan

EMERGENCY OPERATIONS FUND

******* REVISED FY 2007-08 AMEDNED EOF BUDGET *******

Department	Appropriate Description				Proposed
Emergency Operations Organization (EOO)					
	Community Preparedness / Public Outreach (Combined EOO)				\$ 35,100.00
	EOC Supplies and Support				\$ 8,000.00
	EOO Training (Combined EOO & ITA)				\$ 50,000.00
	EOO Annual Workshop				\$ 55,000.00
	EOO Emergency Preparedness Fair				\$ 30,000.00
	EOO Local Conferences and Meetings				\$ 5,000.00
	Subtotal EOO				\$ 183,100.00
	TOTAL - EOF				\$ 183,100.00

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: April 30, 2007

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **EMERGENCY OPERATIONS ORGANIZATION PARTNERING WITH THE
TRANSPORTATION FOUNDATION OF LOS ANGELES**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Preparedness Department, approve partnering with the Transportation Foundation of Los Angeles.

Executive Summary

The Transportation Foundation of Los Angeles (TFLA) is a tax-exempt, non-profit organization originally established by the MTA in 1991 for the purpose of providing education, training, and the advancement of knowledge and understanding to promote the ongoing development of public transportation systems. This organization works toward increasing the number of trained employees ready for the fast changing field of transportation.

The primary mission of the TFLA is to make certain that the transportation sector, as well as other related industries, has the necessary resources to adapt to technological advances. They also focus on increasing the use and knowledge of transportation systems by providing educational, technological and economic opportunities through a variety of training and internship program.

The Emergency Preparedness Department (EPD) requests Emergency Operations Board (EOB) support to partner with this agency for the purposes of promoting emergency preparedness through their established training programs, internship programs and public outreach activities.

The long-term benefits of working with this non-profit organization will enhance preparedness activities within the transportation industry region-wide. There is no cost associated with this partnership. EPD will use existing staff through its Training and Community Emergency Preparedness Divisions to accomplish goals associated with this partnership.

If approved, EPD will work with the TFLA and the Department of Transportation to institutionalize emergency management as a core value of their program. Additionally, EPD will report back to the EOB in six (6) months on activities related to this partnership.

EMS:ab



SECURING OUR HOMEFRONT

MEMORANDUM OF UNDERSTANDING BETWEEN THE TRANSPORTATION FOUNDATION OF LOS ANGELES AND THE

CITY OF LOS ANGELES - EMERGENCY PREPAREDNESS DEPARTMENT

This Memorandum of Understanding (MOU) is made and entered into as of _____, 2006, by and between the Transportation Foundation of Los Angeles ("TFLA") a non-profit 501(C)3 corporation, EIN #95-4347484, and the City of Los Angeles Emergency Preparedness Department.

WHEREAS, the tragic events of 11 September 2001 dramatically underscored U.S.'s vulnerability to terrorism. In the aftermath of these tragedies the President and Congress created the Department of Homeland Security to prepare our nation against terrorist attacks. Though much has been done to coordinate and train government employees and first responders, the vast majority of citizens and residents in the U.S. are no more prepared or able to adequately respond.

WHEREAS, two million American families suffer from a disaster or emergency each year! Two-thirds of American people are not prepared. More than half of American people (51%) do not have an evacuation plan and sixty percent (60%) do not have emergency supplies.

WHEREAS, in Los Angeles, every 15 minutes 3.4 crimes are committed (LAPD statistics). If just one of these is an attack on our nation's airport, seaports, roads, railways, bridges, and other infrastructure, the casualties will be devastating. Currently, out of 3,694,820 residents in Los Angeles only 43,000 are CERT trained (L.A. Fire Dept. statistics).

WHEREAS, the key to securing our nation is for individuals and communities to be trained to be able to identify potentially threatening situations, becoming more informed, alert, and involved in assisting our first responders.

WHEREAS, the *Securing our Homefront* Program, in partnership with AmeriCorps, addresses the need for Americans to become prepared in the face of terrorist attacks, crime, and natural disasters and focuses on:

- Developing individual community members to become well prepared for emergencies and are able to identify potentially threatening situations including terrorist attacks;
- Increasing the number of well-trained civilians who can provide critical support to first responders and provide immediate assistance to victims; and to
- Organizing *Neighborhood Watch* programs throughout the city to reduce overall crime.

