

## 2. CONCEPT OF OPERATIONS

## 2.1. Concept of Operations

The Hazard Mitigation Plan identifies potential threats to the OA. The OAERP identifies procedures to coordinate and support emergency response and recovery activities and will be tested through exercises and validated by the results of actual response. The goal is to maintain an emergency management organization with strong collaborative ties among governments, community-based organizations, volunteers, public service agencies, and the private sector.

## 2.2 Emergency Management Overview

### 2.2.1 Emergency Management Process

Emergency management activities are often associated with five phases indicated below. These phases comprise the disaster cycle.



*Exhibit 2-1: Disaster Cycle*

## **2.2.2 Prevention Phase**

The Prevention Phase involves actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

## **2.2.3 Protection Phase**

The Protection Phase reduces or eliminates a threat to people, property, and the environment. Primarily focused on adversarial incidents, the protection of critical infrastructure and key resources (CIKR) is vital to local jurisdictions, national security, public health and safety, and economic vitality. Protection planning safeguards citizens and their freedoms, critical infrastructure, property and the economy, from acts of terrorism, natural disasters, or other emergencies. It includes actions or measures taken to cover or shield assets from exposure, injury, or destruction. Protective actions may occur before, during, or after an incident and prevent, minimize, or contain the impact of an incident.

The Protection Phase may also include preparedness activities undertaken in advance of an emergency to develop operational capabilities and improve effective response to disasters. Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

### **Disaster plan development and maintenance**

Agencies/jurisdictions are responsible for developing and maintaining emergency operations plans, SOPs, and other pertinent documents.

### **Training and exercises**

Training is an essential component of preparedness and response. The OEM training program includes the following objectives:

- Orientation on the concepts and procedures presented in the OAERP
- Familiarization of those assigned to the CEOC/OAEOC with the function, equipment, and logistics of the facility

- Orientation on the organizational concepts associated with NIMS and SEMS

Exercises allow personnel, from first responders to senior officials, to validate training and practice prevention, protection, response, recovery and mitigation capabilities in a risk-reduced environment. Exercises are the primary tool for assessing preparedness and identifying areas for improvement, while demonstrating community resolve to prepare for major incidents. Exercises aim to help entities within the community gain objective assessments of its capabilities so that gaps, deficiencies, and vulnerabilities are addressed prior to a real incident.

### **Emergency Exercise Steering Committee (EESC)**

The EESC is a subcommittee of the OAAB which assists in the design and development of capabilities and performance-based exercise programs that provide a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning for the OA.

### **Public Education/Outreach**

Public Education and Outreach promotes effective hazard mitigation ideas and techniques through community education, outreach, training and coordination with public and private sectors. This is accomplished through a variety of outreach coordination, handouts and training such as: Emergency Survival Program (ESP), Emergency Survival Guide, expos, CERT training.

## **2.2.4 Response Phase**

During this phase, emphasis is placed on protecting lives, property, and the environment, stabilizing the incident, and minimizing effects of the disaster. Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery. Immediate response actions are accomplished within the affected area by government agencies, emergency organizations and the private sector. Actions to be accomplished include, but are not limited to:

- Activating jurisdiction Emergency Operations Centers (EOCs) and agency Department Operations Centers (DOCs) to support field operations as appropriate
- Activating the CEOC/OAEOC to support OA operations
- Coordinating mutual aid requests
- Proclaiming local emergencies
- Coordinating and disseminating emergency public information
- Coordinating alerts and warnings

## **Notifications, Evacuations and Shelter Operations**

During emergencies or disasters, it may be necessary to provide notifications, evacuations, and mass care and shelter.

The Sheriff has the responsibility for coordinating emergency notifications and evacuations for UA and to support agencies/jurisdictions within the OA.

The County Department of Public Social Services (DPSS) has the responsibility for coordinating emergency shelter operations for the UA and to support agencies/jurisdictions within the OA.

An Access and Functional Needs (AFN) Annex is currently under development by the OA which will address the requirements of the Americans with Disabilities Act of 1990 (ADA). This annex will address notifications, evacuations and shelter operations.

### **2.2.5 Recovery Phase**

Recovery issues arise concurrently with response activities and continue long after response activities cease. Recovery includes but is not limited to individual and public assistance programs which provide temporary housing assistance, and grants and loans to eligible individuals, families and businesses and government entities to recover from the effects of an emergency/disaster. During initial recovery operations, the CEOC/OAEOC will work with local, State and Federal authorities to ensure recovery issues are addressed and coordinate the application for and delivery of recovery programs within the OA and or UA. Following deactivation of the CEOC/OAEOC the CEO, including the OEM, will continue to coordinate recovery activities for County Departments and the UA and/or in support of the OA. Recovery operations operate from decentralized locations or may require activation of a Recovery Coordination Center (RCC) to provide for centralized coordination of OA and or UA recovery activities.

### **2.2.6 Mitigation Phase**

Mitigation includes actions taken to eliminate or reduce the impact of future disasters, and can involve lasting, often permanent changes. Post-disaster mitigation is part of the recovery process (see Hazard Mitigation Annex).

Jurisdictions within the OA are responsible for developing and maintaining individual Hazard Mitigation Plans. Los Angeles County has developed a Hazard Mitigation Plan for County and Unincorporated Areas.

## 2.2.7 National Incident Management System (NIMS)

NIMS provides a comprehensive national framework for incident management, applicable at all jurisdictional levels and across all functional disciplines. NIMS establishes standardized incident management processes, protocols, and procedures that all responders -- Federal, State, tribal, and local -- will use to coordinate and conduct response actions.

The OAERP conforms to NIMS.

## 2.2.8 Standardized Emergency Management System (SEMS)

SEMS is the Statewide system for managing response to multi-agency or multi-jurisdiction emergencies in California. SEMS is intended to facilitate communication and coordination between all levels of the system and among all responding agencies. SEMS provides the structure and foundation for the OA's emergency organization. SEMS is required by the California Emergency Services Act (ESA) 11 for managing multi-agency and multi-jurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the OA concept and multi-agency or inter-agency coordination. SEMS integrates the concepts and principles of NIMS into the existing SEMS structure.

The OAERP conforms to SEMS.

## 2.2.9 SEMS Coordination Levels

Catastrophic events are described in terms of the involvement and interaction of the five organizational levels. Table 2-1 summarizes the SEMS coordination levels.

- **State:** The State Operations Center (SOC) is activated to coordinate State agency response; mobilization of mutual aid resources from unaffected regions; and, initiate Federal assistance. The SOC also serves as the liaison with the National Operations Center (NOC).
- **Regional:** Responds to resource requests for OA including the tasking of State agencies and tracking of State resources and coordinates regional mutual aid resources
- **Operational Area:** The OA is used by the County and the political subdivisions comprising the OA:

- For coordination of emergency activities within the geographic area of the County,
  - To serve as a link in the system of communication between the Regional Emergency Operations Center (REOC) and the EOC's of the political subdivisions within the OA
- **Local Government:** Local governments retain responsibility for managing the response within its jurisdictions. Local EOCs shall: establish priorities; mobilize and allocate available resources to support field units; and to provide situation reports and resource requests to the OA.
  - **Field Response:** Affected jurisdictions will respond as feasible. Multiple ICPs may be established at various sites throughout the disaster area. Resource requests are made to agencies/jurisdictions EOC and DOC.

### **2.2.10 Incident Command System (ICS)**

The ICS is a nationally used standardized emergency management system specifically designed to allow the user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS addresses both organization and process. ICS is used to manage facilities, equipment, personnel, procedures, and communications through the use of a common organizational structure and standardized procedures.

The CEOC/OAEOC uses ICS as the primary organizational structure in accordance with both NIMS and SEMS guidelines.

**OA Emergency Response Plan**

Level	Local Incident: No Additional Resources Required	Single Jurisdiction Incident: Some Additional Resources Required	Multiple Jurisdiction Incident: Additional Resources Required	Area-Wide Disaster: Damage in Multiple Operational Areas
<b>State</b>			SOC activated.	SOC activated. Coordinate resource requests. SOC may direct activation of other REOCs to assist with resource requests. State agency DOCs are activated. The SOC will coordinate with the NOC if Federal assistance is requested, if needed.
<b>Regional</b>			REOC activated. Coordinate resource requests.	REOC activated. Coordinate resource requests. Resources requested through the SOC.
<b>Operational Area</b>		CEOC/OAEOC may be activated; REOC notified. Coordinate resource requests.	CEOC/OAEOC activated; REOC notified. Coordinate resource requests. Resources requested through the REOC and regional mutual aid coordinators.	CEOC/OAEOC activated; REOC notified. Coordinate resource requests. Resources requested through the REOC and regional mutual aid coordinators.
<b>Local Government</b> Includes the county for the UA	Supports field response as needed. Local EOCs may be activated, and will notify the OA. Retains responsibility for response management.	Supports field response as needed with available resources. Local EOCs (CEOC/OAEOC for the UA) are activated. When local government exhausts its resources, it submits a request to the OA. Retains responsibility for response management.	Supports field response as needed with available resources. Local EOCs are activated; OA notified. Resources requested through OA emergency management and mutual aid coordinators. Retains responsibility for response management.	Supports field response as needed with available resources. Local EOCs are activated; OA notified. Resources requested through OA and mutual aid coordinators. Retains responsibility for response management.
<b>Field Response</b>	Field units respond; resources requested through local government dispatch centers	Field units respond; resources requested through dispatch centers, EOC/DOCs.	Field units respond; resources requested through dispatch centers, EOC/DOCs.	Field units respond; resources requested through dispatch centers, EOC/DOCs.

