

AGENDA
EMERGENCY OPERATIONS BOARD
Monday, November 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. Integration of Emergency Support Functions into Emergency Operations Organization - Anna Burton

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve integration of the Emergency Support Functions into the City's Emergency Operations Organization.

B. FY 2008-09 Proposed Emergency Operations Fund Budget – Anna Burton

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve the FY 2008-09 Proposed Emergency Operations Fund Budget.

C. Recommended Changed to Emergency Purchasing Card Policy – Anna Burton

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, support recommended changes to the Office of the Controller's Emergency Purchasing Card Policy and forward support of those changes to the Office of the Controller.

D. WebEOC Daily Situation Status Report – Rob Freeman

Recommendation

That the Emergency Operations Board approve in concept, as recommended by the Emergency Management Committee (EMC), use of the new WebEOC Daily Situation Status Report capability.

E. Approval of Tsunami Response Plan Annex – Larry Meyerhofer

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 City of Los Angeles Tsunami Response Plan Annex.

F. 2008 Citywide Emergency Operations Organization Exercise Revised Theme – Chris Ipsen

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Preparedness Department, approve the theme of the 2008 Citywide Emergency Operations Organization exercise as being an incident involving a significant number of casualties.

III. Information Items

- A. New Emergency Operations Center (Prop Q) – Rob Freeman
- B. Departmental Emergency Plan Review Specific to NIMS Compliance - Rob Freeman
- C. 2007 Emergency Management Workshop – Rob Freeman
- D. 2007 October Firestorm – Various Speaker
- E. Name change of Emergency Management Department – Anna Burton
- F. Los Angeles Community Preparedness Corps – Donyale Hall
- G. Homeland Security Grants – Laura Shin
- H. Postponement of Operation Higher Ground Exercise – Chris Ipsen
- I. BICEPP Annual Awards Event – Anna Burton
- J. 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 wendy.hwang@lacity.org or contact Wendy Hwang at (213) 978-0544.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: November 9, 2007

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **INTEGRATION OF EMERGENCY SUPPORT FUNCTIONS INTO EMERGENCY OPERATIONS ORGANIZATION**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve integration of the Emergency Support Functions into the City's Emergency Operations Organization.

Executive Summary

The Emergency Support Functions (ESFs) were developed by the Department of Homeland Security to provide the structure for coordinating Federal interagency support for a Federal response to an incident. They are mechanisms for grouping functions most frequently used to provide Federal support to states and Federal-to-Federal support, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents.

The Incident Command System provides for the flexibility to assign ESF and other stakeholder resources according to their capabilities, tasking, and requirements to augment and support the other sections of the Joint Field Office (JFO)/Regional Response Coordination Center (RRCC) or National Response Coordination Center (NRCC) in order to respond to incidents in a more collaborative and cross-cutting manner.

The City of Los Angeles currently operates under the structure defined by the State of California as the Standardized Emergency Management System (SEMS). This system was created after the 1991 Oakland Bay Hills Fire. In 2006, the City approved the integration of the newly developed federal system, the National Incident Management System (NIMS), and created its own NIMS Integration Task Force.

The Governor's Office of Emergency Services (OES) recently announced that they would be developing an implementation plan for integration of ESFs at the state level. EPD recommends the City move ahead and begin its review and integration of ESF's into its organization right away. Any future recommendations or guidelines provided by the State will be implemented as appropriate.

Mayor Villaraigosa designated the Emergency Preparedness Department (EPD) as the lead agency for the City's implementation and integration of NIMS. EPD will continue in this role and, with approval by the EOB, will expand the Task Force's effort to include integration of the ESFs. All City departments, bureaus and agencies will again be asked to assist in this effort.

Attached for your review is the list of ESF's, lead federal agency and roles and responsibilities for each. Full integration may require changes to the Los Angeles Administrative Code, retraining of City staff and revisions to existing emergency plans. Changes to the City's current structure will be brought back as needed.

With EOB approval, the Task Force will develop an implementation plan for Board approval at its next regularly scheduled meeting in January 2008.