NOW THEREFORE, as a Partner of *Securing Our Homefront* Program, the City of Los Angeles – Emergency Preparedness Department agrees to the following:

1. Have an official representative on the Program’s Advisory Board.
2. Assist in the development and review of Securing Our Homefront emergency training, preparation, and information.
3. Assist in the identification and use of City meeting space for meetings, training sessions and exercises.
4. Support the development of and provide staff to assist in the creation of public service announcements encouraging residents to participate in the Securing Our Homefront Program.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized representatives as of the dates indicated below:

TFLA:

TRANSPORTATION FOUNDATION OF LOS ANGELES
A non-profit 501(C)3 corporation, EIN #95-4347484

William J. Hoston, Chairman/President/CEO

Date

PARTNER:

Print Name

Signature

Date

Name of Organization

Address

City

State

Zip

Phone

Fax

Email

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: April 30, 2007

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **EMERGENCY OPERATIONS FUND REQUEST FOR AVAILABLE FUNDING**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve the expenditure of up to \$12,000 to fund a facilitator training course aimed at improving the capability of staff to facilitate training opportunities, outreach activities, workshop seminars and other Emergency Operations Organization events.

Executive Summary

The Emergency Operations Organization (EOO) is made up of emergency planners, trainers, subject matter experts and those responsible for preparedness within their particular department. Many of these staffs are charged with leading meetings, chairing committees, facilitation discussions at the City staffing level, as well as during public meetings and training opportunities. This staffs are also expected to work during often- hectic, emergency response situations where strong facilitation skills are a must. Although subject matter experts, many have not been given the opportunity to attend training specific to building their meeting and training facilitation skill sets. The Emergency Preparedness Department (EPD) requests support to provide this level of training to selected staff involved in EOO activities.

This training would be conducted prior to the October 2007 EOO Workshop and will be based on the specific needs of City. To accomplish this need, EPD requests up to \$12,000 to hire a trainer who can accomplish this training objective.

If approved, the Emergency Operations Fund will provide up to \$12,000.

Sufficient Emergency Operations Fund monies are available.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: May 8, 2007

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **2007 CITY OF LOS ANGELES EMERGENCY PREPAREDNESS
EXERCISE 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 2007 City of Los Angeles Emergency Preparedness Exercise After Action Report.

Executive Summary

On January 17, 2007, the City of Los Angeles conducted Operation: Shake, Rattle and Role, a full-scale earthquake preparedness exercise. The Emergency Preparedness Department (EPD) and Emergency Operations Organization (EOO) coordinated this exercise. It involved the set-up and operation of a Unified Command Post, and an all employee and Los Angeles Unified School District (LAUSD) duck, cover and hold drill. The City Emergency Operations Center was not activated for this exercise.

In preparation for this exercise, EPD developed and distributed an earthquake employee preparedness tri-fold. This brochure continues to be distributed to employees through the Department of General Services Building Emergency Education Program and the Personnel Department's New Employee Orientation.

EPD will track implementation and evaluation of recommendations for area of improvement, all of which will be reported through the Emergency Operations Board.

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

Attachment

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: May 10, 2007

To: Anna Burton, Chair
Emergency Management Committee

Emergency Management Committee Members

From: Chris Ipsen, Emergency Preparedness Coordinator II
Emergency Preparedness Department

Subject: **2007 CITY OF LOS ANGELES EMERGENCY PREPAREDNESS EXERCISE
AFTER ACTION REPORT**

RECOMMENDATION

That the Emergency Management Committee approve the 2007 City of Los Angeles' Annual Emergency Preparedness Exercise After Action Report and forward to the Emergency Operations Board for approval at its next regularly scheduled meeting.

EXECUTIVE SUMMARY

Operation: Shake, Rattle and Roll was led by staff of the Emergency Preparedness Department, supported by the City's Emergency Operations Organization and outside agencies.

It was a full scale exercise that involved the set-up and operation of a Unified Command Post in response to an earthquake scenario in the Northridge area. A press conference was also held at the site of the exercise. Other activities included a City wide and School District wide (LAUSD) duck, cover and hold drill. All employees were given a copy of an Employee Earthquake Preparedness Guide, which teaches employees how to prepare for and survive an earthquake. The Emergency Operations Center was not activated for this exercise.

FISCAL IMPACT STATEMENT

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

Attachment



**After Action Report
January 17, 2007
Operation: Shake, Rattle and Roll
Full Scale Exercise**



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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 (EOO) in striving for preparedness excellence by analyzing emergency preparedness exercises 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 EOO exercises. 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 not activated for this exercise.

