

AGENDA
EMERGENCY OPERATIONS BOARD
Monday, July 20, 2009, 1:30 p.m.
Media Center Room, Emergency Operations Center
500 East Temple, Los Angeles, CA 90012

I. Declaration of Quorum; Introductions; Approval of the March 16 and May 18, 2009 Meeting Minutes

II. Action Items

A. Marek-Sesnon Fires Emergency Operations Center Activation After Action / Corrective Action 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 Marek Sesnon Fire Emergency Operations Center Activation After Action / Corrective Action Report.

B. 17th Annual City of Los Angeles Emergency Preparedness Fair Summary / Close Out Report – Carol Parks

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 17TH Annual City of Los Angeles Emergency Preparedness Fair Summary / Close out Report.

III. Information Items

- A. New Emergency Operations Center (Prop Q) – Rob Freeman**
- B. 18th Annual City of Los Angeles Emergency Preparedness Fair – Larry Meyerhofer**
- C. Homeland Security Grants – Laura Shin / Freya Robayo**
- D. Other Announcement – 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 MANAGEMENT DEPARTMENT WEBSITE. <http://www.lacity.org/emd/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) 484-4818.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: May 11, 2009

To: William Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **MAREK SESNON FIRE EMERGENCY OPERATIONS CENTER
ACTIVATION AFTER ACTION / CORRECTIVE 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 Marek Sesnon Fire Emergency Operations Center Activation After Action / Corrective Action Report.

Executive Summary

On Monday, October 13, 2008, the City of Los Angeles Emergency Operations Center (EOC) was activated at a level II in support of the unified response to an Urban-wild land fire in the Little Tujunga Canyon and Porter Ranch areas of the City. The EOC was activated at 0700 and remained activated through 0900, Wednesday, October 15, 2008.

The event was comprised of two separate fire situations. The first fire started on Sunday October 12 in the Little Tujunga area and was referred to as the Marek Fire. The second fire started on October 13 in the Porter Ranch Area and was referred to as the Sesnon Fire. However, the two events were managed in the field under Unified Command. Given the field Command and areas managed, the fire was ultimately referred to as the Marek Sesnon Fire.

As the lead City department responsible for drafting EOC After Action Reports, the Emergency Management Department (EMD) submits the attached After Action / Corrective Action Report for approval and forwarding to Mayor and City Council. This report, approved by the Emergency Management Committee at its April 1, 2009, includes a summary of event activities and recommendations for improvement. EMD is the lead responsible for tracking all associated recommendations and, as appropriate, reporting back on the status of each item.

Attachment – Marek Sesnon Fire Emergency Operations Center Activation After Action / Corrective Action Report.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 25, 2009

To: Anna Burton, Chair
Emergency Management Committee

Emergency Management Committee Members

From: Rob Freeman, Operations Division Chief
Emergency Management Department

Subject: **MAREK SESNON FIRE EMERGENCY OPERATIONS CENTER (EOC)
ACTIVATION AFTER ACTION / CORRECTIVE ACTION REPORT**

Recommendation

That the Emergency Management Committee (EMC) approve and forward to the Emergency Operations Board (EOB) for approval the attached After-Action/Corrective-Action report regarding the Marek Sesnon Fire Emergency Operations Center (EOC) Activation.

Executive Summary

Pursuant to terms of the City's Emergency Operations Master Plan and Procedures (Master Plan), the City's Emergency Management Department (EMD) is responsible for preparing an After-Action / Corrective Action Report for each activation of the City's EOC. At the request of the Los Angeles Fire Department and EMD, the City's EOC was activated on October 13, 2008 in order to support the Unified Command structure. The EOC provided multi-agency coordination of information and available resources. The attached After-Action/Corrective Action report provides an overview of the activation including specific recommendations for improvements in procedures.

EMD requested and received individual reports from each of the affected EOC response agencies. The attached report represents a summarization of those comments as well as suggestions offered by the EMC Operations Subcommittee. EMD will be the lead agency for implementing and tracking the recommended corrective actions in accordance with requirements of the National Incident Management System (NIMS). Questions regarding this report can be directed to me at rob.freeman@lacity.org or 213 978-0590.

Attachment

- DRAFT -



**After Action/Corrective Action Report
October 13-15, 2008
Marek Sesnon Fires
EOC Activation**

March 25, 2009



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I. Executive Summary

A. Statement of Purpose

Homeland security preparedness involves a cycle of outreach, planning, capability development, training, exercising, actual responses to events both planned and unplanned, evaluation, and improvement. The Emergency Management Department (EMD) is responsible for preparing a formal After Action Report/Corrective Action Report (AAR/CAR) following all activations of the City's Emergency Operations Center (EOC) in accordance with the National Incident Management System (NIMS). AAR/CARs are intended to assist the City of Los Angeles Emergency Operations Organization (EOO) analyze its EOC activation, staffing and management processes in order to document the following:

- Practices to sustain and build upon
- Practices to improve
- Recommended corrective actions and improvement plan

The AAR/CAR should be viewed as suggestions for improving the effectiveness of future EOC activations. Recommended corrective actions identify steps to be taken and assign specific City agencies with responsibility for their coordination and implementation. Timetables are also established for implementation along with an assessment of required resources. Agencies must weigh the cost of implementation against the benefits in determining resource allocation. 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.

B. Event Name

Marek Sesnon Fire

C. Event Date(s)

October 13-15, 2008

D. Event Location

Urban-wild land fires that occurred in the Little Tujunga Canyon and Porter Ranch areas of the City. City of Los Angeles EOC activated (200 N. Main Street, P-4 Level, Los Angeles, CA 90012).