**Table 2-1: SEMS Coordination Levels**

## **2.2.11 OA Policy Group**

### **OA Policy Group**

The OA Policy Group consists of two primary entities: The EMC and the Operational Area Coordination Group (OACG). The Board has delegated its powers, function and duties to the EMC which is responsible for overseeing the preparedness activities of County departments.

The OACG consists of OA jurisdictional representatives responsible for overseeing the emergency management activities. The primary responsibility of the policy group is to review current policies in place during a disaster and to establish emergency policies as necessary.

Note: Until the OACG has been established, the EMC has authority to review current policies in place during a disaster and to establish emergency policies as necessary.

### **Board of Supervisors**

In accordance with the County Emergency Ordinance (Chapter 2.68.080 of the County Code) the Board has the power to “initiate, coordinate, and direct (except as otherwise noted in the ordinance), all activities made necessary by war or as the result of an emergency which directly affects the County government and requires organized community action within Los Angeles County.” The Board will ensure that emergency operations meet the needs of the residents of Los Angeles County. The Board also provides guidance and support to the CEOC/OAEOC.

The Chair of the Board is the OA Coordinator.

### **Emergency Management Council**

The EMC and its various committees is responsible for overseeing the preparedness activities of County departments, ensuring unity of purpose. This includes preparation and approval of plans, training of County employees for emergency and disaster-related functions, and related emergency preparedness activities (County Emergency Ordinance 2.68.170).

The EMC will assist by providing policy guidance to County Departments when the CEOC is activated.

### **Steering Committee**

The EMC Steering Committee, established by the (County Emergency Ordinance 2.68.170), is a standing EMC Subcommittee. Membership includes the Chief Deputy Executive Officer who is the Chair, and the chief deputy of each voting member of the EMC. The Steering Committee will provide operational direction for

implementation of the programs and policies established by the EMC (County Emergency Ordinance 2.68.170). The Steering Committee will meet quarterly, at the direction of the EMC or upon call of the committee chair.

### **Subcommittee**

The EMC established the Subcommittee to assist the EMC, Steering Committee, and OEM in developing emergency plans. Membership includes staff of the EMC. EMC Subcommittee members will add other departments or entities, as required for specific planning projects.

### **Operational Area Advisory Board**

The mission of the OAAB is to provide input and guidance on Operational Area (OA) issues, planning documents, and public outreach materials that may affect people with access and functional needs. EESC has the following responsibilities:

- Review existing OA Plans, Annexes, and Standard Operating Procedures to identify their impact on individuals with access and functional needs and recommend any proposed changes to the OAAB. These documents include: Operational Area Emergency Response Plan (OAERP), Tsunami Annex, Recovery Annex, Emergency Public Information Annex, Access and Functional Needs Annex (Formerly Specific Needs Populations Annex), and CEOC SOP's.
- Propose, draft, and recommend new Operational Area Plans, Annexes, Standard Operating Procedures, and guidelines that will address the needs of those individuals with access and functional needs during an emergency/disaster.
- Review existing programs and propose new programs dealing with emergency preparedness and those with access and functional needs, and recommend any proposed changes to the OAAB.
- Propose new and revise existing public education / outreach materials (including ESP materials) that may affect and/or benefit people with access and functional needs.
- Review existing trainings and propose new trainings dealing with emergency preparedness and those with access and functional needs, and recommend any proposed changes to the OAAB.

### **Emergency Exercise Steering Committee (EESC)**

The EESC is a subcommittee of the OAAB and serves as the exercise planning team for the OA. EESC has the following responsibilities:

- Establish a long-term, strategic vision for the OA's exercise program, including selecting capabilities to build and formulating a reasonable and efficient schedule
- Develop a comprehensive multi-year OA Training and Exercise Plan (TEP)
- Gain the commitment of OA members to follow and actively participate in the strategy set by the OA EESC
- Reduce redundancies, pursue economies of scale, and identify opportunities for multiple OA Members to work together on an exercise
- Reestablish the OA Exercise Calendar to include an exercise cycle that provides designated times of year for OA-wide exercises and OA Member-specific exercises and eliminates scheduling conflicts
- Serve as a traditional Exercise-Specific Planning Team to support the implementation of OA-wide exercises as needed (e.g., Golden Guardian)
- Improve relationships, preparedness, and coordination across agencies, jurisdictions, and the private sector

### **Operational Area Response and Recovery Steering Committee (OSC)**

The OSC is a subcommittee of the OAAB and defines policy and develops procedures to support the CEOC SOP's and the OAERP and its annexes and advocate for end users. OSC has the following responsibilities:

- Report to the OAAB on a quarterly basis on enhancements, modifications and policy changes
- Provide a forum for discussion of existing, and/or proposed, OARRS functionality
- Identify software enhancements, integrations, and/or deficiencies
- Consult with the Technical Advisory Group (TAG) as to the feasibility of software modifications
- Approve and recommend implementation of software modifications
- Provide software modification priorities
- Identify and review needs of the user community
- Review new and developing OARRS functions and applications

### **OAAB Volunteer and Citizen Corps Committee**

The mission of the Volunteer and Citizen Corps Committee is to enhance local governments' ability to use disaster volunteer resources and create a forum for existing volunteer programs to collaborate and build community networks. This committee has the following responsibilities:

- Provide a forum for local jurisdictions that maintain CERT or VIPS/VOPS, FireCorps, Neighborhood Watch, or other volunteer-based programs to pool knowledge, information, training and resources in support of citizen preparedness and community resiliency
- Develop, expand and enhance volunteer-related policies and protocols throughout the 89 local government jurisdictions in the OA
- Develop standards and best practices in the OA through collaborative efforts by local, regional and statewide CERT stakeholders
- Encourage the development of robust local CERT teams that may be leveraged into a statewide resource in support of the Disaster Corps program
- Increase participation in citizen preparedness programs through active support of local programs
- Support OA strategy to manage spontaneous volunteers in emergencies and disasters.

### **Disaster Management Area Coordinators**

The Disaster Management Areas (DMA)s are established through a joint powers agreement between the Board and the 88 cities. The OA's 88 cities are divided into eight DMAs. Each DMA has a Coordinator (DMAC) who works with each city in its area to coordinate and train in planning for preparedness, response, mitigation and recovery from emergency/disasters; to advocate for cities and serve as liaisons to all levels of government



## **2.3 Operational Priorities**

Agencies/jurisdictions within the OA have the following responsibilities:

- Protect-life, property, and the environment
- Respond to the emergency needs of people, including rescue, medical care, food, shelter, clothing; as well as animals
- Resumption of community services, essential to the health, safety, and welfare of the general public

### **2.3.1 County Emergency Operations Center (CEOC)/Operational Area Emergency Operations Center (OAEOC) Location and Description**

The CEOC/OAEOC is located in the East Los Angeles area. The CEOC/OAEOC is approximately 36,000 square feet and includes a Situation Room, multiple planning rooms, communication systems, computer and technical support systems, conference rooms, office space and a media area. CEOC/OAEOC facility management maintains the CEOC/OAEOC in a constant state of “operational readiness”.

### **2.3.2 Alternate CEOC/OAEOC Location/s and Description**

If the CEOC/OAEOC is incapacitated, the primary alternate CEOC/OAEOC is located in the County Department of Health Services Emergency Medical Services facility in Santa Fe Springs. The secondary site is the County Department of Public Health/Environmental Health facility located in Baldwin Park.

### **2.3.3 CEOC/OAEOC Coordination**

The CEOC/OAEOC provides a facility for centralized emergency coordination and support to agencies/jurisdictions during an emergency or disaster.

Following the emergency response operations phase, the CEOC/OAEOC may transition into recovery coordination and establish a centralized means to coordinate early recovery operations.

The responsibilities of agencies/jurisdictions are to provide to the CEOC/OAEOC the following:

- Assessment and communication of situational awareness
- Status of emergency response

- Coordination of public information message

- Request for or provision of resources
- Damage assessment information
- Initiation of recovery activities

### **2.3.4 Operational Area Coordinator**

Cal EMA designated the County as the OA Coordinator. The Board has appointed its Chair as the OA Coordinator (County Emergency–Ordinance 2.68.100). The OA Coordinator’s responsibilities are to coordinate and facilitate emergency operations for the county and its political subdivisions.