STRENGTHS

Key strengths identified during this exercise include the following:

- During the Unified Command Post Exercise the responding EOO divisions worked well together, inter-agency coordination appeared seamless, the obtaining, managing and providing of resources also worked well during the exercise.
- The City-wide duck, cover and hold drill generally went well with almost all AAR's received by the Building Emergency Education Program (BEEP) management being positive. Those few locations where there were issues are being addressed by the BEEP Coordinator and are captured in the Recommended Areas for Improvement portion of this report.
- The simulated exercise was treated with realism by most city employees and served as a good refresher for a real time incident, including how employees should react during an earthquake.

AREAS FOR IMPROVEMENT

Throughout the exercise, several opportunities for improvement were identified. Recommendations include the following:

- Overall, the City-wide duck, cover and hold drill portion of the FSE ran smoothly but there were inconsistencies with the public address systems of the buildings involved in the exercise.
- Communication between Floor Wardens and Building Emergency Coordinator's (BEC) should be practiced with regular frequency.
- The general Los Angeles Mall area should have speakers to provide the public with information regarding any emergency within the Civic Center complex.
- During drills, security personnel need to be given clear direction on whether to participate or perform their duties.

PART 1: EXERCISE OVERVIEW

EXERCISE NAME

Operation: Shake, Rattle and Roll

DURATION

4 Hours

EXERCISE DATE

January 17, 2007

LEAD AGENCY

Los Angeles Fire Department (LAFD)

TYPE

Full Scale Exercise (FSE)

SCENARIO

Earthquake

LOCATION

Los Angeles and surrounding areas

PARTICIPATING ORGANIZATIONS

Los Angeles Fire Department (LAFD), Los Angeles Police Department (LAPD), Public Works Department, Information Technology Agency (ITA), Emergency Preparedness Department (EPD), Department of Transportation (DOT), Building and Safety Department, Housing Department, Los Angeles Department of Water and Power (DWP), Department of Recreation and Parks (RAP), Department on Disability (DOD), and the Department of Animal Services.

PART 2: EXERCISE EVENTS SYNOPSIS

Operation: Shake, Rattle and Roll commenced at 0800 on January 17, 2007 and ended at 1200. It was a full scale exercise that involved the set-up and operation of a Unified Command Post (UCP) in response to an earthquake in the Northridge area.

The exercise was held at the North end of the Northridge Fashion Center shopping mall, in the adjacent parking complex.

A press conference was also held at the site of the exercise at 08:30. The speakers included Grieg Smith, District 12 Councilmember, Ellis Stanley, Emergency Preparedness Department General Manager, Dr. Lucy Jones, Scientist in Charge, U.S. Geological Survey, Haydee M. Cuervo, Arleta Neighborhood Council,

A duck, cover and hold drill was held in City facilities at 1100. All City facilities that are in the Building Emergency Education Program (BEEP) program and even some that are not, took part.

Duck, cover and hold drills were also held at all LAUSD schools at various times of the day.

The EOC was not activated, departments were pre-notified to respond to the UCP location.

The purpose of this exercise was to monitor and test the effectiveness of City employee preparedness and response to an earthquake scenario, working with City Building Emergency Coordinators to help coordinate this response. All employees were given a copy of an Employee Earthquake Preparedness Guide, which teaches employees how to prepare for and survive an earthquake. Additionally, the UCP portion of the exercise allowed responders to familiarize themselves with the set up an UCP and how to work within that environment utilizing NIMS protocols. Lastly, the press conference allowed a venue for disseminating important information about personal preparedness to individuals, families and businesses throughout the region.

PART 3: ANALYSIS OF EXERCISE AND RECOMMENDATION

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

STRENGTHS

- During the Unified Command Post Exercise the responding EOO divisions worked well together, inter-agency coordination appeared seamless, the obtaining, managing and providing of resources also worked well during the exercise.
- The City-wide duck, cover and hold drill generally went well with almost all AAR's received by the Building Emergency Education Program (BEEP) management being positive. Those few locations where there were issues are being addressed by the BEEP Coordinator and are captured in the Recommended Areas for Improvement portion of this report.
- The simulated exercise was treated with realism by most city employees and served as a good refresher for a real time incident, including how employees should react during an earthquake.

RECOMMENDED AREAS OF IMPROVEMENT

- Overall, the City-wide duck, cover and hold drill portion of the FSE ran smoothly but there were inconsistencies with the public address systems of the buildings involved in the exercise.
- Communication between Floor Wardens and Building Emergency Coordinator's (BEC) should be practiced with regular frequency.
- The general Los Angeles Mall area should have speakers to provide the public with information regarding any emergency within the Civic Center complex.
- During drills, security personnel need to be given clear direction on whether to participate or perform their duties.