E. EOC Activation Duration

Two days. EOC activated at 0700 hours, Monday, October 13, 2008 and deactivated at 0900 hours, Wednesday, October 15, 2008.

F EOC Activation Lead Agency

Los Angeles Fire Department (LAFD)

G. EOC Activation Level

Level II (Level I, plus additional agencies as requested by EOC Director).

H. EOC Activation Participating Agencies

- Animal Services Department
- City Administrative Officer (CAO)
- City Attorney's Office
- Emergency Management Department (EMD)
- Fire Department (LAFD)
- Department of General Services (GSD)
- Information Technology Agency (ITA)
- Office of the Mayor
- Personnel Department
- Police Department (LAPD)
- Department of Public Works (PW) Board of Public Works
- Department of Public Works (PW) Bureau of Street Services
- Department of Recreation and Parks (RAP)
- Department of Transportation (DOT)
- Department of Water and Power (DWP)
- American Red Cross
- Los Angeles Unified School District (LAUSD)

I. EOC Activation Chronology

On Sunday, October 12, 2008 at approximately 0158 hours, the Los Angeles City Fire Department responded to a wild land fire in the Little Tujunga area. The "Marek" fire spread to the Kagel Canyon and Lakeview Terrace areas as well. The Marek fire burned 4,824 acres, destroyed 43 structures and damaged another 10 buildings. A second blaze, the "Sesnon" fire, broke out on October 13, 2008 in the Porter Ranch area. The Sesnon Fire burned approximately 14,125 acres, destroyed 15 single family homes, 47 outbuildings and damaged another 6 buildings. The fires resulted in one fatality, a homeless man, and one injury to a firefighter.

The Marek and Sesnon Fires were managed in the field under Unified Command with Los Angeles City Fire Department, Los Angeles County Fire Department, US Forest Service, Los Angeles Police Department and Los Angeles County Sheriff's Office. Other valuable support agencies included Los Angeles City Department of Animal Services, Los Angeles City Department of Transportation, California Highway Patrol, Los Angeles County Animal Control, American Red Cross, Los Angeles City Department of Recreation and Parks, Los Angeles City Department of Water and Power, Los Angeles County Department of Parks and Recreation, and Los Angeles County Department of Public Health.

The City's Emergency Operations Center (EOC) was activated at a Level Two at approximately 0700 hours on Monday, October 13, 2008. Representatives from the City agencies listed above were contacted to send responders to the EOC. The EOC remained operational until 0900 hours on Wednesday, October 15, 2008.

An initial EOC incident command system organization was developed to support the Unified Command structure established in the field. All EOC Sections were staffed (Management, Operations, Planning, Logistics, Finance and Administration). The Operations Section activated the following branches: Law, Fire, Mass Care, Public Works, Transportation, and Utilities.

An initial EOC action plan was developed at 1200 hours which indicated that the Marek Fire had consumed approx. 5,000 acres and was only 5% contained. The Sesnon Fire had consumed approx. 2,000 acres and no figure for containment was reported. For the Marek Fire, mandatory evacuations were put in place for the areas within Olive View Hospital to the west, the 210 Freeway to the South and Lopez Canyon to the East. For the Sesnon Fire, mandatory evacuations were put in place for the areas of Box Canyon, Woolsey Canyon, Lake Manor, Twin Lakes, Daton Canyon and Brown Canyon. Shelter locations were established at Sylmar High School, San Fernando High School, and Shepherd of the Hills Church. Animal Services coordinated the use of Mission Shelter to handle small animals evacuated in the Marek Fire, West Valley Animal Shelter for handling of small animal evacuations for the Sesnon Fire and the Hansen Dam Equestrian Center and Pierce College for horses and larger animals. The fire began in Sylmar and was moving rapidly in a west-southwest direction impacting the 210 and 5 freeways. Five thousand (5,000) individuals were evacuated; three (3) initial evacuation/shelter sites were established (Sylmar HS, San Fernando HS and Kennedy HS). Olive View Hospital sheltered in place. Large animal evacuation sites were established at Hansen Dam and Pierce College. Several streets and freeways were closed by LADOT and CHP (Topanga Canyon Boulevard northbound at Chatsworth Avenue; DeSoto Avenue northbound at Rinaldi Street; Corbin Avenue northbound at Porter Ranch Drive; Mason Avenue northbound at Celtic Street; Mason Avenue northbound at Corbin Street; 118 Freeway in both directions between Reseda Boulevard and Yosemite Avenue)

Initial EOC objectives were developed as follows:

1. Obtain a declaration of local emergency (Finance and Admin Section).
2. Maintain and enhance situational awareness (Planning Section).
3. Anticipate logistical needs and maintain resource status information (Logistics Section and Planning Section).
4. Establish an emergency public information plan with a public hotline, updated LAFD website and regular media advisories. (PIO)
5. Establish a traffic plan with focus on northern end of San Fernando Valley (Operations Section – Transportation Branch).
6. Continue support of fire suppression efforts (Operations Section and Logistics Section)
7. Continue support of evacuation and sheltering efforts in northern San Fernando Valley (Operations Section – Law Branch, Fire Branch, Transportation Branch).

At 1400 hours this action plan was updated to include direction to maintain a level two activation of the EOC and to develop an Action Plan for the B Watch.

At 1530 hours a media release was issued by Mayor Villaraigosa detailing traffic information, and the location of evacuation centers, shelters and animal shelters.

