

9.6 APPENDIX F – Roles and Responsibilities of County Departments

The following is a brief description of the roles and responsibilities of County departments during an emergency or major disaster.

Executive Office, Chief

The Chief Executive Officer (CEO) serves as the Chair of the EMC and is the Director of the OEM. The CEO is charged with other duties and responsibilities, as defined in the County Emergency Ordinance (2.68.204), in coordination of countywide emergency preparedness activities, response at the CEOC/OAEOC and cost-recovery efforts following major emergencies and disasters.

Affirmative Action Compliance

As a support department to the CEO, Affirmative Action Compliance's role in a disaster is to provide guidance for all people with disabilities, access and functional needs. This includes the County's compliance with the American's with Disabilities Act, as well as coordination of specialized vendors that provide services to the specific needs community.

Agricultural Commissioner/Weights and Measures

The Department of Agricultural Commissioner/Weights and Measures (ACWM) provides support to the Department of Public Health. ACWM is responsible for administering and enforcing laws and policies regarding standards for marketable foods, plants, weighing and measuring devices, and other commodities, and controlling and eradicating plant and animal pests.

In response to a disaster, the ACWM eliminates and prevents invasions of pests, such as fruit flies which are harmful to crops; controls and eradicates noxious weeds; inspects produce and other commodities to ensure that they meet standards for public health, quantity and quality [something is missing]; and inspects gas pumps, scales and other commercial measuring devices to ensure that they work accurately.

Alternate Public Defender

During periods of emergency or disaster, the primary responsibilities and considerations of the Alternate Public Defender's office are the safety of employees and the public at work sites, preservation of vital departmental records and property, and continuation of legal services to clients. In addition to these responsibilities, the department shall provide supportive assistance to the Sheriff's Department as needed.

Animal Care and Control

During emergencies, the Department of Animal Care and Control responds to disaster areas to rescue domestic animals, and provides support for the placement of exotic animals, birds, reptiles displaced by catastrophic events and provides support to fire and law enforcement agencies responding to the crisis. Additionally, the Department offers emergency animal housing at its shelters. Depending on the circumstances, the Department may also set up temporary emergency animal shelters to assist persons who have taken their pets from evacuated areas. This department also acts as a support department to the Sheriff as needed.

Assessor

In response to an emergency, the Assessor will continue to provide for equitable, accurate and timely assessment of all taxable property within the County and make appropriate adjustments in the tax roll. The Assessor's office is also a support to the Department of Public Works (DPW).

Auditor-Controller

As a support to the CEO, the Auditor-Controller maintains professional financial control and leadership for the County through continued monitoring of financial performance by providing recommendations and reporting financial results, in sustaining economy and efficiencies, and in fulfilling the legal duties of the Auditor-Controller. Continuity of this mission following an event is essential to the conduct of County business.

Beaches and Harbors

During emergencies the Department of Beaches and Harbors is a support department to the Fire Department. They will provide continuous essential services such as employee safety and the mobilization of off-highway and heavy equipment and personnel to mitigate damage to public and private property.

Board of Supervisors, Executive Office

This office ensures that the County Board of Supervisors can meet and conduct official business. During an emergency, they are a support to the CEO, and work to maintain continuity of government operations

Chief Executive Office

During emergencies the Chief Executive Office has the primary role of providing central coordination for initial recovery, damage assessments, personnel needs, finance and administration issues, maintaining the status of county government. The CEO provides support to the Sheriff's Department with managing situational analysis, public information, as well as support to Internal Services Department (ISD) for supplies and

procurement and support to DPW for construction and engineering recovery.

Chief Information Office

During an emergency, this office is a support to the CEO, and provides leadership and guidance in maintaining the County information technology systems.

Child Support Services

Assumes primary responsibility for the administration, collection, enforcement, and distribution of child support payments. Assist custodial and non-custodial parents with child support processes and procedures. The department is a support to the Department of Social Services (DPSS)

Children and Family Services

The primary concern of the Department of Children and Family Services (DCFS) is the safety and well-being of the children in its care, and children, otherwise known as “unaccompanied minors”, who may be left unsupervised as a result of a disaster.

In a major disaster, DCFS is a support for DPSS and provides a variety of services for displaced children and offer various programs, including: 1) deployment of DCS staff to designated Red Cross shelters to process the initial intake and registration of unaccompanied minors, including follow-up action to reunite them with their parents/guardians or to provide appropriate placement; 2) support the DPSS, on request, in the provision of emergency welfare services, including assigning staff to emergency shelters or relief programs to assist in interviewing victims, processing requests for disaster assistance and other related tasks; and 3) continuing commitment to provide services to children under DCFS care, including the placement of children affected by a disaster.