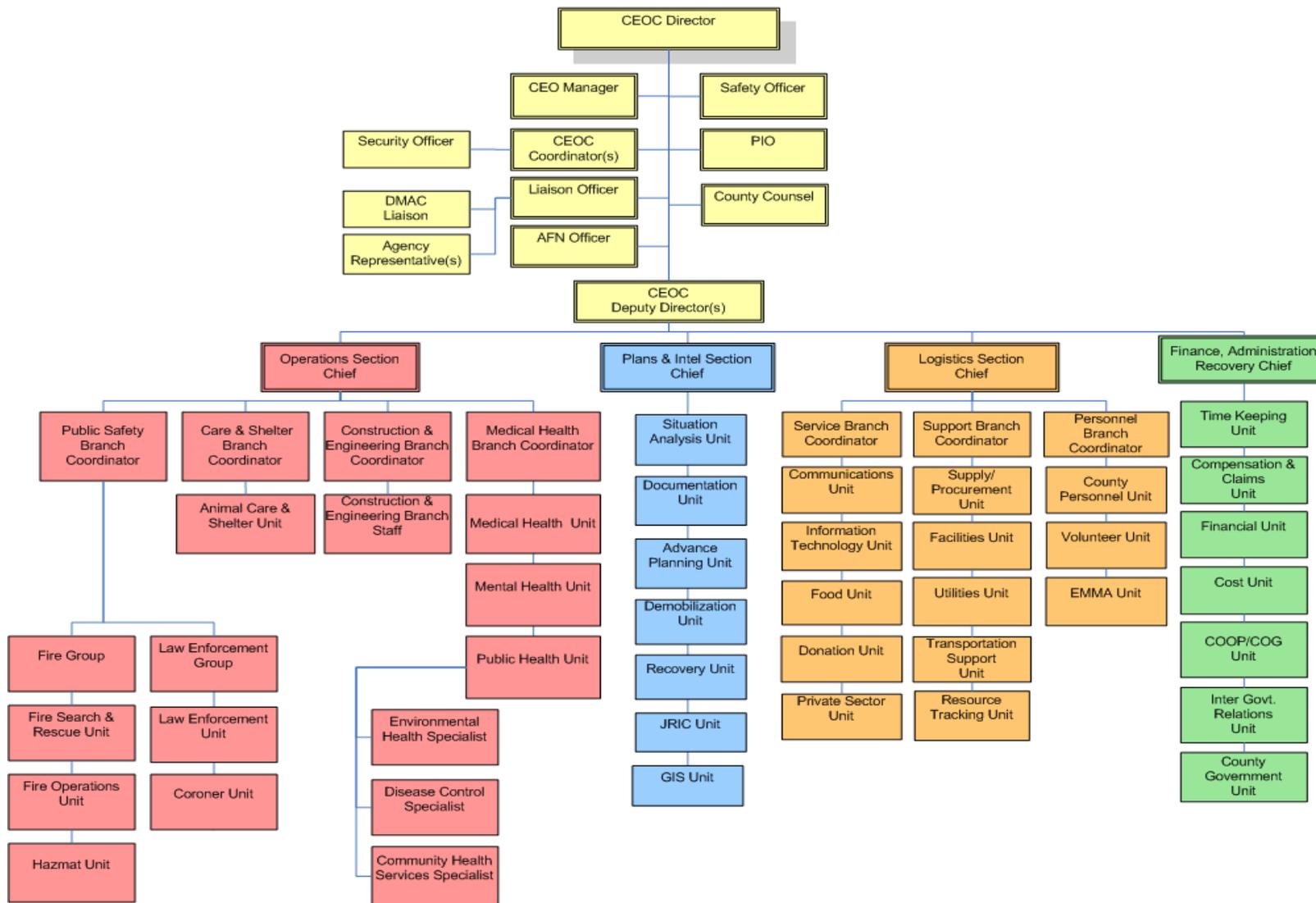


Table 2-2: CEOC/OAEOC Organization Chart

### **2.3.5 CEOC/OAEOC Management Section**

The Management Section is responsible for ensuring implementation of the policies of the OACG. The Management Section is responsible for coordinating all emergency operations. It provides information on the OA's emergency management structure.

The Management Section consists of the following staff:

- CEOC/OAEOC Director (LASD personnel)
- CEOC/OAEOC Deputy Director
- CEO Manager CEOC/OAEOC Coordinator/s
- Security Officer
- Public Information Officer
- Risk and Legal Counsel
- Liaison Officer
- Disaster Management Area Coordinators
- Agency Representative(s) (TBD)
- Safety Officer
- Access and Functional Needs Officer

#### **Management Section Staff**

##### **CEOC/OAEOC Director**

The CEOC/OAEOC Director fulfills the responsibilities as defined in the County's Emergency Ordinance, Part 5, 2.68.190.

The CEOC/OAEOC Director has overall responsibility and authority for the operation of the CEOC/OAEOC. The Director will ensure that the CEOC/OAEOC is staffed and operated at a level commensurate with the emergency.

##### **CEOC/OAEOC Deputy Director**

The CEOC/OAEOC Deputy Director assists the CEOC/OAEOC Director in the overall coordination of the CEOC/OAEOC. This person must be qualified to assume the CEOC/OAEOC Director position at anytime.

##### **CEO Manager**

The CEO Manager is a senior member of the CEO's staff assigned to the CEOC/OAEOC. The CEO Manager provides guidance in continuity of Government and recovery planning.

##### **CEOC/OAEOC Coordinator/s**

The CEOC/OAEOC Coordinator/s assists the CEOC/OAEOC Director by providing professional, emergency management advice on policies, procedures, and CEOC/OAEOC operations. The CEOC/OAEOC Coordinator advises that all functional

activities within the CEOC/OAEOC are appropriately activated, staffed and operating efficiently.

**Security Officer**

The Security Officer is responsible for securing the CEOC/OAEOC during activation including personnel access control to the CEOC/OAEOC.

**Public Information Officer (PIO)**

The PIO serves as a conduit between internal/external stakeholders (media/public/organizations seeking information). The PIO is responsible for media coordination; preparation of daily CEOC/OAEOC press briefings and assisting in the preparation of press announcements for key elected officials.

**Risk and Legal Counsel-County Counsel**

Risk and Legal Counsel is responsible for providing legal support and review of key CEOC/OAEOC decisions. Advises the CEOC/OAEOC Director EMC Policy Group on issues regarding County Ordinances (applicability of Administrative Code 2.68, County Emergency Management Ordinance, etc.), and maintains the legal perspective of all activities conducted by the OA during the incident regarding proclamations and declarations, emergency orders and other emergency-related documentation.

**Liaison Officer**

The Liaison Officer is the point of contact for all agency representatives and oversees all liaison activities' within the CEOC/OAEOC. The Liaison Officer ensures external agency representatives are provided appropriate situation information and maintains records of all agency representatives.

**Disaster Management Area Coordinators (DMAC's)**

DMAC's advocate for their cities and facilitate communication with their respective EOCs. DMAC's represent concerns of cities to ensure needs and concerns of cities are properly represented at the CEOC/OAEOC, and participate as appropriate in the development of solutions affecting cities.

**Agency Representative(s)**

An Agency Representative is an individual assigned to the CEOC/OAEOC from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency; and, will provide information to their agency.

**Safety Officer**

The CEOC/OAEOC Safety Officer monitors and ensures that the work environment is free from hazards that could endanger persons working in the facility.

**Access and Functional Needs Officer (AFN)**

The CEOC/OAEOC AFN Officer is responsible to make recommendations on issues related to persons with access and functional needs throughout the OA. This position will work with CEOC/OAEOC General Staff as needed to ensure that the Sections address and coordinate response and recovery functions as they relate to and affect

people with access and functional needs in accordance with the ADA, the California State Emergency Plan as well as the OAERP.

Specific duties of personnel assigned to these Branches are included in the SOP.

### **2.3.6 Operations Section**

The Operations Section's responsibility is to coordinate and monitor the implementation of the CEOC/OAEOC Action Plan, and provide support to agencies/jurisdictions.

The Operations Section consists of the following branches:

- Public Safety Branch
- Construction and Engineering Branch
- Health Branch
- Care and Shelter Branch

### **Operations Section Staff**

#### **Operations Section Chief**

The Operations Section Chief is responsible for understanding the current situation, coordinating with and sharing information with all Branches in the Operations Section, identifying probable resource needs, and preparing strategies. The CEOC/OAEOC Director may assign a person from an agency with jurisdictional authority or expertise to assume this role.

#### **Public Safety Branch Coordinator**

The Public Safety Branch Coordinator is responsible for managing Public Safety Branch activities. This Branch provides staff support and analysis for all public safety issues which include Law Enforcement, Fire and Rescue, and Coroner operations, and the activation of the Emergency Alert System (EAS).

#### **Fire Group Supervisor**

The Fire Group Supervisor reports to the Public Safety Branch Coordinator. The Fire Group Supervisor is responsible for coordinating and supervising the Fire Operations Unit, Fire Search and Rescue Unit, and Hazmat Unit.

#### **Fire Search & Rescue Unit Leader**

The Fire Search & Rescue Unit Leader coordinates fire, disaster medical, hazardous materials, search and rescue operations in the unincorporated county or contract areas. Fire & Rescue Unit Leader also assists the CEOC/OAEOC in acquiring mutual aid resources, as necessary.

**Fire Operations Unit Leader**

Fire Operations Unit Leader reports to the Fire Group Supervisor. The Unit Leader provides coordination for mutual aid requests to and from the Operational Area Fire/Rescue Mutual Aid Coordinator, as appropriate.

**Hazmat Unit Leader**

The Hazmat Unit Leader reports to the Fire Group Supervisor and determines the scope of the hazardous material incidents throughout the County. The Hazmat Unit Leader also assists in mobilizing hazardous materials teams at the request of Department Operations Center or CEOC/OAEOC Director.

**Law Enforcement Group Supervisor**

The Law Enforcement Group Supervisor supervises the Law Enforcement Unit Leader along with coordinating the activities with the Coroner's Unit Leader.

**Law Enforcement Unit Leader**

The Law Enforcement Unit Leader establishes and maintains communication with Law Enforcement Group Supervisor in the field or at the Department Operations Center (DOC) if activated.

**Coroner Unit Leader**

The County Coroner will coordinate with the appropriate agencies to properly determine cause of death of individuals and to account for and lawfully dispose of human remains; provide necessary mortuary services during disaster situations; provide system of identification and accountability of human remains; take charge of property of deceased persons.

**Care and Shelter Branch Coordinator**

This Branch is responsible for coordinating care and shelter, social services and school issues. The County Department of Public Social Services (DPSS) may fill the position of Care and Shelter Branch Coordinator.