An EOC Action Plan for the Operational Period 10/13/08, 1800 hours to 10/14/08 0600 hours was developed. The plan maintained the same objectives as the previous action plan. An update to the plan was issued on 10/14/08 at 0454 hours. The situation status report indicated that there had been damage to the Lopez Canyon Landfill facility. An approved traffic plan had been given to PIOs and was posted on the City's Update LA website. LADWP reported six area outages and 26 single customer outages affecting approx. 1750 customers. None were fire related. Animal Services continued coordination of animal shelter facilities at Mission Animal Shelter, West Valley Shelter and Shepherd of the Hills. Contingency plans were developed by the Law Branch for additional evacuations and deployment of additional law enforcement resources to support that mission should weather conditions (wind) dictate. Logistics Section reported that meals were provided to LAPD field responders as well as EOC personnel.

The following revised EOC Action Plan objectives were issued on 10/13/08 at 1900 hours:

1. Continue to develop a traffic plan to implement prior to morning rush hour traffic.
2. Plan and prepare for additional evacuations and have appropriate agencies coordinate to identify new evacuation sites as fires spread.
3. Continue to insure that proper information management protocols are complied with and implemented.
4. All information released to the media must be processed through the EOC PIO and Mayor's Office
5. Issue a new press release with updated information.
6. Complete drafting of local declaration of emergency.
7. Update the 800 helpline and have 311 operators directly transfer to the helpline any fire related calls.
8. Continue to evaluate logistics needs for sheltering and evacuation.

The following updated objectives were issued on 10/13/08 at 2300 hours:

1. Canoga Park High School opened as a shelter site at 2015 hours to support Sesnon Fire evacuees.
2. Complete traffic plan and disseminate to PIO by 0330 hours, 10/14/08.
3. Continue to support additional evacuation and shelter efforts with the Marek Fire.
4. Additional equestrian animal shelter opened at the Peter J. Pitchess Honor Farm.
5. The 800 helpline has been updated with new recorded information and 311 operations is directly connecting callers as requested.
6. State of Emergency declared by the Governor.

The following updated objectives were issued on 10/14/08 at 0300 hours:

1. Complete traffic plan and disseminate to PIO by 0330 hours, 10/14/08

2. EOC PIO and Mayor's staff need to know number of damaged structures and locations by Mayor's 0930 press conference.
3. School and road closure information is being compiled and will be available on the LAFD website.
4. No street closures for Sesnon Fire.
5. Anticipated severity of wind storm has not materialized. Predictions of increasing wind speeds are forecast. LAPD directed to prepare contingency plan in case wind conditions merit additional evacuations.

The following updated objectives were issued on 10/14/08 at 0800 hours:

1. Review current objectives for all sections.
2. Support fire suppression efforts (Operations Section/Logistics Section).
3. Maintain and update situational awareness (Planning Section/Operations Section).
4. Monitor resource status (Planning Section/Logistics Section).
5. Support evacuation efforts (Operations Section/Logistics Section)
6. Continue to insure an effective, proactive public information management process (PIO/Management Section) – 0930 media briefing – Governor and Mayor – Burbank, CA.
7. Complete a revised traffic plan by noon (Operations Section/Transportation Branch).
8. Support mass care/shelter management – produce a consolidated report for management (Operations Section/Mass Care Branch).
9. Review EOC ICS organization staffing level in anticipation of B Watch (all sections) – possibility of standing down/deactivation at 1800 hours.
10. Compile damage assessment data (Operations Section/Fire Branch).

The following situation status update was issued on 10/14/08 at 1500 hours

Marek Fire has consumed 4,700 acres. 1 firefighter injury, 1 fatality (homeless person). ICP located at Osborne and the 210 Freeway (Hansen Dam Recreation Center). Staging area located at El Cariso Park.

Sesnon Fire has consumed 10,000 acres. 19 structures destroyed; 6 damaged. ICP located at Janss and the 23 Freeway (Conejo Creek Park). Staging and base are same as ICP location. 1 fatality (fire related traffic collision).

Shelter operations continue at Shepherd of the Hills Church, San Fernando High School, Canoga Park High School, Palisades Senior High School, Sinaloa Middle School.

Animal shelters continue at Mission Animal Shelter and West Valley Animal Shelter. Large animal shelter operations continue at Ventura County Fairgrounds, Los Angeles Pierce College and Hanson Dam.

The following areas remain subject to evacuation:

- Renaissance Tract, Santa Susana, Twin Lakes

- Area bounded by West Orcutt - Lease Trail, East Balboa, South Sesnon, North Sulpher Springs Trail
- Area bounded by North Kirkcolm, East Porter Ridge Park, South Reseda @ Eddleston, West Reseda @Kirkcolm
- Area bounded by West Porter Ridge Park, North Sesnon, East Balboa, South Reseda @ Eddleston
- Area bounded by West Tampa, East Porter Ridge Park, North Los Angeles County Line, South Reseda @ Eddleston

The following EOC Action Plan objectives were issued for the B Watch Operational Period 10/14/08 1800 hours through 10/15/08 0600 hours:

1. Continue to support fire suppression efforts.
2. Continue to maintain situational awareness via WebEOC and other sources of information.
3. Monitor and support evacuations efforts.
4. Coordinate mass care and shelter operations.
5. Monitor damage assessment information collected by LAFD and Building and Safety.
6. Coordinate emergency public information process including maintenance of 1-800 line.
7. Determine scope of A Watch EOC activation level; identify staff required to report at 0600 hours and advise them accordingly by 0300 hours.