Community and Senior Services

The Department of Community and Senior Services (CSS) is designated as a support department to DPSS for disaster-response efforts. CSS will provide liaison through a human services community-based network of contractors through the operational units (Aging and Adult Services, Employment and Training, Community Services Block Grant) at Senior Centers, Community Centers, Senior Congregate and Home-Delivered Meals, Food Pantries and shelters throughout the County.

CSS also manages Adult Protective Services (APS) for high-risk individuals aged 18 and over, who are a danger to themselves and others. APS social workers will conduct health and safety checks on high-risk individuals, in coordination with DPSS In Home Supportive Services (IHSS) social workers immediately following a disaster, to determine their status and need for assistance.

Community Development Commission/Housing

The Community Development Commission (CDC), during an emergency, will continue and may need to augment, its response in implementing the County's housing and community development programs, including redevelopment, low-and moderate income housing development and rehabilitation in unincorporated areas of the County and participating cities, including community revitalization and loan assistance for small businesses. It is a support to the DPW during a major disaster.

Consumer Affairs

The Consumer Affairs Department provides public information and community outreach; participates in community fairs and events by distributing educational brochures on a variety of consumer topics; and, makes presentations to community organizations, agencies, and other interested groups. It is a support to the CEO

Coroner

The Coroner is mandated by law to inquire into and determine the circumstances, manner, and cause of all violent, sudden or unusual deaths occurring within County of Los Angeles.

In a major disaster, the Coroner is responsible for activating the Emergency Mortuary Response Plan, and will work with key agencies in establishing a Death Notification Center, Mass Fatality Collection Points and the dissemination of information according to protocols.

County Counsel

Provides legal representation, advice and counsel to the Board of Supervisors, the County and other public officers and agencies. In times of emergency, County Counsel serves as advisor to the Command Group and key CEOC/OAEOC staff on the legal aspects of emergency management, provides advice on the formulation of emergency orders, and reviews all emergency proclamations and orders prior to being signed by the authorized executive. County Counsel services a support to the CEO during major emergencies.

County Office of Education

Coordinates information and requests for assistance between schools and community college special districts and the CEOC/OAEOC.

- **Schools/Office of Education**

The Office of Education is designated as a support department to DPSS. The County of Los Angeles Office of Education (LACOE) is designated as the OA

Coordinator for matters relating to public schools. As such LACOE shall monitor and report the overall condition of public education in the OA. Reports will include the status of reunification of student populations with families, school closings and condition of facilities.

As a direct operator of a number of educational and administrative programs LACOE is responsible for coordinating response and recovery activities for its own programs.

As a support department to other County of Los Angeles departments, LACOE may be called upon to assist in matters related to care and sheltering in public schools, coordinating assignment of school resources to the disaster effort and providing information to the public on the status of schools.

District Attorney

The District Attorney's Office, pursuant to established contingency plans, will continue to represent the people in all felony prosecutions and juvenile hearings as well as in all misdemeanor prosecutions where there is no city attorney. In addition to these responsibilities, the Department shall provide supportive assistance to the Sheriff's Department as needed.

Fire Department

The Fire Department's mission is to "proudly protect lives and property and the environment providing prompt, skillful, cost effective protection and life safety services." This includes response to emergencies of all types: fires, floods, earthquakes, wildland fires, hazardous materials incidents, civil disturbances, emergency medical rescues, Urban Search and Rescue incidents and ocean lifeguard rescues.

The County of Los Angeles Fire Chief is designated as the Region I Coordinator and is primarily responsible for the overall coordination of mutual aid fire and rescue resources during major emergencies.

Health Services

The mission of the Department of Health Services (DHS) during disaster response is to provide for the medical and health needs of the population of the OA by organizing, mobilizing, coordinating and directing public and private medical and health resources. The Director of Health Services, as the OA Coordinator, is responsible for the countywide management and allocation of medical and health resources, both public and private.

DHS is unique in that a majority of its medical response capability is provided by private sector health facilities. These facilities include hospitals, clinics and skilled nursing facilities that may also be designated as Field Treatment Sites (FTS) sites to handle mass casualties.