AB:rf

Attachment

Roles and Responsibilities of the ESFs

Emergency Support Function	Roles and Responsibilities
ESF #1 – Transportation	<ul style="list-style-type: none"> Federal and civil transportation support Transportation safety Restoration/recovery of transportation infrastructure Movement restrictions Damage and impact assessment
ESF #2 – Communications	<ul style="list-style-type: none"> Coordination with telecommunications industry Restoration/repair of telecommunications infrastructure Protection, restoration, and sustainment of national cyber and information technology resources Oversight of communications within the Federal incident management and response structures
ESF #3 – Public Works and Engineering	<ul style="list-style-type: none"> Infrastructure protection and emergency repair Infrastructure restoration Engineering services, construction management Critical infrastructure liaison
ESF #4 – Firefighting	<ul style="list-style-type: none"> Firefighting activities on Federal lands Resource support to rural and urban firefighting operations
ESF #5 – Emergency Management	<ul style="list-style-type: none"> Coordination of incident management efforts Issuance of mission assignments Resource and human capital Incident action planning Financial management ESF Scope
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services	<ul style="list-style-type: none"> Mass care Disaster housing Human services
ESF #7 – Resource Support	<ul style="list-style-type: none"> Resource support (facility space, office equipment and supplies, contracting services, etc.)
ESF #8 – Public Health and Medical Services	<ul style="list-style-type: none"> Public health Medical Mental health services Mortuary services
ESF #9 – Search and Rescue	<ul style="list-style-type: none"> Life-saving assistance Search and rescue
ESF #10 – Oil and Hazardous Materials Response	<ul style="list-style-type: none"> Oil and hazardous materials (chemical, biological, radiological, etc.) response Environmental safety and short- and long-term cleanup

<p>ESF #11 – Agriculture and Natural Resources</p>	<p>Nutrition assistance Animal and plant disease/pest response Food safety and security Natural and cultural resources and historic properties protection and restoration Safety and well-being of pets</p>
<p>ESF #12 – Energy</p>	<p>Energy infrastructure assessment, repair, and restoration Energy industry utilities coordination Energy forecast</p>
<p>ESF #13 – Public Safety and Security</p>	<p>Facility and resource security Security planning and technical and resource assistance Public safety/security support Support to access, traffic, and crowd control</p>
<p>ESF #14 – Long-Term Community Recovery</p>	<p>Social and economic community impact assessment Long-term community recovery assistance to States, local governments, and the private sector Mitigation analysis and program implementation</p>
<p>ESF #15 – External Affairs</p>	<p>Emergency public information and protective action guidance Media and community relations Congressional and international affairs Tribal and insular affairs</p>

CITY OF LOS ANGELES
INTERDEPARTMENTAL CORRESPONDENCE

Date: November 9, 2007

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **FY 2008-09 PROPOSED EMERGENCY OPERATIONS FUND BUDGET**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve the FY 2008-09 Proposed Emergency Operations Fund Budget.

Executive Summary

The development of the FY 2008-09 Proposed Emergency Operations Fund budget involved the review of \$600,000 in requests from thirteen City departments. The Emergency Management Committee (EMC) and its subcommittees reviewed each request and propose a 2008-09 Fiscal Year EOO Budget of \$595,568.

Also, per budget preparation instructions, included is the required 8% reduction figure. If required, an amended budget will be brought back for consideration.

If approved, the budget will be forwarded for inclusion into the Mayor's FY 2008-09 Proposed Budget.