The EOC activation level was reduced to a Level 1 as of 1800 hours, 10/14/08. Some staff were released at 2400 hours; other staff were placed on call over night.

The following revised objectives were issued on 10/15/08 at 0530 hours:

1. Review current objectives (all sections).
2. Support fire suppression efforts (Operations Section/Logistics Section).
3. Maintain and update situational awareness (Planning Section/Operations Section).
4. Monitor resource status (Planning Section/Logistics Section).
5. Support evacuations efforts (Operations Section/Logistics Section).
6. Continue to insure an effective, proactive public information management process (PIO/Management Section).
7. Complete a revised traffic plan by 0400 hours (Operations Section/Law Branch/PIO).
8. Support mass care and shelter management; produce a consolidated report for management (Operations Section/Mass Care Branch).
9. Review EOC ICS organization staffing level.

The following Operational Objectives were issued on 10/15/08 at 0530 hours:

1. Continue to support fire suppression efforts.
2. Continue to maintain situational awareness via WebEOC and other sources of information.

3. Monitor and support evacuation efforts.
4. Coordinate care and shelter operations.
5. Monitor damage assessment information collected by LAFD and Building and Safety.
6. Coordinated emergency public information process, including maintenance of 1-800 line (PIOs released at 2400 hours to return at 0600 for A Watch)
7. Distribute traffic plan and revise as needed. Traffic plan updated as of 0330 hours.
8. Distribute school closure information as developed by B Watch and insure updated information is given to Mayor's PIO every 3 hours.
9. Determine scope of A Watch activation level, identify staff required to report at 0600 hours and advise them accordingly by 0300 hours.

The City's EOC was deactivated at 0900 hours on 10/15/08.

J. Synopsis

The EOC was activated to provide support to the field response by the Los Angeles City Fire Department and other support agencies, coordinate available resources, public evacuation, mass care and sheltering, emergency public information and the beginning of recovery efforts. The decision to activate the EOC was made jointly by EMD and LAFD in coordination with the Mayor's Office and LAPD. LAFD served as Director of the EOC under unified coordination with EMD and LAPD providing Deputy Directors. This model mirrors and supports the Unified Command system used in the field.

The EOC was organized according to Incident Command System (ICS) and federal Emergency Support Functions. Sections were staffed for Management, Operations, Planning, Logistics and Finance and Operations. ICS Branches within Operations were established for Law, Fire, Mass Care, Public Works, Transportation, and Utilities. This branch structure mirrored the support functions and branches established in the field.

The Management Section provided overall leadership of the EOC organization and the process of management by objectives. EMD has developed a new "EOC Process Planning P" which was used for the first time in an actual event. The process enabled the Management Section to develop better action plans than in previous activations but many responders were still unfamiliar with or new to these processes. Management coordinated the EOC's emergency public information process as well as liaison with other jurisdictions including the County of Los Angles and state of California Office of Emergency Services

The Planning Section collected, analyzed and disseminated information from field, Department Operations Center (DOC), EOC and media sources. They maintained situational awareness of the incident and resources. The Planning Section Coordinator led the Action Planning meetings and other preliminary meetings and developed the written EOC Action Plans that were approved by the EOC Director. Planning also produced maps through their GIS Section. Planning coordinated the use of WebEOC incident management software for situation status, resource status, tracking and ordering, and chronological logs of each EOC responder's activities.

The Operations Section consisted of Branches as already defined. Most of the EOC Action Plan objectives supported the field activities of those branches in terms of establishing and maintaining good situational awareness and resource coordination. Specifically, monitoring the

status of the fires, fire suppression and rescue activities within the Fire Branch. Supporting the evacuation and public safety missions of the Law Branch. Coordinating public shelter and animal control issues of the Mass Care Branch. Coordinating traffic control and street closure missions of the Transportation Branch. Coordinating inspection activities of the Damage Assessment Branch. Coordinating debris removal and support missions of the Public Works Branch. The Utilities Branch monitored the status of the City's power and water systems

The Logistics Section provided resources to the incident that branches were unable to obtain through their own supply chains at the field level. Logistics coordinated resource requests via WebEOC and resources were provided via City warehouses, other City departments, and procurement through the Logistics Supply Unit. Difficult resource requests were assigned to Logistics Section units who were able to effectively locate and provide the resource. City warehouses were kept open. The Logistics Section also provided meals for the EOC responders as well as additional LAPD DOC staff that were present as a result of the EOC activation.

The Finance and Administration Section tracked costs, monitored potential impact on the General Fund, coordinated the Declaration of Local Emergency, and began collection of preliminary damage assessment information.

As field responders concluded fire suppression, rescue, evacuation and sheltering missions, a decision was made at 0900 hours on Wednesday, October 15, 2008 to deactivate the EOC.

II. Findings

(A) Practices to Sustain

1. The EOC was able to support the needs of the incident through a coordinated City response.
2. The EOC was able to provide the Mayor's Office staff and with real time incident information.
3. The EOC was able to provide real time incident information to other City departments who had the need for situational awareness in order to make operational decisions.
4. EOC activation via the City's 3-1-1 Call Center was successful.
5. All EOC sections worked together in a cooperative environment to address needs and issues.
6. Management meetings using the "Planning P" were held promptly and were focused and concise.
7. The Incident Command System (ICS) was used effectively in EOC operations; the City demonstrated compliance with the National Incident Management System (NIMS).

(B) Areas Requiring Improvement

1. Situational awareness in the EOC and DOCs needs to be improved and better maintained; information coordination and sharing was slow.
2. EOC needs to be able to generate (rapidly) a usable organization chart.
3. EOC responders did not follow resource request procedures of the Citywide Logistics Plan.