**Animal Care and Health Unit Leader**

Animal Care and Health Unit coordinates directly with County of Los Angeles Department of Animal Care and Control (LACDACC) and 23 other animal control agencies within the county, along with other animal volunteer agencies to provide evacuation, food, potable water, shelter and other basic needs as required to animal disaster victims within the County. The Animal Care and Health Unit also coordinates with County of Los Angeles Veterinary Public Health, California Department of Food & Agriculture, the United States Department of Agriculture and others to address issues of veterinary public health significance such as disease outbreaks, sanitation and carcass disposal.

**Construction and Engineering Branch Coordinator**

The County Department of Public Works (DPW) will fill the position of Construction and Engineering Branch Coordinator. This position is responsible for managing the

Construction and Engineering Branch, which provides staff support and analysis for construction, engineering, jurisdictional safety assessment, and debris removal issues.

**Construction & Engineering Branch Staff**

The Construction & Engineering Branch Analyst(s) serves as a Technical Specialist and performs analysis and supports the Construction & Engineering Branch Coordinator in fulfilling his/her mission. When the Construction & Engineering Branch Coordinator is unavailable, the Construction & Engineering Analyst(s) shall also assume the role/responsibilities of the Branch Coordinator.

**Medical Health Branch Coordinator**

The Medical Health Operational Area Coordinator or their designee from Department of Health Services (DHS) or the Department of Public Health will fill the position of Medical Health Branch Coordinator. This Branch is responsible for providing staff support, status of, and analysis for all health, mental health, and public health-related issues.

**Medical Health Unit Leader**

The Medical Health Unit Leader coordinates with the Department of Health Services Medical Alert Center (MAC), the 24-hour DOC, to ensure emergency provision of resources for medical and personal care; to facilitate and/or coordinate the provision of private resources for medical and personal care for disaster victims; to supplement and support disrupted or overburdened medical service personnel and facilities, and to relieve personal suffering and trauma.

In concert with the MAC, CEOC/OAEOC staff will coordinate the provision of medical care throughout the County of Los Angeles.

**Mental Health Unit Leader**

The Mental Health Unit Leader's overall function is to provide services to county employees and the community. In addition the Unit Leader updates the Director/DOC with intelligence so that everyone involved is safe.

**Public Health Unit Leader**

The primary mission of the County of Los Angeles Department of Public Health in emergency response is to investigate, assess, and respond to threats to the overall health of the public within the OA. Examples of such threats are communicable disease outbreaks; natural disasters; chemical, hazardous and radiological materials release; bioterrorism; water and food contamination and other environmental hazards. Public Health does not provide individual emergency medical care, but rather responds on a widespread, countywide basis.

This position will be staffed as noted below during the indicated events:

- Disease Outbreak – Medical Doctor or Epidemiologist assigned from the Communicable Disease and Prevention Division or community Health Services Division

- Radiological Incident-An Environmental Health Specialist
- Natural Disaster – An Environmental Health Specialist
- Chemical Incidents – A Toxics Epidemiologist.

The Unit Leader also coordinates vector control plans for the affected disaster area(s) within the OA with the County Agricultural Commissioner.

**Environmental Health Specialist**

The Environmental Health Specialist ensures issues regarding the overall health safety of the public.

**Disease Control Specialist**

Public Health Disease Control Specialist has the responsibility to ensure issues regarding the potential spread of disease and overall health safety of the public are met.

This position will be staffed as noted below during the indicated events

**Disease Control Specialist**

- Disease Outbreak- Medical Doctor or Epidemiologist assigned from the Communicable Disease and Prevention Division.
- The Disease Control Specialist also coordinates disease reporting with DHS staff for the affected disaster area(s) within the County.

**Community Health Services Specialist**

Public Health Community Health Services Specialist has the responsibility to ensure issues regarding the availability of Public Health services to the County. This position will be staffed as noted below during the indicated events:

- All events-Public Health Nurse or Nurse Manager.

Specific duties of personnel assigned to these Branches are included in the SOP.

**2.3.7 Planning/Intelligence Section**

The Planning/Intelligence Section is responsible for collecting, evaluating, displaying, and disseminating information and maintaining documents. Planning/Intelligence also develops the CEOC/OAEOC Action Plans and Situation Reports (SITREP's) with the assistance of other staff sections, agencies/jurisdictions.

The Planning/Intelligence Section consists of the following Branches and Units:

- **Situation Analysis Branch**
- **Plans Branch**
  - **Action Planning Unit** (established as necessary)
  - **Advance Planning Unit** (established as necessary)
  - **Documentation Unit** (established as necessary)

- **Recovery Planning Unit**
  - **Recovery Planning Unit-Public Assistance**
  - **Recovery Planning Unit-Individual Assistance**

In accordance with SEMS/NIMS principles additional Branches or Units may be established as needed.

***Essential Items to be Developed by the Plans/Intelligence Section***

**Action Plans (IAP and EAP's)**

Action plans are an essential part of SEMS at all levels. Action planning is an effective management tool involving two essential items:

- A process to identify objectives, priorities and assignments related to major emergency response or recovery actions
- Plans which document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives

There are two kinds of action plans in the CEOC/OAEOC- the **Initial Action Plan (IAP)** and the **Event Action Plan (EAP)**. The Initial Action Plan is developed during the first CEOC/OAEOC shift, or operational period during an activation. This plan is developed quickly and sets the initial objectives and goals for the first CEOC/OAEOC operational period. The Event Action Plan is developed at the end of each operational period and provides objectives and guidance for personnel working the next operational period. The CEOC/OAEOC-SOP provides guidelines on preparing CEOC/OAEOC Action Plans.

**Situation Reports (SITREP's)**

Situation Reports provide valuable situational awareness to the CEOC/OAEOC and provide the base information to guide the development of CEOC/OAEOC Action Plans and other related plans and reports. The CEOC/OAEOC Director, in coordination with Plans/Intel Section Chief, will determine the number and schedule of SITREP's during an operational period.

**After-Action Reports (AAR's)**

The completion of AAR's is a part of the required SEMS/NIMS reporting process. The Emergency Services Act, Section 8607(F) mandates that Cal EMA in cooperation with involved state and local agencies complete an AAR within 120 days after each declared disaster.

Section 2450(a) of the SEMS regulations state that ... "Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an AAR to Cal EMA within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)."

## **Planning/Intelligence Section Staff**

### **Planning/Intelligence Section Chief**

The Sheriff's Department will fill the position of Planning/Intelligence Section Chief. The Planning/Intelligence Section Chief will determine the need for establishing specific and/or specialized branches/groups/units. The following Branches and Units are included in the Plans/Intel Section:

- Situation Analysis Branch
- Plans Branch
  - Action Planning Unit (established as necessary)
  - Advance Planning Unit (established as necessary)
  - Documentation Unit (established as necessary)
- Recovery Branch
  - Recovery Planning Unit- Public Assistance
  - Recovery Planning Unit –Individual Assistance

### **Situation Analysis Unit Coordinator**

The Situation Analysis Unit is led by the Situation Analysis Unit Coordinator and is responsible for collecting, analyzing, evaluating and disseminating information from cities and unincorporated areas (to include damage assessment information); County departments (including the operational status of departments) and other agencies; and preparation of Intelligence Reports, including regular CEOC/OAEOC Situation Reports (SITREP's). This Branch is critical to alerting the CEOC/OAEOC of potential problems affecting the OA.

### **Documentation Unit Leader**

The Documentation Unit leader oversees the Documentation Unit, which is responsible for establishing a reliable system to ensure that copies of all plans, reports, and other materials produced by the Planning/Intelligence Section are maintained in a safe environment for future reference. This unit is also responsible for disseminating all relevant plans and reports to CEOC/OAEOC staff in a timely manner.

### **Advance Planning Unit Leader**

The Advance Planning Unit Leader reviews all available status reports, action plans and other significant documents. The Unit also determines potential future impacts of the event or disaster, particularly issues which might modify the overall strategic CEOC/OAEOC objectives.

### **Demobilization Unit Leader**

The Demobilization Unit Leader is responsible for the preparation of the Demobilization Plan and assisting the Management Sections/Units in ensuring that an orderly, safe, and cost effective movement of personnel and equipment is accomplished from the incident.

**Recovery Planning Branch Coordinator**

The Recovery Planning Branch Coordinator position is staffed by the OEM and then CEO staff. This Unit is responsible for coordinating the initial recovery operations of County departments. This Unit also provides information, liaison and recovery coordination with and between State and Federal agencies and the impacted agencies/jurisdictions that are part of the County of Los Angeles Emergency Organization.

The CEO is the Director of Recovery Operations and is responsible for overall recovery policy implementation once the Initial Recovery Phase of the disaster begins. During disaster recovery, the EMC serves as advisor to the Director of Recovery and the Board of Supervisors on issue resolution and recovery priorities.

Concurrent with response activities, the Recovery Branch will function in the CEOC/OAEOC Planning/Intelligence Section to enable a “jump start” on the social and economic recovery of the OA.

**Recovery Planning Unit Leader- Public Assistance**

This position will be filled by the CEO/OEM personnel initially and then by CEO personnel. This position oversees the Recovery Planning Unit –Public Assistance which is responsible for analyzing available disaster intelligence for its recovery implications and strategic (long-range) planning in anticipation of recovery needs to public sector resources.

**Recovery Planning Unit Leader- Individual Assistance**

This position will be filled by the CEO/OEM personnel initially and then by CEO personnel. This position oversees the Recovery Planning Unit-Individual Assistance which is responsible for analyzing available disaster intelligence for its recovery implications and strategic (long-range) planning in anticipation of recovery needs to individuals, families and businesses.