Attachment

FY 2008-09 Proposed Emergency Operations Fund Budget

Fiscal Year 08-09 EOF Proposed Budget Requests

Department	Request	Amount
Aging	5 Portable generators for multi-purpose sneior centers	22,000
Animal Services	Collapsible Cages	5,500
	Ford F350 Truck to tansport portable kennels	40,000
	Generators for six shelters	<u>10,500</u>
		56,000
Building & Safety	Command Module Cabinetry	12,000
	Emergency supplies for Dept's Safety Teams	<u>10,000</u>
		22,000
Department on Disability	LCD Projector	800
	84x84 Portable Tripod Projector Screen	375
	4 17" Television Monitors	1,000
	4 D-Links w/lenses	1,600
	2 Webcams	200
	4 Junxion Boxes with WIFI/LAN	2,796
	2 VZW USB720 REV A Modem	145
	4 VZW PC 5750 REV A Modem	56
		6,972
EOO	Training	75,000
	08 Emergency Preparedness Fair	30,000
	Outreach	35,100
	Arrowhead	<u>50,000</u>
		190,100
Fire	Helmets, Vests and First Aid Supplies	38,000
	ID System Upgrades & Supplies	5,000
	ID System Maintenance Contract	1,400
	CERT Awareness Products	6,100
	CERT Promotion Canopies	<u>15,000</u>
		65,500
General Services	120 Floor Warden Emergency Kits	14,700
	60 two-way radios	2,300
	360 batteries	<u>325</u>
		17,325
Housing	8 Folding tables	2,352
	34 Folding Chairs	1,698
	10 Portable Light Stands	6,796
	5 Light Strings	31,500
	2 Pop Up Tents	2,380
	8 Chairs for Mobile Command Post	<u>1,039</u>
		45,765
Personnel	7 Easy Pop-up Tents	10,500
Rec. & Parks	Emergency Shelter Supplies:	
	Toilet Paper (400 Cases of 96)	14,000
	Toilet Seat Covers (Case of 25 packs of 100)	19,000
	Water Purification Tablets (40 bottles)	240
	500 Portable Chemical Toilets	10,000
	5,000 Toilet Bags	350
	10,000 pre-moistened towlets	250
	50 Hard hats	300
	10 Digital Cameras	3,655
	5 Hand-held radios	7,931
	1 Dispatch radio console	32,000
	20 Solar hand crank AM/FM radios	430
	10 Portable spot lights	150
	20 2-way radios	700
	50 Pop up canopies	200
	600 Sleeping cots	30,000
	750 Sleeping bags	15,000
	1,500 Emergency space blankets	3,000
	100 Stoves	5,000
	5 40' Storage containers	7,500
	5 Generators	<u>3,500</u>
		153,206
Street Services	1 Emergency Generator	6,200
	Grand Total:	<u>\$595,568</u>
	8% Reduction	\$47,645
	Total	<u>\$547,922</u>

CITY OF LOS ANGELES
INTERDEPARTMENTAL CORRESPONDENCE

Date: November 9, 2007

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **RECOMMENDED CHANGED TO EMERGENCY PURCHASING CARD POLICY**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, support recommended changes to the Office of the Controller's Emergency Purchasing Card Policy and forward support of those changes to the Office of the Controller.

Executive Summary

The current City Controller's emergency credit card policy specifies that emergency use credit cards may only be used upon the declaration of local emergency by the City of Los Angeles. There are situations that have required City departments to respond to emergency situations that have not warranted such a declaration, including activation of the Emergency Operations Center (EOC). However, City departments have been in situations where use of the emergency credit card would have enhanced their response capabilities.

It the recommendation of the Emergency Management Committee, and its Logistics Subcommittee, that the Emergency Operations Board support a change to the existing policy and forward a supporting memorandum to the Office of the Controller. This recommended change would include authorizing the use of emergency credit cards in following situations: Activation of the City's EOC or Alternate EOC; and, Activation of any Department Operations Center or Bureau Operations Center. It is recommended that the requirement of a local declaration be removed as one of the emergency purchasing card use criteria. This would provide direct logistics support to those responding departments.

These recommendations are consistent with the Emergency Purchasing Card Program. Each department is responsible for applying for and managing its own credit cards.

If approved, the Executive Assistant to the Board will prepare the recommended correspondence and process as appropriate.