4. The current EOC feeding policy was not followed which created confusion.
5. EOC responders need additional WebEOC training.
6. EOC responders should wear vests to identify their ICS function.
7. EOC responders need to report donated resources to the Logistics Section.
8. Department on Disability role in the EOC as a responder needs to be clarified. City needs to include DOD as a requested response agency for level one and two activations to assist with Mass Care Branch missions and insure the City meets the needs of people with disabilities.
9. EOC should formalize deactivation procedures and protocols.
10. ITA staff assigned to the Geographic Information Systems (GIS) Unit lack the skill set to complete missions as rapidly as Planning Section Coordinator requires. Recommend consider transferring the function to the Department of Public Works.
11. All Public Works Bureaus need to be notified when EOC is activated, even those not required to respond.
12. Additional training is needed on the Planning P. All EOC responders need to be trained in the process.

III. Conclusion

The Marek Sesnon Fires activation occurred in the middle of the City's efforts to institute new planning and management procedures in the EOC. Some of the management functions such as development of action plans and good situational awareness will benefit from greater familiarity with the new processes. Several response departments commented on the need for additional training in these processes as well as use of WebEOC software. Efforts to provide improved training in these areas are already underway.

Overall multi-agency coordination was effective. The EOC Operations Section was developed to support field activities. Branches were staffed in the EOC to match those active in the field. Fire and Law Branches were very active in terms of supporting fire suppression, rescue and evacuation missions. The EOC Mass Care Branch has become a very effective coordination point for City-wide sheltering, animal services and other human care issues. Yet, despite these successes much work remains to be done to insure that all citizens affected by a disaster, especially those with disabilities, are included in our mass care and assistance planning, response and recovery efforts.

The Logistics Section worked effectively to support resource needs at the field level. But improvements are still needed in terms of utilization of the recently completed Citywide Logistics Plan and approved EOC feeding policies. Additionally, EOC responders need more training on specific resource requesting and tracking procedures.

This after action – corrective action report was prepared concurrently with those for the Sayre Fire. Many of the corrective actions approved in the Sayre Fire AAR/CAR already address the corrective actions recommended by responders in this report. For more information please refer to the Sayre Fire EOC Activation After Action – Corrective Action Report.

IV. 10/13/08-10/15/09 Marek Sesnon Fires EOC Activation Improvement Plan - Recommended Corrective Actions

No.	Required Improvement	Corrective Action	Lead Agency	Timetable	Resources Required
1	Improve situational awareness in the EOC and DOCS.	Develop improved situational awareness protocols and procedures for multi-agency coordination	EMD, Earthquake Caucus Task Force	90 days	Existing EMD and EQ Caucus Sit Awareness Task Force
2	Improve EOC organization chart building capability	Already completed by ITA	ITA and EMD	Complete	N/A
3	EOC responders to follow procedures of Citywide Logistics Plan	Develop and conduct training programs on Logistics Plan	EMD and GSD	90 days	Existing EMD and GSD staff
4	EOC responders to follow EOO feeding policy	Issue bulletin reminding EOC responders of policy and insure enforcement during activations	EMD and GSD	60 days	Existing EMD and GSD staff
5	EOC responders need additional training on WebEOC	Provide additional WebEOC training	EMD	60 days	Existing EMD staff
6	EOC responders need better identification of their function	Require EOC responders to wear color coded vests with id placards – Completed and in use	EMD	Complete	N/A
7	EOC responders need to report donated resources to Logistics	Include procedures in section specific training for Logistics	EMD	120 days	EMD and contractor resources as available
8	EOC role for Department of Disability is not clear or functional	Clarify EOC response role of Department on Disability and develop specific missions and tasks – Already underway	EMD and DOD	Underway	Existing DOD and EMD staff
9	Formal deactivation procedures not enforced	Include procedures in current training – Already underway	EMD	Underway	Existing EMD staff
10	ITA staff assigned to GIS Unit not qualified to perform functions	Reassign GIS duties to Public Works Department. Action already completed	EMD and PW	Complete	N/A
11	Not all Public Works Bureaus are notified of EOC activations	Policy already changed to insure complete notification	EMD	Complete	N/A
12	Not all responders familiar with Planning P	Continue ongoing training on EOC process	EMD	Ongoing	Existing EMD staff

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: July 13, 2009

To: William J. Bratton, Chair
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant
Emergency Operations Board

Subject: **17th ANNUAL CITY OF LOS ANGELES EMERGENCY
PREPAREDNESS FAIR SUMMARY / CLOSE OUT 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 17TH Annual City of Los Angeles Emergency Preparedness Fair Summary / Close out Report.

Executive Summary

The Los Angeles 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 (EOB) to submit a report to account for all donated monies, in-kind donations and Fair related expenses.

The attached report itemizes the overall Fair, participating agencies, event locations, expenses, cash and in-kind donations. The Emergency Management Department will continue to work with all involved agencies to address the recommended areas of improvement for future year's events.

With the approval of the EOB, this report will be forwarded to the Mayor for transmittal to the City Council as an informational item.

Attachment

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: June 25, 2009

To: Anna M. Burton, Chair
Emergency Management Committee

Emergency Management Committee Members

From: Carol P. Parks, Special Projects Officer
Emergency Management Department

Subject: **17TH ANNUAL CITY OF LOS ANGELES EMERGENCY PREPAREDNESS
FAIR SUMMARY / CLOSE OUT REPORT**

Recommendation

That the Emergency Management Committee (EMC) approve and forward to the Emergency Operations Board (EOB) for approval the attached Summary / Close Out Report for the 17th Annual City of Los Angeles Emergency Preparedness Fair.