**Joint Regional Intelligence Center Unit Leader (JRIC)**

The Joint Regional Intelligence Center Unit Leader (JRIC) provides support to the CEOC/OAEOC during terrorist related events. The JRIC provides the CEOC/OAEOC staff with an analysis of the impact of an actual terrorist attack on the OA, to include an assessment of intelligence data from restricted sources. The JRIC Unit Leader and/or selected staff take part in the CEOC/OAEOC Planning process and the JRIC subsequently assists in the development of courses of action for the Operational Area level event resolution. The specific organizational structure of the JRIC will be based on the JRIC requirements.

**The Geographic Information System Unit (GIS) Leader**

The GIS Unit leader is responsible for the preparation of GIS products and assisting the Plans and Intelligence Section in ensuring that GIS deliverables are provided in a timely manner.

Specific duties of personnel assigned to these Branches are included in the SOP.

### **2.3.8 Logistics Section**

The Logistics Section's primary responsibility is to coordinate and ensure the acquisition, transportation and mobilization of resources to support the OA's Emergency Response and Initial Recovery operations. If the CEOC/OAEOC obtains supplies or services at the request of an agency/jurisdiction, the costs will be billed to the requesting entity.

The Logistics Section consists of the following Branches:

- Procurement Branch (ISD personnel)
- Utilities Branch (ISD personnel)
- Transportation Branch (ISD personnel)
- Personnel Branch (DHR personnel)
- Information Systems Branch (ISD and CEO personnel)
- Facilities Branch (CEO, ISD and LASD personnel)

Specific duties of personnel assigned to these Branches are included at the end of this Section.

### **Logistics Section Staff**

The Internal Services Department (ISD) will fill the position of Logistics Section Chief. The following branches and units may be established as the need arises:

- Supply Procurement Branch
- Personnel Branch
- Facilities Unit
- Utilities Unit
- Transportation Support Unit
- Information Technology Unit
  1. Communications Unit
  2. Computer Support Unit

### **Logistics Section Chief**

The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and materials in support of the incident. The Section Chief participates in the development and implementation of the Incident Action Plan.

The Section Chief activates and supervises the Service and Support Branch Coordinators and the Units within the Logistics Section. The Logistics Section Chief position is staffed by representative of the ISD.

**Service Branch Coordinator**

The Service Branch Coordinator, when activated, is responsible for the management of all service activities at the incident, including food, communications, and medical support.

**Communications Unit Leader**

The Communications Unit Leader is responsible for developing plans for the effective and efficient use of incident communications equipment and facilities, installing and testing equipment, and supervision of the CEOC/OAEOC Communications. The Unit Leader is also responsible for the distribution and recovery of equipment assigned to incident personnel. The Communications Unit Leader reports to the Logistics Section Chief. All functions not assigned by the Communications Unit Leader remain the responsibility of the Unit Leader.

**Food Unit Leader**

The Food Unit Leader is responsible for determining feeding requirements at all incidents, including all remote locations (e.g., Camps, Staging Areas), as well as providing food for personnel unable to leave the tactical field assignment.

**Donations Unit Leader**

The Donations Unit leader oversees all aspects of donations management.

**Private Sector Unit Leader**

The Homeland Security Advisory Committee (HSAC, Business Executive Network System- BENS) staffs this position. This position acts as a liaison to the private sector to procure needed materials when they are not readily available by other government means.

**Support Branch Coordinator**

The Support Branch Coordinator, when activated, is responsible for the management of all service activities at the incident, including food, communications, and medical support.

**Supply/Procurement Unit Leader**

The Supply/Procurement Unit Leader is responsible for ordering personnel, equipment, and supplies, receiving and storing all supplies for the incident, maintaining an inventory of supplies, and servicing non-expendable supplies and equipment.

**Facilities Unit Leader**

The Facilities Unit Leader in coordination with the Procurement Branch Coordinator, ensures the provision of support to the operations of the CEOC/OAEOC building and Alternate CEOC/OAEOC, as well as managing County facility space allocations in support to emergency, including recovery needs.

**Utilities Unit Leader**

The Utilities Unit Leader oversees the Utilities Branch which coordinates with

commercial utility companies (except water) to obtain the status of utilities and communicate OA priorities. This Branch will also coordinate the operational status of County communication systems and ensure that the CEOC/OAEOC's communications systems are functioning.

### **Transportation Support Unit leader**

The Transportation Support Unit Leader oversees the status of fleet transportation resources and communicates OA priorities.

### **Resources Tracking Unit Leader**

Resources Tracking Unit Leader is responsible for maintaining detailed tracking records of resources allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resources information displays in the CEOC/OAEOC. It cooperates closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section (to provide resources information to the EOC Action Plan).

### **Personnel Branch Coordinator**

The Personnel Branch Coordinator is responsible for managing this branch which assesses the availability of County employees to be redeployed to departments in need. The recommended deployment shall be approved by the CEOC/OAEOC Director and CEO Manager in charge at the CEOC/OAEOC. Redeployment decisions/actions shall be shared with the Operations Section Chief. This branch will also coordinate volunteer support.

### **County Personnel Unit Leader**

The County Personnel Unit leader is responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests received; registering volunteers as Disaster Services Workers and for managing CEOC/OAEOC personnel issues and requests.

### **Volunteer Unit Leader**

The Volunteer Unit Leader is responsible for managing the Volunteer Unit. This Unit will be activated during a response and recovery phases of emergency management for all hazards. County of Los Angeles may take complete responsibility for activating and implementing this Unit, or can designate responsibility. The Volunteer Unit will focus on the mobilization, coordination and referral of Spontaneous Volunteers and service programs only.

**County of Los Angeles Operational Area:** The primary agency that is responsible for the coordination of the OA mobilization and deployment of volunteers. As the OA, the role of the County of Los Angeles for Spontaneous Volunteer coordination is as follows is:

- Prepare and maintain this plan and all associated procedures

- Determine need to activate the spontaneous volunteer management plan at time of disaster
- Coordinate activation, implementation and demobilization of spontaneous volunteer management annex
- Coordinate and communicate with cities in County of Los Angeles for the purposes of:
  - Leveraging and sharing resources for establishing Emergency Volunteer Centers (EVCs)
  - Providing consistent messaging to the public about volunteer needs & EVC locations
  - Coordinating mutual aid
  - Addressing duplication of efforts or gaps in services for EVCs
  - Providing consistent messaging to the public about volunteer needs & EVC locations
  - Coordinating mutual aid
- Coordinate with other agencies and organizations for maximum utilization of limited resources
- Coordinate spontaneous volunteers and service programs to assist the efforts of both governmental agencies and Non Government organizations (NGOs) throughout the affected communities

**County of Los Angeles Serving Unincorporated Areas:** Responsible for providing direct services to the unincorporated area of County of Los Angeles. In this role, the County will:

- Establish EVCs as needed in unincorporated areas of the County
- Utilize volunteers as DSWs in departments providing services throughout the County
- Coordinate with cities neighboring an unincorporated area to provide a multi-jurisdictional EVC

### **Emergency Managers Mutual Aid (EMMA) Unit Leader**

The Emergency Managers Mutual Aid (EMMA) Leader coordinates emergency management personnel to support local jurisdictions, Operational Areas, and regional emergency operations during emergencies.

Specific duties of personnel assigned to these Branches are included in the SOP.

### **2.3.9 Finance and Administration Section**

The Finance and Administration Section is responsible for ensuring that finance and administrative actions in support of OA Emergency Response are performed in a manner that will facilitate meeting the requirements of State and Federal guidelines for disaster operations.

The Finance and Administration Section consists of the following Units:

- Time Keeping Unit
- Compensation and Claims Unit
- Financial Unit
- Cost Unit
- COOP/COG Unit
- Intergovernmental Relations Unit
- County Government Unit

### **Finance, Administration Section Staff**

A CEO senior manager will fill the position of Finance and Administration Section Chief. The Finance and Administration Section Chief will determine the need for establishing specific and/or specialized branches/groups/units and may activate additional branches/groups/units to fulfill an expanded role if necessary.

#### **Finance/Administration Section Chief**

The Finance/Administration Section Chief provides financial management direction at the CEOC/OAEOC and directs the Financial Operations, County government branches and Intergovernmental Relations Branches.

#### **Time Keeping Unit Leader**

The Time keeping Unit Leader is responsible for ensuring the accurate recording of daily personnel time and compliance with specific agency time recording policies. Personnel Time Recorder will maintain time records for all personnel assigned to an incident as established by agency policy. On long term incidents, they may also maintain records of all personnel-related items, e.g., transfers promotions, etc.

#### **Compensation and Claims Unit Leader**

The Compensation/Claims Unit Leader is responsible for initiating documentation arising from injuries, property damage, or deaths occurring on an incident. As a part of this responsibility, the Compensation/Claims Unit Leader is responsible for gathering

evidence and preparing claims documentation for any event involving damage to public or private properties which could result in a claim against the County. The Compensation/Claims Unit Leader reports to the Finance Administration Section Chief.

**Financial Unit Leader**

The Financial Unit Leader is responsible for administering all financial matters pertaining to vendor contracts, leases, fiscal agreements and tracking expenditures that extend beyond the purchasing authority of Logistics.

The Financial Unit works very closely with the Logistics Supply/Procurement Unit, which will develop and implement the procurement plan and perform all incident ordering. Due to the requirement for legal input, this Unit should be staffed by personnel from both Legal and the Finance and Information Services Departments.