Human Resources

Provides a countywide human resources program for a comprehensive personnel system and assists departments in their operations and ability to develop and maintain a high-quality workforce to provide critical services to the public. During an emergency, the department is a support to the CEO and may be called upon to implement personnel adjustments to respond to the event. They may also implement the Employee Disaster Assistance Program (EDAP) to help employee disaster victims.

Internal Services

It is the primary responsibility of the Internal Services Department (ISD) to gather safety assessment information relative to County facilities and report its status to the CEOC/OAEOC.

ISD supports other emergency services by providing and repairing communications, vehicles and off-highway equipment; providing fuel, water and temporary power, providing procurement support for essential emergency supplies and by maintaining and/or restoring computer operations to support critical applications required for the operation of the County. ISD provides a liaison with utilities (except water) concerning the status of electrical, natural gas and telecommunications systems. ISD is also the transportation coordinator for mass transportation resources such as the Metro.

- **Metro**

The Metro is the primary source of mass transportation equipment used by the OA and a support to ISD. Both busses and mass transit trains may be available for use in evacuations, transportation of equipment and supplies, transportation of emergency response workers and establishment of temporary bus/train lines for the transportation of victims to Disaster Assistance Centers (DAC's) and other relief locations such as mass shelters. Requests for Metro resources are handled through the Logistics Section, Transportation Coordinator in the CEOC/OAEOC.

Mental Health

The mission of the Department of Mental Health during a disaster is to coordinate and provide mental health services to the community, emergency responders and maintain continuity of care to existing consumers. The department is responsible for the countywide management and allocation of mental health resources to the community.

Military and Veterans Affairs

Assists veterans, its dependents and survivors in pursuing legal claims and benefits under Federal and State laws. They are a support to the Coroners Department during an emergency.

Museum of Art

The Museum of Art is a support to the CEO and may be called upon to support emergency operations with personnel.

Museum of Natural History

The Museum of Natural History is a support to the CEO and may be called upon to support emergency operations with personnel.

Parks and Recreation

In the event of a disaster, the Department of Parks and Recreation will make its parks and facilities available to relief and disaster agencies to provide care and shelter for disaster victims. Park Rangers will act as the primary security resource at these facilities.

In a widespread disaster, DPSS and Parks and Recreation personnel may be used to assist staff from the relief agencies. Parks and Recreation are a support for DPSS during an emergency.

Probation Department

The Probation Department, pursuant to SOPs, will continue to enforce court orders, operate correctional institutions, incarcerate delinquents and, time permitting, recommend sanctions to the courts and design and implement additional programs to reduce crime and ensure victim rights. In addition to these responsibilities, the Department shall provide supportive assistance to the Sheriff's Department as needed.

Public Defender

During periods of emergency or disaster, the primary responsibilities and considerations of the Public Defender's office are the safety of employees and public at work sites, preservation of vital departmental records and property, and continuation of legal services to clients. In addition to these responsibilities, the Department shall provide supportive assistance to the Sheriff's Department as needed.

Public Health

This Department of Public Health directs and coordinates public health actions and services during disaster response conditions. Public health actions may include:

- Management and command of disease control operations
- Activation of mass dispensing operations
- Activation of quarantine and isolation options
- Issuance of Health Officer Orders
- Activation of seizure orders in support of health operations

- Activation of radiological response plans and management of radiation incident operations

Public Health services may include:

- Managing of radioactive sources
- Coordinating inspection of health hazards in damaged buildings
- Inspecting foodstuffs and issuance of disposal orders
- Inspecting potable water delivery systems
- Inspecting and certifying medications
- Providing vector control
- Inspecting emergency sheltering and feeding operations
- Detecting and identifying possible sources of contamination dangerous to the general physical and mental health of the community

Public Library

The Public Library is designated as a support department to DPSS. Upon activation of the CEOC/OAEOC, or as instructed, the Public Library will assist disaster relief efforts by providing staff to support the County's Disaster Victim Inquiry System (DVIS).

Public Social Services

The Department of Public Social Services (DPSS) is the OA coordinator for care and shelter. DPSS is the OA liaison with private, not-for-profit human services agencies, including Community Based Organizations. DPSS is also the OA liaison with the grocery industry.

DPSS manages the CalFresh (formerly the Emergency Food Stamp program) program when activation is requested by the County and approved by the USDA. DPSS In-Home Supportive Services (IHSS) Social Workers conduct health and welfare checks on high risk IHSS consumers immediately following a disaster.