Executive Summary

The 17th Annual City of Los Angeles Emergency Preparedness Fair was held in conjunction with National Preparedness Month in various community locations on September 13, 20 and 27, 2008. This is the City's largest public outreach effort to prepare residents and business owners for emergencies and disasters. The Fair is sponsored by the Emergency Operations Organization. It features informational booths, interactive safety demonstrations and distribution of sample disaster supplies.

This Summary / Close-Out Report is intended to provide an overview of activities, donations and expenses of the Emergency Preparedness Fair events; identify potential areas for further improvement; and recommend follow-up actions for future Emergency Preparedness Fairs. The Emergency Management Department will be the lead agency for implementing and tracking the recommended follow-up actions. Questions regarding this report can be directed to Carol Parks at carol.parks@lacity.org or 213-978-0549.

Attachment

17th Annual City of Los Angeles
Emergency Preparedness Fair
September 2008
Summary / Close Out Report



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EXECUTIVE SUMMARY

This Summary / Close-Out Report is intended to assist the Emergency Operations Organization (EOO) in striving for preparedness excellence by analyzing a planned outreach event: the 17th Annual City of Los Angeles Emergency Preparedness Fair. This report assists in achieving the following:

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

The recommendations in this report 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 recommendation should be reviewed to determine the most appropriate action and time needed for implementation.

PART 1: EVENT OVERVIEW

EVENT NAME

17th Annual City of Los Angeles Emergency Preparedness Fair

DURATION

September 13, 20 and 27, 2008, 10:00 a.m. to 2:00 p.m.

EVENT DATES/LOCATIONS

September 13: Hancock Park at the La Brea Tar Pits, Miracle Mile
5801 Wilshire Blvd. Los Angeles 90036

September 20: Ken Malloy Harbor Regional Park (KMHRP)
25820 Vermont Ave., Harbor City, CA 90710

September 27: Panorama Mall
8401 Van Nuys Blvd., Panorama City, CA 91402

LEAD AGENCY

Emergency Management Department (EMD)

TYPE

Outreach events

PARTICIPATING CITY OF LOS ANGELES ORGANIZATIONS

- Department of Aging
- Department of Animal Services

- Public Works
 - Bureau of Street Services
 - Bureau of Sanitation
 - Bureau of Engineering
- Community Redevelopment Agency (CRA)
- Los Angeles Council District Offices of Tom LaBonge, Richard Alarcon, Janice Hahn
- Department of Building & Safety
- Department on Disability
- Department of Housing
- Department Recreation and Parks
- Department of Transportation
- Department of Water and Power
- Harbor Regional Park Advisory Board
- Los Angeles Fire Department
- Los Angeles Police Department
- Los Angeles Port Police
- Los Angeles World Airport
- Neighborhood Councils:
 - Wilmington Neighborhood Council
 - Central San Pedro Neighborhood Council
 - Coastal San Pedro Neighborhood Council
 - Harbor City Neighborhood Council
 - Northwest San Pedro Neighborhood Council
 - Mid City West Community Council
- Office of the Mayor
- Port of Los Angeles

NON-CITY PARTICIPATING ORGANIZATIONS

- American Red Cross of Greater Los Angeles
- ARES – Ham Radio
- California Department of Insurance
- Community Outreach Promoting Safety & Security (COPSS)
- Emergency Network Los Angeles (ENLA)
- Hollywood / LA Beautification Team
- International Longshore and Warehouse Union (ILWU)
- Little Company of Mary
- Los Angeles County Fire
- Los Angeles County Fire (Hazardous Materials Unit)
- Los Angeles County Police
- Los Angeles County Public Health
- Los Angeles County Department of Mental Health
- Los Angeles County Office of Emergency Management
- Los Angeles Fire Department Foundation, Inc.
- Lutheran Social Services of the Southwest
- Miracle Mile Civic Coalition
- Miracle Mile Residential Association
- Operation Hope

- Page Museum at the La Brea Tar Pits
- Ready America
- Salvation Army
- Shell Pipeline, LP
- State Senator Jenny Oropeza
- Southern California Gas Company
- United American Indian Involvement, Inc
- Target
- United States Census Bureau
- Volunteer Center of Los Angeles
- West Los Angeles Neighborhood Housing Services
- 211 LA County

PART 2: ANALYSIS OF EVENT AND RECOMMENDATION

As a part of the planning effort in preparing Los Angeles for disasters, the City of Los Angeles EOO coordinated the 17th Annual Emergency Preparedness Fair in September 2008 to educate Los Angeles residents on the importance of being prepared for emergencies and disasters and provide them with basic readiness information. Additionally, the Fair was held in conjunction with National Preparedness Month.

STRENGTHS

Key strengths identified during Fair planning through implementation include the following:

- There was an increase of outside agency participation in the 2008 Fair events as evidenced by the number of agencies, community groups and non-profits listed above. In 2007 there were sixteen (16) agencies and this year there were thirty-one (31). This represents almost 100% increase in participation by outside groups.
- Twenty-two (22) City of Los Angeles departments and / or agencies participated in the Fair in 2007. For 2008, there were twenty-eight (28), which is a slight increase from the previous year.
- New event components were added this year which included:
 - The CRA Children's Preparedness Pavilion which focused the emergency preparedness messaging for young children. This area included: book reading by authors provided by the Screen Actor's Guild, crafts just for children, a puppet show provided by the AmeriCorps Members, an art contest and free pop-corn and cotton candy give-a-ways.
 - Entertainment Stage which featured interactive demonstrations such as how to shut off your gas, animal emergency preparedness tips, LAPD evacuation information, LAFD fire suppression demonstrations and musical entertainment by local school groups.
- Involvement by the City Council District Offices of Tom LaBonge, Richard Alarcon and Janice Hahn played significant role in the success of the Fair events. All three Council Offices provided staff, marketing and financial support.