**Cost Unit Leader**

The Cost Unit provides all incident cost analysis. It ensures the proper identification of all equipment and personnel requiring payment; records all cost data, analyzes and prepares estimates of incident costs; and maintains accurate records of incident costs.

**COOP/COG Unit Leader**

The COOP/COG Unit obtains and analyzes the status of County Government, provides staff support for EMC meetings and ensures appropriate action is taken based on directives from EMC. The Unit also manages any required liaison from CEO Fiscal, Intergovernmental Relations, or Real Estate Management staff.

**Intergovernmental Relations Unit Leader**

The Intergovernmental Relations Unit Leader is responsible for interacting with other elements of County government, state and Federal government for administrative and recovery application purposes.

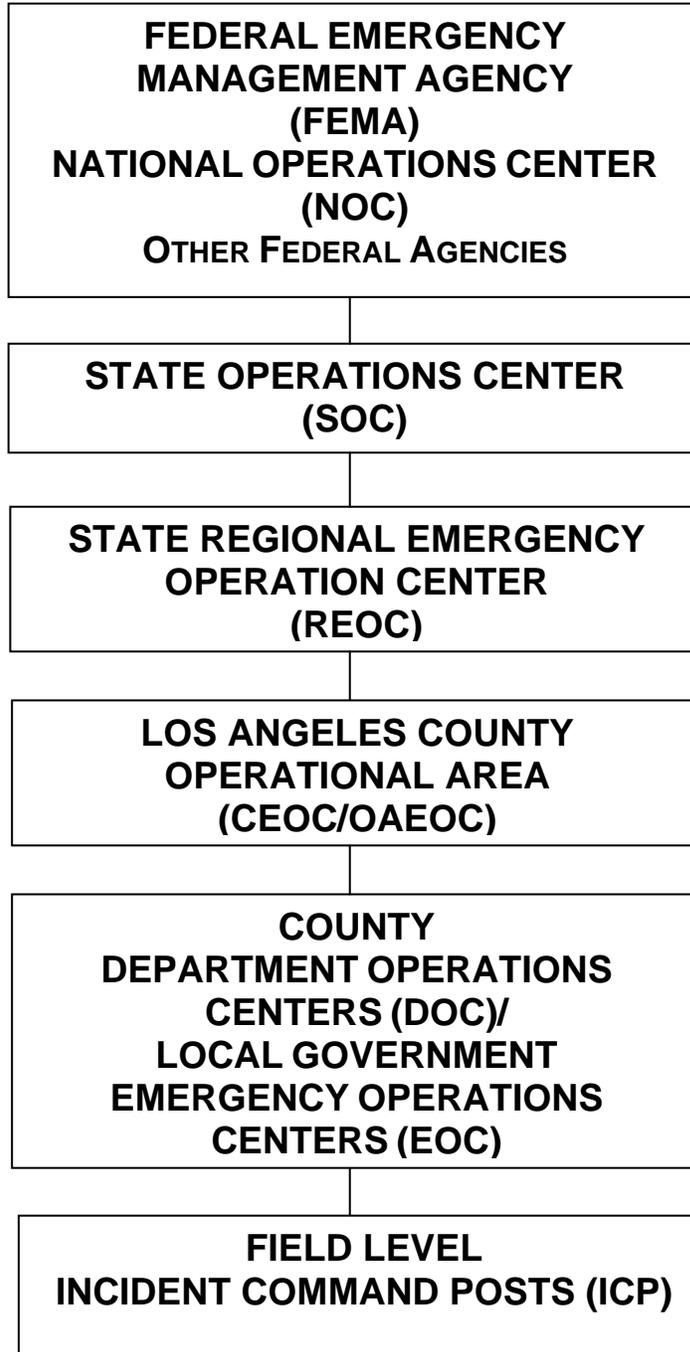
**County Government Unit Leader**

The County Government Unit Leader gathers and analyzes information on the operational status of County departments and special districts. This Unit makes recommendations regarding:

- Restoration priorities for County departments
- Redirection of departments (with deferrable missions) to assist with disaster-related missions
- Monitoring the operational status of County government
- Managing facility space allocations to support emergency needs

Specific duties of personnel assigned to these Branches are included in the SOP.

## LOS ANGELES COUNTY OPERATIONAL AREA COORDINATION



*Exhibit 2-3: Los Angeles County Operational Area Coordination*

## **2.4 OA Coordination**

### **2.4.1 Field Coordination with Department Operations Centers and Emergency Operation Centers**

Direct communications and coordination will be established between the CEOC/OAEOC and agency/jurisdiction DOCs and EOCs. Agencies/jurisdictions will provide the CEOC/OAEOC with situational awareness and resource status. DMACs may also serve as a CEOC/OAEOC liaison for agencies/jurisdictions.

### **2.4.2 Coordination with Special Districts and Agencies**

The emergency response role of special districts is generally focused on their normal services or functional area of responsibility. During disasters, some types of special districts will be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local governments. The special districts that serve more than one local government and/or serve the UA will coordinate directly with the CEOC/OAEOC. Ideally, the special districts, involved in the emergency response will have a representative at the CEOC/OAEOC, serving as the focal point of coordination and work with other local government representatives. The level of involvement of special districts, public utilities, private organizations, and volunteer agencies will vary considerably depending upon the kind of incident.

### **2.4.3 The Distinction between Field Response and Response at the County Emergency Operations Center/Operational Area Emergency Operations Center (CEOC/OAEOC)**

Units in the field receive tactical direction from an ICP in accordance with the ICS principles. The CEOC/OAEOC is considered a multi-agency/jurisdiction coordination entity and is intended to support EOC/DOCs.

### **2.4.4 Coordination with the Cal EMA Southern Region**

Direct coordination and communications with the Southern REOC are essential. There is one primary method and one alternate method for the OA to coordinate with the Southern REOC:

- Primary – The Southern REOC sends a field representative to the OA
- Alternate – The OA and the Southern REOC coordinate through various telecommunications systems

## 2.4.5 Coordination with State and Federal Response

There may be instances where a State or Federal agency will have a field response. State agency field response may be the result of a flood fight effort, hazardous material accident, or other hazard scenarios. When a State or Federal agency is involved in field operations, coordination may be established with CEOC/OAEOC, and the appropriate jurisdiction, where the incident occurs.

For additional information refer to the CEOC/OAEOC SOP.

## 2.5 Authority to Activate the CEOC/OAEOC

### Authority

The Chair of the Board, the CEO, the Sheriff or authorized representatives may activate the CEOC/OAEOC.

The CEOC/OAEOC shall be activated whenever there is a need to coordinate the emergency response of agencies/jurisdictions in response to emergencies, disasters, or other significant events.

The CEOC/OAEOC shall be activated consistent with the provisions of the County's Emergency Ordinance 2.68.070 and the requirements of SEMS when any of the following conditions exist:

- A local government within the OA has activated its EOC and requested activation of the CEOC/OAEOC to support its emergency operations
- Two or more cities within the OA have proclaimed a local emergency
- The county and one or more cities have proclaimed a local emergency
- A city, a city and the county, or the county has requested the governor's proclamation of a state of emergency
- A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area
- The OA is requesting resources from outside its boundaries, except for those resources used in normal day-to-day operations and obtained through existing agreements
- The OA has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations and obtained through existing agreement

- In addition, the CEOC/OAEOC will be activated upon activation of the City of Los Angeles' EOC pursuant to the Memorandum of Understanding between the County and the City of Los Angeles (See Appendix I).

## **Evaluation**

Activation of the CEOC/OAEOC is preceded by evaluation of the need by one or more of the following: OEM, the Sheriff's EOB, or by request of impacted agencies/jurisdictions.

Upon activation of the CEOC/OAEOC or when the Board proclaims a local emergency, the Sheriff becomes the Director of Emergency Operations with responsibility for coordinating emergency operations and establishing and maintaining the CEOC/OAEOC.

In accordance with SEMS, activation of the CEOC/OAEOC requires the activation of the REOC. Policy and procedures are included in the CEOC/OAEOC SOP manual.

### **2.5.1 Activation Notification**

Notifications regarding CEOC/OAEOC activation are made by the following entities:

- The CEO will report to the Chair of the Board
- The Sheriff's EOB is responsible for notifying CEOC/OAEOC team members and other key personnel
- OEM will initiate administrative notifications to members on its basic notification group using the following methods:
  - OARRS, and/or CEOC/OAEOC emergency mass notification system

### **2.5.2 CEOC/OAEOC Deactivation Procedures**

The CEOC/OAEOC will be deactivated on recommendation of the CEOC/OAEOC Chair of the Board, the CEO, the Sheriff or authorized representatives. Policy and procedures are included in the CEOC/OAEOC SOP manual.