Attachment

CITY OF LOS ANGELES
INTERDEPARTMENTAL CORRESPONDENCE

Date: October 31, 2007

To: Anna Burton, Chair
Emergency Management Committee

Emergency Operations Board Members

From: Joon Lee, Chairperson
Logistics Subcommittee

Subject: **EMERGENCY PURCHASE CREDIT CARD POLICY**

Recommendation

That the Emergency Management Committee (EMC) accept the revised Emergency Purchase Credit Card Policy and recommendation from the Logistics Subcommittee (Recommended Changes to the Emergency Purchasing Card Policy) and forward for approval to the Emergency Operations Board (EOB) at its next regularly scheduled meeting.

Summary

The current Controller's emergency credit card policy as it relates to a declared emergency is too limited. The policy specifies that the emergency credit card may only be used upon the Mayor declaring a state of emergency. Oftentimes, the EOC is activated without the Mayor declaring a state of emergency. In these situations, the emergency card is rendered inactive or the Controller's Office will reject any such charges.

Request

The Logistics Subcommittee formally requests that the emergency credit card policy be changed to allow emergency credit card usage not only during a Mayor-declared state of emergency but also during any EOC activation and any Department Operations Center or Bureau Operations Center activations as well as field / tactical emergency operations when the EOC is not activated in order to allow logistics support to properly assist the EOC and the entire City.

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

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: November 9, 2007

To: William J. Bratton, Chair
Emergency Operations Board

Members, Emergency Operations Board

From: Rob Freeman, EPC II
Emergency Preparedness Department

Subject: **WEBEOC DAILY SITUATION STATUS REPORT**

Recommendation

That the Emergency Operations Board approve in concept, as recommended by the Emergency Management Committee (EMC), use of the new WebEOC Daily Situation Status Report capability.

Background

For the past year, the Emergency Preparedness Department (EPD) has produced a written daily briefing report that summarizes emergency operations issues, events and occurrences within the City and region. This report is captured as a PDF document and emailed to members of the City's Emergency Operations Organization (EOO) as a daily situation status report.

Working in concert with the Information Technology Agency (ITA), EPD has developed an improved, real time data sharing capability within the existing WebEOC Information Management System to replace the written Daily Briefing report. This new application will allow EOO departments to post real time information about planned events, training and exercise programs, and actual emergency incidents in addition to weather updates.

The WebEOC Situation Status Report can and should be updated continuously throughout the day, week and month to track events and incidents as they are scheduled or develop. This represents a significant improvement over the written briefing that captures events as a snapshot at a specific point in time. These briefings are often out of date soon after release due to the dynamic nature of emergency preparedness and response.

The goal of the WebEOC Situation Status Report system is for EOO departments to input daily reports that describe their status in key areas such as operations, facilities, staffing and communications. Departments are also tasked with inputting reports that describe briefly any planned events, training programs, exercises, alerts and notifications or actual emergency response incidents that require multi-agency coordination of information and resources. This will require the active participation of department staff to be trained in the use of WebEOC and to provide input of information on a daily basis. The end result is a Daily Situation Status Report tool that accurately captures the scale and scope of departmental emergency management activities on a real time basis. This tool will keep department managers better informed and will assist timely decision making and coordination of City resources before during and after events or incidents.

The EMC and its Operations Subcommittee requests EOB approval to implement a pilot project use of the WebEOC Daily Situation Status Report for the first three months of 2008. Training on the application would be conducted in November and December, 2007. This application will succeed only if departments participate actively. Therefore, EMC member departments are requested to identify a WebEOC Situation Status Report liaison that will work with EPD on full implementation of the system, including daily posting of department-specific information on events and incidents.

If approved, EPD will begin to work with ITA and all EMC member departments, and others as appropriate, to implement this program.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: November 9, 2007

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **APPROVAL OF TSUNAMI RESPONSE PLAN ANNEX**

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 City of Los Angeles Tsunami Response Plan Annex.

Executive Summary

Following the December 2004 Sumatran Earthquake and resulting tsunami, the City Council directed the Emergency Preparedness department to collaborate with City departments, and other local, state and federal agencies to ensure the City was prepared for a tsunami event (05-0009).