- The involvement of six (6) neighborhood councils was significant, as compared to previous years. This year marked the first time neighborhood councils were actively involved in overall Fair planning and implementation. Additionally, they committed over \$4,000 towards the Fair and assisted with marketing the Fair within their respective communities.
- Participants who attended the event left with practical emergency preparedness information and a complimentary 4-in-1 emergency tool. Attendance improved this year at the outdoor venues. The increase can be attributed to additional advertisement and promotional efforts performed by community groups (Miracle Mile Civic Coalition, Community Outreach Promoting Safety & Security, Neighborhood Councils and volunteers). With this level of community-based assistance, the EOO was able to reach additional households and families. In an effort to count those in attendance, EMD requested attendees to fill out preparedness questionnaires. These questionnaires were then tallied and used for tracking attendance and to gauge the preparedness level of those who attend preparedness Fairs. The number of questionnaires was then multiplied by the average household size to give a modest estimate of those in attendance. The total attendance number does not include the number of people who received information from friends and community members who received information from those who attended the event, nor does it reflect the number of attendees who failed to fill out a questionnaire. The results are as follows:

<u>Fair Location</u>	<u>Completed Questionnaires</u>	<u>*Average Household</u>	<u>Attendance</u>
Page Museum	184	2.83	521
Ken Malloy	264	2.83	748
Panorama Mall	385	2.83	1090
Total attendance captured			2359
(*Average Household based on 2000 census data)			

- AmeriCorps members played a vital role in assisting with the set-up and take down at each event. They were also able to get their message across on a one-to-one basis with Fair participants.
- Cash donations raised this year totaled \$15,800 and in-kind donations totaled \$43,905. This is an increase of \$6,975 in cash from last year. The amount of in-kind donations also increased dramatically from \$30,000 in 2007 to \$43,905 in 2008. This increase can be attributed, in part, to the creation of a sponsorship / fundraising committee. Both cash and in-kind donations help offset Fair expenditures and provide additional funding since the Fair budget is only a portion of the Emergency Operations Fund (EOF). In 2008, the Fair was allocated \$25,000 from the EOF.
- Communication Access for persons who are deaf, hard-of-hearing, and deaf/blind was provided at all three venues.

RECOMMENDED AREAS OF IMPROVEMENT

Throughout the events, several opportunities for improvement in the EOO’s ability to prepare for future Fairs were identified. Major recommendations include the following:

- The Fair flyer should be created and printed no later than July. This will strengthen the marketing efforts and provide for a stronger sponsorship effort.
- Event Coordinators should continue to look at suggestions of new sites or venues to be used in the future to provide information to the residents throughout the City. Fair locations in malls have produced the greatest turnout as there is a natural foot pattern with shoppers and the enclosed locations reduce the need for canopies and other costly rental equipment. However, considerations for large outdoor areas that can accommodate heavy duty equipment that EOO Departments can display should be made for at least, at a minimum, one Fair date. This will also provide opportunities for communities that do not have malls to host the annual event. Additionally, consideration for venues that support acoustics should be made as some of the venues may not be conducive to interactive presentations due to venue rules regarding noise levels.
- Improved physical access for people with disabilities. At two of the three sites, ADA access was optimum. However, at one site (KMHRP) access was limited due to patchy grounds and a corrugated driveway as the event was held at the bottom of a hill. Access for ADA and/or senior citizens should have been provided by allowing them to drive down into the event area along the road and with additional disabled parking spaces made available closer to the event site.

POST-EVENT EVALUATION

A post-event evaluation meeting was held in which most of the participating agency representatives attended and provided feedback. In addition, participating representatives were asked to complete a post-event evaluation survey. Questions regarding Fair logistics, demonstrations, venue locations and overall benefit of the Fair were ranked from 1 to 10, with 10 being the highest. A score was given to each area by assigning a point value to the chosen rank, summarizing all points and then deriving the mean from the number of participants who scored the category.

The following is the tally and summary of the survey:

<u>Question</u>	<u>Mean Score</u>
How would you rank this year’s Fair:	8.23
How would you rate the City Employee Expo?	8.35
How do you rate the following?	
Fair Hours	9.2
Fair Marketing	8.5
Free Give-a-ways	9.1
Stage Presentations	8.8
Page Museum Location	8.6
Ken Malloy Harbor Reg. Park	8.8
Panorama Mall	8.4
Children’s Prep Pavilion	8.9

Overall, based on participant surveys and feedback, improvements can be made in the area of marketing, Fair site selections, entertainment, volunteers, distribution of emergency preparedness kits and the participation of additional vendors.

Marketing has always been a challenge in terms of the development and production of Fair posters and flyers. The timeliness of the finished product continues to be problematic. Recommendations for this element include finalization earlier in the year to avoid unnecessary delay. Marketing and advertisement could also be improved by utilizing employee association news and press outlets, distribution to City counters and Neighborhood Councils to promote the event. Marketing should also be comprised of an element geared toward all youth group ages.