2.5.3 Levels of CEOC/OAEOC Activation

**LEVELS OF CEOC/OAEOC ACTIVATION DURING EMERGENCIES**

LEVEL	EVENT	MINIMUM STAFFING
<p><b>Duty Officer-Remote Activation</b>                      The OEM Duty Officer, in coordination with the EOB Duty Officer may remotely coordinate CEOC response activities and will monitor low level events and communicate with and/or advise departments/agencies of event status.</p> <p>Remote Activation (CEOC function being coordinated away from CEOC)</p>	<p>An event requiring CEOC activation to provide for centralized emergency management, primarily of event monitoring and information coordination, is necessary. The level of activity does not require the staffing of the CEOC facility to carry out the mission. A Local Emergency may or may not have been proclaimed. The Sheriff DOC and/ or one or more other DOC's or city EOC's may be activated in support of field response. OEM and EOB Duty Officers will maintain communications and coordination as necessary.</p>	<p>OEM Duty Officer                      On call OEM Administrator                      Sheriff EOB Duty Officer</p> <p>The OEM Duty Officer in unified effort guided by OEM Administrator and EOB management will perform the CEOC functions/roles unless the event and/or situation escalate requiring staffing changes.</p>
<p><b>Level 1- EOC Facility Open</b>                      An event requiring CEOC activation to provide for centralized emergency management. The level of activity requires minimal staffing of the CEOC facility to carry out the mission</p> <p>EOC facility open (2 or less sections)</p>	<p>A Local Emergency may be proclaimed or is under consideration. The Sheriff DOC and/ or one or more other DOC's or city EOC's may be activated in support of field response. CEOC activities include information and activity coordination and activation of the OA Joint Information Center function.</p>	<p>CEOC Director,( PIO ,EOC Coordinator(s) as needed)                      CEO Manager                      Plans &amp; Intel Section Chief</p> <p>Other General Staff and Section positions as required</p>
<p><b>Level 2- Limited Staffing</b>                      An event requiring CEOC activation to provide for centralized emergency management. The level of activity requires increased staffing of the CEOC facility to carry out the mission.</p> <p>Limited Staffing (3 or less sections)</p>	<p>A Local Emergency may be proclaimed or is under consideration. The Sheriff DOC and/ or one or more other DOC's or city EOC's may be activated in support of field response. CEOC activities may include information and activity coordination, resource request/mutual aid coordination at the OA level and the activation of the OA Joint Information Center (JIC) function.</p>	<p>CEOC Director and Management Section Officers                      CEO Manager                      All Section Chiefs                      Branch and Unit Leaders, as appropriate for the situation</p> <p>Other positions as required</p>
<p><b>Level 3-Full Staffing</b>                      An event requiring CEOC activation to provide for centralized emergency management. The level of activity requires full staffing of the CEOC facility to carry out the mission.</p> <p>Fully Staffed (All sections)</p>	<p>The event entails major impacts and coordination of information and activities including mutual aid at the Region Level. A Local Emergency and a State of Emergency will be proclaimed and a presidential declaration of an Emergency or Major Disaster may be requested. Agencies/jurisdictions DOCs, EOCs and the OA JIC will open.</p>	<p>All CEOC Positions are fully staffed</p>

## 2.6 Notification and Mobilization

The State, County and local governments have established essential communications support procedures to provide the informational links between the Federal, SOC, REOC, the OA, and local jurisdictions.

OEM maintains several contact lists of agencies and personnel critical to emergency operations. Those contact lists include: EOC participants, agencies/jurisdictions, Cal EMA, and other emergency organizations.

The following communication and information systems are available:

### Federal

- Emergency Alert System (EAS) serves the OA by transmitting public emergency messages from both the Sheriff's Communications Center (SCC) and the CEOC/OAEOC. Television and radio broadcasters then rebroadcast these messages to the public. It is also used to receive important emergency information from the State and Federal Government.
- California Integrated Seismic Network (CISN)  
CISN is the product of a cooperative effort between the California Institute of Technology, Berkeley Seismic Lab and the United States Geological Survey. Earthquake data is collected simultaneously by each of the seismic partners and then rapidly shared via the Internet. This allows viewers to see earthquake time, location and magnitude within minutes of the earthquake. The website is [www.cisn.org](http://www.cisn.org).

### State REOC

- California State Warning Center (CSWC), operated by the Cal EMA is the designated dissemination agency of alerts to notify potentially impacted jurisdictions through the OA Coordinator.
- Emergency Digital Information Service (EDIS), a service provided by the Cal EMA, delivers official information about emergencies and disasters to subscribers (including the OA, public, and media) via satellite data cast technology.
- Operational Area Satellite Information System (OASIS) is a satellite-based video teleconferencing system that links all 58 California counties with each other and the State Warning Center.
- California Law Enforcement Telecommunications System (CLETS) is the telecommunications system that links all law enforcement agencies of all counties. CLETS provides California law enforcement agencies with the capability of obtaining information directly from Federal, State, and local computerized information files.

- Response Information Management System (RIMS) is an electronic data management system that links the OA with the REOC.

### Operational Area

- The CEOC automated notification system is a high-speed automated notification system with the purpose of delivering emergency, informational and time sensitive messages to multiple recipients or groups within the OA. The system has the capability to contact persons via work/personal phone, pager, fax or e-mail.
- County Wide Integrated Radio System (CWIRS) radios provide connectivity between jurisdiction EOCs, the CEOC/OAEOC, the DMACs and County DOCs.
- Operational Area Response and Recovery System (OARRS) is a web-based system that functions as the OA's primary tool for agencies/jurisdictions and other operational area partners to report their status and needs to the OA. In the event of an emergency, the OA requires information regarding the impact on the agencies/jurisdictions to properly establish priorities and deploy resources in a timely manner.
- Alert LA County is used by the Sheriff's Communications Center (SCC) to notify residents, schools, and businesses via recorded telephone, text and/or e-mail messages of emergencies or critical situations as well as provide information regarding necessary actions, such as evacuations.
- The Sheriff's Disaster Communications Service (DCS) is an amateur radio organization that provides communications support for OA jurisdictions and agencies. DCS operators staff the CEOC/OAEOC message center and communicate with other EOCs on designated amateur radio frequencies. Radio Amateur Civil Emergency Service (RACES) functions under the direction and coordination of the Sheriff's Department Disaster Communications Service (DCS).

## 2.7 Recovery Considerations

### 2.7.1 Concept of Operations

Agencies/jurisdictions will be involved in recovery operations. In the aftermath of a disaster, communities will have specific needs that must be met before they can re-establish their pre-disaster conditions. There will be a need for:

- Damage assessment
- Restoration of essential services
- Assessment of short-term and long-term needs

Local governments will help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. The OA is currently developing the Recovery Plan Annex which will contain detailed information, structure, application process, disaster assistance programs, SOP checklist, and additional information relative to the recovery process.

### **2.7.2 Phases of Recovery**

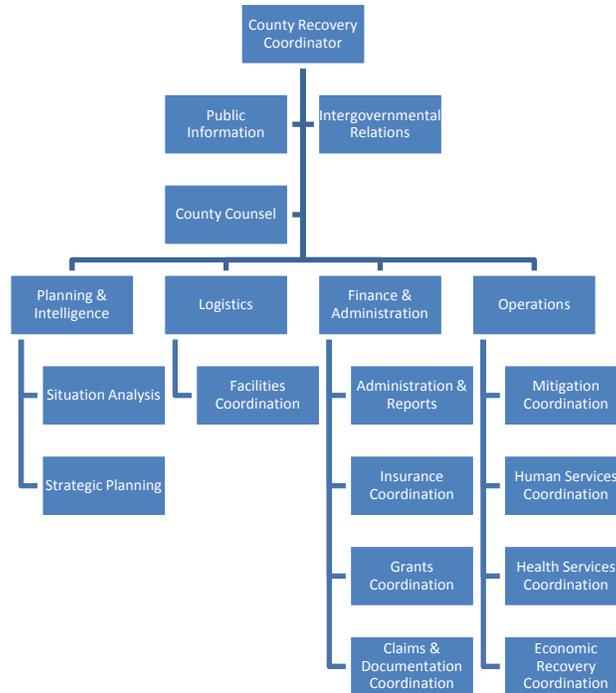
Recovery occurs in two phases: short-term and long-term. Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal and clean-up, and orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). Short-term recovery operations will include all the agencies participating in the OA's disaster response.

The goal of short-term recovery is to restore local government services to at least minimal capacity.

The goal of long-term recovery is to restore facilities to pre-disaster condition if possible. Long-term recovery includes hazard mitigation activities, restoration and reconstruction of public facilities and disaster response cost recovery.

### **2.7.3 Recovery Operations Organization**

Recovery operations begin at the onset of the event. Once life safety operations have terminated and the emergency has stabilized; emergency operations will transition to the recovery organization. Recovery operations will be coordinated by the CEO. Recovery issues involving agencies/jurisdictions will be coordinated between the CEO and supporting agencies. The CEO will convene meetings with representatives from affected agencies/jurisdictions. These meetings will be held to collectively make policy decisions and to gather and disseminate information regarding completed and ongoing recovery operations. Recovery Organization Exhibit 2-4 summarizes the recovery operations organizational structure.



**Exhibit 2-4: Recovery Organization**

### 2.7.4 Recovery Damage Assessment

An Initial Damage Estimate (IDE) will be developed during the emergency response phase to support a request for gubernatorial proclamation and for the State to request a presidential declaration.

This will be followed by a detailed assessment of damage during the recovery phase by agencies/jurisdictions as needed. This detailed assessment will provide the basis for determining the type and amount of State and/or Federal assistance available for recovery.

### 2.7.5 Recovery Documentation

Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs. Agencies/jurisdictions should implement its financial disaster accounting systems.

Various State and Federal assistance programs require different types of documentation for costs recovery. Agencies/jurisdictions must initiate its internal documentation process at the beginning of the event.

Under the California Disaster Assistance Act (CDAA), documentation is required for damage sustained to public buildings, levees, flood control works, irrigation works, county roads, city streets, bridges, and other public works.

Under Federal disaster assistance programs, documentation must be obtained regarding damage sustained to roads, water control facilities, public buildings and related equipment, public utilities, facilities under construction, recreational and park facilities, educational institutions, and certain private non-profit facilities. Documentation is the key to recovering expenditures related to emergency response and recovery operations. For agencies/jurisdictions documentation must begin at the field response level and continue throughout the operations of the CEOC/OAEOC as the disaster unfolds.