Public Works

The Department of Public Works (DPW) is the lead County department in conducting Damage Assessment and Construction and Engineering Recovery activities and has a lead role in responding to major emergencies. DPW is responsible for maintenance and repair of infrastructure, including the road network, flood control system, general aviation airports administered by the department, sewer and waterworks districts and building and safety functions.

Registrar-Recorder/County Clerk

The Registrar-Recorder/County Clerk is designated as a resource department to the CEO. Conducts Federal, State and local elections; verifies initiative and referendum petitions; records real estate documents; maintains birth, death, and marriage certificates; issues marriage licenses; files business documents. To the extent possible

the department will continue to fulfill these duties in the aftermath of an event.

Sanitation District

The Sanitation Districts (Districts) consists of 23 independent special districts in Los Angeles County. The Districts operate wastewater and solid waste facilities that provide services to 5.5 million citizens of the County. Districts' facilities include wastewater reclamation plants, pumping plants, main trunk sewers, municipal sanitary landfills, energy facilities, recycling and transfer stations, and composting facilities. The Districts is aligned with DPW to respond as needed for a public works' emergency or disaster.

Sheriff

During an emergency where the CEOC/OAEOC is activated, the Sheriff is the Director of Emergency Operations. The supportive law enforcement departments are: Superior and Municipal Courts, District Attorney, Public Defender, Alternate Public Defender and Probation.

Superior Court

During periods of emergency or disaster, the primary responsibility and considerations of the Superior Court is: the safety of employees and the public at work sites, preservation of vital departmental records and property, and maintaining the jurisdiction in felony cases, civil cases in excess of \$25,000, small claims cases over \$5,000, and juvenile matters. In addition to these responsibilities, the department shall provide supportive assistance to the Sheriff's Department.

Treasurer-Tax-Collector

The Treasurer-Tax-Collector is s a support department to the CEO. Bills, collects, invests, safeguards monies and properties on behalf of the County, other governmental agencies and entities and private individuals as specified by law. Continuity of this mission following an event is essential to the conduct of County business.

County departments and emergency functions

County Departments and Emergency Functions	Alert & Warning	Information Technology	Damage Assessment	Management & Situation Analysis	Emergency Public Information	Radiological Protection	Fire & Rescue	Law Enforcement	Emergency Medical Services	Public Health	Coroner	Care & Shelter / Human Svcs.	Evacuation	Urban Search & Rescue	Construction Eng. & Recovery	Supplies & Procurement	Personnel	Transportation Resources	Utilities	Finance & Administration	Hazardous Materials	Status of County Government	Initial Recovery
Chief Executive Officer			R	S	S										S	S	P			P		P	P
Agricultural Weights & Measures										S													
Alternate Public Defender								S															
Animal Care & Control							R			R		R											
Assessor			R												R								
Auditor																	R						
Beaches & Harbors								S					R	S				R					
Children & Family Services												S											
Community & Senior Services					R							S											
Coroner					R				R	R	P												
County Counsel															S								
District Attorney								S															
Fire		R	R	R	R	S	P		R	R	R			P		R						P	
Health Services	R	R							P	R	R	R										R	
Human Resources																		S					
Internal Services		R	R	R			R	R				R	R	R	R	P		C	L				S
Mental Health					R		R	R	R	R	R	R											R
Military & Veteran's Affairs											R												
Parks & Recreation							R				R	S		R	R								
Probation								S						R									
Public Defender								S															

OA Emergency Response Plan

County Departments and Emergency Functions	Alert & Warning	Information Technology	Damage Assessment	Management & Situation Analysis	Emergency Public Information	Radiological Protection	Fire & Rescue	Law Enforcement	Emergency Medical Services	Public Health	Coroner	Care & Shelter / Human Svcs.	Evacuation	Urban Search & Rescue	Construction Eng. & Recovery	Supplies & Procurement	Personnel	Transportation Resources	Utilities	Finance & Administration	Hazardous Materials	Status of County Government	Initial Recovery
Public Health			S			P			R	P		S	S								S		R
Public Library					R							S											
Public Social Services												P	S										S
Public Works		R	P	R			R				R	R	R	R	P			R	R				S
Regional Planning															S								
Registrar-Recorder County Clerk																	R						
Sheriff	P	P	R	P	P	R	R	P			R	R	P	R				R					
Treasurer Tax Collector											R						R						
All Departments																	R			R		R	

Legend
P-Primary
R-Resource
S-Support
L-Liaison
C-Coordinator

Appendix F, Table 9-2: County departments and emergency functions