Although Panorama Mall location was least liked of all the locations, this venue provided the most foot traffic as well as attendees eager to learn about emergency preparedness. Historically, indoor shopping malls have attracted more attendees as these locations naturally act as gathering spots for the communities of which they surround. The outdoor locations were preferred in terms of atmosphere, aesthetics and the ability to provide interactive demonstrations, but attendance at outdoor venues was lower than expected.

Volunteers from the Miracle Mile Civic Coalition, the Community Outreach Promoting Safety & Security organization, Neighborhood Councils, and AmeriCorps played a vital role in assisting with planning, advertising, promoting and providing labor during the Fairs. The use of volunteers from the community also enhanced the diversity of the event; one with which communities can quickly identify with. This should be a standard element of all future events.

Another improvement at the Fair was entertainment. It is always a draw to Fair events from both the community and supporters of the entertainers. It is recommended that the number of entertainment groups be increased for the 2009 Fair.

Emergency supply and food vendors are also strongly recommended for future events, as permitted by the venue. This year's event saw an increase of the number of vendors allowed to participate. The attendees were able to gain visual information on items available for purchase and vendors were able fill a gap that is often identified from this annual event.

The Department on Disability should be included as part of the site selection team. An ADA check-list should be included in discussion at initial site inspections. A "drop-off/pick-up" zone for people with disabilities and senior citizens should be established and well marked. This will also assist with those individuals who utilize para-transit (Access Services) for transportation.

PART 3: FINANCIAL ANALYSIS

The Emergency Preparedness Fair is an annually budgeted item of the City of Los Angeles Emergency Operations Fund. For FY '08/09, the Fair was allocated funding at \$25,000. The table below details expenditures and donations (cash and in-kind).

Summary of Income and Expenditures		
Donations (Cash):		Amount
	Target	\$5,000.00
	LAWA	\$1,500.00
	The Gas Co.	\$1,000.00
	BICEPP	\$1,000.00
	Wal-Mart	\$1,000.00
	Shell	\$500.00
	ENLA	\$300.00
	211	\$250.00
	Longo Toyota Scion Lexus	\$250.00
	Dewberry	\$250.00
	Salvation Army	\$250.00
	Northwest Neighborhood Council	\$1,000.00
	Wilmington Neighborhood Council	\$1,000.00
	Coastal San Pedro Neighborhood Council	\$250.00
	Central Neighborhood Council	\$1,000.00
	Harbor City Neighborhood Council	\$1,000.00
	International Longshore and Warehouse Union	\$250.00
	Total	\$15,800.00
Donations (In-Kind):		
	Harbor Department 4-In-1 Free Tool Give-a-Way	\$15,000.00
	CRA Plastic document bags	\$ 2,000.00
	CRA Children's Preparedness Pavilion	\$10,000.00
	DWP Fair marketing (DWP bill insert & Flyers)	\$10,300.00
	Kaiser Water and small kits for the Page Fair	\$ 2,000.00
	Mid City West NC K-EARTH 101 Radio Station Ad Time	\$ 1,040.00
	Good Year Blimp Grand Prize Raffle Item Rides	\$ 900.00
	Dominos Pizza Complimentary Lunch at Panorama	\$ 200.00
	Council District 4 Payment to Belmont HS Jazz Band	\$ 300.00
	Council District 15 Payment of Entertainment Stage	\$665.00
	Department on Disability Sign Language Interpreters	\$1,500.00
	Total	\$43,905.00
	TOTAL INCOME (CASH & IN-KIND)	\$59,705.00

Expenses:	Items:	Amount:
Hancock Park at La Brea Tar Pits		
Facility Use Fee	Page Museum La Brea Tar Pits	\$1,500.00
Marketing	Save the Date Flyers: quantity 1,500	\$1,084.00
	Official Fair Flyer: 2000	\$597.00
	Fair Poster: quantity 100	\$1,025.00
	Fair Banners: quantity 12	\$2,325.00
	City Expo Banners	\$393.00
	In House Sign Printing Supplies	\$282.00
Promotional Give-a-ways	Band Aids / Key Chains	\$9,920.00
Rental Equipment	Tables / Chairs / Linen / Generator (\$4172) (\$57)	\$4,229.00
Portable Potties	2 Regular / 1 ADA / 1 Sink	\$353.00
Stage & Entertainment	Sound (\$750) / Stage Rental (\$540)	\$1,290.00
Petty Cash	Ice / Decorations from Michael's	\$219.00
Fair Certificates	200 from Publishing Services	\$322.00
Fair Poster Framing	Impact International	\$385.00
	Subtotal:	\$23,924.00
Ken Malloy Harbor Regional Park		
Rental Equipment	Tables / Chairs / Linen / Generator (\$662) (\$4420)	\$5,082.00
Portable Potties	2 Regular / 1 ADA / 1 Sink	\$353.00
Stage & Entertainment	Sound (\$750) / Bands (\$200) / Stage Rental (\$665)	\$1,615.00
Petty Cash	Ice / Drinks	\$86.00
	Subtotal:	\$7,136.00
Panorama Mall		
Petty Cash	Ice / Drinks	\$63.00
	Subtotal:	\$63.00
	TOTAL EXPENSES	\$31,123.00

Overall Summary of Income and Expenditures		
Income (Source)		
	Emergency Operations Fund	\$25,000.00
	Sponsor Donations CASH	\$15,800.00
	Source Funds Total	\$40,800.00
	In-Kind Donations	\$43,905.00
Expenses		
		\$31,123.00

Revised: 06/25/09