### **2.7.6 Disaster Assistance Programs**

The disaster assistance programs may be available for the following:

- Individuals
- businesses (including agriculture interests)
- governments
- non-profit organizations

Loans, grants and assistance may be available through a variety of programs, offered by relief agencies, State and Federal, if eligibility requirements are met. See the following chart (Table 2-4: Summary of Disaster Assistance Availability) for a description of available programs. OEM in coordination with other agencies/jurisdictions will establish assistance centers to address the needs of the impacted communities.

**SUMMARY OF DISASTER ASSISTANCE AVAILABILITY**

<b>Assistance Available with Concurrence from Cal EMA with a Local Proclamation</b>	<b>Assistance Available with a State Proclamation</b>	<b>Assistance Available with Presidential Declaration</b>
<p>Red Cross</p> <p>Mennonite Disaster Service</p> <p>California Disaster Assistance Act (CDAA) (with Cal EMA Director Concurrence)</p> <p>Assistance with Utilities</p> <p>Local Government Tax Relief</p> <p>Salvation Army</p> <p>US Small Business Administration Disaster Loans</p> <p>US Department of Agriculture</p> <p>Other Community and Volunteer Organizations</p>	<p>Board of Registration for Professional Engineers and the Contractor's License Board</p> <p>Department of Aging</p> <p>California Disaster Assistance Act (CDAA) (with Cal EMA Director Concurrence)</p> <p>Department of Motor Vehicles</p> <p>Department of Social Services</p> <p>Franchise Tax Board</p> <p>US Small Business Administration</p> <p>Disaster Loans</p> <p>State Board of Equalization</p> <p>Department of Insurance</p> <p>US Department of Agriculture</p> <p>Department of Veterans Affairs</p> <p>CALVET</p> <p>Prior Assistance Available with Local Declarations</p>	<p>Cora C. Brown Fund (Individual Assistance)</p> <p>Crisis Counseling Program</p> <p>Disaster Unemployment</p> <p>Temporary Housing Program</p> <p>Individual and Family Grant Program</p> <p>Internal Revenue Service</p> <p>Tax Relief</p> <p>Legal Aid</p> <p>Public Assistance</p> <p>Hazard Mitigation</p> <p>Veterans Affairs Assistance (Housing/Medical)</p> <p>Federal Financial Institutions</p> <p>Employment Development Assistance</p> <p>Prior Assistance with Local/State Declarations</p>

**Table 2-4: Summary of Disaster Assistance Availability**

## **2.8 Emergency Proclamations and Disaster Declarations**

### **2.8.1 The Purpose of a Proclamation of a local emergency:**

When there is a condition of extreme or potential peril to the safety of persons and property, and the condition is beyond the capability of a local jurisdiction to control effectively, the local governing body (city council, board of supervisors or a person authorized by ordinance) may proclaim that a local emergency exists.

- Gives public employees and governing bodies certain legal immunities for emergency actions taken
- Enables local agencies to request state assistance under the State California Disaster Assistance Act (CDAA), if the conditions described in the CDAA warrant a local emergency
- Allows the Chief Executive Officer or other authorized official designated by local ordinance to:
  - Establish curfews
  - Take any measures necessary to protect and preserve public health and safety
  - Exercise all authority granted by local ordinance

### **2.8.2 Proclamation of Local Emergency Process**

A local emergency may be proclaimed due to a specific situation, such as flood, earthquake, or other condition. Furthermore; the type of disaster, date of occurrence and area affected are to be identified.

- A copy of the resolution must be provided to the Cal EMA through the OA
- To qualify for assistance under the state CDAA, such proclamations must be made within 10 days of the event
- A Local Emergency proclaimed by a authorized official (designated by ordinance) must be ratified by the governing body within seven days
- The governing body shall review, at its regularly scheduled meetings and at least every 14 days, until the local emergency is terminated, the need for continuing the local emergency

- The governing body shall proclaim the termination of the local emergency when conditions warrant

### **2.8.3 Cities Covered Under a County Proclamation**

When a county proclaims a local emergency pursuant to Section 8630 of the Government Code, based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also proclaim the existence of a local emergency independently. Further, cities within a county are bound by county rules and regulations adopted by the county pursuant to Section 8634 of the Government Code during a county proclaimed local emergency when the local emergency includes both incorporated and unincorporated territory of the county even if the cities do not independently proclaim the existence of a local emergency.

### **2.8.4 Local Resolution Requesting State Director, Cal EMA Concurrence in Local Emergencies**

Following the proclamation of a local emergency and in the event public property has been damaged or destroyed and assistance is needed in the repair and restoration, the governing body may request the Cal EMA Director to concur in their proclamation of a local emergency and to provide assistance under the CDAA. The resolution must indicate the nature and date of the emergency, and the person designated to receive, process, and coordinate all aid. The resolution will be sent to Cal EMA through the OA.

To assist the Cal EMA Director in evaluating the situation, and in making a decision on whether or not to concur in the local emergency, the following is required to accompany the resolution:

- Copy of local emergency proclamation
- Initial Damage Estimate or Damage Assessment Summary (if requested)

#### **2.8.4.1 California Disaster Assistance Act (CDAA)**

In order to receive CDAA funds, the local emergency has to be proclaimed within 10 days of the incident period. CDAA does not make reference to reviewing the proclamation every 14 days; although, locals are required to do this under the Emergency Services Act. In addition, locals have to certify that they are in compliance with the SEMS as a condition of receiving cost reimbursement for their emergency work labor costs under CDAA. (Disaster Assistance Funding Guidance)

**Note:** The Local Emergency proclamation must be made within 10 days of the occurrence

to qualify for assistance under the CDAA. Financial assistance available under the CDAA is administered by Cal EMA.

### **2.8.5 State of Emergency/Presidential Declaration/Resolution Requesting Governor to Proclaim a State of Emergency**

After a proclamation of a local emergency, the governing body of the agencies/jurisdictions, having determined that local resources are not sufficient to mitigate the situation, may request by letter or resolution that the Governor proclaim a state of emergency in the area to fully commit state and mutual aid assistance and provide resources to assist local government. To support its request for a gubernatorial proclamation, it is essential that the local agency/jurisdiction forward an estimate of damage and financial loss to Cal EMA through the OA as rapidly as possible. Estimates of loss are an important part of the criteria that Cal EMA considers when making a determination to proclaim a state of emergency and request a Presidential Declaration of Emergency or Disaster.

A copy of the request for a Governor's proclamation, with the following supporting data, must be forwarded, and may be faxed, to the OA Coordinator for transmission to the Cal EMA Director:

- Copy of the local emergency proclamation
- Damage assessment summary and estimate of financial loss (while this information may not be readily available at the point the proclamation is sent, it must be provided as rapidly as possible following the local proclamation)

The Cal EMA prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's proclamation, Cal EMA prepares the proclamation.

#### **2.8.5.1 Available Without a Governor's Proclamation of Emergency**

##### **Cal EMA Director's Concurrence**

If the local jurisdiction has proclaimed an emergency, and public property has been damaged, it may be in the jurisdiction's best interest to request a "State Director, Cal EMA Concurrence in Local Emergency". Such concurrence makes available certain funding under the CDAA for repair and restoration of public facilities.

##### **Department of Water Resources**

Under provisions of the Water Code, the Department of Water Resources may declare an emergency resulting from floods, storms or fire-ravaged lost watershed and provide assistance to avert, alleviate, repair or restore damaged property having a general public interest and state interest.

### **Department of Transportation**

Under Government Code, the Department of Transportation may declare an emergency and provide assistance to avert, alleviate, repair or restore streets, roads, bridges damaged by storms or floods.

## **2.8.6 Presidential Declaration**

Following the proclamation of a state of emergency, the Cal EMA Director may recommend that the Governor request a Presidential Declaration of a major disaster under the authority of Public Law 93-288. The Governor's request to the president is submitted through the FEMA. Supplementary justification data may be required to accompany the state and local proclamations and Initial Damage Estimate.

### **2.8.6.2 Federal Emergency Management Agency (FEMA)**

FEMA does not require local governing bodies to renew their local emergency proclamations every 14 days in order to receive federal funding.

### **2.8.6.3 Presidential Declaration of Emergency (Federal)**

Depending on the circumstances, the President may make a Declaration of Emergency instead of a Declaration of Disaster. Emergency Declarations provide the support of any or all of 27 federal agencies. It also authorizes reimbursement of emergency work, such as debris removal and emergency protective measures. It stops short, however, of providing reimbursement for permanent restoration work and individual assistance.

## **2.9. After-Action Reporting**

SEMS requires any city, city and county, or county proclaiming a local emergency for which the governor proclaims a State of Emergency to complete and transmit an After-Action Report (AAR) to Cal EMA within (120) days of the close of the incident period. The AAR will provide, at a minimum:

- Response actions taken
- Application of SEMS
- Suggested modifications to SEMS
- Develop a corrective action plan
- Identify areas of improvement and training needs
- Update recovery activities to date
- Identify areas of concern and issues

The Director of Recovery operations is responsible for the development of the AAR which will include jurisdictional and agency concerns. Individual jurisdictions within the OA will be responsible for developing its own AAR.

The Director of Recovery operations has tasked OEM for the completion and distribution of the AAR, including sending it to the Cal EMA Southern Region, local agencies/jurisdictions within the 120-day period. Information will be incorporated from the agencies/jurisdictions as applicable. The AAR is a public document that shall be made available at <http://www.lacoa.org>. The Cal EMA After-Action Questionnaire can be found in Appendix G.