A Task Force was created and reported in March 2005 with a series of recommendations. These included public education, development of a Tsunami Plan, placement of signage, and having the capability to conduct alert and warnings. Since this report, the Emergency Preparedness Department, in cooperation many agencies, completed a number of steps including: creation and distribution of tsunami preparedness brochures; receiving \$350,000 for tsunami warning signs through a UASI grant; and, the completion of the attached City of Los Angeles Tsunami Response Plan Annex.

This plan describes our threat of earthquakes and subsequent tsunami activity. It emphasizes the location and vulnerability of the busiest commercial seaport in the country, low lying areas of Venice and the coastline of West Los Angeles, all of which would be significantly impacted during a tsunami event. The Plan also includes the concept of operations for alert, notification, evacuation, safe refuge areas, and public information should a tsunami warning or watch be issued by the National Weather Service. This all-encompassing plan identifies the primary and support departments required to carry out these principle missions in the event of tsunami activity.

After review by all Tsunami Task Force members, and representatives from a variety of city departments, the Emergency Management Committee approved the plan in November 2007 and recommended it be forwarded to the Emergency Operations Board. If approved, the City of Los Angeles Tsunami Response Plan Annex will be forwarded to the Mayor for approval and transmittal to the City Council.

This plan will be exercised in February 2008 as part of the Los Angeles County, Annual Operational Area emergency preparedness exercise. This exercise, *Operational Higher Ground*, was recently postponed from its original November 2007 dates due to the October fires in Southern California.

Attachment

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: November 2, 2007

To: Anna Burton, Chair
Emergency Management Committee

Emergency Operations Board Members

From: Larry Meyerhofer, Chair
Tsunami Task Force

Subject: **ACCEPT THE TSUNAMI RESPONSE PLAN ANNEX AND FORWARD TO THE EMERGENCY OPERATIONS BOARD**

Recommendation

That the Emergency Management Committee (EMC) accept the attached Tsunami Response Plan Annex and recommendations from the Tsunami Task Force and forward for approval to the Emergency Operations Board (EOB) at its next regularly scheduled meeting.

Executive Summary

The City of Los Angeles has a significant coastline including the busiest commercial seaport in the country, the low lying areas of Venice and the coast line of West Los Angeles. Southern California is prone to tsunami activity, as a result, the City of Los Angeles developed a Tsunami Task Force to develop the Tsunami Response Plan Annex which includes the concept of operations for alert, notification, evacuation, safe refuge areas, public safety and public information. This all encompassing plan identifies the primary and support departments to carry out these principle missions in the event of tsunami activity.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: November 13, 2007

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **2008 CITYWIDE EMERGENCY OPERATIONS ORGANIZATION EXERCISE REVISED
THEME**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Preparedness Department, approve the theme of the 2008 Citywide Emergency Operations Organization exercise as being an incident involving a significant number of casualties.

Executive Summary

For many years, the City has conducted a full-scale, citywide exercise to test our emergency response plans and capabilities. Following the 1994 Northridge earthquake, the scenario was built upon a simulated earthquake. However, after the September 11, 2001, terrorist attacks, the Emergency Operations Organization (EOO) added a variety of scenarios based upon terrorist type events. These have included building evacuations, testing of communications systems, public health emergencies, and other types of events. This intermingling of scenarios, emphasizing the different elements of disaster response, mitigation and recovery, has helped the EOO better prepare for our next disaster.

There are several exercises currently under development. The City will participate in the November 2007, Operational Area/County wide exercise based upon a tsunami event. We are working with the Governor's Office of Emergency Services and many other state and local agencies, to coordinate our role in the state wide, November 2008 Golden Guardian Exercise. This exercise will be based upon a large earthquake scenario on the San Andreas Fault. We successfully used this scenario as a tabletop exercise as part of our 2007 Emergency Management Workshop.

In September 2007 the Board approved the theme of the exercise to be based around an airplane crash. After further review, we believe an incident involving the management, transportation and family assistance required during an incident involving a large number of casualties would be of greater value to the organization. We continue to recommend the exercise be a tabletop exercise. The date, times and coordination are still to be determined.

With your approval, the Emergency Management Committee, Training Subcommittee will begin working with all EOO agencies and organizations to draft this exercise.